

# SOUTHWEST DISTRICT KIWANIS FOUNDATION

Minutes for Board of Directors Meeting Friday, January 16, 2009  
in the Best Western Hotel Meeting Room, 2912 Mabry Drive, Clovis, NM.

## 1. Call to Order:

The Board Meeting was called to order by President Bob Kay at 2:00 PM on Friday, January 16, 2009. The pledge of allegiance was led by Lew Bradley, followed by a silent roll call by the Board Secretary, Burt Snipes.

Board members present: Bob Kay (President and Dir. Div. 12), Burt Snipes (Secretary and Dir Div. 2), Mike Robinson (Dir. Div. 4), Chuck Hartman (Dir. Div. 5), Steve Kurtz (Dir. Div. 8), Alan Payne (Dir. at Large), Jim Sowers (Dir. at Large), Jim Lee (SWD Governor), Ron Smith (SWD Governor-Elect), and Herb Hayde (SWD Immediate Past-Governor).

Prospective new Board members to be officially seated on the Board: Bob Henderson (Dir. Div. 6), Bob Carson (Dir. Div. 7), Richard Hines (Dir. Div. 10, excused), Paul Gonnerman (Dir. Div. 17), Lew Bradley (Dir. Div. 18), and Jan Smeal (Dir. at Large).

Board members absent: Tim Young (President-Elect and Dir. Div. 8), Illene Harrison (Immediate Past-President); Eastburn Bennett (Treasurer), John High (Dir. Div. 3), Gary Oakeson (Dir. Div. 11), Joe DeBlasi (Dir. Div. 13), Ray Williams (Dir. Div. 14), Nathan Hurt (Dir. Div. 15), and Bob Bussing (Dir. Div. 16). [*Secretary note: Tim Young, Illene Harrison, Eastburn Bennett, Joe DeBlasi, Ray Williams, Nathan Hurt, and Richard Hines notified the Secretary in advance of the Board Meeting that they would be unable to attend.*]

Also present were Linda Ballard (Prescott), Gary Ballard (Prescott), Filmore Bender (Surprise), Lori Ann Bonomo (Silver City), Lewis Burtlass, Roy Davis (SWDF Webmeister), Bill DeWeese (Albuquerque), Jerry Friedler (SW Dir. Aktion Club), Gordon Hendrickson (Past Governor & Albuquerque), Kurc Kohlhoff (Superstition), Dick Misch (Tucson-Sunshine & CKI Admin.), Betty Misch (Tucson-Sunshine), and Roy Wahlberg (Superstition). President Kay requested the visitors to briefly introduce themselves, which they did.

## 2. Election of New Board Members and Vice-President:

In accordance with Foundation By-Laws, six prospective new Division Directors and Vice-President were officially nominated to be seated on the Board: Bob Henderson (Dir. Div. 6), Bob Carson (Dir. Div. 7), Richard Hines (Dir. Div. 10), Paul Gonnerman (Dir. Div. 17), Lew Bradley (Dir. Div. 18), Jan Smeal (Dir. at Large); and Jim Sowers (Vice-President). It was **MOVED** by Alan Payne and **SECONDED** by Burt Snipes to approve electing these individuals to the positions they were nominated for. The **motion passed** by a voice vote of the Board.

*[Notes from Secretary: Each of these new Elected Directors were sent a message similar to the following, with a copy sent to their Lt. Governors. "At the Southwest District Kiwanis Foundation Board Meeting on January 16, 2009 the Board elected you to serve as Southwest District Kiwanis Division Director to fill a vacancy that resulted from resignation of the previous Director for your Division. You may serve in this capacity until September 30, 2009. However, you must be elected by Members of your Division to serve beyond September 30, 2009 to comply with Foundation By-Laws. The Foundation's Nominating Committee wishes to recommend to your Lt. Governor that you be elected to be Director of your Division for a three-year period beginning October 1, 2009 and ending September 30, 2012. The election should take place at the Division annual meeting held not earlier than the first week in April 2009 nor later than the second week in May 2009. The appropriate officer in your Division needs to forward the voting results to me as soon as practicable. The Board will take action at the Foundation Annual Meeting to be scheduled during the Southwest District Annual Convention in Laughlin, NV August 20-23, 2009 to confirm the Division selections their Directors."*

*For Jan Smeal the wording had to be different. A letter from the Secretary to Jan Smeal indicated "At the Southwest District Kiwanis Foundation Board Meeting on January 16, 2009 the Board elected you to the position of Director at Large to fill a vacancy that resulted from resignation of one of the Board's three Directors at Large. You may serve in this capacity until September 30, 2009. To comply with Foundation By-Laws, the Board will conduct another election at the Foundation Annual Meeting scheduled during the Southwest District Annual Convention in Laughlin, NV August 20-23, 2009. That election will result in appointment of the Elected Director at Large for a three-year period beginning October 1, 2009 and ending September 30, 2012." ]*

