



Kiwanis®

NEBRASKA-IOWA DISTRICT

MINUTES

District Board Meeting
Saturday, April 26, 2025
8 a.m. Virtual Meeting (Zoom)

Call to Order – Governor John Boltz

Roll Call, All Present, 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); Regional Rep Gary Lindgren (R4)

KI Guests: Area Director Brad Boyd

Other: Key Leader Administrator Don Fritz

Minutes of Meetings

Jan. 25, 2025 Board Meeting

Feb. 20, 2025 Special Board Meeting

Motion by Prettyman, second by Tritle to approve the minutes from the Jan. 25, 2025 Board meeting and the Feb. 20, 2025 Special Board meeting. Motion carried unanimously.

Governor's Report – Gov. John

Club visits continue throughout district and there are a lot of good projects. The push to bring in new members and build new clubs continues.

Administrator's Report – Lisa Brichacek

In addition to written report, it was noted a new printer will be purchased in May. This is a budgeted item this year as issues have been surfacing the last several years on the seven-plus year old printer.

District Foundation & Kiwanis Children's Fund

1. Kiwanis Children's Foundation – written report reviewed

2. District Foundation Report – written report reviewed

Membership & Club Status

1. Membership & New Club Building – John Boltz and Tim McGee

Club building efforts in Aurora continue. In Oskaloosa, the application from the 15th member has been received and charter paperwork is underway. The new club has also several service projects started. Club building in York will take place late summer. It has been reported that the Boone Noon club will be closing.

2. Compliance & incorporation status

Compliance Chair Gary Muckel submitted a written report showing the 17 clubs that have not submitted yet the 2025 biennial report to Secretary of State offices. Five additional clubs have inactive nonprofit status. Trustees agreed to get involved and help contact the clubs to see what assistance is needed to get back into compliance.

SLP Reports & Key Leader

1. Written reports submitted by all five SLPs

2. Key Leader – Don Fritz

The district does have a contract with Camp Joy Holling for a November Key Leader. There is no contract yet offered by KI and program developments continue. A new curriculum will be rolled out Oct. 1 and a shift in focus is expected. The bigger concern continues to be the cost associated with the KI contract and the lack of registration the past several years. About 60 students are needed to break even. Nebraska-Iowa Key Leader had to be cancelled last year as only 10 signed up. The contract with the camp near Ashland can be broken right now without penalty. Further discussion included possibly finding another program to replace Key Leader.

Motion by Webb, second by Prettyman to discontinue the Key Leader program for 2025 and request the deposit be returned by Camp Joy Holling. Motion carried unanimously.

Finance

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

Motion by Tritle, second by Placzek to approve the financial report, including review of budget through March 31, 2025. Motion carried unanimously.

2. Finance Committee Quarterly Meeting Report – Gary Lindgren

Finance operations team of finance chair, treasurer and administrator met this quarter to review policy but full Finance Committee meeting not held.

3. Edward Jones Investments – Curt Reis & Gary Lindgren

David Muff has been keeping an eye on the markets and district investments.

Other Business (Discussion and Action as Necessary)

1. Bylaw Amendment For House of Delegates– Lisa

Proposed Amendment 1 would allow a qualified member from outside of a region to serve as a trustee if no one from within the region is willing or able to serve. It has been reviewed and given pre-approval by Kiwanis International governance. If approved by the House of Delegates in October, this amendment would be effective Oct. 1.

Amendment 1, Article 3, Section 2, item c.

Additions as underlined. No other changes or deletions.

c. Each Trustee shall be a member** of a club* in the region from which elected; shall have served as a Lieutenant Governor of a division within the region and shall be endorsed as a candidate by board of the candidate's primary club. However, if there is no member** from a club* in a particular region qualified and willing to serve as trustee, a past Lieutenant Governor endorsed by their club in another region may serve.

Motion by Prettyman, second by Hames to supports the passage of Amendment 1 to the Nebraska-Iowa District Bylaws, notify the members as required and send it to a vote at the House of Delegates' annual meeting on Aug. 2, 2025 in Lincoln, Nebraska. Motion carried unanimously.

2. Policy and Procedures – Lisa

The finance operations team of finance chair, treasurer and administrator has completed the given task to put into writing procedures for the credit cards used by Key Club and Circle K International districts. Although this is a new section of the Policy and Procedure manual, the majority of these practices have been in place for at least the last five years. (See attached)

As part of the ongoing project to modernize the SLP Financial Policies, several other changes were recommended. It was also noted that there were multiple procedures listed that are not currently being followed. The Finance Committee will be given the task to determine if policy should be changed or followed in these instances. Although highlighted in the attached document, these items were not a part of requested action at this meeting.

The third policy change recommendation addresses qualifications for vice governor candidates and came from the Nomination Committee. The recommended change was to remove the requirement that there be a one-year lapse between serving as Lt. governor and vice governor.

Motion by Prettyman, second by Webb to approve the updates to the Nebraska-Iowa District Policy and Procedures as presented. Motion carried unanimously.

