

Official Board Meeting
Capital District Key Club Board of Officers

1919 Connecticut Ave NW, Washington, DC 20009

Sunday, July 7, 2013

10:30 AM E.S.T

Present:

Governor Garrett Fraino

Secretary Claudia Mui

Treasurer Rui Fu

Editor Ceyer Wakilpoor

Lt. Governors: Jahmai Holland, Haley Roeser, Emily Tu, Ashley Carroll, Stacy Vitko, Logan Amico, Liz Moore, David Peters, Cassidy Thomas, Melanie Sparks, Samad Fakhar, Keavy Baylor, Colin Austin, Christine Shen, Madison Tinus, Crystal Escolero, Genesis Martinez-Rivas, Brenda Tapp, Canon Cochran, Anastasia Slepukhova, David Lee, Jack Morris, Cameron McHenry, Matt Shadid, Zachary Brigham, Jessy Spencer

District Administrator: Joe Stankus

Assistant District Administrator: Nicole McDermott

Zone Administrators: Kristina Dlugozima, Mrs. Moore, Brian Egger, Josh Hiscock, Mrs. Slotter, Missy Zimmerman, Stacy Whitehouse

Absent:

Lt. Governors: Tyler Ambrose, Pria Dutt, Keavy Baylor, Sahana Rao

Webmaster Angela Li

Zone administrators: Matt Brent, Justin Garrow, Erin Lopes, Millie Passwaters, Mr. Wise

Guests:

RaeFord Penny (International President), Eric Yoon (International Trustee), Yein Ha (Immediate Past International Trustee), Scott Zimmerman (Kiwanis Governor Elect), Jordan Berger, Grace Bampton, Danielle Horridge, Camille Idedvebo, Fenguese Pierre, Fan Huang, Arshad Fakhar, Sai Vedati, Megan Owens

10:31 am: Governor Garrett Fraino calls meeting to order.

10:32 am: Lt. Governor Canon Cochran moves to approve April board minutes.

- Lt. Governor Ashley Carroll seconds the motion. Motion passes unanimously. The board minutes for the month of April are approved.

10:34 am: Stacy Whitehouse presents steps of parliamentary procedure

10:41 am: Governor Garrett Fraino entertains a motion to accept resignation of Ana Robogliatti of Division 16.

- Lt. Governor Ashley Carroll moves to accept the resignation of Ana Robogliatti of Division 16.
- Treasurer Rui Fu seconds the motion. Motion passes unanimously. The resignation of Ana Robogliatti is accepted.

10:43 am: Governor Garrett Fraino entertains a motion to appoint Caroline Albert as Lt. Governor of Division 16 with voting rights.

- Lt. Governor Jessy Spencer moves to appoint Caroline Albert as Lt. Governor of Division 16 with voting rights.
- Lt. Governor Melanie Sparks seconds the motion. Motion passes unanimously. Caroline Albert is appointed as Lt. Governor of Division 16 with voting rights.

10:44 am: Executive Reports

Editor Ceyer Wakilpoor: Published Vol. 58 of the Capital Key; thanked the people who wrote an article--requested feedback and additional volunteers to submit an article for the next Capital Key and will send out an email reminder. The articles for the Capital Key should be about one-third of a page in Times New Roman font with size 12.

Treasurer Rui Fu: Thanked the Capital District for a successful ICON 2013, June/July newsletter will be sent out shortly, requested the Capital District Board to start promoting dues and the goal of at least 45% of the clubs in Capital District to achieve Early Bird dues status.

- **Cost:** \$11 for the Capital District
- **Start:** October 1st
- **Early bird:** November 1st
- **Deadline:** December 1st

- **February 15th**: If the club does not turn in dues by this time, the status of the club will be inactive.
- The club is suspended or inactive if they cannot abide by laws. Not eligible for scholarships, cannot participate in Key Club events (Fall Rally, DCON, ICON), etc.
- If a suspended club pays **within the year** of suspension, there is **no penalty**. But if the suspended club pays within the **next year**; there is a penalty of **\$100**.

Secretary Claudia Mui: Published and sent out June 2013 newsletter; typed, edited, and sent the April board meeting minutes to International directors and the Capital District Board, compiled a spreadsheet for contact communities as well as updated spreadsheets of monthly reports, newsletters, visitations, and directory submissions.

Governor Garrett Fraino: Attended the Division Council Meetings of Divisions 9, 10, 14A, 20c, and 22; appointed committee chairs, discussed committees with executive board, created a penal system with sister districts (Ohio and New York), requested an addition to Lt. Governor reports such as feedback on the Executive board and suggestions for the District. Also, proposed 5 amendments to International as well as 13 amendments for the District board.