### 3. Officer Reports:

- **Secretary's Report:** Approval of Minutes for October 2008 Board Meeting, which were sent to each Director and are also posted on the Foundation website. Burt noted that he also emailed an attachment containing the draft minutes to all Kiwanis club Presidents and Secretaries in the Southwest District. It was **MOVED** by Alan Payne and **SECONDED** by Lew Bradley to approve the minutes for the Board Meeting as presented. The **motion passed** by a voice vote of the Board.
- **Financial Reports:** Eastburn Bennett was not present but had given information to Alan Payne to distribute to the Board.

Stephen Kurtz indicated that all required returns have been filed with the Internal Revenue Service and State of New Mexico. Also, solicitation returns have been filed with the State of Arizona. All of these were completed and filed last October and November.

Stephen distributed copies of his financial reports and discussed them. The first item, "Profit and Loss YTD Comparison, December 2008" was for the entire Foundation, not just Kamp Kiwanis. This indicates activities during December 2008 and for October 1 – December 31, 2008. The next two pages presented "Balance Sheet" as of December 31, 2008". Stephen works closely with Eastburn Bennett to create the Balance Sheet.

The next two pages present “Profit & Loss Budget vs. Actual, October 1, 2008 through January 13, 2009”. The last two pages present “Profit & Loss Prev Year Comparison October through December 2008” to compare the first three months of this administrative year with the previous administrative year. Stephen stated that the Foundation has “not lost a penny” during the past year to date because of the conservative stance that he has taken in making investments.

President Kay noted that the Foundation has received a check for \$15,000.00 from the Red Rock Foundation. This money will show up on all of our next financial reports. The check was deposited after January 2, 2009 and at this time shows up only on the report showing budget activities from October 1, 2008 through January 13, 2009.

It was **MOVED** by Bob Henderson and **SECONDED** by Lew Bradley to accept the financial reports. The **motion passed** by a voice vote of the Board.

*(Copies of Stephen Kurtz’s and Eastburn Bennett’s handouts are included in the Secretary’s records for this Board Meeting).*

#### 4. Committee Appointments:

- **Finance Committee:**

President Kay stated that he does not want to micromanage Foundation activities. We have, for example, a Kamp Committee for Kamp Kiwanis; we also need a Financial Committee. President Kay would like to see Stephen Kurtz, Eastburn Bennett, Bob Henderson, Jan Smeal, and Alan Payne (Chairman) on that committee.

- **Fundraising Committee:**

President Kay indicated that we also need a Fundraising Committee. We have fundraising ability through our Blazer, Kachina, Sustaining Member, and Legacy programs. Those are fundraisers for our Foundation and do not need to be placed in a Fundraising Committee. However, we should have a committee to help our Foundation raise money. Governor-Elect Ron Smith and Filmore Bender both have ideas about money raising projects, which President Kay thinks should be included with activities of a Fundraising Committee. This committee would develop recommendations to bring to the Board for consideration. A Chairman for this committee will be identified later.

*[Secretary note: Last year’s listing of Foundation committees will be updated to include the above information relevant to Finance Committee and Fundraising Committee for discussion at the May 2009 Board Meeting at Kamp Kiwanis.]*

#### 5. Committee Reports:

- **Blazers, Kachinas, Sustaining Members, and Legacy Society:**

We had no new information about the status of the Blazer program and Eastburn Bennett recently indicated to President Kay that the Kachina Program was progressing slowly. We had 26 Kachina

sales between the Annual Meeting in August 2009 end of October 2008, but none since then. Illene Harrison was not present to discuss the Sustaining Membership Program, but she sent a current list of Sustaining Members (*Illene's list is included in the records for this Board Meeting*). We clarified that existing Sustaining Members are notified on the anniversary date of their first donation that their membership is up for renewal.

- **Scholarships:**

President Kay noted that we receive five matching scholarships (\$2,500.00 total) from Kiwanis International Foundation each year but it is not clear to the Board how these scholarships are awarded. Also, since the Foundation will allocate \$2,500.00 for these scholarships, a representative of the Foundation should be present to be involved in the decision about who receives them. Recipients of this year's scholarships will be determined at a meeting in Flagstaff, AZ. President Kay said that he will travel to Flagstaff to represent the Foundation this year.

