
CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

January 26, 2020
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2019-2020 District Board of Officers
January District Board Meeting
Sunday, January 26, 2020 at 1:00 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Agenda

- I. Call to Order** – Wayne Cheng, District Governor
- II. Flag Salute** – Eduardo Castillo, Metro Lieutenant Governor
- III. Opening Thoughts** – Aaron Zepeda, Paradise Lieutenant Governor
- IV. Introduction of Guests** – Jennifer Sandoval, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - A. Friday, November 1, 2019 – District Board Meeting
 - B. Sunday, December 15, 2019 – Special District Board Meeting
- VII. Approval Items**
 - A. 2020-2021 District Fundraising Initiative – Kevin Ru, District Treasurer
 - B. 2020-2021 District Service Initiative – Anna Se, District Service Chair
 - C. Crazy Kompetition for Infants North 2020 – Kevin Ru, District Treasurer
 - D. Crazy Kompetition for Infants South 2020 – Kevin Ru, District Treasurer
 - E. Presidents' Retreat – Wayne Cheng, District Governor
 - F. Spring Training Conference North 2020 – Joey Pontillas, Capital Lieutenant Governor
 - G. Spring Training Conference South 2020 – Olivia Chang, Fall Training Conference Chair
 - H. Changes to Service Planning Hours – Anna Se, District Service Chair

VIII. Board Reports

A. Chair Reports

1. Club Building & Revitalization Chair – Joshua Nepomuceno
2. Communications & Marketing Chair – Erica Wei
3. District Convention Chair – Nora Lovell
4. Fall Training Conference Chair – Olivia Chang
5. Kiwanis Family & Foundation Chair – Roselyn Duong
6. Member Recognition Chair – Bruce Casenaz
7. Membership Development & Education Chair – Braden Lem
8. Service Chair – Anna Se
9. Technology Chair – Chris Lam

B. Lieutenant Governor Reports

1. Capital – Joey Pontillas
2. Central Coast – Ashley Kil
3. Citrus – Katherine Hoang
4. Desert Oasis – Andy Nguyen
5. Foothill – Ryan Tan
6. Golden Gate – Darian Sein-Lwin
7. Metro – Eduardo Castillo
8. Paradise – Aaron Zepeda
9. Sunset – Jonash Poyaoan

C. Treasurer – Kevin Ru

D. Secretary – Jennifer Sandoval

E. Director, Service Leadership Programs – Bruce Hennings

F. District Administrator – Armando Velazquez

G. District Governor – Wayne Cheng

IX. Past Events

- ### **A. Fall Training Conference 2019 – Olivia Chang, Fall Training Conference Chair**

X. Upcoming Events

- ### **A. District Convention 2020 in Riverside, CA – March 27-29, 2020**

XI. Announcements

- XII. Closing Thoughts** – Erica Wei, Communications & Marketing Chair
- XIII. Adjournment** – Wayne Cheng, District Governor

CALIFORNIA-NEVADA-HAWAI'I DISTRICT **Circle K International**

January 2020 Board Meeting Packet

Minutes for Approval

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

2019-2020 District Board of Officers
November District Board Meeting
Friday, November 1, 2019 at 1:30 PM
Old Oak Ranch, Sonoma, CA

Attendance

Wayne Cheng, District Governor
Jennifer Sandoval, District Secretary
Kevin Ru, District Treasurer
Joey Pontillas, Capital Lieutenant Governor
Ashley Kil, Central Coast Lieutenant Governor
Andy Nguyen, Desert Oasis Lieutenant Governor
Ryan Tan, Foothill Lieutenant Governor
Darian Sein-Lwin, Golden Gate Lieutenant Governor
Eduardo Castillo, Metro Lieutenant Governor
Jonash Poyaoan, Sunset Lieutenant Governor

Joshua Nepomuceno, Club Building & Revitalization Chair
Erica Wei, Communications & Marketing Chair
Nora Lovell, District Convention Chair
Olivia Chang, Fall Training Conference Chair
Roselyn Duong, Kiwanis Family & Foundation Chair
Bruce Casenaz, Member Recognition Chair
Braden Lem, Membership Development & Education Chair
Chris Lam, Technology Chair
Armando Velazquez, District Administrator

Guests:

Timothy Cuning, CNH Kiwanis District Governor
Gary Gray, CNH Kiwanis District Governor Elect
Bruce Hennings, Director of Service Leadership Programs
Téa Le, Capital District Governor

Executive Summary

The November 1, 2019 District Board Meeting was called to order at 1:30PM by District Governor Wayne Cheng.

W. Cheng removed approval items E, F, and G from the agenda, which were the proposals for a Planning Hours Change, District Large Scale Project Southeast, and District Large Scale Project Southwest.

Changes to the Mei Po Wong Overall Service Award were approved, including changes such as the overall structure and essay prompts.

New Divisional Logos were approved.

Kiwanis Family House Week 2020 was approved as January 13-17.

Trevor Project Week 2020 was approved as March 2-6.

Reallocation for the Hawai'i students travel to DCON budget was approved.

The District Board members gave their board reports.

The November 1, 2019 District Board Meeting was adjourned at 2:52PM by W. Cheng.

Minutes

- I. **Call to Order** – Wayne Cheng, District Governor – 1:30PM
- II. **Flag Salute** – Kevin Ru, District Treasurer
- III. **Opening Thoughts** – Nora Lovell, District Convention Chair
- IV. **Introduction of Guests** – Jennifer Sandoval, District Secretary

District Governor W. Cheng removed approval items E (Planning Hours Change Proposal), F (District Large Scale Project Southeast), and G (District Large Scale Project Southwest) from the agenda.

V. Approval of Agenda

W. Cheng entertained a motion to approve the agenda for the November 1, 2019 District Board Meeting.

Moved by Foothill Lieutenant Governor R. Tan, and seconded by Capital Lieutenant Governor J. Pontillas.

Motion passed.

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

VI. Approval of Minutes

A. Sunday, July 28, 2019 – District Board Meeting

W. Cheng entertained the motion to approve the minutes from the July 28, 2019 District Board Meeting.

Moved by Metro Lieutenant Governor E. Castillo, and seconded by R. Tan.

Motion passed.

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

VII. Approval Items

A. Mei Po Wong Overall Service Award – Bruce Casenaz,
Member Recognition Chair

Member Recognition Chair B. Casenaz introduced the Mei Po Wong award as something that rewards the club that exemplifies service whether it be by quantity or quality. He elaborated on the history of the award, stating that it is in honor of a former Foothill Lt. Governor and president of Mt. Sac, who was a victim of drunk driving. B. Casenaz stated that last year, it was changed to award total service hours rather than total hours per member, changing it to numbers over quality. He and his committee would like to propose to change it to an older structure, adding in the quality of the event into the award. Several changes have been highlighted on the proposal, including a dates column, definition of service, essay prompts, and more.

W. Cheng entertained the motion to approve the Mei Po Wong Overall Service Award.

Moved by E. Castillo, and seconded by Desert Oasis Lieutenant Governor A. Nguyen.

N. Lovell asked about what proportion of active members affects points.

B. Casenaz explained that it's supplemental points on top of the available points, so it's not really "losing" points.

Motion passed.

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

B. Divisional Logos – Erica Wei, Communications & Marketing Chair

Communications & Marketing Chair E. Wei explained that after the replacement of divisional emblems with icons, she learned that Lt. Governors & Divisions didn't have a way to distinguish themselves; there wasn't a way to link the design to the division. She stated that the Communications & Marketing Committee worked hard to create a new form of branding/identification for divisions while keeping it visually connected to the CNH Circle K logo. The new logos utilize our

original divisional icons that were made during the 2018-2019 term.

The colored logos utilize color tints from our graphic standards, and the black and white logos will work well on monochromatic graphics, apparel, etc. E. Wei announced that the C&M Committee would be posting a PNG and vector file so that everyone may access whichever file type they need.

W. Cheng entertained the motion to approve the divisional logos.

Moved by Capital Lieutenant Governor J. Pontillas, and seconded by Central Coast Lieutenant Governor A. Kil.

Motion passed.

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

- C. Kiwanis Family House Week 2020 – Kevin Ru, District Treasurer
District Treasurer K. Ru introduced the proposal by stating that the Kiwanis Family House serves as one of our District Fundraising Initiatives that we support each year. Similarly to PTP Week, the Finance & Fundraising Committee was proposing to have a social media week during January 13-17. This would be happening in conjunction with KFH week for both Key Club and KIWINS. K. Ru stated that the week served to raise greater awareness of the KFH and to let members know why our organization supports it.

W. Cheng entertained a motion to approve Kiwanis Family House Week 2020.

Moved by R. Tan, and seconded by A. Nguyen.

Motion passed.

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

- D. Trevor Project Week 2020 – Kevin Ru, District Treasurer
K. Ru introduced the Trevor Project as the new rotating District Fundraising Initiative which is the new rotating District Fundraising Initiative. Occurring in March, the week will help to gain a better understanding of the history of the Trevor Project. K. Ru proposed it to occur from March 2-6.

W. Cheng entertained a motion to approve Trevor Project Week 2020.

Moved by E. Castillo, and seconded by R. Tan.

Motion passed.

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

- E. Hawai'i Students Travel to DCON Budget – Aaron Zepeda, Paradise Lieutenant Governor
W. Cheng introduced the proposal by stating that the current general fund budget allocates for a district board member to visit Hawai'i. He continued, saying that a representative wasn't able to visit, so it would be better to reallocate money to the DCON budget for Hawai'i to provide greater support.

J. Sandoval entertained a motion to approve the reallocation of the travel budget.

Moved by J. Pontillas, and seconded by R. Tan.

E. Wei asks for clarification on what the budget would be used for, and W. Cheng clarified that it would be used for registration.

N. Lovell stated that it might make more sense to utilize the budget for airfare/travel. M Velazquez responded, stating that every club will face hurdles no matter the location, but they are not necessarily the only club that flies for a conference. He stated that students in the past have discussed that the purpose of the budget is to encourage

more attendees. Continuing, he stated that covering registration helps encourage members to attend, and Hawai'i members have prepared for it each year.

B. Casenaz noted his concern that other schools have the option of either land or air whereas Hawai'i schools have no other option than airfare. He stated that the possibility of subsidizing costs of travel depended on the proportion of members they bring.

M. Velazquez responded, stating that if 5 or 6 members were to come, it could be a discussion if there were extra funds, effort on both sides, budget for DCON, and the number of DCON attendees.

E. Wei commented that airline costs prevented members from UH Manoa from attending Fall Training Conference, and that she believed we should help with at least some of the costs since flying from Hawai'i is very different from the mainland. She mentioned that the travel cost is more limiting than the registration cost.

N. Lovell asked how much round trip tickets would be to and from Hawai'i. B. Hennings noted that it would be quite expensive and that the budget would cover only 19 students registration. He stated that there might not be that many Hawai'i members in attendance, so he agreed that some of the budget should be put towards travel.

R. Duong commented that she had a one on one with a Hilo President who had expressed interested in attending DCON.

E. Castillo asked about leftover funds. M. Velazquez clarified that if money is left, then it is simply unused. He stated that if registration numbers reach the expected amount, then the possibility should be entertained. E. Castillo asked if it could be revisited later. M. Velazquez stated that we wouldn't know the final numbers until later.

N. Lovell stated that she didn't need to depend on the DCON attendance numbers since the budget for travel was initially a part of the General Fund Budget. M. Velazquez clarified that it depends on the number of dues paid members and stated that plenty of good cases have been brought up, so it could be entertained.

J. Sandoval entertained a motion to approve the reallocation of the travel budget.

Moved by J. Pontillas, and seconded by A. Nguyen.

B. Casenaz asked if this would apply to next year's DCON. W. Cheng clarified that it would be only for this year.

R. Tan asked if there was a plan of action to encourage students from Hawai'i to attend. W. Cheng stated that there was already interest, and it's just working with them to help them commit and plan on coming.

Motion passed.

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

VIII. Board Reports

A. Chair Reports

1. Club Building & Revitalization Chair – Joshua Nepomuceno

J. Nepomuceno and his committee have been communicating with clubs who are attempting to charter and/or interested in chartering. They currently have a list of clubs to reach out to, so they are following up and making sure they're getting paperwork turned in. Lastly, they are working on the chartering & club building manual.

2. Communications & Marketing Chair – Erica Wei

E. Wei and her committee have been hosting C&M Network Tutorial Tuesdays consisting of monthly webinars and tutorials consisting of items related to C&M. They have also been posting C&M Network Spotlights and Creative Mondays. Recently, the Crazy Kompetition for Infants recap video has been completed, and it will be uploaded shortly. Furthermore, C&M has been working on FTC media items including photos, recap videos, etc.

With her committee, E. Wei has been working on a publications manual. There has unfortunately been a delay in the style guide due to the change to utilize the current platform, Frontify. E. Wei extends an open invitation to anyone who would like to join the C&M Network. She also reminds the District Board to upkeep the graphic standards of CNH Circle K, elaborating that it includes the current logo, masthead, etc.

3. District Convention Chair – Nora Lovell
N. Lovell announces that she & her committee have been planning for DCON 2020, and that it will be launching on Tuesday, November 5th.
4. Fall Training Conference Chair – Olivia Chang
O. Chang has been publicizing Fall Training Conference. Registration, campfire skits, workshop hosts, etc. have all been chosen. Along with the FTC Committee, they hosted a webinar and a live stream. She hopes that everyone has a fun and safe weekend.
5. Kiwanis Family & Foundation Chair – Roselyn Duong
R. Duong has been working on a social media month with her committee. They've been working on releasing graphics as well as ERF resources. Additionally, they're working with Key Club and Kiwanis to plan a march for the KFH hosted in various areas in CNH. Each month, R. Duong has been helping Kiwanis Family representatives

each month, and she has been having one on ones to help members grow.

6. Member Recognition Chair – Bruce Casenaz

B. Casenaz and his committee have been continuing with MR Mondays until February. The first MRS check in (FTC Deadline) has passed, and they will be presenting MR recipients at FTC. Since the July District Board Meeting, he has been working on the Mei Po Wong Proposal, preparing for FTC awards, and checking in on MR Officers.

7. Membership Development & Education Chair – Braden Lem

B. Lem has been working on manuals, fall resources including an icebreakers manual, and two major programs of the year (Sunny Buddies and the Kiwanis Mentorship Program). He thanks the fellow board members for coordinating webinars with him. For FTC, he will be helping organize the member mixer and new member induction ceremony.

8. Technology Chair – Chris Lam

C. Lam has been working on the website and other projects. They have released the CNH Solstice app which mainly contains information on FTC, but the committee is excited to see where they can take it.

B. Lieutenant Governor Reports

1. Capital – Joey Pontillas

J. Pontillas reports that Quad DCM went very well and thanks all of the northern Lt. Governors. He has nearly finished visitations for all Capital clubs, facilitated helping executive boards, and managed conflict. Capital has accomplished 25% of their service goal of 15,000 hours. Capital clubs have been working with other SLPs, J. Pontillas announces upcoming new

member installation banquets in November as well as a fundraiser for an event in December.

2. Central Coast – Ashley Kil

A. Kil has been working to improve divisional unity. She hosted a co-DCM with the north and south wherein they Facetimed during the DCM. The Turtle Buddy Pen Pal system has been started to help members meet each other across Central Coast. Central Coast also has a new spirit team to help them be louder and more united as well as divisional service challenges with different themes. A. Kil also attended KIWIN's and Key Club OTC & RTC(s) to improve Kiwanis family relations. Lastly, she has been attending club new member installation banquets, fundraisers, and socials.

3. Desert Oasis – Andy Nguyen

A. Nguyen has been focused on reemerging clubs. A president has been found for Crafton Hills College, and he is excited to see where the club will be going. The DLT will be planning weekly events to help bring the club back. A. Nguyen reports that CSU San Bernardino is working to recruit members, and they are quite close to paying dues. UC Riverside has been working on Kiwanis family events having recently helped the Region 4 Key Clubbers with their events. UN Las Vegas has been working with Key Clubbers by hosting a Key to College at an RTC. Lastly, CSN has been working to get their appointed board members for the year.

4. Foothill – Ryan Tan

R. Tan has been working on reemerging/reactivating clubs. He's been doing outreach and trying to host interdivisional events and also has been working on improving Kiwanis family relations through attendance at RTCs and OTCs. He hosted the first ever Foothill welcome night which helped induct members into Foothill.

5. Golden Gate – Darian Sein-Lwin

D. Sein-Lwin has been helping chartering & reemerging clubs. He's been hosting DCMs and DSPs every month, and has even hosted in a newer area around Santa Rosa Junior College. Along with the northern Lt. Governors, he hosted Quad DCM, and he also had a DSP to make handwarmers for the homeless in San Francisco.

6. Metro – Eduardo Castillo

E. Castillo has hosted both PCMs and DLT meetings. In the past months, he has hosted an August DCM (wherein members watched Endgame at CSUN), September DCM (volunteer work and a park potluck), and October DCM (CKI South). E. Castillo reports that CSULB hosted an awakeathon while working with Citrus and Foothill, and Pierce also hosted a festival that Foothill members attended. His division has been rebuilding spirit items, and they are preparing for their induction night on November 9th at 4pm.

7. Sunset – Jonash Poyaoan

In the past few months, J. Poyaoan has hosted the various DCMs, DSPs, and webinars including CKI 101 and Spirit 101. Sunset hosted a barbeque social, and in honor of Kiwanis family month, they are hosting a joint DSP with Key Club members. J. Poyaoan also announces that Foothill college has found a new representative/president who is attending FTC. He states that he will be implementing an online hangout through Zoom.

C. Treasurer – Kevin Ru

K. Ru has been focusing on executing CKI North and South which just recently occurred. He has hosted a PTP week with CNH KIWINs and Key Club, and it had a great turnout with good awareness & support for PTP. The Finance & Fundraising

Committee is still creating resources for TFCs, and they are also hosting webinars as well. He recently provided MUC help with struggling treasurers. Lastly, he and the FiFun committee have been working on items for FTC concession.

D. Secretary – Jennifer Sandoval

J. Sandoval has been continuing with office hours, sending Secretary Sunday emails, and hosting Summer one-on-ones. She has worked with the Laws & Regulations Committee to release a Club Bylaws Amendment Guide and prepared for bylaws collection. She has also been collaborating with the District KFF Committee to update the ERF supplemental documents and with the District Technology Committee to work on the MRF Portal.

E. Director, Service Leadership Programs – Bruce Hennings

B. Hennings thanks Olivia and her committee for all their work for Fall Training Conference which has a total of 604 attendees. He states that he will miss Olivia's constant emails. Lastly, he voices his concern for lack of vouching from Lt. Governors and committee chairs.

F. District Administrator – Armando Velazquez

A. Velazquez states that he is glad everyone was able to attend, and that everyone will need to play a part in helping the event run smoothly. He reminds the District Board to follow and enforce the code of conduct. He also voices his concerns regarding a large amount of Circle K attendance, but lack of members being dues paid in the MUC. While he acknowledges that the systems are slow, he reminds the board that in two weeks after FTC, there will be an audit to confirm membership. A. Velazquez states that there are a multitude of students that travel with district board members to far event, and he reminds the board that the more members you add, the more liability there is.

A. Velazquez reminds the board to focus on their home clubs; he states that it's not just the Lt. Governors job to support their

clubs, it's the district board as whole. He also encourages district board officers to travel together. He gives a shoutout to the Solstice app, and concurs with Braden's comment about an improvement in webinars. He reminds the board to submit their enrollment verification. Lastly, he reminds Lt. Governors and Chairs to make sure that they are meeting their deadlines.

G. District Governor – Wayne Cheng

W. Cheng thanks the gallery for attending, stating that coming up to Old Oak Ranch is no easy feat. He especially gives a shoutout to Téa from the Capital District for attending. He attended the Kiwanis District Convention, CKI North and South, and he has also been working with Roselyn and CNH Key Club/KIWINS districts to plan a district wide fundraiser. He reminds the board that FTC is this weekend, and they'll probably remember this weekend for the rest of their lives. W. Cheng states that while we may all have our committees & DLTs, this weekend is an opportunity for the board to show their closeness, unity, and synergy.

