

DISTRICT BOARD OF TRUSTEES MEETING
Friday August 22, 2025

Minutes

Board of Trustees Meeting

1. Call to Order

A quorum of the 2024-2025 Board of Directors meeting of the Wisconsin-Upper Michigan Kiwanis District was called to order on August 22, 2025, at 10:49am CST held at Oneida Hotel in Green Bay, Wisconsin. Governor Kathy Durner was in the Chair and Executive Director Justin Hahn was present. The Pledge of Allegiance was recited.

The following were in attendance:

Governor Kathy Durner, Executive Director Justin Hahn, Governor-Elect Paul Shrode, Immediate Past Governor Tim Lubinsky, Past Governor Trustee Roger Krogstad, Lt. Governor(s); Paul Holley (Div. 1), Bill Martens (Div. 2), Shirley Eells (Div. 5), Randall Durner (Div. 6), Glenda Lee (Div. 7), Fitz Fitzpatrick (Div. 8), Kathy Strong Langolf (Div. 9), Peter Carman (Div. 10), Lori Bents (Div. 11), Rebecca Mattson (Div. 12), Steve Halsey (Div. 14), Finance Chair Bruce Hoehne, Membership and Engagement Chair Joanne Horner, Risk Management and Youth Protection Chair John Collins, Signature Project Chair-iPads for Autism Lynn Messer, Key Leader Coordinator Anna Bruhn, Human and Spiritual Values Jim Kieso, District Foundation President Jim Burmeister, International Trustee Dennis Baugh, Area Director Emily Saalfrank, Key Club Governor Carter Kuenzi, Key Club Secretary/Treasurer Maricela Loomans, Past Governor Jim Buskel

Members Absent: Past Lt. Governor Chair Carl Gordon, Lt. Governor(s); Wally Smith (Div. 3), Key Club Administrator Sarah Gelden, Circle K Administrator Lena Scheibengraber, Circle K Governor Vacant

2. Approval of the Agenda

Carman moved and Mattson seconded at 10:56am to approve the [agenda](#). Motion passed.

3. Approval of the Consent Agenda

Halsey moved and Carman seconded at 10:57am to approve the consent agenda below. Discussion included making sure it is reflected in minutes for those who did not submit reports. Kuenzi addressed the board and provided a report from Key Club. Please see below the linked reports for those that were submitted. Motion passed.

Consent Agenda:

Reports written in advance can be found in the Lt. Governor Resources, Box.net, Board Meeting files at this link: [Google Drive folder for August 22, 2025 board meeting](#)

Approval of [May 17, 2025 Minutes](#)

Officer Reports

[Governor Kathy Durner](#)
[Governor-Elect Paul Shrode](#)

[Immediate Past Governor Tim Lubinsky](#)
Past Governor Trustee Roger Krogstad

Lieutenant Governor Reports:

[Division 1](#), [Division 2](#), Division 3, Division 4, [Division 5](#), [Division 6](#), [Division 7](#), [Division 8](#), [Division 9](#), [Division 10](#), [Division 11](#), [Division 12](#), [Division 14](#)

Committee Reports

Circle K - Governor or representative

[Key Club – Governor or Representative](#)

Key Leader

[Kiwanis District Foundation](#)

All other Committee Reports posted in advance.

Bylaws and Policies

[Aktion Club Administrator](#)

[Builders Club/K-Kids Administrator](#)

Circle K Administrator

District Convention Chair

Finance Chair

Human and Spiritual Values Chair

Key Club Administrator

Leadership Development Coordinator

[Membership and Engagement](#)

Partnership Coordinator – vacant

Past Lieutenant Governor’s Council

Public Relations Coordinator

Risk Management/Youth Protection

Service Chair

[Signature Project Chair – iPads for Autism](#)

[Signature Project Chair – Kiwanis ‘n Cops ‘n Kids](#)

