

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

**Hyatt House Sterling
45520 Dulles Plaza, Sterling, VA 20166
Saturday, May 14, 2016**

Present:

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

Lieutenant Governors: Ihejirika Ikechukwu, Zoha Zafar, Sydney Hamrick, An Dinh, Téa Le, Alexandra Putka, Alexander Lin, Devon Blackwell, Zac Kozel, Brennan Hudson, Esha Kashmiri, Jason Moreland, Saad Fakhar, Anna Sepanic, Caelin Bennett, Rachel Park, Caroline Johnson, Manasha Bhetwal, Savannah Lodwick, Jessica Lawson, Christopher Bratcher, Devika Viyulie, Maegan Richards, Claire Chung

District Administrator: Joe Stankus

Zone Administrators: Kristina Dlugozima, Corey Gillette, Jon Doblis,, Laura-Leigh Palmer, Jennifer Hiscock, Joshua Hiscock, Art Bykonen, Avanti Kollaram, Missy Zimmerman, Scott Zimmerman, Jerry Jones, Teresa Tyler, Angie Moore

Guest: International Trustee Anastasia Slepukhova

Late:

Lieutenant Governor Johyun Kim

Absent:

Lieutenant Governors: Ari August, Priyanka Bheemreddy, Samantha Rogers, Norah Mulinda

Zone Administrator Stacy Whitehouse

10:05: Call to order

- Governor Danny calls board meeting to order
- Board recites Key Club Pledge
- Invocation
- Secretary-Treasurer Alekya Bheemreddy takes roll call

10:11: Zone Administrator Josh Hiscock begins LTG re-training session

- Discussion
 - Situations that could have gone better for lieutenant governors with the first month of their terms
 - Proud accomplishments of lieutenant governors: planning DCM, producing newsletters, having communication with clubs
 - What lieutenant governors wish they had known before the start of their terms: steps to take after a club visitation, social media do's and don'ts
- Newsletters
 - Parts of making a newsletter lieutenant governors struggled with: how to make it pop/interesting, using Key Club fonts/customizing it
 - Tips: Use Key Club international website for article inspiration, Don't wait until the last minute, use adults as resources, make sure to include required articles
- Emails
 - Make sure to include zone admin in all emails, when sending emails to a large group make sure to utilize "BCC" line to ensure privacy
 - Use titles of respect (Mr. Mrs. Etc.)
 - Include all information (location, time, date, and agenda)
 - Proofread twice and make sure to include intended attachments
 - Don't use acronyms when addressing something for the first time
- Professionalism
 - Be punctual
 - Don't use official groups/pages for social interaction
- Keeping Organized
 - Use a calendar (paper or electronic) to plan ahead and have reminders for dates and deadlines

- Working with zone administrator
 - Keep in contact with zone administrators at all times in order to update them
 - Inform them of DCM agenda beforehand
 - Work with them if you want to charter a new Key Club

10:56: District Administrator Joe Stankus discusses how to keep busy in the summer months

- Key Club doesn't stop over the summer- you can still keep working
- Use summer months to attend Kiwanis meetings and to get to know your local K-family better
- Reach out to individual clubs and offer assistance for the upcoming year
- Promote social media to your clubs
- Discuss ICON in July newsletter and OTC in August newsletter
- Do service and take advantage of your time to plan and attend service events

11:07: District Administrator Joe Stankus addresses monthly reports and communicating with zone administrator at least once a week

Resignations

11:14: Webmaster Hannah Pajewski moves to accept the resignation of LTG Joshua Kovach.

- LTG Esha Kashmiri seconds the motion to accept the resignation of LTG Joshua Kovach. Motion passes unanimously.

11:15: Webmaster Hannah Pajewski moves to accept the resignation of LTG Cameron Francis.

- LTG Claire Chung seconds the motion to accept the resignation of LTG Cameron Francis. Motion passes unanimously.

Appointments

11:16: Editor Emma Stone moves to accept the appointment of Luciano Dolfi as LTG of Division 9B.

- LTG Caroline Johnson seconds the motion to accept the appointment of Luciano Dolfi as LTG of Division 9B. Motion passes unanimously.

