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**Board Minutes**  
**February 11, 2021**  
**ZOOM Meeting**

Present: Tom Baas, Kent Ziebell, Larry Trede, Ron Skrdla, Joe Traylor, Norm Scott, Bruce Wight, John Abrams, Larry Johnson, Ron Juelfs, and John Hill.

The meeting was called to order by President-Elect Tom Baas at 7:45 am, with members participating by ZOOM. Baas reviewed the meeting plan for the day. Meeting (7:45 am – 8:45 am) board to discuss the proposed budgets for Club and Foundation, adjourn for Club Meeting. Meeting (10:15 – 11:30 am) regular board meeting. The meeting agenda was approved.

Ron Skrdla and Larry Trede presented a PowerPoint presentation for the 2020-21 budgets for the GK Club and GK Foundation (copy of budgets & PowerPoint attached). Discussion focused on the drop in membership and its impact upon club finances and operations, as well as the present and history of the financial situation of the administrative account. The issue of an increase in membership dues was discussed intensely. Several options were discussed. Other issues included a possible management fee services provided at no cost the Foundation. The meeting was suspended 8:45 am so that board members could attend the Club Meeting.

The board reconvened at 10:15 am with Baas calling the meeting to order.

The minutes of the January 14<sup>th</sup> board meeting were approved as distributed.

**Business items:**

1. **Budgets, 2020-21.** The board discussed the suggestions and comments given by members at the club meeting. Discussed focused on two items namely, club dues and management fee paid by the Foundation. After a long discussion, motion by Traylor, seconded by Ziebell, that the annual membership dues for all members be increased by \$20/year/member effective 10.01.21. Motion carried. The discussion then turned to the “management fee” paid by Club for services, meeting rent, and supplies and used by the Foundation. Motion by Traylor, seconded by Trede, that with annual approval by the BOD, a “management fee” for meeting room rents, office expenses, website expense, and other operating expenses provided the Club be paid by the Foundation at a rate not to exceed 10% of such fees on an annual basis. Motion carried.

**Announcements/Reports:**

1. **Membership Retention Game.** The board reviewed the written report provided by Bob Sperry and it was announced that Norm Scott was the winner for Week 1 of Game 1. The game is going well with 10 members participating. (Report attached).
2. **“Putting Food on the Table.”** Trede reviewed the plans for the upcoming fundraiser in cooperation with the 3 food pantries in our Charity Donation Program. Campaign begins on February 21<sup>st</sup> and end on March 13<sup>th</sup>. Representatives from the food pantries will speak to the club on their specific needs. Food collection day will be held on March 23<sup>rd</sup>. Goal is \$1500 and 300 food items. A promotional flyer will be emailed to the club members. Other publicity made also.

3. **Food Product Sales/Restaurant Food Service Assistance.** Scott presented a written report from the Fundraising committee (copy attached) highlighting contacts made with groups that might be willing to partner with GK on this fundraiser. Scott reported that Pizza Ranch, Dutch Oven Bakery, and McDonalds expressed interest. Plans and details were explained by Scott. Motion by Scott, seconded by Ziebell, that the committee continue with the firms expressing interests with the details to be jointly decided and report back to the board. Motion carried.
4. **“Family Recognition Fundraiser.”** Trede reported that the committee will be meeting again to develop the details and plans for the fundraiser likely to be collected in late April-May timeframe.
5. **Additional Paper Trailer Collections.** Scott reported from the fundraising committee, contacts that that been made to printing companies and copies centers in Ames about possibility increasing our collection of paper for recycling (written report attached). Several contacts made but none appear to be workable. Contacts:
  - Heuss Printing. Recycled paper stored in 8x8 bins requiring forklifts to move. Not viable for GK.
  - Sigler Printing. Handles recycled paper in same manner as Heuss. Not viable for GK.
  - Copyworks. Minimal amount of recycled paper. Not viable for GK
  - Alpha Copies. Same as Copyworks. Not viable.
  - Prints Copy. Same as previous two. Not viable.
6. **Division 11 Council Meeting.** Trede reported for Folkmann. Several items on agenda. Major concern for GK is that in-person TEEM MAZE for 2021 has been cancelled. YSS will be preparing videos for schools to use in place of in-person. Reported that Teen Maze as \$11,000 left over from previous years and clubs were encouraged to focus their donations on TEEN Maze to other groups. Trede indicated that BOD will need to decide how to allocate or retain the \$1000 budgeted for TEEN MAZE in 2021.

