

**Official Board Meeting  
Capital District Key Club Board of Trustees**

**Holiday Inn Patriot & Conference Center  
3032 Richmond Road, Williamsburg, VA 23185  
Saturday, November 14<sup>th</sup> – Sunday, November 15<sup>th</sup>, 2015**

**Present:**

Governor Arshad Fakhar  
Secretary-Treasurer Johnson Song  
Editor Bianca Franco  
Webmaster Matthew Gendreau

Lt. Governors: Javin White, Michael Bell, Baohan Do, Kyle Enriquez, Vicky Nguyen, Rebecca DeVore, Emily Mussey, Julia Martinez-Rivas, Rory Hanley, Kaila Blevins, Eric Zhao, David Clark, Shinbee Park, Rui Fu, Evan Avila, Danny Inglis, Emma Stone, Hannah Pajewski, Caroline Johnson, Sara Morin, Jessie Bowman, Jake Clark, Jessica Brown, Harry Ross, Nicole Cunanan, Ashley Franklin, Claire Chung

Board Members: DCON Chair Christine Condon, DCON Chair Sophia Vermeulen, Service Partner Liaison Emily Green

District Administrator: Mr. Stankus

Zone Administrators: Kristina Dlugozima, Corey Gillette, Stacy Whitehouse, Kelly Boswell, Jennifer Hiscock, Jane Slotter, Angie Moore, Teresa Tyler, Jerry Jones, Freeman Wise, Art Bykonen

**Absent:**

Lt. Governors: Yidong Hu, Reed Lundegard, Olivia Kitt

Zone Administrators: Jon Doblis, Josh Hiscock, Missy Zimmerman, Scott Zimmerman, Karen Schreiber, Avanti Kollaram

**1:30pm: Call to Order**

- Governor Arshad calls the board meeting to order.
- Lt. Governor Hannah Pajewski leads board members in the Key Club Pledge
- Lt. Governor Kaila Blevins reads the invocation.
- Secretary-Treasurer Johnson takes roll call.

**1:34pm: Lt. Governor Harry Ross moves to approve the April Board Meeting Minutes.**

- Lt. Governor Danny Inglis seconds the motion to approve the April Board Meeting Minutes. Motion passes unanimously.

**1:35pm: Governor Arshad announces the resignation of Lt. Governor Brian Draper, Division 9B.**

- Lt. Governor Emily Mussey moves to approve the resignation of Lt. Governor Brian Draper.
- Lt. Governor Rebecca DeVore seconds the motion to approve the resignation of Lt. Governor Brian Draper. Motion passes unanimously.

**1:35pm: Governor Arshad announces the appointment of Lt. Governor Luciano Dolfi, Division 9B.**

- Lt. Governor Vicky Nguyen moves to approve the appointment of Lt. Governor Luciano Dolfi.
- Lt. Governor Kyle Enriquez seconds the motion to approve the appointment of Lt. Governor Luciano Dolfi. Motion passes unanimously.

**1:37pm: Governor Arshad addresses board performance.**

**1:37pm: Governor Arshad calls for executive reports:**

Webmaster Matthew Gendreau:

- Attended Fall Rally and Kiwanis Family Conference
- Attended DCMs for Divisions 12A, 13, and 14B
- Worked on social media for Key Club Week
- Plans to work on website and add resources from committees

Editor Bianca Franco:

- Helped produce Executive Newsletters
- Attended Kiwanis Family Conference
- Attended various DCMs and ZEPs
- Published second edition of the Capital Key for the 2015-2016 year
- Plans to finish the third edition of the Capital Key
- Requests articles for Capital Key
- Plans to work with Communications Committee to continue to expand social media

Secretary-Treasurer Johnson Song:

- Submitted meeting minutes for August 22<sup>nd</sup> board meeting
- Attended Divisions 2ABCD ZEP/OTC/DCM
- Sent out first draft of the Capital District Key Club Directory
- Plans to finish first addendum to directory by January 1<sup>st</sup>, 2016
- Created graphics for club secretaries and treasurers, included in the Executive Newsletters

Governor Arshad Fakhar:

- Attended 3 DCMs for 6 Divisions
- Held committee calls
- Attended Key Leader, Kiwanis Family Conference, and Fall Rally
- Participated in a car wash for the ELIMINATE Project
- Participated in the Governor's Project with Kiwanis club

