

SOUTHWEST DISTRICT KIWANIS FOUNDATION
Minutes for Board of Directors Meeting Thursday, August 14, 2008
El Paso Marriott Hotel, 1600 Airway Blvd., El Paso, TX

1. Call to Order:

The Board Meeting was called to order by President Ralph Troeller at 2:46 PM on Thursday, August 14, 2008. The Pledge of Allegiance and Kiwanis Pledge were led by Chuck Hartman, followed by a “thought for the day” by Bob Bussing, and the Silent Roll Call by the Board Secretary, Burt Snipes.

Board members present: Ralph Troeller, Bob Kay, Illene Harrison, Eastburn Bennett, Burt Snipes, Herb Hayde, Jim Jennings, Alan Payne, Jim Sowers, Chuck Hartman, Bob Bussing, Nancy Peters, Stephen Kurtz, Juan Rocha, Mike Robinson, John High, Nathan Hurt, and Ray Williams.

Board members absent: Tim Young, Cal Marshall, Joe DeBlasi, AJ Sweney, Gary Oakeson, and Robert Hutton.

Also present were Ann Henderson, Rose Ann Dodson, Stephanie Carrasco, Dawn Bussing, and Filmore Bender.

2. Introduction of Guests:

No introductions.

3. Statements from Board Members:

President Ralph Troeller, “with great reluctance” tendered his resignation as President of the Board and Director for Division 7. His doctor recommended these actions to help resolve health issues. The Board was very understanding about this decision and its basis and thanked him for his service to the Foundation with a round of applause and the hope that he would fully recover from his current health issues and return and continue what has been very active support of the Foundation and its activities. Bob Kay will assume the President’s position effective August 18, 2008 and Tim Young will move into the position of President-Elect. This will leave the Board without a Vice-President until that vacancy can be filled, probably at the January 2009 Mid-Winter Conference in Clovis, NM.

Governor Herb Hayde expressed his appreciation to the Board for its support for all of the Foundation programs that the Board supported this year. The support was especially appreciated for the Service Leadership Program. During his visits around the District, several clubs relayed to him the good things they were able to do because of financial support provided by the Foundation. Many of the clubs that he visited also contributed money to the Foundation, primarily for use in improving Kamp Kiwanis. Governor Hayde noted that he is always impressed by the work that goes on at Kamp Kiwanis, and the future planning efforts that will continue to substantially improve the Kamp.

4. Officer Reports:

- **Secretary's Report:** Burt Snipes distributed a current roster of Foundation Board Members and Special Advisors, and a revised Wish List for Kamp Kiwanis. Burt noted that about half of the items on the previous Wish List were donated to the Kamp; this included a diesel fuel storage tank, steel pipe for posts to protect two propane tanks, materials to re-construct the outdoor grill at the Lodge, couches for dormitories, and cookware for the Lodge kitchen.

Burt next requested comments relevant to the draft minutes for the April 19, 2008 Board Meeting, noting a few changes that had been made after the draft minutes were distributed to the Board. Illene Harrison made a motion to approve the minutes, subject the changes noted. Bob Kay seconded the motion, which was approved by a voice vote of the Board.

- **Financial Reports:** Eastburn Bennett and Stephen Kurtz distributed financial reports. Eastburn noted that the Foundation is at about the same financial status that it is normally in at this time of year and is anticipating some donations from Kiwanians at our annual meeting next Saturday morning. We should anticipate a typical slowdown in Kamp income for the winter months, with the usual increase in revenues next spring. One change suggested by Scott Wede and implemented was that insurance payments are now made by Eastburn rather than by the Kamp manager.

Stephen Kurtz briefly discussed his handouts. Illene Harrison noted that we have an expense of \$1,035.00 for the Education Building and asked what that was for. The answer was that this expenditure was to pay for quarterly sampling done by Marvin Magee to satisfy NM State Environment Department requirements relative to water and liquid waste monitoring. Also, the money was actually paid from operational funds, so the records for this transaction need to be corrected.

