

SOUTHWEST DISTRICT KIWANIS FOUNDATION

Minutes for Board of Directors Meeting

Saturday, October 15, 2016 at Kamp Kiwanis, Vanderwagen, NM

1. Call to Order:

The Board Meeting was called to order by President Marge Carrithers at 7:03 PM mountain daylight time on Saturday, October 15, 2016. President Carrithers led the Board of Directors in the pledge of allegiance to the United States flag and Southwest District Kiwanis Immediate Past-Governor Bob Carson presented an invocation. A silent roll call was taken by Foundation Board Secretary, Burt Snipes. A quorum was present.

Board Members Present: Marge Carrithers (President); Bob Morrell (Vice-President); Burt Snipes (Secretary); Jim Sowers (Treasurer and Immediate Past-President); Michael Iafrato (SWDK Governor); Ed Verburg (SWDK Governor-Elect); Bob Carson (SWDK Immediate Past-Governor); John Baumberger (Director At-Large); Charles Waiser (Director At Large); Jack Ferguson (Director, Division 2); Patti Stone (Director, Division 5); Horse Pfeifer (Director, Division 7); Candie Drouin (Director, Division 8); and Larry Jackson (Director, Division 18).

Board Members Not Present: Louise Mendius (Director, Division 3); Gabriel Casaus (Director, Division 4); Lupe San Miguel (Director, Division 6); Dawn Leeper (Director, Division 9); Jim Day (Director, Division 12); Bob Portillo (Director, Division 13); Charlie Greer (Director, Division 15); Frank Kaukol (Director, Division 16); Gretchen Steininger (Director, Division 17); Patrick Irvine (Special Advisor); Michael Lowry (Risk Manager); and Stephen Kurtz (Accountant).

Visitors Present: Bob Breidenbach (Kiwanis Club of Chandler, Treasurer); Carolyn M. Sands (Kiwanis Club of Westgate-Glendale); Alma Carson (Kiwanis Club of Silver City); James Phelps (Kiwanis Club of Santa Fe and Lt. Gov. for Division 3); Ella Iafrato (Kiwanis Club of Silver City and Kiwanis Club of Tucson Borderlands Young Professionals); Frank Iafrato (Kiwanis Club of Silver City and Kiwanis Club of Tucson Borderlands Young Professionals); Melanie Olstadt (Kiwanis Club of Camp Verde); Mary Skalkoyannis (Kiwanis Club of Westgate-Glendale); and Kenneth Garley (SWDK Executive Director).

2. Comments From President Marge Carrithers:

President Carrithers introduced Jack Ferguson, the new Director for Division 2 and presented a plaque to Michael and Melody Iafrato the newest members of the Foundation Legacy Society.

President Carrithers also reminded the Board that we had a Go-To-Meeting last spring and will try to organize another Go-To-Meeting in January or February 2017.

We did not receive the grant for swings for Kamp Kiwanis.

President Carrithers will have an open house at her home during the Mid-Year Conference in Sierra Vista, AZ, March 3-5, 2017. This will be a social gathering for Foundation Board Members and the Executive Board of Southwest District Kiwanis.

One of President Carrither's goals for this year is to survey Members of the Foundation and Members of Southwest District Kiwanis about the Foundation. We want to understand how

Southwest District Kiwanians feel about the Foundation and its activities and use the results to improve our interactions, programs, and services.

Another goal of President Carrithers is to make Kamp Kiwanis self-sustaining.

Increasing the number of Sustaining Members is another goal. Every Board Member should have one or two 1-year lapel pins and application forms in their possession when they go to Kiwanis club meetings. Board Members should try to recruit new Sustaining Members when they go to meetings and recruitment will work better if applications and 1-year pins are available for immediate distribution.

President Carrithers has a new fundraising proposal that will be discussed later in the Board Meeting.

