



CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

July 16, 2017
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

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CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

2017-2018 District Board of Officers
July District Board Meeting
Sunday, July 16, 2017 at 9:00 AM
Kiwanis Professional Center, Rancho Cucamonga, CA

Agenda

- I. Call to Order** – Lawrence Sahagun, District Governor
- II. Flag Salute** – Ana Chavez, Kiwanis Family and Foundation Chair
- III. Opening Thoughts** – Ryan Tsao, Golden Gate Lieutenant Governor
- IV. Introduction of Guests** – Katelyn Duch, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - A. Sunday, April 30, 2017 District Board Meeting
- VII. Approval Items**
 - A. Crazy Kompetition for Infants, North – Ivan Hoz, District Treasurer
 - B. Crazy Kompetition for Infants, South – Ivan Hoz, District Treasurer
 - C. District Awards – Esther Wang, Member Recognition Chair
 - D. District Convention Budget and Theme Proposal – Kim-Mai Hoang, District Convention Chair
 - E. Fall Training Conference Budget and Theme Proposal – Lindon Tran, Fall Training Conference Chair
 - F. Membership Recognition Program Proposal – Esther Wang, Member Recognition Chair
 - G. Service Hours for Drivers Proposal – Lawrence Sahagun, District Governor
 - H. Service Unity Week – Samantha Ruiz, Service Chair
 - I. Updated 2017-2018 District Board Goals
- VIII. Board Reports**
 - A. Chair Reports
 - 1. Communications and Marketing Chair – Jennifer Hoang
 - 2. District Convention Chair – Kim-Mai Hoang
 - 3. Fall Training Conference Chair – Lindon Tran
 - 4. Kiwanis Family and Foundation Chair – Ana Chavez
 - 5. Member Recognition Chair – Esther Wang
 - 6. Membership Development and Education Chair – Helen Nguyen
 - 7. Service Chair – Samantha Ruiz
 - 8. Technology Chair – Denny Cao
 - B. Lieutenant Governor Reports
 - 1. Capital – David Duy Ngo
 - 2. Central Coast – Bill Truong

- 3. Desert Oasis – Max Rico
 - 4. Foothill – Diana Mora
 - 5. Golden Gate – Ryan Tsao
 - 6. Magic Kingdom – Manuel Santiago
 - 7. Metro – Joshua Nepomuceno
 - 8. Paradise – Jesus Aguilar
 - 9. Sunset – Mark Catolos
- C. Treasurer – Ivan Hoz
 - D. Secretary – Katelyn Duch
 - E. Director, Service Leadership Programs – Bruce Hennings
 - F. District Administrator – Camille Goulet
 - G. Governor – Lawrence Sahagun

IX. Past Events

- A. Circle K International Convention – Karl Yabes, Onto International Convention Chair

X. Upcoming Events

- A. President's Retreat in Lake Isabella, CA – July 21-23, 2017
- B. District Professional Development Conference in Sparks, Nevada – August 4-6, 2017

XI. Announcements

XII. Closing Thoughts – Diana Mora, Foothill Lieutenant Governor

XIII. Adjournment – Lawrence Sahagun, District Governor

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

July 2017 District Board Meeting Packet

Minutes for Approval

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

2017-2018 District Board of Officers

April 2017 District Board Meeting

Sunday, April 30, 2017 at 1:30 PM

Kiwanis Professional Center, Rancho Cucamonga, CA

Attendance

Lawrence Sahagun, District Governor
 Katelyn Duch, District Secretary
 Ivan Hoz, District Treasurer
 David Duy Ngo, Capital Lieutenant Governor
 Bill Truong, Central Coast Lieutenant Governor
 Max Rico, Desert Oasis Lieutenant Governor
 Diana Mora, Foothill Lieutenant Governor
 Ryan Tsao, Golden Gate Lieutenant Governor
 Manuel Santiago, Magic Kingdom Lieutenant Governor
 Joshua Nepomuceno, Metro Lieutenant Governor

Jesus Aguilar, Paradise Lieutenant Governor
 Mark Catolos, Sunset Lieutenant Governor
 Jennifer Hoang, Communications and Marketing Chair
 Kim-Mai Hoang, District Convention Chair
 Lindon Tran, Fall Training Conference Chair
 Ana Chavez, Kiwanis Family and Foundation Chair
 Esther Wang, Member Recognition Chair
 Helen Nguyen, Membership Development and Education Chair
 Samantha Ruiz, Service Chair
 Denny Cao, Technology Chair

Guests:

Mark McDonald, Executive Director and Secretary of the Kiwanis Cal-Nev-Ha District
 Don Hull, District Convention and Technology Advisor
 Margo Dutton, Kiwanis Foundation President
 Jennifer Que, Subregion B Trustee
 Angela Lagrada, CSU Fullerton
 Andy Nguyen, CSU Fullerton
 Henry Pham, CSU Fullerton
 Kevin Qu, CSU Fullerton
 Natalie Mann, CSU Long Beach

Davis Bui, Orange Coast College
 Ivy Dang, Orange Coast College
 Katherine Hoang, Orange Coast College
 Kristin Kim Nguyen, Orange Coast College
 Julie Quan, Orange Coast College
 Jenny Gomez, Saddleback College
 Yessenia Ozuna, Saddleback College
 Donald Franks, UC Berkeley
 Alex D. Nguyen, UC Irvine
 Josef Madrigal, UC Los Angeles

Executive Summary

The April 30, 2017 District Board Meeting was called to order at 1:30 PM by District Governor Lawrence Sahagun.

The 2017-2018 Chair appointments was approved.

The continuation of the Five-Year Plan for 2017-2018 was approved.

The 2017-2018 District Board Goals was adopted.

The 2017-2018 District Board Budget was approved.

The budget and proposal for 2017 California-Nevada-Hawaii Circle K President's Retreat were approved.

The budget, recommended theme, and proposal for California-Nevada-Hawaii Circle K District's attendance to Circle K International Convention (CKIx) were approved.

The budget and proposal for 2017 District Professional Development Conference were approved.

The District Board voted to unanimously endorse Donald Franks, UC Berkeley, as a candidate for International Vice President.

The District Board gave their board reports.

The April 30, 2017 District Board Meeting was adjourned at 2:43 PM by District Governor L. Sahagun.

Minutes

- I. **Call to Order** – Lawrence Sahagun, District Governor – 1:30 PM
 - II. **Flag Salute** – Lindon Tran, Fall Training Conference Chair
 - III. **Opening Thoughts** – Samantha Ruiz, Service Chair
 - IV. **Introduction of Guests** – Katelyn Duch, District Secretary
-
- V. **Approval of Agenda**
District Governor L. Sahagun entertained the motion to approve the agenda for the April 30, 2017 District Board Meeting.

Moved by Capital Lieutenant Governor D. D. Ngo, and seconded by District Treasurer I. Hoz.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

VI. Approval of Minutes

- A. Friday, March 17, 2017 – District Board Meeting
- B. Saturday, March 18, 2017 – House of Delegates
- C. Sunday, March 19, 2017 – Transitional Board Meeting

L. Sahagun entertained the motion to approve the minutes from the March 17, 2017 District Board Meeting, March 18, 2017 House of Delegates, and March 19, 2017 Transitional District Board Meeting.

Moved by D. D. Ngo, and seconded by Foothill Lieutenant Governor D. Mora.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

VII. Approval Items

- A. Approval of Chair Appointments

L. Sahagun entertained the motion to approve the 2017-2018 Chair appointments.

Moved by Magic Kingdom Lieutenant Governor M. Santiago, and seconded by Metro Lieutenant Governor J. Nepomuceno.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

- B. Confirmation of Continuation of the Five-Year Plan for 2017-2018

District Secretary K. Duch explained the changes made by the 2017-2018 District Board Officers, in which that there will be an increase for professional development, internal communication of the District, and improvement of external visibility of Circle K, and clarified the meaning of impactful service.

L. Sahagun entertained the motion to approve the continuation of the Five-Year Plan for the 2017-2018 term.

Moved by I. Hoz, and seconded by Central Coast Lieutenant Governor B. Truong.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

- C. Adoption of 2017-2018 District Board Goals

K. Duch summarized the goals stating that this year the District Board aimed to increase membership by providing and promoting communication and marketing material, improve member recognition, provide monthly member-hosted webinars, provide resources for pre and post chartering clubs, and to create a cohesive district service resource for clubs.

L. Sahagun entertained the motion to approve the adoption of the 2017-2018 District Board goals.

Moved by M. Santiago, and seconded by D. D. Ngo.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

D. Approval of Annual Budget

I. Hoz summarized the annual budget and stated the executive board's budget increased, and added a budget to send members from Hawaii to District Convention, but in return reduce the amount of money for us to send officers to Hawaii.

L. Sahagun entertained the motion to approve the annual budget.

Moved by Desert Oasis Lieutenant Governor M. Rico, and seconded by Sunset Lieutenant Governor M. Catolos.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

E. California-Nevada-Hawaii President's Retreat 2017 – Alex D. Nguyen, President's Retreat Chair

President's Retreat Chair A. D. Nguyen explained what President's Retreat entails, and that he was seeking for approval on the items on his proposal.

L. Sahagun entertained the motion to approve the 2017 California-Nevada-Hawaii President's Retreat.

Moved by I. Hoz, and seconded by Paradise Lieutenant Governor J. Aguilar.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

F. Circle K International Convention – Karl Yabes, Onto International Convention Chair

Onto International Convention Chair K. Yabes stated what International Convention was, reviewed the proposal items and explained that the spirit pack costs will be donated to the Kiwanis Professional Center. He recommended the beach theme.

L. Sahagun entertained the motion to approve the proposal, recommended theme, and budget for Circle K International Convention.

Moved by M. Santiago, and seconded by B. Truong.

M. Santiago wanted a clarification if the items for the beach theme were items 1, 2, 5, and 6 on the proposal. District Administrator C. Goulet also wanted a clarification about the beach theme.

J. Aguilar made a friendly amendment to avoid using tiki symbols and Hawaiian shirts in consideration of Hawaii.

M. Santiago and B. Truong approved the friendly amendment.

District Member Recognition Chair E. Wang asked what would be in replacement of the tiki symbols for item 5 in the proposal, which were the ribbons.

- K. Yabes suggested something along the lines of a surfboard to replace the symbols.

District Communications and Marketing Chair J. Hoang asked if we can add the Circle K and California-Nevada-Hawaii logos onto the t-shirt for item 2 on the proposal.

- K. Yabes agreed.

Motion passed.

10 ayes (K. Duch, I. Hoz, D. D. Ngo, B. Truong, M. Rico, R. Tsao, M. Santiago, J. Nepomuceno, J. Aguilar, M. Catolos), 1 opposed (D. Mora), 0 abstentions.

G. District Professional Development Conference – Helen Nguyen, Membership Development and Education Chair

District Membership Development and Education Chair H. Nguyen explained what District Professional Development Conference was, stated that there will be a service project, an etiquette dinner, and several professional workshops such as mock interviews. She explained that the miscellaneous funds in the budget will go towards the Hawaii traveling fund.

L. Sahagun entertained the motion to approve the budget with net profits going to Hawaii travel and the theme being puzzles.

Moved by M. Santiago, and seconded by I. Hoz.

L. Sahagun asked if there was any discussion.

D. D. Ngo noted that there was a member who expressed their concern about the price for District Professional Development Conference and wondered if it can be reduced.

- C. Goulet clarified that dinner will be provided and that we either have the dinner, or not have it for the price to be at \$35.
- H. Nguyen also stated that if dinner was not provided, then everyone in attendance would have to get food on their own accord.
- M. Santiago added that the etiquette dinner would be important because a lot of members do not know the difference between the

utensils around the plate, and that it would be beneficial to learn how to eat in a professional setting.

Motion passed.

10 ayes (K. Duch, I. Hoz, B. Truong, M. Rico, D. Mora, R. Tsao, M. Santiago, J. Nepomuceno, J. Aguilar, M. Catolos), 0 opposed, 1 abstention (D. D. Ngo).

- H. Consideration for Endorsement of Candidate for International Office
L. Sahagun entertained the motion to endorse Donald Franks, UC Berkeley, for International Vice President.

Moved by I. Hoz, and seconded by M. Catolos.

L. Sahagun asked if voting will be done by ballot, C. Goulet said yes.

The endorsement was unanimous.

VIII. Board Reports

A. Chair Reports

1. Communications and Marketing Chair – Jennifer Hoang
 - a. J. Hoang thanked the gallery and district board members for attending the meeting. She has been working on the bi-weekly digests since her appointment and created new mastheads and other district graphics. She was looking forward to the appointments of her committee and creating new resources.
2. District Convention Chair – Kim-Mai Hoang
 - a. K.M. Hoang has been in contact with L. Sahagun and District Convention Advisor D. Hull since appointment to discuss about District Convention. She had a one-on-one with her predecessor to talk about the logistics of the convention, and has been thinking about new ideas to make it as successful as possible. She also encouraged members in the gallery to apply for committees.
3. Fall Training Conference Chair – Lindon Tran
 - a. L. Tran has been in contact with his advisors and predecessor to talk about improvement for Fall Training Conference. He has been reviewing his committee application for release. He looked forward to hosting office hours and receiving applications in the future.
4. Kiwanis Family and Foundation Chair – Ana Chavez
 - a. A. Chavez attended KIWIN'S District Convention and spoke with members of that branch about joining Circle K. She was frequently promoting Kiwanis Appreciation Month for the month of April. She will be working on revamping the Kiwanis Family Report Form, publishing a manual, and working with J. Hoang to make a new CNH Kiwanis brochure.

5. Member Recognition Chair – Esther Wang
 - a. E. Wang has been promoting the 2016-2017 Member Recognition committee evaluation form since appointment, and she will use the feedback given to improve the awards and committee. She started thinking about how to improve awards in general and will be making forms for feedback.
 6. Membership Development and Education Chair – Helen Nguyen
 - a. H. Nguyen has been working with C. Goulet and L. Sahagun for District Professional Development Conference. She conducted one-on-ones with the Vice Presidents of Administration of the district, and created a Facebook group page for Membership Development and Education Chairs. She will be working on member-hosted webinars.
 7. Service Chair – Samantha Ruiz
 - a. S. Ruiz has been working on service projects for Spring Training Conference and District Professional Development Conference. She has been in contact with her advisor and predecessor to talk about improvement. She hosted one-on-ones with officers in charge of service. Lastly, she will be working on revamping the district service resources.
 8. Technology Chair – Denny Cao
 - a. D. Cao has been working on the website since appointment. He has been in contact with Technology Advisor D. Hull, J. Hoang, and his predecessor for ideas on how to improve, standardize, and promote the branding guide. He added minor details to the website such as the calendar and the service goal bar. He updated the District Fundraising Initiatives so that American Foundation for Suicide Prevention was on the website.
- B. Lieutenant Governor Reports
1. Capital – David Duy Ngo
 - a. D. D. Ngo visited all the schools in his division and hosted one-on-ones with the Presidents. He promoted his Divisional Leadership Team application and had his April Divisional Council Meeting, where his team of 9 members was announced. His next Divisional Council Meeting will be on May 6th at Spring Training Conference North, where he announced that 86 members from his division will be in attendance. He approached Sacramento City College and talked about chartering them.

2. Central Coast – Bill Truong
 - a. B. Truong met up with almost all of his Presidents and talked about their goals. He released and appointed his Divisional Leadership Team of 2 members. He hosted his April Divisional Council Meeting through YouTube live. His next Divisional Council Meeting for May is to be determined, and may be hosted through YouTube live again.
3. Desert Oasis – Max Rico
 - a. M. Rico has been in contact with his Presidents and hosted bi-weekly one-on-ones with them. He held his first Divisional Council Meeting online and had 28 members in attendance. He released and appointed his Divisional Leadership Team, who will be announced at Spring Training Conference South. He started his Lieutenant Governor office hours, which were weekly, to talk about various subjects. He had a form out for the Desert Oasis divisional theme for members to contribute. He will be hosting a Weekend of Awesomeness. He mentioned that one of his goals was getting small clubs more involved.
4. Foothill – Diana Mora
 - a. D. Mora visited all of the clubs in her division and has been working with the Presidents. She appointed her Divisional Leadership Team of 4 members. She had her first Divisional Council Meeting and Executive Board Trainer.
5. Golden Gate – Ryan Tsao
 - a. R. Tsao has been meeting with the Presidents in his division and talked about their goals. He appointed a Divisional Leadership Team of 6 members. He hosted a three-fold banquet and charter party for Chabot College, where he had over 100 registered attendees. He has been working with his advisor about clubs in his division.
6. Magic Kingdom – Manuel Santiago
 - a. M. Santiago released a directory for his division, which has a calendar and other clubs' information. He released and announced his Divisional Leadership Team of 4 members. He started weekly e-mails as a form of motivation to the club officers in his division. He held his first Divisional Council Meeting and Magic Kingdom Trainer, where over 80 members attended. The theme was also announced, which was "Wall-E: Walking Along the Lines of Leadership Everyday." He has been attending banquets in his division, and working with his Membership Development and Education Chair on a year-long timeline for his officers.
7. Metro – Joshua Nepomuceno
 - a. J. Nepomuceno hosted his first Divisional Council Meeting after his Metro Trainer. He released and appointed a Divisional Leadership Team of 3 members. He also held a President's Council Meeting for his division, and completed one-on-ones with them. He was planning to

release a senior spotlight and pen-pal system. Lastly, he will be contacting clubs that are planning to charter.

8. Paradise – Jesus Aguilar

- a. J. Aguilar held one-on-ones with all the Presidents in his division, and he visited all the San Diego county general meetings. He visited every banquet so far except for one, which would be after Spring Training Conference. He appointed a Divisional Leadership Team of 7 members and already sent out a divisional survey, making efforts to revamp the divisional recognition system. He will be hosting the first ever Paradise Trainer on May 6th. He was planning Hawaii visitations and discussing about which 3 district board members will be chosen to visit as well. He will be releasing a divisional calendar. Lastly, he contacted all the Key Clubs and KIWIN'S Lieutenant Governors to start planning events for the summer.

9. Sunset – Mark Catolos

- a. M. Catolos appointed a Divisional Leadership Team of 5 members. He has been visiting clubs with a few more left to visit. Had his first Divisional Council Meeting, which included a service project as well. Held one-on-ones with the Presidents in his division to talk about their goals. Has been working on filling vacancies and trying to find replacements for the smaller clubs. He was also working on tabling for the small clubs to recruit more members. Planned on working with the Vice Presidents of Service to help coordinate more interclubbing events and setting up a calendar. He looked forward to Spring Training Conference North, where he will host his May Divisional Council Meeting and announce the divisional theme. He was looking to hopefully charter CSU Monterey Bay.

C. Treasurer – Ivan Hoz

- a. I. Hoz has been in contact with his advisor and predecessor. He released a manual and held one-on-ones. Made the budget for the year. He planned to work on updating other resources and creating new ones for the American Foundation for Suicide Prevention initiative. He will be holding the first on-site fundraiser at Spring Training Conference. Released the Finance and Fundraising committee application and encourage members in the gallery to apply.

D. Secretary – Katelyn Duch

- a. K. Duch has been working on updating excel files to be used for the 2017-2018 term. She updated the Club Event Report Form and Monthly Report Form. She also released manuals regarding the two files for club officers to use when they need any clarifications. She gave feedback to all of the club Monthly Report Forms that were turned into her. She started one-on-ones with the Secretaries for the spring season and will continue holding the one-on-ones until May. She started releasing

emails every other week, titled "Wisdom Wednesday" for the Secretaries. She planned to construct a Secretary manual, release a pen-pal system for the Secretaries, and create a new Monthly Report Form for the District Chairs.

E. Subregion B International Trustee – Jennifer Que

- a. J. Que congratulated the board for their elections and appointments. She mentioned that she was asked "what makes a leader?" and talked about the difference between influencing people and impacting people. She asked the district board officers what kind of influence or impact they would like to make on others, and to think about what they would like to leave behind.
- b. She mentioned that International released a campaign for "Live a Day," and the CNH district completed the goal. There will be a new International Service Initiative released at Circle K International Convention. She also reminded everyone that awards are due on June 1st.

F. Director, Service Leadership Programs – Bruce Hennings

G. District Administrator – Camille Goulet

- a. Reminded everyone to take their finals and pass them. A student leader means that you are a student first. She talked about Circle K members taking a road trip in the summer, and reminded that Reno and San Antonio are more than one day away. So, please make an appropriate, safe plan and don't drive without stopping for long periods of time.
- b. If you are staying for the summer, then you can participate in CKI events where you are. If you are going back to your hometown for the summer, then you can also do CKI there as well.
- c. Thanked D. Hull, M. Dutton, M. McDonald, and Circle K members for joining the board meeting. Also thanked the district board officers for their thoughtful work to preparing for the weekend. She looked forward to a great year.

H. Invitation for Kiwanis Foundation President, Margo Dutton, to Address the Board

L. Sahagun invited Kiwanis Foundation President M. Dutton to address the board. She congratulated the board and looked forward to working with us. She hoped for us to continue Pediatric Trauma Program and what we do for the foundation. Lastly, she wished us the best of luck.

I. Governor – Lawrence Sahagun

- a. L. Sahagun mentioned that he received 61 applications for the District Chair applications. He traveled to Governor Annual Training Conference in Indiana right after the appointments. He attended the Golden Gate End of the Year banquet and KIWIN'S District

Convention. He looked forward to the rest of the term. Lastly, he was glad that there was an increase in budget for all of the officers, so he encouraged them to use it wisely and to the best of their abilities.

IX. Upcoming Events

- A. Spring Training Conference North in Davis, CA – Saturday, May 6, 2017
 - a. A. D. Nguyen reminded everyone that Spring Training Conference North will start at 8:45 AM and end around 4:00 PM, but district board officers are expected to arrive at 7:00 AM. He recommended everyone to take the opportunity to see what the event is like so you will understand what it is like to plan by your retirement. Reminded everyone about the opportunities and professional workshops.
 - b. Early registration was due, but there will be on-site payment of \$7. If there are any issues with registration, contact Spring Training Conference North Chair, D. Franks.
 - c. C. Goulet said to send a number of on-site registrations to D. Franks so we can get a head count for food order.
- B. Spring Training Conference South in Fullerton, CA – Sunday, May 7, 2017
 - a. Spring Training Conference South Chair J. Madrigal reminded everyone about the event. It will start at 8:45 AM and end at 4:00 PM; registration is open at 8:00 AM. He asked for the district board to arrive as early as they can because the pancake breakfast is at 8:00 AM.
 - b. Registration material is only given to the individuals who are the contact for their club. Waivers were sent out a week ago from the district board meeting date, but copies will be available on-site as well. He reminded board officers to pay for registration, as they are not exempted from paying, and to be at the event by 6:45 AM for set-up.
 - c. There will be free parking at CSU Fullerton, and meals are provided. Lastly, he expressed his excitement for the event.
- C. Circle K International Convention in San Antonio, Texas – July 5-9, 2017
 - a. Onto International Convention Chair, K. Yabes reminded everyone about the event. Registration is open at \$200 and afterwards it will be \$250. Methods of traveling can vary from train, car, to plane. He reminded the Lieutenant Governors to remind clubs about awards, which are due on June 1st. It is an online submission and they look similar to our district awards.

X. Announcements

- XI. Closing Thoughts** – Katelyn Duch, District Secretary
- XII. Adjournment** – Lawrence Sahagun, District Governor – 2:43 PM

Respectfully Submitted:

Katelyn Duch, 2017-2018 District Secretary

Date

Lawrence Sahagun, 2017-2018 District Governor

Date

Camille Goulet, 2017-2018 District Administrator

Date

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

July 2017 District Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

CRAZY KOMPETITION FOR INFANTS NORTH 2017 Proposal

JULY 2017 Board Meeting

Respectfully Submitted by **CALVIN LEE, CKI NORTH CHAIR**

EVENT OVERVIEW

Crazy Kompetition for Infants is an annual event hosted by the California-Nevada-Hawai'i District of Circle K International. It benefits the Pediatric Trauma Program (PTP), one of our active District Fundraising Initiatives, and serves as one of the first District events of the new school year. In order to have an event that furthers demonstrates the fellowship tenent of Circle K, the Crazy Kompetition chairs alongside the Finance and Fundraising Committee have worked diligently to plan an event that effectively focuses on educating members about PTP and also creates an event that brings together and retains members from all over the district.

ITEMS FOR APPROVAL

- Item #1: Location for Crazy Kompetition
- Item #2: Event Budget & Registration Costs

ITEM #1

LOCATION

Option 1: Tahoe Park, Sacramento, CA

Reservation Cost: \$100 (for 3 areas – GA 1, 2, 6)

\$25 GA1, \$25 GA2, \$45 GA6, \$5 Application Fee

Pros:

- Plenty of parking spaces (residential, around the park)
- Large field area with few obstructing trees
- Restrooms available
- Areas for shade and benches for sitting

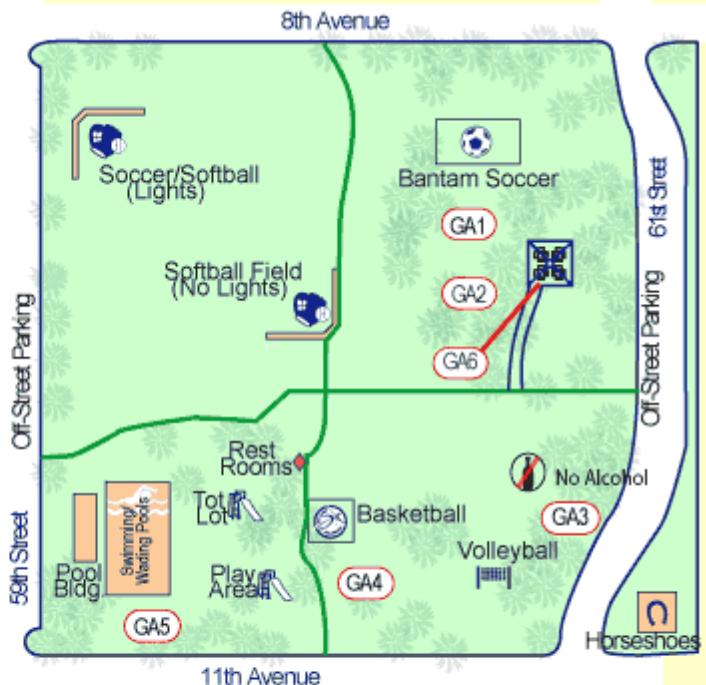
GA1 - 2 tables, 1 BBQ
 GA2 - 3 tables, 1 small BBQ
 GA3 - 4 tables, 2 BBQs
 GA4 - 3 tables, 1 BBQ
 GA5 - 2 tables, 1 small BBQ
 GA6 - 4 tables



No Alcohol



No Amplified Sound



Tahoe Park

3501 59th Street
City of Sacramento

Option 2: Chorley Park, Sacramento, CA

(for 1 area – GA 1, and surrounding field)

\$40 GA3, x7 for 50 People Buffer, \$50 Application Fee. Total \$335

Pros:

- Large gazebo area (good for PTP workshop)
- Sizeable grassy area for games and activities
- Restrooms available

Deltas:

- Much more expensive to reserve.



Chorley Park

7063 20th Street

GA1 No Tables or BBQ
 GA2 No Tables or BBQ
 GA3 6 Tables, 1 Large BBQ
 T - Singular Table

ITEM #2

PRICING

Option 1: (Price remains the same as 2016)

- Early registration team fee: \$48.00
- Early registration alternate/individual fee: \$8.00
- On-site registration team fee: \$72.00
- On-site registration alternate/individual fee: \$12.00
- Judges and non-participants fee (covers lunch): \$5.00

Support:

Opposition:

| | Sacramento, CA | | | |
|----------------------------|----------------|---------|--------------|---------|
| | Tahoe Park | | Chorley Park | |
| | Income | Expense | Income | Expense |
| REGISTRATION | | | | |
| Early (45 teams @ \$48) | \$2160 | | \$2160 | |
| Late (5 teams @ \$72) | \$360 | | \$360 | |
| Judges (20 judges @ \$5) | \$100 | | \$100 | |
| Location | | \$100 | | \$335 |
| Games | | \$50 | | \$50 |
| Lunch (\$10.89/pizza) * 30 | | \$350 | | \$350 |
| Water / Snacks | | \$70 | | \$70 |
| TOTAL | \$2620 | \$570 | \$2620 | \$560 |
| NET PROFIT | \$2050 | | | |

Option 2: (\$1 price increase from 2016)

- Early registration team fee: \$54.00
- Early registration alternate/individual fee: \$9.00
- On-site registration team fee: \$78.00
- On-site registration alternate/individual fee: \$13.00
- Judges and non-participants fee (covers lunch): \$6.00

Support: more money for PTP

Opposition: More expensive, could potentially deter members from attending.

| | |
|--|----------------|
| | Sacramento, CA |
|--|----------------|

| | Tahoe Park | | Chorley Park | |
|----------------------------|------------|---------|--------------|---------|
| | Income | Expense | Income | Expense |
| REGISTRATION | | | | |
| Early (45 teams @ \$54) | \$2430 | | \$2430 | |
| Late (5 teams @ \$78) | \$390 | | \$390 | |
| Judges (20 judges @ \$6) | \$120 | | \$120 | |
| Location | | \$100 | | \$335 |
| Games | | \$50 | | \$50 |
| Lunch (\$10.89/pizza) * 30 | | \$350 | | \$350 |
| Water / Snacks | | \$70 | | \$70 |
| TOTAL | \$2940 | \$570 | \$2940 | \$805 |
| NET PROFIT | \$2370 | | \$2135 | |

ADDITIONAL INFORMATION

Itinerary for the Day

06:00AM – Arrive for Setup, Pick up Donations

08:00AM – Registration Begins

08:45AM – Judges Meeting

09:00AM – Opening Session / Roll Call

09:30AM – Round One

10:00AM – Round Two

10:30AM – Round Three

11:00AM – Break

11:15AM – Round Four

11:45PM – Round Five

12:15PM – Round Six

12:45PM – Lunch
01:45PM – Semi-Finals
02:15PM – Finals
02:45PM – Closing Session
03:00PM – Divisional Council Meetings
04:00PM – Clean Up

Event Structure

- The entire park will have 6 different areas in which to hold the games—one game per area.
- Each group will then go to each area and play the respective area's game.
- Points will be given to each team depending on how well they do in the games.
- After playing each game, groups will rotate to the next area and play that respective area's game.
- Once all the groups have had the chance to play each game, teams will be dismissed for lunch. During lunch, points will be tallied.
- After lunch, the 4 highest-scoring teams will compete; the winning 2 teams will then compete in the final game.

Games

The District Finance & Fundraising Committee will determine the games (preliminary, semi-final and final).

Food

Food and snacks will be provided at the event. Breakfast will consist of donations or purchases from Noah's Bagels and Costco. Lunch will consist of donations or purchases from various companies around the local area as well as contributions from Kiwanis Clubs. Lunch will be served by Kiwanians and the District Board. Costco, Trader Joes, or the like will provide bottled water. Vegetarian options will be made available.

Registration and Team Information

Each team will consist of 6 people. Early registration will be due (received) by a time that is to be determined by Bruce Hennings. Late registration shall be any time that follows the early registration deadline. Price for registration will be determined based on which budget is selected above.

Judges

Judges will be chosen prior to the event. If not enough people volunteer, schools will be asked to provide judges. We may also ask local Kiwanians or District Board members, as well as the Finance & Fundraising Committee members to be judges. All judges will receive emails prior to the event, detailing each games and the rules and scoring associated with it. A video will be made for each of the games showing how to play the games, how to score the games, and what some common mistakes are that require teams to restart the game or a subsection of it. All judges will receive a cheat sheet reviewing the rules and common questions about the rules. Each judge will be **required** to show up 15 minutes before the close of registration (08:45AM) for a judges meeting where all games and scoring will be discussed and reviewed in detail.

Proposed Dates

- Saturday, October 7th, 2017
- Sunday, October 8th, 2017

Committee Suggestions

The Finance & Fundraising Committee endorses **Option 1: Tahoe Park** for Item 1: Location of Crazy Kompetition for Infants South, as well as the **Option 1** for Item 2: Pricing.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

CRAZY KOMPETITION FOR INFANTS SOUTH 2017 Proposal

JULY 2017 Board Meeting

Respectfully Submitted by **YVETTE HUYNH, CKI SOUTH CHAIR**

EVENT OVERVIEW

Crazy Kompetition for Infants is an annual event hosted by the California-Nevada-Hawai'i District of Circle K International. It benefits the Pediatric Trauma Program (PTP), one of our active District Fundraising Initiatives, and serves as one of the first District events of the new school year. In order to have an event that furthers demonstrates the fellowship tenet of Circle K, the Crazy Kompetition chairs alongside the Finance and Fundraising Committee have worked diligently to plan an event that effectively focuses on educating members about PTP and also creates an event that brings together and retains members from all over the district.

ITEMS FOR APPROVAL

- Item #1: Location for Crazy Kompetition, including a backup park
- Item #2: Event Budget & Registration Costs

ITEM #1

LOCATION

Option 1: Primary: Stanton Park, Stanton, CA

Reservation Cost: \$60 (\$30 for 6 hours x2)

Pros:

- Successfully hosted Crazy Kompetition for Infants for several years
- Large field area for diverse types of games
- Gazebo available for registration, meetings, food, etc.

Option 2: Primary: Stanton Central Park, Stanton, CA

Reservation Cost: \$350 (\$75 for 6 hours x2, plus \$100 deposit)

Pros:

- Recently opened to the General Public
- Numerous areas for gatherings and shade

Deltas:

- Much more expensive

ITEM #2

PRICING

Option 1: (Price remains the same as 2016)

- Early registration team fee: \$48.00
- Early registration alternate/individual fee: \$8.00
- On-site registration team fee: \$72.00
- On-site registration alternate/individual fee: \$12.00
- Judges and non-participants fee (covers lunch): \$5.00

Support: Proven to be a good price point from past experience.

Opposition: Less funds for PTP.

| | Stanton, CA | | |
|----------------------------|-------------------------------------|---------|-----------------|
| | Stanton Park / Stanton Central Park | | |
| | Income | Expense | |
| | | Stanton | Stanton Central |
| REGISTRATION | | | |
| Early (50 teams @ \$48) | \$2400 | | |
| Late (5 teams @ \$72) | \$360 | | |
| Judges (30 judges @ \$5) | \$150 | | |
| Location | | \$60 | \$350 |
| Games | | \$50 | \$50 |
| Lunch (\$10.89/pizza) * 30 | | \$300 | \$300 |
| Water / Snacks | | \$250 | \$250 |
| TOTAL | \$2910 | \$660 | \$950 |
| NET PROFIT | \$2250 | | \$1960 |

Option 2: (\$1 price increase from 2016)

- Early registration team fee: \$54.00
- Early registration alternate/individual fee: \$9.00
- On-site registration team fee: \$78.00
- On-site registration alternate/individual fee: \$13.00
- Judges and non-participants fee (covers lunch): \$6.00

Support: more money for PTP

Opposition: More expensive, could potentially deter members from attending.

| | Stanton, CA | | |
|----------------------------|-------------------------------------|---------|--------|
| | Stanton Park / Stanton Central Park | | |
| | Income | Expense | |
| REGISTRATION | | | |
| Early (50 teams @ \$54) | \$2700 | | |
| Late (5 teams @ \$78) | \$390 | | |
| Judges (30 judges @ \$6) | \$180 | | |
| Location | | \$60 | \$350 |
| Games | | \$50 | \$50 |
| Lunch (\$10.89/pizza) * 30 | | \$300 | \$300 |
| Water / Snacks | | \$250 | \$250 |
| TOTAL | \$3270 | \$660 | \$950 |
| NET PROFIT | \$2610 | | \$2320 |

ADDITIONAL INFORMATION

Itinerary for the Day

06:00AM – Arrive for Setup, Pick up Donations

08:00AM – Registration Begins

08:45AM – Judges Meeting
09:00AM – Opening Session / Roll Call
09:30AM – Round One
10:00AM – Round Two
10:30AM – Round Three
11:00AM – Break
11:15AM – Round Four
11:45PM – Round Five
12:15PM – Round Six
12:45PM – Lunch
01:45PM – Semi-Finals
02:15PM – Finals
02:45PM – Closing Session
03:00PM – Divisional Council Meetings
04:00PM – Clean Up

Event Structure

- The entire park will have 6 different areas in which to hold the games—one game per area.
- Each group will then go to each area and play the respective area's game.
- Points will be given to each team depending on how well they do in the games.
- After playing each game, groups will rotate to the next area and play that respective area's game.
- Once all the groups have had the chance to play each game, teams will be dismissed for lunch. During lunch, points will be tallied.
- After lunch, the 4 highest-scoring teams will compete; the winning 2 teams will then compete in the final game.

Games

The District Finance & Fundraising Committee will determine the games (preliminary, semi-final and final).

Food

Food and snacks will be provided at the event. Breakfast will consist of donations or purchases from Noah's Bagels and Costco. Lunch will consist of donations or purchases from various companies around the local area as well as contributions from Kiwanis Clubs. Lunch will be served by Kiwanians and the District Board. Costco, Trader Joes, or the like will provide bottled water. Vegetarian options will be made available.

Registration and Team Information

Each team will consist of 6 people. Early registration will be due (received) by a time that is to be determined by Bruce Hennings. Late registration shall be any time that follows the early registration deadline. Price for registration will be determined based on which budget is selected above.

Judges

Judges will be chosen prior to the event. If not enough people volunteer, schools will be asked to provide judges. We may also ask local Kiwanians or District Board members, as well as the Finance & Fundraising Committee members to be judges. All judges will receive emails prior to the event, detailing each game and the rules and scoring associated with it. A video will be made for each of the games showing how to play the games, how to score the games, and what some common mistakes are that require teams to restart the game or a subsection of it. All judges will receive a cheat sheet reviewing the rules and common questions about the rules. Each judge will be **required** to show up 15 minutes before the close of registration (08:45AM) for a judges meeting where all games and scoring will be discussed and reviewed in detail.

Proposed Dates

- Saturday, October 14th, 2017
- Sunday, October 15th, 2017

Committee Suggestions

The Finance & Fundraising Committee endorses **Option 1: Stanton Park** for Item 1: Location of Crazy Kompetition for Infants South, as well as the **Option 1** for Item 2: Pricing.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Awards Proposal July 2017 Board Meeting

Respectfully Submitted by **Esther Wang, District Member Recognition Chair**

OVERVIEW

Every term, the district aims to recognize clubs and officers at Fall Training Conference and District Convention for all of their hard work during the term. This term, one of the District Board's goals is to utilize club report forms in district awards. This proposal aims to meet that goal as well as improve awards so both members and Kiwanians have better experiences with filling out and judging the awards, respectively.

ITEMS FOR APPROVAL

- General Changes
- Individual Awards Certification
- Integration of the Master Records Sheet
- Distinguished Appointed Board Officer Award
- Distinguished Club Improvement Award
- Distinguished Divisional Excellence Award
- Distinguished Kiwanis Club Award
- Distinguished Kiwanis Family Relations Award
- Distinguished Membership Development and Education Award
- Distinguished Secretary Award
- Divisional Spirit Award
- New Member of the Year Award
- Outstanding Club Newsletter Award
- Outstanding Club T-Shirt Award

ITEM #1: General Changes

The District Member Recognition Committee proposes to update the following items on all 2017-2018 awards applications:

- Awards deadlines and period of events (March 1, 2017 to February 28, 2018)
 - Deadlines
 - Fall Training Conference Deadlines
 - Online Deadline

- Club Video & T-Shirt Front/Back Graphics
Submitted via E-mail: Sunday, October 15, 2017 at 11:59 PM
 - On-Site Deadline
 - Outstanding Club T-Shirt: Saturday, November 4, 2017
- District Convention Deadlines
 - Online Deadline
 - Outstanding Website Award Deadline: Sunday, October 1, 2017 at 11:59PM
 - All applicable applications received online Thursday, March 1, 2018 at 11:59 PM.
 - On-Site Deadline
 - Outstanding Traditional and Nontraditional Scrapbook: Friday, March 23, 2018.
- District Service Initiative (DSI): "Be the Change: Personal Health"
- 2016-2017 masthead → 2017-2018 masthead
- Grammar and alteration of questions
- Naming format and acceptable file formats of awards during online submission process

ITEM #2: Individual Awards Certification

The District Member Recognition Committee proposes to remove the certification section on the following awards:

- Distinguished President Award
- Distinguished Vice President Award
- Distinguished Secretary Award
- Distinguished Treasurer Award
- Distinguished Appointed Board Officer Award

Support:

- The club president, club secretary, faculty or Kiwanis advisor, and Kiwanis club president already sign the endorsement sheet, which must be submitted with the awards.

