

**Official Board Meeting**

**Capital District Key Club Board of Officers**

**600 4H Center Drive, Front Royal, VA 22630**

**Saturday, September 14, 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, Logan Amico, Liz Moore, David Peters, Cassidy Thomas, Melanie Sparks, Samad Fakhar, Keavy Baylor, Colin Austin, Madison Tinus, Caroline Albert, Genesis Martinez-Rivas, Brenda Tapp, Canon Cochran, Anastasia Slepukhova, Sahana Rao, David Lee, Jack Morris, Cameron McHenry, Matt Shadid, Zachary Brigham, Jessy Spencer

Zone Administrators: Matt Brent, Kristina Dlugozima, Justin Garrow, Josh Hiscock, Millie Passwaters, Stacy Whitehouse, Freeman Wise, Missy Zimmerman, Angie Moore

Assistant District Administrator: Nicole McDermott

District Administrator: Joe Stankus

**Absent:**

Lt. Governors: Haley Roeser, Tyler Ambrose, Pria Dutt, Christine Shen, Crystal Escolero

Zone Administrators: Brian Egger, Erin Lopes, Jane Slotter

**Guests:** International President Raeford Penny, International Trustee Eric Yoon, International Trustee Michelle Petersen, Bill Hand

**8:39 am: Call to Order**

- Governor Garrett calls board meeting to order.
- Lt. Governor Caroline Albert leads the Key Club pledge.
- Lt. Governor Jessy Spencer reads the invocation.
- Secretary Claudia takes roll call.

**8:41 am: Governor Garrett entertains a motion to approve the July board minutes.**

- Lt. Governor Canon Cochran moves to approve July board minutes
- Lt. Governor Cassidy Thomas seconds the motion. Motion passes unanimously. The board minutes for the month of July are approved.

**8:43 am: Governor Garrett entertains a motion to approve the resignation of Lt. Governor Stacy Vitko of Division 5A.**

- Lt. Governor Jessy Spencer moves to approve the resignation of Lt. Governor Stacy Vitko of division 5A.
- Lt. Governor Ashley Carroll seconds the motion. Motion passes unanimously. The resignation of Stacy Vitko is accepted.

**8:44 am: Governor Garrett entertains a motion to approve Brooke Souders as 2014 DCON chair.**

- Lt. Governor Canon Cochran moves to approve Brooke Souders as 2014 DCON chair.
- Lt. Governor Jahmai Holland seconds the motion. Motion passes unanimously. The approval of Brooke Souders as 2014 DCON chair is accepted.

**8:45 am: Lt. Governor Reports**

**Lt. Governor Jahmai Holland (1):** Lost 2 schools in the division and attendance has decreased. There are now 4 clubs withstanding in division 1. Recruitment services has helped increase attendance at Largo High School (home club) from 6 members to 35 members.

**Lt. Governor Emily Tu (4A):** Contributed to an interdivisional DCM/ZEP/OTC lock-in, in the process of chartering a new club, and visited club meeting at Deep Run High School.

**Lt. Governor Ashley Carroll (4C):** Contributed to an interdivisional DCM/ZEP/OTC lock-in that raised \$200 for ELIMINATE, attended Capital Kiwanis DCON, contacted clubs to work on a spotlight system, and in the process of planning a winter carnival.

**Lt. Governor Logan Amico (5B):** In the process of re-chartering a new club, hosting an OTC on September 29<sup>th</sup>, and still trying to get in contact with a few schools.

**Lt. Governor Liz Moore (9):** Hosted a division event, had 2 club visitations, DCM to be hosted on September 28<sup>th</sup>, and lost one school in the division- decreasing to 14 remaining clubs.

**Lt. Governor David Peters (10A):** A DCM will be hosted in the beginning of October, successfully contacted all clubs in division, and planned club visits.

**Lt. Governor Cassidy Thomas(10B):** Contacted clubs in the division; switched the divisional project that will now be devoted to a girl diagnosed with cancer, and in the process of chartering a new club.