10:52 am: Lt. Governor Reports

Lt. Governor Jahmai Holland: Held a DCM but due to low attendance, will be visiting each of her clubs to train officers instead of an OTC. Created a goal to have more division-wide projects and have a joint division meeting with Lt. Governor Matt Shadid.

Lt. Governor Haley Roeser: Did not attend board training; trying to charter a new club in the division, and having difficulty getting directory information from clubs.

Lt. Governor Emily Tu: Emailed club secretaries in hopes of communication and getting to know them on a more personal level, Discussed with Lt. Governors Ashley Carroll and Brenda Tapp for joint divisional ZEP, DCM, and OTC. Also, gathered most club directory information and sent Secretary Claudia 6 out of 9 clubs in the division.

Lt. Governor Ashley Carroll: Sent Secretary Claudia club directories, proposed ideas of projects such as a lock in for clubs. Plans to have an ELIMINATE fundraiser around the Richmond area for her division.

Lt. Governor Stacy Vitko: Will host a DCM on August 18th, difficulty trying to get directories but sent in a couple, emailing club secretaries and presidents to raise awareness for the year.

Lt. Governor Logan Amico: Only had time to host a DCM during SAT week; and decided not to host one yet.

Lt. Governor Liz Moore: Sent Secretary Claudia 12 club directories out of 15 clubs, in the process of chartering a new club in the division, DCM/OTC hosted on May 20th and division water battle will be hosted on August 10th.

Lt. Governor David Peters: Hosted a DCM with Lt. Governor Cassidy Thomas on June 8th.

Lt. Governor Cassidy Thomas: Finished chartering a club in division and currently raising money for Alex's lemonade stand.

Lt. Governor Melanie Sparks: Getting in contact with most clubs except one. Plans to host a OTC/DCM the beginning of next year and hopes to have Elkton Kiwanis involved for a lemonade stand fundraiser.

Lt. Governor Samad Fakhar: Held a division car wash and tree planting that raised over \$500 for the St. Jude's hospital, OTC will be hosted on August 10th, worked with a local builders club and raised \$330 through a Chipotle fundraiser, and will host a Kiwanis interclub meeting at the Cal Ripken stadium on July 24, 2013.

Lt. Governor Colin Austin: Three club visitations, in the process of planning a interdivisional dance with Lt. Governor Christine Shen for the ELIMINATE Project, hosted a successful DCM/OTC in June with attendance from the CKI and Kiwanis family and bringing more than 10 members to ICON.

Lt. Governor David Lee: DCM hosted on May 20th, waiting for several clubs in division to respond back with directory information and expecting it after summer.

Lt. Governor Christine Shen: First DCM will be hosted in August.

Lt. Governor Madison Tinus: Having difficulty with contacting clubs for information and monthly reports.

Lt. Governor Caroline Albert: Just got appointed, looking forward to the year.

Lt. Governor Crystal Escolero: Hosted a DCM with Lt. Governor Genesis Martinez- Rivas, had Poolesville high school Key Club chartered, contacted club secretaries through email and offered ideas of different fundraisers.

Lt. Governor Genesis Martinez- Rivas: Contacted Kiwanis advisors and having difficulty trying to reach several clubs.

Lt. Governor Brenda Tapp: Installed officers for a few clubs, planning a joint DCM with Lt. Governors Emily Tu and Ashley Carroll, and will plan club visitations when school year starts.

Lt. Governor Canon Cochran: Gathered all club directory contact information and sent to Secretary Claudia, currently setting up a divisional project for ELIMINATE , and will host a DCM in August.

Lt. Governor Anastasia Slepukhova: Provided most of the resources passed out from April board training to club officer such as information about ELIMINATE, fundraising, governor's project; also promoting Fall Rally and DCON. An OTC will be hosted with Lt. Governors Jack Morris, David Lee, and Sahana Rao in late August.

Lt. Governor Jack Morris: Sent all newsletters and reports on time, most club directory information sent to Secretary Claudia, chartered a new club, and held DCM in May.

Lt. Governor Cameron McHenry: Starting divisional project soon, having trouble contacting clubs.

Lt. Governor Matt Shadid: Talked to all officers in division and hosted a DCM; there was low attendance due to the distance between all clubs. Plans to create YouTube tutorials for specific club duties instead of hosting an OTC; will also use project Best Buddies that will help promote Governor's project similar to Grassroots (sports) and all profits will go to eliminate.

Lt. Governor Zach Brigham: Hosted a DCM with Matt Shadid at Summerseed farm that involved a service project with a dessert reception following the meeting.

Lt. Governor Jessy Spencer: Consistently turned in monthly reports/newsletters, Will host a ZEP with Lt. Governor Keavy Baylor, in the process of starting a K-Kids in the division as well as visited 5 clubs.

11:10 am: Governor Garrett Fraino discusses Governor's project.

