
CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

March 27, 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
March District Board Meeting
Friday, March 27, 2020 at 12:00 PM
Via Zoom

Agenda

- I. Call to Order** – Wayne Cheng, District Governor
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. Sunday, January 26, 2020 – District Board Meeting
- IV. Approval of Items**
 - A. 2019 – 2020 District Board Resolutions – Jennifer Sandoval, District Secretary
 - B. Endorsement of Candidate for International Office
- V. 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

VI. Past Events

VII. Upcoming Events

VIII. Announcements

IX. Adjournment – Wayne Cheng, District Governor

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

March 2020 Board Meeting Packet

Minutes for Approval

CALIFORNIA-NEVADA-HAWAII 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

Attendance

Wayne Cheng, District Governor	Jonash Poyaoan, Sunset Lieutenant Governor
Jennifer Sandoval, District Secretary	Joshua Nepomuceno, Club Building & Revitalization Chair
Kevin Ru, District Treasurer	Erica Wei, Communications & Marketing Chair
Joey Pontillas, Capital Lieutenant Governor	Nora Lovell, District Convention Chair
Ashley Kil, Central Coast Lieutenant Governor	Olivia Chang, Fall Training Conference Chair
Katherine Hoang, Citrus Lieutenant Governor	Roselyn Duong, Kiwanis Family & Foundation Chair
Andy Nguyen, Desert Oasis Lieutenant Governor	Bruce Casenaz, Member Recognition Chair
Ryan Tan, Foothill Lieutenant Governor	Braden Lem, Membership Development & Education Chair
Darian Sein-Lwin, Golden Gate Lieutenant Governor	Chris Lam, Technology Chair
Eduardo Castillo, Metro Lieutenant Governor	Armando Velazquez, District Administrator
Aaron Zepeda, Paradise Lieutenant Governor	

Executive Summary

The January 26, 2020 District Board Meeting was called to order at 1:00PM by District Governor Wayne Cheng.

W. Cheng removed approval Items 4 (DSI/DFI Correlation) and 5 (Increasing the Length of DSI/DFI) from Item B, the 2020-2021 District Service Initiative Proposal.

The 2020-2021 rotating District Fundraising Initiative was approved to be the Environmental Defense Fund.

The 2020-2021 District Service Initiative was approved to be Serving Our Environment.

The date and location for Crazy Kompetition for Infants North 2020 was approved to be October 3rd at Tahoe Park.

The date and location for Crazy Kompetition for Infants South 2020 was approved to be October 10th at Stanton Regional Park.

The date and location for Presidents' Retreat 2020 was approved to be June 26-28th at French Gulch Campsite.

The date, budget, theme, and location for Spring Training Conference North 2020 was approved to be May 2nd at UC Davis, with the theme of Olympics.

The date, budget, theme and location for Spring Training Conference South 2020 was approved to be May 3rd at CSU Fullerton, with the theme of Olympics.

Item 1, limiting the amount of planning hours allowed to be 50% of the total community service hours, on the Planning Hours Change Proposal was approved. Item 2, the addendum to the District Operating Procedures requiring minutes for planning hours, was not approved.

The District Board members gave their reports.

The January 26, 2020 District Board Meeting was adjourned at 2:49 PM by District Governor W. Cheng.

Minutes

- X. Call to Order** – Wayne Cheng, District Governor – 1:00PM
- XI. Flag Salute** – Eduardo Castillo, Metro Lieutenant Governor
- XII. Opening Thoughts** – Aaron Zepeda, Paradise Lieutenant Governor
- XIII. Introduction of Guests** – Jennifer Sandoval, District Secretary

District Governor W. Cheng removed Items 4 (DSI/DFI Correlation) and 5 (Increasing the Length of DSI/DFI) from Item B, the 2020-2021 District Service Initiative Proposal.

XIV. Approval of Agenda

W. Cheng entertained a motion to approve the agenda for the January 26, 2020 District Board Meeting.

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

Motion passed.

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

XV. Approval of Minutes

A. Friday, November 1, 2019 – District Board Meeting

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

Moved by Metro Lieutenant Governor E. Castillo, and seconded by Citrus Lieutenant Governor K. Hoang.

Motion passed.

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

B. Sunday, December 15, 2019 – Special District Board Meeting

W. Cheng entertained a motion to approve the minutes from the December 15, 2019 Special District Board Meeting.

Moved by R. Tan, and seconded by Central Coast Lieutenant Governor A. Kil.

Motion passed.

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

XVI. Approval of Items

- A. 2020-2021 District Fundraising Initiative – Kevin Ru, District Treasurer
District Treasurer K. Ru introduced the proposal, stating the our District has three DFI's that we pick to educate our clubs on. There are two that stay every year (Pediatric Trauma Program, Kiwanis Family House), and the third one changes every year. This year, the FiFun committee collaborated with Service committee to work to have a correlation between the DSI and DFI. K. Ru states that their proposals are centered around the environment given the recent situations that they would like to raise awareness and funds towards.

He highlights the different options on the proposal: Environmental Defense Fund, Oceana, and Pure Earth. Following, he states that the FiFun committee endorses option 1, the Environmental Defense Fund because it provides support towards all aspects of the environment.

W. Cheng entertained a motion to approve the Environmental Defense Fund as the 2020-2021 District Fundraising Initiative.

Moved by A. Nguyen, and seconded by Sunset Lieutenant Governor J. Poyaoan.

Motion passed.

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

- B. 2020-2021 District Service Initiative – Anna Se, District Service Chair
W. Cheng introduced that our district has a DSI that unites the district under a common service goal. There are 3 options: Serving Our Environment, Food Insecurity, and Animal Rights. Service Committee endorses "Serving Our Environment" because of correlation to DFI.

District Secretary J. Sandoval entertained a motion to approve Serving Our Environment as the 2020-2021 District Service Initiative.

Moved by K. Hoang, and seconded by J. Poyaoan.

Motion passed.

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

C. Crazy Kompetition for Infants North 2020 – Kevin Ru, District Treasurer

K. Ru opened by explaining what Crazy Kompetition for Infants is about. He stated that he would be proposing the location and date for the event.

He proposes Tahoe Park and North Laguna Park as the event locations. He states that Tahoe Park has been used in the past and has been very good with not many issues. The FiFun committee endorsed the date as Saturday, October 3rd, correcting the typo on the proposal. He stated that it's a week earlier than the past year, but it is normally this date to have a larger registration gap between CKI N/S and FTC.

W. Cheng entertained a motion to approve the location of CKI North 2020 at Tahoe Park.

Moved by J. Pontillas, and seconded by E. Castillo.

Motion passed.

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

W. Cheng entertained a motion to approve CKI North 2020 with a date of Saturday, October 3rd, 2020.

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

Motion passed.

10 ayes (J. Sandoval, K. Ru, J. Pontillas, A. Kil, K. Hoang, R. Tan, D. Sein-Lwin, E. Castillo, A. Zepeda, J. Poyaoan), 1 opposed (A. Nguyen), 0 abstentions.

D. Crazy Kompetition for Infants South 2020 – Kevin Ru, District Treasurer

K. Ru introduced Stanton Regional Park as the proposed location for CKI South. He stated that there is a good general accessibility of the park with an open area for games. The main con is the lack of shaded area. The FiFun Committee has also proposed October 10th as the date for the event.

W. Cheng entertained a motion to approve the location as Stanton Regional Park.

Moved by J. Poyaoan, and seconded by Golden Gate Lieutenant Governor D. Sein-Lwin.

Motion passed.

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

W. Cheng entertained a motion to approve
Wayne entertains a motion to approve CKI South 2020 Saturday,
October 10th, 2020.

Moved by Paradise Lieutenant Governor A. Zepeda, and
seconded by D. Sein-Lwin.

A. Nguyen mentioned that there's an issue of quarter schools not being advertised to their clubs due to school. He stated that social media does have an affect on attendance, but it is more likely for new members to get attention from it occurring in person.

K. Ru responded, stating that they should be more proactive about advertising; there will be resources such as promotional packets, personal outreach, flyers, tables, and more. He continued, describing CKI N/S as an event that is very cheap and a great way to dive into Circle K. Clubs also have the option to pay for empty spots to reserve the early registration cost for potential members.

Motion passed.

10 ayes (J. Sandoval, K. Ru, J. Pontillas, A. Kil, K. Hoang, R. Tan, D. Sein-Lwin, E. Castillo, A. Zepeda, J. Poyaoan), 1 opposed (A. Nguyen), 0 abstentions.

- E. Presidents' Retreat – Wayne Cheng, District Governor
W. Cheng has proposed two items for Presidents' Retreat – the location and date. He introduced the location as French Gulch Campsite, the same location for the past several years. He stated that it had could accommodate a large amount of guests and was central to CNH. The main con is that there are no showers available.

He proposed June 26-28th as the date; July 11th was the target to avoid CKIX and the July District Board Meeting, but the reservations were booked right after they opened.

J. Sandoval entertained a motion to approve the location for Presidents' Retreat 2020 as French Gulch Campsite.

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

Motion passed.

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

J. Sandoval entertained a motion to approve the date for Presidents' Retreat 2020 as June 26-28, 2020.

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

Motion passed.

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

F. Spring Training Conference North 2020 – Joey Pontillas, Capital Lieutenant Governor

J. Pontillas introduced Spring Training Conference as the districts first annual event of the term targeted to train the new officers. This year, there are four items for approval: location, date & time, theme, and budget.

He has proposed the location as UC Davis, where workshops are very centralized, housing provided, free weekend parking, and an open area for lunch. A con is that it can be quite far from other schools. The date would be Saturday, May 2nd from 7AM to 5PM. He endorsed Option 1: Olympics for the theme and presented the budget afterwards.

W. Cheng entertained a motion to approve Items 1, 2, and 4 (Location, Date & Time, and Budget).

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

Motion passed.

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

W Cheng entertained a motion to approve Olympics as the theme.

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

Motion passed.

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

G. Spring Training Conference South 2020 – Olivia Chang, Fall Training Conference Chair

O. Chang followed J. Pontillas and stated that STC South is also a transitional event for both the old board and new board. After reflecting on the school calendar, she has decided to adjust the proposed date to Sunday, May 3rd. She stated that it is the cheapest district event with early registration being \$5 and onsite registration being \$7. The location is proposed at Cal State Fullerton, where it was held last year.

W. Cheng entertained a motion to approve the proposal as presented.

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

W. Cheng asked O. Chang to explain the date change to the gallery.

O. Chang explained that finals week was following the original date so many people would be using the area to study, so they decided that they would move the date.

Motion passed.

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

H. Changes to Service Planning Hours – Anna Se, District Service Chair

W.Cheng addressed that this proposal resolves around the District Operating Procedures, specifically in regard to planning hours and how there was no definition/limit to what is considered. W. Cheng began with Item 1, stating that it would limit planning hours to 50% of total community service hours. Item 2 adds an addendum to add meeting minutes when reporting service planning hours.

J. Sandoval entertained a motion to approve Item 1, limiting the amount of planning hours allowed to be 50% of the total community service hours.

Moved by J. Poyaoan, and seconded by E. Castillo.

J. Pontillas asked for clarification with an example. W. Cheng responded, stating that if a member had 100 service hours and 100 planning hours, they would only have 150 hours counted on the MRS.

Motion passed.

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

J. Sandoval entertained a motion to approve Item 2, the addendum requiring meeting minutes to be attached for service planning hours.

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

E. Castillo asked for clarification on opened/closed meetings. Parliamentarian C. Goulet recommended that the wording included membership instead of public. W. Cheng noted that it only says meeting. E. Castillo clarified that it did say public. C. Goulet stated that someone would need to revise the motion.

J. Sandoval asked A. Kil and R. Tan if they would be willing to revise the motion to edit the proposal and change the wording from "public" to "membership." A. Kil and R. Tan agreed.

J. Sandoval then brought up that the International Bylaws defined service planning to include actual actions to prepare for events. She continued, stating that some aspects are not necessarily taking place in meetings and therefore would not require minutes that the addendum was asking for. C. Goulet then noted that through this interpretation, completing physical acts of preparation for service events would not be counted as planning hours.

