

**LIONS CLUBS INTERNATIONAL**  
**District 5NE Cabinet Meeting**  
**Heritage Room, Nafus Student Center/ Westminster Hall**  
**Jamestown College**  
**March 26, 2011**

Those Lions Present: District Governor Robert Littlefield, 1<sup>st</sup> VDG Steve Johnson, 2<sup>nd</sup> VDG Mel Olson, IPDG James Ruff, PDG Craig Wollenburg, PCC Duane Zwinger, Fran Romsdal, Donna Ruff, Arlan Burkman, Mark Western, PDG Rob Lien, Mabel Cowell, Carla Lien, Mary Ann Zwinger, Athena Dunn, PDG Katherine Tweed, Katrina Wendel, Doug Roundy, Tracy Wicken, Treasurer Sue Anderson and Secretary Blake Strehlow.

District Governor Robert Littlefield called the meeting to order at 11:00am followed by the Pledge of Allegiance. Those sitting around the table introduced themselves.

I. Call to Order

- A. Additions to the agenda: Under Old Business, it was requested that we add youth camp. Under New Business it was requested that we add billing for the leadership training. PDG Duane Zwinger asked that he could make some announcements. There being no further additions, Lion Steve Johnson made the motion to approve that the agenda stand as submitted with the additions, Lion Craig Wollenburg seconded the motion. Motion carried.
- B. Approval of the Minutes from the January 2011 Cabinet Meeting. Lion Katrina Wendel stated that in her Youth Camp 2011 report stated that she had said a number of people had stepped forward to act as host families. This is not correct. It was requested that this sentence be removed from the minutes. There being no further additions or corrections to the minutes, Lion Duane Zwinger made the motion to approve of the minutes as presented with the one correction; Lion Rob Lien seconded the motion. Motion carried.

II District Officer Reports:

- A. District Governor Report: Governor Littlefield informed the Cabinet that he received the Bright Start Award from LCI for showing positive membership growth and starting a new Club by September 20, 2010. He went further to say that if one half of all of Clubs in the District support 2 of the 4 International initiatives, there would be a significant award earned. He reminded the Cabinet that this would be a District Award as it is a culmination of the successes of all the Clubs in the District. Currently, the District shows a positive membership growth of 60 members with one Club that has been chartered. Governor Littlefield remains confident that the goal of a positive membership growth of 75 is attainable. DG Littlefield reminded the Cabinet that April 9<sup>th</sup> is Worldwide Induction Day. Governor Littlefield had a goal that by the end of the 3<sup>rd</sup> quarter the District would have 4 new Clubs. Right now, we have one new Club with the possibility of adding Rugby very soon. In addition, there are two other Clubs that the District has been working on.

They are Cavalier and Ellendale. In Cavalier, there are 10 people who have already paid the initiation fee and 6 who stated they wanted to join but have not paid the fee yet. There has been a lot of preliminary work done in Ellendale but a core group has not been identified. Governor Littlefield wanted to get the feedback on having the District set up two teams of 6 people that would canvas these towns in a two-day effort. During the first day and a half, the team would canvas the town drumming up support and educating the citizens on Lionism and invite them to an organizational meeting the second day. During that organizational meeting, each interested person would complete the application, receive a charter pin, elect a President and a Secretary and begin the process of organizing a Club. After 45 days, they can be installed once the new charter has been approved. If there are not enough people to begin the Club, they can be considered a "branch club" until they get enough members to start their own Club. Governor Littlefield questioned that Cabinet if this is a direction that we want to pursue to meet our three-year extension goal of adding 4 new Clubs each year and if we wanted to commit financial resources towards its success. Lion Tracy Wicken made the motion that the District endorse and commit financial resources to a concentrated effort on the goal of establishing 2 new clubs in Cavalier and Ellendale by sending a team of 5-6 individuals to canvas these towns in order to start a new Club. Lion Katherine Tweed seconded the motion. Motion carried. During discussion, Lion Arlan Burkman suggested that couples be a part of the canvas team in Ellendale as there was a concern whether or not women would be invited to join this Club. Those volunteering to go to Ellendale in May: DG Robert Littlefield, Katherine Tweed, Duane and Mary Ann Zwinger, Fran Romsdal, James and Donna Ruff and Rob and Carla Lien. Those willing to go to Cavalier are: DG Robert Littlefield, Steve Johnson, Mel Olson, Duane & Mary Ann Zwinger, and Rob & Carla Lien.