Opposition:

- None.

ITEM #3: Integration of the Master Records Sheet

The District Member Recognition Committee proposes the usage of the Master Records Sheet for the following awards:

- Distinguished President Award
 - Merge Section VII parts C and D and have nominees attach a PDF of their Individual Members sheet of the Master Records Sheet
- Distinguished Vice President Award
 - Merge Section IV parts C and D and have nominees attach a PDF of their Individual Members sheet of the Master Records Sheet
- Distinguished Secretary Award
 - Merge Section IV parts C and D and have nominees attach a PDF of their Individual Members sheet of the Master Records Sheet
- Distinguished Treasurer Award
 - Merge Section IV parts C and D and have nominees attach a PDF of their Individual Members sheet of the Master Records Sheet
- Distinguished Appointed Board Officer Award
 - Merge Section IV parts C and D and have nominees attach a PDF of their Individual Members sheet of the Master Records Sheet
- New Member of the Year Award
 - Merge Section IV parts C and D and have nominees attach a PDF of their Individual Members sheet of the Master Records Sheet
- Returning General Member Award
 - Merge Section IV parts C and D and have nominees attach a PDF of their Individual Members sheet of the Master Records Sheet

- Events will be highlighted to correspond to their respective parts in the section (ex. Part A, which asks for all of the home club service projects, socials, fundraisers attended by the nominee, will be highlighted green on the Master Records Sheet). Each part of the Attendance section on the awards will state clearly which color corresponds to it. Below is a sample



Individual Member Records
Circle K University | 2017-2018

| | | | |
|---------------------------|-------------------------------------|--------------------------|--------------------------|
| Dues-Paid Member | <input checked="" type="checkbox"/> | Articles Submitted | <input type="checkbox"/> |
| Events Chaired | <input type="checkbox"/> | Webinars Attended | <input type="checkbox"/> |
| Committee Member | <input checked="" type="checkbox"/> | Club or District Officer | <input type="checkbox"/> |
| Hosted a Workshop/Webinar | <input type="checkbox"/> | | |

Member:

Anger, Liza

Silver

| Date | Name of Event | Chaired | S | L | F | CO | CA | CS | DSI | ISI | AD | SE | MD | FR | CK | KF | IN | WB | DV | DE | INT | HE |
|--------|--|---------|------|------|------|------|----|----|-----|-----|----|----|----|----|----|----|----|----|----|----|-----|----|
| 3/1/17 | Jewish Federation of Greater Long Beach and West Orange County | | | 1.00 | | | | | | | x | | | | | | x | x | x | | | |
| 3/1/17 | Mama's Kitchen | | 1.00 | | | | x | x | | | | | | | | | | | | | | x |
| 3/2/17 | Santa Barbara Museum of Natural History | | | | 5.00 | | | | | | x | | | | | x | | | | | | x |
| 3/3/17 | Channel Islands YMCA | | | | | 2.00 | | | | | x | x | | | | | | | | | | x |
| 3/3/17 | International Myeloma Foundation | | 3.00 | | | | x | x | x | x | x | | | | | | | | | | | x |
| 3/4/17 | Habitat for Humanity San Fernando/Santa Clara Valleys | | | 1.00 | | | | | | | x | | | | | | | | | | | x |
| 3/6/17 | Project Mexico | | | 0.75 | | | | | | | x | | | | | | | | | | | x |
| 3/7/17 | Jewish Federation of the Sacramento Region | | | | | 1.00 | | | | | x | | | | | x | x | | | | | x |
| 3/7/17 | Global Green USA | | | | | 1.00 | | | | | x | | | | | | x | | | | | x |
| 3/8/17 | National Disaster Search Dog Foundation | | | 1.00 | | | | | | | x | | | | | | x | x | | | | |
| 3/8/17 | American Conservation Theater | | 1.00 | | | | x | x | | | | | | | | | | | | | | x |

file of the PDF file that will be submitted with the award.

Support:

- Makes filling out the Attendance section of the respective awards less time-consuming.
- Gives club officers more time to fill out other awards and encourages clubs, especially smaller ones, to apply for more awards
- Encourages club officers to utilize the Master Records Sheet and fill it out early

Opposition:

- Officers may not understand how to save the Individual Members sheet of the Master Records Sheet as a PDF.

ITEM #4: Distinguished Appointed Board Officer Award

The District Member Recognition Committee proposes to change the following on the Distinguished Appointed Board Officer Award:

- For Section III part C, change the question from "Please list at least 5 committee meetings..." to "Please list all committee meetings..."
- o Support

- Different clubs have different needs and some club officers may not have as many as 5 committee meetings for their term.
- Opposition
 - None.

ITEM #5: Distinguished Club Improvement Award

The District Member Recognition Committee proposes to change the following on the Distinguished Club Improvement Award:

- Combine Section IV part A “New Continuous Service Projects” and Section IV part B “New Service Projects” to one part called “New Service Projects” and create a column that allows applicants to select whether the project is recurring or non-recurring
- For Section IV, separate the “Project Name: Brief Description” column into two columns, “Event Name” and “Event Description”

ITEM #6: Distinguished Divisional Excellence Award

The District Member Recognition Committee proposes to change the following on the Distinguished Divisional Excellence Award:

- For Section III “Club Attendance”, remove “Average Distance Between Clubs in the Division (in miles)”
- For Section V “Interclubs Within the Division”, change “Name of Clubs & Number of Members From Each Club in Attendance” to “Name of Host Club & Number of Other Clubs”
- For Section VIII part A, add a text box so no additional supplements are attached.

ITEM #7: Distinguished Kiwanis Club Award

The District Member Recognition Committee proposes to change the following on the Distinguished Kiwanis Club Award:

- For Section I part F, change the question from “How many Circle K events was the Kiwanis club invited to?” to “How many Circle K events has the Kiwanis club attended?”
- For Section I part G, change the question from “How many Kiwanis events was the Circle K club invited to?” to “How many Kiwanis events has the Circle K club attended?”
- For Section V part A, change the question from “Did the Kiwanis club participate in Kiwanis One Day? If yes, please describe below.” to “Did the Kiwanis club participate in Kiwanis One Day? If yes, attach up to 5

photos from the event and include a one-sentence description of each photo."

ITEM #8: Distinguished Kiwanis Family Relations Award

The District Member Recognition Committee proposes to change the following on the Distinguished Kiwanis Family Relations Award:

- Increase the minimum points required to qualify for the award from 55 out of 120 points to the following and remove the rule that Kiwanis Family Chairs are not allowed to apply for the Distinguished Appointed Board Officer Award
 - 80 out of 120 points for clubs with 50 members or less
 - 90 out of 120 points for clubs with 51 members or more.
- Support
 - Encourages club growth for relations with other Kiwanis Family clubs.
 - Aligns the standards with those of Distinguished President Award, Distinguished Vice President Award, Distinguished Secretary Award, Distinguished Treasurer Award, and Distinguished Appointed Board Officer Award.
 - Allows Kiwanis Family Chairs to apply for the Distinguished Appointed Board Officer Award.
- Opposition
 - Makes it more difficult for clubs to win the award.
- For Section II part A, change the question from "Were all Kiwanis Family Report Forms submitted on time?" to "Were at least 9 Kiwanis Family Report Forms submitted on time?"
- For Section VI part A, change the question from "Did the club participate in Kiwanis One Day?" to "Did the club participate in Kiwanis One Day? If yes, attach up to 3 photos from the event and include a one-sentence description of each photo." and remove the essay portion
- For Section VI part B, change the question from "Did the club participate in Kiwanis Appreciation Month (April 2016) and Kiwanis Family Month (November 2016)?" to "Did the club participate in Kiwanis Appreciation Month (April 2016) and Kiwanis Family Month (November 2016)? If yes, attach up to 3 supplements showcasing the club's participation and include a one-sentence description of each supplement." and remove the essay portion
- For Section VI part C, change the question from "Did the club host a Key to College program? If yes, please describe the event. If not, please explain why and whether the club hosted an alternative event similar to it." to "Did the club host a Key to College program? If yes, attach up to 3 supplements (ex. Photos, event program) from the event and include a

one-sentence description of each supplement. If not, please explain why and whether the club hosted an alternative event similar to it."

- For Section VI part D, change the question from "Did the club participate in the Kiwanis Shadow Program? If yes, please describe the program. If not, please explain why and whether the club hosted an alternative event similar to it." to "Did the club participate in the Kiwanis Shadow Program and/or Key to Life? If yes, please describe the program. If not, please explain why and whether the club hosted an alternative event similar to it.

ITEM #9: Distinguished Membership Development and Education Award

The District Member Recognition Committee proposes to change the following on the Distinguished Membership Development and Education Award:

- Change the minimum points required to qualify for the award from 67 out of 100 points to the following and remove the rule that Membership Development and Education Chairs are not allowed to apply for the Distinguished Appointed Board Officer Award
 - 67 out of 100 points for clubs with 50 members or less
 - 75 out of 100 points for clubs with 51 members or more.
- Support
 - Encourages growth for club membership development and education.
 - Aligns the standards with those of Distinguished President Award, Distinguished Vice President Award, Distinguished Secretary Award, Distinguished Treasurer Award, and Distinguished Appointed Board Officer Award.
 - Allows Membership Development and Education Chairs to apply for the Distinguished Appointed Board Officer Award.
- Opposition
 - Makes it more difficult for clubs to win the award.
- For Section II part A, change "If yes, please describe the actual ceremony, including the number of Kiwanis Family guests and new/old members in attendance. Please attach the program agenda if available." to "If yes, please attach the program agenda and up to 4 additional supplements, such as photos, and include a one-sentence description of each supplement."
- For Section III part A, change the question from "Did you have educational workshops on the objects, ideals, or structure of Circle K? If yes, please describe your workshops and include the number of attendees." to "Please list all educational workshops held on the objects, ideals, tenets, or structure of Circle K." and structure the part to have 4

columns (date, name of workshop, description of workshop, number of attendees)

ITEM #10: Distinguished Secretary Award

The District Member Recognition Committee proposes to change the following on the Distinguished Secretary Award:

- For Section III part A, change the question from “Were all Monthly Report Forms submitted?” to “Were all Monthly Report Forms submitted? If so, were all Monthly Report Forms submitted on time?”
- For Section III, parts D-G, have applicants submit proof of the completed tasks
 - Part D: “If yes, please submit 2 copies.”
 - Part E: “If yes, please submit proof of attendance taken at two different meetings (ex. Meeting CERF).”
 - Part F: “If yes, please submit 2 copies of minutes taken, one for a general meeting and one for a board meeting.”
 - Part G: “If yes, please submit 2 copies.”

ITEM #11: Divisional Spirit Award

The District Member Recognition Committee proposes to make the Fall Training Conference and District Convention Divisional Spirit Awards clubs' choice awards. The following are the proposed changes:

- Removal of the application and automatic entry for all divisions
- Voting done by one representative from every club at the T-Shirt Spotlight table at Fall Training Conference and the Scrapbook Spotlight room at District Convention
- Voting format
 - Each club representative judges all divisions except for their home division
 - Points are given for 3 categories (cheering, spirit attire, and fellowship) and each division can receive 0-10 points for each category
 - The division with the highest overall average score will be the winner
 - In the event of a tie, the District Governor and District Member Recognition Chair will decide on the winner

Support:

- Kiwanians have had difficulty judging the award in the past, because they do not know the cheers as well as Circle K members and often do not have the time to be present at all general sessions and workshops to

see each division's spirit because they are needed for other tasks at Fall Training Conference and District Convention.

- Not all divisions apply for the award. By making the award a clubs' choice, every division is automatically entered.

Opposition:

- Not every club may participate in the voting, as it will only be open Saturday night during alternate activities.

ITEM #12: New Member of the Year Award

The District Member Recognition Committee proposes to change the following on the New Member of the Year Award:

- For Section II part F, remove "District Convention 2016"

Support:

- New members do not have the opportunity to attend the District Convention from the previous term

Opposition:

- None.

ITEM #13: Outstanding Club Newsletter Award

The District Member Recognition Committee proposes to change the following on the Outstanding Club Newsletter Award:

- For Section IV part J, change the question from "Was a copy of each issue sent to the following individuals?" to "Was a copy of each issue sent to the following individuals within 7 days of the release date? If not, why?" and include a text box for explanation

Support:

- Encourages clubs to consistently update the listed individuals, such as Kiwanians, and promote what the club has been doing.
- Some clubs tend to send all of their newsletters to the listed individuals towards the end of the term, which can often be several months after a newsletter has been released. Having a set time limit encourages clubs not to do this.

Opposition:

- None.

ITEM #14: Outstanding Club T-Shirt Award

The District Member Recognition Committee proposes to change the following on the Outstanding Club T-Shirt Award:

- For Section B Question 1, remove the question “When was this T-Shirt first available to be worn by club members (approximate date)?”
- Move the 5 points given for Section B Question 1 to Section B Question 4 “Please explain your theme. What does it represent and how did the club incorporate that onto their shirt?”

Support:

- Most, if not all, clubs that enter for this award have their shirt available for members by Fall Training Conference.
- Readjusts the points on the three essays so they are all worth 15 points.

Opposition:

- None.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Convention Theme and Budget Proposal

July, 2017 Board Meeting

Respectfully Submitted by Kim-Mai Hoang, District Convention Chair

EVENT OVERVIEW

District Convention (DCON) 2018 will take place on Friday, March 23, 2018 until Sunday, March 25, 2018 at the LAX Marriott. At DCON, the Circle K International California-Nevada-Hawaii District joins together for a weekend to elect the next District Board Officers, attend educational workshops, reflect on the past term, and celebrate each other's achievements.

ITEMS FOR APPROVAL

- *District Convention Theme*
- *District Convention Budget*

THEMES

Top Three Themes: Road Trip, Art, Enchanted Fairytale Storybook

The District Convention Committee has chosen ROAD TRIP as our top preference for the DCON theme.

There was no order preference between ART and ENCHANTED FAIRYTALE STORYBOOK.

NOTE: All ideas, images, and designs included in this proposal are merely examples and are subject to change.

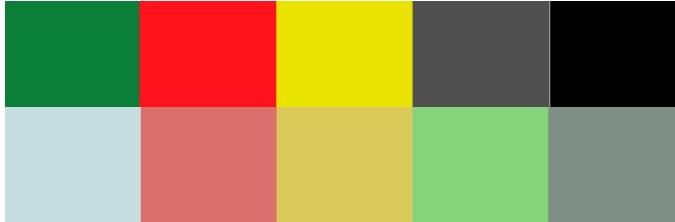
ROAD TRIP

- **Theme Name:** Road Trip
 - **Possible Taglines:**
 - Navigating the Way to Service
 - The Roadmap to Service
 - Miles and Miles of Service
 - Going the Distance with Service

- The Drive to Serve
- Enroute to Service
- On the Road to Service

O **Possible Decoration Ideas (Centerpieces, Backdrop, Walls, etc.)**

- Color Scheme
 - Sandy yellow, brown, red
 - Desert, sand, rock colors, grey, black, maroon, dark green, dark purple, light brown, tan



- Centerpieces
 - Car cut outs with signs sticking out
 - DCON 2018 license plates
 - Rocks, cacti/desert plants, road signs, traffic cones



- Backdrop
 - Roads leading to the center, horizon, canyons, or a small town in the back
 - Roads has signs speed limit, cki, the divisions
 - The backdrop can be at sunset, nighttime, or midday

- 3D cardboard car in front of the road/horizon backdrop
- Huge welcome sign that says “Welcome to DCON 2018”



- Walls
 - Road signs (ie. speed limit, stop signs, yield, etc.) but can be tweaked to be more Circle K-themed
 - Traffic signs, stop lights, compasses, wheels/tires, tools (wrenches, screwdrivers, hammers, etc.), license plates, black and white checkered flags



○ **General Ideas:**

- Souvenirs
 - License plate keychains with “DCON 2018”

- Circle K-themed bumper stickers
- Postcards
- Fanny packs
- Baseball caps
- Travel mugs/coffee mugs
- Drawstring bags/backpacks
- T-shirts
- Notebooks
- Photobooth
 - 3D car cutout



- Map



O Graphics:





T-Shirt Design:



ART

- **Theme Name:** Art

- **Possible Taglines:**

- Circle K: A Work of Art
 - Service is a Work of Art
 - The Art of Service
 - Painting/Sculpting the Path of Service
 - Service Outside the Lines
 - Color Your Life with Service
 - The Colors of Service

- **Possible Decoration Ideas (Centerpieces, Backdrop, Walls, etc.)**

- Color Scheme
 - Rainbow/bright colors



- Pastels



- Centerpieces

- Easy DIY Mosaic Glass jars with electric candle lights



- Paint buckets with paintbrushes sticking out of it



- Paintings on mini wooden easels



- Backdrop
 - Photo frame with DCON logo in the middle
 - Hanging picture frames (can also be photobooth backdrop)



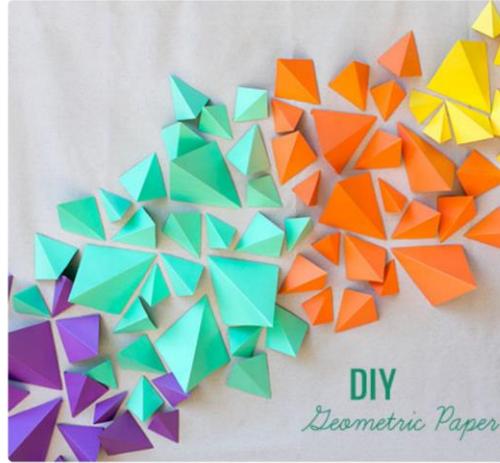
- Huge paintbrush with 3D colors spilling out of it, large painting palette



- Unfinished work of art with huge paint buckets and painting materials on stage, messy art studio



- geometric/abstract art



- Walls
 - Aesthetic pictures of LTGs
 - Paint splatters/Paint brushes/Palettes
 - Picture frames
 - Paintings (art gallery style)
 - Cutouts of pencils, crayons, etc

o **General Ideas:**

- Souvenirs
 - Notebooks/Bullet journals
 - T-Shirts
 - Baseball caps
 - Drawstring bags
 - Stationary sets (pens, pencils, highlighters, post-its, etc.)
 - Coffee mugs with DCON logo and artistic/abstract designs (paint splatters, crazy patterns, etc.)
 - Paint brush key chains
- Photobooth
 - Paint splatter/paint drippings



● Photoframes



○ Graphics:



ENCHANTED FAIRYTALE STORYBOOK

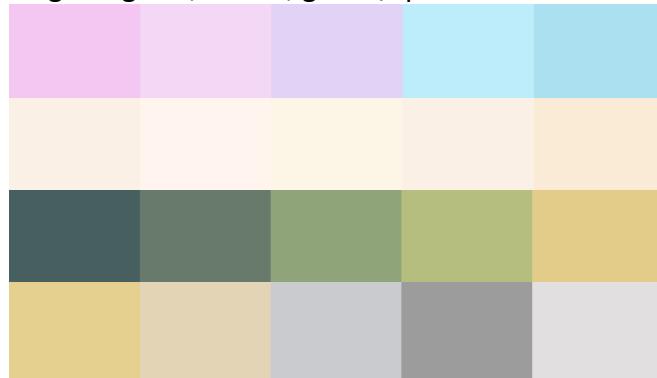
- **Theme Name:** Enchanted Fairytale Storybook

- **Possible Taglines:**

- Once Upon a Service
- Service is Enchanting
- Let Service Enchant You
- Service Has Never Been so Magical

- **Possible Decoration Ideas (Centerpieces, Backdrop, Walls, etc.)**

- Color Scheme
 - Pastel colors: pink, white, lavender, baby blue
 - Vines/floral: greens, colors of flowers
 - Elegant: golds, silvers, glitter/sparkles



- Centerpieces

- String lights/fairy lights
- Garland, anything pastel/ashy floral with lots of greens
- DIY tissue paper flowers
- Rose in an inverted jar (Beauty and the Beast inspired)



- Princess carriage made out of paper lantern



- Backdrop
 - 3D castle made out of cardboard
 - Magical forest with fairy lights, 3D aspects of the forest include mushrooms, flowers, and possibly a few trees



- Walls
 - Trees with apples (Snow White reference)
 - Tissue paper butterflies and flowers



o **General Ideas:**

- Souvenirs
 - T-shirts
 - Backpacks/drawstring bags
 - Baseball caps
 - Fairytale-themed buttons/pins
 - Notebooks
 - Coffee mugs
- Photobooth
 - Floral backdrop



● Butterflies on strings



O Graphics:



BUDGET

TO APPROVE: The District Convention budget as presented below with the Early Registration set at \$150.000 and Regular Registration at \$200.00.

2016-17 Circle K Convention Budget

| | 2017-18 Budget LAX | 2016-17 Actual Riverside | 2016-17 Budget Riverside | |
|---|--------------------------|--------------------------------|--------------------------------|---|
| Cash Receipts | | | | 2018 Budget Information |
| 21.401.01 Pre-Registration 800 @ \$150.00 | \$120,000.00 | \$79,144.87 | \$98,455.00 | Number of Paid Registrations 845 |
| 21.401.03 Registration 30 @ \$200.00 | \$6,000.00 | \$10,193.00 | \$5,700.00 | Number of Comp Registrations 16 |
| 21.401.02 Kiwanis Committee 10 @ \$150.00 | \$1,500.00 | \$870.00 | \$1,450.00 | Total Budgeted Attendance 861 |
| 21.412.00 Housing Rebate 400 Room Nights x's \$10.00 | \$4,000.00 | \$3,150.00 | \$4,000.00 | 2017 Registration Fees: \$145.00 - \$190.00 |
| 21.420.01 Ads | \$300.00 | \$250.00 | \$450.00 | 2017 Actual Attendance was 617 Budget Number was 750 |
| 21.401.06 Day Passes (Alumni) Lunch & Dinner 5 @ \$100.00 | \$500.00 | \$0.00 | \$425.00 | |
| | \$132,300.00 | \$93,607.87 | \$110,480.00 | |
| Disbursements | | | | Hotel Information Single-Quad Rate \$155.51 1/50 Comps (For Board Housing) 5 Suites at group rate 20 staff rooms at \$115.01 Parking reduced to \$10.00 per night |
| 21.508.00 Audio Visual (Staging) | \$5,500.00 | \$3,301.07 | \$3,600.00 | Signed Room Block (408) 2017 Actual (350) Guestroom Attrition 80% |
| 21.510.00 Audit | \$300.00 | \$294.71 | \$300.00 | Meal Pricing |
| 21.512.00 Awards (Convention) | \$4,000.00 | \$3,921.71 | \$4,000.00 | Saturday Lunch \$37.00 Saturday Dinner \$48.00 Sunday Brunch \$29.00 Total \$114.00 |
| 21.520.00 Band or D.J. (Entertainment) | \$500.00 | \$141.83 | \$500.00 | Comp Housing for VIP's to Include: Kiwanis Governor & Spouse \$311.02 Kiwanis Governor-Elect & Spouse \$311.02 Kiwanis Executive Director (Staff Room) \$230.02 Kiwanis Foundation President (Staff Room) \$230.02 Kiwanis Foundation Exec. (Staff Room) \$230.02 Key Club Administrator (Staff Room) \$230.02 KIWINS Administrator (Staff Room) \$230.02 KIWINS Governor (House with Board) \$0.00 Key Club Governor (House with Board) \$0.00 Circle K Administrator \$466.53 Convention Counselor (Staff Room) \$345.03 Total (20 Room Nights) \$2,583.70 |
| 21.522.20 Board Officer Pins | \$150.00 | \$105.45 | \$200.00 | Comp Registrations to Include: 11 VIP's + Camille, Don, Bruce, Lawrence & Kim-Mai Total of 16 for the VIP meal count |
| 21.530.06 Complimentary Meals, (V.I.P.'s) (16) | \$1,824.00 | \$1,902.07 | \$1,664.00 | Recent Total Convention Attendance 2017 (Riverside) 617 2016 (LAX) 810 2015 (Woodland Hills) 838 2014 (Burbank) 790 2013 (San Diego) 740 2012 (Woodland Hills) 760 2011 (Burbank) 610 2010 (Torrance) 565 2009 (Woodland Hills) 547 2008 (Santa Clara) 404 2007 (Irvine) 411 2006 (Woodland Hills) 369 2005 (San Mateo) 288 2004 (Irvine) 375 2003 (Woodland Hills) 320 |
| 21.530.07 Complimentary Housing (Board) 2 rooms Thu-Sun, 5 rooms Thu or | \$1,070.00 | \$1,062.73 | \$325.00 | |
| 21.530.08 Complimentary Registration Board (6 Registrations meals) | \$0.00 | \$0.00 | \$588.00 | |
| 21.530.09 Complimentary Housing (V.I.P.'s) (20 room nights) | \$3,200.00 | \$3,175.82 | \$2,663.00 | |
| NEW VIP Gifts | \$100.00 | \$0.00 | \$0.00 | |
| 21.533.00 Convention Center Expense | \$0.00 | \$560.00 | \$625.00 | |
| 21.540.00 Credit Card Service Charges | \$40.00 | \$0.00 | \$40.00 | |
| 21.550.00 Decorations | \$600.00 | \$738.93 | \$500.00 | |
| 21.562.00 Hawaii Convention Assistance | \$1,000.00 | \$0.00 | \$1,000.00 | |
| 21.565.00 Honor's Reception (Honor Stoles & gifts) 2016 used 197. 52 in stock | \$1,800.00 | \$2,372.04 | \$1,500.00 | |
| 21.576.03 Meals (Sat. Dinner) 845 x's \$48.00 | \$40,560.00 | \$25,651.62 | \$31,060.00 | |
| 21.576.05 Meals (Sunday Brunch) 840 x's \$29.00 | \$24,360.00 | \$14,763.69 | \$17,781.00 | |
| 21.576.06 Meals (Saturday Lunch) 845 x's \$37.00 | \$31,265.00 | \$18,065.88 | \$21,880.00 | |
| 21.576.07 Meals (Sunday Board Lunch) | \$400.00 | \$843.26 | \$400.00 | |
| 21.578.00 Professional Expo | \$1,200.00 | \$0.00 | \$1,500.00 | |
| 21.660.00 Postage | \$0.00 | \$0.00 | \$0.00 | |
| 21.662.00 Pre-Convention Planning (BH Expenses) | \$450.00 | \$226.26 | \$600.00 | |
| 21.662.05 Pre-Convention Planning (DCON Chair Expenses) | \$250.00 | \$44.25 | \$250.00 | |
| 21.666.00 Printing (General & Convention Program) | \$2,000.00 | \$2,419.67 | \$6,250.00 | |
| 21.670.00 Registration Supplies (Wristbands, Badge Holders, etc.) | \$1,250.00 | \$963.84 | \$800.00 | |
| 21.670.05 Registration Software Expense | \$75.00 | \$54.75 | \$73.00 | |
| 21.672.00 Rental of Van | \$450.00 | \$300.69 | \$900.00 | |
| 21.676.00 Ribbons | \$400.00 | \$0.00 | \$400.00 | |
| 21.688.00 Souvenir Item & T-Shirts | \$8,000.00 | \$3,692.31 | \$8,000.00 | |
| 21.690.00 Speaker Fees | \$0.00 | \$1,000.00 | \$1,000.00 | |
| 21.706.00 Staff (Bruce) Housing, Meals & Travel to Convention | \$900.00 | \$897.43 | \$900.00 | |
| 21.730.00 Telephone | \$175.00 | \$165.40 | \$150.00 | |
| 21.740.00 Workshops | \$150.00 | \$42.30 | \$250.00 | |
| 21.745.00 Donation to Project Eliminate | \$0.00 | \$0.00 | \$0.00 | |
| 21.875.00 Transfers | \$0.00 | \$0.00 | \$0.00 | |
| Total Expenses | \$131,969.00 | \$86,707.71 | \$109,699.00 | |
| Net Income | \$331.00 | \$6,900.16 | \$781.00 | |

Created/Revised: 7/8/2017

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Fall Training Conference 2017 Budget and Theme Proposal

July 2017 Board Meeting

Respectfully Submitted by **Lindon Tran, Fall Training Conference Chair**

EVENT OVERVIEW

Date: November 3-5, 2017

Location: Old Oak Ranch in Sonora, CA

Description: Fall Training Conference is a three-day, two-night event held at Old Oak Ranch in which members of the CNH District come together to learn more about Circle K International, meet members from around the district, and develop as members and leaders within this organization. For many new members, Fall Training Conference is their first large-scale district-wide Circle K event and their first time seeing the impact that our organization can make. It is an opportunity for members to grow and take on leadership opportunities, such as being a team captain or workshop host. At Fall Training Conference, our members come together to be welcomed into our district and to celebrate their involvement with Circle K, showing spirit for their schools, divisions, and our district.

Activities: General Sessions, Workshops, Service, Team Activities, New Member Induction Ceremony, Campfire Skits & Talent Acts, Entertainment, Fundraising, Spirit, and more!

ITEMS FOR APPROVAL

- *Theme*
- *Budget*

The two items for approval are crucial to the planning of Fall Training Conference. The theme will set the mood for the weekend and will be a guide for committee members in their creative work. The budget will allow us to plan effectively and help us allocate funds appropriately.

ITEM #1: Theme

The theme for Fall Training Conference 2017 will help contribute to the member's experience at this weekend event. The theme will help to set the mood and environment of the weekend. Further, the theme will heavily influence work and planning prepared by the committee. In addition, the theme will guide clubs as they prepare spirit items, campfire skits, and other aspects. The theme is incorporated into many aspects of Fall Training Conference as an entirety as it directly correlates with the opening skit, program, decorations, souvenirs, skits, entertainment, spirit items, and more. The Fall Training Conference Committee has put much thought into the selection and expansion of our choices.

The Fall Training Conference Committee has been hard at work these past few weeks to come up with a variety of theme options. After much discussion and brainstorming during committee meetings and assigned work, the committee has narrowed down our options to three themes. For each theme, the committee has come up with ideas for the following categories: taglines, decorations, graphic elements, promotion and publicity ideas, team activities and team names, fonts, and color schemes. We hope that the presented ideas for each theme will help you get a general idea of our vision.

The three theme options presented are (in no particular order):

1. Safari
2. Space/Galaxy
3. Superheroes/Comics

The committee would like to recommend **Space/Galaxy** as our **top choice** theme, with **Safari** as our **second choice**.

OPTION 1: SAFARI

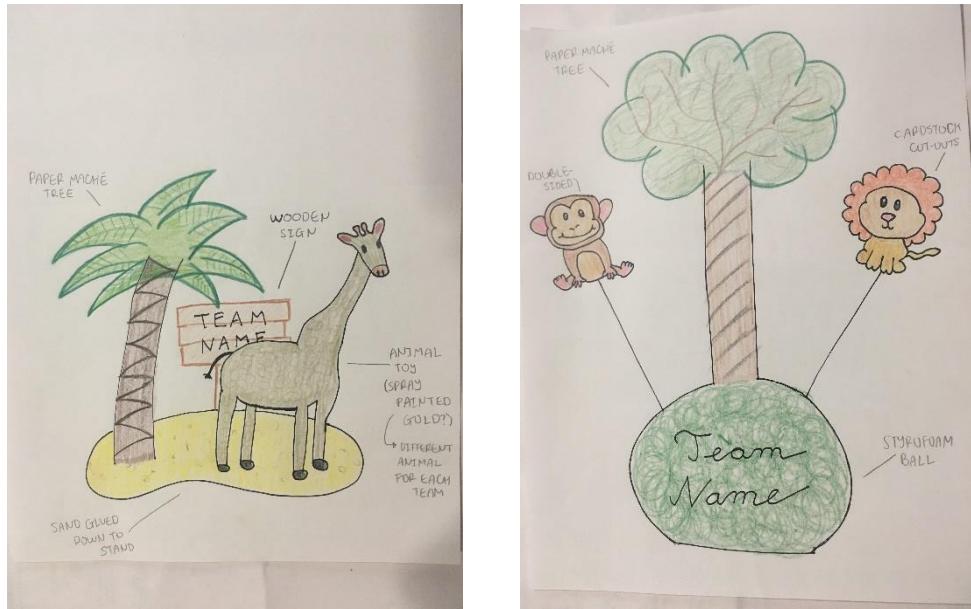
Taglines

- Exploring Service with CNH Circle K
- A Service Expedition
- Into the Safari with Circle K
- Into the Wild with Circle K
- Circle K's Safari Adventure for Service
- Into the Jungle of Service

Decorations



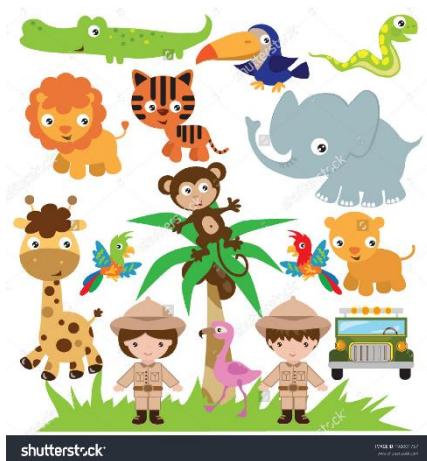
Centerpieces



Backdrop



Graphic Elements



T-Shirt



Program



This section of the program is titled "MEET THE DISTRICT BOARD" in a large, white, sans-serif font. To the left of the title are four small portraits of the board members: Lawrence Sahagun, Katelyn Duch, Ivan Hoz, and Camille Goulet. To the right of the title is a cartoon illustration of a boy in a explorer's hat and vest, holding a magnifying glass over a map. Below the title and portraits, the names of the four members are listed vertically: LAWRENCE SAHAGUN, KATELYN DUCH, IVAN HOZ, and CAMILLE GOULET.



CONTENT

2. CAMP SITE MAP
4. GOVERNORS WELCOME
5. FTC CHAIR'S WELCOME
6. CODE OF CONDUCT
7. OLD OAK RANCH GUIDELINES
8. SAFETY PROTOCOLS
9. 17-18 DISTRICT BOARD
12. FUNDRAISING INITIATIVES
13. DISTRICT SERVICE INITIATIVE
14. MEET THE FTC COMMITTEE
17. SAFARI EXPEDITION & CAMPFIRE SKITS/TALENT
18. SATURDAY NIGHT ENTERTAINMENT
19. FUNDRAISING ACTIVITIES
20. DISTRICT BINGO
21. CONVERSATION STARTERS
22. CONFERENCE SCHEDULE
24. WORKSHOP DESCRIPTIONS
26. WORKSHOP MATRIX
30. PROGRAM ADS
55. COMMITTEE THANK YOUS

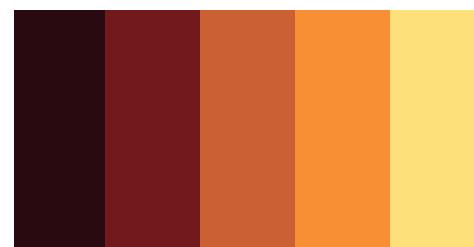
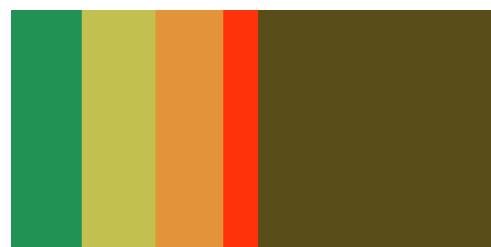
Fonts

TRIBECA

Lost™ Wild

AFRIKA SAFARI REBUILD S

Color Schemes



Promotion & Publicity

- Video of committee/chair searching through the “wild” (greenery, scenic areas can be used to shoot footage)
- Safari outfits
- Photobooth
-



Team Activities & Team Names

- Names for Team Activities
 - Rumble in the Jungle, Battle for the Savannah
- Team Names
 - Jumping Giraffes
 - Leaping Lions
 - Speeding Cheetahs
 - Hysterical Hyenas
 - Licking Lizards
 - Elegant Elephants
 - Very Merry Monkeys
 - Crocodile Crew
 - Flamingo Flyers
 - Camel Caravan
 - Gorilla Posse
 - Rhino Riders
 - Munching Meerkats
 - Binocular Bunch
 - Hungry Happy Hippos
 - Orangu-team
 - Hunky Honey Badgers
 - Zealous Zebras
 - Sassy Snakes
 - Giddy Gazelles

Additional Comments from Committee

- Pros
 - Easy to incorporate theme; has potential to be very interactive

- Graphic elements shouldn't be too hard to create
- Can be taken another direction by making graphic elements more realistic instead of cute
- Cons
 - Color scheme could be too neutral
 - Doesn't have strong visual impact
 - Cute, but can be childish

OPTION 2: SPACE/GALAXY

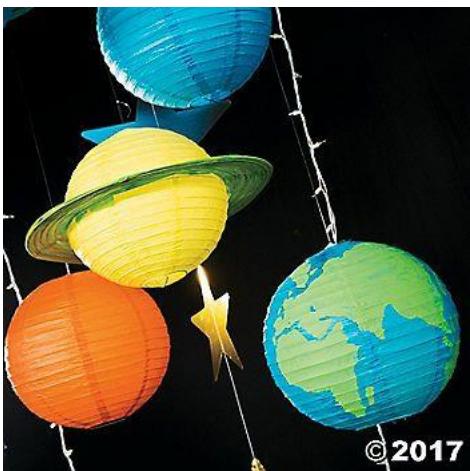
Taglines

Service is Out of This World!

