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# **CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

## **Circle K International**

November 1, 2019  
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**  
**November District Board Meeting**  
**Friday, November 1, 2019 at 1:30 PM**  
**Old Oak Ranch, Sonora, CA**

**Agenda**

- I. Call to Order** – Wayne Cheng, District Governor
- II. Flag Salute** – Kevin Ru, District Treasurer
- III. Opening Thoughts** – Nora Lovell, District Convention Chair
- IV. Introduction of Guests** – Jennifer Sandoval, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
  - A. Sunday, July 28, 2019 – District Board Meeting
- VII. Approval Items**
  - A. Mei Po Wong Overall Service Award – Bruce Casenaz, Member Recognition Chair
  - B. Divisional Logos – Erica Wei, Communications & Marketing Chair
  - C. Kiwanis Family House Week 2020 – Kevin Ru, District Treasurer
  - D. Trevor Project Week 2020 – Kevin Ru, District Treasurer
  - E. Planning Hours Change Proposal – Anna Se, Service Chair
  - F. District Large Scale Service Project Southeast – Anna Se, Service Chair
  - G. District Large Scale Service Project Southwest – Anna Se, Service Chair
  - H. Hawai'i Students Travel to DCON Budget – Aaron Zepeda, Paradise Lieutenant Governor
- VIII. Board Reports**
  - A. Chair Reports
    - 1. Club Building & Revitalization Chair – Joshua Nepomuceno

2. Communications & Marketing Chair – Erica Wei
  3. District Convention Chair – Nora Lovell
  4. Fall Training Conference Chair – Olivia Chang
  5. Kiwanis Family & Foundation Chair – Roselyn Duong
  6. Member Recognition Chair – Bruce Casenaz
  7. Membership Development & Education Chair – Braden Lem
  8. Service Chair – Anna Se
  9. Technology Chair – Chris Lam
- B. Lieutenant Governor Reports
1. Capital – Joey Pontillas
  2. Central Coast – Ashley Kil
  3. Citrus – Katherine Hoang
  4. Desert Oasis – Andy Nguyen
  5. Foothill – Ryan Tan
  6. Golden Gate – Darian Sein-Lwin
  7. Metro – Eduardo Castillo
  8. Paradise – Aaron Zepeda
  9. Sunset – Jonash Poyaoan
- C. Treasurer – Kevin Ru
- D. Secretary – Jennifer Sandoval
- E. Director, Service Leadership Programs – Bruce Hennings
- F. District Administrator – Armando Velazquez
- G. District Governor – Wayne Cheng

**IX. Past Events**

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

**X. Upcoming Events**

- A. Kiwanis Family Month – November 1-30, 2019

**XI. Announcements**

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

**XIII. Adjournment** – Wayne Cheng, District Governor

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# **CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

## **Circle K International**

November 2019 Board Meeting Packet

### **Minutes for Approval**

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

**2019-2020 District Board of Officers**

**July District Board Meeting**

**Sunday, July 28, 2019 at 1:30 PM**

**Kiwanis Professional Development Center, Rancho Cucamonga, CA**

**Attendance**

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

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

**Guests:**

Timothy Cuning, CNH Kiwanis District Governor Elect  
Bruce Hennings, Director of Service Leadership Programs  
Camille Goulet, Parliamentarian & District Convention Advisor  
Mark McDonald, CNH Kiwanis Executive Director & Secretary

Grace Chi, Foothill Regional Advisor  
Terrence James Diaz, Technology Chair Advisor  
Angela Lagrada, CSU Fullerton  
Heather Fann, CSU Long Beach  
Stella Liang, CSU Long Beach  
Steve Lopez, CSU Northridge

David Su, Cypress College  
Nicole Geralde, Moorpark College  
Hyun Jin Kim, Moorpark College  
Yeonsoo Kim, Orange Coast College  
Anne Le, Orange Coast College  
Johnny Le, Orange Coast College  
Steven Ly, Orange Coast College  
Tommy Thach, Orange Coast College  
Minh Ton, Orange Coast College  
Aaron Lee, Pasadena City College  
Heri Guzman, Pierce College  
Matthew Kim, Pierce College  
Renz Lane, Saddleback College  
Shain Nolia, Saddleback College  
Estrellita Santos, San Francisco State  
University  
Winnie Lam, UC Irvine  
Alvin Nguyen, UC Irvine  
Kristin Nguyen, UC Irvine  
Jeffrey Lin, UC Los Angeles  
Angelica Ubungen, UC Riverside  
Kylie Tran, UC San Diego  
Quan Vandinh, UC Santa Barbara  
Wendy Zhang, UC Santa Barbara

## **Executive Summary**

The July 28, 2019 District Board Meeting was called to order at 1:30PM by District Governor Wayne Cheng.

The Board approved to add item N to the agenda, which was the proposal for the Adoption of the 2019-2020 District Board Policy Goals.

The Continuation of the Five-Year Plan was not affirmed and therefore discontinued.

The Crazy Kompetition for Infants North & South Budget was approved.

The Pediatric Trauma Program Week was approved with the date planned between Crazy Kompetition for Infants North & South.

Service Unity Month was approved for February 2020, with social media challenges and weekends reserved for District Large Scale Service Project.

The 2020 District Convention Theme and Budget proposals were approved with Dream as the theme. Compared to last year, early registration cost will increase by \$5, and late registration cost shall decrease by \$5.

The 2019 Fall Training Conference Theme and Budget proposals were approved with Mystery as the theme. Compared to last year, registration will increase by \$5 to account for the meals and housing prices increase as well as pre-planning expenses.

Amendments to the District Operating Procedures were approved with changes revolving around updating outdated items.

CNH Circle K Week was approved with the date being planned for the last week of August.

CNH Kiwanis Family Month was approved as November.

Most items on the District Awards proposal were approved. The items approved were general changes, reallocation of points, changes to the Distinguished Secretary Award, changes to the Hall of Fame Award, changes to the Outstanding Single Service Award, removal of the Outstanding Club Newsletter



Award, and the addition of the Outstanding Club Media Award. Changes to the Mei Po Wong Award were tabled until the November District Board Meeting.

No changes were made to the Member Recognition Program.

The 2019-2020 District Board Policy Goals were adopted.

The District Board members gave their board reports.

The July 28, 2019 District Board Meeting was adjourned at 3:46PM by W. Cheng.

## **Minutes**

- I. Call to Order** – Wayne Cheng, District Governor – 1:30 PM
- II. Flag Salute** – Jonash Poyaoan, Sunset Lieutenant Governor
- III. Opening Thoughts** – Ashley Kil, Central Coast Lieutenant Governor
- IV. Introduction of Guests** – Jennifer Sandoval, District Secretary
- V. Approval of Agenda**

District Governor Wayne Cheng entertained a motion to adopt the Adoption of the 2019-2020 District Board Policy Goals to the agenda.

Moved by Metro Lieutenant Governor Eduardo Castillo and seconded by Foothill Lieutenant Governor Ryan Tan.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

### **VI. Approval of Minutes**

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

W. Cheng entertained a motion to approve the minutes from the April 28, 2019 District Board meeting.

Moved by Citrus Lieutenant Governor Katherine Hoang, and seconded by District Treasurer Kevin Ru.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

### **VII. Approval of Items**

A. Continuation of the Five-Year Plan

District Secretary Jennifer Sandoval explained the aspects of the District Five Year Plan. She highlighted that it aimed for the District Board to provide opportunities for professional development, strengthen the experience and education of the general membership, encourage Circle K clubs to improve the conditions of the surrounding communities, improve internal communications of the District, and improve external visibility of Circle K.

W. Cheng explained that the Five-Year Plan does not fit the current District Board's agenda and vision. He asked if anyone would like to make a motion to continue the plan.

Seeing none, the Five-Year Plan was not affirmed and therefore discontinued.

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

K. Ru explained that the proposal concerns the budget and registration cost for Crazy Kompetition for Infants North and South. He described Crazy Kompetition for Infants as a district large scale fundraising event where all proceeds go to the Pediatric Trauma Program. Option 1 is to keep pricing the same as \$8 for early registration and \$12 for on-site registration. Option 2 is to increase pricing by \$1. Judges and spectators would still remain the same as \$5. K. Ru stated that he and the Finance and Fundraising Committee endorsed option 1 because it was the first District event for new members.

W. Cheng entertained a motion to approve option 1.

Moved by Capital Lieutenant Governor Joey Pontillas, and seconded by Desert Oasis Lieutenant Governor Andy Nguyen.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

C. Pediatric Trauma Program Week – Kevin Ru, District Treasurer

K. Ru explained that the Pediatric Trauma Program is one of the three active District Fundraising Initiatives that our District supports through charitable fundraising and education. He proposed to host PTP Week, which is a social media week occurring between Crazy Kompetition for Infants North and South. This week would be utilized to promote PTP explain more about what it is. The event structure is similar to the past, wherein there are opportunities to participate online or in person and with your club, on your own, etc. He proposed to host this week in conjunction with the Key Club PTP Week.

W. Cheng entertained a motion to approve Pediatric Trauma Program Week.

Moved by E. Castillo, and seconded by Central Coast Lieutenant Governor Ashley Kil.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

D. Service Unity Month – Anna Se, Service Chair

A. Se explains that Service Unity Month is a social media campaign occurring in February 2020. Each week will have a question related to service in order to get members talking about service. District Large Scale Service Project (DLSSP) North, Southeast, and Southwest will be proposed to happen on the second and third weekends. She explains that if DLSSP ends up not happening, they would like to

host a single day of service with each Lt. Governor and/or division to further the DSI. A. Se also mentions that there will be a raffle to incentivize participation in the social media campaign. Prizes are to be determined.

W. Cheng entertained a motion to approve items 1 and 2, which were for the social media challenges and reserving the weekends of February for DLSSP.

Moved by K. Hoang, and seconded by E. Castillo.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

E. District Convention Theme – Nora Lovell, District Convention Chair  
District Convention Chair, Nora Lovell, explains that the three themes to be proposed for DCON 2020 include Dream, 2020 Vision, and Magic. N. Lovell endorses Dream as their first choice, with 2020 Vision and Magic following respectively.

W. Cheng entertained a motion to approve Dream as the theme for District Convention 2020.

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

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

F. District Convention Budget – Kevin Ru, District Treasurer  
K. Ru proposes a change in both early and regulation registration prices with an increase of \$5 for early registration, and a \$5 decrease for late registration. K. Ru explains that meals at the convention center have increased by \$5.39 per attendee. Furthermore, the Hawai'i Convention Assistance was removed from the budget since the general budget already has money allocated for it. K. Ru also mentions that the DCON Chair budget has been increased from \$200 to \$600 since N. Lovelly will be traveling from Northern California in comparison to previous years where the chair has been from Southern California.

W. Cheng entertained a motion to approve the District Convention Budget.

Moved by E. Castillo, and seconded by A. Nguyen.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

G. Fall Training Conference Theme – Olivia Chang, Fall Training Conference Chair

Fall Training Conference Chair, Olivia Chang, explains that similar to DCON, the theme plays an important role with setting the tone for the weekend. O. Chang states that the committee has been hard at work for the past few months with their proposed themes of Mystery, Dream, and Science. She states that Mystery is their top choice.

Wayne entertained a motion to approve Mystery as the theme for Fall Training Conference 2019.

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

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

H. Fall Training Conference Budget – Kevin Ru, District Treasurer

K. Ru begins by requesting a revision to the proposal to make registration increase by \$5 instead of \$8. He explains that camp fees that account for meals and housing have increased by \$2.50, and that the increase in registration prices also accounts for pre-planning expenses.

W. Cheng entertained a motion to approve the revised Fall Training Conference Budget.

Moved by K. Hoang, and seconded by A. Kil.

Golden Gate Lieutenant Governor Darian Sein-Lwin states that he doesn't believe there should be an increase in the budget for Fall Training Conference.

W. Cheng asks what the profit margin is for a \$5 increase. It is also stated that there would be a deficit of \$1,900 if there is no increase in budget.

E. Castillo states that with the increase of cost per attendee at the campsite being raised, he feels that the registration price increase is necessary.

J. Pontillas points out that the budget must be approved by the Kiwanis finance committee and that if it isn't approved, then they would have to call for another meeting to discuss.

D. Sein-Lwin moved to amend the Fall Training Conference Budget to have an increase of \$0, seconded by J. Pontillas.

Amendment not passed.

1 aye (D. Sein-Lwin), 9 opposed (J. Sandoval, K. Ru, J. Pontillas, A. Kil, K. Hoang, A. Nguyen, R. Tan, E. Castillo, J. Poyaoan), 0 abstentions.

W. Cheng entertained the motion to approve the revised Fall Training Conference Budget.

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

Motion Passed.

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

I. Amendments to the District Operating Procedures – Jennifer Sandoval, District Secretary

J. Sandoval explains that the items on the proposal are mostly clean up for the District Operating Procedures as some areas are outdated. She highlights each item on the proposal and explains the reasoning for each one.

W. Cheng entertained the motion to approve all items of amendments to the District Operating Procedures.

Moved by R. Tan, and seconded by D. Sein-Lwin.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

J. CNH Circle K Week – Erica Wei, Communications & Marketing Chair

E. Wei introduces CNH Circle K week as a social media week that aims to promote Circle K International and our image and core values. The Communications & Marketing Committee has proposed it as a "Day in CNH," with a different theme for each day. There would be Mentor Monday (morning), Therapy Tuesday (noon), Welcome Wednesday (afternoon), Tabling Thursday (sunset), Friendship Friday (dusk), Service Saturday (night), Sunny Sunday (sunrise). She states that each day encompasses one of our three tenets. There will also be a social media challenge wherein members share their experiences and utilize #CNHCKI to be included in raffle. The prizes are to be determined.

W. Cheng entertained the motion to approve CNH Circle K Week.

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

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

K. CNH Kiwanis Family Month – Roselyn Duong, Kiwanis Family & Foundation Chair

Kiwanis Family & Foundation Chair Roselyn Duong explains that November is known as the Kiwanis Family Month. For the dates of November 4<sup>th</sup>-November 20<sup>th</sup>, there will be a district-wide social media campaign to spread awareness of the Kiwanis Family. During this month, other branches will be told about what Circle K is about, the C&M newsletter will be advertised, and updates on what Circle K is doing will be sent out to other branches of the Kiwanis Family. The theme will change each week, but R. Duong suggests an amendment to the initial proposal. She would like to change week 1 to Key Club week to have it line up with what Key Club is doing. R. Duong explains that the last week of the month will be for Circle K so that we may also give thanks to Circle K as well. Furthermore, each day will also have different themes. During this month, there will be infographics posted, manuals including information about Kiwanis Takeovers, and more. There will be a raffle for those participating, and prizes are still to be determined.

W. Cheng entertained the motion to approve the revised proposal for CNH Kiwanis Family Month.

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

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

L. District Awards – Bruce Casenaz, Member Recognition Chair  
Member Recognition Chair Bruce Casenaz introduces awards with a quick overview, explaining that the amendments are one of the most anticipated changes made during the term. He explains that changes have always been made to enhance the members experience, making them feel a smooth and rewarding experience. The Member Recognition Committee has aimed to make awards easier for judges to go over and to make them more objective.

B. Casenaz continues to highlight some of the general changes. Other changes include a decrease in attendance by 5 points which will be moved to the leadership section. He goes over item 3, which removes the club calendar section on the Distinguished Secretary award because this is normally created by another officer. He states that for item 4, they would like the MRS to be attached to provide supplements and decrease inflation on the award.

For item 5, B. Casenaz states that the committee proposes to remove the award application process. For item 6, the committee proposes to change the points allocated towards planning & execution and need for the project. B. Casenaz also explains the proposal to remove the Outstanding Newsletter Award and instead, replace it with the Outstanding Club Media Award. This is due to the lack of applicants for the Outstanding Newsletter Award; the Outstanding Club Media award would cover newsletters, videos, and graphics.

W. Cheng entertained the motion to approve items 1, 2, 3, and 4 on the proposal.

Moved by E. Castillo, and seconded by K. Hoang

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

W. Cheng entertained the motion to approve item 5, the changes to the Mei Po Wong Overall Service Award.

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

R. Tan moved to table the discussion to the November District Board Meeting, seconded by D. Sein-Lwin.

E. Castillo asked for clarification, and R. Tan explained that the District Boards policy goals included impactful service. He felt that if the overall service award was just a "numbers game," it wouldn't have as much thought into it. He continued by stating that the name Mei Po Wong has a lot of meaning, especially coming from Foothill Division, and that having an automatic submission would make it meaningless. He did not want members to forget about its meaning and rich history. R. Tan stated that he would like the proposal to be tabled so that the Member Recognition Chair and Lieutenant Governors could devise a plan to benefit award applicants and make sure that the award hasn't lost its meaning.

Motion Passed.

6 Ayes (J. Sandoval, A. Kil, A. Nguyen, D. Sein-Lwin, R. Tan, J. Poyaoan), 0 Opposed, 4 Abstentions (K. Ru, J. Pontillas, K. Hoang, E. Castillo)

W. Cheng entertained a motion to approve item 6, changes to the Outstanding Single Service Award.

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



Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

W. Cheng entertained a motion to approve item 7, removal of the Outstanding Newsletter Award.

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

Motion Passed.

9 Ayes (J. Sandoval, K. Ru, J. Pontillas, A. Kil, K. Hoang, A. Nguyen, R. Tan, D. Sein-Lwin, E. Castillo), 0 Opposed, 1 Abstention (J. Poyaoan)

W. Cheng entertained a motion to approve item 8, the addition of the Outstanding Club Media Award.

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

A. Nguyen stated that in the graphic section of the media award, originality of the graphics states that the nominee needs to attach all graphics throughout the entire year, and it doesn't account for clubs that may have 300 graphics per year.

