



Kiwanis®

NEBRASKA-IOWA DISTRICT

District Board Meeting Minutes

Friday, Aug. 1, 2025

The Graduate, Lincoln, NE

8:18 a.m. Call to Order – Governor John Boltz

Roll Call – Quorum Established

Present: 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), Barb Hames (R3), (R4), Andy Webb (R5) and Barrie Tritle (R6); Regional Rep Gary Lindgren (R4).

Absent: Trustee Linda Placzek (R2)

Kiwanis International: Kiwanis International Vice President Designate Cathy Szymanski; Kiwanis International Area Director Brad Boyd (virtual)

Other Guests: District Vice Governor Candidate Julie Weaver

Minutes of Meetings - April 26, 2025 Board Meeting

Motion by Webb, second by Prettyman to approve the minutes from the April 26, 2025 Virtual Board Meeting. Motion carried unanimously.

Governor's Report – Gov. John

The year has gone well. More club visits are planned. There is excitement around new SLP clubs formed this year.

Kiwanis International Guest Comments –

Cathy Szymanski was happy to be present in person, as opposed to virtual only when she counseled the district in 2020-2021. She was eager to meet district Kiwanians and help out with convention. Brad Boyd thanked the board members for a good year and reminded them to finish strong in the last two months.

Administrator's Report & Annual Equipment/Storage Report – Lisa Brichacek

Several items on the written report were highlighted. Club officer reporting is still low, with only about 54 percent of the clubs reporting. The collection of Club Leadership Education fees, however, was again good this year, with 79 percent of the clubs remitting the \$20 fee. The annual equipment and storage report listed a new color printer and an updated cell phone purchased. A return to the storage unit in Bellevue is planned this fall to finish cleaning outdated, unnecessary items.

District Foundation & Kiwanis Children's Fund

1. Kiwanis Children's Foundation – Jody Melcher (Virtual)

The District has 10 Impact Clubs signed on for the current campaign. About \$205,000 has been committed from clubs and individuals. More clubs will be encouraged to invite a "Champion" to their meetings. Per club donations continue to come in and thank you calls are being made.

2. District Foundation Report – Tracey Scissors-Domgard

All divisions for 2025-2026 have assigned trustees. New officers for 2025-2026 will be Scissors-Domgard, president; Russ Goold, vice president; David Muff, secretary; Teresa Rotschafer, treasurer.

Membership & Club Status

1. Membership & New Club Building

Mahaska County did get its 15th member and a charter party is planned for September. Club building efforts are still ongoing in Aurora. Club building in York is currently on hold. Club building plans for the coming Kiwanis year include Gretna, Nebraska and Perry, Iowa. A club in Oskaloosa, Iowa and several Voices clubs are also possibilities.

2. Club Closures

Seward Helping Hands has reported to district and KI that they will be closing Sept. 30. They sponsor two SLPs, which will be hopefully picked up by the other club in Seward.

3. Compliance & incorporation status

Compliance Chair Gary Muckel's written report showed seven clubs have not filed the 2025 biennial report and five clubs continue to operate without non-profit status. There was agreement that the regional trustees needed to assist the Compliance Committee with contacting these clubs.

Finance

1. Budget Review & Treasurer's Report – Curt Reis

The district has a healthy cash balance so far this year. Revenue to date is still above expenses, but convention expenses, scholarship checks and a few other annual costs will eat at that this month. Expenses are still in line with the budget. The Key Club budget is showing expenses about \$4,300 higher than revenue so far this year. The CKI budget is also showing a net loss to date of about \$1,500. CKI needs to address cash flow and fundraising efforts.

Motion by Tritle, seconded by Hames to approve the Treasurer's Report. Motion carried unanimously.

2. Finance Committee Quarterly Meeting & Upcoming Budget Meetings – Gary Lindgren

The committee met in July to review and recommend financial policy and procedures modernization. At least one meeting in September will take place to work on budget.

3. Edward Jones Investments – Gary Lindgren

A meeting with David Muff at Edward Jones will be scheduled in September. At the end of July, current value was \$220,000. That was up about \$4,000 from the previous month. Current holdings are 32 percent fixed and 68 percent equity.

4. Financial Compilation Update - Curt Reis

The compilations for fiscal year 2023-2024 have been completed by McFarlin and Brokke PC for both the District and the District Foundation. Both will be provided with certification documents to Kiwanis International this month.