Illene also noted that we are about \$20,000.00 in the red on our P&L summary. Burt Snipes had sent out a letter to early Kachina recipients in March 2008 asking whether or not they would authorize their contribution to this fund to be used for operations. Burt reported that he sent out 77 letters to individuals and clubs recognized as early recipients. Forty-five responses were "yes" and nine were "no" for this issue; the others have not yet responded. This means that we potentially have \$45,000.00 available for use as operations money. Stephen Kurtz expressed the opinion that if even one of the responses was "no" then we could not use any of the early Kachina money as operating funds. A discussion followed that ended in a request that we obtain clarification about this issue before we divert any of that money for operations use. Included in this clarification we need to understand what the Board does about loans made from the Kachina fund. Illene will contact Doug Dunipace and ask him to provide clarification about what we can do with the Kachina fund. Illene will also go to various Board records that relate to this issue and develop a summary of historical information related to Board decisions about input and output of monies from this fund. Burt will summarize this information for distribution to the Board at the October 18, 2008 Board Meeting.

Chuck Hartman made a motion to approve the financial reports. The motion was seconded by Jim Jennings and approved 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).

5. Committee Reports:

- **Kiwanis Across Borders**

Joe DeBlasi submitted a written report indicating recipients of the 2008 Kiwanis Across Borders grants. Ray Williams described who the recipients were and indicated that each received \$500.00 in matching funds. The clubs were: Sun City West (K09791); Golden K Havasu (K10120); Phoenix Kiwanis Club (K00094); and Colo Gila Kiwanis, Yuma. *(Brief descriptions of the projects are included in the Secretary's records for this Board Meeting)*. Illene Harrison made a motion that the four matching funds grants be awarded to the indicated clubs, Bob Kay seconded the motion, and the motion was approved by a voice vote of the Board. These grants will be awarded at the Foundation breakfast on Saturday morning (August 16, 2008).

- **Blazers/Kachinas**

Eastburn Bennett indicated seven Kachinas will be awarded Saturday morning, and sales of additional Kachinas are in progress. Six blazers have been purchased since the 2008 Mid-Winter Conference.

- **Student Recognition Program**

Paul Gonnerman reported that the Tempe Nuevo Kiwanis Club signed up for the program this morning. Paul will continue pushing for club support of this program. Alamogordo, Silver City, and Clovis appear to be the most enthusiastic clubs in Southwest Kiwanis District with regard to involvement in this program.

- **Sustaining Members**

Illene Harrison distributed a list of sustaining members, current as of this Board Meeting. This program is now bringing in over \$15,350.00 to the Foundation per year. Illene continues billing and collecting from individuals who have committed to this program. Illene reminded the Board that banner patches are available, and she has a stack of them to present to clubs who have at least one sustaining member. Directors should distribute these patches.

President Troeller indicated that Directors should determine which clubs in their Division qualify for sustaining member banner patches, as well as those that qualify for Kachina banner patches. The Directors should then request Eastburn Bennett to provide banner patches for clubs with sustaining members and banner patches plus tags with names of the recipients for clubs having Kachina recipients. It was noted these banner patches will be advertisements for the programs and promote signing on new sustaining memberships and Kachina recipients.

The Board discussed the possibility of ordering a batch of the Kachina banner patches to keep the price down per patch. Chuck Hartman made a motion to order 50, Bob Bussing seconded the motion, and the motion was passed by a voice vote of the Board.

(The current listing of sustaining members is included with the Secretary's file of information that relates to this Board Meeting).

- **Kamp Operations Committee**

Burt Snipes discussed this topic. First was our last Work Weekend. We had a relatively small turnout of volunteers, possibly because of inadequate advertising, and had to prioritize and limit the

number of work projects. We focused on assembly of bunk beds and almost all of the 35 new bunk beds are now assembled.

The second area of focus was the new fence line on the north side of the Kamp. Volunteers cut down a large number of trees, hauled cut wood to the Kamp's firewood storage area, and did considerable chipping of slash.

Some smaller "spiff up the Kamp" projects were also completed.

We all need to do better advertising for the next Work Weekends and get more help on site for all three days if possible. Also, some projects, such as physically moving the north fence, are beyond a typical Work Weekend project. When preparations have been completed and the time comes to actually move the fence, we may need a crew of six to eight able-bodied volunteers to work for a period of three or four days to start and complete the project. It will not be prudent to move a piece of the fence at a time on Work Weekends.