11:17: Editor Emma Stone moves to accept the appointment of Megan Roberts as LTG of Division 14A.

- LTG Ann Dinh seconds the motion to accept the appointment of Megan Roberts as LTG of Division 14A. Motion passes unanimously

11:18: Governor Danny calls for executive reports

Webmaster Hannah Pajewski:

- Updated overall theme and layout of the Capital District website
- Created a page on the website where each executive board member has a blog to keep members updated on their happenings
- Plans to continually keep Capital District social media updated
- Plans to attend ICON 2016

Editor Emma Stone:

- Conducted monthly phone calls with Lieutenant Governors
- Finished the first entry of Emma's Editorial for the District Website
- Plans to create the template for the executive newsletter
- Plans to gather and place articles in the executive newsletter
- Plans to continue to work on the template and plan articles for the Capital Key magazine.
- Plans to attend ICON 2016
- Plans to grade newsletters and return them to LTGs

Secretary-Treasurer Alekya Bheemreddy:

- Made monthly phone calls to LTGs
- Evaluated lieutenant governor April newsletters
- Kept lieutenant governor newsletter and monthly report spreadsheet updated
- Submitted an article for the executive newsletter
- Produced first edition of Alekya's Account for the Capital District website
- Compiled the 2016-2017 District Board Roster
- Attended Kiwanis DCON
- Plans to attend ICON 2016

Governor Danny Inglis:

- Attended GATC with Mr. Stankus in San Antonio and learned more about the responsibilities of being Governor and met fellow governors for the upcoming year
- Sent out the first executive newsletter as well as a started a weekly remind system, the Capital Key Club Chronicle
- Attended Kiwanis DCON in Richmond with the executive board and a few LTGs and met Kiwanians and gave a speech during their Convention
- Plans to attend ICON 2016

Projects

11:22: Governor Danny addresses deciding on a district project.

11:22: LTG Manasha Bhetwal presents information on the World Food Program-

- Combats malnutrition and food shortages
- Program's goal is to eliminate the need for food aid itself

11:23: LTG Devon Blackwell presents information on Pencils of Promise-

- Advocates for proper education in areas
- Offers scholarships and training for teachers
- Informs students about sanitation, water etc.

11:25: LTG Claire Chung presents information on the Thirst Project-

- Goal is to end the global water crisis

11:26: Editor Emma Stone presents information on Children's Miracle Network

- Both a fundraising and service project
- Results are seen firsthand because hospitals are in your own communities
- Direct and lasting result

11:28: LTG Zoha Zafar and LTG Ihejirika Ikechukwu present information on St Jude's Cancer Research:

- Within our division
- Research for pediatric cancer
- Run by donations

11:29: Vote is held in order to narrow down to two projects whereby each board member has one vote

- World Food Program – 9
- Pencils for Promise- 12
- Thirst Project- 13
- Children's Miracle Network- 13
- St. Judes Cancer Research- 8
- Final two projects are Children's Miracle Network and Thirst Project

11:32: Board members ask questions about Children's Miracle Network and Thirst Project

- Children's Miracle Network
 - Is this project a worldwide effort or just for the USA?
- Thirst Project
 - What exactly does it do?
 - How specifically do they treat the problem?

11:44: Vote is held between Children's Miracle Network and Thirst Project whereby each board member has one vote

- Thirst Project- 11
- Children's Miracle Network- 17

11:45: The 2016-2017 Capital District project will be **Children's Miracle Network**

11:45: Governor Danny discusses goal for District Project

- Find a medium between both volunteer hours and monetary amount raised
- Vote for how we're going to measure the goal

11:55: Decision of goal for district is tabled until after the break

11:57: Governor Danny gives an overview of the Governor's Project

- Governor's Project flyer to be sent out in the next day
- Name of project is "Help End Hunger"
- Goal is to help those who cannot feed themselves

Events

11:58: Guest and International Trustee Anastasia Slepukhova discusses ICON

- To be held in Atlanta, Georgia
- District tour
- Convention is similar to DCON except it includes many districts
- Attend to support our candidate for international office
- Attend workshops such as swing dancing, public speaking, and Key Club spirit
- Governor Danny, Editor Emma Stone, and LTG Meagan Richards talk about their experiences at ICON 2015