A. Nguyen moved to table the item to the November District Board Meeting, seconded by D. Sein-Lwin.

A. Nguyen requested to withdraw the motion, and D. Sein-Lwin withdrew his second.

W. Cheng asked for any objections to the withdrawal. Seeing none, the motion to table was withdrawn.

E. Castillo stated that since he is coming from a club that applies to the award, he does not believe that newsletters are a priority for smaller clubs. He continued by stating that the award doesn't define a newsletter well, and it may be in different formats (i.e. email, newspaper, magazine, etc.) He stated that he agreed that it should be tabled till the November District Board Meeting.

J. Pontillas added that clubs are moving towards using graphics outside of newsletters, and members may be more inclined to apply for the award.

J. Sandoval pointed out that awards are also intended to provide a guideline for clubs to follow. She stated that if the award was tabled to November, clubs

wouldn't know if the award was going to be passed, and they wouldn't have a guideline to appoint board members and prepare to apply for the award.

J. Poyaoan followed by stating that the workload would be pushed back and the Member Recognition Committee would have even more on their plate to complete an entirely new award.

E. Castillo reminded the board that there could also be a special board meeting called if the item was tabled.

R. Tan asked what would happen if we voted to table the item "indefinitely."

Parliamentarian Camille Goulet explained that it takes a 2/3 vote, and it can have the effect of killing the proposal.

A. Nguyen voiced his concern that awards judgement might be subjective wherein what defines a "good graphic" varies with each person's taste.

J. Pontillas asked if chairs were allowed to participate in the discussion.

B. Casenaz stated that the award might be subjective. He asked for help from the District Board with making a more objective awards judging. He also stated that the most recent judges committee were recent alumni who have been aware of recent trends, especially with awards. The judges who are selected for each award all have some kind of experience with what the rubric is.

E. Castillo moved to request a 5 minute recess, seconded by R. Tan.

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

After the recess, A. Nguyen moved to amend the award to include a portfolio of 5 graphics per season, seconded by K. Hoang.

N. Lovell questioned the wording of "season," asking for it to be defined.

A. Nguyen changed the wording to "quarter."

J. Pontillas asked what the current requirement was.

B. Casenaz answered that there is a minimum of 5 graphics total required for the term.

Motion Failed.

5 Ayes (A. Kil, K. Hoang, A. Nguyen, R. Tan, E. Castillo), 0 Opposed, 5 Abstentions (J. Sandoval, K. Ru, J. Pontillas, D. Sein-Lwin, J. Poyaoan)

E. Castillo asked if he may motion to vote for the same amendment; it is confirmed that he may.

J. Pontillas asked if the motion was approved, could amendments still be made afterwards; it is confirmed that amendments may still be made.

A. Nguyen moved to amend the award to include a portfolio, seconded by K. Hoang.

Motion Passed.

8 Ayes (J. Sandoval, K. Ru, J. Pontillas, A. Kil, K. Hoang, A. Nguyen, D. Sein-Lwin, J. Poyaoan), 0 Opposed, 2 Abstentions (R. Tan, E. Castillo)

M. Membership Recognition Program – Bruce Casenaz, Member Recognition Chair

B. Casenaz states that the Member Recognition Program is the largest program in the district that recognizes members at Fall Training Conference and District Convention. He follows by saying that the Member Recognition Committee is proposing to change nothing regarding MRP.

W. Cheng entertained the motion to approve the proposal of no change for the Member Recognition Program.

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

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

N. Adoption of the 2019-2020 District Board Policy Goals – Jennifer Sandoval, District Secretary

J. Sandoval reads aloud the District Board Policy Goals, stating that the District Board aims to improve and increase internal communication within the District, reestablish all aspects of membership, strengthen Kiwanis Family Relations, and refocus its efforts towards impactful service.

W. Cheng entertained the motion to approve the 2019-2020 District Board Policy Goals.

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

Motion Passed.

10 Ayes (unanimous), 0 Opposed, 0 Abstentions

## **VIII. Board Reports**

### **A. Chair Reports**

#### **1. Club Building & Revitalization Chair – Joshua Nepomuceno**

J. Nepomuceno has appointed 4 committee members and is working on defining items and overhauling a part of the district that hasn't been fixed in a while. His committee has been working on an ongoing chartered club database for campuses that don't have Circle K clubs. They've been working on a club building manual, reaching out to chartering clubs, and creating internal resources for the District Board.

#### **2. Communications & Marketing Chair – Erica Wei**

E. Wei has appointed 8 committee members, and they've been working on the C&M Network webinar series. The webinar series discusses techniques and strategies for people to utilize. She advertises the Sunburst Volume 59, Section 1 and also mentions that the committee is reviving social media through postings on Instagram and Twitter. They're aiming to have 3 press releases by the end of the month.

Furthermore, the C&M Committee has been working with the MD&E Committee and MR Committee to produce a webinar. They're also working on the release of the CKIx and Presidents' Retreat recap video. Lastly, the C&M Committee plans on releasing an updated version of the district style guide by the beginning of August.

#### **3. District Convention Chair – Nora Lovell**

N. Lovell announces that her committee contains 14 members across CNH. They've been working on putting together the theme and budget proposals which were just recently approved. She also states that DCON Committee will be visiting Riverside to have their first in person where they will talk about the spaces in the convention center. She is also looking forward to release of all DCON materials after FTC.

#### **4. Fall Training Conference Chair – Olivia Chang**

O. Chang has appointed her committee, and they have been working on developing individual and committee goals & expectations. She has met with predecessors, made timelines, and prepared publicity plans for FTC. She hopes to have good advertising to clubs and a smooth registration process.

#### **5. Kiwanis Family & Foundation Chair – Roselyn Duong**

R. Duong has been sending out Circle K interest forms to graduated Key Club and KIWINS members. Her committee has also been getting into contact with representatives from clubs that don't have Kiwanis Family & Foundation Chairs. They've been sending out the monthly KFRF as well as monthly infographics. On top of this, the committee has begun working on a club buddy system, suggestion box, and FAQ/Starter Kit for new KFF chairs.

#### 6. Member Recognition Chair – Bruce Casenaz

B. Casenaz has appointed a committee of five members, and they have been working on proposals for changes to awards. An updated Master Records Sheet has been sent for approval. The Member Recognition Committee has started MR Mondays, and they have also been promoting one-on-ones. Lastly, the MR Committee has been working on a recognition database to help clubs.

#### 7. Membership Development & Education Chair – Braden Lem

B. Lem has been working with his committee to release new manuals as well as update older manuals. The MD&E Committee is working on helping MD&E Chairs with effective recruitment and retention. They've released the tabling manual and have also been posting office hours as well as sending emails. B. Lem continues by saying that he will be sending support out to VPAs this week, and he will also start on webinars hosted by general members and/or district committees. Lastly, B. Lem and his committee have been working on the district pen pal system and a mentorship system with alumni and Kiwanians.

#### 8. Service Chair – Anna Se

A. Se has appointed her committee, and they are currently conducting one-on-ones with VPS's and service chairs. During the one-on-ones, they've been asking what resources they'd like and if there is any feedback for resources from previous terms. She's been planning out the rest of the term, and she has also been sending out weekly emails that contain resources, club service project highlights, and spotlights. The Service Committee has been planning DLSSP, which is projected to be finished around the beginning of September. Mostly, her committee has been preparing for the Fall, including webinars, resource events, and more.

#### 9. Technology Chair – Chris Lam

C. Lam has appointed his committee, and together, they have set committee goals. His committee has focuses on the district website, data, and software. They've also been working on a mobile FTC app as well as an online MRF Portal. He has been working to support district board members through the website. Lastly, he has been working on a buddy system for technology chairs as well as a district website manual.

## B. Lieutenant Governor Reports

### 1. Capital – Joey Pontillas

J. Pontillas has appointed his DLT which included 2 ad-hoc chairs. He and his presidents have been preparing for fall, and J. Pontillas has been in close contact with his regional advisor as well as his assistant regional advisor. Currently, there are 126 members registered for Quad DCM, and he has also been preparing for online office training in August. The next DCM planned for Capital is September 21<sup>st</sup> at Folsom Lake College.

### 2. Central Coast – Ashley Kil

A. Kil has been hosting in person DCMs. The June DCM for Central Coast was a beach cleanup, and in July, it was berry picking. She's been continuing hosting office hours every other Tuesday, and she also plans on attending Kiwanis DCMs. Lastly, she's been working with the Club Building & Revitalization Committee to help those who show interest in chartering in Central Coast.

### 3. Citrus – Katherine Hoang

K. Hoang has appointed 7 DLT members, and her August DCM is planned for August 11<sup>th</sup>. In the past three months, she has hosted 3 DCMs, 3 DCMS, and plenty of heart to hearts. She has also hosted the first Citrus Tea Time. K. Hoang has been working on inspecting and developing resources for the division, and she has also been establishing a counterpart communication line via Facebook Messenger. She's been building Kiwanis Family relations through quarterly newsletters, and she has also been planning a service project collaboration.

### 4. Desert Oasis – Andy Nguyen

A. Nguyen welcomes back the College of Southern Nevada to Desert Oasis, and he thanks his Regional Advisor Linda and UN Las Vegas for their cooperation and support. He has been encouraging Desert Oasis to support the Trevor Project throughout July through fundraisers, service projects, webinars, etc. The next DFI month will be the Kiwanis Family Month happening in tangent with Kiwanis DCON. Lastly, A. Nguyen has been planning information nights with his DLT to help smaller clubs that need help.

### 5. Foothill – Ryan Tan

R. Tan announces the divisional theme as hot pot. For the past few months, he has been hosting in person DCMs, as well as a Tri-DCM with Metro and Citrus. He's also been hosting DSPs and socials for Foothill, which has been helping with unity in the division. Lastly, R. Tan has begun hosting office hours and preparing for Foothill's August DCM.

### 6. Golden Gate – Darian Sein-Lwin

D. Sein-Lwin announces that Golden Gate has had several summer service events and that the divisions presidents' had a great time at Presidents' Retreat. The Golden Gate July DCM occurred the day before, and while he wasn't able to attend, his DLT was able to host the event and have a great time. Recently, D. Sein-Lwin also hosted a 6-hour office hour session to discuss the July proposals.

#### 7. Metro – Eduardo Castillo

E. Castillo has hosted 9 DLT meetings, and recently, he hosted the Metro Banquet with the retiring Lt. Governor. During the Metro June DCM, members made packages and attended a boba social following the event. He has released the Metro union, divisional council, office page, and Metro Mingles to spotlight the DLT. Alongside Citrus and Foothill, Metro attended the Tri-DCM where there were 100 members in attendance. E. Castillo thanks K. Hoang, R. Tan, and the advisors. Lastly, E. Castillo advertises the CSUN DCM where Metro members will be watching Avengers: Endgame for free.

#### 8. Sunset – Jonash Poyaoan

J. Poyaoan has appointed 6 DLT members, and has hosted several DCMs and DSPs over the past few months. 3 Sunset Presidents attended Presidents' Retreat, and the voting forms for Sunset shirts as well as pen pal system, and sister club system are soon to be released. He has also been working on creating PowerPoints to assist club boards. J. Poyaoan announces Quad DCM to be held on August 10<sup>th</sup>, and he gives a quick thank you to the Northern Lt. Governors.

#### C. Treasurer – Kevin Ru

K. Ru has recently been hosting one-on-ones with Treasurers and Fundraising Chairs (TFCs). He's also appointed 6 committee members, and they have been reaching out to TFCs to hear about any suggestions. He has begun a Penny Pals system which is intended to be a community group for TFCs to get to know their counterparts and be a support system for each other. Lastly, K. Ru announces that Crazy Kompetition for Infants North and South are happening on October 12<sup>th</sup> and October 19<sup>th</sup> respectively.

#### D. Secretary – Jennifer Sandoval

J. Sandoval has appointed 4 committee members and hosted 6 meetings thus far wherein the Laws & Regulations Committee has thoroughly reviewed the District Operating Procedures. She has begun Secretary Sunday emails which include features such as a district countdown, tip of the week, a Secretary spotlight, and more. She's also been hosting monthly office hours/workdays on the 4<sup>th</sup> and 5<sup>th</sup> of each month to assist any Secretaries. Lastly, she has been distributing district board feedback from MRFs to the rest of the board.

#### E. Director, Service Leadership Programs – Bruce Hennings

B. Hennings thanks the guests and Governor Elect Timothy Cuning for attending the district board meeting. He also thanks the District Board for all their hard work. He announces the Fall Training Conference deadlines as October 10<sup>th</sup> for on time registration, and October 17<sup>th</sup> for late registration. He clarifies that the deadlines are meant to be received by in the district office. Registration will close at 11:59PM. He ends by thanking the board for leaving the room as is for the Key Club meeting the following week.

F. District Administrator – Armando Velazquez

A. Velazquez begins by stating that he sees the most diverse amount of clubs in attendance at the district board meeting and adds that it's nice to see representation from around the district. He follows by stating that he had a great time at CKIx in Orlando with the Kiwanis Convention. Speaking to the District Board, A. Velazquez commends them on approving a wide range of things in the weekend and encourages the District Board to get to work on recruiting members and advertising events. He's excited to see what will be happening this year, and he congratulates the District Board for having a productive weekend.

G. District Governor – Wayne Cheng

W. Cheng thanks the gallery for attending, and comments that the meeting had the most students he's ever seen attending a district board meeting. He thanks everyone for showing interest and taking their time to attend the meeting. W. Cheng reflects on CKIx in Orlando, Florida, and states that CNH took home over 20 awards, elected Don Nguyen from UC Irvine as a trustee, and retired Max Rico, the last Sub Region B trustee. He follows by stating that he's very proud of M. Rico, and thanks him for all the service he's done for the district. W. Cheng announces that CKIx 2020 will be held in Las Vegas, Nevada, and that the last time CKIx was held in CNH was about 20 years ago. He feels that we're very fortunate that the event is happening in our district during our Circle K careers. He encourages everyone to attend!

In the month of June, W. Cheng attended the Tri-DCM in Long Beach, Desert Oasis DCM, and UCSD meetings. He's glad to have been able to attend 5 DCMs in one month. In the month of August, he's attending the August Quad DCM, and concludes that he will have been able to visit all 9 divisions over the summer. He plans on continuing visitations, and he also plans on attending Kiwanis DCON to represent Circle K and our district. He states that the District Board has had a productive weekend and feels that things are really coming together. He's excited for the fall, and the committees and chairs have been doing great

**IX. Past Events**

A. Circle K International Convention – Steve Lopez, Onto International Convention Chair



S. Lopez thanks everyone in attendance for taking their time to come to the meeting. He follows by recapping the days of CKIx, wherein there was plenty of sessions, fellowship activities, service, elections, and awards. In total, there were 16 attendees from CNH. He highly recommends members to attend CKIx 2020. Lastly, S. Lopez thanks the District Board, and he offers his help to anyone who may need it.

B. CNH Circle K Presidents' Retreat – Angela Lagrada, Presidents' Retreat Chair

A. Lagrada thanks the District Board for volunteering throughout the entire event, and also thanks the presidents that attended both Presidents' Retreat and the district board meeting. She describes Presidents' Retreat as having plenty of workshops, activities, crying, and bonding. She's happy to see that a stronger bond was built with the presidents and the district. She thanks the advisors, the committee, and the District Board.

**X. Upcoming Events**

- A. Crazy Kompetition for Infants North in Sacramento, CA – October 12, 2019
- B. Crazy Kompetition for Infants South in Stanton, CA – October 19, 2019

K. Ru advertises CKI North and South as a series of team games that members may sign up for with their home clubs. He recommends members to attend in order to meet other members, play games, and strengthen the bond within clubs. All the proceeds of the event are donated to the Pediatric Trauma Program.

C. Fall Training Conference in Sonora, CA – November 1-3, 2019

O. Chang states that Fall Training Conference is a 3 day, 2 night event in the woods in Old Oak Ranch in Sonora. It's a fun event filled with things like workshops and team activities, and it's a great way to welcome new members into Circle K. She states that she's very excited with the theme of "Mystery," and she hopes everyone else is as well. She announces that registration opens on September 2<sup>nd</sup>, and it closes on October 10<sup>th</sup> (regular) and October 17<sup>th</sup> (late). She lets clubs know to advertise early, especially quarter schools. Lastly, O. Chang states that the registration date deadlines cannot be moved.

**XI. Announcements**

A. Kil thanks everyone who has signed up for Quad DCM registration.

J. Sandoval reminds attendees to sign in if they have not yet.

- XII. Closing Thoughts** – Darian Sein-Lwin, Golden Gate Lieutenant Governor
- XIII. Adjournment** – Wayne Cheng, District Governor – 3:46PM

Respectfully Submitted:

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Jennifer Sandoval, 2019-2020 District Secretary

Date

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Wayne Cheng, 2019-2020 District Governor

Date

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Armando Velazquez, 2019-2020 District Administrator

Date

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

November 2019 Board Meeting Packet

### **Approval Items**

# **CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

## **Circle K International**

**Mei Po Wong Overall Service Award Proposal**

**November 2019 Board Meeting**

Respectfully Submitted by **Bruce Casenaz, Member Recognition  
Chair**

### **EVENT OVERVIEW**

The Mei Po Wong Overall Service Award was named in dedication after Mei Po Wong, a former club president at Mt. San Antonio College who was a victim of drunk driving accident that cost her her life while serving as the Foothill Lieutenant Governor. The award was adjusted last year to measure the award based off of the highest service hour total rather than highest service hours per member.

Although this change presented with clubs who never had the chance to be awarded the Mei Po Wong Overall Service Award, the award had shifted to judging a club by the total hours done rather than the quality of service.

The District Member Recognition Committee proposes to seek a compromise between the award's original structure and current structure. Club's active membership and diversity of service projects would be weighed, ultimately adding the quality of events as a factor into the award.