### **1:43pm: Board member reports.**

- Service Partner Liaison Emily Green:
  - Prematurity Awareness Month for March of Dimes, Worldwide Prematurity Day, and #postpurple
  - Children's Miracle Network website bracelet
  - Working on: Service Partners Directory, recognition for participation with Service Partners
  - The ELIMINATE Project fundraiser idea form
  - Goal: Elimidallion for each board member
- DCON Chairs Christine Condon and Sophia Vermeulen:
  - Announced DCON 2016 theme: **mythology**
  - Received copy of DCON logo and gathered potential workshop presenters
  - Goal: film DCON promotion video

### **2:13pm: Lieutenant Governor reports.**

- Division 1 – Javin White: contact with 2 out of 4 clubs in division. Bishop McNamara had successful Trick or Treat for UNICEF. Largo planned a fundraiser for Fall Rally. Upcoming divisional events include DCM/OTC in December.
- Division 2A – Michael Bell: held an OTC/ZEP/DCM on September 19<sup>th</sup>. Had a Potomac River cleanup on October 24<sup>th</sup>, where 4 clubs attended. Mount Vernon Kiwanis club and K-Kids also attended to complete the Governor's Project. Projects included nonslip socks for hospitalized children, PB & J drive, and Turkey Trot for Thanksgiving.
- Division 2B – Baohan Do: held an OTC/ZEP/DCM on September 19<sup>th</sup>. Contacted a club with no previous contact. Trick or Treat for UNICEF participation. Collected donations for Our Daily Bread. Made sandwiches for local homeless shelters. Local food kitchen programs. Plans to have a "Skate to ELIMINATE" fundraiser in the future. Currently planning a division carnival.
- Division 2C – Kyle Enriquez: Stone Bridge and Tuscarora attended Fall Rally. Held an OTC/ZEP/DCM on September 19<sup>th</sup>, where 4 clubs were present. Currently 8 clubs in the division, with 2 in formation. Has connection with 6 of them. 3 clubs are working on a movie night/game night. 1 club has submitted dues. Tuscarora made over \$550 for Trick or Treat for UNICEF.
- Division 2D – Vicky Nguyen: held an OTC/ZEP/DCM on September 19<sup>th</sup>. Has 8 clubs in division. 1 club has started tutoring every Saturday. 1 club participates in Patrick Henry Shelter House. Lake Braddock made \$1300 for Trick or Treat for UNICEF. 1 club in reactivation. 1 club did a carnival for ELIMINATE. Plans to have Lt. Governor elections on January 9<sup>th</sup>, 2016 and Skate to ELIMINATE on January 18<sup>th</sup>, 2016.
- Division 2E – Rebecca DeVore: held a DCM on October 11<sup>th</sup>. Upcoming DCM on December 5<sup>th</sup> or 6<sup>th</sup>. Race Across America program on December 12<sup>th</sup> in planning. Schools in division contact each other

throughout the month. Clubs have established committees and point systems.

