

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

**Hampton Inn and Suites
22700 Holiday Park Drive, Sterling, VA 20166
Sunday, May 12th, 2019**

Present:

Governor Pamela Barrett
Editor Kyle Foster
Webmaster Marina Guillen

Lt. Governors: Joshua Blackmon, Salome Nebiyu, Grace Guido, Alexandra Uy, Caroline Whichard, Isabella Fadullon, Juliana Yu, Abigail Diaz, May Fu, Chloe Kerwin, Cole Cestaro, Karen Raphael, McKinley Armstrong, Kimanh (Kim) Nguyen, Anabelle Diaz, Mary Casto, Christina (Nikki) McDonald, Imony Eley, Tina Brazzi, Emma Llewellyn, Hannah Luviano, and Emily Neel

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, Mrs. Avanti Yamamoto, Mr. Art Bykonen, Mr. Scott Zimmerman, Ms. Karen Roberts, Mr. John Richards, and Ms. Ginny Grant

Partial Attendance:

Lt. Governors: N/A

Absent:

Secretary-Treasurer Tim Do

Lt. Governors: Elizabeth Golden, Serena Xu, Elihu Sanchez, Esha Ahmad, Angelo Dashnaw, Adrienne Smith, Zehra Mirza, Nelly Stafford, Idayziah Jones, and Vaishnavi Nemani

Board Members: Erin Yu

Zone Administrators: Ms. Stephanie Feinberg, Mrs. Jennifer Hiscock, Ms. Rachel Slotter, Mrs. Angie Moore, and Mrs. Teresa Tyler

Call to order

- Governor Pam calls the board meeting to order
- Lt. Governor Mckinley reads the invocation
- Editor Kyle Foster takes roll call

Appointments and resignations

- Governor Pam entertains the motion to remove Sisira Vandara as Lieutenant Governor of Division 2C
 - Motion passes unanimously
- Governor Pam entertains the motion to appoint Grace Guido as Lieutenant Governor of Division 2C
 - Webmaster Marina Guillen moves to appoint Grace Guido as Lieutenant Governor of Division 2C
 - Motion passes unanimously
- Governor Pam entertains the motion to appoint Erin Yu as Lieutenant Governor at Large
 - Kim Nguyen of Division 11B moves to appoint Erin Yu as Lieutenant Governor at Large
 - Chloe Kerwin of 7B seconds this motion
 - Motion passes unanimously

Executive reports

Webmaster Marina Guillen:

- Focused on updating the Capital District website
- Will put up more information regarding DCON and ICON registration
- "Meet the Board Page" will be fully updated
- Will be updating the Capital District Instagram page with the "e-LEMON-ate" Challenge

Editor Kyle Foster:

- Emailed back and forth with Mrs. H to create informational and promotional videos
- Will use the summer to work on the first publication of the Capital Key

Secretary-Treasurer Tim Do:

- Encourages all the Lieutenant Governors to collect club contact information through the assigned the template
- BCC and CC the executives on all emails

Governor Pam Barrett:

- Compiling tips to make a Lieutenant Governor Guidebook for all the Lieutenant Governors
- Working with the other Governors of different districts to make a Mailchimp tutorial
- Working on the Governor's Greeting

Divisional Reports

Lt. Governor Joshua Blackmon of 2A:

- Will be hosting a DCM and OTC on June 22nd
 - Partnership with Division 2D
 - Will be making dog toys out of old t-shirts while teaching all the officers about their respective duties
- Divisional Leadership Team
- September: Key to College Event
 - Partnership with Circle-K

Lt. Governor Salome Nebiyu of 2B:

- Began discussion with other individuals for creating a K-Kids
- Will be planning her first DCM on June 22nd
- Elected as the Service Committee Chair

Lt. Governor of Alex Uy of Division 2D:

- Will be hosting a DCM and OTC on June 22nd
 - Partnership with Division 2A
 - Will be making dog toys out of old t-shirts while teaching all the officers about their respective duties
- Recently attended a Kiwanis Ice Cream Social

Lt. Governor Abigail Diaz of 6A:

- Visited clubs within her respective division
- Attended a Kiwanis Banquet
- Will be hosting her first DCM on May 15th to encourage divisional support and strength

Lt. Governor May Fu of 6B:

- Will be hosting a future DCM with 4A and 4B
- In the future, she wants to work closely with a newly chartered Key Club and personally visit all her clubs within her respective division during her term

Lt. Governor Cole Cestaro of 8:

- Currently planning his first DCM and OTC
- Will have past officers to talk to the newly elected officers regarding their duties
- Will be calling the clubs within his division in order to maintain contact and to collect contact information