3. Officer Reports:

a. Secretary's Report:

Secretary Burt Snipes noted that he had sent Foundation Board Members draft versions of Foundation Meeting Minutes for the August 5, 2016 Foundation Board Meeting and the August 6, 2016 Annual Member Meeting, both in Albuquerque, NM. Burt asked if there were comments from the Board members relevant to changes or corrections to the drafts. No recommendations for corrections or other changes were made. Larry Jackson MOVED and Horse Pfeifer SECONDED to approve the Minutes for the August 5, 2016 Foundation Board Meeting. The motion passed by a voice vote of the Board. Candie Drouin MOVED and Bob Morrell SECONDED to approve the Minutes for the August 6, 2016 Foundation Membership Meeting. The motion passed by a voice vote of the Board.

a. Financial Reports:

Foundation Treasurer Jim Sowers told the Foundation Board that Foundation Accountant Steve Kurtz sent financial information to all Board Members recently. The first financial item discussed was a two-page Foundation Balance Sheet containing financial information as of September 30, 2016. Charles Waiser asked a question that required clarification by Jim. The second item was a three-page Profit & Loss statement for October 2015 through September 2016. Jim presented a summary of the three-page Profit & Loss document. This document summarized Foundation income and expenses for administrative year 2015-2016. Charles Waiser asked a question about line item 63420 (Kamp Facilities Expense of \$104,606.87). Jim explained that this expenditure was related primarily to bathroom renovations and a water line break that resulted in flooding the basement of Ponderosa Lodge. These costs were basically balanced by donations for bathroom renovations and insurance for damage to the Lodge.

The next handout was the Southwest District Foundation Treasurer's Report for 2015-2016, containing information about Foundation assets as of 9/30/2016, and Year to Date Changes in Foundation bank accounts and investments. In general, we are in good shape financially. Michael Iafrato MOVED and Candie Drouin SECONDED to accept the financial report. The motion passed by a voice vote of the Board. *(A copy of Jim Sower's financial report is included with the Secretary's records for this Board Meeting).*

Note: We accepted credit cards at the Annual Convention in August 2016 for purchase of raffle tickets, T-shirt and cap sales, Sustaining Membership applications, and donations to the Foundation. Jim Sowers is working on expanding the Foundation use of credit cards. For examples, a credit card for the Kamp Manager and other individuals such as Burt Snipes, Bob Morrell, and others who do business transactions for the Foundation.

4. **Committee Reports:**

- a. **Key Leader:** Jim Sowers discussed this issue. We are still attempting to get Key Leader back to Kamp Kiwanis, hopefully next year. Jim and others are continuing to work on this issue.
- b. **Kiwanis Across Borders:** Joe DeBlasi was unable to attend this Board Meeting but told President Carrithers that nothing is new at present but the application is on the Foundation website with his name, mailing address, phone number, and deadline for applications. The deadline for applications this year is June 2017.
- c. **Blazers, Kachinas, Sustaining Members, and Legacy Society Programs:** One blazer was sold recently. We sold 10 Kachinas last year and expect to sell several during 2016-2017. As of October 1, 2016 Dawn Leeper has been Coordinator of the Sustaining Member Program and Illene Harrison (previous Administrator of the Program) has been working with Dawn to facilitate this administrative change. However, Dawn has indicated very recently that she will not be able to administer this program and very little has happened with the Program since August 2016. Burt Snipes volunteered to administer this Program but no decision was made relative to this matter at this Board Meeting. To date we have 23 Legacy Society Members, the most recent being Melody and Michael Iafrato.
- d. **Student Recognition Program:** Ken Perkins is the current Chairman of this Program and was not present to report on the status of the Program.
- e. **Kamp Kiwanis Operations Committee:** Bob Morrell noted that we are doing better every year with bookings and want to keep increasing Kamp Kiwanis income. We think we can do better if we are more flexible with our rental rates, which are currently the same for rentals any time during the year. We are considering having one set of rates for March through September, and lower rates for October through April. This could attract more bookings in the colder months, when rentals usually drop off substantially. It also might be possible to attract more bookings of local groups of people with reduced rates in the colder months.

A discussion developed related to Kamp Kiwanis costs per number of people in the groups and usage of electricity and propane. We currently do not have such information, which would be very useful for determining the impact on revenue of having reduced rates in the cold months.

A suggestion was made that Bob Morrell should work with Charles Waiser to evaluate costs per person as a function of time of the year. Based on the results, Bob would be a better position to make a defensible recommendation to the Foundation Executive Committee about rental rates of Kamp Kiwanis facilities as a function of time of the year. Ed Verburg turned this discussion

into a motion, seconded by Larry Jackson, for Bob Morrell and Charles Waiser to work together to determine costs per person renting Kamp facilities as a function of time of year. Bob Carson recommended that we have the Risk Manager and Attorney for the District review the evaluations and recommendations made by Bob Morrell and Charles Waiser, with emphasis on insurance, requirements for cleanup, etc. The motion passed by a voice vote of the Board.

