

**MINUTES OF THE SECOND BOARD MEETING OF
THE UTAH-IDAHO DISTRICT BOARD OF TRUSTEES
OF KIWANIS INTERNATIONAL**

**Held at the Tremonton City Offices, Tremonton, Utah
17 November 2007**

Welcome by Governor Bill Mullins at 9:22am

Invocation: Janet Flinders

In attendance were: Governor Bill Mullins, Governor-Elect Pattie Hansen, Immediate Past Governor Jim Terry, Secretary Janet Flinders and Treasurer Marv Chamberlain.

Lt. Governors in attendance:

Div 1 Dick Hodson Div 2 Mark Anderson Div 3 Norman Taylor
Div 5 Wally Studer Div 6 Dick Rush Div 7 Stan Snow
Div 8 Gene Piland Div 10 Dick Foote

Lt. Governors NOT in attendance, unexcused:

Div 4 Does not have a Lt. Governor and Div 9 Peggy Sellman

Guests: First Lady Barbara Mullins; CLE Chair & Builders Club Administrator Erland Elmer; Key Club Administrator Peter Van Hook; ON-TO-Int'l Convention Chair Chuck Baker; Lori Bergsma, District Risk Manager; and Kiwanis Int'l Foundation Chair LaMar Anderson.

Peter Van Hook, Key Club Administrator: There are 78 Key Clubs, but not all have paid dues. If dues are not paid for one year, there is a \$100 reinstatement fee + payment of the past-due dues. If dues are not paid for 2 years, the Key Club will be suspended. The sponsoring Kiwanis Club will then have to pay a \$600 Reactivation fee. Kiwanis clubs should make sure the Key Club dues are paid.

Peter will send lists to Lt Governors of current & past due Key Clubs

1. Lt. Governor communication – During every visit to each Kiwanis club in their division please ask how the Key Clubs are doing. Make sure the Key Clubs have a Kiwanis Advisor and a Faculty Advisor.
2. Peter needs to know who the Kiwanis advisors and the Faculty Advisors are for each Key Club in your Division. Please contact your clubs and then contact Peter with this information, along with addresses and contact numbers.
3. Encourage Kiwanis clubs to budget for service leadership programs to pay at least 1/3 of each Key Clubbers Registration fee to District Convention in April 2008 in Boise, Idaho.
4. Peter needs a Key Club District committee (He puts in no less than 20 hours per week). He needs one Kiwanian from Utah and one from Idaho who will serve as area representatives. He also needs one more in Idaho (Boise area) to be the convention coordinator. Peter needs 3 people by January or he cannot continue in the job. He receives 20-40 e-mails a day and spends 5 hours each day answering them.

There are some empty spots on the Key Club District Board. A Key Clubber is needed to be the Lt. Governor for Div. 4B Pocatello, Div. 6B West Boise, and Div. 9 All of Western Idaho. Key Club Div. 1 hasn't had a Lt. Gov for 4 years and hasn't had anyone at conventions for that long.

Each Key Club Lt. Governor should have only 4 or 5 schools.

The Key Club District Board will elect missing Lt. Governors, but they need names from the Key Club Division.

A postcard has just gone out announcing the Key Club Dist Conv for 25-27 Apr in Boise, ID. Last year's convention was run very well, but was a financial disaster. This year the cost will be \$170 including room: \$130 registration fee and \$40 per Key Clubber with 4 in a room. Advisors can only be 2 people to a room and cannot share a room with a Key Clubber.

It would be advisable to have a Service Leadership Program committee (including Derek Schenck, Key Leader; Peter Van Hook, Key Club Admin; Norman Taylor, CKI Admin; Erland Elmer, Builders Club Admin and whoever is in charge of K-Kids.)

Pattie would like a volunteer from each division to be an SLP Committee member to make about 30 phone calls every three months to the Key Club Advisors. A Retiree who loves the kids would work perfectly. Peter needs volunteers who will work.

