

SOUTHWEST DISTRICT KIWANIS FOUNDATION
Minutes for Board of Directors Meeting Saturday, October 18, 2008
at Kamp Kiwanis, Vanderwagen, NM

1. Call to Order:

The Board Meeting was called to order by President Bob Kay at 5:21 PM on Saturday, October 18, 2008. The pledge of allegiance was led by President Kay, followed by a silent roll call by the Board Secretary, Burt Snipes.

Board members present: Bob Kay, Illene Harrison, Eastburn Bennett, Joe DeBlasi, Nathan Hurt, Stephen Kurtz, Gary Oakeson, Alan Payne, Mike Robinson, Burt Snipes, Jim Sowers, and Ray Williams.

Board members absent: Tim Young, Jim Lee, Ron Smith, Herb Hayde, Bob Bussing, John High, Chuck Hartman, Robert Hutton, Cal Marshall, Nancy Peters, Juan Rocha, and AJ Sweney.

Also present were Jim Jennings, Filmore Bender, Richard Hines (possible Director for Division 10), Andrea Robison, and Jan Smeal (possible Director at Large).

2. Election of Treasurer and Secretary:

It was **MOVED** by Joe DeBlasi and **SECONDED** by Alan Payne that the Board retain Eastburn Bennett as Treasurer, and Burt Snipes as Secretary. The **motion passed** by a voice vote of the Board.

3. Notes from the President:

President Bob Kay asked Directors to read emails from the District that contain notes from him. One request from President Kay contained in the notes is that he wants every Director to increase the number of Sustaining Members in his or her Division by 25%.

President Kay does not want himself or the Board to micromanage the Foundation. He wants Committee Chairpersons to have full responsibility for their committee activities. Only unusual issues will be brought to the President or Board for discussion and action. For example, President Kay wants Kamp Kiwanis Committee Chairman Burt Snipes to take care of the Kamp. The same thing holds for the Financial Committee and Fundraising Committee. All fundraising activities have been combined, which now include the Sustaining Membership Program, Blazer Program, Kachina Program, Legacy Society, and any other fundraising activities. Raffles at conventions is included in fundraising.

President Kay would like the Fundraising Committee to look at new opportunities to raise money for the Foundation and Kamp Kiwanis. One possibility might be "birthday celebration" similar to what the Kiwanis International Foundation has. There are about 4,000 Kiwanians in the Southwest

District, which would mean about \$20,000.00 for the Southwest District Kiwanis Foundation if each of these Kiwanians donated \$5.00. This would be a way that every Kiwanian in the Southwest District could contribute to the Foundation. This is just one new fundraising possibility the Fundraising Committee should consider.

4. Officer Reports:

- **Secretary’s Report:** Burt Snipes noted that he sent an email containing an attached copy of the draft minutes for the August 2008 Board Meeting and Annual Meeting to every Board Member that he has an email address for. Burt also mailed copies of these drafts to several Board Members who might not have been able to download the attachments.

It was **MOVED** by Illene Harrison and **SECONDED** by Eastburn Bennett to approve the draft minutes for the Board Meeting. The **motion passed** by a voice vote of the Board. It was also **MOVED** by Illene and **SECONDED** by Jim Sowers to approve the minutes for the Annual Meeting. The **motion passed** by a voice vote of the Board.

- **Financial Reports:** Eastburn Bennett and Stephen Kurtz distributed copies of their financial reports. Stephen’s first item was “Profit & Loss Previous Year Comparison”. This report provides a clear comparison with administrative year 2007-08 and 2006-07 for the various income and expense categories. Stephen next introduced his handout for “Profit & Loss Year to Date Comparison.” Stephen also introduced a “Balance Sheet, as of September 30, 2008” that indicates assets, accounts, and liabilities for the Foundation.

Alan Payne asked Stephen if there is a way on the income statement to identify how “restricted funds” are used, especially for Kamp Kiwanis. The answer was that this information is in the Profit & Loss Previous Year Comparison handout. Also, more detail can be reported, but the report would be a four page report rather than the two page report that he distributed. Stephen will email more detailed four page reports to Burt Snipes, who will forward them to Board Members.

Eastburn discussed his Treasurer’s Report, which summarizes the various funds and accounts of the Foundation as of October 1, 2008. Eastburn noted that the Foundation now has \$4,050.00 in the “Well Fund”, which is in the Bank of America Operational Fund. Also the Foundation recently received a check for \$10,000.00 from the Kiwanis Club of Sun City West, which will show up on next month’s bank statement. Eastburn suggested that we should transfer the Well Fund money (now about \$14,050.00) to the Educational Building Fund so it will not be part of the Operational Fund. It was **MOVED** by Illene Harrison and **SECONDED** by Nathan Hart to transfer the Well Fund monies to the Educational Building Fund. The **motion passed** by a voice vote of the Board. For accounting purposes this money will remain identified as money to be used for drilling the new water well at Kamp Kiwanis.

