



CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**July 29, 2018
District Board Meeting Packet**

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

July 2018 District Board Meeting Packet

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2018-2019 District Board of Officers

July District Board Meeting

Sunday, July 29, 2018 at 1:00 PM

Kiwanis Professional Development Center, Rancho Cucamonga, CA

Agenda

- I. **Call to Order** – Manuel Santiago, District Governor
- II. **Flag Salute** – Joshua Ranario, Capital Lieutenant Governor
- III. **Opening Thoughts** – Jennifer Tai, Sunset Lieutenant Governor
- IV. **Introduction of Guests** – Wayne Cheng, District Secretary
- V. **Approval of Agenda**
- VI. **Approval of Minutes**
 - A. Sunday, April 22, 2018 – District Board Meeting
- VII. **Approval Items**
 - A. CNH Circle K Week – Ryan Hoang, Communications & Marketing Chair
 - B. CNH Kiwanis Family Month – Calvin Chau, Kiwanis Family and Foundation Chair
 - C. Crazy Kompetition for Infants, North – Shaira Ramirez-Santos, District Treasurer
 - D. Crazy Kompetition for Infants, South – Shaira Ramirez-Santos, District Treasurer
 - E. District Awards Proposal – Katelyn Duch, Member Recognition Chair
 - F. District Convention Theme Proposal – Andy Nguyen, District Convention Chair
 - G. District Convention Budget Proposal – Shaira Ramirez-Santos, District Treasurer
 - H. Fall Training Conference Theme Proposal – Cecilia Nguyen, Fall Training Conference Chair
 - I. Fall Training Conference Budget Proposal – Shaira Ramirez-Santos, District Treasurer
 - J. Membership Recognition Program Proposal – Katelyn Duch, Member Recognition Chair
 - K. PTP Week Proposal – Shaira Ramirez-Santos, District Treasurer
 - L. Recruitment, Retention & Recognition Week – Katelyn Duch, Member Recognition Chair & Tommy Thach, Membership Development & Education Chair
 - M. Service Unity Day/Week – Hever Miranda, Service Chair
 - N. Updated 2018-2019 District Board Goals

VIII. Board Reports

- A. Chair Reports
 - 1. Communications & Marketing Chair – Ryan Hoang
 - 2. District Convention Chair – Andy Nguyen
 - 3. Fall Training Conference Chair – Cecilia Nguyen

4. Kiwanis Family and Foundation Chair – Calvin Chau
 5. Member Recognition Chair – Katelyn Duch
 6. Membership Development & Education Chair – Tommy Thach
 7. Service Chair – Hever Miranda
 8. Technology Chair – Jonathan Chu
- B. Lieutenant Governor Reports
1. Capital – Joshua Ranario
 2. Central Coast – Nicolas Wright
 3. Desert Oasis – Mark Fernandez
 4. Foothill – Richard Tzul
 5. Golden Gate – Alan Kwok
 6. Magic Kingdom – Angela Lagrada
 7. Metro – Joshua Nepomuceno
 8. Paradise – Jack Miao
 9. Sunset – Jennifer Tai
- C. Treasurer – Shaira Ramirez-Santos
- D. Secretary – Wayne Cheng
- E. Subregion B International Trustee – Max Rico
- F. Director, Service Leadership Programs – Bruce Hennings
- G. District Administrator – Armando Velazquez
- H. District Governor – Manuel Santiago

IX. Past Events

- A. Circle K International Convention – Ivan Hoz, Onto International Convention Chair
- B. CNH Circle K Presidents' Retreat – Ana Chavez, Presidents' Retreat Chair

X. Upcoming Events

- A. Fall Training Conference in Sonora, CA – November 2-4, 2018

XI. Announcements

XII. Closing Thoughts – Calvin Chau, Kiwanis Family and Foundation Chair

XIII. Adjournment – Manuel Santiago, District Governor

**CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International**

2018-2019 District Board of Officers

April District Board Meeting

Sunday, April 22, 2018 at 1:30 PM

Kiwanis Professional Development Center, Rancho Cucamonga, CA

Attendance

Manuel Santiago, District Governor
 Wayne Cheng, District Secretary
 Shaira Ramirez-Santos, District Treasurer
 Joshua Ranario, Capital Lieutenant Governor
 Nicolas Wright, Central Coast Lieutenant Governor
 Mark Fernandez, Desert Oasis Lieutenant Governor
 Richard Tzul, Foothill Lieutenant Governor
 Alan Kwok, Golden Gate Lieutenant Governor
 Angela Lagrada, Magic Kingdom Lieutenant Governor
 Joshua Nepomuceno, Metro Lieutenant Governor

Jack Miao, Paradise Lieutenant Governor
 Jennifer Tai, Sunset Lieutenant Governor
 Ryan Hoang, Communications & Marketing Chair
 Andy Nguyen, District Convention Chair
 Cecilia Nguyen, Fall Training Conference Chair
 Calvin Chau, Kiwanis Family and Foundation Chair
 Katelyn Duch, Member Recognition Chair
 Tommy Thach, Membership Development and Education Chair
 Hever Miranda, Service Chair
 Jonathan Chu, Technology Chair

Guests:

Bruce Hennings, Director of Service Leadership Programs
 Camille Goulet, Member of the Kiwanis District Committee
 Scott Smith, Magic Kingdom Regional Advisor
 Ronald Liu, Desert Oasis Regional Advisor
 Jennifer Que, Immediate Past District Governor
 Amy Cao, CSU Fullerton
 Henry Pham, CSU Fullerton
 Ivan Hoz, CSU Fullerton
 Jennifer Hoang, CSU Fullerton
 Josephine Chau, CSU Fullerton

Raphael John Pacquing, CSU Fullerton
 David Su, Cypress College
 Katelyn Ung, Cypress College
 Andrew Kang, Golden West College
 Anne Le, Orange Coast College
 Dylan Huynh, Orange Coast College
 Helen Nguyen, Orange Coast College
 Ivy Dang, Orange Coast College
 Johnny Le, Orange Coast College
 Katherine Hoang, Orange Coast College
 Ngoc Nguyen, Orange Coast College
 Ana Chavez, UC Berkeley
 Aaron Zepeda, UC San Diego
 Wesley Wu, UC San Diego

Executive Summary

The April 22, 2018 District Board Meeting was called to order at 1:30 PM by District Governor Manuel Santiago.

The 2018-2019 Chair appointments were approved.

The continuation of the Five-Year Plan for 2018-2019 was approved.

The 2018-2019 District Board Goals were adopted.

The 2018-2019 District Board Budget was approved.

The budget and proposal for the 2018 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 District Board voted to endorse Ivan Hoz, CSU Fullerton, as a candidate for Subregion B Trustee.

The District Board voted to endorse Annika Yip, UC Santa Barbara, as a candidate for International Trustee at Large.

The District Board gave their board reports.

The April 22, 2018 District Board Meeting was adjourned at 2:41 PM by District Governor M. Santiago.

Minutes

XIV. Call to Order – Manuel Santiago, District Governor – 1:30 PM

XV. Flag Salute – Mark Fernandez, Desert Oasis Lieutenant Governor

XVI. Opening Thoughts – Alan Kwok, Golden Gate Lieutenant Governor

XVII. Introduction of Guests – Wayne Cheng, District Secretary

XVIII. Approval of Agenda

District Governor M. Santiago entertained the motion to approve the agenda for the April 22, 2018 District Board Meeting.

Moved by Metro Lieutenant Governor J. Nepomuceno, and seconded by Paradise Lieutenant Governor, J. Miao

Motion passed.

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

XIX. Approval of Minutes

- A. Friday, March 23, 2018 – District Board Meeting
- B. Saturday, March 24, 2018 – House of Delegates
- C. Sunday, March 25, 2018 – Transitional Board Meeting

M. Santiago entertained the motion to approve the minutes from the March 23, 2018 District Board Meeting.

Moved by Desert Oasis Lieutenant Governor M. Fernandez, and seconded by Central Coast Lieutenant Governor N. Wright.

Motion passed.

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

M. Santiago entertained the motion to approve the minutes from the March 24, 2018 District Board Meeting.

Moved by N. Wright, and seconded by Magic Kingdom Lieutenant Governor A. Lagrada.

Motion passed.

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

M. Santiago entertained the motion to approve the minutes from the March 25, 2018 District Board Meeting.

Moved by J. Miao, and seconded by N. Wright.

Motion passed.

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

XX. Approval Items

- A. Approval of Chair Appointments

M. Santiago entertained the motion to approve the 2018-2019 Chair appointments.

Moved by A. Lagrada, and seconded by M. Fernandez.

Motion passed.

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

- B. Confirmation of Continuation of the Five-Year Plan for 2018-2019

M. Santiago entertained the motion to approve the continuation of the Five-Year Plan for the 2018-2019 term.

Moved by N. Wright, and seconded by A. Lagrada.

Motion passed.

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

C. Adoption of 2018-2019 District Board Goals

District Secretary W. Cheng summarized the goals stating that this year, the District Board aims to improve the District's external image, emphasize professional development, promote impactful service, create a streamlined resource system, improve membership recruitment, retention, and overall experience, and enhance Kiwanis Family relations.

M. Santiago entertained the motion to approve the adoption of the 2018-2019 District Board goals.

Moved by District Treasurer S. Ramirez-Santos, and seconded by N. Wright.

Motion passed.

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

D. Approval of Annual Budget

S. Ramirez-Santos summarized the annual budget and stated that travel for Hawaiian students will be sponsored and subsidized, the number of District Board members doing a visitation to Hawaii will be decreased to two board members, and the Kiwanis Committee expense is increased due to the size of the committee.

M. Santiago entertained the motion to approve the annual budget.

Moved by J. Miao, and seconded by J. Nepomuceno.

Motion passed.

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

E. California-Nevada-Hawai'i President's Retreat 2018 – Ana Chavez, President's Retreat Chair

President's Retreat Chair A. Chavez explained what President's Retreat entails, and that she was seeking approval for the items on her proposal.

M. Santiago entertained the motion to approve the 2018 California-Nevada-Hawaii President's Retreat.

Moved by M. Fernandez, and seconded by S. Ramirez-Santos.

Motion passed.

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

F. Circle K International Convention – Ivan Hoz, Onto International Convention Chair

Onto International Convention Chair I. Hoz explained what International Convention was, and reviewed the proposal items, including the theme, pin design, ribbon leis, and spirit pack pricing. He recommended the music theme.

M. Santiago entertained the motion to approve the theme of music.

Moved by N. Wright, and seconded by J. Miao.

Motion passed.

7 ayes (W. Cheng, J. Ranario, M. Fernandez, A. Lagrada, J. Nepomuceno, J. Miao, J. Tai), 4 opposed (S. Ramirez-Santos, N. Wright, R. Tzul, A. Kwok), 0 abstentions.

M. Santiago entertained the motion to approve pin design #1.

Moved by N. Wright, and seconded by J. Miao.

Motion passed.

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

M. Santiago entertained the motion to approve the ribbon lei, with the theme of music.

Moved by A. Lagrada, and seconded by J. Ranario.

Motion passed.

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

M. Santiago entertained the motion to approve spirit pack pricing, which was suggested to be \$15.

Moved by N. Wright, and seconded by J. Ranario.

Motion passed.

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

XXI. Consideration for Endorsement of Candidate for International Office

M. Santiago entertained the motion to endorse Ivan Hoz, CSU Fullerton, for Subregion B Trustee.

Moved by J. Miao, and seconded by N. Wright.

The District Board voted by written ballot.

The candidate received endorsement for International Office.

M. Santiago entertained the motion to endorse Annika Yip, UC Santa Barbara, for International Trustee at Large.

Moved by J. Miao, and seconded by N. Wright.

The District Board voted by written ballot.

The candidate received endorsement for International Office.

XXII. Board Reports

A. Chair Reports

1. Communications & Marketing Chair – Ryan Hoang
 1. R. Hoang has contacted his predecessor and past C&M members to get advice on how he should proceed with the committee this term. He also facilitated tasks that still need to be completed from the previous term. He is also finalizing committee applications to be released.
2. District Convention Chair – Andy Nguyen
 1. A. Nguyen has contacted his advisors and went over the pros and cons of District Convention 2018 and goals for District Convention 2019. He is creating his committee application to be released.
3. Fall Training Conference Chair – Cecilia Nguyen
 1. C. Nguyen has created a line of communication with advisors, and contacted the past three Fall Training Conference chairs to learn more about committee structures and to learn how they navigated through their term. She also edited the committee applications to better cater and serve the positions. She is looking forward to holding interviews and appointing applicants to the Fall Training Conference committee.
4. Kiwanis Family and Foundation Chair – Calvin Chau
 1. C. Chau has been talking to advisor Camille Goulet to see what the District Board can do with Kiwanis Family relations. He stated that over the course of District Officer Training

Conference, our Board produced goals for enhancing Kiwanis Family relations. He has talked to his past two predecessors and is considering various committee structures. He is currently working on committee applications to be released.

5. Member Recognition Chair – Katelyn Duch
 1. K. Duch appreciates the opportunity to serve on District Board again, this time as the Member Recognition chair. She has been communicating with predecessors to see how the District Board can improve the committee from last year. She also met the new advisor, Garvey Su, and talked with Armando Velazquez to discuss her goals for the term. She is currently revising the committee applications for this term.
6. Membership Development & Education Chair – Tommy Thach
 1. T. Thach has contacted the immediate past Membership Development & Education Chair to talk about the pros and cons of last term. He has also contacted advisor Peter Yu to have a meeting to talk about his goals for the term. He is currently working on committee applications to be released.
7. Service Chair – Hever Miranda
 1. H. Miranda has been in contact with his predecessor to transition into the position. He contacted his advisor for help in appointing people to the committee. He is currently revising committee applications to be released.
8. Technology Chair – Jonathan Chu
 1. J. Chu has met with Technology Advisor Don Hull, and immediate past Technology Chair Denny Cao, to get situated with his position. He is planning on starting a District Technology Committee, with six or seven people to maintain the website. He also plans to create event websites for all District Events, host webinars, and to do special projects. He explains that Lieutenant Governors have expressed interest in wanting to edit pages on the website for their divisions. He explains that in the past, the Technology Chair has usually been a regular participant of the Communications & Marketing committee. He is willing to attend their first few meetings to see if there is a need for him to attend. Lastly, he plans to collaborate with all District Chairs and Lieutenant Governors.

B. Lieutenant Governor Reports

1. Capital – Joshua Ranario

1. J. Ranario stated that Capital Division has been very active recently. He said that they provided 40 Sergeant-At-Arms volunteers at the CNH Key Club District Convention, which was headed by Calvin Tang, UC Berkeley, and Eric Munoz, UN Reno. He is in the process of meeting each Club President and having one on ones, where he has already met with 5 of 9. He released and closed applications for his Divisional Leadership Team, and received 20 total applications. He also had the honor of installing the incoming Club Boards of Sacramento State University and UN Reno. His top five plans are: to continue chartering American River College, coordinate officer training sessions, assist in finalizing transitional phases for clubs, and preparing for Spring Training Conference North. He announced that Capital Division has 101 registered attendees for Spring Training Conference North. His next Divisional Council Meeting will be on May 19th, at Lake Tahoe Community College.
2. Central Coast – Nicolas Wright
 1. N. Wright has released applications for his Divisional Leadership Team, and interviewed all of his applicants. In total, he received twelve applications, and appointed ten applicants. He hosted his Divisional Council Meeting on April 15th, which had 35 members in attendance. He has had one on ones with all Club Presidents in his division, and is currently reaching out to struggling clubs. He also released a Presidency manual to assist them in the beginning of the term. He is also speaking with his Regional Advisor on a weekly basis.
3. Desert Oasis – Mark Fernandez
 1. M. Fernandez got in contact with his Regional Advisor and Assistant Regional Advisors, and contacted his predecessors for advice. He has also contacted all of the Club Presidents from all five clubs in the Desert Oasis Division, and had one on ones with each President. He was able to release applications for his Divisional Leadership Team, which closed yesterday. He has also been holding office hours to make himself readily available to his members. He implemented Slack as the primary and official form of information and communication for Club Presidents. He hosted a workshop for UC Riverside's Executive Board trainer, and is currently acquainting himself with other Kiwanis Family branches within the Desert Oasis Division. He is planning to work with Desert Oasis Regional Advisor Ronald Liu to try and reactivate inactive clubs within the Division. He would like to travel to different clubs in California or Nevada to observe

and see if there's anything different he can do. He states that Desert Oasis will be having the first Weekend of Awesome, held in Las Vegas at UN Las Vegas from April 27-29. He has approved the dates for Weekend of Awesome for the rest of the year.

4. Foothill – Richard Tzul

1. R. Tzul has held workshops to train new board officers, and to encourage professional development. His first Divisional Council Meeting also served as his first President Council Meeting. He was able to release applications for his Divisional Leadership Team, and is currently in the process of hosting interviews. His Divisional Leadership Team will be announced at Spring Training Conference South. He announced that 45 members from Foothill have registered for Spring Training Conference South. He recently attended the Division 35 Kiwanis Divisional Council Meeting, and has been in frequent contact with Regional Advisor Grace Chi, and immediate past Foothill Lieutenant Governor Diana Mora, as well as Club Presidents in his Division.

5. Golden Gate – Alan Kwok

1. A. Kwok has had in-person meetings with Club Presidents and Regional Advisor Joe Lee. He also released applications for his Divisional Leadership team, and received 15 applications to eventually appoint 9. His Divisional Leadership Team will be announced at the Golden Gate Division End of the Year Banquet. He is currently in the process of reactivating Circle K at Napa Valley College and possibly Los Medanos College as well. Sonoma State University is currently in the process of chartering for the 2018-2019 term. He plans on creating an officer manual for all club officers to assist them in their responsibilities, teach them about fundraising, and introduce ideas of recruitment and retention. He plans on hosting a Divisional trainer so that all officers can receive proper training. He is hosting his first Divisional Leadership Team meeting this week to have them adjust to their positions. He states that his April Divisional Council Meeting will be held at Spring Training Conference North.

6. Magic Kingdom – Angela Lagrada

1. A. Lagrada attended the CNH KIWIN'S District Convention to volunteer as a Sergeant At Arms. She held her first President Council Meeting, which had the attendance of 8/10 Presidents. She also hosted her first Divisional Leadership Team meeting, which was very effective, and she looks

forward to working with them. She has been in contact with the past three Magic Kingdom Lieutenant Governors, and recently visited several clubs in her Division. She states that attended the Division 30 Kiwanis Divisional Council Meeting. She announced that the 10th and final President of Magic Kingdom was recently elected, and that she has been in communication with Magic Kingdom Regional Advisor, Scott Smith. She has been releasing bi-weekly emails, and her first Divisional Council Meeting and Divisional Service Project is next week, where they will be volunteering for the March of Babies, with over 50 registered members. Lastly, she is planning to host a Magic Kingdom trainer, a one day conference to teach members and officers about general skills.

7. Metro – Joshua Nepomuceno

1. J. Nepomuceno successfully hosted his April Divisional Council Meeting, as well as his first President Council Meeting, to set expectations for Club Presidents and the Regional Advisor. He released applications for his Divisional Leadership Team, the deadline of which was extended to April 23rd. He has planned out his May Divisional Service Project, and is looking to create a trainer similar to District Officer Training Conference for Metro Division's club officers. He is working with his Regional Advisor to create measurable goals for his individual clubs.

8. Paradise – Jack Miao

1. J. Miao has established connections with all schools in Paradise Division, and is currently in the process of chartering Circle K at West Oahu College. He also attended Division 37 Key Club Divisional Council Meeting, and hosted his own Divisional Council Meeting on April 15th, which was a Divisional fundraiser for Hawaiian students to attend Fall Training Conference. He also announced his Divisional Leadership Team. His next Divisional Council Meeting will be held at Spring Training Conference South on May 5th. He has been coordinating with his Regional Advisor and Public Relations Chair to recognize Paradise members on a weekly basis. He is currently planning his Hawaii visitation.

9. Sunset – Jennifer Tai

1. J. Tai has been reaching out to her Key Club counterparts to bridge the gap between Service Leadership Programs. She has also been setting goals with Club Presidents individually, and has been training each club's Executive Board. She stated that she is also communicating with her Regional Advisor, Derek Lubich, as well as past Club Presidents to find

possible areas of improvement. She released and closed applications for her Divisional Leadership Team, and is currently in the interview process. She is currently helping 4 different colleges charter Circle K clubs, including CSU Monterey Bay, West Valley College, Santa Clara University, and Evergreen College. She is planning to visit all of the clubs in her Division throughout the term.

C. Treasurer – Shaira Ramirez-Santos

1. S. Ramirez-Santos has been getting to know Club Treasurers and Fundraising chairs through hosting one on ones, to see what resources what they need. She has also released the Treasurer and Fundraising manual, which helped them transition into the new term. Today, she prepared and proposed the general budget for the 2018-2019 District Board, which was approved. She is prepared to release committee applications for the Finance and Fundraising committee, and is also preparing a proposal for Crazy Kompetition for Infants North and South for the July District Board Meeting.

D. Secretary – Wayne Cheng

1. W. Cheng has been updating the Club Event Report Form and the Monthly Report Form, as well as a tutorial video for Club Secretaries to utilize. He has also updated the master contact sheet for CNH club officers, and held office hours to assist Secretaries with their first MRF submission. He plans to host one on ones for Secretaries throughout Spring, to get to know them individually. He is also currently in communication with Kiwanis International to get more information on the Membership Update Center.

E. Director, Service Leadership Programs – Bruce Hennings

1. Thanked the guests for attending the April District Board Meeting, and reminded the District Board members to submit board vouchers. He appreciates the help of the board members to clean up the room after the meeting concludes.

F. District Administrator – Armando Velazquez

1. Thanked all of the Circle K volunteers for serving at the CNH KIWIN'S and Key Club District Conventions. He would also like to thank Camille for being the designee for the CNH KIWIN'S District Convention. Recently, he attended Governor Administrator Training Conference with Manuel, and stated that it was very enlightening. He will see everyone at Spring Training Conferences. He reminded the District Board to submit their goals to International by May 15th.
2. Thanked everyone for their participation over the weekend, especially all of the presenters and CNH Key Club/KIWIN'S

members and District Board for our productive weekend.

G. District Governor – Manuel Santiago

1. Thanked everyone in the gallery for attending and supporting our first District Board meeting for the term. He also thanked the Kiwanis foundation and Kiwanis committee for guiding and helping our board develop our goals. He states that the past two weeks have been very busy, with the release of chair applications and the appointment process. He is very excited to work with the District Board members this term.
2. This past weekend, we worked on our District Goals to approve the continuation of the Five-Year plan, and created policy goals to see what we wanted to do as a board this term.
3. He attended Governor Administrator Training Conference, from April 5th to 8th, and got to meet all of the other District Governors. A lot of other Governors are interested in how CNH functions. He is excited to see the other Governors again at CKIx. Recently, he represented CNH Circle K at Key Club District Convention, and got to speak to all attendees about Circle K.
4. He announced that we will be releasing District Committee applications, and tells everyone to keep an eye out because it's a great opportunity.

XXIII. Upcoming Events

- A. Spring Training Conference North in Hayward, CA – Saturday, April 28, 2018
 1. A. Chavez reminded everyone that Spring Training Conference North is on April 28th, and that District Board members must arrive at 7:00 AM. She announces that there are currently 200 early registered attendees, and that the volunteer sheet will be released tonight for northern District Board members.
- B. Spring Training Conference South in Costa Mesa, CA – Saturday, May 5, 2018
 1. H. Nguyen reminded everyone that Spring Training Conference South is on May 5th, and that she will be releasing volunteer sign up sheets for District Board, who will meet at 7:00 AM. She noticed that there was a decrease in early registration, and urges officers to let their home clubs know.
- C. Circle K International Convention in Chicago, Illinois – July 4-8
 1. I. Hoz reminded everyone that CKIx registration ends May 1st, and the cost is \$250, and by June 1st, the cost will be \$300. He recommends for people to register as soon as possible to pay less. He expresses that International Convention is similar to our District Convention, in that people get recognized, you can attend workshops, and there is a Day of Service throughout Chicago. He

thanked the District Board for approving the spirit packs.

XXIV. Announcements

XXV. Closing Thoughts – Angela Lagrada, Magic Kingdom Lieutenant Governor

XXVI. Adjournment – Manuel Santiago, District Governor – adjourned 2:41PM

Respectfully Submitted:

Wayne Cheng, 2018-2019 District Secretary

Date

Manuel Santiago, 2018-2019 District Governor

Date

Armando Velazquez, 2018-2019 District Administrator

Date

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

July 2018 District Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CNH Circle K Week Proposal
July 2018 Board Meeting

Respectfully Submitted by **Ryan Hoang, Communications & Marketing**

EVENT OVERVIEW

Purpose: CNH Circle K Week is a social media week aimed to publicize Cal-Nev-Ha Circle K and the experience of being apart of the district. The overall goal of this week is to help improve the image of the CNH District as well as promote our core values. The planned dates for this are September 3rd to September 9th (tentative), with prompts for posts differing each day of the week. Posts from Facebook and Instagram are accepted, as well as posts on the district blog *The Sunspot*, if completed by the implementation of the social media week. Posts during this week will follow prompts (tentative) that will focus on the member experience in CNH Circle K. To encourage posts, there will be a raffle system (based on number of posts) to give away a prize!

ITEMS FOR APPROVAL

- CNH Circle K Week

ITEM #1

Proposed Dates

Early to mid September

Planned date: September 3rd to September 9th

Schedule of Prompts (Themes and descriptions are tentative)

Day 1, Monday, September 3rd: Mentor Monday

Purpose – College can be a daunting experience, so we often look up to others to guide us through the process. We rarely recognize those who guide us through our journey, and this day is to showcase the mentors that take us through college and CKI.

Prompt – Post about a mentor that you look up to in your Circle K journey

Day 2, Tuesday, September 4th: Tabling Tuesday

Purpose – Many members find out about Circle K at their home club through someone tabling them. This day is to show off ways clubs recruit new members.

Prompt – Post your favorite tabling moment or the moment you were tabled

Day 3, Wednesday, September 5th: WASH Wednesday

Purpose – WASH (Water, Sanitation and Hygiene) is an international project as well as the governor's project! By hosting a day dedicated to WASH, there is more exposure to the goals of this project.

Prompt – Post about the project and the lengths you go to for water

Day 4, Thursday, September 6th: Treat Yourself Thursday

Purpose – Often times members burn out in college, especially while juggling CKI. The purpose of this day is to showcase how members unwind and de-stress from their worries.

Prompt – Post about your leadership experience or leaders who inspire you!

Day 5, Friday, September 7th: Fundraising Friday

Purpose – A large achievement of CNH Circle K is the amount of money collected for charity at the end of each term, especially by fundraisers.

Fundraisers are a great way to meet new people while doing a good cause.

Prompt – Post about moments at fundraisers!

Day 6, Saturday, September 8th: Service Saturday

Purpose – A major tenet of Circle K is Service! Many people do not realize the impact that an organization like this does to the community.

Prompt – Post a moment at Service!

Day 7, Sunday, September 9th: Sunny Sunday

Purpose – As the last day of CNH Circle K week, it's important to stress the fact we are all apart of an amazing organization. The purpose of Sunny Sunday is to wrap up with social media week on a strong note that promotes CNH Circle K in general.

Prompt – Post your favorite memory as a member of CNH Circle K!

Raffle Prizes (Chosen using a random number generator)**Option 1:** Hydroflask

Cost – approximately \$35

Color tentative

Option 2: Handmade Sunny Plush

Cost – approximately \$15

Made from felt and cotton

Option 3: School Supply Basket

Cost – approximately \$20

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CNH Kiwanis Family Month Proposal

July 2018 Board Meeting

Respectfully Submitted by **Calvin Chau, District Kiwanis Family and Foundation Chair**

EVENT OVERVIEW

Date: November 5th-30th

A Primary goal of the 2018-2019 California-Nevada-Hawaii District Board of Officers is to promote and foster the Kiwanis Family Relations within our district. The month of November is observed as Kiwanis Family Month across all of the Kiwanis Family Branches and hopes to build bonds and connections between the various branches. November is internationally recognized amongst the Kiwanis Family Branches as Kiwanis Family Month, a time for members to celebrate their bonds within the Kiwanis Family and further strengthen their Kiwanis Family Relations by implementing Kiwanis Family interclub events. This year, the Kiwanis Family and Foundation (KFF) Committee plans to implement a District-wide Kiwanis Family Month which will focus its education of the Kiwanis Family to our District's needs via an entire month of Kiwanis Family topics and promotion via Social Media.

ITEMS FOR APPROVAL

- *Kiwanis Family Month*

ITEM #1: CNH Kiwanis Family Month

The primary purpose of the CNH Kiwanis Family Month, from November 5th to 30th, is to promote the Kiwanis Family Relations in our District and educate our members about the importance of the Kiwanis Family. Each week will have a different focus of the Kiwanis Family Branches where resources will be featured to assist in the education of the Kiwanis Family. Within these weeks, each day will have a special set of themed posts and activities that the KFF Committee has planned to increase our member's participation and engagement throughout the month. Members are encouraged to post on a specific day of the week. If they post, they will be entered into a raffle and get the chance to win a prize that will be later announced. A post is one point and a post in relation to the week's topic will be double points. Members will only have ONE post each week contribute to their raffle chances. A Webinar will be held during the month to educate the members about the Kiwanis Family.

Week 1: Kiwanis/Aktion

Week 2: K-Kids/Builders

Week 3: Key Club/KIWIN'S

Week 4: Circle K International (CKI)

1. Monday: Manual Monday

- a. On Monday, the KFF Committee will feature manuals and various other resources that have been made in order to educate the District about the resources available. This will promote the work that the KFF Committee has completed in the past years, provide more information, and bring forth other opportunities that members may not be aware about yet.

2. Tuesday: Trailer Tuesday

- a. On Tuesday, the KFF Committee will create a video that will further educate the members about the Kiwanis Family Branch of the week. The video will consist of the KFF Committee explaining the branch or a promotional video to further encourage members to interact with the branches. (Ex: An educational video about Aktion Club or a CKI Promotional Video)

3. Wednesday: WeLead Wednesday

- a. For Wednesday, The KFF Committee Liaisons will research and compile a list of amazing Kiwanis Family Chairs and events that have occurred throughout the month of November in their division. The KFF Committee will then choose a board member and event to spotlight during the week in relation to the topic. This way we hope to encourage members to further strengthen their Kiwanis Family Relations by creating more events or by giving other members more ideas about what they can do during Kiwanis Family Month.

4. Thursday: Thankful Thursday

- a. For Thursday, Members are encouraged to post on Social Media to post about why they are thankful of the various Kiwanis Family Branches and how it has impacted their lives. Each Social Media post will contribute to their chances of winning a raffle prize at the end.

5. Friday: Family Friday

- a. For the final day of the week, the KFF Committee Liaisons will research Kiwanis Family members in their division who have made an impact to the Kiwanis Family. The KFF Committee will then choose one and feature a Kiwanis Family member of any Kiwanis Family Branch and how they have impacted their organization and CKI. Kiwanis Family Chairs are encouraged to plan events for this day to further strengthen relations with Kiwanis Family members. If they are unable to, we will also feature tips on how to interact with the various Kiwanis Family Branches to further encourage if they plan to have events on Saturday or in future weeks.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CRAZY KOMPETITION FOR INFANTS NORTH 2018 Proposal

JULY 2018 Board Meeting

Respectfully Submitted by **RENDELL LOPEZ, CKI NORTH CHAIR**

EVENT OVERVIEW

Crazy Kompetition for Infants is an annual fundraising 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 academic year. The Crazy Kompetition Chairs, with the help of the Finance and Fundraising Committee, have worked diligently in order to organize this event so that members are provided with a memorable and meaningful District fundraiser that will effectively increase awareness and support of PTP.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Event Location
- Item #2: Event Budget and Registration Costs

ITEM #1: EVENT LOCATION

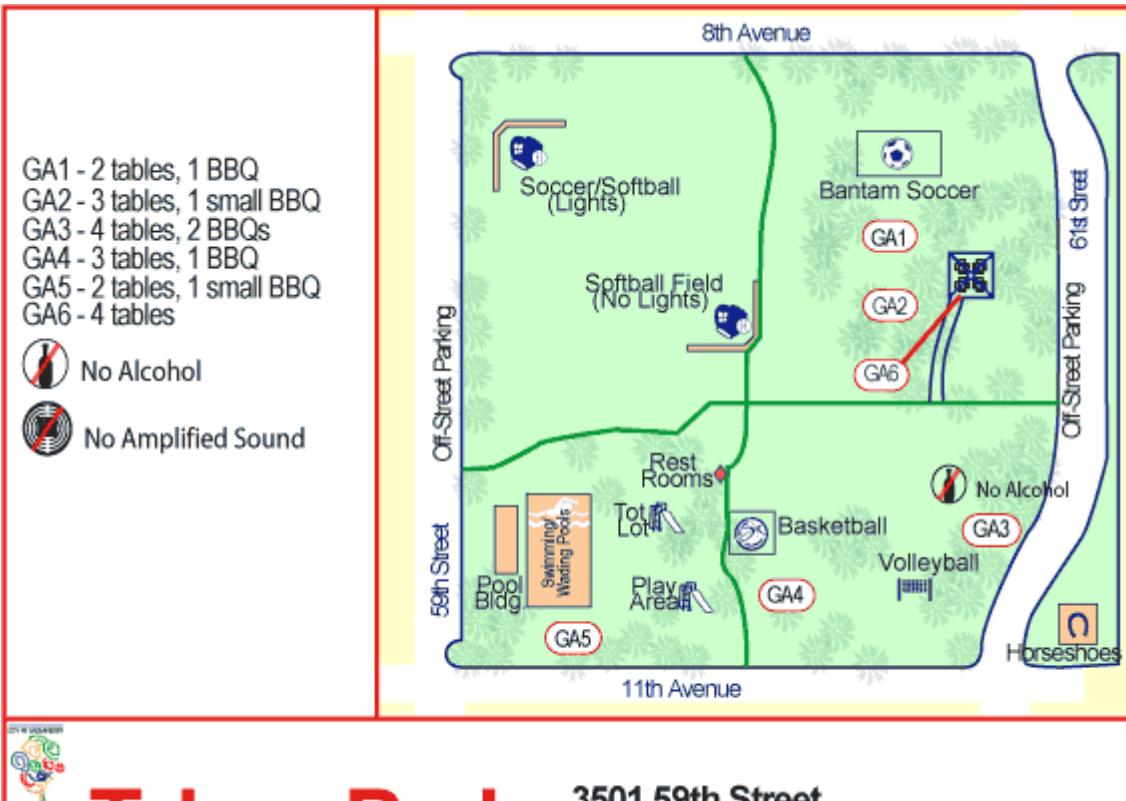
Option 1: Tahoe Park, Sacramento, CA

Reservation Cost: \$100 (for GA 1, 2, and 6)

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

Pros:

- Lots of available parking spaces
- Large field area with few obstructing trees
- Restrooms readily available
- Areas for shade and benches for sitting
- Used in the past two years for the event



Tahoe Park

3501 59th Street
City of Sacramento

Option 2: North Laguna Creek Park, Sacramento, CA

Reservation Cost: \$90 (for GA 1 and surrounding field)
\$45 GA1, \$40 50 People Buffer, \$5 Application Fee

Pros:

- Gazebo area seats 100 (good for PTP workshop)
- Sizeable grassy area for games and activities
- Restrooms readily available

GA1 - 10 tables, 2 large BBQs, accommodates 100 (Gazebo)
 GA2 - 2 tables, no BBQ allowed, accommodates 25 (Gazebo)
 GA3 - 6 tables, no BBQs, accommodates 50
 GA4 - 6 tables, no BBQs, accommodates 50
 GA5 - 6 tables, no BBQs, accommodates 100
 GA6 - 3 Tables, no BBQ
 GA7 - 3 Tables no BBQ
SB1 - Softball Field, no lights



ITEM #2: BUDGET AND REGISTRATION

Option 1: Maintain same prices as CKI North 2016 and 2017

- 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 spectators fee (covers lunch): \$5.00

Support: Cheap first event to hook in members

Opposition: Less money for PTP and event budget

	Sacramento, CA			
	Tahoe Park		North Laguna Creek Park	
	Income	Expense	Income	Expense
REGISTRATION				
Early (40 teams @ \$48)	\$1920		\$1920	
Late (5 teams @ \$72)	\$360		\$360	
Judges (20 judges @ \$5)	\$100		\$100	
Location		\$100		\$90
Games		\$50		\$50
Lunch (\$10.89/pizza) * 30		\$350		\$350
Water / Snacks		\$70		\$70
TOTAL	\$2380	\$570	\$2380	\$560
NET PROFIT	\$1810		\$1820	

Option 2: Increase price from CKI North 2017 by \$1

- 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 spectators fee (covers lunch): \$6.00

Support: More money for PTP and event budget

Opposition: More expensive, could potentially deter members from attending

	Sacramento, CA			
	Tahoe Park		North Laguna Creek Park	
	Income	Expense	Income	Expense
REGISTRATION				
Early (40 teams @ \$54)	\$2160		\$2160	
Late (5 teams @ \$78)	\$390		\$390	
Judges (20 judges @ \$6)	\$120		\$120	
Location		\$100		\$90
Games		\$50		\$50
Lunch (\$10.89/pizza) * 30		\$350		\$350
Water / Snacks		\$70		\$70
TOTAL	\$2670	\$570	\$2670	\$560
NET PROFIT	\$2100		\$2110	

ADDITIONAL INFORMATION

Proposed Date

Saturday, October 6 (8AM-4PM)

Event Itinerary

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 and Divisional Council Meetings
02:15PM – Semi-Finals
02:45PM – Finals
03:15PM – Closing Session
03:30PM – 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.
- Judges will be facilitating and scoring each game, and 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/On-Site Fundraiser

The District Finance & Fundraising Committee will determine the games (preliminary, semi-final and final) as well as a possible on-site fundraiser during the course of the summer.