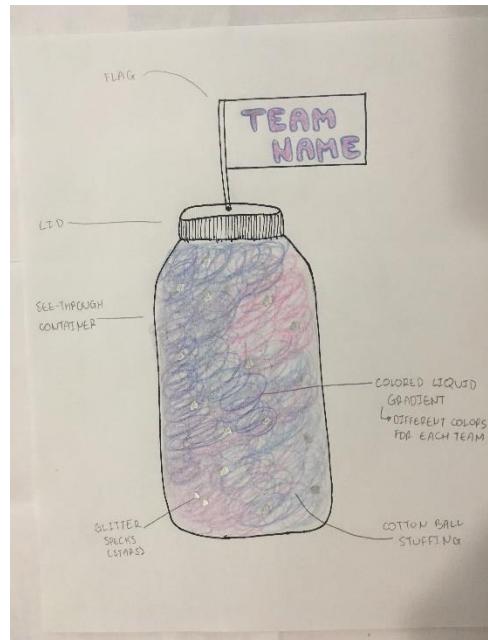
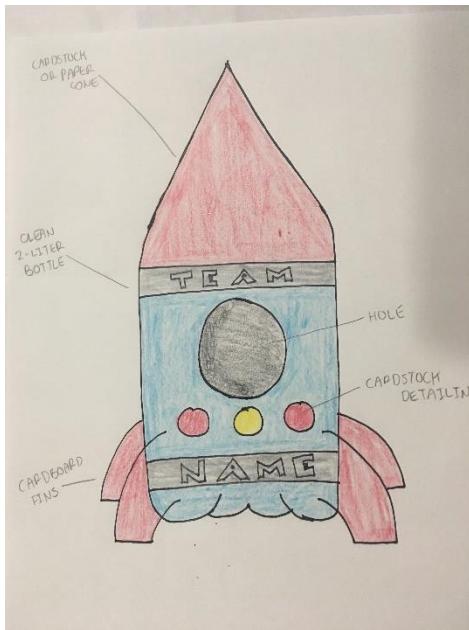
- Blast Off for Service!
- To Service and Beyond!
- Service is Limitless!
- Go Beyond the Milky Way!
- One Small Step for FTC, One Giant Step for Service

Decorations





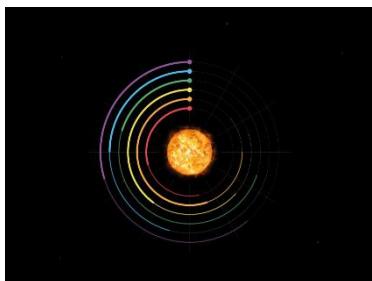
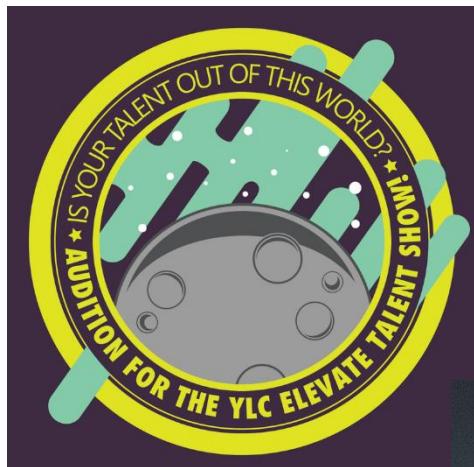
Centerpieces



Backdrop



Graphic Elements





T-Shirt



Program



Fonts



PLAN 9

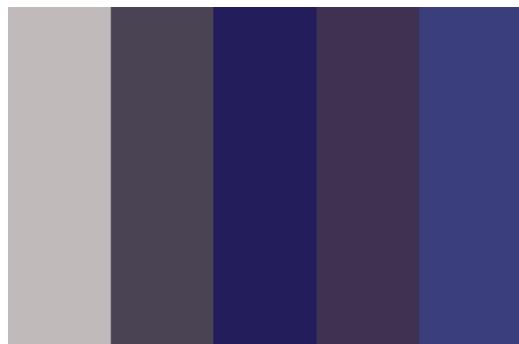
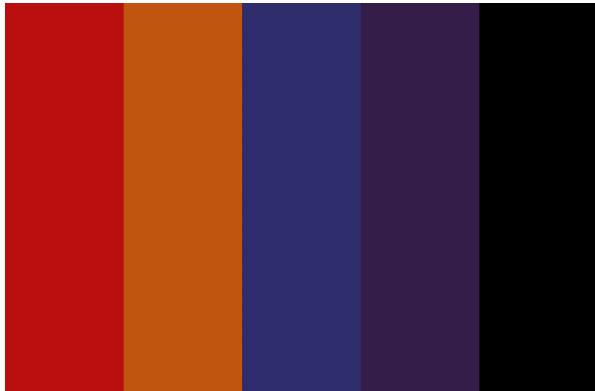
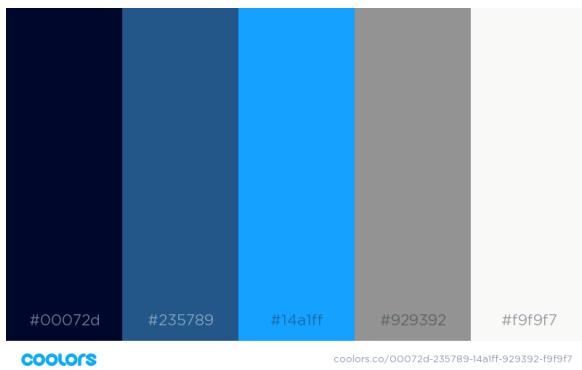


SF DISTANT
GALAXY



PROMETHEUS

Color Schemes



Promotion & Publicity

- Star Wars-like video with opening sequence
- Mini-lasers/flashlights as souvenirs
- Space mission as storyline
- “Gravity” themed – Lindon in a space ship
- Bucket of Starbursts as giveaways

Team Activities & Team Names

- Names for Team Activities
 - Intergalactic Showdown, Cosmic Face Off
- Team Names
 - Solar Sailors
 - Comet Riders
 - Moon Landers
 - Planetary Posse
 - Satellite Signalers
 - Really Rad Rovers
 - Milky Way Marauders
 - Galactic Guardians
 - Spiral Galaxy Surfers
 - Supernova Squad
 - Zero-Gravity Flyers
 - Supergiant Superheroes
 - Rad Rocketeers
 - Black Hole Boomerangs
 - Nebular Ninjas
 - Beetlejuice Buddies
 - Andromeda Adventurers
 - Quirky Quasars
 - Constellation Cruisers

Additional Comments from Committee

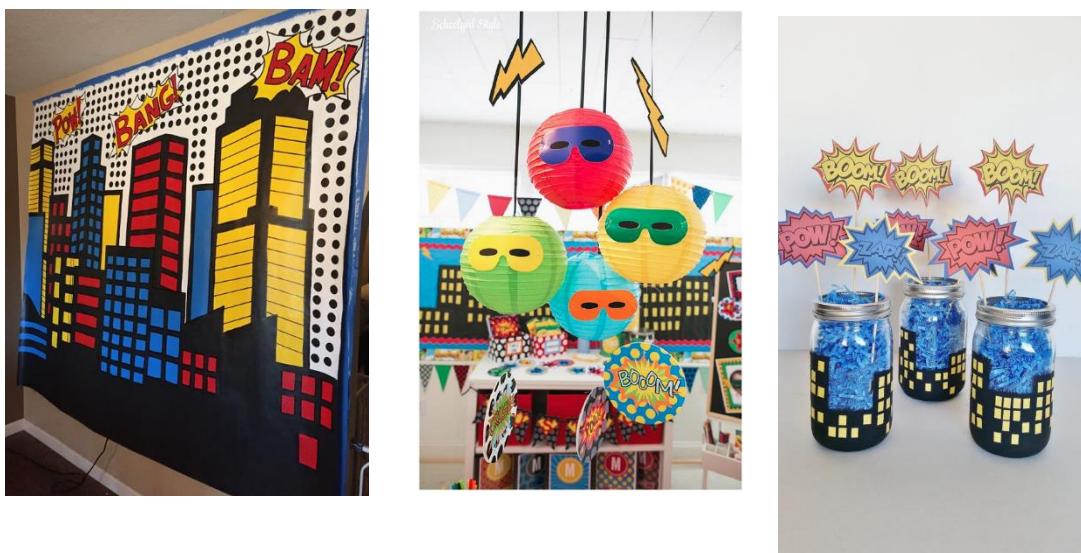
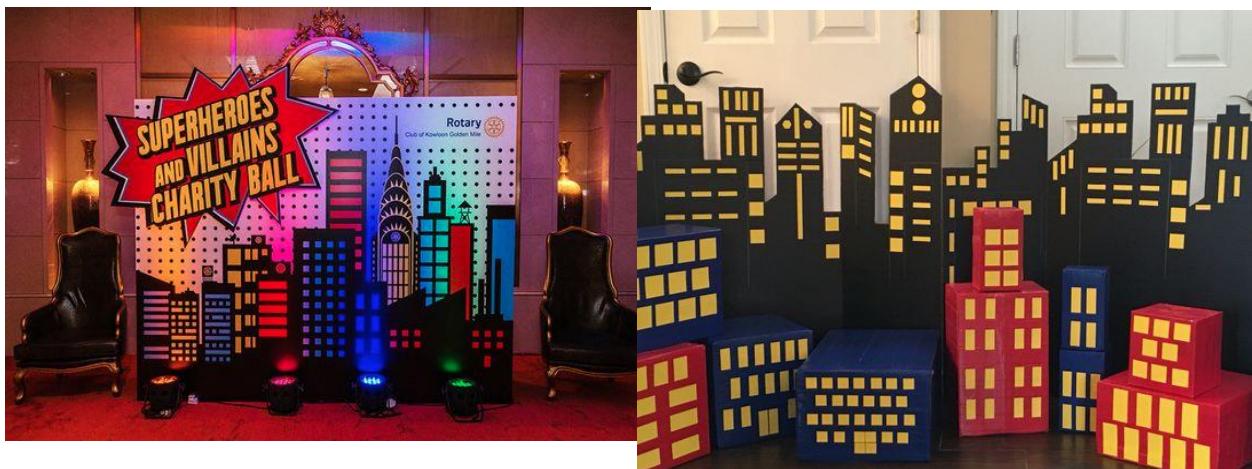
- Pros
 - Graphics are visually appealing and attention-grabbing
 - CNH Mascot (Sunny) can be incorporated
 - Graphic flexibility – cutesy vibe or cool, sleek vibe
 - Potential for creative team names and team activities
 - T-shirt would be more likely to be used/worn after the event
 - Can be taken in a multitude of directions by focusing on different aspects of space or choosing a particular aesthetic
- Cons
 - Potential that themes/graphics from FTC + K-Rock can overlap (however, communication and collaboration with UCR K-Rock can be maintained so that themes do not infringe upon each other)

OPTION 3: SUPERHEROES/COMICS

Taglines

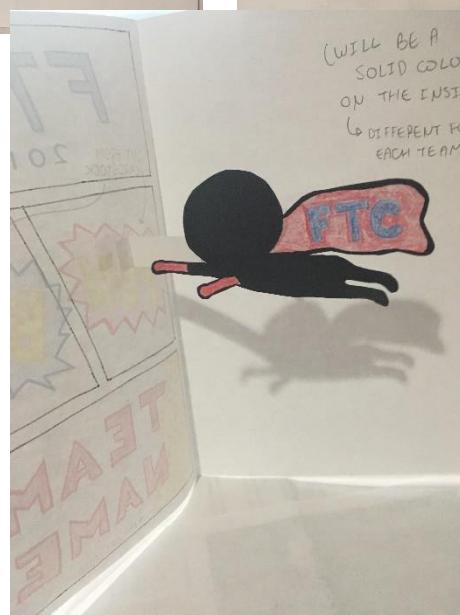
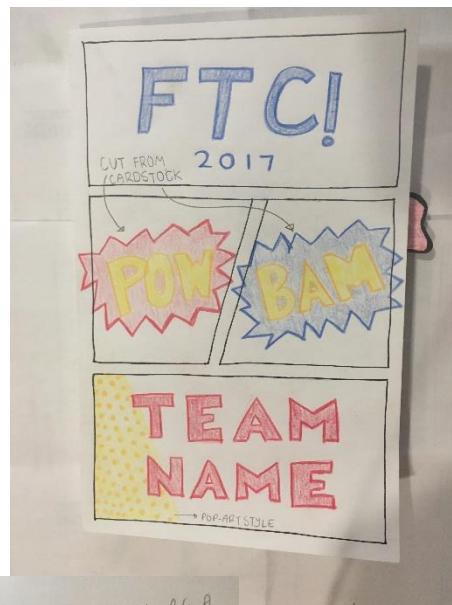
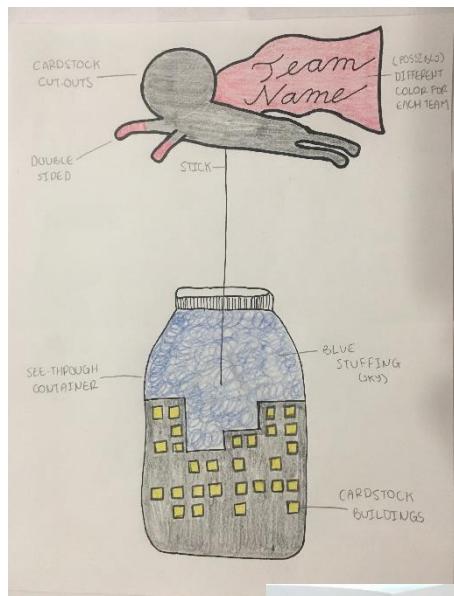
- Service Is Here To Save The Day!
- Serving the World with CNH Circle K!
- Superheroes of Service!

Decorations





Centerpieces



Backdrop



Graphic Elements

- Graphics: FTC logo = emblem/shield
- Comic book panels with Sunny in a cape
- Comic book fonts
- Pop-art styles, as shown below





ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789!#%&@*=(/\\)=

T-Shirt



Program



Fonts

INTERNATIONAL SUPER HERO
intsho.tt
INTERNATIONAL SUPER HERO

OSTRICH SANS

SUPersonic ROCKETSHIP 

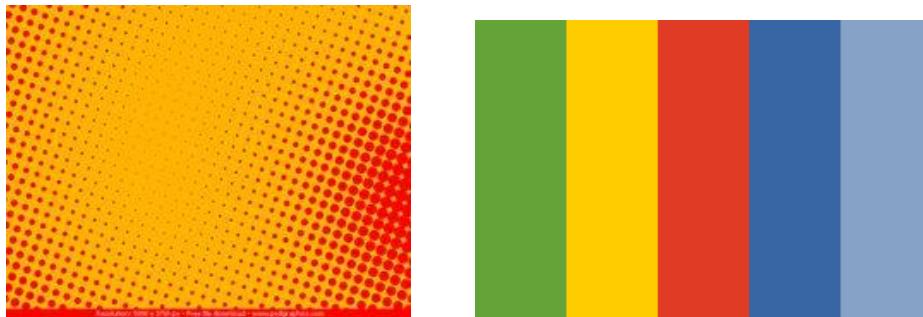
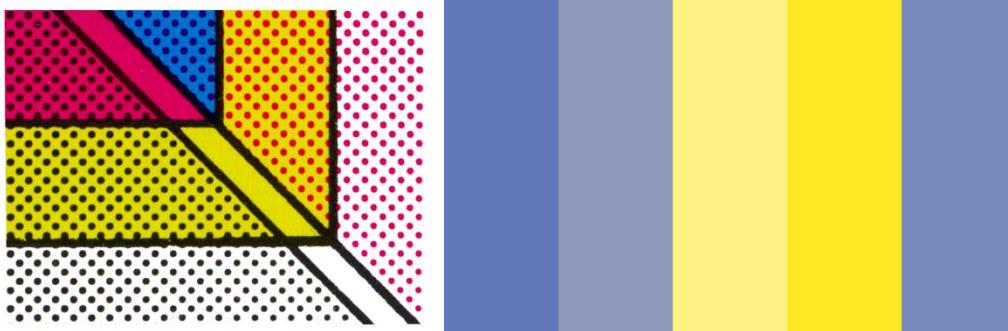
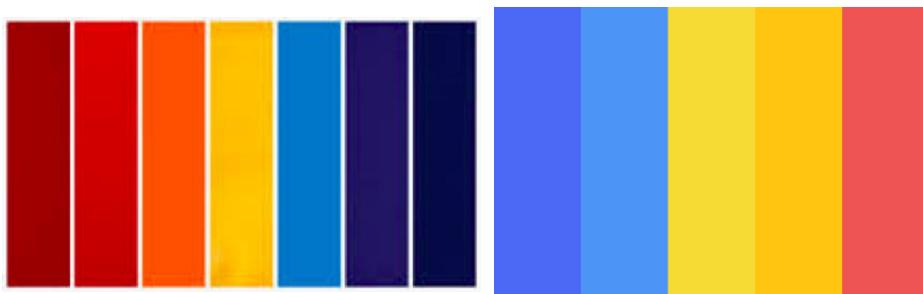
SUPER HERO DOCALL

JUSTICE★LEAGUE

BADABOOM

League Spartan. **HEROES LEGEND**

Color Schemes



MATCH YOUR FAVORITE SUPERHERO!

| | |
|--|--|
| A horizontal color bar divided into three equal-width sections: red, yellow, and blue, each with a halftone dot pattern. | BAM! Superhero <i>The Avengers & Wonder Woman</i> |
| A horizontal color bar divided into two equal-width sections: red and blue, each with a halftone dot pattern. | Red & Blue <i>Superman, Spiderman, Captain America & Thor</i> |
| A horizontal color bar divided into two equal-width sections: red and yellow, each with a halftone dot pattern. | Red & Yellow <i>Ironman, The Flash & Ninja</i> |
| A horizontal color bar divided into two equal-width sections: yellow and black, each with a halftone dot pattern. | Yellow & Black <i>Batman</i> |
| A horizontal color bar divided into two equal-width sections: green and black, each with a halftone dot pattern. | Green & Black <i>The Incredible Hulk, Green Lantern & TMNT</i> |

Promotion & Publicity

- Website: Comic Book layout
- Video: all of us having some sort of “superpower” while showcasing 3 tenets and then uniting together
 - Video Plot #2: Showcasing each tenant as a superpower to “defeat” villain-revealing FTC theme with comicbook sequence at end (similar to how Marvel movies open up)

Team Activities & Team Names

- Names for Team Activities
 - Battle for Old Oak Ranch
 - Superhero Showdown/Superpower Showdown
 - Comicbook Clash
- Team Names
 - Invisible Investigators
 - Super Strong Squad
 - Lightning Runners
 - Acrobatic Archers
 - Electric Energizers
 - Supersonic Sounders
 - Telepathy Troupe
 - Force Field Enforcers
 - Sinister Shapeshifters
 - Devious Duplicators
 - Pyrokinetic Protectors
 - Giant Green Guardians
 - Plant Controlling Paladins
 - Teleporting Tourists
 - Totally Rad Time Travelers
 - Nefarious Ninjas
 - Wicked Weather Warpers
 - Radioactive Raiders
 - Mind Control Marauders
 - Heroic Healers

Additional Comments from Committee

- Pros
 - Can be visually appealing and attention-grabbing
 - CNH Mascot can be CNH CKI’s superhero, fighting a dark version of itself (the villain)
 - Promotional materials can be part of a storyline that leads up to FTC
 - Storyline can even be continued throughout FTC weekend
- Cons

- Might be a bit more challenging going against intuition and preventing copyright and being original
- Hard to come up with team names
- Limited graphic flexibility – not a large variety of iconic elements
- Graphics can pop out naturally due to bright colors, but might not be visually appealing

ITEM #2: Budget

2017-18 FTC Budget

| | Cash Receipts | 2017 | 2016 | 2016 |
|--|--------------------|--------------------|---------------------|---------------|
| | | Budget | Actual | Budget |
| | Old Oak Ranch | Old Oak Ranch | Old Oak Ranch | Old Oak Ranch |
| 22.401.01 Early Registration 635 x's \$145.00 | \$92,075.00 | \$91,401.48 | \$92,092.00 | |
| 22.401.03 Registration 15 x's \$170.00 | \$2,550.00 | \$1,866.00 | \$8,064.00 | |
| 22.401.02 Kiwanis Committee Registration 4 x's \$145.00 | \$580.00 | \$1,144.00 | \$572.00 | |
| 22.420.01 Ad Sales | \$200.00 | \$230.00 | \$200.00 | |
| 22.435.00 Misc. Income | \$0.00 | \$0.00 | \$0.00 | |
| Total Revenue | \$95,405.00 | \$94,641.48 | \$100,928.00 | |
| Disbursements | | | | |
| 22.510.00 Audit | \$100.00 | \$98.23 | \$100.00 | |
| 22.512.00 Awards (New Member Certificates) | \$125.00 | \$108.34 | \$100.00 | |
| 22.520.00 Entertainment (DJ & Prizes for Games) | \$400.00 | \$335.78 | \$600.00 | |
| 22.530.02 Friday Board Meals (\$24.00 each) x's 40 meals | \$960.00 | \$936.00 | \$900.00 | |
| 22.530.09 Complimentary Registration (7) & VIP Linens | \$875.00 | \$855.00 | \$875.00 | |
| 22.540.00 Credit Card Service Charges | \$0.00 | \$0.00 | \$0.00 | |
| 22.550.00 Decorations | \$275.00 | \$230.70 | \$250.00 | |
| 22.563.00 Hospitality (Water & Snacks) | \$225.00 | \$190.29 | \$250.00 | |
| 22.570.00 Camp Fees Registration (Meals & Housing) 654 x's \$125.00 | \$81,750.00 | \$79,150.00 | \$87,000.00 | |
| 22.570.05 Camp Fees (Grounds PA System, Amphitheater Sound System-Wi-Fi) | \$400.00 | \$0.00 | \$400.00 | |
| 22.687.00 New Member Pins (156 in stock, used 325 last year) Cost \$0.95 + freight Order 225 for | \$350.00 | \$333.00 | \$250.00 | |
| 22.571.00 Incentive Program Prizes | \$250.00 | \$240.23 | \$150.00 | |
| 22.660.00 Postage | \$0.00 | \$0.00 | \$0.00 | |
| 22.662.00 FTC Chair Expenses | \$120.00 | \$118.08 | \$120.00 | |
| 22.666.60 Printing (Program) | \$2,000.00 | \$1,949.12 | \$2,000.00 | |
| 22.670.00 Registration Supplies | \$375.00 | \$360.78 | \$300.00 | |
| 22.670.05 Registration Software | \$75.00 | \$0.00 | \$100.00 | |
| 22.672.00 Rental of Van | \$380.00 | \$354.62 | \$400.00 | |
| 22.686.00 Souvenirs & T-Shirts | \$6,000.00 | \$5,163.20 | \$6,000.00 | |
| 22.730.00 Phone | \$50.00 | \$0.00 | \$50.00 | |
| 22.740.02 Workshop Expenses | \$0.00 | \$0.00 | \$0.00 | |
| 22.745.00 Donation to DFI's (654 x's \$1.00) | \$654.00 | \$637.00 | \$703.00 | |
| 22.876.00 General Fund Transfer | \$0.00 | \$0.00 | \$0.00 | |
| Total Expenditures | \$95,364.00 | \$91,060.37 | \$100,548.00 | |
| Net Income | \$41.00 | \$3,581.11 | \$380.00 | |

Circle K Board Approval: Pending
Maximum Sleeping Capacity 720
Maximum Dining Hall Capacity 520

2016 Actual Attendance 648 - 11 no shows = 637 actual
2015 Actual Attendance 710 - 7 no shows = 703 actual
2014 Actual Attendance 694 - 16 no shows = 678 actual
2013 Actual Attendance 619 - 11 no shows = 608 actual
2012 Actual Attendance 648 - 15 no shows = 633 actual
2011 Actual Attendance 553
2010 Actual Attendance 480
2009 Actual Attendance 496
2008 Actual Attendance 440
2007 Actual Attendance 404
2006 Actual Attendance 337
2005 Actual Attendance 291
2004 Actual Attendance 287
2003 Actual Attendance 257

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Membership Recognition Program Proposal July 2017 Board Meeting

Respectfully Submitted by **Esther Wang, District Member Recognition Chair**

OVERVIEW

The Membership Recognition Program is the largest recognition program in the district, aiming to recognize members for all of their involvement in Circle K International. Up until the 2014-2015 term, the Membership Recognition Program did not divide requirements based on club size and followed a single-tier system for all members. This proposal aims to restore the Membership Recognition Program to the system used prior to the 2014-2015 term, removing the tiers that separate members' requirements and increasing the requirements to encourage members to be more involved.

ITEMS FOR APPROVAL

- Removal of Tiers
- Service Hours Requirement
- Additional Requirements
- Level Up Recognition

ITEM #1: Removal of Tiers

The District Member Recognition Committee proposes the removal of Membership Recognition Program tiers based on club sizes. The current tiers are Ruby, Sapphire, and Emerald, which are for clubs with 50 or less members, 51-90 members, and 91 members respectively.

Support:

- Removes the challenge for members from bigger clubs to have to complete more requirements to achieve the same recognition as members from smaller clubs.
- Simplifies the Membership Recognition Program and makes it less difficult for members to understand.
- Removes the need for a “lock-in date”, since clubs would not jump divisions and, consequently, do not need to worry about the change in requirements for their members.
- Restores the Membership Recognition Program to the system used prior to the 2014-2015 term.

Opposition:

- Could make requirements more difficult for members from smaller clubs, because smaller clubs may not be able to provide as many opportunities to fulfill requirements as bigger clubs.

ITEM #2: Service Hours Requirement

The District Member Recognition Committee proposes to adjust the service requirement as follows:

Current:

| | Bronze | Silver | Gold | Platinum |
|----------|--------|--------|------|----------|
| Ruby | 30 | 60 | 90 | 130 |
| Sapphire | 35 | 70 | 105 | 150 |
| Gold | 40 | 80 | 120 | 170 |

Proposed:

| Bronze | Silver | Gold | Platinum |
|--------|--------|------|----------|
| 50 | 80 | 130 | 200 |

Support:

- Places an emphasis on the service tenet, since Circle K International is a service organization.
- Places more emphasis on the Membership Recognition Program being an individual award, since club size would not be a determining factor for members' service hours requirement.
- Brings the Platinum level to a prestige and recognizes members who have truly gone above and beyond expectations.
- Increases the overall standards of what an outstanding general member is and encourages clubs to do more for their members.

Opposition:

- Newer clubs usually do not have a strong enough foundation to be able to reach out as much to the community for service opportunities as more established clubs. Setting a high minimum requirement can be both overwhelming and discouraging for newer club members to achieve.
 - Counterargument: 50 service hours is a little less than 1 hour per week, which is easily doable if a member puts in the effort. Also, clubs should not settle for being strong. The system should encourage growth in clubs.
- Unfair for smaller clubs that do not have the resources or ability to provide an adequate amount of service opportunities.

- Counterargument: Higher standards for individual recognition will only make clubs do more, work harder, and have higher total service hours in the district.
- Smaller and less established clubs have a lack of drivers due to members lacking willingness to offer rides.
 - Counterargument: School campuses have plenty of service opportunities, allowing clubs to provide service opportunities that do not need drivers.
- Smaller clubs tend to have smaller turnout to service events, which could affect some members from being motivated to go to more service events.
 - Counterargument: Club size should not play a large factor in the motivation to do service. If anything, it is only harder for larger clubs to encourage members to participate in service projects, as seen by the previous term's Membership Recognition Program recipient percentages, with clubs in the Emerald division having the lowest percentage of members who reached the Bronze level. A club can be small in size and have members achieve higher Membership Recognition Program levels.
- Increasing the service hours requirement would make it more difficult on members who commute and already find it difficult to fit service events into their schedule.
 - Counterargument: A lot of college students are busy. Despite this, members who want to achieve a Membership Recognition Program level make the effort to do service and prioritize it so they can reach their goal.

ITEM #3: Additional Requirements

The District Member Recognition Committee proposes to adjust the additional Membership Recognition Program requirements as follows:

Current:

Ruby Division:

| | Bronze | Silver | Gold | Platinum |
|-------------------------|---------|---------|---------|----------|
| Additional Requirements | 5 of 14 | 6 of 14 | 8 of 14 | 10 of 14 |
| Socials (SE) | 3 | 4 | 5 | 6 |
| MD&E Events (MD) | 1 | 2 | 3 | 4 |
| Fundraisers (FR) | 2 | 2 | 3 | 4 |
| Circle K (CK) | 2 | 2 | 3 | 4 |
| Kiwanis Family (KF) | 1 | 2 | 3 | 3 |
| Interclub (IN) | 1 | 2 | 3 | 4 |
| Divisional Events (DV) | 2 | 3 | 4 | 5 |
| District Events (DE) | 1 | 2 | 3 | 3 |

| | | | | |
|----------------------------|-----|-----|-----|-----|
| International Events (INT) | 1 | 1 | 1 | 1 |
| Articles Submitted | 1 | 1 | 2 | 2 |
| Webinars Attended (WB) | 2 | 2 | 3 | 4 |
| Chaired Events | 1 | 1 | 2 | 2 |
| Workshop/Webinar Host (WH) | Yes | Yes | Yes | Yes |
| Committee Member | Yes | Yes | Yes | Yes |

Sapphire Division:

| | Bronze | Silver | Gold | Platinum |
|----------------------------|---------|---------|---------|----------|
| Additional Requirements | 6 of 14 | 8 of 14 | 9 of 14 | 11 of 14 |
| Socials (SE) | 4 | 5 | 6 | 7 |
| MD&E Events (MD) | 1 | 2 | 3 | 4 |
| Fundraisers (FR) | 2 | 2 | 3 | 4 |
| Circle K (CK) | 2 | 2 | 3 | 4 |
| Kiwanis Family (KF) | 1 | 2 | 3 | 4 |
| Interclub (IN) | 1 | 2 | 3 | 4 |
| Divisional Events (DV) | 2 | 3 | 4 | 5 |
| District Events (DE) | 1 | 2 | 3 | 3 |
| International Events (INT) | 1 | 1 | 1 | 1 |
| Articles Submitted | 1 | 1 | 2 | 2 |
| Webinars Attended (WB) | 2 | 2 | 3 | 4 |
| Chaired Events | 1 | 2 | 2 | 3 |
| Workshop/Webinar Host (WH) | Yes | Yes | Yes | Yes |
| Committee Member | Yes | Yes | Yes | Yes |

Emerald Division:

| | Bronze | Silver | Gold | Platinum |
|----------------------------|---------|---------|----------|----------|
| Additional Requirements | 6 of 14 | 8 of 14 | 10 of 14 | 12 of 14 |
| Socials (SE) | 5 | 6 | 7 | 8 |
| MD&E Events (MD) | 1 | 2 | 3 | 4 |
| Fundraisers (FR) | 2 | 2 | 3 | 4 |
| Circle K (CK) | 2 | 2 | 3 | 4 |
| Kiwanis Family (KF) | 1 | 2 | 3 | 4 |
| Interclub (IN) | 1 | 2 | 3 | 4 |
| Divisional Events (DV) | 2 | 3 | 4 | 5 |
| District Events (DE) | 1 | 2 | 3 | 3 |
| International Events (INT) | 1 | 1 | 1 | 1 |
| Articles Submitted | 1 | 2 | 3 | 3 |
| Webinars Attended (WB) | 2 | 2 | 3 | 4 |
| Chaired Events | 1 | 2 | 3 | 3 |
| Workshop/Webinar Host (WH) | Yes | Yes | Yes | Yes |
| Committee Member | Yes | Yes | Yes | Yes |

Proposed:

| | Bronze | Silver | Gold | Platinum |
|----------------------------|---------|---------|---------|----------|
| Additional Requirements | 5 of 14 | 6 of 14 | 8 of 14 | 11 of 14 |
| Socials (SE) | 3 | 4 | 6 | 9 |
| MD&E Events (MD) | 1 | 2 | 3 | 4 |
| Fundraisers (FR) | 1 | 2 | 3 | 4 |
| Circle K (CK) | 2 | 3 | 4 | 5 |
| Kiwanis Family (KF) | 2 | 3 | 4 | 5 |
| Interclub (IN) | 1 | 2 | 3 | 4 |
| Divisional Events (DV) | 2 | 3 | 4 | 5 |
| District Events (DE) | 1 | 2 | 2 | 3 |
| International Events (INT) | 1 | 1 | 1 | 1 |
| Articles Submitted | 1 | 2 | 3 | 4 |
| Webinars Attended (WB) | 3 | 4 | 5 | 6 |
| Chaired Events | 1 | 2 | 3 | 4 |
| Workshop/Webinar Host (WH) | Yes | Yes | Yes | Yes |
| Committee Member | Yes | Yes | Yes | Yes |

ITEM #4: Level Up Recognition

The District Member Recognition Committee proposes to recognize returning members who achieve a Membership Recognition Program level in the 2017-2018 term and increased in service hours accomplished relative to the 2016-2017 term at Fall Training Conference 2017 and District Convention 2018 during the Membership Recognition Program presentation.

Support:

- Encourages growth in returning members.

Opposition:

- Can be unfair to returning members who achieved a high number of service hours in the 2016-2017 term.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Service Hours for Drivers Proposal

July 2017 Board Meeting

Respectfully Submitted by **Lawrence Sahagun, District Governor**

OVERVIEW

A service event that is organized by our clubs would not be as successful without the drivers who transport our members to the event. Being tasked with the responsibility to drive our members extended distances for service may be daunting for many. Thus, a driver may be hesitant at first to drive with the consideration of personal car expenses regardless of gas reimbursement such as traditional car wear-and-tear.

Additionally, recording service hours for the driver will partly act in accordance with the most recent version of the Circle K International policy code, which allows all members to receive service hours for travel time. However, this proposal presents to count service hours strictly only for the driver.

From Circle K International Policy Code

Section K

1. Policy Definitions
 - E. *Travel time shall consist of the time spent in travel to a service project or event at which the primary purpose is service and shall count as service hours.*
 - I. *Time spent while traveling other than travel of service, such as mealtime, social time, or overnight stops, does not count as service hours.*

ITEMS FOR APPROVAL

- Item #1: Addition of Traveling Hours for Driving with Parameters
- Item #2: Specific Event Parameters

ITEM #1

With the consideration of the following Parameters:

1. Only the driver is eligible to receive service hours for driving their vehicle.
2. The car must have at least one other passenger who is a Circle K member attending the service event.
3. Drivers must be traveling a minimum of either 1 hour or 30 miles from carpool meet-up location to the service event.

4. All other criteria of a service hour must apply for the service event for the driver to receive service hours. Meaning this event must benefit a charitable organization and must be advertised and made available for all members of the member's Circle K club.
5. The total amount of traveling hours cannot exceed a third of the amount of service hours that was spent at the event. (F/x. a 3 hour park clean-up can only receive one hour of traveling as long as all other criteria are met.)

Option 1:

Addition of the service travel time to count as service hours for the driver.

920.1 Travel time shall count as service ours only for the Circle K Member who drives. It is necessary that all other criteria of a service hour for the event is met to receive service traveling hours. Additionally, to receive service hours the car must have at least one other passenger who is a Circle K member in good standing in the vehicle. The trip must be either one hour or 30 miles from the pick-up location to the service event. Lastly the total amount of service traveling hours awarded must not exceed one-third of the total time of service spent at the event.

Pros

- A form of compensation for the service that the member does to the club which brings members to service.
- Increase in membership turnout with our own members providing safer transportation.
- Parameters prevent the service hours recorded to be inflated and abused.

Cons

- People will continue to argue that driving is not service.

Option 2:

Continuance of NOT recording travel time as service for everyone.

No changes will be made.

Pros

- Service hours recorded will remain to be as meaningful as can be.

Cons

- Clubs continue to struggle to encourage members to drive to service.
- Members will be found resorting to public transportation which may not be as reliable or safe as member transportation.

ITEM #2: Specific Event Parameters

Option 1:

All service events are eligible for drivers to receive service hours.

Pros

- Clubs should have an overall increased amount of service.

Cons

- Total amount of service hours may not be deemed to be most "impactful."

Option 2:

The only service events that service traveling hours can be counted are Divisional and District hosted events.

920.2 Service traveling hours can only be received with service events that will additionally have the Divisional or District event tag.

Pros

- All club drivers are still eligible for service traveling hours considering divisional hosted events and district hosted events such as District Large Scale Service Project.
- Parameters for most clubs may apply mostly for Divisional and District events.

Cons

- Limits service traveling for drivers.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Service Unity Day/Week Proposal
July 2017 Board Meeting

Respectfully Submitted by **Samantha Ruiz, District Service Chair**

EVENT OVERVIEW

One of the primary goals of the 2017-2018 California-Nevada-Hawaii District Board of Officers of Circle K International is to further unify all members of the CNH District under the tenet of service. Service Unity Day/Week is a District-wide service event that was created last year in order to further emphasize the importance of participating in service events within our organization while simultaneously fostering a deeper sense of community amongst all of our members, regardless of the geographical distance between us. This year, Service Unity Day/Week will serve as another opportunity for members all across the California-Nevada-Hawaii District to unify under the tenet of service by engaging in impactful service opportunities within their respective communities and learning more about the ways in which they can positively impact their lives and the lives of others through service.

ITEMS FOR APPROVAL

- *Service Unity Day*
- *Service Unity Week*

Item #1: Service Unity Day

The primary purpose of Service Unity Day is to unify all members of California-Nevada-Hawaii Circle K International under the Service tenet by providing them with the opportunity to participate in a service project aimed at achieving one common goal. This year, Service Unity Day will encourage members all across CNH to participate in a service project within their respective communities that is related to this year's District Service Initiative, Be the Change: Personal Health. Together, members all across the district will strengthen the personal health of their fellow members and/or the members of their communities through this event. This is an opportunity for Service Chairs, Vice Presidents of Service, and Divisional Service Chairs to work together with their fellow club officers and club members in order to plan and participate in an impactful service project that will strengthen the personal relationships between our members and their ties to their local communities.

The target timing for Service Unity Day is on a Saturday during one of the first three weekends of October. A final date will be determined and approved by the Board after the dates for Crazy Kompetition for Infants North and South have been finalized.

Possible service projects that clubs can participate in and/or create include:

- Suicide prevention education
- Collaborations with their school's student support service programs
- Activities that encourage people to get physically active, such as a yoga or dance class
- Hosting a food drive and donating the food to low-income communities
- Collecting feminine hygiene products and donating them to a women's shelter
- Making motivational/informational cards that give people tips about how to take care of themselves and/or give them words of encouragement during stressful times
- Stress balls
- Assembling health kits that contain basic hygiene products, such as deodorant
- Non-slip socks for children
- Slime
- Making care packages that contain healthy food, recipes, and general nutrition advice
- Working with pets/animals
- Volunteering at a local food bank and/or community health fair
- Water pasteurization indicators

Item #2: Service Unity Week

The primary purpose of Service Unity Week is to further promote service within the California-Nevada-Hawaii District, this year's District Service Initiative, Be the Change: Personal Health, and Circle K International's International Service Initiatives and International Service Partners. Each day will focus on promoting various activities related to service and personal health through several social media challenges.

1. Day 1: My CKI Motivations

Members of Circle K International pride themselves on making deeper connections with their fellow club members as well as their surrounding communities through the fellowship tenet. Through these connections, we are able to find support in the various obstacles we face as college students and young members of society. On this day, members are invited to talk about a Circle K member who supported them during a time of need. Members may also share a photo of the member who supported them.

2. Day 2: Time for Change Tuesday

Throughout life, everyone encounters obstacles that help shape us into who we are. As part of this year's District Service Initiative, Be the Change: Personal Health, we should all strive to use the obstacles we face as opportunities for learning and growth in order to inspire ourselves and others. On this day, members are invited to share about a challenge they faced when they were younger and how they were able to overcome

that obstacle. Members may also choose to share a photo of themselves from when they were going through that obstacle and a recent photo of themselves in order to further demonstrate their self growth.

3. Day 3: Wear Your Colors Wednesday

Circle K members are vastly diverse in their cultures, languages, beliefs, and traditions. Seeing as we are an organization that embraces this diversity, we strive to find new ways in which all of our members can freely express themselves. On this day, members are invited to wear their favorite color and/or a color they feel represents who they are. They are also encouraged to post a picture of themselves wearing this color and an explanation of why they chose to wear that color. Below is the image that will be shared with members in regards to what colors they can wear on this day. The District Service Committee will also create a presentation to further educate members about and promote this year's District Service Initiative, Be the Change: Personal Health, through a webinar platform. Through this webinar, members will be given the tools to better understand how they can improve their own lives and the lives of others through

healthy lifestyle behaviors and create a wide variety of service projects that further embrace these ideas.

4. Day 4: Treat Yo Self Thursday

As Circle K members, we dedicate a lot of time to improving the lives of others.

Sometimes, we dedicate so much time to other people that we forget to set aside time to take care of ourselves. On this day, members are invited to take time out of their busy schedules to do something nice for themselves, such as going to the gym or treating themselves out to their favorite food. Members are encouraged to share their experiences and post a picture of themselves doing the thing(s) that they enjoy.

5. Day 5: Focusing on the Future Friday

WEAR YOUR COLORS WEDNESDAY

You are invited to wear your favorite colors and/or colors that you feel represent who you are!
Please post a picture wearing your colors and why you chose them!



In addition to promoting the District Service Initiative, it's also important for us to acknowledge our International Service Initiative, Focusing on the Future: Children, and International Service Partners— Better World Books, STUHF, and St. Baldrick's Foundation. On this day, members are invited to share about a time in which they participated in a service project related to the International Service Initiative and/or our International Service Partners.

The target timing for Service Unity Week is during one of the first three weeks of October. A final date will be determined and approved by the Board after the dates for Crazy Kompetition for Infants North and South have been finalized.