5. Policy and Procedure recommendations

Multiple items in the financial policy and procedures for Key Club and Circle K International had been identified as not in practice, most were outdated procedures. The Financial Committee recommended modernization. (See attached)

Several other changes were discussed by the committee for all the districts' financial policy, but there was no recommendation at this time. Those changes will address allowable and non-allowable reimbursements.

Motion by Tritle, second by Prettyman to approve the committee's recommendation for modernization of Key Club and Circle K International financial sections of Policy and Procedure. Motion carried unanimously.

Other Business

1. Bylaws

Amendment One (allowing a qualified Kiwanian from another region to serve as a regional trustee) will need a designated person to make the motion to approve and another to second it during the House of Delegates. This is per the House Standing Rules that will be approved by the delegates. Tritle volunteered present the amendment. Prettyman will second. Kiwanis International Governance Department sent notification in early June that a Standard Form Amendment to the bylaws is required. Districts will be allowed to put that amendment before the delegates in 2026.

2. District Convention

Registration Report – 146 registered – 124 Kiwanians, 6 non-Kiwanians, 15 SLP members. It is expected that a quorum will be reached for the House of Delegates. It was noted that lower attendance this year could impact the convention budget.

Using attendance numbers from the past three years, registration fees were set to spread costs out among 175 attendees.

3. Redivisioning

There are several sections of policy and procedure that should be reviewed because of the Oct. 1 redivisioning. Changes are expected to be minimal. Prettyman and Hames volunteered to serve on the committee with Brichacek to bring forth recommended changes at a future meeting. An inventory of division's Lt. governor "Home Club" banners showed ten divisions have them, while the remaining divisions report missing or damaged banners. Since banners are not used by all clubs and divisions, the existing banners are to be offered to those Lt. governors who would like in their divisions. New banners will not be purchased unless there is a request.

4. 2025-2026 Preparation

Per District bylaws, the District Board may appoint Lt. governors in divisions with declared vacancies/no elections. Divisions who have not held elections are 1, 4, 5, 6, 9, 10 and 15. (divisions as of Oct. 1). All have Lt. governor candidates who have agreed to serve in 2025-2026.

Motion by Tritle, second by Prettyman to approve the recommendation of Gov. Elect Wells to appoint Lt. governors in Divisions 1, 4, 5, 6, 9, 10 and 15, effective Oct. 1. Motion carried unanimously.

The first Board Meeting for 2025-2026 was also set. It will be Oct. 3 and 4 in Fremont. Start time is anticipated to be 4 p.m. Friday.

5. Kiwanis Voices

Kiwanis International is starting a new kind of Kiwanis club on a 5-year pilot basis. This is for 18 to 26-year olds and dues will be \$40, of which the district may receive \$8. Gov. Elect Wells reported KI has asked that each district start Voices clubs in 2025-2026. He would like to start four Voices clubs and find money in the budget to scholarship Voices' members. More discussion, including if a bylaw change is necessary, can take place at the October meeting.

6. Region 4 Open Trustee Position/Gary Lindgren appointment

The Region 4 trustee seat will be open for one year as of Oct. 1, and there have been no inquiries from any potential candidate. Past two-term, Region 4 Trustee Gary Lindgren could not re-file last year due to the six consecutive year clause in bylaws. He is willing to serve again as a trustee and, after a year's absence, would be qualified for appointment.

Motion by Prettyman, second by Tritle to appoint Gary Lindgren as trustee to fill the remaining two years of the current three-year term in Region 4, effective Oct. 1. Motion carried unanimously.

7. Kiwanis District Merchandise

ALADAN Media Group has invited the district to produce branded merchandise on an on-demand basis. This company is authorized by Kiwanis International and Affinity Licensing. No minimum number order would be required and pricing is reasonable. District leaders have looked at getting Nebraska-Iowa Kiwanis shirts, but were limited by those factors. Other merchandise could also be created and the district would receive a small royalty back from each purchase. There was consensus to pursue and to start with a shirt design.

8. Kiwanis Engage

There are still some bugs being worked on by Kiwanis International IT staff, but the transition from Connect went well overall. There have been some requests made to the district office from Kiwanians for more information, training or log in information. One of the bonus blocks Saturday morning will also offer Engage Q&A.