The Convention Manager would have very little to do from now until March. Will need to visit the Doubletree Riverside in Boise, think about how the rooms will be organized, etc. 2-5 hours a week; then 5 hours a week, then a full 3 days. Peter needs a name by Jan 1st. He will train this person himself.

The future looks good with a Key Club being built at Snow Canyon, Hurricane, and two in Cedar City, Utah.

He will bring part of the Key Club Board to Mid-Year Conference.

Governor Bill restated the need to support the SLP. Kids are our future. They need every chance possible for growth.

Erland Elmer, Builders Club - Amen to what Peter said about putting together an SLP Committee.

1. Passed out a roster of Builders Clubs. 21 clubs with 12 Active and 9 Inactive. He needs more information from each Kiwanis Club who sponsors a Builders Club. Who is the Club Advisor? Who is the Kiwanis Advisor. Builders' Club dues are \$3.50 per member. He will be glad to get a new club kit to anyone or you can go to www.buildersclub.org and ask for a new club building kit #1 and then #2 will get you all the way thru the organizational process. OR Call 1-800-KIWANIS then press 2.
2. **K-Kids** – please build these clubs. Ask Kiwanis Int'l for a K-Kids New Club Building Kit.
3. Erland will order a bus to take Utah Key Clubbers to Boise for the convention. Everyone riding on the bus will have to pay their fair share.
4. **Education** – Leadership education for kids and adults – The CLE tentative schedule was passed out to the Lt. Governors. Dave Howard has gone inactive, so Erland has lost a trainer for Div 6 and 9.

CLE (Club Leadership Education) for incoming Club Presidents & Secretaries for 2008-2009 will be held at Mid-Year Conference on Friday, Feb 15, 2008. The bylaws state that Clubs should have officers elected before the middle of May each year, but it would be more efficient if the elections were held in January, so training could take place leaving more time for the newly elected officers to be comfortable in their upcoming positions.

Every Lt. Governor needs to have a January Division Council Meeting to elect the Lt. Governor-elect, because their training will take place at Mid-Year Conference.

Any and all club members are welcome at the CLE training.

Janet Flinders presented the minutes of the 19 Aug 2007 Board Meeting. Marv moved and Gene 2nd to approve the minutes. The vote was unanimous.

A list of Clubs who are inputting their monthly reports online will be e-mailed to Lt. Governors.

The **Timpanogos Kiwanis Club has dissolved**. Vote to accept was unanimous. Funds were distributed as follows: \$150 to CKI Outreach, \$100 to Annual Club Gift Campaign, 100.65 to Dist Admin, \$475 to Dist. Foundation. Moved by Dick Rush, 2nd Gene. The vote was unanimous.

Financials were presented by Marv. Gene moved to accept and Wally 2nd. Vote was Unanimous.

Dist Foundation Report was presented for information only. Marv sent letters to all clubs billing \$150 CKI Outreach. Clubs who don't sponsor a CKI Club are asked to donate \$150 to CKI outreach.

An anonymous donor sent \$2,500 for the Sugar House Club Shopping for Kids at Christmas (34 kids at this time). The District Foundation is doing well!! Clubs should send \$5.00 per person to Kiwanis Int'l Foundation for the Annual Club Gift Campaign and \$5.00 per person to The District Foundation at the same time to get this commitment completed early. The earlier the better. The rules have changed a little bit. With \$5.00 per capita donated to KIF, there will be 5 Matching Scholarships to Key Club and 5 to CKI. BUT, if \$6.00 is donated per capita, there will be 6 Matching Scholarships to both and so on.

Governor Bill challenges the Clubs in the District to donate \$6.00 per capita.

Lori Bergsma, **Risk Manager** – Every Kiwanis club MUST BE incorporated. Every club should have a safety coordinator. Be sure to get a certificate of insurance from Kiwanis International for every activity.

If sub-contractors are involved in your activity, they are to provide their own insurance.

The **safety coordinator** informs the club of the Kiwanis International General Liability Insurance Coverage or lack thereof, as to each activity and project of the club.

