

Meeting Minutes
Alaska-Yukon North Division Council
January 5, 2012
Fairbanks Community Food Bank

The meeting was called to order by AYN Lt. Governor Michelle Gibson at 6:00 PM.

In attendance were representatives from:

AYN Division: Lt. Governor Michelle Gibson (Chena Kiwanis) and AYN Secretary/Treasurer Bob Schneider (Chena Kiwanis)

Borealis Kiwanis Club: Gene Redden

Chena Kiwanis Club: Rich Cummings, Butch Stein, Bill Shechter and Larry Baillon

Fairbanks Kiwanis Club: Ozzie Oszustowski

Whitehorse Kiwanis Club (Via Skype): Alvin Pederson.

1. **Approval of September 23, 2011 meeting minutes. Approved by voice vote.**

2. **Review of quarterly Division Council meeting schedule for the remainder of the 2011-2012 Administrative Year:**
 - Second Quarter: Thursday, January 5, 2012 @ 6:00 pm
 - Third Quarter: Friday, April 27, 2012 @ TBD (AY Mid-Year Conference)
 - Fourth Quarter: Monday, July 9, 2012 @ 5:30 pm

3. **Past Lt. Governors Association Update (Larry Baillon, Lead)**

Larry provided a summary of the last two PLGA meetings. He said the association has been discussing/working on three primary issues:

 - **Lt. Governor Succession Planning:** The PLGA has been discussing the development of guidelines to be used in the recruitment of future Lt. Governors. AYN Secretary/Treasurer Bob Schneider was tasked to develop a draft “fact sheet” that would give prospective candidates a fair and honest picture of the duties of Lt. Governor and the associated financial/time requirements of the position. An initial draft “fact sheet” was sent to the PLGA in December. A copy was also provided to the Division Council prior to the meeting.

Bob Schneider said that to finalize the “fact sheet”, the Division Council needed to come to agreement on the number and method of official Lt. Governor visits to AYN clubs. In particular, the number of in-person visits to the Whitehorse Club. Alvin Pederson was asked for his thoughts. He said he felt 2 in-person visits to Whitehorse, a minimum of 2 on-line visits (via Skype) and the Zone Conference would the

acceptable to the Whitehorse Club and would meet PNW requirements. The Division Council agreed to this recommendation. The AYN Division Secretary will amend the "fact sheet" accordingly so the PLGA can begin recruiting a Lt. Governor-Designate for 2012-2013.

- **Suspension of Dues/Assessment to Support AYN Lt. Governor Travel and Administrative Fund:** The second item Larry covered was the status of the AYN Lt. Governor Travel and Administrative Fund. In 2008, the AYN Division House of Delegates decided to suspend assessing: 1) a \$12/member fee to cover the costs of the Lt. Governor doing business on behalf of the division and 2) a \$180/club fee to cover AYN Key Club Lt. Governor expenses. The collection of these assessments was to begin again when the overall fund balance reached \$3,000.

AYN Secretary/Treasurer Bob Schneider reported the current balance in the Lt. Governor Travel and Administrative Fund is \$6,613.48. The 2011 AYN House of Delegates approved a budget for the Lt. Governor Travel and Administrative Fund for 2011-2012 of \$2,640. This amount also includes costs associated with the AYN Key Club Lt. Governor.

At the AYN House of Delegates session in Anchorage, an analysis of the AYN Lt. Governor Travel and Administrative Fund was presented. This analysis provided 8 options to be considered for reinstating the per member and Key Club assessments and the impact each option would have on the fund. The House of Delegates requested the PLGA review the analysis and provide their recommendations to the Division Council prior to the 2012 AY Zone Conference.

At the 12/8/11 PLGA meeting there was a request to revisit the analysis and recalculate based on the current AYN membership of 89 members (vs. 100 members used in the earlier analysis). Also, a request was made to analyze a phased approach to the assessment. The Division Council was provided a copy of an option to institute the \$180 Key Club assessment and a \$10 /member assessment in 2012-2013 with a \$3 increase per year until the assessment was \$24/member (an amount necessary to cover annual anticipated cost with an AYN membership of 89 members).

