

**Official Board Meeting  
Capital District Key Club Board of Trustees  
Saturday, August, 20<sup>th</sup>, 2016  
Online**

**Present:**

Governor Danny Inglis  
Secretary-Treasurer Alekya Bheemreddy  
Editor Emma Stone  
Webmaster Hannah Pajewski

Lieutenant Governors: Zoha Zafar, Johyun Kim, An Dinh, Téa Le, Alexandra Putka, Alexander Lin, Devon Blackwell, Zac Kozel, Brennan Hudson, Esha Kashmiri, Jason Moreland, Ari August, Priyanka Bheemreddy, Saad Fakhari, Anna Sepanic, Samantha Rogers, Caelin Bennett, Rachel Park, Manasha Bhetwal, Savannah Lodwick, Jessica Lawson, Christopher Bratcher, Devika Viyulie, Maegan Richards, Norah Mulinda Claire Chung

District Administrator: Joe Stankus

Zone Administrators: Kristina Dlugozima, Corey Gillette, Joshua Hiscock, Jennifer Hiscock, Stacy Whitehouse, Art Bykonen, Missy Zimmerman, Scott Zimmerman, Teresa Tyler, Angie Moore, Jerry Jones

**Late:**

Lieutenant Governor Caroline Johnson

**Absent:**

Lieutenant Governors: Ihejirika Ikechukwu, Sydney Hamrick, Megan Roberts

Zone Administrators: Jon Doblax, Laura-Leigh Palmer, Avanti Kollaram

### **1:09 PM: Call to order**

- Governor Danny calls board meeting to order
- LTG Norah Mulinda recites Key Club pledge
- LTG Ari August delivers invocation
- Secretary-Treasurer Alekya Bheemreddy takes roll call

### **Appointments**

#### **1:36: LTG Esha Kashmiri moves to accept the appointment of Nick Leahy and Helena Hahn as DCON Chairs**

- LTG Claire Chung seconds the motion to accept the appointment of Nick Leahy and Helena Hahn as DCON Chairs. Motion passes unanimously.

#### **1:38: LTG Esha Kashmiri moves to accept the appointment of Paige Upright as Service Partner Liaison**

- LTG Alex Lin seconds the motion to accept the appointment of Paige Upright as Service Partner Liaison. Motion passes unanimously.

#### **1:41: Governor Danny calls for executive reports**

Webmaster Hannah Pajewski

- Continually updated the website and the social media sites
- Created a survey so that Key Club members can give feedback on the website and social media
- Attended LTG Manasha Bhetwal's DCM where she presented on the Children's Miracle Network and the Thirst Project
- Attended ICON 2016
- Created the ICON recap video
- Has been working with Evan Wesley from the Thirst Project to promote it within the Capital District
- Created a Thirst Project flyer for Lieutenant Governors to send out to their divisions

Editor Emma Stone

- Attended ICON
- Put together executive newsletter for June, July, and August
- Helped decide DCON Chair
- Attended orientation to recruit members for school's Key Club
- Plans to publish Capital Key

## Secretary-Treasurer Alekya Bheemreddy

- Attended ICON 2016
- Attended LTG Priyanka Bheemreddy's OTC
- Helped pick DCON chairs
- Met with Governor Danny to discuss Lieutenant Governor quarterly evaluations
- Made monthly phone calls to LTGs
- Kept LTG monthly report and newsletter spreadsheet updated
- Plans to finish District Directory

## Governor Danny

- Created Governor's club correspondence
- Attended ICON 2016
- Attended LEADCON
- Sent out committee directives and weekly Capital Chronicles
- Collected trustee flyers from LTGs
- Created DCON application
- Helped pick DCON chairs
- Plans to work with committees to help complete directives

