

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

**Hyatt House Sterling  
45520 Dulles Plaza, Sterling, VA 20166  
Saturday, August 22<sup>nd</sup>, 2015**

**Present:**

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

Lt. Governors: Michael Bell, Baohan Do, Kyle Enriquez, Vicky Nguyen, Rebecca DeVore, Emily Mussey, Yidong Hu, Julia Martinez-Rivas, Reed Lundegard, 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, Nicole Cunanan, Olivia Kitt, 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, Jon Doblax, Stacy Whitehouse, Kelly Boswell, Jennifer Hiscock, Josh Hiscock, Jane Slotter, Angie Moore, Teresa Tyler, Missy Zimmerman, Scott Zimmerman, Jerry Jones

Guest: International Trustee Clifford Young

**Absent:**

Lt. Governors: Javin White, Brian Draper, Harry Ross, Ashley Franklin

Zone Administrators: Freeman Wise, Karen Schreiber, Art Bykonen

**1:15pm: Call to Order**

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

**1:20pm: Lt. Governor Emily Mussey moves to approve the April Board Meeting Minutes.**

- Lt. Governor Julia Martinez-Rivas seconds the motion to approve the April Board Meeting Minutes. Motion passes unanimously.

**1:21pm: Governor Arshad introduces the appointment of Lt. Governor Jessie Bowman, Division 11B.**

- Lt. Governor Sara Morin moves to approve the appointment of Lt. Governor Jessie Bowman.
- Lt. Governor Claire Chung seconds the motion to approve the appointment of Lt. Governor Jessie Bowman. Motion passes unanimously.

**1:23pm: Governor Arshad introduces the appointments of DCON Chairs Christine Condon and Sophia Vermeulen.**

- Lt. Governor Rui Fu moves to approve the appointments of DCON Chairs Christine Condon and Sophia Vermeulen.
- Lt. Governor Danny Inglis seconds the motion to approve the appointments of DCON Chairs Christine Condon and Sophia Vermeulen. Motion passes unanimously.

**1:25pm: Governor Arshad introduces the appointment of Service Partner Liaison Emily Green.**

- Lt. Governor Vicky Nguyen moves to approve the appointment of Service Partner Liaison Emily Green.
- Lt. Governor Emma Stone seconds the motion to approve the appointment of Service Partner Liaison Emily Green. Motion passes unanimously.

**1:26pm: Governor Arshad calls for executive reports:**

Webmaster Matthew Gendreau:

- Helped produce Executive Newsletters
- Updated Capital District website, map, and calendar
- Managed social media accounts
- Attended ICON
- Plans to work with Editor Bianca and Communications Committee

Editor Bianca Franco:

- Helped produce Executive Newsletters
- Held Lt. Governor phone calls
- Attended ICON
- Visited Divisions 2A, 2B, 2C, 2D, 2E, 2F, 3A, 3B, 3C, and 3D
- Published first edition of the Capital Key for the 2015-2016 year
- Plans to finish the second edition of the Capital Key before school begins
- Requests articles for Capital Key
- Plans to work on Communications Committee to continue to expand social media

Secretary-Treasurer Johnson Song:

- Helped produce Executive Newsletters
- Held Lt. Governor phone calls

- Attended ICON
- Visited Divisions 2A, 2B, 2C, 2D, 3A, and 3B
- Had executive board video calls
- Helped create and deliver Lt. Governor Evaluations for Quarter 1
- Edited Lt. Governor Monthly Duties spreadsheet
- Edited Capital District map
- Plans to complete first draft of Club Directory
- Plans to create first edition of Club Correspondence with Governor Arshad

Governor Arshad Fakhar:

- Attended GATC
- Attended ICON
- Held executive board meetings
- Called International Trustee Clifford Young
- Finished Lt. Governor Evaluations
- Created Committee Directives
- Video chatted Divisions 2C, 2E, and 2F

**1:31pm: Update from International.**

- International Trustee Clifford Young introduces himself
- International Trustee Clifford Young explains International Committees
- International Trustee Clifford Young speaks on ICON 2016 in Atlanta, GA

**1:37pm: Governor Arshad discusses the ELIMINATE Project.**

- \$100,000 District goal
- The ELIMINATE Project recently reached \$100 million raised
- Members may earn Elimidallions by raising at least \$625 by DCON 2016
- District Administrator Mr. Stankus informs the board that Lt. Governors cannot be recognized for funds raised by their schools

**1:40pm: Governor Arshad discusses District Committees.**

- Each committee is designed to focus on a different aspect in order to reach goals

