



Kiwaniis®

NEBRASKA-IOWA DISTRICT

Minutes

Retreat and District Board Meeting

Oct. 11 and 12, 2024

Wahoo Public Library, 637 N Maple Stret, Wahoo, Nebraska

Friday, Oct. 11 Retreat Schedule

5:15 p.m. Meet, Greet & Welcome Activity

5:30 p.m. Kiwanis Children's Fund Possibility Project, presentation by Divisions 19/20 Champion Emily Wageman

6:00 p.m. Dinner

6:45 p.m.-8:15 p.m. SLPs Can Make a Difference, group discussion with all five District's Service Leadership Program administrators, and CKI governor also in attendance.

Saturday, Oct. 12 Board Meeting Minutes

Call to Order, Welcome and Introductions – 9 a.m.

Roll Call, all board members present and quorum established

Governor John Boltz; Governor-Elect Brian Wells; Vice Governor Tim McGee; Immediate Past Governor Dale Doudna; Administrator Lisa Brichacek; Treasurer Curt Reis; and Trustees Keith Prettyman (R1), Linda Placzek (R2), Barb Hames (R3), (R4), Andy Webb (R5) and Barrie Tritle (R6)

Minutes of Meetings

Motion by Prettyman, second by Tritle to approve the **Aug. 2, 2024 District Board meeting minutes. Motion carried unanimously.**

Motion by Placzek, second by Tritle to receive the minutes from the **Aug. 3, 2024 House of Delegates meeting in West Des Moines, Iowa.**

Governor's Report – Gov. John

The goals for the year were reviewed. Communities identified for new clubs this year are Aurora, York and either Gretna or Nebraska City. There is also a push this year for new Service Leadership Program clubs.

Kiwanis International Guest Comments – Area Director Brad Boyd attended virtually.

Governor's Appointments for 2024-2025: Key Positions, Standing Committees Chairers & Special Committees

Motion by Prettyman, second by Hames to approve the governor's appointments for 2024-2025. Motion carried unanimously.

Circle K Administrator's Resignation & Replacement Search: Travis Grafe-Cline has announced his intentions not to continue in his role as administrator after the start of the new CKI year on April 1. Board directed the district governor to begin search for a replacement.

Region 4 Trustee Vacancy & Appointment

There were no candidate filings for trustee in Region 4. Gary Lindgren completed two terms (six years) and was term limited. Per bylaws, no trustee is to serve more than six consecutive years. When this happened several years ago in another region, the board declared a vacancy and appointed a representative from that region to serve. The representative does not have voting rights as a trustee would, but can participate in meetings.

Motion by Prettyman, second by Placzek to declare a trustee vacancy in Region 4. Motion carried unanimously.

Motion by Hames, second by Placzek to appoint Gary Lindgren as a non-voting representative for Region 4 to the District Board. Motion carried unanimously.

Administrator's Report – Lisa Brichacek

District Foundation & Kiwanis Children's Fund

- 1. Kiwanis Children's Foundation Report** – Jody Melcher
- 2. District Foundation Report** – Tracey Domgard
- 3. Memorandum of Understanding Agreement Between District and Foundation**

There were no changes in MOU from previous years. This is annual agreement and Foundation has already approved.

Motion by Tritle, second by Prettyman to approve 2024-2025 MOU with District Foundation and authorized the governor to sign. Motion carried unanimously.

Membership

- 1. Membership & Existing Club Growth** – Michelle Musgrave
- 2. New Club Building:** Oskaloosa in progress; also targeted this year are Aurora, York and Gretna.
- 3. Club Closures:** Known closures are Lincoln Northwest, Algona Morwens, Norfolk Morning and Kearney Golden K.

Other Reports

- 1. Key Leader Report** – Don Fritz

There are only eight registrations so far for the event to be held the first weekend in November. Last year, attendance was 22 and the District lost over \$8,000 on this event. There is a contract for this year and deposits have been made with both the camp and KI. It was Don's recommendation as Key Leader coordinator to cancel.

