

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

**Hampton Inn and Suites  
22700 Holiday Park Drive, Sterling, VA 20166  
Sunday, April 7th, 2019**

**Present:**

Governor Pamela Barrett  
Secretary-Treasurer Tim Do  
Editor Kyle Foster  
Webmaster Marina Guillen

Lt. Governors: Joshua Blackmon, Salome Nebiyu, Alexandra Uy, Caroline Whichard, Serena Xu, Elihu Sanchez, Esha Ahmad, Angelo Dashnaw, Isabella Fadullon, Juliana Yu, Zehra Mirza, Abigail Diaz, May Fu, Nelly Stafford, Chloe Kerwin, Karen Raphael, McKinley Armstrong, Idayziah Jones, Vaishnavi Nemani, Kimanh (Kim) Nguyen, Anabelle Diaz, Mary Casto, Christina (Nikki) McDonald, Tina Brazzi, Emma Llewellyn, and Hannah Luviano

Board Members: Pradyun Srinidhi

District Administrator: Mr. Stankus

Assistant Administrators: Ms. Kristina Dlugozima and Mr. Joshua Hiscock

Zone Administrators: Ms. Stacy Whitehouse, Mr. Jon Doblax, Ms. Stephanie Feinberg, Mrs. Jennifer Hiscock, Ms. Rachel Slotter, Mrs. Angie Moore, Mrs. Teresa Tyler, Mr. Art Bykonen, and Mr. Scott Zimmerman

**Partial Attendance:**

Lt. Governors: N/A

**Absent:**

Lt. Governors: Sisira Vandara, Elizabeth Golden, Adrienne Smith, Cole Cestaro, Imoni Eley, and Emily Neel

Zone Administrators: Mrs. Avanti Yamamoto, Ms. Karen Roberts, Mr. John Richards, and Ms. Ginny Grant

**8:12 a.m.: Call to order**

- Governor Pam calls the board meeting to order
- Lt. Governor Chloe leads board members in the Key Club Pledge
- Lt. Governor Josh reads the invocation
- Secretary-Treasurer Tim takes roll call

### **8:17 a.m.: Appointments and resignations**

- Governor Pam entertains the motion to appoint Adrienne Smith as Lieutenant Governor of Division 5A, Emily Neel as Lieutenant Governor of Division 16/17, and Pradyun Srinidhi as Lieutenant Governor at Large
- Hannah Luviano of Division 15B makes this motion
- Caroline Whichard of Division 2F seconds the motion
- Motion passes unanimously

### **8:19 a.m.: Executive reports**

Webmaster Marina Guillen:

- Social media aspect: updating the story and turning the Instagram account to fully represent the organization in a professional yet interactive manner
  - Discovered a lot of archives to put as highlights
  - Followed more Key Club accounts to show more relevance
- Board Photos along with summaries from each LTG will be required by the District board
- Cleaning the website and revamping the style to match the brand guide for Key Club
- Would like if the LTGs could submit photos from divisions regularly for content purposes

Editor Kyle Foster:

- Highlight as many clubs as possible
- Be sure to fill out LTG reports effectively
- Inform all Key Clubbers of all branches of the Kiwanis Family
- Mailchimp assistance by the execs and the adult board
- Asking LTGs to take more pictures

Secretary-Treasurer Tim Do:

- Club contact information collection through an excel spreadsheet
- Board contact information

Governor Pam Barrett:

- Work to focus on communication and executive newsletters
  - Include videos to interact with the Key Clubbers
- Act as a resource for everybody

### **8:25 a.m.: Committee announcement and description**

Convention and Events Committee: Joshua Blackmon, Alex Uy, Juliana Yu, Zehra Mirza, Abby Diaz, Chloe Kerwin, Emma Llewellyn, Hannah Luviano, and Adrienne Smith

Communications Committee: Esha Ahmad, Cole Cestaro, Idayziah Jones, Vaishnavi Nemani, Mary Casto, and Sisira Vandera

Service Programs Committee: Salome Nebiyu, Elizabeth Golden, Elihu Sanchez, Angelo Dashnaw, Mckinley Armstrong, and Nikki Mcdonald

District Operations: Alex Uy, Elihu Sanchez, and Nikki Mcdonald

Kiwanis Family: Serena Xu, Izzy Fadullon, Nelly Stafford, Imoni Eley, and Tina Brazzi

Member Services Committee: Caroline Whichard, May Fu, Karen Raphael, Kim Nguyen, Annabelle Diaz, Emily Neel, and Prad Srinidhi

**8:30 a.m.: Break into committees**

**8:59 a.m.: Reconvene**

**9:00 a.m.: Break into reflection activity with Mr. Hiscock**

**9:21 a.m.: Reconvene**

**9:22 a.m.: Committee chairs**

- Governor Pam and Mr. Stankus will be choosing the committee chairs
- LTGs should send Mr. Stankus and Governor Pam an email if interested in being a committee chair stating why they are interested - due date is to be determined and announced by Governor Pam

**9:22 a.m.: Board shirts**

- Board shirt color will be lavender

**9:22 a.m.: International Convention (ICON)**

- Held in Baltimore
  - Due to the location, the board will be working and hosting the convention
- Any questions can be directed to the adult board or those who attended International Convention last year
- Mr. Stankus' comments regarding ICON
  - Cost: 505 dollars for a quad room

**9:25 a.m.: District Project**

- Eliminate Project: Kiwanis partnered project
  - A fight against maternal and neonatal tetanus
  - Original pledged goal: 250,000 USD

**9:33 a.m.: Governor Pam entertains the motion to make Eliminate Project the District Project with \$50,000 USD being the monetary goal**

- Hannah Luviano of Division 15B makes this motion
- Kim Nguyen of Division 11B seconds the motion
- Motion passes unanimously

**9:35 a.m.: Reminders**

- The first newsletter will be due on April 22nd

- The required newsletter articles will be sent out by Governor Pam
- The first monthly report will be due on April 22nd
- Divisional reports must be sent in advance when requested

**9:39 a.m.: Adult board comments**

- There will be no Key Leader in October, but may have one in April
- ICON flyer will be sent out by Ms. K
- ICON information
  - First installment is due April 26th
    - However, if people register by May 15th, they will not pay a late fee and will rather pay the two installment fees
  - Second installment is due May 15th
- Google form survey for board polo shirts will be sent out by Mr. Hiscock
- Paid dues report

**9:54 a.m.: Questions**

**9:55 a.m.: Lt. Governor May Fu delivers the benediction**

**9:56 a.m.: Meeting is adjourned**

**Minutes submitted by Secretary-Treasurer Tim Do.**