### **ITEMS FOR APPROVAL**

- Mei Po Wong Overall Service Award

#### **ITEM #1: Mei Po Wong Overall Service Award**

The District Member Recognition Committee proposes to maintain the current structure of the Mei Po Wong Overall Service Award as approved from the 2018-2019 term but would like to add additional supplements as well as make updated adjustments to reflect the international 2019-2020

term. The proposed adjustments are intended to measure the quality of service and club's as well as serve as a reflection of a club's involvement in their local communities.

The Mei Po Wong Overall Service Award would be presented to the top three clubs with the highest total service hours plus points accumulated from the application:

- Bronze (Clubs with 40 members or fewer)
- Silver (Clubs with 41 – 70 members)
- Gold (Clubs with 71 – 110 members)
- Platinum (Clubs with 111 or more)

Changes to the application would be:

- Explicitly state that service projects can only be listed once, a separate column will be created for clubs to list the dates (MM/DD) they have repeated such projects.
- Service Fundraisers may only be considered service as defined on the District Operating Procedures.
- Replacing Section I (International Service Initiative) with Section IV (International Service Partners & Charities).
- Shifting Sections V (Campus Service) & VI (Continuous Service) down one as Section IV (Campus Service) & V (Continuous Service).
- Sections I – V would have the points accumulated together as 25 points in how complete the sections are as well as how significant of an impact these projects made.
- Section VI would be renamed "Club Membership & Essay Prompt"
  - Clubs will have to enter the amount of dues-paid member as well as the amount of "active membership," members who have completed 15 hours from March 1, 2019 to February 29, 2020.
    - Up to 25 points can be obtained according to the percentage of "active membership."
  - Answer two prompts each receiving 25 points.
    - **How does your club define service and what does it mean to do service?**
    - **How has your club's service projects impacted your local community/population?**

# **CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

## **Circle K International**

**DIVISIONAL LOGOS** Proposal  
**NOVEMBER** Board Meeting

Respectfully Submitted by **ERICA WEI, COMMUNICATIONS &  
MARKETING COMMITTEE**

### **ITEM OVERVIEW**

Purpose: After the replacement of the divisional emblems with divisional icons, LTGs and divisions had no other way of distinguishing themselves in graphics, documents, t-shirts, presentations, and other forms of media. Divisional icons, while clean in design, did not include names or colors to clearly link it to its division. To address this issue, the District Communications & Marketing Committee has designed a new set of divisional logos. Similar to the divisional emblems, the new logos will provide LTGs and divisions with another form of branding and identification, while remaining visually connected to the CNH Circle logo. These logos are based on the CNH Circle K logo design and utilizes the original divisional icons that were designed last term.

### **ITEMS FOR APPROVAL**

- Divisional Logos in color and black/white for:
  - Capital
  - Central Coast
  - Citrus
  - Desert Oasis
  - Foothill
  - Golden Gate
  - Metro
  - Paradise
  - Sunset

## ITEM #1: LOGOS IN COLOR





## ITEM #2: LOGOS IN BLACK/WHITE



# **CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

## **Circle K International**

**Kiwanis Family House Week 2020 Proposal**  
**November Board Meeting**  
Respectfully Submitted by **Kevin Ru, District Treasurer**

The Kiwanis Family House (KFH) serves as one of the active District Fundraising Initiatives for the California-Nevada-Hawai'i District of Circle K International. Established through the collective efforts of Kiwanis volunteers from the Sacramento Area, the KFH provides housing and support to families of individuals staying at the UC Davis Medical Center or Shriners' Hospital in Sacramento, CA. Money raised for the KFH is used towards supporting its daily operations, provide for guests, and reduce or waive rent for low income families.

In order to increase membership awareness and education of KFH, the District Fundraising Initiative Ambassador, alongside the Finance and Fundraising Committee, has organized one week to recognize and highlight the charity and its cause. The week will be held online through social media and will consist of various activities – taking place both online and in-person – for each day that will teach members about KFH and encourage them to show their support for it.

## **ITEMS FOR APPROVAL**

The following items seek approval from the district board

- Item #1 Kiwanis Family House Week 2020

### **ITEM #1 KFH Week**

#### **Proposed Date**

To correspond with the planned Kiwanis Family House Project with CNH Key Club and expanding March in March to various locations in the district, this week shall take place from Monday, January 13<sup>th</sup> - Friday January 17<sup>th</sup>.

#### **Event Structure**

KFH Week will be promoted largely through social media and the District website. Each day of the week will be dedicated to particular activities that allow members to learn

about a different aspect of the Kiwanis Family House. Further details for each day can be found below.

Monday, January 13 | Memorable Monday

- *The KFH has provided housing and support to upwards of 2,000 families each year in its 36 years of service with inspirational stories from many of the guests.*
- *Share your favorite guest story from the KFH website or make a post about a place that has become your home away from home with #KFHWeek2020*

Tuesday, January 14 | Together Tuesday

- *The hospital saves lives; the KFH saves families. While the average guest stay is 3 days at the KFH, guests are welcome to stay as long as they need in this supportive environment.*
- *Post a picture with your Circle K or another Kiwanis Family club and include a message about how Kiwanis has impacted your own life with #KFHWeek2020*

Wednesday, January 15 | Wishful Wednesday

- *Every month, the KFH posts a wishlist of needed priority items that individuals and clubs can donate towards. Past examples have included, toiletries, kitchenware and food.*
- *Make a post about something you've always wanted or an activity you've always wanted to try. You can also take a step further and participate in a service activity in your club related to giving back towards others!*

Thursday, January 16 | Triumphant Thursday

- *The guests at the KFH have often overcome challenges thanks to the efforts of the KFH which relies heavily on the donations of the Kiwanis Family clubs as a non profit organization.*
- *Host a fundraiser with your club in support of KFH and make sure supporters know where their money is going towards! Alternatively, share your plans for a future fundraiser, or recap an old one with #KFHWeek2020*

Friday, January 17 | Friendship Friday

- *The KFH places a great emphasis on not only providing housing, but also building a community for the guests who stay as they often become extended members of the Kiwanis Family.*

- *Give a shoutout to an individual(s) or group that has been there for you and supported you through a difficult time.*

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Trevor Project Week 2020** Proposal

**November** Board Meeting

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

### EVENT OVERVIEW

The Trevor Project (TP) serves as one of the active District Fundraising Initiatives for the California-Nevada-Hawaii'i District of Circle K International. Inspired and established from a short film called *Trevor*, the Trevor Project is the nation's only crisis intervention and suicide prevention service to LGBTQ teens and young adults. It also encourages allies to join with them as well in supporting these individuals and be a resource for them. Money raised for TP is used to help keep their 24 hour crisis line operating, training modules, and other methods of support and educational resources.

In order to increase membership awareness and education of TP, the District Fundraising Initiative Ambassador, alongside the Finance and Fundraising Committee, has organized one week to recognize and highlight the charity and its cause. The week will be held online through social media and will consist of various activities – taking place both online and in-person – for each day that will teach members about TP and encourage them to show their support for it.

### ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Trevor Project Week 2020

### ITEM #1: Trevor Project Week

#### Proposed Date

The proposed date is the first week of March. March 2<sup>nd</sup>- 6<sup>th</sup>

#### Event Structure

TP Week will be promoted largely through social media and the District website. Each day of the week will be dedicated to particular activities that will allow members to learn about a different aspect of TP. Further details for each day can be found below. Activities are geared towards promoting mental health awareness and taking care of ourselves in addition to being an ally and supporting.

**Movement Monday** | Learn the roots of the Trevor Project and gain a better understanding of its mission by watching “Trevor” the 20 minute short film that started it all either on your own or with friends!

Alternatively, go outside, take a walk or be active in one shape or form! Regular physical activity helps ease symptoms of depression and can build confidence. It can also help cope with stress or anxiety and boost the mood! Take a picture or video of whatever physical activity you decided to do and post in on social media with #TPWeek2020

**Tunes Tuesday** | Music can help with depression. So grab some earbuds or blast some tunes out loud. Lose yourself in the music and forget about your troubles for a brief moment. Sing along at the top of your lungs. Get off your feet and bust a move. Record a little clip of you singing along to your favorite song then post it on facebook or instagram and #TPWeek2020

**Wacky Wednesday** | LAUGHTER IS THE BEST MEDICINE. A good belly laugh doesn't just lighten the load mentally. It lowers cortisol, your body's stress hormone, and boosts brain chemicals called endorphins, which help your mood. Lighten up by netflixing your favorite sitcom, youtubeing those silly cat videos, or chatting with someone who makes you smile. Share your favorite TV show or a clip that makes you laugh on facebook or instagram and #TPWeek2020

**Tranquility Thursday** | TAKE A STEP BACK. Being a college student can be stressful and overwhelming. Sometimes it's good to just put everything down and take a breather. Put things on hold for 5 minutes while you do nothing but relax. Close your eyes and take deep breaths. Then resume your work with a fresh mind.

Take a moment to reflect. You can tell your own story and what this cause means to you or share a tip of how to be more inclusive of those around you!

**Friends/Family Friday:** Sometimes we take friendships and family for granted. Make sure your friend(s) or family member(s) know you appreciate them and that you can't imagine a world with them gone. Some people are surrounded by loved ones but they still feel lonely. Be an ally for others and let them know that they aren't alone and that you're there for them. Do something, anything with a friend(s) or family member(s) today and post a picture of it on Facebook with #TPWEEK20

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

### Planning Hours Change Proposal Proposal November 2019 Board Meeting

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

## EVENT OVERVIEW

To clarify what counts as “reasonably proportional” service planning hours, as stated on CNH Circle K's current District Operating Procedures, the Service Committee suggests adding an MRF (Monthly Report Form) tag as well as an addendum to provide a more detailed definition to the service planning hour. When implemented, the MRF tag would filter our service planning hours from other service hours, and only account for up to 10% of one's overall service hours in order to prevent inflation and to promote more community engagement. The addendum would state that planning hours can only be given if the meeting is open to the public (closed/open committee meetings).

## ITEMS FOR APPROVAL

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

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

Planning hours for service events are not defined on the District Operating Procedure. To clarify what is considered “reasonably proportional”, the District Service Committee suggests adding an event tag on the Monthly Report Form (MRF) that filters planning hours from service hours. From there, planning hours can be percent limited and only equal up to 10% of a person's overall service hours. This is suggested in order to encourage more CNH Circle K members to go out and actively participate in their



communities, and for members to get reasonable amounts of planning hours for specific events.

The Service Committee can also work alongside the District Board to implement this new change on the MRF.

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

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

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

- **910 - Service**

- **“The planning hours reported for Service Fundraising Events or Single Service events should be reasonably proportional to the amount of service hours accrued from the event or the amount of funds raised.”**
- Change: “The planning hours for Service Fundraising Events or Single Service events can only account to up to 10% of one’s overall service hours”

- **930 - Service**

- “Work can only be counted as service at an event focusing on raising funds if both definitions of service and fundraising are met. No member can receive service hours simply for paying admission, having meals, more than four travel hours, going to and from service projects or events, etc. **Members can receive hours for their work put forth in planning a fundraiser if the funds raised are going to a charity entity, but members who simply attend cannot receive the same amount of hours.** Travel hours going to and from service projects or service events may only be counted up to a maximum of four hours in total going to and from the

activity, or the amount of time actually spent at the activity, whichever is less. Travel hours spent to attend District sponsored service projects or service events are not subject to this limitation.”

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

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

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

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

Potential changes on the District Operating Procedures:

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

# CALIFORNIA-NEVADA-HAWAII DISTRICT

## Circle K International

### District Large Scale Service Project Southeast Proposal

November 2019 Board Meeting

Respectfully Submitted by **Kim Hinojos, Shirley Siu, and Terrie Truong**

## EVENT OVERVIEW

**What:** District Large Scale Service Project (DLSSP) Southeast

**When:** Friday, February 14, 2020

**Where:** Boys & Girls Club of Costa Mesa

**Purpose:** District Large Scale Service Project Southeast is an annual service project that brings together the southeastern part of the Cal-Nev-Ha Circle K District. It allows the participating members to work together and serve the community, while fostering fellowship among new & old friends and empowering their leadership through service.

## ITEMS FOR APPROVAL

- DLSSP Southeast Itinerary
- Budget
- Additional Division Attendance
- Back Up Site
- Date: February 14, 2019

### ITEM #1: DLSSP Southeast Itinerary

#### 1. ***Itinerary (Tentative)***

12:30pm - 1:00pm	Service Committee Meeting + District Board check-in
1:00pm - 2:00pm	Volunteer check-in & opening session
2:00pm - 3:00pm	Work shift 1 (Set up and assign tasks to volunteers)
3:00pm - 4:00pm	Late Lunch & DCM's / Work shift 2 (Hand out snacks to kids;
	carnival introduction; waiver collection; Boys & Girls Club
	administration will set carnival guidelines)
4:00pm - 6:00pm	Work shift 3 (Carnival games/table-top)
6:00pm - 7:00pm	Work shift 4 (Clean up)

## **2. Job Descriptions**

### *a. Boys & Girls Club of Costa Mesa*

#### *i. Set Up (20-30 volunteers)*

- 1. Members will be assisting with setting up carnival games at the Boys & Girls Club/ Rea Elementary.*

#### *ii. Carnival Games*

- 1. Members will be running the carnival games and ensuring the safety and fun of the children attending DLSSP and playing the games.*

*a. Art & Activity Table (3 volunteers)*

*b. Dance battle (5 volunteers)*

*c. Potato sack racing relay (2 volunteers)*

*d. Fish net game (2 volunteers)*

*e. Photo booth (2 volunteers)*

*f. Hula hoop contest (5 volunteers)*

*g. Catch-a-ball game (2 volunteers)*

*h. Football toss (2 volunteers)*

*i. Ring toss (2 volunteers)*

*j. Reading corner (3 volunteers)*

*k. Pin the arrow on the cupid (2 volunteers)*

*l. Can Knock Down Game/Strike the tin (2 volunteers)*

*m. Origami session (3 volunteers)*

*n. Face painting (3 volunteers)*

*o. Valentine Tic-Tac-Toe (2 volunteers)*

*p. Bowling (2 volunteers)*

#### *iii. Other volunteer jobs for the carnival*

- 1. First aid station (2-3 volunteers)*

- 2. *Media crew (2-3 volunteers)*
- 3. *Trash duty crew (4-5 volunteers)*
- iv. *Tabletop Projects (15-25 volunteers)*
  - 1. *Members who want to participate in table top projects will likely be working on are knitting scarves for babies, emergency kits, card making, and many other projects with the supplies listed above.*
- v. *Clean Up (20-30 volunteers)*
  - 1. *Members will assist with cleaning up the site once the event has concluded, that includes but is not limited to organizing supplies, throwing away trash, and helping to load supplies back on the cars from which they came.*

## ITEM #2: Budget

### ***I. Expenditures/Donations***

- a. *Food*
  - i. *Lunch: Pizza (Costco: Cheese/Pepperoni/Combo)*
    - a) *Vegan Option: Purchase salads for those who indicate they are vegan*
  - ii. *Snack: Granola bars*
  - iii. *Drink: Water*
- b. *Supplies/Tools*
  - i. *4 boxes of name tags*
  - ii. *1 bag of plates*
  - iii. *1 container of napkins*
  - iv. *1 box of food serving gloves*
  - v. *Balls*
  - vi. *Disks*
  - vii. *Rings*
  - viii. *Clothespins*

- ix. Easter egg bean bags*
  - x. Parachute*
  - xi. Cones*
  - xii. 1 Karaoke machine*
  - xiii. 1 Bubble/fog machine*
  - xiv. Potato sacks*
  - xv. Fishing nets*
  - xvi. 1 Plastic kiddie pool*
  - xvii. Printable pages (puzzles, coloring pages, word search, etc.)*
  - xviii. Construction paper*
  - xix. 3 packs of brown lunch bags*
  - xx. 5 packs of markers*
  - xxi. 5 boxes of crayons*
  - xxii. 5 boxes of colored pencils*
  - xxiii. Digital camera*
  - xxiv. Photo booth set up*
  - xxv. Buckets*
  - xxvi. Face paint*
  - xxvii. Brushes*
  - xxviii. Wet wipes*
  - xxix. Poster Boards*
  - xxx. 1 bag of candy*
  - xxxi. 1 box of ziploc bags*
  - xxxii. 3 pack of wristbands*
- c. Additional Funding*

- i. *Camille Goulet will be providing some of her items (mentioned above) for the event.*
- ii. *Tomorrow Fund*
- iii. *Service District Fundraising*