**Action Items (continued):**

2. Iowa City Club Request. Traylor reported that John Green, Iowa City Kiwanis Club, has requested that the club be able to use our videotaped program, “Cultivating Hope Farms” by Kyle Dhkal in their club program. This would require a “guest account” to be created since the video is in our ‘members only section.’ Traylor moved, Ziebell seconded, that a guest account be creased, and permission given to the Iowa City Kiwanis club to use this program. Motion carried.

The next board meeting via ZOOM will be held on March 11, 2021, 10:15 am.

The meeting was adjourned by Baas.

Submitted by

Larry Trede  
Club Secretary



**Kiwanis**  
AMES GOLDEN K CLUB

AMES GOLDEN K KIWANIS CLUB  
2020-2021 CLUB & FOUNDATION BUDGETS  
Ron Skrdla, Treasurer & Larry Trede, Secretary

### Introduction

- \*\*\* **Objective.** To give the club membership an overview of the 2020-21 Club Budget and Golden K Foundation Budget and an opportunity to provide input in the final budgets to be approved by the Board of Directors.
- \*\*\* **Process.** Draft budget prepared by the Club Treasurer and Secretary. Presented for discussion to GK Executive Committee for review and revision (February 4<sup>th</sup>). Presentation to Club Membership for discussion and input (February 11<sup>th</sup>). Final draft presented to Board of Directors for approval (February 11<sup>th</sup>). Approved budget emailed to members.
- \*\*\* **Agenda.**
  - Introduction – Skrdla
  - Club Budget – Trede
  - Foundation Budget – Skrdla
  - Summary & Conclusions – Trede
  - Q&A – Time Permitting
- \*\*\* **Background.** All financial recordkeeping is computerized using Quicken Accounting System. Club and Foundation records are separate, independently recognized in the Quicken system. All financial transactions are kept on the “cash basis accounting.” No “accrual accounting” used. All accounts are reconciled each month, income statement prepared monthly, and reported to Board of Directors
- \*\*\* **Other.** Detailed (line by line) budget was emailed to all club members – each line is fully documented with footnote. Presentation will be an overview of major budget lines and combination(s) of minor budget lines for ease of presentation and reduction of complexity.

*wp files \ golden k Kiwanis \ Budgets - Dues \  
Doc file, Budget presentation, BOD, Presentation,  
Club, 02.11.21*

**AMES GOLDEN K DUES STRUCTURE  
RENEWING MEMBERS & NEW MEMBERS  
(Effective January 1, 2018)**

<u>Item</u>	<u>Renewing Member</u>	<u>New Member – Join Date Oct. 1 to Mar. 31</u>	<u>New Member – Join Date Apr. 1 to Sept. 30</u>
Kiwanis International Dues	\$77.00	\$50.00	\$50.00
Nebr.-Ia. District Dues	25.00	25.00	25.00
Kiwanis International Fdn. (ACG)	6.00	6.00	6.00
Nebr.-Ia. District Fdn. (ACG)	5.00	5.00	5.00
<u>Ames Golden K Club Dues</u>	<u>17.00</u>	<u>17.00</u>	<u>12.00</u>
<b>Total</b>	<b>\$130.00</b>	<b>\$103.00</b>	<b>\$98.00</b>

<u>Item</u>	<u>Renewing Spouse</u>	<u>Spouse – Join Date Oct. 1 to Mar. 31</u>	<u>Spouse – Join Date Apr. 1 to Sept. 30</u>
Kiwanis International Dues	\$69.00	\$50.00	\$50.00
Nebr.- Ia. District Dues	25.00	25.00	25.00
Kiwanis International Fdn (ACG)	6.00	6.00	6.00
Nebr.-Ia. District Fdn. (ACG)	5.00	5.00	5.00
<u>Ameds Golden K Club Dues</u>	<u>10.00</u>	<u>12.00</u>	<u>10.00</u>
<b>Total</b>	<b>\$115.00</b>	<b>\$98.00</b>	<b>\$91.00</b>

