



Friday Board Meeting Minutes



Started at 3pm on Friday

Roll call: All present except void Divisions

Pledge of Allegiance led by MaryAnne Nguyen

Key Club Pledge led by Emily Cortner

- Introduction of Guests
 - Kiwanis Governor
- Exceptions of the weekend by Chase
- Expectations of the year by Mr Palazzolo
 - Priorities of the year: Service, fun, marketing, leadership development, Kiwanis relationships
- Governor report: (Led by Chase Cappello)
 - Governor recap for March, April, May, June, July
 - Priorities moving forward
 - Maintaining consistent communication
 - Building upon already established initiatives
 - Focusing on the I-I 5 year plan
 - Virtual fundraising and service
- Secretary Report: (Led by Kailee Huttenlocher)
 - Secretary's role in the District
 - Broad update of what I have done
 - Club Officer Roster statistics and how to keep moving forward
 - Focus on each club individually!
 - Everyone stated their plans to get more CORs in
- Statistical Secretary Report: (Led by Luke)
 - MRFs cover service, fun, membership/leadership, marketing, Kiwanis
 - Higher MRF submissions (and on-time) than previous years
 - Mr. Oswald: Advisors fill out MRFs a lot, encourage student leaders to fill out MRFs instead
 - LtGs ways to get MRFs in:
 - Lilian-Use Instagram
 - Ali-Moved up the deadline

- Maria-Message school website
 - Mason-Draft messages to send to club reminders
 - Nathan-Text clubs
 - David-Send general reminder all clubs and then specifically contact clubs that don't have a MRF in
 - Adian- Find a person who does respond and have them fill it out
 - Emily-Have a secretary group chat
 - MaryAnne-DM personally on Instagram
 - Carol- Contact School Board
 - Bobby-Reach out to them on social media
 - Drew-Create a social media graphic and send it to clubs
 - Natasha-Has group chats with her clubs
 - Tyler-Email clubs and then text them and then call them
 - Rina-Emails and then personally texts clubs
 - Yana-Emails and mentions awards
 - Nicole-Individually contacts clubs
 - Eloise-Sends out reminders every other day
 - Emily Pavuk-Contacts different officers
 - Olivia-Social media instead of email
 - Thavasyia-Reach out on Facebook

- Treasurer Report: (Led by Hayden)
 - Important Deadlines:
 - September 1st- Dues Submission open
 - November 1st- Early Bird Dues deadline
 - December 1st- Regular Dues deadline
 - Mr Palazzolo: We have to encourage clubs to pay dues but there will be no penalty for nonpaying clubs
 - Chase: Promote virtual fundraisers during this pandemic
 - District Budget: \$43,952.00 for 8,000 members

- Editors Report: (Led by Preston)
 - Next Iolian will be published this month (August)
 - Newsletters:
 - District Brand Guide will be enforced
 - Won't be PDF versions anymore, but will be placed on Issue (username will match social media account username) Must be created by 12pm on Sunday
 - Send out the link to clubs instead of the PDF
 - Utilize social media for newsletters and Key Club promotion

- DCLC Committee Report: (Led by David)
 - Accomplishments
 - Plans for this year
 - Adding club run success story workshops
 - DCLC Attendance goals
 - Each division has been assigned an attendance goal and each LtG will create a plan on how to accomplish these goals (worth points in the point system)
 - Mr. Oswald: Think about the possibility of not having DCLC next year
 - Mrs. Lewis: Some faculty advisors and clubs aren't allowed by their school to attend any fields trips, including DCLC
 - Mr. Bristow: Faculty advisors have no control over if clubs can go to DCLC or not
 - Lena: Not having a normal DCLC can be crushing, but having a backup plan (virtual) is just as important

- Governors Guide: (led by Yana and Ali)
 - Main motive is marketing on Instagram
 - Caught up with posting all weekly updates for Chase
 - Will finish up Pen Pal Relations
 - Will post Instagram handles for each LtG and their division
 - Vlog I-I Board meetings
 - Update the district with new activities as they take place throughout the service year

