

Official Board Meeting
Capital District Key Club Board of Officers

Northern VA 4 H Center
600 4th Center Dr., Front Royal, VA, 22630

Sunday, September 21, 2014

Present:

Governor Anastasia Slepukhova

Secretary Hojin Yoon

Treasurer Ruthvik Gali

Editor Jack Morris

Webmaster Artrell Flonnory

Lt. Governors: Esther Alaran, Sahana Rao, Sam Ahmed, Laura Vasquez-Bolanos, Johnson Song, Adrienne Lumain, Kiyoon Ko, Genesis Martinez-Rivas, Claire Dickson-Burke, Natalie Emmart, Devyn King, Jordan Brown, Marissa Levis, Madison Tinus, Dylan Colby, Arshad Fakhar, Emily Green, Kierstan Tinsman, Katherine Pajewski, Brian Draper, Eric Luu, Julianna Stanley, Jessica Brown, Matthew Gendreau, Cameron McHenry, Casey Farmer, Sophia Vermeulen

District Administrator: Mr. Stankus

Zone Administrators: Kristina Dlugozima, Stacy Whitehouse, Kelly Boswell, Jennifer Hiscock, Josh Hiscock, Jane Slotter, Angie Moore, Art B., Missy Zimmerman

Guest: Liz Moore, Gary Cheng, Jeffrey Wolff

Absent:

Lt. Governors: Rachel Scarcia, Madison Tinus, Kira Zimmerman, Holly Love, Diana Nguyen, Hunter Holden

Zone Administrators: Brian Egger, Freeman Wise, Jon Doblax, Karen Shreiber, Brandy Cannon, Jerry Jones

8:33am: Call to Order

- Governor Anastasia calls the board meeting to order.
- Governor Anastasia leads the board members in the Key Club pledge.
- Lt. Governor Eric Luu reads the invocation.
- Secretary Hojin takes roll call.

8:38am: Secretary Hojin moves to accept April Board Meeting Agenda

Lt. Governor Kiyoon Ko seconds the motion to accept the April Board Meeting Agenda. Motion passes unanimously.

8:39am: Governor Anastasia calls for executive reports.

Anastasia Slepukhova:

- The executives have been working hard on each Lt. Governor's quarterly evaluations for the months of July, August, and September.
- Monday Memos are being distributed consistently every week.
- Executive Newsletters are produced promptly every month.
- Phone calls with Lt. Governors are going well.
- Anastasia attended a Governor's administrative training conference in May.
- Visited 12 divisions so far
- Attended Kiwanis Capital District Convention
- Attended division 10, 11A Lock In

Ruthvik Gali:

- The District Map, featuring information such as each division's respective schools and their Zone administrators, has been completed with the help of Mr. Wolff.
- Attendance at Kiwanis Capital District Convention
- Newsletters and phone calls with Lt. Governors have been going well.
- Contributed to Lt. Governor Evaluations
- Last year, 20.4% of clubs turned in Early Bird Dues. The goal this year is to get 25% of clubs to do so.
- The GTDO plan has been finalized with Mr. Stankus.
- Attended Kiwanis Capital District Convention
- Visited 2 Officer Trainings (ZEP/OTC)

Secretary Hojin Yoon

- Monthly Reports and Newsletters were completed promptly.
- Attended Kiwanis Capital District Convention
- Visited 2 Officer Trainings (ZEP/OTC)
- Attended division 10, 11A Lock In
- Meeting Minutes and the Directory are almost finished.

Editor Jack

- Working on the Capital Key
- Monthly Reports and Newsletters were completed promptly.
- Compiled and assembled the September Executive Newsletter
- Attended Kiwanis Capital District Convention
- Visited 2 Officer Trainings (ZEP/OTC)
- Attended division 10, 11A Lock In

Artrell Flonnory

- Updated the theme and board bios on the Capital Key Club Website
- Attended division 10, 11A Lock In
- Newsletters were completed promptly.
- Attended Kiwanis Capital District Convention

8:47am: Governor Anastasia introduces International Trustee Gary Cheng to address the board.