The next point Governor Littlefield wanted to make was concerning the 3<sup>rd</sup> goal of attracting younger members and women to leadership positions. This year, there are 4 women in region and zone leadership positions, 4 out of 5 team leaders are women and 17 out of 37 committee chairs are women. Governor Littlefield reported that we met our 4<sup>th</sup> objective by increasing participation in the State Convention by 58% over the previous year. DG Littlefield handed out requests for information to the Region Chairs to complete regarding the activities of their Clubs.

Governor Littlefield wanted to introduce a new concept that LCI will be rolling out next year and that is the idea of having Global Membership and Global Leadership teams. There will be an International level, Multiple District level, District level and Region and Club level of participation. The Global Membership team would be responsible for membership, recruitment, and retention of clubs and retention of members. The Global Leadership team would work with orientation, education, and opportunities for women and younger members. District 5NE will have to identify a District Membership individual and District Leadership individual for a three year term who are not the Vice District Governors. The District Governor and Vice District

Governor will be a part of these committees. Since this initiative start July 1<sup>st</sup>, District Governor Elect, Steve Johnson will be making the appointments.

- B. Global Membership Team Report: 1<sup>st</sup> VDG Steve Johnson's team looked at this year's goals; where they were successful and where they were not successful. The results of this would help them formulate ideas for next year and define how they can meet those goals.
- C. Global Leadership Team Report: 2<sup>nd</sup> VDG Mel Olson's team hopes to sharpen the focus to Lionism rather than a "shotgun approach," improve communication, provide leadership and guidance for zone chairs who would, in turn, communicate more effectively with their clubs.
- D. Treasurers Report: Sue Anderson reported that as of 3/01/11, our cash on hand was \$17,311.40 and the CD balance was \$5,322.02 for a total of \$22,633.42. March 2011 checking activity included deposits of \$746.75 and bills paid in the amount of \$3,825.07 which results in an ending balance of \$14,233.08. In reference to the budget, we have income of \$26,758.79. This would include the final transfers of money from SNC, a reimbursement from LCI for \$450 and the receipt of a Public Relations grant for \$3,333.33. There are a few Clubs that have not paid their dues. On the disbursement side, we have paid the second half of our dues to MD5 and to the ND Lion newsletter. Lion Sue pointed out that the administrative expenses are higher than what was expected so she suggested that this be increased for next year. It was clarified that the balance on line 380 was from last year's awards. All other expenses were routine in nature. The total expenses to date are \$20,505.67. Lion Sue informed the Cabinet that the CD with Alerus comes due in April. After discussion, Lion Fran Romsdal made the motion to not renew the CD until the Audit and Budget Committee can work on next year's budget. Lion Duane Zwinger seconded the motion. Motion carried. Governor Littlefield reminded the Cabinet that if you have an expense that you have incurred, please turn it in immediately. After further discussion, Lion Mel Olson made the motion to accept the Treasurers report as presented; Lion Fran Romsdal seconded the motion. Motion carried.
- E. Region/ Zone Chair Reports: Governor Littlefield stated that we must get commitments from each Club to attend the Region training rallies.
- F. Team Leader Reports:
  - a. Awards: Lion Mary Ann Zwinger had mailed out forms to each club on how they can win awards for this year to be presented at next falls State Convention. The awards are: Club of the Year, Best Club Newsletter, Best Club Scrapbook and Lion of the Year. The deadline for submitting the reports is April 15 except of the Lion of the Year, which is June 1<sup>st</sup>.
  - b. Membership: 1<sup>st</sup> VDG Steve Johnson reported that he tried to get all the Clubs in the District to adopt the District membership goal. There were 14 clubs that agreed to adopt this goal. Of the 14, 5 have met the goal but 9 of the 14 were not successful. Lion Steve Johnson reminded the Cabinet that it's not too late to run a successful membership campaign.

