



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES

Meeting of the 2025-2026 District Board of Trustees

December 13, 2025 | 9:00am | via zoom

Marcel Lashover, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Saturday, December 13, 2025, at 9:00am on zoom. Governor Marcel Lashover called the meeting to order at 9:04am and established a quorum with the following present:

Governor, Marcel Lashover
Governor-Elect, Andrew Dozier
Vice Governor, Laura Gilliland
Region I Trustee, Oscar Brown
Region II Trustee, Ralph Carter
Region III Trustee, Lorri Alles
Region V Trustee, Rick Danielson
Region VI Trustee, John Gherardi
Region VII Trustee, Darren Green
Executive Director, Jen Robertson

Invocation by Trustee Andrew Dozier. Defining Statement recited by all.

Consent Agenda

Trustee John Gherardi moved to approve the following consent agenda. Trustee Ralph Carter seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. October 4, 2025, Board Meeting Minutes
- B. District Key Position Reports
- C. Circle K: 6 active clubs
- D. Key Club: 130 active clubs
- E. Aktion Club: 8 active clubs
- F. Builders Club: 27 active clubs
- G. K-Kids Clubs: 37 active clubs

Board Committees

The Board discussed the **Bylaws Committee**. Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Sections 100 (exhibit A) and 600 (exhibit B). With the recommendation of approval from the Committee, all voted in favor. Motion carried.

Next, Committee Chair John Gherardi presented Bylaws Amendment 1 (exhibit C). With the recommendation of approval from the Committee, all voted in favor.

Next, the Board discussed the **Finance Committee**. Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District financials

(exhibit D). Trustee Darren moved to approve the financials. Trustee John seconded the moving. All voted in favor. Motion carried.

Next, Committee Chair Ralph Carter presented the finalized 2025-2026 LaMissTenn Kiwanis District budget with the certified October 1, 2025 membership numbers (exhibit E). Trustee John moved to approve the financials. Trustee Darren seconded the moving. All voted in favor. Motion carried.

Next, the Board discussed the **Education Committee**. Education Committee Chair Jennifer Kelly-White previously submitted the following items for the 2026 Mid-Year Education Conference education sessions: a membership session focused on the Governor’s “If you don’t A.S.K., you don’t G.E.T.” slogan, club panel on fundraising ideas, and a co-working and networking session.

Next, the Board discussed the **Membership Committee**. Membership Committee Chair Rick Danielson presented the current membership status of the District (below).

- 10/1/2024 Membership: 3,516 members
- 10/1/2025 Membership: 3,350 members
- 2024-2025 Membership Balance: -166 members
- 12/1/2025 Membership: 3,439 members
 - Added Members: 126 members
 - Dropped Members: 37 members
 - Net Members: 89 members

Next, the Board discussed the **Service Committee**.

Next, the Board discussed the **SLP Committee**.

Next, Governor-Elect Andrew Dozier discussed current Lt. Governor efforts.

New Business

Next, the Board discussed the LaMissTenn Mississippi License Plate. The Board will review again at the May 2026 Board Meeting.

Next, the Board discussed a new incentive to increase attendance at District events (below). Trustee John moved to approve the incentives. Trustee Darren seconded the motion. All voted in favor. Motion carried.

- Mid-Year & DCON:
 - **Club Attendance Challenge:** Clubs that meet their attendance goal will be entered for a chance to win \$200 to use as they wish
 - **Division Attendance Challenge:** Lt. Governors whose clubs meet their attendance goal will be entered for a chance to win \$100 to use as they wish
- Mid-Year:
 - **Long Time No See Club Challenge:** Clubs that have not attended in the last three years that have at least one attendee in 2026 will be refunded one registration fee (\$40).

Next, the Board discussed development of a First Quarter LG Report Questions.

December 2025

15 **Newsletter Articles Dues**

February 2026

7 LaMissTenn Membership Retreat, 10am-1pm, Ponchatoula Kiwanis Log Cabin

March 2026

15 **Newsletter Articles Dues**

20 Board Meeting, 3pm, Natchitoches, LA

21 **Mid-Year Education Conference, Natchitoches, LA**

April 2026

- 10-12 Key Club DCON, Natchez, MS
- May 2026**
 - 15-16 Lt. Governor-Elect Orientation Conference, TBD
 - 16 Board Meeting, TBD
- June 2026**
 - 15 **Newsletter Articles Dues**
 - 24-27 112nd Annual Kiwanis International Convention, Manila, Philippines
- July 2026**
 - 30-2 **108th Annual LaMissTenn Kiwanis DCON, Kenner, LA**
- August 2026**
 - 2 Board Meeting, 10am-12pm Kenner, LA
- September 2026**
 - 15 **Newsletter Articles Dues**

- Future District Conventions**
 - 2027** 109th Annual LaMissTenn Kiwanis District Convention, Cruise, TBD
 - 2028** 110th Annual LaMissTenn Kiwanis District Convention, Alexandria, LA, Aug 4-6

- Future Kiwanis International Conventions**
 - 2027** 112th Annual KI Convention, Dallas, TX, June 17-19
 - 2028** 113th Annual KI Convention, Las Vegas, NV, June 28-July 1

After brief remarks, Trustee John moved to adjourn the meeting. Trustee Oscar seconded the motion. With no discussion, all voted in favor. The meeting adjourned at 10:44am.

LAMISSTENN KIWANIS POLICIES

SECTION 100: THE LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT OF KIWANIS INTERNATIONAL

100 DEFINITIONS

- 100.1 Policy:** Subject to the bylaws and policies of Kiwanis International, a policy of the Louisiana-Mississippi-West Tennessee (“LaMissTenn”) District is a principle by which the District supervises and controls itself, chartered clubs, divisions, regions, or other groups of chartered clubs. A policy shall remain in effect until such policy is modified, superseded or terminated by action of the LaMissTenn District Board of Trustees.
- 100.2 Protocol:** Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a District of International office, gives substantially of their time and personal resources to fill the position.
- 100.3 Superseded or Terminated Policy or Administrative Procedure:** A superseded or terminated policy shall be a policy of the District or an administrative procedure used by the District; which shall have been superseded, terminated or otherwise become invalid or obsolete.
- 100.4 Written Notice:** Unless a policy states otherwise, “written notice” shall be correspondence prepared and sent by means of U.S. Mail, facsimile transmission, or electronic mail by the District Executive Director.

101 GEOGRAPHY OF THE DISTRICT

- 101.1 Territorial Limits:** The territorial limits of the LaMissTenn District shall be confined to the states of Louisiana and Mississippi and that section of the state of Tennessee which is bounded on the north by the line dividing the states of Kentucky and Tennessee, on the east by the Tennessee River, except for all of Hardin County, which crosses to both sides of the river; on the south by a line dividing the states of Tennessee and Mississippi, and on the west by the Mississippi River. Neither the District name nor territorial limits shall be changed without prior approval from the International Board of Trustees.
- 101.2 Definition of Division:** The District shall be subdivided into smaller administrative units to be known as “divisions.” The activities and organization of a Kiwanis division shall also exist to help individual Kiwanis clubs and Kiwanis International advance the Objects, objectives, Policies and goals of Kiwanis, as well as increase fellowship.
- 101.3 Boundaries of the Divisions:** The division names and the geographical boundaries of the divisions are as follows:
- A. Division 1A:** located in the northern part of West Tennessee, comprised of the following civil counties: Lake, Obion, Weakley, Henry, Dyer, Gibson, Carroll, Henderson, Benton, Decatur, and Lauderdale.
 - B. Division 1C:** located in the south eastern part of West Tennessee, and the northwestern most county in Mississippi; comprised of the following civil counties: Shelby, Fayette, Hardeman, McNairy, Tipton, Haywood, Madison, Chester; and all of Hardin County, which is situated on both sides of the Tennessee River; and in Mississippi: DeSoto.
 - C. Division 2:** located in the northwestern part of Mississippi; comprised of the following civil counties: Tunica, Coahoma, Quitman, Bolivar, Sunflower, LeFlore, Tallahatchie, Washington, Humphreys, Holmes, Carroll, ~~and~~ Montgomery, and Grenada.
 - D. Division 3:** located in the south-central part of Mississippi; comprised of the following civil counties: Scott, Newton, Lauderdale, Simpson, Smith, Jasper, Clarke, Jefferson Davis, Covington, Jones, Wayne, Marion, Lamar, Forrest, Perry, and Greene.