R. Tan asked for clarity regarding the word “membership” and if it was regarding membership in the committee or in Circle K. J. Sandoval responded, stating that it would be general Circle K membership.

Motion failed.

5 ayes (W. Cheng, K. Ru, A. Kil, E. Castillo, J. Poyaoan), 4 opposed (J. Pontillas, K. Hoang, A. Nguyen, R. Tan), and 2 abstentions (D. Sein-Lwin, A. Zepeda)

Motion passed.

XVII. Board Reports

A. Chair Reports

1. Club Building & Revitalization Chair – Joshua Nepomuceno
J. Nepomuceno stated that his committee has been working hard on updating resources and creating resources for clubs. They've been working on a club building manual for chartering, internal resources for the district board, and other revitalization information. He will be trying to push out a lot more resources by the end of the term.

2. Communications & Marketing Chair – Erica Wei
E. Wei and the C&M Committee have hosted a webinar on photography & professional writing. They've also released recap videos, social media references, a new style guide, and 7 sunspot posts on the district blog.

Her committee has been working to host office hours for awards, is working on a rewind video, and updating the District Style guide. She then asked the district board and gallery to review the guide.

3. District Convention Chair – Nora Lovell
N. Lovell stated that her committee has been working very hard, and that registration will be opening very soon. Everyone has been working towards making it a great experience for members.

4. Fall Training Conference Chair – Olivia Chang

O. Chang released the FTC feedback form and reflected on them. She has collected successor letters for her committee and plans to appoint committee members for STC South.

5. Kiwanis Family & Foundation Chair – Roselyn Duong
R. Duong has been working hard on Kiwanis Family month that occurred last November, which had a great increase in attendance. She has been attending plenty of Kiwanis Family events and is currently preparing for midyear north and south.

She has been working on updating the Kiwanis branches map on the CNH Website and is planning the March for KFH event on February 1st.

6. Member Recognition Chair – Bruce Casenaz
B. Casenaz stated that this has been a very hectic time. The nomination for MR Mondays is closing tomorrow, and the DCON awards were released last month. He announces the strict deadline of March 1st, 2020 by 11:59PM. The endorsement sheet must also be completed, and if it is not done, then the award will not be accepted. The deadline for the MRS is March 2nd. He asks members to utilize both the MRF and MRS when completing the awards. Lastly, he recommends not procrastinating on awards.
7. Membership Development & Education Chair – Braden Lem
B. Lem has been working on a released Icebreakers manual. In November, he and his committee released applications for mentees in the Kiwanis mentorship program. They also released a small and large scale event planning manual, with more manuals in store until the rest of the term.

He stated that his committee will be planning on hosting a webinar about transitioning between terms, which will be very useful for people preparing for elections. They'll also be collaborating with C&M on alumni spotlights.

8. Technology Chair – Chris Lam
C. Lam has been working on the Mobile app and MRF Portal. The mobile app is being prepared for DCON, and the

MRF Portal has been prepared for secretaries to test. He stated that he needs to speak about the way data and data visualization is used in the district. He also wants to release an updated website manual for technology chairs in the district.

B. Lieutenant Governor Reports

1. Capital – Joey Pontillas

J. Pontillas attended club NMIBs where he welcomed new members. He plans on working with SLPs like KWINS. Many Capital members attended Go West, and he's also hosting one on ones with members. Currently, he's focusing on spring recruitment and is working on promotion for DLSSP North as well as March for KFH. Lastly, he's appointed two additional ad hocs for the Capital Large Scale Service Project happening on February 29th.

2. Central Coast – Ashley Kil

Since FTC, A. Kil has worked on Turtle Buddies (a pen pal system), chartering Oxnard College, and divisional recognition. She's hosted a joint December DCM with Metro, and she has also been hosting PCMs. She plans on attending DLSSP North & South and elections.

3. Citrus – Katherine Hoang

K. Hoang has been working on rebranding for Citrus with merchandise and manuals. She has recently hosted an elections webinar with Golden Gate, and new presidents from Saddleback and Golden West College have been elected. Her main focus is to support clubs with elections and spring tabling. The Citrus DLT is planning their banquet and annual fellowship event.

4. Desert Oasis – Andy Nguyen

A. Nguyen hosted a WAW in December, which was the first one in two years. He focused on the Desert Oasis Academy to help with leadership. January WAW was centered around KRock, hosted by UC Riverside. He promotes UNLVs Serenade, an annual event centered around raising money for charity.

In February, A. Nguyen is planning on attending all club elections, and in March, he will be hosting another WAW. The Desert Oasis DLT is focused on creating leadership manuals to encourage members to apply for appointed board.

5. Foothill – Ryan Tan

R. Tan stated that Foothill took a step back from divisional events to let their clubs shine. Pasadena City College's Go West had an increase in attendance and service hours, Cal Poly Pomona had their fellowship retreat, and Mount Sac celebrated their 10 year anniversary.

The Foothill DLT has appointed new members, and they are also planning on making their first Foothill website. R. Tan also plans on hosting an awards night which will hopefully encourage members to apply for awards. His DLT is also hosting a takeover to let them experience what the Lt. Governor does. Lastly, he's preparing for the transition into the new term.

6. Golden Gate – Darian Sein-Lwin

D. Sein-Lwin has hosted 3 DCMs since November. His next DCM is the February DCM on February 1st which will be happening at the March for KFH event. He's also attempting to charter Napa Valley College. Lastly, he is preparing for DCON.

7. Metro – Eduardo Castillo

E. Castillo has hosted several DCMs in the past few months including a joint DCM with Central Coast. The Metros Got Talent event is scheduled for February 22nd, and Citrus has been approved to attend. The Metro banquet is planned for April 25th, and E. Castillo reminds everyone to keep the date saved. Aside from PCMs, recognition, and more, he has also appointed a new DLT member. Lastly, Pepperdine has recently been chartered and is the new member of the Metro family.

8. Paradise – Aaron Zepeda

A. Zepeda has focused more on membership development and leadership training. He offered this by hosting a fall Paradise retreat which included workshop opportunities and incorporated all three tenets of Circle K. He hopes that the event will run longer in the future and wants the next LTG to have a training session in February to help. This event will be more accessible to the members of Paradise compared to DCON. A. Zepeda has also been focusing on fundraising. After many fundraising opportunities at every DCM, the Paradise administrative funds have gone from -\$500 to a current balance of \$200.

A. Zepeda hopes that more members from Hawaii become interested in attending DCON. A total of 5 people from Hawaii are interested that and are requesting more information. He and the San Diego presidents are more involved with Hawaii affairs. They also hosted an interactive general meeting with UH Manoa and got to meet all the members through an online meeting. Lastly, he has been assisting presidents with their club elections.

9. Sunset – Jonash Poyaoan

J. Poyaoan has been hosting DCMs, and he also recently hosted a Winter board retreat in Sacramento where Sunset members got to participate in team activities. He also hosted a frenzy Friday where there were office hours as well as a mukbang. His upcoming events are the March for KFH, DLSSP North (which includes the Sunset February DCM), and a rotating weekly DLT takeover.

C. Treasurer – Kevin Ru

K. Ru and his committee hosted the District Fundraising Initiative webinar. He's also been reaching out to clubs to make sure they're dues paid, helping them with their MUC struggles. He prepared the proposals that were approved today, and the rest of his term will be focused on fundraising and finishing strong. He announced the upcoming social media weeks as well as the onsite fundraiser for District Convention.

D. Secretary – Jennifer Sandoval

- E. Director, Service Leadership Programs – Bruce Hennings
B. Hennings thanked the guests for attending today. He also gave a thank you to Olivia for all the work she did for FTC and is looking forward to Nora having a successful DCON. He reviewed the district board meeting and was reminded of the district board members who are not vouching. B. Hennings stated that he needs to receive a finalized sheet of money raised so that the records match the amount in the books. Lastly, he thanks the board for fixing the room.
- F. District Administrator – Armando Velazquez
A. Velazquez thanks the gallery and the board for their attendance. He reminds everyone to finish the term strong and also find their successors. He announces the Candidates Education Session North and South will be held, but their locations are pending still. In remembrance, he reflects on the loss of a very special advisor who passed away this new year, John Nickelson. He gives special recognition for everything he has done for the District.
- G. District Governor – Wayne Cheng
W. Cheng thanks the gallery for supporting the meetings. He thanks O. Chang and the FTC Committee for putting on a fantastic Fall Training Conference; he stated that it was his favorite event and will always have a very special place in his heart. W. Cheng is thankful to have attended plenty of club events, including Go West, UCRs Krock, and more. He reflects on the weekend, stating that the board had an incredibly productive meeting to plan out the rest of the term.

XVIII. Past Events

- A. Fall Training Conference 2019 – Olivia Chang, Fall Training Conference Chair
O. Chang reflected on FTC, stating that over 600 members came up to participate in workshops, team activities, and more. She thanks the District Board, Kiwanians, and attendees for coming out to FTC and providing support.

XIX. Upcoming Events

- A. District Convention 2020 in Riverside, CA – March 27-29, 2020
N. Lovell reminds the board of the upcoming deadlines for District Convention. She asks the board and gallery to share the

information with the members. She looks forward to seeing everyone at DCON 2020 and celebrating the end of the term.

XX. Announcements

W. Cheng reminds everyone of DLSSP registration due dates. He asks everyone to come and support the event and volunteer for the local communities.

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

XXII. Adjournment – Wayne Cheng, District Governor – 2:49PM

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

March 2020 Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2019-2020 District Board Resolutions Proposal

March 2020 Board Meeting

Respectfully Submitted by **Jennifer Sandoval, District Secretary**

PROPOSAL OVERVIEW

The listed item is the 2019-2020 District Board Resolutions. These resolutions are recommendations for the 2020-2021 District Board. We hope that they carefully reflect upon these resolutions and take the suggestions into account.

ITEM FOR APPROVAL

ITEM #1

2019-2020 District Board Resolutions

For the 2020-2021 CNH Circle K District Board

The 2019-2020 California-Nevada-Hawaii'i District Board presents the following resolutions for the 2020-2021 District Board to pursue if they feel needed:

1. Lt. Governors on District Committees

- a. We as a District Board feel the necessity for Lt. Governors to have the option to participate in or collaborate with District Committees as official members to improve communication and collaboration between District Chairs and Lt. Governors.

2. District Realignment

- a. We as a District Board feel the necessity to realign District/Divisional boundaries to assist geographically isolated clubs to help with unity and outreach.

3. District Focus

- a. The 2019-2020 District Board suggests shifting the focus of the District in the following term to address decreases in membership & service. By focusing the District agenda on recruitment and

retention, the District will be able to continue to grow throughout future years. We also believe that retention should be emphasized above recruitment to encourage a stronger returning member base since recruitment will naturally come. Having returning members who are passionate about the club will ensure that the club has additional resources and more.

4. DFI/DSI Correlation

- a. We as a District Board suggest that the 2019-2020 District Board continue to correlate the District Fundraising Initiative and District Service Initiative to contribute to similar causes to promote collaboration and unity.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

March 2020 Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

CLUB BUILDING & REVITALIZATION CHAIR Board Report

MARCH 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
01/24 – 1/26	January District Board Weekend & Meeting	0	14
2/11	Pierce Club Meeting	0	1
2/26	CBR Committee Meeting	0	1
2/28	Service Marathon	3	0
3/4	CBR Committee Meeting	0	1

Total Service Hours since Last Board Report: 3

Total Service Hours since April 1st, 2019: 25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/6/20	Callie Truong	Hermosa Beach Kiwanis Hall	Email
1/24/20	Eddie Castillo	Pepperdine University Charter	Email
1/25/20	Katherine Hoang	Satellite Clubs	Email
2/13/20	Eddie Castillo	Metro 2017-2019 Divisional Excellence Apps	Email
3/20/20	Nicolas Wright, Wayne Cheng, Kiwanis Advisor	CSU Stanislaus Charter Paperwork	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Satellite Club Guide Completed
2. Club Health Status Completed
3. Club Evaluation Survey Completed

b. Top 5 Plans

1. Implement Club Evaluation Survey Results
2. Club Building Education Curriculum
3. Establish a internal committee ticket management system
4. Send out CES to outgoing Presidents & incoming president
5. Retire (finally)

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: We've created the Satellite Club Guide with power point.