## **II. Registration & Expenses**

- a. *Registration Cost: \$6*
- b. *Circle K Waivers & Codes of Conduct will be requested to be submitted with registration fee*
- c. *Registration due date will be determined after talking to Mondo Velasquez, Robert Chirk, and/or Bruce Hennings.*
- d. *Registration fees will pay for Lunch, Snacks, & Water.*
  - i. *Example Projection: 150 attendees*
  - ii. *\$6 x 150 = \$900 (Total Expected Funds)*
  - iii. *Lunch*
    - a) *Pizza: 10 slices @ ~\$11*  
*(1) 40 Boxes x \$11 = \$440 -> 400 slices, 2.6 slices per person*
    - b) *Salads: ~\$5.99*  
*(1) 20 salads x \$5.99 = \$119.80, 1 salad per vegan*
  - iv. *Snacks*
    - a) *Granola bars: 1 box = 60 bars; 1 box = \$11,*  
*(1) 4 boxes x 11 = \$44, 240 bars*
  - v. *Water*
    - a) *40 pack at ~\$4.50*
    - b) *10 cases x \$4.50 = \$45.00 -> 400 bottles, ~2 bottles per volunteer*
  - vi. *Name Tags*
    - a) *100 pack at \$5.99*
    - b) *4 packs x \$5.99 = \$23.96*

vii. *Plates*

a) 225 bag at \$18.99

b) 1 bag x \$18.99 = \$18.99

viii. *Paper Towels*

a) 15 rolls = \$16.68

b) 1 container x \$16.68 = \$16.68

ix. *Food serving gloves*

a) 500 ct at \$5.99

b) 1 box x \$5.99 = \$5.99

x. *Ziploc Bags*

a) 150 ct at \$5.29

b) 1 box x \$5.29 = \$5.29

xi. *Candy*

a) 60 pieces of candy = \$10.59

b) 3 bags of candy x \$10.59 = \$31.77

xii. *Plastic kiddie pool*

a) 1 kiddie pool = \$16.99

b) 1 kiddie pool x \$16.99 = \$16.99

xiii. *Markers*

a) 10 ct of markers = \$3.29

b) 5 boxes x \$3.29 = \$16.45

xiv. *Crayons*

a) 24 ct of crayons = \$1.19

b) 5 boxes x \$1.19 = \$5.95

xv. *Colored pencils*

a) 12 ct of crayons = \$1.49

b) 5 boxes x \$1.49 = \$7.45



- xvi. *Buckets*
  - a) *Paint Pails = \$3.25*
  - b) *3 pails x \$3.25 = \$9.75*
- xvii. *Face paint*
  - a) *2 Face Paint Kits (face & body) = \$30.00*
- xviii. *Brushes*
  - a) *Face Paint Brushes = \$10.00*
- xix. *Wet wipes*
  - a) *5 packs = \$6.42*
- xx. *Poster*
  - a) *20 poster boards (games and signs) = \$20.00*
- xxi. *Brown lunch bags*
  - a) *100 pack of bags = \$1.99*
  - b) *3 packs x \$1.99 = \$5.97*
- xxii. *Wristbands*
  - a) *100 pack = \$7.20*
  - b) *3 packs x \$7.20 = \$21.60*

### **III. Additional Funding**

#### **a. Tomorrow Fund**

- i. *We will apply for the Tomorrow Fund to secure funding for the service project and will be waiting for acceptance/approval.*
  - a) *If we receive the full asking amount from the Tomorrow Fund, we will be able to lower the price for DLSSP SE registration.*
- ii. *The fund should cover a portion of the supplies needed - excluding items that will be donated- and any other miscellaneous or emergency materials that may be needed.*

- iii. *Estimated amount based on previous year: \$800 (Had expenses \$1000+)*
- b. *District Service Fundraisers*
  - i. *Various fundraisers have been held by members of the DLSSP Southeast group to help raise funds for the event.*

**IV. *Revenue/Expense Estimations***

- a. *Total Cost: \$882.06*
- b. *Registration Revenue: \$900*
- c. *Estimated Tomorrow Fund Amount: \$400*

## **ITEM #3: Division Attendance**

**I. *Divisions to be invited***

- a. *The divisions that are invited to DLSSP Southeast will be Citrus, Desert Oasis, and Paradise.*
- b. *Other divisions may attend this event, but on a school by school basis with schools having lower travel times taking priority. For example, Metro division will be invited if the number of attendees from Citrus, Desert Oasis, and Paradise are low. Schools close to the site location will take priority over further schools. Additional attendance will not be guaranteed.*
- c. *No additional divisions will be invited although District Committee Members and District Board personnel from outside may attend given the permission of the appropriate Kiwanis Committee members.*

## **ITEM #4: Backup Option**

**II. *Beach/Park Clean Up***

- a. *As a backup option to the Boys & Girls Club, members will be able to volunteer to clean up a local beach or park in the Southern California area. The itinerary will be identical to the above proposed event. There will be two volunteer sessions and one session for lunch.*

**III. *Tabletop projects with schools within the area***

- a. *As a backup option to the Boys & Girls Club, members will be able to volunteer with a local school and their students to participate in tabletop*

*projects such as decorating lunch bags for the Ronald McDonald House/Kiwanis Family House, finger-knitting baby scarves, etc.*

## **ITEM #5: Date and Site Details**

### **IV. Event Date and Time**

- a. Date: February 14, 2019*
- b. Time: 12:30pm - 7:30pm*

### **V. On-Site Registration**

- a. There will be no on-site registration, unless the expected number of volunteers is not met. There will be a waitlist provided with each registration form per club. If the expected number of volunteers is not met, we will contact schools to let them know they may allow a certain amount of numbers per club to proceed. Registration will be handled primarily by Terrie Truong and the rest of the DLSSP Southeast Team - Kim Hinojos and Shirley Siu.*
- b. Spots may open up if there are last minute drops from the event.*

### **VI. Opening Session, Registration & Closing Session**

- a. Registration and Closing Session will both occur at Boys and Girls Club of Costa Mesa.*
- b. All volunteer sessions will remain at the Boys and Girls Club of Costa Mesa.*
- c. Volunteers will receive volunteer assignments at registration or shortly after opening session.*

### **VII. Lunch Locations**

- a. Lunch will take place at the Boys and Girls Club of Costa Mesa in a designated area, with members of the District Service Committee or District Board handing out food to volunteers.*

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

### District Large Scale Service Project Southwest Proposal November Board Meeting

Respectfully Submitted by **Amir Patel, Hyun Jin Kim, Nicole Geralde**

## EVENT OVERVIEW

**What:** District Large Scale Service Project (DLSSP) Southwest

**When:** Saturday, February 15, 2020

**Where:** Boys & Girls Club of Long Beach - Eastman Center, Westside Center, Long Beach

**Purpose:** District Large Scale Service Project Southwest is an annual service event that brings together members from the 3 southwestern divisions of the California-Nevada-Hawai'i District (Central Coast, Foothill, and Metro) and allows them to serve their community while creating new bonds with fellow members.

## ITEMS FOR APPROVAL

- *DLSSP Southwest Site #1 Itinerary*
- *DLSSP Southwest Site #2 Itinerary*
- *DLSSP Southwest Event Budget*
- *Division Attendance*
- *Date and Site Details*
- *Back-up Options*

### ITEM #1: DLSSP Southwest Site #1 Itinerary

#### I. **Itinerary (Tentative) & Locations**

6:30am - 7:30am: Committee and District Board Check-in and Set-up

7:30am - 8:30am: General Check-in and Opening Session (Westside)

8:30am - 9:00am: Eastman volunteers travel to site

8:30am - 1:30pm: Work Shift with breaks & clean-up

1:00pm - 1:30pm: Eastman volunteers travel back to site

1:30pm - 3:00pm: Lunch with DCMs

3:00pm - 4:00pm: Closing Session

4:00pm - 5:00pm: Committee event wrap-up and site clean-up

## **II. Job Description**

### **A. Westside Center/Freeman E. Fairfield Site**

1. Prepping and painting rooms (20-25 volunteers)
  - a) Volunteers will be directed on how to prep each room to be painted.
  - b) With the paint and tools provided, the volunteers will paint the games room, middle school room, and all hallways
2. Planting and Beautification (20-25 volunteers)

## **ITEM #2: DLSSP Southwest Site #2 Itinerary**

### **III. Itinerary (Tentative) & Locations**

6:30am - 7:30am: Committee and District Board Check-in and Set-up  
7:30am - 8:30am: General Check-in and Opening Session (Westside)  
8:30am - 9:00am: Drive to sites  
9:00am - 1:00pm: Work Shift with breaks & clean-up  
1:00pm - 1:30pm: Drive back to Westside site  
1:30pm - 3:00pm: Lunch with DCMs  
3:00pm - 4:00pm: Closing Session  
4:00pm - 5:00pm: Committee event wrap-up and site clean-up

### **IV. Job Description**

#### **A. Fairfield Center/ Dean E. Eastman Site**

1. Planting and Beautification (50 volunteers)
  - a) Removal of old plants and shrubbery.
  - b) Planting in five separate areas using plants and mulch.

## **ITEM #3: DLSSP Southwest Event Budget**

### **I. Expenditures and Donations**

#### **A. Food**

1. Costco Pizza
  - a) Estimated 200 slices for 100 attendees
  - b) 12 slices/box \* 17 boxes total = 204 slices
  - c) 204 slices/100 volunteers = ~ 2 slices per attendee
  - d) 12 slices/box: \$10.97 (including tax)

e) 17 boxes total: **\$186.49**

2. Vegan Option: Ready Pac Bistro Salads

a) Individually packaged

b) Will purchase on an as needed basis

c) Approximating 4 attendees (4.0%) are vegan:

(1) 4 salads per pack

(2) 1 pack \* \$10.99 = **\$10.99**

3. Kirkland Water

a) 40 bottles per case \* 10 cases = 400 bottles

b) 400 bottles/100 attendees = 4 bottles per person

c) 10 cases of water bottles \* (\$2.99 + \$2.00 CRV) = **\$52.89**

4. Snacks

a) Nature Valley Crunchy Granola Bars (Oats 'n Honey)

(1) 49 bars per box \* 2 boxes = 98 bars

(2) 98 bars/100 attendees = ~ 1 bar per attendee

(3) 2 boxes \* \$14.49 = **\$28.98**

b) Frito-Lays Chips (Classic Mix, Variety Pack)

(1) 54 bags per box \* 2 boxes = 108 bags

(2) 108 bags/100 attendees = ~1 bag per attendee

(3) 2 boxes \* \$14.99 = **\$29.98**

c) Mott's Fruit Snacks (Assorted Fruit)

(1) 90 pouches per box \* 1 box = 90 pouches

(2) 90 pouches/100 attendees = 0.9 pouches per attendee

(3) 1 box \* \$10.99 = **\$10.99**

5. Total: **\$320.32**

B. Logistical Supplies/Tools

1. Great Value Napkins

a) 500 per box

b) 1 box \* \$3.57 = **\$3.57**

2. Plates

a) Provided by Costco

b) Approximately 100

3. Up&Up Food Service Gloves

a) 30 gloves per box

b) 1 box \* \$4.69 = **\$4.69**

4. Total: **\$8.26**

C. Service Supplies

1. See attached proposal from Minh Luu of Boys and Girls Club, Long Beach

## II. Registration and Expenses

A. Registration Cost: \$5

B. Circle K Waivers & Codes of Conduct will be requested to be submitted with registration fee

C. Registration due date will be determined after talking to Armando Velasquez, Robert Chirk, and/or Bruce Hennings.

D. Registration fees will pay for lunch, water, snacks, and supplies as needed

1. Example Projection: 100 attendees

2.  $\$5 * 100 = \$500$

- a) Will primarily be used for food/water/snacks/etc. (\$320.32 total)

- b) Any excess will go towards purchasing supplies

## III. Additional Funding

A. Financial Support from Boys & Girls Club of Long Beach

1. Through the Boys & Girls Club of Long Beach's connections with local hardware stores, we will be securing the necessary gardening and painting materials at a subsidized price. While the Boys & Girls Club will be purchasing the items to be used, we will then be using funds to reimburse them for the expenses incurred.

B. Tomorrow Fund

1. DLSSP Southwest along with the other two DLSSP teams will be applying for funding from the Kiwanis International Tomorrow Fund to provide funds that will be used to reimburse the Boys & Girls Club and secure all materials necessary to run the service elements of the event. We will be requesting the maximum amount, \$2000, to cover the costs of service materials.

C. Committee Fundraising

1. Committee members of the District Service Committee will be hosting fundraisers throughout the fall in hopes of lowering the amount needed from outside sources of revenues.

D. Donations

1. The Southwest team will be sending out donation letters to different home improvement chains to ask if they would be interested in donating the materials we need in order to lower the cost of materials.

#### **IV. Revenue & Expense Estimations**

A. Revenue

1. Registration: \$500
2. Tomorrow Fund: up to \$2000
3. Committee Fundraising: \$100

B. Expenses

1. Food Estimate: \$320.32
2. Logistical Supplies/Tools: \$8.26
3. Service Supplies: \$1908.24

C. Net Funds: \$463.18

1. Extra funds will be used to purchase additional materials as needed

### **ITEM #4: Division Attendance**

#### **I. Divisions to be Invited**

- A. The following divisions will be invited: Central Coast, Foothill, and Metro.
- B. Given the lower attendance capacity relative to other DLSSP sites, members will be allowed to sign up on a first-come, first-served basis regardless of school or division affiliation.



- C. If clubs that are attending need housing, we will assist in finding housing with other Circle K members near the sites.
- D. No additional divisions will be invited although District Committee Members or any essential District Board personnel from outside may attend given the permission of the appropriate Kiwanis Committee members.

## ITEM #5: Date and Site Details

### **I. Date and Time**

- A. Date: Saturday, February 15, 2020
- B. Time: 7:30am - 4:00pm

### **II. On-Site Registration**

- A. Will not be necessary unless volunteer capacity was not filled during pre-registration.

### **III. Check-In**

- A. Location: Westside Center
- B. Any tables or any other structural equipment needed will be provided by the Boys & Girls Club facility
- C. Opening & Closing sessions will also be hosted at this site

### **IV. Lunch & DCMs**

- A. To be hosted at Westside Center upon the return of volunteers from Eastman Center site with food distributed by Service Committee and designated District Board members
- B. Any tables or any other structural equipment needed will be provided by the Boys & Girls Club facility
- C. DCMs will be conducted by each respective Lieutenant Governor upon the distribution of lunch in the open space available on site.

### **V. Project Sites**

<b>Site Name</b>	<b>Address</b>	<b>Project Overview</b>	<b>Capacity</b>
Westside Center	1835 W Willard Street Long Beach, CA 90810	Painting and Beautification	50
Eastman Center	700 E Del Amo Blvd Long Beach, CA 90807	Beautification	50

	<b>Total Capacity</b>	<b>100</b>
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Note: These increased capacity figures have since been approved by Minh Luu from Boys & Girls Club of Long Beach who originally slated 25-30 volunteers per site in the attached addendum.

## ITEM #6: Back-up Options

### **I. Plan B**

- A. In the case of the two sites that are currently confirmed not working out, Amir Patel has been and will be in contact with UCLA Volunteer Center to determine the feasibility of completing unfinished sites from their annual Volunteer Day. This would entail conducting community service similar to that which is contained in this proposal: painting and landscaping work.

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

**"Hawaii Students Travel to DCON" Budget Proposal**

**November 2019 Board Meeting**

Respectfully Submitted by **Aaron Zepeda, Paradise Lieutenant Governor**

### EVENT OVERVIEW

District Convention 2019 will take place on Friday, March 27th, 2019 until Sunday, March 29th, 2019 at the Riverside Marriott. At DCON, the Circle K International District of California-Nevada-Hawaii joins together for a weekend to elect the next District Board Officers, attend educational workshops, reflect on the past term, and celebrate each other's achievements.

### ITEMS FOR APPROVAL

- Item #1: Hawaii DCON Budget

#### ITEM #1: Hawaii DCON Budget

Board Travel to Hawaii (Governor Only) (Line Item 10.597.01)

- Line Item has been eliminated and budget (\$1,500) allocated into DCON travel assistance to Hawaii students. The Board's visitation to Hawaii clubs has, in the past, demonstrated little to no impact on club performance and interest of Hawaii club members in District affairs.

Hawaii Students Travel to DCON (NEW)

- Increase from \$1,500 to \$3,000 to allow a greater number of Hawaii students traveling to DCON. This item has since been eliminated from the DCON budget and moved to the CKI General Fund Budget. The purpose is to strengthen Hawaii member exposure to the CNH District and offer direct

support from the CNH District to Hawaii clubs. By increasing financial assistance, attendance from Hawaii clubs will

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# **CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

## **Circle K International**

November 2019 Board Meeting Packet

### **Board Reports**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**CLUB BUILDING & REVITALIZATION CHAIR** Board Report  
**NOVEMBER 2019** 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
7/19/19	Presidents' Retreat	0	23
7/26/19	July District Board Weekend	0	24
8/7/19	Committee Meeting	0	1
8/14/19	CBR Committee Meeting	0	2
08/19/19	Metro August DCM + Movie Social	0	2
08/22/19	CBR Committee Meeting	0	2
9/25/19	CBR Committee Meeting	0	1.5

**Total Service Hours since Last Board Report: 0**

**Total Service Hours since April 1<sup>st</sup>, 2019: 0**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/22/19	Nicolas Wright	Northern Regional Specialist intro to Lt. Govs	Email
7/23/19	Eddie Castillo	Metro Club MRFs	Email
7/25/19	Wayne Cheng	Directives	Email
7/27/19	Lt. Governors	CBR Discussion Form	Email
7/29/19	Eddie Castillo	Running Man Info	Email
7/29/19	CBR Committee	Updates	Email

<b>7/30/19</b>	Nicolas Wright	Chartering at Chaminade University	Email
<b>8/10/19</b>	Lori Martin	International definitions for Inactive and Suspended clubs	Email
<b>8/13/19</b>	Jennifer Tai	Regional Specialist Introductions	Email
<b>8/14/19</b>	Lt. Governors	CBR Discussion: Club Foundations	Email
<b>9/3/19</b>	Nicolas Wright	Circle K at Cuesta	Email
<b>9/11/19</b>	Nicolas Wright	Napa Valley College Lead	Email
<b>9/25/19</b>	Wayne Cheng	Current Suspended & Inactive Clubs	Email
<b>10/7/19</b>	Eddie Castillo	Pepperdine University	Email
<b>10/7/19</b>	Wayne Cheng	Quick Guide on Satellite Clubs	Email
<b>10/7/19</b>	Joey Potinillas	Satellite Clubs	Email

## II. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Create definitions and expectations on aspects on CBR</b>
<b>2. Introductions to Chartering Clubs</b>
<b>3. Follow up with Chartering Clubs</b>
<b>4. Begin Revitalization portion of Committee</b>

### b. Top 5 Plans

<b>1. Implement internal district board chartering protocol</b>
<b>2. Publish Charter Guide with Supplements for next term</b>
<b>3. Chartering Webinar for next term</b>
<b>4. Begin creating Revitalization Pathways</b>

## III. **Resources Needed**

<b>1. N/a</b>
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## IV. **District Officer Assessment**

<b>Establish collaborative protocol and procedures between the Lieutenant Governors and the Club Building &amp; Revitalization committee in order to successfully and effectively charter new clubs</b>
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**Progress:** We've been lacking communication between committee and Lt. Governors. Currently we work separately, but finding the middle ground where the committee does not overtake or impede on Lt. Governor duties is a little difficult.