Meeting Adjourned at 5:40pm

Meeting Started at 7pm

Roll Call: All present except for vacant divisions

- Guest speaker Isabelle:
 - Circle K Governor
 - Kiwanis Mentorship Program
 - Is a pen-pal system between Kiwanis and Circle K
 - Excellence is a mental strength
 - K Fam picnic is cancelled for this year
 - Plan on attending Holiday Embrace

- Guest speaker Andrew:
 - Our international trustee
 - Trustee Update will be sent out this weekend

- Sistrict bonding opportunities will be coming soon

- Kiwanis Family Committee Report: (led by Emily Pavuk)
 - Review of Committee work
 - Social media plan
 - Instagram, Key Club week
 - K Fam Dinner (virtual), T-shirt, Buddy system

- KNRF Committee Report: (led by MaryAnne)
 - Will have KNRF Week
 - Will promote Go Baby Go and Holiday Embrace
 - Fundraising:
 - Bracelets at FLRs, KNRF merchandise at DCLC, will hold both KNRF walk and scavenger hunt

- Leadership Development Committee Report: (led by Natasha)
 - Goal is to train the next set of LtGs and help the current LtGs train their successor
 - The next LtGs will not be coming to January Board (approved at June Board)
 - Social media plan
 - Goal: To get as many people interested and informed about District Board and opportunities

- Major Emphasis Committee Report: (led by Emily Cortner)
 - Focus will be on the Eliminate Project
 - Eliminate Week
 - Competition between schools on who can raise the most amount of money for Trick Or Treat for UNICEF
 - Isabelle: Post Bingo Board on social media to raise easy money

- New Club Building/R Committee Report: (led by Melanie)
 - NCB/R Committee Goals
 - Carolina's Governor created a sound plan to charter clubs-NCB/R and I-I will loosely follow this plan
 - Your regional representative will be working more personally with LtGs and clubs while Melanie will oversee the whole process

- Resources Committee Report: (led by Emily Lewis)
 - Committee accomplishments and resources created
 - Committee goals are going to be in line with what the Board and District needs

Meeting Adjourned at 8:10pm



Saturday Board Meeting Minutes



Meeting started at 9:00AM

Pledge of allegiance by Bobby

Key Club Pledge by Carol

Roll Call: All present except vacant divisions

- Recapping new initiatives: (led by Chase)
 - Point system:
 - Lily: The point system helps keep her accountable, everyone is on different pages so there is no need to compare yourselves
 - Drew: Helps him keep track of what he should do
 - Mason: Helps with improvement
 - Olivia: Doesn't like it public so that way people won't compare their scores
 - Emily Lewis: There are no real negative consequences, it doesn't do anything for off-board chairs
 - Natasha: Hasn't been using it for the points but instead for the deadlines, can be hard to find more recent deadlines
 - 12 people are in favor for having newer deadlines in the front of the point system
 - Rebranding the LtG MRF:
 - Chase: The form is just repetitive of the monthly calls
 - Monthly Calls:
 - Olivia: The personal phone calls were more beneficial than group calls
 - Natasha: Really likes monthly group calls, quarterly system is a great idea
 - Drew: Likes the monthly calls to feel more like a team
 - Aidan: Great thing about group calls is to hear other people's stories
 - Chase: Will give the opportunity for group call and/or personal call
 - Newsletter Checks:
 - Preston: They don't just get read and given an okay, the system works well
 - Carol: Is a good way to catch any mistakes
 - Jina: The early deadline doesn't affect work
 - 7 out of 8 Requirements for LtGs to have a fully paid for DCLC
- Rebranding the LTG MRF: (led by Chase)
 - Change: Should include 5 slots for attachments

- Needs to be updated on the membership page (form)
- Lilianna Fehr moves to change LTG MRF
- Ali Barton second motions
- Motion passes