- **Draft AYN Operations Manual:** The final issue Larry mentioned was the draft AYN Operations Manual. The 2011

House of Delegates asked the PLGA association to review the draft manual and provide comments/recommendations to the Division Council prior to the Zone Conference. The draft manual would be sent to all AY clubs 45 days in advance of the Zone Conference.

Alvin Pederson recommended that the AYN Secretary/Treasurer send an advanced copy of the draft operations manual to the AYS Lt. Governor to allow an earlier review by the AYS Division. There was agreement by the Division Council to send out an advanced copy of the draft to the AYS Division prior to sending it out 45 days in advance of the Zone Conference.

- **AYN Secretary/Treasurer Recruitment:** Larry reported that current AYN Secretary/Treasurer has informed the PLGA and the Lt. Governor that he would not seek another two-year term as Secretary/Treasurer (his current term ends September 30, 2012). The PLGA and Division Council needs to begin recruiting for this position.

4. **Status Report on 2012 AYN Division Conference:**

Ozzie reported that committees had been formed and assignments made. However, she was not aware of the specific status of conference planning activities.

- **Training Sessions:** Lt. Governor indicated she had asked the Fairbanks Club to make sure the agenda includes time for one or more special workshop sessions to provide leadership training and encourage members to take on club and division leadership positions i.e., Lt. Governor, President, Secretary, etc.
- **Kiwanis One Day Project:** The Lt. Governor asked the Division Council for ideas for a Kiwanis One-Day project to be conducted in conjunction with the Zone Conference.
- **PNW Agenda Items:** The Lt. Governor provided a list of agenda items she received from the District.
- **PNW Attendance:** PNW Governor Claudell King (and his wife Betty) and PNW Secretary/Treasurer Cleve Parker will attend the Zone Conference.

5. **International & District Goals:**

- LTG Michelle mentioned the International President's and District Governor's Goals for 2011-2012.

6. **AYN KCCP Project for 2011 - 2012**

Lt. Governor Michelle reported on the status of the current KCCP Project. She said that the KCCP project had been adopted by the PNW Governor and Governor-Elect.

- **November 14th KCCP Project Planning Committee Meeting:** Lt. Governor Michelle talked about a meeting she held on November 14th to discuss options to meet the District's 2012 target of a \$50/member equivalent for the KCCP project (approximately \$4,500). While all clubs were invited to send representatives, only the Chena and Fairbanks clubs sent representatives. Options brought up at the meeting included: 1) reprinting the current KCCP cookbook, 2) revising/amending the current cookbook to include more "Yukon-Alaska regional" recipes, 3) developing/selling cooking-related apparel (aprons, shirts, towels), 4) clubs holding special one-time KCCP fund raisers such as a spaghetti or chili feed (similar to private efforts aimed at raising money for a sick child or family in distress), 5) teaming up with the local cancer medical facilities (FMH, BCDT, others) to fund raise, 6) hold a special fund raiser (auction, drawing, additional charge for a meal, other) in conjunction with the upcoming Zone Conference, and, 7) soliciting the assistance of youth groups such as the Boys Scouts to sell the cookbooks (Jeff Rogers said kids can sell anything).
- **Current KCCP Cookbook:** Given that the existing stock of KCCP cookbooks has been exhausted, Lt. Governor Michelle asked if more should be printed. The consensus of the Division Council was that if cookbooks were to be reprinted, additional recipes should be added for a second edition. Lt. Governor Michelle asked each of the clubs from the division to send out a message to their members asking for additional "Alaskan-Yukon regional" recipes. She asked for new recipes by the end of January.
- **Fund Raising Target/Options:** The target for fund raising in 2011-2012 remains \$50/member (or approximately \$4,500 from the division). Currently the division has raised approximately \$3,000. Lt. Governor Michelle asked the Division Council to ask their members about other fund raising opportunities.
- **City of Anchorage Proclamation:** AYS Lt. Governor May Shields sent AYS Lt. Governor Michelle a copy of a proclamation from the City of Anchorage proclaiming February 2012 as Kiwanis Children's Cancer Month in Anchorage. Michelle said she would approach the Fairbanks North Star Borough and/or City of Fairbanks for a similar proclamation.