**1:42pm: DCON Chairs Christine and Sophia explain the process for choosing DCON 2016 themes.**

- After committees break, they will collect all DCON theme ideas and narrow them down to 5 themes
- From those 5 themes, the board will vote to select the top 3
- These 3 themes will then be brought to each Lt. Governor's respective division and the Lt. Governor will vote online as a representative of the division
- The result will remain secret until Fall Rally

**1:46pm: Board members break into committees.**

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

### **3:14pm: Board members reconvene and begin committee reports.**

- Member Services
  - Chairwoman Baohan discusses three goals:
    1. Step by step tutorial with pictures on how to submit dues and their importance in conjunction with Membership Update Center
    2. Break 15,000 members in Capital District by January.
    3. Create resources and guides for Lt. Governors to pass to club officers. These will be posted on the Capital District website and be featured in Lt. Governor newsletters
- Service Programs
  - Service Partner Liaison Emily plans to focus on advertising Trick-or-Treat for UNICEF, the Capital Conservation Challenge, the ELIMINATE Project, and preferred charities
  - Stay up to date with clubs that do and don't participate in the ELIMINATE Project
- District Operations
  - Chairman Kyle discusses changes made to directives to include a "policy code" – detailed descriptions of procedures without making them bylaws
  - Promote awards, especially Distinguished awards
  - Assigned regions for committee members to be responsible for in terms of awards
- Communications
  - Chairwoman Claire discusses two goals:
    1. Social media, improving the website, Twitter, Facebook, Instagram
    2. Capital District videos – need help from all board members to film and collect footage from every division and district event. Club members are encouraged to upload videos
- Kiwanis Family
  - Chairwoman Kaila plans to compile contact information from Kiwanis Family counterparts into a directory
  - Advertise Total K-Day and make trifold for Kiwanis DCON 2016 by January

### **3:23pm: Governor Arshad discusses Capital District Kiwanis Family relations.**

- Read updates and letters from Capital District CKI Governor Matt Johnson and Capital District Kiwanis Governor Bell

### **3:26pm: Secretary-Treasurer Johnson delivers update on Capital District Club Directory.**

- In the process of formatting all entries such that they comply with graphic standards

- Asks for Lt. Governors to continue to submit club officer information as they are received
- Governor Arshad reminds Lt. Governors to advertise the club directory more

**3:28pm: Governor Arshad discusses Lt. Governor Evaluations.**

- First Quarter includes April through June
- There will be a second evaluation for the Second Quarter, and so on

**3:29pm: 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
- Plans to feature Key Clubber / Club of the months
- Reminder to CC Editor Bianca in emails about the Capital Key

**3:33pm: Governor Arshad discusses the Governor's Project.**

- There have been 2 submissions so far
- Plans to attach a record of which clubs have and haven't participated in the Governors' Project in each edition of the Governor's Gazette
- Participants receive a patch at DCON

**3:35pm: Governor Arshad discusses new business.**

- State of the District – name of the club correspondence that Governor Arshad and Secretary-Treasurer Johnson plan to send to club officers

**3:40pm: International Trustee Clifford discusses the Youth Opportunities Fund (YOF).**

- Applications are open and are due on October 15<sup>th</sup> at 11:59:59 EST.
- Cannot be used for Divisional events
- Over 150 applications last year

**3:49pm: Governor Arshad discusses Total K-Day.**

- Kiwanis Family event on Saturday, September 26<sup>th</sup> at George Mason University in Fairfax, VA

**3:50pm: Key Leader Ambassador Evan discusses Key Leader.**

- Student leadership program offered by Kiwanis
- Capital District offers Key Leader twice: in the Fall and in the Spring
- Learn about what makes a good leader and grow to be the best person you can be
- Scholarships are available and are offered by local Kiwanis clubs
- Stipend for Key Clubbers
- Upcoming Key Leader from October 30<sup>th</sup> – November 1<sup>st</sup>

**3:58pm: Governor Arshad discusses the K-Family Conference (KFC).**

- An international event to bond as a K-Fam from November 6<sup>th</sup> – November 8<sup>th</sup>

**3:59pm: District Administrator Mr. Stankus provides more detail about KFC.**

- During a long weekend: leave at 7-8am from Richmond, VA to Asheville, NC
- Return at around 3pm on Sunday
- Work family style with Kiwanis Family
- Kiwanis thrift store in Black Mountains
- \$175 not including stipend

**4:04pm: Service Partner Liaison Emily delivers preferred charities update.**

- Explains her role as liaison
- Plans to focus more on March of Dimes and Children's Miracle Network, rather than just on the ELIMINATE Project
- Plans to create a Google Drive for information about charities / list of fundraiser ideas
- Plans to work with Service Programs committee
- Plans to provide more recognition for clubs that participate with March of Dimes and Children's Miracle Network

