

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

**Hyatt Regency Baltimore  
300 Light St, Baltimore, MD 21202  
November 16-17, 2013**

**Present:**

Governor Garrett Fraino  
Secretary Claudia Mui  
Treasurer Rui Fu  
Editor Ceyer Wakilpoor  
Webmaster Angela Li  
DCON Chair Brooke Souders

Lt. Governors: Jahmai Holland, Emily Tu, Ashley Carroll, Faith Hatter, Liz Moore, David Peters, Cassidy Thomas, Pria Dutt, Melanie Sparks, Samad Fakhar, Colin Austin, Madison Tinus, Caroline Albert, Crystal Escolero, Genesis Martinez- Rivas, Brenda Tapp, Canon Cochran, Anastasia Slepukhova, Sahana Rao, David Lee, Jack Morris, Matt Shadid, Zachary Brigham, Jessy Spencer

Zone: Administrators: Kristina Dlugozima, Justin Garrow, Josh Hiscock, Erin Lopes, Millie Passwaters, Jane Slotter, Stacy Whitehouse, Freeman Wise, Angie Moore, Missy Zimmerman

Assistant District Administrator: Nicole McDermott

District Administrator: Joe Stankus

**Absent:**

Lt. Governors: Haley Roeser, Tyler Ambrose, Logan Amico, Keavy Baylor, Christine Shen, Cameron McHenry

Zone Administrators: Matt Brent, Brian Egger, Jerry Jones

**1:04pm: Call to Order**

- Governor Garrett calls meeting to order.
- Lt. Governor Canon Cochran leads Key Club pledge.
- Lt. Governor Zachary Brigham reads the invocation.
- Secretary Claudia takes roll call.

**1:07pm: Governor Garrett Fraino entertains a motion to approve September board meeting minutes.**

- Secretary Claudia Mui moves to approve September board meeting minutes
- Ashley Carroll seconds motion, motion passes unanimously. The board meeting minutes of September are approved.

**1:07pm: Division Reports**

Lt. Governor Jahmai Holland: Visited Largo and Eastern High School Key Clubs and starting Governor's Project, next DCM is November 30<sup>th</sup> at Bowie City Hall with Kiwanis Board Meeting.

Lt. Governor Emily Tu: Five club visitations, talked about ELIMINATE project, Fall Rally recap, obtained more officer information for directory, joint ZEP with Lt. Governor Brenda Tapp (18) and Lt. Governor Ashley Carroll (4C), and three schools in division have turned in early bird dues.

Lt. Governor Ashley Carroll: Hosting a joint ZEP with Lt. Governors Emily Tu and Brenda Tapp, Division collected and donated Red Cross supplies, attended Kiwanis Family Conference, and attended Division 20's dessert social.

Lt. Governor Faith Hatter: Visited 2/5 clubs , hosting a joint project with CKI, and hosting a PCM.

Lt. Governor Liz Moore: Hosting a DCM on December 14<sup>th</sup> at Westminster Library, visited five clubs, hosted a division "fun event, submitted monthly reports and newsletters.

Lt. Governor David Peters: Hosting a ZEP/DCM with Lt. Governor Cassidy Thomas on December 14<sup>th</sup>, and obtained officer contact information for directory.

Lt. Governor Cassidy Thomas: Adopted families for an annual thanksgiving dinner with CKI, hosting a ZEP/DCM with Lt. Governor David Peters.

Lt. Governor Pria Dutt: Inducted Key Club members, visited one club, obtained officer contact information, and collecting donations for the salvation army.

Lt. Governor Melanie Sparks: Obtained officer contact information, attended various Kiwanis meetings, had an increase in members in the division, attended service projects, raised money for eliminate project at home school, and visited one club.

Lt. Governor Samad Fakhar: Division participated in Trick or Treat for UNICEF with an estimate of \$50-\$500 raised per member, hosting an ELIMINATE charity walk on December 7<sup>th</sup>, and currently planning a Grassroots soccer fundraiser.

Lt. Governor Colin Austin: Hosting a DCM on November 23<sup>rd</sup> and December 8<sup>th</sup>, all clubs in division participated in Trick or Treat for UNICEF, planning division t-shirts, and working on a division-wide fundraiser for DCON and ICON.

Lt. Governor Madison Tinus: Hosting a DCM on December 3<sup>rd</sup>, held a Red Cross blood drive, Key Clubs started a Troops Care Project, two club visitations, and obtained club contact information.