- c. Youth: Lion Katrina Wendel reported that this was the first year the District held a Peace Essay Contest for the visually impaired. The theme was "Power of Peace." Each District selected two essays to move to the multiple district level. The youth from the Western part of the State won the Multiple District competition, which will then be forwarded to the International level. The essay that was selected was a well-written very heart warming piece. Lion Katrina was hoping that the essay be published in the *ND Lion*.
- d. Vision: Lion Tracy Wicken reported that Lion Jesse Shirek is working on a diabetes awareness activity. She also reported that she has received 20 applications for the video magnifier and 17 have been approved. To date, 16 machines have been purchased.
- e. Eye Bank: Lion Craig Wollenburg reported to the District that the ND Eye Bank is running behind on cornea donations and money donations. He would like to see each Club in the District support the Eye Bank by becoming financial contributors, cornea donors and tissue transporters. Lion Craig stated that a team will be meeting with the folks from Sanford Health on April 9<sup>th</sup> in Fargo to see if they would consider making their tissue available to the ND Eye Bank instead of the Minnesota Eye Bank.

### III. OLD BUSINESS;

- A. Public Relations Grant Update: The district received a \$3,333 grant as part of the MD5 Public Relations Grant. Eighteen hundred of that amount was used to promote the video magnifier program and \$700 was used for signage at the Beaver Lake State Park. Governor Littlefield reported that he and Steve Johnson would be using a portion of the remaining funds to promote campus clubs. This will be a "rush week" type promotion and they will use some of the public relations money to purchase promotional T-shirts. There are still some undesignated funds from this grant so if you have any ideas like brochures or restaurant placemats let him know.
- B. 2<sup>nd</sup> Vice District Governor Candidate for 2011-2012. Governor Littlefield reiterated the importance that the District identify a candidate for 2<sup>nd</sup> Vice District Governor. To date, he has spoken with several Lions that qualify for this position but they have not stepped forward. In order to qualify you must have been a Club President and a Zone Chair. He indicated that if we can't come up with a candidate, the District would have to find a Past District Governor to fill the position. He reminded those present that you are not required to visit every Club; instead you can have a Region Chair make the visitation on your behalf. Lion Craig Wollenburg stated that this is a perfect example of why it's important to identify upcoming leaders and the value of training.

Lion Mark Western made the motion to recess for lunch; Lion Katrina Wendel seconded the motion. Motion carried.

The meeting was convened after lunch. Lion Fran Romsdal stated that he would be interested in serving as 2<sup>nd</sup> VDG if he has the commitment from the Cabinet and its Leadership for their support and help. Lion Mark Western made the motion to cast a unanimous ballot to appoint Fran Romsdal as 2<sup>nd</sup> VDG; Lion Rob Lien seconded the motion. Motion carried. Governor Littlefield reiterated the support of the Cabinet and PDG's.

- C. District and MD5 Pins: Governor Littlefield had bags of 20 State pins each that he signed out to the Region Chairs so that they can go out and sell them. The money will need to be turned into Treasurer Sue Anderson.
- D. Youth Camp: Lion Katrina Wendel stated her frustration in promoting the Youth Camp. She stated that she needs funds committed to support the program. The fee for attending the camp is \$350 but the more we can get the Clubs to offset the expense of the camp with things like sponsoring an activity or a meal would lessen the strain on the budget. After discussion, Doug Roundy made the motion to set aside \$2,000 from the District to help offset some of the upfront costs of running the camp. If the camp makes money, the loan will be returned back to the district. If the camp does not make any money, the \$2,000 will be sent as a bill to the Multiple District for reimbursement. Rob Lien seconded the motion. Motion carried. This would be an addition to the budgeted \$500 donation to the camp from the district. Lion Katrina stated that she needs assistance in the following leadership positions:

- Find host families (approximately 15)
- Talk to Lions Clubs for sponsoring an activity or meal
- Camp Director
- Registrar
- 6-10 Counselors (need nurse or EMT)
- Fund Raiser

Governor Littlefield requested that the Youth Team create a job list description and send it to him so that he can help find people to fill the positions. Currently 5SW has 3 registrants, 5SE has 2 and 5NE has 1 camper registered.