- E. Division 4A:** located in the Greater New Orleans area; comprised of the following civil parishes: Orleans, St. Bernard, Plaquemines, and the part of Jefferson Parish on the west side of the Mississippi River.
- F. Division 4B:** located in the Greater New Orleans area, and in the southeastern part of Louisiana; comprised of the following civil parishes: the part of Jefferson Parish on the east side of the Mississippi River, along with St. Charles, St. John the Baptist, St. James, Terrebonne, and Lafourche.
- G. Division 5:** located in the central part of Mississippi; comprised of the following civil counties: Sharkey, Yazoo, Madison, Hinds, and Rankin.
- H. Division 6:** located in the northeastern part of Louisiana; comprised of the following civil parishes: Claiborne, Union, Morehouse, West Carroll, East Carroll, Bienville, Lincoln, Jackson, Ouachita, Richland, Madison, Caldwell, Franklin, and Tensas.
- I. Division 7:** located in the south-central part of Louisiana; comprised of the following civil parishes: Evangeline, St. Landry, Acadia, Lafayette, and Vermilion.
- J. Division 8E:** located in the greater Baton Rouge area; comprised of the following civil parishes: Livingston, St. Helena, and the parts of East Feliciana, and East Baton Rouge that lie east of La. Hwy. 19, until it crosses U.S. Hwy. 61, and then the parts of East Baton Rouge and Ascension Parishes east of Hwy. 61.
- J. Division 8W:** located in the greater Baton Rouge area; comprised of the following civil parishes: West Feliciana, West Baton Rouge, Pointe Coupee, and Iberville and the parts of East Feliciana and East Baton Rouge lie west of La. Hwy. 19, until it crosses U.S. Hwy. 61, and then the parts of East Baton Rouge and Ascension Parishes west of Hwy. 61.
- K. Division 9:** located in the northwestern part of Louisiana; comprised of the following civil parishes: Caddo, Bossier, Webster, and DeSoto.
- L. Division 10A:** located in the northeastern part of Mississippi; comprised of the following civil counties: Marshall, Benton, Tate, Panola, Yalobusha, ~~Grenada~~, Lafayette, Union, Pontotoc, ~~and Calhoun~~, Alcorn, Prentiss, Lee, Tippah, Tishomingo, Itawamba, Chickasaw, and Monroe.
- M. Division 10B:** located in the northeastern part of Mississippi, comprised of the following civil counties: ~~Tippah, Alcorn, Tishomingo, Prentiss, Lee, and Itawamba~~ Webster, Clay, Choctaw, Oktibbeha, Lowndes, Attala, Winston, Noxubee, Leake, Neshoba, and Kemper.
- N. ~~Division 10C:~~** ~~located in the northeastern part of Mississippi; comprised of the following civil counties: Chickasaw, Monroe, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Attala, Winston, and Noxubee, Leake, Neshoba, and Kemper.~~
- O. Division 11:** located in central Louisiana; comprised of the following civil parishes: Sabine, Natchitoches, Winn, Grant, Rapides, LaSalle, Catahoula, Avoyelles, the northern half of Vernon, and Red River.
- P. Division 12:** located in the southwestern part of Louisiana; comprised of the following civil parishes: Beauregard, Allen, Calcasieu, Jefferson Davis, Cameron, and the southern half of Vernon.
- Q. Division 13:** located in the southeastern part of Louisiana, north of Lake Pontchartrain; comprised of the following civil parishes: Tangipahoa, Washington, and St. Tammany.
- R. Division 14:** located in the southern part of Mississippi; comprised of the following civil counties: Pearl River, Stone, George, Hancock, Harrison, and Jackson.
- T. Division 15:** located in the central part of Mississippi, and one parish in central Louisiana; comprised of the following civil counties in Mississippi: Issaquena, Warren, Claiborne, Jefferson, Copiah, Adams, Franklin, Lincoln, Lawrence, Wilkinson, Amite, Pike, and Walthall; and Concordia Parish in Louisiana.
- U. Division 17:** located in the south-central part of Louisiana; comprised of the following civil parishes: St. Martin, Iberia, St. Mary, and Assumption.

101.4 Definition of Region: The District shall be subdivided into smaller administrative units to be known as

“regions,” grouping multiple divisions. Each region will provide a Trustee to serve on the District Board for 3-year terms.

- 101.5 Boundaries of the Regions:** The region names and the divisions that comprise each region are as follows:
- a. **Region I – The WestTenn Region;** comprised of Divisions 1A and 1C.
 - b. **Region II – Natchez Trace North Region;** comprised of Divisions 2, 10A, 10B, and 10C.
 - c. **Region III – Magnolia South Region;** comprised of Divisions 3, 5, 14, and 15.
 - d. **Region IV – The Bayou Region;** comprised of Divisions 4A and 4B.
 - e. **Region V – Florida Parishes Region;** comprised of Divisions 8E, 8W and 13.
 - f. **Region VI – The Southwest Region;** comprised of Divisions 7, 12, and 17.
 - g. **Region VII – Red River Region;** comprised of Divisions 6, 9 and 11.

102 CHANGE OR REALIGNMENT OF DIVISIONS

- 102.1 Realigning Divisions:** The objectives of the realignment of divisions are to establish divisions with adequate strength to carry out the business of Kiwanis in an efficient, economical, and effective manner. The following guidelines should be followed when any consideration is being given to the realignment of any divisions or divisions:
1. Any proposed new Division should have a minimum of 150 members provided the geographic distance is not in excess of 100 miles between clubs.
 2. Any proposed new Division should have a minimum of 5 clubs. Exceptions may be allowed where distance is a factor.
 3. A proposal to realign a division may only be made by a District Officer.
 4. The realignment of Divisions shall be approved by the District Board of Trustees.
- 102.2** To retain a reasonable number of Divisions in the District, and to minimize the financial cost incurred by the District for each Division that exists, preference will be given to the realignment of Clubs within existing Divisions rather than creating a new division.
- 102.3 Effective Date:** A change which creates a new division shall not become effective until the succeeding October 1. However, after the approval of a new division, the office of the Lieutenant Governor-Elect shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, and the election shall be by the representatives of the Clubs in the new division. Similarly, the representative of the Clubs in the Division to be retained shall elect their Lieutenant Governor-Elect. The Chairman of such conference shall be a Past Lieutenant Governor who is a member of one of the clubs in the new division or the division to be retained.

103 LAMISSTENN KIWANIS DISTRICT FOUNDATION

- 103.1 District Foundation:** The LaMissTenn Kiwanis District Foundation shall serve as the fundraising branch of the Kiwanis District.
- 103.2 Purpose & Control:** The LaMissTenn Kiwanis District Foundation shall be incorporated. The articles must provide:
- A. A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary, and/or scientific use.
 - B. Assured control of the Foundation by Kiwanians by providing that the members, officers, directors, and trustees shall be active members of clubs within the LaMissTenn Kiwanis District.
- 103.3 Articles of Incorporation:** The Articles of Incorporation of the District Foundation must provide:
- A. That the Foundation and its members will at all times abide by the Bylaws and Policies of Kiwanis International, and of the LaMissTenn District as adopted or amended.

- B. That the Foundation will comply with all conditions and requirements of Kiwanis International.
- C. That no amendments to the articles or any bylaws shall be made without the consent of the International Board.

104 PAST DISTRICT GOVERNORS' COMMITTEE

- 104.1 Membership:** Membership of the Past District Governors' Committee shall include all Past District Governors who are still members of a chartered club within the LaMissTenn District. Any Past Governor of another District of Kiwanis International who has relocated and has joined a chartered club within the District shall also be considered as a member of the Past District Governors' Committee.
- 104.2 Committee Chair:** The most recent past Governor not serving on the District Board of Trustees shall serve as Chair of this committee.
- 104.3 Meetings:** The Past Governors' Committee shall meet at the annual District Convention, and may hold such other meetings as the Committee Chair may deem necessary. All expenses of the Committee shall be borne by the Committee Members.
- 104.4 Business:** The Committee shall consider and report on all matters referred to it by the District Board of Trustees. The Committee may initiate subjects for consideration and report its conclusions to the Board.