- Commends Lt. Governors on including Governor's project in newsletters.
- There will be an application online for clubs to submit hours, type of service project, and who it benefits. Governor Garrett and Secretary Claudia will be keeping track of progress and forms.
- During Key Club week in November: Promote \$1 Wednesdays. Every Key Club member brings in a \$1 to raise up to \$14,000 for ELIMINATE. It will be a big jump towards the \$68,000 district goal.
- So far, \$2,000 is raised toward the ELIMINATE goal.

11:13 am: Committee Chair Appointments

- **Fall Rally Chairs:** Lt. Governor's Ashley Carroll and Samad Fakhar
- **Member Services Chair:** Lt. Governor Jahmai Holland
- **Service Programs Chair:** Lt. Governor Jack Morris
- **Communications Chair:** Lt. Governor Emily Tu

- **District Operations Chair:** Lt. Governor Colin Austin
- **Kiwanis Family Relations Chair:** Lt. Governor Logan Amico

Adult Committee Chairs:

- **Conventions:** Ms. McDermott, Ms. K, and Millie Passwaters
- **Member Services:** Mr. Wise and Mrs. Slotter
- **Service Programs:** Erin Lopes
- **Communications:** Josh Hiscock and Matt Brent
- **District Operations:** Stacy Whitehouse, Justin Garrow, and Brian Egger
- **Kiwanis Family Relations:** Mrs. Moore and Mrs. Zimmerman

Lt. Governor Cassidy Thomas will be moved conventions committee.

11:16 am: Governor Garrett Fraino requests for all Lt. Governors to disperse into committees to hold a meeting for at least 30 minutes.

11:50 am: Lt. Governors return back to board meeting; Lt. Governors Ashley Carroll and Samad Fakhar discuss Fall Rally.

- There will be no t-shirts, no lunch, and no service project. The sale of ELIMINATE pins will take place during the “pep rally” portion of Fall Rally (Time in between arrival to start of program).
- Fall Rally will be on October 12, 2013.
- There will be a key note speaker. Members will arrive around 10 am and speaker will start around 10:30 am.
- **Cost:** \$35 for a ticket and \$5 for anyone with a season pass.
- Attendees should bring their own money for lunch.
- **Payment:** Should be postmarked by October 4th, 2013. Email address must be provided on the form to contact attendees.

11:53 am: Key Leader Recap

- Lt. Governor Cassidy Thomas talks about her November Key Leader experience and as a student facilitator in April. She was able to learn leadership skills as well as connecting with different people.
- Lt. Governor Jack Morris: Went to Key Leader in April, discusses that it was a life changing experience and met new friends.
- Lt. Governor Colin Austin: Attended Key Leader in May. States that he was able to meet new people and network; learned how to be a servant leader.

11:58 am: ICON attendees

- Board members who attended ICON get an extension.
- Reports will be due on the 15th
- Newsletters will be due on the 20th
- Board members who did not attend ICON will have the original deadline of reports and newsletters.

Directories:

- Please submit directories to Secretary Claudia.
- Also, please email Secretary Claudia how many clubs are in your division.

DCON chairs: Will be appointed at the next board meeting.

Please promote in newsletters! DCON chairs will become District board members if appointed.

- **Requirements:**
 - Must be a non-Lt. Governor and does not plan to run for office at DCON or ICON (such as executive board, trustee, or international president)
 - Attended at least ONE DCON and preferably, attended at least ONE ICON

12:02 pm: Newsletters

Suggestion for a Capital District newsletter template, but **MUST** follow International graphic standards.

- If changes to the newsletter template are discussed by International board, the changes may not come into effect until next year as stated by International President Raeford Penny
- For newsletters, a text box must be manually drawn on the template.
- Lt. Governor Ashley Carroll volunteers to make a tutorial on how to use the newsletter template.

12:08 pm: Reminders

- Please send all club names and amount of clubs in division to Governor Garrett and Secretary Claudia. This does not mean contact information.
- If you would like to sell ELIMINATE bracelets, please talk to Mr. Stankus. They are \$2 each and come in dark and light blue.
- Lt. Governor Emily Tu suggests the idea of the “Eliminate Games” (adapted from *The Hunger Games*)
 - Play minute to win it games within club levels, winners then advance to the divisional level, divisional winners advance to district level. Tickets can be sold to watch competitions between district and divisional level to raise funds for ELIMINATE.

- Please send in advisor name, email, and number. Please check the high school's website.

12:10 pm: Meeting was concluded but not officially adjourned.

Dates to remember:

- **Reports for ICON attendees due on:** July 15th
- **Newsletters for ICON attendees due on:** July 20th
- **Payment for Fall Rally Postmarked by:** October 4th, 2013
- **Fall Rally:** October 12th, 2013.
- **Next Board Meeting:** September 13th, 2013- September 15th, 2013.

Minutes Submitted by Secretary Claudia Mui