Plans: Create foundational educational material before end of term.

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've established Pathways

Plans: 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
MARCH Board Meeting
 Respectfully Submitted by **ERICA WEI**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/14/20	District C&M Committee Meeting #16		0.5
1/18/20	Kids Rock Benefit Concert		5
1/26/20	January Board Meeting		2
1/28/20	District C&M Committee Meeting #17		0.5
1/28-31/20	Students Alliance Against Trafficking Awareness Week	3	
2/1/20	Feeding San Diego	2.5	
2/1/20	Habitat for Humanity: ReStore	3	
2/3/20	International Committee Meeting		1
2/5/20	Videography Webinar		1
2/7/20	Kiwanis Luncheon		2
2/9/20	International Committee Meeting		1
2/10/20	General Body Meeting		1.5
2/15/20	District Large Scale Service Project Southwest	6	
2/17/20	General Body Meeting		1.5
2/19/20	District C&M Committee Meeting #18		1
2/21/20	Kiwanis Luncheon		2
2/22/20	Canines and Cupids Adoption	3.5	
2/23/20	WAPI Project	4	
2/24/20	General Body Meeting		1.5
2/26/20	International Committee Meeting		1
2/29/20	Candidate Education Session South		3
3/2/20	International Committee Meeting		1
3/10/20	General Body Meeting		1.5

Total Service Hours since Last Board Report: 114
Total Service Hours since April 1st, 2019: 136

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/21/20	Wayne Cheng	Committee Directives	Email
1/23/20	Mackenzie Steele and Tana Early	Networking: The Basics Training	Email
1/31/20	Patti Ryder	Committee updates, January District Board Meeting recap, discussion of plans for the rest of the term	In-person
2/1/20	Wayne Cheng and Armando Velazquez	DCON Program Ad	Email
2/3/20	Kevin Ru	January District Board Meeting Voucher	Email
2/3/20	District C&M Committee	Outstanding District Committee Award Reminder	Email
2/4/20	Mackenzie Steele and Tana Early	Diversity and Inclusion Workshop Research	Email
2/5/20	Garrett Moore	Videography Webinar Graphic	Email
2/5/20	District C&M Committee	January CERFs	Email
2/6/20	Zarien Morris	Pre and post DCON housing arrangements	Messenger
2/9/20	Evan Lin	UCSD Circle K MRS Help	Email, in-person
2/10/20	Zarien Morris	Flight information finalization	Messenger
2/11/20	Armando Velazquez	Candidate Education Session South	Email
2/11/20	Kathy Tran	DCON Emcee Nominees Video	Email and Messenger
2/17/20	Garrett Moore	Divisional Icons	Email
2/18-19/20	Andy Nguyen	Closed captioning and Youtube uploading	Messenger

2/19/20	Bruce Casenaz	Outstanding Club Media Award Rubric feedback	Phone Call and Messenger
2/20/20	Evan Lin	SAHFT Planning Hours and C&M CERFs	Email
2/20/20	Andy Nguyen	DCON IG Story	Email and Messenger
2/20/20	Wayne Cheng	Candidate Education Session information and Facebook event page	Messenger
2/21/20	Ryan Tan	Candidate Education Session graphics	Email and Messenger
2/22/20	Andy Nguyen	DCON Opening Slideshow	Messenger
2/23/20	Tana Early	Professional Development Meeting Rescheduling	Email
2/25/20	Armando Velazquez	Candidate Education Session South Slides	Email
2/26/20	Andy Nguyen	Opening Slideshow Submissions: We did it! Video	Messenger
2/26/20	Kylie Tran	UCSD Club Award help	In-person
2/27/20	Kylie Tran	Distinguished President Letter of Recommendation	Email and Messenger
2/27/20	Kylie Tran	UCSD Club Award help	In-person
2/28/20	Andy Nguyen	SAA Promo Video	Messenger
2/28-29/20	Tin Vu	Outstanding Club Media Award questions	Messenger
2/29/20	Armando Velazquez	Candidate Education Session South Slide Finalization	Email
2/29/20	Inji Hankala	Distinguished President Letter of Recommendation	Email and Messenger
3/1/20	Daniel Freeman	Award Submission Link and Info	Email and Messenger
3/1/20	Joshua Ranario	UCR Newsletter Forward	Email
3/3/20	Zarien Morris	Hotel confirmation	Messenger
3/5/20	Andy Nguyen	DCON Talent Show Emcee Nominee Reveal	Messenger
3/7/20	Olivia Cheng and Joey Pontillas	Spring Training Conference Facebook event page details	Email and Messenger

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Committee has completed its Tutorial Tuesday Webinar Series (six in total) and weekly posting for the C&M Network
2. Committee has released the third district newsletter (Vol. 59, Issue 3)
3. Committee has made eleven posts on the Sunspot since its restart in October
4. Committee has been accepted as hosts for District Convention 2020 for two workshops: Don't Sleep on Marketing & Design and Videography
5. Committee has posted 21 Facebook event pages, 45 Facebook posts, 13 Instagram posts, 22 Twitter posts, and uploaded 30 YouTube videos since the beginning of the term
6. Committee has updated the District Website with C&M resources and reorganized its formatting for easier access
7. Committee has updated Divisional Icons to match Divisional Logos

b. Top 5 Plans

1. Committee will release the fourth and last Sunburst of the term at the end of March
2. The official release of the Publications Manual
3. District Spring Rewind video will be released at the end of March
4. Official conclusion for C&M Network Tutorial Tuesday
5. Committee will organize and upload all position-related files to the shared Google Drive

III. Resources Needed

1. Publications Manual

IV. District Officer Assessment

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. With our Tutorial Tuesday (weekly tutorial sharing and monthly webinar), Creative Monday's newsletter, and C&M Spotlight, the committee has worked to develop C&M Network traditions for the community and allow it to be a place for all C&M-related content. My committee was able to implement all of these.

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 completed our final webinar on Videography. This webinar was hosted by my cinematographers who specialize in this field and had sections that involved live demonstrations. The webinar slideshows and/or recordings are also archived in the C&M Network which members can have access to if asked. This concludes the Tutorial Tuesday Webinar series.

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.

There has been more finetuning of the District Style Guide and a development of a social media and graphic design slideshow. 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 DCON and awards 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 Kids Rock Concert and DLSSPs. We have also updated all the links and formatting for the C&M Resources on the District Website.

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 serves 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 (styleguide.cnhcirclek.org) for the District Style Guide and District Graphic Standards Assets Google Drive (bit.ly/CNHGraphicAssets) so that members may find the resources easier and quicker.

V. Announcements

Graphic Standards

- *I request everyone's help in advertising the updated District Style Guide and uphold District Graphic Standards regulations by making sure ALL officers, clubs, and divisions comply to proper CNH branding. Please help me emphasize its importance to the incoming club and district boards.*

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Fall Training Conference Chair Board Report
March 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
01/18/20	January Metro DSP + DCM	2.5	.5
02/01/20	Los Cerritos Wetlands Restoration	2.5	
02/03/20	CSULB CKI 1 st General Meeting		1
02/03/20	Raising Canes Fundraiser		2
02/06/20	UCLA CKI Elections		5.5
02/08/20	Kiwanis Mid-Year South	6	
02/09/20	STC South Committee Meeting		.5
02/15/20	DLSSP Southwest	6	
02/15/20	February Metro DCM		1
02/16/20	Service Marathon Pt. 2	1.5	
02/17/20	CSULB CKI 4 th General Meeting		1
02/22/20	Metro's Got Talent		3
02/24/20	CSULB CKI 5 th General Meeting		1
02/26/20	CSULB CKI E-Board Meeting		2.5
02/27/20	USC CKI Elections		1.5
03/02/20	CSULB CKI 6 th General Meeting		1
03/02/20	Appointed Board 101 Workshop		.5
03/02/20	CSULB CKI Joint E-Board Meeting		1.5
03/03/20	LB Kiwanis Takeover		2
03/09/20	CSULB CKI 7 th General Meeting		1
03/09/20	STC South Committee Meeting		.5
03/12/20	Lydia House	1	
03/15/20	Phoenix Café Night		3

Total Service Hours since Last Board Report: 19.5
Total Service Hours since April 1st, 2019: 112.25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
01/15/20	Joey Pontillas	STC Meeting STC Theme & Proposal	Zoom
01/20/20	Cammie Lam, Mickey Cuento	DCON Workshop Offer	Email
01/22/20	FTC Committee, District Board, Individual Members	STC South Committee Interest	Email
01/31/20	DCON Graphics, Nora, Wayne, Mondo	Program Ad Approval	Email
01/31/20	FTC Committee, Wayne, Advisors	Important Reminders, Outstanding Committee Member Award & Updates	Email
02/02/20	Individual FTC Committee Members	Position Successor Letters	Email
02/03/20	STC South Committee, Wayne, Mondo	STC South Introduction, Committee Roster, Theme & Communication Platforms	Email
02/09/20	Joey Pontillas	STC Meeting Committee Master Timeline & Website	Zoom
02/09/20	STC South Committee	STC South Meeting #1	Zoom
02/11/20	Bruce Hennings, Mondo, Wayne, Joey Pontillas	STC Early Registration Deadline	Email
02/17/20	STC South Committee, Wayne, Mondo	STC South Meeting #1 Recap, Task List & North Committee Roster	Email
02/18/20	Alicia Sieu, Jason Liu, Kathleen Panganiban	DCON Effective Event Planning Workshop	Zoom

02/18/20 – 02/20/20	Wayne Cheng, Nora Lovell	DCON Program Content & Welcome Messages	Email
02/19/20	Mondo, Wayne, Nora, DCON Advisors, Bruce Hennings	DCON Program Rough Draft	Email
02/21/20	FTC Committee, Bruce Casenaz	Important Update on Outstanding District Committee Award	Email
02/24/20 – 03/01/20	Individual FTC Committee Members	Outstanding District Committee Award Submissions	Email
02/26/20	Mondo, Wayne, Joey Pontillas, STC N/S Workshop Co-Chairs	STC Approval Item – Workshops Application	Email
02/27/20	Andy Nguyen	STC Logo & Banners	Email
02/27/20	Mondo, Wayne, Joey Pontillas, STC N/S Graphic Chairs	STC Approval Items – Logo & Event Page Banners	Email
03/01/20	Mondo, Wayne, Nora, DCON Advisors, Bruce Hennings	DCON Program Final Draft	Email
03/04/20	Alvin Nguyen, Chris Lam, Joey Pontillas	STC South Website Content	Email
03/04/20	Mondo, Wayne, Joey Pontillas, STC N/S Registration Chairs	STC Approval Items – Registration Form & Waiver	Email
03/07/20	Angela Chen, Erica Wei, Joey Pontillas	STC Marketing FB Event Page	Email
03/09/20	STC South Committee	STC South Meeting #2	Zoom

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed my committee for Spring Training Conference South 2020 WOO!! 😊
2. Completed and submitted FTC committee members' Outstanding District Committee Member award submissions

- | |
|--|
| 3. FTC Committee will be hosting an Effective Event Planning Workshop at DCON yayy |
| 4. Completed DCON Program!! |
| 5. Released STC Event Page & Website WOWOWOw #GoToSTC #STC2020 |

b. Top 5 Plans

- | |
|--|
| 1. Organize a successful STC South!! 😊 |
| 2. Get a successor WOWOWOW |
| 3. Finish the term strong :)) |
| 4. Finish collecting ALL successor letters |
| 5. Have fun and enjoy District Convention this weekend!! |

III. Resources Needed

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

IV. District Officer Assessment

- | |
|---|
| 1. Effectively plan and work with my committee to create another great FTC experience for members.
Done! <3 |
| 2. Create an enjoyable and meaningful committee experience, and build a genuine committee relationship.
Our committee experience this year was pretty memorable, and I think meaningful connections have been made. I hope everyone enjoyed their time on committee! |
| 3. Promote and maintain a strong communication system.
While I no longer have any responsibilities related to FTC, I have still been maintaining a strong communication with District Board members and the STC South committee. I think this past term communication has been pretty transparent between the District Board and I. |
| 4. Be a resource to members across CNH.
I have had more time to focus on this goal and support the members of CNH. I hopefully have been able to help and support my fellow District Board members whenever they need it. Additionally, my committee will be leading 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. Finally, I hope to work with the STC South committee to plan a successful event 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 efficiently complete the DCON Program in the short amount of time I had. I also plan on continuing to be proactive in staying 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
 March 2020 Board Meeting
 Respectfully Submitted by Roselyn Duong

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/18/20	Kiwanis Region 16 RTC		4
1/23/20	Sacramento State Spring Soft General Meeting		1
1/29/20	Kiwanis Family & Foundation Committee Meeting		1
1/30/20	UC Los Angeles General Meeting		1
2/1/20	UC San Diego Service Marathon	3	
2/5/20	UC Irvine General Meeting		1
2/6/20	UC Los Angeles Elections		1
2/8/20	Kiwanis Midyear South	8	
2/20/20	Sacramento State General Meeting		2
2/22/20	Kiwanis Midyear North	7	
2/27/20	Sacramento State General Meeting		2
2/29/20	Spring Capital Large Scale Service Project	4	1
2/29/20	Capital February DCM		.5

Total Service Hours since Last Board Report: 24
Total Service Hours since April 1st, 2019: 93

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/18/20	Tony Montalbo	Kiwanis RTC	Messenger
1/18/20	Anna Wu	Thank you cards	In Person
1/18/20	Vanessa Lee	Kiwanis RTC	Messenger
1/20/20	Chuofan Yu	March for KFH	Messenger
1/20/20	Monica Willemzs	March for KFH	Messenger
1/20/20	Angela Chen	Promotion for March for KFH	Email
1/20/20	Erica Wei	Promotion for March for KFH	Messenger
1/21/20	Bay Area March for KFH Team	March for KFH Planning	Video Conference
1/28/20	Bay Area March for KFH Team	Promotion materials for March for KFH	Messenger
1/31/20	Chuofan Yu, Emma Chang, Wayne Cheng, Bay Area March for KFH Team	Debrief for March for KFH	Video Conference
2/1/20	Wayne Cheng	Update on March for KFH	Messenger
2/2/20	Monica Willemsz	Update on March for KFH	Messenger
2/2/20	Chuofan Yu	Update on March for KFH	Messenger
2/7/20	Wayne Cheng	Kiwanis Midyear South	Messenger
2/8/20	Anna Wu	DCON Workshop	In Person
2/9/20	Mickey Cuento	DCON Workshop and one on one	Messenger
2/15/20	Garrett Moore	Kiwanis Family Jackets	Email
2/15/20	Celena Yee	Kiwanis Family Jackets	Messenger
2/21/20	Wayne Cheng	Kiwanis Midyear North	Messenger
2/22/20	Joe Samson	Key Leader Volunteers	In-Person
2/26/20	Kanza Choudhary	Kiwanis Family Awards	Messenger
2/26/20	Celena Yee	Kiwanis Family Awards	Messenger
2/27/20	Christina Lam	Awards	Messenger
2/27/20	Leslie Cheng	Awards	Messenger
2/27/20	Miyu Nakajima	Awards	Messenger
3/2/20	Joe Samson	Volunteering for Key Leader	Messenger
3/2/20	Celena Yee	Key Club DCON	Messenger
3/2/20	Kanza Choudhary	Key Club DCON	Messenger
3/2/20	Jonash Poyaoyan	Key Club DCON	Messenger

3/8/20	Anna Wu	KIWIN'S Awards Judging	Messenger
3/8/20	District Board	KIWIN'S Awards Judging	Messenger
3/10/20	Janet Teng	Key Club DCON College Expo	Messenger
3/10/20	Joey Pontillas	Key Club DCON	Messenger

VII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successful new jointly planned event with CKI, Key Club, and KIWIN'S called March for KFH
2. Second round of One-on-Ones released
3. Released extra activities for Kiwanis Family Representative pairings
4. Aided Kiwanis Family Chairs and Representatives with awards
5. Tabling at Kiwanis Midyear

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.

VIII. Resources Needed

1. District Officer Assessment

1. We have sent out monthly infographics and spotlights, and we had a full month full of spreading awareness 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 also released a calendar for one-on-ones again for check-ups if they would like, but this second round was optional. Many of them have also simply reached out to me personally.
3. The FAQ page that we have renamed to the Kiwanis Family Starter Kit has been completed and released.
4. We released 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

March 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
01/29/2020	UC Irvine Elections		3
01/30/2020	CSU Fullerton General Meeting		2.5
02/6/2020	CSU Fullerton General Meeting & Nominations		1.75
02/10/2020	CSU Fullerton Board Meeting		1.5
02/13/2020	CSU Fullerton General Meeting & Elections		4
02/14/2020	Citrus DCM		.25
02/14/2020	District Large Scale Service Project Southeast	4.5	
02/15/2020	District Large Scale Service Project Southwest	6	
02/17/2020	CSU Fullerton Board Meeting		1.5
02/20/2020	CSU Fullerton General Meeting		1.25
02/22/2020	El Modena High School Cleanup	2.5	
02/24/2020	CSU Fullerton Board Meeting		1.5
03/5/2020	CSU Fullerton General Meeting		2
03/9/2020	CSU Fullerton Board Meeting		1.5
03/12/2020	CSU Fullerton General Meeting		1.5
03/12/2020	The Hat Social		2

Total Service Hours since Last Board Report: 13

Total Service Hours since April 1st, 2019: 108.25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
01/28/2020	19-20 CNH Club Executives	District Member Recognition Committee Awards/MRS Office Hours #1 Reminder	E-Mail
02/02/2020	Kevin Ru	SLP Voucher Clarification	Messenger + E-Mail
02/02/2020	Garvey Su	One-on-one	Call
02/03/2020	Erica Wei, Angela Chen	February MR Mondays Week 1	Messenger
02/04/2020	Garrett Moore	Award Questions (Outstanding District Committee Member Award)	Messenger
02/04/2020	Vincent Hoang	Award Questions (Scrapbooks)	Messenger
02/05/2020	Armando Velazquez	Awards Judging Day	E-Mail
02/09/2020	Evan Lin	Master Records Sheet Troubleshoot	E-Mail
02/09/2020	Douglas Shimizu	Master Records Sheet Troubleshoot	Messenger
02/09/2020	Winnie Lam	Master Records Sheet Troubleshoot	Messenger
02/09/2020	Erica Wei, Angela Chen	February MR Mondays Week 2	Messenger
02/10/2020	Wayne Cheng, Jennifer Sandoval, Kevin Ru, Armando Velazquez, Garvey Su	January Monthly Report Form	E-Mail
02/10/2020	Leslie Cheng	Award Questions	Messenger
02/11/2020	Shelby Wong	Master Records Sheet Troubleshoot	E-Mail + Messenger
02/11/2020	19-20 CNH Club Executives	District Member Recognition Committee Awards/MRS Office Hours #2 Reminder	E-Mail
02/16/2020	Erica Wei, Angela Chen	February MR Mondays Week 3	Messenger
02/16/2020	Garvey Su	One-on-one	Call
02/17/2020	Garvey Su, Wayne Cheng, Armando Velazquez	2020 CNH Circle K Online Awards Submission System Preparation	E-Mail

02/17/2020	19-20 CNH District Board	Outstanding Club Media Rubric Input Form	Facebook
02/17/2020	Katelyn Duch	2019 District Awards Rubrics	Messenger
02/17/2020	Daniela Vazquez	Award Questions (Returning General Member of the Year Award)	Messenger
02/18/2020	Henry Pham	Award Questions (Returning General Member of the Year Award)	Messenger
02/18/2020	Garvey Su	Returning General Member of the Year Guidelines	Text
02/18/2020	19-20 CNH Presidents	2020 CNH Circle K Online Awards Submission System Release	E-Mail
02/18/2020	19-20 CNH Lieutenant Governors	Distinguished Divisional Excellence Award Instructions	Slack
02/18/2020	Ryan Tan	Award Questions (MRP)	Messenger
02/18/2020	Anna Se	District Large Scale Service Project Hours	Messenger
02/18/2020	Brandon Garcia	Award Questions (Compiling Awards)	Messenger
02/19/2020	19-20 CNH District Board	Outstanding Club Media Rubric Progress	Slack
02/19/2020	Roselyn Duong	Award Questions (Letter of Recommendations)	Messenger
02/19/2020	Wayne Cheng, Garvey Su, Armando Velazquez	2020 District Convention Awards Rubrics Approval Request	E-Mail
02/19/2020	Chris Lam	Updating Awards Files	Messenger
02/20/2020	Sam Bautista	District Convention 2020 Question	Messenger
02/20/2020	Leslie Cheng	Award Questions (Outstanding Interclubbing Award)	Messenger
02/20/2020	Wayne Cheng, Garvey Su, Armando Velazquez	Endorsement Sheets Override Request	E-Mail
02/20/2020	19-20 CNH Club Executives	New Member of the Year & Returning General Member of the Year Award Format Fix	E-Mail

02/20/2020	19-20 CNH District Chairs	Outstanding District Committee Member Award Questions	Messenger
02/21/2020	Adam Djabra	Award Questions (John Woodall Distinguished Membership Development and Education Award)	Messenger
02/21/2020	Lay Hak	Award Questions (Outstanding Club Media)	Messenger
02/21/2020	Luke Barrella	Award Questions (Compiling applications)	Messenger
02/21/2020	Bill Truong	Award Questions (Hall of Fame Award)	Messenger
02/21/2020	Michelle Hong	Award Questions (Attendance)	Messenger
02/21/2020	19-20 CNH District Board	2020 CNH Circle K Online Awards Submission System – District Committees	E-Mail + Slack
02/21/2020	Eric Chiu	Award Questions (Outstanding Appointed Board Officer Award)	Messenger
02/22/2020	Jason Liu	Award Questions (Outstanding District Committee Member Award)	Messenger
02/22/2020	Douglas Shimizu	Master Records Sheet Color Coding	Messenger
02/22/2020	Kristin Kim Nguyen	Award Questions (Mei Po Wong Overall Service Award)	Messenger
02/22/2020	Erica Wei, Angela Chen	February MR Mondays Week 4	Messenger
02/23/2020	Garvey Su	One-on-one	Call
02/23/2020	Eric Chiu	Award Questions (Outstanding Club Media Award)	Messenger
02/23/2020	Kevin Ru	Award Questions (Outstanding District Committee Member Award)	Messenger
02/23/2020	Kristin Kim Nguyen	Award Questions (Mei Po Wong Overall Service Award)	Messenger
02/23/2020	Douglas Shimizu	Award Questions (Outstanding District Committee Member)	Messenger
02/23/2020	Wendy Zhang	Master Records Sheet Reminder Graphics	Messenger
02/24/2020	Garvey Su	Recruiting Additional Judges	Text
02/24/2020	Kristin Kim Nguyen	Award Questions (Mei Po Wong Overall Service Award)	Messenger

02/24/2020	Winnie Lam	Master Records Sheet Deadline Reminder	Messenger
02/24/2020	Jason Liu	Award Questions (Attendance)	Messenger
02/24/2020	Jeevan Bhullar	Membership Recognition Program Clarification	Messenger
02/24/2020	Adam Djabra	Award Questions (Supplements)	Messenger
02/24/2020	Remy Sprague	Master Records Sheet Troubleshoot	E-Mail
02/24/2020	Wayne Cheng, Garvey Su, Armando Velazquez	District Convention 2020 Awards Judging List Early Assignment	E-Mail
02/24/2020	19-20 CNH Presidents	Outstanding District Committee Member Submission Process	E-Mail
02/24/2020	Scott Smith	Monthly Report Form/Master Records Sheet Question	E-Mail
02/24/2020	Wayne Cheng	2020 District Awards Presentation Order	Messenger
02/24/2020	Natalie Mann, Esther Wang	2016-2017 & 2017-2018 Master Records Sheet Files	Messenger
02/24/2020	Katelyn Duch	Emotional Support :')	Messenger
02/25/2020	Jason Liu	Award Questions (Administration)	Messenger
02/25/2020	Heri Guzman	Award Questions (Compiling Awards)	Messenger
02/25/2020	19-20 CNH Club Executives	District Member Recognition Committee Awards/MRS Office Hours Final Session Reminder	E-Mail
02/25/2020	19-20 CNH Club Executives	Awards Sample Files	E-Mail
02/25/2020	Remy Sprague	Master Records Sheet Troubleshoot	E-Mail
02/25/2020	Eric Chiu	Award Questions (Outstanding Club Media Award)	Messenger
02/26/2020	Eric Chiu	Award Questions (Outstanding Club Media Award)	Messenger
02/26/2020	Roselyn Duong	Award Questions (Don Hull Distinguished Kiwanis Family Relations Award)	Messenger
02/26/2020	Kristin Kim Nguyen	Award Questions (Distinguished Award Eligibility)	E-Mail
02/26/2020	Matthew Kim	Award Questions (Endorsements Sheet)	Messenger

02/26/2020	Olivia Chang	2020 District Awards Presentation Order	Messenger
02/26/2020	Katelyn Duch	Outstanding Total Achievement Award Questions	Messenger
02/26/2020	19-20 CNH District Chairs	Anticipated Outstanding District Committee Member Applicants Number	Messenger
02/26/2020	Wayne Cheng, Garvey Su, Armando Velazquez	District Convention 2020 Awards Judging List Early Assignment Changes	E-Mail
02/26/2020	Wayne Cheng, Garvey Su, Armando Velazquez	Outstanding Club Media Award Rubric	E-Mail
02/26/2020	Shelby Wong	Master Records Sheet Troubleshoot	E-Mail
02/26/2020	Erica Wei	Award Questions (Multiple)	Messenger
02/26/2020	Jennifer Sandoval	19-20 Monthly Report Forms Access	Messenger
02/27/2020	Angela Wong	Award Questions (Outstanding Total Achievement Award)	Messenger
02/27/2020	Jason Liu	Award Questions (Personal Essay)	Messenger
02/27/2020	Matthew Ujemov	Award Questions (Outstanding Club Improvement)	Messenger
02/27/2020	Anne Le	Award Questions (Endorsements Sheet)	Messenger
02/27/2020	Joey Pontillas	Award Questions (Letters of Recommendation)	Messenger
02/27/2020	Armando Velazquez, Garvey Su	Endorsements Sheet Questions	E-Mail
02/27/2020	Brandon Capulong	Award Questions (Attendance)	
02/28/2020	Angela Wong	Award Questions (Mei Po Wong Overall Service Award)	Messenger
02/28/2020	Kristin Kim Nguyen	Award Questions (Mei Po Wong Overall Service Award)	Messenger
02/28/2020	Roselyn Duong	Award Questions (Endorsements Sheet)	Messenger
02/28/2020	Ashley Kil	Award Questions (Distinguished Divisional Excellence Award)	Messenger

02/28/2020	Hyun Jin Kim	Award Questions (Award Compilation)	E-Mail
02/28/2020	Max Rico	Award Questions (Letter of Recommendations)	Messenger
02/28/2020	Shelby Wong	Master Records Sheet Troubleshoot	E-Mail
02/28/2020	Garvey Su, Armando Velazquez	Distinguished Divisional Excellence Award + Endorsements Sheet Question	E-Mail
02/28/2020	Erica Wei, Angela Chen	2020 District Awards Tutorial Upload	E-Mail
02/28/2020	Olivia Chang	2020 District Awards Schedule	Messenger
02/28/2020	19-20 District Member Recognition Committee	Awards Feedback	Messenger
02/29/2020	Angela Wong	Award Questions (Distinguished Vice President)	Messenger
02/29/2020	Garvey Su	Recruiting Additional Judges Pt. 2	Text
02/29/2020	Kevin Ru	Award Questions (Submission Process)	Messenger
02/29/2020	Braden Lem	Compiling Awards	Messenger
02/29/2020	19-20 CNH Club Executives	District Awards - 24 Hour Notice	E-Mail
02/29/2020	Winnie Lam	Master Records Sheet Post Reminder	Messenger
02/29/2020	Vincent Hoang	Award Questions (Outstanding Traditional Scrapbook Award)	Messenger
02/29/2020	Roselyn Duong	Award Questions (Don Hull Distinguished Kiwanis Family Relations Award)	Messenger
02/29/2020	Kristin Kim Nguyen	Award Questions (Mei Po Wong Overall Service Award)	Messenger
02/29/2020	Angela Chen	2020 District Awards Tutorial – Additional Videos	Messenger
02/29/2020	Jonash Poyaoan	Distinguished Divisional Excellence Award Review	Messenger
03/01/2020	Matthew Kim	Award Questions (Letter of Recommendation)	Messenger
03/01/2020	Shirley Siu	Award Questions (Endorsements Sheet)	Messenger
03/01/2020	Trisha Dang	Award Questions (Submission)	Messenger

03/01/2020	Angela Wong	Award Questions (Mei Po Wong Overall Service Award)	Messenger
03/01/2020	Brandon Garcia	Award Questions (Endorsements Sheet)	Messenger
03/01/2020	Jennifer Sandoval	Master Records Sheet Receival	Messenger
03/01/2020	Erica Wei	Award Questions (Compiling Awards)	Messenger
03/01/2020	Jennifer Sandoval	Award Questions (Distinguished Club Secretary Award + Submission Process)	Messenger
03/01/2020	19-20 CNH Club Executives	Outstanding Club Media Award Notice	E-Mail
03/02/2020	Armando Velazquez, Garvey Su	Award Complications	Text/E-Mail
03/02/2020	19-20 District Awards Judges	District Convention 2020 Awards Judging Information	E-Mail
03/02/2020	19-20 CNH Presidents, 19-20 CNH Lieutenant Governors	2020 District Awards Submission Confirmation	E-Mail
03/03/2020	Jonash Poyaoan	MRP Leve	Messenger
03/03/2020	19-20 District Awards Judges	District Convention 2020 Awards Designations	E-Mail
03/03/2020	Nora Lovell	2020 District Awards Certificate Design	Messenger
03/05/2020	Nora Lovell	2020 District Awards Presentation Slides	Messenger
03/05/2020	Wayne Cheng, Garvey Su, Armando Velazquez	2020 District Awards Submission Response Form	E-Mail
03/05/2020	Garvey Su	Returning General Member of The Year Judging Sheet	Text
03/05/2020	19-20 Club Master Records Sheet Coordinators	Final Master Records Sheet Submission Confirmation	E-Mail
03/05/2020	19-20 CNH District Member Recognition Committee	District Convention 2020 Committee Tasks	E-Mail
03/06/2020	Wayne Cheng	District Convention 2020 Awards Presentation	Messenger

03/08/2020	Garvey Su	Judging Discrepancies	Text
03/08/2020	19-20 District Award Judges	District Convention 2020 Awards Reminder	E-Mail
03/09/2020	19-20 CNH Presidents, 19-20 CNH Secretaries, 19-20 CNH District Board	2019-2020 Membership Recognition Program Recipients	E-Mail
03/09/2020	Kevin Ru	Growth Enhancement Membership (GEM) Award Preparation	E-Mail
03/09/2020	Eduardo Castillo	MRP Level	Messenger
03/09/2020	Garvey Su	Judges Reminder	Text
03/11/2020	Garvey Su	Scrapbook Awards	Text
03/11/2020	Nora Lovell, Vincent Vu	District Convention 2020 Awards Slides	E-Mail
03/13/2020	Wayne Cheng, Garvey Su, Armando Velazquez	Scrapbook Awards	E-Mail
03/13/2020	Vincent Vu	District Convention 2020 Awards Slides	Messenger
03/15/2020	19-20 CNH Presidents	Withdrawal of 2019-2020 Scrapbook Awards	E-Mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Complete Member Recognition Mondays for the 2019-2020 term
2. Host the committee's first and final office hours series of the term
3. Prepare several spreadsheets and documents for district awards submission and presentation
4. Received award and the final Master Records Sheet submissions
5. Received the results for district awards

b. Top 5 Plans

1. Prepare the Membership Recognition Program and awards for online release
2. Prepare to pass down resources to my successor

III. Resources Needed

1. N/A

IV. District Officer Assessment

1. Get Committee More Involved with Club Officers

The District Member Recognition Committee publicized itself to club officers during awards season as well as hosted bi-weekly office hours to answer any questions pertaining to the Master Records Sheet and awards in preparation for submission.

2. Establish Recognition Database

The Recognition Database was pushed aside earlier in the term.

3. Improve Awards

With all the approvals made and Fall Training Conference serving as a trial run for awards season, I sought to make the process as seamless as possible providing video tutorials for any issues that may have come up. I also simplified the judging process by having clubs condense their applications to include supplements in the same PDF file.

4. Smoothen Out Master Records Sheet

The Master Records Sheet had been completed since the summer with three deadlines, the first two serving as preparation for the final submission.

5. Support District Board

Throughout the term, I have tried my absolute best to attend as many district events as possible if it does not interfere with my academics and work schedule. With District Large Scale Service Project having recently passed, I was able to attend both Southwest and Southeast as the final district event of the term.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Membership Development & Education Board Report
March 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
02/06/20	UCLA Circle K's Winter Week 5 GM		2
02/15/20	DLSSP Southwest	6	
02/15/20	Metro February DCM		1
02/17/20	Large-Scale MDEER Event		2
02/21/20	California Science Center Field Trip Work Night	1	
02/22/20	Metro's Got Talent		3.5

Total Service Hours since Last Board Report: 7

Total Service Hours since April 1st, 2019: 70.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
01/28/20	Peter Yu (District MD&E Advisor)	MD&E chair debriefing	Email
02/12/20	Peter Yu (District MD&E Advisor)	MD&E chair debriefing	Text

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released final manual of the term and set in place a foundation for future manuals to be published in the successive term.

b. Top 5 Plans

1. Prepare materials for the transition period to the following term.
2. Identify pros and deltas of the term based on webinars, resources, and professional development.

III. Resources Needed

IV. District Officer Assessment

1. District-wide resources: the committee has done an amazing job publishing one final manual, marking a great milestone for MD&E with this term.
2. MD&E/VPA support: support has not been needed anymore as the term has approached the end.
3. Committee growth: the committee has still been able to work diligently in finalizing the last few bits of work.
4. Member interaction: n/a due to current circumstances.
5.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Technology Chair Board Report
March 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
1/9/20	UCLA CKI Winter GM 1		1
1/16/20	UCLA CKI Winter GM 2		1
1/16/20	Red Heartthrobs: Ichi		1
1/23/20	UCLA CKI Winter GM 3		1
1/23/20	Red Heartthrobs: Salt & Straw		1.5
1/30/20	UCLA CKI Winter GM 4		1
2/1/20	Red Heartthrobs: Study Night		1
2/6/20	UCLA CKI Winter GM 5		2
2/11/20	MDEER Committee Meeting		1
2/13/20	House of Cards: Single Awareness Night		1.5
2/13/20	UCLA CKI Winter GM 6		1.5
2/13/20	Panda Express Fundraiser		2
2/15/20	DLSSP Southwest	6.00	0
2/15/20	Metro February DCM		1
2/20/20	UCLA CKI Winter GM 7		1
2/20/20	Veggie Grill Fundraiser		2
2/21/20	CSULB Ice Skating Fundraiser		3.5
2/22/20	California Science Center Field Trip	6.00	0

Total Service Hours since Last Board Report: 12

Total Service Hours since April 1st, 2019: 52.5

b. People you have contacted:

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)

4. Secretary Testing with MRF Portal

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. Feedback from the District Board in operative pain points experienced this term that technology can improve in the future.

IV. District Officer Assessment

1. Only surface-level relevance with keeping committee information updated on the District Website/Resource Center.

2. Lack of communication and engagement with/from Technology chairs in the District.
3. Goal fulfilled with the mobile app launch, although the MRF Portal launch would have been a great addition. Documentation and paper trail is much better this year in preparing to hand off projects to the succeeding term.
4. District Website is not a reliably visited source of information, regardless of whether the District Board put in the effort to keep content updated. Still, an effort should be made next term for consistent updates on the website.
5. We will hope to outline workshop and webinar ideas as well as gather any interest in the District for technology-related topics, since ideating and gauging areas of interest has been difficult.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Capital Division Lieutenant Governor Board Report
March 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
02/05/2020	UN Reno General Meeting	0	1
02/08/2020	DLSSP North	9	0
02/11/2020	UOP Nominations	0	1
2/12/2020	UC Davis Elections	0	1
2/13/2020	Kiwanis Club of Davis Luncheon	0	1
2/13/2020	Sacramento State Nominations	0	1
2/15/2020	UOP Kiwanis Craft Day	3	0
2/18/2020	UOP Elections	0	1
2/19/2020	UC Davis Elections	0	1
2/20/2020	Chico State General Elections	0	1
2/20/2020	Sacramento State Elections	0	1
2/22/2020	UN Reno 12 Hour Service Marathon	2.5	1
2/26/2020	UN Reno Elections	0	2
2/26/2020	Divisional Leadership Team Meeting	0	1
2/29/2020	Capital Large Scale Service Project	7	1
03/04/2020	UN Reno General Meeting	0	1

Total Service Hours since Last Board Report: 21.5

Total Service Hours since April 1st, 2019: 114.5

b. People you have contacted:

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Club board transitions went smoothly for the most part
2. Planned for Capital Division Spring Break member retreat
3. Preparing resources for next Capital Division Lieutenant Governor
4. Capital Large Scale Service Project was extremely successful
5. Advising and consultation for clubs struggling with executive board transition

b. Top 5 Plans

1. Execute a meaningful spring break member retreat
2. Train the next Capital Division Lieutenant Governor over the month of April
3. Ensure a safe and successful DCON for all Capital Division members

III. Resources Needed

IV. District Officer Assessment

1. 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 Spring break member retreat is on track
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 Fundraising goals met. Service goals short 1,000 hours
5. Bolster individual club's Kiwanis Family relations Kiwanis engagement has been 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

March 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
02/08/20	DLSSP North	9	2
02/10/20	DLT Meeting		1
02/15/20	February DCM		1
02/15/20	DLSSP South	6	2
02/17/20	PCM		1
02/20/20	Moorpark CKI Board Meeting		1
02/23/20	DLT Meeting		1
02/29/20	Candidates Education Session South		2
03/07/20	Round Up Volunteering	6	
03/08/20	DLT Meeting		1
03/20/20	DCON Cheer Webinar		1
03/21/20	Divisional Zoo Social		3
03/21/20	March DCM		1
03/22/20	DLT Meeting		1
03/27/20	District Convention		5

Total Service Hours since Last Board Report: 21

Total Service Hours since April 1st, 2019: 98.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
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01/25/20	Central Coast Presidents	Turtle Talk #30	Email
01/28/20	Luke Barrella	DCON Registration	Phone
01/28/20	DCON Graphic Chair	Program Ad Approval	Email
02/07/20	District Board	LTG January MRF	Email
02/07/20	Julian Perez	DLSSP North Sites and Info	Email
02/10/20	Central Coast DLT	DLT Meeting	Google Hangout
02/12/20	Patrick Ballecer	Division Update	Phone
02/17/20	Central Coast Presidents	PCM	Google Hangout
02/17/20	Central Coast Presidents	Turtle Talk #31	Email
02/17/20	Monty Sovann	Banquet Video	Email
02/20/20	Kristin Ulan	LTG education meeting	Google Hangout
02/20/20	Moorpark College CKI	Board Meeting	Skype
02/20/20	Central Coast Secretary	CERF February DCM	Email
02/21/20	Lizbeth Fernandez	LTG Education Meeting	Google Hangout
02/26/20	Julian Perez	Letter of Recommendation	Email
02/26/20	Central Coast Presidents	Turtle Talk #32	Email
02/27/20	Samantha Bautista	Letter of Recommendation	Email
03/01/20	Lizbeth Fernandez	LTG Endorsement	Phone
03/01/20	Hyun Jin Kim	LTG Endorsement	Phone
03/01/20	Areeb Rizvi	DCON Award	Email
03/01/20	Bruce Casenaz	Distinguished Divisional Excellence Award	Email
03/01/20	Bruce Casenaz	Letter of Recommendation	Email
03/06/20	Patrick Ballecer	Division Update	Phone
03/06/20	Hyun Jin Kim	Candidacy Forms	Email
03/08/20	Cassie Backmen	Chartering Resource	Email
03/08/20	Cassie Backmen	Chartering Meeting	Google Hangout
03/09/20	Jacqlyn Rayas	Chartering Resource	Hangout
03/08/20	District Board	Board Report Draft	Email

03/08/20	District Board	March LTG MRF	Email
03/10/20	District Board	Board Report FINAL	Email
03/16/20	Central Coast Presidents	Turtle Talk #33	Email
03/16/20	Central Coast Presidents	PCM	Google Hangout

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released DCON Pre-Sale Form
2. Chartering process with 2 Clubs (paper works sent)
3. Planned Banquet
4. Submitted DCON Award
5. Planned March Zoo DCM

b. Top 5 Plans

1. Club stability/review 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. Fundraising Ideas to provide to the groups
--

IV. District Officer Assessment

1. All the clubs are at a stable position, up from 5 at the beginning of the term. Fresno State has truly rebirthed since last term and proud to say that they will be bringing 12 people to DCON. I was worried with CLU, CSUCI and Ventura College but they have been getting great amount of members attending their regular general meeting which is a huge improvement since the beginning of the term.
2. Dream came true! Two clubs will be chartered before the term ends. Both Circle K at Stanislaus State and Allan Hancock. Since they are far from the southern clubs I haven't met them in person. But Nicolas Wright, Northern

<p>Regional Specialist from Club Building & Revitalization Committee has been helping so much in getting in contact with them and answering any questions they have. The Circle K at Stanislaus State will be visiting UC Merced's General Meeting. They have submitted all their paper works and will be official in few weeks. Excited and proud to say that they will be our new addition to Central Coast Division.</p>
<p>3. I have been promoting interclubbing at a larger level with Turtle Buddies which is a divisional penpal system. Two members from each clubs 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 buddies. In the ends, the pairing with the most points get a special prize. My southern clubs have been regularly interclubbing with each other these past few months. So does my two northern clubs they even had their end of the year winter banquet together!</p>
<p>4. We have released a divisional website at www.centralcoastcki.weebly.com as well as an Instagram at www.instagram.com/centralcoastcki . My Divisional Media Chair is regularly updating and posting on both of these forms of media about club, division and district events. Our divisional videographer has posted two divisional videos on our youtube and is currently working on our banquet video.</p>
<p>5. We have our last in person dcm this month. Hosting In-person DCM this month has truly increased our divisional unity this year. Members from all over the division attended these events, and those from southern clubs finally got to meet and get to know members from northern clubs. Our Divisional spirit chair will be updating our cheers and released a video on how to make DCON Pins. And we will be printing cheers for all the attendees to increase the spirit at our District Convention. Pre- sale Spirit packs for DCON is released as well!</p>

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Katherine Hoang Board Report
 March Board Meeting
 Respectfully Submitted by Katherine Hoang

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	vice Hours	Other Hours
01/15/20	UCI General Meeting		3
01/21/20	DLT Meeting		1
01/22/20	Elections Webinar Prep Call		1
01/24/20	January DCM w/ Elections Webinar		2.5
01/24-01/26/20	January District Board Weekend		72
01/27/20	OCC Tabling	4	
01/28/20	DLT Meeting		1
01/28/20	IVC General MEeting		1
01/31/20	OCC CKI Surf City	4	
02/01/20	UCI CKI 24 hour service	4	
02/03/20	Call with Scott		1
02/04/20	DLT Meeting		1
02/06/20	OCC Special Elections		4
02/12/20	IVC Tabling		3
02/13/20	CSUF Elections		4
02/14/20	DLSSP-Southeast	6	
02/15/20	Citrus Clan Reveal		4
02/21/20	CKI-dol		4
02/29/20	Candidates Session South		2
02/29/20	Awards		10

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
01/16/20	Miyu N	VPA Training	In-person
01/20/20	Darian	Golden Gate	Call
01/24/20	Winnie Lam	Mental Check-In's	Message
01/24/20	David Su	Mental Check-In's	Message
01/24/20	Bruce	Mental Check-In's	Message
01/27/20	Joshua	Capital	Call
01/31/20	Andrew	Secretary Stuff	In-person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Host last divisional council meeting for the 2019-2020 term.
2. Released new Citrus merchandise (shirts, stickers and keychains) and Spirit handbook.
3. Successfully appointed Spirit Committee.

b. Top 5 Plans

1. Assist clubs with elections and appointments through webinars and resources.
1. Aid clubs with Spring tabling and other recruitment efforts.
2. Host spirit nights to hype members up for District Convention.
3. Begin planning for banquet.
4. Further planned an annual Citrus fellowship event.

III. Resources Needed

1. Updated District Elections resources
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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.
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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.
4.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.
5The 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.
Hosted a CKI workshop at La Quinta HS KIWIN'S board meeting.
Completed.

V. Announcements

n/a

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report
March 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
1/13/20	Winter Welcome Week Tabling		2
1/13/20	Ding Tea Social		2
1/14/20	Winter Welcome Week Tabling		1.5
1/14/20	Winter Info Night		1.5
1/15/20	Winter Involvement Fair		2
1/16/20	Raindrop Tabletop	1	
1/17/20	Ice Skating Social		2
1/18/20	Kids Rock Concert	12	
1/19/20	E/A Board Panel		1
1/19/20	January Division Council Meeting		1
1/22/20	UCR General Meeting #1		1.5
1/29/20	UCR General Meeting #2		1
1/31/20	Woke Waffles Family Social		1.5
2/1/20	UNLV CKI's 13 th Annual Serenade		5
2/5/20	UCR General Meeting #3		1.5
2/8/20	Kiwanis Mid-Year South	8	
2/12/20	UCR General Meeting #4		1
2/19/20	UNLV General Meeting #4		2
2/22/20	Key Club Division 15S Conclave	1.5	
2/22/20	District Committee Member Panel & February Division Council Meeting		1
2/24/20	CKI at CSU Long Beach Elections		2
2/26/20	UCR General Meeting #6		1

2/26/20	Weekly Tabling		1
2/27/20	Cash Course		1
2/29/20	Key Club Region 4 February DCM	5	
3/1/20	CA March Division Service Project		2
3/4/20	UCR General Meeting #7		1
3/6/20	Dice & Beans Social		2
3/7/20	Bark in the Park	4	
3/7/20	UNLV CKI's 12 th Annual March Melody		5
3/8/20	What Comes After Circle K? Workshop		1
3/8/20	March Division Council Meeting		1

Total Service Hours since Last Board Report: 27.5 hrs.

Total Service Hours since April 1st, 2019: 134 hrs.

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/15/20	Dominique Zometa	Updates regarding Chartering Status of CSU San Bernardino	Phone Call
1/25/20	Mickey Cuento	Serenade Performer Application	E-Mail
1/26/20	Linda Marx	Updates regarding club activities & work progress	Phone Call
1/28/20	Division Leadership Team	Updates regarding club activities & individual projects	Zoom
1/30/20	Linda Marx	Information regarding CNH Style Guide & New Division Logo	E-Mail
2/1/20	David Su	Nominations for February Member Recognition	E-Mail
2/4/20	Dominique Zometa	Updates regarding Chartering Status of CSU San Bernardino	Phone Call
2/4/20	David McGuffin	Inquiries regarding expansion of Circle K into the Desert region & dates for Kiwanis DCMs	E-Mail
2/4/20	Division Leadership Team	Updates regarding club activities & individual projects	Zoom
2/6/20	CSN Executive Board	Year-End Evaluation of Goals & Achievements	Zoom
2/7/20	Dominique Zometa	Information regarding International Charter Petition	E-Mail

2/7/20	UNLV Executive Board	Year-End Evaluation of Goals & Achievements	Zoom
2/7/20	Vanessa Meza-Perez	Information regarding District Convention & House of Delegates	Phone Call
2/9/20	Spring Training Conference Committee	Updates on individual projects & preparations for STC South	Zoom
2/9/20	Linda Marx	Updates regarding club activities & work progress	Phone Call
2/20/20	UCR Executive Board	Year-End Evaluation of Goals & Achievements	In-Person
2/11/20	Amy Kobayashi & Alyssa Noji	Notification for being recipients of the Desert Oasis Grant	E-Mail
2/11/20	Division Leadership Team	Updates regarding club activities & individual projects	Zoom
2/17/20	Janice Lee	Submission of letter for the CKI at UCR Winter Newsletter	E-Mail
2/17/20	UCR Incoming Executive Board	Preparation for training with next Lieutenant Governor & overall Club evaluation	In-Person
2/20/20	Olivia Chang	Information regarding Spring Training Conference Committee Meeting & Planning	E-Mail
2/24/20	Desert Oasis District Board Candidates	Information regarding District Convention, Caucus, & House of Delegates	E-Mail
2/25/20	Linda Marx	Submission of the Desert Oasis Leadership Manual for approval	E-Mail
2/25/20	Linda Marx	Concerns regarding CSN	Phone Call
2/26/20	Dominique Zometa	Information regarding location of UCR's General Meeting	Phone Call
2/27/20	Olivia Chang	Submission of Spring Training Conference Logo & Banner	E-Mail
2/28/20	Armando Velazquez	Revision of Spring Training Conference Banner for approval	E-Mail
3/2/20	Linda Marx	Updates regarding club activities & work progress	Phone Call
3/3/20	Division Leadership Team	Updates regarding club activities & individual projects	Zoom
3/9/20	Dominique Zometa	Updates regarding completion of Chartering Petition	Phone Call

3/9/20	Spring Training Conference Committee	Updates on individual projects & preparations for STC South	Zoom
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Planned and hosted a successful January and March Weekend of Awesomeness Weekend
2. Hosted a District Committee Member Webinar
3. Published the Desert Oasis Leadership Manual & Service, Fellowship Magazine
4. Planned & Hosted a California and Nevada Division Service Project
5. Chartered CSU San Bernardino

b. Top 5 Plans

1. Develop plan to help CSN build and become successful in the upcoming term
2. Create a Graphic Assets archive
3. Create Desert Oasis Lieutenant Governor Training Manual
4. Plan Desert Oasis End of the Year Banquet
5. Write letters to outgoing Executive board and Division Leadership Team members

III. Resources Needed

1.

IV. District Officer Assessment

1. Increase Membership Involvement & Retention: Encouraged new general members to attend divisional events and webinars; provided opportunities for membership involvement both online and in-person through webinars and workshops; hosted workshops to increase membership involvement on club boards; hosted the Winter Division Service Projects to get new members involved
2. Foster Divisional Unity: Contacted spirit chairs to educate members about divisional cheers; hosted two divisional weekend events; encouraged more

interaction through activities that require schools to split into different groups
3. Expanding Kiwanis Family Relationships: Chaperoned various Key Club events; Consistent in maintaining communication with Key Club Regional Advisors as needed; attend Kiwanis DCMs
4. Re-Branding: Developed the Leadership Manual & Service, Fellowship Magazine; Working on creating a Lieutenant Governor Training Manual; Developing an archive for divisional graphic assets
5. Assistance: Helped clubs find board members by personally reaching out to members and encouraging them to apply; Helped clubs with their large-scale fundraising events as much as I could; attended club elections to help ask questions during caucus

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

FOOTHILL LIEUTENANT GOVERNOR Board Report
MARCH 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
01/11/20	Phoenix Café Night Planning		1.5
02/08/20	Kiwanis Mid Year South	8.5	
02/15/20	DLSSP Southwest	6	
02/16/20	Elections Webinar		1
02/16/20	Foothill Awards Application Night		6
02/18/20	Nominations Meeting		1
02/20/20	LACC Meeting		1
02/22/20	Feethill Fever + DCM	6.5	1
02/22/20	Metro's Got Talent		2
02/28/20	Pasadena City College Elections		4
02/28/20	Cal Poly Pomona Beyblade Tournament		2
02/29/20	Candidate Education Session South		2
03/03/20	Pasadena City College 01 Spring General Meeting		1
03/04/20	Pasadena City College Factory Tea Bar Social		1
03/07/20	UNLV March Melody		3.5
03/06/20	Cal Poly Pomona Elections		3
03/08/20	Mt. San Antonio College 10 Year		2
03/12/20	LACC Meet Up		2
03/15/20	Phoenix Café Night	3	2
03/16/20- 03/18/20	LACC Club Rush	5	6
03/21/20	Foothill March DCM		2

03/26/20-03/29/20	District Convention 2020		opp
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Total Service Hours since Last Board Report: 29
Total Service Hours since April 1st, 2019: 147.25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
01/11/20	Amanda Wong	ELAC Future & Resolutions	In-Person
01/22/20	Grace Chi	Biweekly Update	Call
02/05/20	Grace Chi	Biweekly Update	Call
02/05/20	Brenda Ledesma	CSULA Future & Resolutions	In-Person
02/12/20	Camille Goulet	LACC Future & Solutions	In-Person
02/14/20	Katelyn Duch	Feedback & Opinions	FB Messenger
02/14/20	Wayne Cheng	One-On-One	Google Hangouts
02/19/20	Grace Chi	Biweekly Update	Call
02/20/20	Camille Goulet	LACC Future & Solutions	In-Person
02/21/20	Jennifer Sandoval	One-On-One	FB Messenger
02/21/20	Jennifer Sandoval & Joey Duong	PCC Bylaws	FB Messenger
02/28/20	Olivia Chang	Future Projects & Emotional Support	In-Person
02/28/20	Jessica Lam	Awards	FB Messenger
02/28/20	Joey Duong	Awards	In-Person
02/28/20	Eduardo Castillo	Future Foothill x Metro Events	FB Messenger
02/29/20	Erica Wei	Emotional Support (uwu)	FB Messenger
02/29/20	Katherine Hoang	Awards	FB Messenger
02/29/20-03/01/20	DLT In Person	Future Events, Support & Resolutions	In-Person
03/01/20	Daniela Lopez	Foothill Website	FB Messenger

03/01/20	Andy Nguyen	One-On-One	FB Messenger
03/03/20	Audrey Abbott	One-On-One (PCC President)	In-Person
03/09/20	PCC Board	Executive & Appointed Board Meeting	Zoom
03/11/20	DLT	Phoenix Café Night & Future Events	Zoom
03/13/20	Grace Chi	Weekly Call	Phone Call
03/13/20	District Board	Elections Process and Future of District Board	Zoom
03/14/20	Camille Goulet	LACC	Phone Call
03/15/20	District Board	Funsies Call	Zoom

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Attended all successful elections for Foothill.
2. Applied for the Distinguished Divisional Excellency Award.
3. Plan to transition successfully the old and new Executive Boards.
4. Plan to have a successful election within the District to have a Foothill Lieutenant Governor successor.
5. Plan to have a master manual of the Foothill Division.

b. Top 5 Plans

1. By the end of Spring to have a divisional website.
2. Have good/interactive DCMs
3. Complete one-on-ones with all my Presidents/DLT
4. Have a successor.
5. Connect more with my SLPs

III. Resources Needed

1. Support at-risk clubs.
2. Webinar on how to do webinars
3. Support for transition

4.Publicity Kits on the future of Circle K

5.How to have a good time (uwu)

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

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Metro Lieutenant Governor Board Report
April 2019 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
MM/DD/YY			
1/18/20	Metro January Joint DCM with CenCo	2.5	.5
1/26/20	January District Board Meeting		15
1/28/20	Metro DLT Meeting		1
1/28/20	Metro PCM		1
1/30/20	UCLA CKI Winter GM 4		1
2/6/20	UCLA CKI Winter GM 5		2
2/8/20	Metro PCM		1
2/10/20	CSULB General Meeting		1
2/15/20	DLSSP Southwest	6	
2/15/20	Metro February DCM		1
2/17/20	CSULB General Meeting		1
2/18/20	Metro DLT Meeting		1
2/20/20	Veggie Grill Fundraiser		2
2/22/20	Metro's Got Talent		4
2/26/20	USC General Meeting		1
2/29/20	CES South		2
3/9/20	Kiwanis Division 19 DCM		3

Total Service Hours since Last Board Report: 47.75

Total Service Hours since April 1st, 2019: 55.25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/11/20	Callie Truong	Banquet Venue	Email
1/13/20	Ray Hamada	Banquet Hall Reservation	Email
1/15/20	Katelyn Duch	Metro's Got Talent Itinerary	Email
1/16/20	Katelyn Duch	January DCM and DSP Reminder	Email
1/17/20	Katelyn Duch	Metro's Got Talent Promotion	Email
2/1/20	David Su	MR Mondays Submission	Email
2/5/20	Metro LTG Candidates	Tips and Tricks from Me	Email
2/10/20	Jao San Agustin, Stella Liang, Maria Garcia-Barajas	ERF Request	Email
2/10/20	Callie Truong	Banquet Pre-Sale Form	Email
2/11/20	Armando Velazquez	Candidates Education Session	Email
2/24/20	Kevin Ru	Voucher Forms	Email
2/25/20	Garvey Su	Reimbursement Forms	Email
3/2/20	Maria Garcia-Barajas	Kiwanis DCM RSVP	Email
3/9/20	City of Culver	Service Event Prospects	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Hosted a successful Joint DCM with Central Coast
2. Hosted a PCM with current Metro Presidents in-person
3. successfully planned and executed the first Metro's Got Talent
4. Fundraised for PTP through divisional events
5. Creating resources for the next DLT and LTG

b. Top 5 Plans

1. Organize and plan the next DCM in March
2. End the year off with a successful Banquet
3. Provide more spirit items for DCON

4. Connect each new officer in Metro

5. Increase spirit in the division with the new Metro Cheerios series

III. Resources Needed

1.N/A

IV. District Officer Assessment

1. Increase the effectiveness of DLT

-We have had meetings at a consistent rate with each member being able to add in their own opinions on how certain events and programs went. We are currently creating successor packets to allow the next term a smooth transition. Overall, DLT has been essential in the planning of many Metro events and have helped myself immensely.

2. Increase attendance of divisional events

-Although we have decreased in membership, we have increased in the percentage of attendees with respect to the divisional total. Our presence has grown and it is thanks to the exceptional presidents that have built clubs around energy and passion.

3. Host DCMs at club-oriented events

-We have been focusing on clubs hosting DCMs and this term has led to this goal. Pepperdine, our newly chartered club, hosted our January DCM with CenCo where we cleaned the Beaches of Malibu. It was a great success and allowed for Pepperdine to get a better experience of what Circle K is all about.

4. Release event plans early enough for preparation

-We have been on track of releasing our DCM event page at least 3 weeks prior to the event with a few exceptions. This has allowed for clubs to work around any major events and has been very helpful in the overall planning process.