Meeting temporarily adjourned at 11:45AM

Meeting resumed at 1:00PM

- Creating an MRF Point System: (led by Chase and Luke)
 - Incentives:
 - Maggie: Virtual movie night
 - MaryAnne: Pins
 - Jina: Feature in Iolian
 - Madelyn: Game night with the Board
 - Carol: Send the club a personal gift card
 - Roaa: Give clubs shirts
 - Lily: Small gift baskets
 - Ali: Key Club planks, pins
 - Maria Pawlak: Patches
 - Mason: Raffle
 - Nathan: I-I Phone cases
 - David: Cool stickers
 - Aidan: Some money off of DCLC
 - Emily Cortner: Special folders
 - Melanie: Ribbons
 - Nicole: Coupon
 - Emily Drew: A special form
 - Emily Pavuk: A patch
 - Tyler: A patch
 - Yana: Give money to clubs (to help with service)
 - Rina: Key Club merch, Key Club cookies
 - Eloise: Use old merch
 - Mr Vanderlin: Credit to the Key Club store
 - Olivia: DCLC discount
 - Natasha: Make them an edited video for their club
 - Katelyn: A Key Club key chain
 - Maria Vargas: Gift bag
 - Josh: Recognize in Instagram
 - Thavaisya: Online shoutout, ribbons
 - Luke: Next couple years, a stipend for ICON
 - Ali: Moves to adopt this new system
 - Mason: Seconds the motion

- Discussion:
 - If approved, the executive board would provide information for LtGs to send out to clubs
 - This form will focus more on MRF content than just filling out a form
- Majority has been reached (71.4% in favor of motion)
- Burnout: (led by Chase)
 - David: Following a set schedule
 - Lily: Focus on small things at a time
 - Madelyn: Not becoming overwhelmed with a list of things
 - Emily Cortner: Work on things in the morning
 - Aidan: Not bringing laptop to his bed
 - Emily Lewis: Taking a day off does not mean you are following behind
 - Melanie: Going to try not to constantly check Outlook
 - Nathan: Setting times to work
 - Mason: Times to not be on email
 - Maria Pavuk: Not working on Key Club things in class
 - Ali: Not feeling like you have to finish a project right away
 - Roaa: Not working on Key Club things late at night
 - Carol: Reprioritize things in life
 - Jina: Establish boundaries
 - MaryAnne: Keeping Saturdays for other things besides Key Club
 - Maggie: Setting time in the morning for Key Club work
 - Bobby: Creating a system instead of cramming
 - Hayden: Not worrying about Outlook when not on it
 - Preston: Work on not being overwhelmed with big to-do lists
- Editor Appointment: (led by Chase)
 - David Swift moves to adopt proposal 2
 - Aidan Truckenbrod seconds the motion
 - Discussion:
 - Could display submitted graphics on the website, people can check graphics on their phone/laptop
 - Motion clearly passes
- Fall Leadership Rallies: (led by Chase)
 - Virtual FLR Ideas:
 - Emily Lewis: Check in with division, include games
 - Melanie: Higher attendance because it is virtual
 - Emily Cortner: Have something besides training included
 - Aidan: Hype people for Key Club
 - David: Make sure it is interactive
 - Nathan: Have time for them to ask questions beforehand