Lt. Governor Karen Raphael of 9A:

- Collected contact information from various schools
- Wants to increase participation on a district level

Lt. Governor Mckinley Armstrong of 9B:

- Will be hosting a future DCM with 9A
- Wants to do a divisional event such as a Dance-A-Thon, Ice Cream Social, Escape Room, etc.
- In the process of creating a Builders Club

Lt. Governor Anabelle Diaz of 12A:

- Will be hosting her first DCM
 - Service Project: make some socks and donate them to a children's hospital

Lt. Governor Imoni Ely of 14A:

- Will be hosting a joint DCM with 14B
 - Will be having team-building activities and other team-building exercises

Lt. Governor Tina Brazzi of 14B:

- Will be hosting a joint DCM with 14A
- Wants to reinstate other Key Clubs that are inactive and dormant
 - Wants to try new strategies to broaden outreach and divisional support for all clubs in her respective division
- Earth Day Clean Up

Lt. Governor Emma Llewellyn of 15A:

- Had a Rise Against Hunger Campaign
 - Packed over 670 meals
- Attended various club meetings within her respective division
- Will be hosting her first DCM on May 25th
 - Topics for Discussion: membership recruitment and service projects

Lt. Governor Hannah Luviano of 15B:

- Will be hosting her first DCM and OTC
- Later in August, she will be hosting a President's Dinner to build communication
- Later in the Fall, she will be having a joint DCM and ZEP

Lt. Governor Emily Neel of 16/17:

- Outlined her DCM, but not have been able to achieve it due to a lack of communication

Break into Mother's Day Card Activity

Reconvene

Committee Reports

Conventions and Events Committee:

- Emma Llewellyn, the Conventions and Events Committee Chair, talked about ICON
 - Wants to do a photo booth and hire a caricature individual that was successful in the past
 - Wants to do Key Club chants
- Fall Rally will be hosted on October 19th
 - Will have ice-breakers and other team-building exercises/activities

Communications Committee:

- Grace, in place of the Communications Committee Chair, talked about having a promotional video for Fall Rally
 - Wants to create more flyers and posters for Instagram

Service Programs Committee:

- Salome, the Service Programs Committee Chair, talked about different ways to promote the District and Governor's Project
- The main idea is to create new flyers and posters that can be included in newsletters

Kiwanis Committee:

- Wants to establish relationships with Kiwanians
- Wants to broaden outreach to the CKI Capital District Governor

Member Services Committee:

- May Fu, the Member Services Committee Chair, talked about creating various programs to talk about club positions
- Will focus on inviting new members and retaining old members

International Convention

- Will be hosted at Baltimore on July 3-7
- This event is an amazing way to interact with other Key Clubbers and to meet other passionate individuals
- Deadline for the second registration payment is coming up soon
- Try to encourage member participation at ICON
- Make sure that members are registering through the Capital District website

Fall Rally

- Essentially, as Lieutenant Governors, you must arrive at 9 a.m. to help set up
- Registration:
 - You can do it as a school, but you can do it as individuals
 - Individuals can pay online through a credit card or a paypal account
 - Lieutenant Governors and board members must register even though they are going for free
- Anybody is invited to this event

Governor's Project - Feeding America

- Feeding America is a United States based non-profit organization that helps individuals through providing basic necessities, such as food
- Key Clubs can participate in the Governor's Project by assisting and helping food banks/local pantries and etc.
 - Sometimes, food banks/local pantries want a specific type of food
 - So, make sure Key Clubbers contact food banks/local pantries to ensure that the proper requirements are being met
- Ensure that all activities/projects that are going towards Feeding America is properly planned and structured
- Governor Pam will be making more flyers to promote the Governor's Project

District Project - The ELIMINATE Project

- Through the change that was collected after dinner, \$102 dollars were raised, which saved 57 lives
- Ideas for the ELIMINATE Project: bake sales, divisional t-shirt fundraiser, dance marathons, and the "e-LEMON-ate" Challenge

Reminders

- Board Meetings are important, so attendance is mandatory and required
- Continue collecting Club Contact Information, which must be sent to Secretary-Treasurer Tim Do

Adult Board Comments

- Fall Rally is confirmed to be on October 19th
- Attendance at District Convention is declining, which must be changed
- K-Family Weekend will be on the 2nd week of September (Friday-Sunday)

Benediction

- Lt. Governor Abby Diaz leads the benediction

Adjournment

- Governor Pam adjourns the meeting

Minutes submitted by Secretary-Treasurer Tim Do.