IX. Past Events

A. Crazy Kompetition for Infants, North & South – Kevin Ru, District Treasurer

K. Ru states that that he and his committee put a lot of effort into planning CKI North and South. They were very excited for it, and they were glad that members had a lot of fun. He states that it was the first district event for a lot of new members. He thanks the District Board for all of their support through judging, volunteering, and more. He thanks the Kiwanis support because without them, the event wouldn't have been possible. Plenty of funds and awareness for PTP were raised from the successful event.

X. Upcoming Events

A. Kiwanis Family Month, November 1-30, 2019 – Roselyn Duong, Kiwanis Family & Foundation Chair

R. Duong states that over the course of the month, different branches of Kiwanis will be spotlighted. She announces that the event page postings will be made once Fall Training Conference has ended.

XI. Announcements

A. Nguyen announces that UC Riverside's annual K-Rock has been approved for all schools except the northern Central Coast schools. All funds go to PTP, and it will be held on January 18th.

J. Nepomuceno lets the Lt. Governors know to encourage chartering clubs to submit a digital scanned copy of their paperwork to him first before they officially send them in.

E. Wei states that UCSD's Masquerade Ball is in 2 weeks (November 16th), and that all divisions are approved except for Sunset and Foothill which are just waiting on responses. She asks for assistance with advertising to members. E. Wei elaborates on MBall, stating that they will be partnering with La Jolla Kiwanis, and the event will include a 3 course meal, escape room, silent disco, and housing.

W. Cheng invites Governor Cuning to say any remarks to the District Board, and T. Cuning states that he's happy to be at the event.

XII. Closing Thoughts – Erica Wei, Communications & Marketing Chair

XIII. Adjournment – Wayne Cheng, District Governor – 2:52PM

Respectfully Submitted:

Jennifer Sandoval, 2019-2020 District Secretary

Date

Wayne Cheng, 2019-2020 District Governor

Date

Armando Velazquez, 2019-2020 District Administrator

Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2019-2020 District Board of Officers
Special District Board Meeting
December 15, 2019 at 6:00 PM
Zoom Conferencing

Attendance

Wayne Cheng, District Governor
Kevin Ru, District Treasurer
Joey Pontillas, Capital Lieutenant Governor
Ashley Kil, Central Coast Lieutenant Governor
Katherine Hoang, Citrus Lieutenant Governor
Andy Nguyen, Desert Oasis Lieutenant Governor
Ryan Tan, Foothill Lieutenant Governor
Darian Sein-Lwin, Golden Gate Lieutenant Governor
Eduardo Castillo, Metro Lieutenant Governor
Aaron Zepeda, Paradise Lieutenant Governor
Jonash Poyaoan, Sunset Lieutenant Governor
Erica Wei, Communications & Marketing Chair
Nora Lovell, District Convention Chair
Olivia Chang, Fall Training Conference Chair
Roselyn Duong, Kiwanis Family & Foundation Chair

Braden Lem, Membership Development & Education Chair
Anna Se, Service Chair
Chris Lam, Technology Chair
Armando Velazquez, District Administrator

Executive Summary

The December 15, 2019 Special District Board Meeting was called to order at 6:00PM by District Governor Wayne Cheng.

District Large Scale Service Project North was approved as February 8th, 2020.

District Large Scale Service Project Southeast was approved as February 14th, 2020.

District Large Scale Service Project Southwest was approved as February 15th, 2020.

The December 15, 2019 Special District Board Meeting was adjourned at 6:32PM by W. Cheng.

Minutes

I. Call to Order – Wayne Cheng, District Governor – 6:00PM

II. Approval of Agenda

District Governor W. Cheng entertained a motion to approve the agenda for the December 15, 2019 Special District Board Meeting.

Moved by Foothill Lieutenant Governor R. Tan, and seconded by Capital Lieutenant Governor J. Pontillas.

Motion passed.

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

III. Approval Items

A. District Large Scale Service Project, North – Anna Se, Service Chair

Service Chair A. Se opened by answering general questions about DLSSP. She explained that DLSSP is divided into two regions to accommodate the community and amount of volunteers. She clarified that housing is not handled by the Service Committee, and that it's not meant to be an event that requires housing. Each site can accommodate up to 100-150 volunteers, but the amount of volunteers may be limited to keep quality of service at each site. A. Se stated that she'll be working with District Board members to coordinate the promotion of DLSSP.

A. Se continued by stating that DLSSP North includes three school sites that are 10 minutes away from each other. She elaborated that the first half of the day will have members split up, and in the second half of the day, everyone would reconvene at one site to host a carnival. The budget includes many donated items, and registration is expected to be \$5 per attendee.

W. Cheng entertained a motion to approve District Large Scale Project Service North.

Moved by J. Pontillas, and seconded by Metro Lieutenant Governor E. Castillo.

R. Chirk asked to double check if the Tomorrow Fund was meant to reimburse supplies and what the current supply cost is currently. A. Se responded, stating that the Tomorrow Fund may not be needed, but it was applied for in case. She clarified that the registration cost should cover all initial costs.

R. Chirk asked if A. Se expected any costs for materials. A. Se responded, stating that the schools did not request any supplies.

J. Pontillas mentioned that Emerson Elementary School was associated with Project Easy Bay, and they did not ask for monetary provisions. However, donations are appreciated but not required.

Motion passed.

8 ayes (K. Ru, J. Pontillas, A. Kil, K. Hoang, R. Tan, E. Castillo, A. Zepeda, J. Poyaoan), 1 opposed (A. Nguyen), 0 abstentions.

B. District Large Scale Service Project, Southeast – Anna Se, Service Chair

A. Se noted major changes to the proposal, including more activities. She explained that that Boys and Girls clubs only operate on weekdays, hence the events date being held on a Friday. She stated that Nevada members may attend DLSSP Southwest instead and that they have the option to attend either event. They are expecting 100-150 volunteers, and an overall cost of \$900. A. Se clarified that this is the maximum cost, however registration would cover a majority of the expenditures and the Tomorrow Fund has been applied for as well.

W. Cheng entertained a motion to approve District Large Scale Project Service Southeast.

Moved by J. Pontillas, and seconded by Sunset Lieutenant Governor J. Poyaoan.

A. Nguyen asked why Costa Mesa was the location because it's only 20 minutes away from Long Beach, meaning it didn't accommodate for Nevada & other schools. A. Se responded, stating that the goal was to find an area in Temecula, but there was not much response and not any sites that could accommodate the amount of volunteers. She noted that the event will still make a positive impact in the Southern community.

K. Hoang asked for clarifications on what activities were added and what members would be doing. A. Se explained that they're still planning more and will be coordinating with the North to share plans, so a lot of specific ideas are not yet finalized. She added that there would be a lot of space to still add new activities.

Motion passed.

8 ayes (K. Ru, J. Pontillas, A. Kil, K. Hoang, R. Tan, E. Castillo, A. Zepeda, J. Poyaoan), 1 opposed (A. Nguyen), 0 abstentions.

C. District Large Scale Service Project, Southwest – Anna Se, Service Chair

A. Se highlighted the details of DLSSP Southwest, stating that it would be a beautification for two sites with 50 volunteers at each sites. Volunteers would be painting and planting. While the supplies are quite expensive, A. Se mentioned that they have applied for the Tomorrow Fund and that the cost of registration would help cover the supplies cost.

W. Cheng entertained a motion to approve District Large Scale Project Service Southwest.

Moved by R. Tan, and seconded by E. Castillo.

A. Kil noted the 100 volunteer requirement for Southwest and questioned what would happen if they did not receive enough volunteers. A. Se stated that they might consider reaching out to other Kiwanis groups in the area.

R. Tan asked how divisions would be split up and how transportation would be organized. A. Se responded, stating that the Service Committee would help figure out transportation and that members would be mingled together.

Motion passed.

8 ayes (K. Ru, J. Pontillas, A. Kil, K. Hoang, R. Tan, E. Castillo, A. Zepeda, J. Poyaoan), 1 opposed (A. Nguyen), 1 abstentions (D. Sein-Lwin).

IV. Adjournment – Wayne Cheng, District Governor – 6:32PM

Respectfully Submitted:

Jennifer Sandoval, 2019-2020 District Secretary

Date

Wayne Cheng, 2019-2020 District Governor

Date

Armando Velazquez, 2019-2020 District Administrator

Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

January 2020 Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2020-2021 District Fundraising Initiative Proposal

January 2020 Board Meeting

Respectfully Submitted by **Kevin Ru, District Treasurer**

Each year, the California Nevada Hawai'i District of Circle K International focuses its fundraising efforts toward three distinct charitable causes, called our District Fundraising Initiatives (DFIs). These charities often align with Kiwanis vision, address a concern in modern society, or represent causes that are important to our membership. Currently, the Cal-Nev-Ha District Operating Procedures establish that the Pediatric Trauma Program and the Kiwanis Family House are two pre-selected DFIs that remain the same every year. The 2016-17 District Board allowed for the third DFI to be a rotating charity to be proposed by the District Finance and Fundraising Committee and approved by the District Board every year in order to promote global and modern causes that the membership would like to support. In particular, this year, the Finance and Fundraising Committee is collaborating alongside the Service Committee to align the rotating DFI with the annual District Service Initiative.

ITEMS FOR APPROVAL

The following items seek approval from the district board

- Item #1 Consideration of a new 2020-2021 District Fundraising Initiative

ITEM #1 2020-2021 District Fundraising Initiative

The District Finance and Fundraising Committee would like to present three options for the District Board to choose as suggested District Fundraising Initiatives for next year. Partnership with this cause will last for one administrative year. The options are as follows:

- Option 1: Environmental Defense Fund
Based in the United States, the Environmental Defense Fund is a nonprofit environmental advocacy group. The group is known for its work on issues including

global warming, ecosystem restoration, oceans, and human health, and advocates using sound science, economics and law to find environmental solutions that work.

- Pros

- Environmental non-profit with the broadest reach and focus
- Aligns with the endorsed DSI: Environment
- DFI Education not limited to DFI, but environmental protection

- Option 2: Oceana

Oceana, founded in 2001, is the largest international advocacy organization focused solely on ocean conservation. Their offices around the world work together to win strategic, directed campaigns that achieve measurable outcomes that will help make our oceans more biodiverse and abundant.

- Pros

- One of the few nonprofits that focus solely on ocean conservancy
- Impact of fundraising clearly seen

- Option 3: Pure Earth

Pure Earth, formerly known as the Blacksmith Institute, is a leader in global toxic pollution cleanup. Since its inception in 1999, Pure Earth has completed 110 environmental remediation projects in 27 countries, improving the lives of millions of people, especially children, who are most at risk from the threat of toxic pollution.

- Pros

- Addresses an aspect of the environment that can often be overlooked
- Broad worldwide organization

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

2020-2021 District Service Initiative Proposal

January 2020 Board Meeting

Respectfully Submitted by **Anna Se, District Service Chair**

OVERVIEW

The District Service Initiative, also known as DSI, is a district-wide service initiative that unites members all across the CNH District under one common service goal in order to raise awareness about an important cause and make a large positive impact within our communities with respect to this cause. Each year, the DSI is proposed by the District Service Committee and approved by the District Board for the next Circle K term. The DSI encourages members throughout California, Nevada, and Hawai'i to participate in service projects and other service-related activities related to this initiative throughout the duration of the Circle K year.

ITEMS TO BE VOTED

- District Service Initiative
 - Item #1: Serving Our Environment
 - Item #2: Food Insecurity
 - Item #3: Animal Rights - Caring for the Living
- Item #4: DSI/DFI Correlation
- Item #5: Increasing Length of DFI/DSI

ITEM #1: Serving Our Environment

Importance: *Of the 7.7 billion humans living on this planet, 1 billion people don't have access to clean water while 1.5 billion breathe air that is unhealthy. Our impact can help reverse some of the environmental damages that are caused by human consumption. Though our individual actions may have small effects on the overall changes our planet continues to undergo, together we can increase awareness of what we each can do and what we can collectively accomplish to mitigate the damages of our everyday habits.*

Possible Service Project Ideas:

- Trail/Habitat Restorations
- Park/Campus/Beach Clean-Ups
- Sorting Trash & Recyclables
- Tree Planting

ITEM #2: Food Insecurity

Importance: Food insecurity is an issue faced by 1 in 8 Americans, or around 40 million Americans. Of those 40 million, an estimated 12 million are children. Food insecurity does not exist in a vacuum and low-income families exposed to food insecurity may have other issues such as medical costs, low wages, and lack of access to affordable housing. However, addressing a basic need such as nutrition is key to allowing families to address other issues. Food insecurity is fundamentally entrenched in a system of inequality that manifests itself as a variety of other societal issues, such as overconsumption and labor rights.

Possible Service Project Ideas:

- Hosting food drives
- Volunteering at a foodbank
- Volunteering with Feeding America, Meals on Wheels, Three Square, etc.
- Helping establish or care for community gardens
- Food waste educational campaigns on campus
- Care packages for farm workers

ITEM #3: Animal Rights - Caring for the Living

Importance: Wild, companion, or work - animals all have the capacity to suffer as humans do. Because of this, various federal, state, and local laws protect the wellbeing of animals, establishing the importance of caring and protecting them and their ecosystems. This DSI would encourage CKI members to work with organizations around them to care for animals in various ways wherever they may be found. Members will be informed about the challenges and difficulties that exist in organizations and animal shelters that work to protect and care for animals that are found stray and/or abandoned by their owners. The other aspect of this DSI, which focuses on wildlife conservation will, on the other hand, increase one's awareness in how their ecological footprint and daily life choices can impact wildlife. For instance, a small choice such as choosing to drink with

plastic straws can affect threaten wildlife because these plastic materials inevitably end up in the ocean, where they are consumed by sea animals. Through community service work and education, members will gain a better understanding and be more mindful toward their choices.

Possible Service Project Ideas:

- Pet toys - using old clothes
- Animal Shelters/Banks
- Trail/Habitat Restorations

ITEM #4: DSI/DFI Correlation

With the idea of having the District Service Initiative and the third District Fundraising Initiative in correlation with one another, it would create a bigger and lasting impact to the organizations that the district decided to focus on as well as the community as a whole. This would allow the members of CNH Circle K to commit and learn more about all of the District Fundraising Initiative organizations as well as the one that is changed on a regular basis. Not only can the members raise money for the District Fundraising Initiatives, they can also participate in / create service projects that would ideally impact the community on a larger scale.

ITEM #5: Increasing the Length of DSI/DFI

Currently the District Service Initiative and the District Fundraising Initiative are only utilized for one year. The service committee does not find this to be enough time to fully impact the communities that we are trying to impact. The committee therefore proposed to have the length of the DSI and DFI increased to 2 or 3 years. This would allow us to form better relationships with the organizations we work with and truly have an impact. This would also make CKI as an organization more reliable to work with, as we will continue to work alongside other organization for a longer period of time. It would also allow CKI members to become more acquainted with the DSI and DFI, allowing people to become more active in participating on them. Older members would have more exposure to the DSI and DFI, allowing them to host more impactful projects for new members.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Crazy Kompetition for Infants North Proposal **January 2020 Board Meeting**

Respectfully Submitted by **Kevin Ru, District Treasurer**

Crazy Kompetition for Infants is an annual fundraising event hosted by the California-Nevada-Hawaii'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 District Treasurer, alongside the Finance and Fundraising Committee, have worked diligently in order to organize this event annually 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 and Date

ITEM #1 Event Location

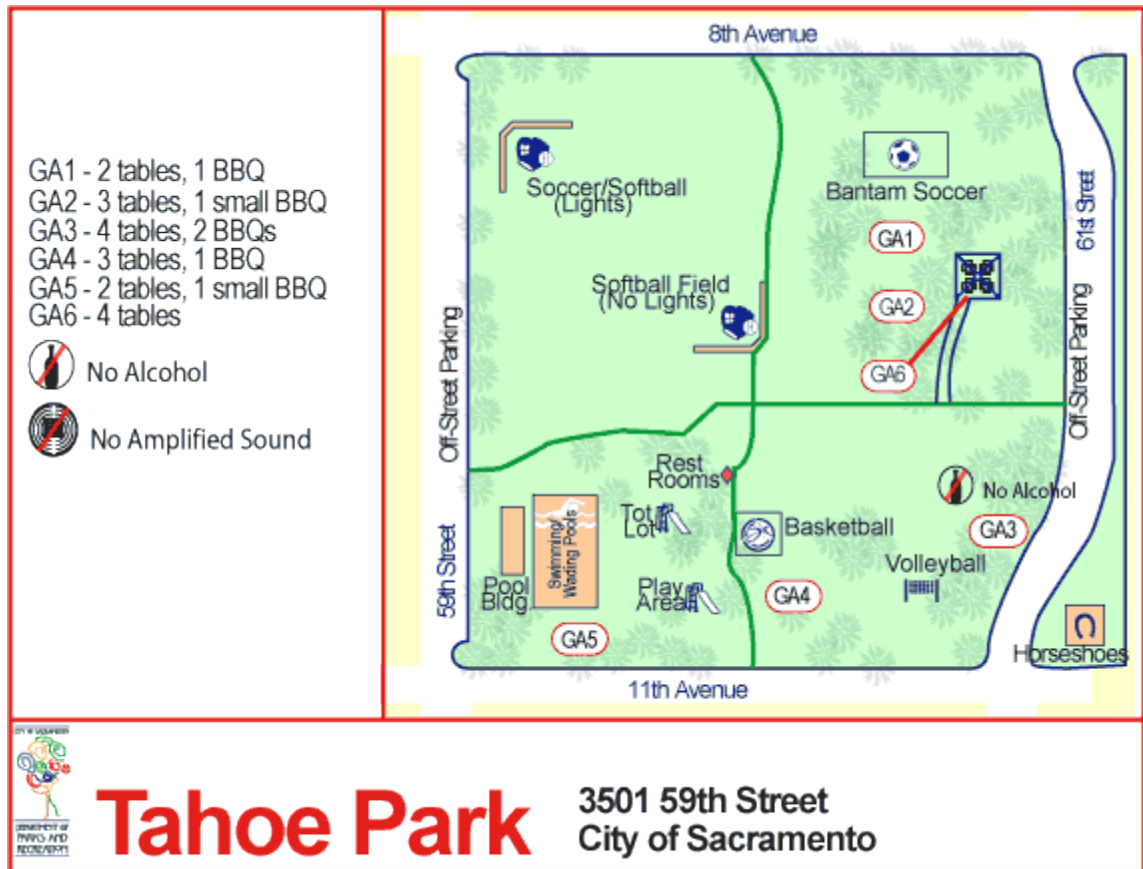
Option 1: Tahoe Park, Sacramento, CA

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

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

Pros:

- Successfully hosted CKI North for the past three years
- Lots of available parking spaces
- Large field area with few obstructing trees
- Restrooms readily available
- Areas for shade and benches for sitting



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

ADDITIONAL INFORMATION

Proposed Dates

- **Saturday October 4, 2020**
- **Saturday, October 11, 2020**

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.