- Mason: Randomly pair people up between divisions
 - Maria Pavuk: Have ideas for virtual service projects, hold a forum about running for District positions
 - Ali: Hold stress management form
 - Lily: Make things more interactive (like Free Rice)
 - Roaa: Icebreakers
 - Carol: Hold diversity forum
 - Madelyn: Pair people up to make new friends
 - Jina: Hold a miny service project
 - MarAnne: Educate on Key Club Partners, LtG Breakout rooms
 - Maggie: Option to meet early to go over questions
 - Bobby: Educate officers on the District and International Board
 - FLR dates: September 19th and September 27th
- Membership Recruitment with COVID-19: (led by Chase)
 - Utilize resources
 - Incentives to raise membership:
 - Emily Cortner: Have a pizza/donut party for raised membership
 - Aidan: Have party's
 - David: Offer service hours for recruiting new members
 - Nathan: Shoutout to new members and recruiters
 - Mason: Prize for recruitment
 - Maria Pavuk: Have a Key Club bucket full of rewards
 - Ali: Key Club merch, lunch line passes
 - Lily: Offer food
 - Roaa: Principal breakfast, morning announcement shoutout
 - Carol: Food at meetings
 - Madelyn: Drawings for candy
 - Jina: Service hours for bringing in members
 - MaryAnne: Create membership videos
 - Maggie: Every time a new member comes, gets a raffle ticket for a basket
 - Bobby: Movie night to invite new members
 - Emily Lewis: Get sports teams to join
 - Olivia: Clubs could make personal awards systems
 - Emily Drew: Bring-a-friend meeting
 - Eloise: Small holiday party's
 - Katelynn: Key Club lock-in
 - Tyler: Randomly bring donuts to meetings
 - Mr. Palazzolo: Service is important in Key Club, but it is important to remember that Key Club also allows students to improve themselves, tell the success stories to clubs as means of recruitment, Key Club provides resources and has a structure to support clubs

- 5-year plan/Give-Me-Five Campaign:
 - Use the Give-Me-Five video
- DCM Discussion:
 - Bobby: 2 DCMs so far, first DCM was first time he got in good contact with schools
 - Maggie: Hasn't held any DCMs yet, working on finding Club Officers
 - MaryAnne: 2 DCMs so far, Instagram DMs work really well
 - Jina: 3 DCMs so far, good idea is to send out Google forms to officers to pick what dates work best for them
 - Madelyn: Work around them
 - Carol: Board members listen to advisor
 - Roaa: 3 DCMs so far
 - Lily: 4 DCMs so far, uses Google forms for dates, will create video series for officer training
 - Ali: Lots of participation in a Random Acts of Kindness video
 - Maria Pavuk: 2 DCMs so far, had Kiwanis members attend her DCM
 - Mason: Has tried 3 DCMs so far, wants to hold a meet and greet
 - Nathan: DCM, helped him gain relationships with his officers
 - David: DCM, lots of clubs attended his virtual DCM
 - Aidan: 3 DCMs so far, had a strong turnout
 - Emily Cortner: Makes graphics to share on Instagram
 - Melanie: Planned a DCM the weekend before AP week, spent money for DCMs, no one showed up

Melanie motioned to adjourn meeting

Emily Lewis seconds the motion

Meeting adjourned at 5:20PM



Sunday Board Meeting Minutes



Meeting started at 9:10AM

Pledge of Allegiance led by David

Key Club Pledge led by Ali

Roll Call: All present except vacant divisions

- Awards booklet:
 - Will be finalized shortly
 - Mr. Palazzolo: Mr. Vanderlin is greatly appreciated for all his work on the awards booklet. LtGs, make sure you make the awards booklet well known to clubs

- Adult Board Advice:
 - Ms. Boskey: Have fun and celebrate all types of successes
 - Ms. Pikscher: Take care of yourself, don't let all this new stress take away from all these opportunities
 - Mr. Peterson: Remember that many Kiwanis clubs (and the Kiwanis District) give out scholarships, allows involve local Kiwanis clubs when chartering clubs
 - Mr. Morris: Remember that Key Club isn't always a sprint but instead make sure to plan ahead. Avoid burnout (use your resources). Remember that faculty advisors are struggling this year.
 - Mr. McConnell: Great job to the District Board and the District Governor. Now until January Board is the most important part of the year. "Control what you can control." "Find a way."
 - Mr. Oswald: Look towards Chase and respond to her challenges. "You never have a problem; you have an opportunity."
 - Mr. Wiggins: Great job on the technical department. Zoom is a great resource.
 - Isabelle: Do not burnout out, take some rest days. Doing an amazing job this year.
 - Mr. Vanderlin: Key Club is the best thing that Kiwanis does. No two clubs are going to be the same this year. While there is a lot of bad things happening right now, there are also a lot of good things happening right now.
 - Mrs. Lewis: Take the steps now to address burnout. Look for the positives. Keep pushing the Adult Board. Give grace to yourself, to people around you, and to your advisors.
 - Mr. Bristow: "Target freshmen hard." We have the chance to be the only show in town, especially for the freshmen. Encourage your clubs to create an exciting virtual format.