9. Club Leadership Education & Leadership Chats

About 34 percent of the clubs sent at least one officer to Club Leadership Education sponsored by the District. Total individuals trained, including those registered for Friday afternoon in-person CLE, is 91. Kiwanis International is holding additional virtual training this week and those attending will also receive credit.

10. Grant/Funding Updates

Three separate “funds” are being tracked for grant or special requests.

The James LaRue Estate Fund has \$1,200 remaining. Mahaska County Kiwanis (new club) was recently cut a \$300 check. The remaining funds will be distributed by \$300 checks to the next four new clubs to form.

The five SLP administrators were each offered \$500 Promotions Grants from the remaining funds in the Grow Kiwanis Campaign. Only Builders Club has used \$216.18 of the grant money to date. Any money remaining in this fund on Sept. 30 will be returned to the general coffers and the separate Growing Kiwanis Campaign fund dissolved.

Mental Health Matters Grants were awarded to 12 clubs, with \$2,000 coming from Kiwanis Children’s Fund District Grant Program and another \$800 from District funds. To date, two clubs have claimed \$450 with completed projects. These projects must be completed by Sept. 30 to receive the funds.

11. Award and Scholarship Committee Report

Awards Chair Doudna reported the committee has completed its work for the year. There were very few applications for district convention awards.

12. International Convention Recap & Looking Ahead

There were 32 Nebraska-Iowa Kiwanians registered to attend convention in Pittsburgh. It was a good convention. Budgeting for 2026 convention in the Philippines will be challenging, as it is unknown how many will attend. No one has been agreeable to become convention chair.

13. SLP Reports

K-Kids Administrator Jim Dane, Builders Club Administrator Sue Waldren (virtual), Key Club Administrator Tracey Scissors-Domgard, Aktion Club Administrator Lynda Henningsen, and CKI Administrator Travis Grafe-Cline (virtual) gave their reports.

14. Other items

Key Club Administrator Scissors-Domgard presented information on UNLOCKED, a leadership training weekend being organized by Key Club Oct. 31 to Nov. 2. The leadership seminar is designed for high school students and will have guest speakers.

Motion by Webb, second by Tritle to endorse the UNLOCKED program. Motion carried unanimously.

Adjournment – 12:08 p.m.

Submitted by Lisa Brichacek, district administrator

Nebraska-Iowa Policy and Procedure Updates

Key Club and CKI Financial Policies and Procedures

It was brought to the attention of the District Board at its April 26, 2025 meeting, that several paragraphs of these sections had been flagged as procedures not currently in practice.

The Finance Committee was tasked with rendering if changes were needed or if policies and procedures needed to be enforced. The recommendation from the July 24, 2025. Finance Committee meeting are shown with additions underlined and deleted ~~crossed out~~.

Key Club Procedures

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Financial Management (04/25)

The District Administrator(s) in conjunction with the Key Club District officers, annually prepares and submits its budget to the Kiwanis District Board. The Kiwanis District Board approves the Key Club District Budget, District Convention Budget, and all related finances.

The District Administrator of Key Club is responsible to the Kiwanis District Board for the control of District budget and finances.

The Kiwanis District Treasurer and Kiwanis District Administrator are also designated as Financial Counselors to the Key Club District. The District Treasurer guides the Key Club District Administrator and supervises the collection of District dues and the banking and disbursement of District funds, along with Key Club International.

All disbursements will be by District Key Club check or credit card. The Kiwanis District Treasurer or other approved signatory must sign all District checks. Each check must be supported by a voucher or invoice signed by the Key Club District Administrator or District Treasurer and the District Administrator, indicating that it is ready and proper for payment. All payments by credit card must follow SLP Credit Card Policy and Procedure, as outlined in separate section.

The depository for Key Club District funds is the same as for Kiwanis District funds. The Kiwanis District Treasurer and Kiwanis District Administrator make all deposits for the Key Club District. All monies received should be by check or an electronic payment method approved by the Kiwanis District. Personal payment applications – such as Venmo, PayPal, Zelle – are not to be setup or used by the SLP Administrator or Governor for District business.

Reimbursements and expenses placed on credit card must also follow policy and procedures outlined in the Financial Procedures for the Kiwanis District.