- **Kiwanis Across Borders**

Joe DeBlasi indicated to the Secretary that he will arrive in Clovis too late to attend the Board Meeting. Joe did send a short report that is included as follows. "The Southwest District Kiwanis Foundation will continue to give grants to deserving clubs in the Division whose service project benefits children in other countries. The only change is that instead of four \$500.00 grants, the committee may decide to give two \$1,000.00 grants or, if a project is so outstanding, maybe just one \$2,000.00 grant. Please send all applications, photos, etc. by July 19, 2009 to Kiwanis Across Borders, Attn: Joe DeBlasi, 15932 Falcon Ridge Drive, Sun City West, AZ 85375."

- **Student Recognition Program:**

Paul Gonnerman stated that two additional clubs have started this program. Kiwanis clubs in Alamogordo, Clovis, and Silver City, NM still lead the pack in terms of numbers of schools they have involved in this program.

- **Distinguished Service Award:**

Filmore Bender briefly discussed this issue that he has been working on for some time now. Filmore envisions having Kiwanis International President Don Canady, Southwest District Governor Lee, Lt. Governors, etc. and their successors present these awards to selected recipients. These presentations could result in significant recognition of Kiwanis in newspaper reports, etc. Jim Sowers **MOVED** and Alan Payne **SECONDED** to accept this proposal as something that we initiate immediately. After discussion, the **motion failed** on a voice vote of the Board. The Secretary suggests that the Board did not understand the significance of this award or the process to obtain the award and present it. This issue will be discussed in more detail by the Financial Committee, then returned to the Board with a recommendation for further action.

- **Kamp Kiwanis:**

Burt Snipes distributed a handout from Kamp Manager Andrea Robison summarizing 1) expenses for Weekend of a Lifetime for November 2008 and 2) Kamp Kiwanis events scheduled for 2009.

We generally come out short in terms of monies paid by applicants for Weekend of a Lifetime versus costs, especially for the fall session of Weekend of a Lifetime. This shortfall relates in part to the fact that some applicants do not pay the full amount for registration. We may want to re-evaluate the application fee. President Kay indicated that he had discussed this issue with Debbie Des Chene. A few of the participants help in the kitchen and in other ways to offset part of their fees. President Kay plans to investigate this issue further and perhaps seriously consider an increase in the application fee.

Chuck Hartman asked if we had given any money from the Ellis Brown auction for lowering the registration costs. President Kay said the only money that has been given to help offset any of the registration costs was from the Mildred Wehmeyer account, and the reason for that was that Hank Wehmeyer contacted Debbie Des Chene last November and asked her to start using the money in that account. Four hundreds and fifty dollars was transferred from the Wehmeyer fund for this purpose. Cheryl Doles never requested any money for Weekend of a Lifetime.

Chuck said that last year we authorized money to go from the Ellis Brown auction to Builder's Club, Key Club, and Circle K. There was some money left after those allocations that was allocated to Kamp Kiwanis, but the Board could not remember details of the allocation. The following information copied from the minutes of the August 14, 2008 Board Meeting clarifies action taken on this issue.

***“Circle K Fund Request***

*Circle K plans to use Kamp Kiwanis for their fall rally. The Foundation has \$747.00 left in the Youth Endowment Fund from the Roadrunner's auction and this money is designated for youth activities. President Troeller suggested that the Board transfer the \$747.00 to the Kamp Kiwanis operating fund to help pay for food and other expenses associated with the Circle K fall rally. Chuck Hartman made a motion to take this action and Illene Harrison seconded the motion, which was passed by a voice vote of the Board.”*

Burt made the point that this was a one-time action. Therefore, while this money made up for the shortfall last November, it may not happen again. Chuck Hartman followed with his opinion that raising application fees would decrease participation. Chuck also recommended that Lt. Governors and Directors should help with getting the word out to the Key clubs to maximize registration for Weekend of a Lifetime, as well as for other sponsored programs.

Water Well Project: Burt reported that we seem to be making progress on this front, especially recently as a result of Jim Sowers obtaining \$15,000.00 for this project from the Red Rock Foundation. The fund should be at least \$35,000.00 at this time. The total is not available at this time because some of promised donations have not been received or deposited in Foundation accounts.

President Kay reported that Leroy Tapia, land developer and Lt. Governor for Division 18, is having one of his partners meet with him next Monday at Kamp Kiwanis to get information to

estimate a cost for drilling the new water well at Kamp Kiwanis. Jim Sowers reported that he called a well-drilling company in Albuquerque to get an estimate and was told that the cost would probably be in the range of \$90.00 to \$100.00 per foot. This would total about \$108,000.00 to \$120,000.00 for a well 1200 feet deep. Jim indicated that we may have only \$90,000.00 for this well and the company representative indicated that he would still be interested in considering this job. Chuck Hartman offered to contact a company he is familiar with, Statewide Well Drilling, to obtain an estimate (Chuck had a preliminary estimate of about \$100.00 per foot). The Board basically agreed that we should ask for bids from several drilling companies in New Mexico and Arizona.