The Finance and Fundraising Committee endorses Option 1 for Tahoe Park along with the event date of Saturday, October 4th

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Crazy Kompetition for Infants South 2020 Proposal
January 2020 Board Meeting

Respectfully Submitted by **Kevin Ru, District Treasurer**

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 and Date

ITEM #1 Event Location and Date

Option 1: Stanton Park, Stanton, CA

Reservation Cost: \$60 (\$30 for 6 hours x 2)

Pros:

- Successfully hosted CKI South for a number of years
- Gazebo available for registration, meetings, food, etc.
- Large grassy area for games and activities
- Parking available at parking structure next to park

Cons:

- Lack of shaded areas
- Lack of areas for water



Option 2: Ralph B. Clark Regional Park, Buena Park, CA

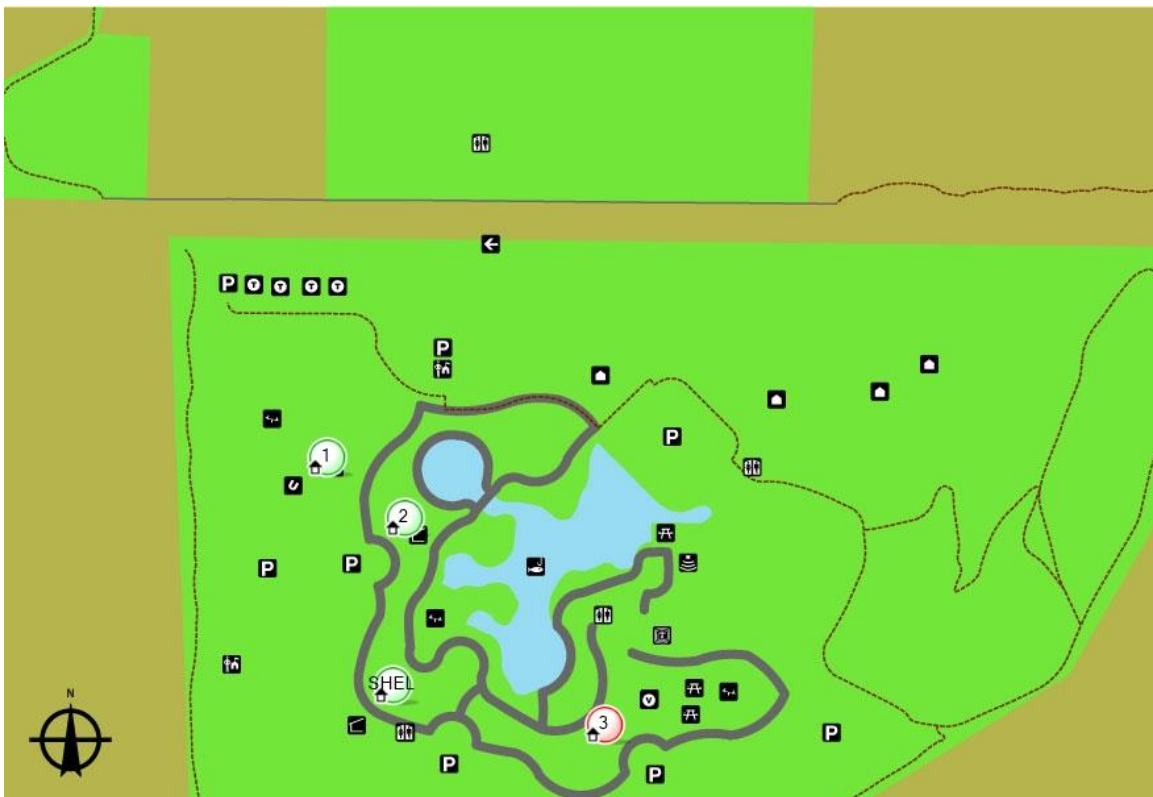
Reservation Cost: \$300 (for Shelter SHEL)

Pros:

- Successfully hosted CKI South 2018 at this location
- Large field area available for diverse types of games
- Large gazebo area to accommodate big crowds (good for PTP workshop)
- Restrooms and water readily available
- Areas for shade and benches for sitting (good for DCMs)
- Playground available for downtime

Cons:

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



ADDITIONAL INFORMATION

Proposed Dates

- Saturday, October 11th, 2020
- Saturday, October 18th, 2020

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.

The Finance and Fundraising Committee endorses Option 1: Stanton Park and Saturday, October 11th for the date.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

2020 Presidents' Retreat Location & Date Proposal

January 2020 Board Meeting

Respectfully Submitted by **Wayne Cheng, District Governor**

EVENT OVERVIEW

This event is for the 2020-2021 term.

Presidents' Retreat is an annual 3-day event where the Club Presidents of CNH Circle K come together for a weekend to bond, learn about other clubs, and find pathways to achieve the goals that they've set. Along the 2020-2021 District Board, this event aims to strengthen the bond of the Club Presidents in CNH, as well as provide a weekend of CKI education and information.

For the past few years, this event has been held at Lake Isabella at the French Gulch Campsite.

ITEMS FOR APPROVAL

- *Location*
- *Date*

ITEM #1: Location

French Gulch Campsite – Cost: \$385 per night

Pros:

- Pretty central to CNH
- Accommodates up to 100 guests
- Familiar with the campsite

Cons:

- No showers available

ITEM #2: Date

June 26-28 will be the weekend of the event. This date was chosen to: avoid the July 4th weekend so that people can celebrate with family, avoid date conflicts with CKIx 2020 (July 19-22), and avoid date conflicts with the July 2020 District Board Meeting (July 24-26). Additionally, the campsite was already reserved for July 10 & 11, so that weekend was also not a possibility for us.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Spring Training Conference North 2020 Proposal January 2020 Board Meeting

Respectfully Submitted by **Joey Pontillas, Capital Division**
Lieutenant Governor and Spring Training Conference North
Chair

EVENT OVERVIEW

Spring Training Conference (STC) is the district's first annual event of the new term. Comprising of workshops and panels, it offers the necessary training for newly elected and appointed board officers to be successful and confident in their positions. Furthermore, members will have the opportunity to meet and interact with Circle K members from clubs belonging to the northern half of our district. STC exemplifies our organization's three tenets and benefits the personal growth of all members to be better servant leaders to their club and communities.

ITEMS FOR APPROVAL

- *Item #1: Location*
- *Item #2: Date & Time*
- *Item #3: Theme*
- *Item #4: Cost & Budget*

ITEM #1: Location

1.) UC Davis

a. Pros

- Centralized area for workshops
- One building for the entire event
- Free parking
- Has been used for previous STC(s).
- Open area for lunch session
- Housing can be provided

b. Cons

- Long drive

ITEM #2: Date and Time

Date: Saturday, May 2nd, 2020

Time: 7AM-5PM

TENTATIVE SCHEDULE

- 7:00AM - 8:00AM: Committee & District Board Arrival for Setup
- 8:00AM - 9:00AM: Registration Begins
- 9:00AM - 9:15AM: Opening Session/Roll Call
- 9:20AM - 10:00AM: Workshop Session #1
- 10:05AM - 10:45 AM: Workshop Session #2
- 10:50AM - 11:30AM: Workshop Session #3
- 11:35AM - 12:15PM: Service Project
- 12:20PM - 1:20PM: Lunch/Divisional Council Meetings
- 1:25PM - 2:05PM Workshop Session #4
- 2:10PM - 2:50PM: Workshop Session #5
- 2:55PM - 3:35PM: Workshop Session #6
- 3:40PM - 4:00PM: Closing Session
- 4:00PM - 5:00PM: Cleanup and Departure

ITEM #3: Theme

Option 1: Olympics

- Logos: Colosseum, Torch, victory stand/podium, Tokyo theme, Olympic rings, medals, etc.
- Tagline: Ignite Your Passion!
- Room names: Ceremony Hall, Track field, Archery Field, Gymnasium, etc.

Option 2: Plants & Succulents

- Logos: Succulent or type of plant or flower
- Tagline: Planting seeds of leadership
- Room names: Different types of plants or flowers

Option 3: Shipwrecked!

- Logos: Crashed ship, anchor, deserted island, wreckage, life vest, etc.
- Tagline: Land ho!
- Room names: Crash site, Campsite, Foraging area, etc

ITEM #4: Cost&Budget

Early Registration fee: \$5.00

Late Registration fee: \$7.00

	INCOME	EXPENSE
REGISTRATION		
Early (150 attendees @\$5)	\$750	
Late (50 attendees @\$7)	\$350	
Printing		Free*
Raffle Prizes		\$50
Wristbands		\$12
Tape/Pens		\$20
Nametags		\$10
FOOD**		
Costco Pizza (32 x \$10.75)		\$344
Dietary Needs Food		\$30
Tangerines		\$20
Granola Bars		\$45
Water		\$50
Plasticware		\$20
Garbage bags		\$8
Bagels/Muffins		\$35
Juice		\$30
Cups		\$20
Cream Cheese		\$12
MISC		
Host Gifts		\$40
Decorations		\$25
SERVICE PROJECT		
Supplies		\$70
TOTAL	\$1100	\$861
NET PROFIT	\$249	

*Free printing sources

**May be donated by Noah's Bagels, Costco, etc.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Spring Training Conference South 2020 Proposal

January 2020 Board Meeting

Respectfully Submitted by **Olivia Chang, Fall Training Conference
Chair & Spring Training Conference South Chair**

EVENT OVERVIEW

Spring Training Conference (STC) is the District's first annual event of the new term. Comprising of workshops and panels, it offers the necessary training for newly elected and appointed board officers to be successful and confident in their positions. Furthermore, members will have the opportunity to meet and interact with Circle K members from clubs belonging to the southern half of our district. STC exemplifies our organization's three tenets and benefits the personal growth of all members to be better servant leaders to their club and communities.

ITEMS FOR APPROVAL

- *Item #1: Location*
- *Item #2: Date & Time*
- *Item #3: Theme*
- *Item #4: Cost & Budget*

ITEM #1: LOCATION

1. CSU Fullerton

Pros:

- Centralized area for workshops
- Free parking on weekends
- Location used last year

Cons:

- Few large, open areas adjacent to building for general sessions

ITEM #2: DATE AND TIME

Date: Saturday, May 9th, 2020

Time: 8am – 4pm

TENTATIVE SCHEDULE

- 07:00AM – 08:00AM STC South Committee and District Board Arrival & Event Set Up
- 08:00AM – 08:45AM Attendee Arrival and Registration
- 08:45AM – 09:15AM Opening Session and Division Roll Call
- 09:20AM – 10:05AM Workshop Session #1
- 10:10AM – 10:55AM Workshop Session #2
- 11:00AM – 11:45AM Workshop Session #3 and Lunch Set-Up
- 11:45AM – 12:30PM Lunch and Prepare for DCMs
- 12:30PM – 02:00PM Division Council Meetings/Division Activities
- 02:05PM – 02:50PM Workshop Session #4
- 02:55PM – 03:40PM Workshop Session #5
- 03:45PM – 04:00PM Closing Session
- 04:00PM – 05:00PM Event Clean-up and Departure

ITEM #3: THEME

Option 1: Olympics

- Logos: Colosseum, Torch, Victory stand/podium, Tokyo theme, Olympic rings, medals, etc.
- Tagline: Ignite Your Passion!
- Room names: Ceremony Hall, Track Field, Archery Field, Gymnasium, etc.

Option 2: Plants & Succulents

- Logos: Succulent or type of plant or flower
- Tagline: Planting seeds of leadership
- Room names: Different types of plants or flowers

Option 3: Shipwrecked!

- Logos: Crashed ship, anchor, deserted island, wreckage, life vest, etc.
- Tagline: Land ho!
- Room names: Crash site, Campsite, Foraging area, etc.

ITEM #4: COST AND BUDGET

Early Registration Fee: \$5.00

On-Site Registration Fee: \$7.00

EXPECTED REVENUE (BASED OFF LAST YEAR'S PROPOSAL)

Registration	
\$5 x 450 Attendees	\$2,250
\$7 x 50 Attendees	\$350
TOTAL	\$2,600

EXPECTED EXPENSES

Registration	
Manila Envelopes	\$20
Name Tags	\$30
Wristbands	\$20
Sharpies	\$10
Breakfast	
Pancakes + Sausages	\$200
Orange Juice	\$100
Coffee	\$50
Cups	\$20
Lunch	
Costco Pizza	\$500
Dietary Needs Food	\$100
Chips	\$100
Fruit Snacks	\$100
Water	\$100
Utensils	\$30
Garbage Bags	\$10
Food Service Gloves	\$10
Misc.	
Host Gifts	\$50
Decorations	\$40
Service Project Supplies	\$80
TOTAL	\$1,570

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Planning Hours Change Proposal

January 2020 Board Meeting

Respectfully Submitted by **Jeevan Bhullar, CNH District Service
Committee Member**

EVENT OVERVIEW

To clarify what counts as “reasonably proportional” service planning hours, as stated on CNH Circle K’s current District Operating Procedures, the Service Committee suggests adding a MRS (Master Records Sheet) tag as well as an addendum to provide a more detailed definition to the service planning hour. When implemented, the MRS tag would filter our service planning hours from other service hours, and only account for up to 50% of one’s overall service hours in order to prevent inflation and to promote more community engagement. The addendum would state that planning hours can only be given if the meeting is open to the public (closed/open committee meetings).

ITEMS FOR APPROVAL

- *Item #1: Clarifying “reasonably proportional” planning hours in the District Operating Procedures*
- *Item #2: Adding an addendum to the District Operating Procedures regarding planning hours*

Item #1: Clarifying “reasonably proportional” planning hours in the District Operation Procedures

Planning hours for service events are not defined on the District Operating Procedure. To clarify what is considered “reasonably proportional”, the District Service Committee suggests adding an event tag on the Master Records Sheet (MRS) that filters planning hours from service hours. From there, planning hours can be percent limited and only equal up to 50% of a person’s overall service hours. This is suggested in order

to encourage more CNH Circle K members to go out and actively participate in their communities, and for members to get reasonable amounts of planning hours for specific events.

The Service Committee can also work alongside the District Board to implement this new change on the MRS. A Service Planning tag would be added to the MRS and the service hour calculation formula would cap the planning hours at 50% of total.

MRS>Events>AD19, etc.

=SUMIF(X21:X1101,"",AD21:AD1101)+(IF(SUMIF(X21:X1101,"x",AD21:AD1101)<=(SUMIF(X21:X1101,"",AD21:AD1101)*0.5),SUMIF(X21:X1101,"x",AD21:AD1101),SUMIF(X21:X1101,"",AD21:AD1101)*0.5))

Where planning hours is mentioned in the District Operating Procedures (including optional wording changes)

- **860 - Definition of a Service Fundraiser**

- “Attendance at a service fundraiser should not count as service hours UNLESS both definitions of service and fundraisers are fulfilled. In all other cases, it would be a social or administrative event, but still a fundraiser. Work needs to be done voluntary in order for it to count as service. **If work was put into planning, hours may be counted for service.** Members cannot receive service hours by just paying admission to an event, having meals, etc. This constitutes as “buying” hours.”
- Change: Add “Please refer to Section 910 on how to account for planning hours” to the end of the paragraph

- **910 - Service**

- **“The planning hours reported for Service Fundraising Events or Single Service events should be reasonably proportional to the amount of service hours accrued from the event or the amount of funds raised.”**
- Change: “The planning hours for Service Fundraising Events or Single Service events can only account to up to 50% of one’s overall service hours”

- **930 - Service**

- “Work can only be counted as service at an event focusing on raising funds if both definitions of service and fundraising are met. No member can receive service hours simply for paying admission, having meals, more than four travel hours, going to and from service projects or events, etc. **Members can receive hours for their work put forth in planning a**

fundraiser if the funds raised are going to a charity entity, but members who simply attend cannot receive the same amount of hours.

Travel hours going to and from service projects or service events may only be counted to a maximum of four hours in total going to and from the activity, or the amount of time actually spent at the activity, whichever is less. Travel hours spent to attend District sponsored service projects or service events are not subject to this limitation.”

- Change: “Refer to Section 910 regarding service planning hours” or similar wording

Item #2: Adding an addendum to the District Operating Procedures regarding planning hours

The District Service Committee also would like to suggest a proposal to include an addendum to the District Operating Procedures stating that **planning hours can only be accounted for if the planning meeting is open to the public.** Open planning meetings mostly refer to open/closed committee meetings. Adding this addendum also implies that other people must be able to have access to the meeting and actively contribute for the meeting to count towards service, as well as enforces accountability and prevents any person from inflating their hours.

This addendum can be implemented by having committee members send meeting minutes whenever they are giving their hours to their club secretary, although this is purely optional physical action that can be implemented for next term. The District Service Committee generally believes that adding this section to the District Operating Procedures, as well as promoting proper awareness of the definition of the service hour is already a step in the right direction and should be implemented by next term.

Potential changes on the District Operating Procedures:

- **910 - Service**
 - **“The planning hours reported for Service Fundraising Events or Single Service events should be reasonably proportional to the amount of service hours accrued from the event or the amount of funds raised.”**
 - Change: “Planning hours can only be accounted for if the meeting is open to the public, e.g. closed/open committee meetings. These meetings should also have meeting minutes accessible in order to account for the

amount of planning hours put into the meeting” or any other similar wording

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

January 2020 Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

CLUB BUILDING & REVITALIZATION CHAIR Board Report
JANUARY 2020 Board Meeting
Respectfully Submitted by **JOSHUA NEPOMUCENO**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/1/19 – 11/3/19	Fall Training Conference	0	24
1/6/20	CBR Committee Meeting	0	1
1/11/20 – 1/13/20	CBR In-Person Meeting	0	24

Total Service Hours since Last Board Report: 0
Total Service Hours since April 1st, 2019: 22

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/29/19	Int'l SLP Processing Rep	Chartering Dues Clarification	Email
11/05/19	Wayne Cheng Stephanie Li Jennifer Tai	CSUMB Charter Paperwork	Messenger
11/12/19	CBR Committee	Chartering Manual Edits	Messenger
12/02/19	Jonash Payoan Jennifer Tai	Chartering Paperwork	Messenger
12/11/19	CBR Committee	Meeting	Messenger
1/06/20	CBR Committee	In-Person Details	Online Call

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Finalize content of Chartering Manual
2. Club Evaluation Survey for Revitalization
3. Club Membership Range

b. Top 5 Plans

1. Implement standardized club foundation plan
2. Revitalization Pathways
3. Establish a internal committee ticket management system
4. Send out CES to outgoing Presidents & incoming president

III. Resources Needed

1. N/a

IV. District Officer Assessment

Establish collaborative protocol and procedures between the Lieutenant Governors and the Club Building & Revitalization committee in order to successfully and effectively charter new clubs

Progress: Little to none.

Plans: Too many sheets and updates to keep up with.

Create streamlined resource center for Chartering documents that

- 1) **provide step by step guides officers/individuals**
- 2) **provide supplements and advice**
- 3) **provide resources for foundation building post charter**

Progress: Little to none.

Plans: The immense spectrum of resources this goal covers makes it near impossible to create a concrete structure of what this resource center should contain. It leaks to other committees and resources that have not even been created yet.

Establish “Pathways” for struggling/at-risk clubs that provide existing catered resources and support to create a more stable foundation within that club.

Progress: We as a committee and in collaboration with Lt. Governors discussion submission have defined what it is to be a struggling and what it is to be an at-risk club and beyond. We have discussed necessary pathways and plans that need to be taken.

Plans: Finalize and implement the Club Evaluation Survey for Revitalization. Cross reference data from outgoing and incoming presidents to define whether their club is considered to be “Healthy”, “Struggling”, “At-Risk”, or “Suspended”. Finalize and create resources for Revitalization pathways for Struggling and At-Risk

Publish a data-driven analysis of the District in order to provide Lt. Governors, Club Building & Revitalization Committee, and District Board strategic plans for district expansion.

Progress: We have looked at Data, but have not analyzed for strategic plans. The Club Chartering Database is in progress and nearing completion to be able to cross reference with SLP data.

Plans: Cross-reference with SLP data.