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

July 2017 District Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Communications & Marketing Board Report

July 2017 Board Meeting

Respectfully Submitted by **Jennifer Hoang**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-----------------|--|---------------|-------------|
| 04/20/17 | Orange Coast College General Meeting | | 1 |
| 04/22/17 | Magic Kingdom Trainer | | 5 |
| 04/27/17 | Cal State Fullerton General Meeting | | 1.5 |
| 4/28/17-4/30/17 | District Officer Training Conference | | 20 |
| 05/06/17 | OC Marathon | 6 | |
| 05/07/17 | Spring Training Conference South | | 6 |
| 05/12/17 | Irvine Valley College EOTY Banquet | | 3 |
| 05/13/17 | Magic Kingdom May DCM | | 1.5 |
| 05/17/17 | Metro Hangout | | 2 |
| 05/19/17 | OC Night Market | 3.5 | |
| 05/20/17 | MK Fun Sized EOTY Banquet | | 5 |
| 05/27/17 | Orange Coast College EOTY Banquet | | 4 |
| 05/28/17 | Magic Kingdom EOTY Banquet | | 5 |
| 05/31/17 | Central Coast May DCM | | 0.2 |
| 06/12/17 | SJB Festival Clean-Up | 3 | |
| 06/16/17 | OC Night Market | | 1 |
| 06/17/17 | OC Night Market | | 3 |
| 06/18/17 | OC Night Market | | 1 |
| 06/25/17 | Foothill June DCM | | 0.5 |
| 06/27/17 | Foothill Feel | | 1.5 |
| 06/28/17 | Capital Webinar: How to Circle K Over the Summer | | 1 |
| 06/28/17 | Metro Mingle | | 1 |
| 06/28/17 | Central Coast June DCM | | 1 |
| 06/30/17 | CNH Circle K & You Webinar | | 1 |

| | | | |
|----------|-----------------------------------|----|--|
| 07/01/17 | Costa Mesa Kiwanis Fireworks Sale | 10 | |
| 07/02/17 | Costa Mesa Kiwanis Fireworks Sale | 5 | |
| 07/03/17 | Costa Mesa Kiwanis Fireworks Sale | 9 | |
| 07/04/17 | Costa Mesa Kiwanis Fireworks Sale | 7 | |

Total Service Hours since Last Board Report: 43.5 Hours

Total Service Hours since April 1st, 2017: 53 Hours

- b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|----------|--|--------------------------------|----------------|
| 04/16/17 | Donald Franks | STC Geofilter | Messenger |
| 04/17/17 | Ana Chavez | Kiwanis Appreciation Month | Messenger |
| 04/18/17 | Jennifer Que | Bi-Weekly Digest | E-mail |
| 04/18/17 | Esther Wang | Bi-Weekly Digest | E-mail |
| 04/19/17 | David Ngo | Bi-Weekly Digest | E-mail |
| 04/19/17 | Ana Chavez | Bi-Weekly Digest | Slack |
| 04/20/17 | Denny Cao | C&M Network | Slack |
| 04/21/17 | Camille Goulet | Proof of Enrollment | E-mail |
| 04/24/17 | Denny Cao | C&M Network | Slack |
| 04/25/17 | Bill Truong, Joshua Nepomuceno, Max Rico | 5 Year Plan Presentation | Messenger |
| 04/25/17 | Lawrence Sahagun | Graphic Standards | Messenger |
| 04/27/17 | Denny Cao | Style Guide | Messenger |
| 04/27/17 | Bill Truong, Joshua Nepomuceno, Max Rico | 5 Year Plan Presentation | Messenger |
| 04/27/17 | Denny Cao | District Committee Application | Messenger |
| 04/27/17 | Bill Truong, Joshua Nepomuceno, Max Rico | 5 Year Plan Presentation | Google Hangout |
| 05/01/17 | CNH LtGs | C&M Network | Messenger |
| 05/01/17 | Denny Cao | Bi-Weekly Digest, C&M Network | Messenger |
| 05/01/17 | Andrew Kang, Ivan Hoz, Lawrence Sahagun, Katelyn Duch, Helen Nguyen, Kristin Kim Nguyen, Manuel Santiago, Kim-Mai Hoang, Bill Troung | C&M Office Hours | Google Hangout |
| 05/01/17 | Diana Mora | Graphics | E-Mail |
| 05/03/17 | Denny Cao | C&M Network | Messenger |

| | | | |
|---------------------|--|--|----------------|
| 05/04/17 | Denny Cao | C&M Network | Messenger |
| 05/04/17 | Ivan Hoz, Helen Nguyen, Joshua Nepomuceno, Esther Wang, Andrew Adajar | C&M Office Hours | Google Hangout |
| 05/08/17 | Ivan Hoz, Esther Wang, Joshua Nepomuceno, Andrew Kang, Ana Chavez, Andrew Adajar, Tyler Pennebaker, Jorge Lopez, Manuel Santiago | C&M Office Hours | Google Hangout |
| 05/10/17 | Andrew Kang, Andrew Adajar, Tyler Pennebaker, Alex D. Nguyen, Marylou Aquino | C&M Office Hours | Google Hangout |
| 05/11/17 | Tyler Pennebaker, Andrew Adajar, Lindon Tran, Bill Truong | C&M Office Hours | Google Hangout |
| 05/15/17 – 05/17/17 | | C&M Committee Interviews | Phone |
| 05/16/17 | | C&M Committee References | E-Mail |
| 05/23/17 | C&M Committee | C&M Welcome E-mail | E-Mail |
| 05/25/17 | C&M Committee | C&M First Meeting Announcement | E-Mail |
| 05/27/17 | Helen Nguyen | District Professional Development Conference | E-Mail |
| 05/30/17 | C&M Committee | C&M Meeting #1 | Zoom |
| 05/06/17 | C&M Committee | C&M Meeting #2 | Zoom |
| 06/05/17 | Patti Ryder | May C&M Committee | Text |
| 06/07/17 | Patti Ryder | C&M Committee Goals | E-Mail |
| 06/12/17 | Yasmine Ghazipour | One-On-One | Google Hangout |
| 06/12/17 | Braden Lem, Cecilia Pham | One-On-Two | Google Hangout |
| 06/13/17 | Kimberly Ubungen, Ryan Hoang | One-On-Two | Zoom |
| 06/14/17 | Tiffany Nguyen | One-On-One | Google Hangout |

| | | | |
|----------|---------------------------------|--------------------------|----------------|
| 06/14/17 | Denny Cao, Marylou Aquino | Two-On-One | Google Hangout |
| 06/15/17 | Denny Cao, Yen Vo | Two-On-One | Google Hangout |
| 06/22/17 | C&M Committee | C&M Meeting #3 | Zoom |
| 06/25/17 | Sara Chen | C&M Office Hour | Google Hangout |
| 06/27/17 | C&M Committee, Lawrence Sahagun | C&M Meeting #4 | Zoom |
| 07/01/17 | | C&M Committee Interviews | Phone |
| 07/04/17 | C&M Committee | C&M Meeting #5 | Slack |

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|------------------------------------|
| 1. CNH Style Guide |
| 2. Appointed a Committee! |
| 3. Release Sunburst's Spring Issue |
| 4. Release the Sunspot |
| 5. Host Graphic Standards Webinar |

b. Top 5 Plans

- | |
|--------------------------|
| 1. Finish Tabling Manual |
| 2. Newsletter Guide |
| 3. Sunburst Autumn Issue |
| 4. More SunnyTV episodes |
| 5. C&M Slack Network |

III. Resources Needed

- | |
|---------------------------------|
| 1. Articles for Sunburst |
| 2. Bi-Weekly Digest Submissions |
| 3. Videos for SunnyTV |

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Education: So far, I have worked to release a CNH Style Guide as a resource to make Circle K graphic standards simpler to understand and adhere to for the district.

The Style Guide includes how to use the CNH masthead and narrow down some aspects from the international graphic standards. I also worked with the Communications & Marketing Committee to host a graphic standards webinar for the district to go over the style guide and graphic standards in general. In the future, I plan to work with my committee to create and release a tabling manual and newsletter guide.

- **Support:** In the process of collecting officer e-mails to start weekly e-mails and support system through Slack. In the C&M Network Facebook group, I have started spotlighting officer works such as their newsletters and providing tips for those interested in the outstanding newsletter award. In the future, I will be sending out weekly e-mails with position related updates, resources, and motivational messages.

- **Consistency:** The bi-weekly digest has been consistently created every two weeks with SunnyTV and Sunburst in the works of creating a consistent schedule. The first issue of the Sunburst should be released on July 14th and will be consistently created one per season. The first episode of SunnyTV should be up July 16th, featuring the Capital division, and consistently posted the second to last Sunday each month. The Bi-Weekly Digest will continue with its schedule. I will also try to maintain a consistent weekly e-mail for the C&M Network.

- **Awareness:** Working with External Relations chair to contact officers relating to outreach and discussing ways we can promote external outreach to the clubs. Also in the process of updating the CNH Circle K Press Kit for future press releases. I'm hoping for the committee to work on a press release for upcoming district events like District Professional Development Conference.

V. Announcements

Check out the first issue of this term's district newsletter, the Sunburst, as well as the first episode of SunnyTV!

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Convention Chair Board Report

July 2017 Board Meeting

Respectfully Submitted by **Kim-Mai Hoang**

I. Your activities since last Board Meeting

- a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|----------|--|---------------|-------------|
| 04/19/17 | Circle K at UCR: First General Meeting | | 1.5 |
| 04/22/17 | UNLV CKI End of the Year Banquet | | 4 |
| 04/26/17 | Circle K at UCR: Second General Meeting | | 1.5 |
| 04/27/17 | Plan Your Own Service: Dog Togs | .5 | |
| 04/28/17 | DOTC | | 6 |
| 04/29/17 | DOTC | | 6 |
| 04/30/17 | DOTC/ April District Board Meeting | | 8 |
| 05/03/17 | Circle K at UCR: Third General Meeting | | 1.5 |
| 05/07/17 | Spring Training Conference South | | 6 |
| 05/13/17 | MRP Poolooza | | 2 |
| 05/20/17 | CKI at UCR End of the Year Banquet | | 5 |
| 05/21/17 | Desert Oasis End of the Year Banquet | | 2 |
| 05/23/17 | DCON 1-1 with EA | | 1.5 |
| 05/24/17 | Circle K at UCR: Sixth General Meeting | | 1.5 |
| 05/25/17 | Peanut Butter and Jelly Making with SHARP | 1 | |
| 05/29/17 | DCON Online Meeting #1 | | 2.5 |
| 05/30/17 | Zumba Social | | 1 |
| 05/31/17 | Circle K at UCR: Seventh General Meeting | | 1.5 |
| 06/3/17 | Spring Single Service: Health is Wealth Fair | 4 | |
| 06/24/17 | DCON June In-Person | | 5 |
| | | | |

Total Service Hours since Last Board Meeting: 5.5

Total Service Hours since April 1st, 2017: 8.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|-------------|---|---|-----------------|
| 05/01/17 | Lawrence Sahagun | We talked about July Budget phone call and what I should prepare for. | Messenger |
| 05/01/17 | Lindon Tran, Helen Nguyen, Jennifer Hoang, Manuel Santiago, Lawrence Sahagun, Ivan Hoz | District Committee Apps/Office Hours | Google Hangouts |
| 05/02/17 | Angellynn Tam, Steve Lopez, Dylan Huynh, Sienna Nguyen, Helen Nguyen, Alex D. Nguyen, Lawrence Sahagun, Nathan Wong, Joshua | District Committee Apps/Office Hours | Google Hangouts |
| 05/02/17 | Denny Cao | Upload revised application | Messenger |
| 05/03/17 | Alex D. Nguyen, Helen Nguyen, Lawrence Sahagun, Joshua, Kristin | District Committee Apps/Office Hours | Google Hangouts |
| 05/03/17 | Josef Madrigal | District Committees Panel Information | Email |
| 05/04/17 | Christine Dinh, Manuel Santiago, Jennifer Hoang, Bill Truong, Andrew Kang, Helen Nguyen, James Tran, | District Committee Apps/Office Hours | Google Hangouts |
| 05/07/17 | Vanessa Kumnoonsate, Sienna Nguyen | Questions about DCON App | Messenger |
| 05/08/17 | Annie Tran | Questions about DCON App | Messenger |
| 05/10/17 | Andrew Kang, Clifford, Judy Nguyen, Thanh Thai, Joshua N, Tommy Thach, Max Rico | Office Hours | Google Hangouts |
| 05/10/17 | Heidi Tan | Questions about DCON App | Messenger |

| | | | |
|----------|---|---|-----------------|
| 05/11/17 | Kristin Kim Nguyen, Jessica Ango | Questions about DCON App | Messenger |
| 05/11/17 | Melanie Leng | Honors Reception questions | Messenger |
| 05/13/17 | DCON Applicants | Sent out emails for second round | Email |
| 05/13/17 | Committee References | Emailed references for potential committee members | Email |
| 05/14/17 | Lawrence Sahagun, Helen Nguyen, Ivan Hoz, Samantha Ruiz | Committee Applicants | Messenger |
| 05/15/17 | DCON Applicants | Interviews | Google Hangouts |
| 05/16/17 | DCON Applicants | Interviews | Google Hangouts |
| 05/17/17 | DCON Applicants | Interviews | Google Hangouts |
| 05/18/17 | Ivan Hoz | Potential Applicants | Phone |
| 05/22/17 | DCON Committee | Committee Reveal and Intros | Facebook |
| 05/23/17 | Andy Nguyen | Chair/EA 1-1 to discuss future plans and specific positions | Google Hangouts |
| 05/23/17 | DCON Committee/Don Hull | Updates on first online meeting, first in person, etc. | Facebook |
| 05/24/17 | Andy Nguyen | Theme submission form | Facebook |
| 05/24/17 | Lawrence Sahagun | Ask for Bruce's email | Facebook |
| 05/24/17 | Don Hull | Updates on first meeting (online and in person) | Text |
| 05/24/17 | Bruce Hennings | Ask to book District Office room for first in person | Email |
| 05/29/17 | DCON Committee | First Online Meeting | Zoom |
| 05/30/17 | DCON Committee | Post Online Meeting Email: Recap, suggest theme, availability for positional meetings, reminders, | Email |
| 5/31/17 | Ivan Hoz | Asked when CKI N/S was, asked about DCON budget | Messenger |
| 5/31/17 | Bruce Hennings | Asked about past DCON Budget/Expenses | Email |
| 5/31/17 | Helen Nguyen | Asked about Zoom | Messenger |
| 6/1/17 | Bruce Hennings, Don Hull, Lawrence Sahagun | DCON Budget/Expenses | Email/Messenger |
| 6/1/17 | DCON Committee | Knowledge Transfers Due | Email |

| | | | |
|---------|--|--|-----------------|
| 6/1/17 | Andy Nguyen | Schedule Positional Meetings | Messenger |
| 6/3/17 | Bruce Hennings | Give preferred dates for August In-Person @ LAX Marriott | Email |
| 6/4/17 | Cindy Bui, Winnie Lam, Andy Nguyen, Donald Franks, Judy Nguyen, Christine Dinh, Jessica Ango | Positional Meetings: Go over each position's goals and timeline for the rest of the term. Communicate expectations/clarification | Google Hangouts |
| 6/5/17 | Andy Nguyen, Andy Kim, Clifford Kaunang, Nick Stringfellow | Positional Meetings: Go over each position's goals and timeline for the rest of the term. Communicate expectations/clarification | Google Hangouts |
| 6/7/17 | Andy Nguyen, Jesus Martinez, Sienna Nguyen | Positional Meetings: Go over each position's goals and timeline for the rest of the term. Communicate expectations/clarification | Google Hangouts |
| 6/8/17 | Andy Nguyen, Annika Liu, Shaira Santos, Tommy Thach | Positional Meetings: Go over each position's goals and timeline for the rest of the term. Communicate expectations/clarification | Google Hangouts |
| 6/10/17 | Lawrence Sahagun | DCON Budget | Messenger |
| 6/12/17 | Lawrence Sahagun | 1-1: Chair Update | Facebook Call |
| 6/12/17 | Bruce Hennings | Follow up for August In-Person Meeting | Email |
| 6/13/17 | DCON Committee | Online Meeting #2: Narrowed down top three themes | Zoom |
| 6/15/17 | Bruce Hennings, Don Hull | August In-Person at LAX | Email |
| 6/16/17 | Don Hull | August In-Person | Email |
| 6/17/17 | Lawrence Sahagun | DCON Budget/ In-person meetings | Messenger |
| 6/21/17 | DCON Committee | June In-Person Prep | Email |
| 6/24/17 | DCON Committee | June In-Person | In-Person |
| 6/25/17 | Lindon Tran | FTC/DCON Collab for Workshops | Email |
| 6/26/17 | Judy Nguyen | Graphics Check up | Messenger |
| 6/26/17 | Shaira Ramirez-Santos, Tommy Thach, Andy Nguyen | Working with FTC to create a general workshops survey | Messenger |

| | | | |
|---------|---------------------|----------------------------|-------|
| 6/26/17 | Don Hull, Denny Cao | Online Purchase Order Form | Email |
|---------|---------------------|----------------------------|-------|

II. Work Progress (Achievement & Plans)

a. Total Achievements

| |
|--|
| 1. Productive committee meetings (online & in-person) |
| 2. Narrowed down top three themes as well as order of preference |
| 3. Created a tentative timeline for the committee, and based on mine, each committee member created a timeline or their respective position as well. |
| 4. Finalized preferred budget to present a July District Board Meeting for approval |
| 5. Committee members seem to be bonding well. |

b. Top 5 Plans

| |
|---|
| 1. Finalize DCON Theme/Budget at July District Board Meeting. |
| 2. Work with Media Chair to plan out promotions for DCON. |
| 3. Finalize souvenirs at August In-Person. |
| 4. Finalize any DCON documents/applications by mid-October if not earlier |
| 5. Be a good District Board Member, student, and chair. |

III. Resources Needed

| |
|--|
| 1. Hotel Contact from Bruce Hennings to finalize August In-Person date/time. |
| 2. Tech Chair to work with A/V to create DCON website. |
| 3. Moral support. |
| 4. |
| 5. |

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Plan and execute a successful DCON:

Currently, I am feeling pretty good with what I have accomplished with my committee so far. I have created a timeline for the rest of the term, and each committee member created their own timeline based on their position with the help on the guidelines I had set in mine. I send out reminders and keep up with each member often, and I also have my EA helping me whenever needed. Everyone is working hard to make sure their tasks are done as early as possible. Hopefully, we will be extremely prepared by the time DCON comes around.

I hope to continue working as productively with my committee until the end of the term. I am working to create a collaborative calendar where each member can input their deadlines and also see other position's deadlines, so we can all stay on track and support each other. I also hope to continue holding productive meetings (online and in-person), so

my committee can communicate openly with each other. I am also hoping to continue working closely with Don, so we both can make sure all bumps are smoothed out during the planning process.

- Be an active and supportive District Board Member:

I feel that I could be more active with the District Board. I have been busy lately due to school and the DCON committee, so I think I haven't been as talkative with the District Board. I do contact a few of them to ask questions, or contribute my ideas whenever I can. For example, I invited Ivan to my June In-person, so he could teach the committee about handling their budgets instead of going about it myself. I hope to continue supporting the District Board in whatever way I can.

To improve, I'm hoping to reach out more to other District Board members for their help when needed. Also, I hope to invite more District Board members to my meetings, so they can give their input and teach my committee anything they might have knowledge in as well. I want to make myself more available to the District Board members, so they can feel that I am reliable if they ever need a hand.

- Encourage committee members to work efficiently, but also feel like a family at the same time:

I think my committee is pretty close! We set up a buddy system, our group chat is active, and I thought everyone seemed comfortable at our first in-person meeting. Everyone is very supportive of each other and is very excited to bond with one another. I encourage them to work together and ask each other for help. I try to remind them of their tasks whenever needed, and so far, they are working very efficiently. Sometimes I need to push some of them a little more, but in the end, they take the push well and understand why it's needed.

To continue this flow, I will encourage more communication across different chairs and continue implementing the buddy system. I want to remind them that I am open to feedback if they'd like to do anything different. I want them to know that this is a team, and if they have ideas, all of us are willing to listen to see if it fits the committee. I will try to keep everyone on track, so the stress of being behind does not occur because that might prevent them from enjoying the experience of being on a committee.

- Expand my network and knowledge:

I have definitely expanded my network and knowledge since the beginning until now. I have met many people, and I am learning how people work, whether it be Kiwanians, District Board, or my committee. I am asking a lot of questions to make sure I have the right information, which is helping me develop relationships while working as DCON Chair. I have also gained more knowledge about my position as well as each position on the DCON committee. I really enjoy learning more and preparing for this event.

I hope to just continue this goal. There are a lot of people to meet and learn from, so I will try my best to not be shy or miss an opportunity to meet someone who might be able to transfer a lot of knowledge to me.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Fall Training Conference Chair Board Report

July 2017 Board Meeting

Respectfully Submitted by **Lindon Tran**

I. Your activities since last Board Report

- a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|---------|--------------------------|---------------|-------------|
| 4/22/17 | UCLA CKI Banquet | | 3 |
| 5/4/17 | UCLA CKI GM | | 1 |
| 5/7/17 | STC South | | 6 |
| 5/26/17 | FTC Committee Meeting #1 | | 1 |
| 5/31/17 | FTC Committee Meeting #2 | | 2 |
| 6/7/17 | FTC Committee Meeting #3 | | 2 |
| 6/8/17 | UCLA CKI GM | | 1 |
| 6/14/17 | FTC Committee Meeting #4 | | 0.5 |
| 6/21/17 | FTC Committee Meeting #5 | | 1 |
| 6/28/17 | FTC Committee Meeting #6 | | 1 |

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2017: 0

- b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|--------|---------------------------|---|--------|
| 5/1/17 | Bill & Virginia Carpenter | Update on FTC committee application process | Email |

| | | | |
|-------------------|---|--|--------------------------------|
| 5/1/17 – 5/11/17 | CNH CKI members | Committee application, positions, interests, etc. through office hours | Google Hangouts (Office Hours) |
| 5/14/17 – 5/16/17 | Committee applicants | Interviews for positions | Call |
| 5/17/17 – 5/20/17 | References, Various District Board Members | Applicants | Call, FB Message |
| 5/22/17 | Committee Members | Appointment | Call |
| 5/23/17 | Committee, Bill & Virginia Carpenter | Introductions, first assignments, first meeting | Email |
| 5/25/17 | Bruce | FTC 2016 Budget | Email |
| 6/2/17 – 6/8/17 | Committee | One-on-one check in's, expectations, goals | Google Hangouts |
| 6/6/17 | Lawrence | Budget | Message |
| 6/12/17 | Bruce | Budget, Registration Deadlines | Email |
| 6/22/17 | Lawrence | One-on-One | Webcam |
| 6/23/17 | Bill & Virginia Carpenter | Committee Updates | Email |
| 7/3/17 | Lawrence, Ivan, Camille, Bruce, Bill & Virginia Carpenter | Budget | Call |

II. Work Progress (Achievement & Plans)

a. Total Achievements

| |
|---|
| 1. Interviewed applicants and appointed a committee |
| 2. Had one-on-one's with committee members |
| 3. Brainstormed and narrowed down themes to a Top 3 with committee |
| 4. Prepared proposal with committee for District Board Meeting |
| 5. Committee members had predecessor/successor meetings and created timelines |

b. Top 5 Plans

| |
|---|
| 1. Have District Board approve final theme for FTC 2017 |
| 2. Set committee goals/directives and assign presentations to committee members |
| 3. Host North In-Person meeting |
| 4. Prepare souvenirs |
| 5. Prepare publicity plan |

III. Resources Needed

1. Budget / Reimbursement forms

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Plan a successful FTC!

From now until FTC, I will strive to make this the best FTC we can possibly plan. I will work with committee to ensure that this event is planned and executed successfully. I plan to serve as a liaison between committee and district board in the months leading up to FTC, as well as during the event, to ensure that we are collaboratively contributing to the success of this event.

- Work with committee to minimize problems from previous years' FTC and implement new and innovative ideas.

Once a committee is appointed, we will spend time reflecting upon previous years' events to pinpoint areas of improvement as well as aspects that were successful. We will brainstorm ways to resolve issues and improve different aspects of FTC. Together, we'll come up with new and innovative ideas and discuss how to best implement them.

- Provide a memorable committee experience and foster an environment where committee members can bond, have fun, and grow.

I want to do my best to make sure that the committee members are having a good time on committee. Once appointed, I will reach out and establish a relationship with all my committee members. I will work with the Executive Assistants to see how we can make the committee experience better. I hope to be there for all the committee members as a support system.

- Increase transparency and communication.

I hope to increase transparency between committee and District Board, so that we are all on the same page about everything regarding FTC. I hope to relay pertinent information in a timely manner, so that both committee and District Board can make necessary changes or preparations if need by. In addition, I'd like to communicate effectively with committee, District Board, Bill & Virginia, Bruce, and Camille.

- Support other District Board members to the best of my capabilities.

I will help out at various district events where my help is needed. I will try my best to reach out to other District Board members to see if they need assistance before the event takes place. In general, I hope to show support in every way I can.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

KIWANIS FAMILY AND FOUNDATION Board Report
JULY 2017 Board Meeting
 Respectfully Submitted by **ANA CHAVEZ**

VI. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-----------|--|---------------|-------------|
| 4/16/2017 | Interfam Cookoff | | 3 |
| 4/21/2017 | KIWIN'S District Convention | 8 | 2 |
| 4/23/2017 | Animal Shelter | 2 | |
| 4/26/2017 | Single Service Committee Meeting | 1 | |
| 4/26/2017 | Multimedia Committee Meeting | | 1 |
| 4/28/2017 | Ontario Kiwanis Club Meeting | | 2 |
| 4/30/2017 | UC Berkeley Circle K Spring Banquet | | 5 |
| 5/2/2017 | UCB Spring Single Service: Health Fair | 4 | |
| 5/6/2017 | Spring Training Conference North | | 8 |
| 5/12/2017 | Diablo Valley College EOTY Banquet | | 5 |
| 5/13/2017 | UC Davis EOTY Banquet | | 2.5 |
| 5/14/2017 | UCB Graduation Photos - Economics | 4 | |
| 5/15/2017 | UCB Graduation Photos - Chemistry | 4 | |
| 5/15/2017 | UCB Graduation Photos - Legal Studies | 4 | |
| 5/17/2017 | CSU East Bay EOTY Banquet | | 4 |
| 5/20/2017 | Los Medanos College EOTY Banquet | | 3 |
| 5/23/2017 | Berkeley Kiwanis Meeting | | 1 |
| 5/28/2017 | Magic Kingdom EOTY Banquet | | 4 |
| 5/31/2017 | UC Riverside Last General Meeting | | 2 |
| 6/7/2017 | UCB Kiwanis Family Committee Meeting | | 1 |
| 6/8/2017 | Berkeley Kiwanis Meeting | | 2 |
| 6/12/2017 | Division 26 N/S EOTY Key Club Banquet | | 3 |
| 6/16/2017 | Division 2 EOTY Key Club Banquet | | 3 |
| 6/17/2017 | Sac State Key to College | 6 | |
| 06/21/17 | Online Metro Mingle | | 1 |

| | | | |
|------------|---------------------------------------|---|-----|
| 6/24/2017 | Golden-Sunset Join June BBQ DCM | | 5 |
| 06/25/2017 | Online Foothill June DCM | | 1 |
| 06/26/2017 | KFRF 101 Webinar [CNH KIWIN'S] | | 1 |
| 06/27/2017 | Jade KIWIN'S June DCM | | 1.5 |
| 06/27/2017 | UCB CKI Second Summer General Meeting | | 1 |
| | How to CKI Over the Summer Webinar | | |
| 06/28/2017 | [Capital Div.] | | 1 |
| 06/30/2017 | UCB Kiwanis Service In | 3 | |

Total Service Hours since Last Board Report: 36

Total Service Hours since April 1st, 2017: 41.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|-------------------|---------------------------------------|---|-----------------|
| 4/17/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 04/22/17 | Lawrence Sahagun | District KFF Committee Application | Email |
| 4/24/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 05/06/17 | Office Hour Guests | Kiwanis Family and Foundation Committee | Google Hangouts |
| 05/08/17 | Office Hour Guests | Kiwanis Family and Foundation Committee | Google Hangouts |
| 05/09/17 | Office Hour Guests | Kiwanis Family and Foundation Committee | Google Hangouts |
| 05/14/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 5/14/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 05/15/17-05/20/17 | Committee Applicants | Interviews | Phone Call |
| 05/18/17 | Committee References | Applicants | Email |
| 05/22/17 | Kiwanis Family & Foundation Committee | Appointment | Email |
| 05/22/17 | CNH Presidents/Secretaries | Kiwanis Family Directory | Email |
| 05/25/17 | Kiwanis Family & Foundation Committee | Intro & Kiwanis Family Report Forms | Google Meets |

| | | | |
|-----------------------|---|---|-----------------|
| 05/28/17- 06/01/17 | KFF Committee Members | 1-1's | Google Hangouts |
| 05/28/17- 06/05/17 | CNH Secretaries & KFF Liaisons | Kiwanis Family Report Form Clarifications | Multiple |
| 5/29/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 06/01/17 | Kiwanis Family & Foundation Committee | Goals & Updates | Google Meets |
| 06/05/17- 07/05/17 | 30 Two-on-Ones with Liaisons and Club Chairs/Reps | Kiwanis Family Relations | Google Hangouts |
| 6/5/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 06/08/17 | Kiwanis Family & Foundation Committee | Kiwanis Convention Tabling | Google Meets |
| 06/15/17 | Kiwanis Family & Foundation Committee | Recap of 2-1s | Google Meets |
| 06/16/17 | Calvin Tang | Kiwanis Family Manuals | In-Person |
| 6/19/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 06/20/17 | Lawrence Sahagun | Checkup and Committee Progress | Phone Call |
| 06/22/17 | Kiwanis Family & Foundation Committee | Kiwanis Family Report Form Guidelines & Summaries | Google Meets |
| 6/26/17 | Camille Goulet | Chair Updates & Weekly Checkup | Phone Call |
| 06/26/17 | Margo Dutton and Jennifer Chaves | Introduction and comments | Email |
| 6/27/17 | KIWIN'S and Key Club KFF Chairs | Goals & Updates | Google Hangouts |
| 06/29/17 | Kiwanis Family & Foundation Committee | Finalizing Summer Objectives | Google Meets |
| 07/01/17 | Kiwanis Family & Foundation Committee | Kiwanis DCON Traveling/Housing Situation | Facebook |

VII. Work Progress (Achievement & Plans)

a. Total Achievements

| |
|--|
| 1. Hosted successful 2-1s with my liaisons and club chairs/reps |
| 2. Revamped the Kiwanis Family Report Form to be efficient in assessment |

| |
|--|
| 3. Create a CKI recruitment for the SLP graduating members |
| 4. Met and established effective communication with CNH KFF counterparts |
| 5. Used social media to initiate conversation among clubs |

b. Top 5 Plans

| |
|---|
| 1. Publish manuals abiding by the CNH graphic standards |
| 2. Finalize a list of activities for Kiwanis Convention tabling |
| 3. Assist MD&E in recruiting Kiwanis members for the career fair at DPDC |
| 4. Create a new CNH Circle K brochure geared towards Kiwanis for their DCON |
| 5. Discuss with CNH Kiwanis Foundation possible ideas to increase CKI participation with the Kiwanis Foundation |

VIII. Resources Needed

| |
|---|
| 1. Simple training guide on hosting webinars over YouTube Live to show for consideration of joint SLP webinars on mutual topics |
|---|

IX. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

| |
|---|
| - Create, distribute, and announce resources that will assist clubs in improving their Kiwanis Family relations |
| <ul style="list-style-type: none"> Progress: Manuals have been reviewed by the committee liaisons under the direction of the Education Chair, Calvin Tang. They have submitted revisions and final suggestions to nine different manuals of which are under the last stages of publication. The manuals are currently being revised by myself as the chair and are being formatted with graphic standards to send in for approval from District Governor Lawrence S. and District Administrator, Camille Goulet. |
| -Provide educational material on the Kiwanis CNH Foundation |
| <ul style="list-style-type: none"> Progress: Suggested in 2-1's different projects clubs can undertake with nearby hospitals. Contacted the CNH Kiwanis Foundation Executive Director and President to explore future collaborations |
| -Attend large and small-scale Kiwanis Family events across the district |
| <ul style="list-style-type: none"> Progress: Been traveling between NorCal and SoCal clubs every now and then. I requested future dates from chairs during 2-1s to plan into fall of what I may be available to attend. |
| -Publish a newsfeed of Kiwanis Family events with the SLP counterparts |

- Progress: Held an online meeting with my SLP counterparts and proposed it to them by showing an example as well as brainstorming different ideas that we would put into it. They are bringing it up to their Executive Board and advisors.

-Assist clubs with their membership by reaching out to Key Club/KIWIN'S members

- Progress: Worked with my Communications Chair, Eric Munoz, in replicating the Circle K Interest Form to reach out to graduating members. The committee will be utilizing July to create a small mentorship program for clubs to implement over August with incoming Freshman.

X. Announcements

- Please do your best to reach out to your SLP and Kiwanis counterparts to keep them involved in Circle K activities!

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Member Recognition Board Report

July 2017 Board Meeting

Respectfully Submitted by **Esther Wang**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|---------------------|---------------------------------------|----------------------|--------------------|
| 4/17/17 | Pre-Meeting Dinner @ Pines | | 1 |
| 4/17/17 | UCSD Circle K Week 3 GBM | | 1 |
| 4/18/17 | Reality Changers | 4 | |
| 4/21/17 | Tabletop Service: Plarn Sleeping Mats | 2 | |
| 4/23/17 | La Jolla Half Marathon | 4 | |
| 4/24/17 | Pre-Meeting Dinner @ 64 North | | 1.25 |
| 4/24/17 | UCSD Circle K Week 4 GBM | | 1 |
| 4/25/17 | Reality Changers | 4 | |
| 4/26/17 | Central Coast April DCM | | 0.5 |
| 4/28/17- 4/30/17 | District Officer Training Conference | | 20 |
| 4/30/17 | April District Board Meeting | | 1.25 |
| 5/1/17 | UCSD Circle K Week 5 GBM | | 1 |
| 5/2/17 | Reality Changers | 4 | |
| 5/6/17 | Paradise Trainer | | 4 |
| 5/6/17 | Paradise End of the Year Banquet | | 4 |
| 5/7/17 | Spring Training Conference South | | 6 |
| 5/7/17 | Paradise May DCM | | 1 |
| 5/7/17 | UCSD End of the Year Banquet | | 3.5 |
| 5/9/17 | Reality Changers | 4 | |
| 5/13/17 | Father Joe's Village | 4 | |
| 5/16/17 | Reality Changers | 4 | |
| 5/22/17 | UCSD Circle K Week 8 GBM | | 1 |
| 5/23/17 | Reality Changers | 4 | |

| | | | |
|-------------------|-------------------------------|---|-------|
| 5/24/17 | Metro Mingle | | 1.25 |
| 5/26/17 | Tabletop Service: Ribbon Leis | 2 | |
| 5/30/17 | Reality Changers | 4 | |
| 5/31/17 | Dessert Run: ICMonster | | 2 |
| 6/4/17 | Ladle Soup Kitchen | 4 | |
| 6/5/17 | Pre-Meeting Dinner @ 64 North | | 1 |
| 6/5/17 | UCSD Circle K Week 10 GBM | | 3 |
| 6/6/17 | Reality Changers | 4 | |
| 6/7/17 | Metro Mingle | | 2 |
| 6/13/17 | Reality Changers | 2 | |
| 6/19/17 | Paradise June DCM + DSP | 2 | 0.5 |
| 6/21/17 | Metro Mingle | | 1.25 |
| 6/28/17 | Metro Mingle | | 2 |
| 6/28/17 | Central Coast June DCM | | 0.5 |
| 6/30/17 | CNH District and You Webinar | | 0.5 |
| 7/1/17- 7/2/17 | MR Awesome Summer Social | | 11.75 |

Total Service Hours since Last Board Report: 52

Total Service Hours since April 1st, 2017: 82

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|---------|-------------------|--|----------|
| 4/18/17 | Jennifer Hoang | 4/20/17 Bi-Weekly Digest | E-mail |
| 4/18/17 | Lawrence Sahagun | 2017-2018 District Member Recognition Committee Positions + Duties | E-mail |
| 4/18/17 | Jesus Aguilar | Paradise Banquet Attendance | Facebook |
| 4/18/17 | David Duy Ngo | MRP Resources and Potential Changes | Facebook |
| 4/18/17 | Lawrence Sahagun | Enrollment Verification | E-mail |
| 4/19/17 | Lawrence Sahagun | 2017-2018 District Member Recognition Committee Application Draft | E-mail |
| 4/20/17 | Lawrence Sahagun | Officer – Adviser Agreement Form Signatures | Slack |
| 4/20/17 | Armando Velazquez | Follow-up on Call Times | E-mail |
| 4/21/17 | Armando Velazquez | Introduction and Expectations | Phone |

| | | | |
|-----------------|--|--|-----------------|
| 4/25/17 | Lawrence Sahagun | Updated District Member Recognition Committee Application | E-mail |
| 4/27/17 | Lawrence Sahagun | DOTC Speeches | E-mail |
| 4/29/17 | Natalie Mann | MRP Pines | Phone, Facebook |
| 4/30/17 | Casey Kieng | Help with MRS | E-mail |
| 4/30/17 | Wesley Wu | CERFs | E-mail |
| 5/1/17 | Armando Velazquez | Info on MRP | E-mail |
| 5/1/17 | Natalie Mann | MRP Pines | Facebook |
| 5/2/17 | District Board | District Awards, MRP, and Online Submission System Proposals | Slack |
| 5/3/17 | Josef Madrigal | District Committees Panel | E-mail |
| 5/4/17 | Vivian Tran, Denny Cao | STC South Rides | Facebook |
| 5/4/17 | District Board | MRP Service Hours Requirement | Facebook |
| 5/4/17 | Armando Velazquez | Weekly check-in and MRP | Phone |
| 5/5/17 | District Board | 2015-2017 MRP Statistics | Slack |
| 5/7/17 | Lawrence Sahagun | Changes to Membership Recognition Program | In-person |
| 5/8/17 | Hershey Guzman, Hanano Yamazaki | Recruitment and Retention presentation slides | Facebook |
| 5/11/17 | Armando Velazquez | Weekly check-in and MRP | Phone |
| 5/11/17 | District Board | MRP Requirements | Slack |
| 5/15/17 | Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet Armando Valezquez | Member Recognition Chair April MRF | E-mail |
| 5/14/17-5/20/17 | Undisclosed | MR Committee Applicant References | Phone, Facebook |
| 5/15/17-5/19/17 | Undisclosed | MR Committee Interviews | Google Hangout |
| 5/18/17 | Armando Velazquez | Weekly check-in | Phone |
| 5/18/17 | Natalie Mann | UC Riverside's Distinguished Kiwanis Family Relations patch | Facebook |
| 5/22/17 | Armando Velazquez | Missing patch and committee appointments | E-mail |

| | | | |
|---------|-------------------------------------|---|----------------|
| 5/22/17 | Undisclosed | Committee results | E-mail, phone |
| 5/22/17 | MR Committee | Introduction, 1 st meeting, tasks | E-mail |
| 5/25/17 | MR Committee | Meeting #1 | Google Hangout |
| 5/27/17 | MR Committee | 5/25/17 Meeting minutes, task recap and assignments | E-mail |
| 6/1/17 | MR Committee | Meeting #2 | Google Hangout |
| 6/1/17 | Armando Velazquez | Weekly check-in, MRP, and awards budget | Phone |
| 6/2/17 | MR Committee | 6/1/17 Meeting Minutes, Task Recap, and Reminders | E-mail |
| 6/3/17 | Jennifer Que | 2013-2014 Awards Proposal | Facebook |
| 6/5/17 | MR Committee | 6/8/17 Meeting Agenda, Task Reminders and Assignments | E-mail |
| 6/7/17 | Armando Velazquez, Lawrence Sahagun | MRP Proposal Draft | E-mail |
| 6/8/17 | MR Committee | Meeting #3 | Google Hangout |
| 6/8/17 | Armando Velazquez | Weekly check-in, MRP proposal, awards deadlines | Phone |
| 6/10/17 | MR Committee | 6/8/17 Meeting Minutes, Task Recap, and Reminders | E-mail |
| 6/12/17 | Jack Wang | One-on-one | Google Hangout |
| 6/12/17 | Serena Mann | One-on-one | Phone |
| 6/13/17 | Casey Kieng | One-on-one | Google Hangout |
| 6/13/17 | Tyler Tran | One-on-one | Google Hangout |
| 6/13/17 | Allan Le | One-on-one | Google Hangout |
| 6/14/17 | Lawrence Sahagun | One-on-one | Facebook |
| 6/15/17 | Armando Velazquez | Weekly check-in, awards proposal, MRP proposal feedback, summer in-person | Phone |
| 6/15/17 | Henry Casarez | One-on-one | Google Hangout |

| | | | |
|---------|-------------------------------------|--|----------------|
| 6/15/17 | MR Committee | Club Officer One-on-one and contact information | Slack |
| 6/19/17 | MR Committee | 6/22/17 Meeting Agenda and Tasks | E-mail |
| 6/21/17 | Lawrence Sahagun | Awards Proposal | Facebook |
| 6/21/17 | Tyler Tran | Updated MRS | E-mail |
| 6/21/17 | Wayne Cheng, Casey Kieng | One-on-one | Google Hangout |
| 6/22/17 | Allan Le, Megan Trinh | One-on-one | Google Hangout |
| 6/22/17 | Tyler Tran | MRS Example File | E-mail |
| 6/22/17 | MR Committee | Meeting #4 | Google Hangout |
| 6/23/17 | Armando Velazquez, Lawrence Sahagun | District Awards Proposal Draft | E-mail |
| 6/23/17 | MR Committee | 6/22/17 Meeting Minutes, July In-person Itinerary, Task Assignments, and Reminders | E-mail |
| 6/27/17 | Tiffany Nguyen | Bi-weekly Digest | E-mail |
| 6/27/17 | Allan Le, Jack Miao | One-on-one | Google Hangout |
| 6/29/17 | Armando Velazquez | Weekly check-in, District Awards proposal feedback | Phone |
| 6/29/17 | MR Committee, Lawrence Sahagun | Meeting #5 | Google Hangout |

II. Work Progress (Achievement & Plans)

a. Total Achievements

| |
|---|
| 1. Appointed the 2017-2018 District Member Recognition Committee and promoted active communication and accountability in the committee. |
| 2. Submitted the 2017-2018 District Awards Proposal and Membership Recognition Program Proposal. |
| 3. Held one-on-ones with all my committee members and attended club officer one-on-ones hosted by my liaisons. |
| 4. Started working on the content for the manuals to be released with district awards. |
| 5. Held a summer committee in-person where we created a timeline for July through November and I briefed the MR committee on MR Mondays and Fall Training Conference. |

b. Top 5 Plans

- | |
|---|
| 1. Finish editing and release all 2017-2018 awards applications, the Master Records Sheet, and manuals. |
| 2. Send bi-weekly e-mail updates to officers regarding Member Recognition such as release of district awards and the Master Records Sheet. |
| 3. Create a form allowing members to submit nominations for Member Recognition Mondays and work with Lieutenant Governors to utilize the received nominations during the selection process of recognized members. |
| 4. Plan all the logistics for e-mail submissions of District Convention awards for the online awards submissions process. |
| 5. Work with MRP/MRS Coordinator Tyler Tran for Master Records Sheet submissions. |

III. Resources Needed

- | |
|--------|
| 1. N/A |
|--------|

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Be a resource for the rest of the District Board and the Member Recognition Committee by actively communicating with them. Serve as a liaison between the MR Advisor and the District Board + MR Committee. Be proactive and hold myself to the standards I expect of others by completing all duties on time.