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, with the possibility of one alternate member. Early registration will be due (received) by a time that is to be determined by Bruce Hennings. 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.

Committee Suggestions

The Finance & Fundraising Committee endorses Option 1: Tahoe Park for Item 1: Location of Crazy Kompetition for Infants North, as well as the Option 1: Maintain price from CKI North 2016 and 2017 for Item 2: Pricing.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CRAZY KOMPETITION FOR INFANTS SOUTH 2018 Proposal

JULY 2018 Board Meeting

Respectfully Submitted by **RYAN LUONG, CKI SOUTH CHAIR**

EVENT OVERVIEW

Crazy Kompetition for Infants is an annual fundraising 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 academic year. The Crazy Kompetition Chairs, with the help of the Finance and Fundraising Committee, have worked diligently in order to organize this event so that members are provided with a memorable and meaningful District fundraiser that will effectively increase awareness and support of PTP.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Event Location
- Item #2: Event Budget and Registration Costs

ITEM #1: EVENT LOCATION

Option 1: Ralph B. Clark Regional Park, Buena Park, CA

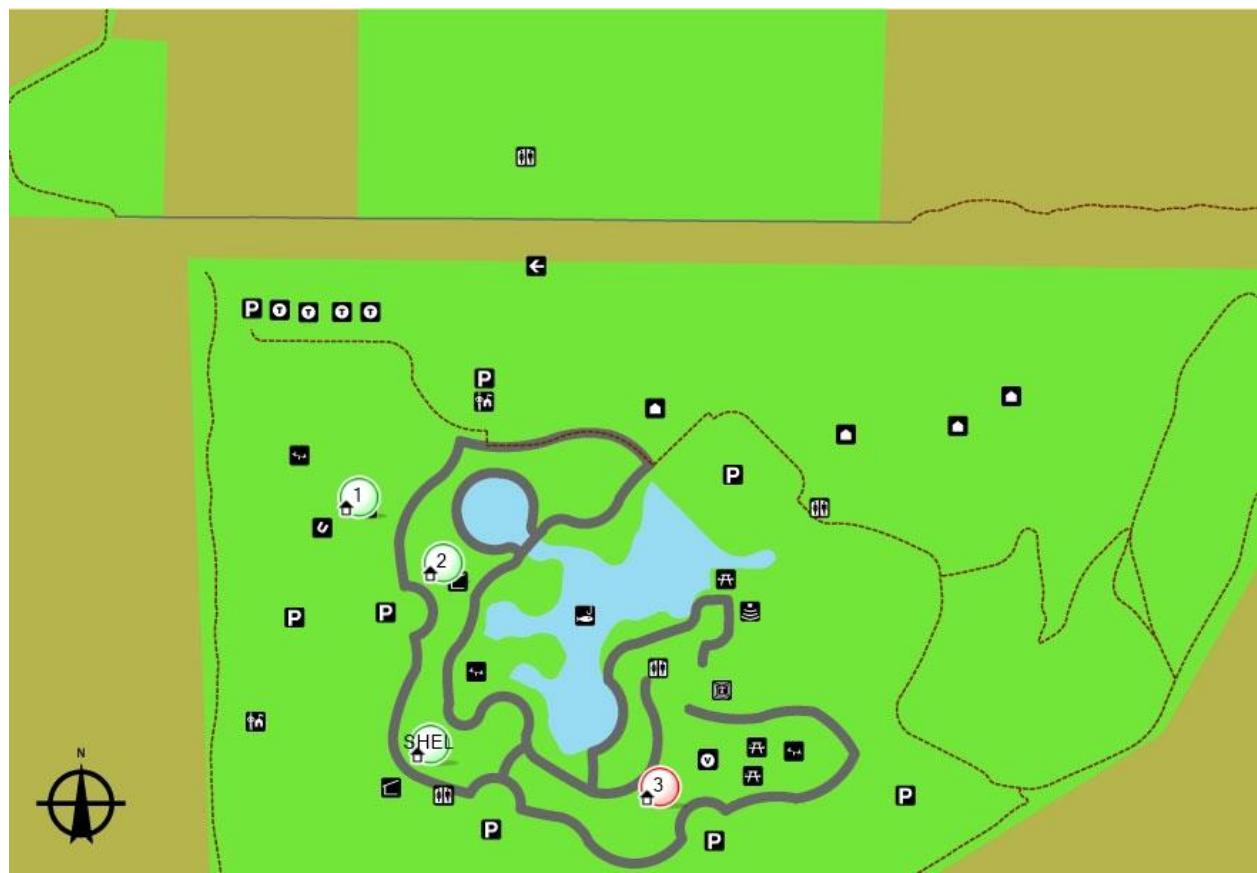
Reservation Cost: \$300 (for Shelter SHEL)

Pros:

- Large field area available for games
- Large gazebo area to accommodate big crowds (good for PTP workshop)
- Restrooms readily available
- Areas for shade and benches for sitting
- Playground available for downtime

Cons:

- \$5 parking on weekends



Option 2: William R. Mason Regional Park, Irvine, CA

Reservation Cost: \$400 (for Shelters 1 and 2)

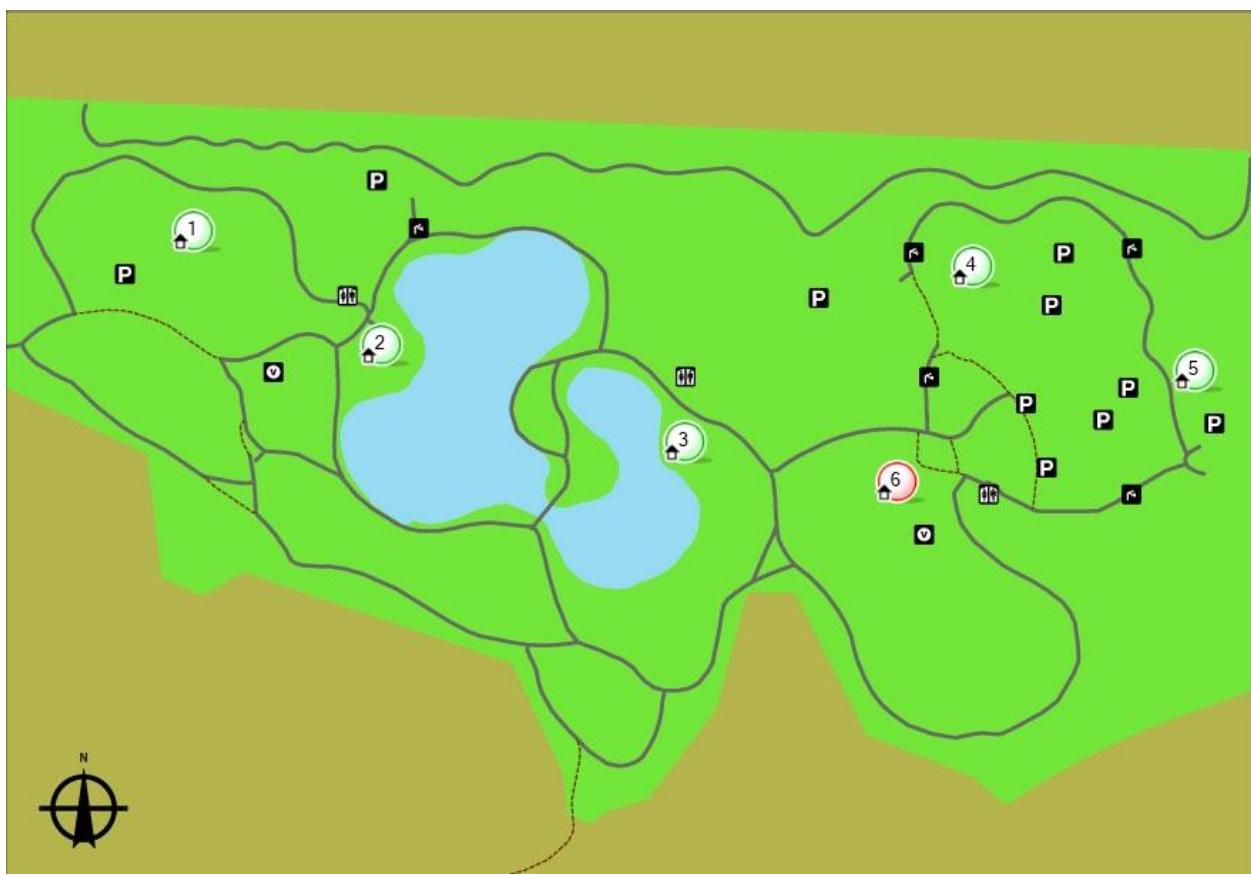
\$300 Shelter 1, \$100 Shelter 2

Pros:

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

Cons:

- \$5 parking on weekends



Option 3: Mile Square Regional Park, Fountain Valley, CA

Reservation Cost: \$500 (for Shelters #8-12)

\$100 per shelter, 5 shelters in total

Pros:

- Multiple gazebo areas (good for PTP workshop and DCMs)
- Sizeable grassy area for games and activities
- Restrooms readily available

Cons:

- \$5 parking on weekends
- Much more expensive to rent



ITEM #2: BUDGET AND REGISTRATION

Option 1: Maintain same prices as CKI South 2016 and 2017

- 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 spectators fee (covers lunch): \$5.00

Support: Cheap first event to hook in members

Opposition: Less money for PTP and event budget

	Ralph B. Clark		William Mason		Mile Square	
	Income	Expense	Income	Expense	Income	Expense
REGISTRATION						
Early (50 teams @ \$48)	\$2400		\$2400		\$2400	
Late (5 teams @ \$72)	\$360		\$360		\$360	
Judges (30 judges @ \$5)	\$150		\$150		\$150	
Location		\$300		\$400		\$500
Games		\$50		\$50		\$50
Lunch (\$10.89/pizza) * 30		\$350		\$350		\$350
Water / Snacks		\$70		\$70		\$70
TOTAL	\$2910	\$770	\$2910	\$870	\$2910	\$970
NET PROFIT	\$2140		\$2040		\$1940	

Option 2: Increase price from CKI South 2017 by \$1

- 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 spectators fee (covers lunch): \$6.00

Support: More money for PTP and event budget

Opposition: More expensive, could potentially deter members from attending

	Ralph B. Clark		William Mason		Mile Square	
	Income	Expense	Income	Expense	Income	Expense
REGISTRATION						
Early (50 teams @ \$54)	\$2700		\$2700		\$2700	
Late (5 teams @ \$78)	\$390		\$390		\$390	
Judges (30 judges @ \$6)	\$180		\$180		\$180	
Location		\$300		TBD		\$210
Games		\$50		\$50		\$50
Lunch (\$10.89/pizza) * 30		\$350		\$350		\$350
Water / Snacks		\$70		\$70		\$70
TOTAL	\$3270	\$770	\$3270	\$870	\$3270	\$970
NET PROFIT	\$2500		\$2400		\$2300	

ADDITIONAL INFORMATION

Proposed Date

Saturday, October 13 (8AM-4PM)

Event Itinerary

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 and Divisional Council Meetings
 02:15PM – Semi-Finals
 02:45PM – Finals
 03:15PM – Closing Session
 03:30PM – 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.
- Judges will be facilitating and scoring each game, and 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/On-Site Fundraiser

The District Finance & Fundraising Committee will determine the games (preliminary, semi-final and final) as well as a possible on-site fundraiser during the course of the summer.

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, with the possibility of one alternate member. Early registration will be due (received) by a time that is to be determined by Bruce Hennings. 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.

Committee Suggestions

The Finance & Fundraising Committee endorses Option 1: Ralph B. Clark Regional Park for Item 1: Location of Crazy Kompetition for Infants South, as well as the Option 1: Maintain price from CKI North 2016 and 2017 for Item 2: Pricing.



CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Awards Proposal

July 2018 Board Meeting

Respectfully Submitted by **Katelyn Duch, District Member Recognition Chair**

EVENT OVERVIEW

Every term, the District Member Recognition Committee reviews all District Awards to be presented at Fall Training Conference and District Convention and may or may not make adjustments to cater to the California-Nevada-Hawai'i District of Circle K International. This proposal is constructed so that the District Awards are constantly improved every term to better the experience of general members when filling out and Kiwanis when judging.

ITEMS FOR APPROVAL

- General Changes
- Integration of the Master Records Sheet
- Mei Po Wong Overall Service Award
- Removal of Oratorical Contest Award
- Addition of Outstanding District Committee Member Award

ITEM #1: General Changes

The District Member Recognition Committee proposes to update the following on all 2018-2019 District Awards applications:

- Awards deadlines and period of events (March 1, 2018 to February 28, 2019)
 - Deadlines
 - Fall Training Conference
 - Online Deadline
 - Club Video and Club T-Shirt Front/Back Graphics
Submitted via E-mail: Sunday, October 14, 2018 at 11:59 PM
 - On-Site Deadline

- Outstanding Club T-Shirt: Saturday, November 2, 2018
- District Convention
 - Online Deadline
 - Outstanding Website Award received Monday, October 1, 2018 at 11:59 PM
 - All applicable applications received online Friday, March 1, 2019 at 11:59 PM
 - On-Site Deadline
 - Outstanding Traditional and Non-Traditional Scrapbooks: Friday, March 22, 2019
- District Service Initiative (DSI): "Helping Those with Disabilities"
- Grammar and alteration of questions
- Rubric for judges
 - Judges will be able to refer to a rubric on the awards applications to accurately judge an award to the best of their ability. Each award will have a different rubric depending on the nature of the award.

ITEM #2: Integration of the Master Records Sheet

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

- Outstanding Interclubbing Award
 - Section I parts A, B, C, and D will no longer have the applicant list down the events and instead attach a PDF
 - Section II parts A, B, and C will also no longer have the applicant list down the events and instead attach a PDF

Last term, the 2017-2018 District Member Recognition Committee made an incredible feat with integrating the Master Records Sheet to several awards. This term, the 2018-2019 District Member Recognition Committee wishes to do the same. The Master Records Sheet will include a new tab dedicated to Interclubs to make it easy for clubs to keep track and also to efficiently copy as a PDF to attach to the award. Events on this tab will be color-coded as well so the applicant of the award will only have to input the amount of events they have attended on the application.

Support:

- Filling out the award in general will be made less time-consuming
- Encourages clubs to utilize the Master Records Sheet to the best of their ability and early on in the term

- Clubs will have more time to fill out other awards

Opposition:

- Clubs may find it difficult to save a certain sheet on a spreadsheet as a PDF file

ITEM #3: Mei Po Wong Overall Service Award

The District Member Recognition Committee proposes to adjust the Mei Po Wong Overall Service Award so that it is judged based off of highest service hours total rather than highest service hours per member.

There are some clubs that have a large membership base and do a great deal of service. Overall, their total service hours would be remarkable, but if judged by total service hours per member, large clubs would have a significantly smaller amount than that of clubs with a small membership but high service hours.

This adjustment to the award would make it fair so that all clubs in their respective tiers would be judged based off of their service hours alone and not by how many service hours they would have compared to their membership.

ITEM #4: Removal of Oratorical Contest Award

The District Member Recognition Committee proposes to remove the Oratorical Contest Award, which was to be presented at District Convention.

Over the past few years, the number of applicants for this award have gradually decreased. We believe that there has been a severe lack of interest for the award in regards to the prompts chosen or in the award overall. Not only that, but the award serves no relation to the rest of the awards and can be replaced to recognize a bigger group of individuals who have contributed significantly to the California-Nevada-Hawai'i District.

Although removing this award will make it one less opportunity for public speaking, there are plenty of other options with one of them being workshop hosts for District events, such as Fall Training Conference, District Convention, and Spring Training Conference.

ITEM #5: Addition of Outstanding District Committee Member Award

The District Member Recognition Committee proposes to add the Outstanding District Committee Member Award, which will be presented at District Convention.

With a total of 10 District committees this term, there will be roughly about 87 Circle K members working extremely hard behind the scenes, yet most of the times their hard work will be unnoticed. District Committee members are an integral part of this District by assisting the 10 District Chairs with their ambitious plans for the term. As we recognize club officers for their efforts, the District Member Recognition Committee believe that the same recognition should be delivered to the District committee members as well.

The Outstanding District Committee Member Award shall mimic the formatting of the Distinguished Appointed Board Officer Award as follows:

- Cover Page
 - Contains the standard information and guidelines an individual must follow when filling out the award
 - Includes a checklist
- Section I (Club Education)
 - Mark which District and International events they have attended
 - List any workshops they have hosted
 - Answer a short prompt on how they personally promoted Circle K to their club
- Section II (Meetings)
 - Did the nominee attend all club general meetings during their term?
 - Did the nominee attend all Divisional Council Meetings during their term?
 - Did the nominee attend all District Committee meetings during their term?
 - List any additional Circle K and Kiwanis Family meetings they have attended
- Section III (Administration & Communication)
 - If applicable, explain what the nominee's committee has done to help the District.
 - What are the nominee's duties as explained by the District Committee application or as expected from the District Chair? Attach and clearly label any written material supporting this.

- Please describe what the nominee has done in their position to meet their duties and expectations explained by the District Committee application or expected by the District Chair.
 - Please describe how the nominee has maintained or improved upon position-specific projects from the previous term. If newly appointed, please skip to section _.
 - Please describe new programs or ideas that the nominee successfully implemented within their position.
 - List below any articles or videos the nominee submitted to *Sunburst*, *Sunny TV*, *Circle K magazine*, or any other Circle K related publication.
- Section IV (Attendance)
 - Nominee will attach a PDF copy of their event attendance records for the following events:
 - All club service projects, fundraisers, and socials
 - All Divisional and District service projects, fundraisers, and socials
 - All Kiwanis Family club (excluding home club) service projects, fundraisers, socials, and meetings
- Section V (Letter of Recommendations & Essay)
 - Nominee must submit a two double-spaced page letter of recommendation from a home club officer
 - Nominee must submit a supplement with short answer questions answered by the District Chair
 - What has this member done to go above and beyond their expectations and duties?
 - How has this member interacted with not only the rest of their District Committee members, but with the District Board, advisors, and the general membership of CNH Circle K?
 -
 - Nominee must submit an essay explaining what they did as their position on the District Committee, how they contributed to the District, and what have they done to go above and beyond.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Convention 2019 Theme Proposal

July 2018 Board Meeting

Respectfully Submitted by **Andy Nguyen, District Convention Chair**

EVENT OVERVIEW

The 3 items listed below are the themes that the 2018-2019 District Convention Committee wishes to have as District Convention 2019 theme. The theme "farms" is the committee's first choice. "Science" and "amusement park" are our two back up choices. Ideas for possible decorations and graphics are presented below in order to give further insight for each individual theme theme.

ITEMS FOR APPROVAL

- District Convention 2019 Theme

ITEM #1

Theme 1: Farm

This theme will include as things related to a farm including; animals, crops, buildings, machinery, etc.



Possible Logo

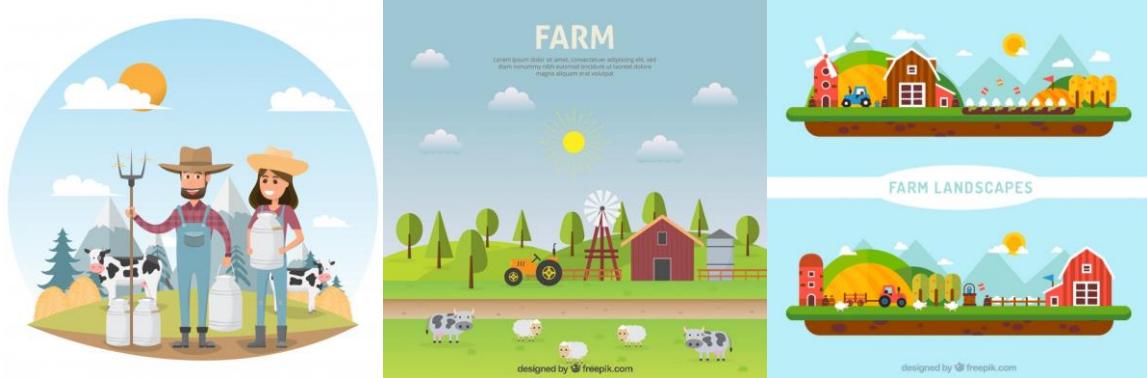
- Tagline
 - Farm Fresh Service
- Possible Decorations/Table Centerpieces



- Main Stage Backdrop



- Possible Graphics



- Souvenirs



Theme 2: Science Laboratory

This theme will include anything related to a science laboratory including; flasks, chemical reactions, liquids, lab coats, etc.

- **Tagline**
 - *Mad for Service*
- **Possible Decorations/Table Centerpieces**



- **Main Stage Backdrop**



- Possible Graphics



Theme 3: Amusement Park

This theme will include as things related to an amusement park including; rides, games, food, and decorations.

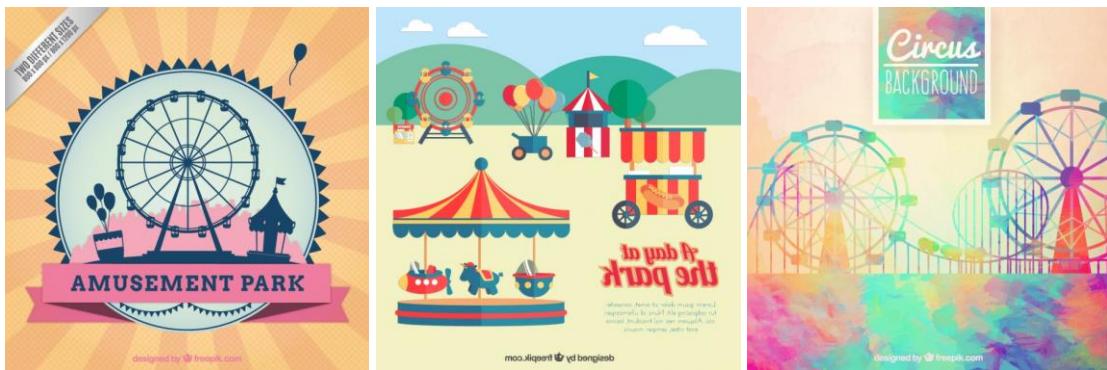
- **Tagline**
 - *Screamin' For Service*
- **Possible Decorations/Table Centerpieces**



- **Main Stage Backdrop**



- **Possible Graphics**





CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

DISTRICT CONVENTION 2019 BUDGET Proposal

JULY 2018 Board Meeting

Respectfully Submitted by **SHAIRA RAMIREZ-SANTOS, DISTRICT TREASURER**

EVENT OVERVIEW

District Convention 2019 will take place on Friday, March 22, 2019 until Sunday, March 24, 2019 at the Riverside 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

The following items seek approval from the District Board:

- Item #1: Event Budget and Registration Costs

ITEM #1: BUDGET AND REGISTRATION

Please see attached sheet for the proposed District Convention 2019 event budget, to be approved as presented with Early Registration to be set at \$155 (previously \$150) and Regular Registration to be set at \$205 (previously \$200).

Pros:

- More money available for event expenses
- More potential income that can be transferred to General Fund Budget

Cons:

- Increased costs could potentially deter members from attending

2018-19 Circle K Convention Budget

	2018-19 Budget Riverside	2017-18 Actual LAX	2017-18 Budget LAX	2016-17 Actual Riverside	2016-17 Budget Riverside	2019 Budget Information
Cash Receipts						
21.401.0 Pre-Registration 650 @ \$155.00	\$100,750.00	\$87,636.30	\$120,000.00	\$79,144.87	\$98,455.00	Number of Paid Registrations 690
21.401.0 Registration 40 @ \$205.00	\$8,200.00	\$17,070.00	\$6,000.00	\$10,193.00	\$5,700.00	Number of Comp Registrations 16 (Comps Include VIP's (13) - Board (3))
21.401.0 Kiwanis Committee 10 @ \$155.00	\$1,550.00	\$1,350.00	\$1,500.00	\$870.00	\$1,450.00	Total Budgeted Attendance 706
21.412.0 Housing Rebate 400 Room Nights x's \$10.00	\$4,000.00	\$3,650.00	\$4,000.00	\$3,150.00	\$4,000.00	2018 Registration Fees: \$150.00 - \$200.00
21.420.0 Ads	\$150.00	\$160.00	\$300.00	\$250.00	\$450.00	2018 Actual Attendance was 699 Budget Number was 86
21.401.0 Day Passes (Alumni) Lunch & Dinner 5 @ \$100.00	\$500.00	\$510.00	\$500.00	\$0.00	\$425.00	
	\$115,150.00	\$110,376.30	\$132,300.00	\$93,607.87	\$110,480.00	
Disbursements						
21.508.0 Audio Visual (Staging)	\$3,700.00	\$5,307.78	\$5,500.00	\$3,301.07	\$3,600.00	Hotel Information
21.510.0 Audit	\$750.00	\$648.55	\$300.00	\$294.71	\$300.00	Single-Quad Rate \$166.55
21.512.0 Awards (Convention)	\$4,000.00	\$3,456.65	\$4,000.00	\$3,992.86	\$4,000.00	1/50 Comps (For Board Housing)
21.520.0 Band or D.J. (Entertainment)	\$450.00	\$453.20	\$500.00	\$141.83	\$500.00	5 Suites at group rate
21.522.2 Board Officer Pins	\$175.00	\$173.05	\$150.00	\$105.45	\$200.00	20 staff rooms at \$143.89
21.530.0 Complimentary Meals, (V.I.P.'s) (16)	\$1,725.00	\$1,856.10	\$1,824.00	\$1,902.07	\$1,664.00	Parking reduced to \$12.00 per night
21.530.0 Complimentary Housing (Board) 2 rooms Thu-Sun, 5 rooms	\$2,165.15	\$306.90	\$1,070.00	\$1,062.73	\$325.00	Signed Room Block (410) 2018 Actual (384) Guestroom Attrition 80%
21.530.0 Complimentary Registration Board (6 Registrations me	\$0.00	\$0.00	\$0.00	\$0.00	\$588.00	Meal Pricing
21.530.0 Complimentary Housing (V.I.P.'s) (20 room nights)	\$3,050.00	\$2,233.12	\$3,200.00	\$3,175.82	\$2,663.00	Saturday Lunch \$33.50
21.531 VIP/SAA Gifts	\$300.00	\$227.65	\$100.00	\$0.00	\$0.00	Saturday Dinner \$46.13
21.533.0 Convention Center Expense	\$650.00	\$0.00	\$0.00	\$560.00	\$625.00	Sunday Brunch \$28.00
21.540.0 Credit Card Service Charges	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00	Total \$107.63
21.550.0 Decorations	\$500.00	\$318.05	\$600.00	\$738.93	\$500.00	Comp Housing for VIP's to Include:
21.562.0 Hawaii Convention Assistance	\$1,000.00	\$875.00	\$1,000.00	\$0.00	\$1,000.00	Kiwanis Governor & Spouse \$333.10
21.565.0 Honor's Reception (Honor Stoles & gifts) 2016 used 197. 52	\$2,000.00	\$2,214.33	\$1,800.00	\$2,372.04	\$1,500.00	Kiwanis Governor-Elect & Spouse \$333.10
21.576.0 Meals (Sat. Dinner) 706 x's \$46.13	\$32,567.78	\$32,928.00	\$40,560.00	\$25,869.02	\$31,060.00	Kiwanis Executive Director (Staff Room) \$287.78
21.576.0 Meals (Sunday Brunch) 706 x's \$28.00	\$19,768.00	\$19,452.00	\$24,360.00	\$14,546.29	\$17,781.00	Kiwanis Foundation President (Staff Room) \$287.78
21.576.0 Meals (Saturday Lunch) 706 x's \$33.50	\$23,651.00	\$25,382.00	\$31,265.00	\$18,065.88	\$21,880.00	Kiwanis Foundation Exec. (Staff Room) \$287.78
21.576.0 Meals (Sunday Board Lunch)	\$850.00	\$430.00	\$400.00	\$843.26	\$400.00	Key Club Administrator (Staff Room) \$287.78
21.578.0 Professional Expo	\$600.00	\$230.80	\$1,200.00	\$0.00	\$1,500.00	KIWIN'S Administrator (Staff Room) \$287.78
21.660.0 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	KIWIN'S Governor (House with Board) \$0.00
21.662.0 Pre-Convention Planning (BH Expenses)	\$450.00	\$356.68	\$450.00	\$226.26	\$600.00	Key Club Governor (House with Board) \$0.00
21.662.0 Pre-Convention Planning (DCON Chair Expenses)	\$200.00	\$68.98	\$250.00	\$44.25	\$250.00	Circle K Administrator \$499.65
21.666.0 Printing (General & Convention Program)	\$2,500.00	\$2,230.34	\$2,000.00	\$2,419.67	\$6,250.00	Convention Counselor (Staff Room) \$431.67
21.670.0 Registration Supplies (Wristbands, Badge Holders, etc	\$600.00	\$554.96	\$1,250.00	\$963.84	\$800.00	Total (20 Room Nights) \$3,036.42
21.670.0 Registration Software Expense	\$75.00	\$0.00	\$75.00	\$54.75	\$73.00	Comp Registrations to Include:
21.672.0 Rental of Van	\$450.00	\$814.62	\$450.00	\$300.69	\$900.00	11 VIP's + Mondo, Don, Bruce, Manuel & Andy
21.676.0 Ribbons	\$450.00	\$431.22	\$400.00	\$0.00	\$400.00	Total of 16 for the VIP meal count
21.686.0 Souvenir Item & T-Shirts	\$7,000.00	\$6,334.68	\$8,000.00	\$3,692.31	\$8,000.00	Recent Total Convention Attendance
21.690.0 Speaker Fees	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	2018 (LAX) 699
21.706.0 Staff (Bruce & Trina) Housing, Meals & Travel to Conv	\$1,700.00	\$1,760.79	\$900.00	\$897.43	\$900.00	2017 (Riverside) 617
21.730.0 Telephone	\$225.00	\$267.12	\$225.00	\$207.80	\$150.00	2016 (LAX) 810
21.740.0 Workshops	\$75.00	\$43.00	\$150.00	\$42.30	\$250.00	2015 (Woodland Hills) 838
21.745.0 Donation to Project Eliminate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2014 (Burbank) 790
21.875.0 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2013 (San Diego) 740
Total Expenses	\$112,626.93	\$109,355.57	\$132,019.00	\$86,821.26	\$109,699.00	2012 (Woodland Hills) 760
Net Income	\$2,523.07)	\$1,020.73)	\$281.00)	\$6,786.61)	\$781.00)	2011 (Burbank) 610
Circle K Board Approval: Pending						

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Fall Training Conference 2018 Theme Proposal

July 2018 Board Meeting

Respectfully Submitted by **Cecilia Nguyen, Fall Training Conference Chair**

EVENT OVERVIEW

Dates: November 2-4, 2018

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*

This item is 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.

ITEM #1: THEME

The theme of the Fall Training Conference plays an important role in the overall feeling of the event. It sets the tone for the weekend and allows club to show off their creativity as they prepare spirit items, 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. Comic Book/Superhero
2. Space/Galaxy
3. Grocery Store/Supermarket

The committee would like to recommend **Grocery Store/Supermarket** as our **top choice** theme, with **Comic Book/Superhero/Pop Art** as our second choice.

OPTION 1: COMIC BOOK/SUPERHREOS/POP ART

Taglines

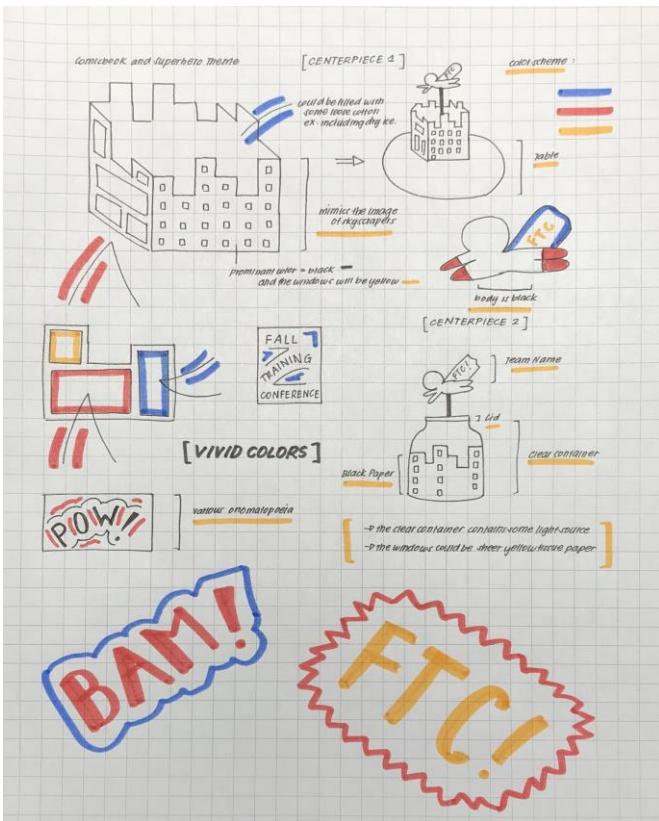
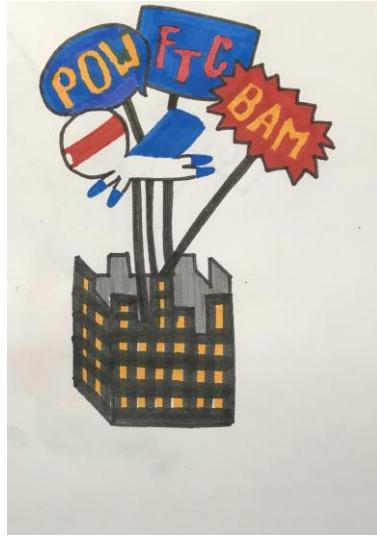
- Service is Here To Save The Day
- Calling All Superheroes of Service!
- Superheroes of Service

Decorations





Centerpieces



Backdrop



Graphic Elements

- Comic book panels with Sunny in a cape
- Comic book fonts
- Pop-art styles





T-Shirt/Logo(s)





Program



Meet District Board

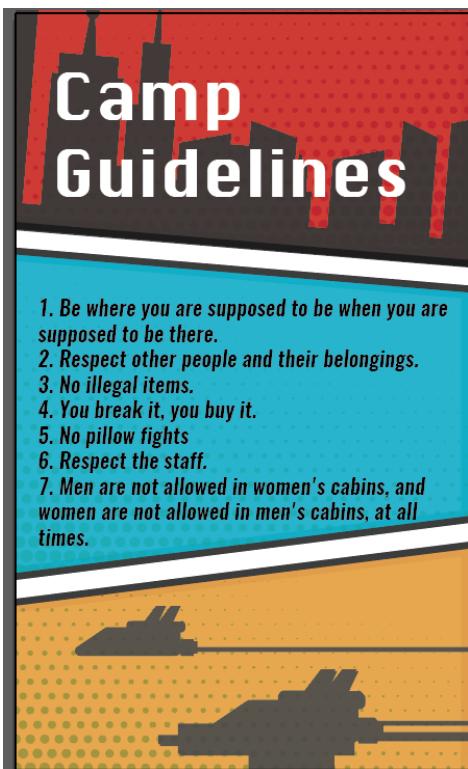
 **Manuel Santiago**
District Governor

 **Wayne Cheng**
District Secretary

 **Shaira Ramirez-Santos**
District Treasurer

 **Armando Velazquez**
District Administrator





1. Be where you are supposed to be when you are supposed to be there.
2. Respect other people and their belongings.
3. No illegal items.
4. You break it, you buy it.
5. No pillow fights
6. Respect the staff.
7. Men are not allowed in women's cabins, and women are not allowed in men's cabins, at all times.