****It should be noted that due the result of this year’s dues submission, the committee would rather emphasize the role of Revitalization towards the end of this term and create a strategic plan for enhancing current clubs rather than opening new ones up.**

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

COMMUNICATIONS & MARKETING Board Report

JANUARY Board Meeting

Respectfully Submitted by **ERICA WEI**

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/21/19	UCSD General Body Meeting		1.5
10/26/19	UCSD New Member Installation		3
10/27/19	CSUF New Member Installation		3
10/28/19	International Membership Committee Meeting #4		1
10/28/19	UCSD General Body Meeting		1.5
10/30/19	District C&M Committee Meeting #11		1
11/1-3/19	Fall Training Conference	10	24
11/4/19	UCSD General Body Meeting		1.5
11/11/19	International Membership Committee Meeting #5		1
11/12/19	UCSD General Body Meeting		1.5
11/12/19	District C&M Committee Meeting #12		1.5
11/16/19	Masquerade Ball (event + planning hours)	20	
11/18/19	UCSD General Body Meeting		1.5
11/20/19	District C&M Committee Meeting #13		1
11/23/19	La Jolla Kiwanis Parade Float	3	
11/25/19	International Membership Committee Meeting #6		1
12/2/19	UCSD General Body Meeting		1.5
12/3/19	District C&M Committee Meeting #14		1
12/7/19	December Nights: Japanese Friendship Garden	7	

12/21/19	District C&M Committee Meeting #15		1
12/21/19	Citrus December DCM		1
1/8/20	Boys and Girls Club	2.5	
1/10/20	Hot Pot Social		2
1/13/20	UCSD General Body Meeting		1.5

Total Service Hours since Last Board Report: 58

Total Service Hours since April 1st, 2019: 100.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/6/19	Wayne Cheng and Olivia Chang	FTC Script	Email
10/7/19	Jennifer Sandoval	Masthead stripes file	Email
10/10/19	District C&M Committee	September + October Recap (Meetings #6-9)	Email
10/16/19	Creative Marx	C&M Network jackets	Email
10/22/19	Scott and Yaret Smith	CSUF New Member Installation Request	Email
10/28/19	Jennifer Sandoval	Graphic Design webinar CERF/Sign-in	Email
10/31/19	District C&M Committee	Meeting #10-11 Recap	Email
11/11/19	District C&M Committee	Publications Manual + District Style Guide Delegation	Email
11/11/19	Kevin Ru	Vouchers	Email
11/13/19	Roselyn Duong	SLPs and ERF Procedure Webinar	Email
11/20/19	Wayne Cheng and Mondo Velazquez	Enrollment Verification/Sunburst Vol. 59, Issue 2 draft	Email
12/5/19	District C&M Committee	Meeting #12-14 CERFs	Email
12/6/19	Wayne Cheng and Mondo Velazquez	Sunburst Vol. 59, Issue 2 final draft	Email
12/20/19	Patti Ryder	Kiwanis CNH Magazine Article Deadline	Email
12/21/19	District C&M Committee	Kiwanis CNH Magazine Article Submission	Email

1/3/20	District C&M Committee	December CERFs	Email
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VII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Committee has continued its Tutorial Tuesday series (five monthly webinars and weekly posting since August so far) for the C&M Network
2. Committee has released the second district newsletter (Vol. 59, Issue 2)
3. Committee has created and released the Social Media Reference Google Drive
4. Committee has participated in two workshops at Fall Training Conference: Social Media Management and Videography
5. Committee has made eight posts on the Sunspot since its restart in October
6. Committee has had our second in-person meeting
7. Committee has completed the newly improved and updated District Style Guide

b. Top 5 Plans

1. Committee will release the third Sunburst of the term at the end of January
2. I will host another office hour with my committee for the C&M Network to positional questions and Club Media Award/Graphic Standards
3. The official releases of the Publications Manual
4. District Fall Rewind video will be released mid-January
5. Website update for C&M resource links/organization

VIII. Resources Needed

1. Publications Manual

IX. District Officer Assessment

<p>1. Restructure how the C&M Committee utilizes the CNH C&M Network Facebook group to allow for better support and communication between the committee and members in the district.</p> <p>With our Tutorial Tuesday (weekly tutorial sharing and monthly webinar), Creative Monday's newsletter, and C&M Spotlight, the committee has worked to develop</p>
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C&M Network traditions for the community and allow it to be a place for all C&M-related content. Although the page is not given daily posts, it is updated at least once a week. My committee was also able to conduct our first, full committee office hours where everyone was present to answer any questions members had. We were able to greet our audience in one place and give the C&M Network the opportunity to talk to us in real time/video.

2. Decrease any skill-gap barriers between members who hold communications and marketing related position through the creation and release of a monthly tutorial webinar series hosted in the C&M Network group.

Since the last board meeting, my committee has held an additional two webinars on Professional Writing and Photography. As mentioned before, these webinars were hosted by committee members who specialize in that field and had sections that involved hands-on learning (hosts encouraged audience members to follow along on their own devices). As we host each webinar, the number of members that attend have slowly increased. The webinar slideshows and/or recordings are also archived in the C&M Network which members can have access to if asked. Our last webinars will discuss Videography and potentially club engagement/promotion.

3. Focus on the creation of new C&M-related resources such a newsletter manual and the update of current resources such as the District Style Guide and CNH Stock Photo Drive for all clubs to use during their term.

As of this report, the newly updated and improved District Style Guide has been completed and released to the District. It is updated with thorough, but concise explanations of proper usage of Graphic Standards with a single emphasis on utilizing the Graphic Standards Assets Google Drive. It is also user-friendly (both new and returning) and easy to navigate through the pages, including a "How to Navigate" page. The Publications Manual still has work that needs to be done and will hopefully be released soon.

4. Actively facilitate and promote CNH's online presence on all platforms including social media, YouTube, and the website to keep constant communication with our clubs and members.

My committee and I have actively posted on each social media platform, including featuring different events such as FTC and the Rose Parade (Go West) on our pages. We also have posted on behalf of other committees for event pages, Facebook posts, and divisional spotlights. YouTube continues to be the hub for District-related videos. The website, which hosts our District blog The Sunspot, has several posts that covered topics such as Kiwanis Family Month and the District during the holidays. We are currently working with the District Technology Committee to update our resource page and to make sure the website is up to date.

5. Promote the usage of the District Graphic Standards to spread awareness of the importance of CNH Circle K brand awareness and maintenance.

Upon its completion, the new District Style Guide will serve as the most updated version of guidelines that will direct CNH's branding. It has been shared with the C&M Network and club presidents and will be further promoted by District Board members to the rest of the District. Short URLs have been made via bit.ly for the District Style Guide and District Graphic Standards Assets Google Drive so that members may find the resources easier and quicker.

X. Announcements

Graphic Standards

- *With the completion of the District Style Guide update, it is important that everyone on District Board, especially LTGs, assist in its promotion. This update provides the District with a more user-friendly platform and overall layout. It will also include an introduction page, more detailed explanations, and an emphasis on utilizing the CNH Circle K Graphic Standards Assets Google Drive. I request everyone's help in advertising the updated District Style Guide as we approach award deadlines and the end of the term.*

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Convention Chair Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Nora Lovell**

XI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/01/19	Fall Training Conference	10	24
11/09/19	Sac State's NMIB		4
11/14/19	Chow Night	1.5	
11/16/19	UC Davis's NMIB		4
11/21/19	Chow Night	1.5	
12/07/19	Big/Little Reveal		2.5
12/12/19	Davis Kiwanis Luncheon		1
12/12/19	Chow Night	3	
01/09/20	Chow Night	1.5	

Total Service Hours since Last Board Report: 17.5

Total Service Hours since April 1st, 2019: 41.15

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/06/19	Camille Goulet, Ronald Liu	Approvals	Email
11/13/19	Camille Goulet, Ronald Liu	Formstack	Email
11/14/19	Nicolette Cruz	Graphics	Email
11/14/19	Camille Goulet, Ronald Liu	In-Person Meeting Agenda	Email

11/14/19	Cammie Lam, Mickey Cuento	Workshops Promotions	Email
11/17/19	Camille Goulet	Purchase Order	Email
11/23/19	DCON Committee, Camille Goulet, Ronald Liu	In-Person Meeting	In-Person
12/11/19	Camille Goulet, Ronald Liu	Workshops Video Approval	Email
12/31/19	Cammie Lam, Mickey Cuento	Workshops Hosts	Email
1/1/20	Camille Goulet, Ronald Liu, Wayne Cheng, Armando Velasquez	Event Schedule	Email
1/7/20	Cammie Lam, Mickey Cuento	Workshops Matrix	Email
1/14/20	Camille Goulet, Ronald Liu, Nicolette Cruz	Graphics Approvals	Email
1/14/20	Camille Goulet, Ronald Liu, Winnie Lam	VIP Invite	Email
1/16/20	Bruce Hennings	Event Schedule	Email

XII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Approved workshop hosts
2. Appointed new media chairs
3. Held successful in-person meeting

b. Top 5 Plans

1. Continue to promote aspects of DCON
2. Get members registered for DCON
3. Finish approvals and work ahead of DCON
4. Have a great event!

XIII. Resources Needed

1.

XIV. District Officer Assessment

1.

XV. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Fall Training Conference Chair Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Olivia Chang**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/16/19	FTC Committee Meeting		1.5
10/18/19	CSULB New Member Induction		3
10/18/19	Minty Mountain Social		2
10/19/19	Crazy Kompetition for Infants South	5	
10/19/19	Metro October DCM		1
10/21/19	CSULB CKI 7 th General Meeting		1
10/23/19	FTC Committee Meeting		1
10/24/19	Service Grants Webinar		1
10/28/19	FTC Committee Meeting		1
10/30/19	FTC Committee Meeting		1.5
11/1/19	Fall Training Conference	13	24
-			
11/3/19			
11/4/19	CSULB CKI 9 th General Meeting		1
11/6/19	CSULB CKI Key to College Decorations Meeting		1
11/13/19	FTC Committee Meeting		2
11/17/19	CSULB CKI Key to College	2.5	
11/18/19	CSULB CKI 10 th General Meeting		1
11/20/19	FTC Committee Meeting		1.5
11/22/19	Minty Mountain Friendsgiving		3
11/23/19	CSULB CKI Club FTC + Family Wars		6.5
11/24/19	Metro November DCM + DSP	2	1
12/2/19	CSULB CKI 12 th General Meeting		1

12/7/19	Christmas Tree Lane Set-Up	2	
12/7/19	Minty Mountain Ice Skating Social		2
12/11/19	CSULB CKI Ultimate Last Man Standing		10.5
-			
12/17/19			
12/22/19	Metro December DCM		1
12/29/19	PCC CKI Go West	6.75	7
-			
12/31/19			
12/30/19	Kiwanis International Presidents Luncheon	3	

Total Service Hours since Last Board Report: 34.25

Total Service Hours since April 1st, 2019: 92.75

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/16/19	Executive Assistants	Chair/EA Meeting	Google Hangouts
10/17/19 - 10/31/19	Bruce Hennings, CNH CKI E-Board Officers	Registration Swaps, Questions & Information Changes	Email
10/17/19	District Board, FTC Committee	DBoard x FTC Buddy Pairings Round 4	Email
10/17/19	Wayne, Mondo, Advisors, Bruce	Approval Item – Program	Email
10/20/19	District Board, FTC Committee, Advisors, Mondo	Volunteer Sign-Ups & Joint Online Meeting	Email
10/21/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #21 Recap Email, Reminders & Assignments	Email
10/22/19	Bill & Virginia Carpenter	Check-In, Advisor Video & South In-Person Updates	Email
10/22/19	CNH CKI Presidents, Mondo, Advisors	Registration Confirmation & Drivers Form Reminder	Email
10/24/19	Bruce, Wayne, Mondo, Advisors	TVs, Check Ins, and New Member Induction	Email

10/24/19 - 10/30/19	Individual FTC Committee Members	October 1-on-1s	Google Hangouts
10/28/19	Angela Chen, Erica Wei, EAs	FTC Marketing Registration Video YT Upload	Email
10/28/19	Wayne Cheng	Weekend Script & Updates	Google Hangouts
10/29/19	District Board, FTC Committee, Advisors, Mondo	Meeting #23 Recap Email, Judges Packet & Reminders	Email
10/29/19	Executive Assistants	Chair/EA Meeting	Google Hangouts
10/29/19	Bruce Hennings	Reimbursement for DJ	Email
10/29/19	Bruce, Wayne, Mondo, Advisors	Campsite Safety	Email
10/30/19	District Board, FTC Committee	DBoard x FTC Buddy Pairings Round 5	Email
11/1/19	CNH CKI E-Board Officers	D-Day Registration & Important Reminders	Email
11/8/19	FTC Committee	Receipts for Reimbursement	Email
11/17/19	E-Board Officers, Mondo, Advisors	Thank You & Evaluation Form	Email
11/18/19	Angela Chen, Erica Wei, EAs	FTC Marketing Evaluation Form FB Post	Email
11/19/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #25 Recap Email, Reminders & Assignments	Email
11/20/19	LTGs, Mondo, Advisors	Divisional Post Evaluation Form	Email
11/27/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #26 Recap Email, Reminders & Assignments	Email
12/1/19	FTC Committee, Advisors	DCON Workshop Interest, Secret Santa, and Reminders	Email
12/8/19	Kevin Ru	FTC 2019 Vouchers for Review	Email
12/13/19	Jason Liu, Kathleen Panganiban, Alicia Sieu	FTC Committee Workshop at DCON	Zoom
12/13/19	DCON Workshop Chairs, Nora Lovell	DCON Workshop Application	Email
12/18/19	Cammie Lam	DCON Workshop Interview	Google Hangouts
12/30/19	Pete Horton	Vouchers Inquiry	Email

1/14/20	Calvin Chau	STC South Transitional Meeting	Zoom
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. HAD A FUN, SUCCESSFUL AND MYSTERY-FILLED FTC 2019
2. Released the FTC 2019 Evaluation Form and received lots of good feedback
3. Discussed Pros/Deltas with committee members and came up with an extensive list
4. Finished and sent in all committee vouchers for reimbursement
5. Met up with Calvin Chau about STC South transitional materials and resources

b. Top 5 Plans

1. Finish collecting successor letters from committee
2. Meet with STC North Chair to discuss plans for STC 2020
3. Appoint a committee for STC South
4. Support District Board and other District events!

III. Resources Needed

1. N/A

IV. District Officer Assessment

<p>1. Effectively plan and work with my committee to create another great FTC experience for members.</p> <p>FTC 2019 has now ended! I could not be more proud of the committee and everything that we have been able to accomplish. Everyone worked hard to make sure they did the best they could, and I'm pleased to hear so many positive reactions post-FTC. Thank you to all the District Board members and advisors, especially Bruce and the Carpenters, for all the help and support given along the way! This event could not have been possible without all of you!</p>
<p>2. Create an enjoyable and meaningful committee experience, and build a genuine committee relationship.</p> <p>Not only did we have two committee in-persons, the committee members have gone and planned their own committee in-persons with everyone. We had an in-person weekend right after FTC weekend because everyone missed each other. We no longer have committee meetings, but everyone still finds time to hang out</p>

with one another. Recently, we all participated in a committee Secret Santa and will be having another in-person soon.

3. Promote and maintain a strong communication system.

While things have been progressing more on the slow side, I still have been able to maintain a strong communication with both my committee and District Board members. We no longer have committee meetings after the end of November, but I still communicate with my committee about important reminders and updates through emails when needed. Additionally, I often chat with District Board members and join video calls with them.

4. Be a resource to members across CNH.

Now that FTC is over I have more time to focus on this goal and support the members of CNH. I hope to be able to support and help my fellow District Board members whenever they need it. If it is approved, my committee and I are hoping to lead a workshop at DCON 2020 on Event Planning to give some insight for clubs that might need help planning an event whether on the small-scale level or even large-scale. If not, I still am readily available to help whenever needed. Finally, I hope to go to more District events and plan a successful STC South to make transitions easier for new club board officers as they go into the new term.

5. Stay organized and carry out responsibilities efficiently.

I've been able to stay organized and get things done effectively. I recently was able to collect and send out all my committee members' reimbursements efficiently. While I do not have as many tasks as before, I plan on being proactive in remaining organized in my responsibilities as STC South Chair.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Kiwanis Family and Foundation Board Report
January 2020 Board Meeting
Respectfully Submitted by **Roselyn Duong**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/28/19	District Board x FTC Committee Meeting		2
10/29/19	Kiwanis Family & Foundation Committee Meeting		1
10/31/19	Sacramento State General Meeting		2
11/1/19-11/3/19	Fall Training Conference		
11/6/19	Sacramento State General Meeting		2
11/8/19	D8 Key Club DCM & Care Packaging	3	3
11/9/19	Sacramento State New Member Installation Banquet		
11/12/19	Kiwanis Family & Foundation Committee Meeting		2
11/13/19	SLPs & ERF Procedure Webinar		1
11/14/19	Sacramento State General Meeting		2
11/16/19	KIWIN'S Fall Rally North	6	
11/16/19	UC Davis New Member Installation Banquet		2
11/21/19	Kiwanis D7 DCM	1	1
11/21/19	Sacramento State General Meeting		1
11/22/19	UNR Kiwanis Takeover		1.5
11/23/19	Capital DCM		1
11/23/19	UN Reno New Member Installation Banquet		1
11/24/19	Sacramento State Gift of Giving	8	
12/27/19	Kiwanis Family & Foundation Committee Meeting		1
1/11/20	March for KFH Meeting		1

Total Service Hours since Last Board Report: 18
Total Service Hours since April 1st, 2019: 69

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/24/19	Choufan Yu, Key Club DGov	RTCs and March for KFH	In Person
10/24/19	Alea Eugenio	Kiwanis Family One Day	Messenger
10/29/19	Olivia Chang	FTC / KFF Scavenger Hunt	Messenger
10/29/19	Tate Young	FTC / KFF Scavenger Hunt	Messenger
11/1/19	Hebron Viray	Committee Updates	In Person
11/1/19	Quan Vandinh	ERF Supplemental Documents	Messenger
11/3/19	Sandra Ly	KIWIN's FRN	Email
11/6/19	Jose Padilla	Webinars	Video Conference
11/6/19	Vanessa Lee	Gift of Giving	In person
11/6/19	Leslie Cheng	Webinars	Messenger
11/7/19	Shirley Siu	Service With the Kiwanis Family Webinar	Messenger
11/7/19	Jeevan Bhullar	Service With the Kiwanis Family Webinar	Messenger
11/7/19	Braden Lem	Service With the Kiwanis Family Webinar	Messenger
11/8/19	Hebron Viray	Committee Updates	In Person
11/16/19	Cecilia Wong	KIWIN's FRN	Email
11/16/19	Shirley Siu	Service With the Kiwanis Family Webinar	Messenger
11/16/19	Jeevan Bhullar	Service With the Kiwanis Family Webinar	Messenger
11/16/19	Braden Lem	Service With the Kiwanis Family Webinar	Messenger
11/20/19	Kirsten Ireton	Kiwanis DCM	Email
11/20/19	Rendell Lopez	Kiwanis Takeover	Messenger
11/22/19	Brennan Cain	C&M Committee- Kiwanis Family spotlights	Messenger
11/22/19	Ricardo Aficial	Gift of Giving	Messenger

11/23/19	Vanessa Lee	Gift of Giving	Messenger
12/4/19	Kevin Ru	Hawaii Schools	Messenger
12/4/19	Wayne Cheng	Hawaii Schools	Messenger
1/2/20	Dan Germain	March for KFH	Email
1/2/20	Choufan Yu	March for KFH	Messenger
1/5/20	Angela Chen	Kiwanis Scholarships	Email
1/5/20	Brennan Cain	Kiwanis Scholarships	Messenger
1/11/20	Chuofan Yu	March for KFH	Video Conference

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successful Kiwanis Family Month
2. Successful webinars on SLP and ERF Procedures.
3. Committee and Chair involvement in speaking at Fall Rally, Key Club and Kiwanis DCMs.
4. Finalized and released the Kiwanis Family Starter Kit.
5. Released ERF supplemental documents.

b. Top 5 Plans

1. Utilize Social Media and graphics to spread awareness of the different Kiwanis branches and how to get involved with our SLPs (i.e. through service ideas w/ links to manuals, creating different folders of pictures with working with different branches) by working with other District Board Officers.
2. a) Ensure that every school has a Kiwanis Family Chair or Representative and spread the importance of utilizing the KFRFs and other resources. b) After ensuring that each school as a representative, encourage and help clubs attend Kiwanis Meetings and events in order to create more of a CKI presence with Kiwanis.
3. Create a FAQ page and send it out at the beginning of fall. This document will contain frequently asked questions, and links to the manuals the past DKFF committees have finalized.
4. Utilize Group Page and individual Division Chats to give chairs and representatives a safe space to collaborate among each other, as well as having liaisons maintaining the activities within the group page and chats by incorporating occasional interactive questions such as “Many of you have experienced past Key to Colleges, what do you think worked best or was unique about that Key to College?” or even submitting a google form for the chairs and

representatives for us to address their own questions for us, which we can then post anonymously, or with their name (if given permission).

