**Official Board Meeting**

**Capital District Key Club Board of Officers**

**Comfort Suites Beachfront**

**2321 Atlantic Avenue, Virginia Beach, VA, 23451**

**Saturday-Sunday, February 7-8, 2015**

**Present:**

Governor Anastasia Slepukhova

Secretary Hojin Yoon

Treasurer Ruthvik Gali

Editor Jack Morris

Webmaster Artrell Flonnory

Lt. Governors: Esther Alaran, Sahana Rao, Laura Vasquez-Bolanos, Johnson Song, Adrienne Lumain, Rachel Scarcia, Genesis Martinez-Rivas, Claire Dickson-Burke, Natalie Emmart, Devyn King, Jordan Brown, Marissa Levis, Arshad Fakhar, Morgan Kotanko, Emily Green, Kierstan Tinsman, Katherine Pajewski, Holly Love, Eric Luu, Julianna Stanley, Jessica Brown, Matthew Gendreau, Cameron McHenry, Casey Farmer

District Administrator: Mr. Stankus

Zone Administrators: Kristina Dlugozima, Stacy Whitehouse, Kelly Boswell, Jennifer Hiscock, Jane Slotter, Missy Zimmerman, Jon Doblix, Freeman Wise, Karen Schreiber

Guest: Liz Moore

**Absent:**

Lt. Governors: Kiyoon Ko, Dylan Colby***,*** Brian Draper, Billy Roberts, Sophia Vermeulen, Hunter Holden

Zone Administrators: Brian Egger, Jerry Jones, Josh Hiscock, Art B., Angie Moore

**3:26pm: Call to Order**

* Governor Anastasia calls board meeting to order.
* Lt. Governor Adrienne Lumain leads board members in the Key Club pledge.
* Lt. Governor Devyn King reads the invocation.
* Governor Anastasia takes roll call.

**3:29pm: Lt. Governor Arshad Fakhar moves to accept November Board Meeting Minutes.**

Treasurer Ruthvik seconds the motion to accept the November Board Meeting Minutes. Motion passes unanimously.

**3:30pm: Adult Board Member Stacy continues to awards.**

**3:39pm: Governor Anastasia adjourns the meeting to view award binders.**

**5:00pm: Governor Anastasia pauses the grading of binders to take a tally on choice of pizza.**

**6:33pm: Governor Anastasia splits the board into committees until 7:45pm.**

**8:07pm: The board reconvenes. Governor Anastasia calls for executive reports.**

Editor Jack:

* Attended local divisional council meetings and Lt. Governor elections
* Actively contributed to executive meetings and the webinar
* The Capital Key issue is almost completed.
* The Wikipedia page has been completed with Webmaster Artrell.
* Contributed to Instagram posts on Capital District’s behalf

Treasurer Ruthvik:

* The first and second club correspondences have been completed and distributed to treasurers.
* Actively contributed to executive meetings and the webinar
* Contributed to the executive newsletters
* Completed 3 letters of recommendation
* Delinquent dues notification
* Attended local divisional council meetings and Lt. Governor elections
* Actively participated in club activities
* Updated distinguished binder
* Finished District Convention workshop
* Worked on a new Key Club App called “Pocket Key Club” with Dulaney member **Vincent Song**

District Administrator Mr. Stankus reads off the suspended and inactive clubs in the District.

Webmaster Artrell

* Attended Kiwanis DCON
* Attended local divisional council meetings and Lt. Governor elections
* Actively contributed to executive meetings and the webinar
* The Wikipedia page has been completed with Editor Jack.
* Contributed to Instagram posts on Capital District’s behalf

Secretary Hojin

* The first club correspondence has been completed and sent to clubs.
* Two addendums have been completed for the Officer Directory.
* Completed executive duties such as reports and newsletters punctually
* Completed and distributed February Executive Newsletter
* Attended Kiwanis DCON
* Attended local divisional council meetings and Lt. Governor elections
* Actively contributed to executive meetings and the webinar

Governor Anastasia

* Actively contributed to executive meetings and the webinar
* Stayed in contact with Administrator Joe Stankus and Trustee Gary
* Attended several divisional council meetings and Lt. Governor elections
* Attended the Virginia Tech Formal
* Participated in K-Family Governors Meetings in Kiwanis DCON

**8:25pm: International Trustee Gray Cheng provides an update.**

* There will be an amendment presented at House of Delegates that limits the amount of Key Clubs one school can have.
* Each committee on the International Board pursued its respective directives:
	1. The educational committee will be holding its webinar on February 19th about ICON and the elections process.
	2. The growth and communication committee will be advocating a social media campaign called “90 KC happy days” due to it being Key Club’s 90th year anniversary.
* The end of our terms is near; do not leave regrets and finish strong.

