



Southwest District Board Meeting MinutesV1

DATE: Tuesday, September 8th, 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
~~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

~~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 Schoenbrun
Division 7 Lt. Governor Lisa Ann Schoenbrun
~~Division 8 Lt. Governor Marge Carrithers~~
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: Douglas Chadwick, Lynne Gudin, Matthew Cantrall, Scott Sims

Call to Order: Governor Stephens

Roll Call: SWD Executive Director – Sandra Carrier *Quarum verified 6:03p*

Invocation: SWD Human & Spiritual Values Chair – Mike Bell

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

1.) Approval July 24th Board Meeting Minutes – Governor Stephens

Governor Stephens asked if there was a motion to approve the July 24th, 2026 Board meeting minutes.

Motion: *Lt. Governor Pongratz made a motion to approve the July 24th, 2026 Board meeting minutes, seconded by Lt. Governor Wilson.*

Vote: *It was noted by Lt. Governor Pongratz that he was late to the July 24th meeting but did attend. No further discussion. No abstain. No opposition. Motion approved.*

2.) SLP Report – DA's

- Update
- Key Club Bylaw update (see handout)

Governor Stephens asked Key Club DA Jennifer Moore to provide the Key Club update. Jennifer shared the latest update and reviewed the changes to the Key Club bylaws, referring to the handout previously shared. Jaye Carballo provided the update for the Builders Club and K-Kids. Liz Duncan provided the update for Aktion Club.

Motion: *Governor Elect Mizelle made a motion to accept the Key Club bylaw changes, seconded by Lt. Governor Pongratz.*

Vote: *Vice Governor Church recommended to Key Club DA Jennifer Moore, not to be too detailed with bylaw changes if there are more in the future as all changes need to be approved at the House of Delegates. This is an educational opportunity for the students to know that the Policies and Procedures could be updated rather than going to the House of Delegates. No further discussion. No abstain. Motion approved.*

3.) Treasurer Report – Darin Edwards/Kim Maust

- Current P&L review
- Yame Consulting Bookkeeping Services – update
- Bank comparisons
- Upgrade QuickBooks license (additional \$77 month)
- Update on opening PO Box in Surprise/closing PO Box in Sierra Vista

Governor Stephens asked Assistant Treasurer Kim Maust to provide the

Treasurer's report. Kim stated she was not prepared to do so but noted she has been trained on the Reimbursement spreadsheets and is emailing Treasurer Edwards when there are reimbursements to pay.

4.) 501c4 Status - Governor Elect Mizelle/Mike Maloney/Karin Church

- Update

Governor Stephens asked for the 501C4 update. Vice Governor Church provided the update, summarizing that she is working to finish the books. Once this is completed she will have the CPA file the 990s and the 1024 form. She also shared there may be penalties incurred by the IRS as we are outside of the retroactive period for reinstatement. Governor Elect Mizelle stated Vice Governor Church has done a fabulous job and thanked both Karin and Mike for their time. Lt. Governor Coyle questioned if the district has an IRS repayment plan of which it was noted the district has their savings and investment accounts to pull from if necessary.

5.) Executive Committee – Governor Stephens

- Review meeting minutes from August 24th meeting

Governor Stephens asked if there were any questions regarding the Zoom Notetaker Notes from the August meeting. None were had.

6.) Approval of 2027 Midyear location - Governor Elect Mizelle

- Grand Canyon University - March 19th and 20th, 2027

Governor Elect Mizelle requested the Board approve the 2027 Midyear location at Grand Canyon University in Phoenix stating she will have the 2026/27 Board approve the contract and location as well once the new Board takes office.

Motion: *Lt. Governor Coyle made a motion to approve the 2027 Mid-year location at Grand Canyon University, seconded by Lt. Governor Pongratz.*

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

7.) Voices Club - Governor Stephens

- Second Club in North America to open

Governor Stephens shared the Voices Club of West Valley has officially chartered as the second club in North America. She stated all Officers have been elected, their first meeting is scheduled as well as their first event in October.

8.) 2026 DCON Survey results - Governor Stephens

Governor Stephens reported the survey results came back with positive comments, however she did note the registration table should be moved towards the lobby of the hotel rather than in the middle of the hallway in an attempt to be accommodating for two hotel entrances. She also noted it was suggested that the Memorial format be changed so that it did not occur during the middle of the Governors Gala. The complete survey results will be placed in the shared drive in a DCON folder that Governor Stephens will create.

9.)2026 DCON Marriott Contract - Governor Stephens

- Status of final billing

Governor Stephens shared that the owner of the Marriott, Legacy Development and Management is working to rectify the billing issues related to not adhering to the contract. She stated that she has not received a final billing statement as of yet but will provide all documentation to the FAC at the September 24th meeting. Governor Elect Mizelle asked for copies of the correspondence of which Governor Stephens agreed to place in the DCON "Claims" folder she will create for the Board. Vice Governor Church stated she is uncomfortable having only one person represent the SW District as the Board should also be included in the discussion. Vice Governor Church recommended having a second set of eyes to review all written negotiations. Lt. Governor Schoenbrun and Governor Elect Mizelle both offered to be the second set of eyes and assist Governor Stephens moving forward.

Governor Stephens opened the floor to International Trustee Cantrall for comments. Councillor Cantrall thanked the Board for their commitment to excellence in serving the district.

Governor Stephens opened the floor to International Trustee Sims for comments. Councillor Sims thanked the Board and said he looks forward to serving the district during the 2026/27 fiscal year.

Governor Stephens opened the floor to Governor Elect Mizelle for comments. Governor Elect Mizelle shared she is excited for October 1st and is looking forward to her term as Governor.

Governor Stephens opened the floor to Immediate Past Governor Townsend for comments however he had already adjourned the meeting.

Governor Stephens adjourned the meeting at 7p.

Board Approved 10/01/2026