The 1996 Oldsmobile 88 that was donated to Kamp Kiwanis in August 2007 had some major problems with the front suspension that required \$1,100.00 for repairs. The Foundation would probably not want to pay this kind of repair bill. Another issue was that the new Kamp Managers cannot use the vehicle because it cannot accommodate four car seats for their children. The Kamp Managers will have the Kamp pickup for Kamp business and their own vehicle for personal trips that include their children. Another factor was that Ann Henderson likes the Oldsmobile and Ann and John will need another vehicle when they retire and move to Farmington. I suggested to Ann that if she and John would be willing to pay for the repairs, which they did, the Foundation would probably sell her the vehicle for the difference between \$1,100.00 and the blue book value of the vehicle, which was \$1,600.00. After a brief discussion, Chuck Hartman made a motion to sell the vehicle to Ann and John for \$1.00. Joe DeBlasi seconded the motion, which was passed by the Board by a voice vote. Burt will write a letter to the person who donated this vehicle to the Kamp to inform him of the Board's actions.

Another issue was the need to replace the Kamp riding mower because the one that has been used at the Kamp for some number of years is in almost constant need of repair and does not do the job. Ann Henderson and Robi Robison determined that a Cub Cadet riding mower, priced at about \$1,600.00, would do the required mowing jobs at the Kamp. Burt concurred with their determination. John High made a motion to purchase the Cub Cadet mower, Bob Bussing seconded the motion, and the motion was passed by a voice vote of the Board.

- **Kamp Manager's Report**

Ann Henderson noted that the Kamp has been booked very well this year. She also reported that the drain for the Lodge that serves the large sinks in the kitchen became plugged and backed up. The problem was that the drain line had a blockage caused by tree roots and to be repaired under emergency conditions. New drain pipe was installed that solved the problem, but we will look more deeply into this issue and determine if we need a different solution.

Ann reported that this may be the last year that Easter Seals will use Kamp Kiwanis. There were two sessions this year, with 22 individuals at the first and 25 individuals at the second, which ends tomorrow (August 15, 2008). The Board indicated that Easter Seals has to make the decision about

next year's use of the Kamp and book the facilities they need because we have a "first-come-first-serve" policy.

Ann reported that Andrea and Robi Robison are doing a great job at the Kamp. Andrea has learned the Kamp computer system. Ann has been closely monitoring Andrea's work and thinks that Andrea is doing her job very well.

Circle K Fall Rally and fall Work Weekend are on schedule.

The Board expressed its thanks for a job well done at the Kamp by Ann and John.

- **Contract for Kamp Manager (Intended Deviation from Agenda Order of Business)**

The Kamp Manager's contract with the Foundation has been signed by Andrea. This is the same contract that Ann and John had in terms of benefits and housing, with agreement on an starting salary of \$1,300.00 per month. Jim Sowers made a motion to approve the contract, Illene Harrison seconded the motion.

Steve Kurtz asked if Andrea and Robi have any restrictions on what they can spend on Kamp business. The answer was that they have an understanding that any expenditure over \$500.00, excluding emergencies, must be approved by the Board. The Board concluded that the Kamp Manager should have reasonable leeway and they are accountable. Bob Bussing suggested that the contract be amended to clarify that the Kamp Manager must obtain approval from the Board or Kamp Committee Chairman for expenditures over \$500.00, excluding emergency situations. Jim Jennings made a motion to amend the contract, specifically asking the Executive Committee to revise the contract with the Kamp Manager to reflect this requirement for approval and have the revised contract signed by Andrea. Jim Sowers agreed to modify his motion to include revision of the Kamp Manager's contract, Illene Harrison seconded the revised motion and the motion was passed by a voice vote of the Board.

- **Circle K Fund Request (Intended Deviation from Agenda Order of Business)**

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.

- **Doug Dunipace Retirement (Intended Deviation from Agenda Order of Business)**

President Troeller informed the Board that Doug Dunipace is considering retiring (*letter to that effect in handout that is part of Secretary's records for this Board Meeting*). Doug has recommended that his replacement be an attorney or tax accountant.

- **Builder's Club Retreat (Intended Deviation from Agenda Order of Business)**

Jim Jennings presented an overview of the approach recommended for Builder's Club. This included a handout that is included in the Secretary's records for this Board Meeting. Bob Bussing and Kiwanis International have been involved in evaluating this issue and making recommendations about the future of Builder's Club Retreat. The recommendation is a program with an approved curriculum, trained people to teach that curriculum, and teach at multiple

locations on a one-day basis, perhaps on Saturdays from 10:00 AM to 3:00 PM. This means less travel time and expense to and from the Builder's Club Retreats. The program would be consistent among locations. Leadership materials will be provided by Kiwanis International and focus on training appropriate for Builder's Club members.