- Division 2F – Emily Mussey: contact with all 4 clubs. 3 participated in Trick or Treat for UNICEF. Held a DCM on October 11<sup>th</sup>. Had a Thanksgiving dinner for ELIMINATE on November 15<sup>th</sup>.
- Division 3B – Julia Martinez-Rivas: held a DCM in August. Participate with local family markets, the ELIMINATE Project, and food drives.
- Division 3D – Rory Hanley: contact with all 6 clubs. 3 people from division attended Key Leader. 2 clubs participated in Trick or Treat for UNICEF. Held a DCM on August 29<sup>th</sup>, where two clubs attended.
- Division 4A – Kaila Blevins: held a DCM/OTC on August 29<sup>th</sup>. Ledo Pizza fundraiser. Division t-shirts for ELIMINATE. Trick or Treat for UNICEF. 1 club participated in the E-LEMON-ATE Challenge. Next DCM on December 12<sup>th</sup>. Lt. Governor elections will be on January 9<sup>th</sup>.
- Division 4B – Eric Zhao: held a DCM on August 29<sup>th</sup>, where 4 clubs attended. Future DCMs on December 12<sup>th</sup> and January 9<sup>th</sup>. Has contact information from 5 out of 7 clubs. Trick or Treat for UNICEF. Happy Helpers for the Homeless. Meeting for human trafficking victims.
- Division 5A – David Clark: attended some Kiwanis meetings. New member induction ceremony.
- Division 6A – Shinbee Park: contacted all 6 clubs in the division. Held two DCMs and two service projects. Made Trick or Treat bags for children in hospitals. 5 clubs have paid dues. All clubs have raised over \$800 for Trick or Treat for UNICEF. Will have a DCM in November. Will have a district-wide fundraiser in December, which will include Kiwanis family activities, workshops, and holiday-themed bake sales.
- Division 6B – Rui Fu: contacted all 8 clubs in the division. All 8 clubs have turned in dues. 2 clubs attended Fall Rally. Held a DCM/OTC. Trick or Treat for UNICEF. Franklin zombie run.
- Division 7A – Evan Avila: planning future DCM. All 8 clubs have turned in officer information. 1 suspended club that is looking to be reactivated. 1 club held a haunted house fundraiser where \$600 was raised.
- Division 7B – Danny Inglis: held a DCM on September 5<sup>th</sup>, and did the E-LEMON-ATE Challenge. Contacted 5 out of 6 clubs. 5 clubs have paid dues and participated in Trick or Treat for UNICEF. 1 club attended Key Leader. Planning a holiday DCM. Directly contacted almost all presidents in the division.
- Division 8 – Emma Stone: had a DCM on September 9<sup>th</sup>, where 3 out of 8 clubs attended. 2 clubs do not wish to be clubs anymore. Walk for ALS. Kiwanis Pancake Day. Planning future DCMs and participation in Governor's Project. Planning end-of-year social.
- Division 9A – Hannah Pajewski: contacted all 5 clubs in the division. 3 have submitted early bird dues. Held a ZEP/OTC with Division 9B on September 13<sup>th</sup>. Held a DCM on November 7<sup>th</sup>, and invited CKI president and members of UVA CKI. Made nonslip socks for Children's Miracle Network hospital. Planning Governor's Project with CKI and Kiwanis. Working on ELIMINATE.

- Division 10 – Caroline Johnson: held a ZEP with Division 11A and 11B in October. Participated in the E-LEMON-ATE Challenge and made blankets. Contacted 5 out of 8 clubs. Visited 1 club. All clubs are participating in Trick or Treat for UNICEF. Next ZEP will be on December 12<sup>th</sup>, and will be holiday themed.
- Division 11A – Sara Morin: had a ZEP on October 25<sup>th</sup>. Made fleece blankets for local women's shelter. Contact with 5 out of 8 clubs. Spoke to 5 club presidents, and planned to do a fundraiser for UNICEF. Godwin is working with local Kiwanis club for the Governor's Project. Visited 3 out of 5 clubs, and working with other organizations in schools to do service projects. Will have a holiday themed ZEP on December 12<sup>th</sup>.
- Division 11B – Jessie Bowman: contacted 5 out of 12 clubs in the division. Varina's Powderpuff football game raised \$400 for ELIMINATE. Winter Gala for ELIMINATE. Lee Davis is planning a "yard" sale. Will have a ZEP on December 12<sup>th</sup> with Division 10 and 11A.
- Division 12A – Jake Clark: had a DCM on October 25<sup>th</sup>, along with Division 13. Has contact with 5 out of 7 clubs. 1 club is doing a Thanksgiving food drive. 2 clubs are in the process of bell-ringing for the Salvation Army. 1 club is participating in the Make-a-Wish Foundation. Future DCM in late January for Lt. Governor elections, and another DCM in March to help the new Lt. Governor.
- Division 12B – Jessica Brown: future DCM will be on December 13<sup>th</sup>. Has contact with 4 out of 6 clubs. 1 club is doing a food drive. Planning a benefit concert with drama, choir, and band.
- Division 13 – Harry Ross: had a DCM on October 25<sup>th</sup>. Contact with 7 out of 8 clubs. Most clubs participated in Trick or Treat for UNICEF. Planning a DCM for late January.
- Division 14B – Nicole Cunanan: held a DCM/OTC on October 10<sup>th</sup>. 2 clubs out of 8 attended. 3 clubs are inactive. 4 participated in Trick or Treat for UNICEF. Fall festivals at most clubs. 1 club has submitted dues. 2 are possibly being chartered.
- Division 15A – Ashley Franklin: has contact with all 7 clubs in the division. Had an OTC/DCM on September 17<sup>th</sup>. Contact through division Facebook page. Our Daily Bread, library, senior home care, food can collection. Planning a DCM for December.
- Division 16/17 – Claire Chung: has contact with 7 out of 10 clubs. All clubs have paid dues. Planning an online DCM by November 20<sup>th</sup>. 1 new club is very active and has 75 members.

