

## **Friendly Fifth Friday News**

**April 16, 2021**

**Send all web posting info and calendar dates/events directly to our webmaster at [inputd5@sonsofnorway5.com](mailto:inputd5@sonsofnorway5.com). Feel free to share this with your lodge members!**

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### **Outdoor Lodge Meeting Tips to Consider-April 2021**

As we move into warmer months, lodges may want to consider having their meetings or events outside to offer members social distancing in an outdoor setting. Some may not be comfortable yet with being inside.

It's important to check with your county health department to know the current regulations on gathering size, food restrictions and other COVID related items. Some cities may also have regulations more restrictive than county or state regulations.

The following are suggestions of things to consider as you plan outdoor events and gatherings for your lodge.

#### **Places to meet**

- Parks- county, city or township
- Outdoor event venues
- Agri-tourism- farms sometimes have meeting spaces or shelters if they do farm tours
- Breweries or wineries
- Local service groups who might have venues with outdoor patios or spaces
- Fairgrounds
- Museums or other attractions that have outdoor spaces
- Swimming pools or splash pads often will have a park next to them

#### **What to consider about a space or what you need for supplies and equipment**

- Lights
- Bug spray
- Sun protection
- Are there bathrooms?
- Is there parking?
- Seating- are there chairs or should people bring their own?
- Tables- are there tables, picnic tables or do you need to provide?
- Microphones or sound system
- PPE- disposable masks, gloves and hand sanitizer
- Is it accessible for any physical challenges or handicapped accessibility needs?
- Cost to rent
- Rain or shine?

## **What to ask members and guests to bring**

- Their own chairs if needed
- Beverages for themselves if needed
- Snacks- pre wrapped if they are sharing
- PPE- masks, gaiters or gloves, hand sanitizer
- Tents if needed
- Gear for weather, rain, wind

## **Programs, entertainment and activities**

- Sports and physical activities- kubb, walking, bags or corn hole, other yard games, pickleball, softball, tennis, soccer
- If at a park- playground for younger children
- Walking trails
- Birding
- Show n Tell- have members bring items that they can tell about. Ideas- favorite trolls, rosemaling, carving, handiwork, dolls and other items
- Music presentation that doesn't need a big set up
- Singing- a sing-a-long
- About Me Game that Mike Palecek developed
- Board games or card games
- Bingo
- Scavenger hunt
- Youth group presentations- Scouts, 4-H, choirs, band
- Storytelling presentation
- If your zone has the District Viking Chests, reserve that for your event or meeting!

## **What about food and beverages?**

- Check with local or county health department to see if any restrictions
- Food safety- keeping hot foods hot and cold foods cold
- Bring their own vs providing
- Catered event
- Charge, free or sponsored
- Making it easy- tableware, containers, ice, heat as needed

## **Great COVID related videos at ServSafe!**

Free COVID-19 Precautions Training- NEW! "ServSafe Conflict De-escalation" is now available in addition to our Re-Opening Guidance, Delivery and Takeout training videos. Coronavirus is on everyone's mind as its effects are being felt around the world. We're all concerned for the health and safety of our families, friends, and colleagues. Please know that we at ServSafe are taking all necessary measures to safeguard our staff while ensuring that your food safety needs can be met. We are taking enhanced steps to serve you by phone and digitally via text, chat and email. For 30 years, ServSafe has been at the forefront of preparing restaurant and foodservice workers to deliver safe dining experiences for their guests, while also keeping themselves safe. Because of the challenges presented by COVID-19, we have developed a number of free resources aimed at keeping our workers and the dining public safe.

<https://www.servsafe.com/freecourses>

## The Process begins... Electing a Nominating Committee

The process leading up to the 2022 District 5 Lodge Meeting starts this weekend when the District Board is supposed to elect the Nominating committee. **If you have an interest in serving on this committee, please contact President Andrew Johnsen or myself before Saturday as that is on our Saturday afternoon agenda.** We can have one per zone and need a minimum of 3 members. Anyone considering running for the board or being an alternate is not eligible.

Here are some parts of the Nominating Committee Guidelines that we must be following. This committee helps secure nominees and their applications for the District Board, District Board alternates and the alternate to our International Director.

The full Nominating Committee Guidelines can be found at [https://sonsofnorway5.com/conventions/convention\\_forms.php](https://sonsofnorway5.com/conventions/convention_forms.php)

*2019-2020 Nominating Committee Guidelines*

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### **Nominating Committees for International Officers and District Officers**

#### **Background**

As a fraternal insurance company, Sons of Norway is required to comply with various corporate governance regulations and best practice standards. For several years, Sons of Norway has progressed toward complying with additional legal requirements and best practices in contemplating changes in the law.

As of May 2019, these law changes were enacted by the State of Minnesota and other states where Sons of Norway is licensed. Going forward, Sons of Norway is now required to comply with the Corporate Governance Model Act and make annual disclosures on the status of its governance practices through a disclosure process called the Corporate Governance Annual Disclosure (CGAD).

An important section in this annual disclosure relates to a description of Sons of Norway's officer and director election process and the use of Nominating Committees. These guidelines are a very important step toward defining the procedures and process for our Nominating Committees.