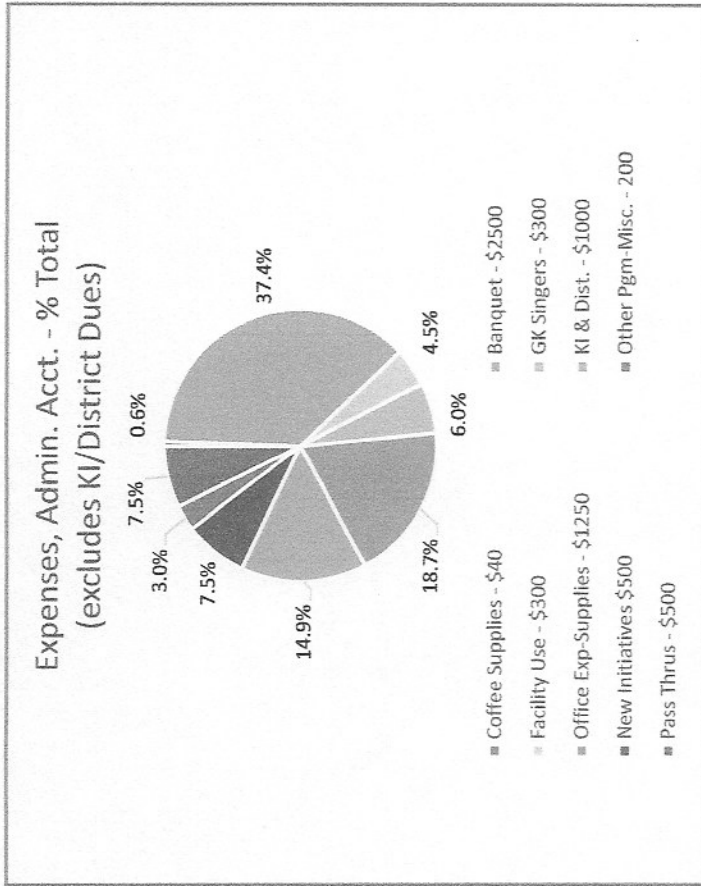
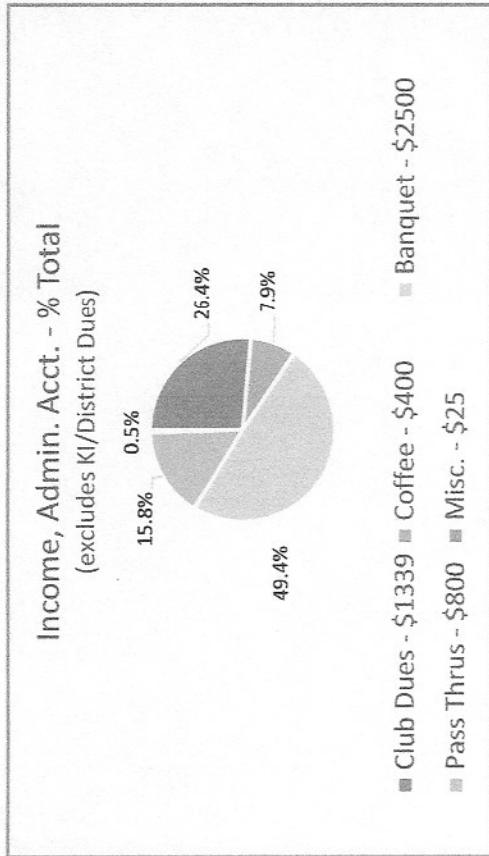
Note: Spousal fees set at Board Meeting on May 7, 2015

Note: Kiwanis International Dues Effective 10/1/15

Note: Nebraska-Iowa Dues Effective 01/01/18

Note: Ames GK Payment to Nebr.-Ia. Fdn. \$6.00  
with \$5.00 received from member