Progress: I have been actively working with the District Board, the MR Committee, and my advisor to compile both the Membership Recognition Program and District Awards Proposals. I have also communicated with the District Board to compile contact information of club officers in charge of club recognition and the Master Records Sheet. Lastly, I have completed tasks expected of my committee members and hold weekly meetings to check in on their work.

- Release awards, manuals, and the MRS by the end of August. Promote these resources as a way for clubs to maximize their achievements.

Progress: I have submitted the District Awards and Membership Recognition Program proposals, which will be approved at the July District Board Meeting. I have also completed the updates for the Master Records Sheet and will update the changes to the Membership Recognition Program section after the board meeting. I am currently working on making all changes to the district awards and will work to get them approved in July and released in August. Lastly, my committee members

are currently working on the 2 manuals that we will be releasing this term and will be utilizing member feedback that we receive via a Google form.

- Attend DCMs and actively promote the different forms of recognition we have in the district.

Progress: I have been able to attend DCMs for Central Coast and Paradise and have promoted district awards, MRP, and MR Mondays. I have also worked with my liaisons and Lieutenant Governors to promote these forms of recognition as well as resources members can use at other DCMs I was not able to attend in-person.

- Recognize members at the district level using methods like Member Recognition Mondays and use this to encourage clubs and divisions to implement their own recognition programs.

Progress: During June, my liaisons held their summer one-on-ones and I was able to sit in on a few of them. They educated club officers on district awards and MRP, as well as give suggestions for new recognition programs that can be implemented at the club level. Also, I will be working with my liaisons at the beginning of July for all the logistics of MR Mondays and will have them release a form for member nominations for MR Mondays. They will also be directly contacting the Lieutenant Governors for the nominations.

- Be transparent as a district board officer by increasing personal interactions with clubs and divisions. Actively go to events at the club and divisional level that encompass all three of the tenets.

Progress: I have been actively attending club and divisional events and will continue doing so during the summer.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Membership Development & Education Chair Board Report

July 2017 Board Meeting

Respectfully Submitted by **Helen Nguyen**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|------------------------|--|---------------|-------------|
| 04/20/17 | Goodie Bag Stuffing | 1 | |
| 04/20/17 | OCC CKI 9 th Spring General meeting | | 1 |
| 04/22/17 | Magic Kingdom Trainer | | 5 |
| 04/25/17 | Tabletop Service | 1 | |
| 04/27/17 | OCC CKI 10 th Spring General meeting | | 1 |
| 04/28/17 – 04/30/17 | District Officer Training Conference | | 20 |
| 05/04/17 | OCC CKI 11 th Spring General meeting | | 1 |
| 05/06/17 | OC Marathon | 3 | |
| 05/07/17 | Spring Training Conference South | | 6 |
| 05/09/17 | Tabletop Service | 1 | |
| 05/11/17 | OCC CKI 12 th Spring General Meeting | | 1 |
| 05/13/17 | Magic Kingdom May DCM | | 0.5 |
| 05/27/17 | OCC CKI End of the Year Banquet | | 5 |
| 06/01/17 | OCC CKI 1 st Summer General Meeting | | 1 |
| 06/10/17 | OCC CKI 2 nd Summer General Meeting/ Family Olympics | | 3 |
| 06/12/17 | Baker Bash Clean-up | 3 | |
| 06/17/17 | Region 3 Key Club Officer Training Conference | 3 | |
| 06/17/17 | Magic Kingdom June DCM | | 1 |
| 06/30/17 | OCC CKI 3 rd Summer General Meeting | | 3 |
| 07/01/17 | Costa Mesa Kiwanis Fireworks Sale | 10.5 | |
| 07/02/17 | Costa Mesa Kiwanis Fireworks Sale | 11 | |
| 07/03/17 | Costa Mesa Kiwanis Fireworks Sale | 10 | |

| | | | |
|----------|-----------------------------------|---|--|
| 07/04/17 | Costa Mesa Kiwanis Fireworks Sale | 1 | |
|----------|-----------------------------------|---|--|

Total Service Hours since Last Board Report: 44.5

Total Service Hours since April 1st, 2017: 52.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|----------|--|--------------------------------------|------------------------------|
| 04/23/17 | Camille, Lawrence, District Committee Chairs | Committees | Google Hangout |
| 04/24/17 | Camille | DPDC | Phone |
| 04/30/17 | Alex D. Nguyen | Chartering Resources | Google Hangout/ E-mail |
| 05/01/17 | Camille | DPDC | Phone |
| 05/03/17 | Lawrence, Ivan, Joshua | Updated Chartering Pages | E-mail |
| 05/08/17 | Camille | DPDC | Phone |
| 05/15/17 | Yen Vo | MD&E Committee | Phone |
| 05/15/17 | Sabrina Fang | MD&E Committee | Phone |
| 05/15/17 | Andrew Adajar | MD&E Committee | Phone |
| 05/16/17 | Katherine Pham | MD&E Committee | Phone |
| 05/16/17 | Jeremy Alcantara | MD&E Committee | Phone |
| 05/16/17 | Nathan Wong | MD&E Committee | Phone |
| 05/16/17 | Jennifer Sandoval | MD&E Committee | Phone |
| 05/16/17 | Ami Patel | MD&E Committee | Phone |
| 05/22/17 | District MD&E Committee | Committee Intro | E-mail |
| 05/22/17 | Nathan Wong | Committee Banner | Facebook Messenger |
| 05/22/17 | Camille | DPDC | Phone |
| 05/22/17 | Camille, Bruce, Lawrence | DPDC Forms and Tentative Schedule | E-mail |

| | | | |
|----------|-------------------------|---|-----------------|
| 05/26/17 | District MD&E Committee | Meeting Agenda | E-mail |
| 05/29/17 | Camille | DPDC | Phone |
| 05/31/17 | Jennifer, Denny | DPDC Website Into + FB Event Page release | E-mail |
| 05/31/17 | District MD&E Committee | Meeting Agenda | E-mail |
| 06/01/17 | District MD&E Committee | Committee Meeting | Zoom |
| 06/05/17 | Camille | DPDC | Phone |
| 06/05/17 | Ami Patel | District MD&E Committee 1-on-1 | Phone |
| 06/06/17 | Jeremy Alcantara | District MD&E Committee 1-on-1 | Phone |
| 06/07/17 | Jennifer Sandoval | District MD&E Committee 1-on-1 | Phone |
| 06/07/17 | Yen Vo | District MD&E Committee 1-on-1 | In person |
| 06/08/17 | Ami Patel | District MD&E Committee 1-on-1 | Phone |
| 06/08/17 | Jennifer Que | District MD&E Committee 1-on-1 | Google Hangouts |
| 06/09/17 | Nathan Wong | District MD&E Committee 1-on-1 | Phone |
| 06/10/17 | Katherine Pham | District MD&E Committee 1-on-1 | Phone |
| 06/10/17 | Andrew Adajar | District MD&E Committee 1-on-1 | Phone |
| 06/11/17 | Sabrina Fang | District MD&E Committee 1-on-1 | Phone |
| 06/11/17 | Joshua Nepomuceno | Chartering Resources | E-mail |
| 06/12/17 | Camille | DPDC | Phone |
| 06/18/17 | Nathan Wong | DPDC Overlay Request Form | E-mail |
| 06/18/17 | Peter Yu | MD&E Chair + Advisor 1-on-1 | In person |
| 06/22/17 | Nathan Wong | CNH District & You Webinar Banner | E-mail |
| 06/26/17 | Camille | DPDC | Phone |
| 07/03/17 | Camille | DPDC | Phone |

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Appointed a full District Membership Development & Education Committee |
|---|

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|--|
| 2. Released the CKI Mentoring Session + Workshops Interest Form to Kiwanis for District Professional Development Conference. |
| 3. Held the 1 st webinar of the term- CNH District & You: District Involvement Webinar |
| 4. Started the bi-weekly e-mails for Vice Presidents of Administration and conducted summer one-on-ones. |
| 5. Started a Membership Chair Spotlight. |

b. Top 5 Plans

| |
|--|
| 1. Create the club assessment and customized plan through the MD&E committee representatives and their respective clubs. |
| 2. Release at least five resources to prepare clubs for Fall. |
| 3. Create and release the "How to Table" resource and video alongside the Communications and Marketing committee. |
| 4. Restart the Alumni Series. |
| 5. Plan and promote District Professional Development Conference. |

III. Resources Needed

n/a

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

| |
|---|
| Act as a resource to Vice Presidents of Administration and Membership Chairs |
| - Provide guidance and support to each officer through monthly one-on- ones. |
| -Successfully plan and host District Professional Development Conference |
| - Work with the DPDC Advisor, Governor, and committee to plan and promote the event. Help educate members to build their professional skills. |
| -Host monthly educational webinars for our District |
| - Appoint a webinars chair within the Membership Development & Education Committee and work alongside them to create and promote webinars each month. |
| -Create customized plans for each club of the District to help ensure their goals are met. |
| - Through having one-on- ones with each club Membership Development Chair, there will be a club assessment to review what each club needs and create a plan that caters to each club. |

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Service Board Report
July 2017 Board Meeting
Respectfully Submitted by **Samantha Ruiz**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-------------|--|---------------|-------------|
| 04/19/17 | UNLV CKI General Meeting | | 1 |
| 04/22/17 | End of the Year Banquet | | 4 |
| 04/23/17 | Desert Oasis Divisional Council Meeting | | 0.5 |
| 04/24/17 | UNLV Board Meeting | | 1 |
| 04/28-30/17 | DOTC | | 20 |
| 04/30/17 | District Board Meeting | | 1 |
| 05/07/17 | CNH CKI Spring Training Conference 2017 | | 6 |
| 05/20/17 | UC Riverside: End of the Year Banquet | | 5 |
| 05/21/17 | Desert Oasis Banquet and Professional Development Workshop | | 3.5 |
| 05/27/17 | Salvation Army Community Meals | 2 | |
| 06/15/17 | Toys 4 Smiles | 1.5 | |
| 06/24/17 | Desert Oasis Divisional Council Meeting | | 0.5 |

Total Service Hours since Last Board Report: 3.5

Total Service Hours since April 1st, 2017: 3.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|------|-----------|---------------------|--------|
| | | | |

| | | | |
|----------|------------------|--|--------------------|
| 04/14/17 | Lawrence Sahagun | Service project and officer travel budget | Facebook Messenger |
| 04/16/16 | Lawrence Sahagun | Updating the DSI information on the CNH website | Facebook Messenger |
| 04/17/17 | Camille Goulet | My goals for the year, things to keep in mind for DLSSP, attending an Event Planning Workshop after STC South, Expectation Agreement, Enrollment Verification | Phone Call |
| 04/17/17 | Jennifer Sung | STC South, how to plan service for smaller clubs | Phone Call |
| 04/18/17 | Lawrence Sahagun | District Service Committee positions and expectations | Email |
| 04/18/17 | Robert Chirk | Ideas for DLSSP, Service Committee Positions, communication schedule, how to delegate committee tasks, how to set up effective meeting agendas that are purposeful and include goal setting elements, setting deadlines after committee is appointed | Phone Call |
| 04/18/17 | Lawrence Sahagun | Service Committee Positions, Descriptions, and Expectations | Facebook Messenger |
| 04/18/17 | Rafa Alam | Rafa asked if we wanted to use leftover materials from a project that CSUF recently did for the tabletop service project at STC North. | Facebook Messenger |

| | | | |
|----------|-------------|---|--------------------|
| | | She also offered for her and CSUF's Single Service Chair to co-host the project with me. The tabletop service project would be making dog toys to be donated to a local animal shelter near CSUF. | |
| 04/18/17 | Denny Cao | Writing a blurb/summary about the DSI for the CNH website | Facebook Messenger |
| 04/19/17 | Henry Pham | How to maintain and encourage service participation over the summer, what my goals are for the year as District Service Chair, general advice for VPS's, clarification about the DSI | Video Chat |
| 04/19/17 | Davis Bui | Clarification about the DSI, ideas for potential tabletop projects related to the DSI, my opinions about | Phone Call |
| 04/19/17 | Vivian Tran | STC South Tabletop Service, how to go about reviewing committee applications, conducting interviews, and choosing committee members | Video Chat |
| 04/19/17 | Rafa Alam | I asked Rafa for more details about the service project she suggested for STC South. We talked about where the supplies are located, and she | Facebook Messenger |

| | | | |
|----------|--|---|--------------------|
| | | agreed to help co-host the service project. | |
| 04/20/17 | Mariella Batacan | Clarification about the DSI, how to go about finding a General Service Chair after theirs transfers to a different school, what counts as a service hour, ideas for service projects related to the DSI | Phone Call |
| 04/20/17 | Josef Madrigal | STC South Tabletop Service | Email |
| 04/21/17 | Donald Franks | STC North Tabletop Service | Facebook Messenger |
| 04/21/17 | Vivian Tran | STC South Tabletop Service | Facebook Messenger |
| 04/22/17 | Lawrence Sahagun | Service Committee Application | Facebook Messenger |
| 04/22/17 | Robert Chirk | Service Committee Application | Email |
| 04/23/17 | Lawrence Sahagun | Blurb/summary about the DSI for the CNH website-I asked for Lawrence's approval on the summary that I wrote about the DSI. | Facebook Messenger |
| 04/23/17 | Katelyn Duch, Ryan Tsao, David Duy Ngo | DOTC Presentation | Facebook Messenger |
| 04/24/17 | Camille Goulet | The functions of Service Committee (stuff for all seasons and planning DLSSP), how to define and measure meaningful service, having Service Committee write a vision statement for what meaningful service is, creating a "DLSSP epiphany | Phone Call |

| | | | |
|-------------------|--|--|--------------------|
| | | point" to ensure that members are having a DLSSP experience where they are doing service that they could not do at home without the help of hundreds of other members, DOTC presentation | |
| 04/24/17 | Katelyn Duch, Ryan Tsao, David Duy Ngo | DOTC Presentation | Facebook Messenger |
| 04/24/17 | Henry Pham | Clarification on whether or not a service project his club recently participated in should be tagged as DSI | Facebook Messenger |
| 04/24/17 | Davis Bui | He asked for my approval on a DSI Power Point that he created and will be sharing with his club. I looked over the Power Point and gave him suggestions about what to change/add. | Facebook Messenger |
| 04/25/17 | Donald Franks | STC North Tabletop Service | Facebook Messenger |
| 04/25/17 | Vivian Tran | STC South Tabletop Service Ideas | Facebook Messenger |
| 04/25/17 | Kim Honojos | Job duties of a General Service Chair | Facebook Messenger |
| 04/26/17 | Robert Chirk | Service Committee Application | Email |
| 04/27/17 | Kim Honojos | Job duties of a General Service Chair | Facebook Messenger |
| 05/01/17-05/03/17 | Joey Pontillas | Ideas for tabletop service projects | Facebook Messenger |
| 05/01/17 | Lawrence Sahagun | District Committee References | Facebook Messenger |

| | | | |
|-------------------|--|---|----------------------------------|
| 05/02/17 | Lawrence Sahagun | Approval of DSI blurb for the CNH website | Facebook Messenger |
| 05/03/17 | Gavin Li, Andrew Kang, Sabrina Yang | District Service Committee Office Hour | Google Hangouts |
| 05/04/17 | Denny Cao | Sent the DSI blurb to Denny so he could post it on the CNH website | Facebook Messenger |
| 05/05/17 | Kristy Dai | Upcoming single service project at UCR | Facebook Messenger |
| 05/05/17 | Chloris Li | District Service Committee | Email |
| 05/06/17 | Josef Madrigal | STC South service project | Facebook Messenger |
| 05/07/17 | Kevin Qu and Rafa Alam | STC South service project | Facebook Messenger and In-person |
| 05/07/17 | John Hoang | Clarification on what service projects count towards the DSI | In-person |
| 05/07/17 | Matthew Kawakami | Ideas for DSI-related service projects | In-person |
| 05/07/17 | Reginald Sellote | How often to plan service, questions about District Service Committee | In-person |
| 05/07/17 | Camille Goulet, Robert Chirk, and other Kiwanis Advisors | Large-scale event planning | In-person |
| 05/09/17 | John Hoang | Clarification on what service projects count towards the DSI | Facebook Messenger |
| 05/10/17-05/11/17 | Arlene Anguiano | District Service Committee | Facebook Messenger |
| 05/10/17-05/11/17 | Britney Luong | District Service Committee | Facebook Messenger |
| 05/11/17 | Mariano Alonzo | District Service Committee | Facebook Messenger |
| 05/11/17 | Mariella Jeane Batacan, Davis Bui, Andrew Kang | District Service Committee Office Hour | Google Hangout |

| | | | |
|-------------------|---------------------------------------|--|--------------------|
| 05/11/17 | District Service Committee Applicants | Confirmation for received District Service Committee Applications | Email |
| 05/11/17-05/22/17 | Vivian Tran | Advice for District Service Committee-things to keep in mind when choosing committee members, things to keep in mind for the committee throughout the year, committee assignments, how to delegate tasks, how to be confident in making decisions and standing by your choices | Facebook Messenger |
| 05/12/17 | Lawrence Sahagun | District Service Committee Applicants | |
| 05/12/17-05/13/17 | Vivian Tran and Lawrence Sahagun | Restructuring District Service Committee and changing committee member positions | Facebook Messenger |
| 05/10/17 | Alex Nguyen | District Service Committee | Facebook Messenger |
| 05/12/17-05/16/17 | Jesus Aguilar | DLSSP Hawaii, District Service Committee Reference | Facebook Messenger |
| 05/12/17-05/17/17 | Robert Chirk | Restructuring District Service Committee and changing committee member positions, advice on choosing committee members | Email |
| 05/13/17 | Bill Truong | District Service Committee Reference | Facebook Messenger |
| 05/14/17 | District Service Committee Applicants | District Service Committee Application- Interview Results | Email |

| | | | |
|-----------------------|--|---|--------------------|
| 05/14/17 | District Service Committee References | District Service Committee Reference Checks | Email |
| 05/15/17 | Lawrence Sahagun | District Service Committee Applicants | Facebook Messenger |
| 05/15/17 | Mark Catolos | District Service Committee Reference | Facebook Messenger |
| 05/15/17 | David Duy Ngo | District Service Committee Reference | Phone Call |
| 05/15/17 | Joshua Nepomuceno | District Service Committee Reference | Facebook Messenger |
| 05/15/17 | Katelyn Duch | April MRF | Email |
| 05/15/17- 05/16/17 | Lindon Tran | District Service Committee Reference | Facebook Messenger |
| 05/15/17- 05/18/17 | District Service Committee Applicants | District Service Committee Interviews | Email |
| 05/16/17 | Lawrence Sahagun, Ivan Hoz, Camille Goulet, Robert Chirk | April MRF | Email |
| 05/17/17 | Ryan Tsao | District Service Committee Reference | Facebook Messenger |
| 05/17/27- 05/19/17 | Lawrence Sahagun | Advice about committee member selections | Facebook Messenger |
| 05/18/17 | Vivian Tran | District Service Committee | Phone Call |
| 05/18/17 | Hogun Lee | DLSSP South 2017-tabletop projects | Facebook Messenger |
| 05/18/17- 05/19/17 | Karl Yabes | District Service Committee Reference | Facebook Messenger |
| 05/19/17 | Jong Choi | District Service Committee Reference | Facebook Messenger |
| 05/19/17 | Lily Lequang | District Service Committee Reference | Facebook Messenger |
| 05/19/17 | Jesus Pelayo | District Service Committee Reference | Facebook Messenger |
| 05/20/17 | Manuel Santiago, Jennifer Hoang | District Service Committee Reference | Facebook Messenger |
| 05/20/17 | Lawrence Sahagun | Finalizing District Service Committee Members | In-person |

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| 05/22/17 | District Service Committee Applicants | District Service Committee Application Results | Email, Phone Call |
| 05/22/17 | Lawrence Sahagun | Advice on District Service Committee | Facebook Messenger |
| 05/22/17 | Camille Goulet | Timing of Service Unity Day/Week, using the Tomorrow Fund, timing of DLSSP North, South, and Hawaii | Phone Call |
| 05/22/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | District Service Committee welcome, first found of committee assignments | Email |
| 05/22/17-05/23/17 | Gavin Li | Keeping up with committee meetings and tasks while out of the country for the first month of our term | Facebook Messenger |
| 05/23/17-05/30/17 | Chloris Li | Service Committee Banner | Facebook Messenger, Email |
| 05/25/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Service Committee Assignment: Service Committee Knowledge Transfer & Goal Setting | Email |
| 05/25/17-05/29/17 | Samantha Shen | Service Committee Knowledge Transfer & Goal Setting Assignment | Email |
| 05/26/17 | Jesus Aguilar | Communication with committee members | Facebook Messenger |
| 05/26/17 | Joshua Nepomuceno | DSI-related service projects for Metro Division LSSP | Facebook Messenger |

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| 05/26/17- 05/28/17 | Lawrence Sahagun | Effective committee communication | Facebook Messenger |
| 05/27/17 | Vivian Tran | District Service Committee- advice on developing effective communication skills with every committee member | Facebook Messenger |
| 05/27/17 | Zena Amran | District Service Committee Meeting Agenda #1- Approval | Email |
| 05/28/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris L | Information regarding first District Service Committee Meeting: Google Hangout link, Agenda, and items up for discussion | Email |
| 05/29/17 | Zena Amran | District Service Committee One-On-Ones: expectations, concerns, and ideas for the year; tips from last year | Google Hangout, Email |
| 05/29/17 | Camille Goulet | Service Unity Day/Week, Tomorrow Fund | Phone Call |
| 05/29/17 | Gavin Li | Committee Assignment: Service Committee Knowledge Transfer and Goal Setting | Facebook Messenger |
| 05/29/17 | Lawrence Sahagun | Official committee communication methods | Facebook Messenger |
| 05/30/17 | Samantha Shen | Service Committee Knowledge Transfer & Goal Setting Assignment One-on-One | Google Hangout |
| 05/30/17 | Lawrence Sahagun | Service at DPDC | Facebook Messenger |

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| 05/30/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | First Service Committee Meeting: Member introductions, summer meeting schedule, group communication methods, Service at DPDC, Service Resource Database, Service Unity Day/Week, assignments | Google Hangout |
| 05/31/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Recap of first committee meeting; assignments: complete poll for summer meeting time, create Slack account, join committee Slack group; reminders about upcoming assingments | Email |
| 06/01/17-06/02/17 | Lawrence Sahagun | Timing of Service Unity Day/Week | Facebook Messenger |
| 06/02/17 | Vivian Tran | Tomorrow Fund- how we can use it this year | Facebook Messenger |
| 06/03/17-06/09/17 | Robert Chirk | Check-in, scheduled our bi-weekly phone calls for the summer | Email |
| 06/04/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Information regarding second District Service Committee Meeting: Google Hangout link, Agenda, items up for discussion, and assignment reminders; CNH District Expectations Presentation from Lawrence | Email |
| 06/05/17 | Lawrence Sahagun | Counting driving hours as service hours | Facebook Messenger |

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| 06/03/17- 06/04/17 | Denny Cao | Editing the Service Resource Database on the CNH Website | Facebook Messenger |
| 06/05/17 | Camille Goulet | Decided that we did not need a phone call for this evening, Tomorrow Fund | Text Message |
| 06/05/17 | Hever Miranda | Service Committee Knowledge Transfer & Goal Setting Assignment | Email |
| 06/05/17 | Emily La, Samantha Shen, Henry Pham | District Service Committee One-On-Ones: expectations, concerns, and ideas for the year | Google Hangouts |
| 06/06/17 | Samantha Shen, Emily La, Zena Amran | How to write a donation letter using tax ID number, 501c3 forms, and CKI mast head | Slack |
| 06/06/17 | Zena Amran, Hever Miranda, Gavin Li, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Second District Service Committee Meeting: Summer meeting schedule, group communication methods, ideas for service at DPDC, Service Resource Database, and Service Unity Day/Week, and assignments | Google Hangout |
| 06/07/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Recap of second committee meeting and reminders about upcoming assignments | Email |

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| 06/07/17 | Mariella Batacan and Arlene Anguiano | District Service Committee One-On-Ones: expectations, concerns, and ideas for the year | Google Hangouts |
| 06/08/17 | Chloris Li | District Service Committee One-On-Ones: expectations, concerns, and ideas for the year | Google Hangouts |
| 06/08/17 | Eric Yan | More information about the Tomorrow Fund: when and how we can use it | Email |
| 06/09/17 | Hever Miranda and Gavin Li | District Service Committee One-On-Ones: expectations, concerns, and ideas for the year | Google Hangouts |
| 06/11/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Information regarding third District Service Committee Meeting: Google Hangout link, Agenda, items up for discussion, and assignment reminders; | Email |
| 06/11/17 | David Duy Ngo, Bill Truong, Diana Mora, Mark Catalos, Joshua Nepomuceno, Manuel Santiago | Divisional service officer contact information | Facebook Messenger |
| 06/12/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella | Reminder to complete upcoming assignment | Slack |

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| | Jeane Batacan, Chloris Li | | |
| 06/13/17 | Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Third Service Committee Meeting: Updates on service at DPDC, Service Resource Database, and voting on theme and social media challenges for Service Unity Day/Week | Google Hangout |
| 06/13/17 | Hever Miranda | Divisional Service Officer Contact Information | Slack |
| 06/14/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Recap of third committee meeting and reminders about upcoming assignments | Email |
| 06/14/17 | Robert Chirk | The beginning of the DLSSP planning process | Phone call |
| 06/14/17 | Camille Goulet | Confirmation of potential dates for DLSSP North and South | Email |
| 06/14/17 | Samantha Shen and Emily La | Progress on donation letter for DPDC | Slack |
| 06/14/17 | Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, and Robert Chirk | May MRF | Email |
| 06/15/17 | Max Rico and Alex D. Nguyen | Registration and Waiver & Consent forms for President's Retreat | Email |

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| 06/16/17 | Emily La | DPDC Donation Letter, potential site for future district service projects | Slack, Facebook Messenger |
| 06/16/17 | Robert Chirk | Information about the Tomorrow Fund and how we can potentially use it for this year's DLSSP | Email |
| 06/16/17 | Eric Yan | Alternatives for using the Tomorrow Fund | Email |
| 06/16/17 | Davis Bui | Using "wear your colors" for Service Unity Week | Facebook Messenger |
| 06/16/17 | Joey Pontillas | Updates on service for DPDC | Facebook Messenger |
| 06/16/17 | Chloris Li | Progress on Service Database and asking how I can be of assistance | Slack |
| 06/16/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Survey regarding possible acronyms for Service Unity Day/Week | Slack |
| 06/19/17 | Camille Goulet | Tomorrow Fund, DLSSP updates, Service Unity Day/Week proposal and timing, communication with committee members | Phone Call |
| 06/19/17 | Robert Chirk | Tomorrow Fund Application, spending information for DLSSP North 2017 | Email |
| 06/19/17 | Eric Yan | Progress on DLSSP Projects for this term, spending information for DLSSP North 2017 | Email |

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|----------|---|--|----------------|
| 06/19/17 | Emily La and Samantha Shen | Progress on Donation Letter, Donation Letter draft | Slack |
| 06/20/17 | Emily La | Feedback on donation letter | Slack |
| 06/20/17 | Zena Amran, Gavin Li, Henry Pham, Emily La, Samantha Shen, Mariella Batacan, Chloris Li | Fourth Service Committee Meeting: Service Unity Day/Week acronym and possible service projects for clubs to participate in, Service Committee gear | Google Hangout |
| 06/20/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Jeane Batacan, Chloris Li | Reminder about due assignment | Slack |
| 06/21/17 | Chloris Li | CNH Circle K Survey: Service Resource Database | Slack |
| 06/21/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene | Recap of fourth committee meeting and reminders about upcoming assignments | Email |

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|-----------------------|------------------------------|---|--------------------|
| 06/21/17 | Lawrence Sahagun | District Chair One-On-One: Service Unity Day/Week, service at DPDC, Service Resource Database, Service Committee progress | Phone Call |
| 06/22/17 | Lawrence Sahagun | CNH Circle K Survey: Service Resource Database, service at DPDC | Facebook Messenger |
| 06/22/17, 06/23/17 | Emily La and Samantha Shen | Feedback on donation letter | Slack |
| 06/23/17, 06/25/17 | Derek Furukawa | Service project at DPDC | Email |
| 06/25/17 | Nathan Wong | DPDC Overlay | Email |
| 06/25/17 | CNH VPS's and service chairs | Summer Service One-On-Ones | Email, Facebook |
| 06/26/17 | Camille Goulet | Tomorrow Fund, Service Unity Day/Week proposal and timing, service at DPDC, helping VPS's and service chairs prepare for Fall | Phone Call |

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|--------------------|---|--|--------------------|
| 06/26/17 | Hever Miranda | Assignment Progress Update | Slack |
| 06/26/17-06/28/17 | Henry Pham | Updates on DLSSP South planning, advice/information for DLSSP South | Slack |
| 06/26/17-06/28/17 | Gavin Li | Updates on DLSSP North planning, advice/information for DLSSP North | Slack |
| 06/27/17 | Matthew Kawakami | Summer Service One-On-One Pre-communication | Google Hangout |
| 06/27/17 | Ellen Jacobson | Service project opportunity for DPDC | Email |
| 06/27/17 | Robert Chirk | Updates on DLSSP planning process | Phone Call |
| 06/27/17 | Hever Miranda | Summer Service One-On-One | Google Hangout |
| 06/27/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li | Fifth Service Committee Meeting: Service Unity Day/Week timing and acronym, Service Committee jackets, changes in next week's meeting schedule | Google Hangout |
| 06/27/17 | Lawrence Sahagun | Timing of Service Unity Day/Week | Facebook Messenger |
| 06/27/17, 06/28/17 | John Hoang | Summer Service One-On-One Pre-communication | Email |

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|-----------------------|---|--|--------------------|
| 06/27/17, 06/28/17 | Marco Alexi Sta Ana | Summer Service One-On-One Pre-communciation | Email |
| 06/28/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li | Recap of fifth committee meeting and reminders about upcoming assignments | Email |
| 06/28/17 | Emily La | Progress on donation letter, incentivizing donors | Slack |
| 06/28/17 | Lawrence Sahagun | Interclubbing, having members do service with Circle K clubs in their hometown areas | Facebook Messenger |
| 06/28/17 | John Hoang | Summer Service One-On-One | Google Hangout |
| 06/28/17 | Eric Yan | Project information for DLSSP North 2017 | Email |
| 06/29/17 | Marco Alexi Sta Ana | Summer Service One-On-One | Google Hangout |
| 06/29/17 | Matthew Kawakami | Summer Service One-On-One | Google Hangout |
| 06/29/17 | Lawrence Sahaugn | Service at DPDC | Facebook Messenger |
| 06/29/17 | Emily La and Samantha Shen | Approval of donation letter draft | Slack |

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|----------|---|--|-------|
| 06/30/17 | Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li | Service Unity Day/Week proposal and timing | Slack |
| 06/30/17 | Zena Amran | Service Unity Day/Week Proposal feedback | Email |

II. Work Progress (Achievement & Plans)

a. Total Achievements

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| 1. I have successfully appointed nine members to this year's District Service Committee. |
| 2. I have completed the proposal for Service Unity Day/Week. |
| 3. I helped coordinate successful tabletop service projects at STC North and South. |
| 4. I have hosted the first several District Service Committee meetings of my term, and my committee has had several meaningful discussions regarding the service project at DPDC, the Service Resource Database, and Service Unity Day/Week. |
| 5. I've made great progress in planning the service project at DPDC and expect to have everything finalized by the July District Board Meeting. |

b. Top 5 Plans

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| 1. Completely update and edit the Service Resource Database on the CNH website by the end of June. |
| 2. Create two videos for the Service Video Series by the end of July. |
| 3. Select the service project for DPDC by the end of June and finalize it by the beginning of July at the latest. |
| 4. Find the most appropriate timing for Service Unity Day/Week and host an amazing event. |
| 5. I will help my DLSSP and Registration Chairs begin the planning process of DLSSP North, South, and Hawaii by providing input and feedback as they research potential project sites and contact volunteer coordinators. |

III. Resources Needed

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| 1. Communication with District Board members as needed. |
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2. Denny Cao's help with updating the Service Database on the website when necessary

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- **Goal #1:** I want to bridge the gaps between myself and other service officers and the gaps between service officers by providing them with various resources and opportunities throughout the year for all of us to get to know one another. I will do this by making use of the VPS/Service Chair Facebook Group, a Divisional Service Liaison system that will be led by myself and my committee members, creating a Facebook Page that encourages members throughout the District to engage in service-related topics, splitting service officers into designated groups in order to facilitate further group bonding and discussion throughout the year, and hosting regular opportunities for one-on-ones and office hours.

Assessment: Instead of the Divisional Service Liaison system, I have decided to appoint an Outreach Executive Assistant to my committee, and his primary role will be to act as a liaison between the Service Committee and service officers throughout the District. He has been in contact with divisional service officers and is planning to host an initial meeting with all service officers by the end of the summer and maintain regular communication with all of them throughout the term. I have hosted one round of one-on-ones in the spring and am currently hosting another round right now for the summer. I'm still working on creating service resources and bonding opportunities for service officers, but I believe that myself and my committee are off to a strong start. Throughout the next few months, my Resource and Promotion Coordinator will be releasing the new Service Resource Database and other service-related resources for clubs to use, which will serve as another opportunity for service officers to bond. I also plan on hosting continuous one-on-ones throughout the term in order to help service officers as they carry out their terms.

- **Goal #2:** Update the Service Database to reflect this year's DSI and other sections as needed. I will determine what needs to be updated after assigning all of my committee members to each pick two things they would like to be revised, updated, or added to the Database at our second committee meeting. They will present all of their suggestions at our third committee meeting, and all of the necessary changes will be made as soon as possible, preferably by our fourth committee meeting so that we can start to advertise it as soon as possible. I don't want to advertise the Database until it is completely updated.

Assessment: My committee has already determined all of the changes we want to make to the existing Service Resource Database, and my Service Resource and Promotion Coordinator and I are currently updating and editing the existing Database. We are also in the process of creating a survey that will allow Executive Board members, Public Relations Chairs, and District Board to voice their opinions on what they feel we should change about the Database. I'm hoping to have all of the changes implemented by the middle of July at the latest, and after those changes are made, we can start working on creating the Service Video Series, which will serve as another resource for members throughout the District. These videos will be released monthly.

- **Goal #3:** Work with my committee to create our first video of what will be known as the Service Video Series. The Service Video Series will be the video counterpart to the written parts of the Service Database. The Service Video Series will contain multiple different video segments, and the first one that we will be working on is the DSI Video Segment. This segment will contain videos pertaining to this year's DSI, and the first video we will be making is an informational DSI video that will educate members about this year's DSI and give a brief overview of the types of DSI-related service projects that they can do.

Assessment: We have not yet started on the Service Video Series because we are working on updating the Service Resource Database first. Once that Database has been completely updated and those changes have been advertised, we will begin to make the videos for the Service Video Series. I'm hoping to begin working on this by the end of July/beginning of August.

- **Goal #4:** Work with my committee to brainstorm and finalize ideas for Service Unity Week. I will be submitting the proposal for Service Unity Week at the July District Board Meeting so that we can hopefully host this event at the beginning of the fall term.

Assessment: I'm almost finished with the proposal for Service Unity Day/Week. I'm just waiting to finalize the date of the event as well as one of the images we would like to use to promote one of the social media challenges. The proposal will be submitted by the deadline and hopefully approved at the July District Board Meeting.

- **Goal #5:** Discuss ideas for DLSSP with my committee, DLSSP Chairs, and Robert so that we can start scoping out possible project sites over the summer.

Assessment: Ideas for DLSSP North, South, and Hawaii are currently in the works. I'm communicating with my DLSSP and Registration chairs regularly throughout the planning process, and Robert and I have started having biweekly meetings in order to keep everything on track.