**Plans:** Consistent emails, follow ups, meetings or one on ones with Lt. Governors.

**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 recently started editing the resource guide created by the 2018-2019 Membership Development & Education committee and hope to finalize by August

**Plans:** Determine which supplements are needed and what areas of the chartering process are lacking support, insight, or clarification

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

**Progress:** Little to none, we have been focusing on club building & Chartering

**Plans:** Have discussions with committee, ltgs, and district board on needs of clubs and what resources we're lacking and how we can help create those.

**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:** I have extracted the data, but currently sorting and figuring out what we're looking for.

**Plans:** Create discussions with committee and Lt. Governors revolving around what this strategic plan needs to have.

5.

## V. Announcements

N/A



# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**COMMUNICATIONS & MARKETING** Board Report  
**NOVEMBER** Board Meeting  
 Respectfully Submitted by **ERICA WEI**

### VI. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
8/28-29/19	Operation Gratitude	5.5	
9/3/19	Soup Kitchen	2	
9/12/19	OCC General Meeting		1
9/12/19	CSU Fullerton General Meeting		1
9/15/19	International Membership Committee Meeting #1		0.5
9/17/19	District C&M Committee Meeting #8		1
9/23/19	PATH: Making It Home	3	
9/23/19	Board Game Night		2
9/24/19	Bowling Night		3
9/30/19	International Membership Committee Meeting #2		0.5
10/2/19	District C&M Committee Meeting #9		0.5
10/3/19	FTC Skit Workshop		2
10/5/19	Friends of Cats	3	
10/7/19	UCSD General Body Meeting		1.5
10/9/19	Boys and Girls Club	2.5	
10/12/19	CKI North	8	
10/19/19	CKI South	8	
10/20/10	El Modena Native Garden	2.5	

**Total Service Hours since Last Board Report: 23.5**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 58**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>8/5/19</b>	District C&M Committee	Post-Meeting #4 Recap	Email
<b>8/12/19</b>	Wayne and Mondo	The Sunburst, Vol 59 Issue 1; updates/draft	Email
<b>8/14/19</b>	Wayne, Mondo, and Patti	The Sunburst, Vol 59 Issue 1; final version	Email
<b>8/19/19</b>	District C&M Committee	Post-Meeting #5 Recap	Email
<b>8/22/19</b>	Jordan Cooke, Capital District FMR Chair	Graphic design advice and general questions about CNH FTC souvenirs	Email
<b>8/22/19</b>	Patti Ryder	Paradise updates and plan making for next in-person meeting	Text
<b>8/23/19</b>	District C&M Committee	Post-Meeting #6 Recap	Email
<b>9/2/19</b>	Jennifer Sandoval	C&M Network and District webinars sign-ins	Email
<b>9/4/19</b>	District C&M Committee	Meeting #7 CERF	Email
<b>9/4/19</b>	Patti Ryder	C&M Committee Jackets	Text
<b>9/11/19</b>	Patti Ryder	Committee update/discussion and plans for the rest of the term	In-person
<b>9/19/19</b>	District Board	Divisional Logo finalized designs preview	Email
<b>10/4/19</b>	District C&M Committee	Meeting #8 and #9 CERFs	Email

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

a. Total Achievements

<b>1. Committee has launched its Tutorial Tuesday series (three monthly webinars and weekly posting since August so far) for the C&amp;M Network</b>
<b>2. Committee has released the first district newsletter and recap video of the summer</b>
<b>3. Committee has successfully hosted CNH Circle K Week and two District webinars</b>
<b>4. C&amp;M Network bi-weekly spotlights and weekly newsletter emails have begun and been consistently released</b>
<b>5. Committee has redesigned and completed the final versions of the divisional logos</b>

**6. The CNH Circle Graphic Standards Assets Google Drive has been updated and reorganized to be more user friendly**

b. Top 5 Plans

- 1. Committee will release the second Sunburst of the term at the beginning of November**
- 2. I will host bi-weekly office hours for the C&M Network at the end of October and for the rest of the term**
- 3. The District Style Guide will be re-released at the end of October**
- 4. The Publications Manual will be completed and released at the beginning of November**
- 5. The recap videos for Crazy Competition for Infants North/South and FTC will be released by mid-November**

**VIII. Resources Needed**

- 1. District Style Guide Revamp/Update**
- 2. Publications Manual**
- 3. Social Media References**

**IX. 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.**

**My committee and I have developed and implemented the “Communications & Marketing Network: Tutorial Tuesday” program where we provide various resources, webinars, or C&M-related articles each week. These tutorials covered things such as photo/design composition, newsletter creation, social media tricks, etc. We have also sent bi-weekly emails, dubbed “Creative Monday’s” that informs the Network about district announcements, updates about what the committee is up to, and a C&M-related tutorial (different tutorial than the one posted for Tutorial Tuesday’s). Additionally, the C&M Network receives weekly a “Communications & Marketing Spotlight” post where we recognize one member of the Network and share fun facts about them. As we move forward, we will continue developing these tutorial webinars and posts, as well as providing safe spaces (eg. C&M Office Hours) for members of the C&M Network to ask question and for advice.**

**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.**

**As mentioned before, my committee already completed three C&M Network Tutorial webinars: How to Create an Effective Newsletter, Keeping Tabs on Social Media, and One in a Melon – Basics of Adobe Illustrator. Each of these webinars were hosted by**

committee members who specialize in that field and had sections that involved hands-on learning (hosts encouraged audience members to follow along on their own devices). In addition to these live webinars, we have also provided weekly tutorials that we found as a post and as a part of our “Creative Monday’s” bi-weekly newsletter. These tutorials explain C&M-related content in easy-to-understand language with helpful photos, tips, and suggestions. We will also continue to target individuals who are new to their position/field and make sure we are able to provide what we can as a committee. Upcoming tutorial webinars include photography, professional writing, videography, and club engagement/promotion.

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

The Publications Manual and District Style Guide update are both still in progress as of this report. The Publications Manual has taken more time to rewrite and condense the information that was written in previous terms. The writing portion is, however, completed and is now in its design and layout phase. Instead of my Publications Editor working by himself, myself and my External Relations Chair will be helping. The District Style Guide, on the other hand, has developed a financial issue where the current platform is charging an excessive amount to continue using its services. The solution was to switch to a different platform that is free and transfer the content that’s updated, then continue the rest of the update on the new platform. The page layouts and organization of the style guide content has been reorganized so members can find information more efficiently. Additionally, the CNH Circle K Graphic Standards Assets Google Drive has been reorganized. Other resources, such as the Social Media Reference Google Drive, has been started and is scheduled to be completed by the end of October.

**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 has been actively posting on each of our social media platforms (Facebook, Instagram, and Twitter) and has been specifically focusing its promotion on Facebook and Instagram. YouTube has also been active in posting FTC-related content, District Webinar recordings, District Summer Rewind, and promo videos for district events. We will continue to follow our posting schedule, communicate with other district committees, and receive feedback from the members of the District Board and CNH Circle K. The website, however, has not been updated. The Sunspot posting responsibility has been shared with my External Relations Chair and will begin with a recap of Crazy Kompetition for Infants N/S. The Communications & Marketing section of the resource page will also be updated in the same timeframe as The Sunspot.

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

For our first District Webinar, my committee and I hosted a “Communications & Marketing Webinar” that covered information about the committee, our resources, and most importantly, District Graphic Standards. During this webinar, we outlined the basics of CNH Circle K’s branding and how members should be utilizing the District Graphic Standards. We also shared the CNH Circle K Graphic Standards Asset Google Drive so

that members can find the AI (Illustrator) and PNG files of all logos, mastheads, stripes, and icons mentioned in the style guide. As we move forward towards the completion of the update, the District Style Guide will be cleaner, easier to navigate, and emphasize the usage of the assets Google Drive rather than downloading file directly from the guide.

X. **Announcements**

Graphic Standards

- *With the incoming completion of the District Style Guide update, it is important that everyone on District Board, especially LTGs, assist in its promotion. The update will provide the District with a more user-friendly platform and overall layout. It will also include an introduction page, more detailed explanations, and an emphasis on utilizing the CNH Circle K Graphic Standards Assets Google Drive. I request everyone's help in advertising the District Style Guide's re-release upon its completion.*

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

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

### XI. **Your activities since last Board Report**

#### a. Events you participated in:

<b>Date</b>	<b>Events Attended</b>	<b>Service Hours</b>	<b>Other Hours</b>
07/19/19	Kids College	3	
7/19/19-7/21/19	President's Retreat		23
8/12/19	DCON Committee Meeting #6		1
8/24/19	DCON In-Person Meeting		1
9/8/19	DCON Committee Meeting #7		1
10/05/19	Capital October DSP	3	
10/12/19	CKI North	8	

**Total Service Hours since Last Board Report: 14**

**Total Service Hours since April 1<sup>st</sup>, 2019: 22.75**

#### b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
7/19/19	Armando Velasquez	District Board Directives	Email
7/24/19	Wayne Cheng, Kevin Ru, Armando Velasquez, Camille Goulet, Ronald Liu, Bruce Hennings	DCON Budget	Phone Call
8/1/19-8/8/19	DCON Committee	Positional Timelines	Email

<b>8/14/19</b>	Armando Velasquez	Emergency Contacts	Email
<b>8/23/19</b>	Camille Goulet, Ronald Liu	Hotel Visitation Questions	Email
<b>9/1/19</b>	Camille Goulet	Planning Timeline	Phone Call
<b>9/3/19</b>	Kyle San Jose, Camille Goulet, Ronald Liu	SAA Documents	Email
<b>9/10/19</b>	Kathy Tran, Camille Goulet, Ronald Liu	Talent Show Application	Email
<b>9/14/19</b>	Mickey Cuento, Cammie Lam, Camille Goulet, Ronald Liu	Workshop Application	Email
<b>9/15/19</b>	Camille Goulet, Ronald Liu	Planning Timeline, Approvals	Phone Call
<b>9/15/19</b>	Camille Goulet, Ronald Liu	Planning Timeline	Email
<b>9/25/19</b>	Allana Elarmo	Theme Reveal Video	Email
<b>9/27/19</b>	Vincent Vu	DCON Website	Email
<b>10/7/19</b>	Armondo Velasquez, Wayne Cheng, Camille Goulet, Ronald Liu	DCON Logo Approval	Email
<b>10/10/19</b>	Terrence Diaz, Vincent Vu, Chris Lam	DCON Website	Email
<b>10/13/19</b>	Camille Goulet, Ronald Liu	DCON Launch, Documents, Planning Timeline	Phone Call

## XII. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Logo Approval</b>
<b>2. Document Approval</b>
<b>3. DCON Launch Prep</b>

### b. Top 5 Plans

<b>1. Finish Promotional Planning</b>
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<b>2. Approval for Event Schedule</b>
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<b>3. Launch DCON</b>
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**XIII. Resources Needed**

<b>1. Elections Chair/Documents</b>
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**XIV. District Officer Assessment**

<b>1. Create a well-planned and well-executed District Convention.</b>
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<b>2. Appoint a strong and hardworking committee and keep everyone motivated and living up to their full potential for the entire term.</b>
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<b>3. Assist the entire District Board in completion of projects and help wherever I can.</b>
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<b>4. Increase the transparency of district board to the general member base.</b>
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**XV. Announcements**

*#gotodcon*



# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Fall Training Conference Chair Board Report**  
**November 2019 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
07/17/19	FTC Committee Meeting		2
07/19/19 - 07/21/19	President's Retreat		23
07/24/19	Metro Mingle: Callie Truong		1
07/24/19	FTC Committee Meeting		2
07/28/19	July 2019 District Board Meeting		2
07/31/19	FTC Committee Meeting		2
08/04/19	FTC Creative Team Meeting		1.5
08/07/19	FTC Committee Meeting		2
08/11/19	FTC Committee Meeting		.5
08/13/19	Involvement Webinar		1
08/14/19	FTC Committee Meeting		2
08/15/19 - 08/17/19	Desert Oasis August WAW	8.5	19
08/21/19	FTC Committee Meeting		1.5
08/21/19	FTC Mystery Team Meeting		1
08/26/19	August MS3 (Monthly Service Social)	1	2
08/27/19	How to Create an Effective Newsletter		1
08/28/19	FTC Committee Meeting		1.5
08/29/19	FTC Mystery Team Meeting		1.5
09/04/19	FTC Committee Meeting		1.5
09/08/19	Los Cerritos Wetlands Restoration	2.5	
09/09/19	CSULB CKI 1 <sup>st</sup> General Meeting		1

09/09/19	WOA: Cha For Tea Social + Fundraiser		1.5
09/11/19	FTC Committee Meeting		1.5
09/12/19	FTC Mystery Team Meeting		1.5
09/12/19	Lydia's House	1.5	
09/16/19	CSULB CKI 2 <sup>nd</sup> General Meeting		1
09/18/19	FTC Committee Meeting		1
09/19/19	Heart of a Hero	2	2
09/20/19	Help Me Help You	2.5	
09/21/19	I Dig Long Beach	2.5	
09/21/19	September DSP + Metro DCM		1
09/23/19	CSULB CKI 3 <sup>rd</sup> General Meeting		1
09/25/19	FTC Committee Meeting		1
09/26/19	FTC Mystery Team Meeting		1.5
10/02/19	FTC Committee Meeting		1
10/03/19	UCLA CKI 1 <sup>st</sup> General Meeting		2
10/07/19	Fall Training Conference Webinar		1
10/07/19	FTC Logistics Team Meeting		1
10/09/19	FTC Committee Meeting		1.5
10/10/19	FTC Mystery Team Meeting		2

**Total Service Hours since Last Board Report: 31**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 58.5**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
07/16/19	Executive Assistants	Chair/EA Meeting	Google Hangouts
07/19/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #8 Recap Email, Reminders & Assignments	Email
07/21/19	Jordan Cooke	Capital District Fall Membership Rally -- Media	Email
07/22/19	Executive Assistants	Chair/EA Meeting	Google Hangouts
07/24/19	Bruce Hennings	Old Oak Ranch Campsite Visit	Email
07/26/19	Mylan Ross	Souvenirs Inquiry	Email

<b>07/29/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #9 Recap Email, Reminders & Assignments	Email
<b>07/29/19</b>	Executive Assistants	Chair/EA Meeting	Google Hangouts
<b>08/03/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #10 Recap Email, Reminders & Assignments	Email
<b>08/03/19</b>	LTGs, Advisors, Wayne, Mondo	Divisional Communication & Marketing Outlets	Email
<b>08/04/19</b>	FTC Committee Creative Team	Meeting #10.5 – Creative Style Guide, Theme Direction	Zoom
<b>08/05/19</b>	FTC Committee, Advisors, Wayne, Mondo	Forms/Applications Revision Assignment	Email
<b>08/06/19</b>	Executive Assistants	Chair/EA Meeting	Google Hangouts
<b>08/07/19</b>	FTC Committee, Advisors, Wayne, Mondo	North In-Person	Email
<b>08/09/19 – 08/27/19</b>	Individual FTC Committee Members	August/September 1-on-1s: progress, plans, feedback, check-ins	In Person, Google Hangouts
<b>08/12/19</b>	Armando Velazquez, Maria Garcia-Barajas, Wayne Cheng, Andy Nguyen	Desert Oasis August WAW & Kiwanis DCON Attendance	Email
<b>08/12/19</b>	Bill & Virginia Carpenter	Decorations and North In-Person Thank You	Email
<b>08/13/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #11 Recap Email, Reminders & Assignments	Email
<b>08/18/19</b>	E-Board Officers, Mondo, Advisors	FTC Introduction, Registration Info & Important Deadlines	Email
<b>08/18/19</b>	Wayne, Mondo, Advisors	Approval Items – Applications/Forms	Email
<b>08/19/19</b>	Bruce Hennings	Setting Up Registration & Program Ad Inquiry	Email
<b>08/19/19</b>	Jonathan Chu	Chair/EA Meeting	Google Hangouts
<b>08/21/19</b>	FTC Committee Mystery Team	FTC Mystery Team Meeting #2	Zoom
<b>08/23/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #12 & 13 Recap Email, Reminders & Assignments	Email
<b>08/24/19</b>	Wayne, Mondo, Advisors	More Approval Items – Forms & Call to FTC Video	Email

<b>08/26/19</b>	Jonathan Chu	Chair/EA Meeting	Google Hangouts
<b>08/29/19</b>	FTC Committee Mystery Team	FTC Mystery Team Meeting #3	Zoom
<b>08/29/19</b>	Wayne, Mondo, Advisors, Erica	Approval Items – FB Event Page Banner & More Videos	Email
<b>09/01/19</b>	District Board, Mondo, Advisors	Registration FAQ Sheet, DBoard x FTC Buddy Challenges, and More	Email
<b>09/01/19</b>	LTGs, Mondo, Advisors	Divisional Post   Launch	Email
<b>09/02/19</b>	Erica Wei, Angela Chen, EAs	FTC Marketing   FB Event Page	Email
<b>09/02/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #14 Recap Email, Reminders & Assignments	Email
<b>09/03/19</b>	Executive Assistants	Chair/EA Meeting	Google Hangouts
<b>09/05/19</b>	District Board, FTC Committee	DBoard x FTC Buddy Pairings   Round 1	Email
<b>09/09/19</b>	E-Board Officers, Mondo, Advisors	Publicity Kit Release!	Email
<b>09/12/19</b>	Wayne, Mondo, Advisors, Braden	Approval Item – Fall Training Conference Webinar	Email
<b>09/12/19</b>	FTC Committee Mystery Team	FTC Mystery Team Meeting #4	Zoom
<b>09/13/19 - 10/17/19</b>	CNH CKI Members	Registration Inquiries & Questions	Email
<b>09/14/19</b>	Wayne, Mondo, Advisors	Approval Item – Shirt Design	Email
<b>09/14/19</b>	Wayne, Mondo, Advisors, Erica	Approval Items – Position Videos	Email
<b>09/18/19</b>	Executive Assistants	Chair/EA Meeting	Google Hangouts
<b>09/19/19</b>	Bruce Hennings	Dining Hall Menu Options	Email
<b>09/19/19</b>	District Board, FTC Committee	DBoard x FTC Buddy Pairings   Round 2	Email
<b>09/19/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #15, 16 & 17 Recap Email, Reminders & Assignments	Email
<b>09/20/19</b>	LTGs, Mondo, Advisors	Divisional Post   Leadership Opportunities, Workshops Apps Due Soon & Office Hours	Email
<b>09/22/19</b>	E-Board Officers, Mondo, Advisors	Upcoming Deadlines & Program Ads	Email
<b>09/22/19</b>	Wayne, Mondo, Advisors, Erica	Approval Item – Committee Reveal Video	Email