Fonts

JUSTICE★LEAGUE

Heroes Legend.ttf

FALL TRAINING CONFERENCE

Heroes Legend Hollow.ttf

FALL TRAINING CONFERENCE

**COMIC CHUCK
INTERNATIONAL SUPER HERO**

intsho.ttf

INTERNATIONAL SUPER HERO

Color Schemes



Promotion & Publicity

- Programs: Comic book type of layout with panels
- Video intro can be like the marvel intro but it says FTC Presents
- Overlays: Pop art caption with why we're attending FTC
- Video: Comic Book Cartel Deal
 - Takes place in dark room. Person A has spent a thousand years searching for rare comic books. War arises when Antagonist tries to steal them. Antagonist just wanted to trade comic books for paper in Person A's pocket, but exposing is too much to handle. As a climax, Antagonist manages to get the paper even with people trying to stop them. Antagonist reveals what was on the paper and explodes. Person A and team figure out a plan to tackle this at...FTC 2018

Team Activities & Team Names

- Names for Team Activities
 - Battle for Old Oak Ranch
 - Superhero Showdown/Superpower Showdown
- Team Names
 - Hardy Heroes
 - Super Squad
 - Radioactive Robots
 - Vigorous Vigilantes
 - Rambunctious Rogues
 - Sick Sidekicks
 - Verocious Villains

- Jazzy Jokers
- Fantastic Figures
- Adorable Agents
- Malicious Masterminds
- Sinister Scientists
- Pretty Pages
- Perfect Protagonists
- Avenging Antagonists
- Grand Guardians

Additional Comments from Committee

- **Plusses**
 - Incorporation of vibrant, iconic colors – can be visually appealing and attention-grabbing
 - CNH Mascot can be CNH CKI's superhero
 - Promotional materials can be a part of a storyline that leads up to FTC
 - Storyline can be even continued throughout FTC weekend that can induce a lot of fun suspense and excitement
- **Deltas**
 - Might be a bit challenging going against tuition and preventing copyright and being original
 - Hard to come up with team names
 - Limited graphic flexibility – not a large variety of iconic elements
 - Redundant graphics; not much except for onomatopoeia and buildings

OPTION 2: GALAXY/SPACE

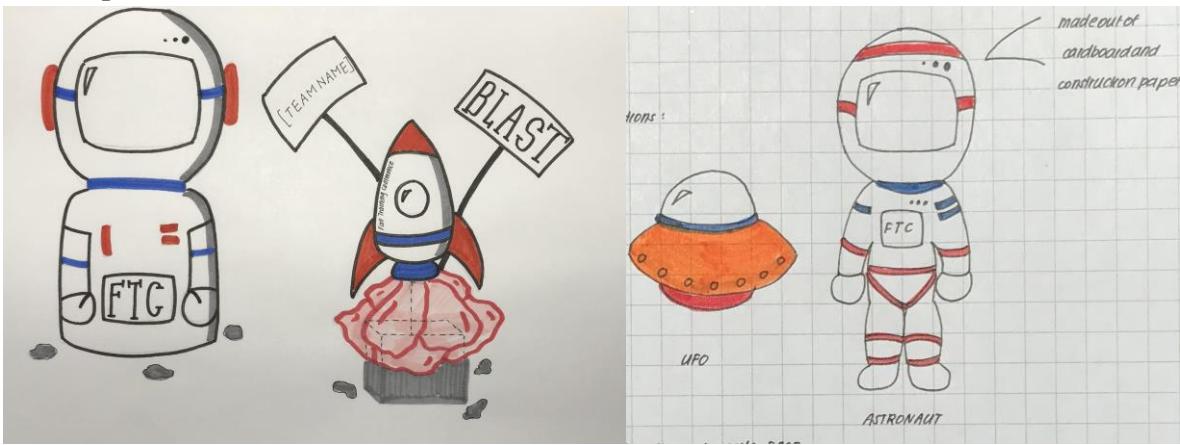
Taglines

- Blasting off to Service
- Service Is Out of this World!
- Reach for the Stars
- Service Under the Stars
- The Final Frontier

Decorations



Centerpieces



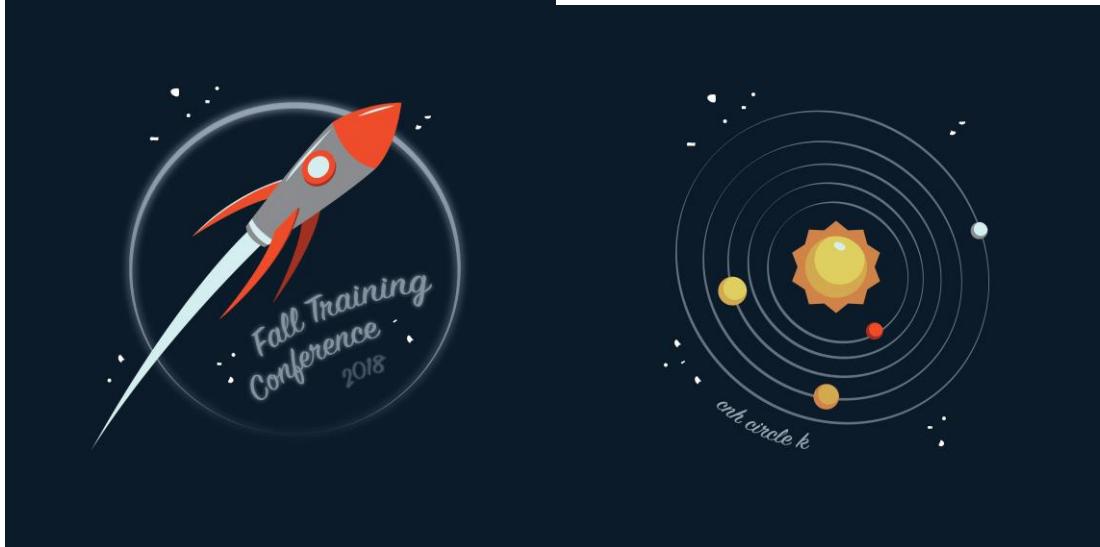
Backdrop



Graphics Elements



T-Shirt/Logo(s)



Program

Color Schemes



Fonts



Promotion & Publicity

- Promo Video – I Dreamt a Dream of Being in Space of Outer Space
 - Video begins with Committee, brainstorming the next theme and after a long day Person A tucks themselves into bed and snores loudly after thinking to herself what the next theme reveal should be. Then, Person A gets spooked by Person B, a galaxy/nebula.
- Have to use props
- Space themed lip-dub with lyrics relating to space
- Bucket of Starbursts as giveaways
- Space mission storyline

Team Activities & Team Names

- Team Activities
 - Remember the Constellations
 - This is a memory game where we make customized (fake) constellations. The FTC teams have to try and memorize the constellations (potentially draw it themselves). It would be judged for accuracy.
- Team Names
 - Awesome Asteroids
 - Courageous Comets
 - Electric Exoplanets
 - Glamorous Galaxy

- Great Gravities
- Lively Light-years
- Menacing Meteors
- Mellow Moons
- Nutty Nebulas
- Quirky Quasars
- Radical Radiations
- Superb Satellites
- Solar Flares
- Striking Stars
- Spicy Supernovas
- Connecting Constellations
- Rowdy Rockets
- Vigorous Venuses
- Clashing Comets
- Atomic Astronauts

Additional Comments from Committee

- Plusses
 - Graphics are visually appealing and attention-grabbing
 - Can pull off a cutesy or sleek vibe
 - Potential for creative team names and team activities
- Deltas
 - Is overused/overdone – people might get tired of this theme
 - Colors are not as iconic
 - constrained to certain images/icons - hard to think of new, innovative things
 - difficult to think of location/props for videos

OPTION 3: GROCERY STORE

Taglines

- Shopping cart full of service
- Market Full of Service
- A Fresh Beginning
- Fresh Service Guaranteed
- Clean Up On Aisle Service

Decorations



Centerpieces



Backdrop



Graphic Elements

THRIFTY NUMERALS



PRIVACY
POLICY

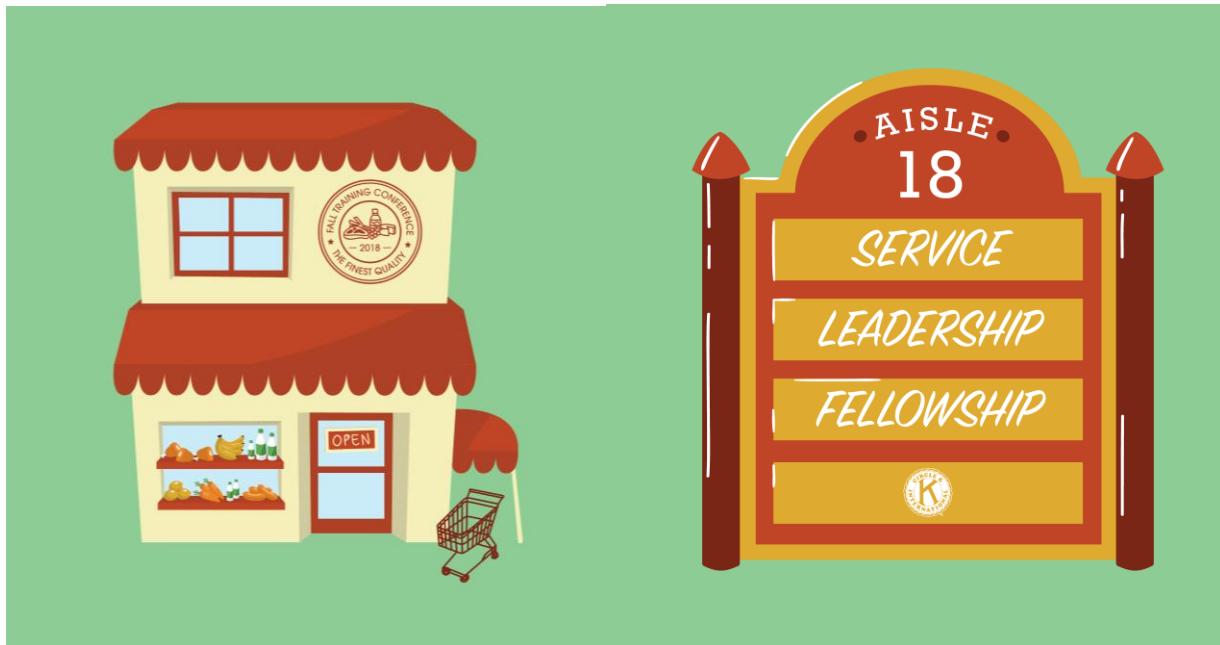




designed by freepik.com



Tshirt/Logos





Program



Color Schemes



coolors.co/003049-d62029-f77f00-fcfc49-eae2b7



coolors.co/ef476f-ffd166-00d16a-118eb2-073b4c



coolors.co/bce784-5dd39e-348ba7-525174-513056

Fonts

MARKET DECO
Uptown Market
Smoothie Shoppe

Roboto Condensed
Christian Robertson (6 styles)

Oswald
Vernon Adams, Kalapi Gajjar, Cyreal (6 styles)

Source Sans Pro
Paul D. Hunt (12 styles)

Roboto Condensed

My two natures had
memory in common.

Silver mist suffused
the deck of the ship.

Promotion & Publicity

- FTC Committee dresses up as employees
- Advertisement for a grocery store w/ the whole committee standing
- Program – coupon book style
- Can feature recipes that are actually reminders or spotlights or riddles
- weekly ads for upcoming deadlines and social media contests
- Video Ideas:
 - Setting takes place in grocery store and begins with Person A browsing for ingredient to bring back home as they stumble upon a magazine: "How to create an FTC committee disk." With many encounters from different employees and people, she gets distracted from her shopping and eventually resorts in racing against the clock as she has received a phone call to announce the FTC theme. They must rush or they will be trapped in the store. Ultimately, they don't make it in time and before the video ends, they make the phone call and reveal the theme. After finally hearing the theme, they are free to go and gets offered samples. The video ends as they quickly grab all of their ingredients, check out, and exit.
 - "Sugar, Spice, and Everything Nice" cooking video

Team Activities & Team Names

- Team Activity
 - In a circle, one person goes in the middle and says what they are (grocery cart), and another person runs in the middle and says what they are (apple), and the last person would run and do the same (cereal). The person who first started this chain takes their favorite (apple or cereal) along with them to the outside of the circle.
 - If they were to take the apple, the cereal would be by themselves, and the chain would continue.
- Team Names
 - Amazing Apples
 - Bold Bananas
 - Blessed Beefs
 - Brave Biscuits
 - Charismatic Celery
 - Courageous Carrots
 - Cheerful Coupons

- Delightful Deli
- Fearless Flowers
- Friendly Freezers
- Glorious Grapes
- Happy Herbs
- Marvelous Managers
- Magical Meat
- Stupendous Security Guards
- Professional Produce
- Divine Dairy
- Salty Seafood
- Suspicious Samples

Additional Comments from Committee

- **Plusses**
 - Tasteful, fresh, and playful vibes
 - Can use commonly found materials for decorations (centerpieces, props, etc)
 - Vibrant, iconic colors
 - Can convey various meaningful stories of who goes to the grocery store and why
 - a lot of props that can be used, many decorations can be recycled
 - team names can be very unique
- **Deltas**
 - Require a bit more creativity and effort to think outside of the box
 - Some elements might need more explanation
- **Additional Comments**
 - Story suggestion: We all go to a grocery store for different purposes (To buy food, to buy utensils, etc.) We can incorporate that into FTC by saying every single person who attends FTC comes for a different reason but we all end up coming to the same place to get what we need. We go to FTC, get what we need, and go back home.



CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

FALL TRAINING CONFERENCE 2018 BUDGET Proposal

JULY 2018 Board Meeting

Respectfully Submitted by **SHAIRA RAMIREZ-SANTOS, DISTRICT TREASURER**

EVENT OVERVIEW

Fall Training Conference is a three-day, two-night event held at Old Oak Ranch in which members of the California-Nevada-Hawai'i 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 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. FTC 2019 is to be held from Friday, November 3 to Sunday, November 5, 2019.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Event Budget and Registration Costs

ITEM #1: BUDGET AND REGISTRATION

Please see attached sheet for the proposed Fall Training Conference 2018 event budget, to be approved as presented with Early Registration to be set at \$150 (previously \$145) and Regular Registration to be set at \$175 (previously \$170).

Pros:

- More money available for event expenses
- More potential income that can be transferred to General Fund Budget

Cons:

- Increased costs could potentially deter members from attending

	Cash Receipts	2018		2017	
		Budget	Actual	Budget	Actual
	Old Oak Ranch	Old Oak Ranch	Old Oak Ranch	Old Oak Ranch	Old Oak Ranch
22.401.01 Early Registration 650 x's \$150.00		\$97,500.00	\$90,610.31	\$92,075.00	
22.401.03 Registration 30 x's \$175.00		\$5,250.00	\$10,870.00	\$2,550.00	
22.401.02 Kiwanis Committee Registration 4 x's \$150.00		\$600.00	\$500.00	\$580.00	
22.420.01 Ad Sales		\$200.00	\$215.00	\$200.00	
22.435.00 Misc. Income		\$0.00	\$0.00	\$0.00	
Total Revenue		\$103,550.00	\$102,195.31	\$95,405.00	
Disbursements					
22.510.00 Audit		\$750.00	\$655.71	\$100.00	
22.512.00 Awards (New Member Certificates)		\$150.00	\$163.61	\$125.00	
22.520.00 Entertainment (DJ & Prizes for Games)		\$400.00	\$48.02	\$400.00	
22.530.02 Friday Board Meals (\$24.00 each) x's 40 meals		\$960.00	\$0.00	\$960.00	
22.530.05 Complimentary Registration (7) & VIP Linens		\$1,065.00	\$1,065.00	\$875.00	
22.540.00 Credit Card Service Charges		\$0.00	\$0.00	\$0.00	
22.550.00 Decorations		\$350.00	\$422.61	\$275.00	
22.563.00 Hospitality (Water & Snacks)		\$300.00	\$325.84	\$225.00	
22.570.00 Camp Fees Registration (Meals & Housing) 677 x's \$125.00		\$84,625.00	\$86,470.00	\$81,750.00	
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 (74 in stock, used 310 last year) Cost \$0.95 + freight Order 275 for 2(\$300.00	\$289.66	\$350.00	
22.571.00 Incentive Program Prizes		\$285.00	\$238.35	\$250.00	
22.660.00 Postage		\$0.00	\$0.00	\$0.00	
22.662.00 FTC Chair Expenses		\$150.00	\$0.00	\$120.00	
22.666.60 Printing (Program)		\$2,500.00	\$2,246.89	\$2,000.00	
22.670.00 Registration Supplies		\$375.00	\$411.31	\$375.00	
22.670.05 Registration Software		\$75.00	\$0.00	\$75.00	
22.672.00 Rental of Van		\$425.00	\$369.53	\$380.00	
22.686.00 Souvenirs & T-Shirts		\$7,250.00	\$7,046.52	\$6,000.00	
22.730.00 Phone		\$100.00	\$0.00	\$50.00	
22.740.02 Workshop Expenses		\$0.00	\$35.00	\$0.00	
22.745.00 Donation to DFIs (677 x \$1.00)		\$677.00	\$691.00	\$654.00	
22.876.00 General Fund Transfer		\$0.00	\$0.00	\$0.00	
Total Expenditures		\$101,137.00	\$100,479.05	\$95,364.00	
Net Income		\$2,413.00	\$1,716.26	\$41.00	

Circle K Board Approval: Pending

Maximum Sleeping Capacity 720

Maximum Dining Hall Capacity 520

2017 Actual Attendance 699 - 8 no shows = 691 actual
 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 Attenance 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 2018 Board Meeting

Respectfully Submitted by **Katelyn Duch, District Member Recognition Chair**

EVENT OVERVIEW

The Membership Recognition Program aims to recognize all members for achieving certain levels based off of their service hours and additional requirements. This term, the District Member Recognition Committee is aiming to slightly improve it by making adjustments to the tags.

ITEMS FOR APPROVAL

- Replace Circle K (CK) Tag with Alumni Tag
- Additional Requirements Adjustment

ITEM #1: Replace Circle K (CK) Tag with Alumni Tag

The District Member Recognition Committee proposes to replace the Circle K (CK) tag with a new tag, Alumni (AL).

One of the 2018-2019 California-Nevada-Hawai'i District Board goals is to increase relations with alumni through the usage of professional development events among other methods. With this in mind, the District Member Recognition Committee plans to replace the CK tag with a tag catered towards alumni, abbreviated AL, in hopes of encouraging all clubs to maintain relations with their alumni so that they will be able to return in the future to provide knowledge of not only Circle K but life beyond college as well.

The reasoning behind replacing the CK tag is because it is very similar to the Interclub (IN) tag, which makes it seem redundant, and because there is no use for it, one being for awards applications.

The following is the official tag definition for Circle K from the CNH Circle K website:

"A Kiwanis Family event with at least two members present from your Circle K club and at least two members present from another Circle K club. Examples include Circle K general body meetings, divisional council meetings."

The following is the official tag definition for Interclub (IN) from the CNH Circle K website:

"An interclub is any event hosted by another Kiwanis Family club, including Circle K. The following table will illustrate on how to achieve this tag:

<i>Club Member Count</i>	<i>How many attending members needed from your club</i>	<i>How many attending members needed from another Kiwanis Family club</i>
<i>50 members or less</i>	<i>2 members</i>	<i>2 members</i>
<i>51-90 members</i>	<i>3 members</i>	<i>2 members</i>
<i>91+ members</i>	<i>4 members</i>	<i>2 members</i>

The host club may mark the interclub (IN) tag if the hosted event is a community service project."

With that said and with how similar the CK and IN tags are, the District Member Recognition Committee decided that it would be beneficial to replace the CK tag with AL. AL will mimic the definition of the Kiwanis Family tag as follows:

A Kiwanis Family event with at least two members present from your Circle K club and two alumni members present. An alumni member is an individual who graduated from your school and was also in Circle K.

ITEM #2: Additional Requirements Adjustment

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

Current:

	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

Proposed (changes are in bold):

	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)	2	3	4	5
Fundraisers (FR)	1	2	3	4
Alumni (AL)	1	1	2	2
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)	4	5	6	7
Chaired Events	1	2	3	4
Workshop/Webinar Host (WH)	Yes	Yes	Yes	Yes
Committee Member	Yes	Yes	Yes	Yes

The reason behind increasing the requirements of MD&E events (MD) by 1 is to place more emphasis on developing and educating our members.

With the numerous amount of webinars hosted during the 2017-2018 term, the webinars attended (WB) requirement tag could have been easily fulfilled within one to two seasons of the term. Envisioning that it will be no different for the 2018-2019 term, the District Member Recognition Committee proposed to increase the WB tag by 1 to further encourage members to attend webinars hosted by the District and for the District.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

PEDIATRIC TRAUMA PROGRAM WEEK 2018 Proposal

JULY 2018 Board Meeting

Respectfully Submitted by **KEVIN RU, DFI AMBASSADOR**

EVENT OVERVIEW

The Pediatric Trauma Program (PTP) serves as one of the active District Fundraising Initiatives for the California-Nevada-Hawai'i District of Circle K International. Established by the CNH Kiwanis Foundation, PTP focuses on reducing the number of childhood deaths due to unintentional pediatric injury. Money raised for PTP is used to purchase safety equipment for children, provide specialized pediatric medical training and equipment for doctors and hospital staff, and fund grants for six partner hospitals located throughout the District.

In order to increase membership awareness and education of PTP, the District Fundraising Initiative Ambassador, alongside the Finance and Fundraising Committee, has organized one week to recognize and highlight the charity and its cause. The week will be held online through social media and will consist of various activities – taking place both online and in-person – for each day that will teach members about PTP and encourage them to show their support for it. It will be promoted along with Crazy Kompetition for Infants, and will be hosted in conjunction with CNH Key Club and KIWIN'S.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Pediatric Trauma Program Week 2018

ITEM #1: PTP WEEK

Proposed Date

In order to promote both PTP Week and Crazy Kompetition for Infants, the former will be held during the week between CKI North and South, from Monday, October 8 to Friday, October 12.

Event Structure

PTP Week will be promoted largely through social media and the District website. Each day of the week will be dedicated to particular activities that will allow members to learn about a different aspect of PTP. Further details for each day can be found below.

Monday, October 8 | Make it Known Monday

- *Show your support of PTP by changing your profile picture to a baby picture or post one on Facebook/Instagram. Help raise awareness by including a caption that educates others about what exactly is PTP along with the hashtag #CNHPTP2018.*
- *Share the Circle K PTP video made by the FiFun Committee along with the existing Key Club and KIWIN's videos!*

Tuesday, October 9 | Trivia Tuesday

- *We'll be posting hourly trivia questions that you can answer for points. Share them with your friends and test your knowledge of PTP. Members with the most points will be awarded a prize to be given to them or a club representative at the next district event.*
- *PTP resources will be posted as well to help you through some questions and improve your knowledge of PTP.*
- *Make your own PTP dolls to donate to local hospitals or participate in a service event related to PTP and children.*

Wednesday, October 10 | Wellness Wednesday

- *Promote safety by challenging your friends to wear safety equipment and raise questions. Take the opportunity to educate your peers at school and community about what PTP is and what you can do to support it. Post a picture of you and your friends wearing safety equipment!*
- *Make a video to promote PTP on your own or with your friends or home club! There are no requirements at all, just make sure to include a meaningful message. Post it on Instagram or Facebook with the hashtag #CNHPTP2018.*

Thursday, October 11 | Thankful Thursday

- *Take a moment to thank those who have helped keep us safe and show your gratitude by writing thank you letters to your local fire/police station or one of our six partnership hospitals. This is highly encouraged as a club tabletop service activity!*
- *Make a post about individuals you would like to thank who have personally made an impact on your life and help keep you safe, such as your parents and/or guardians.*

Friday, October 12 | Further Action Friday

- *Try to host a fundraiser in support of PTP with your club and make sure that participants know where the funds are going towards and how they are making a difference.*
- *Promote further action for PTP by sharing a fact you've learned during this week. Your support of PTP can go beyond raising funds and can include positive messages and all the other activities we've done during the week! Every bit goes towards making a difference in a child's life.*

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Recruitment, Retention & Recognition (RRR) Week Proposal

July 2018 Board Meeting

Respectfully Submitted by **Katelyn Duch, District Member Recognition Chair & Tommy Thach, District Membership Development and Education Chair**

EVENT OVERVIEW

One of the goals of the 2018-2019 California-Nevada-Hawai'i District Board of Officers is to increase the retention rate of the general membership of Circle K International. As we do an excellent job with recruitment, it is necessary to continue with our practiced methods from the past several years while also thinking about new ideas to retain our members. Recognition plays a huge part in retention, which is why the District Member Recognition Committee and District Membership Development and Education Committee would like to collaborate on a social media week. This week will emphasize the importance of how recruitment, retention, and recognition are integral parts in enhancing a general member's experience in Circle K International.

ITEMS FOR APPROVAL

- Recruitment, Retention, and Recognition Week

ITEM #1: Recruitment, Retention, and Recognition Week

The purpose of RRR Week is to promote the California-Nevada-Hawai'i District of Circle K International to incoming members and returning members alike. Each day will focus on a different activity related to recruitment, retention, and recognition through social media challenges.

1. Day 1: Make a Difference Monday

- a. As the largest international student-led collegiate service organization, we encourage members everyday to make a difference in their communities. On this day, we would like to extend that urge by having members post on their social media of how they have impacted their communities by posting details of some ways that they have influenced or been influenced another person's life by possibly talking about topics pertaining to recruitment, retention, and recognition.

2. Day 2: Target Tuesday

- a. There is a reason why we have people become members of Circle K International, whether it would be developing their character, being altruistic and providing community service, trying to increase their network, or any other reasons. For this day, we would like to have members post on social media what was their reason for joining this organization and what keeps them motivated to be a part of the organization

3. Day 3: Webinar Wednesday

- a. The District Member Recognition Committee and District Membership Recognition Committee will also collaborate on a webinar with topics about, you guessed it, recruitment, retention, and recognition! Members do not have to post on this day and can enjoy this break by watching an informative webinar.

4. Day 4: Tell Your Story Thursday

- a. Throughout a member's journey in the Kiwanis Family, there are many moments, whether it is a service event, awards ceremony, or a social, where they have felt that it is very special to them. This day, a member is invited to tell their story about a certain moment in the Kiwanis Family dear to them.

5. Day 5: Fellowship Friday

- a. Alongside service events and leadership opportunities, it is also very important to take the time to relax and bond with your fellow members. Members are encouraged to plan a social and just hang out!

6. Day 6: Spotlight Saturday

- a. Throughout a member's journey in the Kiwanis Family, there are many events that can be considered to be a favorite because of how impactful, meaningful, or fun it may be. Members are invited to spotlight their favorite event and explain why.

7. Day 7: Superstar Sunday

- a. There have been many people out there a member may have encountered and left a significant mark on their lives. Members are invited to recognize a person in their lives who have made an impact on them.

The targeted week is the last week of September, which is ranging from Monday, September 24th to Sunday, September 30th.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

SERVICE UNITY DAY/WEEK Proposal

JULY 2018 Board Meeting

Respectfully Submitted by **HEVER MIRANDA, DISTRICT SERVICE CHAIR**

EVENT OVERVIEW

Service Unity Week and Service Unity Day are yearly events that help unite the California-Nevada-Hawaii District under the tenet of service by allowing members to personally engage in acts of service and to celebrate service through various social media prompts and challenges. This year, the District Service Committee continues the event by providing new social media challenges for members to take part in and by encouraging service officers to host volunteer events for their members on Service Unity Day.

ITEMS FOR APPROVAL

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

ITEM #1: Service Unity Day

Target timing for Service Unity Day is one of the first three weekends of October. A final date will be chosen when the District Board decides on a date for Crazy Kompetition for Infants North and South.

Clubs will be encouraged to participate in service events in their community, with special emphasis being placed on service events that align with the District Service Initiative, Helping Those With Disabilities.

ITEM #2: Service Unity Week

Social media challenges would take place on platforms such as Facebook and Instagram. The District Service Committee would be in charge of promoting the event on these

sites and

1. Mindfulness Monday: Participants write a reflection post discussing disabilities in their personal lives or the lives of loved ones and how the disabilities affect their lives.
2. Teamwork Tuesday: Post about a service event in which the participant's club worked with another organization and how they made an impact together.
3. Welcome Wednesday: Post about ways that one can help make the disabled community feel more welcome in their environment through aided adaptations to facilities, avoiding the use of discriminatory language, etc.
4. Tag-a-Friend Thursday: Post about a friend who embodies service and why this person embodies service.
5. Kiwanis Family Friday: Post about a service event in which the participant's club worked together with another branch of the Kiwanis Family and reflect on the impact made.
6. Service Unity Day Reflection: Post reflecting on service events in which one's club participated in during Service Unity Day.
7. Support Sunday: An informational post primarily meant for a participant's friends who are not in Circle K talking about ways that they can help the disabled community through donations or volunteering with organizations devoted to improving the quality of life of disabled people.

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-HAWAI'I DISTRICT

Circle K International

July 2018 District Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

COMMUNICATIONS & MARKETING Board Report

JULY 2018 Board Meeting

Respectfully Submitted by **RYAN HOANG**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/12/18	No Sew Pillow Table Top Service	1	
04/17/18	Spring 1 st General Meeting		1.5
04/20/18	District Officer Training Conference		19
04/22/18	District Board Meeting		1
04/24/18	Spring 2 nd General Meeting		1.5
04/24/18	Kids Rock Committee Meeting		.5
04/26/18	Super Sweet Leadership Workshop		1
04/26/18	VPS Committee Meeting		.5
05/01/18	Spring 3 rd General Meeting		1
05/02/18	Follow Along: How I Make Graphics		2
05/05/18	STC South		1
05/06/18	MRP Palooza		3
05/15/18	Spring 5 th General Meeting		1
05/20/18	EOTY Banquet		7
05/22/18	Spring 6 th General Meeting		1
05/26/18	Magic Kingdom DCM		4
05/29/18	Spring 7 th General Meeting		1
5/30/18	CNH C&M Meeting		1
06/06/18	CNH C&M Meeting		1
06/13/18	CNH C&M Meeting		1
06/20/18	CNH C&M Meeting		1
06/30/18	CNH C&M Meeting		1

Total Service Hours since Last Board Report: TBD

Total Service Hours since April 1st, 2018: TBD

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/29/18	Armando Velazquez	Social Media Account Log In information	E-Mail
04/23/18	Armando Velazquez, Manuel Santiago	Communications & Marketing Committee Application	E-Mail
05/30/18	Jennifer Hoang	Communications & Marketing Committee	E-Mail
05/07/18	Patricia Ryder	Assembling a balanced committee	Text
06/20/18	Patricia Ryder	Encouraging active engagement and hosting committee meetings	Text
06/21/18	Patricia Ryder, Minh Ton	Clarifying committee roles and duties	E-Mail
07/02/18	Sahara Velasquez	Updates on the Media Outlet Database	E-Mail
06/18/18	Natalie Lu	Spotlight Form for Communications & Marketing group	E-Mail
06/18/18	Max Rico	CNH Sunburst Article Submission Form	E-Mail
06/11/18 - 06/17/18	Minh Ton, Sahara Velasquez, Joanne Kim, Andy Kim, Marisa Charoensri, Max Rico, Natalie Lu, Sandra Cheng, Erica Wei, & Jackie Do	1-on-1 Checkups with the committee	Google Hangouts

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed a committee
2. Held 1-on-1s with committee members
3. Helped committee members assimilate into their positions
4. Started working on a Graphics Webinar
5. Started planning a social media week

b. Top 5 Plans

1. Host graphics webinar
2. Host a social media week
3. Release a press release manual
4. Reach out to more C&M related chairs in CNH through bi-weekly email
5. Release the first issue and episodes of Sunbursst and SunnyTV

III. Resources Needed

1. Emails/Contact information of C&M related chairs from LtGs
2.
3.
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.

- Increase representation of smaller clubs/chapters and underrepresented regions in district publications/social media by reaching out to members in those regions for articles, pictures, and videos.
- Provide and promote resources for clubs to revitalize their publications by assigning committee members tasks to either publicize or create resources.
- Bring transparency between the international level of Circle K and the CNH District by consistently contacting International Board Members about updates to publicize.
- Increase Circle K and the Kiwanis Family's presence in public non-Kiwanis affiliated media through consistent and well-prepared press releases.

- Increase internal communications within the Circle K District through different platforms by maintaining a social media schedule and consistency between posts in a singular platform.

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Convention Chair Board Report

July 2018 Board Meeting

Respectfully Submitted by **Andy Nguyen**

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/12/18	CSUF CKI General Meeting		
04/17/18	Metro Division Office Hours		
04/18/18	Desert Oasis Office Hours		
04/23/18	Spring Training Conference Backdrop painting		
04/26/18	District Convention Office Hours		1
04/27/18	District Convention Office Hours		1
04/27/18	District Convention Office Hours		1
04/28/18	District Convention Office Hours		1
04/28/18	Technology Office Hours		
04/29/18	Member Recognition Office Hours		
04/29/18	CSUF End of the Year Banquet		3
04/30/18	Communications & Marketing Office hours		
05/21/18	1 on 1 meeting - Jennifer Hoang		1
05/21/18	1 on 1 meeting - Kathy Tran		1
05/22/18	1 on 1 meeting - Don Tran		1
05/22/18	1 on 1 meeting - Aaron Zepeda		1
05/23/18	1 on 1 meeting - Lili Anne Labaco		1
05/23/18	1 on 1 meeting - Nhi Truong		1
05/23/18	1 on 1 meeting - Jasmin Barruga		1
05/23/18	1 on 1 meeting - Nora Lovell		1
05/25/18	1 on 1 meeting - Braden Lam		1
05/25/18	1 on 1 meeting - Annie Tran		1
05/25/18	1 on 1 meeting - Clifford Kaunang		1
05/26/18	1 on 1 meeting - Chris Tran		1
05/28/18	Online Committee Meeting #1		2
05/25/18	OCC CKI EOTY Banquet		1
06/11/18	DCON Online Committee Meeting #2		2

6/23/18	DCON In-Person Committee Meeting #1		3
6/23/18	DCON In-Person Committee Social		2
6/26/18	Foothill Division Office Hours		

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2018: 0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
05/16/18	David Ngo	Nora Lovell Reference	Email
05/22/18	Justin Magadia	Tech/AV Interview	Email
05/23/18	Braden Lem	Tech/AV Interview	Email
05/23/18	Andrew Yyu	Tech/AV Interview	Email
05/29/18	Don Hull	In-Person Meeting Date	Email
05/29/18	Don Hull	Agreement of Serve Form	Email
05/29/18	Don Hull	Budget	Email
05/30/18	Don Hull	Roster Correction	Email
05/11/18	Ronald Liu	In-Person Meeting Date	Email
05/11/18	Jennifer Hoang	Graphic Standards Workshop	Email
05/11/18	Jonathan Chu	CNH Website Photos	Email
05/19/18	Ana Chavez	President's Retreat Photoshoot	Email
05/22/18	Jonathan Chu	CNH Website Suggestion	Email

05/25/18	Ronald Liu	Guest Speaker Suggestion	Email
05/25/18	Don Hull	Meeting Minutes Tips	Email
05/27/18	Bruce, Armanda, Manuel, Don	Budget	Phone Conference
06/1/18	Lili Labaco	Next In-Person Meeting	Facebook
06/1/18	Jennifer Hoang	Next In-Person Meeting Poll	Facebook
05/29/18	Chris Tran	SAA Budget	Facebook

VII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed chairs for all positions on the 2018-2019 DCON Committee
2. Had 1 on 1 with every single committee member to discuss expectations and goals
3. Had 2 successful online meetings
4. Had a successful first in-person meeting
5. Committee has chosen a theme for DCON 2019 (needs to be approved)

b. Top 5 Plans

1. Finalize theme proposal ideas
2. Finalize souvenirs for DCON 2019
3. Finalize DCON 2019 Logo
4. Have all documents completed before FTC 2018
5. Complete budget with Bruce

VIII. Resources Needed

1.
2.
3.
4.
5.