- Gary is here to serve the board members. Ask him any questions if you want to know about International structure or general Key Club happenings.
- An International Trustee is like a liaison, similar to a Lt. Governor.
- The upcoming International Convention will take place in Indianapolis, celebrating the 100th year anniversary of Kiwanis.
- Current goals:
 - To update the service project directory
 - To continue being available for questions

8:52am: Governor Anastasia continues to administrative affairs.

Governor Anastasia entertains the motion to remove Diana Voronina, Lt. Governor of Division 2A from the Board.

Lt. Governor Eric Luu seconds the motion. Motion passes unanimously.

Governor Anastasia entertains the motion to remove Madison Tinus, Lt. Governor of Division 5B from the Board.

Lt. Governor Arshad Fakhar seconds the motion. Motion passes unanimously.

Governor Anastasia entertains the motion to remove Kira Zimmerman, Lt. Governor of Division 7A from the Board.

Lt. Governor Kiyoon Ko seconds the motion. Motion passes unanimously.

Governor Anastasia entertains the motion to remove Diana Nguyen, Lt. Governor of Division 11B from the Board.

Secretary Hojin seconds the motions to accept the resignations,

Lt. Governor Casey Farmer seconds the motion. Motion passes unanimously.

Lt. Governor Adrienne Lumain moves to accept the resignation of Hannah Foster, Lt. Governor of Division 14B from the Board. Lt. Governor Kiyoon Ko seconds the motion. Motion passes unanimously.

8:55am: Governor Anastasia continues to Governor Appointments.

Lt. Governor Arshad Fakhar moves to accept Brooke Souders as District Convention Chair. Motion passes unanimously.

Lt. Governor Dylan Colby moves to appoint Megan Anderson as Key Leader Ambassador. Lt. Governor Casey Farmer seconds the motion. Motion passes unanimously.

Lt. Governor Laura Vasquez-Bolanos moves to appoint Morgan Kotanko as Lt. Governor of Division 7A. Lt. Governor Sam Ahmed seconds the motion. Motion passes unanimously.

Lt. Governor Arshad Fakhar moves to appoint Billy Roberts as Lt. Governor of Division 14B. Motion passes unanimously.

Secretary Hojin moves to appoint Sahana Rao as Governor Representative for Division 2A. Editor Jack Morris seconds the motion. Motion passes unanimously.

Lt. Governor Dylan Colby motions to give Billy Roberts, Morgan Kotano, and Sahana Rao voting rights on the Board. Lt. Governor Sam Ahmed seconds the motion. Motion passes unanimously.

Lt. Governors Billy Roberts and Morgan Kotanko and Governor's Representative Sahana Rao are now voting members of the Capital District Board.

9:03am: District Administrator Mr. Stankus addresses the Board.

- Out of the **256** active clubs in Capital District, **100** do not contribute to the Eliminate Project.
- Introduces Jeffrey Wolff to the Board.

9:04am: Eliminate Vice Chairman Jeff M. Wolff addresses the Board.

- Trick-or-Treating for UNICEF has raised roughly **\$600,000** towards the Eliminate Project. Key Club has raised a total of **\$6 million** for the project through Trick or Treating alone.
- Boxes can be ordered for free on the Kiwanis Website:
www.kiwanis.org
- The money should be sent to UNICEF, not the Eliminate Project. The funds must be sent by **December 31st**.
- Clubs that participate will receive a patch recognizing their contributions.

9:08am: Governor Anastasia breaks the Board into committees to prepare their reports.

9:46am: Committees present their reports.

Sophia Vermeulen (Member Services Committee)

- YOF Applications are due **October 15th**.
- A "Frequently Asked" Facebook Page
- Making flyers
- Updated resources for leadership positions
- Resources for Lt. Governors on how to get help from Kiwanis

Casey Farmer (Service Programs)

- Contacting Major Emphasis programs and creating flyers for these programs
- Trifold booklet that goes further in depth with contacts for each organization.
- A 15-20 second video about ELIMINATE was filmed. The committee is aiming to distribute it by Fall Rally.