<b>09/24/19</b>	Wayne, Mondo, Advisors, Braden	Livestream Inquiry	Email
<b>09/26/19</b>	LTGs, Mondo, Advisors	Divisional Post   Team Captain Apps & Program Ads Reminder	Email
<b>09/26/19</b>	FTC Committee Mystery Team	FTC Mystery Team Meeting #5	Zoom
<b>09/29/19 – 10/15/19</b>	Bruce Hennings	Souvenir Ordering Information and Designs	Email
<b>09/30/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #18 Recap Email, Reminders & Assignments	Email
<b>10/01/19</b>	Bill & Virginia Carpenter	Checking In w/ the Best Advisors	Email
<b>10/01/19</b>	Erica Wei, Angela Chen, EAs	FTC Marketing   Webinar FB Event Page	Email
<b>10/01/19</b>	Executive Assistants	Chair/EA Meeting	Google Hangouts
<b>10/04/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #19 Recap Email, Reminders & Assignments	Email
<b>10/04/19</b>	Wayne, Mondo, Advisors	Approval Item – Workshop Matrix	Email
<b>10/04/19</b>	District Board, FTC Committee	DBoard x FTC Buddy Pairings   Round 3	Email
<b>10/04/19</b>	E-Board Officers, Mondo, Advisors	Registration Reminders & FAQs	Email
<b>10/04/19</b>	Kathleen Panganiban, Zahin Rahman	Fall Training Conference Webinar Brainstorm	In Person
<b>10/07/19</b>	FTC Committee Logistics Team	Meeting #19.5 – Weekend Schedule and Logistics	Email
<b>10/09/19 – 10/18/19</b>	Bruce, Wayne, Mondo	Registration Updates	Email
<b>10/13/19</b>	E-Board Officers, Mondo, Advisors	Late Registration Reminders, FAQs & Opening Slideshow Submissions	Email
<b>10/13/19</b>	FTC Committee, Advisors, Wayne, Mondo	Meeting #20 Recap Email, Reminders & Assignments	Email
<b>10/14/19</b>	Jason Liu, Thuy Tran, Maddie Villanueva	Meeting #20.5 - Returning Member Activity and Reception Plans/Feedback	Zoom

## II. **Work Progress (Achievement & Plans)**

### a. Total Achievements

1. Have been keeping up with publicity well and registration is now closed!
2. Application deadlines are over. Campfire skit & talent acts, workshop hosts & team captains have been chosen
3. Successfully hosted both a Live Stream and Webinar
4. Had a successful South In-Person weekend
5. Going through FTC schedule with committee and working with Logistics team to finalize volunteer sheet

b. Top 5 Plans

1. HAVE A SUCCESSFUL AND SMOOTH FTC 2019
2. Prepare for post-FTC evals
3. Make sure everyone arrives and leaves FTC safely
4. Enjoy the weekend and make sure my committee does as well

III. **Resources Needed**

1. N/A
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IV. **District Officer Assessment**

<p>1. Effectively plan and work with my committee to create another great FTC experience for members.</p> <p>My committee has been hard at work publicizing FTC to the members of CNH. We have been continuing our weekly meetings and have had two in person weekends together where we were able to bond and do committee work together. We have also started a mystery planning subcommittee that has been in charge of helping develop the theme of Mystery. My EAs and I have been checking in on the committee members to ensure that everyone is staying on task. I have been in contact with Wayne and District Board about other miscellaneous things that is needed for FTC, and we have been having committee buddy challenges with District Board and FTC Committee to get to know each other.</p>
<p>2. Create an enjoyable and meaningful committee experience, and build a genuine committee relationship.</p> <p>We have had two in person weekends where our committee was able to bond and get to know each other better outside of the computer screen. We have also been keeping up with committee buddy challenges with committee. Everyone seems to be having a good time hanging out outside of committee meetings, and having a genuine connection with one another.</p>
<p>3. Promote and maintain a strong communication system.</p> <p>I always give updates to my committee during committee meetings, and I try not to be transparent as best as I can. Likewise, I try my best to update District Board with anything</p>

I need from them that is relevant to them. I have also been communicating with Bruce a lot about questions, so that I'm always providing accurate information to clubs, etc

**4. Be a resource to members across CNH.**

I have been sending out emails to CNH E-Board Officers on important reminders, FAQs, as well as a Publicity Kit to hopefully helped serve as a resource for clubs to publicize FTC to their members. I have also been answering any questions members may have and keeping myself available. FTC Committee has hosted office hours for any members that may have questions about registration or any applications we may have released. We have also hosted a Live Stream and Webinar about FTC that are both easily accessible to members.

**5. Stay organized and carry out responsibilities efficiently.**

I have been making sure to write things out and stay on top of things as best as I can. I have been following up with our publicity plan and master timeline well, and have been updating things if we haven't.

**V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Kiwanis Family and Foundation Board Report**  
**November 2019 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
8/5/19	Kiwanis Family & Foundation Committee Meeting		1
8/28/19	East Sacramento Kiwanis Takeover		1
8/29/19	Sacramento State General Meeting		2
8/31/19	March for KFJ Meeting		1.5
9/3/19	UOP First General Meeting		1.5
9/5/19	Sacramento State General Meeting		2.5
9/8/19	Capital x D44N Beach Clean Up	3	
9/12/19	Sacramento State General Meeting		1.5
9/17/19	UOP CKI General Meeting		1
9/19/19	Sacramento State General Meeting		2
9/21/19	September DCM		3.5
9/21/19	Key Club R16 Regional Training Conference	5	
9/22/19	Kiwanis Family & Foundation Committee Meeting		1.5
9/26/19	Sacramento State General Meeting		1.5
9/28/19	UC Davis Key to College	2	
9/29/19	Kiwanis Family & Foundation Committee Meeting		1
9/29/19	Sunset DCM	3	1
10/5/19	USC Key to College	6	
10/10/19	Sacramento State General Meeting		1.5
10/12/19	Crazy Kompetition for Infants North	8	
10/17/19	Sacramento State General Meeting		1.5
10/19/19	Crazy Kompetition for Infants South	8	
10/24/19	Sacramento State General Meeting		1.5
10/26/19	Kiwanis Family One Day	5	



**Total Service Hours since Last Board Report: 40**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 51**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>9/5/19</b>	Rendell Lopez, UNR President	Key Club RTC	Conference Call
<b>9/11/19</b>	Vanessa Lee , Sacramento State KFam Chair	Kiwanis Family Representatives Goals & Events	Conference Call
<b>9/13/19</b>	Hebron Viray	Updates	Conference Call
<b>9/16/19</b>	Emily Reale, Pasadena KFam Chair	Kiwanis Family Representatives Goals & Events	Conference Call
<b>9/18/19</b>	Alfredo Rivero, UCSC President	Kiwanis Family Representatives Goals & Events	Conference Call
<b>9/20/19</b>	Rebecca Laguna, Monterey President	Kiwanis Family Representatives Goals & Events	Conference Call
<b>9/20/19</b>	Choufan Yu, Key Club DGov	RTCs and March for KFH	In Person
<b>9/23/19</b>	Tina Ta, UCR KFam Chair	Kiwanis Family Representatives Goals & Events	Conference Call
<b>9/26/19</b>	Kalani Plant, UH Hilo President	Kiwanis Family Representatives Goals & Events	Conference Call
<b>9/26/19</b>	Trisha Dang, USF President	Kiwanis Family Representatives Goals & Events	Conference Call
<b>10/5/19</b>	Heather Fann, CSULB Kfam Chair	Kiwanis Family Representatives Goals & Events	Conference Call
<b>10/5/19</b>	Eric Hou, USC Kfam Chair	Kiwanis Family Representatives Goals & Events	Conference Call
<b>10/8/19</b>	District Board call	CKI North/South	Conference Call
<b>10/8/19</b>	Hebron Viray	SLPs at FTC	Messenger
<b>10/10/19</b>	Amanda Calindas, UC Berkeley KFam Chair	Kiwanis Family Representatives Goals & Events	Conference Call
<b>10/10/19</b>	L&R Committee	Updates on ERF Supplemental Documents	Messenger
<b>10/11/19</b>	Hebron Viray	Updates	Messenger
<b>10/11/19</b>	Vanessa Lee	Help planning Kiwanis Family Event	In person

10/22/19	Junior Musigdilog	Kiwanis Family Representatives Goals & Events	Conference Call
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## VII. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Sent LTGs list of Key Club/KIWINS interested in Circle K.
2. Conducted 2-on-1s with Kiwanis Family Representatives and Chairs. Through this, we helped establish quantitative goals and advice for events and challenges, and committee suggestions.
3. Committee and Chair involvement in participating at Key to Colleges, Kiwanis Takeovers, other Kiwanis Events and Key Club RTCs.
4. Completed the Kiwanis Family Starter Kit Draft. We will add final touches and have it ready by November.
5. Completed ERF supplemental documents, and handed it over to the L&R committee.

### 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. N/A
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### 1. District Officer Assessment

1. We have sent out monthly infographics and spotlights, and we will be having a full month full of information with our social media event to celebrate Kiwanis Family Month. We are currently in the process of creating the materials for Kiwanis Family Month, such as infographics for each week, informational videos, 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.
3. The draft is complete, and we are now finalizing the details and adding touch ups. It will be ready to be sent out with the start of Kiwanis Family Month. We have changed it to be more general for members who just want to learn more about the Kiwanis Family.
4. We are currently using the Facebook Event Page to post infographics and relay information. We have set the representatives into groups, and the first one will be inter-divisional, and the second will be outside their divisions.
5. Schools have been having communication issues with some of their local Key Club/KIWINS. Rather than having clubs host Think Tanks, we will be switching gears to help plan joint divisional events on a higher level with Key Club and KIWINs.

### 2. Announcements

**Kiwanis Family Month is this month! Please help advertise.**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Member Recognition Chair Board Report**  
**November 2019 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
08/10/19	Quad DCM	2.5	4.5
08/23/19	OC Food Bank	2.5	
08/23/19	CSU Fullerton General Meeting		.75
08/23/19	Costco Social		.75
08/23/19	Summer Bonfire		6.5
08/29/19	CSU Fullerton General Meeting		1.5
08/29/19	The Hat Social		2
09/05/19	CSU Fullerton General Meeting		2
09/05/19	Wingstop Social		1.5
09/12/19	CSU Fullerton General Meeting		2
09/12/19	Seaside Social		2
09/19/19	CSU Fullerton General Meeting		1.75
09/19/19	Mr. Katsu Social		2
09/21/19	Light the Night	3	
09/26/19	CSU Fullerton General Meeting		1.25
09/27/19	CSU Fullerton FTC Skit Committee Meeting		.5
09/28/19	Fall Retreat		2
09/28/19	In-N-Out Social		1
09/29/19	CSU Fullerton FTC Skit Committee Meeting		1
10/03/19	CSU Fullerton General Meeting		1.75
10/03/19	Big & Little Mixer		1.25
10/10/19	CSU Sacramento General Meeting		1
10/12/19	Crazy Kompetition for Infants North	8	
10/17/19	CSU Fullerton General Meeting		1.25

10/17/19	Citrus Division Spirit Night		1.5
10/19/19	Crazy Kompetition for Infants South	8	
10/21/19	Greater Anaheim Kiwanis Apple Distribution	3	
10/24/19	CSU Fullerton General Meeting		1.25
10/24/19	Ding Tea Social		1
10/26/19	Halloween Zoo Tacular	4	
10/27/19	CSU Fullerton Key to College	1	4
10/27/19	CSU Fullerton New Member Installation		5.5

**Total Service Hours since Last Board Report: 33**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 63.75**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
08/01/19	19-20 CNH Lieutenant Governors	Collecting Recognition/MRS Chairs Info + Member Recognition Mondays Reminder	Slack
08/01/19	Winnie Lam	2019-2020 Master Records Sheet Example + User Guide Finalization	Messenger + E-Mail
08/02/19	Armando Velazquez, Garvey Su, Wayne Cheng	2019-2020 Master Records Sheet Example + User Guide Approval	E-Mail
08/02/19	Armando Velazquez, Scott Smith, Yaret Smith, Garvey Su	Quad DCM Waiver	E-Mail
08/04/19	Chris Lam	CNH Website Login	Messenger
08/04/19	Erica Wei	August MR Monday Week 1	Messenger
08/04/19	District Member Recognition Committee	Committee Meeting #5	Zoom
08/07/19	19-20 CNH Presidents, 19-20 CNH Secretaries	2019-2020 Master Records Sheet Release	E-Mail + Facebook
08/08/19	Wendy Zhang	Committee Summer One-on-One/Personal Checkup	Google Hangouts
08/08/19	Erica Wei	August MR Monday Week 2	Messenger
08/08/19	Wayne Cheng, Jennifer Sandoval, Kevin Ru, Armando Velazquez, Garvey Su	July Monthly Report Form	E-Mail

<b>08/13/19</b>	David Su	Committee Summer One-on-One/Personal Checkup	Google Hangouts
<b>08/13/19</b>	Armando Velazquez, Wayne Cheng, Garvey Su	Fall Training Conference 2019 Awards + Rubrics Approval	E-Mail
<b>08/14/19</b>	Winnie Lam	Committee Summer One-on-One/Personal Checkup	Google Hangouts
<b>08/14/19</b>	Brandon Capulong	Committee Summer One-on-One/Personal Checkup	Google Hangouts
<b>08/15/19</b>	Angela Wong	Committee Summer One-on-One/Personal Checkup	Google Hangouts
<b>08/15/19</b>	District Member Recognition Committee	Committee Meeting #6	Zoom
<b>08/17/19</b>	Erica Wei	August MR Monday Week 3	Messenger
<b>08/18/19</b>	Garvey Su, Wayne Cheng	September MR Mondays Nomination Form Approval	E-Mail
<b>08/18/19</b>	Matthew Kim, Winnie Lam	2019-2020 Master Records Sheet Troubleshoot	Messenger
<b>08/21/19</b>	Winnie Lam, Brandon Capulong	Master Records Sheet Overview	Zoom
<b>08/22/19</b>	Garvey Su	One-on-One	Phone Call
<b>08/25/19</b>	Erica Wei	August MR Monday Week 4	Messenger
<b>08/27/19</b>	District Member Recognition Committee	Committee Meeting #7	Zoom
<b>08/29/19</b>	Garvey Su	Hall of Fame Award Update	Text
<b>08/31/19</b>	Zachery Srader	Member Recognition Summer One-on-Ones	E-Mail
<b>08/31/19</b>	District Member Recognition Committee	Receiving District Convention Awards Edit	E-Mail
<b>09/01/19</b>	Erica Wei	September MR Monday Week 1	Messenger
<b>09/01/19</b>	Chris Lam	Fall Training Conference 2019 Awards Upload	Messenger
<b>09/06/19</b>	19-20 CNH Presidents, 19-20 CNH Vice Presidents, 19-20 CNH Secretaries, 19-20 CNH Treasurers	Fall Training Conference 2019 Awards Release	E-Mail + Facebook
<b>09/06/19</b>	Daniela Vazquez	Outstanding Club Website Award Question	Messenger
<b>09/07/19</b>	Erica Wei, Angela Chen	September MR Monday Week 2	Messenger
<b>09/09/19</b>	Stella Liang, Khoi Trinh	Master Records Sheet Question	Messenger
<b>09/10/19</b>	Wayne Cheng, Jennifer Sandoval,	August Monthly Report Form	E-Mail

	Kevin Ru, Armando Velazquez, Garvey Su		
<b>09/10/19</b>	District Member Recognition Committee	Committee Meeting #8	Zoom
<b>09/14/19</b>	Garvey Su, Wayne Cheng	October MR Mondays Nomination Form Approval	E-Mail
<b>09/14/19</b>	Erica Wei, Angela Chen	September MR Monday Week 3	Messenger
<b>09/20/19</b>	Wayne Cheng, Olivia Chang	Fall Training Conference Awards	Messenger
<b>09/21/19</b>	19-20 CNH Presidents, 19-20 CNH Secretaries	Master Records Sheet First Check-In Reminder	E-Mail
<b>09/22/19</b>	Erica Wei, Angela Chen	September MR Monday Week 4	Messenger
<b>09/22/19</b>	Armando Velazquez, Scott Smith, Yaret Smith, Garvey Su, Wayne Cheng	Request to Attend CKI North	E-Mail
<b>09/22/19</b>	District Member Recognition Committee	Committee Meeting Agenda #9	E-Mail
<b>09/22/19 – 09/26/19</b>	District Member Recognition Committee	District Convention Awards FAQ Sheet	Slack
<b>09/24/19</b>	Ally Bogan	Mei Po Wong Overall Service Award Questions	E-Mail
<b>09/24/19</b>	District Member Recognition Committee	Committee Meeting #9	Zoom
<b>09/26/19</b>	Olivia Chang	Fall Training Conference Committee x Member Recognition Committee Involvement	
<b>09/26/19</b>	District Member Recognition Committee	Fall Training Conference Shifts & Script	Slack
<b>09/27/19</b>	CNH District Board	Online Meeting	Zoom
<b>09/29/19</b>	19-20 CNH Presidents, 19-20 CNH Vice Presidents	Outstanding Club Website Award Due (TWO DAYS)	E-Mail + Facebook
<b>09/30/19</b>	19-20 CNH Lieutenant Governors	Outstanding Club Website Award + Master Records Sheet First Check-In Reminder	Slack
<b>09/30/19</b>	Garvey Su	2019-2020 Club Membership + Master Records Sheet Question	Text
<b>09/30/19</b>	David Nguyen	Master Records Sheet Question	