**Lt. Governor Melanie Sparks (11B):** Had one club visitation, OTC to be hosted soon, attendance and member count has increased in clubs, and in the process of chartering a new club.

**Lt. Governor Samad Fakhar (12):** Hosted a DCM on August 10<sup>th</sup> (40 members attended), contacted all club presidents; in the process of creating an ELIMINATE charity walk along with an interdivisional project, contacting Kiwanis clubs for divisional projects, hosting a DCM in late October/early November, and planning to attend Dulaney High School's ELIMINATE car wash.

**Lt. Governor Keavy Baylor (13):** 3 clubs are interested in Fall Rally (increase from previous year), started a new club; currently setting up a mentoring system, car wash-and divisional communication has improved.

**Lt. Governor Colin Austin (14A):** Severn High School will be projected to lose charter, 40+ interested member attendances to Fall Rally, 6 out of 8 clubs in division have hosted club meetings, and attended 4 of 8 club visitations.

**Lt. Governor Madison Tinus (15):** 3 out of 4 clubs visited, DCM/OTC to be hosted in early October.

**Lt. Governor Caroline Albert (16):** Will be hosting an interdivisional ZEP/DCM with Lt. Governor Cameron McHenry on October 19<sup>th</sup>.

**Lt. Governor Genesis Martinez-Rivas (17B):** Having an interdivisional DCM with Lt. Governor Crystal Escolero.

**Lt. Governor Brenda Tapp (18):** Contributed to an interdivisional ZEP/OTC/DCM lock-in, 2 clubs interested in Fall Rally; and currently planning a talent show with a recognized governor's school.

**Lt. Governor Canon Cochran (19):** Contributed to an interdivisional ZEP/OTC/DCM lock-in, attended Division 20's ZEP/DCM/OTC, 3 club visitations; currently in the process of chartering a new club

**Lt. Governor Anastasia Slepukhova (20A):** Hosted a ZEP/DCM/OTC with divisions 20B, 20C, and 20D; personalizing a recruitment plan for each club in the division, and set a club visitation schedule.

**Lt. Governor Sahana Rao (20B):** Visited a club meeting in September, held a ZEP/DCM/OTC with 20A, 20C, and 20D and had 30 members attend from her division with officers from 7 out of 9 schools attending.

**Lt. Governor David Lee (20C):** Hosted a ZEP/DCM/OTC with 20A, 20B, and 20D, released Fall Rally information; planning to host DCM in October and still trying to contact 2 clubs in the division.

**Lt. Governor Jack Morris (20D):** Hosted a ZEP/DCM/OTC with 20A, 20B, and 20C, promoted Fall Rally with many interested members; and currently trying to charter two clubs.

**Lt. Governor Cameron McHenry (21):** Held a shoe donation; hosting an interdivisional DCM with Lt. Governor Caroline Albert (16) on October 19<sup>th</sup>, and missing reports from a few clubs.

**Lt. Governor Matt Shadid (22A):** Organized an ELIMINATE fundraiser on November 9th ("play to ELIMINATE"- soccer, bocce ball, and other sports games); currently contacting local middle schools to start a K-Kids club, hosting a DCM on September 28<sup>th</sup>, and has 2 solid dates for club visitations.

**Lt. Governor Zachary Brigham (22B):** Visited half of clubs in the division-all have hosted meetings, recently held an OTC/DCM that promoted Fall Rally and Key Leader; and clubs are having confusion about Governor's project.

**Lt. Governor Jessy Spencer (23):** First division to have members sign up and pay for Fall Rally, Hosted a DCM on August 17<sup>th</sup> during Capital Kiwanis DCON with Lt. Governor Keavy Baylor (13); currently planning a DCM in September/October with Lt. Governor Keavy Baylor, creating a Children's Miracle Network project consisting of making teddy bears and expected to meet \$250 dollar goal by January 7<sup>th</sup>, 2014.