- Chase: Now is the time to rebrand your club. Remember the executive reports and the packet. If you are using other platforms to communicate, screenshot it and share it. Don't think you have to do the same amount of work as people around you. Focus on your relationships with your clubs and your board members.
 - Kailee: Use the skills that you have already gained from Key Club to go into this upcoming challenging year. Use her as a resource for anything.
 - Preston: The tempo of our work is going to change. Match your balance with your own personal tempo.
 - Hayden: Don't focus on everything being cancelled, everyone in this room can also be your friend.
 - Luke: Remember that you are not alone. Take advantage of this time.
 - Lena: It's going to be a hard year, but understand the balance of what you are feeling. Remember that Key Club is fun.
 - Mr. Palazzolo: Help your clubs with the 5 Key Club priorities. "Gentle persistence." All this has been preparation for now. Now is not the time to slow down.
 - Chase: Remember this feeling, remember the motivation you feel right now.
- Weekend Recap:
 - Bobby: Take away was the importance of burnout. Will contact clubs once he gets home.
 - Maggie: Take away was the importance of burnout. Will contact her last two clubs once home.
 - MaryAnne: Take away was the District and International Board. Will finish newsletter.
 - Jina: Take away was positivity. Will contact clubs about non-Key Club related topics.
 - Madelyn: Take away was that this is an opportunity. Will work on planning a DCM.
 - Carol: Take away was not to limit club's potential. Will work on Club Officer Rosters.
 - Emily Cortner: Take away was the importance of burnout. To plan a DCM
 - Aidan: Take away was to focus on the positives. Will excite members on Key Club.
 - David: Take away that hope for normal is good but we need to have a backup plan. Will hold individual calls with clubs.
 - Nathan: Take away was to stay motivated. Will contact clubs to see how they are doing.
 - Maria Pavuk: Take away is that she is not alone. Will reach out to advisors.
 - Ali: Take away was that relationships are important. Will work on FLRs and DCMs.
 - Roaa: Take away was to plan for the worse. Will work on newsletter.

- Mason: Take away was how to recognize burnout. Will be there for advisors.
 - Emily Lewis: Take away was that last years' experience was different than this year. Will make new resources
 - Melanie: Recognize the affects of Key Club. Make Key Club known to clubs.
 - Emily Pavuk: Will plan a DCM. Loves Mr. Bristow's advice
 - Nicole: Will reach out to clubs and remembers that she isn't alone.
 - Drew: Will recruit freshmen for Key Club
 - Emily Drew: Will communicate consistently with clubs
 - Katelynn: Will plan first DCM
 - Tyler: Will need to work on club recruitment.
 - Olivia: Virtual communication is important.
 - Thavaisya: Appreciates talk about burnout importance, will focus on getting contact information.
 - Maria Vargas: Will hold a DCM this month.
 - Eloise: Found ways to stay positive with her clubs.
 - Rina: Will focus on being consistent.
 - Natasha: COVID allows Key Club to be an even bigger player.
- 7 out of 8 Requirements Proposal:
 - Maria Pavuk motions to approve proposal
 - Ali Barton seconds the motion
 - Motion clearly passes

Preston motions to adjourn meeting.

Ali Seconds motion.

Motion clearly passes.

Meeting adjourned at 11:10AM