Motion by Prettyman, second by Placzek to cancel the 2024 Key Leader. Motion carried unanimously.

Fritz was directed to contact Sunstream camp and KI to see if at least some of deposits would be refundable and District could be released from contracts.

- 2. Recap of Friday Evening's Service Leadership Program Discussion took place.**

Finance

- 1. Treasurer's Report & 2023-204 Budgets Review** – Curt Reis

The budgets for previous year were reviewed as they currently stood. Additional updates were still needed for September expenditures.

Motion by Tritle, second by Prettyman to accept the treasurer's report. Motion carried unanimously.

- 2. Finance Committee Report** – Gary Lindgren

A. 2024-2025 Committee & Quarterly Meeting Schedule: schedule for year not set yet, but committee will be meeting soon for 2024-2025 budgets.

B. Edward Jones Investments: continuing to monitor as necessary

C. Annual audit/compilation: McFarlin and Brokke have been the contracted firm for last five years. They continue to do a good job, but it is good to occasionally review and rebid in order to compare and get best pricing.

Motion by Tritle, second by Prettyman to seek bids for the District's annual audit and related financial filing work.

Motion carried unanimously.

- 3. Budgets**

The 2024-2025 District Budget, 2024-2025 Circle K District Budget and 2024-2025 Key Club District Budget have not been prepared yet. The finance committee will be meeting to do those and make recommendations.

A Special Meeting of the District Board was called for Oct. 29 at 7 p.m. on Zoom for the purposes of budgets approval.

Other Business (Discussion and Action as Necessary)

- 1. District Calendar and Board Meeting Dates** – John

The board reviewed activities for the year. The January Board Meeting will be Saturday, Jan. 25, virtually at 9 a.m.

- 2. Policy and Procedures** – Lisa

A. District Finance Policy – Policy update as attached at the end of these minutes

Motion by Keith, second by Webb to accept the update to the District Finance Procedures as recommended by the district administrator, district treasurer and district finance chair. Motion carried unanimously.

B. CKI & Key Club Finance policies, status report

Similar to the district finance procedures, CKI and Key Club policies also need modernization. These will be prepared for presentation at a future meeting.

3. LaRue Committee Recommendation – Barb & Linda

Committee recommended 1) two \$300 scholarships to 2024 Key Leader, 2) \$250 given to help support new clubs Greater Grinnell and Floyd Valley and 3) remaining \$900 in LaRue funds divided among next three clubs to be formed in district. With Key Leader cancelled, that \$300 was shifted to future club building.

Motion by Prettyman, second by Tritle to expend the remaining \$2,000 in LaRue funds by donating 1) \$250 each to Greater Grinnell and Floyd Valley clubs and 2) \$300 each to the next five clubs that form in the district. Motion carried unanimously.

4. Growing Kiwanis project remaining funds & LaRue Committee Request – Barb, Linda & Lisa

A previous board had approved \$3,000 from the LaRue Funds be awarded to the Growing Kiwanis in Your Community project. But, those dollars were never spent. The Growing Kiwanis effort will obviously continue in the district, but the committee overseeing that project has disbanded, The LaRue Committee asks that the \$3,000 now be re-assigned to 1) help strengthen leadership at the district leadership retreat (\$500) and 2) assist SLP administrators in promoting new club building (\$500 to each). Board discussion included asking for a detailed plan from each SLP on how their grant dollars would be spent and wanting new club promotion, rather than rewards for existing SLP members.

Motion by Prettyman, second by Tritle to award a \$500 Promotions Grant from remaining Growing Kiwanis funds to each SLP administrator, provided they submit a plan for use that focuses on new club building. Motion carried unanimously.

5. 2024 Trustee Elections and Regional Meetings – Lisa

Regions with trustees' terms expiring this year are Regions 2, Linda Placzek, and 3, Barb Hames. Both are eligible for another term. Per the updated policy for regional elections that the board approved in April, the regional leadership is to have a date and method set for election by Dec. 15. Candidate applications will be accepted Jan. 2 through March 1. Elections can take place in April, May or early June.