A complete and standardized system of financial records will be created for the District Key Club and approved as a continuing procedure by the Kiwanis District Board. From these records, the

District Treasurer supervises the preparation and verifies the accuracy of a report concerning the condition of District finances. ~~The Key Club District Treasurer presents one such report to the Kiwanis Board within 30 days prior to the Annual Kiwanis District Convention, and one at such other times as the Kiwanis Governor or Kiwanis Board directs.~~

A budget for the District, showing expected sources and amount of income, as well as itemized estimated expenditures, will be presented by the District Treasurer to the Kiwanis Board for its approval no later than at the Board meeting held in conjunction with the District Convention.

~~The Kiwanis District Governor appoints, and the Kiwanis District Board approves, the appointment of a Kiwanian in the convention site city as Financial Adviser to the Key Club District Convention. S/he is responsible to the Kiwanis District Board for the supervision of convention receipts, disbursements, financial records, and policies. S/he keeps the District Administrator and Treasurer of Key Club informed on all financial activities of the District Convention. S/he will be appointed as soon as the Convention site is selected.~~

~~The Key Club Administrator or Assistant Administrator to the Key Club District Convention prepares or supervises the preparation of detailed financial information reports concerning any Key Club District event the Key Club District Convention as required by the Kiwanis District Board and is required to make a report to that Board within 30 60 days of the close of said event and submits to the Kiwanis District Treasurer convention or at any time when s/he knows or believes the operations or plans will exceed the approved budget.~~

Circle K International (CKI) Procedures

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Financial Management (04/25)

The Kiwanis District Governor and Board approve the Circle K International (CKI) District Budget, District Convention Budget, and all District finances.

The District Treasurer of Circle K International (CKI) is responsible for assisting with ~~to the Kiwanis District Board for the control of~~ the CKI District budget and finances.

The Kiwanis District Administrator and District Treasurer are also designated as Financial Counselors to the Circle K International (CKI) District. S/he guides the Circle K International (CKI) District Treasurer and supervises the collection of District dues and the banking and disbursement of District funds. ~~The Kiwanis District Governor may assign another Kiwanian to assist in this function.~~

All disbursements will be made by District check or credit card. The Kiwanis District Treasurer or other approved signatory must sign all District checks. Each check must be supported by a voucher or invoice signed by the Circle K International (CKI) District Governor or Treasurer and

the Administrator, indicating that it is ready and proper for payment. All payments by credit card must follow SLP Credit Card Policy and Procedure, as outlined in separate section

The depository for Circle K International (CKI) District funds is the same as for Kiwanis District funds. The Kiwanis District Treasurer and Kiwanis District Administrator makes all deposits for the CKI District. All monies received should be by check or an electronic payment method approved by the Kiwanis District. Personal payment applications – such as Venmo, PayPal, Zelle – are not to be setup or used by the SLP Administrator or Governor for District business.

Reimbursements and expenses placed on credit card must follow ~~also~~ policy and procedures outlined in the Financial Procedures for the Kiwanis District.

A complete and standardized system of financial records is created for the Circle K International (CKI) District and approved as a continuing procedure by the Kiwanis District Board. From these records, the Kiwanis District Treasurer supervises the preparation and verifies the accuracy of a report concerning the condition of District finances. ~~The Circle K International (CKI) District Treasurer presents one such report to the Kiwanis Board within 30 days prior to the Annual Kiwanis District Convention, and one at such other times as the Kiwanis Governor or Kiwanis Board may direct.~~

A budget for the CKI District, showing expected sources and amount of income, as well as itemized estimated expenditures, will be presented by the CKI District Governor to the Kiwanis Board for its approval no later than at the Board meeting held in conjunction with the Kiwanis District Convention.

~~The Kiwanis District Governor appoints, and the Kiwanis District Board approves the appointment of a Kiwanian or Kiwanians in the convention site city as Financial Adviser to the Circle K International (CKI) District Convention. The Kiwanian(s) is/are responsible to the Kiwanis District Board for the supervision of convention receipts, disbursements, financial records, and policies. The appointed Kiwanian(s) keep(s) the District Secretary and Treasurer of Circle K International (CKI) informed on all financial activities of the District Convention. They will be appointed as soon as the Convention site is selected.~~

The CKI ~~Administrator~~ Financial Adviser to the Circle K International (CKI) District Convention prepares or supervises preparation of detailed financial information reports concerning any CKI District event ~~the Circle K International (CKI) District Convention as required by the Kiwanis District Board and is required to make a report to that Board within 30~~ 60 days of the close of said event and submits to the Kiwanis District Treasurer. ~~convention or at any time when it is known operations or plans will exceed the approved budget.~~