7. Club 65th Anniversaries of the Whitehorse, Fairbanks, and Anchorage Clubs:

Lt. Governor Michelle will consult with Cassie Toth of the Fairbanks Club to see if there is interest in doing something special at the Zone Conference to

recognize the three AY Clubs that celebrated their 65th Anniversaries in 2011. They include the Whitehorse Club, Fairbanks Club and Anchorage Club.

Alvin reported that no date has been set for their anniversary celebration in Whitehorse. They are still looking at a February-March timeframe.

8. May Membership Recruitment Campaign:

AYN Lt. Governor Michelle asked that each club have a special membership event in May.

9. Distinguished Club, Division and Member Criteria:

In response to a PNW inquiry, Lt. Governor Michele asked if any member, club or officer was on track to meet distinguished status for this year.

10. Division Jobs requested by PNW Governor:

In response to another inquiry from PNW Governor Claudell, Lt. Governor Michelle mentioned information she had send out regarding volunteer division positions. In particular, she was most interested in getting a volunteer to serve as the Division Membership Chair. In addition, she would like a contact name from each club regarding membership issues.

11. Club Round Table:

Chena (Rich): Nothing to report. Rich said he will have the draft operations manual sent to members and solicit their feedback.

Borealis (Gene): Borealis will also send out the draft

Fairbanks (Ozzie): Nothing to report

Whitehorse (Alvin): Nothing to report.

Larry Baillon: Larry said in light of the District's agenda submission, the Division Council has the ability to affect the overall agenda of the Zone Conference. He said, "It is our conference after all." He asked that the Division Council to look at the agenda and weigh in to make sure issues important to the division are included.

Bill Shechter: Bill mentioned that it seems that Kiwanis International is more interested in money than membership. He cited a recent example in which someone wished to have dual membership in the Fairbanks Club and Chena Club. He said that member was going to be charged double dues from KI and PNW. He also mentioned family memberships with reduced dues for spouses and children. The current system seemed to be a disincentive for spouses to join Kiwanis.

- **Membership/Club Issues Round Table:** The Division Council suggested that time be set aside at the upcoming Zone Conference for a session (round table, panel discussion) for clubs from AY to talk about Kiwanis issues important to them such as ways to be more time/cost efficient, especially at the District and Division levels. Ideas include meeting options (alternatives to face-to-face meeting

attendance for Lt. Governor at District/Division functions), alternative memberships such as dual club membership (and associated costs) and family memberships, etc. Current Kiwanis policies, procedures and associated costs are becoming an obstacle to recruit and retain members and to recruit new club and division leaders. Butch Stein volunteered to head up the planning for this session.

The meeting was adjourned at 7:30 PM. The next meeting is scheduled for at the Zone Conference. The location is to be determined.

Summary of Division Council "Action" Items:

- Clubs are requested to:
 - Send a message to their members asking for additional "Alaskan-Yukon regional" recipes for a second edition of the KCCP cookbook. New recipes are requested by the end of January.
 - Ask club members for other fund raising ideas to support the KCCP project.
 - Send out draft AYN Division Operations Manual to members for their review and comment. A formal request to clubs will be sent out as part of the official call to conference approximately 45 days prior to the Zone Conference.
 - Hold a special membership event in May.
 - Provide the Lt. Governor with a club contact name regarding membership issues.
 - Provide information to the Lt. Governor regarding any member, officer or club that is on track to meet "distinguished" criteria.
 - Review the Zone Conference agenda and weigh in on how to make sure issues important to the division are included.
- Lt. Governor will:
 - Approach the Fairbanks North Star Borough and/or City of Fairbanks for a proclamation that February is **Kiwanis Children's Cancer Month**
 - Consult with Cassie Toth to see if there is interest in doing something special at the Zone Conference to recognize the three AY Clubs that celebrated their 65th Anniversaries in 2011.
- AYN Secretary/Treasurer will:
 - Revise Lt. Governor "fact sheet" and provide to the Past Lt. Governors Association.
 - Send an advance copy of the draft AYN Division Operations Manual to the AYS Lt. Governor for AYS review and comment.