Every November every secretary gets a Risk Management Packet which should be given directly to the Safety Coordinator. It tells of the vast bulk of coverages and exclusions of which a club has a need to know.

The cover letter in the November Kiwanis Int'l Risk Management Packet states in part, "Please be aware, if there is a claim arising out of an activity that is not covered, any claim costs or legal fees are the responsibility of the individual Kiwanis Club."

Directors and Officers insurance should be in force for the District and each club should get this insurance to cover the club officers and directors. Don't wait until something happens before you protect yourself and your club from liability.

Do not offer the Kiwanis insurance to others.

Encourage each Safety Coordinator to actually look through the packet and see what it contains. In Golf Tournaments, **golfers are not covered**. Be sure to get a waiver signed by each entrant before the event. This insurance does not cover athletes. If you sponsor a football or soccer league, etc., please be aware that you must get your own insurance for these activities.

This insurance covers: Failure to Act, Mismanagement of Funds, Conflict of Interest, Bad Faith, Wrongful Termination, Sexual Harassment, and Failure to enforce bylaws

Guidelines for adults will be forthcoming – **background checks on anyone doing anything with kids** should be made. Don't ever let a Kiwanian be at risk by being in a car alone with a child. Protect yourself, Protect your club, Protect Kiwanis. All Kiwanians who read to

children, must have background checks. The Police will do these checks for approx \$25.00 per person.

Remember The Rule of Threes: A child and 2 adults. Etc, etc.

Each Lt. Governor should call Kiwanis International and request a HR Packet (for Risk Management).

Governor Bill – **Membership** – Big push by Kiwanis Int'l. The TAG Team just finished building the South Salt Lake County Kiwanis Club with about 36 members. After the club is built, we as members need to keep that club going.

Jim Terry presented Bill Mullins with a box to carry the bell and gavel in. Also, announced that the Price Kiwanis Club returned the gavel they stole.

LaMar Anderson – **Annual Club Gift Campaign donations to the Kiwanis Int'l Foundation.** KIF is doing individual donations to any certain disaster relief, especially in California for kids needing respirators because of the fires and smoke.

The Kiwanis Int'l. Board of Trustees has set a goal to achieve the \$37,000,000 corpus in the Kiwanis Int'l. Foundation that was announced in January 2005 when Steve Siemens was Int'l President.

Every club should be notified of any unallocated funds to be used for Hixons or Tablets of Honor. Janet needs to call KIF and get a list of District unallocated funds. Then let each Lt. Governor contact the clubs in their division with the amount. These unallocated funds have already been used for the purpose intended, but the club could order a Hixon or a Tablet of Honor to honor someone in their club.

Operating funds for the Foundation come from the Annual Club Giving. Each club needs to donate \$6.00 per member to help the District qualify for 6 matching scholarships for each Key Club District and CKI District.

Only three Districts qualified for 5 scholarships for Key Club & 5 for CKI last year: Utah-Idaho, Southwest and Eastern Canada & the Caribbean.

The Utah-Idaho District has received major grants back for the Capitol Hill Kiwanis Babycare Cupboard and the Logan Club for Spanish/English books for elementary schools. The rules have changed: ACG used to have to have 100% of the clubs donate in order to be eligible for 5 scholarships. Now the average is \$5.00 per capita no matter who donates. Let's be realistic and get \$6.00 per capita for the ACG. Lt. Governors need to be sure the newer clubs get this expense into their budgets

Jim Terry – **District Foundation.** District Convention gave \$790.95 from the golf tournament, \$1,069 from quilt tickets and \$165 from pin sales to the Utah-Idaho District Foundation. Norman Taylor still has \$1,200 to get to the Foundation coffers.

Dennis Brown, CPA in Twin Falls is in process of reviewing the books for last year.