#### IV. New Business:

- A. Region Officer Training Seminars and Zone Meetings. Governor Littlefield stated that he is working diligently in bringing the District to the Clubs. He stated the importance of building zone leadership. It is critical that Lions are concerned as much about leadership as they are service and that is accomplished through Zone Training. Lion Mel Olson has put together training that every club needs to send at least one person to. Each Club Secretary was mailed the PU101 form that indicates pertinent information on the new Club Officers. Mel Olson will then use that information to invite the new officers to the training rallies. Zone Chairs need to contact that their clubs to make sure the elections are done before the rally and to encourage their participation in the training.

- B. Billing for Leadership Training. In an effort to promote zone level training, each new club officer (President, Secretary, Treasurer and Membership) will be provided with a standardized curriculum regarding what duties are expected from them as officers. Each club will receive their 4 notebooks regardless of whether or not they attend the training. In the past, the District has charged \$10 per person for attending the training. In order to defray the cost of this training and the notebooks, Governor Littlefield is suggesting that the District Treasurer bill each Club \$30 for the training materials and unlimited registration. It was the consensus of those present to move forward with this plan.
  - C. Budget Planning for 2011-2012. 1<sup>st</sup> VDG Steve Johnson will convene the Audit and Budget Committee (Steve Johnson, Sue Anderson, Cecil Schimke, Robert Littlefield, Duane Zwinger) in May to begin planning next year's budget.
  - D. Succession Planning for 2011-2012: Governor Littlefield suggested that if you are interested in serving on the Cabinet to make sure 1<sup>st</sup> VDG Steve Johnson is aware of your interest.
  - E. Awards and Certificates: Governor Littlefield presented his Cabinet with Certificates of Service and Awards of appreciation.
- V. Announcements and Closing Remarks
- A. PDG Duane Zwinger invited the Cabinet to a benefit for Barb Brand and her sister on March 28 in Valley City.
  - B. PDG Duane Zwinger invited the Cabinet to the Carrington Lions golf tournament on June 17.
  - C. PDG Katherine Tweed made it known to the Cabinet that Governor Littlefield has been selected as the incoming Council Chair for Multiple District 5. He and Kathy will be attending the International Convention representing the Multiple District.
  - D. Governor Littlefield reported that the MD Lions convention would be held in Deadwood, South Dakota. Our incoming International President will be in attendance. There is also a special ½ day \$50 registration available for those who wish to attend Saturday's events. 1<sup>st</sup> VDG Steve Johnson will be inducted as District Governor. He encouraged participation.
  - E. Even though there is 3 months left of his term, this was the last Cabinet meeting that Governor Littlefield would presiding over. That being said, he presented the DG gavel to 1<sup>st</sup> VDG Steve Johnson. DG Elect Steve Johnson thanked the District for the trust that they have placed in his hands and is anxious about the coming months. He was pleased to announce that his theme for his term will be, "Just a little bit." He also announced that Tracy Wicken has agreed to be the Cabinet Secretary and Cecil Schimke accepted the Treasurer's position. The cabinet meeting dates have been tentatively set for August 6, October 28, January 28 and May 5.
  - F. Tail Twisting. Lion Mel Olson made the motion to donate the funds received from tail twisting today to this year's youth camp. The motion was seconded by Lion Rob Lien. Motion carried.

March 26, 2011 District 5NE Cabinet Meeting

Meeting Adjourned.

Respectfully Submitted,  
Lion Blake Strehlow  
District Secretary