**9:01 am: Governor Garrett entertains a motion to appoint Faith Hatter as Lt. Governor of Division 5A.**

- Lt. Governor Jessy Spencer moves to appoint Faith Hatter as Lt. Governor of Division 5A.
- Lt. Governor Ashley Carroll seconds the motion. Motion passes unanimously. Faith Hatter is appointed as Lt. Governor of Division 5A.

**9:02 am: Lt. Governor Colin Austin moves to give Lt. Governor Faith Hatter voting rights.**

- Lt. Governor Anastasia Slepukhova seconds the motion. Motion passes unanimously. Lt. Governor Faith Hatter will have voting rights.

**9:03 am: Board members divide up into committees.**

**10:04 am: Board members reconvene from committees.**

**10:05 am: Committee Reports**

**District operations:** Updating awards criteria based on a point system, working with bylaws, and cleaning policy code.

- Criteria for: outstanding (club Faculty Advisor, President, Vice-President, Treasurer, Secretary, and Editor), best new club, most improved club, key club of the year, will be judged by points based questions.
  - Changed part of the criteria to attending a ZEP and/or OTC in division instead of attending **just** a ZEP. The faculty advisor will verify by a signature.
  - Out of 136 points
  - Issues on subjectiveness, orphan clubs without a sponsoring Kiwanis club (resolution: any branch of Kiwanis including interclubbing, etc. **Not** just a local Kiwanis club because there may not be a close one nearby.), the amount of awards given out, and may have to be implemented next year because of time restraint in planning process.
- Best new club criteria:
  - Clubs that are 2 years or younger, based on club improvement, service projects, fundraising activities, no club can win more than once, essay (limit to 2 pages), signatures, and a portfolio
- Most improved club:
  - Cannot win distinguished or most improved club
  - Club improvement service projects, fundraising, club improvement program, essay, signatures, portfolio
- Distinguished advisor award:
  - Participation, percentage of club attendance
- Distinguished Kiwanis advisor award
  - Participation, percentage of club attendance
- Key Club of the year award
  - Number of members, number of meetings, district and international involvement, number of articles contributed to Capital Key, submission of club monthly reports, communication with district, Kiwanis family relations, key club week

participation, dues, core values, service projects, and an essay out of 225 points possible

**11:19 am: Lt. Governor Ashley Carroll moves to accept concept of point system.**

- Treasurer Rui Fu seconds the motion. Motion for points based system passes with 21-4-2.

**11:23 am: Governor Garrett calls for a break**

**11:29 am: Governor Garrett calls meeting back to order.**

- Continuing committee reports.

**Communications:**

- Redesign of capital district website
- There will be a twitter feed and club resources page
- Improvement on Capital Key Club Crabs Instagram account
- Promotion of #crabtastic and having a QR code
- Governor's project form will be available on the website and can also be submitted.
- 2014 DCON promotional video recording projected in November.

**K-Family Relations:**

- Plans to have a workshop at 2014 DCON that will promote Key Club and ReKconnect; encourage interclubbing and more Kiwanis family relations by doing events/projects.

**Member Services:**

- Created a Facebook group, available PDF documents with information on different recruitment strategies; plans to record live video footage of Key Clubbers implementing recruitment strategies, currently researching vendors for cost effective t-shirts, and back to school night promotion (all resources will be on the Capital District Key Club website.)

**Service Programs:**

- Objectives: facts sheet of ELIMINATE bracelet
- Create a Prezi about the ELIMINATE project-with a map of Capital District that will show the location of each branch of the K-family; and adding a service program tab on the Capital District website that will include pictures.