#### **Required Background Analysis of Candidates**

Sons of Norway is an insurance company. Many state insurance departments require that each officer and director considered for election to the board of an insurance company complete the following:

- Fingerprinting
- Financial services disclosures
- Employment history
- Conflict of interest documentation

To facilitate this process Sons of Norway must administer a background investigation of candidates (also referred to as vetting the candidate). A professional company will be employed to document candidate information, such as residency, education, bankruptcy, litigation and criminal records. The report is forwarded to our legal counsel who informs the International Nominating Committee of the results. **NO PERSONAL INFORMATION IS DISCLOSED TO THE NOMINATING COMMITTEE.**

Because of recent legislative and regulatory changes and in accordance with best practices standards of good governance for fraternal benefit societies, it is important that Sons of Norway establish criteria guidelines for those seeking election as officers and directors to the International Board of Directors and to the District Boards of Directors.

## Timeline for Nominating Committees

### NON-ELECTION YEARS

#### *March-April-May in non-election year*

##### ***District Nominating Committee***

- Consist of no fewer than three (3) members
- Elected by District Board (3.7.7.)
- Committee may include current and past District Board members who are not candidates for election
- Only one (1) member per zone
- Nominating Committee election to be held by spring board meeting of non-election year

##### ***International Nominating Committee***

- Consist of no fewer than three (3) or more than five (5) members
- Elected by International Board of Directors
- Committee may include current and past International Board members who are not candidates for election
- Only one (1) member per district
- Nominating Committee election to be held by spring board meeting of non-election year

#### *June of non-election year*

- The District President and the International President convene their respective Nominating Committee by teleconference
- Outline their responsibilities
- Discuss general timelines
- Answer questions
- Elect the Committee Chair

#### *September/November of non-election year*

- Story in *Viking Magazine*
- The District President or the Nominating Committee Chair should write an article for the district newsletter
  - Publicize the position(s) available to all members of the organization and explain the application process and any established deadlines
  - List the required qualifications for the position(s), as well as any desired attributes established by the Board
  - Explain the time commitment required for the available position(s), as well as any other special requirements determined by the Board
- Send an email to the zone directors to share with lodge presidents and secretaries to announce the Nominating Committee members
- Zone directors will be pivotal in communicating efforts with lodges and delegates in their area
- Nominating Committee divides outreach responsibilities so they can visit or contact lodges

- At the fall District Board meeting, board members indicate their willingness to continue in their current position or to run for another post
- It would be helpful if the Nominating Committee Chair or another committee member can attend the board meeting to engage individuals there
- Develop a timeline for candidate applications

***December of non-election year***

- Start identifying and contacting potential candidates via email, personal contact, word of mouth, personal calls, websites, Facebook, etc.
- Seek out and encourage members who have previously demonstrated their leadership skills and commitment to the mission and goals of the organization

**ELECTION YEARS**

***January, February, March of election year***

- Continue to identify and contact potential candidates
- Nominating Committee Chair, or other committee member, continues to include articles in the district newsletter regarding progress, etc.
- Nominating Committee Chair keeps the District President updated throughout the process
- Nominating Committee Chair should interface with the convention registrar and/or District Secretary as delegate names are submitted so the committee can reach out to them by email or telephone about the respective board positions. This should be done several times as delegate names are added.
- The Nominating Committee should also have a list of delegates from the previous district convention as part of the outreach efforts

***April of convention year***

- Candidate applications for district office are to be in 30 days prior to start of the district convention
- Background checks administered by Sons of Norway. Additional information and procedures for background checks to be forwarded by headquarters.
- Nominating Committees to hold interviews by teleconference, as needed

***May and June of convention year***

- Elections held at district conventions

***August of convention year***

- Candidate applications for international office are to be submitted to the International Nominating Committee no later than two weeks after the last district convention
- All candidates are 'vetted' by Sons of Norway



### **Selecting Candidates**

#### *The Nominating Committee should:*

- Evaluate the needs of the whole board; identify weak spots or particular needs and find the best candidate to fill those needs
- Seek a balanced representation of relevant experience and skill sets
- Seek a balance in geographic representation, if possible
- Seek diversity in the skills and abilities of the whole board
- Seek board composition that would represent a broad spectrum of members with a wide range of experience and diverse problem-solving abilities
- Provide all candidates with the office's job description and performance expectations
- Evaluate candidates in view of expected vacancies in the board committees and in committee chairperson positions – identify candidates who have the necessary qualifications to fill the expected vacancies

#### *Evaluating the Candidates: The Nominating Committee*

- Reviews the candidates' qualifications as they compare to the position requirements
- Reviews the board member qualifications and needed skill sets
- The Nominating Committee may endorse a candidate
- Meets periodically (in person, by phone, Skype etc.) to review the list of candidates. If there are no candidates for a particular position, recruiting efforts should be intensified
- Interviews all candidates, using prepared questions and an evaluation matrix
- Regroups immediately after the interview to compare their impressions
- Formulate and offer slate of qualified candidates

## **District Foundation Directors Update- Darlene Arneson**

1. On behalf of the SON Foundation Board of Governors, thank you for your support in 2020.
  - A. \$391,615 donated in 2020
  - B. 143 lodges donated \$43,046 in 2020
  - C. In our district, we had 24 lodges donated that in 2020
2. Foundation staffing
  - A. Connie O'Brien has been appointed Foundation Director (half-time)
  - B. A full-time staff person will be hired whose responsibilities include major gift fundraising and management of day to day operations. This person will report to Connie.
3. Communications
  - A. The SON Newsletter service will include Foundation news releases for

lodge newsletters

- B. News releases will be sent to District Publicity Directors for District news Letters

4. Grant and Scholarship Update:

- We have 128 scholarships that will be judged and awarded this spring
- We have \$18,375 that will be awarded for 21 grants in the coming month.