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.

- Have the committee choose the DCON 2019 Theme - Completed
- All documents revised and approved before FTC 2018 – In Progress

-
-
-

X. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

FALL TRAINING CONFERENCE CHAIR Board Report

JULY Board Meeting

Respectfully Submitted by **CECILIA NGUYEN**

XI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/24/18	UCB CKI Spirit & Social Committee Meeting		1
04/24/18	UCB CKI Fundraising Committee Meeting		1
04/27/18	UCB CKI Final Chill Night Social		2
04/28/18	Spring Training Conference North	1	8
04/29/18	UCB CKI Spring Banquet		5
05/04/18	UCB CKI Spring Single Service	5	
05/09/18	SFSU CKI General Meeting		1
05/11/18	UCB CKI Iconic Group Graduation Photos	3	
06/19/18	UCB CKI Summer General Meeting		2
06/23/18	Joint Golden Gate & Sunset June DCM & DSP	2	5.5
06/30/18	Capital June DCM & DSP	1.5	5
07/06/18	Oakland First Friday	4	
07/21/18	July DSP: Tilden Park	4	
07/22/18	Prisoner's Literature Project	2	

Total Service Hours since Last Board Report: 20.5

Total Service Hours since April 1st, 2018: 33

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/22/18 – 04/23/18	Manuel Santiago	District Committee application edits and restructuring of FTC Committee	Messenger
04/26/18 – 05/09/18	CNH CKI Members and District Board Members	District Committee Apps/Office Hours	Google Hangouts
04/27/18	Kevin Ngo	Questions about FTC App	Messenger
05/02/18	Dylan Huynh, Scott Le, Christina Chu	Questions about FTC App	Phone Call
05/06/18	Daniel Lang	Questions about FTC App	Phone Call
05/06/18	Josephine Molina, Olivia Chang,	Questions about FTC App	Messenger
05/10/18	District Committee Chairs	District Committee Applications	Messenger
05/12/18 – 05/15/18	FTC Committee Applicants	Interviews	Google Hangouts
05/16/18 – 05/18/18	Past FTC Chairs, Manuel Santiago	Advice on committee applicants	Messenger, Google Hangouts
05/13/18 – 05/17/18	CNH CKI Members	Reference letters regarding FTC Committee applicants	Email
05/18/18	FTC Committee/FTC Advisors	Committee Reveal & Intros	Email & Website
05/18/18	Manuel Santiago, Andy Nguyen, Jonathan Chu	Re-opening of district committee applications	Messenger and Slack
05/18/18	Marisa Charoensori, Andy Nguyen, Garrick Liang, Tiffany Huang	Questions about FTC App – Media Chair Position	Messenger
05/21/18	Andy Nguyen, Vy Nguyen, Garrick Liang, Marisa Charoensori	Questions about FTC App – Media Chair Position	Messenger
05/22/18 – 05/24/18	CNH CKI Members	Interviews for re-opened FTC Committee apps	Google Hangouts
05/21/18	Executive Assistants	Chair/EA introductory meeting	Zoom

05/22/18	FTC Committee	Committee Meeting #1	Zoom
05/23/18	FTC Committee, Advisors, Manuel Santiago	Recap of online meeting, reminders of assignments	Email/ Website
05/23/18	Executive Assistants	Theme Activities, 1 st online meetings, planning future committee meetings,	Email/ Website
05/25/18	FTC Committee/FTC Advisors	Media Chair Position released	Email/ Website
05/24/18 – 05/25/18	Jonathan Chu & Manuel Santiago	AV/Tech Position	Messenger
05/27/18	EAs, Andy Nguyen	Transitioning Media Chair	Zoom
05/28/18	FTC Committee	Meeting #2	Zoom
05/30/18 – 06/10/18	All individual FTC committee members	May/June 1-on-1s – expectations, goals, ideas, check in	Google Hangouts
05/31/18	Executive Assistants	Chair/EA Meeting – informal and formal check in system, publicity plan, creative team, returning member activity & reception, planning for future committee meetings	Google Hangouts
06/03/18	Jonathan Chu	Transitioning/introduction of FTC website for District Events Website Chair	Messenger
06/03/18	FTC Committee, Past FTC Chair Lindon Tran	Meeting #3	Zoom
06/06/18	Creative Team	Meeting 3.5 – FTC Proposal, assignments, sources of support	Zoom
06/06/18	Jonathan Chu, Carl Dungca	TechxFTC meeting to help transition and introduce District Events Website Chair to help with FTC website	Google Hangouts
06/10/18	FTC Committee, Carl Dungca	Meeting #4	Zoom
06/12/18	Executive Assistants	Review of past comm meetings, publicity plan,	Google Hangouts

		returning member reception & activity, position timeline feedback, north in-person planning	
06/20/18	FTC Committee, Carl Dugnca	Meeting #5	Zoom
06/20/18-6/21/18	Ethan Wynne	Team Activities – Returning Member Activity	Slack
06/24/18	Scott Le, Ethan Wynne	FTC Proposal Items	Messenger
06/26/18	Numfon Vilay	Registration Promo Video	Slack
06/26/18	Bruce, Virginia, Shaira, Armando, & Manuel	FTC Budget Call	Phone Call
06/26/18	Jonash Poyaoan, Scott Le	FTC Proposal Items	Messenger
06/26/18	Executive Assistants	Chair/EA Meeting – Plusses/Deltas of past committee meetings, budget, publicity, North In-person planning, Ea check in	Google Hangouts
06/27/18	Virginia Carpenter, Tiffany Nguyen	Lunch with Virginia – Goal Visioning, getting to know each other	In Person
06/27/18	FTC Creative Team	FTC Proposal, check in, theme branding assignment, assignments	Zoom
06/27/18	FTC Committee, Carl Dungca	Meeting #6	Zoom
06/28/18	Olivia Chang, Katherine Hoang	Committee Apparel Design	Messenger
06/28/18	Ethan Wynne	Team Activities	Slack
06/29/18	Alex Kwong, Aaron Tse	Position Timelines	Slack
06/30/18	Executive Assistants	North In-Person Planning	Slack
06/30/18	Aaron Lee	Campfire Skit & Talent Act Chair introduction email	Messenger
06/30/18	District Events Website Chair Carl Dungca	Wireframe/ website layouts for FTC website	Messenger/ Slack

XII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Productive Committee meetings (online)
2. Narrowed down top three themes as well as order of preference
3. Executive Assistants and Chair created tentative timeline for the committee and each committee member created and finalized their timelines for their respective positions to refer to until FTC.
4. Efficiently prepared proposal with the committee for July District Board meeting
5. Committee members seem to bonding very well!

b. Top 5 Plans

1. Finalize FTC Theme/Budget at July District Board Meeting
2. Work with Media Chair and Graphics Chair to plan out promotions to FTC
3. Prepare and finalize souvenir packages
4. Prepare and finalize publicity plan!
5. Be a good District Board Member, student, and chair!

XIII. **Resources Needed**

1. Budget/Reimbursement Forms
2.
3.
4.
5.

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.

- Plan a smooth and successful Fall Training Conference:

Currently, I am feeling pretty good with what has been accomplished with my committee so far! It's been a great, productive month and a half! 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 of the EAs and myself as we went through each timeline and made comments/suggestions on each. I send out reminders and keep up with each member often; my EAs also support and help me whenever needed. I hope to continue working as productively with my committee until FTC. I am working to create a collective timeline 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 look forward to our online meetings and future in-persons, so that my committee can communicate openly and beautifully with each other. I am also hoping to build a strong line of communication with Bruce and stay in contact with my advisors, so we can all make sure all bumps are smoothed out during the planning process.

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

I think the committee is doing a great job at trying to think outside of the box and brainstorm new ideas within their individual positions to improve on the previous years. It's been really great to see committee members talk and set up meetings with one another to get specialized support that also helps to better understand their goals and ideas for their positions. We go through committee goals and directives and have brainstormed ways in how we would go about achieving our goals. In committee meetings, the committee and I often bring up items to gain feedback from committee about out new ideas so I hope to continue this ongoing flow and inspiration to make FTC 2018 great.

Provide an enjoyable and worthwhile committee experience for everyone and foster an environment where committee members can bond, have fun, and grow!

It has shocked since our first meeting how well my committee gets along with each other, and ever since our first meeting we all have become pretty close! My EAs and I set up a committee buddy system, our Facebook group chat is very active, and everyone has expressed to really enjoy being on committee so far. I always encourage them to work together and ask each other for help (by asking for feedback through Slack, committee meetings, individual outreach, etc). I try to remind them of their tasks whenever needed, and so far, they are working quite efficiently. There a couple who I do need to check up on a bit more, but that's definitely okay and I understand why more reminders are needed. To continue this flow, I will continue to do my best to make meetings productive and upbeat to stimulate thinking and discussion and permeate good vibes. I want to remind them that I am a source of support for them and always open for feedback if they'd like to do anything different. I hope to be more proactive so that not only I am able to be always thinking ahead but to keep everyone on track as well!

-Increase transparency and promote clear and effective communication

I think this has definitely been an ongoing thing that I always try to be mindful of every week and month. During committee meeting, I always am sure to announce any updates that are going on in the district to the rest of committee and this has helped the committee to get a sense of what is going and if there are any ways that they can be involved or help with. During 1-on-1's or individual messages on Slack or Messenger, I am always reminding everyone that if they ever have any feedback about anything and reminding them we never take feedback personally and we hope that they can do the same when we are giving constructive criticism, and just want the committee to be the best they can be! This has resulted in the committee

members freely able to vent or talk to me about any problems or concerns they may have, so I believe the committee definitely feels open with communicating with each other.

-Provide support and care to fellow District Board members to the best of my abilities

Although I would say everyone gets along with each other very well and talks to each other through our group chat, I feel like I could be more active in terms of personally outreaching and reaching out to individual district board members. I often message Manuel, Shaira, and Wayne about any problems in regards to the planning of FTC, but I feel like I could be doing a better job on giving a helping hand to other chairs and the LTGs. To improve, I hope to reach out to them more and just ask them how they are doing! I also would like to invite District Board members to my meetings, so they can feel free to give their feedback/input and teach my committee anything they might have knowledge in as well. I want to make myself more available to my fellow District Board members, so they can feel that I am reliable if they ever need a hand.

XV. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Kiwanis Family and Foundation Board Report

July 2018 Board Meeting

Respectfully Submitted by **Calvin Chau**

XVI. Your activities since last Board Report

- a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/20/18	End of the Year Banquet: Member Recognition Committee Meeting		0.5
4/22/18	District Officer Training Conference		19
4/23/18	Open Board Meeting		1
4/24/18	General Meeting		1.5
4/26/18	Vice President of Service Committee Meeting		1
4/29/18	Desert Oasis April DCM		1
4/30/18	Open Board Meeting		1
5/1/18	General Meeting		1.5
5/3/18	K-Rock Ribbon Lei Making Work Day	0.5	
5/4/18	K-Rock Ribbon Lei Making Work Day	0.5	
5/4/18	Membership Development and Education Committee Meeting		0.5
5/5/18	Spring Training Conference South		6
5/6/18	MRP Palooza		3
5/8/18	General Meeting		1.5
5/12/18	KRCB Great American Clean-Up	3	
5/15/18	General Meeting		1.5
5/19/18	UCR Key to College	8	
5/19/18	Desert Oasis May Divisional Council Meeting		1
5/19/18	Desert Oasis Banquet		2
5/20/18	UCR End of the Year Banquet		7
5/22/18	General Meeting		1.5
5/23/18	UCR Senior BBQ	2	
5/24/18	District KFF Committee Meeting		1
5/26/18	Magic Kingdom Trainer/ May DCM		4
5/29/18	General Meeting		1.5
5/31/18	District KFF Committee Meeting		1

6/1/18	Foothill Online June DCM		1
6/2/18	INSAN Feeding the Homeless	5	
6/3/18	Gifts for the Homeless	0.75	
6/7/18	District KFF Committee Meeting		1
6/14/18	District KFF Committee Meeting		1
6/21/18	District KFF Committee Meeting		1
6/23/18	Desert Oasis June DCM		1
6/30/18	MDA Summer Camp	120	
7/8/18	CKIx	6	42
7/15/18	President's Retreat		23

Total Service Hours since Last Board Report: 139.75

Total Service Hours since April 1st, 2018: 146.75

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
5/13/18	Camille Goulet	CKI Interest Form	Phone
5/20/18	Camille Goulet	District Committee Applications	Phone
5/25/18	Angela Lagrada	Magic Kingdom Trainer	Facebook
5/27/18	Camille Goulet	First Committee Meeting	Phone
6/2/18	Wayne Cheng	May KFRF Submissions	Facebook
6/2/18	Erica Wei	MD&E Webinar Schedule	Facebook
6/5/18	Tommy Thach	Mentorship System	Facebook
6/5/18	Armando Velasquez	Clarification on Official Procedures	E-Mail
6/6/18	Manuel Santiago	Questions on Official Procedures	Facebook
6/10/18	Shaira Ramirez-Santos	May Chair MRF Submission	E-Mail
6/10/18	Camille Goulet	Committee Updates	Phone
6/15/18	Alan Kwok	CKI Interest Form Update	Facebook
6/18/18	Wayne Cheng	District Board Updates	E-Mail
6/18/18	Ana Chavez	Presidents Retreat Registration	E-Mail
6/30/18	Ana Chavez	Presidents Retreat Resources	E-Mail

7/1/18	Camille Goulet	Committee Updates	Phone
7/1/18	Manuel Santiago	Questions on Board Proposals	Facebook

XVII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed District Committee
2. Worked with District Committee to establish our goals for the term
3. Distributed and Reviewed Monthly KFRFs
4. Established Communication amongst Kiwanis Family Chairs and Representatives
5. Reviewed available Kiwanis Family Resources and addressed the necessity for some missing resources

b. Top 5 Plans

1. Assess and update Kiwanis Family Manuals
2. Kiwanis Family Promotion via various platforms (E-Mail, Social Media, etc.)
3. Kiwanis Family Webinars
4. Collaboration with other Kiwanis Family Branches
5. Prepare for Kiwanis Family Month in November

XVIII. Resources Needed

1. Contact information of Kiwanis Family Representatives of the Kiwanis Family Branches and CNH Kiwanis Family Chairs/Representatives
2.
3.
4.
5.

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.

- Utilize the Monthly Kiwanis Family Report Forms (KFRF) to further identify what clubs need and discuss with my Committee Liaisons how to provide the help every need through the available resources every month.

<ul style="list-style-type: none"> ○ Distributed Monthly KFRFs and Reviewed with Liaisons ○ As a Committee we help each other in finding better ways to personalize questions and cater to each division's needs. ○ Will continue to evaluate club KFRFs and improve on Committee presence and personalization to further help clubs
<ul style="list-style-type: none"> - Educate the District about the various Kiwanis Family branches by hosting bi-monthly webinars, which can be done in conjunction with Key Clubs or Kiwanis, to inform the members of the opportunities available and the many Kiwanis Family branches. <ul style="list-style-type: none"> ○ Planning Webinar Topics and Webinar Schedules ○ Finding other ways in educating the District by starting with the Kiwanis Family Chairs and Representatives <ul style="list-style-type: none"> ■ Will begin E-mail Updates, Bi-Weekly Check-in Questions ○ Will be contacting Kiwanis Family Branches to see where and how we can collaborate with each other
<ul style="list-style-type: none"> - Promote Inter-club events amongst clubs and the Kiwanis Family Branches by utilizing my committee and the resources available to ensure that all Kiwanis Family Chairs and Representatives are aware of the opportunities and to keep them accountable through monthly check-ups. <ul style="list-style-type: none"> ○ Currently assessing and updating Kiwanis Family resources to better cater to the Chairs and Representatives needs ○ Liaisons are in the process of beginning 1-on-1s with their chairs ○ Will be beginning a Kiwanis Family Network Page and Buddy system to allow the Kiwanis Family Chairs/Representatives to interact with each other more
-
-

XX. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Member Recognition Chair Board Report

July 2018 Board Meeting

Respectfully Submitted by **Katelyn Duch**

XXI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/18/18	Orange Coast College CKI General Meeting		1
4/20/18-4/22/18	District Officer Training Conference & April District Board Meeting		19
4/25/18	Orange Coast College CKI General Meeting		1
4/29/18	District Member Recognition Committee Office Hours #1		1
5/2/18	Orange Coast College CKI General Meeting		1
5/2/18	District Member Recognition Committee Office Hours #2		1
5/5/18	Spring Training Conference South 2018		8
5/5/18	District Member Recognition Committee Office Hours #3		1
5/6/18	District Member Recognition Committee Office Hours #4		1
5/8/18	District Member Recognition Committee Office Hours #5		1
5/11/18	United K Awards Dinner		1
5/16/18	Orange Coast College CKI General Meeting		1
5/16/18	Orange Coast College CKI 7 Leaves Social		1

5/20/18	UC Riverside CKI Banquet		4
5/25/18	Orange Coast College CKI Banquet		4
5/26/18	Magic Kingdom Trainer & Magic Kingdom May Divisional Council Meeting		4
5/27/18	Magic Kingdom Divisional Banquet		4
5/30/18	District Member Recognition Committee Meeting #1		2
6/6/18	District Member Recognition Committee Meeting #2		2
6/13/18	District Member Recognition Committee Meeting #3		2
6/21/18	District Member Recognition Committee Meeting #4		2
6/28/18	District Member Recognition Committee Meeting #5		2
7/2/18	Orange Coast College CKI Fireworks Booth	1	
7/3/18	District Member Recognition Committee Meeting #6		1
7/4/18	Orange Coast College CKI Fireworks Booth	1	

Total Service Hours since Last Board Report: 2

Total Service Hours since April 1st, 2018: 14

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/13/18	Garvey Su	Introductions	E-mail
4/17/18	Garvey Su	One-on-One	Phone
5/1/18	Garvey Su	One-on-One	Phone
5/18/18	Angela Lagrada, Tommy Thach	Magic Kingdom Trainer Presentation	E-mail
5/18/18	District Member Recognition Committee	First Order of Business	E-mail

5/19/18	CNH CKI Presidents	2018-2019 Member Recognition Officers Contact List	E-mail
5/21/18	District Member Recognition Committee	Updates	Slack
5/27/18	District Member Recognition Committee	Updates	Slack
5/28/18	District Member Recognition Committee	Meeting #1 Agenda	Slack
5/29/18	District Member Recognition Committee	Facebook Banner Upload	Slack
5/29/18	Garvey Su	One-on-One	Phone
5/29/18	Garvey Su	Proposal Deadline	E-mail
5/29/18	District Member Recognition Committee Divisional Liaisons	Member Recognition Officers One-on-Ones Instructions	Slack
5/30/18	District Member Recognition Committee	Meeting #1	Google Hangouts
6/1/18	Amanda Liao, Tommy Thach	One-on-Ones Platform Question	E-mail
6/2/18	District Member Recognition Committee, Garvey Su, Manuel Santiago	Post Committee Meeting Recap #1	E-mail
6/3/18	District Member Recognition Committee Divisional Liaisons	Member Recognition Officers One-on-Ones Instructions	Slack
6/4/18	District Member Recognition Committee Divisional Liaisons	Member Recognition Officers One-on-Ones Structure	Slack

6/4/18	District Member Recognition Committee	Meeting #2 Agenda	Slack
6/5/18	Garvey Su	One-on-One	Phone
6/6/18	District Member Recognition Committee	Meeting #2	Google Hangouts
6/9/18	District Member Recognition Committee, Garvey Su, Manuel Santiago	Post Committee Meeting Recap #2	E-mail
6/10/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Armando Velazquez, Garvey Su	Member Recognition Chair May Monthly Report Form	E-mail
6/11/18	District Member Recognition Committee, Garvey Su, Manuel Santiago	Meeting #3 Agenda	E-mail
6/13/18	District Member Recognition Committee	Meeting #3	Google Hangouts
6/16/18	District Member Recognition Committee, Garvey Su, Manuel Santiago	Post Committee Meeting Recap #3	E-mail
6/18/18	District Member Recognition Committee, Garvey Su, Manuel Santiago	Meeting #4 Agenda	E-mail
6/18/18	CNH CKI Presidents	Member Recognition Officers One-on-Ones & Master Sheet	E-mail
6/20/18	District Member Recognition Committee	2017-2018 District Awards	E-mail
6/21/18	District Member Recognition Committee	Meeting #4	Google Hangouts

6/25/18	District Member Recognition Committee, Garvey Su, Manuel Santiago, Armando Velazquez	Post Committee Meeting Recap #4	E-mail
6/26/18	District Member Recognition Committee, Garvey Su, Manuel Santiago, Armando Velazquez	Meeting #5 Agenda	E-mail
6/27/18	Garvey Su	One-on-One	Phone
6/28/18	District Member Recognition Committee	Meeting #5	Google Hangouts
6/29/18	District Member Recognition Committee, Garvey Su	July District Board Meeting Proposal Drafts	E-mail
6/30/18	District Member Recognition Committee, Garvey Su, Manuel Santiago, Armando Velazquez	Post Committee Meeting Recap #5	E-mail
6/30/18	District Member Recognition Committee, Garvey Su, Manuel Santiago, Armando Velazquez	Meeting #6 Agenda	E-mail
7/3/18	District Member Recognition Committee	Meeting #6	Google Hangouts
7/8/18	District Member Recognition Committee, Garvey Su, Manuel Santiago, Armando Velazquez	Post Committee Meeting Recap #6	E-mail
7/9/18	District Member Recognition Committee, Garvey Su, Manuel Santiago, Armando Velazquez	Meeting #7 Agenda	E-mail

XXII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Successfully appointed a full committee and got things rolling! |
| 2. District Awards, Membership Recognition Program, and Recruitment-Retention-Recognition Week proposals have been drafted and sent on time. |

b. Top 5 Plans

- | |
|---|
| 1. Update Master Records Sheet. |
| 2. Edit existing manuals and make it so that we can pass it down the terms instead of creating new ones every time. |
| 3. Start improved MR Mondays the beginning August. |
| 4. Edit District Awards and release them on time. |

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.

- Improve Awards

The District Member Recognition Committee and I have had five two-hour long committee meetings so far to discuss about changes we would like to do in regards to the District. With one of the topics being District Awards, we have extensively gone over each and every one of them, decided to tweak them here and there. The District Awards proposal had been drafted for this board meeting. A major change that we had in mind was to remove the Oratorical Contest Award and add in the Outstanding District Committee Member Award. Additionally, we would like to continue the integration of the Master Records Sheet for one of the awards, which is the Outstanding Interclubbing Award, to help make it more efficient and less time-consuming for whomever is filling out the award.

- Be Transparent to the District with the Member Recognition Committee

So far, the District Member Recognition Committee have been hard at work with brainstorming ideas of what they would like to do regarding the proposals presented at the board meeting. We also plan to make ourselves more transparent by hosting office hours about these proposals. Afterwards, an improved MR Monday will start up again in August, a potential collaboration social media week with the District Membership Development and Education Committee is planned for September, and another social media week will be proposed later in the future.

- Improve Master Records Sheet and Deliver Thorough Feedback

The new and improved Master Records Sheet is looking to be released in August, so from now on, the MRP/MRS Coordinator and I will work hard in making sure that we will be able to improve the Master Records Sheet to reflect what we desire to do for one of the awards (Outstanding Interclubbing Award). This is meant to make the MRS more organized.

- Increase Communication with Member Recognition Officers

So far, the Divisional Liaisons of the committee have been hosting one-on-ones with officers in charge of member recognition or the Master Records Sheet in their club. They were able to gain insight of some of the clubs' current standings, answer any questions that they may have, and learned about the officers' goals.

The District Member Recognition Committee will continue to increase communication by posting tips and tricks on the Facebook Member Recognition group page, e-mailing out reminders and manuals when necessary, and giving the opportunity for the members to post about a topic that they would like to share with their fellow peers.

- Support District Board in Their Endeavors

I have not been able to be as present as I wish, but I was able to support my fellow Magic Kingdom Lieutenant Governor by co-hosting a workshop at Magic Kingdom Trainer. Additionally, I will be attending President's Retreat and plan to provide my undying support.

XXV. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Membership Development & Education Chair Board Report

July 2018 Board Meeting

Respectfully Submitted by **Tommy Thach**

XXVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/25/18	OCC 12 th Spring General Meeting		1
4/28/18	Costa Mesa United K Trainer		5
4/29/18	CSUF CKI Banquet		
4/29/18	March For Babies	6	
5/2/18	OCC 13 th Spring General Meeting		1
5/11/18	Costa Mesa United K Awards		1
5/11/18	Irvine Valley College CKI Banquet		2
5/25/18	OCC CKI Banquet	2	6
5/26/18	Magic Kingdom Trainer		3
5/26/18	Magic Kingdom May Divisional Council Meeting		1
5/27/18	Magic Kingdom Banquet		4
6/8/18	Baker Street Bash	2.5	
6/23/18	June Divisional Council Meeting/fundraiser		4
6/30/18	Costa Mesa Kiwanis Fireworks Sale	10	
7/1/18	Costa Mesa Kiwanis Fireworks Sale	8	
7/2/18	Costa Mesa Kiwanis Fireworks Sale	8	
7/3/18	Costa Mesa Kiwanis Fireworks Sale	10	
7/4/18	Costa Mesa Kiwanis Fireworks Sale	10	

Total Service Hours since Last Board Report: 64.5

Total Service Hours since April 1st, 2018: 70.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/23/18	Armando Velazquez, Manuel Santiago, Peter Yu	District MD&E committee application	E-mail
4/23/18	Jeff Dimsdale	Hosting S.M.A.R.T.E.S.T. Goals workshop at United K Trainer	E-mail
4/27/18	Peter Yu	1-on-1 to clarify information regarding position, committee details, and past resources/ideas	In-person
4/29/18	Yen Vo	Submitted STC South Workshop Presentation for feedback	E-mail
4/30/18	Manuel Santiago	District MD&E Committee information regarding positions	Facebook
4/30/18	Peter Yu	Advisor Weekly Calls	Phone
4/30/18	Julie Quan	Discuss about STC Workshop	In-person
5/2/18	Shaira Ramirez-Santos	STC South District Committee Panel Guest	E-mail
5/2/18	Helen Nguyen	STC South Volunteer Spreadsheet	E-mail
5/2/18	Minh Ton	Workshop Monitors for STC South	Facebook
5/5/18	Helen Nguyen	STC South Workshop Evaluation Forms	In-Person
5/6/18	Minghua Ong	Question regarding District MD&E Committee	Facebook
5/8/18	Erica Wei	Question regarding District MD&E Committee	Facebook
5/10/18	Angela Lagrada	Magic Kingdom Trainer Workshop Presentation	E-mail
5/10/18	Shaira Ramirez-Santos, Wayne Cheng,	April MD&E Chair Monthly Report Form	E-mail

	Armando Velazquez, Manuel Santiago, Peter Yu		
5/19/18	Nathan Wong, Katelynn Lam, Amanda Liao, Amber Ly, Julie Quan, Kristin Kim Nguyen, Randall Belyea, Lauro Solomo, Minghua Ong, Erica Wei	Welcome to District MD&E Committee E- mail	E-mail
5/20/18	Katelynn Lam	MD&E Committee Banner	Facebook
5/22/18	Nathan Wong	Committee 1-on-1	Google Hangouts
5/22/18	Angela Lagrada, Katelyn Duch	Magic Kingdom Trainer Workshop Presentation	E-mail
5/22/18	Randall Belyea	Committee 1-on-1	Google Hangouts
5/26/18	District MD&E Committee, Russel De Los Reyes	Notified committee members of new committee member	E-mail
5/28/18	Katelynn Lam	Update MD&E Committee Banner	E-mail
5/28- 31/18	Amanda Liao, Julie Quan, Amber Ly, Kristin Kim Nguyen	Club Liaison E-mail Drafts	E-mail
6/2/18	Erica Wei	Committee 1-on-1	Google Hangouts
6/3/18	Jonathan Chu	District Committee Webpage	E-mail
6/3/18	Amanda Liao/Amber Ly	Committee 1-on-1	Google Hangouts
6/5/18	Lauro Solomo	Committee 1-on-1	Google Hangouts
6/7/18	Minghua Ong	Committee 1-on-1	Google Hangouts
6/9/18	Julie Quan	Committee 1-on-1	Google Hangouts
6/11/18	Shaira Ramirez-Santos, Wayne Cheng, Armando Velazquez, Manuel Santiago, Peter Yu	April MD&E Chair Monthly Report Form	E-mail
6/19/18	Kristin Kim Nguyen	Committee 1-on-1	In-Person

6/20/18	Ana Chavez	President Retreat Forms	E-mail
6/21/18	Armando Velazquez, Manuel Santiago	District Pen-Pal System Approvals	E-mail
6/26/18	Jonathan Chu	District Resource System	E-mail
6/27/18	Russel De Los Reyes	Committee 1-on-1	In person
6/28/18	Peter Yu	Advisor Weekly Calls	Phone
6/29/18	Minghua Ong	Resources	Video Call
6/30/18	Anne Le	Asked for help	Messenger
7/1/18	Nathan Wong	District Pen-pal system	Messenger
7/2/18	MD&E Committee	Webinar planning	Google Hangouts
7/4/18	Alan Kwok, Katelyn Duch	President Retreat Workshop	Messenger
7/5/18	Andy Kim	Alumni Interview	Messenger
7/10/18	Peter Yu	Advisor Weekly Calls	Phone
7/11/18	Julie Quan	Committee 1-on-1	In-person

XXVII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Started contacting several Club MD&E Chairs that I already established a connection with. |
| 2. Have had 1-on-1's with all of my committee members |
| 3. Distributed District Pen-pal System "Sunny Buddies" |
| 4. Have created a list of possible resources to consider for production for this term. |

b. Top 5 Plans

- | |
|--|
| 1. Create network of MD&E chairs in the district. |
| 2. Have one-on-ones with committee once appointed to develop goals and objectives with them. |
| 3. Create and plan some successful professional development events/ideas replacing DPDC this year. |
| 4. Evaluate past resources and plan out what resources to create with committee. |
| 5. Develop professional development resources. |

XXVIII. Resources Needed

- | |
|------------------------------|
| 1. Past MD&E Chair resources |
|------------------------------|

2. Contact of all MD&E Chairs or officers responsible for the aspect of MD&E.
3.
4.
5.

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.

- Create group of MD&E chairs on Facebook, develop a network with them, and be a resource for them in case they need any assistance.
 - Conduct one-on-ones as well as committee club liaisons contacting them regularly
- Work with clubs and develop a plan for entire term regarding recruitment, retention, and create a support system
 - Email all clubs and have bi-weekly or monthly check ups with them all
- Create a resource database and professional database
 - Appoint chair(s) responsible and assist with them to create these databases
- Host monthly webinars/workshops to educate the district
 - Appoint responsible chair(s) and assist them with creating a form to release to district to have members host workshops

XXX. **Announcements**

- N/A



CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Service Chair Board Report

July Board Meeting

Respectfully Submitted by **Hever Miranda, Service Chair**

XXXI. Your activities since last Board Report

- a. **Events you participated in:**

Total Service Hours since Last Board Report: 10 hours

Total Service Hours since April 1st, 2018: 10 hours

- b. People you have contacted:

XXXII. Work Progress (Achievement & Plans)

a. **Total Achievements**

1. Assigned committee positions
2. Agreed on first round of database changes
3. Finalized details for Service Unity Day and Service Unity Week
4. Established timeline for DLSSP projects
5. Hosted first Service Committee Meetings

b. Top 5 Plans

1. Continue planning for DLSSP, began working on registration forms in the coming month
2. Pass first round of database edits by end of August
3. Begin discussing webinars so we can host one by the beginning of the fall.
4. Finalize date for Service Unity Week and Service Unity Day
5. Begin planning for expanded, centralized system of resources for service officers.