3. Circle K Administrator and Assistants – John & Lisa

District CKI Administrator Travis has now reported that he is able and willing to continue as administrator until at least the end of the current SLP year in March. He asks that district leadership help him find an assistant to help during the times that his work schedule is more demanding.

4. 2024 Trustee Elections and Regional Meetings

- A. Regions 2 – Linda Placzek has been re-elected trustee during the regional meeting this month.
- B. Region 3 – Barb Hames is expected to be re-elected trustee during a regional meeting in May.

5. 2025-2026 Preparations – Brian

Fifteen lieutenant governors have committed already for the next Kiwanis year. Training will be May 2 and 3 in Fremont. Good progress also continues on filling the key positions and committee chair positions. Theme for the year is “Kiwanis Rocks.”

6. Award and Scholarship Committee Report – Dale

Scholarship application numbers were lower than previous years. But there were enough applications to award two each for Key Club and CKI, as well as provide applications to Key Club District for its two scholarships.

7. 2025 Leadership Retreat Recap & future discussion

The Leadership Retreat in York in March went well. There were 72 in attendance. Of those, 34 were from the district leadership team and 32 were general membership. The \$50 registration fee charged to members covered their individual costs. Depending on future costs for venue, meals, supplies and other event needs, the budget to cover district leaders may need to be increased in the future.

8. Kiwanis Engage – Lisa

Testing of the online platform continues. KI still plans to make the switch from Connect to Engage this summer. Communications to club leaders is planned over the next month and more info will be available at International Convention.

9. Upcoming Events

- A. Lt. Governor Elect Training, May 2-3, Fremont
- B. International Convention
- C. District Sponsored CLE: June 12, July 12, July 22, Aug. 1
- D. District Convention 2025

Adjournment – 10:28 a.m.

Submitted by Lisa Brichacek, administrator

Nebraska-Iowa Bylaw Amendment 1
Election of District Trustees
Article 3, Section 2

Proposed by: District Board

Purpose: To allow a qualified member from outside of a region to serve as a trustee if no one from within the region is willing or able to serve.

Effective Date: Oct. 1, 2025

Financial Impact: Limited (potential mileage reimbursement increase)

Additions to Article 3, Section 2, item c as underlined. No deletions.

c. Each Trustee shall be a member** of a club* in the region from which elected; shall have served as a Lieutenant Governor of a division within the region and shall be endorsed as a candidate by board of the candidate's primary club. However, if there is no member** from a club* in a particular region qualified and willing to serve as trustee, a past Lieutenant Governor endorsed by their club in another region may serve.

The Nebraska-Iowa District Board supports the passage of this amendment and sends it to a vote at the Nebraska-Iowa House of Delegates annual meeting on Aug. 2, 2025 in Lincoln, Nebraska.

Amendment No. 1 was approved by the Nebraska-Iowa District Board, _____ 2025.

Revised upon KI recommendations and pre-approval March 5, 2025

Nebraska-Iowa Policy and Procedure Updates

Key Club and CKI Policies and Procedures

The recommended updates on the first three pages relate to financial management policy and procedures for the Key Club District and the CKI District. Wording to be removed is shown with a ~~strike through~~ and wording to be added is underlined. These changes are recommended by the financial operations team of District Treasurer Curt Reis, District Administrator Lisa Brichacek and Finance Chair Gary Lindgren.

Sentences and paragraphs highlighted in **yellow** have been flagged as procedures not currently in practice. These highlighted areas should be reviewed by the Finance Committee, with a recommendation forthcoming to either remove or develop a plan to put into practice.

Key Club Procedures

(Page 68 of Current P&P)

Financial Management

The District Administrator(s) in conjunction with the Key Club District officers, annually prepares and submits its budget to the Kiwanis District Board of Trustees. The Kiwanis District ~~Governor and Board of Trustees~~ 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 ~~of Trustees~~ for the control of District budget and finances.

The Kiwanis District Treasurer and Kiwanis District Administrator ~~is~~ 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. ~~The District Treasurer may appoint another Kiwanian to assist in this function.~~

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 ~~intercedes~~ make all deposits for the Key Club District ~~in dealing with the depository~~. 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 within 30 days prior to the Annual Midyear Conference, 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. A similar budget for the District Convention will be presented for the Kiwanis Board's approval at the annual Kiwanis Midyear Conference.

The Kiwanis District Governor appoints, and the Kiwanis District Board of Trustees 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 of Trustees 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 financial reports concerning the Key Club District Convention as required by the Kiwanis District Board of Trustees and is required to make a report to that Board within 30 days of the close of said 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

Page 70 of Current P&P

Financial Management

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 to the Kiwanis District Board for the control of District budget and finances.

The Kiwanis District Administrator and District Treasurer is are also designated as Financial Counselors to the Circle K International (CKI) District. S/he guides the Circle K International (CKI) District Treasurer and, along with the Kiwanis District Treasurer, 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 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 intercedes for the Circle K International (CKI) District in dealing with the depository.~~ The Kiwanis District Treasurer and Kiwanis District Administrator intercedes 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 Financial Adviser to the Circle K International (CKI) District Convention prepares or supervises preparation of financial reports concerning 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 days of the close of said convention or at any time when it is known operations or plans will exceed the approved budget.