5. “Think Tank” Sessions – Sessions where board officers of CKI and SLPs get together to discuss their respective positions and bounce ideas off each other. Possibly even brainstorm ideas of collaborations between the different branches. Create either an event on its own in different regions, or incorporate them within already existing Key to Colleges.

III. Resources Needed

1.

1. District Officer Assessment

1. We have sent out monthly infographics and spotlights, and we will be having a full month full of information with our social media event to celebrate Kiwanis Family Month. We also created the materials for Kiwanis Family Month, such as infographics for each week, trivia questions, and webinars.
2. B) Since we have ensured that almost each school had a representative, we have been conducting two-on-ones and one-on-ones to provide direct help and advice in terms of relations with the Kiwanis Family. I will be releasing a calendar for one-on-ones again for check-ups if they would like, but this second round will be optional.
3. The FAQ page that we have renamed to the Kiwanis Family Starter Kit has been completed and released.
4. We are now releasing the second groups of 4 that are intermingled throughout the district so that they can keep each other motivated throughout the rest of their terms, with activities to accumulate points to get to know each other.
5. We had a session at a Key to College, but as the main audience did not belong on board, we switched gears to a round table on college which was very well received. We did try the session out during FTC where we had an interactive session with the Kiwanis Governor, Key Club Governor, and KIWIN's Governor, which also went extremely well. The audience was able to contribute and ask many questions as well as give insight to the other governors about working together, which fulfilled the aim of the think tank session.

2. Announcements

Please help advertise Kiwanis Scholarships! I highly suggest you all apply as well, if you are not graduating.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Member Recognition Chair Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Bruce Casenaz**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/01/19 – 11/03/19	Fall Training Conference 2019	10	24
11/07/19	CSU Fullerton General Meeting		1.25
11/07/19	Churned Creamery Social		.5
11/14/19	CSU Fullerton General Meeting		2
11/15/19	7/10 Split		3
11/21/19	CSU Fullerton General Meeting		1.75
11/21/19	Holdaak Social		2
11/23/19	KIWAN'S Fall Rally SAA	5.5	
11/26/19 – 11/27/19	24 Hour Service Marathon	12.5	
11/27/19	Citrus November DSP – We Give Thanks	2.5	
12/01/19	Friendsgiving		4
12/05/19	CSU Fullerton General Meeting		3
12/07/19	Fullerton Kiwanis Angel Shopping Spree	2	
12/07/19	Lip Sync Battle		4.5
12/12/19	CSU Fullerton General Meeting		1.75
12/14/19	Toys for Tots	3	
12/21/19	Citrus December DCM & DSP		1
12/21/19	Holiday Party		5
01/08/20 – 01/10/20	Snowcial		19.5
01/18/20	Kids Rock Concert 2020		5
01/23/20	CSU Fullerton General Meeting		2

Total Service Hours since Last Board Report: 35.5
Total Service Hours since April 1st, 2019: 94.25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/04/19	Erica Wei, Angela Chen	November MR Monday Week 1	Messenger
11/10/19	Erica Wei, Angela Chen	November MR Monday Week 2	Messenger
11/10/19	Wayne Cheng, Jennifer Sandoval, Kevin Ru, Armando Velazquez, Garvey Su	October Monthly Report Form	E-Mail
11/10/19	Kevin Ru	Budget Voucher	E-Mail
11/12/19	Armando Velasquez, Garvey Su, Wayne Cheng	District Convention 2020 Awards Approval	E-Mail
11/14/19	Garvey Su, Wayne Cheng	December Member Recognition Mondays Nomination Form Approval	E-Mail
11/17/19	Erica Wei, Angela Chen	November MR Monday Week 3	Messenger
11/21/19	Garvey Su	One-on-One	Call
11/24/19	Erica Wei, Angela Chen	November MR Monday Week 4	Messenger
12/02/19	Erica Wei, Angela Chen	December MR Monday Week 1	Messenger
12/03/19	Nathan Dang	Outstanding Club Media Award Guidelines	Messenger
12/08/19	Erica Wei, Angela Chen	December MR Monday Week 2	Messenger
12/10/19	Wayne Cheng, Jennifer Sandoval, Kevin Ru, Armando Velazquez, Garvey Su	November Monthly Report Form	E-Mail
12/12/19	Garvey Su	One-on-One	Call

12/15/19	Garvey Su, Wayne Cheng	January Member Recognition Mondays Nomination Form Approval	E-Mail
12/15/19	Erica Wei, Angela Chen	December MR Monday Week 3	Messenger
12/17/19	Armando Velasquez, Garvey Su, Wayne Cheng	2019-2020 Outstanding Club Media Award Approval	E-Mail
12/20/19	Chris Lam	Uploading District Convention 2020 Awards	Messenger
12/22/19	Erica Wei, Angela Chen	December MR Monday Week 4	Messenger
12/22/19	19-20 CNH Presidents, 19-20 CNH Vice Presidents, 19-20 CNH Secretaries, 19-20 CNH Treasurers	District Convention 2020 Awards Release	E-Mail + Facebook
12/25/19	Kathy Tran	District Awards Questions	Messenger
12/29/19	Armando Velasquez	Student Enrollment Verification	E-Mail
12/29/19	19-20 CNH Presidents, 19-20 CNH Secretaries	Master Records Sheet 2nd Check-In Reminder	E-Mail
12/31/19	Stella Liang	District Awards Questions	Messenger
01/03/20	Ethan Chen	District Awards Questions	Messenger
01/04/20	19-20 CNH Presidents, 19-20 CNH Secretaries	Master Records Sheet 2nd Check-In Reminder (24 HOUR NOTICE)	E-Mail
01/04/20	Trang Le	Master Records Sheet Questions	Messenger
01/05/20	Matthew Ujemov	Master Records Sheet Questions	Messenger
01/05/20	Douglas Shimizu	District Awards Questions	Messenger
01/05/20	Michelle Hong	District Awards Questions	Messenger
01/07/20	Wayne Cheng, Jennifer Sandoval, Kevin Ru, Armando Velazquez, Garvey Su	December Monthly Report Form	E-Mail
01/14/20	Andy Nguyen	District Awards Questions	Messenger
01/16/20	Garvey Su	One-on-One	Call

01/17/20	Garvey Su, Wayne Cheng	February Member Recognition Mondays Nomination Form Approval	E-Mail
01/19/20	Erica Wei, Angela Chen	January MR Monday Week 3	Messenger

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released 2019-2020 District Convention Awards
2. Host Member Recognition & Retention Workshop at Fall Training Conference 2019 with District Member Recognition Committee
3. Fulfilled all positional duties at Fall Training Conference; awards and fashion show.

b. Top 5 Plans

1. Finalize rubrics for District Convention Awards
2. Finish Member Recognition Mondays
3. Host bi-weekly office hours leading up to District Convention

III. Resources Needed

1. N/A

IV. District Officer Assessment

<p>1. Get Committee More Involved with Club Officers The District Member Recognition Committee have put in the effort to bring awareness of the committee to club officers throughout the term whether it be via one-on-ones or e-mail. Having ourselves readily available to help clubs is the most we can do, and it appears to be successful as there are officers who reach out to us from time to time.</p>
<p>2. Establish Recognition Database The Recognition Database has been pushed aside due to the timeline that was established at the start of the term being adjusted to prioritize more essential tasks.</p>
<p>3. Improve Awards The July and November District Board Meeting saw the approval of all award changes proposed for this term. With awards now released, the District Member</p>

Recognition Committee and I will be available to assist applicants and answer any questions that come our way.

4. Smoothen Out Master Records Sheet

The Master Records Sheet was released over the summer with the first deadline being before Fall Training Conference. The second deadline had passed earlier this month to provide clubs with additional feedback in preparation for their final deadline for District Convention.

5. Support District Board

Throughout the term I had to the best of my abilities supported the District Board whether it be physically attending events or providing emotional support. With only a few months left into the term, I plan to continue this support as well as to my division.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Membership Development & Education Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Braden Lem**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/01/19 to 11/03/19	Fall Training Conference 2019	10	24
11/06/19	Dynamic Dominoes Family Dorm Dinner		2
11/07/19	UCLA Circle K's Fall 2019 Week 6 GM		1
11/09/19	Metro Division Member Induction		3
11/09/19	District MD&E Committee Meeting		0.5
11/12/19	Nintendo Switch Together Tour		1.5
11/13/19	SLPs and ERF Procedures Webinar		1
11/14/19	UCLA Circle K's Fall 2019 Week 7 GM		1
11/15/19	CSUF Circle K's 7/10 Split: Happily Ever After		5
11/16/19	UCSD Circle K's Masquerade Ball 2019		8
11/17/19	Tabletop Service: Bookmarks	1.5	
11/18/19	Alexandria House Cook Night	4	
11/18/19	Tabletop Service: Notes	1	
11/21/19	UCLA Circle K's Fall 2019 Week 8 GM		1
11/22/19	Leggo House: Friendsgiving		1
11/23/19	District MD&E Committee Meeting		1
11/24/19	Metro Division November DSP/DCM	2	1
12/02/19	Dawn: Foundations Choreography Fall 2019 Exhibition		2
12/03/19	Committee Dorm Dinner		1
12/05/19	UCLA Circle K's Fall 2019 Week 10 GM		2
12/22/19	Metro December DCM		1
12/29/19	Foothill December DCM		1

12/29/19 to 12/31/19	PCC Circle K's Go West 2019	7	5
12/30/19	Kiwanis International President's Luncheon	6	
01/09/20	UCLA Circle K's Winter 2020 Week 1 GM		1

Total Service Hours since Last Board Report: 31.5

Total Service Hours since April 1st, 2019: 63.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/14/19	Peter Yu (District MD&E Advisor)	MD&E chair debriefing	Phone
11/24/19	Shain Nolia (Saddleback College)	One-on-one; VPA assistance and advice	Facebook Video Chat

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released manuals over the autumn season and assisted in webinar preparations for fellow district chairs.
2. Continued support for MD&E Chairs and VPAs of the CNH District and continued apparel preparation for both.
3. Conducted New Member Induction at Fall Training Conference 2019 and prepared list of pros and deltas for next term.

b. Top 5 Plans

1. Prepare timeline of winter season manuals/webinars with committee for release as the term comes to an end.
2. Consolidate committee resources to be passed on to the next term with convenience and foundation in mind.
3. Continue to maintain and promote the District Sunny Buddies pen-pal program and Kiwanis Mentorship Program.

III. Resources Needed

1.

IV. District Officer Assessment

- 1.** District-wide resources: the committee has been working hard to continue putting out resources, but things have slowed down as we have prioritized academics with final exams season in December. As we begin a new semester/quarter, we will hopefully continue the push for further resources, especially those in professional development.
- 2.** MD&E/VPA support: the MD&E chairs and VPAs at this point seem to be more self-sustained as it is more than halfway through the Circle K term. Office hours will be continued, as will occasional check-ins and one-on-one's with anyone that desires such.
- 3.** Committee growth: though the committee was unable to have a full in-person meeting over the winter break, the committee members are still feeling energized enough to continue working through the rest of the term to put out amazing resources to benefit the district in membership development and education.
- 4.** Member interaction: I've been able to interact with members within the Metro division and outside the division through events like CSUF's 7/10 Split, UCSD's Masquerade Ball, and PCC's Go West. District events are difficult as I do spend a good amount of time volunteering (and resting), but hopefully this can take an upward trend as District Convention approaches!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Service Chair Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Anna Se**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/09/19	UCBCKI Single Service: Maker's Fair	1	
05/03/19	UCBCKI Single Service: Maker's Fair	5	
05/04/19	Spring Training Conference North	1	
08/10/19	Quad DCM	4	3
09/08/19	Solano Stroll	3	
09/17/19	UCBCKI Service Committee Meeting	1	
09/18/19	UCBCKI Spirit & Committee Meeting		1
09/22/19	UCBCKI BBQ Social		2
09/24/19	UCBCKI Service Committee Meeting	1	
10/01/19	UCBCKI Family Revelations		1
10/01/19	UCBCKI FamilTea Week	2	6
10/05/19	UCBCKI Animal Shelter Shift #2	2	
10/06/19	UCBCKI Key2College	2	
10/08/19	UCBCKI Service Committee Meeting	1	
10/10/19	UCBCKI FTC Workday		3
10/15/19	UCBCKI Public Relations Committee Meeting		1
10/28/19	UCBCKI FTC Workday		3
12/08/19	UCBCKI Winter Banquet		3

Total Service Hours since Last Board Report: 7
Total Service Hours since April 1st, 2019: 7

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
05/19/19	Robert Chirk	Potential district proposals	E-mail
9/21/19	Robert Chirk	Potential district proposals	E-mail
10/15/19	Robert Chirk	DLSSP Updates	E-mail
11/26/19	Robert Chirk	DLSSP Proposals	Phone Call

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. DLSSP North, Southeast, and Southwest have been planned and established
2. Restarted weekly Service Sunday e-mails
3. In the process of releasing Service Unity Month newsletter
4. Working on resources regarding higher quality service events given x amount of budget
5. Submitted district proposals regarding service

b. Top 5 Plans

1. Successfully plan/establish DLSSP this year (DLSSP North/Hawai'i, Southeast, Southwest)
2. Increase personal outreach to CNH service officers through committee/resources
3. Improve frequency and quality of service resources
4. Utilize budget for better quality service-related events
5. Better promote service on the district level to increase total service hours in CNH

III. Resources Needed

1. A budget discussion for service projects
2. More detailed and direct communication between District Board ideas and the District Administrator's
3. Training regarding the differences between how international runs and how we run

IV. District Officer Assessment

1. Successfully plan/establish DLSSP this year (DLSSP North/Hawai'i, Southeast, Southwest): DLSSP North, Southeast, and Southwest have been planned and registration will be released. Execution will take place in the month of February during Service Unity Month.
2. Increase personal outreach to CNH service officers through committee/resources: Working on providing personal and unique resources for Service Officers for Service Unity Month
3. Improve frequency and quality of service resources: Service Sunday e-mails got repetitive and less people were reading them, so we took a break from releasing those e-mails. In that time, we worked to improve the resources we were giving out, and will continue to release e-mails throughout the rest of the term.
4. Utilize budget for better quality service-related events: I plan on working with District Governor Wayne Cheng on potential budget options for the next term, as I don't really have a budget for this term.
5. Better promote service on the district level to increase total service hours in CNH: Currently submitted a proposal to redefine the service hour so that the Service Committee has a better gauge of what to promote when we promote service. We will also be utilizing Service Unity Month to promote education regarding the types of service we participate in.

V. Announcements

Service Unity Month starts February 1! Be on the lookout for more information and encourage your friends and clubs to participate!

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Technology Chair Board Report
January 2020 Board Meeting
Respectfully Submitted by **Chris Lam**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/19/19	Metro October DCM		1
10/26/19	Family Revelations		3
10/26/19	Dorm Dinner		1.5
11/1/19- 11/3/19	Fall Training Conference	10	24
11/7/19	UCLA CKI Fall GM 6		1
11/8/19- 11/24/19	Personal Statement Reading	4.5	
11/9/19	Metro Member Induction		3
11/19/19	Open MDEER Meeting		1
11/19/19	Communications & Marketing Committee Meeting		1
11/19/19	Spiritship Committee Meeting		1
11/19/19	Red Hearthrobs: Pizookies		1.5
11/21/19	UCLA CKI Fall GM 8		1
11/22/19	House of Cards: Friendsgiving		3
12/3/19	Tuesday Committee Dinner		1.5
12/5/19	UCLA CKI Fall GM 10		2

Total Service Hours since Last Board Report: 14.5

Total Service Hours since April 1st, 2019: 40.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Updating website information, division pages
2. Deciding on software projects and scoping them for the term.
3. Launching a software project (Mobile App: Solstice)

b. Top 5 Plans

1. Support the District Board in any goals and endeavors that the Technology Committee is able to. Keep up to date with other committee activities by reviewing meeting minutes and consider possible solutions and/or improvements the Technology Committee can work on.
2. Network with and support the Technology Chairs (and variations of officer positions that involve technology) to increase awareness and utilization of technology throughout the District. Gather information regarding technology use and websites availability, aim to increase both.
3. Develop and publish at least 1 major project for the District. Improve project planning and development by writing thorough specifications for 2018-2019 projects and formalizing the development cycle for future projects. Focus on documentation on high and low level in order to allow non-technical people and future technology members to understand the nature of the project(s).
4. Consider improvements to the District Website for more interactivity and member engagement, possibly a redesign. At a minimum, mimic Facebook/social media posts on the website for a centralized source of information.
5. Provide a space for professional development, especially in regards to technology, for the District. Plan webinars hosted by the Technology Committee.

III. Resources Needed

1.

IV. District Officer Assessment

1. Support the District Board in any goals and endeavors. Everyone has built up momentum, our software developers included, so there is not much support needed from the technology committee.
2. Network with and support the Technology Chairs. The Tech Buds endeavor was not backed up. I would like to put together a timeline/communication plan for next term's chair to be able to support the Technology Chairs better. I would also suggest to engage the entire future committee with supporting the officers.
3. Develop and publish at least 1 major project for the District. The next goal is to refine Solstice for DCON and to prepare the MRF Portal for release when the next term comes around! Projects next term should ideally involve the stakeholder(s) more.
4. Consider improvements to the District Website. Efforts seem to be better spent on other things than the District Website, considering its low benefit-cost. Still, I want to update and document how to develop on the website so that the next chair and committee can avoid the hurdle of setup.
5. Provide a space for professional development. I would like to propose a Technology Team that accepts year-round application and does not have a single-year term limit, with more hierarchy and management than a traditional committee.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Capital Lieutenant Governor Board Report
January 2020 Board Meeting
Respectfully Submitted by **Joey Pontillas**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/01/19	Fall Training Conference	0	
11/09/19	Sacramento State New Member Banquet	0	3
11/13/19	UN Reno General Meeting	0	1
11/15/19	Delta College New Member Banquet	0	3
11/16/19	KIWIN's Fall Rally North	4.5	0
11/16/19	UC Davis New Member Banquet	0	3
11/20/19	UN Reno General Meeting	0	1
11/22/19	Reno Sunriser Kiwanis Takeover Meeting	0	1
11/23/19	UN Reno New Member Banquet	0	3
12/3/19	Capital Division President's Council Meeting	0	1
12/4/19	Capital DLT Meeting	0	1
12/7/19	Capital Division December DCM	0	1
12/29/19	Go West	14	7
12/30/19	Kiwanis President's Luncheon	3	0

Total Service Hours since Last Board Report: 22.5

Total Service Hours since April 1st, 2019: 93

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/11/19	Armondo Velasquez	Enrollment	E-mail

11/16/19	Sandra Ly, Cecilia Wong	Kiwins FRN Guest Speaker	E-mail
11/15/19	Ricardo Aficial	Service Project	Messenger
11/19/19	Kevin Ru	Voucher Reimbursements	E-mail
11/20/19	Sandra Vang	Interview	Zoom Conference Call
11/21/19	Jason Liu	Interview	Zoom Conference Call
11/21/19	Celena Yee	DLT Appointments	Messenger
11/30/19	Angela Wong	Member Recognition	E-mail
12/3/19	Capital Presidents	General Updates	Zoom Conference Call
12/4/19	Capital DLT	General Discussion	Zoom Conference Call
12/30/19	Joey Duong	Go West	Messenger
1/9/20	Wayne Cheng	Spring Training Conference	Messenger
1/14/20	Cecilia Nguyen	Spring Training Conference	Messenger

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Fall Training Conference was a success, with the division enjoying the entire event.
2. Representing the Capital Division and Circle K International to other branches of the Kiwanis Family.
3. General conflict management and advising for club's

b. Top 5 Plans

1. Host a successful Spring Break Retreat
2. Distribute a board member reflection form
3. Begin sending bi-weekly emails to all board officers as a resource for the remainder of the term
4. 15,000 Divisional Service Hours & \$12,000 Divisional funds raised
5. Bolster individual club's Kiwanis Family relations

III. Resources Needed

1.

