



Southwest District Board Meeting Minutes V1

DATE: Wednesday, May 6th, 2026

TIME: 5:30 PM

LOCATION: Zoom

FACILITATOR: Governor Erica Stephens

ATTENDEES: Executive Board/Lieutenant Governors/Guests

SWD Governor

Erica Stephens

SWD Immediate Past Governor

Don Townsend

SWD Governor Elect

Barbara Mizelle

SWD Treasurer

~~Darin Edwards~~

SWD Executive Director

Sandra Carrier

SWD IT/Bylaws/Marketing

Open

SWD Human and Spiritual Values

~~Mike Bell~~

SWD Key Club DA

Jennifer Moore

SWD CKI

~~Bre Anne Springer~~

SWD Aktion

Liz Duncan

SWD Builders/K-Kids

~~Jay Carbello~~

Kiwanis International Trustee

Matthew Cantrall (guest)

Kiwanis International Trustee

~~Scott Sims (guest)~~

Division 2 Lt. Governor

Deb Dapson

Division 3 Lt. Governor

~~Morris Pongratz~~

Division 4 Lt. Governor

OPEN

Division 5 Lt. Governor

~~Leroy Copeland~~

Division 6 Lt. Governor

OPEN

Division 7 Lt. Governor

OPEN

Division 8 Lt. Governor

OPEN

Division 9 Lt. Governor

~~Warren Sargent~~

Division 10 Lt. Governor

Mike Maloney

Division 12 Lt. Governor

Liz Duncan

Division 13 Lt. Governor

Harry Shapiro

Division 15 Lt. Governor

~~Dr. Terry Coyle~~

Division 16 Lt. Governor

Liz Wilson

Division 17 Lt. Governor

~~Darin Edwards (noted above)~~

Division 18 Lt. Governor

Ryan Magel

Guests: Kim Maust, Riley Jandrew

Strike through indicates not present



Call to Order: Erica Stephens, SWD Governor

Roll Call: Sandra Carrier, SWD Executive Director – Quorum verified 5:33p

Invocation: Mike Bell, SWD Human and Spiritual Values Chairman - Absent

1. Appointment of Treasurer – Governor Stephens

- Current Treasurer – Darin Edwards

This agenda item is a duplicate of Item #7 and was addressed during the discussion of Item #7.

2. Gusto Payroll Service – Governor Elect Mizelle

- Approve payroll service

Governor Elect Mizelle recommended employing a payroll service for the salaried Executive Director position, presenting information about Gusto Payroll Services, a \$55 monthly service that integrates with QuickBooks and handles all tax calculations and filings. Barbara explained that they had met with Dee Dee Jacks, a bookkeeper and registered agent, who recommended Gusto for its automated reporting capabilities and integration features.

Motion: *Immediate Past Governor Townsend made a motion to approve utilizing Gusto Payroll Services at the monthly rate of \$55.00, seconded by Lt. Governor Magel.*

Vote: *No further discussion. No abstain. No opposition. Motion approved.*

3. IRS – 990 Filing costs – Governor Elect Mizelle

- Proposal from DeDe Jacques –filing past due 990's

Governor-Elect Mizelle shared the filing requirements for tax forms from 2018-2021, further explaining that while 2019 was properly filed and accepted, the other years may have been filed but rejected during a transition period in record ownership. Discussion was had regarding the eligibility to file 990EZ forms and



discussed the \$550 filing fee per tax year, with Governor Stephens suggesting a reallocation of funds from an Edward Jones account originally intended for International Conventions. Governor-Elect Mizelle recommended employing Account on Dede as the Enrolled Agent as she is highly recommended by the district bookkeeper, Yame Consulting.

Motion: *Lt. Governor Maloney made a motion to move forward with utilizing the services of Account on Dede, seconded by Immediate Past Governor Townsend.*

Vote: *No further discussion. No abstain. No opposition. Motion approved.*

Motion: *Governor-Elect Mizelle made a motion to reallocate International Convention funds from the district Edward Jones investment account to assist with paying the fees associated with Account on Dede for assistance with filing the past due 990 tax forms, seconded by Lt. Governor Wilson.*

Vote: *No further discussion. One abstain (Lt. Governor Magel). No opposition. Motion approved.*

Upon the motion passing, discussion was had. Lt. Governor Magel stated that he has not seen current financial reports for the district which concerned him. Governor-Elect Mizelle stated she was not aware of the current Edward Jones account balance. Governor Stephens agreed to research the Edward Jones account balance and recommended we nullify the previous motion until the account balance is determined. Governor Stephens agreed to send the Edward Jones account balance to the Board upon conclusion of the meeting.