Lt. Governor Caroline Albert: Promoted the Governor's Project, hosted an annual food donation, adopted families for Christmas by providing gifts.

Lt. Governor Genesis Martinez-Rivas: Hosted a PCM on October 17<sup>th</sup>, discussed fundraising ideas, participated in Trick or Treat for UNICEF, hosting a DCM on Monday, December 25<sup>th</sup>, and hosting a Bowl-a-thon for ELIMINATE project.

Lt. Governor Crystal Escolero: Hosting a joint DCM meeting on November 25<sup>th</sup> with Lt. Governor Genesis Martinez-Rivas, held blood drives, and participated in Trick or Treat for UNICEF.

Lt. Governor Brenda Tapp: Two club visitations planned for December, home school Key Club sponsored a blood drive, hosting a ZEP/DCM with Lt. Governors Ashley Carroll and Emily Tu.

Lt. Governor Canon Cochran: Attended the Kiwanis Family Conference, had 3 club visitations, and inducted a Builder's Club.

Lt. Governor Anastasia Slepukhova: Inducted Key Club members at Robert E. Lee High School Key Club, heavily promoted the Governor's Project, attended Kiwanis Family Conference, various schools in division have applied for the Youth Opportunities Fund, requesting for \$1700 for the project; next DCM to be hosted on December 7<sup>th</sup> with divisions 20B and 20D, and started a project by decorating a Christmas tree at the homeless shelter, and created a Google Drive database with resources for club members.

Lt. Governor Sahana Rao: Submitted newsletters and reports by deadline, had 5 club visitations, 4/5 clubs in division participated in Trick or Treat for UNICEF, division collected supplies for the Red Cross, and currently planning a carnival fundraiser for ELIMINATE.

Lt. Governor David Lee: Planning to have a DCM, increased communication with clubs in division, and home club participated in Trick or Treat for UNICEF.

Lt. Governor Matt Shadid: Finished missing reports and newsletters due to being ill for the past couple months, rescheduling his division project to February, and obtained more club contact information.

Lt. Governor Zachary Brigham: Division has been participating in projects such as an oyster festival/fundraiser for ELIMINATE that also promoted Key Club; division participated in Trick or Treat for UNICEF.

Lt. Governor Jessy Spencer: Visited 2 clubs in division, installed and inducted a K-Kids, division “Teddy Bear” project made 100 out of 200 teddy bear goal, home club raised \$200 for Trick or Treat for UNICEF, currently working on increasing membership, and hosted a DCM with Lt. Governor Keavy Baylor on October 27.

### **1:19pm: Executive Reports**

Webmaster Angela Li: Created a new district website with a tab for executive board’s newsletters and trustee publications, promoted Key Club week, Trick or Treat for UNICEF, #duesday, and currently working on the membership update center, and still in need of a few Lt. Governor biographies and headshots for website.

Editor Ceyer Wakilpoor: Publishing the next Capital Key soon that will include the new DCON logo and DCON information, sending out article assignments within the next week, and promoting executive board elections.

Treasurer Rui Fu: Created various district and club newsletters, promoting dues before December 1<sup>st</sup> deadline to avoid club suspension. Please emphasize on dues.

Secretary Claudia Mui: Currently helping Lt. Governors, published various club and district newsletters, creating another database for spreadsheets and resources such as Dropbox and not Google Drive; added some division projects created by Lt. Governors to the Secretary’s club and division newsletters, currently working closely with Governor Garrett and Ms. McDermott for better Lt. Governor evaluation score and request that everyone please start turning reports, newsletters, visitations, etc.

Governor Garrett Fraino: Attended 2 DCMs and Circle K Fall Rally, had online meetings with trustee Michelle Petersen, and created a Dropbox database for Governors resources with the Texas-Oklahoma District Governor for other Governor’s.

### **1:30pm: District Updates**

- Forward Governor’s Project submissions to Governor Garrett and Secretary Claudia, Please remind clubs to fill out the project or they cannot be considered as eligible for the patch.

### **1:31pm: Committee Meetings**

- The District Board will divide up into committees and meet for an hour.

### **2:32pm: District Board reconvenes**

## **2:33pm: Committee Reports**

Communications: Currently filming the DCON promotion video and finished the service project portion; the video is projected to be around 2 minutes.

K-Family Relations: Planning to have workshop at DCON and discuss the importance of chartering clubs such as KKids, promoting resources on district website and considering email campaign to send out notifications.