**11:48 am: Convention and Events**

- **Fall Rally:**

- There is a **paper** and **online** form to fill out when registering. The paper form can be found on the Capital District Key Club website for individual/group registration and the online link can be found at: <http://tinyurl.com/FallRally2013>
- **Please be sure that when a school registers as a group, to provide a main contact email. The individual that possesses the email will be responsible for informing club members about important notifications that will be sent out from [cdkcfallrally@gmail.com](mailto:cdkcfallrally@gmail.com) (Lt. Governors Ashley Carroll and Samad Fakhar)**
- Lt. Governors have the option to organize buses for transporting members of their division. (Register buses through your school because it is cheaper; just ask your faculty advisor to contact a school official that deals with field trips/buses.)
- No t-shirt and lunch to keep Fall Rally price low and less of a hassle to sort out t-shirts.
- Fall Rally is open to anyone and the individual does not have to be a Key Club member.
- Each attending board member will have a duty.
- There is no cost for board members to attend Fall Rally.
- The deadline is **October 4<sup>th</sup>, 2013**. (Payment must be sent by this time) to Mr. Stankus.
- Key note speaker: Kiwanian Jeffrey Wolff, who will be speaking about his field visit to a country that was affected by maternal neonatal tetanus.

**11:57 am: Lt. Governor Canon Cochran moves to go to lunch and reconvene.**

- Lt. Governor Ashley Carroll seconds the motion. Motion passes unanimously. Meeting will reconvene after lunch.

**4:42 pm: Board members reconvene**

**4:42 pm: DCON Chair Brooke Souders presents DCON theme options.**

- Fiesta or Cinco de Mayo theme: Capital Crab logo will have a sombrero and mustache. Souvenirs: Mini maracas, bag, t-shirt, and sunglasses
- Disney theme: “Magical world of service”, Capital Crab logo will have Mickey Mouse ears. Souvenirs: Waterbottle, bag, and t-shirt

**4:43 pm: Lt. Governor Ashley Carroll moves to discuss Disney theme.**

- Lt. Governor Cassidy Thomas seconds the motion. Motion passes unanimously. Disney theme is open for discussion.

**4:50 pm: Lt. Governor Ashley Carroll moves to vote for Disney theme.**

- Lt. Governor Logan Amico seconds the motion. Motion passes with 19-6-2. Theme for 2014 DCON will be Disney.

#### **4:55 pm: Executive Reports**

**Webmaster Angela Li:** Capital Key Club twitter increased from 35 followers to 145 followers, Facebook likes have increased from 300 to 400, redesigned website with new guidelines from International; new website has the Governor's project form, tab for club resources, and a tab for awards forms. Requests to promote: [#duesday](#) for promoting dues, and to follow @kccrabs on Instagram as well as sending in images from divisional events to share on social media.

**Editor Ceyer Wakilpoor:** Currently working on the Capital Key that will have a page dedicated to Fall Rally, and advertise divisional events. Also got other Lt. Governors to write articles that will be included in the next Capital Key, and requests for images to put in the Capital Key. If you would like to write an article, contact Editor Ceyer. Articles submitted by clubs are encouraged-to promote club level activities instead of just the district level.

**Treasurer Rui Fu:** Promote dues now and inform members of deadlines. The amount of dues submitted for district is decreasing because schools send the dues to the wrong location or administration keeps the money. There is also a resource created by Lt. Governor Sahana Rao of "10 steps of being a tip top treasurer" that you can request for.

- Dues **do not** have to be \$11, you can add on as much as you want to the base cost. The excess will go towards the club itself.  
Ex. Dues are \$15. \$11 goes directly to district and international; the rest of the \$4 goes towards club treasury.

**Secretary Claudia Mui:** Sent out district newsletters, created a Google Drive for the district and assistant district administrator that contains all of the districts resources, attended a few club meetings and dcm's, and doing "shout-outs" in newsletters to promote upcoming dcm's, projects, etc.

**Governor Garrett Fraino:** Attended a few dcm's, created Governor's project, Lt. Governor evaluation, and committee forms; requests for committees to do more outside work and have more frequent meetings. Also working closely with Trustee Michelle Petersen and sister districts, as well as chartering new clubs.

#### **5:06 pm: Governor's project**

- Governor's Project forms are now available. For clubs that want to participate- attach the 3 completed Governor's project forms and send in with monthly report to keep track of them easier.

##### **Requirements:**

1. one service project that has never been done before by club.



2. two other service projects.