XXXIII. Resources Needed

- | |
|---|
| 1. Work with Jonathan Chu to update Service Resource Database on District website |
| 2. |
| 3. |
| 4. |
| 5. |

XXXIV. 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.

- | |
|--|
| - Host successful DLSSP Events: Planning continues underway for these events, the committee will continue to work on the events throughout the year. |
| - Increase resources available to service officers throughout the district: Changes to the Service Resource Database have been finalized within the committee, planning for committee-member hosted webinars will commence this month. |
| - |
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XXXV. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Technology Board Report

July 2018 Board Meeting

Respectfully Submitted by **Jonathan Chu**

XXXVI. Your activities since last Board Report

- a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/12/2018	UCLA Circle K General Meeting		1.5
4/15/2018	UCLA Circle K EOTY Banquet		5
4/16/2018	Fundraising Committee Meeting	1	
4/16/2018	Special Events Committee Meeting		1
4/21/2018	District Officer Training Conference		19
4/22/2018	April District Board Meeting		1
4/26/2018	UCLA Circle K General Meeting		1.5
4/30/2018	Special Events Committee Meeting		1
5/3/2018	UCLA Circle K General Meeting		1.5
5/3/2018	Avengers: Infinity War and Diddy Riese		5
5/5/2018	Spring Training Conference South		6
5/10/2018	UCLA Circle K General Meeting		1.5
5/17/2018	UCLA Circle K General Meeting		1.5
5/19/2018	Griffith Field Trip	4.5	
5/24/2018	UCLA Circle K General Meeting		1.5
5/24/2018	Technology Committee Meeting		1.5
5/27/2018	Metro EOTY Banquet		3
5/31/2018	UCLA Circle K General Meeting		1.5
5/31/2018	Technology Committee Meeting		2.5
6/07/2018	Technology Committee Meeting		2
6/21/2018	Technology Committee Meeting		1

Total Service Hours since Last Board Report: 5.5

Total Service Hours since April 1st, 2018: 5.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/17/2018	Denny Cao	District Map	Email
4/18/2018	Denny Cao	CNH Circle K Github	Email
4/19/2018	Wayne Cheng	District Board Meeting Packet	Email
4/23/2018	Don Hull, Armando Velasquez, Manuel Santiago	Technology Committee Application	Email
4/28/2018	Helen Nguyen	STC South	Email
4/29/2018	Lieutenant Governors	District Website	Email
4/30/2018	Don Hull	STC South	Email
5/2/2018	Armando Velasquez	District Website	Email
5/4/2018	Scott Smith	District Website	Email
5/9/2018	Armando Velasquez, Ryan Hoang	Online Meeting Platform	Email
5/12/2018	Don Hull	Advisor Agreement	Email
5/13/2018	Cecilia Nguyen	Committee Applications	Email
5/18/2018	Manuel Santiago	Committee Applications	Email
5/19/2018	Don Hull	Committee Applications	Email
5/25/2018	Cecilia Nguyen	Committees	Email
5/28/2018	District Board	Division/Committee Webpages	Email
5/30/2018	Don Hull	Technology Committee	Email
6/8/2018	Andy Kim	STC South Photos	Email
6/8/2018	Katelyn Duch	Technology Ideas	Email
6/12/2018	Don Hull	Emails	Email
6/15/2018	Shaira Santos	Crazy Komp Website	Email
6/20/2018	Lieutenant Governors	Division Webpages	Email
7/1/2018	Denny Cao & Joseph Le	District Website	Messenger

XXXVII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Started Committee Meetings & Communication
2. Brainstormed & Set Goals for 2018-2019 Technology term
3. Communicated with Chairs & LTG's about website and other projects

4. Determined & laid out software and website-related projects for the term
5. Created New Website Resource Center

b. Top 5 Plans

1. Finalize Resource Center
2. Finish Committee & Division Pages
3. Release resources to Technology Chairs
4. Continue work on software projects
5. Begin work on FTC and Crazy Komp Websites

XXXVIII. Resources Needed

N/A

XXXIX. 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 communication with District Board regarding website, resources, webinars, etc.: Sent numerous emails and messages to District Board members regarding webpages and resources to go on the website
- Increase use of the website as a platform for communication with District: Made a number of posts on website to communicate and gave LTG's posting access on division pages, created resource center
- Establish a strong precedent for future Technology Committees: Set goals and communication platforms for Tech committee, can be referenced in coming terms
- Develop creative projects that improve the efficiency & operation of CNH: Planned large-scale project for the term – features, technologies, etc.
- Increase usability & aesthetic of all District Website, Event Websites: Designed Resource Center & began redesign of District Website. Also started designing FTC Website

XL. Announcements

Please write "N/A" if there are no announcements to be made.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Capital Division Lieutenant Governor Board Report

July 2018 Board Meeting

Respectfully Submitted by **Joshua Ranario**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/07/18	End of the Year Banquet: One Sky, Destiny University of Nevada, Reno Circle K	0	5
04/08/18	End of the Year Banquet Golden Gate Division of CNH Circle K	0	1
04/11/18	Circle K General Meeting University of California, Davis Circle K	0	1
04/12/18	Circle K General Meeting University of the Pacific Circle K	0	1
04/13/18 - 04/15/18	Sergeant-at-Arm's Key Club DCON 2018 CNH Key Club District Event	11	0
04/19/18	Circle K General Meeting Sacramento State University Circle K	0	1.5
04/20/18 - 04/22/18	District Officer Training Conference CNH Circle K District Even	0	19
04/26/18	Circle K General Meeting University of the Pacific Circle K	0	1
04/27/18	End of the Year Banquet San Joaquin Delta College	0	4

04/28/18	Spring Training Conference North 2018 CNH Circle K District Event	0.5	5
04/28/18	Capital April Division Council Meeting Capital Division of CNH Circle K	0	1
05/02/18	Circle K General Meeting University of California, Davis Circle K	0	1
05/02/18	President Council Meeting #1 Capital Division of CNH Circle K	0	1
05/03/18	Circle K General Meeting Sacramento State University Circle K	0	1
05/03/18	After-Meeting iTea Food Social Sacramento State Circle K	0	1.5
05/03/18	Safe Rides Volunteer Event Sacramento State University Circle K	4	0
05/04/18	End of the Year Banquet: Masquerade Ball University of the Pacific Circle K	0	5
05/04/18	End of the Year Banquet: Back to Our Roots University of California, Davis CKI	0	4
05/05/18	Circle K General Meeting University of California, Davis Circle K	0	1
05/09/18	After-Meeting Food Social University of California, Davis Circle K	0	2.5
05/13/18	Division Leadership Team Meeting #1 Capital Division of CNH Circle K	0	1
05/18/18	Golden Gate DSP: Kiwanis Special Games Golden Gate Division of CNH Circle K	3.5	0
05/18/18	End of the Year Banquet Folsom Lake College Circle K	0	4
05/19/18	Capital Division May DCM/DSP Capital Division of CNH Circle K (LTCC)	1	7

05/20/18	Take Steps Advocacy Walk Sacramento State University Circle K	5	0
05/23/18	Circle K General Meeting University of California, Davis Circle K	0	1
05/23/18	T4 Fundraiser Social University of California, Davis Circle K	0	2.5
05/26/18	Golden Gate DCM: Picnic in Dolores Golden Gate Division of CNH Circle K	0	4
06/02/18	Coastal Coolness DCM/DSP Central Coast Division of CNH Circle K	2	9
06/05/18	Santa Clara County Election Night San Jose State University Circle K	6	0
06/06/18	Circle K General Meeting University of California, Davis Circle K	0	1
06/06/18	Sweet and Shavery Fundraiser University of California Davis, Circle K	0	1
06/09/18	1st Summer General Meeting Sacramento State University Circle K	0	2
06/09/18	Pops in the Park Event Sacramento State University Circle K	4	0
06/10/18	June Division Council Meeting Paradise Division of CNH Circle K	0	1
06/12/18	Capital June DCM Committee Meeting University of the Pacific CKI/ Delta Circle K	0	1
06/13/18	Capital Treasurer Executive Trainer Capital Division of CNH Circle K	0	2
06/14/18	Division Leadership Team Meeting #2 Capital Division of CNH Circle K	0	1
06/16/18	Key to College: The First Year Sacramento State University CNH Circle K	0	6
06/18/18	President Council Meeting #2 Capital Division of CNH Circle K	0	2

06/22/18	Pixie Woods Festival Event University of the Pacific CKI/Delta Circle K	3	0
06/23/18	Joint Division Service Project & DCM GOlden Gate Division and Sunset Division	3	4
06/26/18	Capital Leadership Team Meeting #3 Capital Division of CNH Circle K	0	2
06/30/18	Capital June Division Council Meeting/DSP Capital Division of CNH Circle K	3	5

Total Service Hours since Last Board Report: **46 Service Hours**
Total Service Hours since April 1st, 2018: **72.5 Service Hours**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/07/18	Dan Germain (Capital Regional Advisor), Tom Leahy (Assistant Regional Advisor), Rita Germain (Sacramento City CKI Advisor), Manuel Santiago (CNH CKI District Governor), Wayne Cheng (CNH CKI District Secretary)	Capital Division Lieutenant Governor April District Board Report Submission	Email
04/07/18	Ana Chavez (Spring Training Conference North Chair)	STC North Workshop Decisions	Email
04/08/18	Dan Germain (Capital Regional Advisor), Armando Velazquez (District Administrator), Tiffany Hoang (UCD CKI President 17-18)	UC Davis's End of the Year Banquet Event Request Form Approval	Email
04/09/18	Wayne Cheng (CNH Circle K District Secretary)	CKI April District Board Meeting Agenda	Email

04/09/18	Dan Germain (Capital Regional Advisor)	Capital LTG Introduction and Availability	Email
04/10/18	David Duy Ngo (Capital Lieutenant Governor 17-18), Rae Whitby-Brummer (Regional Advisor 17-18), Calvin Tang (DKFF Committee), Eric Munoz (UNR CKI President)	CNH Key Club District Convention Sergeant-at-Arms: Change in Leadership	Email
04/10/18	Dan Germain (Capital Regional Advisor), Tom Leahy (Assistant Regional Advisor), Armando Velazquez (District Administrator), Rita Germain (Sacramento City CKI Advisor), Manuel Santiago (CNH CKI District Governor), Wayne Cheng (CNH CKI District Secretary)	Capital Lieutenant Governor March Monthly Report Form Submission	Email
04/11/18	Manuel Santiago (CNH Circle K District Governor)	CNH Circle K: Appointment of District Chairs	Email
04/11/18	Calvin Tang (DKFF Committee), Eric Munoz (UNR CKI President)	CNH Key Club District Convention Packing List	Email
04/11/18	Laarni Castro (CSU Chico CKI Secretary)	Volunteer Event: Multiple Sclerosis Walk	Email
04/12/18	Manuel Santiago (CNH Circle K District Governor)	CNH Circle K: Respective Contact Information	Email
04/12/18	Wayne Cheng (CNH Circle K District Secretary)	April 2018 District Board Meeting Packet	Email
04/13/18	Eric Munoz (UN Reno CKI President), Calvin Tang (DKFF	Key Club DCON: Housing	Email

	Committee)	Confirmation	
04/13/18	Jesus Aguiniga (CNH Key Club Kiwanis Family & Foundations Chair 17-18)	CNH Key Club DCON: Kiwanis Family Exposition	Email
04/15/18	Calvin Tang (DKFF Committee), Rae Whitby-Brunner (Regional Advisor 17-18), Tom Leahy (Assistant Regional Advisor), Victor Chan (Region 9 Advisor)	CNH Key Club District Convention Sergeant-at-Arms Volunteering	Email
04/17/18	Jared V. Samonte (CSU Chico CKI President)	Chico State Circle K Sixth General Meeting Information	Email
04/17/18	Manuel Santiago (CNH CKI District Governor)	Information on District Officer Training Conference 2018	Email
04/17/18	Lucas Saechao (Capital Division Communications & Marketing Co-Chair)	Capital Division Google Calendar	Email
04/18/18	Armando Velazquez (CNH Circle K District Administrator)	District Officer Training Conference & Webinar Review	Email
04/18/18	Laarni Castro (CSU Chico CKI Secretary)	Club Meeting Minutes, Important Reminders	Email
04/22/18	Ana Chavez (Spring Training Conference North 2018 Chair)	Spring Training Conference North Volunteer Sheet	Email
04/22/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #1	Email
04/23/18	Evan Sum (UC Berkeley CKI Board Member)	STC North Workshop Button Designs	Email

04/23/18	Josephine Molina (Folsom Lake College CKI Secretary 17-18), Dave Heitman (William Jessup University Dean of Students), John Jackson (President William Jessup University)	Kiwanis Circle K Club at William Jessup University: Chartering a Circle K International Club	Email
04/23/18	Manuel Santiago (CNH Circle K District Governor)	District Board Buddies	Email
04/27/18	Wayne Cheng (CNH Circle K District Secretary)	Chair Monthly Report Form	Email
04/27/18	Ana Chavez (Spring Training North 2018 Chair)	Spring Training Conference North	Email
04/29/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #2	Email
05/04/18	Oscar Rodriguez (Outgoing Key Club Member)	Chartering a Circle K International Club in Golden Gate Division	Email
05/04/18	Kimberly Ann Figueria (UCD CKI Treasurer 17-18)	UC Davis CKI End of the Year Banquet: back to Our Roots	Email
05/06/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #3	Email
05/07/18	Manuel Santiago (CNH Circle K District Governor)	April LTG MRF Questions	Email
05/08/18	Manuel Santiago (CNH Circle K District Governor)	[CNH District Board] International Goals Worksheet	Email
05/10/18	Jonathan Chu (CNH Circle K District Technology Chair)	LTG Access to CNH Website	Email
05/10/18	Laarni Castro (CSU Chico CKI Secretary)	Volunteer Event Information	Email
05/11/18	Shaira Ramirez-Santos (CNH	[CKI] District Finance	Email

	Circle K District Treasurer)	and Fundraising Committee Reference	
05/12/18	Calvin Chau (CNH Circle K District Kiwanis Family and Foundation Chair)	[KFF Reference] Kiwanis Family and Foundation Committee Application	Email
05/13/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #4	Email
05/15/18	Tracy Liu (University of the Pacific CKI)	CKIx Club Promotional Video	Email
05/15/18	Katelyn Duch (CNH Circle K District Member Recognition Chair)	[MR] Reference Questions for Committee Applicants	Email
05/15/18	Alan Kwok (CNH Circle K Golden Gate Lieutenant Governor)	Golden Gate Kiwanis Special Games Volunteer Information	Email
05/17/18	Maliyah Anderson (Reactivating President of Truckee Meadows CC CKI)	Circle K Information/Dates	Email
05/17/18	Austin Stephens (Outgoing Lake Tahoe CC CKI President)	CKI Beach Clean-up at Lake Tahoe	Email
05/18/18	Manuel Santiago (CNH Circle K District Governor)	District Committee Announcements	Email
05/20/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #4	Email
05/21/18	Manuel Santiago (CNH Circle K District Governor)	CNH Circle K Presidents: Mood Monday #4	Email
05/22/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The	Email

		Happenings 161	
05/25/18	Alan Kwok (CNH Circle K Golden Gate Lieutenant Governor)	Golden Gate May DCM: Picnic at Dolores Park	Email
05/26/18	Wayne Cheng (CNH Circle K District Secretary)	April District Board Meeting Minutes	Email
05/27/18	Ryan Yee (Capital Communications and Marketing Co-Chair)	Divisional Board Buddy Submissions	Email
05/27/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #5	Email
05/27/18	Jasmine Her (Capital Large Scale Service Project Committee Co-Chair)	DLT Board Buddy Responses	Email
05/29/18	All Capital Executive Officers, Advisors, Kiwanis	Motivational Monday #3	Email
05/29/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 162	Email
05/31/18	Jazlyn Saechao (American River College)	Clarification on the chartering process and position of president	Email
06/02/18	Alan Kwok (CNH Circle K Golden Gate Lieutenant Governor)	Golden Gate-Sunset Joint-DCM ERF	Email
06/03/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #7	Email
06/03/18	Jonathan Chu (CNH Circle K District Technology Chair)	[Tech] Division Webpages	Email
06/04/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The	Email

		Happenings 163	
06/04/18	Josephine Molina (Folsom Lake College CKI), Nicayo Ramos (Sacramento City CKI)	July DCM Committee Updates and Minutes	Email
06/05/18	Manuel Santiago (CNH Circle K District Governor)	May Monthly Report Form Questions	Email
06/05/18	Armando Velazquez (CNH Circle K District Administrator)	Updates	Email
06/06/18	Banna Tesfay (17-18 Subregion B International Trustee)	Summer Subregion B Updates	Email
06/06/18	Leanna Fong (Capital Division Secretary)	Capital Division MRF	Email
06/10/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #8	Email
06/10/18	Scott Yuki (Division 44N Key Club Lieutenant Governor)	D44N Key Club Joint Service Project	Email
06/11/18	Dan Germain (Capital Regional Advisor), Tom Leahy (Assistant Regional Advisor), Armando Velazquez (District Administrator), Rita Germain (Sacramento City CKI Advisor)	Division 14 Key Club Officer Training Conference	Email
06/11/18	Ana Chavez (President's Retreat Chair)	PR Updates for LTGs	Email
06/11/18	All Capital Division Executives, Advisors, and Kiwanis	Motivational Monday #4	Email
06/12/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 164	Email
06/15/18	Armando Velazquez (CNH Circle K District Administrator), Ana Chavez	President's Retreat: Permission for Chartering	Email

	(President's Retreat Chair), Manuel Santiago (CNH Circle K District Governor), Dan Germain (Capital Regional Advisor)	President's Attendance (TMCC)	
06/17/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #9	Email
06/18/18	Josephine Molina (Folsom Lake College CKI), Nicayo Ramos (Sacramento City CKI)	July DCM Committee Meeting Recap	Email
06/18/18	Wayne Cheng (CNH Circle K District Secretary)	[District Board] Important Updates	Email
06/19/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 165	Email
06/20/18	Ana Chavez (President's Retreat Chair)	CNH Circle K President's Retreat 2018 Updates	Email
06/20/18	Jonathan Chu (CNH Circle K District Technology Chair)	[Tech] Division Webpages Pt. II	Email
06/20/18	Jennifer Sandoval (Capital Division Fellowship Co-Chair)	[CDLT-FC] Post Committee Meeting Recap #1	Email
06/22/18	Jonathan Chu (CNH Circle K District Technology Chair)	Tech Suggestion Form	Email
06/22/18	Bruce Mercado (Region 16 Key Club, Kiwanis Advisor)	Volunteer Opportunity	Email
06/24/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #10	Email
06/25/18	Ana Chavez (President's Retreat Chair)	President's Retreat Online Meeting Availability Request	Email
06/25/18	Celena Yee (UC Davis CKI)	Circle K	Email

	Secretary)	International at UC Davis: The Happenings 166	
06/26/18	Nicolas Wright (Central Coast LTG), Alan Kwok (Golden Gate LTG), Jennifer Tai (Sunset LTG)	August Quad DCM	Email
06/27/18	Ana Chavez (President's Retreat Chair)	President's Retreat Packing List & Updates	Email
06/27/18	Wayne Cheng (CNH Circle K District Secretary)	[CKI] Call to July 2018 District Board Meeting	Email
06/29/18	Athena Pang (UC Davis CKI President)	UC Davis CKI Board Newsletter	Email
06/29/18	Ana Chavez (President's Retreat Chair)	President's Retreat Education Material	Email
06/29/18	All Capital Division Executives, Advisors, and Kiwanis	Motivational Monday #5	Email
06/30/18	Dan Germain (Capital Regional Advisor), Tom Leahy (Assistant Regional Advisor), Armando Velazquez (District Administrator), Rita Germain (Sacramento City CKI Advisor), Manuel Santiago (CNH CKI District Governor)	[ERF] Capital Division's July DCM/ Member Retreat	Email
06/30/18	Chuofan Yu (Division 27N Key Club Lieutenant Governor)	Key Club Salvation Army Kid's College Information	Email
06/30/18	Eric Munoz (UN Reno CKI President)	[Nevada CKI Board] Weekly Update #1	Email
07/01/18	Aaron Lee (Fall Training Conference Committee)	[FTC] Campfire Skits and Talent Act Chair Introduction	Email
07/01/18	Josephine Molina (Folsom	July DCM	Email

	Lake College CKI), Nicayo Ramos (Sacramento City CKI)	Committee Meeting Recap #4	
07/01/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #11	Email
07/02/18	John Brummer (Carmichael Kiwanis Club)	American River College CKI Chartering Process	Email
07/02/18	Ana Chavez (President's Retreat Chair)	President's Retreat Online Meeting #1	Email
07/03/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 167	Email
07/04/18	Ana Chavez (President's Retreat Chair)	President's Retreat Carpool Arrangements	Email
07/04/18	Josephine Molina (Folsom Lake College CKI), Nicayo Ramos (Sacramento City CKI)	July DCM Committee Meeting Recap #5	Email
07/06/18	Ana Chavez (President's Retreat Chair)	D-Board Pairing Promos	Email
07/05/18	Jennifer Sandoval (Capital Division Fellowship Co-Chair)	[CDLT-FC] Post Committee Meeting Recap #2	Email
07/06/18	Kaylie Truong (UC Riverside Circle K Kids Rock Concert Chair 18-19)	11th Annual Kids Rock Concert Invitation to Capital	Email
07/09/18	Athena Pang (UC Davis CKI President)	UC Davis CKI Board Newsletter	Email
07/08/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #12	Email
07/08/18	Robert Irao (University of the Pacific CKI President)	[UOP CKI Board] Sappy Sunday #1	Email

07/09/18	All Capital Executive Officers, Advisors, Kiwanis	Motivational Monday #6	Email
07/10/18	Josephine Molina (Folsom Lake College CKI), Nicayo Ramos (Sacramento City CKI)	July DCM Committee Meeting Recap #6	Email
07/10/18	Sahara Velasquez (District Communications & Marketing, External Relations Chair)	Master External Media Contact Database	Email
07/10/18	Scott Yuki (Division 44N Key Club Lieutenant Governor)	D44N Key Club Joint Service Project: Granit Beach Clean-Up Information	Email
07/10/18	Ana Chavez (President's Retreat Chair)	President's Retreat Online Meeting #2	Email
07/10/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 168	Email
07/11/18	Jonash Poyaoan (UC Santa Cruz VPS)	VPS Contact Information and Summer Volunteer Opportunities	Email
07/11/18	Ana Chavez (President's Retreat Chair)	Volunteer Shifts	Email
07/11/18	Dan Germain (Capital Regional Advisor), Tom Leahy (Assistant Regional Advisor), Armando Velazquez (District Administrator), Rita Germain (Sacramento City CKI Advisor), Manuel Santiago (CNH CKI District Governor), Wayne Cheng (CNH Circle K District Secretary)	July Board Report	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Communicated with the reactivating president of Truckee Meadows Community College, Maliyah Anderson, in regards of reactivating a Circle K Club. She has attended the Capital Division June DCM and President Council Meetings as a guest in order to become more familiar with the division.
2. Established my Capital Division Leadership Team with a total of 13 members. Eight members of said leadership team have established their own committees: Fellowship, Communications and Marketing, Capital Large Scale Service Project, and July DCM Committee.
3. Coordinated appropriate training for each executive board officer as needed while finalizing the transitional phases for each Capital Division club. President Council Meetings and Division Leadership Team Meetings have been conducted where expectations for the term have been established and set.
4. Physically visited majority of clubs within my division for their general meetings, club events, fundraisers, etc. While at these events, I have made an effort to meet and get to know the members of each respective club at said meetings, events, and fundraisers; establishing a physical presence.
5. Established contact for members between Capital Division, Golden Gate Division, and Sunset Division. Capital Division brought 16 members to the Golden Gate x Sunset Division Joint June Council Meeting and Divisional Service Project.

a. Top 5 Plans

-
1. Continue discussing plans of chartering Circle K International clubs at American River College and William Jessup University. American River College needs the membership, but already has the support of a sponsoring Kiwanis. Plans for William Jessup will continue once students enroll in the fall.
 2. Coordinate an interdivisional event between Capital Division and the other Northern Divisions of CNH Circle K International. Plan for an interdivisional event with Golden Gate Division are planned for the month of August. Plans

for an interdivisional event with Sunset Division are planned for September.

3. Establish more divisional service projects and communication with clubs throughout Capital Division to increase divisional unity amongst all clubs, especially of smaller clubs. Plans for said events are being planned by the Capital Division Leadership Team, more specifically my Service Chair.

4. Plan a professional development event/ leadership retreat event for Capital Division members where the primary focus will be to establish definite leadership and professionalism for members of Capital Division. This event is to be planned by myself alongside the Capital Presidents and Capital DLT.

5. Finalize dates and plans for majority of major future events for each club within Capital Division. This includes Key to Colleges, New Member Installation Banquets, Division Council Meetings, Division Service Projects, etc. Open dates will be noted to plan another event on said open date.

III. Resources Needed

1. Overall District Board member attendance and physical presence at Capital Division Events. As noted by my Capital Presidents and Division Leadership Team members, we would like to see a presence from District Board members whether this be attending events or reaching out to individual clubs.

2. Necessary materials for smaller/newly charter Circle K clubs to help them establish their club's foundation. These resources are primarily needed for attracting new members for membership, how to assist appointed board members (and executive board members) in their respective positions.

3. District Board Workshops/Webinars on various topics that can promote the development of professionalism. This can also promote a presence of District Board to the members of CNH Circle K International, while promoting various topics regarding leadership and professionalism.

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: Establish a stronger foundation and divisional presence for all smaller and

chartering clubs.

Further develop each club's connection with the division and have more divisional events held on their respective campuses to build a larger support system upon greater divisional unity. Each club will be paired up with another every month for interclub planning. This would require personal outreach from not only the Lieutenant Governor, but the executive board and its appointed board members as well. I will continue to train and oversee the progress of each board and their respective club; as all improvements will be documented and become evident in the MRF's member count and event tags.

GOAL 2: Nurture and amplify divisional unity between all Capital Schools through more intimate relationships.

In reality, distance is a factor but we do not have to let it affect our divisional unity. I want to emphasize that each club in Capital Division is part of a larger family beyond the club level and are an essential resource to each other in further growth and development. Each DCM, I will assign a school an "interclub buddy" and I want to encourage each school to have at least one service interclub or social interclub of some kind with their respective interclub buddy. Each club will teach their interclub buddy's cheer to their respective club to further enhance divisional unity vibe and culture for each club in Capital Division.

GOAL 3: Emphasize and build upon the aspect of professionalism and leadership development within our clubs and our members.

Build upon Circle K Alumni and Kiwanis relations through workshops and networking events. Clubs will organize more workshops at their general meetings, weekly or bi-weekly as they see fit for their respective club, on various topics that appear to interest members. As college students seeking future careers and brighter futures, Circle K should be our stepping stone. Various committees and opportunities on the Division Leadership Team offer many opportunities to develop leadership skills. One leadership retreat will be planned for the term to further develop upon the aspect of professionalism.

GOAL 4: Amplify interdivisional bonding through more intimate interdivisional relationships.

Give members the opportunity to make new friends and build new connections with those outside of Capital Division and spark interest in growing in leadership towards the district level and beyond. In addition to the August Quad DCM between the Northern California Divisions of Sunset, Golden Gate, Capital, and Central Coast, have more interdivisional service events and socials. This will become evident through the MRF event tags.

GOAL 5: Redefine expectations for our tenets of service, leadership, and fellowship.

Through more divisional service events organized by our Capital Division VPS's and Divisional Service Chair, more leadership opportunities through committees and DLT, and more fellowship opportunities coordinated by appointed fellowship chairs and committee, the overall experience of Circle K for members will be enhanced in providing a home and a family for all members or this organization.

V. Announcements

- a) Capital July DCM is being planned by the July DCM Committee
 - a. Saturday, July 21st – Sunday, July 22nd
 - b. This will be an overnight event that serves as a member retreat
 - c. Pre-Registration closes on Wednesday, July 18th
- b) August Quad DCM is being planned by the Northern Lieutenant Governors
 - a. Saturday, August 25th 2018
 - b. More details are to be announced as the event is approved and nears

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Central Coast Lieutenant Governor Board Report

July 2018 Board Meeting

Respectfully Submitted by **Nicolas Wright**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/20-22/18	District Officer Training Conference		19
04/23/18	Circle K at Cal Poly General Meeting		1
04/26/18	Hygiene Kit Making	0.5	
04/26/18	Divisional Leadership Team Meeting		1
04/27/18	Kansai Social with UC Berkeley		2
04/28/18	Spring Training Conference North	1	9
04/30/18	Circle K at Cal Poly General Meeting		1
05/04/18	Sushi Social		1
05/05/18	Spring Training Conference South	1	9
05/07/18	Circle K at Cal Poly General Meeting		1
05/07/18	Sushi Social		1
05/10/18	Divisional Leadership Team Meeting		1

05/14/18	Circle K at Cal Poly General Meeting		1
05/19/18	Key to College	3	5.5
05/20/18	AIA Home Tour	4	
05/21/18	Circle K at Cal Poly Board Meeting		0.5
05/21/18	Circle K at Cal Poly General Meeting		1
05/23/18	Divisional Leadership Team Meeting		0.5
05/28/18	Care Package Assembly	2	
06/01/18	Foothill June DCM		1
06/02/18	Central Coast June Coastal Coolness	2	8
06/02/18	Central Coast June DCM		1
06/04/18	Circle K at Cal Poly General Meeting		1
06/10/18	Paradise June DCM		1
06/13/18	Metro Mingle		0.5
06/14/18	Zero Waste Move-out	4	
06/25/18	Divisional Leadership Team Meeting		1
07/09/18	Presidents' Council Meeting		1
07/09/18	Divisional Leadership Team Meeting		1

**Total Service Hours since Last Board Report: 17.5
Total Service Hours since April 1st, 2018: 35.5**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/10/18	Central Coast Presidents	STC Registration	Email
04/10/18	Central Coast Presidents	Turtle Talks #2	Email
04/10/18	Patrick Ballecer	Weekly updates, DCM tips	Phone
04/10/18	Andrew Kang (Golden West College)	STC South Workshop	Google Hangouts
04/10/18	Elsie Reyes (UC Merced)	Divisional Leadership Team Interview	Google Hangouts
04/11/18	Nathan Nateras (UC Santa Barbara)	Divisional Leadership Team Interview	Google Hangouts
04/11/18	Christ Basilan (UC Santa Barbara)	Divisional Leadership Team Interview	Google Hangouts
04/11/18	Jennifer Li (UC Santa Barbara)	Divisional Leadership Team Interview	Google Hangouts
04/11/18	Emily La (UC Santa Barbara)	Divisional Leadership Team Interview	Google Hangouts
04/12/18	Alan Kwok, Jack Miao	District operating procedures packet	Email
04/14/18	Bill Truong	April District Board Meeting Packet	Email, Facebook Messenger
04/14/18	Central Coast Leadership, Patrick Ballecer, Manuel Santiago, Armando Velazquez	Divisional Leadership Team 2018-19	Email
04/14/18	Central Coast Leadership, Patrick Ballecer	April DCM Agenda	Email

04/15/18	Kenneth (Kiwanis International)	Merced College Chartering Status	Email
04/15/18	Divisional Leadership Team	Congrats, welcome, introductions	Facebook Messenger
04/15/18	Christ Basilan	Social media accounts	Facebook Messenger
04/15/18	Sopheak Suy	Graphics help	Facebook Messenger
04/15/18	Daniel Chan (UC Santa Barbara)	Circle K graduation stole	Facebook Messenger
04/15/18	Sienna Nguyen (Folsom Lake College)	Circle K graduation stole	Facebook Messenger
04/16/18	Julian Perez	Merced College Chartering Status	Email
04/16/18	Central Coast Presidents	STC registration reminder	Facebook Messenger
04/16/18	Bill Truong, Jason Tsao (UC Santa Barbara)	STC North plans	Facebook Messenger
04/16/18	Divisional Leadership Team	Divisional Leadership Team Expectations	Email
04/16/18	Central Coast Presidents and Secretaries, Alan Kwok, Angela Lagrada, Richard Tzul, Tate Yeung	Central Coast April DCM Attendance + CERF	Email
04/16/18	Bruce Hennings	Circle K graduation stole	Email

04/16/18	Jennifer Li (UC Santa Barbara)	Potential charter at Pepperdine University	Facebook Messenger
04/16/18	Ruffina Silva (Pepperdine University)	Potential charter at Pepperdine University	Facebook Messenger
04/16/18	District Board	Pre-DOTC	GoToMeeting.com
04/16/18	Jonathan Chu	Central Coast School List on CNH CKI website	Email
04/17/18	Central Coast Presidents, Divisional Leadership Team	Turtle Talks #3	Email
04/17/18	Jonathan Chu	More tech help on district website	Email
04/17/18	Ruffina Silva	Chartering a Circle K at Pepperdine University	Email
04/17/18	Divisional Leadership Team	First Meeting plans	Email
04/17/18	Manuel Santiago, Joshua Nepomuceno	DOTC travel plans	Facebook Messenger
04/17/18	Nicayo Ramos (Sacramento City College)	STC North panel guest	Facebook Messenger
04/17/18	Patrick Ballecer	DCM, DLT, and more	Facebook Messenger
04/17/18	Julian Perez	Merced College and other potential charters in north	Google Hangouts
04/17/18	Howard Wang	Potential leader at CSU Channel Islands	Email, Facebook Messenger

04/18/18	Manuel Santiago	Central Coast STC Registration	Facebook Messenger
04/21/18	Ivan Hoz	Free CKIx registration for newly chartered presidents	Facebook Messenger
04/22/18	Jason Mui (Fresno State)	STC North registration	Facebook Messenger
04/22/18	Melissa Ea	Free CKIx registration for newly chartered presidents	Facebook Messenger
04/22/18	Nicayo Ramos	STC North panel guest	Facebook Messenger
04/23/18	Kaz Fujita	Dues for members to attend STC	Facebook Messenger
04/23/18	Julian Perez	Merced College	Facebook Messenger
04/23/18	Mark Fernandez, Richard Tzul, Jack Miao, Josh Nepomuceno, Angela Lagrada	Hexa DCM	Facebook Messenger
04/23/18	Jennifer Tai	Divisional theme	Facebook Messenger
04/23/18	Cecilia Nguyen	STC North plans	Facebook Messenger
04/23/18	Jaclyn Supkoff, Jason Tsao, Bill Truong	STC North plans	Facebook Messenger

04/24/18	Central Coast Presidents	Turtle Talks #4	Email
04/24/18	Patrick Ballecer	Weekly update	Phone
04/24/18	District Board	DOTC photos	Facebook Messenger
04/25/18	Ana Chavez	Divisional cheers for STC North roll call slide	Facebook Messenger
04/25/18	Divisional Leadership Team	Meeting agenda	Email
04/25/18	Jack Miao	Info on chartering clubs	Email
04/27/18	Daniela Alvarez	STC North plans	Facebook Messenger
04/27/18	Steve Lopez	CKIx	Facebook Messenger
04/27/18	Tate Yeung	Graphics requests	Facebook Messenger
04/28/18	Claudia Alegre	Divisional cheers	Email
04/28/18	Bill Truong	Letter of recommendation	Email
04/28/18	Sopheak Suy	Club issues with school administration	Facebook Messenger
04/28/18	Gustavo Razo (UC Merced)	CKIx	Facebook Messenger
04/28/18	Central Coast Secretaries, Presidents	April DLT Meeting CERF + Attendance	Email

04/30/18	Christ Basilan	Instagram post approval	Facebook Messenger
04/30/18	Tate Yeung	Division branding	Facebook Messenger
05/01/18	Central Coast Presidents	Turtle Talks #5	Email
05/01/18	Tate Yeung	Turtle Tuesdays graphic	Facebook Messenger
05/01/18	Christ Basilan	Instagram post approval	Facebook Messenger
05/01/18	Patrick Ballecer	Weekly talk	Phone
05/01/18	Jason Mui (Fresno State)	State of the club and new officers	Facebook Messenger
05/01/18	Julian Perez, Daniela Alvarez	Videos from last meeting	Facebook Messenger
05/01/18	Central Coast Presidents	June Coastal Coolness	Facebook Messenger
05/01/18	Andrew Kang	STC South workshop	Facebook Messenger
05/02/18	Jennifer Li	Website	Facebook Messenger
05/02/18	Emily La, Nathan Nateras	Service ideas	Facebook Messenger

05/02/18	Tate Yeung	Club of the Month and Turtle of the Month certificates	Facebook Messenger
05/02/18	Areeb Rizvi, Luis Sanchez, Floyd Martin	Next steps to chartering at Moorpark College	Email
05/02/18	Ruffina Silva	Checking up on charter process	Email
05/02/18	Don Medley	Potential contact for CSU Channel Islands	Email
05/02/18	Katrina Delos Reyes	Chartering at Moorpark College and position details	Facebook Messenger
05/02/18	Melissa Ea	Questions about Moorpark College	Facebook Messenger
05/03/18	Central Coast Executive Boards	May DCM Agenda	Email
05/03/18	Andrew Kang	STC South Workshop	Facebook Messenger
05/03/18	Tate Yeung	Certificates	Facebook Messenger
05/04/18	Claudia Alegre	Cheers	Email
05/04/18	Helen Nguyen	STC South District Board shift sign up	Facebook Messenger
05/04/18	Daniel Chan	Graduation stole	Facebook Messenger
05/04/18	Bruce Hennings	Graduation stole	Email

05/04/18	STC South attendees	Plans + resources	Facebook Messenger
05/04/18	Sopheak Suy	STC South	Facebook Messenger
05/04/18	Don Medley	Plan for meeting in-person	Email
05/06/18	Andrew D'Incognito	Transferring to CSUCI	Facebook Messenger
05/07/18	Central Coast Secretaries	May DCM CERF + Attendance	Email
05/07/18	Wayne Cheng	Need more room in LTG MRF for DLT contact info	Email
05/07/18	Christ Basilan	#MySTCMoment details	Facebook Messenger
05/07/18	Lawrence Chan	Welcome to Central Coast	Facebook Messenger
05/07/18	Laiylaly Mandujano	Introduction	Facebook Messenger
05/07/18	Weston Montgomery	May One-on-one	In-person
05/07/18	Richard Tzul	Summer housing	Facebook Messenger
05/08/18	Central Coast DLT	Central Coast Gmail accounts	Email
05/08/18	Manuel Santiago	STC South group photos	Email, Facebook Messenger

05/08/18	Central Coast DLT	DLT Meeting agenda, documents, and time	Email
05/09/18	Central Coast Presidents	Turtle Talks #6	Email
05/10/18	Daniela Alvarez	May One-on-one	Google Hangouts
05/10/18	Melissa Ea	May One-on-one	Google Hangouts
05/10/18	Patrick Ballecer	Weekly updates	Phone
05/10/18	Katrina Delos Reyes	DLT Meeting updates	Email
05/10/18	Jennifer Li	DLT Meeting updates	Facebook Messenger
05/10/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Patrick Ballecer, Armando Velazquez	April LTG MRF	Email
05/11/18	Don Medley	CSU Channel Islands chartering process	Email
05/11/18	Areeb Rizvi	Updates on Moorpark College	Facebook Messenger
05/12/18	Jack Miao	Transfer to UCSB	Facebook Messenger
05/12/18	Fresno City College	Introduction, welcome, trying to get a point-of-contact for the club	Email
05/12/18	Nathan Nateras	Graphics questions	Facebook Messenger

05/12/18	Calvin Chau	Kiwanis Family and Foundation Committee References	Email
05/12/18	Shaira Ramirez-Santos	Finance and Fundraising Committee References	Email
05/13/18	Emily La and Nathan Nateras	Service project for Coastal Coolness	Facebook Messenger
05/13/18	Sophia Uemura	May One-on-one	Google Hangouts
05/15/18	Melissa Ea	Confirming Cal Lutheran STC South on-site registration payment	Facebook Messenger
05/15/18	Armando Velazquez	Confirming Cal Lutheran STC South on-site registration payment	Email
05/15/18	Katelyn Duch	Member Recognition Committee questions	Facebook Messenger
05/15/18	Central Coast Presidents	MR position	Facebook Messenger
05/15/18	Sophia Uemura	MR position	Facebook Messenger
05/16/18	Howard Wang	Draft of Coastal Coolness descriptions	Email
05/16/18	Central Coast Presidents	Coastal Coolness	Facebook Messenger
05/16/18	Julian Perez	Bringing guests to Coastal Coolness	Facebook Messenger