Governor Bill – **Mid-Year Conference** – arrangements with the hotel have been made for a guaranteed price for rooms until about 3 weeks before the conference. Please book early for the lower rate. The next U&I Kiwanian will have the registration form and tentative schedule. The date is 15-16 Feb 2008 at Red Lion in Twin Falls, ID. Need all the members of the District to book their rooms early through Robin. It might be under Utah-Idaho Kiwanis or Kiwanis.

Chuck Baker – **On-To-Int'l Convention in Orlando, Florida.** Conventions are fantastic with meeting people, great travel, and wonderful workshops. The Utah-Idaho District hotel is the Hilton Garden Inn at Sea World for \$114.00 per night. Register early for the Kiwanis Int'l

Convention to get better seating at Super Star Night and other meal meetings. A short cruise before the convention from Port Canaveral to the Bahamas on board the Carnival Sensation is the plan for the pre-tour. Cruise will handle the air flight and the cruise for about \$1,000 per person. It must be paid by April 2008. Registration for the pre-tour is separate from Convention Registration. The cruise will be from June 19-22, 2008 and the convention will start June 25-29, which will leave a couple of days to play in Orlando.

Governor Bill – **New Club Building**. He needs to build 3 new clubs. The South Salt Lake County Club has been built in Draper, UT, but he needs two more.

Governor-elect Pattie must build 4 new clubs, but has a stretch goal of 6.

Training for the TAG Team will be in Feb at Mid-Year Conference. The goal is to **have every Lt. Governor on the TAG Team and one person from every club** to be on the TAG Team, too. Then there will be a group to help build a club in your area. The TAG Team will also work to build up the smaller clubs in their division. Lowell Inkley is in charge of Utah new club building.

Governor-elect Pattie said at her training KI has **changed the name TAG Team to Growth Team**. Her focus is in putting together a team to build up the Utah-Idaho District. We are going to grow Kiwanis.

She wants the Lt. Governors to put together a team in their division with the Lt. Governor as the team captain. Invite Pattie to Division Council Meetings. She will do training there. If we aren't focusing on the children, we are not meeting our Kiwanis mission. A Team Kiwanis Shirt will be provided by Pattie to each of the District Board with a promise from those receiving these shirts that they will do all in their power to build Kiwanis in Utah-Idaho. Assignment will be to help this team build division growth teams. Contest: She will honor each club that brings in 5 new members NET.

Giving BUG awards (a pencil and certificate) to each child who brought up their grades is what Kiwanis is all about. Each club should consider doing this program in their area, if they aren't doing so already,

We have good clubs and we are a good district, but we need to be great.

Norman Taylor – **CKI**. CKI is growing very rapidly with building 3 new clubs at: Utah Valley State College in Orem, UT, University of Utah in Salt Lake City, UT, and CSI in Twin Falls, ID. They are working at getting a peer that the prospective members can relate to.

Clubs that have closed, but are trying to get organized again are: Boise State & NW Nazarene,

CKI is not big, but is working at growing and doing more service.

The next area for club building is Heber Valley with the UVSC Extension.

If you see or hear of some exciting project, the CKI can help serve. Please let Norman know, so he can put a team together to help with your Kiwanis projects.

Lt. Governor reports:

Div 7 Stan Snow – doing well, all installations are done, St George & Santa Clara are gearing up for their big fund-raisers. Cedar City is struggling. Hurricane club died a horrible death, but there is still room for a couple more clubs. Hasn't gotten them together, but will be working on it in the future. Had a President's Council meeting and things are coming along. Pattie would like to come to his council meetings.

Div 2 Mark Anderson – Interesting experience with installation of new officers. Remarkable things are happening in Clearfield and Layton. Both sponsor a lot of Key Clubs and the other clubs in the division have seen these clubs how working with Key Club can make a difference in lives. The Bonneville Club is separating from Sky Line H.S. They are going to try to form a Key Club at East H.S. #1 Goal of the year is growth and a doubling of membership

Div 3 Norman Taylor – Excited about the new club leadership. One club has 5 new members so far this year, Ogden has 4 new members, Preston has had a couple new members, Brigham City had a new member at their banquet. Norm is willing to help all the Division 3 clubs with their projects.