6. Redivision Committee & Scope of Duties – John

Past Governor Milford Hanna has agreed to chair a committee to study the current divisions and rebalance them among all the clubs in the district. Committee members are current officers Governor John Boltz, Governor Elect Brian Wells and Treasurer Curt Reis, and Larry Ziska, a past governor, has also agreed to serve. It was recommended that at least one more member from Iowa be appointed to better balance the committee membership across both states.

Motion by Hames, second by Wells to approve the governor's appointment of a Redivision Committee to begin the process of studying redivisioning needs.

7. Award and Scholarship Committee Report – Dale

The Distinguished Awards deadline is Nov. 1 and Achievement Awards deadline is Dec. 1.

8. District Standing Update – Lisa, Dale & Curt

Financial reports, the last item on the checklist for compliance, will be submitted soon. KI has been made aware of the reason for the delay this year.

9. Club Leadership Education and Club Leadership Chats – Lisa

Two CLCs were scheduled for this fall. During this summer's CLEs, the club secretaries requested a CLC in November. The general member CLC in October already has more than 15 registered.

10. 2025 Leadership Retreat, Best Western Plus Hotel and Conference Center, York, Nebraska, March 29

11. International Convention, Pittsburgh, June 24-28

12. District Convention 2025, Aug. 1-2, The Graduate, Lincoln

13. Other items of interest in the district: fundraising, Tomorrow's Leadership Fund

Adjournment – 2:58 p.m.

Submitted by Lisa Brichacek, district administrator

Attachment 1 – District Board Minutes Oct. 12, 2025

Changes to Nebraska-Iowa Kiwanis Policies and Procedures

As necessary, the Nebraska-Iowa District Board may make changes to the District's Policies and Procedures. Notice of changes forthcoming in the Finance Procedures were announced at the April 26, 2024 board meeting and restated Aug. 2, 2024.

The district administrator, district treasurer and Finance Committee chair met Aug. 26, 2024 and now recommend the changes as detailed here. Please note, this is the first step in updating Financial Procedures and only covers the district's portion of the document. The SLP finance procedures are still under review, with those proposed changes anticipated by January 2025.

Changes to Finance Procedures (starting on Page 56 of Policies and Procedures)

Additions are unlined. ~~Deletes are crossed out.~~

FINANCE PROCEDURES

Finance Committee

The Governor-elect designate, during the year serving as Vice Governor-elect, appoints a Finance Committee composed of at least two Past Governors and the Immediate Past Governor to serve for the coming Kiwanis year. The Governor, the Governor-elect, District Treasurer, District Administrator and Vice Governor serve as ex-officio members of the committee and are to be fully informed of the budget to be proposed prior to its presentation to the District Board. (8/21)

The appointment of committee chair will be made by the Governor-elect designate.

The Finance Committee will fulfill its responsibilities as prescribed by the District Bylaws.

Information necessary for the development of a proposed budget must be submitted to the Committee so that the budget for the ensuing administrative year can be developed at least one month prior to the first meeting of the incoming Board. Those who should submit budget requests are the District Administrator, District Treasurer, the Governor, the District Convention Chair, District Membership Chair, and any others the Committee may specify.

The Chair of the Committee presents its budget recommendations to the Executive Committee for review and deliberation, then presenting to the District Board, for consideration, at their first meeting. At this meeting, the District Board will adopt a budget for the ~~upcoming~~ administrative year.

An operating statement and monthly budget to actual reports are to be prepared and submitted prior to each District Board meeting by the District Treasurer, with copies submitted to all members of the Board and the Finance Committee.

No line item in the budget may be overspent by more than five (5) percent without the authorization of the District Board; however, the District Board can adjust the budget at any regular or special meeting of that body.

With respect to the funds held in reserve by the District, it is the goal of the District to maintain a full year's funds in the reserve account. The Finance Committee, in its annual budget review and recommendations, is charged with maintaining the appropriate reserves and investing same as appropriate.