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

5. Unfinished Business: (Intentional change in order of Boarding Meeting Agenda)

- **Builders Retreat:**

Jim Jennings passed a copy of a training manual around the room for Board Members to see first hand the materials that will be given to Trainers who will teach the leadership program. Two sections of the manual are not quite completed. When the manual is completed a Power Point presentation will be included so all Trainers will have a copy of the notebook and the Power Point presentation. The Trainers will teach Students (members of Builders clubs), who will receive a three ring binder of materials. The Student's materials will be used by them to teach at their own Kiwanis clubs.

Jim was asked questions about insurance at the last Foundation Board Meeting. The questions and their answers from our insurance advisor follow:

1. Will each site within the District used for training sessions need to file a liability insurance document with Kiwanis International? The answer was **no**. If the sites ask for the document, then we will file for and obtain co-insurance forms for them.
2. Would Kiwanis members who drive kids to Builder's Retreat sessions be covered by Kiwanis liability insurance, and would Facilitators who may drive kids be covered? The answer was any Kiwanis International members who drive kids to these functions are covered on a primary basis with their own insurance (we need to make sure drivers know this) and are then covered on an excess basis by Kiwanis International.
3. What risk is there to the Foundation? The answer was that the Foundation is covered fully by the Kiwanis International liability insurance policy because the Foundation is part of Kiwanis International. However, the risk manager recommends that any contact with or transportation of minors be only with two responsible adults (over age 21) present. This recommendation should be included in policy developed for Builders Retreat.

Jim and his associates working on this are still investigating the issue of background checks for individuals involved with Builders Retreats. Jim also recommends changing the name of the program from Builders Retreat to **“Builders Club Leadership Program.”**

President Kay noted that we need Trainers at the Midwinter Training Conference in Clovis, NM next January. Jim Jennings, Stephanie Carrasco, and Rose Ann Dodson will teach the Trainers. Ideally we will have Trainers from throughout the Southwest District. The Trainers will in turn teach the Students at several sites throughout the Southwest District.

- **Kamp Development/Well:**

Joe DeBlasi and President Kay both emphasized pushing Southwest Kiwanians hard to get the money we need for a new water well at Kamp Kiwanis. Joe has visited several Kiwanis clubs in his Division and asked for their help with Foundation issues. Joe has developed a successful presentation that he will share with all of the Foundation Directors. Joe discusses the Foundation, Sustaining Member Program, Kamp Kiwanis, and hands out Sustaining Member applications to

everyone present at the Kiwanis clubs that he visits. He then discusses the water well project. Directors who receive Joe's presentation can adapt it to their own style and hopefully encourage other Kiwanis clubs and their members to help the Foundation to the extent that they can, especially with the Sustaining Member Program and Kamp Kiwanis water well project.

Eastburn Bennett brought several DVD's and VHS recordings about the Foundation to distribute to Directors. These will help with presentations, especially about the Foundation and Kamp Kiwanis.

Burt Snipes will mail a copy of the "Comprehensive Engineering Study: Kamp Kiwanis Water System" (produced by Magee and Associates, April 17, 2008) to Directors who do not have a copy. Section 7.0, Conclusions and Recommendations, contains the main points to discuss relative to the water issue at Kamp Kiwanis.

6. Committee Reports:

- **Committee Chairs:**

President Kay did not discuss Committee Chairs at this Board Meeting.

- **Scholarships:**

Scholarships are being handled by Stephanie Carrasco.

- **Kiwanis Across Borders**

President Kay noted that Joe DeBlasi is doing a good job with this program. The Board budgeted \$2,000.00 for this program for the 2008-09 administrative year to be used as matching funds.

Gary Oakeson told the Board that we cannot take shoes into Mexico to donate to needy individuals. We will have to purchase the shoes in Mexico.

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

No formal discussion.

- **Student Recognition Program:**

Paul Gonnerman will still be in charge of this program.