V. Announcements

The CNH Circle K Survey: Service Resource Database was officially released on June 29, 2017. This survey is an opportunity for members across the District to provide feedback on the Service Resource Database, which is located on the CNH website. If members are interested in filling out this survey, it can be located in the CNH Circle K Vice President of Service & Service Chairs 2017-2018 Facebook Group Page as well as the divisional Facebook Group Pages. If anyone has any issues locating it, they can email me at service@cnhcirclek.org and I'll send them a copy of it.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Technology Chair Board Report
July 2017 Board Meeting
Respectfully Submitted by **Denny Cao**

I. Your activities since last Board Report

- a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|---------|----------------------------------|---------------|-------------|
| 5/04/17 | SDSU General Body Meeting | | 1 |
| 5/04/17 | SDSU Chili's Fundraiser | | 1.5 |
| 5/06/17 | Paradise End of the Year Banquet | | 4 |
| 5/07/17 | STC South | 2 | 5 |
| 5/07/17 | UCSD's End of the Year Banquet | | 3.5 |
| 5/08/17 | UCSD General Body Meeting | | 2 |
| 5/22/17 | UCSD General Body Meeting | | 2 |
| 6/24/17 | Sunset & Golden Gate Joint DCM | | 4 |

Total Service Hours since Last Board Report: 2

Total Service Hours since April 1st, 2017: 2

- b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|---------|------------------|--|-----------------|
| 4/15/17 | Ivan Hoz | Treasurer and Fundraising Chair Manual | Email, Facebook |
| 4/20/17 | Camille Goulet | Paperwork | Email |
| 4/23/17 | Camille Goulet | Webinar setup | Email |
| 4/24/17 | Don Hull | Website/Email stuff | Email |
| 4/26/17 | Don Hull | Advisor agreement | Email |
| 4/27/17 | Lawrence Sahagun | Speeches | Email |

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|-----------------|------------------------------|---|-----------------|
| 4/30/17-Present | Jennifer Hoang | Basically everything related to C&M, almost daily | Facebook, Slack |
| 5/1/17 | Don Hull | Website | Email |
| 5/1/17 | Jack Miao | CERF for self | Email/inperson |
| 5/2/17 | Donald Franks | STC | Facebook |
| 5/2/17 | Jennifer Hoang | Bi-Weekly Update things | Email |
| 5/2/17 | Don Hull | STC site | Email |
| 5/4/17 | Josef Madrigal | STC | Email |
| 5/9/17 | Lawrence Sahagun | Update information | Email |
| 5/9/17 | Katelyn Duch | MRF stuff | Facebook |
| 5/12/17 | Lawrence Sahagun | Ventura College | Email |
| 5/12/17 | Jennifer Hoang | Committee applications | Email |
| 5/22/17 | Lawrence Sahagun | Committee appointments | Email |
| 6/3/17 | Samantha Ruiz | Setting up website stuff | Facebook |
| 6/9/17 | Katelyn Duch | Files stuff | Facebook |
| 6/9/17 | Ivan Hoz | Website | Facebook |
| 6/10/17 | Jennifer Hoang, Kelly Flores | Helping with website issues | Facebook |
| 6/14/17 | Don Hull, Jennifer Hoang | Graphic standards | Email |
| 6/17/17 | Don Hull | Website upkeep | Email |
| 6/18/17 | Don Hull | More website upkeep | Email |
| 6/19-28/17 | Don Hull | Various website needs, purchase order for DCON | Email |
| 6/26/17 | Marylou Aquino | Blog stuff | Facebook |
| 5/26/17 | Joseph Le | Website help | Facebook |

II. Work Progress (Achievement & Plans)

a. Total Achievements

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|--|
| 1. Released stable and (hopefully) helpful webpages for events |
| 2. Facilitated constant updates for files like registration for events |
| 3. Helped out people who needed to add things to the website |

b. Top 5 Plans

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|---|
| 1. More specific committees/divisional updates on website |
| 2. More meticulous record keeping |
| 3. Continue having webpages for everything |

III. Resources Needed

- | |
|---------|
| 1. Time |
|---------|

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Attend DCMs and GBMs to get people's input on the website

Progress: Using the advantage that I have that I kind of have access or Northern and Southern California, I have made efforts to reach out to Northern California groups, and will continue to try to make events and meetings during summer to spread word of the website

- Have more posts on the website and use that to spread information and market the website

Progress: Still continuing to do so and especially with the help of the C&M committee, the website will be seeing a lot of updates before the fall school quarters/semester starts

- Provide resources that are easily accessible by anybody whenever they need it

Progress: For every new event and for every update, files have been going up on the website, allowing people to go on the website and getting files that they needed all in one place.

- Archive and categorize posts and downloads; also place downloads on the website

Progress: Still going full steam ahead with this, files for all things are on the website, have removed the old resource database from the website.

V. Announcements

Collaborating a lot with the C&M committee recently, and that's showing some nice results. I also would love to know of any NorCal events lol. Also if you need anything done on the website, just hit me up.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Capital Lieutenant Governor Board Report
July 2017 Board Meeting**
Respectfully Submitted by **David Duy Ngo**

XI. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-----------|---|---------------|-------------|
| 5/4/2017 | Delta General Meeting | | 1 |
| 5/5/2017 | Sac State EOTYB | | 4 |
| 5/12/2017 | Faith Davies Banquet | | 1 |
| 5/12/2017 | Folsom EOTYB | | 2 |
| 5/16/2017 | Sac State Soup Kitchen | 2 | |
| 5/17/2017 | UC Davis General Meeting | | 3.5 |
| 5/18/2017 | East Sac Kiwanis Meeting | | 1 |
| 5/21/2017 | Delta EOTYB | | 5 |
| 5/21/2017 | Laguna Elk Grove Kiwanis Meeting | | 1 |
| 5/23/2017 | Folsom Movie Social | | 2 |
| 5/23/2017 | Greater Lodi Kiwanis Meeting | | 1 |
| 5/25/2017 | UC Davis General Meeting | | 3.5 |
| 5/31/2017 | Division 27N Key Club DCM | | 1 |
| 6/3/2017 | Sac State Circle K 1st Summer General Meeting | | 1 |
| 6/7/2017 | UC Davis Last General Meeting/Dot Island Fundraiser | | 1 |
| 6/10/2017 | Sac State's Pops in the Park | | 1 |
| 6/12/2017 | Division 44 Kiwanis DCM | | 3 |
| 6/14/2017 | FLC's Roller Skate Social and Yogurt Fundraiser | | 3 |
| 6/17/2017 | Sac State's Key to College | | 5 |
| 6/17/2017 | Capital June DCM | | 1.5 |
| 6/18/2017 | DSP at the Animal Shelter | 2 | |
| 6/20/2017 | Kiwanis Club of Stockton Meeting | | 1 |
| 6/21/2017 | Division 27 Kiwanis DCM | | 2 |
| 6/23/2017 | Pixie Woods Wine Tasting | 3 | |
| 6/24/2017 | Sac State's 2nd Summer Meeting | | 1 |

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|-----------|---|--|-----|
| 6/25/2017 | Foothill Division's Online June DCM | | .5 |
| 6/27/2017 | VPA Capital Training Session | | 1.5 |
| 6/28/2017 | [Webinar] How to Circle K over the Summer | | .5 |
| 6/28/2017 | Central Coast' Online DCM | | .5 |
| 6/28/2017 | Capital Presidents Training Session and PCM | | 3 |
| 6/29/2017 | VPS Training Session | | 1 |
| 6/30/2017 | Secretary Training Session | | 0.5 |
| 6/30/2017 | Treasurer Training Session | | 1 |
| 6/30/2017 | [Webinar] CNH District and You | | .5 |

Total Service Hours since Last Board Report: 7

Total Service Hours since April 1st, 2017: 7

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|-----------|-------------------------------|---|------------|
| 5/1/2017 | Rae Whitby-Brummer | Yosemite Project ERF | Text |
| 5/1/2017 | Karl Yabes | CKIx registration issues | Facebook |
| 5/2/2017 | Rhonda Moore | CKIx registration issues | Email |
| 5/2/2017 | Thuy Tran | Graphic Standard Policing | Facebook |
| 5/3/2017 | Roselyn Duong | Yosemite Project Approval | Facebook |
| 5/3/2017 | Past Board members | Capital Board training | Facebook |
| 5/4/2017 | Donald Franks | STC North | Facebook |
| 5/5/2017 | Rae Whitby-Brummer | STC North | Email |
| 5/5/2017 | UOP Circle K | STC North Carpooling | Facebook |
| 5/5/2017 | Kari Cao | MRF Questions | Facebook |
| 5/6/2017 | Kimberly Figueria | Graphic Standard Policing | In-person |
| 5/6/2017 | Daniel Theerasin and Sarah Ko | DLT Questioning | Facebook |
| 5/7/2017 | Kari Cao | One-on-one | In-person |
| 5/7/2017 | Jonathan Amaral | One-on-one | Phone Call |
| 5/8/2017 | John Brummer | CKI Charter at William Jessup University | Email |
| 5/8/2017 | Kimberly Figueria | District Committee Questions and Clarifications | Facebook |
| 5/9/2017 | Casey Kieng | DCM Dates | Facebook |
| 5/9/2017 | Michael Novang | New Capital Cheer | Facebook |
| 5/10/2017 | District Executives | MRF Delay | Email |
| 5/11/2017 | Daniel Chan | District Committee Application Reference | Facebook |

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|-----------|----------------------------------|---------------------------------------|----------------|
| 5/11/2017 | Samantha Ruiz | Divisional Service Chair | Facebook |
| 5/13/2017 | Vanessa Yeh | UC Davis Board Installation | Facebook |
| 5/13/2017 | Patrick Hu | Graphic Standard Policing | Facebook |
| 5/13/2017 | Alayna Nguyen and James Hoong | Capital Graphics | Facebook |
| 5/15/2017 | Rae Whitby-Brummer | ERF and Meeting Schedule | Email |
| 5/15/2017 | Ana Chavez | KFF Committee Reference | Facebook |
| 5/15/2017 | Kimberly Licea | June DC M Planning (Preliminary) | Facebook |
| 5/15/2017 | Samantha Ruiz | Service Committee Reference | Phone Call |
| 5/15/2017 | Michael Luciano | William Jessup University CKI Charter | Phone Call |
| 5/16/2017 | Amy Vu | CSU East Bay CKI Banquet ERF Question | Facebook |
| 5/16/2017 | Rae Whitby-Brummer | Continuation of Scheduling | Email |
| 5/16/2017 | Nicayo Ramos | One-on-one and Sac City College Prep | In-person |
| 5/16/2017 | Daniel Theerasin and Sarah Ko | DLT Questioning | Webcam |
| 5/16/2017 | Ryan Su and Raul Esteves | July DCM Planning | Webcam |
| 5/17/2017 | Rae Whitby-Brummer | Division Planning | In-person |
| 5/18/2017 | Josh Bussey | East Sacramento Kiwanis Visiting | Email |
| 5/18/2017 | Kim Hoang (D27N Key Club LTG) | Introduction | Facebook |
| 5/18/2017 | Christine Almendras | One-on-one | Google Hangout |
| 5/18/2017 | Rae Whitby-Brummer | Key Club DCM Approval | Text |
| 5/19/2017 | Division Leadership Team | Introduction Meeting | Google Hangout |
| 2/20/2017 | Josh Bussey | Follow-up to Kiwanis Visit | Email |
| 2/20/2017 | Ryan Su and Raul Esteves | July DCM Planning | Facebook |
| 2/21/2017 | Phil Ly | Introduction to Incoming Student | Facebook |
| 2/21/2017 | Brandon Dimapsoc | Introduction to Incoming Student | Facebook |
| 2/21/2017 | Tiffany Hoang | CERF Questions | In-person |
| 5/22/2017 | Kireton | Laguna Elk Grove Kiwanis Visit | Email |
| 5/23/2017 | Rae Whitby-Brummer and Tom Leahy | July DCM Budgeting and Supervisor | Email |
| 5/23/2017 | Diana Mora and Manuel Santiago | Divisional Buddies Planning | Facebook |

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|----------------|------------------------------------|---|----------------|
| 5/23/2017 | Andy Alba | DLT Questioning | Facebook |
| 5/23/2017 | Joey Pontillas | DCM Details | Facebook |
| 5/24/2017 | Wes Fujitani | Kiwanis Club of Greater Lodi Visit | Email |
| 5/25/2017 | Tiffany Hoang and Christina Chu | DLT Reminders | Facebook |
| 5/25-5/28/2017 | DLT Applicants | Follow-up Emails | Email |
| 5/27/2017 | Allen Huynh | VPS Training Question | Facebook |
| 5/31/2017 | Rae Whitby-Brummer | Check-in | Phone Call |
| 6/1/2017 | Eric Munoz | DLT Interview | Google Hangout |
| 6/1/2017 | Sarah Ko | DLT Interview | Google Hangout |
| 6/1/2017 | Joey Pontillas | One-on-one | Google Hangout |
| 6/1/2017 | Shirley Siu | A-Board Information | Facebook |
| 6/1/2017 | Jennifer Hoang | PR Chairs | Facebook |
| 6/1/2017 | Northern LTGs | Quad-DCM Planning | Google Hangout |
| 6/2/2017 | Christine Almendras | DLT Discussion | Google Hangout |
| 6/2/2017 | Thuy Tran | Fundraiser Clarification and Approval | Facebook |
| 6/3/2017 | DLT Applicant | Interview | Google Hangout |
| 6/4/2017 | Christine Almendras | DLT Decisions | Facebook |
| 6/4/2017 | DLT Applicants | Acceptance/Decline Letters | Email |
| 6/4/2017 | Allen Lor | July DCM Committee Questions | Facebook |
| 6/4/2017 | June DCM Committee | Planning | Facebook |
| 6/4/2017 | Capital Presidents | MRP Proposal Thoughts | Facebook |
| 6/4/2017 | Josephine Molina | Folsom Lake College Reflections and Needs | Facebook |
| 6/4/2017 | Division Leadership Team | Meeting | Google Hangout |
| 6/5/2017 | Rita Germain | Laguna Elk Grove Kiwanis Board Meeting | Email |
| 6/5/2017 | Kari Cao | MRF Revisions and Feedback | Email |
| 6/5/2017 | Bill Truong, Diana Mora, Joshua N. | LTG Talk | Google Hangout |
| 6/5/2017 | Division Leadership Team | Meeting | Google Hangout |

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|-----------------|------------------------------------|---|----------------|
| 6/5/2017 | Christine Almendras | DLT Decisions | Google Hangout |
| 6/5/2017 | Omar Sanchez and Abby Lok | Salvation Army Kids College Planning | Google Hangout |
| 6/6/2017 | Alayna Nguyen | Webinar Prep | Google Hangout |
| 6/7/2017 | Laarni Castro | MUC Issues | Facebook |
| 6/7/2017 | UC Davis Board | Card Signing | Facebook |
| 6/8/2017 | James Hoong | One-on-one | In-person |
| 6/8/2017 | Rita Germain | Sac City College Sponsorship | Email |
| 6/8/2017 | Wayne Lang | American River College CKI Charter | Email |
| 6/8/2017 | Josephine Molina | Connecting with Kiwanis Sponsors | Email |
| 6/8 - 6/13/2017 | Andy Alba | Divisional Service Project Planning | Facebook |
| 6/9/2017 | ASUOP | June DCM Reservation | Email |
| 6/9/2017 | Tracy Liu | KFF Planning with Capital and Surrounding Regions | Facebook |
| 6/9/2017 | Jonathan Amaral | One-on-one | Facebook |
| 6/9/2017 | Kim Hoang (D27N Key Club LTG) | June DCM Invitation | Facebook |
| 6/9/2017 | Capital VPSs | Capital Service Chair introduction | Facebook |
| 6/9/2017 | Kari Cao | Clarifications | Facebook |
| 6/10/2017 | Michael Luciano | William Jessup University CKI Charter Followup | Email |
| 6/10/2017 | Wayne Lang | American River College CKI Charter Followup | Email |
| 6/10/2017 | Laarni Castro | Chico State CKI Summer and Future Planning | Facebook |
| 6/11/2017 | Tracy Liu | KFF Brainstorming | Facebook |
| 6/11/2017 | Roselyn Duong | One-on-one | Call |
| 6/11/2017 | Jonathan Amaral | One-on-one | Call |
| 6/11/2017 | Folsom Lake College Board | Reimbursements | Facebook |
| 6/12/2017 | Michael Luciano and Michael Harper | William Jessup University Faculty Advisor | Email |
| 6/12/2017 | Nicayo Ramos | Chartering Pre-requisites | Facebook |
| 6/13/2017 | Joey Pontillas | Volunteer Registration Issue | Facebook |
| 6/13/2017 | Jamie Bossuat | Service Event at Pixie Woods | Email |
| 6/15/2017 | Tracy Liu | CKIx Speech | Facebook |
| 6/16/2017 | James Hoong and Stephanie Tran | C&M Committee Application Finalizing | Facebook |

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|-----------|---------------------------------------|---|----------------|
| 6/16/2017 | Ryan Su and Raul Esteves | July DCM Committee Finalize | Facebook |
| 6/16/2017 | Calvin Lu and Alayna Nguyen | DCM Workshop Practice | Google Hangout |
| 6/16/2017 | Annamae Lagdaan | CKIx Questions | Facebook |
| 6/16/2017 | Jennifer Hoang and Max Rico | District Board Meeting Presentation | Facebook |
| 6/18/2017 | Andy Alba | DSP Information | Facebook |
| 6/19/2017 | Christine Almendras and Alayna Nguyen | Executive Board Trainer Planning | Facebook |
| 6/20/2017 | Kristine Gibson | D27 Kiwanis DCM Details | In-person |
| 6/20/2017 | Denny Nguyen | One-on-one | In-person |
| 6/21/2017 | Eric Munoz and Sarah Ko | CLSSP Committee Applications | Facebook |
| 6/21/2017 | Capital Presidents | Presidents Retreat Registration | Facebook |
| 6/21/2017 | Alayna Nguyen | Webinar Prep | Google Hangout |
| 6/22/2017 | James Hoong and Stephanie Tran | Capital C&M Committee Recommendations | Facebook |
| 6/22/2017 | Numfon Vilay | Check-in | Facebook |
| 6/26/2017 | Northern LTGs | Quad-DCM Planning | Google Hangout |
| 6/27/2017 | Alex D. Nguyen | Presidents Retreat | Facebook |
| 6/27/2017 | Capital VPAs | Training Session | Google Hangout |
| 6/28/2017 | Camille Goulet | DPDC Housing Question | Email |
| 6/28/2017 | Stephanie Tran | One-on-one | Call |
| 6/28/2017 | Yen Vo | Sunburst and SunnyTV Plugin for Capital Webinar | Facebook |
| 6/28/2017 | Capital Presidents | Training Session and PCM | Google Hangout |
| 6/29/2017 | Omar Sanchez | DPDC Questions | Facebook |
| 6/29/2017 | Jesus Barraza | LTG Introduction | Facebook |
| 6/29/2017 | Capital VPSs | Training Session | Google Hangout |
| 6/29/2017 | Alex Kwong | LTG Introduction | Facebook |
| 6/29/2017 | Numfon Vilay | One-on-one and DPDC Picnic Planning | Google Hangout |
| 6/30/2017 | Daniel Vo and Alexander Pham | SunnyTV Deadline | Facebook |
| 6/30/2017 | Capital Secretaries | Training Session | Google Hangout |
| 6/30/2017 | Capital Treasurers | Training Session | Google Hangout |

| | | | |
|-----------|------------------------------------|---------------------------------|----------------|
| 6/30/2017 | Josephine Molina | Board Proposal Help | Google Hangout |
| 7/1/2017 | Maximilian Chen | DPDC Questions | Facebook |
| 7/1/2017 | Lawrence Sahagun and Sienna Nguyen | SunnyTV Recording | In-person |
| 7/2/2017 | July DCM Committee | Meeting | Google Hangout |
| 7/2/2017 | Mike Beneschan | Capital Events for UCSC members | Facebook |
| 7/2/2017 | Jennifer Sandoval | DPDC Questions | Facebook |
| 7/3/2017 | Jonathan Amaral | One-on-one | Hangout |

XII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Diverse representation of clubs in our leadership teams and committees! |
| 2. Executive Board training sessions are complete! |
| 3. We held our first webinar! |
| 4. Moved forward with Kiwanians with chartering three clubs. |
| 5. Emphasizing Divisional Transparency through release of DCM and DLT Notes |

b. Top 5 Plans

- | |
|---|
| 1. Sacramento City College to grow member base and train existing board |
| 2. Will help CSU Chico with plans of the following year |
| 3. Move forward with DLT proposals |
| 4. Continue to aid newer/smaller schools with one on ones and meetings |
| 5. Have a 5 on one meeting with executive boards to pump them up! |

XIII. Resources Needed

- | |
|--|
| 1. More District Board communication and transparency with clubs. |
| 2. Service Database to be more populated for smaller clubs to utilize. |
| 3. List of incoming students to Capital schools. |
| 4. Finalize MRF version for both LTG and Club. |
| 5. I want friends and a sustainable full-time job. |

XIV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- To further enhance professional and leadership development within our members.

We have a large Divisional Leadership Team consisting of 12 members. Each one with a specific goal that they are working towards!

The July DCM Chairs have appointed their own committee of 7 members. Communications and Marketing have appointed a committee of 4 members.

Each DCM (excluding STC) have been hosted by a different set of members from different clubs to showcase their personalities!

As of June 30th, we have successfully hosted 5 different sessions for Executive Board training!

- To build up new, chartering, and smaller clubs by establishing a stronger foundation with the respective board and member base.

The chartering president and I are moving full speed ahead with chartering Sacramento City College. We have a potential Kiwanis sponsor and are building a membership base and executive board.

Delta College and Folsom Lake College are looking very good lately! The clubs are increasing in activity and membership! I have been keeping a good connection with them to ensure they have the help they need!

CSU Chico is currently using this Summer to build their foundation for the coming year. I have scheduled a meeting with the president to help train her. They have ambitious plans!

- To push divisional unity amongst clubs through more intimate relationships. I want to emphasize to all of our clubs, regardless or seniority or size, that all of the clubs within Capital are a resource to each other.

Prior to each DCM, I have assigned each club a cheer from their interclub buddy. This way, the members are more inclined to reach out to each other. By our future District events, our members should be more familiar with the outer club cheers.

Also, Capital is focusing more on having more faces representing our division through the leadership opportunities that our members step up to from each school. Because of this, each club has more of a sense of ownership of the division and members are more encouraged to reach out to other clubs for their event!

The DCMs have a consistent turnout of over 40 members showing up!

UC Davis' last general meeting has visitors from almost every school in our division!

- More meaningful workshops at division gatherings such as DCMs.

We have successfully held a workshop at every DCM so far (excluding STC). Not only that, but hosted by different members. We have also held our first monthly webinar with 48 members attended!!

April DCM : How to Handle Rejection

June DCM : How to Spend Your Summer Productively

June Webinar : How to Circle K Over Summer

- To further enhance Kiwanis family relations between sponsoring Kiwanis and clubs and myself.

I have been visiting sponsoring Kiwanis Clubs from Division 7, 27, and 44 so far. I am working hard to establish a strong presence with the sponsoring clubs by giving Capital updates and goals at their meetings.

Two Kiwanis clubs want to charter a Circle K club each so we are keeping contact in regards to the process.

I have acquainted myself with the Key Club LTGs of D27N/S and D44N/S.

XV. Announcements

1. Capital might charter three clubs by the end of the year!
 - a. Sacramento City College
 - i. Goal is to charter by November
 - b. William Jessup University
 - c. American River College
2. We have just appointed our July Camping DCM and Communications and Marketing Committees.
3. Divisional Calendar Released
4. Our webinar: *How to Circle K Over Summer* is successful and first of many to come!
5. Finally held our executive board training sessions with each board position and a near 100% attendance of board members!

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Central Coast Division Lieutenant Governor Board Report
July 2017 Board Meeting**
Respectfully Submitted by **Bill Truong**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|----------|---|---------------|-------------|
| 04/20/17 | UCSB CKI Spring GM 2 | | 1 |
| 04/26/17 | Central Coast April DCM | | 1 |
| 04/27/17 | UCSB CKI Spring GM 3 | | 1 |
| 04/28/17 | District Officer Training Conference | | 20 |
| 04/30/17 | District Board Meeting | | 1 |
| 05/03/17 | UCSB CKI Spring GM 4 | | 1 |
| 05/03/17 | EOTY Banquet Committee | | 1 |
| 05/04/17 | Family Competition | | 1 |
| 05/05/17 | Care Packages | 2 | |
| 05/07/17 | Spring Training Conference South | | 6 |
| 05/10/17 | UCSB CKI Spring GM 5 | | 1 |
| 05/11/17 | Orbit Family Dinner | | 2 |
| 05/12/17 | UCSB EOTY Banquet | | 4 |
| 05/15/17 | May Board Meeting 3 | | 1 |
| 05/17/17 | Orbit Study Session 2 | | 2 |
| 05/18/17 | UCSB CKI Spring GM 6 | .5 | 1 |
| 05/19/17 | Adopt a Block | 1.25 | |
| 05/20/17 | Orbits Play Ball | | 4 |
| 05/20/17 | Relay for Life | 2 | |
| 05/20/17 | Milky Way/Orbit Fam Hike & Backyard Bowl Social | | 5 |
| 05/22/17 | May Board Meeting 4 | | 1 |
| 05/24/17 | Kiwanis Meeting/Kiwanis Takeover | | 1 |
| 05/24/17 | Metro Mingle | | 1 |
| 05/31/17 | Central Coast May DCM | | 1 |

| | | | |
|----------|--------------------------|---|------|
| 06/07/17 | Spring Study Session | | 2.5 |
| 06/17/17 | Avaya Stadium Fundraiser | 7 | |
| 06/21/17 | Metro Mingle | | 0.57 |
| 06/28/17 | Central Coast June DCM | | 1 |
| 06/30/17 | CNH District and You | | 1 |

Total Service Hours since Last Board Report: 12.75

Total Service Hours since April 1st, 2017: 23.75

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|----------|-------------------------------|--------------------------------|-----------|
| 04/14/17 | Weston Montgomery | MRF Stuffs | Hangout |
| 04/19/17 | Heidi Tan | Board Contacts | Messenger |
| 04/28/17 | Patrick Ballecer | Updates | Messenger |
| 05/02/17 | CC Presidents | Turtle Talks 1 | Email |
| 05/03/17 | Patrick Ballecer | Weekly Updates | Messenger |
| 05/04/17 | Heidi Tan | MRP Service Questions | Messenger |
| 05/04/17 | Ilsia Gonzalez | MRP Service Questions | Messenger |
| 05/06/17 | Heidi Tan | Cheers | Messenger |
| 05/10/17 | Howard Wang | Presidential One on One | In Person |
| 05/15/17 | CC Presidents | Turtle Talks 2 | Email |
| 05/16/17 | Nic Wright | Presidential One on One | Hangout |
| 05/22/17 | Heidi Tan | Presidential One on One | Hangouts |
| 05/22/17 | Lizbet Silva | Presidential One on One | Hangouts |
| 05/23/17 | CC Presidents | May PCM | Hangouts |
| 05/24/17 | Alex Tellez | Presidential One on One | Hangout |
| 05/24/17 | CC Divisional Leadership Team | DLT Meeting | Hangouts |
| 05/24/17 | Lawrence Sahagun | Ventura College dues questions | Email |
| 05/30/17 | CC Presidents | Turtle Talks 3 | Email |
| 05/30/17 | North LTGs | Quad DCM stuffs | Slack |
| 05/31/17 | Ventura College Advisors | Introductions | Email |
| 05/31/17 | Ventura College Execs | Intros | Email |
| 05/31/17 | CC Presidents | DCM Agenda | Email |
| 06/01/17 | Celina Chanthanouvong | Exec Emails | Messenger |

| | | | |
|----------|------------------------------------|-------------------------|-----------|
| 06/01/17 | Patrick Ballecer | Catch up updates | Messenger |
| 06/04/17 | CC Secretaries | MRF Reminder | Email |
| 06/06/17 | Lawrence, Camille, and Patrick | Cal Lutheran Questions | Email |
| 06/08/17 | Lawrence Sahagum | MRF Questions | Messenger |
| 06/12/17 | CC Presidents | Turtle Talks 4 | Email |
| 06/14/17 | Patrick Ballecer | Catchup updates | Messenger |
| 06/16/17 | Sopheak Suy | Presidential One on One | Facetime |
| 06/21/17 | Alan Ashby | President's Retreat | Email |
| 06/26/17 | Mark Catolos, David Ngo, Ryan Tsao | August DCM Planning | Hangouts |
| 06/26/17 | CC Presidents | Turtle Talks | Email |
| 06/27/17 | Melissa Ea, Katie Dizon | Cal Lu/CKI 101-ish lol | Skype |
| 06/28/17 | Alex D. Nguyen | Pres Retreat Info | Email/FB |
| 06/28/17 | CC Presidents | PCM | Hangouts |
| 06/28/17 | Patrick Ballecer | Quick Questions | Messenger |
| 06/30/17 | CC Secretaries | DCM CERF | Email |

II. Work Progress (Achievement & Plans)

a. Total Achievements

| |
|---|
| 1. Filled out DLT and working on completing goals for year |
| 2. Finalizing details for divisional newsletter and is set for release soon |
| 3. Gotten in contact with Ventura College |
| 4. Found a possible charter for Cal Lutheran |
| 5. Hosted Online May and June DCM's |

b. Top 5 Plans

| |
|---|
| 1. Finalize August and plan September DCMs |
| 2. Prepare for September Visitations to Merced and Fresno |
| 3. Figure out how to charter Cal Lutheran |
| 4. Finish the Divisional Calendar by the end of July |
| 5. Research potential charters in the North |

III. Resources Needed

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| 1. District Board Presence (especially at online events) |
|--|

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the

end of your term in support of these goals.

Club Stability

I have kept in touch with most of the club boards in the division. I have asked periodically how they are doing and have answered any questions they may have.

Club Transparency

I have started bi-weekly emails with the presidents and will implement a bigger version of this to the executives and the appointed boards by the beginning of the school year.

Increase Divisional Unity/Spirit

The chairs and I have been at work creating cheers. Divisional Pen Pals are going to be started come fall.

Introduce a Divisional Calendar and Newsletter

The Newsletter and the Calendar are in the works, with the Divisional Newsletter releasing within the upcoming weeks. The Calendar has a set release for the fall as well.

Promote Interclubbing within the Division

I have encouraged Presidents to interclub with each other, especially the north schools with each other as well as the south. UCSB was invited to Cal Poly SLO's banquet, although no members could attend.

V. Announcements

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CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Desert Oasis Lieutenant Governor Board Report
July 2017 Board Meeting
Respectfully Submitted by **Max Rico**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|------------------------|---|---------------|-------------|
| 04/19/17 | CKI at UCR General Meeting | | 1.5 |
| 04/22/17 | Citrus State Historic Park Restoration | 3.5 | |
| 04/22/17 | Riverside Tamale Festival | 5 | |
| 04/22/17 | Relay for Life | | 1 |
| 04/23/17 | Service Insomnia: Late Night Services | 2.5 | |
| 04/23/17 | Desert Oasis April DCM | | 0.5 |
| 04/24/17 | CKI at UCR Board Meeting | | 1 |
| 04/26/17 | CKI at UCR General Meeting | | 1.25 |
| 04/27/17 | Dog Toy Making Service | 2 | |
| 04/27/17 | District/Division Involvement Workshop | | 1 |
| 04/28/17 – 04/30/17 | District Officer Training Conference | | 20 |
| 05/01/17 | CKI at UCR Board Meeting | | 1 |
| 05/03/17 | CKI at UCR General Meeting | | 1.25 |
| 05/04/17 | Literacy Bookmarks Service | 1.5 | |
| 05/04/17 | Crafton Hills CKI General Meeting | | 0.5 |
| 05/05/17 | Foothill Division End of the Year Banquet | | 3.5 |
| 05/06/17 | INSAN Foundation Service | 3.5 | |
| 05/07/17 | Spring Training Conference South | | 6 |
| 05/08/17 | CKI at UCR Board Meeting | | 1 |
| 05/10/17 | CKI at UCR General Meeting | | 1 |
| 05/11/17 | Kiwanis Club of Riverside Luncheon | | 1 |
| 05/13/17 | Great American Cleanup Service | 3 | |
| 05/13/17 | MRP Palooza | | 3 |
| 05/13/17 | Family Game Night Social | | 2 |

| | | | |
|------------------------|---|-----|------|
| 05/15/17 | CKI at UCR Board Meeting | | 1 |
| 05/17/17 | CKI at UCR General Meeting | | 1 |
| 05/18/17 | Kiwanis Club of Riverside Luncheon | | 1.25 |
| 05/18/17 | Kiwanis Division 15 DCM & Governor's Visit | | 2.5 |
| 05/19/17 | Round 1 Social | | 3 |
| 05/20/17 | Key to College | 6.5 | |
| 05/20/17 | CKI at UCR End of the Year Banquet | | 4 |
| 05/21/17 | Desert Oasis End of the Year Banquet | | 3.5 |
| 05/22/17 | CKI at UCR Board Meeting | | 1 |
| 05/23/17 | Kevin Tran's MoM Dinner | | 2 |
| 05/24/17 | CKI at UCR General Meeting | | 1.25 |
| 05/26/17 | Diggy Duggers Hiking Social | | 2.5 |
| 05/27/17 | K-Rock Ultimate Frisbee Fundraiser | | 2.5 |
| 05/31/17 | CKI at UCR General Meeting | | 2 |
| 06/01/17 | UCR Tartan Soulchella | 3.5 | |
| 06/03/17 – 06/04/17 | UNLV Board Training Weekend | | 14.5 |
| 06/10/17 | Metro Division June DSP | 4 | |
| 06/11/17 | CicLAvia – Glendale Meets Atwater | 3 | |
| 06/21/17 | Kiwanis Division 36 DCM | | 2.5 |
| 06/22/17 | Kiwanis Club of Riverside Luncheon | | 1 |
| 06/24/17 | Desert Oasis June DCM | | 0.5 |
| 06/25/17 | Foothill Division June DCM | | 0.5 |
| 06/28/17 | Capital Division Summer Involvement Webinar | | 1 |
| 06/28/17 | Central Coast Division June DCM | | 0.5 |
| 06/29/17 | Let's Make A Deal TV Taping | | 6 |
| 07/01/17 | 626 Night Market Fundraising | 3.5 | |

Total Service Hours since Last Board Report: 41.5

Total Service Hours since April 1st, 2017: 49.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|----------|-------------------|-----------------------|--------|
| 04/16/17 | Linda Marx | Weekly Updates | Phone |
| 04/17/17 | Patricia Cridland | Contact Info Exchange | Email |
| 04/23/17 | Linda Marx | Weekly Updates | Phone |
| 04/24/17 | DLT Applicants | DLT Interviews | Zoom |
| 04/25/17 | DLT Applicants | DLT Interviews | Zoom |

| | | | |
|----------|-------------------------------|--------------------------|----------|
| 04/26/17 | DLT Applicants | DLT Interviews | Zoom |
| 04/27/17 | Calvin Chau | DLT References | Email |
| 04/29/17 | DLT Applicants | DLT Decisions | Email |
| 04/30/17 | Linda Marx | Weekly Updates | Phone |
| 05/01/17 | Linda Marx | Crafton CKI Status | Phone |
| 05/01/17 | Bob Erikson | Crafton CKI Status | Email |
| 05/02/17 | Linda Marx | Crafton CKI Updates | Phone |
| 05/04/17 | Linda Marx | Crafton CKI Updates | Phone |
| 05/07/17 | Carrie Audet | Crafton CKI Updates | Email |
| 05/08/17 | Linda Marx | Weekly Updates | Phone |
| 05/12/17 | Patricia Cridland | Kiwanis DCM Info | Email |
| 05/14/17 | Linda Marx | Weekly Updates | Phone |
| 05/15/17 | Linda Marx | Club Updates | Email |
| 05/15/17 | Erica Apostolos | UCR Newsletter Blurb | Email |
| 05/15/17 | Patricia Cridland | Kiwanis DCM Info | Email |
| 05/17/17 | Nena Torres | CSUSB CKI Info | Email |
| 05/21/17 | Linda Marx | Weekly Updates | Phone |
| 05/29/17 | Key Club Division 28 LTG's | Introduction | Email |
| 05/29/17 | Nena Torres | CSUSB CKI Info | Email |
| 05/28/17 | Linda Marx | Weekly Updates | Phone |
| 06/03/17 | Linda Marx | Weekly Updates | Phone |
| 06/05/17 | D36E Key Club Presidents | Alumni Recruitment | Email |
| 06/08/17 | Carrie Audet | Crafton CKI Updates | Email |
| 06/11/17 | Linda Marx | Weekly Updates | Phone |
| 06/14/17 | D15 Key Club LTG's | Presidents' Contact Info | Email |
| 06/14/17 | D36 Key Club LTG's | Presidents' Contact Info | Email |
| 06/19/17 | Linda Marx | '17-'18 WAW Schedule | Email |
| 06/19/17 | Nena Torres | Kiwanis DCM Info | Email |
| 06/23/17 | John Kim | LSU CKI Chartering | Facebook |
| 06/25/17 | Linda Marx | Weekly Updates | Phone |
| 06/28/17 | D28N Key Club Presidents | Alumni Recruitment | Email |
| 06/29/17 | Carole Coley | Contact Info Exchange | Email |

II. Work Progress (Achievement & Plans)

a. Total Achievements

| |
|--------------------|
| 1. Appointed a DLT |
|--------------------|

| |
|--|
| 2. Visited UNLV and Crafton |
| 3. Chartering new club(s) |
| 4. Strengthened Kiwanis Family Relations |
| 5. Successfully hosted three DCM's |

b. Top 5 Plans

| |
|--|
| 1. Chartering University of Redlands CKI (and possibly more) |
| 2. Planning and hosting July WAW |
| 3. Hosting officer training session for Crafton CKI officers |
| 4. Monthly LTG update email |
| 5. Prepare clubs for Fall recruitment |

III. Resources Needed

| |
|--------|
| 1. N/A |
|--------|

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Increase small club membership

Small club membership has not yet increased but I am working with officers such as Crafton's on developing better strategies for recruitment in the Fall semester. I will continue to work with club officers to ensure that they recruit and retain members as best as possible. Establishing stable boards in the rest of Desert Oasis' small clubs is necessary to achieve this goal.

2. Increase small club participation in divisional events

Through meeting with Crafton's officers in person and speaking to them about division and district events I have created excitement to attend. Unfortunately they have been unable to due to their club's suspension, which will be gone soon hopefully. As of now members have only been able to attend online DCM's. I will continue to reach out to smaller clubs and excite their members about division and district events throughout the rest of the term.

3. Establish divisional newsletter

I have appointed a newsletter and graphics executive assistant, Ashraya Kalavakunta, and she is making substantial progress on our division's first newsletter in 6 years. I will continue to support Ashraya through the rest of her term and provide the resources necessary to successfully create our newsletter.

4. Reactivate CSU San Bernardino CKI

I have been in contact with former advisor Nena Torres and with division 36 Key Club and Kiwanis lieutenant governors to try and find someone to reactivate the

club. No leads yet, but my search will continue. I have now reached out to division 36 Key Club presidents individually, and I have reached out in person to Kiwanians at Kiwanis Division 36's June DCM.

