



Southwest District Emergency Board Meeting MinutesV1

DATE: Friday, July 24th, 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 Governor Vice Karin Church
~~SWD Treasurer Darin Edwards~~
SWD Assistant Treasurer Kim Maust
SWD Executive Director Sandra Carrier

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 Lisa Ann
Division 7 Lt. Governor Lisa Ann
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



Additional Guests:

Call to Order: Governor Stephens - *Call to Order 6:03*

Roll Call: SWD Executive Director – Sandra Carrier - *Quorum verified @ 6:04*

Changes or Additions to agenda: Governor Stephens - *No additions or changes made*

1.) Approval June 9th Board Meeting Minutes – Governor Stephens

Governor Stephens asked if there was a motion to approve the June 9th, 2026 Board meeting minutes.

Motion: *Deb Dapson made a motion to approve the June 9th, 2026 Board meeting minutes, seconded by Harry Shapiro.*

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

2.) Approval of June 9th Board Meeting Minutes with Executive Session - Governor Stephens

Governor Stephens asked if there was a motion to approve the June 9th, 2026 Board meeting minutes including Executive Session.

Motion: *Barbara Mizelle made a motion to approve the June 9th, 2026 Board meeting minutes with Executive Session, seconded by Liz Wilson.*

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

3.) Approve Treasurer, Darin Edwards, Assistant Treasurer Kim Maust and or Executive Director, Sandra Carrier to open new checking and savings accounts as outlined below at Chase Bank prior to DCON:

- Checking: Southwest District of Kiwanis International
- Checking: Southwest District of Kiwanis Key Club
- Checking: Southwest District of Kiwanis CKI

- Savings: Southwest District of Kiwanis International
- Savings: Southwest District of Kiwanis Key Club

Governor Stephens asked if there was a motion to approve the attached Chase Bank Resolution for Kiwanis.

Motion: *Lt. Governor Lisa Ann Schoenbrun made a motion to approve the Kiwanis Resolution for Chase Bank, seconded by Governor Elect Mizelle.*

Discussion was had. Lt. Governor Magel recommended the Kiwanis Chase Bank Resolution be amended with the following changes:

- *To terminate the relationship with Pioneer Bank no later than October 30th, 2026*
- *To open the stated accounts on or before August 15th, 2026*
- *To add to the bottom of the Resolution a “Certified by” line with signature lines for Governor Stephens and Executive Director Sandra Carrier.*

Motion: *Lt. Governor Schoenbrun made a motion to amend the motion on the floor to accept the Kiwanis Chase Bank Resolution with the amendment of terminating the banking relationship with Pioneer Bank no later than October 30th, 2026, seconded by Governor Elect Mizelle.*

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

Motion: *Lt. Governor Dapson made a motion to amend the motion on the floor to accept the Kiwanis Chase Bank Resolution with the amendment of opening the Chase account on or before August 15th, 2026, seconded by Immediate Past Governor Townsend.*

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

Motion: *Governor Elect Mizelle made a motion to amend the motion on the floor to accept the Kiwanis Chase Bank Resolution with the amendment of adding a “Certified by” line with signatures lines for Governor Stephens and Executive Director Sandra Carrier, seconded by Lt. Governor Shapiro.*

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

4.) SWD Financial Oversight and Reporting Policies - Vice Governor Church

Governor Stephens asked if there was a motion to adopt the proposed Financial Oversight and Reporting Policies.

Motion: *Lt. Governor Magel made a motion to amend the proposed Financial Oversight Policy as to be described by Vice Governor Church, seconded by Vice Governor Church.*

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

Vice Governor Church noted the bylaws have been removed as it is best to not repeat bylaws in policies and procedures. She also pointed out several formatting changes as well as adding policy #33 and removing the budget information.

Motion: *Lt. Governor Magel made a motion to adopt the proposed amended Financial Oversight Policy and to have the 2026/27 Board approve the Financial Oversight Policy by the second Board meeting of the year, seconded by Lt. Governor Schoenbrun.*

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

5.) Assistant Treasurer - Laptop - Governor Elect Mizelle/Asst Treasurer Kim Maust

Governor Stephens requested an update regarding a donated laptop for Assistant Treasurer Maust. Executive Director Carrier reported that an email solicitation had been sent to all Club Presidents and Secretaries. To date, only one club has responded, indicating it did not have a laptop available for donation. Following discussion, the Board directed Executive Director Carrier to post a request on the District's social media platforms seeking the donation of a laptop for the Assistant Treasurer and to pause on a vote.

6.) Financial Advisory Committee new Chair - Governor Stephens

Governor Stephens asked if there was a motion to approve Vice Governor Church as the Financial Advisory Committee Chair.

Motion: *Governor Mizelle made a motion to approve Governor Elect Church as the Financial Advisory Committee Chair for the remainder of the 2025/26 fiscal year, seconded by Lt. Governor Sharpiro.*

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

7.) Limited Purpose Committee - Executive Director pay calculation - Lt. Governor Liz Wilson

Governor Stephens requested moving into Executive Session.

Motion: *Governor Elect Mizelle made motion to move into Executive Session at 6:42p, seconded by Lt. Governor Magel.*

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

Executive Session starts at 6:42p:

Motion: *Lt. Governor Schoenbrun made a motion to end the Executive Session at 6:45p, seconded by Lt. Governor Shapiro.*

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

End of Executive Session at 6:45p

8.) Adjournment

Board meeting adjourned 6:45p