Member Services: Created two membership recruitment tactics called “each one, reach one” 1-3 members encourage students to join for a chain reaction effect and encouraging back-to-school night promotions. However, most problems tend to happen when member count starts diminishing from the beginning to the end of the year. To maintain a strong member count, encourage fun ice breaker ideas, such as “pinky linker” where the group will link pinkies with a member they don’t know and assign different types of tasks to complete but never letting the pinky link go. All of the information will be on Facebook page. Also, the committee plans to meet with incoming Lt. Governors to inform of tactics that will work for service recruitment. The committee also plans to design t-shirts for district and the profits will go towards the ELIMINATE project.

Service Programs: Currently adding more details on the existing facts sheet, listing the updated countries that are now tetanus-free and the amount of funds raised. Also, planning an interactive map of where clubs are located in the district, and recommends selling ELIMINATE items such as hats to raise funds for the ELIMINATE project.

Executive Committee: Created the Lt. Governor evaluations chart. There are three columns for newsletters, reports, and club outreach such as DCMs or club visitation reports.

## **2:42pm: Key Leader**

- The stipend is no longer available, but Ms. McDermott encourages each Lt. Governor to attend. Jamestown Key Leader will be in the Spring in May. There will be another October Key Leader in 2014 in Maryland. Please include it in your newsletters! If you’re on the board again next year, the stipend will be available.

## **2:45pm: Reminders**

- Lt. Governor reports are due on the 10<sup>th</sup> of every month and newsletters are due on the 15<sup>th</sup> of every month. It is better to turn them in late than not at all.
- Please remember to plan DCMs. You should have had at least a total of four during your term.

## **2:46pm: Questions/Comments**

- Editor Ceyer, Lt. Governors Haley Roser, Pria Dutt, and Caroline Albert need headshots for website.
- Please remember to submit your bios to Webmaster Angela.

### **2:47pm: Adult Committee**

- If a Lt. Governor has missed **3** board meetings, it will lead to termination. Next board meeting will be on February 15<sup>th</sup> in Northern Virginia, because the original date conflicts with the Kiwanis mid-winter conference.

### **2:53pm: Board meeting will unofficially adjourn for dinner and continue on Sunday, November 17, 2013.**

### **8:19am: Sunday, November 17, 2013 District Board meeting reconvenes.**

### **8:20am: Committee Reports Continue**

#### District Operations:

1. The combination of District Secretary and Treasurer to Secretary-Treasurer position. The Secretary-treasurer position will increase the demands of this leadership role. Please do not look at it as just merely taking a leadership chance away.
2. Governor's Representative must be appointed in the case that there is a vacancy in the office of Lieutenant Governor.
3. An executive officer will be appointed as the chairperson in the absence of the Governor.
4. All appointed positions will automatically get voting rights.
5. Adding webmaster as an official position on the district board. This does not mean that an election has to be hosted. Webmaster will still stay an appointed position.
6. If amendment is approved in 5, more duties will be added on to the position of Webmaster.
7. Lt. Governors will start their term right after DCON induction.
8. The Governor can approve an outstanding club member to serve as a committee chair.
9. Running for board positions means the home club must be in good standing, meaning that the home club must be officially chartered.
10. This amendment is not enforceable.
11. Getting rid of amendment 11 because it's inapplicable.
12. To make the process of removing an officer faster, instead of a recommended suspension, it will be an immediate termination.

#### 8:31am:

- Lt. Governor Ashley Carroll moves to approve the endorsement of bylaws to be presented at DCON. Lt. Governor Jessy Spencer seconds that motion. Motion passes unanimously. The bylaws will be presented at DCON 2014.

- Please educate members on these amendments, especially Secretary-treasurer. These amendments must be sent out 30 days before convention. You can start by the end of this week or unless Mr. Stankus approves the bylaws to be sent.

#### **8:37am: Conventions**

- Lt. Governor Ashley Carroll estimates around 400 members attended fall rally and Lt. Governor Samad Fakhar recommends setting up Fall Rally in the same format of having a guest speaker.

#### **8:40am: DCON chair Brooke Souders proposes the DCON 2014 logo.**

- Governor Garrett Fraino entertains a motion to approve the DCON 2014 logo.
- Lt. Governor Colin Austin moves to approve the DCON 2014 logo. Lt. Governor Anastasia Slepukhova seconds the motion. Motion passes unanimously. The DCON 2014 logo is approved.