<b>09/30/19</b>	Matthew Holt	Master Records Sheet Question	E-Mail
<b>10/01/19</b>	Kevin Ru	CKI North Questions	Messenger
<b>10/01/19</b>	Anne Thy Le	Outstanding Club Website Award Question	Messenger
<b>10/02/19</b>	Christine Nguyen	Outstanding Club T-Shirt Award Question	Messenger
<b>10/02/19</b>	Garvey Su	One-on-One	Phone Call
<b>10/02/19</b>	Garvey Su, Armando Velazquez, Wayne Cheng	2019-2020 Outstanding Club Website Award Drive	E-Mail
<b>10/03/19</b>	Patrick Ballecer, Garvey Su, Armando Velazquez, Wayne Cheng	Fall Training Conference Awards Judging	E-Mail
<b>10/03/19</b>	Ally Bogan	Mei Po Wong Overall Service Award	E-Mail
<b>10/03/19</b>	Wayne Cheng	Fall Training Conference First Script Draft	E-Mail
<b>10/03/19</b>	19-20 CNH Presidents	Collecting Recognition/MRS Chairs Info	Facebook
<b>10/05/19</b>	Matthew Ujemov	Master Records Sheet	Messenger
<b>10/05/19</b>	Tia Yang	Master Records Sheet	Messenger
<b>10/06/19</b>	19-20 CNH Presidents, 19-20 CNH Vice Presidents	Fall Training Conference 2019 Awards Reminder	E-Mail
<b>10/06/19</b>	19-20 CNH Lieutenant Governors	CNH Fashion Show Reminder	Slack
<b>10/06/19</b>	Erica Wei, Angela Chen	October MR Monday Week 1	Messenger
<b>10/07/19</b>	19-20 CNH Lieutenant Governors	Master Records Sheet Checklist	Messenger
<b>10/07/19</b>	Justina Voong	Paradise Clubs Master Records Sheet Checklist	Messenger
<b>10/07/19</b>	Krishna Verma	Outstanding Club T-Shirt Award & CNH Fashion Show	Messenger
<b>10/08/19</b>	Wendy Zheng, Nhi Truong, Olivia Chang	Outstanding Club T-Shirt & Outstanding Club Video Award Certificate Template	Messenger
<b>10/08/19</b>	Wayne Cheng, Jennifer Sandoval, Kevin Ru, Armando Velazquez, Garvey Su	September Monthly Report Form	E-Mail
<b>10/08/19</b>	Ally Bogan, Anna Se	Mei Po Wong Overall Service Award	E-Mail
<b>10/08/19</b>	Garvey Su	One-on-One	Phone Call
<b>10/08/19</b>	CNH District Board, District Finance &	Crazy Kompetition for Infants North Debrief	Zoom



	Fundraising Committee		
<b>10/09/19</b>	District Member Recognition Committee	Committee Meeting #10	Zoom
<b>10/13/19</b>	Erica Wei, Angela Chen	October MR Monday Week 2	Messenger
<b>10/15/19</b>	CNH District Board, District Finance & Fundraising Committee	Crazy Kompetition for Infants North Recap & Crazy Kompetition for Infants South Debrief	Zoom
<b>10/16/19</b>	Katherine Wong	CNH Fashion Show/Outstanding Club T-Shirt Award Questions	E-Mail
<b>10/17/19</b>	Anna Se, District Member Recognition Committee	Mei Po Wong Overall Service Award	Messenger
<b>10/20/19</b>	Erica Wei, Angela Chen	October MR Monday Week 3	Messenger
<b>10/30/19</b>	District Member Recognition Committee	Committee Meeting #12	Zoom

## II. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Started Member Recognition Mondays in August that will run through until February</b>
<b>2. Release of Fall Training Conference Awards + rubrics approval</b>
<b>3. Release of Master Records Sheet + supplements</b>
<b>4. Prepared awards judging for Fall Training Conference and assigned</b>
<b>5. Completed Mei Po Wong Overall Service Award Proposal</b>

### b. Top 5 Plans

<b>1. Release District Convention Awards and make adjustments to rubric based off what was passed at the July District Board Meeting</b>
<b>2. Continue Member Recognition Mondays</b>
<b>3. Update the Member Recognition &amp; Awards manual</b>

## III. **Resources Needed**

<b>1. N/A</b>
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#### **IV. District Officer Assessment**

<b>1. Get Committee More Involved with Club Officers</b>
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The District Member Recognition Committee and I have established a Member Recognition Network page where we would be posting about any upcoming deadlines and its purpose is to ultimately serve as a resource to club officers. A sheet has been sent out for clubs to fill out recording their club officer in charge of recognition and the Master Records Sheet so that the Member Recognition Committee can check up on clubs offering help or answering any questions that may come our way throughout their term.
--

<b>2. Establish Recognition Database</b>
--

The District Member Recognition Committee has put the establishment of this database on hold instead prioritizing on the release of awards and providing feedback.
--

<b>3. Improve Awards</b>
--------------------------

The District Member Recognition Committee and I have made revisions to the 2019-2020 awards according to what has been approved at the July District Board Meeting. The Fall Training Conference Awards have been revised and released with the last of the awards, the Outstanding Club T-Shirt Award, being due Saturday morning of Fall Training Conference and the recipients will be announced the same weekend. As for the District Convention Awards, all of the awards that were proposed to be adjusted and approved have been edited with them soon to be sent to be approved. The Mei Po Wong Overall Service Award still has yet to be presented with a new proposal at the November District Board Meeting and adjustments will be made immediately upon approval, if not then the award will remain the same for the 2019-2020 term. I will be working on making any necessary adjustments to the rubrics for the District Convention awards to ensure that grading for judges is a seamless process and that applicants are satisfied with the outcome as a reflection of their term.
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<b>4. Smoothen Out Master Records Sheet</b>
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The District Member Recognition Committee and I have made any necessary fixes made known prior to the release and have updated the User Guide for clubs to use as reference while filling it out. Feedback has been provided and we will now be waiting for the second check-in date which will be on January 5, 2020.
--

<b>5. Support District Board</b>
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I attended both Crazy Kompetition for Infant North and South and the next district event I will be attending is Fall Training Conference. I also plan to attend any Citrus events that come up so long as it does not conflict with my work schedule.
---

#### **V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Membership Development & Education Board Report**  
**November 2019 Board Meeting**  
Respectfully Submitted by **Braden Lem**

**I. Your activities since last Board Report**  
a. Events you participated in:

<b>Date</b>	<b>Events Attended</b>	<b>Service Hours</b>	<b>Other Hours</b>
<b>07/19/19 to 07/21/19</b>	Presidents' Retreat 2019		23
<b>07/24/19</b>	Golden Gate DBM Office Hours		1
<b>07/25/19</b>	Foothill DBM Office Hours		1
<b>07/28/19</b>	July District Board Meeting		2
<b>07/29/19</b>	District MD&E Committee Meeting		1.5
<b>08/05/19</b>	UCLA Circle K's Summer 2019 August GM		1
<b>08/10/19</b>	Quad DCM	3	3
<b>08/12/19</b>	District MD&E Committee Meeting		1.5
<b>08/26/19</b>	District MD&E Committee Meeting		1.5
<b>08/28/19</b>	Member Engagement Webinar		1
<b>08/31/19</b>	Under The Bridges and On The Streets	3	
<b>09/09/19</b>	District MD&E Committee Meeting		1.5
<b>09/14/19</b>	Malibu Triathlon	6	
<b>09/19/19</b>	Defining Service Webinar		1
<b>09/25/19</b>	Returning Member Potluck		1
<b>9/28/19</b>	District MD&E Committee Meeting		1.5
<b>09/28/19 to 09/29/19</b>	CSULB Circle K's Awake-a-thon		12
<b>09/29/19</b>	Santa Monica Kiwanis Installation Dinner		2
<b>09/30/19</b>	Board Games with MDEER		1
<b>10/01/19</b>	Lincoln Middle School Builders Club Meeting		3
<b>10/03/19</b>	UCLA Circle K's Fall 2019 Week 1 GM		1
<b>10/08/19</b>	MDEER Committee Meeting		1
<b>10/10/19</b>	Spam Musubi Fundraiser	2	

10/10/19	UCLA Circle K's Fall 2019 Week 2 GM		1
10/12/19	District MD&E Committee Meeting		1.5
10/14/19	Fundraising Committee Meeting		1
10/14/19	Service Committee Meeting		1
10/15/19	Dim Sum Fundraiser	2	
10/19/19	Crazy Kompetition for Infants South	8	
10/26/19	District MD&E Committee Meeting		1.5

**Total Service Hours since Last Board Report: 24**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 32**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
07/24/19	<b>Vanessa Meza-Perez</b> (UNLV President)	One-on-one; member engagement, icebreakers	Google Hangouts
07/25/19	<b>Peter Yu</b> (District MD&E Advisor)	MD&E chair debriefing	Phone
08/14/19	<b>Peter Yu</b> (District MD&E Advisor)	MD&E chair debriefing	Phone
08/19/19	<b>Shain Nolia</b> (Saddleback College)	One-on-one; VPA assistance and advice	Google Hangouts
08/21/19	<b>Peter Yu</b> (District MD&E Advisor)	MD&E chair debriefing	Phone
08/28/19	<b>Peter Yu</b> (District MD&E Advisor)	MD&E chair debriefing	Phone
09/23/19	<b>Cammie Lam</b> (Creative Director)	One-on-one; goals debrief and feedback	Google Hangouts
09/27/19	<b>Randall Belyea</b> (Executive Assistant)	One-on-one; goals debrief and feedback	Google Hangouts
09/30/19	<b>Peter Yu</b> (District MD&E Advisor)	MD&E chair debriefing	Phone
10/12/19	<b>Wayne Cheng</b>	Member induction clarification	Facebook
10/14/19	<b>Tommy Thach</b> (IP District MD&E)	Member induction clarification	Facebook
10/14/19	<b>Amy Bryant &amp; Renz Lane</b> (Resources Coordinators)	Two-on-one; goals debrief and feedback	Google Hangouts
10/15/19	<b>Marné Amoguis</b> (Professional)	One-on-one; goals debrief and feedback	Google Hangouts

	Development Coordinator)		
10/17/19	Peter Yu (District MD&E Advisor)	MD&E chair debriefing	Phone

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Fulfilled summer timeline of resources and programs, including District Sunny Buddies, Kiwanis Mentorship Program, and multiple digital manuals.
2. Had autumn one-on-one's with the committee to reaffirm their goals, exchange feedback to improve committee synergy, and get excited for autumn!
3. Began extra support systems of spotlight posts, apparel preparation, and pen-pal systems for the MD&E and VPA Networks.
4. Finalized preparations for FTC's Member Induction Ceremony with the creation of certificates and handling of major logistics.

### a. Top 5 Plans

1. Ensure that the MD&E and VPA Networks are consistently supported as the term approaches the end.
2. Solidify and tackle upcoming autumn resources, along with specialized professional development resources and workshops.
3. Begin preparations to support Randall Belyea in District Professional Development Conference.
4. Maintain and promote the District Sunny Buddies and Kiwanis Mentorship Programs to the district(s).

## III. Resources Needed

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

## IV. District Officer Assessment

1. District-wide resources: we as a committee have been hard at work over the summer to finish up manuals on our summer timeline. As autumn is now here, we are busy re-assessing our time and focus in order to still publish helpful manuals but at a slower pace. We are also slowly in the process of preparing professional development resources.
2. MD&E/VPA support: the MD&E and VPA Network support systems have been moving steadily, although as expected, interaction with the weekly office hours and bi-weekly email series is low. This will be continuing so that the officers feel supported;

additionally, the VPA Network has been set up with a pen-pal system so as to connect the members even more.

3. **Committee growth:** after observing our work through summer and discussing feedback through one-on-one's, we as a committee will be hard at work altering our tactics in preparing and finishing resources along with maintaining substantial internal communication.
4. **Member interaction:** I've been slightly able to interact with members within and outside the Metro Division, although the club level is lacking (mainly due to factors beyond my control). Office hours with MD&E and VPA Networks have been somewhat helpful in improving this. I hope to improve on this more with major district events coming up.

#### V. **Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

November Board Report  
November 2019 Board Meeting  
Respectfully Submitted by Anna Se

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/09/19	UCBCKI Single Service: Maker's Fair	1	
05/03/19	UCBCKI Single Service: Maker's Fair	5	
05/04/19	Spring Training Conference North	1	
08/10/19	August Quad DCM	4	3
09/08/19	UCBCKI Solano Stroll	3	
09/17/19	UCBCKI Service Committee Meeting	1	
09/18/19	UCBCKI Spirit & Social Committee Meeting		1
09/22/19	UCBCKI BBQ Social		2
09/24/19	UCBCKI Service Committee Meeting	1	
10/01/19	UCBCKI Family Revelations		1
10/07/19	UCBCKI FTC Workday		2
10/10/19	UCBCKI FTC Workday		3

**Total Service Hours since Last Board Report: 10**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 17**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/14/19	Robert Chirk	District proposals	Email/Zoom

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Successfully proposed Service Unity Month
2. Established Service Sundays along with Club/DSP recognition
3. Established the DSI Plushie Award
4. Completed Fall Service Newsletter to be released by November
5. Submitted DLSSP proposals

### b. Top 5 Plans

1. Successfully plan FTC Tabletop Service Project
2. Successfully establish DSI Plushie Award for upcoming terms
3. Increase awareness of service hour definition based off of DOP
4. Successfully fundraise for DLSSP post-proposal approval
5. Promote quality service over quantity via workshops and webinars

## III. Resources Needed

1. A budget discussion for service projects in the upcoming term
2. A discussion in regards to how we can change rules on the international level
3. Training regarding the differences between how international runs and how we run

## IV. District Officer Assessment



1. Successfully plan/establish DLSSP this year (DLSSP North/Hawai'i, Southeast, Southwest): DLSSP proposals are completed and sent in!
2. Increase personal outreach to CNH service officers through committee/resources: Just finished Fall one-on-ones. Service Committee has also established a working relationship with most if not all of the divisional Service Officers.
3. Improve frequency and quality of service resources: Service Sunday bi-weekly e-mails cover everything that Service Officers need to know and improves overall transparency.
4. Utilize budget for better quality service-related events: Haven't touched the budget. Also haven't been given a very big budget to begin with, but will work on seeing if this budget can increase for future terms.
5. Better promote service on the district level to increase total service hours in CNH: Utilizing Service Sunday and eventually Service Unity Month to promote service and the different types of services that clubs participate in.