**8:36pm: International Trustee Liz Moore talks about international amendments discussed at the most recent International Board Meeting.**

* The new distinguished requirements for district executives will go into effect this year.
* Key Club website:
	+ A service project directory will be added. This directory will be updated with interesting service ideas from Key Club members.
	+ There will also be a list of entertaining activities in Indianapolis.
* Key Club has raised its set goal of raising $3 million!
* The International Board will be holding an ICON webinar on February 19th, at 9pm EST. The Growth and Communications committee will also be holding another webinar about public relations.
* There is a pen pal system already in place for Key Club members to communicate with others around the world.
* There was discussion of Title-1 schools: schools that can utilize YOF money to start a Key Club if there are a certain amount of free lunches that that school gives out.
* A survey will be held regarding the Official Key Club Magazine.

**8:50pm: Governor Anastasia moves to go into executive session.**

Treasurer Ruthvik seconds the motion. Motion passes unanimously. The meeting is now in executive session.

Lt. Governor Sam Ahmed is removed from the board.

Lt. Governor Morgan Kotanko moves to exit executive session. Lt. Governor Marissa Levis seconds the motion. Motion passes unanimously.

**9:47pm: Governor Anastasia continues to awards discussion.**

45 binders were completed; the previous method of grading took much longer.

**9:49pm: Adult Board Member Stacy Whitehouse explains the grading process.**

Governor Anastasia will announce the winners based on scores alone.

Lt. Governor Cameron McHenry moves to vote on the awards as a block..

Lt. Governor Laura Vasquez-Bolanos seconds the motion. The motion passes unanimously.

**9:53pm: Governor Anastasia reminds the board about how the results have to remain confidential.**

**9:59pm: Guest Ben Romano presents a presentation about thinking positively.**

**10:15pm: Discussion continues to our walk out song.**

Treasurer Ruthvik presents the top 6 songs for us, as voted for by the board.

1. “I lived” – One Republic
2. “Riptide” – Vance Joy
3. “On top of the world” – Imagine Dragons
4. “Pompeii” – Bastille
5. “Hall of fame” – The Script
6. “Superheroes” – The Script

After voting, the top three results are songs 1, 3, and 6.

Treasurer Ruthvik moves to suspend parliamentary procedure until a final vote. Lt. Governor Arshad Fakhar seconds the motion. Motion passes unanimously.

Cameron McHenry moves to make a vote on the song. Lt. Governor Jessica Brown seconds the motion. Motion passes unanimously.

The board song is “I lived” by One Republic.

**10:50pm: DCON Chair Brooke Souders continues to discussion about gifts for Governor Anastasia Slepukhova and District Administrator Joe Stankus.**

**10:51pm: Administrator Stankus addresses the board.**

* Breakfast on Sunday will be on the 4th floor at 7:00am and the meeting will continue at 8:30am.
* On Sunday, the board will also vote for the Board Member of the Year.

**10:52pm: Governor Anastasia entertains the motion to recess the meeting until Sunday morning.**

Lt. Governor Cameron McHenry moves to recess the meeting to Sunday morning at 8:30am. Lt. Governor Casey Farmer seconds the motion. Motion passes unanimously.

**Board meeting reconvenes at 8:45am.**

**8:45am: Committees give their last reports before District Convention.**

Member Services

* Created a template for congratulatory letters
* A scholarship directory has been set up for seniors in Key Clubs.
* Left advice for the 2015-2016 Member Services Committee
* A District Convention survey has been created.

Service Programs

* Communicated with the SLP subcommittee chair, Aaron Cheung
* Elimidallion information has been updated
* Created a guide for future Lt. Governors
* Proposed service projects to do during Meet and Greet to the Conventions committee for the Eliminate Project

Communications

* Finished the promotional video for District Convention
* By working with Editor Jack and Webmaster Artrell, the Capital District Wikipedia page has been completed.
* Created how-to guides for various service projects
* Aided Editor Jack with the Capital Key
* Recognized Key Clubs and Key Club members of the month.

Kiwanis Family Relations

* A detailed Prezi presentation about the Kiwanis Family has been created.
* Created how-to guides on reaching out to specific branches
* Participated in a Kiwanis Family video that will be shown at International Convention

District Operations

* The 2015 Awards booklet has been revised and the board will vote on the amendments during the District Convention board meeting.
* Plans to educate members while they are waiting during House of Delegates during District Convention
* The judging process next year will be based solely on points. The committee is looking to transition into an online format.
* Broke up two of the club awards into three categories based on number of members
* Will hold two webinars with the future District Operations to introduce the awards booklet

Convention and Events Committee

* All Fall Rally business has been completed.
* The DCON t-shirt color will be antique royal and the souvenir will be a yellow water bottle.
* The walk-out song is “I lived” by One Republic.
* Members of the committee will hold a Miracle Minute during DCON to raise money for the Eliminate Project.
* Raffle tickets for prizes will instead be on the bottom of the workshop evaluation forms.
* A District Convention logo has been selected.
* For decorations, there will be a Key Club Logo that members will be able to take pictures with. Balloons will be set up on the backs of chairs like last year.
* Board members have been assigned to their respective workshops.
* At the Meet and Greet on Friday night:
	+ The service project room will include activities like creating chew toys and weaving bags.
	+ Board members should donate board games to the committee for convention. These will be given back after the Meet and Greet.
	+ There will be a photo booth and an Arts and Crafts Room available for members.
	+ Members can also play Blackout Bingo with others during Meet and Greet.