105 PAST DISTRICT OFFICERS' ORGANIZATION

- 105.1 Membership:** Membership in the Past District Officers' Organization (PDOs) shall be open to any member of a chartered Kiwanis club in the District, who has served as a District Officer of the LaMissTenn District, or who has served as a District Officer in another District of Kiwanis International and has relocated to the LaMissTenn District.
Membership in the Past District Officers' Organization of the LaMissTenn District shall be voluntary.
- 105.2 Bylaws:** The bylaws of the PDOs shall be approved by the District Board of Trustees, shall be compatible with the bylaws of the District, and must ensure that the association shall not in any way interfere with the authority of the District Board of Trustees.
- 105.3 Budget:** The PDO shall present an annual budget to the District Board of Trustees at the May board meeting.

LAMISSTENN KIWANIS POLICIES

SECTION 600: KEY CLUB DISTRICT

600 GEOGRAPHY OF THE DISTRICT

- 600.1** A district is a geographical area in which Key Club clubs are associated for administrative purposes. The activities and organization of a Key Club district shall exist only to help individual Key Club clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club and shall not diminish services provided by Key Club clubs or individual Key Club members at the club level.
- 600.2** The territorial limits of the Louisiana-Mississippi-West Tennessee (“LaMissTenn”) District of Key Club shall be the same as is the territorial limits of the LaMissTenn District of Kiwanis International. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the Kiwanis District Board of Trustees and the Kiwanis International Board of Trustees.
- 600.3** The District shall be sub-divided into smaller administrative units to be known as “divisions.” The activities and organization of a Key Club division shall also exist to help individual Key Clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club, as well as increase fellowship.
- 600.4** The divisional boundaries of LaMissTenn Key Club shall be based upon the current Kiwanis Divisions: with the following exceptions:
- A. Kiwanis Divisions 2 and 5 will be combined into Key Club Division 2.
 - B. Kiwanis Divisions 10A, and 10B, and 10C will be combined into Key Club Division 10.
 - ~~C. Kiwanis Division 14S will be divided into 14S (East) and 14S (West). 14S (East) will consist of the part of Jackson County west of U.S. Hwy 63. 14S (West) will consist of Harrison County and Hancock County.~~

601 DISTRICT ADMINISTRATION

- 601.1** Operations for the LaMissTenn Key Club District's activities shall be governed by the Kiwanis District Board of Trustees, the Bylaws of Key Club International, and the Key Club district bylaws. The maintenance of all Key Club district records and finances shall be under the supervision of the Kiwanis District Board of Trustees.
- 601.2** The District Administrator, appointed by the Governor (subject to approval by the Kiwanis District Board of Trustees), shall be directly responsible to the Kiwanis District Board for the proper conduct and direction of administrative functioning within the Key Club district, and the coordination of Key Club clubs with sponsoring Kiwanis clubs. The District Administrator or an approved representative of the Kiwanis District Board shall give guidance to all meetings of the Key Club District Board of Officers, the annual Key Club District Convention, and all other authorized district functions.
- 601.3** The LaMissTenn Key Club District's obligations to Key Club International shall be the responsibility of the Key Club District Board and a concern of its sponsoring Kiwanis District Board of Trustees and the District Key Club Administrator.
- 601.4** The Key Club division is an administrative unit of the Key Club district. Each division shall be administered by a Key Club Lieutenant Governor who, by virtue of such office, shall be a Key Club District Officer.
- 601.5 Minimum Standards for District Financial Operations**
- A. **Financial Counselor:** The Kiwanis Executive Director shall serve as the Financial Counselor to the Key Club district. The Financial Counselor shall be an official representative of, and shall be responsible to, the Kiwanis District Board.
 - B. **Budget:** LaMissTenn Key Club District shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by both the Key Club and the Kiwanis District Boards. Such budgets shall be prepared with the guidance of the Key Club District Administrator and the Kiwanis Executive Director. Approval by the Key Club District Board shall be no later than October 31st, and the Kiwanis Board shall review the budget for approval at the first Board meeting following Key Club Board approval.
 - ~~C. **Collections and Disbursements:** The collection of district dues and all funds from any other Key Club District activities and the disbursement of district funds shall be the responsibility of the Kiwanis Executive Director on behalf of the Kiwanis District Board of Trustees with the recommendation of the Key Club District Board. Key Club disbursements shall be handled in line with the procedures of the LaMissTenn Kiwanis District.~~

- D. **Accounting:** On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the LaMissTenn Key Club District by the Kiwanis Executive Director on behalf of the Kiwanis District Board of Trustees. The Kiwanis Executive Director shall submit periodic financial reports of the Key Club District to the Kiwanis District Board.
- E. **District Convention:** In order to assist the Key Club District Administrator and the Key Club District Board, the Kiwanis District Board may appoint a Kiwanian in the host city of the Key Club District Convention to act as the host chair for the event.
- F. **Annual Review:** An annual financial review of the books of accounts of the Key Club District shall be included in the annual financial review of the Kiwanis District.

602 KEY CLUB DISTRICT BOARD OF TRUSTEES

602.1 Under the supervision of the Kiwanis District Board of Trustees, the Key Club District Board shall be responsible for the administration of the Key Club District. The Board also shall study and suggest methods to build and strengthen the district administration and its Key Club clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Key Club activity and administrative suggestions should be disseminated in written form to all Key Clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Key Club district directory, if one is produced, shall be the responsibility of the Key Club District Board, and should be economically produced.

602.2 The Key Club District Board should hold no more than four (4) meetings annually (excluding meetings held in conjunction with the district convention). Such meetings shall be approved by the District Administrator. Any additional meetings must be approved by the District Administrator and Kiwanis District Board of Trustees. The District Administrator or an approved representative of the Kiwanis District Board shall be in attendance at any official district board meeting.

602.3 Travel and Other Expenses

- A. Official travel by Key Club is defined as travel as part of conducting the business of the Key Club district and/or for the purpose of promoting the work and betterment of Key Club International.
 - 1. All official travel by a member of the Key Club District Board to a destination outside the boundaries of his/her home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel.
- B. Within the limits of the approved Key Club district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Key Club District Secretary-Treasurer, in accordance with the District Administrator and Kiwanis Executive Director.
- C. **Customary Travel for District Governor:** Within the limits of the approved district budget, and upon approval of the district administrator and Kiwanis Executive Director, customary travel for the District Governor should be limited to and not exceed:
 - 1. Key Club district board meetings and training conferences;
 - 2. Key Club divisional rallies;
 - 3. Key Club district convention;
 - 4. Key Club International Convention;
 - 5. Kiwanis district convention;
 - 6. Circle K district convention; and
 - 7. If invited, Clubs within the governor's district.
- D. **Customary Travel for the District Secretary-Treasurer, and Lieutenant Governors:** Within the limits of the approved district budget, and upon approval of the district administrator and Kiwanis Executive Director, customary travel for the District Secretary-Treasurer, and Lieutenant Governors should be limited to and not exceed:
 - 1. Key Club district board meetings and training conferences;
 - 2. Key Club district convention;
 - 3. Key Club International Convention;
 - 4. Key Club divisional rallies; and
 - 5. Visits to regular meetings and to board of directors meetings of clubs in their Key Club division

(lieutenant governors only).

- E. Additional Travel:** Excessive travel by district officers must be limited. Except for customary travel authorized by this Policy, additional travel by district officers requires advance approval by the district administrator and Kiwanis Executive Director.
- E. Submission and Approval of Travel Expenses:** Approved travel by the District Board Members shall be paid by the Key Club District. Appropriate expense reports shall be submitted to the District Secretary/Treasurer for approval within the published time constraints.
- F. Suspension of Travel Privileges:** Failure by the Key Club District Board Members to perform the duties of office as outlined in the Key Club District Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Key Club Administrator, may result in the suspension of travel privileges.