- Proceed to send Governor's Project forms to **Governor Garrett Fraino and Secretary Claudia Mui at some point.**
- You can also attach pictures with the forms.
- The 3 forms can be turned in all at once or individually. It does not matter!
- Deadline for forms: Due by January board meeting.  
(a division wide project counts as a governors project!)  
Incentive: win a patch!
- Forms are created to have actual evidence that Governor's Project is being implemented as well as other ideas of different service projects.

### **5:12 pm: Trick or Treat for UNICEF**

- Trustee Michelle Petersen: Trick or Treat boxes sent automatically to clubs who have completed it in past years. Boxes are now available online at the Kiwanis store; the maximum number of boxes is 200.
- Check to make sure you are on the list for receiving boxes at [www.keyclub.org](http://www.keyclub.org). Trick or Treat for UNICEF has a link that states every club on the receiving list. Money does not go towards ELIMINATE, money goes directly to UNICEF. Club will not get recognized for involvement unless they raise \$250 or more. (club will receive a patch and name in the program.)

### **5:14 pm: ELIMINATE bracelets**

- If you would like to sell them, please contact Mr. Stankus.

### **5:15 pm: Introduction of International Trustee Michelle Petersen**

- **Committee for Communications:** The purpose is to get in contact with clubs. Committee started an email list in November and updates will go out to students signed up under notifications. Key Club app will also be improved; Trustee Eric Yoon is on Communications committee, contact Trustee Eric for further updates.
- **Education development:** Informs members about opportunities and support available; a part of the International dues are saved and go towards the budget for Youth Opportunities Fund. There is a lot of money available for grants but there are very few applicants. So start applying and you may have a good chance of receiving some grants. Link is on Key Club website next to Trick or treat for UNICEF link.
- **Webinar:** September 25<sup>th</sup> from 8-9pm, there will be a link to register. Encouraged to attend so Lt. Governors will know about the information incase members ask.
- **Leadership development:** Resources used to best of ability and improve website.

- **Executive Committee:** If something happens between International board meetings and are in need of a quick decision, the committee of 5 will decide on issue. (International president, vice-president, and 3 trustees)
- **Opportunities:** Facebook contests starts on September 16, 2014 based on Key Club promotional video, “shoes”. Take a picture of your favorite shoes and describe in 100 words or less of how they fit Key Club. Top 5 pictures with the most likes will receive a prize of customized Key Club Converse.

### **5:30 pm: Key Leader**

- Ms. McDermott: One more left in calendar year! board members will have a \$50 stipend as attendees or student facilitators if attending Front Royal Key Leader; since there is only one last opportunity to before the end of Key Club term. (Can’t use the stipend if you already went to Key Leader during term)
- Deadline: October 2<sup>nd</sup> is deadline without late fee. And makes it 125\$
- \$200 for non-members.

### **5:34 pm: Reminders**

- Lt. Governors who attended K-Family weekend will have an extended deadline for newsletter submissions until September 20<sup>th</sup>.
- Please send Governor’s form directly to Governor Garrett and Secretary Claudia.
- Newsletters and reports: ALL PDF and use TEMPLATES. Please BCC division and the fab five (Mr. Stankus, Ms. McDermott, Governor Garrett, Secretary Claudia, and your zone administrator).
- Report: Cannot be bcc’ed because we need to see if report is being sent to all members of the fab five.
- Emails: Read emails that the trustee, executives, and administrators send out for more information to include in newsletter as well as being updated with news.
- RFL guidelines will be closely followed by International set guidelines. Although, reports; newsletters and visitations are highly emphasized.

### **5:39 am: Governor Garrett adjourns board meeting.**

- Lt. Governor Logan Amico moves to end board meeting.
- Lt. Governor Jack Morris seconds the motion. Motion passes unanimously. Board meeting is adjourned at 5:40 pm.

### **Dates to Remember:**

1. Fall Rally payment due by October 4, 2013
2. Fall Rally on October 12, 2013
3. Late fee for Front Royal Key Leader: October 16, 2013

4. Front Royal Key Leader: October 18-20<sup>th</sup>, 2013
5. November Board Meeting: November 16-17, 2013.

Minutes submitted by Secretary Claudia Mui.