05/17/18	Calvin Chau	KFF questions	Facebook Messenger
05/18/18	Shaira Ramirez-Santos	FiFun questions	Facebook Messenger
05/18/18	Andrew Kang	Re-opened District Committee applications	Facebook Messenger
05/18/18	Tommy Thach	Re-opened MD&E District Committee position	Facebook Messenger
05/18/18	Jason Tsao	Circle K graduation stole	Facebook Messenger
05/18/18	Tate Yeung	DLT Retreat housing	Facebook Messenger
05/18/18	Nathan Nateras	DLT Retreat housing	Facebook Messenger
05/21/18	Katrina Delos Reyes	Moorpark meeting	Facebook Messenger
05/22/18	Central Coast DLT	DLT Meeting date	Facebook Messenger
05/22/18	Patrick Ballecer	Weekly updates	Facebook Messenger
05/22/18	Floyd Martin, Areeb Rizvi, Roy Talley	Preliminary meeting at Moorpark College	Email
05/22/18	Central Coast Presidents	Turtle Talks #7	Email

05/23/18	Laiylaly Mandujano	Availability for one-on-one	Facebook Messenger
05/23/18	Sopheak Suy	Availability for one-on-one	Facebook Messenger
05/23/18	Fresno City College CKI	Checking in	Email
05/23/18	Areeb Rizvi	Moorpark meeting	Facebook Messenger
05/23/18	Katrina Delos Reyes	Moorpark meeting	Facebook Messenger
05/23/18	Central Coast Presidents	Adding advisors to contact sheet	Facebook Messenger
05/23/18	Floyd Martin, Areeb Rizvi	Links to things that were brought up during the meeting including: Alcohol policy, Leadership and Officer Training, Free CKI pamphlets, and the CERF	Email
05/23/18	Mariane Baylen	Moorpark Meeting CERF	Email
05/23/18	Melissa Carpenter	Moorpark Meeting CERF	Email
05/24/18	Central Coast Secretaries	May DLT Meeting #1 CERF + Attendance	Email
05/24/18	Central Coast Secretaries	May DLT Meeting #2 CERF + Attendance	Email
05/24/18	Bruce Hennings	Circle K Graduation Stole	Email

05/24/18	Jason Tsao	Circle K Graduation Stole	Facebook Messenger
05/24/18	Laiylaly Mandujano	Planning One-on-one	Facebook Messenger
05/24/18	Areeb Rizvi, Floyd Martin	Circle K resources	Email
05/24/18	Alysha Cabarrubias	Facebook groups	Facebook Messenger
05/24/18	Tommy Thach	MD&E Committee Recommendations	Facebook Messenger
05/24/18	Daniela Alvarez	Quad DCM date	Facebook Messenger
05/26/18	Sopheak Suy	May One-on-one	Google Hangouts
05/26/18	Laiylaly Mandujano	May One-on-one	Google Hangouts
05/26/18	Alysha Cabarrubias	Photo and favorite boba for newsletter	Email
05/26/18	Laiylaly Mandujano	President's manual	Email
05/26/18	Jessica Olivas	Volunteer opportunity	Facebook Messenger
05/27/18	Jennifer Tai	Quad DCM housing	Facebook Messenger
05/27/18	Manuel Santiago	District Board polos	Facebook Messenger

05/27/18	Ana Chavez	President's Retreat	Facebook Messenger
05/27/18	Patrick Ballecer	Weekly talk and questions	Facebook Messenger
05/28/18	Areeb Rizvi	Presidency	Email
05/28/18	Cal Poly E-Board	Coastal Coolness Host-Club Duties	Email
05/28/18	Andrew D'Incognito	Chartering at CSU Channel Islands	Facebook Messenger
05/28/18	Don Medley	Chartering at CSU Channel Islands	Email
05/28/18	Julian Perez	Status of Merced College chartering process	Facebook Messenger
05/28/18	Manuel Santiago	District event attendance policy for chartering members	Facebook Messenger
05/28/18	Jennifer Li	Website reveal	Facebook Messenger
05/28/18	Tate Yeung	DCM slides	Facebook Messenger
05/28/18	Claudia Alegre	Bonfire supplies and cheers	Facebook Messenger
05/28/18	Kiwanis Division 24 LTG and Presidents, Kiwanis Division 29 LTG and Presidents, Key Club Division 24/29 LTG	Call to Central Coast June DCM	Email

05/28/18	Alan Kwok	Coastal Coolness	Facebook Messenger
05/28/18	Richard Tzul	DCM length	Facebook Messenger
05/29/18	Areeb Rizvi	Presidency and planning a one-on-one	Email
05/29/18	Manuel Santiago	Chartering questions	Facebook Messenger
05/29/18	Andrew D'Incognito	Chartering at CSU Channel Islands	Facebook Messenger
05/29/18	Jessica Naranjo	Introduction and posting on KIWIN'S Turquoise Division page	Facebook Messenger
05/29/18	Jannette Delacruz	Introduction and posting on KIWIN'S Ruby Division page	Facebook Messenger
05/29/18	Juan Perez	Introduction and posting on KIWIN'S Sapphire Division page	Facebook Messenger
05/29/18	Emily La and Nathan Nateras	Coastal Coolness service project	Facebook Messenger
05/30/18	Joshua Nepomuceno, Richard Tzul, Angela Lagrada, Mark Fernandez, Jack Miao	Hexa DCM	Facebook Messenger
05/30/18	Jonathan Chu	District website issues	Facebook Messenger
05/31/18	Central Coast Executive Board Officers and DLT	June DCM Agenda	Email

05/31/18	Ivan Hoz	CKIx	Facebook Messenger
06/01/18	Central Coast Presidents	Turtle Talks #8	Email
06/01/18	Armando Velazquez, Manuel Santiago, Ana Chavez	Presidents' Retreat request	Email
06/01/18	Steve Click	Call to Central Coast June DCM	Email
06/01/18	Katrina Delos Reyes, Melissa Ea, Tate Yeung	Housing for Coastal Coolness	Email
06/01/18	Jennifer Li	Division website	Facebook Messenger
06/01/18	Emily La, Nathan Nateras	Final Coastal Coolness service project details	Facebook Messenger
06/01/18	Amanda Liao	MR stuffs	Facebook Messenger
06/02/18	Patrick Ballecer	Final Attendance Sheet for Coastal Coolness	Email
06/02/18	Claudia Alegre	Icebreaker and Pledge	Facebook Messenger
06/03/18	Central Coast DLT	Thank you and time for a break	Facebook Messenger
06/03/18	Wendy Zhang	Coastal Coolness photos	Facebook Messenger
06/03/18	Alysha Cabarrubias	Coastal Coolness photos	Facebook Messenger

06/03/18	Andy Nguyen (UCR)	Desert Oasis newsletter	Facebook Messenger
06/03/18	Areeb Rizvi	Circle K Resources	Email
06/04/18	Steve Click	Thank you	Email
06/04/18	Shaira Ramirez-Santos	Chartering club dues	Facebook Messenger
06/04/18	Areeb Rizvi	Contacting other District members	Email
06/05/18	Manuel Santiago	Chartering questions	Facebook Messenger
06/05/18	Armando Velazquez	Progress of chartering Moorpark College	Email
06/05/18	Eric Munoz	Carpool to Presidents' Retreat	Facebook Messenger
06/05/18	Monica Willemsz	Chartering clubs	Facebook Messenger
06/06/18	Jason Tsao	Reason why divisional page is now closed	Facebook Messenger
06/06/18	Melissa Ea	Presidents' Retreat tents	Facebook Messenger
06/07/18	Stacie Marotta (Key Club Region 10 Advisor)	Kiwanis sponsorship for CSU Channel Islands	Email
06/07/18	Johnathan Chu	Zoom link	Facebook Messenger

06/08/18	Christ Basilan	Social media ideas	Facebook Messenger
06/08/18	Nathan Nateras	Service things	Facebook Messenger
06/08/18	Annika Yip	International candidacy	Facebook Messenger
06/08/18	Howard Wang	June DCM minutes	Facebook Messenger
06/08/18	Armando Velazquez	Chartering question	Email
06/09/18	Maggie Loera (CSU Bakersfield), Jay Boydston (Kern Kiwanis), Cecilia Provensal (Kern Kiwanis President), Ricardo Ybarra (Kiwanis Division 33 LTG), Patrick Ballecer	Chartering a Circle K at CSU Bakersfield	Email
06/09/18	Daniela Alvarez	Presidents' Retreat registration	Facebook Messenger
06/09/18	Ana Chavez	Presidents' Retreat registration	Facebook Messenger
06/09/18	LTGs	Presidents' Retreat registration	Facebook Messenger
06/09/18	Central Coast Presidents	Turtle Talks #9	Email
06/10/18	Ana Chavez	Presidents' Retreat attendance	Facebook Messenger

06/10/18	Katrina Delos Reyes	Updated chartering paperwork address	Facebook Messenger
06/10/18	Julian Perez	Updated chartering paperwork address	Facebook Messenger
06/10/18	Areeb Rizvi	Updated chartering paperwork address	Facebook Messenger
06/10/18	Noah Ratley, Andrew D'Incognito	Meeting with Don Medley	Facebook Messenger
06/10/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Patrick Ballecer, Armando Velazquez	May LTG MRF	Email
06/11/18	Central Coast Presidents	Welcome Areeb and Noah!	Facebook Messenger
06/11/18	Noah Ratley	Presidents' Retreat	Facebook Messenger
06/13/18	Remelli Huynh	Presidents' Retreat registration	Facebook Messenger
06/13/18	Wayne Cheng	Submitting a proposal to District Board	Facebook Messenger
06/13/18	Ana Chavez	Presidents' Retreat Feedback	Email
06/13/18	Sophia Uemura	Summer SoCal visit housing	Facebook Messenger

06/13/18	Sopheak Suy	Summer Socal visit housing	Facebook Messenger
06/13/18	Joshua Nepomuceno	Summer Socal visit housing	Facebook Messenger
06/13/18	Andrew D'Incognito	Presidents' Retreat	Facebook Messenger
06/13/18	Jessica Naranjo (Turquoise KIWIN'S LTG)	Invite to Key Club/KIWIN'S officer training and future events	Facebook Messenger
06/13/18	Central Coast Secretaries and Presidents, Richard Tzul, Tate Yeung, Joshua Ranario, Nicayo Ramos, Alan Kwok, Jennifer Tai	Central Coast June DCM CERF	Email
06/13/18	Central Coast Secretaries and Presidents, Richard Tzul, Tate Yeung, Joshua Ranario, Nicayo Ramos, Alan Kwok, Jennifer Tai	Central Coast June Coastal Coolness CERF	Email
06/14/18	Aaron Lee	Central Coast contacts	Email, Facebook Messenger
06/15/18	Andrew D'Incognito	CSUCI Meeting recap	Facebook Messenger
06/17/18	Armando Velazquez, Manuel Santiago, Ana Chavez	Presidents' Retreat Request	Email

06/17/18	Erick Jason	Housing after Presidents' Retreat	Facebook Messenger
06/17/18	Sophia Uemura	Tents for Presidents' Retreat	Facebook Messenger
06/17/18	Jessica Naranjo	Key Club/KIWIN'S OTC	Facebook Messenger
06/17/18	Daniela Alvarez	Presidents' Retreat Forms	Facebook Messenger
06/18/18	Central Coast Presidents	Presidents' Retreat Registration Reminder	Facebook Messenger
06/19/18	Laiylaly Mandujano	Presidents' Retreat	Facebook Messenger
06/19/18	Remelli Huynh	Preisidents' Retreat Registration	Email
06/19/18	Wayne Cheng	Central Coast club contact info	Facebook Messenger
06/19/18	Ana Chavez	Presidents' Retreat attendance update	Facebook Messenger
06/20/18	Ana Chavez	Presidents' Retreat Soft Copies	Email
06/20/18	Melissa Ea	Tents for Presidents' Retreat	Facebook Messenger
06/20/18	Jonathan Chu	Division Webpages	Email

06/20/18	Alysha Cabarrubias	Newsletter Draft	Facebook Messenger
06/21/18	Alysha Cabarrubias	Newsletter Suggestions + Final Approval	Facebook Messenger
06/22/18	Alysha Cabarrubias	New email group to send out divisional updates to	Facebook Messenger
06/22/18	Central Coast Division E-Boards, District Board, Armando Velazquez	Central Coast Spring 2018 Newsletter	Email
06/24/18	Sopheak Suy	Member Recognition questions	Facebook Messenger
06/24/18	Central Coast Presidents	District Board CKIx office hours reminder	Facebook Messenger
06/24/18	Melissa Ea, Sophia Uemura, Weston Montgomery, Areeb Rizvi, Daniela Alvarez, Remelli Huynh	Presidents' Retreat lip dub	Facebook Messenger
06/25/18	Sopheak Suy	MD&E questions	Facebook Messenger
06/25/18	Alan Kwok, Josh Ranario, Jennifer Tai	Quad DCM	Facebook Messenger
06/25/18	Jennifer Li	Website updates	Facebook Messenger
06/25/18	Ana Chavez	Presidents' Retreat arrival	Facebook Messenger

06/26/18	Jonathan Chu	Resources page ideas	Facebook Messenger
06/26/18	Areeb Rizvi	Chartering paperwork	Facebook Messenger
06/26/18	Josh Nepomuceno	Summer in Socal	Facebook Messenger
07/01/18	Ana Chavez	Presidents' Retreat	Facebook Messenger
07/01/18	Weston Montgomery	Presidents' Retreat	Facebook Messenger
07/01/18	Jack Miao	Masquerade Ball ERF advisor concerns	Facebook Messenger
07/01/18	Wayne Cheng, Manuel Santiago, Armando Velazquez, Patrick Ballecer	July Board Report Draft	Email
07/02/18	Central Coast Presidents	Sophia Uemura's Birthday post	Facebook Messenger
07/03/18	Central Coast Secretaries	Reminder to submit MRF	Facebook Messenger
07/03/18	Weston Montgomery	Presidents' Retreat confirmation	Facebook Messenger
07/04/18	Tommy Thach	Pack leader stuff	Facebook Messenger

07/04/18	Jonathan Chu	Zoom link	Facebook Messenger
07/04/18	Alysha Cabarrubias	Missing MRF	Email, Facebook Messenger
07/05/18	Patrick Ballecer	Updates and such	Phone
07/05/18	Josh Nepomuceno, Angela Lagrada	Summer in Socal	Facebook Messenger
07/05/18	Calvin Chau, Jack Miao	Presidents' Retreat workshop	Facebook Messenger
07/06/18	Divisional Leadership Team	Meeting time poll	Facebook Messenger
07/06/18	Calvin Chau, Jack Miao	Presidents' Retreat workshop	Facebook Messenger
07/07/18	Noah Ratley	Presidents' Retreat late registration	Facebook Messenger
07/07/18	Laiylaly Mandujano	Presidents' Retreat late registration	Facebook Messenger
07/07/18	Tate Yeung	Division shirt requirements	Facebook Messenger
07/07/18	Melissa Ea, Sophia Uemura, Weston Montgomery, Areeb Rizvi, Daniela Alvarez, Remelli Huynh	Presidents' Retreat meeting time poll	Facebook Messenger

07/07/18	Divisional Leadership Team	Meeting date and task reminders	Facebook Messenger
07/07/18	Samantha Ruiz	Presidents' Retreat workshop final draft	Email
07/08/18	Bill Truong	CKIx awards	Facebook Messenger
07/08/18	Jennifer Tai, Alan Kwok, Josh Ranario	Quad DCM	Facebook Messenger
07/08/18	Ana Chavez	Potential president for Presidents' Retreat	Facebook Messenger
07/09/18	Remelli Huynh	Carpool back from Presidents' Retreat	Facebook Messenger
07/09/18	Claudia Alegre	Cheers, spirit packs, spirit gear, and spirit stick	Facebook Messenger
07/09/18	Howard Wang	Theme tagline submission form	Facebook Messenger
07/09/18	Areeb Rizvi	Presidents' Council Meeting recap	Facebook Messenger
07/09/18	Melissa Ea, Sophia Uemura, Weston Montgomery, Areeb Rizvi, Daniela Alvarez, Remelli Huynh	Further plans for Presidents' Retreat	Facebook Messenger
07/10/18	Manuel Santiago	District Board polos and District Board Weekend carpools	Facebook Messenger

07/10/18	Daniela Alvarez	Division shirt	Facebook Messenger
07/10/18	Remelli Huynh	Division shirt	Facebook Messenger
07/10/18	Weston Montgomery	Division shirt and sleeping bag	Facebook Messenger
07/10/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Patrick Ballecer, Armando Velazquez	July LTG MRF	Email
07/10/18	Ana Chavez	Presidents' Retreat carpool rearranging	Facebook Messenger
07/11/18	Melissa Ea, Sophia Uemura, Weston Montgomery, Areeb Rizvi, Daniela Alvarez, Remelli Huynh	Lake Isabella conditions: warning about algae and human body	Facebook Messenger
07/11/18	Sophia Uemura, Patrick Ballecer, Armando Velazquez	UCSB's broken bell	Texting
07/11/18	Wayne Cheng, Manuel Santiago, Armando Velazquez, Patrick Ballecer	July Board Report	Email

II.

III. **Work Progress (Achievement & Plans)**

a. Total Achievements

1. Hosted our first divisional event
2. Almost chartered Moorpark College, in the process of chartering CSU Channel Islands
3. Released division website and Instagram
4. Released Spring Newsletter (<i>Tea with Cenco</i>)

5. Updated and released new cheers

b. Top 5 Plans

- | |
|--|
| 1. Club stability/revive struggling clubs |
| 2. Promote interclubbing |
| 3. Charter 2 clubs at a minimum |
| 4. Introduce a divisional website, calendar, Instagram |
| 5. Increased divisional unity/spirit |

IV. Resources Needed

- | |
|---------|
| 1. None |
| 2. |
| 3. |
| 4. |
| 5. |

V. 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/revive struggling clubs

I have reached out to all of the presidents and/or advisors of struggling clubs to see what their situations are. I have set a plan of action with one of those clubs so far and plan on setting the others very soon. I will also be contacting their sponsoring Kiwanis clubs to see what they have been doing to help and inform them of the plan of action I set. I will be checking up with them regularly to make sure they are working toward completing these tasks.

Promote interclubbing

I have been promoting interclubbing in my weekly emails to my presidents. So far, only Ventura College and Cal Lutheran have had an interclub service event. I hope that other clubs will soon follow their example in the fall. I will also be promoting interclubs through my divisional Service Chairs.

Charter 2 clubs at a minimum

- Moorpark College

They are very close to chartering. As of July 10th, they are just waiting to receive a check from their sponsoring Kiwanis so that they can mail everything in to Kiwanis International to become an official club. The Simi Valley Kiwanis wants to sponsor them.

- CSU Channel Islands

They have found an e-board already and will be working on charter paperwork over the summer. Continued recruitment will start once the academic year starts. The Thousand Oaks Kiwanis wants to sponsor them.

- Merced College

They have the minimum required number of members to start a club, they are just looking for a faculty advisor, which won't happen until the fall. The Merced Kiwanis wants to sponsor them.

- Pepperdine University

Looking to charter in the fall as well, but not as viable at this moment due to lack of Kiwanis sponsorship and membership base.

Introduce a divisional website, calendar, Instagram

I have released a divisional website at www.centralcoastcki.weebly.com as well as an Instagram at www.instagram.com/centralcoastcki. My DLT and I will be regularly updating and posting on both of these forms of media. I hope to add a divisional calendar to the website over the summer to bring more usefulness to our members. We also just recently sent out our first newsletter of the term, named *Tea with Cenco*.

Increased divisional unity/spirit

We have hosted our first divisional event in June called Coastal Coolness.

Members from all over the division attended this event and performed community service at a local beach, attended a DCM, and bonded throughout the day as well as at the bonfire. Members from southern clubs finally got to meet and get to know members from northern clubs. The divisional Spirit & Social Chair and I have updated old cheers and released new ones in the past few months. We will continue working on new cheers as well as making videos that perform the cheers. We have begun planning and pricing spirit packs for Fall Training Conference. A spirit stick will also be made over the summer.

VI. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report

July 2018 Board Meeting

Respectfully Submitted by **Mark Fernandez**

XLI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/10/18	UC Riverside CKI Roller Skating Social		2
04/11/18	UC Riverside CKI cha2o Fundraiser		3
04/13/18	UC Riverside CKI Pizza and Friends Social		2
04/14/18	UC Riverside CKI Bubble Run	5	
04/16/18	Desert Oasis Office Hours		4
04/17/18	Desert Oasis Office Hours		2
04/17/18	UC Riverside First General Meeting		1
04/18/18	Desert Oasis Office Hour		2
04/19/18	Desert Oasis Office Hour		2
04/20-04/22	District Officer Training Conference		19
04/24/18	UC Riverside Second General Meeting		1
04/27/18	UC Riverside Arbor Day Project w/ Kiwanis Club of Riverside	4	
04/27-04/29	April Weekend of Awesomeness Weekend	3	6
04/30/18	UC Riverside Circle K Open Board Meeting		1
05/01/18	UC Riverside Circle K Third General Meeting		1
05/02/18	Desert Oasis Office Hour		1
05/04/18	Desert Oasis Office Hour		1
05/05/18	Spring Training Conference South		7
05/07/18	UCR Open Board Meeting		1
05/08/18	UC Riverside Circle K Fourth General Meeting		1
05/09/18	Desert Oasis Office Hour		1
05/11/18	Mintees Park Day Social		2

05/11/18	Desert Oasis Office Hour		1
05/14/18	XueTalks Workshop		1
05/14/18	Desert Oasis Office Hour		1
05/15/18	UC Riverside Circle K Fifth General Meeting		1
05/16/18	Desert Oasis Office Hour		1
05/17/18	Crafton Hills Circle K Visitation		1
05/17/18	Kiwanis Division 36 Divisional Council Meeting		2
05/18/18	May Weekend of Awesomeness Weekend		13
05/21/18	Desert Oasis Office Hour		1
05/22/18	UC Riverside Circle K Sixth General Meeting		1
05/23/18	June's MOM Dinner		2
05/25/18	UC Riverside Circle K Round 1 Social		2
05/25/18	Desert Oasis Office Hour		1
05/27/18	UNLV Circle K President One on One Meeting		2
05/29/18	UC Riverside Circle K Seventh General Meeting		1
05/30/18	Desert Oasis Office Hour		1
05/31/18	UCR Circle K President One on One		2
06/01/18	Desert Oasis Divisional Leadership Team Meeting		2
06/02/18	Mr. Joe's Farm	3	
06/04/18	UC Riverside Circle K Caption This	1	
06/16/18	Pasadena City College End of the Year Banquet		4
06/20/18	Kiwanis Division 15 DCM		3
06/21/18	College of Southern Nevada One on One		1
06/23/18	Desert Oasis June Online DCM		1
06/24/18	Desert Oasis Divisional Leadership Team Meeting		2
06/26/18	President Council Meeting		2
07/04-07/08	Circle K International Convention	8	22

Total Service Hours since Last Board Report: 24

Total Service Hours since April 1st, 2018: 44

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/10/18	Vanessa Meza Perez	Divisional Board Team Application	Facebook
04/10/18	Gina Aguilar	Questions about Crafton Hills General Meeting, Kiwanis Meeting Attendance, E-Board Meeting	Facebook
04/10/18	Wayne Cheng	LTG MRF Questions	Facebook
04/10/18	Kelly Lien	Club Tabling	Facebook
04/11/18	Vivian Chu	December WAW Advice	Facebook
04/11/18	Andy Nguyen	Request of April WAW Banner and Norco College CKI Flyer Pamphlet	Facebook
04/11/18	Jerjon Santos Reyes	One on One Date Confirmation	Facebook
04/11/18	Nathan Wong	Service Event Attendance Confirmation	Facebook
04/11/18	Vanessa Kumnoonsate	Norco College CKI Event Attendance Confirmation	Facebook
04/11/18	Angela Lagrada, Joshua Nepomuceno, Nicolas Wright, Richard Tzul, Jack Miao	Hexa DCM	Facebook
04/11/18	Jacob Lockhart	December WAW	Facebook
04/11/18	Jennifer Nguyen	December WAW Advice	Facebook
04/12/18	Jerjon Santos Reyes	College of Southern Nevada CKI One on One Update	Facebook
04/12/18	Vanessa Kumnoonsate	December WAW Advice	Facebook
04/12/18	Nathan Wong	Service Event Information Confirmation	Facebook
04/12/18	Andy Nguyen	April WAW Banner Creation and Download Link	Facebook

04/12/18	Andy Nguyen	Creation of Norco College CKI Flyer and Download Link	Facebook
04/12/18	Jennifer Tai	DLT Advice	Facebook
04/12/18	Nina Schatz	DLT Application Information Clarification	Facebook
04/12/18	Angela Lagrada	Penta DCM (Magic Kingdom, Foothill, Paradise, and Central Coast)	Facebook
04/12/18	Jacob Lockhart	April WAW Itinerary	Facebook
04/12/18	Vanessa Kumnoonsate	December WAW	Facebook
04/12/18	Melissa Ung	Event Attendance Confirmation and Tabling Resources Transmission	Facebook
04/12/18	June Park	DLT Information	Facebook
04/12/18	Erica Apostolos	April WAW Information	Facebook
04/13/18	Jerjon Santos Reyes	CSN Faculty Advisor Location	Facebook
04/13/18	Erica Apostolos	April WAW Information	Facebook
04/14/18	Calvin Chau	DOTC Carpool Confirmation	Facebook
04/15/18	Jennifer Nguyen	December WAW Advice	Facebook
04/15/18	Vanessa Kumnoonsate	May WAW Information Editing	Facebook
04/15/18	Sabrina Yang	E-Board Officer Check-In	Facebook
04/15/18	Linda Marx	#2 Desert Oasis Advisor and LTG One on One	Phone Call
04/17/18	Calvin Chau & Ryan Hoang	DOTC Carpool	Facebook
04/17/18	Sabrina Yang	STC South Registration	Facebook
04/18/18	Jacob Lockhart	UNLV Circle K STC South Attendance	Facebook
04/18/18	Vanessa Kumnoonsate	May WAW DCM Scheduling & Key to College ERF edits	Facebook & Email

04/18/18	Vanessa Kumnoonsate	May WAW Itinerary and ERF	Email
04/19/18	Jacob Lockhart	MR Chair Update	Facebook
04/20/18	Calvin Chau & Ryan Hoang	DOTC Planning	Facebook
04/20/18	Marilyn Nguyen	Golden Gate EOTY Banquet	Facebook
04/20/18	Annika Liu, Angelica Ubungen, Calvin Chau, Christine Dinh, Kelly Lien, Kim-Mai Hoang, Max Rico, Ryan Hoang, Sandy Tsan, Vanessa Kumnoonsate	Division and District Involvement Panel	Facebook
04/22/18	Linda Marx	Weekly Phone Call	Phone
04/23/18	Jonathan Chu	Circle K Email	Facebook
04/23/18	Jason Terrazas	DLT Information	Facebook& Email
04/23/18	Andy Nguyen	DLT Information	Facebook& Email
04/23/18	Amy Kobayashi	DLT Information	Facebook& Email
04/23/18	Nina Schatz	DLT Information	Facebook& Email
04/23/18	Charlene Sullivan	DLT Information	Facebook& Email
04/24/18	Annika Liu, Angelica Ubungen, Calvin Chau, Christine Dinh, Kelly Lien, Kim-Mai Hoang, Max Rico, Ryan Hoang, Sandy Tsan, Vanessa Kumnoonsate	Division and District Involvement Panel Reminder	Facebook
04/26/18	La Faye Sison, Charlene, Sullivan, Jacob Lockhart, Jessa Li, Mariana Alonzo, Nit Maok, Shawn Virano	UN Las Vegas EOTY Banquet Awards Planning	Facebook
04/26/18	Richard Tzul & Linda Marx	Foothill Banquet ERF	Email
04/26/18	Terrie Truong	April WAW Details	Facebook
04/26/18	Vanessa Kumnoonsate, Andy Nguyen, Jameson Nguyen, Jason	April Weekend of Awesomeness Weekend	Facebook

	Terrazas, June Park, Kevin, Nario, Nina, Schatz, Xuexing Ong		
04/26/18	James Tran	CKIx 2018 Interest	Facebook
04/29/18	Terrie Truong	April WAW CERF Submission	Facebook
04/29/18	Vanessa Kumnoonsate & Linda Marx	May WAW ERF Edit	Email
04/30/18	Tracy Vallejo	CSUSB Club Reactivation	Facebook
05/01/18	Erica Apostolos	CERF Submission Confirmation	Facebook
05/01/18	Angela Lagrada	Housing	Facebook
05/02/18	Erica Apostolos	April MRF Submission Confirmation	Facebook & Email
05/02/18	Jonathan Chu	Circle K Email	Facebook
05/02/18	Jacob Lockhart	April WAW Photos	Facebook
05/03/18	Sabrina Yang	STC South Registration	Facebook
05/04/18	Maddie Villanueva	UNLV Circle K Arrival & Accomodation	Facebook
05/04/18	Helen Nguyen	STC South Volunteering	Email
05/04/18	Vanessa Kumnoonsate	STC South Cheer Plans	Facebook
05/05/18	Kyler Tagupa & Linda Marx	UC Irvine End of the Year Banquet	Email
05/06/18	Linda Marx	Weekly Phone Call	Phone
05/07/18	Hever Miranda	College of Southern Nevada Status	Facebook
05/07/18	Ronald Liu	Kiwanis Division 36 DCM	Email
05/09/18	Tracy Vallejo	Regional Advisor Contact Information Transmission	Facebook
05/11/18	Jane Ngo & Veronica Thai	UCR Circle K Family Social	Facebook
05/11/18	Shaira Ramirez Santos	Committee Application Assistance	Facebook
05/13/18	Daniel Wahyu	Key to College Reminders	Facebook
05/13/18	Linda Marx	Weekly Phone Call	Phone
05/13/18	Vanessa Kumnoonsate	May DCM Speaker	Facebook
05/14/18	Xuexing Ong	May Weekend of Awesomeness	Facebook

		Weekend Date Confirmation	
05/14/18	June Park	Desert Oasis Banquet Information	Facebook
05/15/18	Katelyn Duch	Committee Appointment Assistance	Facebook
05/15/18	Marisa Charoensri	FTC Question & Answer	Facebook
05/16/18	Tommy Thach	MD&E Committee Applicant	Facebook
05/17/18	Daniel Wahyu	Kiwanis Luncheon Attendance	Facebook
05/17/18	Jerjon Reyes	One on One	Facebook
05/17/18	Jason Terrazas	May DCM Information	Facebook
05/17/18	Andrew Chang	Application Assistance	Facebook
05/17/18	Gina Aguliar	One on One	In-Person
05/18/18	Jacob Lockhart	May WAW UNLV Circle K Attendance	Facebook
05/19/18	Jason Terrazas	May DCM Agenda	Facebook & Email
05/21/18	Nathan Wong	UCR Board Hierarchy	Facebook
05/21/18	Erica Apostolos	CERF Submission Reminder	Facebook
05/21/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	Desert Oasis DLT Meeting	Google Hangout & Slack
05/22/18	Terrie Truong	Desert Oasis & Paradise Penpal System	Facebook
05/24/18	Cecilia Nguyen	FTC Committee Assistance	Facebook
05/26/18	Erica Apostolos	CERF Submission	Facebook
05/26/18	Ethan Hill	May DCM CERF	Facebook & Email
05/27/18	Vanessa Kumnoonsate	One on One	Google Hangout
05/27/18	Linda Marx	Weekly Phone Call	Phone
05/30/18	Erica Apostolos	CERF Submission	Facebook
05/30/18	Angela Lagrada, Joshua Nepomuceno, Nicolas Wright, Richard Tzul, Jack Miao	Hexa DCM Meeting	Zoom

05/31/18	Jacob Lockhart	One on One	Google Hangout
06/01/18	Joshua Ranario	K-Rock Date	Facebook
06/01/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	Desert Oasis DLT Meeting	Slack
06/03/18	Heather McAlister	CKIx 2018 Registration	Email
06/03/18	Linda Marx	Weekly Phone Call	Phone
06/04/18	James Tran	CKIx 2018 Rooming Situation	Facebook
06/04/18	Erica Apostolos	June DCM Date Confirmation	Facebook
06/04/18	Nathan Heger	Desert Oasis DLT Application	Email
06/05/18	Erica Apostolos	May MRF Submission Confirmation	Facebook & Email
06/06/18	Shaira Ramirez Santos	CKI Merchandise Information	Facebook
06/06/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	Divisional Theme Tag Line	Slack
06/07/18	Jacob Lockhart	CKIx 2018 Delegate Information	Facebook
06/07/18	Banna Ocbai Tesfay	CKIx 2018 Delegate Packet	Facebook
06/08/18	Ethan Hill	Circle K Facebook Event Page Rules	Facebook
06/08/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	June Online DCM Date	Slack
06/10/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	June DCM Event Page	Slack
06/10/18	Jack Miao & Jakob Woo-Ming	Livestreaming DCM Troubleshooting	Email
06/10/18	Linda Marx	Weekly Phone Call	Phone
06/10/18	Jack Miao	Online DCM Livestream Advice	Facebook
06/10/18	Gina Aguilar	Presidents Retreat Attendance	Facebook

06/14/18	Ryan Tan	International Convention Questions	Facebook
06/14/18	Jacob Lockhart & Vanessa Kumnoonsate	Presidents Retreat Materials Submission Reminder	Slack
06/15/18	Vanessa Meza Perez	Potential Presidents Retreat Stand-In	Facebook
06/15/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	Online DCM & DLT Facebook Post Reminders	Slack
06/15/18	Tracy Vallejo	President Retreat Attendance	Facebook
06/16/18	Armando Velazquez	President's Retreat	Email
06/18/18	Richard Tzul	Division 15 Kiwanis DCM Attendance	Facebook & Email
06/18/18	Jacob Lockhart & Vanessa Kumnoonsate	PCM Meeting Scheduling	Slack
06/18/18	Kaylie Truong	K-Rock ERF and Itinerary	Facebook & Email
06/18/19	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	Face of Desert Oasis Discussion & Meeting Scheduling	Slack
06/18/18	Steven Roberts	Kiwanis Division 15 DCM	Email
06/19/18	Jerjon Reyes	Slack Information & Sponsoring Kiwanis Club Information	Facebook & Email
06/19/18	Gina Aguilar	One on One	Facebook & Google Hangout
06/20/18	Richard Tzul	Division 15 Kiwanis DCM Dress Attire	Facebook
06/20/18	Richard Tzul	Postmark Situation	Facebook
06/20/18	Ana Chavez	Postmark Situation	Facebook
06/21/18	Jerjon Reyes	One on One	Facebook
06/21/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	Desert Oasis DLT Meeting Scheduling	Slack
06/23/18	Vanessa Kumnoonsate	Online June DCM Report	Facebook
06/23/18	Jason Terrazas, Nina Schatz, Amy Kobayashi,	June Online DCM Information	Slack

	Charlene Sullivan, Andy Nguyen		
06/23/18	Jason Terrazas	Online June DCM UCR Report	Facebook
06/24/18	Kaylie Truong	K-Rock ERF Edit	Facebook & Email
06/24/18	Jason Terrazas, Nina Schatz, Amy Kobayashi, Charlene Sullivan, Andy Nguyen	Desert Oasis DLT Meeting	Slack & Google Hangout
06/25/18	Ana Chavez	CSN President PR Attendance	Facebook
06/25/18	Banna Ocbai Tesfay	CKIx 2018 Amendment Questions	Facebook
06/25/18	Joe Richard Samson	CKIx 2018 Amendment Questions	Facebook
06/26/18	Jennifer Tai	CKIx 2018 Amendments Questions	Facebook
06/26/18	Joshua Ranario	PCM Questions	Facebook
06/26/18	Alan Kwok	PCM Questions	Facebook
06/26/18	Max Rico	PCM Questions	Facebook
06/26/18	Vanessa Kumnoonsate, Jacob Lockhart, Jerjon Reyes	Presidents Council Meeting	Google Hangout
07/01/18	Linda Marx	Weekly Phone Call	Phone
07/08/18	Armando Velazquez	December WAW	In-Person

XLII. Work Progress (Achievement & Plans)

a. Total Achievements

1. First Online DCM
2. Appointment of Divisional Kiwanis Family Chair
3. Given Summer Duties to Divisional Leadership Team
4. Attended Multiple Kiwanis Divisional Council Meetings
5. Constant Office Hours Every Month
6. Constant One on Ones Every Month
7. Scheduled Meetings with Divisional Leadership Team and Presidents Ahead of Time

b. Top 5 Plans

1. Attend Club Rushes from Schools in Desert Oasis
2. Attend More Kiwanis Meetings & DCMs
3. Creating Divisional Event During Summer
4. Summer Club Visitations
5. Fall Planning (Divisional Shirts, December WAW, etc)

XLIII. Resources Needed

1. Resources on How to Support Suspended Clubs
2. Summer Divisional Event Ideas
3. Club Deadline Schedule
4.
5.

XLIV. 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.

<ul style="list-style-type: none">• Increase Number of Active Clubs: This is still a work in progress since it is hard to collaborate with the inactive/suspended clubs due to schedules not matching up. Will continue to work on club development during summer.• Assisting E/A Boards: Made great progress by utilizing EA to have one on ones with every E-board officer aside from the President every month. In terms of having one on ones with the A-boards, decided to let the VPAs to their own devices when it comes to maintaining their appointed boards.• Expand of Kiwanis Family Relationships: Have been able to attend Kiwanis general meetings and DCMs in the past months. I will be contacting Kiwanians, Key Clubbers, and other Kiwanis Family branches within Desert Oasis jurisdiction to work on opportunities to collaborate with them throughout my term by working with my Divisional Kiwanis Family Chair.• Utilizing of Club Buddy System: Not much progress since inactive/suspended club representatives not having schedules that will allow them to attend events from UCR or UNLV. Will be working with DLT and Regional Advisor to support clubs as much as we can throughout the term.• DCM Live-Streaming: Live-streamed DCMs multiple times since beginning and utilized Youtube for the first time to host first ever online DCM. Will continue to use resources like Youtube and Facebook whenever the opportunity shows itself.
--

- Open Board Meetings: With my DLT complete, I will begin to have open Divisional Leadership Team meetings starting July. Will be scheduling open board meetings throughout my term to allow members to get an insight to how this year's DLT works or to see what we are planning.
- Monthly LTG Report: Consistently released monthly report forms on divisional Facebook page and will continue to release them in order to maintain a high level of transparency in the division.
- Bi-Weekly Meetings First and Last of Each Month: Consistently have been able to have one on ones and President Council Meetings at least twice every month. Will be working on creating a set schedule to allow meetings to be planned out ahead of time for the convenience of people attending.