603 KEY CLUB DISTRICT ACTIVITIES

- 603.1** The LaMissTenn Key Club District shall adopt a code of conduct for their conventions and events consistent with the Key Club International Code of Conduct.
- 603.2** A Key Club Officers Training Conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis District Board or the Key Club District Administrator shall be obtained before scheduling such conference.



Kiwanis®

Louisiana-Mississippi-West Tennessee District

The 2025-2026 District Board of Trustees is proposing one (1) amendment to the District Bylaws. The proposed amendment to the Bylaws is shown as highlighted in BLUE and underlined; and items to be deleted are shown in ~~RED with a strikethrough~~.

Proposed Bylaw Amendment No. 1:

LaMissTenn Board of Trustees recommendations.

ARTICLE 3. OFFICERS

Section 2.

- a. Each Trustee shall be a member of a club in the region from which elected, ~~and~~ shall be a past Lieutenant Governor in this district, and shall have participated in a club opening event as an appointment setter and/or an in field club opener within the last two years."

Management Report

LaMissTenn Monthly Financials
For the period ended October 31, 2025



Prepared by
Jen Robertson

Prepared on
November 17, 2025

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Statement of Financial Position

As of October 31, 2025

| | Total |
|-----------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Circle K | |
| Circle K Operating (1692) | 13,599.66 |
| Total Circle K | 13,599.66 |
| Key Club | |
| Key Club Operating (1706) | 25,091.16 |
| Key Club Savings (2346) | 72,578.50 |
| Total Key Club | 97,669.66 |
| Kiwanis District | |
| Kiwanis Conventions (1757) | 11,596.76 |
| Kiwanis Operating (1730) | 23,199.70 |
| Kiwanis Savings (2354) | 51,872.84 |
| PDO Checking (1749) | 4,581.03 |
| Total Kiwanis District | 91,250.33 |
| Kiwanis Short Term Investment | 150,000.00 |
| Total Bank Accounts | 352,519.65 |
| Other Current Assets | |
| Prepaid Key Leader South Expense | 0.00 |
| Prepaid Mid-Year Expense | 0.00 |
| QuickBooks Tax Holding Account | 1,901.91 |
| Total Other Current Assets | 1,901.91 |
| Total Current Assets | 354,421.56 |
| TOTAL ASSETS | \$354,421.56 |

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Credit Cards

| | |
|---------------------------|-----------------|
| CapitalOne District | 1,712.50 |
| Total Credit Cards | 1,712.50 |

Other Current Liabilities

| | |
|------------------------------|-----------|
| Direct Deposit Payable | 0.00 |
| Due to Kiwanis International | 0.00 |
| Payroll Liabilities | 0.00 |
| Federal Taxes (941/943/944) | 20,255.91 |
| Federal Unemployment (940) | 0.00 |
| LA Income Tax | 91.47 |
| LA Unemployment Tax | 0.01 |

| | Total |
|--|---------------------|
| MS Income Tax | 188.00 |
| Simple IRA | 1,173.20 |
| Total Payroll Liabilities | 21,708.59 |
| Prepaid Key Leader South Income | 0.00 |
| Prepaid Mid-Year Income | 0.00 |
| Total Other Current Liabilities | 21,708.59 |
| Total Current Liabilities | 23,421.09 |
| Total Liabilities | 23,421.09 |
| Equity | |
| Opening Balance Equity | 0.00 |
| Retained Earnings | 331,945.80 |
| Net Revenue | -945.33 |
| Total Equity | 331,000.47 |
| TOTAL LIABILITIES AND EQUITY | \$354,421.56 |

Statement of Activity

October 2025

| | Total |
|---------------------------------|------------------|
| REVENUE | |
| Dues | 183.26 |
| Foundation Donation | 2,000.00 |
| Meetings Income | |
| Key Leader South | 9,234.90 |
| Mid-Year Income | 2,500.00 |
| Rally Registrations | 267.33 |
| Total Meetings Income | 12,002.23 |
| Misc Income | |
| Interest Income | 316.29 |
| Total Misc Income | 316.29 |
| New Club Income | |
| New Club Dues, Morehouse | 3,496.20 |
| Total New Club Income | 3,496.20 |
| Total Revenue | 17,997.98 |
| GROSS PROFIT | 17,997.98 |
| EXPENDITURES | |
| DCON | |
| DCON Awards, Giveaways, & Decor | 69.55 |
| DCON Venue | 500.00 |
| Total DCON | 569.55 |
| District Office | |
| Copier Lease | 391.34 |
| Insurance, Business | 860.00 |
| Materials & Supplies | 3.52 |
| Postage | 33.80 |
| Rent & Utilities | 676.00 |
| Software | 234.31 |
| Telephone & Internet | 110.78 |
| Total District Office | 2,309.75 |
| Meeting Expenses | |
| Key Leader North Expenses | 500.00 |
| Key Leader South Expense | 3,208.00 |
| Mid-Year Expense | 250.00 |
| Total Meeting Expenses | 3,958.00 |
| Misc Expenses | |
| New Club Expenses | |
| New Club Expenses_Morehouse | 1,831.05 |
| Total New Club Expenses | 1,831.05 |

| | Total |
|--|-------------------|
| Total Misc Expenses | 1,831.05 |
| Staff Salary & Benefits | |
| Benefit Package, Admin Assistant | 88.81 |
| Benefit Package, Exec Dir | 167.48 |
| Dst Personel, Admin Assist | 2,960.41 |
| Dst Personel, Executive Dir | 5,582.50 |
| Payroll Expenses | |
| Payroll Taxes | 653.54 |
| Total Payroll Expenses | 653.54 |
| Total Staff Salary & Benefits | 9,452.74 |
| Travel | |
| Admin Asst,Travel | 121.80 |
| District Admin Travel | 6.04 |
| ED District Secretaries Meeting | 694.38 |
| Total Travel | 822.22 |
| Total Expenditures | 18,943.31 |
| NET OPERATING REVENUE | -945.33 |
| NET REVENUE | \$ -945.33 |

25-26 Kiwanis Budget vs. Actuals

October 2025

| | Kiwanis Convention | | | | Kiwanis District | | | | PDO | | | | TOTAL | | | |
|--|--------------------|-------------|---------------|--------------|------------------|-------------------|--------------------|----------------|-----------------|-------------|-----------------|--------------|------------------|-------------------|--------------------|----------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| REVENUE | | | | | | | | | | | | | | | | |
| Dues | | | | | | 164,257.33 | -164,257.33 | | 183.26 | | 183.26 | | 183.26 | 164,257.33 | -164,074.07 | 0.11 % |
| Meetings Income | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Key Club Conv Mgr Income | | | | | | 3,000.00 | -3,000.00 | | | | | | 0.00 | 3,000.00 | -3,000.00 | 0.00% |
| Key Club District Coordinator | | | | | | 5,000.00 | -5,000.00 | | | | | | 0.00 | 5,000.00 | -5,000.00 | 0.00% |
| Key Leader South | | | | | 9,234.90 | 11,000.00 | -1,765.10 | 83.95 % | | | | | 9,234.90 | 11,000.00 | -1,765.10 | 83.95 % |
| Kiwanis Conv. Mgr. | | | | | | 2,500.00 | -2,500.00 | | | | | | 0.00 | 2,500.00 | -2,500.00 | 0.00% |
| Mid-Year Income | | | | | 2,500.00 | 7,000.00 | -4,500.00 | 35.71 % | | | | | 2,500.00 | 7,000.00 | -4,500.00 | 35.71 % |
| Total Meetings Income | | | | | 11,734.90 | 28,500.00 | -16,765.10 | 41.18 % | | | | | 11,734.90 | 28,500.00 | -16,765.10 | 41.18 % |
| Misc Income | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| District Foundation Allowance | | | | | | 10,000.00 | -10,000.00 | | | | | | 0.00 | 10,000.00 | -10,000.00 | 0.00% |
| Interest Income | | | | | 155.76 | 4,200.00 | -4,044.24 | 3.71 % | | | | | 155.76 | 4,200.00 | -4,044.24 | 3.71 % |
| Total Misc Income | | | | | 155.76 | 14,200.00 | -14,044.24 | 1.10 % | | | | | 155.76 | 14,200.00 | -14,044.24 | 1.10 % |
| New Club Income | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| New Club Dues, Morehouse | | | | | 3,496.20 | | 3,496.20 | | | | | | 3,496.20 | 0.00 | 3,496.20 | 0.00% |
| Total New Club Income | | | | | 3,496.20 | | 3,496.20 | | | | | | 3,496.20 | 0.00 | 3,496.20 | 0.00% |
| Total Revenue | 0.00 | 0.00 | 0.00 | 0.00% | 15,386.86 | 206,957.33 | -191,570.47 | 7.43 % | 183.26 | 0.00 | 183.26 | 0.00% | 15,570.12 | 206,957.33 | -191,387.21 | 7.52 % |
| GROSS PROFIT | | | | | | | | | | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00% | 15,386.86 | 206,957.33 | -191,570.47 | 7.43 % | 183.26 | 0.00 | 183.26 | 0.00% | 15,570.12 | 206,957.33 | -191,387.21 | 7.52 % |
| EXPENDITURES | | | | | | | | | | | | | | | | |
| DCON | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| DCON Awards, Giveaways, & Decor | 69.55 | | 69.55 | | | | | | | | | | 69.55 | 0.00 | 69.55 | 0.00% |
| DCON Venue | 500.00 | | 500.00 | | | | | | | | | | 500.00 | 0.00 | 500.00 | 0.00% |
| Total DCON | 569.55 | | 569.55 | | | | | | | | | | 569.55 | 0.00 | 569.55 | 0.00% |
| District Office | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Audit & Accounting | | | | | | 200.00 | -200.00 | | | | | | 0.00 | 200.00 | -200.00 | 0.00% |
| Copier Lease | | | | | 391.34 | 4,905.00 | -4,513.66 | 7.98 % | | | | | 391.34 | 4,905.00 | -4,513.66 | 7.98 % |
| Insurance, Auto Liability | | | | | | 450.00 | -450.00 | | | | | | 0.00 | 450.00 | -450.00 | 0.00% |
| Insurance, Bonding | | | | | | 375.00 | -375.00 | | | | | | 0.00 | 375.00 | -375.00 | 0.00% |
| Insurance, Business | | | | | 860.00 | 900.00 | -40.00 | 95.56 % | | | | | 860.00 | 900.00 | -40.00 | 95.56 % |
| Insurance, D&O | | | | | | 800.00 | -800.00 | | | | | | 0.00 | 800.00 | -800.00 | 0.00% |
| Insurance, Workers Comp | | | | | | 600.00 | -600.00 | | | | | | 0.00 | 600.00 | -600.00 | 0.00% |
| Materials & Supplies | | | | | 3.52 | 3,250.00 | -3,246.48 | 0.11 % | | | | | 3.52 | 3,250.00 | -3,246.48 | 0.11 % |
| Postage | | | | | 33.80 | 175.00 | -141.20 | 19.31 % | | | | | 33.80 | 175.00 | -141.20 | 19.31 % |
| Remote Office Reimbursement (12 mo @ \$50) | | | | | | 600.00 | -600.00 | | | | | | 0.00 | 600.00 | -600.00 | 0.00% |
| Rent & Utilities | | | | | 676.00 | 8,736.00 | -8,060.00 | 7.74 % | | | | | 676.00 | 8,736.00 | -8,060.00 | 7.74 % |
| Software | | | | | 234.31 | 4,060.00 | -3,825.69 | 5.77 % | | | | | 234.31 | 4,060.00 | -3,825.69 | 5.77 % |
| Telephone & Internet | | | | | 110.78 | 1,380.00 | -1,269.22 | 8.03 % | | | | | 110.78 | 1,380.00 | -1,269.22 | 8.03 % |
| Cell Phone Reimbursement (\$50/mo) | | | | | | 600.00 | -600.00 | | | | | | 0.00 | 600.00 | -600.00 | 0.00% |
| Total Telephone & Internet | | | | | 110.78 | 1,980.00 | -1,869.22 | 5.59 % | | | | | 110.78 | 1,980.00 | -1,869.22 | 5.59 % |
| Total District Office | | | | | 2,309.75 | 27,031.00 | -24,721.25 | 8.54 % | | | | | 2,309.75 | 27,031.00 | -24,721.25 | 8.54 % |
| Meeting Expenses | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Board Mtg, K Mar, KC Nov, CK Sept/Oct | | | | | | 500.00 | -500.00 | | | | | | 0.00 | 500.00 | -500.00 | 0.00% |
| Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan | | | | | | 4,000.00 | -4,000.00 | | | | | | 0.00 | 4,000.00 | -4,000.00 | 0.00% |
| Key Leader North Expenses | | | | | | | | | 500.00 | | 500.00 | | 500.00 | 0.00 | 500.00 | 0.00% |
| Key Leader South | | | | | | 11,000.00 | -11,000.00 | | | | | | 0.00 | 11,000.00 | -11,000.00 | 0.00% |
| Key Leader South Expense | | | | | 2,708.00 | | 2,708.00 | | 500.00 | | 500.00 | | 3,208.00 | 0.00 | 3,208.00 | 0.00% |
| Mid-Year Expense | | | | | 250.00 | 8,500.00 | -8,250.00 | 2.94 % | | | | | 250.00 | 8,500.00 | -8,250.00 | 2.94 % |
| Total Meeting Expenses | | | | | 2,958.00 | 24,000.00 | -21,042.00 | 12.33 % | 1,000.00 | | 1,000.00 | | 3,958.00 | 24,000.00 | -20,042.00 | 16.49 % |
| Misc Expenses | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Club Strengthening Expenses | | | | | | 2,000.00 | -2,000.00 | | | | | | 0.00 | 2,000.00 | -2,000.00 | 0.00% |
| New Club Expenses | | | | | | 3,000.00 | -3,000.00 | | | | | | 0.00 | 3,000.00 | -3,000.00 | 0.00% |
| New Club Expenses_Morehouse | | | | | 1,831.05 | | 1,831.05 | | | | | | 1,831.05 | 0.00 | 1,831.05 | 0.00% |
| Total New Club Expenses | | | | | 1,831.05 | 3,000.00 | -1,168.95 | 61.04 % | | | | | 1,831.05 | 3,000.00 | -1,168.95 | 61.04 % |
| Retained Earnings (budgeted) | | | | | | 13,325.43 | -13,325.43 | | | | | | 0.00 | 13,325.43 | -13,325.43 | 0.00% |
| Total Misc Expenses | | | | | 1,831.05 | 18,325.43 | -16,494.38 | 9.99 % | | | | | 1,831.05 | 18,325.43 | -16,494.38 | 9.99 % |
| Staff Salary & Benefits | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Benefit Package, Admin Assistant | | | | | 88.81 | 1,081.50 | -992.69 | 8.21 % | | | | | 88.81 | 1,081.50 | -992.69 | 8.21 % |

| | Kiwanis Convention | | | | Kiwanis District | | | | PDO | | | | TOTAL | | | |
|--|--------------------|-------------|---------------|--------------|------------------|-------------------|--------------------|---------------|-----------------|-------------|-----------------|--------------|------------------|-------------------|--------------------|---------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| Benefit Package, Exec Dir | | | | | 167.48 | 2,039.40 | -1,871.92 | 8.21 % | | | | | 167.48 | 2,039.40 | -1,871.92 | 8.21 % |
| Dst Personnel, Admin Assist | | | | | 2,960.41 | 36,050.00 | -33,089.59 | 8.21 % | | | | | 2,960.41 | 36,050.00 | -33,089.59 | 8.21 % |
| Dst Personnel, Executive Dir | | | | | 5,582.50 | 67,980.00 | -62,397.50 | 8.21 % | | | | | 5,582.50 | 67,980.00 | -62,397.50 | 8.21 % |
| Payroll Expenses | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Payroll Taxes | | | | | 653.54 | 9,600.00 | -8,946.46 | 6.81 % | | | | | 653.54 | 9,600.00 | -8,946.46 | 6.81 % |
| Total Payroll Expenses | | | | | 653.54 | 9,600.00 | -8,946.46 | 6.81 % | | | | | 653.54 | 9,600.00 | -8,946.46 | 6.81 % |
| Total Staff Salary & Benefits | | | | | 9,452.74 | 116,750.90 | -107,298.16 | 8.10 % | | | | | 9,452.74 | 116,750.90 | -107,298.16 | 8.10 % |
| Travel | | | | | | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Admin Asst, Travel | | | | | 121.80 | 400.00 | -278.20 | 30.45 % | | | | | 121.80 | 400.00 | -278.20 | 30.45 % |
| ED District Secretaries Meeting | | | | | 694.38 | 1,400.00 | -705.62 | 49.60 % | | | | | 694.38 | 1,400.00 | -705.62 | 49.60 % |
| ED, Auto & Travel Allowance | | | | | | 1,250.00 | -1,250.00 | | | | | | 0.00 | 1,250.00 | -1,250.00 | 0.00% |
| ED, ICON | | | | | | 3,000.00 | -3,000.00 | | | | | | 0.00 | 3,000.00 | -3,000.00 | 0.00% |
| Gov ICON | | | | | | 2,000.00 | -2,000.00 | | | | | | 0.00 | 2,000.00 | -2,000.00 | 0.00% |
| Gov In-District + DCON | | | | | | 1,350.00 | -1,350.00 | | | | | | 0.00 | 1,350.00 | -1,350.00 | 0.00% |
| Gov-Elect, ICON | | | | | | 1,000.00 | -1,000.00 | | | | | | 0.00 | 1,000.00 | -1,000.00 | 0.00% |
| Gov-Elect, In District + DCON | | | | | | 500.00 | -500.00 | | | | | | 0.00 | 500.00 | -500.00 | 0.00% |
| Imm Past Gov, ICON | | | | | | 600.00 | -600.00 | | | | | | 0.00 | 600.00 | -600.00 | 0.00% |
| Imm Past Gov, In District + DCON | | | | | | 225.00 | -225.00 | | | | | | 0.00 | 225.00 | -225.00 | 0.00% |
| KI Board Trustee Counselor Room & Meals | | | | | | 450.00 | -450.00 | | | | | | 0.00 | 450.00 | -450.00 | 0.00% |
| LG Expenses (\$150 ea) | | | | | | 3,150.00 | -3,150.00 | | | | | | 0.00 | 3,150.00 | -3,150.00 | 0.00% |
| LG-Elect, Training (max \$150 ea) | | | | | | 3,150.00 | -3,150.00 | | | | | | 0.00 | 3,150.00 | -3,150.00 | 0.00% |
| Trustees In-District + DCON (7 @ \$200) | | | | | | 1,400.00 | -1,400.00 | | | | | | 0.00 | 1,400.00 | -1,400.00 | 0.00% |
| Vice Gov, ICON | | | | | | 600.00 | -600.00 | | | | | | 0.00 | 600.00 | -600.00 | 0.00% |
| Vice Gov, In-District + DCON | | | | | | 375.00 | -375.00 | | | | | | 0.00 | 375.00 | -375.00 | 0.00% |
| Total Travel | | | | | 816.18 | 20,850.00 | -20,033.82 | 3.91 % | | | | | 816.18 | 20,850.00 | -20,033.82 | 3.91 % |
| Total Expenditures | 569.55 | 0.00 | 569.55 | 0.00% | 17,367.72 | 206,957.33 | -189,589.61 | 8.39 % | 1,000.00 | 0.00 | 1,000.00 | 0.00% | 18,937.27 | 206,957.33 | -188,020.06 | 9.15 % |
| NET OPERATING REVENUE | -569.55 | 0.00 | -569.55 | 0.00% | -1,980.86 | 0.00 | -1,980.86 | 0.00% | -816.74 | 0.00 | -816.74 | 0.00% | -3,367.15 | 0.00 | -3,367.15 | 0.00% |
| NET REVENUE | \$ -569.55 | \$ 0.00 | \$ -569.55 | 0.00% | \$ -1,980.86 | \$ 0.00 | \$ -1,980.86 | 0.00% | \$ -816.74 | \$ 0.00 | \$ -816.74 | 0.00% | \$ -3,367.15 | \$ 0.00 | \$ -3,367.15 | 0.00% |

25-26 Key Club Budget vs. Actuals

October 2025

| | Key Club | | | | TOTAL | | | |
|--|---------------|-----------------|------------------|-----------------|---------------|-----------------|------------------|-----------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| REVENUE | | | | | | | | |
| DCON Registrations | | 2,416.67 | -2,416.67 | | 0.00 | 2,416.67 | -2,416.67 | 0.00% |
| DCON Misc Income | | 1,200.00 | -1,200.00 | | 0.00 | 1,200.00 | -1,200.00 | 0.00% |
| DCON Program Ads | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00% |
| Total DCON Registrations | | 3,616.67 | -3,616.67 | | 0.00 | 3,616.67 | -3,616.67 | 0.00% |
| Dues | | 3,000.00 | -3,000.00 | | 0.00 | 3,000.00 | -3,000.00 | 0.00% |
| ICON, KC Revenues | | 833.33 | -833.33 | | 0.00 | 833.33 | -833.33 | 0.00% |
| Meetings Income | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Rally Registrations | 267.33 | 225.00 | 42.33 | 118.81 % | 267.33 | 225.00 | 42.33 | 118.81 % |
| Total Meetings Income | 267.33 | 225.00 | 42.33 | 118.81 % | 267.33 | 225.00 | 42.33 | 118.81 % |
| Misc Income | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Interest Income | 160.53 | 208.33 | -47.80 | 77.06 % | 160.53 | 208.33 | -47.80 | 77.06 % |
| Total Misc Income | 160.53 | 208.33 | -47.80 | 77.06 % | 160.53 | 208.33 | -47.80 | 77.06 % |
| Total Revenue | 427.86 | 7,883.33 | -7,455.47 | 5.43 % | 427.86 | 7,883.33 | -7,455.47 | 5.43 % |
| GROSS PROFIT | 427.86 | 7,883.33 | -7,455.47 | 5.43 % | 427.86 | 7,883.33 | -7,455.47 | 5.43 % |
| EXPENDITURES | | | | | | | | |
| DCON | | 3,616.67 | -3,616.67 | | 0.00 | 3,616.67 | -3,616.67 | 0.00% |
| District Office | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| District Office Allowance for non-DCON Support | | 416.67 | -416.67 | | 0.00 | 416.67 | -416.67 | 0.00% |
| Postage | | 2.08 | -2.08 | | 0.00 | 2.08 | -2.08 | 0.00% |
| Supplies & Printing | | 4.17 | -4.17 | | 0.00 | 4.17 | -4.17 | 0.00% |
| Total District Office | | 422.92 | -422.92 | | 0.00 | 422.92 | -422.92 | 0.00% |
| Meeting Expenses | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan | | 222.92 | -222.92 | | 0.00 | 222.92 | -222.92 | 0.00% |
| Board Mtg, New Board Training (May) | | 312.50 | -312.50 | | 0.00 | 312.50 | -312.50 | 0.00% |
| Board Mtg, Pre-School (Aug) | | 291.67 | -291.67 | | 0.00 | 291.67 | -291.67 | 0.00% |
| GATC, Gov's Training Conference | | 62.50 | -62.50 | | 0.00 | 62.50 | -62.50 | 0.00% |
| ICON, KC Expenses | | 1,187.50 | -1,187.50 | | 0.00 | 1,187.50 | -1,187.50 | 0.00% |
| Rally Expenses (Sept/Oct) | | 225.00 | -225.00 | | 0.00 | 225.00 | -225.00 | 0.00% |
| Total Meeting Expenses | | 2,302.09 | -2,302.09 | | 0.00 | 2,302.09 | -2,302.09 | 0.00% |
| Misc Expenses | | 16.67 | -16.67 | | 0.00 | 16.67 | -16.67 | 0.00% |
| District Board Name Badges & Shirts | | 100.00 | -100.00 | | 0.00 | 100.00 | -100.00 | 0.00% |
| Retained Earnings (budgeted) | | 166.67 | -166.67 | | 0.00 | 166.67 | -166.67 | 0.00% |
| Total Misc Expenses | | 283.34 | -283.34 | | 0.00 | 283.34 | -283.34 | 0.00% |
| Travel | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Admin Asst,Travel | | 250.00 | -250.00 | | 0.00 | 250.00 | -250.00 | 0.00% |
| District Admin Travel | 6.04 | 362.50 | -356.46 | 1.67 % | 6.04 | 362.50 | -356.46 | 1.67 % |
| KC District Bulletin Editor, ICON | | 29.17 | -29.17 | | 0.00 | 29.17 | -29.17 | 0.00% |

| | Key Club | | | | TOTAL | | | |
|-----------------------------------|-------------|-----------------|------------------|-----------------|-------------|-----------------|------------------|-----------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| KC Gov, CK DCON | | 8.33 | -8.33 | | 0.00 | 8.33 | -8.33 | 0.00% |
| KC Gov, ICON | | 37.50 | -37.50 | | 0.00 | 37.50 | -37.50 | 0.00% |
| KC Gov, K DCON Meals | | 8.33 | -8.33 | | 0.00 | 8.33 | -8.33 | 0.00% |
| KC LG, ICON (15 @ \$350) | | 437.50 | -437.50 | | 0.00 | 437.50 | -437.50 | 0.00% |
| KC Non-Board Intl Candidate, ICON | | 25.00 | -25.00 | | 0.00 | 25.00 | -25.00 | 0.00% |
| KC Sec-Treas or LG, CK DCON | | 6.25 | -6.25 | | 0.00 | 6.25 | -6.25 | 0.00% |
| KC Sec-Treas, ICON | | 33.33 | -33.33 | | 0.00 | 33.33 | -33.33 | 0.00% |
| KC Sec-Treas, K DCON Meals | | 6.25 | -6.25 | | 0.00 | 6.25 | -6.25 | 0.00% |
| KC Web Master, ICON | | 29.17 | -29.17 | | 0.00 | 29.17 | -29.17 | 0.00% |
| UNICEF Champion, ICON | | 25.00 | -25.00 | | 0.00 | 25.00 | -25.00 | 0.00% |
| Total Travel | 6.04 | 1,258.33 | -1,252.29 | 0.48 % | 6.04 | 1,258.33 | -1,252.29 | 0.48 % |
| Total Expenditures | 6.04 | 7,883.35 | -7,877.31 | 0.08 % | 6.04 | 7,883.35 | -7,877.31 | 0.08 % |
| NET OPERATING REVENUE | 421.82 | -0.02 | 421.84 | -2,109,100.00 % | 421.82 | -0.02 | 421.84 | -2,109,100.00 % |
| NET REVENUE | \$421.82 | \$ -0.02 | \$421.84 | -2,109,100.00 % | \$421.82 | \$ -0.02 | \$421.84 | -2,109,100.00 % |

25-26 Circle K Budget vs. Actuals

October 2025

| | Circle K | | | | TOTAL | | | |
|---|-------------------|-----------------|-------------------|-------------------------|-------------------|-----------------|-------------------|-------------------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| REVENUE | | | | | | | | |
| DCON Registrations | | 100.00 | -100.00 | | 0.00 | 100.00 | -100.00 | 0.00% |
| Dues | | 100.00 | -100.00 | | 0.00 | 100.00 | -100.00 | 0.00% |
| Foundation Donation | 2,000.00 | 83.33 | 1,916.67 | 2,400.10 % | 2,000.00 | 83.33 | 1,916.67 | 2,400.10 % |
| Total Revenue | 2,000.00 | 283.33 | 1,716.67 | 705.89 % | 2,000.00 | 283.33 | 1,716.67 | 705.89 % |
| GROSS PROFIT | 2,000.00 | 283.33 | 1,716.67 | 705.89 % | 2,000.00 | 283.33 | 1,716.67 | 705.89 % |
| EXPENDITURES | | | | | | | | |
| DCON | | 41.67 | -41.67 | | 0.00 | 41.67 | -41.67 | 0.00% |
| Meeting Expenses | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Board Mtg, K Mar, KC Nov, CK Sept/Oct | | 15.00 | -15.00 | | 0.00 | 15.00 | -15.00 | 0.00% |
| CKI ICON Travel | | 62.50 | -62.50 | | 0.00 | 62.50 | -62.50 | 0.00% |
| GATC, Gov's Training Conference | | 50.00 | -50.00 | | 0.00 | 50.00 | -50.00 | 0.00% |
| Total Meeting Expenses | | 127.50 | -127.50 | | 0.00 | 127.50 | -127.50 | 0.00% |
| Misc Expenses | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| District Board Name Badges & Shirts | | 25.00 | -25.00 | | 0.00 | 25.00 | -25.00 | 0.00% |
| Total Misc Expenses | | 25.00 | -25.00 | | 0.00 | 25.00 | -25.00 | 0.00% |
| Travel | | | | | 0.00 | 0.00 | 0.00 | 0.00% |
| Admin Asst, Travel | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00% |
| CKI Sec-Treas & LG (up to \$75 ea) Travel | | 31.25 | -31.25 | | 0.00 | 31.25 | -31.25 | 0.00% |
| District Admin Travel | | 28.75 | -28.75 | | 0.00 | 28.75 | -28.75 | 0.00% |
| Gov In-District + DCON | | 29.17 | -29.17 | | 0.00 | 29.17 | -29.17 | 0.00% |
| Total Travel | | 89.17 | -89.17 | | 0.00 | 89.17 | -89.17 | 0.00% |
| Total Expenditures | 0.00 | 283.34 | -283.34 | 0.00% | 0.00 | 283.34 | -283.34 | 0.00% |
| NET OPERATING REVENUE | 2,000.00 | -0.01 | 2,000.01 | -20,000,000.00 % | 2,000.00 | -0.01 | 2,000.01 | -20,000,000.00 % |
| NET REVENUE | \$2,000.00 | \$ -0.01 | \$2,000.01 | -20,000,000.00 % | \$2,000.00 | \$ -0.01 | \$2,000.01 | -20,000,000.00 % |

LAMISSTENN DISTRICT
Of Kiwanis International
2025-2026 BUDGET
As of Oct 27, 2025

| | 2025-2026 | 24-25 Actual | 2024-2025 Budgeted |
|------------------|---------------------|--------------|--------------------|
| REVENUES: | \$202,850.00 | \$212,996.29 | \$204,554.00 |
| EXPENSES: | \$202,850.00 | \$178,870.17 | \$204,554.00 |
| BALANCE: | \$0.00 | \$34,126.12 | \$0.00 |

3,350 Estimated number of members
 10/1/25: 3,350; 10/1/24: 3,612; 10/1/23: 3,516