No individual or committee may make any commitment, authorize any expense account, or enter into any contract purporting to bind the Nebraska-Iowa District of Kiwanis International in any financial matter without prior approval of the District Board of Trustees.

The district administrator shall have the authority to sign contracts on behalf of the District for events or activities that have received District Board consent.

All money collected or received as the result of any project, program or function of the Nebraska-Iowa District must be cleared through the District Office.

In addition to budget-related responsibilities, the Finance Committee is responsible for:

- Overseeing the annual billing for Tomorrow's Leaders' Fund;
- Overseeing the annual billing of District Aktion Club member dues;
- Reviewing Kiwanis Online reports of District membership, club status, and money owed, providing feedback to clubs which may be in arrears;
- Reviewing respective Administrator of State biennial report updates, assuring that all clubs in the District are legal and active; and
- Assuring completion of IRS Form 990 filings for all clubs in the District to assure continued non-profit status under 501c(4) regulations.
- Additionally, assuring completion of IRS Form 990 for clubs that maintain a foundation under 501c(3) regulations.

The Finance & Audit Committee also serves as the District's Investment Committee, directing the appropriate investment of the District's funds (active and reserves). The committee shall work with an approved investment firm, regarding the investments.

New Club Opening Expense Reimbursement

Funds from this appropriation may be paid to any member of the District Board or other person(s) designated by the Governor.

The District Budget limits the amount of funds available. This item of the budget may not be over obligated without prior approval of the Board of Trustees. Keeping this in mind, individuals considering drawing on these funds outside of the authorized items listed below must obtain approval of the District Governor prior to submission of a voucher asking for reimbursement. The following expense items are authorized as reimbursable:

- ~~Telephone calls, including related conference calls;~~

- Travel expenses, at the rate allowed for Lt. Governors in their division, district officers and membership chair travel in their division;
- Expenses for refreshments when meeting with key individuals during the initial stages of the new club opening effort.

No one is to be reimbursed from the New Club Opening budget line if reimbursement from Kiwanis International is received.

From time to time, Kiwanis International makes special new club opening grants available to districts. New club organizers are encouraged to check out these financial opportunities when planning to open a new club.

Lt. Governor Expense Reimbursement

District Expense Vouchers, provided by the District Office, will be used for requesting reimbursement of expenses incurred in connection with the Lt. Governors' work with their clubs. Checks covering vouchers of this type will be issued periodically on a schedule determined by the district treasurer. Mileage, ~~telephone~~, and postage expenses need to be itemized. Detailed receipts are required for expense items other than mileage. Expenses will be reimbursed up to the limit of each budget account within the following guidelines:

- The amount of mileage allowance payable (\$.35 per mile) is limited to the required club visitation reports filed at the time the voucher is submitted. Vouchers may be submitted soon after the expenses are incurred and within 90 days of occurrence is encouraged but must be submitted no later than (10) days prior to the end of the Kiwanis fiscal year.
- Much of the travel, hotel, and meal expenses are covered for Lt. Governors ~~and partners to attend at~~ the Lt. Governor's Training Conference, Midyear ~~Conference-Event~~, and the District Convention. As procedure varies from event to event, filing of vouchers will be discussed ~~during the related Board meeting.~~ prior to event. Meals for a partner attending an event may or may not be included, with notice of non-payment to be given in advance.
- The allowance for attending the International Convention is paid when the District Office receives confirmation of the Convention registration or at another time as determined by the Governor and District Administrator or District Treasurer.
- Should a one-day event, such as Leadership Day/Retreat, be held, the District reserves the right to limit reimbursement for hotel. The "three-hour drive rule" would determine if a member of the district's leadership team is eligible for overnight reimbursement. Team members traveling less than three hours may request overnight accommodations prior to the one-day event, but it would not be a reimbursable expense.

New clubs, once chartered, must be serviced by the Lt. Governor just as are established clubs; and this is chargeable to Lt. Governor Expense. The allowable amount will be automatically increased to include expenses to service the new club on the same basis as the established clubs (\$30 per club per year).