**4:07pm: Conventions Committee presents.**

- Fall Rally Chair Lt. Governor Sara Morin explains additional signs and balloons pointing to the initial meeting room at Kings Dominion, and Minute-to-Win-It games for prizes.
- DCON Chairs Christine and Sophia reveal the 5 DCON themes to decide upon.
  1. Dr. Seuss – "Oh the Places Service Will Go," Crabby in the Hat, Book Drive, Thing 1/Thing 2 competition.
  2. Music – "Jammin' Service," incorporate "Decades" theme and talent shows.
  3. Mythology – Greek mythology, togas, Greek Coliseum, Olympics, Crabby with a toga and olive leaf wreath.
  4. Travel – "Go the Distance with Service"/"Oh the Places You'll Go with Service," Crabby as a tacky tourist, focused on transportation rather than destinations, flyers could be passports/plane tickets.
  5. Decades – "Timeless Service," Clothes Drive, Crabby with a watch or clock

**4:18pm: DCON Chairs Christine and Sophia open discussion on the possible themes, whereby board members may only speak once on each theme.**

- Decades:
  - Editor Bianca: broad theme for costume ideas; could be like the ICON 2015 Kiwanis session with time machine
  - Lt. Governor Sara Morin: more versatile than having a specific decade
  - Lt. Governor Reed Lundegard: theme is rather vague and members may not be on the same page
- Travel:

- Lt. Governor Emma Stone: "I ♥ Capital District" t-shirts
- Lt. Governor Kaila Blevins: unsure about what decorations would be
- Lt. Governor Michael Bell: "I [Crabby] Cap DCON" t-shirts
- Lt. Governor Kyle Enriquez: promotional video could have Crabby traveling in a plane
- Mythology:
  - Lt. Governor Jake Clark: togas will be allowed only with shirts underneath
  - Service Partner Liaison Emily: bedsheets cannot be used so it might be a hassle
  - Lt. Governor Vicky Nguyen: everyone has bedsheets so everyone can participate
  - Lt. Governor Danny Inglis: there might not be a variety of costumes
  - Lt. Governor Kyle Enriquez: there can be different colored bedsheets
  - Editor Bianca: a cohesive theme that can be worked into the program with good decorations and references
- Music:
  - Lt. Governor Jessica Brown: incorporate decades and music into it with many possible artists
  - Lt. Governor Emily Mussey: possibly narrow the theme down so it is not just music
  - Lt. Governor Danny Inglis: theme appeals to everyone
  - Lt. Governor Emma Stone: doesn't have to be a specific artist; you can dress up as a genre
  - Lt. Governor Reed Lundegard: limited costumes
- Dr. Seuss:
  - Lt. Governor Rebecca DeVore: people can go all out
  - DCON Chair Sophia: decorations, speeches, costumes, t-shirt, slogan, can all incorporate this theme
  - Lt. Governor Reed Lundegard: Dr. Seuss books have positive messages
  - Lt. Governor Kyle Enriquez: possibly expand the theme to a general "storybook" theme
  - Lt. Governor Kaila Blevins: too whimsical; no easily accessible costumes
  - Lt. Governor Michael Bell: difficult to create authentic costumes rather than purchasing them; limited costumes online
  - Lt. Governor Shinbee Park: not much variety of costumes, but good for decorations

**4:43pm: A vote is held to decide the top 3 themes, whereby each board member may vote twice.**

- Dr. Seuss – 16
- Mythology – 20

- Decades – 8
- Travel – 10
- Music – 9

**4:50pm: Governor Arshad opens discussion on any remaining questions or comments.**

- Lt. Governor Dorothy Hu inquires on reimbursement forms
- District Administrator Mr. Stankus reminds the board that all purchases must be approved by Zone Administrators
- September 30<sup>th</sup> is the deadline for reimbursement during the first half of the term

**4:51pm: Lieutenant Governor Jessica Brown delivers the benediction.**

**4:53pm: Meeting is adjourned.**

REMINDERS:

1. Fall Rally is on Saturday, October 17<sup>th</sup>, in Doswell, VA.
2. Club Directory submissions due by October 1<sup>st</sup>, 2015.
3. Submit articles to Editor Bianca for the Capital Key.
4. Sign up for Key Leader in West River, MD from October 30<sup>th</sup>-November 1<sup>st</sup>.

Minutes submitted by Secretary-Treasurer Johnson Song.