5. Work with neighboring divisions to host events

-We have successfully hosted inter-divisional events with each of our neighboring divisions. Foothill, Citrus, and Central Coast have all been absolutely great in the planning process for each of these large-scale events and we hope that this relationship continues next term

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

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

IX. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/13/20	UCSD CKI General Body Meeting	0	1.5
1/18/20	UCR CKI's 12 th Annual K-Rock Concert	0	3
1/19/20	UCSD CKI Board Meeting	0	1.5
1/24-1/26/20	January District Board Meeting	0	20
1/27/20	UCSD CKI General Body Meeting	0	1.5
1/28/20	SDSU CKI General Body Meeting	0	1
1/30/20	UH Manoa CKI General Body Meeting	0	0.5
1/30/20	Grossmont CKI General Body Meeting	0	0.5
2/1/20	UCSD CKI's 24 Service Hour Marathon	12	0
2/3/20	UCSD CKI General Body Meeting	0	1.5
2/7/20	SDSU CKI's Talent Show	0	4
2/18/20	SDSU CKI Elections	0	1.5
2/27/20	UCSD CKI's Awareness Sleepover	8	0
3/1/20	UCSD Appointed Board Interview Sessions	0	6
3/13/20	District Board Emergency Meeting	0	2

Total Service Hours since Last Board Report: 20.00
Total Service Hours since April 1st, 2019: 106.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/14/20	Inji Hanjaka (19'-20' SDSU President)	SDSU status and Lt. Governor feedback	Call
1/15/20	Emily Osorio (19'-20' Paradise MD&E)	Paradise Retreat debriefing and April planning	In Person
1/15/20	Wayne Cheng	Paradise status, District feedback	Call
1/16/20	Kylie Tran (19'-20' UCSD President)	UCSD status and Lt. Governor feedback	In Person
1/17/20	Katherine Hoang	Divisional status comparison and help	Call
1/19/20	Kristian Kim (19'-20' UH Manoa President)	UH Manoa status and Lt. Governor feedback	Call
1/19/20	Christopher Bartalome (19'-20' HPU President)	HPU status and Lt. Governor feedback	Call
1/19/20	Daniel Freeman (19'-20' Grossmont President)	Grossmont status and Lt. Governor feedback	Call
1/22/20	Justina Voong (19'-20' Paradise EA)	January DCM preparation	Call
1/27/20	Emily Osorio (19'-20' Paradise MD&E)	Paradise Retreat planning	In Person
1/30/20	Justina Voong (19'-20' Paradise EA)	Paradise Training Conference briefing	Call
1/31/20	Justina Voong (19'-20' Paradise EA)	Paradise Training Conference briefing	Call
2/9/20	Patti Ryder, Kylie Tran, Inji Hankala, Daniel Freeman, Kristian Kim, DLT (All Presidents)	Private President's Council meeting	Call
2/16/20	Patti Ryder, Kylie Tran, Inji Hankala, Daniel Freeman, Kristian Kim, DLT (All Presidents)	Public meeting at Paradise Training Conference; time where Presidents share the state of their club and request assistance from the LTG and RA	In-Person

X. Work Progress (Achievement & Plans)

a. Total Achievements

1. Met Kiwanis relations goal established in December; Paradise Presidents have met for two final reflection meetings and are working with their incoming boards as well as other schools' boards for a smooth transition
2. Met fundraising goals yearly funds raised goal of \$100.00; raised \$300 for the Paradise balance, bringing it up from -\$137 to \$267
3. Hosted Paradise Training Conference: included fundraising, fellowship, and leadership activities for incoming officers and general members to experience
4. Continued relations with Hawaii Presidents over DCON trip; will continue to work through cancellation and reimbursement periods
5. Assisted in club elections and/or officer appointments for every club

b. Top 5 Plans

1. Prepare and organize resources for the District Board transition into the new term, particularly for the next Paradise Lt. Governor
2. Analyze and review past divisional training conference, ask what worked and what didn't for a future divisional training conference
3. Host the next Paradise Retreat: Another education opportunity tentatively set in April focused on the general members rather than board members
4. Continue fundraising: the next 3 DCMs will be in person marketed along with social fundraisers and service opportunities
5. Continue interclub service opportunities

XI. Resources Needed

XII. 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: Paradise Training Conference successfully held; incoming club members learned

new strategies to target member retention PLAN: Host a Divisional leadership training retreat in April	
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: Maintain Hawai'i attendance and interest in Division and District events PROGRESS: Due to DCON cancelling, keeping morals high is of great importance 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 \$267.00 PLAN: Combine DCMs with fundraisers and convert them into spirit socials

XIII. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

SUNSET LIEUTENANT GOVERNOR Board Report

MARCH 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
2/01/2020	March for KFH	-	
2/08/2020	District Large Scale Service Project	9.5	1
2/06/2020	UC Santa Cruz General Meeting	-	1
2/08/2020	Sunset February Divisional Council Meeting	-	1
2/09/2020	San Francisco State's Project Valentine	-	2
2/13/2020	UC Santa Cruz General Meeting	-	1
2/18/2020	UC Santa Cruz Scrapbook Meeting	-	1.5
2/18/2020	Sunset Webinar The I in CKI	-	1
2/20/2020	UC Santa Cruz Elections	-	3
2/21/2020	Sunset February Frenzy Friday	-	2
2/25/2020	UC Santa Cruz Scrapbook Meeting	-	1
2/27/2020	De Anza General Meeting	-	1
2/27/2020	Service DSI Webinar	-	1
2/29/2020	UC Santa Cruz Grind Time Prime Time	10	-
3/01/2020	Sunset March Divisional Service Project	3	-

Total Service Hours since Last Board Report: 103.5

Total Service Hours since April 1st, 2019: 155.0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/13/2020	Terry Martin	Sunset End of the Year Banquet	Email
1/14/2020	Nicolette Cruz	Sunset Member Recognition	Email
1/14/2020	Terry Martin	Kiwanis DCM Takeover	Email
1/14/2020	MRF Group	Sunset January Board Report	Email
1/15/2020	Sunset DLT	Sunset DLT Meeting #27	Zoom
1/21/2020	Sunset Board	March for Kiwanis Family House	Email
1/22/2020	Sunset DLT	Sunset DLT Meeting #28	Zoom
1/29/2020	Sunset DLT	Sunset DLT Meeting #29	Zoom
1/31/2020	DCON Group	Sunset Program Ad Approval	Email
2/04/2020	Sunset Presidents	Sunset President One-on-One	Zoom
2/05/2020	Sunset DLT	Sunset DLT Meeting #30	Zoom
2/10/2020	MRF Group	Sunset LTG January MRF	Email
2/12/2020	Sunset DLT	Sunset DLT Meeting #31	Zoom
2/13/2020	Sunset Presidents	Sunset President Update 10.0	Email
2/15/2020	Derek Lubich	Kiwanis Special Games	Email
2/19/2020	Sunset DLT	Sunset DLT Meeting #32	Zoom
2/24/2020	Sunset DLT	Sunset DLT Meeting #33	Zoom
2/27/2020	Sunset DLT	Sunset DLT Meeting #33 Recap	Email
2/29/2020	Bruce Casenaz	Sunset Award Revision	Email
3/01/2020	Sunset Presidents	Recommendation Letters	Email
3/01/2020	MR Group	Sunset Division Excellence Award	Email
3/03/2020	Janet Teng	Key Club DCON Expo	Email
3/04/2020	Sunset DLT	Sunset DLT Meeting #34	Zoom

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Produced and organized Successor Materials
2. Produced Sunset Elections Material and Manual
3. Organized and updates Sunset Resources and Materials
4. Assisted Clubs with MR Awards and Master Records Sheet
5. Organized and compiled divisional events for Secretaries

b. Top 5 Plans

1. Organize Sunset Division Cheers
2. Organize Sunset Division Spirit Gear
3. Organize Sunset Division End of the Year Banquet
4. Promotion of CKI in Stanford University
5. Promotion of CKI in Santa Clara University

III. Resources Needed

N/A

IV. District Officer Assessment

1. Promote the Transparency with Clubs and Division

So far into this term, we have definitely improved on this issue through the use of effective monthly/weekly meetings with each of the board officers and having the ability to get needed information on future plans and events each club has for the upcoming months. Being able to really see what the clubs intend on doing in the last few weeks of the term, the clubs and the division are able to coordinate with each other and plan events that don't conflict with each other.

2. Build Stronger Relationships with Sunset DLT and Board

With the Sunset Board Retreats, one in the summer and the other in winter, I believe that the Sunset DLT and Club Board Members were able to really to bond and foster meaningful relationships with each other that help facilitate open conversation and a level of vulnerability from both parties that is quite rare to see in professional manner. With the introduction of team exercises, friendship games, useful workshops, and impactful activities, everyone was able to really see and understand the dynamic of each member and overall the division.

3. Promote Inclusivity within Club Board Members

With the same use of the Divisional Board Retreats, the board members were able to dedicate their time in really understanding who they will be working with and with the members who were newly inducted on their board. I personally wanted to do a divisional wide retreat and team building event between the members to really tackle more than one target where I was able to address the dynamic between the DLT and the board members but also between the board members

with themselves. This was the perfect opportunity to do so and considering it involved the whole division, it really helped the clubs focus more on events that involved that involved their respective general members without having to plan their own retreats which would have reduced the amount of their own time in planning impactful events for their general club members.

4. Exposure of Sunset DLT within the Division

In having numerous divisional events and two board retreats, I believe that we were able to accomplish this goal a lot earlier in time where they know who our DLT is and really see how they can be a proper resource to not only the LTG but to every member in the division. It is easily assumed that members may not remember their specific position and what they do, but knowing that they are resource and that each of them can offer any assistance is all that I ask and I am truly amazed and happy that the divisional leadership team can finally be of assistance to everyone in the division.

5. Establish Sunset Division Webinars

I am proud to say that we have finally established a stable network of monthly webinars within the division that really offered valuable information that each Sunset member can look back on. And considering there may be some information that are quite repetitive within the district and divisional level, it is still a resource that can be used for the years to come and have the option to be updated. We have completed 3 Webinars and numerous workshops within our divisional events and I am so happy to have possibly clarified and offered any information to the board members and general members.

V. Announcements

Thank you. Thank you to everyone who has made such an amazing impact on my life and who have opened my eyes to really see that happiness comes in all shapes and sizes. Thank you from the bottom of my heart for believing in me.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

DISTRICT TREASURER Board Report
MARCH 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
1/22/20	Spam Musubi Cooknight	2	
1/23/20	UCLA CKI Winter GM 3		1
1/30/20	UCLA CKI Winter GM 4		1
2/6/20	UCLA CKI Winter GM 5		2
2/11/20	CLEW: Cloning 101		1
2/12/20	Service Committee Meeting	.5	
2/12/20	Valentine's Candy Gram Worknight	.5	
2/13/20	UCLA CKI Winter GM 6		1
2/13/20	Panda Express Fundraiser		2
2/15/20	DLSSP Southwest	6	
2/15/20	Metro DCM		1
2/17/20	Large Scale MDEER		2
2/19/20	Service Committee Meeting	.5	
2/19/20	FiFun Planning	10	7
2/20/20	California Science Center Trip	6	

Total Service Hours since Last Board Report: 34.27
Total Service Hours since April 1st, 2019: 209.85

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
2/6/20	Camille Goulet	DCON Sales Contract	Email
2/12/20	Garvey Su	Updates	Email
3/2/20	Kristian Kim (Manoa President)	DFI Funds Submission	Email
3/9/20	Armando Velazquez	HPU Reimbursements	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully passed proposals for 2020-2021 DFI & CKI N/S Parks
2. Laid framework for successor

b. Top 5 Plans

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>

3. Support club fundraising efforts by providing resources such as an updated Fundraising Database, event planning guides and personally reaching out to individual clubs.

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

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Secretary Board Report
March 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
1/23/2020	Sacramento State General Meeting		1
1/26/2020	January District Board Meeting		2
1/30/2020	Sacramento State General Meeting		1
2/29/2020	Capital Spring CLSSP	3	

Total Service Hours since Last Board Report: 3
Total Service Hours since April 1st, 2019: 53

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/22/2020	CNH Club Executive Board, CNH District Board, CNH CKI Kiwanis Committee	January 2020 District Board Meeting Packet	Email
1/26/2020	CNH Secretaries	Secretary Sunday #18	Email
2/16/2020	CNH Secretaries	Secretary Sunday #19	Email
2/18/2020	CNH Club Executive Board, CNH District Board, CNH CKI Kiwanis Committee	Call to District Convention 2020	Email
2/23/2020	CNH Secretaries	Secretary Sunday #20	Email
2/23/2020	CNH Secretaries, CNH Presidents	DLSSP DERFs	Email

2/27/2020	CNH Secretaries	Quick Announcements for Secretaries	Email
2/27/2020	CNH Secretaries	February Webinar CERFs & Attendance	Email
2/29/2020	CNH Secretaries	Candidates Education Session South 2020 DERF	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Prepared Secretaries for final MRF submission.
2. Answered questions & concerns regarding awards.
3. Started testing for MRF Portal.
4. Prepared for Successor.

b. Top 5 Plans

1. Retirement

III. Resources Needed

1. N/A

IV. District Officer Assessment

1. Provide constant communication and support for Club Secretaries.

Especially during the month of February, Secretaries needed a great deal of support to submit their final documents. I believe I was able to alleviate some of the stress by constantly communicating deadlines, offering my support, and more. Very proud of all of the secretaries for getting through the term!

2. Improve club & district communication.

Uploaded District Board Meeting Packets & minutes to the District Website.

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

4. Regularly review and update District Documents.

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

V. Announcements

Thank you all for a memorable term 😊

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2019-2020 District Board of Officers
March 2020 District Board Meeting
Friday, March 26, 2020 at 12:00 PM
Zoom

Notes