4. Ratification of Executive Session – Governor Stephens

- *Vote held on April 21st in Executive Session*

Motion: *Lt. Governor Magel made a motion to ratify the votes in the Executive Session held Tuesday, April 21st, 2026, seconded Governor-Elect Mizelle.*

Vote: *No further discussion. No abstain. No opposition. Motion approved.*



5. Approval of Tuesday, April 21st Board meeting minutes – Governor Stephens

- Approve minutes V1

***Motion:** Immediate Past Governor Townsend made a motion to approve the April 21st, 2026, Board meeting minutes, seconded by Lt. Governor Dapson.*

***Vote:** No further discussion. No abstain. No opposition. Motion approved.*

6. Approval of 2027 Kiwanis DCON hotel contract– Governor Elect Mizelle

- Double Tree by Hilton | Tucson, AZ | July 22nd – 25th, 2027

Governor-Elect Mizelle announced she recommends holding the 2027 District Convention in Tucson, Arizona at the Doubletree by Hilton in Reid Park, with contractual room rates set at \$109. Executive Director shared the hotel contract for review. Discussion was had.

***Motion:** Past Governor Townsend made a motion to approve the Tucson, Arizona location for the 2027 District Convention at the Doubletree by Hilton in Reid Park, seconded by Lt. Governor Shapiro.*

***Vote:** No further discussion. No abstain. No opposition. Motion approved.*

7. Reapproval of District Appointees from 10/01/2025 – Governor Stephens

- Refer to list of 2025/26 District Appointees

Governor Stephens referred all to the Administrators and Committee Appointments document shared by Executive Director, Sandra Carrier. Governor Stephens noted that Darin Edwards is listed as District Treasurer. District Administrator, Jennifer Moore stated that she recommends removing all names listed under Key Club Zone Admins except for Riley Jandrew. She stated that she would prefer to wait until Key Club Summer Board is held to name her list of appointees. This would include removing Kimberly Maust, Erica Stephens, Lisa Ann Schoenbrun, Laura Levenhagen and Anna Gomez. Discussion was had. Governor-Elect Mizelle confirmed the immediate appointment of Lt. Governor Deb Dapson as the Web Administrator with Governor Stephens.



Governor-Elect Mizelle questioned the appointment of Executive Director Sandra Carrier as the District Convention Chair. Governor Stephens noted that this was a mistake and should be removed from the list. Lt. Governor Magel noted that there were many new appointees and changes from October 1st and recommended approval of the Appointment list should only be accepted if modified to properly reflect the recommended changes.

Motion: *Immediate Past Governor Townsend made a motion to approve the Administrator and Committee Appointments document, labeled as Exhibit A noting the changes as previously stated, seconded by Lt. Governor Duncan.*

Vote: *No further discussion. One abstain (Lt. Governor Magel). No opposition. Motion approved.*

Adjournment was delayed as Lt. Governor Maloney noted the Ahwatukee Club was selected as a district finalist for the Kiwanis International Signature Project contest. All congratulated Lt. Governor Maloney. Governor-Elect Mizelle then mentioned a meeting was held with Jennifer Yee, a Kiwanis club member with Human Resource experience to discuss the Executive Director employment contract. She requested this be added as an agenda item for the next Board meeting. Discussion was had regarding the date for the next Board meeting. It was decided that Tuesday, June 9th at 6p would be scheduled. Lt. Governor Magel then asked Governor Stephens if she had the Edward Jones account balance for all. Governor Stephens said she is still working on obtaining it. Lt. Governor Magel also reminded Governor Stephens that all district expenditures under \$500 were to be shared with the Board. Executive Director, Sandra Carrier, apologized for not having that information, and said she would have it available for the next Board meeting.

Motion: *Lt. Governor Shapiro made a motion to adjourn the meeting at 6:34p, seconded by Lt. Governor Maloney. Motion approved.*

Vote: *No further discussion. No abstain. No opposition. Motion approved.*