IV. District Officer Assessment

~~1. Host an effective Executive Officer's Training Retreat – planned for June - - - Since June has passed and I've been unable to host this Officer Training Retreat, instead, for the month of August, I will be planning position specific training calls via online with executive members from each club.~~

Held online trainings for General Vice Presidents, Vice Presidents of Administration, Vice Presidents of Service, and Treasurer. Unable to host training conference calls for Secretary and Kiwanis Family Chairs/Representatives.

~~2. Host a successful Winter General Member Retreat~~

Planning for a Capital Member Retreat will be deferred to March during spring break as the March Divisional Council Meeting. December and January will be reserved for a Divisional Fundraiser and member engagement of other schools/clubs that are far from the central area of the division.

~~3. Increase membership growth among at least half of the division's clubs – mentor club's boards regarding innovative activities to spark new interest~~

Only one club has experienced explosive growth – all other clubs have either decreased in membership or remained consistent.

~~4. 15,000 Divisional Service Hours & \$12,000 Divisional Funds Raised~~

Currently making good progress towards divisional service and fundraising goals. At this time in the term, service hours are 40% met with fundraising being 30% met

~~5. Bolster individual club's Kiwanis Family relations~~

Kiwanis engagement has been fairly solid throughout the past few months.

Capital division attendance at Key Club Regional Training Conference has been outstanding; CKI representation at KIWIN's Fall Rally's are upcoming in November. Few clubs have been extending their interaction to the sponsoring Kiwanis clubs.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Central Coast Lieutenant Governor Board Report
January 2019 Board Meeting
 Respectfully Submitted by **Ashley Kil**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/01/19	Fall Training Conference	10	1
11/03/19	November DCM		1
11/06/19	Call with Regional Advisor		1
11/09/19	De Anza College CKI Service	3	
11/11/19	Moorpark College CKI Board Meeting		1
11/15/19	President One on one		1
11/17/19	DLT Meeting		1
11/19/19	Moorpark College General Meeting	1	1
11/19/19	Turtle Tuesdays		1
12/01/19	DLT Meeting		1
12/08/19	December DCM		1
12/15/19	Online Special District Board Meeting		1
12/20/19	Oxnard College Charter Meeting		1
01/11/19	Moorpark College CKI Board Retreat		5
01/12/19	DLT Meeting		1
01/18/19	January Joint DCM	2	1
01/18/19	Kids Rock Concert		5
01/26/19	DLT Meeting		1

Total Service Hours since Last Board Report: 16
Total Service Hours since April 1st, 2019: 62.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/01/19	Bruce Casenaz	FTC Fashion Show	Email
11/06/19	Patrick Ballecer	Update on Central Coast	Phone
11/10/19	District	LTG October MRF	Email
11/15/19	Cenco presidents	Turtle Talk #26	Email
11/15/19	Lisette Reyes	President 1:1	Google Hangout
11/17/19	Cenco DLT	DLT Meeting	Google Hangout
11/21/19	Cenco Secretaries	CERF November Turtle Talk	Email
11/21/19	Armando Valezquez	Enrollment Verification	Email
11/24/19	Cenco Presidents	Turtle Talk #27	Email
12/01/19	Cenco DLT	DLT Meeting	Google Hangout
12/9/19	Cenco Presidents	November Awards	Email
12/9/19	Cenco Secretaries	CERF December DCM	Email
12/11/19	District	LTG November MRF	Email
12/15/19	District Board	Online Special District Board Meeting	Zoom
12/18/19	Cenco presidents	Turtle Talk #28	Email
12/18/19	Therence Habon	Chartering Oxnard College	Email
12/20/19	Nicholas Wright, Therence Habon	Chartering Oxnard College	Google Hangout
12/28/19	Armando Valezquez,, Regional Advisors	January Joint DCM	Email
12/28/19	Eduardo Castillo	Joint DCM Proposal	Email
12/28/19	Eduardo Castillo	Joint DCM Proposal	Google hangout
01/06/19	Floyd Martin	Sponsoring Oxnard College	Email
01/06/19	Therence Habon	Chartering Resource	Email
01/06/19	District	LTG January Board Report [DRAFT]	Email
01/07/19	Karla Montenegro	Moorpark College CKI Board Retreat	Email
01/09/19	Patrick Ballecer	Update on Central Coast	Phone
01/10/19	District	LTG December MRF	Email
01/10/19	Cenco Preisdents	Turtle Talk #29	Email

01/12/19	Cenco DLT	DLT Meeting	Google Hangout
01/15/19	District	LTG January Board Report [FINAL]	Email
01/17/19	Cenco Presidents	PCM	Google Hangout
01/26/19	Cenco DLT	DLT Meeting	Google Hangout

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Continue Turtle Buddies PenPal
2. High Attendance at FTC
3. Successful DCMs
4. Planned Joint DCM with Metro Division
5. Help Promote Large Scale Club events

b. Top 5 Plans

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

III. Resources Needed

1. Resource for Election Process
2. Finding Successor

IV. District Officer Assessment

1. All the clubs are at a stable position, up from 5 at the beginning of the term. Some clubs are still struggling with their service hours. Divisional Interaction is definitely improving from each club, I would like to see more service events within the club. In that end, I would like to restart our divisional service challenge to support and provide resources to our VPS and presidents.

2.	Had one-on-one meeting with a possible chartering president at Oxnard College with the help of Northern Specialist Nicholas Wright. We have sent all the chartering resources to him. Working on to find possible sponsoring local Kiwanis Club and the rule from the Associate Students of Oxnard College. Most likely to get Chartered end of this year.
3.	I have begun to promote Inter clubbing at a larger level with Turtle Buddies PenPal systems. Where two different club members are paired up and are buddies for 2-3 months at a time. There is a list of challenges they can complete together to compete against the other squads. In the end the paring with he most points get a special prize. The results haven't been too amazing so our DLT might try with Citrus Division for the spring term.
4.	Our Media Chair and Divisional Photographer have been updating our website at www.centralcoastcki.weebly.com as well as an Instagram at www.instagram.com/centralcoastcki . All the divisional events are posted on our website and social media and we have been updating all the divisional pictures, hours and events with those resources.
5.	We are keeping very well with our in person DCM. Having a great turnout every month. We also brought the highest attendance in Central Coast History at Fall Training Conference 2019. I am proud to say that it was the loudest and most spirited FTC we have ever had as a division. I hope we can show our united turtle spirit at the January Joint DCM with Metro Division. Our Divisional Spirit Chair is working on the Divisional spirit stick for District Convention 2020.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Citrus Lieutenant Governor Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Katherine Hoang**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/27/19	FTC Prep		6
10/28/19	District Board Call – FTC Review		1
10/29/19	UCI Skit Practice and DLT FTC Prep		8
10/29/19	UCI General Meeting		2
10/30/19	Presidents' Council Meeting		1
10/30/19	FTC Prep		7
10/30/19	Smith's Sessions		1
10/31/19	FTC Prep		7
10/31-11/02	Fall Training Conference	10	72
11/02/19	November DCM		1
11/05/19	UCI Circle K General Meeting		2
11/06/19	District Kiwanis Family Committee Office Hours		1
11/07/19	CSUF General Meeting		2
11/07/19	Citrus Divisional Leadership Team Meeting		1
11/09/19	CSUF & UCI Outdoor Restoration	4	
11/11/19	1-1 with Erica Wei		
11/11/19	DLT Work Day		5
11/12/19	1-1 with Mike Hayes		1
11/13/19	Chapman's General Meeting		1
11/13/19	DLT Work Day		5
11/13/19	Smith's Sessions		1
11/14/19	OCC 7 Leaves Social		2
11/14/19	Citrus Divisional Leadership Team Meeting		1
11/12/19	1-1 with Ami Patel		3

11/16/19	UCSD CKI Masquerade Ball		
11/18/19	Citrus Divisional Leadership Team Meeting		1
11/19/19	UCI CKI Family Bonding		3
11/20/19	Smith's Sessions		1
11/20/19	UCI Meeting and Family Bonding		4
11/20/19	District Communication and Marketing Committee meeting		1
12/22/19	1-1 with Regi Sellote		2
11/22/19	Citrus Kiwanis Family Chairs Bonding		3
11/22/19	Citrus Divisional Leadership Team Meeting		1
11/23/19	1-1 with Jet KIWIN'S LTG		1
11/23/19	KIWIN'S Fall Rally SAA	6	3
11/24/19	DLT Work Day		3
11/26/19	CSUF 24 Hours Service	7.5	
11/26/19	C&M Network: Photography Webinars		1
11/27/19	We Give Thanks	4	
11/29/19	March for Kiwanis Family House		1
11/29/19	OCC Thanksgiving Dinner		3
11/29/19	March for Kiwanis Meeting		1
12/03/19	Cypress Meeting		1
12/03/19	UCI CKI Family Bonding		5
12/04/19	Chapman Meeting		
12/10/19	DLT Work Day		6
12/10/19	DLT Work Day		6
12/10-13/19	UCI Green Thrones		19
12/13/19	DLT Work Day		3
12/14/19	UCI Leadership Retreat		8
12/15/19	D-Board Call		1
12/20/19	1-1 with Anonymous		
12/20/19	C&M Office Hours: Mukbang Edition		1
12/21/19	December DCM with Table Top Service	3.5	3.5
12/22/19	1-1 with Mikaella Miguel		2
12/22/12	Metro DCM		1
12/26/19	C&M Network: Photography Webinar		
12/27/19	DLT Work Day		8
12/28/19	District MR Committee Office Hours		1
12/28/19	DLT Work Day		2
12/29/19	Foothill December DCM		1

01/01/20	OCC New Years Party		2
01/06/20	1-1 with Sandra		1
01/08/20	UCI Table Top Service		1
01/08/20	UCI CKI General Meeting		1
01/10/20	1-1 with Ryan Tan		3
01/11/20	1-1 with Anonymous		1
01/11/20	Foothill Divisional Council Meeting		1
01/11/20	Divisional Leadership Team Meeting		2
11/13/20	Mentor-Mentee Mixer		2
01/13/20	1-1 with Diane Zheng		4
01/14/20	1-1 with Alyssa Gomez		3

Total Service Hours since Last Board Report: 73.04

Total Service Hours since April 1st, 2019: 73.04

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/25/19	Alicia Sieu	FTC Mental Health Check	Text
10/25/19	Douglas Shimizu	FTC Mental Health Check	Text
10/25/19	Vi Bui	FTC Mental Health Check	Text
10/28/19	Scott	FTC Updates	Call
10/28/19	District Board	FTC Review	Video Call
10/29/19	Citrus Secretaries	MRF Reminder	Text
10/30/19	Scott & Yarett	Club Updates, FTC	Call
11/06/19	Christina Lam	Kiwanis Family Month	Call
11/07/19	DLT	FTC Recap & Dec Prep	Video Call
11/08/19	Ngoc Nguyen	Citrus Merchandise	Call
11/11/19	Roselyn Duong	KIWAN'S Fall Rally	Text
11/11/19	Erica Wei	C&M Updates & Branding Advice	In person
11/12/19	Mike Hayes	Saddleback CKI	In person
11/13/19	Scott & Yarett	Club Reports	Call
11/14/19	DLT	DCM	Video Call
11/14/19	Caitlyn Oliveras	Leadership	Call
11/16/19	Lauren Ross	Whittier Check-In	Text
11/18/19	Lauren Ross	Whittier Check-In	Text

11/19/19	DLT	Tribes & Branding	Video Call
11/19/19	Tina Vu	President 1-1 Prep	Text
11/19/19	Jeffrey Moreno	UCI Circle K Events	Text
11/20/19	Scott & Yarett	Club Reports	Call
11/22/19	Regi Sellote	Heart to Heart	In Person
11/22/19	Kiwanis Family Chairs	Bonding	In Person/Text
11/23/19	Lauren Ross	Whittier Check In	Text
11/23/19	Choufan Yu	March for Kiwanis Family House	Text
11/23/19	Katrina Huynh	SAA Procedures	Text/Call
11/24/19	Kim Hinojos	DLSSP & March for KFH	Text
11/24/19	Christina Lam	March for KFH	Text
11/25/19	DLT	DCM	Video Call
11/26/19	Choufan Yu	March for Kiwanis Family House	Text
11/26/19	Douglas Shimizu	Leadership	In Person
11/26/19	Christina Lam	Leadership	In Person
12/03/19	Sandra Cheng	Service	Text
12/08/19	Citrus Secretaries	MRF Reminder	Text
12/10/19	Kim Hinojos	DLSSP Feedback	Text
12/10/19	Citrus Executive Boards	Mental Health Check	Text
12/10/19	Citrus Public Relations Chairs	Mental Health Check	Text
12/10/19	Citrus K-Fam	Mental Health Check	Text
12/10/19	Citrus Spirit & Fellowship Chairs	Mental Health Check	Text
12/10/19	Citrus DLT	Mental Health Check	Text
12/14/19	Citrus VPS & Service Chairs	DLSSP Briefing	Text
12/15/19	Citrus Presidents	DLSSP Briefing	Text/Call
12/15/19	Citrus Board Members	District Board Reminders	Text
12/15/19	District Board	DLSSP Voting	Video Call
12/20/19	Citrus Board Member	Crisis Management	Call
12/22/19	Mikaella Miguel	Leadership	In person
12/23/19	Citrus Board Member	Crisis Management	Call
12/25/19	Citrus Board Member	Crisis Management	Call
01/04/20	Citrus Secretaries	MRF Reminder	Text
01/06/20	Scott & Yarett	MRF Feedback	Email
01/06/20	Sandra Cheng	Service & Leadership	Call

01/07/20	Victoria Yib	Prep for President 1-1	Text
01/08/20	Jeffrey Moreno	Service	Text/Call
01/10/20	Ryan Tan	Collab & Leadership	In Person
01/11/20	Scott & Yarett	Club Updates	Call
01/11/20	Citrus Board Member	Crisis Management Update	Call
01/11/20	Tina Vu	Club Dues	Text
01/11/20	DLT	Goals	Video Call
01/13/20	Diane Zheng	Leadership	In Person
01/14/20	Alyssa Gomez	Leadership Updates	In Person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Enhanced fellowship through the release of Citrus Clan application (family system) and appointed Clan Heads.
2. Released new Citrus merchandise (shirts, stickers and keychains) and Spirit handbook.
3. Successfully brought over 90 Citrus members to Fall Training Conference.
4. Won Fall Training Conference Penny Wars
5. Successfully appointed Spirit Committee

b. Top 5 Plans

1. Assist clubs with elections and appointments through webinars and resources.
2. Aid clubs with Spring tabling and other recruitment efforts.
3. Begin planning for banquet.
4. Further planned an annual Citrus fellowship event.

III. Resources Needed

1. Updated District Elections resources

IV. District Officer Assessment

Goal 1: The Citrus Lieutenant Governor shall educate members regarding retention and recruitment by hosting at least 2 workshops to train members on

retention and recruitment strategies either at a club meeting, divisional training program or divisional council meeting by the end of the term.

Completed.

Goal 2: The Citrus Lieutenant Governor shall give and offer consistent club support by attending five club meetings and five club hosted events by the end of the term.

Please view hours sheet.

Goal 3: The Citrus Lieutenant Governor shall establish Citrus division's branding identity through finalizing a divisional mascot, divisional color schemes and divisional 2018-2019 graphic styles by the end of August 2019.

Completed.

Goal: 4. The Citrus Lieutenant Governor shall enhance divisional unity and spirit through creating one new spirit items for Fall Training Conference, 3 new Citrus cheers by Fall Training Conference.

Completed.

5 The Citrus Lieutenant Governor shall Increase visibility between the Kiwanis Family branches in Region 3 by hosting 3 Kiwanis Family workshops either at a club meeting, divisional training program or divisional council meeting and attend one Region 3 Kiwanis divisional council meeting and one SLP divisional council meetings by the end of the term.

- Released Semesterly Kiwanis Updates newsletters to Region 3 counterparts.
- Advertised the District Kiwanis Family month webinar.
- Worked alongside Mike Hayes to help nurture Saddleback College
- Planning Walk for Kiwanis Family House with CNH Key Club District Governor.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Andy T. Nguyen**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/26/19	Adopt-a-Street	2	
11/1/19-11/3/19	Fall Training Conference	10	24
11/4/19	UCR Fall Board Meeting #4		.5
11/13/19	SLP & ERFs Procedures Webinar		1
11/13/19	UCR Fall General Meeting #5		1.5
11/15/19	UCR Fall Installation		3.5
11/16/19	Masquerade Ball		5
11/16/19	Region 4 & 13 Candidate's Training Conference	6.5	
11/20/19	UCR Fall General Meeting #6		1.5
11/20/19	Kids Rock Concert Decorations Workday	1.5	
11/23/19	A Brush with Kindness	4	
11/23/19	Cha2O Fundraiser		3.5
11/23/19	Late Night Service	5	
11/23/19	November Day of Awesomeness Day	1	
11/23/19	November Division Council Meeting		1
11/25/19	Wacky Words Tabletop	.5	
11/27/19	UCR Fall General Meeting #7		1
12/4/19	Lana's Dog Toy Making Service	2	
12/7/19	Jingle Bell Run	2.5	
12/13/19-12/15/19	Desert Oasis Academy		9
12/14/19	Jingle Bell Run	4	

12/14/19	Las Vegas Strip Scavenger Hunt		1
12/15/19	Leadership Workshop		1
12/15/19	December Division Council Meeting		1

Total Service Hours since Last Board Report: 39 hrs.

Total Service Hours since April 1st, 2019: 113.5 hrs.

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/21/19	Katherine Dunn	Request to receive CSN Mascot Vector	E-Mail
10/26/19	Vanessa Meza-Perez	Issues regarding Fall Training Conference attendance	Phone Call
10/28/19	Armando Velazquez	Request for document letter to confirm attendance at Fall Training Conference	E-Mail
10/29/19	Vanessa Meza-Perez	Urgent inquiry regarding t-shirt printing	Text Message
10/30/19	Nena Torrez	Notice of contact with previous president	E-Mail
10/31/19	Linda Marx	Updates regarding club activities & work progress	Phone Call
11/5/19	Desert Oasis Division Leadership Team	Updates regarding club activities & individual projects	Zoom
11/6/19	Frances Southerland	Notice to cancel upcoming CKI at Crafton Hills College general meeting due to lack of sign-ups	E-Mail
11/7/19	Tina Ta	Necessary changes for November DAD ERF	E-Mail
11/7/19	David Su	Nominations for November MR Mondays	E-Mail
11/8/19	Don deBourguignon	Introduction & inquiry regarding next division council meeting	E-Mail
11/12/19	Patricia Cridland	Request to chaperone Region 4 & 13's Candidate's Training Conference	E-Mail
11/12/19	Frances Rodriguez	Inquiry regarding CHC Club Election Details	E-Mail

11/12/19	Frances Southerland	Elections Room Booking Confirmation	E-Mail
11/12/19	Crafton Hills College Students	Details regarding club elections, including location, time, and procedures	E-Mail
11/12/19	Desert Oasis Division Leadership Team	Updates regarding club activities & individual projects	Zoom
11/14/19	Darci Manzo	Request to plan meeting to discuss chartering a Circle K at the University of Redlands	E-Mail
11/14/19	Frances Southerland	Questions regarding elections process and procedures	E-Mail
11/14/19	Frances Southerland	Notice to postpone elections to later date	E-Mail
11/15/19	December WAW Team Leader Applicants	Notice of status for December WAW Team Leader Applications	E-Mail
11/17/19	Linda Marx	Updates regarding club activities & work progress	Phone Call
11/21/19	Frances Southerland	Notice of resignation as Crafton Hills College Advisor	E-Mail
11/23/19	Vanessa Meza-Perez	Inquiries regarding DLSSP	Phone Call
11/23/19	UCR Executive Board	Concerns regarding Key to College & November DAD, warning for Key to Life	In-Person
11/27/19	Alondra Santana	Feedback regarding projects and overall club participation	E-Mail
11/27/19	Katherine Dunn	Feedback regarding projects and overall club participation	E-Mail
11/27/19	CSUSB Executive Board	Introductions	Text Message
11/29/19	Linda Marx	Inquiry about purchasing name badges	E-Mail
11/30/19	David Su	Nominations for December MR Mondays	E-Mail
12/1/19	CSUSB Executive Board	Check-in for chartering process	Text Message
12/1/19	December WAW Committee	Announcement for upcoming meeting & team leader pairings	E-Mail
12/1/19	Linda Marx	Updates regarding club activities & work progress	Phone Call

12/2/19	Karen Gibbs	Request to purchase name badges & request to host a workshop on leadership	Phone Call
12/3/19	December WAW Committee	Reminder for upcoming meeting & important documents	E-Mail
12/3/19	Desert Oasis Division Leadership Team	Updates regarding club activities & individual projects	Zoom
12/4/19	Linda Marx	Approval of December WAW	Phone Call
12/6/19	December WAW Committee	Information regarding schedule and activities taking place during December WAW	Zoom
12/10/19	Ryan Doss	Errors in November MRF Submission	E-Mail
12/11/19	Linda Marx	Updates regarding club activities & work progress	Phone Call
12/12/19	Vanessa Meza-Perez	Concerns regarding housing for December WAW	Phone Call
12/15/19	Linda Marx	Inquiry for location of workshop and division council meeting	Phone Call
12/17/19	Desert Oasis Division Leadership Team	Updates regarding club activities & individual projects	Zoom
12/27/19	Desert Oasis Presidents	Updates regarding club activities & projects and advice regarding concerns or issues	Phone Call
12/29/19	Linda Marx	Updates regarding club activities & work progress	Phone Call
12/30/19	David Su	Nominations for January MR Mondays	E-Mail
12/30/19	CSUSB Executive Board	Request to schedule meeting to discuss positional duties and steps moving forward	Text Message
1/6/20	CSNCKI Executive Board & Advisor	Concerns regarding overall participation from the board and club members	E-Mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Planned and hosted a successful December Weekend of Awesomeness Weekend.
2. Assisted the CSU San Bernardino Executive Board in planning their first meeting & finishing their chartering paperwork.
3. Hosted a successful Division Day of Service in California and Nevada.
4. Experienced growth in Fall Training Conference attendance comparative to previous years.
5.

b. Top 5 Plans

1. Finalize leadership manual prior to elections begin
2. Create a “Service & Fellowship” Magazine
3. Encourage members to apply for Desert Oasis Grant
4. Establish foundation to charter a club at the University of Redlands
5. Assist board members in finding successors & create binder for next Lieutenant Governor

III. Resources Needed

1.