EXHIBIT E

| | 2025-2026 | 2024-2025 ACTUAL as of 9/30/2025 | 2024-2025 BUDGETED |
|--|---------------------|--|-----------------------|
| 1 REVENUES | \$202,850.00 | \$212,996.29 | \$204,554.00 |
| 2 DUES | \$154,900.00 | \$162,945.70 | \$162,204.00 |
| 3 Dues (\$44 of \$46/mem + \$7,500 prorated) | \$154,900.00 | \$162,945.70 | \$162,204.00 |
| 4 | | | |
| 5 MEETINGS & CONFERENCES | \$33,750.00 | \$29,966.51 | \$28,150.00 |
| 6 Mid-Year Income (175 @ \$40) | \$12,250.00 | \$6,580.66 | \$7,400.00 |
| 7 Kiwanis Conv Mgr (250 registration @ \$10) | \$2,500.00 | \$3,615.00 | \$2,500.00 |
| 8 Key Club Conv Mgr (200 registrants @ \$15) | \$3,000.00 | | \$2,250.00 |
| 9 Key Club District Administrative Allowance | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| 10 Key Leader South Income | \$11,000.00 | \$14,770.85 | \$11,000.00 |
| 11 | | | |
| 12 MISC REVENUES | \$14,200.00 | \$20,084.08 | \$14,200.00 |
| 13 District Foundation Allowance | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| 14 New Club Income | | | |
| 15 Bayou Teche | | \$200.00 | |
| 16 Bluff City | | \$2,537.80 | |
| 17 Plaquemines | | \$2,796.18 | |
| 18 License Plate_MS | | \$33.20 | |
| 19 Interest Income (12 * \$350) | \$4,200.00 | \$4,516.90 | \$4,200.00 |
| 20 | | | |
| 21 | | | |
| 22 EXPENSES | \$202,850.00 | \$178,870.17 | \$204,554.00 |
| 23 MEETINGS & CONFERENCES | \$28,330.00 | \$21,868.91 | \$21,400.00 |
| 24 LG Training/May Board Mtg | \$4,000.00 | \$3,433.90 | \$3,000.00 |
| 25 March Board Meeting (in person w/Mid-Year) | \$500.00 | | |
| 26 Mid-Year Expense (w/\$1,500 spplmnt (150 @ \$15)) | \$12,830.00 | \$6,593.15 | \$7,400.00 |
| 27 Key Leader South Expense | \$11,000.00 | \$11,841.86 | \$11,000.00 |

10/4 approved separate Mid-Year budget

Budgeted to match expense

offset by expenses
 offset by expenses
 offset by expenses

Increased to adjust for full LGs & increased catering costs

10/4 approved separate Mid-Year budget

| | | | | |
|----|---|---------------------|---------------------|---|
| 28 | | | | |
| 29 | TRAVEL | \$20,850.00 | \$10,009.70 | \$16,875.00 |
| 30 | Governor: In-District + DCON | \$1,350.00 | \$1,350.00 | \$1,350.00 |
| 31 | Governor: ICON | \$2,000.00 | \$1,000.00 | \$1,000.00 increased due to Manilla |
| 32 | Gov-Elect: In-District + DCON | \$500.00 | \$442.34 | \$500.00 |
| 33 | Gov-Elect: ICON | \$1,000.00 | \$700.00 | \$700.00 increased due to Manilla |
| 34 | Vice Gov: In-District + DCON | \$375.00 | \$375.00 | \$375.00 |
| 35 | Vice Gov: ICON | \$600.00 | \$475.00 | \$475.00 increased due to Manilla |
| 36 | Imm Past Gov: In-District + DCON | \$225.00 | \$171.12 | \$225.00 |
| 37 | Imm Past Gov: ICON | \$600.00 | \$425.00 | \$425.00 increased due to Manilla |
| 38 | Trustees: In-District + DCON (7 @ \$200) | \$1,400.00 | \$686.34 | \$1,225.00 increased from \$175 to \$200 |
| 39 | LG Expenses (21 up to \$150 ea) | \$3,150.00 | | \$2,750.00 increased from \$125 to \$150 |
| 40 | LG-Elect Expenses (21 up to \$150 ea) | \$3,150.00 | \$1,500.00 | \$2,750.00 increased from \$125 to \$150 |
| 41 | ED: Travel Allowance* | \$1,250.00 | \$739.01 | \$1,250.00 |
| 42 | ED: District Secretaries Meeting* | \$1,400.00 | \$104.39 | \$1,400.00 |
| 43 | ED: ICON* | \$3,000.00 | \$1,800.00 | \$1,800.00 increased due to Manilla |
| 44 | <i>*Other expenses paid from Conventions Fund</i> | | | |
| 45 | Admin Ast: Auto & Travel Allowance | \$400.00 | \$241.50 | \$200.00 increased due to use |
| 46 | KI Board Trustee Counselor Room & Meals | \$450.00 | | \$450.00 |
| 47 | | | | |
| 48 | STAFF SALARY & BENEFITS | \$118,550.90 | \$112,729.92 | \$112,730.00 |
| 49 | Salary: Executive Director | \$67,980.00 | \$66,000.00 | \$66,000.00 |
| 50 | Salary: Administrative Assistant | \$36,050.00 | \$34,999.92 | \$35,000.00 |
| 51 | Benefits Package: Exec Dir (3% of salary) | \$2,039.40 | \$1,980.00 | \$1,980.00 |
| 52 | Benefits Package: Admin Assist (3% of salary) | \$1,081.50 | \$1,050.00 | \$1,050.00 |
| 53 | Payroll Taxes & Fees (12 mo @ \$950) | \$11,400.00 | \$8,700.00 | \$8,700.00 10/27: actual is an estimate |
| 54 | | | | |
| 55 | DISTRICT OFFICE | \$27,460.00 | \$27,174.62 | \$26,111.00 |
| 56 | Rent & Utilites (12 mo @ \$728) | \$8,736.00 | \$8,112.00 | \$8,436.00 increased due to annual increase |
| 57 | Telephone & Internet (12 mo @ \$115) | \$1,380.00 | \$1,330.13 | \$1,380.00 |
| 58 | Cell Phone Reimbursement to ED (12 mo @ \$50) | \$600.00 | \$600.00 | \$600.00 |
| 59 | Remote Office Reimbursement (12 mo @ \$50) | \$600.00 | \$600.00 | \$600.00 |

| | | | | | |
|----|--|-------------------|-------------------|--------------------|---|
| 60 | Copier Lease (12 mo @ \$392 + \$165 in taxes/yr + \$200 in extra copies) | \$5,069.00 | \$5,187.28 | \$4,905.00 | 10/27: adjusted for accuracy; originally budgeted at \$370/mo & \$300 in extra copies |
| 61 | Software | \$4,300.00 | \$4,269.55 | \$3,515.00 | increase due to increased costs |
| 62 | Adobe (12 mo @ \$15) | | | | |
| 63 | Anti-virus Software (\$100/yr) | | | | |
| 64 | Constant Contact (\$850/yr) | | | | 10/27: adjusted for accuracy; originally budgeted at \$625 |
| 65 | Microsoft Office (\$130/yr) | | | | 10/27: adjusted for accuracy; originally budgeted at \$115 |
| 66 | Quickbooks (12 mo @ \$210) | | | | increase announced June 2025 |
| 67 | Sprout Video Hosting (12 mo @ \$10) | | | | |
| 68 | Misc (\$400) | | | | reduced from \$500 |
| 69 | Materials & Supplies | \$3,250.00 | \$3,761.66 | \$3,250.00 | over budget due to temporary expenditure on Kiwanis gear for DCON |
| 70 | Postage | \$200.00 | \$195.64 | \$150.00 | 10/27: adjusted for accuracy; originally budgeted at \$175 |
| 71 | Audit & Accounting | \$200.00 | \$200.00 | \$150.00 | |
| 72 | Business & Property Insurance | \$900.00 | \$813.88 | \$900.00 | |
| 73 | Auto Liability (hired and not owned) | \$450.00 | \$445.48 | \$450.00 | |
| 74 | Bonding Insurance | \$375.00 | \$359.00 | \$375.00 | |
| 75 | D&O Insurance | \$800.00 | \$800.00 | \$800.00 | |
| 76 | Workers Comp Policy | \$600.00 | \$500.00 | \$600.00 | |
| 77 | | | | | |
| 78 | MISC EXPENSES | \$7,659.10 | \$7,087.02 | \$27,438.00 | |
| 79 | Misc Expenses | | \$344.78 | | |
| 80 | New Club Expenses | \$3,000.00 | \$735.49 | \$4,000.00 | |
| 81 | Bayou Teche Club Dues Expenses | | \$400.00 | | offset by income |
| 82 | Bluff City Club Dues Expenses | | \$2,864.75 | | offset by income |
| 83 | Plaquemines Club Dues Expenses | | \$2,742.00 | | offset by income |
| 84 | Club Strengthening Expenses | \$2,000.00 | | \$2,500.00 | |
| 85 | Retained Earnings | \$2,659.10 | | \$20,938.00 | 10/27: Reduced to balance budget |