



Southwest District Board Meeting MinutesV2

DATE: Tuesday, June 9th, 2026

TIME: 6:00 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

Guest: C.K Liu, Jim Day, Douglas Chadwick, Art Fesler-Butts, Lynne Guiden, Karin Church, Riley Jandrew, Kim Maust, Lisa Ann Schoenbrun; *Strike through indicates not present.*

Call to Order: Governor Stephens

Roll Call: SWD Executive Director – Sandra Carrier *6:02p quorum verified*

Invocation: SWD Human & Spiritual Values Chair, Mike Bell

Changes or Additions to agenda: Governor Stephens

- *Add to Item 3: Bank change request – Chase*
- *Add to Item 11: Executive Director compensation*
- *Add to Finance Committee appointment: Lisa Ann Schoenbrun*

Motion: *Governor Stephens made a motion to accept the updated agenda, now to include the three items listed above under “Changes or Additions to agenda”, seconded by Lt. Governor Pongratz.*

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

1.) Approval May 6th Emergency Board Meeting Minutes

Governor Stephens asked if there was a motion to approve the Board meeting minutes from May 6th.

Motion: *Lt. Governor Magel made a motion requesting the minutes be amended as the headers don’t reflect the agenda, seconded by Lt. Governor Shapiro. Lt. Governor Magel then withdrew his motion, stating he could not find his notes confirming this statement, therefore there was no discrepancy.*

Motion: *Lt. Governor Duncan made a motion to approve May 6th Board meeting minutes, seconded by Immediate Past Governor Townsend.*

Vote: *No discussion. Lt. Governor Magel abstained from the vote. No opposition. Motion approved.*

2.) SLP Report – DA’s

- Budget Reviews for CKI/Key Club

Governor Stephens asked if there was a motion to approve the SLP budgets.

Motion: *Governor Elect Mizelle made a motion to approve the CKI and*

Key Club SLP budgets as presented, seconded by Lt. Governor Shapiro.

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

3.) Treasurer Report – Darin Edwards

- Current P&L review
- Yame Consulting Bookkeeping Services – update
- Bank change request – Chase

Treasurer Darin Edwards reviewed the P&L statement through March 31st, while also providing an update on our bookkeeping services stating that progress continues to be made to bring us up to date. Lt. Governor Magel stated that any expenditure over \$500 must be brought to the Board for approval per the Bylaws, Article 5, section B. Lt. Governor Magel asked what expenditure was made over the \$500 threshold. Treasurer Edwards shared the following:

- \$895 – Expedia
- \$2,349.50 – IRS payment
- \$1,272.98 – CKI reimbursement
- Executive Director compensation (confidential) – Gusto
- Executive Director compensation (confidential) – Gusto

Lt. Governor Magel continued to say there is no oversight of Finances by the Board and reminded all that the Board has fiduciary responsibility. Discussion was had. It was noted that the Board may change the Policies and Procedures but members of the district vote at District Convention at the House of Delegates to make changes to the Bylaws.

Motion: *Governor Elect Mizelle made a motion to move banking accounts from Pioneer Bank to Chase Bank or whatever is best, seconded by Lt. Governor Maloney.*

Discussion was had. It was noted that it may be best to wait to transfer to a new bank until after the District Convention and Key Club International Convention. It was also noted that all three entities, Kiwanis, Key Club and CKI should have separate logins. Discussion was had regarding BofA having several “shutdowns” and that we need to choose a bank that is “accessible”. It was agreed that research regarding rates and fees should be addressed. Lt. Governor Magel stated that there is not enough information to decide and vote and suggested more due diligence be carried out. Lt. Governor Magel also reminded the Board that a resolution

needs to be made in advance prior to voting.