IV. District Officer Assessment

1. Increase Membership Involvement & Retention: Consistently reached out to members to persuade them to attend events; hosted and planned new events or changed the formula for old recurring events to make them more refreshing
2. Foster Divisional Unity: Overall increase in attendance at divisional events; created teams that were diverse in terms of school background for December WAW in order to encourage more interaction between schools
3. Expanding Kiwanis Family Relationships: Remained in close contact to the Key Club Lieutenant Governors & often chaperoned for their events. Worked on building closer relationship with the Lieutenant Governors and Kiwanians that attended their events.
4. Re-Branding: Continued to update visual aesthetic of the division; worked on creating two new resources for the division to assist in finding succession and tabling
5. Assistance: Actively checked-in on club executive board members, as well as appointed board members occasionally; remained constantly available

for any board member to contact should they need to discuss any serious situation or have any inquiries; actively reached out to board members to help with any projects throughout the quarter as well.

V. Announcements

University of Nevada, Las Vegas' 13th Annual Serenade: Dancing to the Plastic Beat

Saturday, February 1st @ 6pm

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

FOOTHILL LIEUTENANT GOVERNOR Board Report
JANUARY Board Meeting
Respectfully Submitted by **RYAN TAN**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/19/19	Foothill October DCM		1
11/01/19- 11/03/19	Fall Training Conference	10	27
11/15/19	CSUF 7/10 Split		3
11/23/19	Foothill November DCM		1
12/29/19- 12/31/19	Go West	24	7
01/11/2020	Foothill January DCM	1	3

Total Service Hours since Last Board Report: 35
Total Service Hours since April 1st, 2019: 118.25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/10/19	Grace Chi	Biweekly Update	Call
10/24/19	Grace Chi	Biweekly Update	Call
11/07/19	Grace Chi	Biweekly Update	Call
11/21/19	DLT	DLT Meeting	Zoom
11/24/19	Go West Committee	Graphics	In-Person
12/05/19	Grace Chi	Biweekly Update	Call
12/05/19	Presidents/Secretaries	Foothill ERF	Email

01/08/20	Grace Chi	Biweekly Update	Call
01/05/20	Presidents/Secretaries	Foothill ERF	Email
01/10/20	Katherine Hoang	Status of our Clubs	In-Person
01/11/20	Amanda Wong/Emily Reale	ELAC Update	In-Person
01/12/20	Wayne Cheng	One-On-One	Zoom

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Plan out the DCON Spirit Packs
2. Leave a booklet and some sort of history of Foothill and how to handle our clubs
3. Have a successful DLT Board Dares and raise some moolah
4. Have another trainer/release a manual for elections etiquette for my clubs.
5. Able to support my clubs

b. Top 5 Plans

1. By the end of Winter Intersession to have a divisional website.
2. Have good/interactive DCMs
3. Complete one-on-ones with all my Presidents/DLT
4. Have the Southern half of the district approved for Phoenix Café Night
5. Connect more with my SLPs

III. Resources Needed

1. Webinars for Elections
2. Publicity kits for big events
3. Support for my at risk clubs
4. Support for my chartered clubs or reactivated clubs
5. Manual on elections

IV. District Officer Assessment

1. Interacting with Foothill's SLPs

During my tenure as Foothill Lieutenant Governor, I want to interact with our SLPs more. Whether that be Kiwanis, Kiwins or Key Club. One of my biggest goals is to create a Kiwanis One Day for my division to partake in during the summer! By doing this I hope to increase membership in the future for Kiwins, Kiwanis and Key Club!

-Some ways I have ensured interaction with SLPs is by going to Kiwanis meetings and interacting with them that way—more of a mentor relationship rather than a counterpart relationship. Other ways I have interacted with them is through messenger and just checking up on how they are doing!

During the course of my term, I would say that my interaction with my SLPs have gotten tremendously better, by doing a workshop at the RTC, having little boba hangouts with them and going to the division DCMs. We are planning a joint DCM at the end of our term in March and our continued communication has fostered a better understanding of what CKI is. Furthermore, the Kiwanians have allowed us to continue to help our lack of services for some months and allowed me to foster better communications with my Kiwanians.

2.Increase Division Unity

Increasing Division Unity by creating a buddy system for my Presidents to interclub and also work together on projects! I think it's counterintuitive that we are the closest division but we have the lowest interclubbing. I want to increase this by services and having more socials during my term.

-A way this has been in progress in the past few months is by constantly being relatable and able to just connect with members. By treating them more of a person rather than just a statistic has helped tremendously.

The progress of division unity has been slowly getting better. By having more interclubs and more division events, our clubs are able to get closer and are allowed to foster the growth and "family" we all desperately wanted. The presidents seem to be doing better along with the DLT members as well. We have more division unity altogether.

3.Making DCM's more engaging and interactive

By this I mean that I would like to do more entertaining DCMs by raffles or creating questions that appeals to the members rather than just a board report. I would like to take the time to actually get to know my members on a personal basis which will retain our membership.

By doing untraditional icebreakers and actually talking to the members, this has allowed for a more open discussion at my DCMs. These have allowed me to rest easy knowing that the DCMs are not just bland. Furthermore, by also by combining the DCMs with another tenet has allowed me to have more attendance.

4.Creating a Divisional Website

By creating a divisional website this will allow me to not only post up to date things, but have an archive on previous years and have something for my successor to look upon.

-Our District Technology Chair, Chris Lam, reached out to help establish a division website and hopefully it can be formed soon!

5. Form a foundation

I want to create a foundation for future years for Foothill Lt.G. By having a foundation, the clubs that are struggling will not be struggling in the future which will allow them to do things they are more interested in!

V. Announcements

Phoenix Café Night is almost here! It is basically Foothill's Talent Act where we are able to showcase our talent and the school's respective clubs and organizations.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Golden Gate Lt. Governor Board Report
January 2019 Board Meeting
 Respectfully Submitted by **Darian Sein-Lwin**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/09/19	Golden Gate DLT Meeting #11		1
11/15/19	Golden Gate PCM #11		1
11/17/19	November DCM	2	3
11/22/19	CSUEB Board Meeting (Guest)		1.5
11/30/19	Diablo Valley College Banquet		4
12/08/19	UC Berkeley Banquet		3
12/15/19	CSU East Bay Banquet		3
12/20/19	CSUEB Kmart-Gift Wrapping-Day 1	3	
12/21/19	December DCM	2	1
12/21/19	CSUEB Kmart-Gift Wrapping-Day 2	4	
12/22/19	CSUEB Kmart-Gift Wrapping-Day 3	3	
12/23/19	CSUEB Kmart-Gift Wrapping-Day 4	4	
12/29/19	Go West	10.5	5
1/11/20	March for KFH Meeting		1
1/12/20	Golden Gate DLT Meeting #13		1

Total Service Hours since Last Board Report: [28.5]

Total Service Hours since April 1st, 2019: [78]

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/09/19	Golden Gate DLT	Golden Gate DLT Meeting #11	Zoom Call
11/09/19	Executive Board Officers of GG Clubs	GG LTG Updates 11.09.19	Email
11/09/19	Joshua Ranario	GG Sunburst Submission	Facebook Messenger
11/12/19	Christina Ang	Napa Valley College Circle K Facebook Transfer	Facebook Messenger
11/30/19	Angela Wong	Golden Gate MR Submission	Facebook Messenger
12/04/19	Lucas Oneil	GG DLT One on One	Zoom
12/04/19	Junior Musigdilok	Service Event Idea Suggestions	Facebook Messenger
12/16/19	Kiwanian Zuberi Johnson	Go West Logistics for Golden Gate	Phone Call
12/17/19	CSUEB E-Board	CSUEB Dec-Feb Planning	Facebook Call
1/11/20	March for KFH Committee	March for KFH Meeting	Zoom
1/12/20	Golden Gate DLT	Golden Gate DLT Meeting #13	Zoom
12/06/19	Golden Gate DLT	Golden Gate DLT Meeting #12	Zoom

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Got Elected as Lt. Governor
2. Add more DLT to assist me in finishing the term
3. Host an entertaining DSP/DCM every month
4. Book Flight to Jan District Board Meeting
5. Prepared for Presidents Retreat

b. Top 5 Plans

1. Establish a good relations with all the GG Officers and meet as much as possible.

2. Prepare clubs for DCON and end of term banquets
3. Get the clubs in the division to meet each other and interclub as Project Valentine and Pageant K gets closer.
4. Prepare Clubs for Elections and Transitions
5. Finish all Board Reports/LTG MRF

III. Resources Needed

1. How to help clubs transitions
2. Club Building Resources for chartering clubs (napa valley)
3. How to help the next LTG come into office

IV. District Officer Assessment

1. Build up club Recruitment and Retention with specific and quantifiable goals
2. Instate a new push with Divisional Unity with a monthly club highlight program
3. Establish an inter-club officer contact and support system between each club's executive boards.
4. Open up a more direct and fluid communication connection between Presidents and DLTs

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Metro Lieutenant Governor Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Eduardo Castillo**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/1-3/19	Fall Training Conference	10	24
11/9/19	Metro Member Induction Night		5
11/12/19	Metro DLT Meeting		2
11/24/19	Metro November DCM	2	1
11/25/19	Metro November PCM		1
12/3/19	Metro DLT Meeting		1
12/22/19	Metro December DCM		1
12/26/19	Metro DLT Meeting		1

Total Service Hours since Last Board Report: 12
Total Service Hours since April 1st, 2019: 47.75

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/1/19	Alyssa Bagmaspad	T-Shirt Quotes	Email
11/1/19	Matthew Kim	Pierce College ERF	Email
11/4/19	David Su	MR Mondays	Email

11/8/19	Callie Truong	Metro New Member Induction	Email
11/11/19	Bri Rodriguez	Officer Training	Email
11/12/19	Maria Garcia-Barajas	Cash Management Forms	Email
11/12/19	Maria Garcia-Barajas	Reimbursements	Email
11/12/19	Heather Fann	CSULB CKI ERF	Email
11/13/19	Callie Truong	Metro Member Induction Funds	Email
11/17/19	Bri Rodriguez	Pepperdine Resources	Email
11/25/19	DLT Applicants	Metro Fundraising Chair	Email
11/29/19	David Su	MR Mondays	Email
12/5/19	Presidents	MRF	Email
12/26/19	David Su	MR Mondays	Email
12/28/19	Ashley Kil	Cenco/Metro ERF	Email
1/2/19	Cenco & Metro Advisors	Cenco/Metro ERF	Email
1/10/19	Maria Garcia-Barajas	Plans for Metro	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

DLT successfully planned Metro Member Induction
Showed Metro Spirit at FTC
Represented Metro through merch
Appointed a new Fundraising Chair
On track to have a DCM for the entire term

b. Top 5 Plans

Have new merch for DCON (includes spirit items)
Plan a successful Banquet
Plan a large-scale event not attached to a DCM
Host a joint DCM with Central Coast

Provide resources to chartering clubs

III. Resources Needed

1.N/A

IV. District Officer Assessment

1.Increase the effectiveness of DLT

-We have added a new member to our DLT team and are getting back into the motion of completing tasks. Each member is working hard to make sure that events are being planned effectively. Presidents will also be more involved as the term concludes

2. Increase attendance of divisional events

-recent events have had a higher rate of attendance when compared to previous years. Although we have experienced a general decrease in dues paid members, district and divisional events have had plenty of club members with plenty of energy

3.Host DCM's at club-oriented events

-This is an area where we could definitely improve on and we will be aiming to have more club-oriented DCM's for the month of February. As of now, they have been more geared towards their own divisional events

4.Release event plans early enough for preparation
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-The divisional media team have been producing graphics and event pages at a timely fashion. The advertising tools have looked absolutely great and our media presence has definitely improved

5.Work with neighboring divisions to host events
--

-Once we complete our joint DCM with Central Coast, we will have had a divisional event with all of our neighbors, an accomplishment that has not been done in recent years. Hopefully, we can continue this trend throughout this term and the next

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

PARADISE LIEUTENANT GOVERNOR Board Report
JANUARY 2020 Board Meeting
 Respectfully Submitted by **AARON ZEPEDA**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/20/19	UCSD CKI Board Meeting	0	1.5
10/21/19	UCSD CKI General Body Meeting	0.5	1.0
11/1-11/3/19	Fall Training Conference	0	36
11/4/19	UCSD CKI General Body Meeting	0	1.5
11/5/19	CSUSM CKI General Body Meeting	0	1
11/5/19	Grossmont CKI General Body Meeting	0	1.5
11/6/19	UCSD CKI Masquerade Ball Workday	3	0
11/6/19	Paradise Retreat Workday	8	0
11/7/19	Paradise Retreat Workday	8	0
11/8/19	Paradise Retreat Workday	8	0
11/8/19	La Jolla Kiwanis Luncheon	0	1.5
11/9/19	Paradise Retreat	3	9
11/12/19	UCSD CKI General Body Meeting	0	1.5
11/16/19	Fletcher Hills Kiwanis Meeting	1	1
11/16/19	UCSD CKI & La Jolla Kiwanis Masquerade Ball	9	0
11/18/19	UCSD CKI General Body Meeting	0	1.5
11/23/19	KIWIN'S Fall Rally South (SAA)	4	0
11/24/19	UCSD CKI Board Meeting	0	1.5
11/24/19	UCSD CKI Masquerade Ball Reflection Meeting	0	1.5
11/25/19	UH Manoa CKI General Body Meeting	0	1
11/25/19	UCSD CKI General Body Meeting	0	1.5
11/30/19	Paradise November DCM	0	1

12/2/19	UCSD CKI General Body Meeting	0	1.5
12/8/19	UCSD CKI Masquerade Ball Committee Closing Meeting	0	1.5
12/8/19	Paradise DLT Meeting	0	2.5
12/10- 12/11/19	UCSD CKI Spam Musubi Fundraiser	6	0
12/15/19	Special District Board Meeting	0	1
12/22/19	UCSD CKI Board Meeting	0	1
12/29-12/30	Go West	8	1.5

Total Service Hours since Last Board Report: 50.5

Total Service Hours since April 1st, 2019: 86.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/20/19	Emily Osorio (Paradise MD&E)	Paradise Retreat planning	Call
11/2/19	Patti Ryder, Kylie Tran, Inji Hankala, Grace Davis, Kristian Kim (All Presidents)	Presidents' Council Meeting; time where Presidents share the state of their club and request assistance from the LTG and RA	In-Person
11/18/19	Grace Davis (CSUSM President)	Paradise social media campaign and strategy for encouraging members to attend DCON and divisional/district events	Call
11/21/19	Kristian Kim (UH Manoa President)	UH Manoa General Body Meeting planning and setup for streaming	Call
12/8/19	Patti Ryder, Masquerade Ball Committee	Masquerade Ball Meeting with Patti	In-Person
12/8/19	Patti Ryder, Paradise DLT	Paradise DLT Meeting + Presidents' Council Meeting	In-Person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Met Kiwanis relations goal established in October; Paradise Presidents have met are now in close contact with our Regional Advisor in December
2. Met fundraising goals following October; raised \$362 for the Paradise balance, bringing it up from -\$500 to -\$137
3. Hosted first annual Paradise Retreat: included fundraising, service, and workshop opportunities for members to experience
4. Hosted and interacted in the first Hawaii livestreamed general body meeting with UH Manoa
5. Despite distance between clubs, San Diego clubs attend each other's' meetings most of the time

b. Top 5 Plans

1. DCON social media campaigning in the Division: advise clubs to remind general members of DCON deadlines at every meeting; as well as encourage all past attendees to share their experiences going to a DCON to generate interest; keep the Paradise page active
2. Start leadership training assistance for the upcoming term: will be hosting a Divisional leadership training conference in February along with an open DLT meeting and DCM.
3. Host the next Paradise Retreat: Another education opportunity set in April but the priority will be to reinforce Paradise bonds early among the new boards of the next term.
4. More fundraising: the next 3 DCMs will be in person marketed along with social fundraisers and service opportunities; the goal is to have sufficient funds in preparation for the next LTG term
5. Enable interclub service opportunities: currently planning a 24-hour service marathon for the Division

III. **Resources Needed**

1. Workshop ideas for leadership training on a Divisional scale
2. Fundraising ideas that promote interclub for both Division and clubs
3. Marketing strategies to other clubs in the Division for fundraisers and events

IV. **District Officer Assessment**

1. GOAL: Increase interclub opportunities by 30% from the previous term PROGRESS: More divisional events have been planned (DCMs, socials,
--

	fundraisers) and Paradise clubs advertise their larger events to the rest of the Paradise and sometimes to the District PLAN: Encourage clubs to keep opening their events to the division, as well as provide help with advertising to other schools
2.	GOAL: Improve member retention across all clubs PROGRESS: Some of the Paradise clubs have shifted their focus from recruitment to retention and vice versa, depending on what the needs of the club are; there hasn't been enough education to gauge interest on the leadership opportunities found in the District or Division PLAN: Host a Divisional leadership training conference along with continuing a small Divisional recognition program
3.	GOAL: Foster relations with sponsoring Kiwanis Clubs + Regional Kiwanis Clubs PROGRESS: All San Diego club Presidents have met and are in close contact with our Regional Advisor Patti Ryder, which offers counseling opportunities when engaging with their sponsoring Kiwanis clubs PLAN: Encourage club board members to maintain active attendance and network at Kiwanis meetings
4.	GOAL: Increase Hawai'i attendance and interest in Division and District events PROGRESS: There has been interest in attending DCON but the idea of paying for the trip is overwhelming for some, that is our greatest obstacle at the moment PLAN: Maintain close contact with Hawaii club Presidents and have a greater involvement in coordinating their livestreamed meetings
5.	GOAL: Stabilize Paradise's financial status PROGRESS: Raised \$362.86, Paradise balance up from -\$500.00 to -\$137.00 PLAN: Combine DCMs with fundraisers and convert them into spirit socials