END OF CONSENT AGENDA

4. Executive Director

a. YTD Finance Report

Hahn reviewed the [July 31, 2025, finance report](#) and the [July 31, 2025 Balance Sheet](#). Hahn reported on overruns and explained Key Club finances look high because we helped pay for items for International Convention, but they will be reimbursing us.

b. Convention Update

Hahn provided a run through of the weekend and what to expect.

c. Other Items of Importance

No other items of importance

5. Old Business

a. Signature Project Proposals

Shrode presented the 2 projects to the board that the committee selected. These projects will be presented to the House of Delegates for approval.

b. District Convention 2026

Hahn presented the [2026 Convention Bid](#) and [information](#) from the Sheraton Hotel in Brookfield, WI for the weekend of August 16-18, 2026. Strong Langolf moved and Carman seconded at 11:18am to approve of the Sheraton. Motion passed.

c. Club Opening Updates

Shrode reported that Seymour was received well, and Mattson reported on current progress on River Falls.

6. New Business

a. Approval of Budget Overruns

Hahn reviewed the financials from above and with the reimbursements that need to process, suggested waiting to approve any overruns until the November Board Meeting. Halsey moved and Bents seconded at 11:25am to table overruns until November. Motion passed.

b. Key Leader

Bruhn reported that the contract was signed and there is a new curriculum. Bruhn anticipates 20 students in attendance.

c. 2026 Midyears

Hahn reported that the rotation for 2026 Midyears would be northern and central and suggested returning to Wisconsin Dells and Escanaba. Carman moved and Eells seconded at 11:31am to hold Midyears in Wisconsin Dells and Escanaba. Motion passed.

d. Approval of Standard Revision to Bylaws

Shrode reviewed the [Standard Revision to Bylaws](#) and discussed why the changes needed to be made to align with the changes passed by Kiwanis International. Fitzpatrick moved and Bents seconded to approve the Standard Revision to Bylaws. Motion passed.

e. Approval of Executive Director contract extension

Durner reviewed the Executive Director and Shrode explained a [performance evaluation](#) was completed and submitted to the Executive Director. Durner and Shrode recommended approving the [contract extension](#) by one year through the 2027-28 Kiwanis year. Bents moved and Strong Langolf seconded at 11:35am to extend the contract for one year. Motion passed.

f. Approval of CPA Engagement Letter

Hahn reviewed the [CPA Engagement Letter](#) as proposed by Konkel Accounting. Halsey moved and Carman seconded at 11:39am. Motion passed.

g. Approval of Bookkeeper Engagement Letter

Hahn reviewed the [Bookkeeper Engagement Letter](#) as proposed by Van Bookkeeping. Carman moved and Halsey seconded at 11:40am. Discussion included a suggestion to solicit bids for bookkeeping services. Motion passed, but not unanimously.

h. Approval of Kiwanews Engagement Letter

i. Approval IT Specialist Engagement Letter

The Board suggested combining agenda items h and i for consideration. Hahn reviewed the [Kiwanews Engagement Letter](#) and the [IT Specialist Engagement Letters](#) as proposed by Alling Enterprises. Carman moved and Halsey seconded at 11:45am. Motion passed.

j. Kiwanis Voices

Shrode, Hahn and Baugh presented the Kiwanis Voices program along with a [shared letter](#) from the Carolinas District. The Board recommended waiting until November to consider the Kiwanis Voices to gather more information.

7. International Trustee Dennis Baugh

Baugh shared that he is excited to be here and if you need anything throughout the year, please don't hesitate to reach out.

8. Area Director Emily Saalfrank

Saalfrank reported that the weekend is in good hands and that she is excited to be at convention. Membership is the name of the game, and she wants to help us make magic.

9. Governor Kathy Comments

Durner yielded her time to Kuenzi. Kuenzi reported on the summer Key Club meeting and discussed the goals that the Key Club Board set for the 2025-26 year.

10. Announcements

- a. Hahn reported that the KDF board meeting has been moved to this meeting room.

11. Adjournment

- a. With no opposition, Durner adjourned the meeting at 11:58am. CST

Submitted by

Justin Hahn
Executive Director