President Kay emphasized that the well is only part of the issue. We also need to update the water storage and distribution system at Kamp Kiwanis. The 25,000 gallon storage that we have now would only be good to fight a 20-minute fire. We need a water system that will provide at least twice that storage and have a reasonable storage replenishment rate.

Lew Bradley suggested that we obtain at least six bids for our water well and related system components.

Jim Sowers asked if money donated for the Kamp water well could be used for a Kachina. The answer was “yes” but Stephen Kurtz indicated that the most important issue is accounting. If someone gives money for the well, receives a Kachina, and the well is not drilled, then the Foundation might be obligated to return the money to the donor because the well fund represents restricted money. Stephen also noted that the money donated for a Kachina goes to Kamp Kiwanis and the best way to handle this potential problem is to simply designate the money for a Kachina.

Moving the North Fence Line: Burt reported that we have cleared trees and shrubs along the new fence line, including a reasonable width for a fire break. Many tree stumps have been removed and a few dozen remaining stumps that need to be removed will be removed this spring. Also, work will be done prior to Roadrunner Work Weekend (May 1-3, 2009) to install some bracing devices about every 400 feet in the new fence line. We will plan to physically move the fence during Work Weekend”. President Kay suggested the possibility of having our Board Meeting on Friday afternoon (May 1, 2009) so more people will be available to work all day Saturday. Burt indicated that we will complete moving the north fence by mid-summer and then be in a position to start work on moving the west fence to its appropriate location, also including a reasonable fire break.

Assistant Kamp Manager: Burt indicated that we are in the process of making a change at the Kamp relative to Assistant Kamp Manager. Ideally, we hire an Assistant Manager who will grow into a good prospect to fill the role of Kamp Manager if or when that becomes necessary. The Assistant Manager is paid \$500.00 per month, provided with a home, electricity, telephone, and propane and the expectation is that he will work at the Kamp for about 15-20 hours per week. This is not working out very well. We are seriously considering the option of eliminating the position of Assistant Kamp Manager, renting the home, and using that rental income to pay for

temporary help as needed. Actually, the current Assistant Manager could become the renter and be temporary help for specific jobs when we need him and he would agree to do the work. We could also obtain additional help from local sources if some jobs require more than one person. We could save on the order of \$6,000.00 to \$10,000.00 per year.

A discussion followed that made it obvious that additional work must be done by Burt to clarify this new approach and detail what will be done to appropriately address issues that include insurance, workman's compensation, and documentation of payments to temporary help. Also, what are the possibilities for obtaining contract labor or temporary workers from a local company in Gallup to meet requirements at Kamp Kiwanis for temporary help? One Director noted that contract workers would have to provide the Kamp Manager with a certificate of insurance. This is only one of several issues that need to be addressed. *(Secretary Note: Foundation Policy 1.13 - Kamp Kiwanis (8/24/2004) was overlooked. This Foundation policy states "The Kamp Kiwanis Committee will develop policies and procedures for Kamp Kiwanis based on the Foundation's policies and procedures. The developed policies and procedures will be submitted to the Foundation Board for approval.")* Elimination of the position of Assistant Kamp Manager and obtaining the services of temporary help represents a policy change that should be thoroughly evaluated by the Board prior to its implementation. Burt will work on details of this new approach to obtaining temporary workers at Kamp Kiwanis and present them to the Board for approval.

#### 6. Future Meetings/Activities:

The next scheduled Board Meeting will be at Kamp Kiwanis, Juniper Lodge. The meeting probably will be scheduled for Friday evening (May 1, 2009) and the meeting time will be announced in advance of the Board Meeting.

#### 7. Other Issues:

Chuck Hartman asked why this Board cannot meet during Southwest District Annual Convention or Midwinter Conference. We always have to meet a day before those events start, which means that we have to arrive a day earlier than we might like to, which means staying at the convention or conference site for an extra day. The answer is that we can probably work this out to rearrange to convention or conference schedule to facilitate this change such that we meet on one of the days scheduled for the convention or conference. The Board Meetings should also be advertised as open to anyone who wants to attend.

#### 8. Adjourn:

There being no further business to come before the Board, President Kay adjourned the Board Meeting at 4:05PM.



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Burt Snipes, Secretary