Jim Jennings and Stephanie Carrasco have volunteered to develop the curriculum and teach and certify "trainers" at the District Convention and Mid-Winter Conference every year. The trainers should be subjected to background checks initially and be required to re-certify every two years. Jim suggested that the training could be initiated at the Mid-Winter Conference in Clovis, NM next January. Sites where the Builder's Club Retreats would be held will have to be designated by the Foundation. Two trainers should be at every event, one to work with youth and one to work with training adults.

Costs for this program should be very reasonable. Much of the materials necessary for the program are free, and additional materials may cost \$5.00 to \$7.00 per child. The total cost might be in the neighborhood of \$15.00 per participant.

Steve Kurtz noted that we must consider insurance implications of this program. This question of insurance coverage will be submitted to Scott Wede

Illene Harrison moved that the Board accept this concept for Builder's Club Retreats presented by Jim Jennings. The motion was seconded by Bob Bussing and approved by a voice vote of the Board.

- **Fund Raising Committee**

Filmore Bender discussed initiating a "Distinguished Service Award," a plaque that would be awarded by Kiwanis Clubs to their deserving members. This award would cost a \$150.00 donation to the Foundation. Kiwanis clubs in the District might give this award to several of their members and perhaps give several to the same member over time. This could be a consistent source of money for the Foundation. The Governor, Lt. Governor, Division Director, or club President could make the award presentations. Filmore displayed an example of what the plaque might look like.

Bob Bussing noted that this could be an alternative to Kachinas, sustaining memberships, and other awards that could be made to club members, Lt. Governors, etc. Herb Hayde said that in his visits to clubs in Southwest District Kiwanis he noted several occasions where similar awards, such as certificates, were presented to club members.

After additional discussion Stephen Kurtz made a motion to table this issue until guidelines are developed describing the award, criteria for selection of recipients, and who makes award presentations. Illene Harrison seconded the motion and the motion passed by a voice vote of the Board.

- **Kamp Redevelopment Committee**

Bob Kay discussed the need to have a new water well drilled at Kamp Kiwanis. The new well would be 1,200 to 1,300 feet deep and would provide adequate water for present and future needs of the Kamp. Burt Snipes stated that the water available from this well, based on a discussion with Marvin Magee (Geohydrologist and well driller) should be at least 53 gallons per minute. Bob Kay suggested that the Kamp would then be adequately supplied with water and might be in a position

to sell excess water. The cost to drill the well would be \$70.00 per foot, or \$80,000.00 to \$90,000.00. This would include engineering, drilling and casing the well, and demonstrating what the pumping rate could be. We would likely vacate and seal at least one of the existing wells, which might be required by the New Mexico State Engineer to permit the new deep well.

Bob also noted that we need to renovate other Kamp infrastructure such as electricity supply and distribution, liquid waste disposal systems, and fire suppression systems. We need to do these renovations before we construct any new buildings. Chuck Hartman stated that we also need to increase water storage at the Kamp.

Bob requested Directors to ask Kiwanis clubs in their Divisions to get as many volunteers to help with projects at the Kamp, such as the ongoing forestry project, to help reduce the risk of fire.

6. Unfinished Business:

- **Builder's Retreat.** This agenda item was discussed earlier in the Board Meeting by Jim Jennings.

7. New Business:

- Approve contract for new Kamp Managers, Circle K Fund Request, and Dunipace letter were discussed earlier in the Board meeting.
- Annual Meeting. President Troeller noted that the Foundation Annual Meeting is Saturday morning (August 18, 2008) at 7:15. The agenda is included in handouts to the Board.
- Chuck Hartman indicated that he and probably some other Directors will have to be replaced on the Board. This issue will have to be resolved by the relevant Southwest District Kiwanis Divisions.

8. Adjourn

There being no further business to come before the Board, President Troeller adjourned the Board Meeting at 5:06 PM.

Next Meetings/Activities

Foundation Annual Breakfast Meeting, El Paso Marriott Hotel, August 16, 7:15-9:15 AM.

Work Weekend at Kamp Kiwanis, October 17-19, 2008.

Foundation Board Meeting at Kamp Kiwanis, October 18, 2008, time to be announced.

Weekend of a Lifetime, Kamp Kiwanis, November 7-9, 2008.

Weekend of a Lifetime, Kamp Kiwanis, February 14-16, 2009.

Burt Snipes, Secretary