Dylan Colby (District Operations)

- Katherine Pajewski has been working on the work criteria process for Outstanding and Distinguished awards.
- Members of the committee have worked on a Google Drive with the information.
- The committee includes sub-committees to split the responsibilities for the directives.
- Making a poster with information on Dues

Sam Ahmed (Communications)

- Developing a stronger page with Webmaster Artrell for the Capital Website
- Creating a “How to” Guide on how to get divisional events onto the district website
- Currently Developing a Wikipedia page for Capital
- Wikipedia page
- Creating a timeline to show a Lt. Governors’ activities regarding K-Family Relations and other events.
- Creating a Legacy folder in Google Groups for the next few years to have
- Creating a District Convention video

Devyn King (K-Family Relations)

- Formulating the icebreakers we will do during K-Family weekend
- Promoting K- Family conference in November
- Creating a Prezi about the different branches of Kiwanis
- Promoting the use of social media to ensure positive relations

10:02am: Governor Anastasia addresses the board about building up Capital District.

- Capital District has lost nearly 1000 members over the past several years. Therefore, a primary goal should be to increase membership. Work closely with your respective Zone Administrators when chartering schools so that a strong foundation is built.
- Strong clubs need encouragement as well.

10:08am: Governor Anastasia continues discussion to Old Business.

Evaluations

- 250/250 points signifies that a Lt. Governor is doing his/her job.
- The layout of the Rubric may change between quarters.
- LTGs need to be recognized at DCON, so there will be 2 Outstanding and a few distinguished awards given out at the Convention.
- Bcc execs!

Directories

- All reports are due **September 30th** – Late reports will result in a deduction of points during evaluations.
 - Names and email addresses are the bare minimum per officer.
- If you have any questions, please ask me anything!

REPORTS AND NEWSLETTERS

- Many Lt. Governors are extremely prompt.
- Monthly reports are one of the only methods Governor Anastasia has to understand what's going on in your divisions. Make sure to spend time filling the form out.
- Newsletters for the most part have been really impressive. Remember – your division sees this newsletter to know what's happening in INTERNATIONAL, DISTRICT, and DIVISIONAL levels. Hard work on your newsletters **equates** to an informed division.
 - And if you're struggling with finding content or following guidelines, we are here to help you – we are here to serve you. Jack knows his stuff about guidelines a

10:38am: Treasurer Ruthvik presents the Capital District Map.

Treasurer Ruthvik worked with Wolff to finish. The map will be available on the Capital District Website soon.

10:44am: Governor Anastasia introduces Key Leader Ambassador Megan Anderson to talk about the October Key Leader in West River.

- Key Leader sessions often lose money. The goal for this session is to have **60** students attend. Promoting this event in your newsletters will help.
- It will take place at West River Center in Churchton, MD in **October 3rd-5th**.

10:49am: Governor Anastasia continues to Kiwanis Family Conference discussion.

- Kiwanis Family Conference (KFC) offers members a chance to meet Key Clubbers from other Districts.
- The event takes place in North Carolina on **November 7th-9th**.
- The starting fee is **\$175**, with a \$50 stipend for District Board Members.

10:54am: Trustee Gary Cheng talks about Youth Opportunities Fund.

- The application for the Youth Opportunities Fund is due on October 15th and can be found on the Key Club website:
<http://keyclub.org/home.aspx>
- Schools who receive the fund will get a notification by January 1st.

11:04am: The Convention Committee presents to the Board.

Julianna Stanley

- Claire Dickson-Burke has created a video for Fall Rally already. A speaker is needed for Fall Rally. A meal ticket is \$15.
- Goal: to make this District Convention the best one yet

Brooke Souders

- The Board discusses about the 2015 DCON Themes:
Superheroes, Service around the world, throwback century of service, film theme
- To narrow it down to two categories, two votes are held:
Superheroes – 9, Throwback – 8, Film – 3, Service around the World – 9
Superheroes – 10, Throwback – 14, Service around the World – 6

The 2015 District Convention theme is **Superheroes**.

11:26am: Governor Anastasia opens the board to questions.

- The price for District Convention has not been decided.

11:28am: Editor Jack moves to adjourn September Board Meeting

Unanimously approved, Governor Anastasia adjourns the September meeting.

DATES TO REMEMBER:

1. All funds raised from trick-or-treat for UNICEF must be sent by December 31st, 2014.
2. Fall Rally at King's Dominion is on October 18th from 11am-4pm.
3. Send Jack good pictures.
4. November 7th-9th is KFC (Kiwanis Family Conference).

Minutes submitted by Secretary Hojin Yoon