5. Increase D.O.'s interdivision participation

Desert Oasis has had members attend a few more surrounding divisions' events, such as CSUF's end of the year banquet. UCR has also sent invitations to other divisions to attend events such as K-Rock's ultimate frisbee fundraiser. I myself have become more involved in Metro and Foothill events while I am living in Los Angeles for the summer. This will hopefully lead to further divisional interaction once school is back in session.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Foothill Lieutenant Governor Board Report
July 2017 Board Meeting**
Respectfully Submitted by **Diana Mora**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|----------|---|---------------|-------------|
| 05/04/17 | CSULA General Meeting | | 1 |
| 05/05/17 | Foothill End of the Year Banquet | | 4 |
| 05/06/17 | D35 East Ribfest | 7 | |
| 05/07/17 | CNH Spring Training Conference/Foothill May DCM | | 8 |
| 5/11/17 | CPP General Meeting | | 1 |
| 5/18/17 | CPP General Meeting | | 1 |
| 05/12/17 | Chino Kiwanis Golf Tournament | 7 | |
| 5/19/17 | Foothill Social: Board Game/Movie Night | | 6 |
| 5/28/17 | CPP General Meeting | | 1 |
| 5/20/17 | Division Service: Paws 4 Pets Walk | 4 | |
| 5/25/17 | CPP General Meeting | | 1 |
| 5/26/17 | CPP ETOYB: "Juan-a-poolza" | | 4 |
| 6/23/17 | CSULA ETOYB: "Banquetchella" | | 4 |
| 6/24/17 | Desert Oasis June DCM (online) | 1 | |
| 6/28/17 | Central Coast June DCM (online) | 1 | |

Total Service Hours since Last Board Report: 13

Total Service Hours since April 1st, 2017: 16

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|--------------------|--|--|-----------------------------------|
| 05/01/17-06/30/17 | Foothill President's | Future DCM's, Club status, DLT, Upcoming Division/ District Events | Face to Face, Email |
| 05/01/17-06/30/17 | District Board 17-18 | Graphic Standards, Webinars, District committee apps, online dcm's,updates, agendas, A-Board | Face to Face, Email, FB Mess. |
| 05/01/17-505/05/17 | Sara Chen, Jesus Martinez, Valerie Parades, Jonah Vales, Erick Reyno, Monica Paderanga, Vincent Vu, Richard Tzul, Stephanie Trinh, Mark Flores, Luis Sastre, Jasmine Barruga | Foothill Banquet Planning, Operation: Make Jesus Cry Video | Email, face to face, fb messenger |
| 05/01/17-006/29/17 | CPP E-Board | Meeting Date, updates | Email, FB Mess. |
| 05/08/17-006/29/17 | Foothill Secretaries, Julie Tran | MRF's | Email, FB Mess. |
| 05/05/17 | Foothill Division, May Van, Neal Biery, Juan Guerrero, Foothill DLT | Foothill Banquet, upcoming events, DLT duties | Face to Face, Email |
| 05/05/17 | Grace Chi | Updates, Attendance | Phone Call |
| 05/06/17 | D35 E. Kiwanis, Pasenda Rose Float Club, D 35E. Kiwanis Key Club LTG | Introductions, updates Pasadena Rose Float/ Go West, division, college | Face to Face |

| | | | |
|-------------------|--|--|------------------|
| 05/07/17 | [Magic Kingdom, Desert Oasis, Central Coast, Foothill, Paradise Divisions] District Board 16-17,District Board 17-18 | Spring Training Conference, DCM's, workshops, upcoming events, district committees | Face to Face |
| 05/08/17 | Jonny Pagiou | CPP Disney Runs | FB Mess. |
| 05/08/17 | Michael Ku | Chino Kiwanis Golf Tour. | FB Mess |
| 05/08/17-05/12/17 | Foothill DLT | Foothill Movie Fundraiser | Email |
| 5/11/17 | Foothill DLT | Goals, future event's, regions, district goals, concerns | Face to Face |
| 05/12/17 | Chino Kiwanis, Michael Ku | club events, meeting dates, current events | Face to Face, FB |
| 05/15/17-05/19/17 | Natalie Lu | Division Service: Paws 4 Pets | FB, Face to Face |
| 5/15/17-5/19/17 | Sara Chen, Kevin Tu | Foothill Social: Board Game Night Planning | FB |
| 5/18/17 | Grace Chi | Foothill E Board Retreat Planning | Email |
| 5/19/17 | Grace Chi | Foothill/Club Updates | Phone |
| 5/19/17 | Foothill Division | Foothill Social: Board Game/Movie Night | Face to Face |
| 5/20/17 | Foothill Division | Division Service: Paws 4 Pets | |
| 05/4/17-05/26/17 | CPP CKI E-BOARD, CPP CKI MD&E (James) | CPP ETOYB Planning | Face to Face |
| 5/26/17 | CPP CKI CLUB, PCC CKI, MT SAC, Richard Tzul, Jonah Vales | CPP ETOYB, Installment of New Board | Face to Face |

| | | | |
|-----------------------|---|--|-----------------------------|
| 05/26/17- 06/21/17 | Foothill DLT | Summer term | Face to Face, FB |
| 05/30/17- 06/25/17 | Foothill President's | Foothill June DCM, Division Updates, President's Retreat | Email, Face to Face , FB |
| 6/16/17 | Grace Chi | LTG, Club reports, E-board Retreat | phone call |
| 06/03/17- 06/21/17 | May Van, Josephine Molina, | District Communication | |
| 06/07/17- 06/21/17 | Amanda Wong | Volunteer Opportunities | FB |
| 06/11/17- 06/23/27 | Luis Sastre, Jesus Martinez, Richard Tzul | CSULA & LACC ETOYB Planning | FB |
| 6/19/17- 06/30/17 | Richard Tzul, Jocelyn Zaragota | Foothill Western Officer Social | FB, Email |
| 6/26/17 | Tom Anderson (claremont advisor) | 4th of July volunteer opportunity | Email |
| 6/27/17 | Kristine Rafanan | LACC Volunteer Opportunities | FB |
| 6/28/17 | Arbyn Olarte, Julie Tran | President's Retreat Conflicts | FB |
| 6/29/17 | May Van, Amanda Liao | 4th of July Volunteer Opportunity, DCM Date Confliction | FB |
| 6/30/17 | Mahmood Bashir (D35E) | 4th of July Volunteer Opportunities | Text |
| 6/30/17 | Grace Chi | President,LTG, Divison Updates, Foothill E-Board Retreat | Phone call |

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Hosted first Division Service and a variety of division socials |
|--|

| |
|---|
| 2. Consistent communication with president's and division leadership team |
| 3. Increased DCM outcome by over 50% |
| 4. Developed a solid base of unity for Foothill E-board |
| 5. Got invited club E-board Retreats/ club board meetings! |

b. Top 5 Plans

| |
|--|
| 1.Bridge the gap between established and developing clubs |
| 2. Implement the concept of the Phoenix Purpose (Meaningful Service/Events) |
| 3. Execute a Foothill Executive Board Retreat and promote Foothill E-Board unity |
| 4.Strengthen bonds and renovating the Foothill Fam |
| 5. Implementing all three tenants and educating members on the district/divisional level |

III. Resources Needed

| |
|---|
| 1. I would like to ask in advance, for the C&M Committee for a graphic advertising the Foothill E-Board Retreat please! |
|---|

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

| |
|--|
| -Goal#1 Primarily, I plan to focus on renovating the Foothill Family identity by executing a companionable atmosphere. |
|--|

| |
|---|
| Progress: Currently, the division is quite familiar with each other, specifically E-board members. There are variety of involvement opportunities that are being implemented such as inter clubbing, Foothill Feel and Diana Dates (one on ones). |
|---|

| |
|--|
| -Goal #2 Develop ambition and incentive with the Foothill Division with the key concept of the "Phoenix Purpose" |
|--|

Progress: The division has been active with a variety of division activities other than dcm's. For example, Foothill Service: Paws 4 Pets, Foothill socials and the sense of belonging within the division.

-Goal #3 Reinforcing solidarity with Foothill President's, E-Board's and clubs by strengthening relationships throughout west and east regions

Progress: The regions are strong and support another with the assistance of region EA's. Moreover, the bonding continues as the summer quarter begins!

- Goal#4 Educate members regarding the CNH-District and assist the growth of leadership involvement.

Progress: A Foothill E-Board Trainer provided an opportunity for general members to take initiative and learn further about district.

-Goal #5 Further relationships and communication with Kiwanian Branches within the division.

Progress: I've been really active with Kiwanians within the region, attending their events and networking regarding their surrounding clubs. Additionally, I continue to meet with Key Club LTG's within region 13 and plan to attend their region picnic!

V. Announcements

If you're around So. Cal (beach area), our Foothill July DCM is planned for the 28/29th!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Golden Gate Lieutenant Governor Board Report
July 2017 Board Meeting
Respectfully Submitted by **Ryan Tsao**

XVI. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-----------|---|---------------|-------------|
| 4/15/2017 | Golden Gate EotY Banquet | | 7 |
| 4/21/2017 | Spring Cazadero (UCB) | 12 | 15.5 |
| 4/28/2017 | Ontario Noon Kiwanis Club Meeting | | 2 |
| 4/30/2017 | UC Berkeley Spring Banquet | | 5 |
| 5/2/2017 | PCM #2 | | 1 |
| 5/6/2017 | Spring Training Conference | | 10 |
| 5/7/2017 | Helping the Bliss Family (Kiwanians) | 2 | |
| 5/12/2017 | GG May DSP: Kiwanis Special Games | 3 | 2 |
| 5/12/2017 | Diablo Valley College Banquet | | 4.5 |
| 5/13/2017 | UC Davis EoTY Banquet | | 4 |
| 5/14/2017 | UC Berkeley Grad Photos | 8 | |
| 5/15/2017 | UC Berkeley Grad Photos | 4 | |
| 5/16/2017 | DLT Meeting #3 | | 1 |
| 5/17/2017 | CSU East Bay Banquet | | 4 |
| 5/20/2017 | UC Berkeley Grad Photos | 4 | |
| 5/20/2017 | Los Medanos College/Pittsburg High KC Banquet | | 3 |
| 5/23/2017 | PCM #3 | | 1 |
| 5/30/2017 | DLT Meeting #4 | | 1 |
| 6/6/2017 | PCM #4 | | 1 |
| 6/10/2017 | June DSP: Watershed Project | 4 | |
| 6/12/2017 | D26 Key Club EoTY Banquet | | 3 |
| 6/16/2017 | D2 Key Club EoTY Banquet | | 3 |
| 6/20/2017 | PCM #5 | | 1 |
| 6/24/2017 | Golden Gate/Sunset June DCM | | 5 |
| 6/25/2017 | In person PCM | | 6 |
| 6/27/2017 | Jade Division Kiwins June DCM | | 3 |
| 6/27/2017 | DLT Meeting #5 | | 1 |
| 6/30/2017 | District Involvement Webinar | | 1 |

Total Service Hours since Last Board Report: 36
Total Service Hours since April 1st, 2017: 41

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|-------------|--------------------------------------|----------------------------|-----------------|
| 6/7/17 | Linh Nguyen | Summer plans/goals | Google hangouts |
| 6/7/17 | Stephanie Sentosa | Summer plans/goals | Google hangouts |
| 6/14/17 | Jerold Inocencio | Summer plans/goals | Google hangouts |
| 6/15/17 | Amanda Masumoto | Summer plans/goals | Google hangouts |
| 6/16/17 | Chris Estolas | Summer plans/goals | Google hangouts |
| 6/16/17 | Anna Se | Summer plans/goals | Google hangouts |
| 6/19/17 | Emmanuel Escobal | Summer plans/goals | Google hangouts |
| 6/20/17 | Austin Frenes | Summer plans/goals | Google hangouts |
| 6/20/17 | Wayne Cheng | Summer plans/goals | Google hangouts |
| 6/21/17 | Darian Sein-Lwin | Summer plans/goals | Google hangouts |
| 6/24/17 | Van Nguyen | Summer plans/goals | Google hangouts |
| 6/22/17 | Monica Willemsz | Transitional check in | Google hangouts |
| 6/25/17 | Stephanie Ruiz | Summer plans/goals | Google hangouts |
| 6/25/17 | Joe Lee | Monthly check in | Phone call |
| 6/26/17 | Bill Truong, David Ngo, Mark Catolos | Quad DCM Planning | Google hangouts |

XVII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Held in person DCM for presidents to bond, planned out division/large scale club events for the year |
| 2. Completed summer one-on-ones for presidents/DLT members |
| 3. Held joint DCM with sunset |

b. Top 5 Plans

- | |
|---|
| i. Meet with RA in person to check in and discuss summer + initial fall plans |
| ii. Finalize details/logistics for Quad DCM in August |
| 3. Hold divisional trainer/DCM in September |
| 4. Help clubs with recruitment, build up smaller/suspended clubs |
| 5. |

XVIII. **Resources Needed**

- | |
|--|
| 1. more info/bylaws for helping suspended/inactive clubs |
| 2. information for assisting eboard officers |

XIX. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- | |
|--|
| - Execute interdivisional social/dcm (completed) |
| - Execute quad dcm |
| - Begun initial planning process |
| - Visit each school at least once per semester |
| - School events have been slower in the summer, but still planning on attending whatever is going on |

XX. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

MAGIC KINGDOM LIEUTENANT GOVERNOR Board Report

JULY 2017 Board Meeting

Respectfully Submitted by **MANUEL SANTIAGO**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|------------|--|---------------|-------------|
| 4/18/17 | UC Irvine General Meeting | | 1 |
| 4/20/17 | OCC General Meeting | | 1 |
| 4/20/17 | Costa Mesa Run Goodie Bag Stuffing | 2 | |
| 4/22/17 | April DCM and MK Trainer | | |
| 4/23/17 | CSU Fullerton End of the Year Banquet | | 4 |
| 4/27/17 | OCC General Meeting | | 1 |
| 4/28-30/17 | District Officer Training Conference & Board Meeting | | 20 |
| 5/4/17 | OCC General Meeting | | 1 |
| 5/7/17 | Spring Training Conference South | | 3 |
| 5/12/17 | OCC General Meeting | | 1 |
| 5/13/17 | May DCM | 1 | 2 |
| 5/21/17 | MK Bite Sized Banquet | | 5 |
| 5/26/17 | OCC Board Meeting | | 1 |
| 5/27/17 | OCC EOTY Banquet | | 8 |
| 5/28/17 | MK EOTY Banquet | | 5 |
| 6/1/17 | OCC x Cypress Summer General Meeting | | 1 |
| 6/10/17 | OCC Family Olympics and General Meeting | | 5 |
| 6/12/17 | Baker St. Bash Clean-Up | 4 | |
| 6/16/17 | OC Night Market | 3 | |
| 6/17/17 | OC Night Market | 4 | |
| 6/17/17 | June DCM | | 2.5 |
| 6/18/17 | OC Night Market | 2 | |
| 6/21/17 | Jet KIWIN'S EOTY Banquet SAA | 6 | |

| | | | |
|---------|------------------------------------|-----|-----|
| 6/29/17 | Costa Mesa Kiwanis Fireworks Booth | 4.5 | |
| 7/1/17 | Costa Mesa Kiwanis Fireworks Booth | 9 | |
| 7/2/17 | Costa Mesa Kiwanis Fireworks Booth | 5.5 | |
| 7/3/17 | Costa Mesa Kiwanis Fireworks Booth | 9 | |
| 7/4/17 | Costa Mesa Kiwanis Fireworks Booth | 5 | |
| 7/4/17 | OCC 4 th of July Social | | 2.5 |

Total Service Hours since Last Board Report: 59

Total Service Hours since April 1st, 2017: 74

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|----------|------------------------------------|------------------------------------|-----------------|
| 4/17/17 | MK DLT | First meeting and term | Google hangouts |
| 4/19/17 | Jeff Dimsdale | MK Trainer | Text |
| 4/20/17 | Marylou Aquino | MK Trainer | Text |
| 4/21/17 | MK Secretaries | CERF Information | Message/Email |
| 4/22/17 | Phillip Chow | MK Trainer | Text |
| 4/22/17 | MK Officers | Weekly emails | Email |
| 4/26/17 | Serena Mann | DLT Details | Text |
| 4/27/17 | Lawrence Sahagun | DOTC info | email |
| 4/29/17 | Peter Yu | DOTC | Text |
| 4/30/17 | Peter Yu | MK Trainer | Text |
| 5/01/17 | Phillip Chow | MK Trainer | Text |
| 5/02/17 | MK Officers | Weekly emails | email |
| 5/03/17 | Josef Madrigal | STC South | email |
| 5/03/17 | Quan Vandinh | One-on-one | Google hangouts |
| 5/03/17 | Emma Tran | One-on-one | Google hangout |
| 5/03/17 | MK DLT | 2 nd meetings, and term | Google hangouts |
| 5/04/17 | Judy Nguyen | Divisional budgeting | Text |
| 5/4/17 | Josef Madrigal | STC Volunteer shifts | email |
| 05/6/17 | 2017 MK Banquet Planning Committee | MK EOTY Banquet | Google hangout |
| 05/11/17 | Vy Nguyen | DCM certificates | email |

| | | | |
|---------|--|---|-------|
| 5/10/17 | District E-Board, Camile Goulet, Peter Yu | MRF | Email |
| 5/17/17 | Jennifer Hoang | Bi-Weekly Digest | Email |
| 5/19/17 | MK VPSes | Upcoming events | email |
| 6/9/17 | Katelyn Duch | Board Report info | email |
| 6/9/17 | District E-Board, Camille Goulet, Peter Yu | MK MRF | email |
| 6/13/17 | Tiffany Nguyen | Bi-weekly digest | email |
| 6/13/17 | Don Hull | MK Web page | email |
| 6/15/17 | MK Presidents | DCM updates | email |
| 6/15/17 | Peter Yu | Weekly emails | email |
| 6/15/17 | District Committee Chairs | Committee updates for DCM | email |
| 6/15/17 | Jennifer Que | International and sub-b updates for DCM | email |
| 6/19/17 | Lawrence Sahagun | MRF feedback and reflection | email |
| 6/26/17 | MK Treasurers and VPSes | Upcoming events | email |

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Successfully held rounds of one-on-ones with multiple officers in the division! |
| 2. Average of 50 members at DCMs! |
| 3. Starting plans for more MD&E activity in the division |

b. Top 5 Plans

- | |
|---|
| 1. Summer Weekend of Magic!! July 28-30, come join us for a magical weekend in Orange County! |
| 2. MK University: Key to College & Key to Life, coming this Fall! |
| 3. MK Office Hours and Spam Group Page for more bonding and socializing!!! I LOVE FELLOWSHIP! |
| 4. MORE FUNDRAISERS MORE DIVISIONAL BUDGET MORE GIVING BACK TO OUR CLUBS AND THEIR COMMUNITIES! |

III. Resources Needed

- | |
|---|
| 1. Cereal and a bowl bc #cerealfirst |
| 2. Sleep |
| 3. List of interested outgoing high school key club members |

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- | |
|---|
| - District Resource Database: STILL making new resources for the division! For the most part, it's there! |
| - Divisional Calendar: RE-VAMP! Brainstorming better ways to utilize the calendar more often. |
| - Weekend of Magics: Summer is on its way, Fall is still in its planning stages! |
| - MD&E: Assessing new ways to do inter-division interactions! |
| - DFI & DSI Focus: We had a speaker about a project relating to the DSI talk at a DCM, wanting to integrate more projects to raise more awareness on both DFIs and DSIs. |

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Metro Lieutenant Governor Board Report

July 2017 Board Meeting

Respectfully Submitted by **Joshua Nepomuceno**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-----------|---|---------------|-------------|
| 5/3/2017 | Pierce College General Meeting #4 | | 1 |
| 5/4/2017 | May PCM #1 | | 1 |
| 5/7/2017 | Spring Training Conference South | | 8 |
| 5/7/2017 | May DCM | | 1 |
| 5/10/2017 | Pierce College General Meeting #5 | | 1 |
| 5/12/2017 | Quad Banquet: Unity Brew | | 6 |
| 5/24/2017 | Metro Mingle | | 2 |
| 5/31/2017 | May PCM #2 | | 1.23 |
| 6/1/2017 | UCLA General Meeting | | 1.5 |
| 6/3/2017 | Warner Center Kiwanis' Celebrates Youth Day | 4 | |
| 6/7/2017 | Metro Mingle | | 2.5 |
| 6/10/2017 | June DSP: Culver City Rain Garden | 4 | |
| 6/21/2017 | Metro Mingle | | 2 |
| 6/23/2017 | Running Man & June DCM | | 5 |
| 6/23/2017 | El Camino College Ono Hawaiian BBQ Fundraiser | | 1 |
| 6/28/2017 | Metro Mingle | | 2.25 |
| 6/28/2017 | June PCM | | 1 |

Total Service Hours since Last Board Report: 8

Total Service Hours since April 1st, 2017: 10.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|-------------|--|--|---------------|
| 5/01/17 | Steven Tan, Pierce College Treasurer | Treasurer/Fundraising Manual | Email |
| 05/01/17 | Kim Vo, CSU Long Beach President | Mentor Club to Long Beach City College | |
| 5/02/17 | Christian Abdelshahed, Pierce President | Diversity Day | Email |
| 05/03/17 | Michelle De Dios, CSUN Secretary | April DCM | Email |
| 05/03/17 | Metro Presidents | Monster of the Month | Email |
| 05/04/17 | Metro Presidents &DLT | PCM Reminder | Email |
| 05/04/17 | Wyleen Olaes, Metro Executive Assistant | 200 in 2 Minutes | Email |
| 05/04/17 | Metro Presidents & DLT | PCM Agenda and Files | Email |
| 05/05/17 | Tyler Tran, Metro Communications Coordinator | Senior Spotlight Reminder | Email |
| 05/05/17 | Samantha Valadez, Pierce Secretary | My attended events | Email |
| 05/09/17 | Michelle Liu, USC President | Graphics | Messenger |
| 05/10/17 | Katelyn Duch, District Secretary | Metro MRF | Email |
| 05/13/17 | Pierce College E-Board | Campus Docs | Email |
| 05/13/17 | Metro Presidents | May DCM CERF | Email |
| 05/15/17 | Armando Velazquez | Weekly Call | Call |
| 05/18/17 | Amanda Loso | Group Volunteering at Downtown Women's Shelter | Email |
| 05/18/17 | Kim Vo, CSULB Pres | April Monster of the Month | Messenger |
| 05/18/17 | Metro Presidents & DLT | May PCM Doodle | Email |
| 05/20/17 | Wyleen Olaes, Metro EA | May PCM Minutes & CERF | Email |
| 05/21/17 | Michelle Liu, USC President | K2C ERFS | Messenger |
| 05/22/17 | Armando Velazquez | Weekly Call | Call |

| | | | |
|----------|---|--|-----------|
| 05/25/17 | Metro Presidents & DLT | May PCM Date and Agenda | Email |
| 05/25/17 | Jennifer Hoang, C&M Chair & Denny Cao, Tech Chair | C&M Metro Contacts | Email |
| 05/26/17 | Samantha Ruiz, Service Committee Chair | Metro LSSP help | Messenger |
| 05/26/17 | Sharlene Lim, UC Los Angeles Secretary | Metro CKIx Attendees | Messenger |
| 05/26/17 | Metro Presidents & DLT | Metro Term Outline | Email |
| 05/26/17 | Lahiru Kodituwakku | Divisional Master Member Birthday List | Email |
| 05/26/17 | Helen Hollander, Pierce Kiwanis Advisor [Warner Center Kiwanis] | Circle K Presentation at Kiwanis Meeting | Email |
| 05/26/17 | Patrick Clarke | Baby2baby Event | Email |
| 05/27/17 | Liz Manalili, Long Beach City College Chartering President | Introduction, questions, and contacts | Email |
| 05/30/17 | Armando Velazquez | Rescheduled Call | Text |
| 05/31/17 | Metro Presidents & DLT | PCM Reminder | Email |
| 06/02/17 | Ron Abbot | Culver City Rain Garden | Email |
| 06/05/17 | Denise Robb, Pierce Faculty Advisor | Reimbursement Requisition | Email |
| 06/05/17 | Tyler Tran, Metro Communications Coordinator | Monthly Emails | Email |
| 06/06/17 | Jordan Balbuena, Cerritos College Secretary | 1-on-1 Training & Secretary Files | Email |
| 06/06/17 | Michelle De Dios, CSUN Secretary | Circle K Interest Form | Email |
| 06/08/17 | Lahiru Kodituwakku, Metro Fellowship Coordinator | Monster Union Event Page Details | Email |
| 06/08/17 | Jordan Balbuena | Secretary Training | Zoom |
| 06/09/17 | Metro DLT | June DSP Info | Email |
| 06/10/17 | Lawrence Sahagun | Metro LTG MRF | Email |
| 06/10/17 | Metro Presidents | Presidents' Retreat Registration | Email |

| | | | |
|----------|---|---|-----------|
| 06/10/17 | Varot "Junior" Musigdilok, Cerritos President | Club Building Resources | Email |
| 06/11/17 | Carlos Ong, CSU Dominguez Hills President | Spring Training Conference DERF | Email |
| 06/11/17 | Jordan Balbuena & Junior Musigdilok | PCM CERF | Email |
| 06/11/17 | Jordan Balbuena | Cerritos MRF | Email |
| 06/12/17 | Metro Presidents & DLT | June PCM Doodle | Email |
| 06/12/17 | D16W Lieutenant Governor | Introduction | Email |
| 06/12/17 | Wyleen Olaes | Metro Mingle CERF | Email |
| 06/14/17 | Tony Goorchenko | SLP Lt. Gov Listing | Email |
| 06/15/17 | Esther Wang | Club Officer Contact Info | Email |
| 06/16/17 | Metro Presidents & DLT | Running Man & June DCM Info w/ Links | Email |
| 06/23/17 | Liz Manalili, LBCC Pres | 1-on-1 & invitations | Email |
| 06/23/17 | Metro Presidents & DLT | June PCM Date & Agenda | Email |
| 06/23/17 | Wyleen Olaes | Metro Mingle Sign-in Sheet | Email |
| 06/23/17 | Esther Wang (MR Committee Chair), Bill Truong (Central Coast Lt. Gov), Ana Chavez (KFF Committee Chair) | Metro Mingle CERF | Email |
| 06/26/17 | Alex Nguyen, CSU Northridge President | Presidents' Retreat Forms | Email |
| 06/26/17 | Karina Perez, El Camino College President | Presidents' Retreat Forms | Messenger |
| 06/28/18 | Metro Presidents & DLT | June PCM Link | Email |
| 06/28/17 | Alex D. Nguyen, Presidents' Retreat Chair | Metro Division Attendance | Email |
| 06/28/17 | Tony Goorchenko | PTP | Email |
| 06/29/17 | Metro Service Officers | Service Officer Training Webinar Opportunity | Email |
| 06/29/17 | Metro VPs of Administration | VPA Officer Training Webinar Opportunity | Email |

| | | | |
|----------|---|----------------------------------|-----------|
| 06/29/17 | Wyleen Olaes | June DCM Minutes & Notes | Email |
| 06/29/17 | Vincent Choung, Incoming Pierce Secretary | Secretary Position & Training | Text |
| 06/30/17 | Wyleen Olaes | June DCM Sign-in Sheet | Messenger |

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Established Monster Union: Metro Buddy Program with 39 participants |
| 2. Began conducting Metro Mingle weekly online hangouts to promote fellowship |
| 3. Created a Metro Snapchat and Instagram |
| 4. Established communication with Long Beach City College |
| 5. Planned out the rest of the term |

b. Top 5 Plans

- | |
|---|
| 1. Introduce Long Beach City College to the division |
| 2. Plan Divisional Key 2 College |
| 3. Reestablish Metro Minute |
| 4. Attend at least one service event and social for each club |
| 5. Plan Divisional LSSP accordingly to DSI. |

III. Resources Needed

- | |
|-------------------------------|
| 1. Key 2 College Resources |
| 2. Member Induction Resources |

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

Maintain Active Communication with Presidents and DLT through bi-weekly reports, consistent 1-on-1s, random check-ins, and etc.

Progress: Communication with Presidents has been fairly open. We have our monthly PCMs. I am currently scheduling Summer 1on1s and occasionally asking them if there are things they are concerned about.

Problems/Solutions: No current problems. I have reassessed my goals with bi-weekly reports and with the current amount of communication we currently have, I don't believe it is necessary.

Focus on Membership Development by providing an unforgettable quality divisional experience to members.

Progress: I have begun conducting Metro Mingle, our divisional weekly online hangouts and feedback has been pretty positive. It has opened up more opportunities for members to interact and get to know one another. We also established Monster Union, Metro's divisional buddy program. The program is currently in its early stages; therefore too early to see effects. It currently has 39 participants with at least one member from each club. The DLT has also suggested that each month consistently be switched between a Service/Leadership Month to a Social/Leadership Month. We have had 1 divisional Service Project and 1 divisional Social.

Problems/Solutions: No immediate problem. Although, Metro Mingle attendees tend to be the same members at times. So as an effort we added "Attending Metro Mingle" to Monster Union's activities to promote a diverse attendance.

Promote Interclub Relations by emphasizing the importance to not just Executive Board Officers, but to all members of Metro in hopes of unifying the division.

Progress: I have little to no progress on this. I feel like I focused too much on divisional fellowship & unity that I have fallen back on this. However, I did suggest to Pierce and CSUN that since they are both the same size and fairly close together that it might be beneficial to them to collaborate on events more during the summer because their current active membership could perhaps lead to a 'successful' event.

Problems/Solutions: Since I have little to know progress on this, it will be my next project. Some solutions and future plans I have are sending emails, publishing videos, and creating graphics for this goal.

Establish Kiwanis Family Relations on a divisional level

Progress: I have had little to no progress on this. I regret not establishing the relation quickly enough. However we will be planning a Kiwanis Appreciation Luncheon or Dinner in conjunction with our Division Membership Induction in the fall. We also have plans to collaborate with Key Club and Kiwanis for a Large Scale Service Project early next year.

Problems/Solutions: No problems. A solution is to be more active on this goal. Also attend Kiwanis & Key Club DCMs.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Paradise Lieutenant Governor Board Report
July 2017 Board Meeting
 Respectfully Submitted by **Jesus Aguilar**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|----------|------------------------------------|---------------|-------------|
| 04/17/17 | UCSD CKI Meeting | | 2 |
| 04/20/17 | Grantville Allied Gardens Kiwanis | | 2 |
| 04/20/17 | Patrick Henry Key Club Meeting | | .5 |
| 04/20/17 | SDSU CKI Meeting | | 2 |
| 04/22/17 | D31 Kiwanis One Day | 3 | |
| 04/22/17 | SDSU EOTY Banquet | | 4 |
| 04/27/17 | CSUSM CKI Meeting | | 1 |
| 05/01/17 | UCSD CKI Meeting | | 2 |
| 05/04/17 | D31 Kiwanis DCM | | 1 |
| 05/06/17 | Paradise EOTY Banquet | | 4 |
| 05/06/17 | Paradise Trainer | | 4 |
| 05/07/17 | STC | | 6 |
| 05/07/17 | May DCM | | 1 |
| 05/08/17 | UCSD CKI Meeting | | 2 |
| 05/15/17 | UCSD CKI Meeting | | 2 |
| 05/16/17 | Molina Foundation Division Service | 2 | |
| 05/22/17 | UCSD CKI Meeting | | 2 |
| 06/19/17 | June Division Service | 2 | |
| 06/19/17 | June DCM | | 1 |
| 06/24/17 | YMCA Movie by the Pool | 1 | |
| 06/25/17 | D37 E/W OTC | 3 | |

Total Service Hours since Last Board Report: 11
Total Service Hours since April 1st, 2017: 23.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|----------|-----------------------------|------------------------------------|-----------|
| 05/01/17 | Geoff Tobias | Service Opportunity | E-Mail |
| 05/04/17 | Bruce Chase | D31 May DCM | E-Mail |
| 05/06/17 | Michelle Cang & Patti Ryder | M-Ball | In-Person |
| 05/16/17 | Patti Ryder | CKI Information | E-Mail |
| 05/17/17 | Randolph Ortlieb | CKI Information | E-Mail |
| 05/30/17 | Karl Yabes | CKIx | Messenger |
| 05/30/17 | Anh Vo | CKIx Awards | Messenger |
| 06/02/17 | Annamae Lagdaan | Penpals | Messenger |
| 06/12/17 | Ace Cabato | Hawaii Housing | Messenger |
| 06/12/17 | Patti Ryder | Paradise Updates | In-Person |
| 06/15/17 | Francis Dominguez | Upcoming Paradise Events | E-Mail |
| 06/17/17 | Nathan Banlusak | DCM Invitation | Text |
| 06/17/17 | Kyle Shaffer | CKI logos for Key Club publication | Messenger |
| 06/18/17 | Nancy Pham | DCM Invitation | Messenger |
| 06/29/17 | Alex D. Nguyen | President Retreat | Messenger |

II. Work Progress (Achievement & Plans)

a. Total Achievements

| |
|---|
| 1.Hosted First Division Service Project |
| 2.Personally met D31/11/21/37E/37W Key Club LTG and D37/D31 Kiwanis LTG elect |
| 3.Won STC South Spirit Stick and Fundraising Stick |

b. Top 5 Plans

| |
|---|
| 1.July Weekend in Paradise |
| 2.Finish Hawai'i Visitation schedule |
| 3.Host first Presidents Council Meeting |

III. Resources Needed

| |
|-------|
| 1.N/A |
|-------|

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- | |
|--|
| -The Paradise Divisional Calendar is finished and will be continuously updated by me and the Paradise Presidents and DLT. The Calendar displays international, district, divisional, and club service/socials/meetings, for everyone to see and will be displayed on the divisional website. |
| -My Divisional Leadership team have been individually working on their tasks such as our website, our penpal program, and our new youtube series. We will start planning for our first Weekend in Paradise scheduled July 28 th -30 th . |
| -I have been trying to reach out to all the Key Club and Kiwanis SD LTGs to start getting an idea about how to increase Kiwanis Family relations. I have met with D31 Kiwanis LTG and LTG elect and the D37 Kiwanis LTG elect, and 5 out of the 7 Key Club LTGs and will stay in contact with them for future opportunities. |
| -Paradise Board Trainer was successful, with 3 out of the 5 school boards showing up. I plan to continue throughout the year to host trainers for board members and general members, for example, one in the fall semester to help members, especially new members, understand and learn about CKI. |
| -Hawai'i Visitation is set for August 11 th to August 20 th . Flights have been finalized. Currently we are figuring out itineraries and housing which has been left to the Hawai'i clubs to decide. I will be working on workshop presentations to help educate Hawai'i members on what they want/need to know. |

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Sunset Lieutenant Governor Board Report
July 2017 Board Meeting**
Respectfully Submitted by **Mark Catolos**

XXI. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|---------|---|---------------|-------------|
| 5/3/17 | De Anza College General Meeting | | 1 |
| 5/6/17 | Spring Training Conference N | | 7 |
| 5/8/17 | Division 12 Kiwanis DCM | | 3 |
| 5/9/17 | SJSU General Meeting | | 1 |
| 5/12/17 | Kiwanis Special Games | 4 | |
| 5/13/17 | SJSU EotY Banquet | | 5 |
| 5/15/17 | DLT Meeting | | 1 |
| 5/19/17 | Foothill College EotY Banquet | | 3 |
| 5/20/17 | UCSC EotY Banquet | | 3 |
| 5/21/17 | Meeting with De Anza College Board | | 1 |
| 5/24/17 | De Anza College General Meeting | | 1 |
| 5/24/17 | UCSC General Meeting | | 1 |
| 5/25/17 | Foothill College General Meeting | | 1 |
| 5/26/17 | DLT Meeting + Bonding Social | | 4 |
| 6/6/17 | DLT Meeting | | 2 |
| 6/6/17 | De Anza Kiwanis Meeting | | 1 |
| 6/8/17 | Foothill College General Meeting | | 1 |
| 6/8/17 | College Student Care Package Tabletop | 2 | |
| 6/12/17 | Division 12 Kiwanis DCM | | 2 |
| 6/15/17 | College Student Care Package Tabletop | 1 | |
| 6/18/17 | DLT Meeting | | 1 |
| 6/24/17 | Golden Gate & Sunset Division Joint BBQ DCM | | 4 |
| 6/30/17 | Foothill Post Finals Social | | 2 |
| 4/19/17 | Sunset April DCM + DSP | 5 | |
| 4/21/17 | Kiwin's DCON SAA | 3 | |
| 4/26/17 | SJSU Banquet Meeting | 2 | |

| | | | |
|--------|------------------------------|---|--|
| 7/2/17 | Davenport Beach Clean Up DSP | 2 | |
|--------|------------------------------|---|--|

Total Service Hours since Last Board Report: 19

Total Service Hours since April 1st, 2017: 24

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|---------|--|--|-----------------|
| 5/2/17 | Brian Alexander (Stanford University) | Divisional Updates | Email |
| 5/11/17 | Brian Alexander & Victoria Gomez (Stanford University) | Stanford University Goals, how I can help | In Person |
| 5/11/17 | Ryan Tsao | Kiwanis Special Games Volunteering information | Email |
| 5/12/17 | Andy Alba (Foothill College) | Interim president replacement | In Person |
| 5/14/17 | Derek Lubich (Sunset RA) | Board Member & Advisor Agreement | Email |
| 5/16/17 | Andre Corpus (De Anza) | De Anza Potential President | Google Hangouts |
| 5/16/17 | Jennifer Buelna (SJ Kiwanis) | Avaya Stadium Fundraiser | Email |
| 5/18/17 | Ivan Hoz | Reference Information | Phone call |
| 5/21/17 | Celine (Pillar Point Beach Clean Up Coordinator) | Sunset Division proof of adoption for beach | Email |
| 5/22/17 | De Anza College Board + Andre Corpus | Potential new president replacement | Google Hangouts |
| 5/24/17 | UCSC CKI E-Board | E-Board Check In | In Person |
| 6/1/17 | David Ngo, Ryan Tsao, Bill Troung | Quad DCM | Google Hangouts |
| 6/2/17 | Andre Corpus (De Anza) | De Anza President | Google Hangouts |
| 6/2/17 | Kim Luong (Foothill College) | Foothill President | Google Hangouts |
| 6/3/17 | De Anza Board | Upcoming Plans | Google Hangouts |
| 6/8/17 | Erin Liao (Foothill College) | Foothill President | In Person |
| 6/24/17 | Derek Lubich (Los Altos Kiwanis) | Updates | Email |
| 6/26/17 | David Ngo, Ryan Tsao, Bill Troung | Quad DCM | Google Hangouts |

XXII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Got De Anza College a full executive board |
| 2. Trained De Anza College Executive Board |
| 3. Successfully gathered reps from all schools for President's Retreat |
| 4. July and August planned |
| 5. Had a successful interclub DCM with Golden Gate |

b. Top 5 Plans

- | |
|---|
| 1. Further Train Stanford Circle K |
| 2. Schedule PCM |
| 3. Focus on our divisional membership recognition |
| 4. Plan a 24 hour Divisional Service Project |
| 5. Successful help charter CSU Monterey Bay |

XXIII. Resources Needed

| | |
|----|-----|
| 1. | N/A |
|----|-----|

XXIV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- | |
|---|
| - Create more divisional interclubs within the division. I am hoping to start with socials that could be organized with my Divisional Board. Between now and the end of my term, I will have to speak with the club presidents and service VPs as well to organize these interclubs. |
| -Improve Stanford's interaction with the rest of the division. I have emailed and have gotten contact with their interim president. I plan on doing further training with them as well. Throughout my term, I would like to assist them anyway I can, especially in regards to having the division help them out at their events. |
| -Unify our division further in terms of spirit at District events. I am proud of the way Sunset has grown during the past term and I am looking to improve with my new Spirit & Social Chair. Throughout my term, I plan on having cheer practice and creating staple and recognizable cheers. |
| - Improve/start a member recognition program for Sunset Division. We have previously acknowledged members and clubs for each month. But, I think during my term, I would like to create a bigger incentive to be recognized. |
| -I would like to help improve the member retention of our clubs. I have gotten a chance to visit all of my clubs. In addition, throughout my term, in order to promote |

member retention, I would like to speak more directly with new members specifically in hopes of inspiring them to stay in Circle K.