XLV. Announcements

Please write "N/A" if there are no announcements to be made.

- **July Online DCM TBA**
- **Four Desert Oasis Representatives Attending CKIx 2018 (UCR)**
- **President's Retreat Attendance**
- **Training Divisional Kiwanis Family Chair**
- **Potential DO CKI Collaboration w/ Key Club**

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Foothill Lieutenant Governor Board Report

July 2018 Board Meeting

Respectfully Submitted by **Richard Tzul**

XLVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/28/18	Banqlit [Foothill EOTY Banquet]	0	4
05/05/18	Spring Training Conference South	0	7
05/05/18	Foothill May Divisional Council Meeting	0	1
05/06/18	Hacienda Heights Kiwanis Ribfest Fundraiser	4	0
05/12/18	Identity LA	5	0
05/19/18	Armed Forces Day	2	0
05/19/18	Laser Tag Social	0	2
05/20/18	UC Riverside EOTY Banquet	0	3
05/23/18	Monterey Park Kiwanis Meeting	0	1
05/27/18	Cal Poly Pomona and Mt. Sac EOTY Banquet	0	3
05/30/18	Monterey Park Kiwanis Meeting	0	1
06/01/18	Foothill June Online DCM	0	0.5
06/04/18	1st Foothill Office Hours aka Spice Sessions	0	1
06/05/18	Alhambra Kiwanis Meeting	0	1
06/09/18	2 nd Annual Book and Bike Safety Fair with Arcadia Young Professionals	2.5	0
06/18/18	Spice Session	0	1
06/20/18	Kiwanis Division 15 DCM with Mark Fernandez	0	1
06/21/18	Claremont Kiwanis Meeting	0	1
06/22/18	MD&E Committee Meeting	0	1
06/22/18	Walnut Valley Kiwanis Meeting	0	1
6/23/18	Foothill Amigos de los Rios Service Event	3	0

6/24/18	DLT Board Photo	0	1
6/25/18	Spice Session: CKIx Amendment Edition	0	1
6/26/18	Hollywood Los Feliz Kiwanis Service Project	1	0
6/27/18	Chino Kiwanis Meeting	0	1
6/27/18	Autism Youth Sports League	1.5	0
6/28/18	Hacienda Heights Kiwanis Firework Fundraiser	4	0
6/30/18	CSULA Banquet	0	2
7/01/18	Presidential Council Meeting/Social	0	2
7/04/18	Hacienda Heights Kiwanis Fundraiser	3	0
7/04/18	Claremont Kiwanis Fundraiser	4	0
7/13/18-7/15/18	Presidents' Retreat	0	36
7/27/18-7/29/18	District Board Weekend	0	36

Total Service Hours since Last Board Report: 30

Total Service Hours since April 1st, 2018: 30

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/28/18-7/29/18	Grace Chi; Regional Adviser	Foothill matters, i.e: Fundraisers, Divisional events, the state of clubs, divisional account, merchandise, rules and regulations, rechartering etc.	In person, phone call, text, and email
4/28/18-7/29/18	Foothill Presidents: Byron Urrutia, Valeria Parades, Amanda Wong, Ryan Tan, Claudia Fierros, Riddhima Kumar, and Justē Simanauskaitė	Divisional events, k-fam relations, service events, rules and regulations, dcm's, a-board, MRFs, fall training conference, president's retreat, CKIx, etc.	In person, text, email, messenger, zoom, and Facebook

4/28/18- 7/29/18	District Board	District Board Meetings, district goals, Kiwanis, board reports, MRF's, committees, etc.	In person, email, messenger, slack, zoom, and Facebook
4/28/18- 7/29/18	Foothill Secretaries	MRF, and CERF's	Email, in person, and messenger
4/28/18- 7/29/18	Foothill Vice Presidents of Service	Service events, interclubs, service hours, district and international service initiative	Email, in person, and messenger
4/22/18- 7/29/18	Mahmood Bashir	Hacienda Heights Kiwanis Ribfest Fundraiser, Hacienda Heights 4 th of July fundraiser, DCM's, and other events	Text, email, messenger and in person
4/28/18- 7/29/18	Anna Wu	Division 35 events	Email, messenger and in person
4/25/18- 7/29/18	Divisional Leadership Team	DCM's, divisional socials, Phoenix Pen pals, divisional service projects, Foothill's Instagram, divisional account, officer retreat, etc.	Email, in person, messenger, and zoom
5/30/18- 6/30/18	Monterey Park Kiwanis: Caleb Kwok and Isabel Wu	CSULA CKI collaborations, and Foothill finance account	Email, in person, and messenger

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XLVII. Work Progress (Achievement & Plans)

a. Total Achievements

i. Hosted a very successful and energetic DCM at STC
2.Hosted an online DCM with no technical difficulties
3.Hosted 2 service projects. One was meaningful and was announced way ahead of time and was executed in an organized fashion.
4.Launched our Instagram
5.Networked with various Kiwanis for future projects

b. Top 5 Plans

1.Host our first of many divisional socials
2.Finalize and setup our finances with the Monterey Park Kiwanis account, so we can begin fundraising for penny wars
3. Continue uniting our division through service
4.Built stronger bonds between Foothill's presidents especially in conjunction with President's Retreat; and host an officer retreat
5.Begin efficient and detailed planning for the rest of summer and fall

XLVIII. Resources Needed

1.
2.
3.
4.
5.

XLIX. 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.

Have Foothill serve our community in a meaningful and impactful way. We will achieve this by hosting at least six divisional service events this term. Progress: So far, we have hosted 2 divisional service events. As of now, my EA of service and I plan to have a tabletop service event at our August DCM. I know in the fall, like in previous years, we'll be helping at the AIDS Walk. - Have Foothill propel its spirit. We achieve this by hosting spirit sessions throughout the term where we will practice cheers. We'll also have spirit items at district events that stand out.

Progress: We have been hosting spirit sessions at DCM's. My EA of aesthetics is also looking into merchandise to prepare our spirit pack at FTC.

-Strengthen Foothill bonds and networks. I will do this by promoting interclubs, service events in particular.

Progress: I've networked with Alhambra Kiwanis to partner with CSULA CKI for a couple of events. I also asked PCC if other clubs could join one of their service events. Admittedly more can be done on my end. I'll be bringing this topic up to my EA of service

--I will have timely, efficient, and frequent communication with Foothill clubs especially their officers so their concerns, and problems may be addressed quickly and effectively. I will do this by designating my time for my division.

Progress: I respond quickly whenever a member of Foothill reaches out to me. If I can't find the answer to their question, I point them to someone who will be able to accommodate them.

-Strengthen Foothill unity and intimacy by hosting socials.

Progress: At the time of this writing we are preparing for our first divisional social. We also have a 626 night market social in mind for August. We've also launched our divisional pen pal program; all this is mostly thanks to our EA of Fellowship.

L. Announcements

n/a

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Golden Gate Lieutenant Governor Board Report

July 2018 Board Meeting

Respectfully Submitted by **Alan Kwok**

LI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/24/18	Spirit & Social Committee Meeting		1
04/24/18	Fundraising Committee Meeting		1
04/25/18	Membership Development Committee Meeting		1
04/27/18	Final Chill Night Social		1
04/28/18	Spring Training Conference		9
04/29/18	UC Berkeley Circle K Spring Banquet		4
05/02/18	UC Davis General Meeting		1
05/06/18	Diablo Valley College Spring Banquet		3
05/09/18	Division 26 Kiwanis DCM		1.5
05/10/18	CSU East Bay General meeting		1
05/18/18	Golden Gate DSP: Kiwanis Special Games	4	
05/19/18	Capital May DCM & DSP	1	7
05/23/18	UC Davis General Meeting		3
05/26/18	Golden Gate DCM: Picnic at Dolores Park		6
06/2/18	Central Coast Coastal Coolness	1.5	
06/09/18	Sac State General Meeting & Service Fundraiser	1	3
06/16/18	Sac State Key to College	0	6
06/23/18	Golden Gate-Sunset Joint DCM & DSP	1	6
06/26/18	UC Berkeley Summer General Meeting #2	0	2
06/29/18	CSU East Bay Freshmen Orientation Tabling	0	1.5
06/30/18	Capital June DCM & DSP	1.5	4
07/04/18	UC Berkeley Summer Meeting	0	1

07/07/18	Habitat For Humanity Project	1.5	0
07/10/18	UC Berkeley Summer Meeting	0	1.5

Total Service Hours since Last Board Report: 11

Total Service Hours since April 1st, 2018: 32.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/28/18	Van Nguyen	LMC Circle K	FB Messenger
05/03/18	Joy Xie	STC North Registration Fee	FB Messenger
05/08/18	Emma Quo	USF Circle K rechartering	FB Messenger
05/07/18	Stephanie Li	Becoming Rechartering President for USF	E-mail
05/8/18	Wayne Cheng	Fixed MRF	E-mail
05/15/18	Joe Lee, Stephanie Li	USF Recharter	E-mail
05/16/18	Lisa DeMattei	Kiwanis Special Games	E-mail
05/16/18	Golden Gate Presidents	Golden Gate Updates	E-mail
05/25/18	DCM Attendees	Golden Gate May DCM	E-mail
05/28/18	Thanh Thanh Thai	Timeline Edits	E-mail
05/28/18	Annie Chen	Timeline Edits	E-mail
05/28/18	Ian Chang	Timeline Edits	E-mail
05/29/18	Randall Belyea	Timeline Edits	E-mail
05/28/18	Cameron Yuki	Timeline Edits	E-mail
05/28/18	Golden Gate DLT	DLT Meeting & Assignments	E-mail
05/23-30/18	Argentina Luevano, Joe Lee	Kiwanis assistance with reactivation of LMC	E-mail
06/1-15/18	Joe Lee, Joe Wu, Stephanie Li	Kiwanis assistance with reactivation of USF	E-mail
06/04/18	Division 2N, 2S, 8, 26N, 26S, 20/32 Key Club LTG's	Introduction E-mail	E-mail
06/05/18	Jerold Inocencio, Eric Reyes	Meeting with Chabot	E-mail

06/08/18	Kathy Diamond	Service project opportunity	E-mail
06/09/18	Division 2N, 2S, 8, 26N, 26S, 20/32	Circle K Interest Form	E-mail & Facebook
06/09/18	Katrina Sacluti	Crazy Kompetition for Infants	E-mail
06/10/18	Golden Gate Officers	Golden Gate Update	E-mail
06/13/18	Amber Ly, Austin Lim, Randall Belyea	Divisional Committees	E-mail & FB Messenger
06/14/18	Aaron Lee	Club Contact Sheet	FB Messenger & E-mail
06/14/18	Joe Lee, Joe Wu, Stephanie Li	SF Kiwanis Board Meeting to help USF recharter	E-mail
06/18/18	Golden Gate Officers	Golden Gate Update	E-mail
06/18/18	Annie Chen	Divisional Theme Voting	FB Messenger & E-mail
06/19/18	Thanh Thanh Thai	June DCM Graphics, July DSP Graphics	FB Messenger & E-mail
06/20/18	June DSP & DCM Attendees	Logistical E-mail	E-mail
06/21/18	Joe Lee, Stephanie Li	USF rechartering steps	Google Hangouts
6/21/18	Amber Ly, Randall Belyea, Austin Lim, Golden Gate Members	Divisional Committees Office Hours	Zoom
6/22/18	DLT	DCM Agenda & Speaking Roles	Facebook Messenger
6/22/18	Amber Ly	Recognition Templates	E-mail
06/22/18	June DSP & DCM Attendees	Reminders & Logistics	E-mail
06/23/18	Roberto Ruiz	Reactivating LMC	E-mail
06/26/18	Joshua Ranario, Nicolas Wright, Jennifer Tai	Tentative Quad-DCM	FB Messenger

06/28/18	Austin Lim	July DSP	E-mail & Messenger
06/28/18	Golden Gate DLT	Assignments & Next Meeting	E-mail
06/28/18	Golden Gate Officers	Golden Gate Update	E-mail
06/28/18	DLT	Helping out with tabling at East Bay	Facebook Messenger
06/29/18	Ana Chavez, Samantha Ruiz	Member Engagement Workshop	E-mail
06/29/18	Katelyn Duch, Tommy Thach	Member Engagement Workshop	Facebook Messenger
07/05/18	Katelyn Duch, Tommy Thach	Member Engagement Workshop	Discord
7/6/18	Ana Chavez, Jennifer Hoang	D-Board Pairing Graphic	E-mail
7/8/18	Thanh Thanh Thai	DCM & DSP Graphics	E-mail
7/8/18	Thanh Thanh Thai	DCM Logistics	E-mail
7/10/18	Robert Barnwell	Tilden Park Project	E-mail
7/11/18	Stephanie Li	Sponsoring Kiwanis	E-mail
7/11/18	Austin Lim	Divisional Service Project	E-mail
7/11/18	Jonash Poyaoan	UCSC Members attendance at GG Event	E-mail
7/11/18	Roberto Ruiz	LMC Updates	Facebook Messenger
7/11/18	DLT Members	Meeting Date	Facebook Messenger
7/11/18	Amber Ly	Sister Club Pairings	E-mail

LII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. I was able to find people to reactivate/recharter Los Medanos College, Napa Valley College, and University of San Francisco while supporting them and providing resources in order to bring them back to active status. |
| 2. I was able to create meaningful and well-organized divisional events for the summer with very good turnout! |
| 3. I was able to create effective training resources such as manuals, online trainings, and e-mails for our officers. |

4. I was able to conduct one-on-ones with DLT members and Presidents.
5. I was able to visit my clubs more and plan to continue to support all 9 of our Golden Gate clubs further this summer.

b. Top 5 Plans

- | |
|---|
| 1. Plan Trainer in August before school starts. |
| 2. Start planning for August and Fall. |
| 3. Further build unity within the division. |
| 4. Plan more visitations to further clubs. |
| 5. Assist at-risk/rebuilding clubs with their progress. |

LIII. **Resources Needed**

- | |
|-------|
| 1.N/A |
| 2. |
| 3. |
| 4. |
| 5. |

LIV. **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.

- | |
|--|
| - Training & Support: The DLT and I have been creating resources such as manuals, PowerPoint presentations, and training e-mails to assist club officers with learning their roles and planning for the fall term. We are hoping to release it in July so that clubs can utilize these resources in order to plan for Fall. |
| -Club Building & Expansion: I have been assisting our at-risk and rebuilding clubs within the division by providing more support and advice on how they can improve their clubs. I hope to play a bigger role in these club's development by going to their events and having the division support them more. |
| -Divisional Unity: I feel like we're gradually getting more united as division, as there has been very good attendance from each club at our DCM. I hope to build more unity within this division to help our other clubs that are rebuilding, so that the division plays a bigger role in influencing more members to be more involved and supporting other clubs. |
| -Membership Experience: A lot of Golden Gate members have been going to divisional events and have expressed how they appreciate our events. We have been having good turn outs at our divisional events despite it being the summer. I hope to plan further with the DLT to provide more great experiences on the divisional level for Fall and the rest of the term. |
| - |

LV. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

MAGIC KINGDOM LIEUTENANT GOVERNOR Board Report

JULY 2018 Board Meeting

Respectfully Submitted by **ANGELA LAGRADA**

LVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/10/18	Cypress College CKI General Meeting		1
4/11/18	UC Irvine CKI General Meeting	.5	1
4/12/18	Division 30 Kiwanis DCM		2
4/15/18	Central Coast DCM		1
4/15/18	Paradise DCM		1
4/16/18	CSU Fullerton CKI Board Meeting		2
4/17/18	Golden West College CKI General Meeting		.5
4/18/18	Orange Coast College CKI General Meeting		1
4/18/18	Chapman University CKI General Meeting		1
4/18/18	Magic Kingdom DLT Meeting #1		2
4/19/18	CSU Fullerton CKI General Meeting		2
4/19/18	CSU Fullerton CKI McDonald's Social		2
4/20/18-4/22/18	District Officer Training Conference		
4/22/18	Cypress College CKI Banquet		4
4/25/18	Magic Kingdom DLT Meeting #2		2
4/26/18	CSU Fullerton CKI General Meeting		1
4/27/18	UC Irvine CKI Dance for a Chance		3.5
4/29/18	Magic Kingdom DSP - March of Dimes	5	
4/29/18	Magic Kingdom DCM		1
4/29/18	CSU Fullerton CKI Banquet		8
5/1/18	Whittier College CKI Blaze Pizza Fundraiser		2

5/2/18	Chapman University CKI General Meeting		1
5/3/18	Irvine Valley College CKI General Meeting		1
5/3/18	CSU Fullerton CKI General Meeting		1
5/3/18	CSU Fullerton CKI In-n-Out Social		1
5/4/18	Chapman University CKI & Saddleback College CKI End of the Year Banquet		4
5/5/18	CNH Spring Training Conference South		6
5/8/18	Cypress College CKI General Meeting		1
5/8/18	Magic Kingdom DLT Meeting #3		2
5/10/18	CSU Fullerton CKI General Meeting		2
5/11/18	Irvine Valley College CKI End of the Year Banquet		4
5/16/18	Orange Coast College CKI General Meeting		1
5/16/18	Orange Coast College CKI 7 Leaves Fundraiser		2
5/16/18	UC Irvine CKI General Meeting		2
5/17/18	UC Los Angeles CKI General Meeting		2
5/20/18	CKI at UCR End of the Year Banquet		4
5/22/18	Magic Kingdom DLT Meeting #4		2
5/25/18	Orange Coast College CKI Banquet		4
5/26/18	Magic Kingdom Trainer		6
5/26/18	CSU Fullerton CKI Yogurtland Fundraiser		1
5/27/18	Magic Kingdom End of the Year Banquet		6
5/28/18	Magic Kingdom May Divisional Service Project	3	
5/30/18	CSU Fullerton CKI Board Meeting		2
6/1/18	District MD&E Committee Meeting		2
6/1/18	Foothill DCM		1
6/3/18	UC Irvine Circle K Banquet		4
6/5/18	Cypress Kiwanis Meeting		1
6/5/18	Magic Kingdom DLT Meeting #5		2
6/9/18	Magic Kingdom June Divisional Service Project	3	
6/9/18	Saddleback CKI Dodgeball Fundraiser		3
6/13/18	Magic Kingdom DLT Meeting #6		1
6/22/18	CSU Fullerton CKI We've Got Your Back Service Project	3	
6/22/18	Jet KIWIN'S Banquet		2
6/23/18	Magic Kingdom June DCM		1
6/23/18	Magic Kingdom Roller Skating Social		2.5
6/23/18	Cypress Kiwanis Concert on the Green	2	

6/25/18	Magic Kingdom DLT Meeting #7		2
7/3/18	Fullerton Kiwanis Fireworks Fundraiser	2	
7/8/18	CSUF CKI Kiwanis Family BBQ		6

Total Service Hours since Last Board Report: 25

Total Service Hours since April 1st, 2018: 13.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/10/18	Russel de los Reyes	Magic Kingdom Trainer	In person
4/11/18	Alex D. Nguyen	Magic Kingdom Trainer	Email/Message
4/11/18	Phillip Chow	Magic Kingdom Trainer	Email/Text
4/11/18	Katherine Hoang	Magic Kingdom Trainer	Message
4/11/18	Russel de los Reyes	Divisional Leadership Team	In person
4/12/18	Raphael Pacquing	Reference Questions	In person
4/13/18	Reginald Sellote	Reference Questions	Email
4/14/18	Patrick Voong	Reference Questions	Email
4/17/18	Scott Smith	Weekly Advisor Updates	Phone call
4/18/18	Magic Kingdom DLT	Meeting	Video call
4/23/18	Scott & Yaret Smith	Weekly Advisor Update	Phone call
4/25/18	Alicia Sieu	May DSP	Message
4/25/18	Magic Kingdom DLT	Meeting	Video call
5/1/18	Scott Smith	Weekly Advisor Update	Phone call
5/3/18	Magic Kingdom DLT	STC South Planning Meeting	Video call
5/6/18	Scott Smith	Weekly Advisor Update	Phone call
5/8/18	Magic Kingdom DLT	Meeting	Video call
5/10/18	MK Trainer Workshop Hosts	MK Trainer Presentations	Email
5/21/18	Scott Smith	Weekly Advisor Update	Phone call
5/23/18	Yaret Smith	MK Trainer	Phone call

5/28/18	Scott Smith	Weekly Advisor Update	Phone call
5/31/18	Richard Tzul, Nicolas Wright, Mark Fernandez, Jack Miao, Joshua Nepomuceno	Joint DCM	Video call
6/5/18	Scott Smith	Weekly Advisor Update	Phone call
6/10/18	Russel de los Reyes	Media Team	Phone call
6/13/18	Magic Kingdom DLT	Meeting	Video call
6/19/18	Scott Smith	Weekly Advisor Update	Phone call
6/24/18	Scott Smith	Budget	In person
7/10/18	Scott Smith	Weekly Advisor Update	Phone call
7/11/18	Russel de los Reyes	Media Team	Phone call

LVII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Held a trainer for Magic Kingdom members and board officers |
| 2. Implemented divisional buddy competition |
| 3. Released applications for Media Team |
| 4. Rebranded Magic Kingdom Photography Page to Media Page |
| 5. Had first guest speaker at DCM |

b. Top 5 Plans

- | |
|---|
| 1. Conduct a successful first divisional fundraiser |
| 2. Hold a joint project with other divisions |
| 3. Appoint a Divisional Media Team |
| 4. Host the first divisional unity day |

LVIII. Resources Needed

1.

LIX. 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.

<ul style="list-style-type: none">- Consistent club support – attend variety of club-hosted and interclub events during the term including, but not limited to, general meetings, service projects, fundraisers and board meetings. Ensure that clubs and board members know that they are supported. <i>Progress:</i> Have attended a variety of club events since the last board meeting including general meetings and board meetings. <i>Steps to take:</i> Attend more club-hosted service projects!
<ul style="list-style-type: none">- Reinstate Magic Kingdom programs – get the members of MK involved and excited about divisional service projects, MK pen-pal system, divisional buddy system, divisional recognition program and divisional committees. <i>Progress:</i> have held consistent meetings with DLT, released divisional buddy system, have held monthly divisional service projects and released application or Media Team. <i>Steps to take:</i> appoint a divisional Media Team, consistently update about divisional buddy system and create divisional recognition program guidelines
<ul style="list-style-type: none">- Divisional education and training – ensure that the board members of MK are trained in subjects such as event planning, effective planning, finding service projects, working as a board while educating them about important aspects of Circle K (i.e. DFIs, DSI, district resources, etc). <i>Progress:</i> held Magic Kingdom Trainer, released infographic about the new divisional service initiative, had our first guest speaker at the DCM <i>Steps to take:</i> find out what resources club board members will need going into the Fall term
<ul style="list-style-type: none">- Club recruitment and retention – help each club with recruitment and retention of members throughout the term to increase club membership sizes overall. <i>Progress:</i> received updates from President about their plans to train their boards in retention and recruitment for the Fall <i>Steps to take:</i> offer more recruitment and retention workshops/guides for board officers.

LX. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

METRO LIEUTENANT GOVERNOR Board Report

JULY 2018 Board Meeting

Respectfully Submitted by **JOSHUA NEPOMUCENO**

LXI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/20/18	District Officer Training Conference		16
04/27/18	CSU Northridge/ Pierce College EOTY Banquet		3
05/05/18	Spring Training Conference		9
05/20/18	(365) Days of Metro: EOTY Banquet		6
05/29/18	May Presidents' Council Meeting		1.5
06/05/18	CSUN Little Tokyo Social		4
06/13/18	Metro Mingle		1
06/16/18	June DSP & DCM	3	4
06/20/18	Metro Mingle		.5
06/27/18	Metro Mingle		.5
07/04/18	CKIx Chicago	7	17

Total Service Hours since Last Board Report: 10

Total Service Hours since April 1st, 2018: 16

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/20/18	Aaron dela Rosa, Kim Vo, Naomi Pham, Joanne Kim	Confirmation of DLT App	Email
04/21/18	Metro Presidents & Secretaries	April PCM MERF	Email

04/21/18	Metro Presidents, Maria Garcia-Barajas	Club Themes, Tagline Submissions, DLT Applications	Email
04/23/18	Division Leadership Team Applicants	DLT Application Acceptances/Rejections	Email
04/24/18	Maria Garcia-Barajas	UC Irvine Event	Email
04/24/18	Wayne Cheng	Board Directory Update	Email
04/25/18	Jack Miao	Chartering Documents	Email
04/26/18	Maria Garcia-Barajas, Garvey Su, Metro Presidents	LASGS 12 th Annual College & Career Day	Email
04/26/18	Metro Presidents, Maria Garcia-Barajas, Garvey Su	Division Leadership Team Appointments	Email
04/27/18	Armando Velazquez	Usage of Venmo	Email
04/29/18	Division Leadership Team, Metro Presidents	Divisional board items	Email
04/29/18	Vincent Chuong	Board Reports	Email
04/30/18	Division Leadership Team	DLT Meeting & Agenda	Email
04/30/18	Ryan Fang	Legacy Email	Email
05/01/18	Kim Vo	Monster of the Month & Metro Officer of the Month Forms	Email
05/01/18	Divisional Board	Introductions and Business	Email
05/06/18	Ryan Fang	Graphics tasks	Email
05/07/18	Mr. Doug Ridnor	Region 7 Key Club Lt. G contact info	Email
05/12/18	Maria Garcia-Barajas	Banquet Approvals	Email
05/14/18	Shaira Ramirez-Santos	District FIFUN Committee references	Email
05/17/18	Carson Schreiber	SLP Outreach – Key Club to Circle K	Email
05/17/18	Special Events Coordinators	June DSP & DCM	Email
05/18/18	Vincent Chuong	Minutes Examples	Email
05/19/18	Metro Presidents & Maria Garcia-Barajas	PCM	Email
05/25/18	Tony Goorchenko	Contact Info	Email
05/26/18	Ericka Monleon	Upcoming Projects	Email
05/27/18	Ryan Fang	Graphics Metro Logo & Banner	Email

05/27/18	Metro Presidents, DLT, others	Call to Metro EOTY Banquet	Email
05/29/18	Metro Presidents, Maria Garcia-Barajas	Call to May Presidents Council Meeting	Email
05/30/18	Ryan Fang, Kim Vo	Monthly Recognition Certificates	Email
05/30/18	Divisional Board	Goal Setting Day	Email
05/31/18	Divisional Board, Maria Garcia-Barajas, Garvey SU	Future DCM Dates	Email
05/31/18	Metro Divisional Board	Divisional Board Banner Pics	Email
06/01/18	Metro Presidents & DLT	Term Goal Submissions	Email
06/02/18	Ryan Fang	June DSP & DCM Graphic	Email
06/04/18	Metro Divisional Board, Garvey Su, Maria Garcia-Barajas	Call to June DCM	Email
06/04/18	Divisional Board	Key Club/ KIWINS Interest form	Email
06/05/18	Armando Velazquez	Updates	Email
06/06/18	Kim Vo, Aaron Dela Rosa	Goals	Email
06/07/18	Ana Chavez	Presidents' Retreat Feedback	Email
06/08/18	Divisional Board	Term Goal Submissions	Email
06/08/18	Metro Presidents	1718 Metro Distinguished Divisional Excellence application	Email
06/08/18	Aaron Dela Rosa	Metro Mingle Graphics	Email
06/08/18	Kim Vo	MRFs	Email
06/09/18	Aaron Dela Rosa	Metro Mingle Graphics	Email
06/09/18	Maria Garcia-Barajas	CNH Circle K Divisions Map	Email
06/14/18	Maria Garcia-Barajas	Summer in Socal supplements	Email
06/27/18	Maria Garcia-Barajas	Summer In Socal	Email
06/27/18	Armando Velazquez	Kiwanis Advisor	Email
06/28/18	Maria Garcia-Barajas, Richard Tzul, Grace Chi, Angela Lagrada, Scott Smith, Nicolas Wright, Patrick Ballecer	Summer in Socal ERF	Email

07/06/18	Maria Garcia-Barajas	Weekly Call: ERFs & Policies	Phone
07/06/18	Armando Velazquez	ERF Clarifications/Post retraction clean up	In Person

LXII. Work Progress (Achievement & Plans)

a. Total Achievements

i. Kick off Metro Mingle; weekly Zoom hangouts call
i. Send out Summer in Socal ERFs
i. Successful June DSP & DCM
v. Appoint Marketing & Communications Coordinator
v. Implement Metro Union

b. Top 5 Plans

i. Summer 1on1s for Recruitment readiness
i. Plan out logistics for Key to College
i. Create action plans with clubs who need help/resources
v. Publish Metro Division Master Plan 18-19 packet
v. Club visitations

LXIII. Resources Needed

- | |
|--|
| 1. Event Request Form Procedures/Clarification |
| 2. Key 2 College Resources |

LXIV. 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, Division Leadership, Regional Advisors, and Club members to promote transparency on the divisional level.

Progress: We have since created a monthly board packet which includes all monthly meeting agendas and minutes alongside with board reports for Presidents & Division Leadership Team. This was a way for us to keep our board accountable for their actions as well as promote transparency as to what will be coming up.

Resolutions: I have not started bi-weekly emails, which is something that really needs to start.

Establish a Large-Scale Signature Event for the Metro Division that promotes Leadership and Fellowship as well as resources and educational value to attendees.

Progress: I have appointed three (3) Special Events coordinator. Each one of the coordinators has been assigned a certain event to plan for the term. We have discussed which events to have and which ones to omit. For the Large-scale Signature event, we will be focusing on Professional Development and will be having a Professional Expo in January.

Resolutions: We will be working heavily on effectiveness and educational value.

Charter, (re)charter, or reactivate inactive clubs within Metro and successful charter two additional clubs while providing any necessary resources and time in order to aid in the creation of a strong club foundation.

Progress: We have found a President for CSU Dominguez Hills and are currently working with them to establish foundations for their club and complete any necessary paperwork. I have reached out to a Kiwanis Club in Studio City to discuss potentially chartering a club in LA Valley College and I have followed up with San Fernando Kiwanis for their initiative to start a Circle K in LA Mission College

Resolutions: Find incoming students to network with Kiwanis to start a club in Santa Monica College.

Provide clubs resources for external visibility in order to aid in membership recruitment beyond than tabling.

Progress: I have slowly started researching to external organizations and models to see what has worked.

Resolutions: Complete research and get the ball rolling because recruitment season is around the corner.

Create more effective and engaging social media outlets to educate members on District Events, Fundraising Initiatives, Service Initiatives, and other district functions.

Progress: I have appointed a Marketing & Communications Coordinator to my DLT. She will be in charge of helping me create, educate, and market these materials to our members.

Resolutions: Create a educational marketing campaign that is effective with getting the material across.

LXV. Announcements

METRO MINGLES!

HELLO~

I would like to invite everyone to our summer **METRO MINGLE!**

What's Metro Mingle you ask?

Metro Mingle is our weekly online video call providing the members of Metro and any other members in the district who would like to join, the opportunity to interact, socialize, and even ask questions to myself, the divisional board, and even other members! It's a Metro way of promoting fellowship and unity from the comfort of your own home (or where ever you are), so you don't have to deal with driving and the traffic!

Metro Mingle is [usually] every Wednesday at 8PM and will be hosted by different Division Leadership Team members throughout the summer! Although, some have already passed, there's still a bunch more left! Don't miss out, get to know the Metro DLT, myself, and other members! You won't even have to deal with the outside summer heat.

See graphic for weekly host!

Join the Metro Division group page for Metro Mingle updates and information!



JOIN OUR SOCIAL MEDIA!
Be sure to join our social media & pages for more information, updates, and more!

FACEBOOK GROUP PAGE:

Metro Division of CNH Circle K

For all things Metro!

<https://www.facebook.com/groups/25009044166880>

**INSTAGRM:**

For recap, information, updates, fun & more!

@metrocirclek

SNAPCHAT:

For pictures, videos, and live updates from events!

@metrocirclek

ATTEND A METRO DIVISION COUNCIL MEETING!

Mark your calendars and join us for some of our monthly Division Council Meetings! The dates are below. These dates are subject to change. Meeting times, location, and side projects are to be announced!

August 11th, 2018

September 8th, 2018

October 6th, 2018: Metro Key 2 College

November 9th, 2018 or November 17th, 2018****

December 8th, 2018 (ONLINE)

January 12th, 2019: Professional Expo

February 9th, 2019

March 16th, 2019

April 13th, 2019: Metro Trainer 2019

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Paradise LTG Board Report
July 2018 Board Meeting
 Respectfully Submitted by **Jack Miao**

LXVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/12/18	GAG Kiwanis BBQ	3	
04/14/18	UCSD Board Trainer Workshop		1
4/15/2018	Paradise DCM		2.5
4/16/2018	UCSD GBM		1
4/19/2018	SDSU GBM		1
04/20-22/18	DOTC		9
4/22/2018	DLT Dinner		2
4/26/2018	SDSU EOTY Banquet		1
4/28/2018	March for Babies	3	
5/5/2018	STC South		5
5/6/2018	Paradise EOTY Banquet		3
5/5/18	Spring Training Conference	2	8
5/7/18	UCSD GBM		1
5/11/18	SDSU GbM		1
5/14/18	UCSD GBM		1
5/21/18	UCSD GBM		1
5/23/18	Relay for Life	7	
5/18/18	UCSD GBM		1

Total Service Hours since Last Board Report: 15
Total Service Hours since April 1st, 2018: 18

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/15/18	Patti Ryder	Weekly Update	Email/Text
04/23/2018	Patti Ryder	Weekly Update	Email/Text
04/29/18	Patti Ryder	Weekly Update	Email/Text
05/06/18	Patti Ryder	Weekly Update	Email/Text
05/06/18	Olivia Mercado	Seasonal 1 on 1	FaceTime
05/10/2018	Hanano Yamazaki	Seasonal 1 on 1	Face Time
05/11/2018	Kevin Liu	Seasonal 1 on 1	FaceTime
05/12/2018	Maggie Chen	Seasonal 1 on 1	FaceTime
05/20/2018	Brianna Deschnes	Seasonal 1 on 1	In Person
05/22/2018	DLT Meetings	Summer Plans, June DCM, July DCM, Paradise Washed	Google hangouts

LXVII. **Work Progress (Achievement & Plans)**

a. Total Achievements

1. Over \$100 raised for Hawaii
2. June and July DCM Planned/completed
3. Paradise Washed
4. FineApple Fridays
5. Increased SD and Hawaii involvement

b. Top 5 Plans

1. Hawaii Visitation planning
2. Promoting Paradise Washed
3. July DCM
4. Paradise Newsletter
5. Increased club and Kiwanis visitations

LXVIII. Resources Needed

1.
2.
3.
4.
5.