Many Lt. Governors for whatever reason, fail to file for expense reimbursement, thinking it is a contribution to the District. Because such are considered budget approved expenses, Lt. Governors are encouraged to file. If reimbursements are not

requested, it is difficult to ascertain just how much it costs to run the District. If looking for a contribution to the District, please consider writing a check to the Nebraska-Iowa District Foundation with your approved reimbursements.

District Board Member ~~Trustee~~ Expense Reimbursement

District Expense Vouchers, provided by the District Office, will be used for requesting reimbursement of expenses incurred relating to the ~~Trustee's meeting~~ expenses. Checks covering expenses of this type will be issued periodically on a schedule determined by the district treasurer.

Mileage (\$.35/mile), ~~telephone~~, and postage expenses need to be itemized. Detailed receipts are required for expense items other than mileage. Vouchers will be paid up to the limit of each respective budget account within the following guidelines:

- The amount of mileage allowance payable is limited to the required attendance at meetings scheduled by the District Governor. Vouchers may be submitted soon after the expenses are incurred or within 90 days but must be submitted no later than (10) days prior to the end of the Kiwanis fiscal year.
- Much of the travel, hotel, and meal expenses are covered for the Trustee and partner to attend the Midyear ~~Conference-Event~~, and the District Convention. As procedure varies from event to event, filing of vouchers will be discussed during the related Board meeting.
- There is a minimal allowance for attending the International Convention.
- Should a one-day event, such as Leadership Day/Retreat, be held, the District reserves the right to limit reimbursement for hotel. The "three-hour drive rule" would determine if a member of the district's leadership team is eligible for overnight reimbursement. Team members traveling less than three hours may request overnight accommodations prior to the one-day event, but it would not be a reimbursable expense.

Other District Member's Expense Reimbursements

Budget allowances are established for the reimbursement of mileage, hotel and meal expenses, ~~telephone, and office expenses~~ incurred by each officer in the fulfillment of his/her respective position. The voucher system procedures explained above apply to other District Officers, Lt. Governors Elect, and District Committee volunteers authorized by the Governor to receive expense reimbursements.

- Should a one-day event, such as Leadership Day/Retreat, be held, the District reserves the right to limit reimbursement for hotel. The "three-hour drive rule" would determine if a member of the district's leadership team is eligible for overnight reimbursement. Team members traveling less than three hours may request overnight accommodations prior to the one-day event, but it would not be a reimbursable expense.

Limitations & Modifications

The amount payable from any of the accounts discussed above is strictly limited by the budgeted amount as adopted by the Board ~~of Trustees~~. The Board may modify the initial budget amount during the year in accordance with the District Policies and Procedures.

Waiving of Registration Fees

Members of K-Kids, Builders Clubs, Key Clubs, Aktion Clubs, and Circle K (CKI) Clubs will not be charged a Registration Fee for Nebraska-Iowa District Kiwanis functions such as Midyear Conferences or Annual Conventions. If registration for these events includes meals, only meal costs will be charged if SLP members want to eat with the group, or they can opt to eat elsewhere.

Credit Card Payments

The District will maintain a credit card, held by the district administrator, for the purposes of paying for goods and services. Appropriate tracking of purchases will be provided to the district treasurer on a monthly basis and reviewed by the Finance Committee as part of the overall budget/financial review process.

When to pay by credit card and when to pay by check shall be determined through best practice by the district administrator and district treasurer.

Electronic Payments Receivable

The District will receive payments electronically as deemed appropriate. The provider (Square, RegFox, for example, or others) will be determined based upon the need and is subject to recommendation of the administrator and review of the treasurer and Finance Committee.

When electronic payments are received for registration of an event or for a product, the District shall be a good steward of member dues generated funds and pass along processing fees to the payer. The determination of how best to collect those fees shall be at the discretion of the administrator and treasurer. If the electronic payment is a donation or event sponsorship, the District may assume the costs of the processing fees.

Approved by District Board, Oct. 12, 2024

Lisa Brichacek, district administrator