Bob Morrell stated that we had a successful Work Weekend. Another approach that we want to use at Kamp Kiwanis is to have targeted projects, where individuals or groups of volunteers come to Kamp Kiwanis to do specific work projects either during Work Weekends or at other times during the year. We have staff at Kamp Kiwanis who can help coordinate these projects or go to town to obtain materials.

Michael Iafrato noted the fact that we have four individuals involved in this Work Weekend who wear vests with “Staff” indicated on the vests. This led to a discussion related to which of these individuals are Foundation employees, who is being paid and which of these people should receive benefits, pay taxes, have workman’s compensation, etc. Included in this discussion was the issue of “what compensation are these individuals receiving?” Is providing a home for the Assistant Manager’s family a form of compensation that should be documented? Are all of these individuals covered by Kamp Kiwanis insurance? These and related issues should be evaluated and clarified to determine if we are in compliance with State and Federal laws applicable to these issues.

5. Old Business:

- a. **Kamp Restroom Renovation:** President Carrithers stated that we want to fix the bathroom floors, which we have discussed previously. Bob Morrell said that we might do this work ourselves using Kiwanian volunteers. We also want to re-do the roofing on the Multipurpose Building, which in the item on our “needs list” with the highest priority and is identified as such in our 2016-2017 budget.

6. New Business:

- a. **Approval of Foundation Budget for 2016-2017:** President Carrithers distributed copies of the Southwest District Kiwanis Budget for 2016-17 for discussion. Budget categories and dollar numbers for 2016-2017 were based in large part on the budget used for 2015-2016. These budget items for 2016-2017 were discussed and a few changes were made, which will be reflected in a revised 2016-2017 budget to be submitted by President Carrithers. Michael Iafrato MOVED and Patti Stone SECONDED to approve the Budget for 2016-2017 with changes made that conform to the Board’s discussion, which were documented by President Carrithers. The motion passed by a voice vote of the Board.
- b. **Foundation Committees and Programs:** Burt Snipes had sent a copy of the September 12, 2016 list of Committees and Programs to the Foundation Board prior to this Board Meeting. Changes made since then included resignation of Hal Mackey from the Foundation Board and a notice from Dawn Leeper that she would be unable to administer the Foundation Sustaining

Member Program. The list will be updated and a revised list of committees will be distributed to the Foundation Board Members.

- c. **Vacancies for a Director to Represent Division 10 and At-Large Director to replace Hal Mackey:** We are looking for the replacements for the Foundation Board. The Foundation Board of Directors can replace the Director for Division 10 at any meeting but may have to wait until the Annual Meeting of the Southwest District Foundation Members to replace the At-Large Director position vacated by Hal Mackey.
- d. **Replace Division 12 Director:** President Carrithers will contact Jim Day to determine if he intends to be an active Foundation Director for the remainder of 2016-2017.
- e. **Discussion/Approval of SWDK Foundation Comedy Benefit on August 3, 2017 at the Tempe Missions Ballroom During the 2017 SWD Annual Convention:** President Carrithers presented an overview of this issue to the Board. Basically, President Carrither's daughter and her husband, who are professional comedians, volunteered to present a show at the 2017 Southwest District Kiwanis Annual Convention at no cost to the Southwest District on Thursday evening of August 3, 2017. All monetary proceeds from the show would go to the Southwest District Kiwanis Foundation. Southwest District Kiwanis Governor Michael Iafrado volunteered to help coordinate this event. John Baumberger MOVED and Charles Waiser SECONDED to approve the Foundation's endorsement of this comedy show. The motion passed by a voice vote of the Board.
- f. **Policy for Kiwanian Family Use of Kamp Kiwanis:** The issue was booking by a Kiwanis group that might result in less income because we remove the possibility of income from a potential or repeat customer. Should we delete the booking of a Kiwanis group to favor the booking of a "paying customer?" After an extended discussion of this issue the decision was made to keep Kamp Kiwanis bookings as "first come-first served" and we will not replace a booking of any group that booked Kamp Kiwanis facilities with another group, even if the replacement might result in more income for Kamp Kiwanis.

7. Future Meeting Dates:

- a. **Foundation Board Meeting** during Southwest District Mid-Year Conference, March 3-5, 2017 Sierra Vista, AZ.
- b. **Foundation Board Meeting** during the May 2017 Kamp Kiwanis Work Weekend.

8. Adjourn:

There being no further business to come before the Board, President Carrithers adjourned the Board Meeting at 10:04 PM.



Burt Snipes, Secretary