12:09: Governor Danny addresses Fall Rally

- To be held in King's Dominion
- Leadership based event
- Fun and games
- October 15, 2016

12:15: Meeting is adjourned for a break

1:15: Meeting reconvenes

1:16: Update from International

- International Trustee Anastasia Slepukhova reads email from International Trustee Clifford Young:
 - Hosted a webinar for ICON
 - Chartered a Key Club in Brazil
 - International Board has passed the Thirst Project as it's project
 - International Board has decided to cease the printing of the Key Club International newsletter

1:24: District Administrator Joe Stankus discusses GATC and holding DCMs online to get better attendance

1:29: Governor Danny discusses committees

- Committees are way to divide tasks within the board
- It is vital to keep adult members in the loop and tell them what's happening

1:31: Board disperses for time with respective committees

2:32: Board reconvenes

2:33: Committee reports

- LTG Anna Sepanic presents Convention and Events Committee report
 - Fall rally- recruit a speaker from CMN, plan to contact New Jersey and Carolinas for advice, provide incentive for club with the most attendees, email all members to promote
 - DCON- include a meet and greet with CKI, Saturday's lunch is with CKI and Kiwanis at the convention center, Saturday's awards banquet will be the same as years before, just without food, need to consider when service fair will be
- LTG Zac Kozel presents Member Services Committee report
 - Committee's role is to gain membership, collect dues, create flyers and catch phrases, advertisements for events, and hold video chats
- LTG Manasha Bhetwel presents Service Projects Committee report
 - Webinars "service on the 2nd at seven"-LTGs promote this in their newsletters, purpose of the webinars is to advise and answer questions,
 - Service handbook- hand out before DCON to highlight and explain how to run large a scale project
- LTG Saad Fakhar presents District Operations Committee report-
 - Role of committee is to mandate policy and bylaws, regulate awards for DCON, make award application easier to access online, and improve the forms on the Capital District website
 - Goal is to promote awards packet
- LTG Sydney Hamrick presents Communications Committee report
 - Goal is to help everyone with technology (with online DCMs etc, teaching LTGs/adults how to use google chats/hangout),
 - Spread info by making videos and flyers
 - Make a google folder with flyers and other information
 - Work with Webmaster Hannah Pajewski and Editor Emma Stone to put things on social media

- LTG Esha Kashmiri presents Kiwanis Family Committee report
 - Goal is to grow and strengthen the bonds between all the members of the K family.
 - Plan is to promote Kiwanis club interaction with Key Clubs by including them in LTG newsletters, and having Kiwanis LTGs create a newsletter for Key Clubs and vice versa.

2:43: Reminders by Governor Danny

- Monthly Reports
- Newsletters due on the 15th
- Ask for extension way in advance
- Continue getting contact information for the district Directory
- Final icon payment is due Monday, May 16th - \$300

2:44: Reminders/announcements by adult committee

- Try to finish newsletters in advance
- Send committee reports to Secretary-Treasurer Alekya
- Paid dues report: changes every 2 weeks during the regular year, shows clubs that are active/inactive/suspended, look out for membership trends in your clubs over the years
- Maintaining a calendar is crucial
- Zone administrator for Delaware and East Maryland will be Rachel Slotter
- LTG pins
- Last year's District directory has old officer's contact information in the case that LTGs are not able to get in contact with current club officers

2:55: Webmaster Hannah Pajewski delivers benediction

2:56: Meeting is adjourned

Reminders

- Create your introduction flyer for our new International Trustee, we find out who he/she is near the end of July. This is due July 5th.
- Reply to the committee directives by the end of month expressing that you understand your position.
- Schedule your phone call with your assigned executive
- As the end of the quarter is ending, please let Danny or Alekya know if you have done anything outstanding this quarter. This can include hosting a DCM, visiting clubs, collecting all of your contact information. These will act as bonus points on your quarterly evaluation.
- Send out Governor's Greeting to your clubs
- Send pictures to Hannah so she can add them to the website and social media
- Monthly reports are due on the 10th of every month
- Newsletters are due on the 15th of every month

Minutes submitted by Secretary-Treasurer Alekya Bheemreddy