5. Foundation goals for 2021

- A. Increase communications to our lodges about how the Foundation benefits our lodges and members through scholarships and grants
- B. Increase the number of lodge Foundation Directors
- C. Increase lodge and members financial support
- \$264,000 is the fundraising goal for 2021 (excluding major gift)
  - The Together We Are The Future is now an annual fundraising initiative

Mandt Lodge has benefited a number of times over the years with grants for our 3<sup>rd</sup> grade event, disaster grants after the Stoughton tornado, and numerous scholarships.

## **Deadlines and Dates!**

### **Changes in red!**

### **Nordic News Weekly Program- Every Tuesday night**

Tune in at 6:20 PM (Central); 7:20 PM (Eastern) every Tuesday.

By computer: <https://gotomeet.me/SofN-D5>

By phone: 646-749-3112 (access code: 509-077-557)

By iPhone, iPad, or Android tablet/phone: download the GoToMeeting app from the Apple or Google Play Store. Launch the app and enter the meeting code: SofN-D5

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#### **April 14, 21, 28, May 5, 2021**

- Virtual Storytelling Class with Joy Bashara

#### **April 15, 2021**

- Sarah Paulsen scholarship applications for Masse Moro due

**April 16-17, 2021**

- Virtual District 5 Board Meeting

**April 24, 2021**

- Lodge Foundation Directors Call with Darlene Arneson at 9:00 AM CST

**April 26, 2021**

- Registrations due for Rosemaling Class for Level 2

**May 8, May 15, May 22, 2021**

- Repeat Rosemaling Class for Level 2

**May 15, 2021**

- Fraternal Funds Report due to Sons of Norway Headquarters
- IRS filing deadline for tax form 990. Lodge treasurer needs to notify Sons of Norway Headquarters when 990 has been submitted at [taxinfo@sofn.com](mailto:taxinfo@sofn.com) or [fraternal@sofn.com](mailto:fraternal@sofn.com)

**July 18-31, 2021**

- Masse Moro Youth Heritage Camp in Fall Creek, WI
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**DISTRICT FIVE LODGE MEETING**

Idun Lodge will host the meeting on June 15-19, 2022 at the Madison Marriott West in Middleton, Wisconsin.

**INTERNATIONAL LODGE MEETING**

The International Lodge Meeting will be held in 2022 in Minneapolis, MN. The convention will be held August 31<sup>st</sup> to Sept 1<sup>st</sup> 2022, with first time delegates arriving on the 30<sup>th</sup> of August for the First Timers Training. Delegates will depart the 2<sup>nd</sup> of September. Here is the information about the venue, be sure and watch the virtual tour of the site!

<https://youtu.be/S7TljcinVCU-> Omni Hotels and Resorts, Omni Viking lakes Hotel, 2611 Nordic Way, Eagan, MN 55121

**Viking Chest Rotation**

The Viking Chest has not traveled since the health emergency began, and the new schedule cannot be announced until it is safe to hold in-person meetings. Therefore, the rotation schedule is suspended until further notice.

**Note:**

- Check correspondence from the International and District and the International ([www.sofn.com](http://www.sofn.com)) and District ([www.sonsofnorway5.com](http://www.sonsofnorway5.com)) websites for any updates and changes.
- Additional deadlines for the District 5 and International Conventions/Lodge Meetings will be added as those dates are established. Watch for future mailings and the District 5 website.



## **FFFN Basics**

In an attempt to help our lodge leaders become more familiar with resources, changes, deadlines and other information, I will compile a weekly “Friendly Fifth Friday News” email to our leadership. Some of the information you might already have, but hopefully it will be a good reminder for all of us (me included) of all the great resources that Sons of Norway has to offer. **Please feel free to cut and paste any of this information for your lodge’s use!**

**Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com** With our new arrangement, I actually send the FFFN pdf to our webmaster on Thursday morning before I go to work. So if you have anything you’d like me to consider putting in, please send it by 4 am on Thursday morning. Please do not send pdf’s as I have a hard time cutting and pasting them. The Word Document works best for me. Don’t forget that lodge events should be submitted to inputd5@sonsofnorway.com as I have a hard time keeping track of all lodge activities. I’ll put some in but that is more the role of the website event calendar.

If you would like to get the MS Word document, just shoot me an email and I’ll add you to the list. I send it out right after I send the email to the large group.

Darlene Arneson – arnesonfamily5@gmail.com