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

SUNSET LIEUTENANT GOVERNOR Board Report

JANUARY 2020 Board Meeting

Respectfully Submitted by **JONASH POYAOAN**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/01/2019	November District Board Meeting	-	2
11/01/2019	CNH Circle K's Fall Training Conference 2019	10	24
-			
11/03/2019			
11/06/2019	UCSC Circle K's Installation Banquet Committee Meeting	-	2
11/07/2019	UCSC Circle K's General Meeting	-	1
11/09/2019	Kiwanis Region Training Conference	-	2
11/13/2019	Scotts Valley Kiwanis Dinner	-	2
11/13/2019	UCSC Circle K's Installation Banquet Committee Meeting	-	2
11/14/2019	UCSC Circle K's General Meeting	-	1
11/16/2019	UCSD Circle K's Masquerade Ball	2	9
11/21/2019	De Anza Circle K's General Meeting	-	1
11/21/2019	UCSC Circle K's General Meeting	-	1
11/22/2019	Sunset Division Frenzy Friday	-	1
11/22/2019	Key Club Division 12 East DCM	-	1.5
11/23/2019	Sunset Division November DCM / DSP	2.5	1.5
12/06/2019	SJSU Circle K's New Member Induction	-	3
12/07/2019	UCSC Circle K's New Member Induction	-	3.5
12/13/2019	SJSU Circle K's Christmas in the Park	1.5	-
12/14/2019	Sunset Division December DCM	5	2
12/15/2019	December Special District Board Meeting	-	0.5
12/18/2019	Sunset Webinar Burnout Prevention / Solution	-	1

12/29/2019 – 12/30/2019	PCC's Circle K Go West	8	9
01/10/2020	Sunset Division Frenzy Friday	-	1
01/12/2020	Sunset Division January DCM	2.5	-
01/25/2020	Sunset Division January DSP	3	-

Total Service Hours since Last Board Report: 39.5
Total Service Hours since April 1st, 2019: 103.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/05/2019	Sunset DLT	Sunset DLT Meeting #21 Recap	Email
11/05/2019	Sunset Presidents	Sunset Presidents Update 8.0	Email
11/08/2019	MRF Group	Sunset LTG October MRF	Email
11/08/2019	Sunset DLT	Sunset DLT Meeting #22	Zoom
11/12/2019	George Kranen	Key Club Attendance Request Form	Email
11/22/2019	Sunset DLT	Sunset DLT Meeting #23	Zoom
11/13/2019	Sunset Presidents	President One-on-One	Zoom
11/15/2019	Matt Holt	Sunset November DCM Graphic	Email
11/18/2019	Sunset DLT	Sunset DLT Meeting #22 Recap	Email
11/19/2019	Derek Lubich	Sunset RA Update 2.0	Email
11/20/2019	Los Altos Kiwanis	Los Altos Kiwanis Tree Lot	Email
12/04/2019	Sunset Presidents	President One-on-One	Zoom
12/06/2019	Sunset DLT	Sunset DLT Meeting #24	Zoom
12/13/2019	Erik Bach	President Training	In-Person
12/13/2019	Sunset DLT	Sunset DLT Meeting #25	Zoom
12/20/2019	Sunset DLT	Sunset DLT Meeting #26	Zoom
11/21/2019	Terry Martin	Sunset Division Updates	Email
11/22/2019	Sunset Division	Sunset Division Frenzy Friday 2.0	Email
11/23/2019	Angela Wong and Bruce Casenaz	Sunset Division November MR	Email
12/01/2019	CNH Northern SLPs	Bay Area March for March	Zoom
12/03/2019	Sunset DLT	Sunset DLT Meeting #23 Recap	Email
12/03/2019	Sunset Presidents	Sunset Presidents Update 9.0	Email

12/04/2019	Sunset Presidents	President One-on-One	Zoom
12/06/2019	Sunset DLT	Sunset DLT Meeting #24	Zoom
12/10/2019	MRF Group	Sunset LTG November MRF	Email
12/13/2019	Erik Bach	President Training	In-Person
12/13/2019	Sunset DLT	Sunset DLT Meeting #24 Recap	Email
12/13/2019	Sunset DLT	Sunset DLT Meeting #25	Zoom
12/13/2019	Sunset Division	Sunset Division Frenzy Friday 3.0	Email
12/17/2019	Sunset DLT	Sunset DLT Meeting #25 Recap	Email
12/20/2019	Sunset DLT	Sunset DLT Meeting #26	Zoom
12/26/2019	Bruce Hennings	January District Board Meeting Flight Itinerary	Email
12/29/2019	Sunset DLT	Sunset DLT Winter Recap	Email
01/02/2020	Sunset Board	Sunset Winter Board Retreat	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Effectively facilitated Sunset Division Winter Board Retreat
2. Produced Sunset Division Frenzy Friday
3. Produced Sunset Division Fishy Friday Emailing List
4. Produced Sunset Division Burnout Webinars
5. Sunset Divisional Leadership Team Takeover

b. Top 5 Plans

1. Produce Successor Materials
2. Organize and update Sunset Division Resources
3. Kiwanis Bay Area March for Kiwanis Family House
4. Promotion of CKI in Santa Clara University
5. Promotion of CKI in Stanford University

III. Resources Needed

N/A

IV. District Officer Assessment

1. Promote the Transparency with Clubs and Division

So far into the term, we have been using and recently updated our Sunset Division Master Sheet with all of the club and divisional events onto a calendar for both board and general member use. I have also been having meetings with the presidents on upcoming events they have planned for their respective clubs at least two months in advance in order to create a well laid out publicity plan of each event. I have also been inputting all the information on an emailing list in order for the general and board members to see what kind of events they can save and attend on their planners and calendars.

2. Build Stronger Relationships with Sunset DLT and Board

In order for the board members to really understand who their main support system is, I have been ensuring that the DLT will be the first individuals for support when it comes to a specific club board member whenever they are having some complications, issues, or need a second opinion. In order to strengthen the existing relationship as well the new and incoming ones, I have facilitated a Sunset Division Winter Board Retreat dedicated in addressing some issues with interpersonal skills as well as the strong advocacy on when members should ask for help. This three day event was dedicated in not only building team skills and enhancing their overall idea as a leader, but also to build a strong and lasting relationship where we can produce something more between the individuals outside of a professional manner. The event was to create a relationship like that of a friendship to not only promote comfort but also easy interpretation and presentation of the board members' thoughts and opinions.

3. Promote Inclusivity within Club Board Members

In order to promote inclusivity within the club board members, I have been reminding each board member to go outside of their comfort zone and be the first person to go up to someone and greet with warmth and comfort considering this could either be their first and lasting impression of the organization as a whole. I have also reminded each board member that they not only have an obligation to their board, but to the club in its entirety considering a club is not representing the board members, but the members within it and so it is very important that we as leaders, emulate the true definition of what a leader and friend should be.

4. Exposure of Sunset DLT within the Division

In order to have exposure of the Sunset DLT within the division, I have been facilitating DLT takeovers for the division in order the general members to see who

are our other leaders that help make the division as inviting and welcoming as it is. It not only offers leadership experience to the DLT members, but also cause awareness on who the main backbone and support of the division are.

5. Establish Sunset Division Webinars

Throughout the months, we have been facilitating webinars that not only appeal to the general members of the organization, but to an everyday college student who might be struggling throughout their college career. The most recent webinar the division hosted was about burnout prevention and solution in either a position, job, or school. We wanted the webinars not only catered to the CKI members but for students who may need to see a different perspective and point of view on a certain idea or topic.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

DISTRICT TREASURER Board Report
JANUARY Board Meeting
 Respectfully Submitted by **KEVIN RU**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/30/19	Porto's Fundraiser	3	
11/1-11/3	Fall Training Conference	10	24
11/4/19	Service Committee Meeting	1	
11/4/19	Kiwanis Family Committee Meeting		1
11/7/19	Week 6 General Meeting		1
11/9/19	PS Science Service Squad	3	
11/9/19	Metro Member Induction		3
11/13/19	SLPs and ERFs Procedures Webinar		1
11/14/19	Week 7 General Meeting		1
11/15/19	CSU Fullerton 7/10 Split Fundraiser		5
11/17/19	Competitive Beach Cleanup	4	
11/17/19	Tabletop Service	1.50	
11/18/19	Alexandria House Cook Night	4	
11/20/19	Tabletop Service	3	
11/21/19	Week 8 General Meeting		1
11/21/19	Beat SC Rally		1
11/24/19	Metro November DCM	2	1
11/25/19	Service Committee Meeting	1	
12/3/19	Tuesday Committee Dinner		1.50
12/4/19	Wednesday Committee Dinner		1.50
12/5/19	Week 10 General Meeting		1
12/22/19	Metro December DCM		1
1/10/20	Dance the Night Away	5	

Total Service Hours since Last Board Report: 36.5
Total Service Hours since April 1st, 2019: 175.58

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
MM/DD/YY			
10/30/19	Garvey Su & Armando Velazquez	MUC Issues and FTC	Email
10/31/19	Club Treasurers	FTC Sales Confirmation	Email
11/1/19	Jada Singleton	MUC Issues	Email
11/4/19	Grace Davis	MUC Issues	Email
11/5/19	Bruce Hennings, Armando Velazquez, Wayne Cheng, Jennifer Sandoval	FTC DFI Totals	Email
11/6/19	Garvey Su	FTC Updates	Email
11/6/19	CNH District Board	SLP Voucher Reminders	Email
11/7/19	Bruce Hennings	Dues Report	Email
11/7/19	LTGs	Dues Report	Email
11/7/19	Bruce Hennings	Bounced Check	Email
11/7/19	Bruce Hennings	Chico State Status	Email
11/10/19	Huy Nguyen	MUC Access	Email
11/18/19	CNH Presidents & Treasurers	Paying Dues/Deadline Reminder	Email
11/18/19	Bruce Hennings	Updated Dues Report	Email
11/27/19	Bruce Hennings	Dues Report	Email
11/27/19	CNH Presidents & Treasurers	Final Dues Reminder	Email
11/27/19	LTGs	Dues Report	Email
12/19/19	DCON Workshop Chairs	Workshop Application	Email
1/7/20	Armando Velazquez, Garvey Su, Wayne Cheng, Jennifer Sandoval	January Proposal Drafts	Email
1/13/20	Robert Chirk	CKI N/S Park Locations	Email

1/14/20	Scott & Yaret Smith	CKI South Park Locations	Email
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully executed FTC Penny Wars and On-Site Fundraiser
2. Drafted proposals for the 2020-2021 DFI & CKI N/S Parks
3. Prepared for KFH and TP week.
4. Began working on strengthening Fundraising Database

b. Top 5 Plans

1. Approve proposals for 2020-2021 DFI and CKI N/S 2020
2. Help Treasurers and Fundraising Chairs finish the term strong
3. Update and overhaul the Fundraising Database
4. Plan and execute a successful DCON On-Site Fundraiser
5. Look for a successor

III. Resources Needed

1. N/A

IV. District Officer Assessment

<p>1. Create and actively promote resources to assist TFCs with their term such as continuing the MUC manual and financial templates.</p> <p>As a committee we are still working on finalizing other resources to provide for a successful winter quarter and last push of the term.</p>
<p>2. Raise awareness and promote education of the DFIs through the creation of new resources and execution of successful DFI education weeks.</p> <p>The FiFun committee hosted the DFI Workshop at FTC and has been a resource for anyone that has any further questions about them. We are in preparation of promoting the Kiwanis Family House Week and Trevor Project Week.</p>
<p>3. Support club fundraising efforts by providing resources such as an updated Fundraising Database, event planning guides and personally reaching out to individual clubs.</p>

The Fundraising 101 power point was released with updates to emphasize the difference between charitable and non-charitable fundraising. These efforts have helped clubs to gauge the differences between small and large scale fundraising and find what best suits their needs. The Fundraising Database is still in the process of being reworked and we hope to provide clubs with examples of fundraisers that they can build off upon this term and moving forward.

4. Encourage a community for TFCs by creating and releasing a TFC pen pal system earlier in the term to facilitate communication and idea sharing among all TFCs.

My committee has been continuously maintaining the Penny Pal groups by striking up conversation every now and then and acting as a strong resource for any questions that the TFCs might have come up

5. Provide a meaningful and fulfilling experience for the Finance and Fundraising Committee and have more defined roles in the committee to help encourage productivity and support for TFCs.

FiFun continues to work diligently on assigned tasks and looks forward to executing events coming forward and other workshops.

V. Announcements

a. N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Secretary Board Report
January 2020 Board Meeting
Respectfully Submitted by **Jennifer Sandoval**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/31/2019	Sacramento State General Meeting		1.5
11/1/2019	Fall Training Conference	10	24
11/7/2019	Sacramento State General Meeting		1.5
11/9/2019	Sacramento State NMIB		4.5
11/14/2019	Sacramento State General Meeting		1.5
11/21/2019	Sacramento State General Meeting		1.5
11/23/2019	Capital November DCM		1

Total Service Hours since Last Board Report: 10

Total Service Hours since April 1st, 2019: 45

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/28/2019	Scott Smith	Weekly Call	Phone
10/28/2019	FTC Committee, District Board	FTC Debriefing	Zoom
10/28/2019	Erica Wei	One in a Melon CERF	Email
10/28/2019	CNH Secretaries	Secretary Sunday	Email
10/28/2019	Wayne Cheng, Olivia Chang	FTC Script	Email
10/29/2019	Wayne Cheng, Armando Velazquez	November 2019 District Board Meeting Packet Draft	Email

10/29/2019	CNH Secretaries	October Webinar CERFs & Attendance	Email
10/30/2019	CNH Club Executive Board, CNH District Board, CNH CKI Kiwanis Committee	November 2019 District Board Meeting Packet	Email
11/1/2019	Kevin Ru	October MRFs Zip File	Email
11/4/2019	Kevin Ru	Vouchers	Email
11/5/2019	Scott Smith	Weekly Call	Phone
11/11/2019	CNH Secretaries	Secretary Sunday	Email
11/11/2019	L&R Committee	L&R Committee Meeting	Google Hangouts
11/12/2019	Scott Smith	Weekly Call	Phone
11/14/2019	Wayne Cheng, Kevin Ru	Executive Board Call	Phone
11/21/2019	Wayne Cheng, Armando Velazquez	Enrollment Verification	Email
11/27/2019	CNH Secretaries, CNH Presidents	Fall Training Conference 2019 DERF	Email
12/1/2019	CNH Secretaries	Secretary Sunday	Email
12/1/2019	L&R Committee	L&R Committee Meeting	Google Hangouts
12/3/2019	CNH Secretaries	November Webinar CERFs & Attendance	Email
12/3/2019	CNH Club Executive Board, CNH District Board, CNH CKI Kiwanis Committee	Call to December 2019 Special District Board Meeting	Email
12/20/2019	Jeevan Bhullar	Service Committee Proposals	Phone
12/22/2019	L&R Committee	L&R Committee Meeting	Google Hangouts
12/24/2019	CNH Club Executive Board, CNH District Board, CNH CKI Kiwanis Committee	Call to January 2020 District Board Meeting	Email
12/24/2019	Bruce Hennings, Armando Velazquez, Wayne Cheng	January District Board Meeting Flight Information	Email
12/30/2019	CNH Secretaries	Secretary Sunday	Email
12/30/2019	CNH Secretaries	December Webinar CERFs & Attendance	Email
1/11/2020	Scott Smith	Upcoming Deadlines	Email

1/11/2020	Wayne Cheng, Armando Velazquez	January 2020 District Board Meeting Agenda Draft	Email
11/13/2020	CNH Club Executive Board, CNH District Board, CNH CKI Kiwanis Committee	January 2020 District Board Meeting Agenda	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Continually sent Secretary Sundays, hosted one-on-ones, and answered potential successor questions.
2. Communicated with members of District Committees to discuss potential proposals at District Board Meetings
3. Prepared with the Laws & Regulations Committee for elections season

b. Top 5 Plans

1. Conduct more personal outreach to the District Board and CNH Secretaries
2. Assist Secretaries with awards season and other deadlines
3. Work closely with Technology Software/Data Teams to create the possible online MRF Portal
4. Finalize plans for the L&R Committee in Spring
5. Find a successor

III. Resources Needed

N/A

IV. District Officer Assessment

Provide constant communication and support for Club Secretaries.

Have been communicating with Secretary Sundays and also through private messages and emails. Hoping to host more office hours during the hectic deadline season in at the end of February.

Improve club & district communication.

Uploaded District Board Meeting Packets & minutes to the District Website. Working through MRF Feedback to the District Board.

Improve upon the Laws & Regulations Committee by increasing exposure through committee members and providing more resources for growing clubs.

We worked on Bylaws Collection & review which required plenty of communication with club Executive Boards.

Regularly review and update District Documents.

Will be revisiting the District Operating Procedures. Recently reviewed club bylaws and released a Club Bylaws Amendment Guide.

Be a reliable resource for not only secretaries, but all of the CNH District Board.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Governor Board Report
January 2020 Board Meeting
 Respectfully Submitted by **Wayne Cheng**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/7/19	SFSU CKI Meeting		1
11/14/19	SFSU CKI Meeting		1
11/16/19	KIWIN'S Fall Rally North 2019 SAA	4	
11/16/19	UCSD's Masquerade Ball		3
11/23/19	KIWIN's Fall Rally South 2019 SAA	4	
11/21/19	SFSU CKI Meeting & Tabletop Service	1	1
12/5/19	SFSU CKI Meeting		1
12/29/19-12/31/19	PCC's Go West 2019	7	5
1/1/20	Rose Float Parade		5
1/18/20	UCR's K-Rock 2020		5

Total Service Hours since Last Board Report: 16

Total Service Hours since April 1st, 2019: 61

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/5/19	Armando Velazquez	Weekly Call	Phone
11/15/19	Armando Velazquez	Weekly Call	Phone

11/22/19	Armando Velazquez	Weekly Call	Phone
12/6/19	Armando Velazquez	Weekly Call	Phone
12/7/19	Joshua Ranario/Erica Wei	Autumn Sunburst Approval	Email
12/11/19	Roselyn Duong	Kiwanis Family Starter Kit Approval	Email
12/12/19	Nora Lovell	Workshops Approval	
12/13/19	Armando Velazquez	Weekly Call	Phone
12/15/19	CNH District	Special Board Meeting Instructions	Email
12/20/19	Armando Velazquez	Jan Board Meeting Agenda	Email
12/20/19	Dan Germain, Chuofan Yu, Emma Chang	March for KFH Venues	Email
12/23/19	District Board	December Updates/Reminders	Email
12/24/19	Kiwanis District Board	Sunburst	Email
12/24/19	Armando Velazquez	Weekly Call	Phone
12/27/19	Armando Velazquez	Weekly Call	Phone
12/30/19	Bruce Hennings	January Board Weekend Housing	Email
1/10/20	Armando Velazquez	Weekly Call	Phone
1/13/20	Armando Velazquez	Weekly Call	Phone
1/17/20	Olivia Chang, Joey Pontillas	Spring Training Conference	Email
1/17/20	Armando Velazquez	Weekly Call	Phone
1/19/20	Nora Lovell, Armando Velazquez	Workshop Matrix	Email
1/19/20	Kathy Tran	CDF Graphic	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully hosted Fall Training Conference 2019

2. Held a Special Board meeting to approve DLSSP
3. Board one on ones
4. Attended large scale club events (Mball, Go West, K-Rock)
5. Awards released

b. Top 5 Plans

1. Organize and host District Convention 2020
2. Host the District Large Scale Service Projects
3. Fundraise for the Governor's Project (CDF) and WASH
4. Assist clubs in completing charters or International Dues
5. Advertise District Awards

III. Resources Needed

1. Time & Energy!

IV. District Officer Assessment

1. Club Building – Goal to charter 3-5 schools by the end of the term
2. Communication – Although communication ceased a bit during finals/holiday season, we're back in rhythm for the spring semester.
3. Service – DLSSP was planned and approved for the February dates.
4. Membership Growth – Currently at ~1800 members.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

**2019-2020 District Board of Officers
January 2020 District Board Meeting
Sunday, January 26, 2020 at 1:00 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA**

Notes