Financial Management Policy Updates

Key Club District and Circle K International District

This section is an entirely new policy and addresses the absence of credit card usage, documentation and procedures in the current Policy and Procedures for both Circle K and Key Club. The recommendation is to add this as one section after Page 74 of current Policy and Procedures and for it to cover credit cards issued to both SLP districts. While this may be new policy, the majority of these procedures have been in practice for at least the last five years.

Service Leadership Program Credit Cards

The Kiwanis District will issue to the Key Club District Administrator and to the Circle K International (CKI) Administrator a credit card for their respective SLP district. The credit card is to be used only for official district business, not personal expenses.

Purchases made on the card must be documented with a detailed receipt, invoice, folio or other proof of purchase deemed acceptable by the Kiwanis District Treasurer.

It is the responsibility of the SLP administrator to monitor card balances and document purchases as requested by the Kiwanis District's Treasurer and Administrator.

Card Usage

Expenses placed on credit card must also follow any allowable and non-allowable purchases as outlined in the Financial Procedures for the Kiwanis District.

Documentation and Payment

The Key Club or CKI Administrator shall submit on a monthly schedule all receipts, invoices, folios or other proof of purchase deemed acceptable by the Nebraska-Iowa Kiwanis District treasurer.

Each purchase shall be tracked by date, amount, reason for purchase and whether it should be allocated to SLP administration expense or student/board expense. This information, placed on a "tracker" form created and/or approved by the Kiwanis District administrator or treasurer, is to be submitted on a monthly schedule along with detailed receipts.

Any debt on the SLP district's credit card shall be paid off monthly on or about statement due date by the Kiwanis District administrator or treasurer.

Card Limit And Exceptions

The monthly spending limit on each credit card is \$7,500.

Should there be pending purchases that are larger than the available balance on the card, an early payment (prior to the regular payment on the 20th of the month) may be requested. The Key Club or CKI administrator may submit in writing (email accepted) this request to the Kiwanis District treasurer and/or administrator. The request is to include:

- Amount to be paid
- Date to be paid, given that request date is at least 48 hours prior to payment date
- Reason for request

Should there be pending purchases that exceed the monthly spending limit on the card, the SLP administrator may request purchase support from the Nebraska-Iowa Kiwanis District, using the following procedures.

- Written request to the Nebraska-Iowa District administrator and treasurer at least five days prior to expected purchase date
- Work with Nebraska-Iowa District administrator and treasurer to determine best method for proceeding with purchases.

Should there be pending purchases that exceed the monthly spending limit on the card, the SLP administrator may use a personal credit card to make the purchase and then receive reimbursement, with the following procedures.

- Purchase(s) documented with receipt, invoice, folio or other proof of purchased deemed acceptable by the Kiwanis District Treasurer
- Purchase(s) documented on Credit Card Purchase Detail Form (same as used for district card purchases)
- Nebraska-Iowa Kiwanis Reimbursement Request form submitted with above documentation
- Reimbursement request submitted once a month and in a cycle agreed upon with the Kiwanis District Treasurer

Should there be pending purchase(s) that would exceed the monthly sending limit on the card, the SLP administrator may request a temporary increase. Any temporary monthly spending limit is not to exceed \$15,000 and the following procedures are to be used.

The Key Club or CKI administrator shall:

- Submit a written request 30 days in advance to the Kiwanis District administrator and treasurer.
- Include with the request a reason for additional spending authority, the temporary amount requested and dates needed.
- Be in compliance with other policies and procedures for credit card use.

Prior to approval or denial of request:

- The Kiwanis District Administrator will verify balances for all credit cards under the Nebraska-Iowa Kiwanis District's umbrella and assess request as part of the overall monthly balance.
- The Kiwanis District Treasurer will verify the SLP's bank accounts to ensure any balance due can be payable upon statement due date.

Qualifications for District Officers Policy and Procedure Update

At the January meeting of the Nebraska-Iowa District Board, the Nomination Committee recommended a change to the qualifications for a vice governor candidate. The recommended change was to remove the requirement that there be a one-year lapse between serving as Lt. governor and vice governor.

Upon further review of the Qualifications listed in Policy and Procedure (page 26), it was also discovered that the requirement for the candidate to get an endorsement from the home club/primary club is not a procedure that is being followed, nor is it listed as a requirement in bylaws.

The following changes are now recommended for board approval, with wording to be removed is shown with a ~~strikethrough~~.

Qualifications for District Officers

District Vice Governor

A nominee for the District Vice Governor must

- have been a Lt. Governor of this District;
- have had a least seven years Kiwanis membership, ~~and have at least a one-year lapse after serving as an elected or appointed Lt. Governor;~~
- ~~be endorsed by the nominee's home/primary club;~~
- be endorsed by the Board of Trustees;
- agree to the acceptance of all the requirements for the office of District Governor-elect and District Governor;
- agree to fulfill the responsibility of Article III Section 7 of the Bylaws; and.
- have and maintain a clear criminal history background check conducted and verified by Kiwanis International.