#### **8:42 am: DCON chair Brooke Souders proposes the sky blue t-shirt color for DCON.**

- Governor Garrett Fraino entertains a motion to approve the sky blue t-shirt color for DCON.
- Lt. Governor Jessie Spencer moves to approve the shirt color. Lt. Governor Genesis Martinez-Rivas seconds the motion. Motion passes unanimously. Sky blue will be the t-shirt color for DCON.

#### **8:43 am: DCON Chair Brooke Souders states that all board members must run workshops.**

- DCON Chair Brooke Souders states that an individual who wants to run for executive office or international endorsement is to request by January because the candidates need to have planned speaking parts at DCON—However, it is not binding. If a candidate decides to drop out, it is still possible.
- DCON curfew will remain at midnight, and the “board intro” song will be discussed at the next board meeting.
- DCON Registration will come out in January. Lt. Governor Sahana Rao will be in charge of the Service Fair and Lt. Governor Cassidy Thomas will be in charge of the Parade of checks, so please contact them if you would like to participate.
- Board members CANNOT endorse or campaign for any specific candidate. Board members who plan to run for a position cannot campaign until after candidate’s session on the Friday of DCON. Board members do not have an advantage.

#### **8:55pm: DCON Chair Brooke Souders proposes the DCON souvenirs of a t-shirt, mesh bag, pin, and stress ball with a logo that will say “Keep Calm and Key Club”.**

- Governor Garrett Fraino entertains a motion to approve the DCON souvenirs.

- Lt. Governor Ashley Carroll moves to approve the souvenirs. Lt. Governor Jack Morris seconds the motion. Motion passes unanimously. The DCON souvenirs will be a t-shirt, mesh bag, and a stressball.
- **Reminder:** You must be able to keep track of documents submitted by clubs. Trick or Treat for UNICEF money is due by December 31, 2013 and must be turned in to be recognized as a Trick or Treat for UNICEF participator.
- The club **does not** have to send in another check for the parade of checks if they have already sent in a check. The club will receive a confirmation form stating they have sent in a check. **PLEASE LET YOUR CLUBS KNOW THIS, SO ALL CONFUSION IS AVOIDED.**

#### **8:57 am: Kiwanis Family Conference Reflection**

- Lt. Governor Anastasia Slepukhova went with Lt. Governors Ashley Carroll and Canon Cochran, as well as with Stacy Whitehouse on the adult committee. They stopped at a costume shop along the way, and the KFC atmosphere was very friendly after a 15 hour drive. At KFC, they made lots of friends, noticed that it was similar to Key Leader. They went to a thrift store and that raises more than \$100,000 every year. They still maintain contact with their new friends from KFC, and every branch of Kiwanis International was represented.

#### **9:05 am: The awards will be decided next board meeting.**

#### **9:06am: Comments**

- Lt. Governor Jessy Spencers “Walk-to-ELIMINATE” forms need to be turned in on December 31<sup>st</sup> and It will be \$15 for registration that includes ELIMIANTE socks. If you cannot attend, you can still register to buy socks and Lt. Governor Jessy Spencer will give them to you at DCON.
- Lt. Governor Ashley Carroll will be hosting a “womanless beauty pageant” where males will have to wear dresses and answer formal question and answer sessions just like a regular beauty pageant with females. This will be happening on February 2<sup>nd</sup>.
- **Please remember that the next board meeting will be held on February 15, 2014 and you must have your Lt. Governor successor for installation at DCON. Elections must be coordinated with your zone administrator or else it cannot be hosted. Please make sure elections are held after the new divisions are finalized; only 6 will be affected.**
- Angela requests for more Key Club of the Month submissions. Those who win will get a shout-out on the district website, acknowledged and recognized as a stellar Key Club or Key Clubber at DCON.

#### **9:15am: Governor Garrett entertains a motion to adjourn board meeting.**



- Lt. Governor Anastasia Slepukhova moves to adjourn board meeting. Lt. Governor Faith Hatter seconds the motion. Motion passes unanimously. Board meeting is officially adjourned.

**DATES TO REMEMBER:**

- 1. Board meeting is no longer in January. It is rescheduled to February 15, 2014.**
- 2. Dues are due on December 1<sup>st</sup>, 2013.**
- 3. Trick or Treat for UNICEF money has to be turned in by clubs by December 31<sup>st</sup>, 2013.**
- 4. DCON is March 20-23, 2014 (must have your successor elected for installation.)**

Minutes submitted by Secretary Claudia Mui