XXV. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Treasurer Board Report

July, 2017 Board Meeting

Respectfully Submitted by **Ivan Hoz**

I. Your activities since last Board Meeting

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-----------------|--|---------------|-------------|
| 4/20/17 | Orange Coast College CKI's 9 th Spring General Meeting | | 1 |
| 4/22/17 | Magic Kingdom Trainer | | 5 |
| 4/22/17 | Magic Kingdom April Divisional Council Meeting | | 1 |
| 4/25/17 | Orange Coast College CKI's Motivational Week: Table Top Tuesday | 1 | |
| 4/27/17 | Orange Coast College CKI's 10 th Spring General Meeting | | 1 |
| 4/27/17 | Orange Coast College CKI's Raising Cane's Social | | 1 |
| 4/27/17-4/30/17 | District Officer Training Conference | | 20 |
| 5/4/17 | Orange Coast College CKI's 11 th Spring General Meeting | | 1 |
| 5/5/17 | Sacramento State CKI's End of the Year Banquet | | 4 |
| 5/6/17 | Spring Training Conference North | | 8 |
| 5/7/17 | Spring Training Conference South | | 8 |
| 5/11/17 | Orange Coast College CKI's 12 th Spring General Meeting | | 1 |
| 5/11/17 | Orange Coast College CKI's 7 Leaves Social | | 1 |
| 5/13/17 | Magic Kingdom May Divisional Council Meeting | | 1 |
| 5/27/17 | Orange Coast College CKI's End of the Year Banquet | | 7 |

| | | | |
|---------|--|-----|-----|
| 5/28/17 | Magic Kingdom End of the Year Banquet | | 5 |
| 6/1/17 | Orange Coast College CKI's 1 st Summer General Meeting | | 2 |
| 6/10/17 | Orange Coast College CKI's 2 nd Summer General Meeting | | 0.5 |
| 6/12/17 | Orange Coast College CKI's SJB Baker Festival Service | 3 | |
| 6/29/17 | Orange Coast College CKI x Cypress College CKI 3 rd Summer General Meeting and Picnic | 0.5 | 2.5 |
| 6/30/17 | Orange Coast College CKI's Fireworks Sale Day 1 | 10 | |
| 7/1/17 | Orange Coast College CKI's Fireworks Sale Day 2 | 12 | |
| 7/2/17 | Orange Coast College CKI's Fireworks Sale Day 3 | 10 | |
| 7/3/17 | Orange Coast College CKI's Fireworks Sale Day 4 | 10 | |

Total Service Hours since Last Board Report: 52.5

Total Service Hours since April 1st, 2017: 58.5

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|----------|----------------------|--|--------|
| 04/14/17 | CNH Treasurers | Treasurer and Fundraising Chair Manual | Email |
| 04/14/17 | Patrick Voong | One on One scheduling | Email |
| 04/14/17 | Anna Se | One on One scheduling | Email |
| 04/14/17 | Giovanni Zanelli | One on One scheduling | Email |
| 04/19/17 | Henry Casarez III | Taxes | Email |
| 04/19/17 | LACC Executive Board | Treasurer Resources | Email |
| 04/19/17 | Katelyn Duch | District Budget | Email |
| 04/21/17 | Lawrence Sahagun | FiFun Committee Application | Email |
| 04/24/17 | Camille Goulet | STC on site fundraiser | Email |
| 04/26/17 | Lawrence Sahagun | FiFun Committee | Email |
| 04/27/17 | Garner Reyes | Taxes | Email |

| | | | |
|----------|--|-----------------------------------|-------|
| 04/27/17 | CNH Treasurers | Committee Applications | Email |
| 04/27/17 | Kimberly Figueroa | STC Fees | Email |
| 04/28/17 | Jonny Wong | One on One Scheduling | Email |
| 04/28/17 | Denny Cao | Committee Application | Email |
| 05/04/17 | Jessa Li | STC On Site Fundraiser | Email |
| 05/07/17 | Robert Chirk | CKI North/South | Email |
| 05/15/17 | Lawrence Sahagun, Katelyn Duch, Camille Goulet | Chair April MRF | Email |
| 05/23/17 | FiFun Committee | First FiFun Meeting Scheduling | Email |
| 05/24/17 | Camille Goulet | Fundraising | Email |
| 05/26/17 | David Batulayan | FiFun Meeting | Email |
| 05/26/17 | Jaslene Sung | District Membership | Email |
| 05/26/17 | FiFun Committee | Committee Graphics | Email |
| 05/29/17 | Camille Goulet | STC Fundraising Totals | Email |
| 05/29/17 | Camille Goulet, Robert Chirk | First Fifun Meeting | Email |
| 06/15/17 | CNH Treasurers | Updates | Email |
| 06/20/17 | Camille Goulet | District Merchandise Forum | Email |

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Successfully appointed the Finance and fundraising committee and held multiple meetings since. |
| 2. finished the proposals for CKI North and South. |
| 3. Turned in for approval an outline for a merchandise forum. |
| 4. Built and outline and began planning for project Hawai'i. |
| 5. Created the Fundraising Spotlight form as well as the Fundraising database form to be released after the District Board meeting. |

b. Top 5 Plans

- | |
|--|
| 1.Finish the proposal for project Hawai'i. |
| 2.Execute CKI North and South Successfully. |
| 3.Succesfully release the fundraising database, spotlight, and treasurer and Fundraising Chair groups. |
| 4.Plan and execute the Membership Update Center Webinar. |
| 5.Plan for the onsite fundraiser at FTC. |

III. Resources Needed

1. Money please

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

-Monthly update of office hour schedule

Office hours are up for two weeks out of every month. They are updated at the beginning of each month and are accessible to treasurers and fundraising chairs as well as any other member if interested.

-Creation of District Apparel

The item for approval has been sent to Kiwanis. If approved it will provide an opportunity for clubs to showcase their merchandise. Through there they will be able to have a wider audience for which to sell their merchandise to.

-Fundraising Database

The fundraising database will be released after the July district board meeting. It currently holds 14 fundraisers and more keep being added. The goal is to add fundraisers of all sizes and money making capabilities from all over the district to benefit every club.

-Hawai'i Fundraiser

The general outline for Project Hawai'i has been made. We will continue to improve it and make sure everything needed is available for when the approval date comes. We will look for donations and sponsors for the event as well.

-Fundraising Spotlights

The Form for the Fundraising Spotlights will be released after the July District Board meeting. Clubs will be able to submit their fundraiser to be spotlighted to the district. This will result in education about how clubs around the district fundraise as well as the charities they support, and will tie in to the fundraising database.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Secretary Board Report

July 2017 Board Meeting

Respectfully Submitted by **Katelyn Duch**

I. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|-----------------|--|---------------|-------------|
| 4/20/17 | Orange Coast College CKI's 9 th Spring General Meeting | | 1 |
| 4/20/17 | Orange Coast College CKI's Goodie Bag Stuffing | 1.5 | |
| 4/22/17 | Magic Kingdom Trainer | | 5 |
| 4/22/17 | Magic Kingdom April Divisional Council Meeting | | 1 |
| 4/25/17 | Orange Coast College CKI's Motivational Week: Table Top Tuesday | 1 | |
| 4/25/17 | Orange Coast College CKI's Creative Committee Meeting | | 1 |
| 4/27/17 | Orange Coast College CKI's 10 th Spring General Meeting | | 1 |
| 4/27/17 | Orange Coast College CKI's Raising Cane's Social | | 1 |
| 4/27/17-4/30/17 | District Officer Training Conference | | 20 |
| 5/4/17 | Orange Coast College CKI's 11 th Spring General Meeting | | 1 |
| 5/5/17 | Sacramento State CKI's End of the Year Banquet | | 4 |
| 5/6/17 | Spring Training Conference North | | 8 |
| 5/7/17 | Spring Training Conference South | | 8 |

| | | | |
|---------|--|-----|-----|
| 5/7/17 | Orange Coast College CKI's Garden of Thorns and Blessed Bushes Joint Family Social | | 5.5 |
| 5/11/17 | Orange Coast College CKI's 12 th Spring General Meeting | | 1 |
| 5/11/17 | Orange Coast College CKI's 7 Leaves Social | | 1 |
| 5/12/17 | Irvine Valley College CKI's End of the Year Banquet | | 4 |
| 5/13/17 | Magic Kingdom May Divisional Council Meeting | | 1 |
| 5/20/17 | Magic Kingdom Bite Sized Banquet | | 4 |
| 5/27/17 | Orange Coast College CKI's End of the Year Banquet | | 7 |
| 5/28/17 | Magic Kingdom End of the Year Banquet | | 5 |
| 6/1/17 | Orange Coast College CKI's 1 st Summer General Meeting | | 2 |
| 6/10/17 | Orange Coast College CKI's 2 nd Summer General Meeting | | 0.5 |
| 6/10/17 | Orange Coast College CKI's Ultimate Family Competition | | 2 |
| 6/12/17 | Orange Coast College CKI's SJB Baker Festival Service | 3 | |
| 6/17/17 | Region 3 Key Club Officer Training Conference Sergeant-at-Arms | 4 | |
| 6/29/17 | Orange Coast College CKI x Cypress College CKI 3 rd Summer General Meeting and Picnic | | 2.5 |
| 6/30/17 | Orange Coast College CKI's Fireworks Sale Day 1 | 7.5 | |
| 6/30/17 | District Involvement Webinar | | 0.5 |
| 7/2/17 | Orange Coast College CKI's Fireworks Sale Day 3 | 4 | |
| 7/3/17 | Orange Coast College CKI's Fireworks Sale Day 4 | 5 | |
| 7/4/17 | Orange Coast College CKI's Fireworks Sale Day 5 | 3 | |
| 7/4/17 | Orange Coast College CKI's 4 th of July Social | | 1 |

Total Service Hours since Last Board Report: 29

Total Service Hours since April 1st, 2017: 40

b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|-------------|---------------------|---|-------------------|
| 4/15/17 | Erick Jason Reyno | House of Delegates and District Board Meeting Minutes | Messenger/ E-mail |
| 4/15/17 | Diana Mora | April Board Report (Couldn't access it) | Messenger/ E-mail |
| 4/16/17 | Edgar Fabian | Secretary One-on-One | Google Hangout |
| 4/16/17 | Annie Chen | Secretary One-on-One | Google Hangout |
| 4/16/17 | Naomi Pham | Secretary One-on-One | Google Hangout |
| 4/16/17 | Missy Maharjan | Secretary One-on-One | Google Hangout |
| 4/16/17 | Bunny Mo | Spring Training Conference North Workshop | Messenger |
| 4/16/17 | Tyler Tran | Spring Training Conference South Workshop | Messenger |
| 4/17/17 | Max Rico | Norco College CKI's Stability | Messenger |
| 4/17/17 | Erick Jason Reyno | House of Delegates Booklet | E-mail |
| 4/17/17 | Alex Tellez | Santa Barbara City College MRF | E-mail |
| 4/17/17 | Alex Li | CERF Locked Features | E-mail |
| 4/17/17 | Charlotte Vo | El Camino College CKI MRF | E-mail |
| 4/17/17 | CNH CKI Secretaries | 2017-2018 CERFs (Revised) | E-mail |
| 4/17/17 | Charlene Sullivan | Secretary One-on-One | Google Hangout |
| 4/17/17 | Andrew Kang | Secretary One-on-One | Google Hangout |
| 4/17/17 | Jarel Umali | Secretary One-on-One | Google Hangout |

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|---------|-------------------------------------|--|---------------------|
| 4/17/17 | Ethan Chen | Secretary One-on-One | Google Hangout |
| 4/17/17 | Toulong Herr | Secretary One-on-One | Google Hangout |
| 4/17/17 | Camille Goulet | Weekly One-on-One | Phone |
| 4/17/17 | Marvin Bolainez | Secretary One-on-One | Google Hangout |
| 4/18/17 | Sahara Velasquez | Secretary One-on-One | Facebook Video Call |
| 4/18/17 | CNH CKI Lieutenant Governors | 2017-2018 Lieutenant Governor MRF | E-mail |
| 4/18/17 | CNH CKI Secretaries | Pen-Pal System | E-mail |
| 4/18/17 | Megan Trinh | Secretary One-on-One | Google Hangout |
| 4/18/17 | Bruce Casenaz | Secretary One-on-One | Google Hangout |
| 4/19/17 | Josephine Molina | Secretary One-on-One | Google Hangout |
| 4/19/17 | Daniela Alvarez | Secretary One-on-One | Google Hangout |
| 4/19/17 | Ryan Hoang | Secretary One-on-One | Google Hangout |
| 4/19/17 | Vi Hoang | Orange Coast College CKI's Member Recognition Chair Training | In-Person |
| 4/19/17 | Wayne Cheng | Secretary One-on-One | Google Hangout |
| 4/19/17 | Wesley Wu | Secretary One-on-One | Google Hangout |
| 4/19/17 | Robert Irao | Secretary One-on-One | Google Hangout |
| 4/19/17 | Lawrence Sahagun | Laws and Regulations Committee Positions | E-mail |
| 4/19/17 | Lawrence Sahagun and Camille Goulet | April District Board Meeting Packet Draft | E-mail |
| 4/19/17 | CNH CKI Secretaries | Wisdom Wednesday #2 | E-mail |
| 4/19/17 | CNH CKI General Membership | April District Board Meeting Packet | E-mail |

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|---------|--|---|----------------|
| 4/19/17 | CNH CKI Secretaries | Pen-Pal System Sign-Up Confirmation | E-mail |
| 4/19/17 | Denny Cao | April District Board Meeting Packet Upload | Messenger |
| 4/19/17 | Charlotte Vo | One-on-Ones Confirmation | E-mail |
| 4/19/17 | Matthew Raguindin | District Board Meeting Question | Messenger |
| 4/19/17 | Orange Coast College CKI's 2017-2018 Appointed Board | Words of Encouragement/ Offering of Assistance | Messenger |
| 4/20/17 | Annamae Lagdaan | Secretary One-on-One | Google Hangout |
| 4/20/17 | Bruce Casenaz | Membership Update Center Clarification | Messenger |
| 4/21/17 | Michelle De Dios | Secretary One-on-One | Google Hangout |
| 4/22/17 | Lawrence Sahagun | Laws and Regulations Committee Application | E-mail |
| 4/22/17 | Ralph Gamboa | Secretary One-on-One | Google Hangout |
| 4/22/17 | CNH CKI District Board | Updated Blank Board Report and Proposal Forms | E-mail |
| 4/23/17 | Tyler Tran | Spring Training Conference South Secretary Workshop | Messenger |
| 4/23/17 | Lawrence Sahagun | Table Tents Clarification | Messenger |
| 4/23/17 | Alex Li | Secretary One-on-One | Google Hangout |
| 4/23/17 | Crystal Flores | Secretary One-on-One | Google Hangout |
| 4/24/17 | Tommy Thach | Secretary One-on-One | Google Hangout |
| 4/24/17 | Theyanna Imacseng | Secretary One-on-One | Google Hangout |

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|---------|----------------------------|---|----------------------|
| 4/24/17 | Kari Cao | Secretary One-on-One | Google Hangout |
| 4/24/17 | Matthew Raguindin | Secretary One-on-One | Google Hangout |
| 4/24/17 | Yessenia Ozuna | Secretary One-on-One | Google Hangout |
| 4/24/17 | Rochelle Salvador | Secretary One-on-One | Google Hangout |
| 4/24/17 | CNH CKI Secretaries | Pen-Pal System Round 1 Pairings and Instructions | E-mail |
| 4/25/17 | Jaysen Yalung | Secretary One-on-One | Google Hangout |
| 4/25/17 | CNH CKI Secretaries | International Monthly Report Form | E-mail |
| 4/25/17 | Lawrence Sahagun | Laws and Regulations Committee Application Revised | Messenger and E-mail |
| 4/25/17 | Josephine Molina | International Monthly Report Form Question | Messenger |
| 4/25/17 | Andrew Kang | International Monthly Report Form Question | Messenger |
| 4/25/17 | Andy Tan | International Monthly Report Form Question | Messenger |
| 4/25/17 | Denny Cao | International Monthly Report Form Manual Upload | Messenger |
| 4/26/17 | Sean O'Hara | Secretary One-on-One | Google Hangout |
| 4/26/17 | Joan Casabar | Secretary One-on-One | Google Hangout |
| 4/26/17 | Zoe Wakayama | Secretary One-on-One | Google Hangout |
| 4/27/17 | CNH CKI General Membership | District Committee Applications Release | E-mail |
| 4/27/17 | Charlotte Vo | Secretary One-on-One | Google Hangout |

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|---------|---|--|----------------|
| 4/27/17 | Samantha Ruiz, Ryan Tsao, and David Ngo | DOTC Presentation Discussion | Messenger |
| 4/28/17 | Lawrence Sahagun | Club MRF Changes | Messenger |
| 4/28/17 | Lawrence Sahagun | District Officer Training Conference: Service Presentation | E-mail |
| 4/29/17 | Lieutenant Governors | Revised Lieutenant Governor MRF 2017- 2018 | E-mail |
| 4/30/17 | Camille Goulet and Bruce Hennings | 2017-2018 District Board Goals and Five-Year Plan | E-mail |
| 4/30/17 | Lawrence Sahagun | International MRF on Membership Update Center Question | Messenger |
| 4/30/17 | Charlotte Vo | International Monthly Report Form Question | Messenger |
| 5/1/17 | CNH CKI Secretaries and Presidents | April District Board Meeting Attendance List | E-mail |
| 5/1/17 | Sean O'Hara | International Monthly Report Form Question | Messenger |
| 5/2/17 | Steven McCarty | Membership Update Center International Monthly Report Form Question | Messenger |
| 5/2/17 | Annamae Lagdaan | International Monthly Report Form Question | Messenger |
| 5/3/17 | Jared Samonte | Secretary One-on- One | Google Hangout |
| 5/3/17 | CNH CKI Secretaries | Wisdom Wednesday #3 | E-mail |
| 5/3/17 | Bunny Mo | Spring Training Conference North Secretary Workshop | Messenger |
| 5/3/17 | Tyler Tran | Spring Training Conference South Secretary Workshop | Messenger |

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|---------|---------------------------------|---|----------------|
| 5/3/17 | Robert Irao | International Monthly Report Form Question | Messenger |
| 5/4/17 | Claudia Bobadilla | Secretary One-on-One | Google Hangout |
| 5/5/17 | Steven McCarty | Membership Update Center International Monthly Report Form Question | Messenger |
| 5/5/17 | Bunny Mo | Spring Training Conference North Secretary Workshop | Messenger |
| 5/8/17 | Lawrence Sahagun | Chair MRF Changes | Messenger |
| 5/8/17 | Donald Franks | Spring Training Conference North Attendance List | E-mail |
| 5/8/17 | Natalie Mann | Spring Training Conference South Attendance List | E-mail |
| 5/8/17 | CNH CKI Secretaries | Spring Training Conference DERF + Attendance List | E-mail |
| 5/8/17 | Lawrence Sahagun | Board Report/ Proposals Due Dates | Messenger |
| 5/8/17 | Ana Chavez | Kiwanis Family Report Form Changes | Messenger |
| 5/9/17 | District Board Appointed Chairs | 2017-2018 Chair MRFs | E-mail |
| 5/10/17 | Natalie Mann | Spring Training Conference South Attendance List | Messenger |
| 5/10/17 | Samantha Ruiz | District Service Initiative Hours Discussion | Messenger |
| 5/11/17 | Lawrence Sahagun | Laws and Regulations Committee Creative EA Position | Messenger |
| 5/11/17 | Mark Catolos | Stanford University CKI's Updated Board Information | E-mail |

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|---------|--|---|------------|
| 5/12/17 | Lawrence Sahagun | Club MRF Changes | Messenger |
| 5/14/17 | Camille Goulet | Weekly One-on-One | Phone Call |
| 5/16/17 | Denny Cao | Upload Five-Year Plan and District Board Goals onto Website | E-mail |
| 5/17/17 | CNH CKI Secretaries | Wisdom Wednesday #4 | E-mail |
| 5/22/17 | CNH CKI Secretaries | Updates 2017-2018 Club MRF | E-mail |
| 5/22/17 | Ralph Gamboa | Updated MRF Question | E-mail |
| 5/23/17 | Sharlene Lim | Service Fundraising Question | Messenger |
| 5/25/17 | Katherine Hoang | Laws and Regulations Committee Banner Photo | E-mail |
| 5/27/17 | Casey Kieng | CERF Questions | Messenger |
| 5/28/17 | 2017-2018 Laws and Regulations Committee | First Order of Business E-mail | E-mail |
| 5/29/17 | Camille Goulet | Weekly One-on-One | Phone Call |
| 5/30/17 | Laws and Regulations Committee Members | Updated Circle K District Bylaws | E-mail |
| 5/31/17 | CNH CKI Secretaries | Wisdom Wednesday #5 | E-mail |
| 6/2/17 | Ana Chavez | Kiwanis Family Report Form | Messenger |
| 6/2/17 | Emily Sun | Kiwanis Family Report Form Question | Messenger |
| 6/3/17 | Sharlene Lim | Kiwanis Family Report Form Question | Messenger |
| 6/4/17 | Lawrence Sahagun and Camille Goulet | April District Board Meeting Minutes Draft | E-mail |

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|---------|---|--|--------------------|
| 6/4/17 | Lawrence Sahagun | April District Board Meeting Minutes Changes | Messenger |
| 6/4/17 | Monica Willemesz | 2017-2018 Club MRF | Messenger / E-mail |
| 6/4/17 | Vivian Nguyen | Club MRF and Membership Update Center Question | Messenger / E-mail |
| 6/5/17 | Camille Goulet | Weekly One-on-One | Phone Call |
| 6/5/17 | District Laws and Regulations Committee Members | First Committee Meeting | Google Hangout |
| 6/6/17 | Joshua Nepomuceno | Metro Secretaries Training | Messenger |
| 6/8/17 | Ryan Hoang | CKI at UC Riverside's Key to College Hours Clarification | E-mail |
| 6/9/17 | Ana Chavez | CKI at UC Riverside's Key to College Hours Discussion | Messenger |
| 6/9/17 | Lawrence Sahagun and Camille Goulet | Call to July District Board Meeting Draft | E-mail |
| 6/9/17 | District Board | July Board Reports and Proposal Drafts Due Dates | E-mail |
| 6/9/17 | Denny Cao | April District Board Meeting Minutes (to be uploaded) | E-mail |
| 6/9/17 | Manuel Santiago | Board Report Question | E-mail |
| 6/10/17 | CNH CKI Executive Board Officers | April District Board Meeting Minutes | E-mail |
| 6/14/17 | District Board Appointed Chairs | Updated 2017-2018 Chair MRF | E-mail |
| 6/14/17 | CNH CKI Secretaries | Wisdom Wednesday #6 | E-mail |
| 6/14/17 | CNH CKI Secretaries and Presidents | Updated 2017-2018 Club MRF | E-mail |
| 6/14/17 | Van Nguyen | Membership Update Center Question | E-mail |
| 6/14/17 | Charlene Sullivan | MRF Bug | Messenger |

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|---------|---|---|--------------------------|
| 6/16/17 | CNH CKI Executive Board Officers | Call to July District Board Meeting | E-mail |
| 6/18/17 | Naomi Pham | TV Taping Hours Clarification | E-mail |
| 6/19/17 | Camille Goulet | Weekly One-on-One | Phone Call |
| 6/21/17 | District Laws and Regulations Committee Members | 2 nd Committee Meeting | Google Hangout |
| 6/24/17 | Naomi Pham | Member Transferring Question | E-mail |
| 6/28/17 | CNH CKI Secretaries | Wisdom Wednesday #7 | E-mail |
| 6/30/17 | Lawrence Sahagun | July District Board Meeting Agenda | Messenger |
| 7/1/17 | May Van | Proposal Form Question | Messenger |
| 7/2/17 | Lawrence Sahagun | July District Board Meeting Agenda | Messenger/Google Hangout |
| 7/3/17 | Camille Goulet | Weekly One-on-One | Phone Call |
| 7/3/17 | Laws and Regulations Committee Members | Committee Meeting #3 | Google Hangout |
| 7/3/17 | Lawrence Sahagun | Cleaning Up District Operating Procedures | Messenger/Google Hangout |
| 7/4/17 | Lawrence Sahagun | District Operating Procedures | Messenge |

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Updated the Club Monthly Report Form, Chair Monthly Report Form, and Lieutenant Governor Monthly Report Form for bugs, and also updated the mastheads.
2. Had two successful committee meetings for the Laws and Regulations committee to go over duties and expectations.
3. Released the Secretary Pen-Pal System.
4. Held one-on-ones during the spring with the secretaries who signed up.
5. Continued to regularly release Wisdom Wednesday e-mails for the secretaries.

6. Cleaned up the District Bylaws and District Operating Procedures so that they are up to date.

b. Top 5 Plans

1. Construct a manual for the secretaries for them to have a guideline.
2. Plan out a hard and detailed timeline with the Laws and Regulations committee.
3. Start summer one-on-ones with the club secretaries.
4. Continue to regularly check all the Club Monthly Report Forms every month.
5. Get to know my secretaries more!! 😊

III. Resources Needed

1. Sleep

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Communicate with District Board about Club Monthly Report Forms

I have been regularly updating the Google Spreadsheet with the clubs' questions, comments, and concerns, if they have any. District Board Officers were able to provide input on whichever club that had any question or concern. Since there was an update to the Club MRF, the District Board Communication and Feedback section changed a little bit so that every club should have something to say in regards to how they received assistance from their respective Lieutenant Governor or from the District Board. It remained the same in such that they are able to voice any concerns or if they need any assistance. It definitely worked a little bit better because the update provided a bit more communication so that we know they are receiving help or not.

I will continue to update this Google Spreadsheet until the end of the term and remind the District Board to provide their input.

- Secretary Involvement

The pen-pal system was released and started off well, as several secretaries were paired up with one another and answered the questions and did the challenge provided. They were paired up together for a total of three weeks before switching off to another set of secretaries. This would help increase the chance of one secretary getting to know multiple secretaries from across the district.

The Pen-Pal System is coming to a pause as of right now and will resume in due time.

- Increase Communication with CNH Secretaries

I have followed my timeline of releasing the Wisdom Wednesday e-mails for the secretaries every other week. In this e-mail I have included personal updates about myself so that the secretaries receive small snippets of what I have been doing or who I am, a tip to help them out along the term, and updates from the district and international so that the secretaries have another way to be informed about what's been going on rather than just receiving updates on Facebook. One-on-ones for the spring season was successful as well, as a majority of the secretaries signed up to have a 15-30 minutes session with me to check up on how they are doing.

I will continue to do the Wisdom Wednesdays until the end of the term. I also plan to continue my seasonal one-on-ones as well.

- Educate Clubs and Officers about District Documents

With the Laws and Regulations committee finally appointed alongside the rest of the committees this year, I am working with them so that we can figure out an efficient and effective way to educate our general membership about the District Bylaws and District Operating Procedures. Tasks have already been assigned to the committee members, as they are gradually easing their way in since this committee is still relatively new to the membership.

I will continue to hold meetings with my committee every other week so that we can plan our timeline.

- Provide Support to the District Board

I will continue to communicate with the District Board Officers who require assistance, especially when asked personally or when stated on their MRF.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Governor Board Report

July 2017 Board Meeting

Respectfully Submitted by **Lawrence Sahagun**

XXVI. Your activities since last Board Report

a. Events you participated in:

| Date | Events Attended | Service Hours | Other Hours |
|---------|---|---------------|-------------|
| 4/30/17 | District Officer Training Conference | | 24 |
| 5/01/17 | Sac State: Study Socials May | | 20 |
| 5/05/17 | Sac State: End of the Year Banquet | | 5 |
| 5/05/17 | Sac State: Tea 4 Social | | 3 |
| 5/06/17 | Spring Training Conference North | | 8 |
| 5/07/17 | Spring Training Conference South | | 8 |
| 5/11/17 | Sac State: Saferides | 1 | |
| 5/12/17 | Folsom Lake: End of the Year Banquet | | 5 |
| 5/12/17 | Sac State: Tea 4 Social | | 3 |
| 5/15/17 | San Jose State: End of the Year Banquet | | 8 |
| 5/17/17 | Sac State: Drive-Thru Carwash Social | | 2 |
| 5/17/17 | President One-on-ones | | 20 |
| 5/20/17 | UC Riverside: End of the Year Banquet | | 1 |
| 5/21/17 | Desert Oasis End of the Year Banquet | | 6 |
| 5/21/17 | San Diego State: Taco Social | | 4 |
| 5/22/17 | UC San Diego: General Meeting | | 3 |
| 5/23/17 | UC Irvine: Chick-Fil-A Fundraiser | | 2 |
| 5/23/17 | UC Irvine: General Meeting | | 2 |
| 5/30/17 | Sac State: Board Meeting | | 1 |
| 5/30/17 | Sac State: Soup Kitchen | 2 | |
| 5/30/17 | Sac State: Taco Social | | 2 |
| 5/31/17 | Sac State: Baskin Robins Social | | 1 |
| 5/31/17 | Sac State: Pops in the Park Workparty | 4.5 | |
| 6/03/17 | Sacramento Kiwanis Pops Booth | 5 | |
| 6/10/17 | Sac State: Pops in the Park | 5 | |

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| 6/13/17 | Sac State: Soup Kitchen | 2 | |
| 6/14/17 | Folsom Lake: Froyo Fundraiser | 2 | |
| 6/17/17 | Sac State: Key to College | 6 | |
| 6/17/17 | Sac State: Milk Tea Fundraiser | 2 | |
| 6/17/17 | Capital DCM | 6 | |
| 6/19/17 | Paradise Division Online DCM | 1 | |
| 6/24/17 | Golden Gate and Sunset DCM | 6 | |
| 6/27/17 | Subregion B Webinar | 1 | |
| 6/27/17 | Communications and Marketing Committee | 1 | |
| 6/28/17 | Capital Division Summer Webinar | 1 | |
| 6/28/17 | Central Coast Online DCM | 1 | |
| 6/30/17 | The CNH Division and You Webinar | 2 | |

Total Service Hours since Last Board Report: 27.5

Total Service Hours since April 1st, 2017: 59

- b. People you have contacted:

| Date | Person(s) | What was discussed? | Method |
|---------|-------------------|-------------------------|--------|
| 4/30/17 | District Board | Divisional Buddies | Email |
| 5/01/17 | Camille Goulet | DPDC | Email |
| 5/01/17 | Karl Yabes | CKIx Early Registration | Email |
| 5/04/17 | Camille Goulet | Multiday Event Planning | Email |
| 5/08/17 | LTG's | April MRF Questions | Email |
| 5/12/17 | Bill Truong | Ventura College Charter | Email |
| 5/16/17 | Van Nguyen | President One on one | FBCall |
| 5/16/17 | Linh Nguyen | President One on one | FBCall |
| 5/16/17 | Heidi Tan | President One on one | FBCall |
| 5/16/17 | Kim Vo | President One on one | FBCall |
| 5/16/17 | Denny Cao | Website Sweeping | FBCall |
| 5/19/17 | Armando Velasquez | MRP – NOT Wrestling | Phone |
| 5/22/17 | District Board | Committee Appointment | Email |
| 5/24/17 | Bill Truong | Ventrua Dues | Email |
| 5/29/17 | Bruce Hennings | July Board Rooms | Email |
| 5/31/17 | Bruce Hennings | DCON Programs | Email |
| 6/01/17 | Armando Velasquez | Awards Budget | Email |
| 6/01/17 | Bruce Hennings | DCON Budget | Email |

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|---------|----------------------------|-------------------------|--------|
| 6/04/17 | LTG's | May MRF Questions | Email |
| 6/04/17 | Camille Goulet | Weekly Call | Phone |
| 6/05/17 | Karl Yabes | CKIx Spirit Pack Orders | Email |
| 6/06/17 | Don and Bruce | DCON Budget | Email |
| 6/06/17 | Bill Truong | Cal Lutheran Circle K | Email |
| 6/07/17 | Committee Chairs | Meetings | Email |
| 6/08/17 | Lindon Tran – FTC | FTC Budget | Email |
| 6/09/17 | Bruce Hennings | Hawaii Travel | Email |
| 6/09/17 | Camille Goulet | CKI South | Email |
| 6/10/17 | Camille Goulet | Weekly Call | Phone |
| 6/11/17 | Helen Nguyen | DPDC | Email |
| 6/11/17 | Tiffany Nguyen | BiWeekly Digets | Email |
| 6/12/17 | Kim Mai Hoang | DCON Meeting | Phone |
| 6/12/17 | Duyen Diep – Chapman | President One on one | FBCall |
| 6/12/17 | Stephanie Sentosa – DVC | President One on one | FBCall |
| 6/13/17 | Alex Nguyen – CSUN | President One on one | FBCall |
| 6/14/17 | Esther Wang | MR Call | FBCall |
| 6/15/17 | Hershey Guzman – SDSU | President One on one | FBCall |
| 6/15/17 | Carlos Ong – CSUDH | President One on one | FBCall |
| 6/15/17 | Denny Cao | Tech Call | FBCall |
| 6/16/17 | Bruce Hennings | Budget Calls | Email |
| 6/17/17 | LTG's | MRF Feedbacks | Email |
| 6/18/17 | Camille Goulet | Weekly Call | Phone |
| 6/19/17 | Andy Alba – Foothill | President One on one | FBCall |
| 6/20/17 | Ana Chavez | KFF Call | FBCall |
| 6/20/17 | Tiffany Hoang – UCD | President One on one | FBCall |
| 6/20/17 | Angela Lagrada – CSUF | President One on one | FBCall |
| 6/21/17 | Samantha Ruiz | Service Call | FBCall |
| 6/21/17 | Lizbet Silva – CSU Fresno | President One on one | FBCall |
| 6/21/17 | Natalie Lu – Mt. Sac | President One on one | FBCall |
| 6/21/17 | Tate Yeung – PCC | President One on one | FBCall |
| 6/22/17 | Michelle Lu – USC | President One on one | FBCall |
| 6/22/17 | Lindon Tran | FTC Call | FBCall |
| 6/22/17 | Jennifer Tai – SJSU | President One on one | FBCall |
| 6/22/17 | Junior Musigdilok-Cerritos | President One on one | FBCall |
| 6/22/17 | Stephanie Ruiz – UCB | President One on one | FBCall |
| 6/25/17 | Camille Goulet | Weekly Call | Phone |
| 6/26/17 | Jerold Inocencio – Chabot | President One on one | FBCall |
| 6/28/17 | Chloris Li | Service Database | Email |
| 6/28/17 | Shaira and Tommy | Workshops | Email |

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|---------|-----------------------|----------------------|--------|
| 6/28/17 | Mike Beneschan - UCSC | President One on one | FBCall |
| 6/28/17 | Ellie Bui - IVC | President One on one | FBCall |

XXVII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Effective promotion and collection of District Events. - All District Events have had at least 6 weeks of promotion of District Events for clubs to be able to plan and gain interest in member attendance. We received 81 registrants for CNH President's Retreat which is the largest held in a very long time. We budgeted for 50 to attend DPDC but we are only expecting more than that total! |
| 2. Fun, memorable, and impactful District Officer Training Conference. - All the district board members were in attendance for DOTC. We all had fun, had a Target run to buy Ice Cream, and were all in bed early. Feedback for the weekend was very positive as this was the first time we all met in person. |
| 3. Appointment of District Committee members. - Although we were faced with a more difficult schedule for District Committee appointments, we did it! We appointed 87 members from all 9 divisions, 22 clubs, and all three states. Now there are over 100 people serving the District and hopefully they are all professional and represent the District well. |
| 4. Planned and efficiently held conference calls for FTC and DCON Budget. - We did not want to have a long stretch of a painful budget call. Working with the two chairs, we planned the budget over a month in advanced and were able to plan efficiently ways to not have the event too expensive for the members of the district. |
| 5. Finished outline of the Fall Training Conference General Session Script. - This is just me overachieving, but I finished the FTC Script outline! Just waiting for a more appropriate time for members on committee and board to fill them out. |
| 6. Held individual meetings with CNH Presidents. - I held 38 one on one meetings with the presidents of the district! The president experience is very valuable so I am thankful for all of them who signed up for time with me and I hope that I will be a great help to them. |
| 7. Help District Board member meet their personal goals. - I have held phone calls with most members of the District board regularly and could act as a point of guidance for their term to make sure they are progressive with their duties and are on task. Since I understand their goals I plan to only check in on them more to provide any assistance I can give. |
| 8. Attended the CKIx17 International Convention with our District. |

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| <p>- Shout out to Karl Yabes the Onto International Convention chair who did a lot of work to bring our District to San Antonio. A total of 38 members from CNH are attending and that is the most in Circle K International.</p> |
| <p>9. Reserved flights for the District Board Hawaii Visit</p> <p>- We happily planned out the dates of the Hawaii Trip, we reserved our flights and will plan to spend August 11-20 visiting the Hawaii clubs. Hoping to have a good time with the members there!</p> |
| <p>10. Strong communication with club presidents.</p> <p>- In addition to officer one on ones, I have had strong email communication with the club presidents. Each week I send Motivational Mondays to guide them week by week. I send important business such as the International Council meeting agendas and anything that I would like to reach to them for their feedback as it would help the members of their club.</p> |
| <p>11. Some MRF Feedbacks to District Board</p> <p>- This one is hard because there are 20 MRF's to respond to and they are into me during the middle of the month, so that by the time I finish them it will already be time for them to submit their next MRF so the feedback would seem useless for the next month. So I will do like 7-8 feedbacks monthly to alternating officers to make sure I get timely responses to make sure the district board officers are fulfilling their potential in their positions.</p> |

b. Top 5 Plans

| |
|---|
| 1.Have a successful July District Board Weekend |
| 2.Have a successful CNH President's Retreat |
| 3.Have a successful CNH District Professional Development Conference |
| 4.Have a successful Hawaii Visitation |
| 5.Have a successful Crazy Kompetition for infants North and South |
| 6.Have a successful District Service Unity Week |
| 7.Have a successful Fall Training Conference |
| 8.Help clubs have successful weeks of Fall Welcome |
| 9.Continue to have regular communication with District Board Officers. |
| 10. Provide effective MRF feedback responses to all District Board Members. |

XXVIII. Resources Needed

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| 1. All clubs to actually fill out the District Feedback section on the MRFs |
| 2. District Board members to continue to support and work close together |

XXIX. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

Goal #1: Run an effective District Board FOR Clubs

- Progress: This goal directs that clubs are the focus of the District Board operations. Recently committees were appointed and set their expectations on how clubs are going to benefit from their work. We constructed board goals at the last board meeting that are club oriented and we will continue to act to make sure they are done!

Goal #2: Physical Transparency with District Board to Divisions

-Progress: I made it a focus that all board members will use their budgets to travel and make visitations to the clubs. We increased the board officer budgets of everyone on board, and I addressed that physical transparency will be important.

Goal #3: Closer working relationship with the CNH Kiwanis Circle K Committee

-Progress: I am opportunistic when it comes with being able to sit down and talk to our Kiwanis Advisers. I exchange many emails with the DCON and Tech advisers as well as I held a long phonecall with the Member Recognition and Metro adviser. Kiwanians have the best perspective when it comes to the strengths and weaknesses of the District because they have been around forever. I plan to be able to keep them close with all of our operations.

Goal #4: Overall increase in District totals

-Progress: Only time will tell when we have our District totals! Since it is summer the District Board plans to hold many webinars and inperson meetings with clubs and officers to make sure they are prepared to have better years.

Goal #5: Direct clubs towards Professionalism as an effective means for Service.

-Progress: CNH Circle K external image and a Circle K style we want to implement is very well established now. This will be great for our branding with other service organizations to recognize our work and present around the District. This will ultimately help clubs because Circle K will be a more desired organization that they would love to collaborate their service projects with.

Goal #6: At least two personal visits for every Division.

-Progress: Visits and plans are listed below!

- Capital
 - o I live here
- Central Coast
 - o I have attended multiple online DCMs, but I rather meet them in person!
- Desert Oasis
 - o Attended: UC Riverside and Desert Oasis End of the Year Banquet
- Foothill
 - o (Planning) PCC Go West
- Golden Gate
 - o Attended: Chabot College and Golden Gate End of the Year Banquet
- Magic Kingdom
 - o Attended: UC Irvine Club General Meeting

- Metro
 - o (Planning) CSU Long Beach Day of Circle K
- Paradise
 - o Attended: UC San Diego Club General Meeting
 - o (Planning) Masquerade Ball
- Sunset
 - o Attended: SJSU End of the Year Banquet
 - o Attended: June DCM

XXX. Announcements

Great job everyone, keep up the great work. Proud of you ☺.



CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

2017-2018 District Board of Officers

July District Board Meeting

Sunday, July 16th, 2017 at 9:00 AM

Kiwanis Professional Development Center, Rancho Cucamonga, CA

Notes