GK CLUB ADMINISTRATIVE FUND BUDGET ANALYSIS, 2020-21



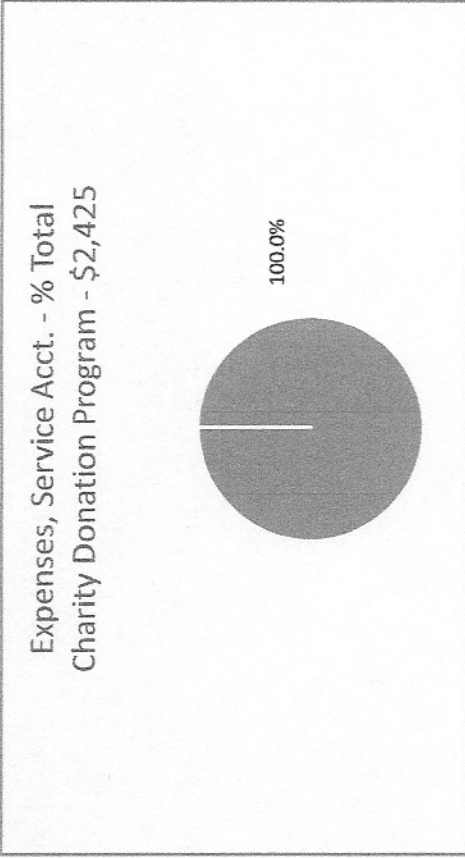
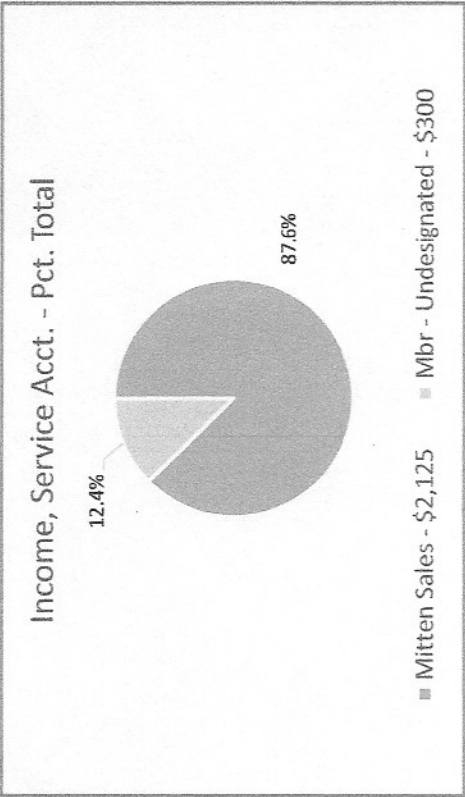
KEY POINTS

Club Budget: Administrative Fund and Service Fund. Admin – club operations. Service – service projects/donations. KI rules prohibit transfer of service funds to administrative fund. KI & NE-IA dues are basically in/out. The payment lags by one year.

Projected income: club dues, coffee, miscellaneous (\$1739); banquet & pass-thrus are self-support, (e.g. GK Singers).

Projected operating expenses (coffee supplies, facility use, office expense, KI & Dist., other programs) - \$3290. Net operating loss (-\$1551) for 2020-2021. A net operating loss in administrative fund is NOT SUSTAINABLE IN LONG-RUN. GK program has increased significantly in last 10 years which corresponding increase in operating expenses. Membership losses reduce dues income which, in turn, increase operating losses.

GK CLUB SERVICE FUND BUDGET ANALYSIS, 2020-21



KEY POINTS

Service Fund: Includes fundraisers and member donations to support service projects & Charity Donation Program

For Pre-COVID: Most fundraisers thru Service Fund. COVID impact : No Farm Progress Show, ISU Dining, Pancake Days. New program: Holiday Mittens.

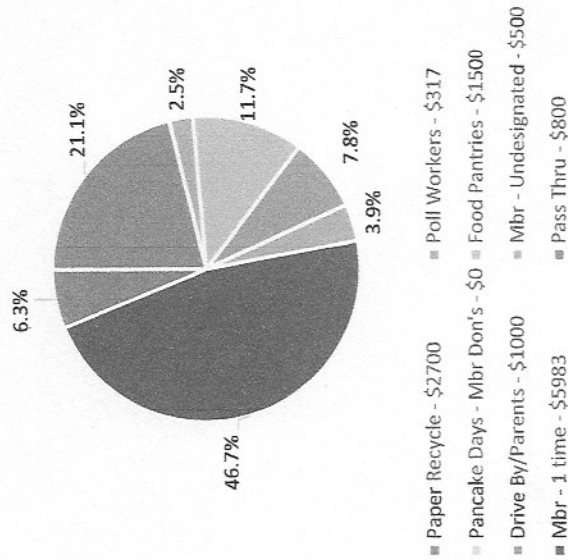
For Pre-COVID: Foundation account fundraisers: Paper recycle, Poll Workers, Food Pantry Donations + Undesignated Member Donations. All used to support Charity Donation Program.