## **Mini re-training Session**

### **1:46: Zone administrator Stacy Whitehouse walks through a list of things to think about once school starts**

- Let your zone administrator know who you have been having trouble getting in contact with
- Get in touch with faculty advisors or your Kiwanis club to help get in contact with unresponsive clubs
- Make sure to hold an OTC to make sure club officers are trained. Temporary alternatives to an OTC include attending a board meeting to do a mini training session or having a skype call with your officers to train them over video chat
- Start attending club events
- Hold a DCM preferably before Fall Rally
- Place focus on membership recruitment and provide your clubs with resources
- Make sure your clubs know about the dues process and promote benefits of dues
- Discuss reactivating a club or chartering a club at the *beginning* of the year
- Attend Kiwanis meeting- possibly with club officers

- Establish a routine

### **1:55: Update from International**

- International Trustee Audrey Dilgarde discusses International happenings
  - Join Facebook group and make sure to take the quiz
  - International committee goals
    - Service and Education- evaluate resources on the website
    - Growth and communication- reach out to international districts to find out what can be done to make them feel more included, create a survey for international districts
  - I-board is brainstorming ideas to encourage photo submissions
  - Youth Opportunities Fund application is live
  - Membership update center is closed right now but will open September 6th

### **District Project**

#### **1:59: Governor Danny discusses deciding on a way to measure goal for Children's Miracle Network project**

- Have both service hours and a monetary goal- if a club raises a certain amount and does a certain number of hours then we can recognize them
- Having only monetary amount, but giving out separate awards for service
- Voice vote to decide how the goal will be measured

**The Capital District Children's Miracle Network Project goal will be measured with a monetary amount and then separately recognizing clubs for their service.**

#### **2:10: Governor Danny discusses deciding on an amount for monetary district goal**

- \$60,000
- \$35,000
- \$50,000
- Voice vote to decide the amount of the goal

**The Capital District's Children's Miracle Network Project monetary goal will be \$35,000.**

#### **2:25: Governor Danny discusses Governor's Project (Help End Hunger)**

- Create a video about it to educate members
- Louisiana flood - a way that Capital can help is donate food which goes along with the goal of Help End Hunger

## **2:27: Webmaster Hannah Pajewski discusses the Thirst Project**

- Two main things they do – build wells in mainly Swaziland, and educate students around the world about the global water crisis
- Resources that LTGs can send out to their clubs are located on the Capital District website and Thirst Project website
- Thirst Project representatives coming near the Capital District from October 17th to 21<sup>st</sup>

## **2:31: Governor Danny discusses Vision Partners, Service Partners, and Co-Sponsors**

- Vision Partners are organizations that share the same view as Key Club
- Vision Partners include Nickelodeon and the US Army
- Service partners are organizations Key Club partners with to ultimately reach the goal of service
- Service Partners include the Thirst project
- Co- Sponsors are organizations Key Club supports in order to receive support in return
- Co-Sponsors include Rustic Pathways

## **Upcoming events**

### **2:34: LTG Anna Sepanic addresses fall**

- Assembly
  - ❖ Service fair
    - Each committee has a trifold board set up on the stage for members to come up to as they enter
  - ❖ Speaker from CMN
    - Miracle minute directly afterwards
  - ❖ “Audience Asks” Session
    - Goal of session: Key Clubbers have the chance to get advice and ask general questions
    - Predetermined clubs will have the chance to present something they do well. LTGs will pick clubs and notify them on why. Clubs will fill out form if they are interested, and they will be able to prepare a presentation or 5 minute speech
    - If an LTG has advice, they are able to fill out the form as well and present
    - Audience members can come up and ask questions during this session

- Advertisement
  - ❖ Finished flyer
  - ❖ Video
  - ❖ Incentive
    - *The division with the highest percentage of people attending will get from row seating at DCON for the opening session and awards ceremony. Remember that everyone is invited, not just Key Clubbers, so there is a possibility for a division to have higher than 100%*
  - ❖ Twitter
    - *We are going to be advertising Fall Rally mainly through twitter with #capfr16*
  
- Scavenger Hunt
  - ❖ LTG Priyanka Bheemreddy is revamping it
    - Submit pictures by #capfr16
    - All board members must participate, but only 1 board member per group
  
- Canned Food Drive
  - ❖ Goes along with the goal of Help End Hunger
    - Collected at sign in (so that it is easy to bring back to a car)
    - Donation place established
    - Still need to find out what the place wants to we can give everyone an idea of what to bring
  
- Informational Packet
  - To include all details listed here. It will be forwarded to all clubs so they are prepared for Fall Rally!

### **2:43: Key Leader ambassador LTG Meagan Richards address Key Leader**

- October 28<sup>th</sup> in Maryland
- Open to all students including non- Key Clubbers
- Cost is \$225

### **2:52: Governor Danny addresses Kiwanis Family Weekend**

- We will have board meeting that weekend
- The whole weekend will consist of leadership activities and strengthening bond between the Capital K-family

## **2:53: Governor Danny addresses Kiwanis Family Conference**

- Cost is \$180
- Purpose is to help strengthen bonds within the K- family from over International
- Location: North Carolina
- From November 4<sup>th</sup>-6<sup>th</sup>

## **Committee Reports**

### **2:54: Committee Chairs present committee reports**

#### **Communications Committee Report**

- Started google hangouts every 3 weeks
- Developed projects and deadlines and decided who's leading
- Spoke to other committee chairs about projects like videos
- Plans to produce articles that will be sent out every two weeks

#### **Convention and Events Committee Report**

- Have held 3 meetings
- Decided what will be happening the Fall Rally assembly
- Contacted Mr. Stankus about a speaker
- Fall Rally video in the works
- Finished Fall Rally flyer
- Plans to complete Fall Rally information packet to send out to divisions

#### **Member Services Committee Report**

- Created and distributed new OTC papers for LTGs
- Started to work on flyers for schools
- Started discussion on DCON awards and the DCON survey

#### **Kiwanis Family Committee Report**

- Had first Google Hangout session
- Discussed Aktion Club conference, role in completing District Directory, and Kiwanis Family Weekend
- Have another Google Hangout in the near future

#### **Service Projects Committee Report**

- Completed CMN flyer and video
- Finished social media form for service project handbook
- Plan to finish service project handbook by March 1<sup>st</sup>
- Plan to work with Governor Danny to finish Help End Hunger video

## **District Operations Committee Report**

- Finished Q&A page for the Capital District website
- Had three video meetings with committee members
- Plan to promote Q&A page through social media, DCMs, and monthly newsletters
- Plan to finish awards packet as soon as possible

### **3:09: Governor Danny addresses how to make an online survey**

- Using google forms is one of the most convenient methods
- Using google forms, you can turn off the survey after a certain date and you can also convert all the responses to a spreadsheet
- You can try out survey monkey if you would like

### **3:11: LTG Saad Fakhar discusses planning of Grassroots Soccer event that was held for his division**

- Planning for it starts months in advance
- Use Youth Opportunities Fund grant to fund this event. Be cost effective!
- Secure a place for the event and get together a committee for the event
- Divide tasks like food, awards, and speakers
- Have fun while you are planning the event make it an event that a lot of people would be interested in.

### **3:16: Governor Danny delivers reminders**

- Continue getting contact info hopefully more people will reach out to you now that school is starting, keep up with deadlines
- Service hours, make sure to put only hours related to key club
- Schedule monthly phone calls with your executive

### **3:17: District Administrator Joe Stankus delivers reminders**

- Make sure to ask for help
- Attend K-family weekend
- Fall Rally: we need to make sure that people attend
- Make sure to prepare for the school year so that you are not overwhelmed

### **3:26: LTG Tea Le delivers benediction**

### **3:29: Meeting is adjourned**



**Minutes submitted by Secretary-Treasurer Alekya Bheemreddy**