### **1:51pm: Update from International.**

- International Trustee Clifford Young introduces himself via Google hangout
- International Trustee Clifford Young explains International Board Meeting agenda and minutes
- International Trustee Clifford Young informs about international committee work

- Internal Development: International website, webinar efficiency, webinar production
- Growth and Outreach: growth evaluation, media training webinar
- Service and YOF: analyze YOF submission patterns
- International Trustee Clifford Young presents club member retention strategies and explains resources and dues

**2:41pm: Event recap.**

- Fall Rally Chair Sara Morin summarizes Fall Rally.
  - Over 300 members registered, and over 20 divisions were represented.
- Key Leader Ambassador Evan Avila summarizes Key Leader.
  - There will be a 2<sup>nd</sup> Key Leader in April in Williamsburg. Registration opens in January.
- DCON Chair Sophia Vermeulen summarizes Kiwanis Family Conference:
  - Spent time with dedicated K-Family. Many Builders Club members, and became close with a “family” consisting of all branches of the Kiwanis Family over the weekend.

**2:50pm: District Administrator Mr. Stankus addresses the board.**

- Though Key Club is student-led, adults are required to guide finances. Board members may not sign contracts. Divisional events must have adults present. Virtual meetings also require adult presence.

**2:54pm: Board members break into committees.**

- Governor Arshad and Secretary-Treasurer Johnson deliver Lt. Governor Evaluations during this time period.

**5:00pm: Meeting is recessed for the day.**

**The meeting reconvened Sunday morning at 8:02am.**

- Secretary-Treasurer Johnson takes roll call.

**Present:**

Governor Arshad Fakhar  
 Secretary-Treasurer Johnson Song  
 Editor Bianca Franco  
 Webmaster Matthew Gendreau

Lt. Governors: Javin White, Michael Bell, Baohan Do, Kyle Enriquez, Vicky Nguyen, Rebecca DeVore, Emily Mussey, Julia Martinez-Rivas, Rory Hanley, Kaila Blevins, Eric Zhao, David Clark, Rui Fu, Evan Avila, Danny Inglis, Emma Stone, Sara Morin, Jessie Bowman, Jake Clark, Jessica Brown, Harry Ross, Ashley Franklin, Claire Chung

Board Members: DCON Chair Christine Condon, DCON Chair Sophia Vermeulen, Service Partner Liaison Emily Green

District Administrator: Mr. Stankus

Zone Administrators: Kristina Dlugozima, Corey Gillette, Stacy Whitehouse, Kelly Boswell, Jennifer Hiscock, Jane Slotter, Angie Moore, Teresa Tyler, Jerry Jones, Freeman Wise, Art Bykonen

**Late:**

Lt. Governors: Shinbee Park, Caroline Johnson

**Absent:**

Lt. Governors: Yidong Hu, Reed Lundegard, Hannah Pajewski , Nicole Cunanan, Olivia Kitt

Zone Administrators: Jon Doblax, Josh Hiscock, Missy Zimmerman, Scott Zimmerman, Karen Schreiber, Avanti Kollaram

**8:06am: Committee reports.**

- Member Services
  - Chairwoman Baohan discusses goals to implement congratulation letters for DCON awards sent to the principals of winning clubs' schools.
  - Create resources for dues and preferred charities.
- District Operations
  - Chairman Kyle discusses videos promoting awards and Lt. Governor succession.
  - Release flyer detailing how to fill out awards applications, which are due by January 6<sup>th</sup>.
  - Awards application is on the Capital District Key Club Website.
- Kiwanis Family
  - Chairwoman Kaila plans to distribute Kiwanis family district directory by Thanksgiving.
  - Planning for trifolds for Key Club DCON and Kiwanis DCON.
- Communications
  - Chairwoman Claire discusses collaboration with Conventions committee on DCON promotional video.
  - Collect articles for Capital Key and photos for Instagram and Twitter.
  - Would like each Lt. Governor to contribute at least 2 quotes and a picture for DCON.
- Service Programs

- Chairwoman Ashley Franklin discusses assigning each committee member a flyer to detail March of Dimes, Prematurity awareness, and Children's Miracle Network.
- Conventions
  - DCON Chair Christine Condon discusses approving a rough draft of the DCON logo, deciding on a t-shirt color, souvenirs, workshop topics, meet and greet activities, fundraisers, and decorations.
  - DCON Chair Sophia Vermeulen discusses filming of all scenes of DCON promotional video. First draft to be completed by January 1<sup>st</sup>.
  - Distribute workshop interest form to board members to fill out.