Motion: *Lt. Governor Magel made a motion to amend the motion on the floor, instructing the Treasurer to investigate different banking institutions prior to moving the bank accounts from Pioneer Bank as well as providing a report with the comparison findings at the next Board meeting.*

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

4.) Committee/Position Appointments - Governor Stephens

- Financial Chair - Darin Edwards and Committee Members
- Interim Vice Governor, Karin Church
- Key Club Zone Admin Appointments
- Interim Assistant Treasurer, Kim Maust

Financial Committee and Chair: *Governor Stephens referred to the meeting agenda listing the proposed Financial Committee members, proposing Treasurer Edwards as Chair and members: Treasurer, Darin Edwards; Governor Stephens; Lt. Governor Magel; Lt. Governor Coyle; Governor Elect Mizelle; Lt. Governor Fargostein; Lt. Governor Schoenbrun; Past Governor Townsend; Lynne Gudin; Sharon Westrum. Discussion was had. Clarification was made regarding the Financial Advisory Committee governed by the Bylaws with a forward-looking responsibility while the Budget and Finance Committee is governed by the district Policies and Procedures with more day-to-day operations responsibility.*

Motion: *Governor Stephens made a motion to approve with an immediate effective date, the chair and members as stated above, seconded by Lt. Governor Pongratz.*

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

Discussion was then had regarding the Executive Director.

Motion: *Governor Stephens made a motion to add the Executive Director as a non-voting member of the Finance Committee, seconded by Lt. Governor Magel.*

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

Interim Vice Governor – Karin Church: *Governor Stephens introduced Karin Church. Karin provided a brief history of her positions held with*

Kiwanis, accomplishments, professional background and values.

Motion: Governor Stephens made a motion to accept Karin Church immediately as Vice Governor for the remainder of 2025/26, seconded by Immediate Past Governor Townsend. No discussion. No abstain. No opposition. Motion approved.

Key Club Zone Admin appointments: Governor Stephens referred to the meeting agenda listing the proposed Key Club Zone Administrators proposing Jennifer Moore/Estella and Superstition online with Ana; Riley Jandrew/McDowell Mountain and Mogollon Rim with Tristan; Ana Gomez/Petroglyph and Superstition (both online); Laura Levenhagen/North Mountain (online) Sangre De Cristo and Sandia Mountain; Lisa Ann Schoenbrun/Copper, Caverns and Rio Grande; Mel Otten/Lookout Mountain (online) and White Tank; Michael Braun/South Mountain, Papago and Black Canyon; Tristan Andrew/Mogollon rim (online) and Mohave; Don Townsend/ San Pedro and Catalina; Kim Maust/ICON Coordinator and Finance.

Motion: Governor Stephens made a motion to approve with an immediate effective date, the Key Club Zone Administrators as stated above, seconded by Governor Elect Mizelle.

Vote: Governor Elect Mizelle stated District Administration Jennifer Moore has done a great job. No further discussion. No abstain. No opposition. Motion approved.

Interim Assistant Treasurer: Governor Elect Mizelle introduced Kim Maust. Kim provided a brief history of her positions held with Kiwanis, her professional background including accounts receivable and payables, stating she understands budgets and is ready to start training with current Treasurer Edwards.

Motion: Governor Stephens made a motion to approve interim Assistant Treasurer Kim Maust for Kiwanis, seconded by Immediate Past Governor Townsend.

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

5.) Edward Jones Account – Governor Stephens

- Discuss the wishes of the board concerning the management of the account as well as creating a list of potential candidates to monitor it.

Governor Stephens shared the Edward Jones Financial Advisor is Matt Ladendecker, in Kingman, AZ. The current Kiwanis Authorized Representative on the investment account is Greg Nibert, who is no longer an active Kiwanian. Governor Stephens recommended the Board consider appointing an active Kiwanian as well as the Executive Director to be the Authorized Representatives. Discussion was had noting the Finance Advisory Committee oversees the Edward Jones account. It was also noted that all necessary communication regarding the Edward Jones account should be shared with the bookkeeper. Vice Governor Church agreed to send the former Executive Directors historical spreadsheet from September 2024 to Governor Stephens and the Executive Director as a reference document.

Motion: Governor Elect Mizelle made a motion to appoint Executive Director Sandra Carrier and Phoenix Club Secretary Jim Day as Authorized Representatives to oversee and monitor the Edward Jones investment account and advise the Board without decision making authority, seconded by Lt. Governor Shapiro.

Vote: Discussion had by Jim Day stating he would love to help but would like a better understanding of the goal of the investment account. It was shared that the account is considered an emergency backup for the district. No further discussion. No abstain. No opposition. Motion approved.