**9:10am: The board votes on awards.**

The adult board members leave the meeting room before votes are submitted for Board Member of the Year.

Secretary Hojin moves to open the floor to discussion. Lt. Governor Claire Dickson-Burke seconds the motion. Motion passes unanimously. The floor is open for discussion about the Scott-Hunter Award, an award given to an adult member that made a big difference.

**9:45am: Governor Anastasia and Administrator Mr. Stankus leave the meeting room.**

The board discusses about presents for Governor Anastasia and Administrator Stankus.

All of the Administrator Stankus, Governor Anastasia, and the adult board members come back into the meeting room.

**10:15am: Treasurer Ruthvik provides an update about the district’s progress in the Eliminate Project.**

Capital District has raised $27,000 out of the $80,000 goal towards the Eliminate Project. Key Club International has raised $546,000 this year.

 Capital District is currently fifth among the districts in terms of raised money. Last year, the district was 3rd among the districts.

 54 clubs submitted Early Bird Dues. There are 3 gold clubs, 25 silver clubs, and 12 bronze clubs.

**10:20am: Zone Administrator Ms. K addresses the board.**

The SLP Subcommittee has asked to put forth a resolution. With $74 million raised out of our $110 million goal, the resolution – to allocate all funds raised from Trick-or-Treat for Unicef directly to the Eliminate Project for the next five years – has been presented. If the resolution passes, then it will be brought up for voting in the House of Delegates session during District Convention. The resolution is as follows:

*Whereas, the Kiwanis and UNICEF partnership that created The Eliminate Project has effectively eliminated maternal and neonatal tetanus in 34 countries since its inception, thus saving the lives of countless infants and mothers and;*

 *Whereas, The Eliminate project has not yet reached its goal of raising US$110 million dollars necessary to eliminate maternal and neonatal tetanus from all remaining countries and;

Whereas, Key Clubs in the Capital District have played a significant role in the project’s fundraising efforts so far, raising an average of US$50,000 per year through Trick-or-Treat-for-UNICEF alone and;

Whereas, Key Club International plans to stop designating Trick of Treat for UNICEF funds to The Eliminate Project after 2015; now, therefore, be it

Resolved, that the House of Delegates of the Capital District of Key Club International’s 66th Annual District Leadership Conference pledge the total of US$250,000 to be raised by Capital District Key Clubs through Trick-or-Treat-for-UNICEF through the year 2020 and direct clubs to continue sending their funds through the Kiwanis International Foundation to be used for The Eliminate Project and urge all Key Club districts to do the same.*

 Governor Anastasia moves to accept this resolution. Lt. Governor Casey Farmer seconds the motion. Motion passes unanimously.

**10:29am: Governor Anastasia gives a report on her project KOTIO.**

 The Polar Plunge contributed to the project; however, we have only gotten 15 Governor Project forms. The cut-off date for the KOTIO forms was on the 18th of February.

**10:31am: Zone Administrator Ms. K moves to District Convention discussion.**

* A sheet with deadlines has been distributed to the board. This sheet will include District Convention speeches and escort information as well as distinguished deadlines.
* Outstanding officers should be put for distinguished too.
* Completed workshop plans need to be send to Zone Administrators by March 11th.
* Photos for the slideshows at District Convention have to be sent through monthly reports.
* Please include the phonetic way to pronounce the names of escorts.
* Capital District can only endorse 3 people to run at International Convention.
* Governor Anastasia adds a new deadline: Distinguished and Robert F. Lucas binders are due March 1st. Binders may be mailed to Anastasia.
* Board members may leave school to get to the Hyatt for District Convention by 1 pm. Absence notes may be received from Mr. Stankus.

**10:49am: Governor Anastasia and Administrator Stankus continue to election and International Convention discussion.**

 Mr. Stankus requires the signed personal information of Lt. Governor elects and the election reports. These forms may be scanned or faxed to Mr. Stankus.

 International Convention will be held in Indianapolis from June 24-28 and the tour will begin on the 21st. The registration packet will be available at District Convention, but current board members will not receive a stipend unless re-elected. The predicted price is around $875.

**10:55am: Zone Administrator Mrs. Zimmerman addresses the board.**

 The next Key Leader even will be held on April 17-19. More details can be found at: [www.key-leader.org](http://www.key-leader.org)

**10:59am: Governor Anastasia entertains the motion to adjourn the February Board Meeting.**

Editor Jack motions to do the benediction, Eric Luu seconds, Lt. Governor Katie Pajewski delivers the benediction.

Treasurer Ruthvik moves to adjourn the February Board Meeting. Lt. Governor Esther Alaran seconds the motion. Motion passes unanimously.

**11:00am: Governor Anastasia adjourns the February Board Meeting.**

**DATES TO REMEMBER:**

1. Capital District has raised $27,000 out of the $80,000 goal towards the Eliminate Project.
2. Governor Anastasia adds a new deadline: Distinguished and Robert F. Lucas binders are due March 1st.
3. The next Key Leader even will be held on April 17-19.
4. International Convention will be held in Indianapolis from June 24-28 and the tour will begin on the 21st.

Minutes submitted by Secretary Hojin Yoon