**Projected 2020-21 Administrative & Service Fund Totals:**

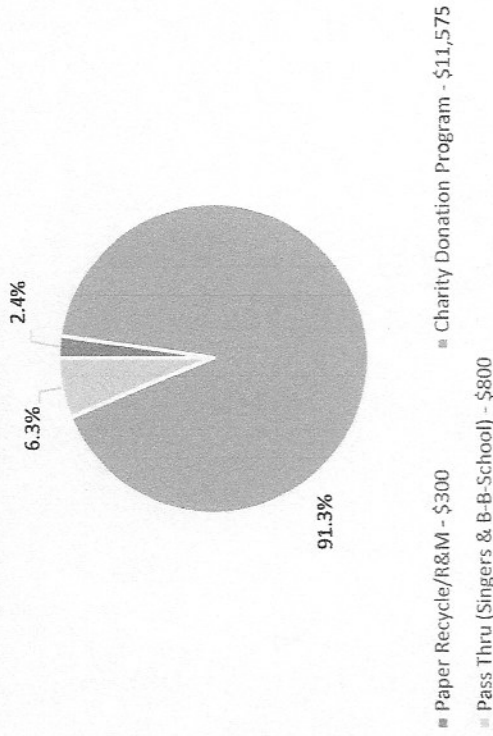
<b>Projected Income:</b>	<b>\$16,247</b>
<b>Projected Expense:</b>	<b>\$18,371</b>
<b>Projected Net Operating Loss:</b>	<b>\$(2124)</b>

## GK FOUNDATION BUDGET ANALYSIS, 2020-21

Income Sources - Pct. Total



Expenses & Charity Donations - Pct. Total



### KEY POINTS

The GK Foundation is a 501(c)3 non-profit corporation whose purpose is to support the educational and service activities of the GK Kiwanis Club. It can accept income tax deductible gifts from members and others and provide them an income tax deduction if they can qualify. Structurally, all GK Kiwanis Club members are also members of the Foundation. In addition, the officers of the Foundation are the officers of the Club.

This year's Foundation's budget includes the paper recycling project, food pantries project, the drive-by and parents' recognition fundraiser, Blast-Back to School, and member donations. Expected total income from fundraisers and donations for 2020-21 is \$12,800 of which members donations being over 70% of the total.

Expenses for the Foundation for 2020-21 are nearly all related to the Charity Donation Program. Other operating expense such as office expense, facility use, website maintenance, etc. are paid by the GK Club. Total expenses for 2020-21 are estimated at \$12,675. Therefore, 2021 is expected to be a "breakeven" year for the Foundation.



**Kiwanis**  
AMES GOLDEN K CLUB

AMES GOLDEN K KIWANIS CLUB  
2020-2021 CLUB & FOUNDATION BUDGETS  
Ron Skrdla, Treasurer & Larry Trede, Secretary

## Summary and Conclusions

- \*\*\* **Membership.** Large drop in membership impacting administrative budget. No new member since November 19, 2019. Not meeting in-person poses tremendous challenges for increasing membership. *New membership packet* help recruit members. *Membership Retention Game* expanded to include recruitment. *First-year member fees* – restructured/reduced. *Other membership-increase* strategies implemented in post-COVID era.
- \*\*\* **Administrative Budget. Projected loss in 2020-21.** Options to rectify situation: (a) *modest increase in dues*, (b) increase “*asking increase in voluntary donation*” for coffee, (c) converting present “voluntary” donation to “*annual refreshment fee*”: using similar procedures for “meal fees” adopted by other clubs, (d) This organization manages two independently operated non-profits with similar purposes. The Foundation receives, at no cost, administrative services, office supplies, meeting rental charges, and other overhead expenses from the club. Consider “*management fee paid to club*” for these services.
- \*\*\* **Foundation.** The GK Foundation provides an invaluable service to the club. Competitive grant program in 2019 was a tremendous success and Foundation could “*establish an endowment-like fund*” for donations, memorials, gifts, etc. for a future grant program or similar programs.
- \*\*\* **Service.** Once the club resumes “in-person” meetings and resumes fundraisers involving member resources, the Club will need to rely less on “member contributions” to “*sustain long-term stability*.” Club leadership should continue to strive for “*proper balance between fundraisers and member donations*” to fund the Charity Donation Program.
- \*\*\* **GK Club.** The post-COVID era for the Ames Golden K Kiwanis Club provides many challenges and opportunities for “improving the world, one child and one community at a time.” That will be the Club’s “new normal.”



WHAT IF WE.....