6.) 2026 DCON Registration Fee – Governor Stephens

- Registration Numbers/Updates on status
- Proposed Registration Fee increase after July 4th

Governor Stephens shared DCON registration is currently at 56 attendees with 2 non-Kiwanians. Early Bird registration ends on Monday, June 15th. Registration closes on Saturday, July 4th. It was decided to leave the Kiwanis DCON registration fees as is with no change.

7.) House of Delegates - Governor Stephens

- Discuss anything we would like to have sent to the District to vote on at the House of Delegates during the District Convention. Need to send 30 days prior.

Governor Stephens asked if there were any submissions for the House of Delegates. None had. Governor Stephens introduced Douglass Chadwick who will be running for 2026/27 Vice Governor. He gave a brief history of his work for Kiwanis with the Gallup Club sharing he is ready to jump in

and get to work.

8.) 501c4 Status - Governor Elect Mizelle/Mike Maloney/Karin Church

- Update

Vice Governor Church shared she is helping Governor Elect Mizelle with the reinstatement of the district 501c4 status. Vice Governor Church stated we need to have all 990s completed to submit the 1024as allowing us to move forward. Governor Elect will be contacting Account on Dede to get a status update on the 990s as the 990s and the 1024a need to be submitted simultaneously to reinstate the 501c4.

9.) Executive Committee – Governor Stephens

- Review meeting minutes

Governor Stephens asked if there were any questions with the Executive Committee meeting minutes. None were had.

10.) Unscheduled Emergency Equipment Procurement – Governor Erica Stephens

- Financial Ratification of the laptop purchase for the Executive Director

Governor Stephens reported that a laptop and printer were purchased for District use by the Executive Director after her personal laptop experienced a blue screen failure, impacting her ability to perform District business. Lt. Governor Magel questioned the decision to purchase new equipment rather than first issuing a district-wide request to determine whether surplus equipment was available. He suggested that the district should make greater use of existing resources whenever possible. Lt. Governor Magel also inquired about the equipment currently in storage and why the copiers in storage were not utilized. District Administrator Jennifer Moore reported that she attempted to test the copiers in storage and researched troubleshooting methods, including reviewing instructional videos. However, the copiers were determined to be outdated, operate on obsolete software, and were not functional for current District needs. Lt. Governor Magel advised the printer probably did not respond to Jennifer due to her having a Macbook.

Motion: *Governor Stephens made a motion to ratify the purchase of the district laptop and printer, seconded by Lt. Governor Shapiro.*

Vote: *No further discussion. No abstain. No opposition. Motion approved. Governor Stevens requested a motion to move into Executive Session.*

Motion: Lt. Governor Magel made a motion to move into Executive Session, seconded by Governor Elect Mizelle.

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

Move into Executive Session at 7:55p:

11.) Executive Director Employment Contract – Governor- Elect Mizelle/Liz Wilson

- Review and approve proposed employment contract
- Sandra compensation

Exit Executive Session at 8:02p

Motion: Governor Stephens made a motion to approve the district Employment Agreement, seconded by Governor Elect Mizelle.

Vote: Discussion was had requesting the Executive Director and Governor sign the Agreement and save it to the district Google drive tomorrow. No further discussion. No abstain. No opposition. Motion approved.

Meeting adjourned at 8:03p.

Finance Committee

Treasurer Darin Edwards (Chair)

Governor Erica Stephens - Ryan Magel, Terry Coyle

Governor Elect Barbara Mizelle - Phil Fargostein, Lisa Ann Schoenbrun

Past Governor Don Townsend - Lynne Gudin, Sharon Westrum

Key Club Zone Admins for appointment:

Jennifer Moore - Estrella and Superstition Online with Ana

Riley Jandrew - McDowell Mountain and Mogollon Rim with Tristan

Ana Gomez - Petroglyph and Superstition (both online)

Laura Levenhagen - North Mountain (online) Sangre De Cristo and Sandia Mountain

Lisa Anne Schoenbrun - Copper, Caverns and Rio Grande

Mel Otten - Lookout Mountain and White Tank

Michael Braun - South Mountain, Papago and Black Canyon

Tristan Andrew - Mogollon Rim (online) and Mohave

Don Townsend - San Pedro and Catalina

Kim Maust - ICON Coordinator/Finance

Board Approved 7/24/2026