**8:21am: Editor Bianca delivers update on ELIMINATE SLP subcommittee.**

- The pledge for ELIMINATE is through Trick or Treat for UNICEF only after this year
- Goal for all board members to get an Elimidallion by raising \$625
- Funds should be sent through the Kiwanis Foundation, not UNICEF, so that it goes through the ELIMINATE Project

**8:23am: Governor Arshad discusses Governor's Project.**

- Asks for Lt. Governors to promote the Project for more submissions
- Participating clubs receive a patch at DCON
- Participate by helping the environment with the Kiwanis family

**8:24am: Editor Bianca discusses the Capital Key.**

- Plans to have each Lt. Governor write at least one article for the Capital Key by the end of the term

**8:25am: Secretary-Treasurer Johnson discusses dues and hands out dues report**

- The deadline for early bird dues was November 1<sup>st</sup>, 2015
- Early bird clubs receive a patch at DCON
- The deadline for normal dues is December 1<sup>st</sup>, 2015
- Being in good standing means board members must pay dues in order to be in office, attend conventions, and participate in District activities

**8:27am: Zone Administrator Ms. Stacy Whitehouse presents on Planning Divisional Events and Meetings.**

- Step-by-step timeline for preparation of before, day-of, and after the event
- Common challenges (deciding a date, member enthusiasm, promoting the event)
- Marketing, advertisement tips (food, activities, etc.)
- Have fun!



**8:49am: Zone Administrator Ms. Kristina Dlugozima presents on Lt. Governor Elections**

- Timeline of Lt. Governor elections process
- Candidacy and Lt. Governor Election Report forms
- Future offices for current board members: District executive board, International board, etc.
- Notify intentions in the following two weeks and BCC District Administrator Mr. Stankus, Governor Arshad, and Secretary-Treasurer Johnson regarding plans
- Procedures during the Lt. Governor election (delegates, speeches, moderator, etc.)
- Latest date to hold elections is February 8<sup>th</sup>, 2016, and current Lt. Governors must notify divisions of the date at least 3 weeks prior

**9:05am: Governor Arshad discusses Robert F. Lucas Outstanding Lt. Governor award.**

- Key Club International recognizes Lt. Governors who have gone above and beyond
- Governor and District Administrator decides criteria and eligibility
- More information in board training binder and on KCI website

**9:09am: DCON Chairs discuss DCON 2016**

- Speaking parks and workshops will be assigned in the future
- Lt. Governors must prioritize duties and balance other responsibilities
- \$100,000 goal for ELIMINATE

**9:13am: Board members separate into respective division and Zone Administrator groups.**

**10:11am: Board members reconvene.**

**10:12am: Governor Arshad opens discussion on any remaining questions or comments.**

- District Administrator Mr. Stankus advises Lt. Governors to send out information to many groups of people in order to obtain higher participation and attendance
- District Administrator Mr. Stankus reminds board members to consider printer settings (color, black and white) for flyers
- Zone Administrator Ms. Dlugozima discusses recommendation letters, and asks that those requiring them notify at least one week in advance
- Governor Arshad will wax his legs at DCON if the \$100,000 goal for ELIMINATE is met
- Trick or Treat for UNICEF funds must be sent through the Kiwanis Foundation by January 1<sup>st</sup>, 2016

**10:29am: Lieutenant Governor Rory Hanley delivers the benediction.**

**10:30am: Meeting is adjourned.**

REMINDERS:

1. Submit articles to Editor Bianca for the Capital Key.
2. Sign up for Key Leader in Williamsburg, VA from April 15<sup>th</sup>-April 17<sup>th</sup>.
3. Schedule Lt. Governor elections as soon as possible after consulting with Zone Administrators.

Minutes submitted by Secretary-Treasurer Johnson Song.