Projected Operating Expenses (2020-21 Budget)	\$3650
New Initiatives*	\$1000
Total	\$4650
Current Dues (80 members @ \$17)	\$1360
Dues Increase (80 members @ \$15)	\$1200
Coffee Income (slight increase "voluntary" donation)	\$1750
GK Foundation Mgt. Fee (15% of Operating Expenses)	\$ 548
Total	\$5018
Difference	\$ 368

THEN WE CAN.....

*Future Possibilities:
Help with Miracle League Baseball Team
Provide books to students in GK Listeners Program
Start a book donation program for Ames School System
Buy more books for Ames Public Library
More investment in our SLP Program – CYCLONE AKTION CLUB
Add more charities to our Charity Donation Program
Provide "seed" money to Foundation for 'endowment start-up'
New enhancements for website & A/V eqt. as technology changes
Invest more in Membership Development & Recruitment

IN THE POST-COVID ERA, ALL OF THESE PLUS MANY MORE MAY BE POSSIBLE --  
**WE ARE INVESTING TO IMPROVE CHILDREN & FAMILIES IN THE GREATER AMES COMMUNITY!!!**

**GOLDEN K CLUB AND FOUNDATION**  
**2019-20 ACTUAL INCOME/EXPENSE & 2020-21 BUDGETS & BALANCES**

Line	Item	Golden K Club			Golden K Fdn.		
		2019-20 Actual	Admin. 2020-21 Budget	Service 2020-21 Budget	Total 2020-21 Budget	2019-20 Actual	2020-21 Budget
<b>Income</b>							
1	Coffee	920.01	400.00		400.00		
2	Int - Chk.	11.58	15.00		15.00		
3	Dues (KI, District, Club) (2019-20)	10,244.00			0.00		
4	Dues (KI, District, Club) (2020-21)		12,789.00		12,789.00		
5					0.00		
6	Banquet	0.00	2,500.00		2,500.00		
7	Paper Recycle (Fdn)				0.00	2,705.60	2,700.00
8	GK Singers Donations (Club & Fdn)	0.00			0.00	255.00	300.00
9	GK Shirts & Caps	636.00	500.00		500.00		
10	1/2 Pancake Tkts.	2,422.00			0.00		
11	Pancake Days Door Sales	202.23			0.00		
12	Pancake Days Donations (Club & Fdn)	346.00			0.00	350.00	
13	ISU Dining (Odyssey of Mind), May 2020	0.00			0.00		
14	ISU Dining (Fall Orientation, 2019)	2,439.80			0.00		
15	ISU Dining (Fall Orientation, 2020)	0.00			0.00		
16	Farm Progress Show, Sept. 2020	0.00			0.00		
17	Transfer from Fdn. (GK Singers & Mgt. Fee)	255.00	665.00		665.00		
18	Blast-to-Back School (donations)				0.00	0.00	500.00
19	Poll Workers, 2020 (Fdn)				0.00	7,730.00	317.00
20	Donations, Undesignated (Club & Fdn)	500.00		300.00	300.00	1,890.00	500.00
21	Other fund - Family Recognition & Drive by				0.00		1,000.00
22	Mitten Sales (Actual, 12.27.20)			2,125.00	2,125.00		
23	Environmental Cleanup	8.00	10.00		10.00		
24	Member 1-time Donation	585.00			0.00	0.00	5,983.00
25	Food Pantry (Mebmbrass, Charity Donation Pgm)				0.00	1,575.00	1,500.00
26	Membership Directories	38.00			0.00		
27	Transfer from Club - Facility rent				0.00	500.00	
28	Miracle League	3,862.00			0.00		
	<b>Total</b>	<b>22,469.62</b>	<b>16,879.00</b>	<b>2,425.00</b>	<b>19,304.00</b>	<b>15,005.60</b>	<b>12,800.00</b>
<b>Expenses</b>							
29	Coffee and Coffee Supples	39.34	40.00		40.00		
30	KI/Nebr-Ia District - Dues	9,279.00	7,830.00		7,830.00		
31	Nebr-Iowa Kiwanis Fdn. - ACG	552.00	463.00		463.00		
32	Kiwanis International Fdn - ACG	552.00	463.00		463.00		
33	Banquet	1,697.99	2,500.00		2,500.00		
34	Paper Recycle (Fdn) Maintenance Expense	0.00			0.00		300.00
35	Facility Rent, 2019-20	500.00			0.00	500.00	
36	Facility Rent, 2020-21, 3 months		300.00		300.00		
37	GK Singers	422.66	400.00		400.00		
38	GK Shirts & Caps	684.00	500.00		500.00		
39	Office Exp.	1,227.53	1,250.00		1,250.00	38.25	
40	Website - Maintenance	133.76	500.00		500.00		
41	Marketing - Membership Packet		500.00		500.00		
42	Management Fee to Club (10% of oper. Exp.)_				0.00		
43	Miracle League	3,863.00					365.00
44	Other KI & District Exp.	10.00	1,000.00		1,000.00		
45	Misc., gifts, other expenses	0.00	100.00		100.00		
46	Donations. (non-charity)	15.00	100.00		100.00	4,062.00	
47	Charity Donation Program(Club)	5,800.00		2,425.00	2,425.00		
48	Charity Donationp Program (Foundatin)					10,825.00	11,575.00
49	Charity Grant Program					5,000.00	
50	Blast-to-Back School (donations)						500.00
51	Transfers to Club (GK Singers)	0.00				255.00	300.00
	<b>Total</b>	<b>24,776.28</b>	<b>15,946.00</b>	<b>2,425.00</b>	<b>18,371.00</b>	<b>20,680.25</b>	<b>13,040.00</b>
	<b>Excess/Deficit</b>				<b>933.00</b>		<b>(240.00)</b>