Div 5 Wally Studer – All installation banquets have been completed. Hailey is growing and has a tremendous amount of projects happening. They want to double their club this year. They are new enough to not be stuck in tradition. Burley, Jerome and Filer clubs are looking for new members. Rupert has started another K-Kids Club. Possible new club building site is: Kimberly. Most of the clubs are doing well and wished all the clubs had the enthusiasm of the Hailey club.

Div 6 Dick Rush – Two council meetings have happened. The 1st meeting had more people than usual. Kuna brought two people. Kuna is very small and needs to grow, Daybreakers is also struggling. Bob Aldridge and Dick are planning to talk to all the retirement communities in order to establish some Kiwanis Clubs in those communities. They could meet in afternoon or anytime. They will work on this beginning in January. He is very interested in the TAG Team concept. One thought: a new club was chartered in Mountain Home that lasted a year. He thought he would go back there and speak with the base commander to build a military club. Capital City Kiwanis inducted three new members yesterday. An ex-Key Club member about 22yrs old will start talking to her friends from Key Club to get them into Kiwanis. The Eagle Club is small, but will make it somehow. Need to grow these small clubs.

Div 8 Gene Piland – All clubs are stable. Growth is always an issue. Three clubs have 13 members or less. One CKI, 14 Key Clubs, Builders Clubs and K-Kids. Midvale wants to change their name to Midvale & Ft. Union.

Goals are: growth, fund the ACG, and fund the District Foundation, Online reporting 3 of 6 right now.

Promote a year end celebration where the small clubs can tell of all the service they accomplished during the year. Governor Bill suggested they celebrate at their installation banquet.

Gene moved to change Midvale's name to Midvale & Fort Union Kiwanis Club. Janet 2nd. The vote was unanimous. The District Secretary signed the name change form and mailed it to Kiwanis International.

Immediate Past Governor Jim Terry reported for Div 4 – No Lt. Governor right now. Small clubs: Blackfoot and Shelley, but they are doing lots of fund-raising. He hopes to have a Lt. Governor in February or at least a commitment for next year's Lt. Governor.

First Lady Barb has a **District Project**: Kiwanis Dolls!! The June 2007 Kiwanis magazine had an article about the Kiwanis Dolls. Barb has patterns and instructions to pass to everyone on the board. She showed a doll that she had made and a 6yr old saw it and was excited to color it for some needy child in a hospital. If a club makes 50 dolls, they get a patch for their banner. Barb will need to know how many dolls were made and where they were placed.

Barb & Bills' grandson has had three experiences in the ER or planned surgeries and has 3 hospital dolls that were used to show him what would be done to him.

Be sure to use a white cotton sheet to cut the pattern out. Also be sure to put a brown or black marker for the hair and a couple of other color markers for the child to color their own doll. Buy cluster batting and be sure to add the Kiwanis label before completely sewing it shut. This will help the Kiwanis name get out into the community. She has 300 labels with her right now.

The **Governor's quilt** was made by the Tooele Club Secretary Karen Perry. The second quilt was donated by Janet Flinders. Tickets are \$5 each, 3 for \$10, 7 for \$20 and 20 for \$50. All monies go to the Utah-Idaho District Foundation.

The **Nampa Breakfast Club** should be chartered soon.

New clubs will have two pre-organizational meetings and then the organization meeting is the date of their charter. The charter night will be when the charter is presented and they will have a silent auction as their first fund-raiser.

If a club decides to close their doors, the following must be picked up by the Lt. Governor: the gavel, bell, banner and all stationary with Kw on it and all monies should go to the District Treasurer for disbursement.

Marv was asked to present a schedule of how the mileage is calculated.

Stan moved and Dick Rush 2nd to adjourn at 2:28 pm

NOTE: Lt. Governors need to stay for the whole meeting or at least get permission to leave early if necessary.