LXIX. 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.

- Sponsor Hawaii members to attend FTC and DCON. Ideally 1-3 for FTC and 8+ for DCON
- Increase membership attendance of DCMs and Divisional events by 40%
-Establish a college connections program for graduating Key Clubbers in the local area
- 2 Hawaii visitations if possible
-Increased Newsletter output

LXX. Announcements

Support Paradise Washed
Go to MBall

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Sunset Division Lieutenant Governor Board Report

July 2018 Board Meeting

Respectfully Submitted by **Jennifer Tai**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/13/18	EOTY Banquet Meeting #1		1
4/18/18	April Kiwanis DCM		2
4/20-4/22	District Board Training		19
4/24/18	End of the Year Banquet Meeting #2		1
4/25/18	UCSC General Meeting		2
4/26/18	Foothill College General Meeting		1
4/26/18	Foothill College E-board meeting		1
4/26/18	Foothill College E-board Trainning		1
4/28/18	STC North		19
5/1/18	SJSU Care Packages	3	
5/7/18	DLT Meeting #1		1.5
5/11/18	Foothill College EOTY Banquet		4
5/13/18	DLT Meeting #2		1.5
5/15/18	EOTY Banquet Meeting #3		1

5/16/18	May Kiwanis DCM	.5	3
5/17/18	Foothill College Circle K General Meeting		1
5/18/18	Sunset Division Service Project: Kiwanis Special Games	5	
5/18/18	Pizza Social		1
5/18/18	Kiwanis Governor's Visit Dinner		3
5/19/18	Sunset Division Banquet + May DCM		4
5/20/18	SJSU EOTY Banquet		3
5/26/18	Golden Gate DCM + Pinic		4
5/26/18	Golden Gate ice cream/boba social		1.5
5/28/18	DLT Meeting #3		1.25
6/2/18	Central Coast June Coastal Coolness + DCM		8
6/3/18	UCSC EOTY Banquet		4
6/3/18	UCSC EOTY Food Social		1.5
6/4/18	DLT Meeting #4		1
6/7/18	De Anza College General Meeting		1
6/10/18	Paradise DCM		0.5
6/16/18	DLT Meeting #5		1

b.

Total Service Hours since Last Board Report: 10.5 hours

Total Service Hours since April 1st, 2018: 10.5 hours

b. People you have contacted:

Date	Person(s)	What was discussed?	Method

4/11/2018	Derek Lubich	One-on-One Regional Advisor Meeting	In-person
4/11/2018	Stephen Ricossa	Chartering SCU	Email
4/12/2018	Barbara Hourigan	LTG	email
4/13/2018	Anthony Ngo (Foothill College)	President One on One	In person
4/13/18	Derek Lubich	Contact information/LTG	Email
4/15/18	Amanda Wong, Jonathan Amaral	Office hours	Online
4/15/18	Stephen Ricossa	Chartering SCU	Email
4/15/18	Alexander Moran (SCU)	Chartering SCU	Message
4/15/18	Randy Pham (YBHS Key Club)	College and Circle K questions	In person
4/16/18	Capital, Desert osasis, sunset, Paradise office hr	Circle K questions	online
4/16/18	Joshua Ranario	Capital and sunset joint dcm	online
4/17/18	Vicky duong	One on one In person	in person
4/17/18	De Anza board	Bylaws and Constitution	message

4/19/18	Evan Sum	STC workshop helping to look for service vps and chairs to be panel guests	message
4/22/18	Sunset Division All of the Presidents	Sunset Cheers	message
4/22/18	SJSU E-board, Sunset Presidents	Graphic Standards	MEssage
5/1/18	Rex Upp (Kiwanis)	Venue for EOTY banquet	email
5/2/18	Jonash Poyaoan	Service projects connecting with our DSI	message
5/2/18	Stephen Ricossa (Kiwanis)	Chartering process for Santa Clara University	email
5/3/18	Kathi Tran	Volunteer opportunity with Cambrian School District	email
5/3/18	DLT Team	Email Sunset Task week #1	email
5/3/2018	Darrion Nguyen	ERFs for Relay for Life UCSC with Golden Gate	message
5/3/18	Albert Chang	checking in	message

5/4/18	Alan Baez (SJSU President)	One-on-One	in person
5/5/18	Deanna Chu	checking in with cerfs	message
5/5/18	SJSU E-board 2017-2018	EOTY banquet	message
5/5/2018	Karen Nguyen	Key Club/Circle K DLT	in person
5/6/18	Stephen Ricossa (Kiwanis)	Chartering process for Santa Clara University	email
5/6/18	Calvin Chau	District Committee Apps References	message
5/7/18	Shaira Ramirez-Santos	Kiwanis Special Games	message
5/7/18	Derek Lubich	Kiwanis Special Games	email
5/7/2018	Alexander Moran	Updates for Santa Clara University Chartering	message
5/8/2018	Erin Liao	Foothill College EOTY banquet installation and retirement	message
5/8/2018	Manuel Santiago	STC North pictures	message

5/8/2018	Justin Magadia	A.S. funds, DLT spreadsheets, catering for EOTY banquet	message
5/8/2018	Jastin	district Committee Apps	message
5/8/2018	Stephen Ricossa (Kiwanis)	Chartering process for Santa Clara University	email
5/8/2018	Sunset Division VPAs	Connections with fellow VPAs with one another	message
5/8/2018	Alan Baez (SJSU President)	Kiwanis Special Games	message
5/8/2018	Sunset Division VPSs	Connections with fellow VPSs with one another	message
5/8/2018	Junior Musigdilok	Chartering club	message
5/8/2018	Mark Catolos	EOTY and erfs	message
5/9/2018	Lisa DaMattei	Kiwanis Special Games Updates	email
5/9/2018	Ian Mallari (SJSU VPA)	One-on-One	in person
5/10/2018	SJSU E-board	Tabling	in person

5/11/2018	Rex Upp (Kiwanis)	May Kiwanis DCM	email
5/13/2018	Stephen Ricossa (Kiwanis)	chartering Santa Clara University	email
5/13/2018	Derek Lubich	Updates	email
5/13/2018	Sunset DLT Team	DLT email #2	email
5/14/2018	Rex Upp (Kiwanis)	Kiwanis Governor Visit	email
5/14/2018	Michael Vang	chartering CSU Monterey Bay	message
5/14/2018	Stephen Ricossa (Kiwanis)	May Kiwanis DCM	email
5/14/2018	Sunset DLT Team	DLT email #3	email
5/15/2018	Nicolette Cruz	Introduction Email for newsletter	email
5/17/18	Riya Arora	Kiwanis Special Games	message
5/19/18	Patrick Farris (Kiwanis)	Stanford Circle K	email
5/22/18	Derek Lubich	SJSU End of the Year Banquet	email
5/23/2018	Jonash Poyaoan	DLT one on one	online video call

5/25/2018	Austin Lim	Collaboration with Sunset Service project	message
5/25/2018	Thaw Myint	DLT one on one	online video call
5/25/2018	Anthony Ngo	DLT one on one	online video call
5/25/2018	Nicolette Cruz	DLT one on one	online video call
5/25/2018	Ivy Vong	DLT one on one	online video call
5/25/2018	DLT Team	DLT email #4	email
5/25/2018	Justin Chan	Circle K at chartering Santa Clara University	message
5/28/18	Derek Lubich	Updates regarding Santa Clara and West Valley Chartering clubs + Stanford CKI	email
6/7/18	Golden Gate + Sunset DLT	Updates for June DCM	message
6/9/18	Golden Gate + Sunset DLT	Updates for June DCM	message

6/11/2018	Mark Catolos	Stanford CKI	message
6/12/2018	Rex Upp (Kiwanis)	Kiwanis June DCM	email
6/12/2018	Nathan Yu	MRF help	email
6/11/2018	Patrick Farris (Kiwanis)	Stanford Circle K club	email
6/12/2018	Feng Li	Stanford Circle K club	message
6/14/2018	Derek Lubich (Kiwanian)	volunteer opportunity	email
6/14/2018	DLT team	DLT email #7	email
6/15/2018	Nicolette Cruz	newsletter	email
6/16/2018	Derek Lubich (Kiwanian)	De Anza Kiwanis Club and Circle K updates	email
6/17/2018	Mark Catolos	Stanford CKI	message
6/17/2018	Feng Li	Stanford Circle K club	message
6/17/18	Calvin Lee (UCSC)	Key Clubs and Stanford CKI	message
6/17/18	Alan Kwok	Golden Gate + Sunset DCM	message

6/18/2018	Joceline Yu	Circle K Stanford	message
6/18/18	Golden Gate + Sunset DLT	Updates for June DCM	message
6/19/2018	Rex Upp (Kiwanis)	Kiwanis June DCM updates and division updates	email
6/19/2018	Sunset Presidents	email regarding appointed board	email
6/21/18	Sunset Presidents	President's Retreat	message
6/23/18	Darrion Nguyen	Updates	message
6/20/2018	Alan Baez	June DCM and updates	message
6/22/2018	Alan Baez	Updates club	message
6/22/2018	Jonash Poyaoan	LTGs contact information and spreadsheet	email
6/22/2018	Jonash Poyaoan	VPS emails Sunset	message
6/22/18	Golden Gate + Sunset DLT	Updates for June DCM	
6/12/2018	Alexander Moran	President Santa Clara University	message

6/17/18	Alan Kwok	Golden Gate + Sunset DCM	message
6/20/2018	Vicky Duong	President Retreat	message
6/26/2018	Tommy Huynh	SJSU VPS	message
7/1/2018	Deanna Chu	June CERFs and CERFs files	email
7/1/18	Nicolette Cruz	Kiwanis Family newsletter update	message
7/2/18	Nicolette Cruz	Kiwanis Family newsletter and Key to College update	message
7/2/18	Derek Lubich (Kiwanian)	Circle K International Convention	email
7/3/18	Alan Baez	President's Retreat	message
7/5/18	Sunset DLT	DLT email #8	email
7/5/18	Anthony Ngo	Division newsletter update	message
7/5/18	Monica Willemsz	Email updates to Key Clubs	message
7/5/18	Huong Nguyen	Stanford Circle K	message
7/7/18	Jonathan Amaral, Austin Lim, Thaw Myint	Future service collaborations	message

7/8/18	Sunset Service Chair and VPS	Service projects	message
7/8/18	Alan Kwok, Joshua Ranario, Nicolas Wright	Quad DCM	message
7/9/18	Justin Magadia	DLT one on one	In-person
7/10/18	Nathan Yu	DeAnza Circle K	message

c.

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Joint June DCM with Golden Gate Division
2. Progress with chartering Santa Clara University Circle K
3. Completed all one on ones with DLT members
4. DLT team and I released Division theme, Sunset Penpal System, Kiwanis newsletter, Sunset Member/Officer of the month form, Sunset Suggestion Box, and division newsletter interest form
5. Officially finished installing new officers board for the clubs

b.

b. Top 5 Plans

1. Getting in further contact for West Valley and Monterey Bay chartering and helping with Stanford Circle K
2. One on ones with all clubs' e-boards/a-board throughout the term
3. Planning Quad DCM for August
4. Planning joint September DSP with Capital Division

5. Help Santa Clara University and Stanford University with tabling and recruitment strategy for the Fall to set a strong foundation

C.

III. Resources Needed

1. Chartering help for new clubs that are struggling to find members/officers
2. Help on clubs that are lacking new officers for new term
- 3.
- 4.
- 5.

IV.

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.

-Build a connected and inter-club support system for club officers both within the club level and division. I had continue to reach out to our DLT members, club officers, and general members to see what improvements they want to see and what they need support with to succeed both personally and Circle K wise. I had paired up DLT buddies to increase the support network within the DLT team and to help them to get to know one another better. In addition, we have also released the Division Penpal buddies system to pair members across our division with one another to help them to get to know each other better and feel supported. I had been having Presidents check-ins, club e-board check-ins, e-board training meetings, and DLT check-ins as well to make sure they are doing well. I had also been sending emails to my DLT team to keep constant and professional communication as well and visited e-board meetings of the clubs in the division in person. I had reached out and connected the DLT members with their counterparts across different divisions. I had also paired up DLT members to help assist me in giving support system to each corresponding group of e-board and a-board officers. Between now to the rest of the term, I will be aiming to continue regular one-on-ones, check-ins, and help the officers feel more supported and interconnected throughout the division along with other divisions as well.

-Increase the education of Circle K and the different aspects of it. We had been working with ideas on member recruitment and retention opportunities to help clubs when they start off in the fall. We are planning to have workshops within our division to help educate about the various topics of Circle K. From now till the end of my term, I will continue to work with our MD&E chair to help assist with member recruitment strategies and retention opportunities to help deepen the bonds between members and increase it as well.

-Increase the bonds between the different parts of the Kiwanis Family and our division. I had been keeping contact with the local Key Clubs within our area along with our respective corresponding Key Club Division LTGs. Our DLT Kiwanis Family Chair has released her first Kiwanis newsletter, which she aim to have on a biweekly basis. I had been working to bridging the gap and transitions from Key Club to Circle K with the local Key Clubs around the areas. We are also working on interclub opportunities as well. We had also been working on inter club service events with our Kiwanis clubs and local Aktion clubs as well along with planning a Key to College. From now to the end of my term, I will continue to communicate closely with the different branches of the Kiwanis Family and have more interclub opportunities.

-Renovating the culture of our division by creating a more companionable, empathetic, and supportive system. I had been working on increasing the support system for each of the club and for the members within the division. Some works we had done was pairing up members across the division, encouraging more inter-club events and other club visitations from general members. I had also linked each DLT member along with me to help assist and provide support to the corresponding club e-board and a-board officers. We had also release the google form for Sunset Shark of the month for both general members and officers. Here, general members can nominate for these members of the months, unless in previous years, only Presidents could nominate. This allows for more voices from the division to be heard. We had also released a Sunset Suggestion Box to increase transparency and to hear inputs from our division on what they want to see for the new term. Some plans I have to continue to increase the connections between Presidents, officers, clubs, and general members through more inter-clubbing events and encouraging them to go out of their comfort zone to meet and get to know other members within other schools. I want to help continue to build authentic leaders, allowing them to become better version of themselves, and create opportunities for members to grow and take initiatives.

-Create a divisional google drive to increase organization and help with resources. I have created an organized drive for the division and also for the DLT. I have been able to put a lot more work in the drive for officers and DLT. I am planning to add and compile a database for service events and contact with our Service Chair to help support the VPS in our division. In addition, creating a acronym resource for officers and members is another plan as well. From now to the end of my term, I will continue to advance the drive and create more resources within it with our DLT.

V.

VI. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Treasurer Board Report

July 2018 Board Meeting

Respectfully Submitted By **Shaira Ramirez-Santos**

LXXI. Your activities since last Board Report

a. Events you participated in:

Date	Event Attended	Service Hours	Other Hours
04/27/18	Final Chill Night		2
04/28/18	Spring Training Conference North		10
04/29/18	UC Berkeley Spring Banquet		5
05/03/18	SFSU General Meeting		1
05/05/18	Spring Training Conference South		10
07/04/18	Fourth of July Social		4
07/06/18	Oakland First Friday	4	
07/13/18 - 07/15/18	President's Retreat		20

Total Service Hours since Last Board Report: 4

Total Service Hours since April 1st, 2018: 16

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/09/18 - 04/26/18	2018-19 Treasurers and Fundraising Chairs	Spring 1-on-1s	Google Hangouts
04/23/18	Amanda Wong	International and district dues, club rechartering	Facebook Messenger
04/25/18	Vivian Du	STC club sales	Facebook Messenger
04/25/18	Shay Jones	District dues, STC registration for UOP	Facebook Messenger
04/25/18	Adrian Cubas	Finance and Fundraising Committee application	Facebook Messenger

04/26/18	Justin Magadia	STC North Treasurers 101 workshop	Google Hangout
04/26/18	Jonathan Ichino	Circle K 501(c) status	Facebook Messenger
04/26/18	Rendell Lopez	Finance and Fundraising Committee application	Facebook Messenger
04/27/18	Patrick Hu	STC registration for CSU Sacramento	Facebook Messenger
05/01/18	Armando Velazquez	STC North on-site fundraiser funds	Email
05/02/18	Sandra Hearn	Deposit of STC North on-site fundraiser funds	Email
05/08/18	Bruce Hennings	STC South invoice for Cal Lutheran University	Email
05/10/18	Armando Velazquez	Weekly updates, district committee applications	Email
05/13/18	Kevin Nguyen	990-N tax form	Email
05/16/18	Armando Velazquez	Weekly updates, FTC and DCON budget calls	Email
05/19/18	2018-19 FiFun Committee	Committee introduction	Email
05/22/18	2018-19 FiFun Committee	Summer committee and positional meetings	Email
05/24/18	Bruce Hennings, Armando Velazquez, Manuel Santiago, Cecilia Nguyen, Bill and Virginia Carpenter, Andy Nguyen, Don Hull, Ronald Liu	Scheduling for FTC and DCON budget calls	Email
05/27/18 - 06/03/18	2018-19 FiFun Committee	Summer positional meetings	Google Hangout
06/10/18	Katrina Sacluti, Victor Chan	CNH Key Club Region 9 request for assistance with event planning	Email
06/10/18 - 7/11/18	Robert Chirk, Ryan Luong, Rendell Lopez	Crazy Kompetition locations	Email
06/12/18	Christina Dispenza	STC duplicate payment	Email
06/14/18	Armando Velazquez	Weekly updates	Email
06/15/18	Jonathan Chu	Crazy Kompetition event website	Email
06/21/18	Armando Velazquez	FiFun meeting minutes	Email

06/21/18	2018-19 FiFun Committee	Post-online meeting recap	Email
06/24/18	2018-19 Treasurers and Fundraising Chairs	Just TFC Things (June Edition)	Email
06/27/18	Bruce Hennings, Armando Velazquez, Manuel Santiago, Cecilia Nguyen, Virginia Carpenter	FTC 2018 budget call	Phone call
06/27/18	Robert Chirk, Ryan Luong, Rendell Lopez	Crazy Kompetition locations and timeline, event logistics	Google Hangout
07/01/18	Ryan Luong	Crazy Kompetition park locations and games	Facebook Messenger
07/03/18	Bruce Hennings, Christina Dispenza	STC South duplicate payment	Email
07/03/18	Robert Chirk	Crazy Kompetition 2017 expenses and profit	Email
07/06/18	Angela Lagrada	Potential locations for CKI South	Facebook Messenger
07/08/18	Katherine Hoang	Invoice request for President's Retreat	Facebook Messenger
07/08/18	Nina Nguyen	Joint PTP Week with Key Club and KIWIN'S	Facebook Messenger
07/09/18	Ivan Hoz	Potential locations for CKI South	Facebook Messenger
07/09/18	William Le	990-N tax form, off-campus club bank accounts	Facebook Messenger
07/10/18	Calvin Chau	Board reimbursements and vouchers	Facebook Messenger
07/11/18	Sabrina Yang	Approved Kiwanis licensed companies	Facebook Messenger
07/11/18	Armando Velazquez	Budget proposals, CKI South locations	Phone call
07/12/18	Ryan Luong	CKI South park locations	Google Hangout

LXXII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--------------------------------------|
| 1. Held spring one-on-ones |
| 2. Appointed 2018-19 FiFun Committee |
| 3. Released resources for TFCs |

4. Prepared for FTC 2018 and DCON 2019 Budgets
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| 5. Began planning for Crazy Kompetition North and South |

b. Top 5 Plans

1. Finalize and approve FTC 2018 and DCON 2019 Budgets at July DBM
--

| 2. Approve Crazy Kompetition proposal with dates and locations at July DBM |
| 3. Prepare for the coming fall season by creating a comprehensive timeline |
| 4. Gather feedback to develop new resources to assist TFCs |
| 5. Hold summer one-on-ones |

LXXIII. Resources Needed

1. N/A

LXXIV. 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. Create and promote resources for treasurers and fundraising chairs in the district to use in order to assist them with their terms, such as budget templates, reimbursement templates, and donation letters.

I have released Master Budget Sheet and Fundraising Master Sheet templates and am currently working with my newly appointed Resource Chairs on the Finance and Fundraising Committee in order to develop and release new resources.

2. Encourage and support club fundraising efforts by creating an event-planning guide, strengthening the Fundraising Database, and reaching out to individual schools in order to provide support and resources for clubs who need assistance.

My newly appointed Outreach and Resource Chairs are currently in the process of working toward ways to support club fundraising efforts, with the former creating a preliminary outline of a large-scale event-planning guide and the latter editing the current Fundraising Database to make it more comprehensive and accessible to members.

3. Organize and execute successful Crazy Kompetition for Infants North and South, District Fundraising Initiative Weeks, and on-site fundraisers at District Events by creating realistic timelines and a manageable promotions schedule for each specific event or project.

I was able to complete my first round of one-on-ones in April. I plan on releasing sign-ups for summer one-on-ones soon in order to help TFCs plan and prepare for the coming academic year.

<p>4. Develop more recognition for club fundraisers, such as highlighting individual club fundraising events regularly and creating an award for outstanding fundraisers to be presented at District Convention 2019.</p> <p>My monthly emails include a spotlight for club and divisional fundraisers in order to recognize their efforts and the funds raised for either charitable or administrative purposes.</p>
<p>5. Provide an enjoyable committee experience for FIFun by encouraging committee bonding, planning at least one in-person committee meeting, and making myself readily available to each of my committee members whenever they may need help.</p> <p>I recently completed positional meetings with my committee, during which we were able to establish expectations, discuss goals, and prepare a comprehensive timeline for the rest of the year.</p>

LXXV. **Announcements**

1. N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Secretary Board Report
July 2018 Board Meeting
Respectfully Submitted by **Wayne Cheng**

LXXVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
5/1/18	South SF Kiwanis Lunch Meeting		1
5/3/18	SFSU 11 th Spring General Meeting		1
5/5/18	Spring Training Conference South	1	6
5/6/18	SFSU End of the Year Banquet		
5/18/18	Kiwanis Special Games	6	
5/22/18	UC Riverside General Meeting		1
5/25/18	OCC End of the Year Banquet		4
5/26/18	Magic Kingdom Trainer		5
5/26/18	Magic Kingdom DCM		1
5/27/18	Magic Kingdom End of the Year Banquet		4
6/16/18	NorCal Corgi Con	3	
6/23/18	Golden Gate/Sunset Joint June DSP/DCM	1	6
6/30/18	Capital June DSP/DCM	2	6
7/4-7/8	Circle K International Convention	6	42
7/13-7/15	CNH Circle K Presidents' Retreat		23

Total Service Hours since Last Board Report: 16
Total Service Hours since April 1st, 2018: 28

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
5/7/18	Armando Velasquez	Updates	Phone
5/8/18	Nicolas Wright	LTG MRF Question	Email
5/10/18	Armando Velasquez	New Club Charter	Email
5/11/18	Camille Goulet	Setting up regular calling schedule	Email
5/14/18	Celena Yee (UC Davis)	Secretary One on One	Email
5/14/18	Armando Velasquez	Updates	Phone
5/18/18	Annie Chen	Golden Gate May DSP CERF	Email
5/21/18	CNH Secretaries	Secretary Sunday #2	Email
5/27/18	CNH Secretaries	Secretary Sunday #3	Email
5/31/18	Anjo Armandi (UC Riverside)	UCR Newsletter Article	Email
5/24/18	Armando Velasquez	Updates	Phone
6/4/18	Armando Velasquez	Updates	Phone
6/5/18	L&R Committee	Post Meeting Debrief	Email
6/8/18	Jonathan Chu	Technology Committee Large Scale Project	Email
6/10/18	CNH Secretaries	Secretary Sunday #4	Email
6/10/18	Camille Goulet	Laws & Regulations Updates	Phone
6/11/18	Armando Velasquez	Updates	Phone
6/13/18	Jonathan Chu, William Lin, Chris Lam, Kevin Tran	MRF Project Questions	Email
6/16/18	District Board	Fixed MRF files and reminders	Email
6/20/18	Armando Velasquez	Updates	Phone
6/21/18	District Technology Committee	MRF Project Q&A	Zoom Meeting
6/22/18	Lt. Governors	Fixed MRF File	Slack/Email
6/24/18	CNH Secretaries	Secretary Sunday #5	Email
6/24/18	Camille Goulet	Laws & Regulations Updates	Phone
6/25/18	Armando Velasquez	Updates	Phone
6/27/18	CNH District	Call to July District Board Meeting	Email
6/29/18	Richard Tzul	Questions	Slack

6/30/18	William Lin	UC Berkeley Club Resource	Email
7/5/18	Princess Czarina Bumanglag	Master Records Sheet question	Email
7/12/18	Joshua Nepomuceno	Co-Pack Leader	Messenger
7/15/18	CNH District Membership	July District Board Meeting Agenda	Email

LXXVII. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Appointed District Laws & Regulations Committee members, and began working on major summer projects |
| 2. Created a system for District Board officers to easily see all club feedback from Monthly Report Forms |
| 3. Hosted one on ones with 30+ Secretaries |
| 4. Sent out 6+ "Secretary Sunday" emails to update Secretaries bi-weekly |
| 5. Hosted office hours to discuss proposals for the July District Board Meeting |

b. Top 5 Plans

- | |
|---|
| 1. Create CERF and MRS resources for Secretaries to use and distribute |
| 2. Update CERF/MRF tags for greater clarification |
| 3. Collect club bylaws through the summer and fall |
| 4. Create all reflectors & directories for clubs and their appointed boards by mid-July |
| 5. Host summer one-on-ones to check up with Secretaries |

LXXVIII. Resources Needed

- | |
|--|
| 1. Lt. Governors – Make sure your clubs fill out the Google Form requesting their club's A-Board contact information |
| 2. |
| 3. |
| 4. |
| 5. |

LXXIX. 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.

- Secretary Divisional Buddy System

This has been going really well; Secretaries have been communicating and getting to know their divisional counterparts. They also ask me a lot of questions through this, which is great to see. I haven't been utilizing these as much in the last few months, but I do have plans on how to proceed with these groups in the Fall Semester.

- Promote Transparency between District Board and CNH General Membership

The District Board Packets and Minutes have been publicized throughout CNH to make sure members are aware of what's happening within our District Board! We're also having District Board members host office hours before and after each District Board meeting to answer questions about proposals. Moreover, some Lt. Governors already host regular office hours each week so they can discuss the proposals for the board meeting there.

- Give the Laws and Regulations Committee more Shape and Direction

We started immediately with a task to create a CERF infographic, which really helped us find our direction and place in the District. I'm also planning to have the committee create resources regarding bylaws in the coming weeks. We've already begun collecting club bylaws to add to our CNH database, and we plan to continue collecting throughout the term.

- Emphasize education for Club Bylaws & Elections Processes

The L&R Committee has released a graphic to help clubs amend their bylaws before sending them to us for our 2018-2019 bylaws database. In this graphic, we go over the correct way to go about amending club bylaws, making sure we emphasize the process of blacklining and having the membership vote. I have also coordinated with the Communications & Marketing Committee about the webinars that we'd like to do. One of them is the Elections webinar, held in late January/early February, which will go over club board elections, district board elections, and information for delegates attending District Convention.

- More resources for Secretaries at the beginning of the term

The L&R Committee is working on a CERF infographic to help Secretaries teach their general members and officers about using the CERF. Additionally, I'm working on a video walkthrough to help Secretaries fill out the Master Records Sheet for the first time. Secretaries are receiving feedback for each of their Monthly Report Forms, which includes mentioning any errors that they might've made, but also discussing/complimenting great events/fundraisers/improvements that their club has made in that month. Moreover, I've been sending out a bi-weekly email known as "Secretary Sundays"

which give them some updates and even include a Secretary tip of the week that they can follow.

LXXX. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Governor Board Report
July 2018 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
04/20-22/18	District Officer Training Conference		19
4/22/18	Cypress College Banquet		4
4/25/18	OCC General Meeting		1
4/28/18	Spring Training Conference North		9
5/2/18	OCC General Meeting		1
5/5/18	Spring Training Conference South		8
5/6/18	Paradise Division Banquet		4
5/11/18	United K Awards Dinner		1
5/16/18	OCC General Meeting		1
5/16/18	OCC 7Leaves Social		1
5/20/18	UC Riverside Banquet		4
5/25/18	OCC Banquet		3
5/26/18	Magic Kingdom Trainer & DCM		5
5/27/18	Magic Kingdom Divisional Banquet		5
6/22/18	Jet KIWIN'S Banquet SAA	5	
6/23/18	Region 3 Officer Training Conference SAA	5	
7/2/18	Costa Mesa Kiwanis Fireworks Sale	3	
7/4-8/18	CKIx	6	42
7/13-15/18	Presidents' Retreat		23

Total Service Hours since Last Board Report: 19
Total Service Hours since April 1st, 2018: 19

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/22/18	Bruce Hennings	CKIx Flight Info	E-mail
Weekly every Tuesday	Armando Velazquez	Weekly update call	Phone call
4/22/18	Angela Lagrada	E-mail info	E-mail
4/23/18	Jonathan Chu	Committee application info	E-mail
4/23/18	Calvin Chau	Committee application info	E-mail
4/23/18	Angela Lagrada	Banquet info	E-mail
4/23/18	Katelyn Duch	Committee app info	E-mail
4/23/18	Katelyn Duch	Board buddy info	E-mail
4/23/18	Tommy Thach	Committee app info	E-mail
4/23/18	Angela Lagrada	Board buddy info	E-mail
4/23/18	Jennifer Tai	Board buddy info	E-mail
4/23/18	Joshua Ranario	Board buddy info	E-mail
4/24/18	Wayne Cheng	Committee app info	E-mail
4/24/18	Hever Miranda	Committee app info	E-mail
4/24/18	Cecilia Nguyen	Committee app info	E-mail
4/24/18	Andy Nguyen	Committee app info	E-mail
4/25/18	Ivan Hoz	CKIx Info	E-mail
4/27/18	Yen Vo	Sunny TV info	E-mail
4/27/18	Jeremy Figueroa	Board contact info	E-mail
4/29/18	Jonathan Chu	District website info	E-mail
5/1/18	Amber Monteleone	CKI club info	E-mail
5/1/18	Justyn Elvabuena	CKI club info	E-mail
5/2/18	Armando Velazquez, Jonathan Chu	Gotomeeting info	E-mail
5/3/18	Don Hull	STC South info	E-mail
5/4/18	Heather McAlister	E-mail change	E-mail
5/4/18	Helen Nguyen, Don Hull	STC South info	E-mail
5/7/18	Lieutenant Governors	Monthly LTG Questions	E-mail
5/7/18	District Board	Reminders	E-mail
5/7/18	District Chairs	Committee app details	E-mail
5/8/18	Scott Smith	Banquet questions	E-mail
5/8/18	Jennifer Chaves	Hospital visit info	E-mail
5/8/18	Helen Nguyen, Ana Chavez	STC N/S follow up	E-mail
5/9/18	Calvin Chau	CKI interest form	E-mail
5/10/18	Armando Velazquez	New CKI club	E-mail

5/11/18	Jennifer Chaves	Hospital visit info	E-mail
5/17/18	District Chairs	District Committee info	E-mail
5/18/18	Peter Yu	Banquet info	E-mail
5/18/18	Wayne Cheng	Committee contact info	E-mail
5/18/18	Lisette Collins	Kiwanisland info	E-mail
5/18/18	Jonathan Chu, Ryan Hoang	Committee appointments	E-mail
5/19/18	Derek Stewart	CKIx Team Leader info	E-mail
5/26/18	Jennifer Chaves	Hospital tour info	E-mail
5/27/18	Ana Chavez	Presidents' Retreat info	E-mail
5/29/18	Don Hull	MRF question	E-mail
5/31/18	Andy Nguyen	UCR Newsletter info	E-mail
6/2/18	Minghua Ong	Committee info	E-mail
6/5/18	Lieutenant Governors	May MRF questions	E-mail
6/5/18	Bruce Hennings, Armando Velazquez, Shaira Ramirez-Santos	Budget call info	E-mail
6/6/18	Ana Chavez	Presidents' Retreat feedback	E-mail
6/7/18	Bruce Hennings, Armando Velazquez	CKIx info	E-mail
6/11/18	Ron Liu, Don Hull, Andy Nguyen	DCON Budget call info	E-mail
6/11/18	Bill & Virginia Carpenter, Cecilia Nguyen	FTC budget call	E-mail
6/12/18	Ana Chavez	Presidents' Retreat info	E-mail
6/17/18	Jeff Dimsdale, Jerald Debar, Cynthia Nguyen, Scott Smith	KIWIN'S event attendance approval	E-mail
6/18/18	Nicolas Wright	Presidents' retreat attendance	E-mail
6/18/18	Dan Germain	Kiwanis Family House info	E-mail
6/19/18	Ana Chavez	Presidents' Retreat reg	E-mail
6/19/18	Angela Lagrada	Presidents retreat reg	E-mail
6/20/18	Hever Miranda	Committee meeting follow up	E-mail
6/22/18	Ana Chavez	Presidents' Retreat info	E-mail
6/22/18	Tommy Thach	District Pen Pal approvals	E-mail
6/26/18	Creative Marx	Inquiry	E-mail
6/26/18	Jonathan Chu	Suggestion form	E-mail

6/26/18	Wayne Cheng	Call to DB Meeting draft	E-mail
6/26/18	Bruce Hennings	July DB Weekend rooming	E-mail
6/30/18	Bruce Hennings	Hawai'I visit info	E-mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|---|
| 1. Held a successful District Officer Training Conference! |
| 2. Held a successful Spring Training Conferences thanks to the 2017-2018 board! |
| 3. Went to Chicago to attend CKIx 2018!! |
| 4. Held a successful Presidents' Retreat thanks to the event chair and committee! |
| 5. Appointed District Committees!!! |

b. Top 5 Plans

- | |
|--|
| 1. Hawai'i visit!!!! |
| 2. July District Board Weekend!!!!!! |
| 3. Continue to hold one-on-ones with District Officers, Committee members, and Presidents! |
| 4. Work with the Fall Training Conference(FTC) committee and Chair to help with FTC pre-planning!! |
| 5. Actively help presidents with planning for the Fall |

III. Resources Needed

- | |
|---|
| 1. More hours in the day! |
| 2. ENERGY TO GET EVERYONE PUMPED FOR THE NEW SCHOOL YEAR AKA NEW MEMBERS! |
| 3. Sleep |
| 4. Energy |
| 5. Love |

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 Board Motivation: I want to make sure all the District Board members are feeling appreciated and motivated throughout their term! I will start communicating with all the District Board members more often to check in with everyone and see how they are doing.
-Improving External Relations: I am working on building a better relationship with the International level of CKI. By adopting the WASH Project as my Governor's Project, I was able to talk to many international representatives.
-Club Building & Revitalization: I have been in contact with our District MD&E Chair to set forth plans on how we as a District can support clubs who are struggling. By setting up individualized plans with the club representatives and Lieutenant Governors, we will be able to help them regain their footing.
-Streamlining Resource Center: We are currently working out edits and adjustments to the District website and are finding better ways for our members to easily utilize district resources, such as manuals, forms, and graphics.
-Relations with Hawai'i & Nevada: By working with the Paradise and Capital Lieutenant Governors, we will be able to understand the individualized needs of the two states in our District and move towards chartering more stable clubs within Nevada & Hawai'i. I will also be doing club visits throughout the summer, including the annual Hawai'i visit!

V. Announcements

Please write "N/A" if there are no announcements to be made.



CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2018-2019 District Board of Officers

July District Board Meeting

Sunday, July 29th, 2018 at 1:00 PM

Kiwanis Professional Development Center, Rancho Cucamonga, CA

Notes: