

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

Sunday, August 18th, 2019

Present:

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

Lt. Governors: Joshua Blackmon, Salome Nebiyu, Grace Guido, Alexandra Uy, Elizabeth Golden, Caroline Whichard, Serena Xu, Elihu Sanchez, Esha Ahmad, Isabella Fadullon, Juliana Yu, Abigail Diaz, May Fu, Nelly Stafford, Chloe Kerwin, Cole Cestaro, Idayziah Jones, Vaishnavi Nemani, Kimanh (Kim) Nguyen, Anabelle Diaz, Tina Brazzi, Emma Llewellyn, and Emily Neel

Board Members: Pradyun Srinidhi and Robert Velasco

District Administrator: Mr. Stankus

Assistant Administrator: Ms. Kristina Dlugozima

Zone Administrators: Mrs. Angie Moore, Mrs. Teresa Tyler, Mr. Scott Zimmerman, and Ms. Ginny Grant

Partial Attendance:

Lt. Governors: McKinley Armstrong and Christina (Nikki) McDonald

Board Member: Erin Yu

Zone Administrator: Ms. Stacy Whitehouse

Absent:

Lt. Governors: Angelo Dashnaw, Adrienne Smith, Zehra Mirza, Karen Raphael, Mary Casto, Imoni Eley, and Hannah Luviano

Assistant Administrator: Mr. Joshua Hiscock

Zone Administrators: Mr. Jon Doblax, Ms. Stephanie Feinberg, Mrs. Jennifer Hiscock, Ms. Rachel Slotter, Mrs. Avanti Yamamoto, Mr. Art Bykonen, Ms. Karen Roberts, and Mr. John Richards

9:00 a.m.: Call to order

- Governor Pam calls the board meeting to order

- Governor Pam leads board members in the Key Club Pledge
- Lt. Governor Alex Uy reads the invocation
- Secretary-Treasurer Tim takes roll call

9:10 a.m.: Executive Reports

Webmaster Marina Guillen:

- Organized the District's social media, ensuring district events, service activities, and specific clubs are highlighted
- The Capital District's brand has been updated, restored, and organized, and is capable of reaching its fullest potential to ensure information is properly disseminated in an effective and efficient manner
- Currently working on graphics for tips on how to retain members and how to get people excited for Key Club for the upcoming school year

Editor Kyle Foster:

- Finished the first publication of Capital Key, which should be promoted and disseminated within each division
- Currently working on a video with the other executives to help with membership recruitment and retention

Secretary-Treasurer Tim Do:

- Finished the template for the Capital District Directory, which includes all the required contact information from each division and many more
- Currently working on collecting all the information necessary to create the District Directory while performing all the other required duties

Governor Pam Barrett:

- Recently sent out a chartering guide with different steps of the process to charter a new club and worked with the Governors from our Sister Districts on our Trustee Independent Committee, which is focusing on membership growth and retention in our specific Districts
- Currently working on the August Newsletter, preparing for the Kiwanis District Convention, and our Kiwanis Family Weekend in September

9:14 a.m.: Divisional Reports

Division 2A Joshua Blackmon

- DCM/ZEP planned with Circle K members along with 2B, 2C, and 2D on September 28th
- Currently planning fundraisers for MNT including t-shirt sales and many more

Division 2B Salome

- Created a powerpoint for the Service Committee regarding the Youth for Opportunities Fund
- DCM planned with Circle K and Kiwanis members

Division 2D Alex Uy

- Held a DCM recently which turned out to be extensively successful

Division 2E Elizabeth Golden

- Held an OTC on August 14th to ensure proper connection within her division
- Will be attending a Kiwanis meeting on August 20th to connect the K-Family with her division

Division 3A Serena Xu

- Established a GroupMe group chat to contact her officers within her division
- Discussed events such as Fall Rally and more at her DCMs and etc.
- Planning a National Night Out event/fundraiser

Division 3B Elihu Sanchez

- Held a DCM with 3A, which turned out to be extensively successful

Division 3C Esha Ahmad

- Held an OTC on August 17th to discuss information regarding the K-Family and officer positions
- Currently planning out recruitment plans and developing plans to meet the divisional goal of \$1500 for the ELIMINATE Project

Division 4A Izzy Fadullon

- Preparing for the school year with an upcoming OTC to ensure officers perform the best they can

Division 6A Abigail Diaz

- Creating divisional shirts to act as a fundraiser
- Revisiting all her clubs once the school year starts to ensure proper connection within her division

Division 6B May Fu

- Planning an OTC on September 1st and a Winter Fundraiser in December, which will be a division-wide Skate-a-Thon and will raise money for The Eliminate Project
- Attended a Kiwanis meeting to give a presentation regarding ICON

Division 7A Nelly Stafford

- Planning an OTC with Division 7B
- Volunteering at the Soup Kitchen and various other organizations to display actions of service

Division 8 Cole Cestaro

- Planning to reactivate an inactive club and to increase membership

Division 10

- Planning an OTC and a DCM along with Division 11A and 11B on August 30th
- Currently working on a division-wide service project

Division 11A Vaishnavi Nemani

- Hosting an OTC and a DCM along with Division 10 and 11B
- Created a GroupMe group chat to contact officers and advisors
- Emailed club advisors persistently to gather contact information

Division 11B Kim Nguyen

- Planning an OTC which will also serve as a DCM on August 30th along with Division 10 and 11A

Division 15A Emma Llewellyn

- Hosted an OTC before the school year started to ensure officers work effectively and efficiently
- #Andy's Alligator to promote her division further within her community

Division 16/17 Emily Neel

- Got into contact with a handful of the clubs within her division

9:32 a.m.: Committee Reports

Conventions and Events Committee:

- Fall Rally will be held on October 19th, where icebreakers, Miracle Minute, and many more activities are being planned and finalized
- As being the host district for ICON 2019, the committee led fun games and activities at ICON
- For DCON, the conventions and events committee have many future activities and events planned

Service Committee:

- Currently creating more informational flyers and tips and highlighting different service projects/ideas to partake in service activities

Members Service Committee:

- Currently working on membership recruitment posters and chartering materials and focusing primarily on membership recruitment and retention

Communications Committee:

- Created flyers and announcement samples to further promote district events, such as Fall Rally
- Currently coming up with ideas to promote Fall Rally in the fall
- As a committee, it is emphasizing the Eliminate Project to potentially reach the district goal

Kiwanis Family Committee:

- Working with K-Kids and Builders Club
- Working with CKI specifically to create a template for the Kiwanis Family Weekend

9:39 a.m.: Fall Rally

- Fall Rally is an event at Kings Dominion to discuss district events and updates to inform key clubbers within our district
- Although the date is set, there is no registration form currently implemented and available, but will be sent out in the future
- Price: \$42 per person
- People who aren't a part of Key Club can still attend the event
- Although you, as a district board member, does not have to pay for the event, you all must still sign up to ensure that Ms. K and the other adult administrators know who is coming

9:42 a.m.: Key Leader

- Three day event to learn about the pillars of service and leadership
- Life-changing experience and event
- Key Leader: April 24th-26th, 2020 → more information will be sent out as the event approaches

9:43 a.m.: Dues Collection

- Early Bird Dues Deadline is November 1st
- All Dues Deadline is December 1st
- Cost of Dues: \$11.50 per person (every club has a different price)
- Will be creating a presentation and a breakdown regarding why dues are paid and collected to disseminate to all clubs within the district

9:46 a.m.: Kiwanis Family Weekend

- Three day event that encourages and emphasizes interactions between the district board, CKI, and Kiwanis
- Further information will be sent out by Mr. Stankus and Governor Pam

9:47 a.m.: Reminders

- Newsletter must be submitted on the 15th, but an extension may be given by Governor Pam if asked in advance
- Please continue requesting contact information from your clubs and preparing for the school year

9:49 a.m.: Adult Board Comments

- Kiwanis Family Weekend: three day event that encourages and emphasizes interactions between the district board, CKI, and Kiwanis
 - Attire and further information will be sent out by Governor Pam
- Fall Rally: any individuals can come to the event
 - Key clubbers can register as individuals or a part of their respective club
 - Will accept people the day of (can register on site, but will cost \$5 more)

9:54 a.m.: Questions

- Kiwanis DCON
- Fall Rally
 - Should the district board be registering as individuals or club members?
 - The district board will be registering as individual members
 - How can people pay to attend Fall Rally?

- People can pay by credit card, Kiwanis/Club/School checks, and other options through PayPal (no cash option)

9:58 a.m.: Second Roll Call

10:04 a.m.: Lt. Governor Emma Llewellyn delivers the benediction

10:05 a.m.: Meeting is adjourned

Minutes submitted by Secretary-Treasurer Tim Do.