**GOLDEN K CLUB AND FOUNDATION**  
**2019-20 ACTUAL INCOME/EXPENSE & 2020-21 BUDGETS & BALANCES**

Beginning Balance, 10.01.20	19,969.27	23,225.91
Total Income, 2020-21	19,304.00	12,800.00
Total Expense, 2020-21	18,371.00	13,040.00
Ending Balance, 09.30.21	20,902.27	22,985.91

**FOOTNOTES BY BUDGET LINE NO.**

- Line 1, 29. Coffee funds collected (f-to-f mtgs; \$40/we income; \$40 expenses for balance of FY)
- Line 2. Interest on checking/savings accounts - 2021
- Lines 3,4,5,30,31,32. Dues (72 mbr, 3 spouse renewals; 5 new members, 95% retention rate). Club dues - \$17/mbr. - 202
- Line 6,33. Banquet (officer installation, 35th anniversary) Tickets \$25/person, Self-supporting
- Line 7, 34. Paper Recycle. 202-21 3 loads @ \$900/load (Foundation); maintenance expense
- Line 8,17, 37,51. GK Singers Donations (Fdn.) and Performances (Fdn.), \$500 transfer to club; \$400 expense
- Line 9, 38. GK Shirfts and Caps, 2021 (10 shirts @ \$30; 10 caps @ \$17) \$470
- Line 10,11,12. Pancake Days Ticket Sales. 2021 Event Cancelled
- Line 13. Event not scheduled
- Line 14. ISU Dining (Fall Orientation) 2021; Not scheduled at this time
- Line 15. Event not scheduled at this time
- Line 16. Farm Progress Show, 2021; not scheduled for Iowa
- Line 17 10 % Mgt Fee to club \$3650 operating expenses (rents, office, website, mbrr packet, misc, and KI/Dist. Expenses
- Line 18, 49. Blast-Back-to-School donations. 2021 (Member Donations)
- Line 19. Poll Workers, Fdn., Member Donations; \$500
- Line 20. Undesignated donations are from members, memorials, and other sources
- Line 21. Potential Fundraiser - Foundation
- Line 22. Mitten Sales, Club (60 pairs @ \$25)
- Line 23. Environmental Cleanup (roadside clean, other clean up projects)
- Line 24. Charity Donation Program, Member one-time donations
- Line 23. Food Pantry, Foundation Fundraiser
- Line 26. Membership Directories - Member Sales
- Line 27, Transfer from Club - Facility rent
- Line 30. KI & Districts dues payments lag one year after receiving dues; dues collected in preceding year
- Line 35. Rent paid for 2019-2020 year
- Line 36. Rent for 2020-2021
- Line 39. Office Expense (postage, paper, ink, other office supplies, etc.)
- Line 40. Maintenance expense for website & new upgrades
- Line 41. Membership Committee - New Membership Packet
- Line 44. Fees for Division and District meetings, fees for continuing education for officers, etc.
- Line 45. Miscellaneous and incidental expenses not covered in other accounts.
- Line 46. Other donations not included in charity donation program (other division clubs, outside organizations)
- Line 47. Charity Program Donations using Club Service Funds
- Line 48. Charity Program Donations using Foundation Funds
- Line 49. Charity Grant Program, 2019