- **Kamp Kiwanis:**

President Kay had asked Andrea Robison to investigate the possibility of the Foundation obtaining a credit card system from a bank in Gallup, NM. Individuals would then be able to donate money, purchase blazers, purchase Kachinas, and donate to the Legacy Society, etc. using a credit card. Silent auctions and raffles at conventions could also make use of this credit card system. Andrea indicated that there were some occasions at Kamp Kiwanis where a credit card would have been used instead of cash or waiting for a payment by check. Andrea discussed this credit card possibility with a bank in Gallup and obtained preliminary information. There would be an application fee of \$100.00, a one-time setup fee of \$299.00, a 48 month lease/purchase agreement

for a credit card machine at a cost of \$27.94 per month, and a monthly service fee of \$16.00. The Foundation would be charged 2.34% of credit card transactions.

After a brief discussion, President Kay asked for someone to make a motion to have Andrea pursue this issue and get sufficient detail about the system and its cost for the Board to be able to make a decision at the Midwinter Training Conference in Clovis next January. Some details have to be worked out, such as making certain that the name on the credit card account is Southwest District Kiwanis Foundation and clearly understanding what each credit card transaction is for. Discussion of the issue continued, but the motion was not made.

Andrea also distributed a copy of the Kamp Kiwanis booking calendar. Burt Snipes will update this calendar as new information becomes available and send the updated calendar to Board Members. The calendar will not be on the Foundation website in the future.

Andrea said that Lt. Governor training at Kamp Kiwanis on the first weekend of June causes a conflict with a local school request to use Kamp Kiwanis. She asked if it would be possible to move the Lt. Governor training to the second to last or last weekend in May. President Kay said that this is a Southwest District Kiwanis function and Bob will bring this to the attention of Rose Ann Dodson and Ron Smith, who will coordinate Lt. Governor training next year. It is important for them, like everyone else requesting use of Kamp Kiwanis facilities, to coordinate their request with Andrea and the Kamp calendar.

6. New Business:

- **Easter Seals:**

Illene Harrison negotiated with Easter Seals for their use of Kamp next year for 2.5 weeks for \$4,000.00. It was **MOVED** by Joe DeBlasi and **SECONDED** by Burt Snipes to proceed with finalizing a contract with Easter Seals. The **motion passed** by a voice vote of the Board.

- **Circle K Fund Request**

Southwest District Kiwanis Circle K Administrator Dick Misch requested the Board to authorize \$2,500.00 for matching funds for five scholarships for qualifying members of Southwest District CKI. It was **MOVED** by Illene Harrison and **SECONDED** by Jan Smeal to allocate this money. The **motion passed** by a voice vote of the Board.

- **Budget for 2008-2009:**

Stephen Kurtz presented the proposed budget for 2008-2009. This was a basic part of the “Profit & Loss YTD Comparison” that Stephen handed out and discussed earlier in this Board Meeting. The right hand column (Oct 07 – Sep 08), with changes in two numbers represents the proposed budget. One change was to delete entry “6060 Depreciation Expense” of \$30,668.00; the other change was to reduce entry “6315 Equipment for \$23,038.25 to \$18,038.25. It was **MOVED** by Stephen and **SECONDED** by Illene Harrison to approve this budget. The **motion passed** by a voice vote of the Board.

- **Future Meetings/Activities:**

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

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

Southwest District Kiwanis Midwinter Training Conference, Clovis, NM, January 16-18, 2009.

Additional meetings for 2008-09 to be discussed at Midwinter Training Conference in Clovis.

- **Comment by Stephen Kurtz:**

Stephen reminded the Board that when we are soliciting funds, the donor can donate the funds for only one purpose. For example, a donor cannot give the same funds to the Legacy Society **and** Kamp Kiwanis. The donation has to be for one or the other, not for both. The same holds for a donation for a Kachina **and** Kamp Kiwanis, etc. The donation has to be to a specific program or project and used for purposes defined for that program or project.

Stephen said that the Board committed an open meeting violation by advertising this Board Meeting to be at 4:00 PM today at the Vanderwagen Fire Station, then actually holding the meeting at a later time today at Kamp Kiwanis. We are a public foundation subject to the open meeting laws of New Mexico and Arizona. President Kay said that this will not happen again while he is President of the Foundation.

- **Comment and Handout From Secretary:**

Burt Snipes commented to the Board that Joe “Golf Cart” DeBlasi came through again by obtaining two additional golf carts for Kamp Kiwanis, which were delivered this morning. Both golf carts are in very good condition and represent useful additions to the Kamp.

Also, Burt 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. Illene used various Foundation Board records that relate to this issue to develop a summary of historical information related to Board decisions about input and output of monies from this fund. Burt summarized this information for distribution to the Board at this October 18, 2008 Board Meeting.

(A copy of this handout is included in the Secretary’s records for this Board Meeting).

7. Adjourn

There being no further business to come before the Board, President Kay adjourned the Board Meeting at 6:43 PM.

Burt Snipes, Secretary