## **V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Technology Chair** Board Report  
**November 2019** 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
7/19/19-7/21/19	Presidents' Retreat	0	23
7/28/19	July District Board Meeting	0	2
8/28/19	Member Engagement Webinar	0	1
9/21/19	Metro September DSP	3	0
9/21/19	Metro September DCM	0	1
9/25/19	Crazy Komp Games Webinar	0	1
9/25/19	Returning Member Potluck	0	1.5
9/28/19	CSULB Awake-a-Thon	0	12
9/30/19	Board Games with MDEER	0	1

**Total Service Hours since Last Board Report: 3**

**Total Service Hours since April 1<sup>st</sup>, 2019: 26**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
9/28/19	Terrence James Diaz	Software project and committee tasks	In Person

### II. Work Progress (Achievement & Plans)

#### a. Total Achievements

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

b. Top 5 Plans

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

III. **Resources Needed**

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

IV. **District Officer Assessment**

- |  |
|--|
| 1. Not fully supporting committee members as they try to balance multiple responsibilities, full course loads, and personal lives.   |
| 2. Related to point 1, overestimating capacity and the work we can push, e.g. lots of resource put into launching mobile app while little to no work has been done on the District Website since the last report |

V. **Announcements**

**Download Solstice. Publicize to clubs and members. This will be the District mobile app and we are aiming to add more "District" functionality such as announcements and resources.**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Capital Lieutenant Governor Board Report**  
**November 2019 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
7/16/19	Capital DLT Meeting	0	1
7/17/19	District C&M Committee Webinar		1
7/18/19	UOPxDelta College Kid's College	2.5	
7/19/19	President's Retreat		
7/22/19	Capital Division Webinar		1
7/23/19	Capital DLT Meeting	0	1
7/23/19	Capital President's Council Meeting	0	1
7/28/19	July District Board Meeting		
8/6/19	Capital DLT Meeting	0	1
8/10/19	Quad DCM	3	4
8/20/19	Capital DLT Meeting	0	1
8/24/19	C Davis Second Summer General Meeting	0	3
8/24/19	UC Davis Chi-Ha-Pa Work Party	1	0
8/28/19	UN Reno Soft General Meeting	0	1
8/29/19	UN Reno Club Fest	0	2
9/3/19	UOP First General Meeting	0	1
9/4/19	UN Reno First General Meeting	0	1
9/5/19	Sac State First General Meeting	0	2
9/8/19	D44N x Capital Division Beach Clean up	3	1
9/8/19	Capital DLT Meeting	0	1
9/10/19	UOP Second General Meeting	0	1
9/10/19	Capital President's Council Meeting	0	1
9/17/19	UOP Third General Meeting	0	1

9/21/19	September DCM	0	3
9/21/19	Region 16 Regional Training Conference	5	0
9/21/19	Folsom Live	4	0
9/25/19	UC Davis Soft General Meeting	0	1
9/28/19	Region 6 Regional Training Conference	6	0
9/26/19	Sac State 4th General Meeting	0	1
9/29/19	Sunset DCM	3	3
10/1/19	Capital President's Council Meeting	0	1
10/2/19	UC Davis 1st General Meeting	0	1
10/5/19	October Divisional Service Project	3	0
10/12/19	Crazy Kompetition for Infants North	8	1
10/15/19	Capital DLT Meeting	0	.5
10/19/19	Crazy Kompetition for Infants South	8	0

**Total Service Hours since Last Board Report: 46.5**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 70.5**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/16/19	Brian Manganaan	DLT Responsibilities / General check-in	Messenger
7/16/19	Capital Divisional Leadership Team	Capital Divisional Leadership Team Positional Updates	Zoom Online Meeting
7/17/19	Angela Lagrada	President's Retreat Inquiries	Messenger
7/17/19	Jaffet Corona	President's Retreat	In-Person
7/17/19	Julie Booth	Club advisor activities and President's Retreat Logistics	Phone call
7/18/19	Douglas Shimizu	Capital Division Directory	Messenger
7/18/19	Braden Lam	Capital Division Webinar Information	Messenger
7/18/19	Eddy Yu	Quad DCM Clarification	Messenger
7/18/19	Kevin Ru	Crazy Kompetition for Infants North Budget	Messenger
7/20/19	Jason Liu	Reno Service Events	Messenger
7/21/19	Leanna Fong	Webinar Check-in	Messenger

<b>7/21/19</b>	orthern Lieutenant Governos	Quad DCM	Messenger
<b>7/21/19</b>	Ricardo Aficial	Divisional Events	Messenger
<b>7/21/19</b>	Angela Chen	District Newsletter Content / Divisional Highlights	Messenger
<b>7/21/19</b>	Samantha Pham	District Board Packet	Messenger
<b>7/22/19</b>	Germain, Tom Leahy	Lieutenant Governor Updates	E-mail
<b>7/22/19</b>	Darienne Vilorio, Joshua Ranario, Celena Yee	District Board Proposals Feedback	Zoom Online Meeting
<b>7/22/19</b>	Bruce Casenaz	District Board Packet inquiries and Membership Recognition	Messenger
<b>7/22/19</b>	Jennifer Sandoval	District Board Proposals	Messenger
<b>7/22/19</b>	Nora Lovell	District Board Proposal	Messenger
<b>7/22/19</b>	Kimly Lewis	Divisional Leadership Team Member Assignment	Messenger
<b>7/22/19</b>	Celena Yee	Key Club D44N Interclub	Messenger
<b>7/22/19</b>	Erica Wei	Graphic Standards changes	Messenger
<b>7/23/19</b>	Darian Sein-Lwin	Quad DCM Check-in	Snapchat
<b>7/23/19</b>	Dan Germain, Tom Leahy	General Updates	E-mail
<b>7/30/19</b>	Angela Wong	Member Recognition	E-mail
<b>8/2/19</b>	Sarah Park	Quad DCM Service	E-Mail
<b>8/4/19</b>	Tom Leahy	Reno Service Event	E-mail
<b>8/10/19</b>	Dan Germain, Tom Leahy, Rita Germain	Monthly Report	E-mail
<b>8/12/19</b>	Kevin Ru	Voucher Information	E-mail
<b>8/29/19</b>	Dan Germain	K-Rock Event Request Form	E-mail
<b>8/30/19</b>	Angela Wong	Member Recognition	E-mail
<b>9/16/19</b>	Dan Germain	General updates	E-mail
<b>9/16/19</b>	Cecelia Wong	KIWIN's FRN Guest Speaking	E-mail

<b>9/20/19</b>	Christina Chu	Capital C&M Promo Video	E-mail
<b>9/28/19</b>	Angela Wong	Member Recognition	E-mail
<b>10/10/19</b>	Dan Germain, Rita Germain, Tom Leahy	Monthly Reports	E-mail
<b>10/11/19</b>	Joshua Nepomuceno	Satellite Club Members Inquiry	E-mail

## **II. Work Progress (Achievement & Plans)**

### **a. Total Achievements**

<b>1. Division has successfully hosted a fall divisional service project, and currently accomplished 40% of the year's divisional service goal.</b>
<b>2. Keeping division in check to bring as many members as possible to Fall Training Conference</b>
<b>3. Filled a vacant president position in one of the clubs</b>
<b>4. Conflict management and mediation among several club boards</b>
<b>5. Represent Circle K International to the different branches of the Kiwanis Family on three separate instances.</b>

### **b. Top 5 Plans**

<b>1. Host effective Executive Officer's Training</b>
<b>2. Host a successful Spring Break Member Retreat</b>
<b>3. Increase membership growth among at least half of division's clubs</b>
<b>4. 15,000 Divisional Service Hours &amp; \$12,000 Divisional Funds Raised</b>
<b>5. Bolster individual club's Kiwanis Family relations</b>

## **III. Resources Needed**

<b>1. Assistance with club revitalization</b>
<b>2. Regular check-ins with Regional Advisor(s).</b>

#### IV. District Officer Assessment

**1. ~~Host an effective Executive Officer's Training Retreat – planned for June - - -~~**

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

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

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

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

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

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

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

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

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

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

#### V. Announcements

N/A



# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

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

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
08/04/19	Moorpark College Board Meeting		1
08/04/19	DLT Meeting		1
08/05/19	President 1:1		1
08/07/19	Arrival Survival MC CKI Member Recruitment		4
08/10/19	Quad DCM	3	3
08/18/19	DLT Meeting		1
08/20/19	Presidents Council Meeting		1
08/20/19	Turtle Tuesday Office Hour		1
08/23/19	Moorpark College Board Meeting		2
08/24/19	Kiwins Turquoise Officer Training Conference		2
08/30/19	Moorpark College Board Meeting		1
08/31/19	Paradise DCM		1
09/02/19	DLT 1:1		2
09/03/19	Turtle Tuesday Office Hour		1
09/06/19	CLU Tabling		2
09/06/19	DLT 1:1		1
09/08/19	Presidents Council Meeting		1
09/08/19	CSUCI Board Meeting		1
09/10/19	CSUCI General Meeting		1
09/12/19	CLU General Meeting		1
09/12/19	Moorpark College Board Meeting		1
09/13/19	President 1:1		1
09/14/19	September DCM		3
09/14/19	Spirit Team Meeting		1

09/17/19	Moorpark College General Meeting		1
09/17/19	Turtle Tuesday Office Hour		1
09/19/19	Samaritan Center Volunteer	2	
09/20/19	CSUCI Board Meeting		1
09/21/19	Regional Advisor Call		1
09/22/19	DLT Meeting		1
09/22/19	Division 42 Kiwanis Installation		4
09/24/19	DLT 1:1		1
09/25/19	Moorpark College Board Meeting		1
09/28/19	Cal Poly Slo Service Marathon	5	
10/02/19	UCSB General Meeting		1
10/6/19	DLT Meeting		1
10/08/19	District Board Meeting		1
10/12/19	Crazy Kompetition North	5?	
10/19/19	Crazy Kompetition South	5?	
10/20/19	DLT Meeting		1
10/23/19	PCM		1

**Total Service Hours since Last Board Report: 20**

**Total Service Hours since April 1<sup>st</sup>, 2019: 46.5**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
08/02/19	Registrants	Quad DCM School Assignment	Email
08/02/19	Angela Wong	MR Monday	Email
08/04/19	Cenco DLT	DLT Meeting	Google Hangout
08/05/19	Sam Bautista	President 1:1	FaceTime
08/06/19	Members	Turtle Tuesday Office Hour	Google Hangout
08/08/19	Katie Dizon	July Award	Email
08/09/19	District Board	LTG July MRF	Email
08/12/19	Presidents	Turtle Talk #19	Email
08/16/19	Cecelia Wong (Kiwins LTG)	Kiwins OTC Guest Speaker	Email
08/18/19	DLT	DLT Meeting	Google Hangout

<b>08/20/19</b>	Presidents	PCM	Google Hangout
<b>08/20/19</b>	Members	Turtle Tuesday Office Hour	Zoom
<b>08/21/19</b>	Patrick Ballecer	Regional Advisor Call	FaceTime
<b>08/21/19</b>	Secretaries	Turtle Tuesday CERF	Email
<b>08/25/19</b>	Presidents	Turtle Talk #20	Email
<b>08/28/19</b>	Luke Barrella	Monthly Member Recognition	Google Hangout
<b>09/01/19</b>	Presidents	Turtle Talk #21	Email
<b>09/02/19</b>	Luke Barrella	DLT 1:1	Google Hangout
<b>09/02/19</b>	Jessica	DLT 1:1	Google Hangout
<b>09/03/19</b>	Katie Dizon	DLT 1:1	Google Hangout
<b>09/03/19</b>	Members	Turtle Tuesday Office Hour	Google Hangout
<b>09/04/19</b>	Kevin Ru	Voucher	Email
<b>09/06/19</b>	Quan Vandinh	DLT 1:1	Google Hangout
<b>09/08/19</b>	Presidents	PCM	Google Hangout
<b>09/09/19</b>	District Board	LTG August MRF	Email
<b>09/11/19</b>	Presidents	Turtle Talk #22	Email
<b>09/11/19</b>	Debbie Heaslip	Kiwanis Division Installation	Email
<b>09/13/19</b>	Sabrina Hetzler	Service Marathon	FaceTime
<b>09/15/19</b>	Presidents	Turtle Talk #23	Email
<b>09/16/19</b>	Secretaries	September DCM CERF	Email
<b>09/17/19</b>	Members	Turtle Tuesday Office Hour	Google Hangout
<b>09/18/19</b>	Secretaries	Turtle Talk CERF	Email
<b>09/18/19</b>	FTC Buddies	Buddy Challenge	Google Hangout
<b>09/21/19</b>	Secretaries	Turtle Talk CERF	Email
<b>09/22/19</b>	DLT	DLT Meeting	Google Hangout
<b>09/27/19</b>	Presidents	Turtle Talk #24	Email
<b>09/28/19</b>	Angela Wong	MR Monday	Email
<b>10/01/19</b>	Patrick Ballecer	Division Update	FaceTime
<b>10/06/19</b>	DLT	Spirit Gear	Google Hangout

<b>10/06/19</b>	Wayne	FTC Script	Email
<b>10/08/19</b>	District Board and FIFUN Committee	Crazy Kompetition Debrief	Google Hangout
<b>10/10/19</b>	District Board	LTG September MRF	Email
<b>10/20/19</b>	DLT	DLT Meeting	Google Hangout

## II. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Released Turtle Buddies PenPal</b>
<b>2. Formed Spirit Team (Spirit Saturday)</b>
<b>3. Successful Co-DCM North and South</b>
<b>4. Helped/visited all clubs run their first meetings and tabling</b>
<b>5. Released Divisional Service Challenge</b>

### b. Top 5 Plans

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

## III. **Resources Needed**

<b>1. Access of membership update center for all the clubs</b>
<b>2. Secretaries MRF/MRS tips</b>

## IV. **District Officer Assessment**

<b>Club Stability/revive struggling clubs</b> 8/10 clubs are at a stable position, up from 6 at the beginning of the term. Ventura College and CSUCI are still struggling. I have been going to their board meetings a lot. Also my presidents are struggling with inactive board and I had a PCM to discuss and made them have confrontation/ intervention meeting with their board officers.
<b>Charter 2 clubs at a minimum</b>

<p>Nic the outreach chair from club building and revitalization is working on chartering Questa College, and there is a Kiwanis Club that is interested in chartering CSU Bakersfield so will be contacting them soon. We also have a high schooler who is interested in chartering at Oxnard college and email is already sent.</p>
<p><b>Promote interclubbing</b></p> <p>I have begun to promote interclubbing at a larger level with Turtle Buddies Penpal System. Where two different club members are paired up and are buddies for 2-3 months at a time. There is a list of challenges they can complete together to compete against the other squads. In the end the paring with he most points get a special prize. But the southern clubs have been regularly interclubbing with each other. Ventura College, Moorpark College and Cal Lutheran all went to the same beach clean up event and had social after.</p>
<p><b>Introduce a divisional website, calendar, Instagram</b></p> <p>I have released a divisional website at <a href="http://www.centralcoastcki.weebly.com">www.centralcoastcki.weebly.com</a> as well as an Instagram at <a href="http://www.instagram.com/centralcoastcki">www.instagram.com/centralcoastcki</a>. My DLT and I are regularly updating and posting on both of these forms of media. We recently added a divisional calendar to the website over the summer to bring more usefulness to our members.</p>
<p><b>Increased divisional unity/spirit</b></p> <p>As of Divisionall unity, we are keeping up our in person DCM. In September we did a co-DCM in both North and South and we facetimed each other. It was nicely to see the interaction between southern and northern members. In spirit wise, we have formed a spirit team and we promoted it by setting spirit Saturday every week. The spirit chairs from the team are already teaching spirit cheers to the members and we hope to make a spirit sheet for everyone for FTC.</p>

## V. Announcements

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

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

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
07/11/19	Divisional Leadership Team Hangout		3
07/17/19	CSUF Member Retreat		6
07/18/19	District Board Office Hours		1
09/19-07/21/19	Presidents' Retreat		72
07/25/19	Kat's Office hours		2
07/25/19	Call/ the Smiths		1
07/19-07/28/19	July District Board		48
07/30/19	Heart to Heart with Alicia		3
07/30/19	DLT Meeting		1
07/31/19	Call with Mondo		1
07/31/19	District Board Call		1
08/02/19	Saddleback's Board Retreat		3
08/08/19	Orange Coast College General Meeting		1
08/08/19	Division 30 DCM		2
08/08/19	DLT Meeting		1
08/08/19	Smith's Session		1
08/10/19	August DCM		4
08/12/19	Heart to Heart with Katheryne		4
08/12/19	Citrus President's Hangout		3
08/15/19	DLT Meeting		1
08/16/19	Kelly's Closet Set Up	4	
08/17/19	Kelly's Closet	5	
08/18/19	Citrus VPA Hangout		4
08/20/19	Navigate OCC	4	
08/21/19	Heart to Heart with Lauren		2

08/22/19	Orange Coast College General Meeting		1
08/22/19	DLT Meeting		1
08/22/19	Smith's Sessions		1
08/26/19	Saddleback Panel		2
08/26/19	OCC Tabling		3
08/29/19	CSUF General Meeting		1
08/29/19	DLT Meeting		1
08/29/19	Smith's Sessions		1
08/30/19	Meeting with Mlou		1
09/03/19	Saddleback Tabling		2
09/03/19	Cypress Tabling		2
09/04/19	Chapman's Tabling Drop Off		1
09/04/19	Meeting with Scott		1
09/05/19	Meeting with DLT		1
09/05/19	Heart to Heart with Don Nguyen		2
09/08/19	September DCM		3
09/10/19	Heart to Heart with Krishna		4
09/11/19	True Colors Webinar		1
09/11/19	Call with Chris and JASON		1
09/11/19	Smiths' Session		1
09/12/19	OCC Meeting		1
09/12/19	CKI at CSUF		2
09/15/19	DLT Call		1
09/17/19	Cypress's Meeting		1
09/17/19	Whittier Club Rush		1
09/19/19	True Colors Webinar		1
09/19/19	Sac State General Meeting		2
09/21/19	DLT Meeting		1
09/21/19	September DSP	5	
09/23/19	Anteater Involvement Fair		4
09/26/19	DLT Meeting		2
10/01/19	UCI Meeting		3
10/03/19	Heart to Heart with Kim Hinojos		1
10/04/19	DLT Meeting		3

10/05/19	Call with Scott		5
10/07/19	UCI FTC Prep		2
10/08/19	UCI CKI Meeting		3
10/09/19	Call with Scott		1
10/10/19	Citrus Presidents' Meeting		1
10/14/19	CSUF CKI Board Meeting		1
10/14/19	Club Building & Revitalization Meeting		1
10/15/19	Heart to Heart with Alicia		3
10/15/19	UCI Circle K Induction Night		1
10/16/19	Call with Scott		1
10/18/19	Meeting with DLT		3
10/19/19	CKI South	8	
10/22/19	UCI CKI Meeting and Special Elections		3
10/23/19	Call with Scott		1
10/25/19	DLT Work Session		6
10/25/19	Spirit Night #1		4
10/26/19	DLT Work Session		5
10/27/19	CSUF Key to College		3
10/27/19	CSUF CKI New Member Installation		3
10/27/19	DLT Work Session		5

**Total Service Hours since Last Board Report: 56**

**Total Service Hours since April 1<sup>st</sup>, 2019: 56**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
07/17/19	Johnny's	Presidents' Retreat	Message



07/18/19	Mylan Ross	T-Shirt	Call
07/18/19	District Board	Presidents' Retreat	Video Call
07/18/19	Scott & Yarett	Club Updates, Presidents' Retreat Prep	Call
07/25/19	Scott & Yarett	Club Updates, Presidents' Retreat Prep	Call
07/31/19	Mondo	District Board Administrative Approval Process	Call
07/31/19	District Board	Presidents' Retreat Debriefing	Video Call
08/01/19	Alicia Sieu	DLT Timeline	In-person
08/08/19	Scott & Yarett	Club Recap	Call
08/12/19	Catheryne Rodriguez	Club Prep	In-Person
08/13/19	Jeff Dimsdale	FTC & Kelly's Closet Logistics	Call
08/18/19	Citrus VPAs	Term Prep and Debrief	In-Person
08/18/19	Ted Yoon	Heart-to-Heart	In-person
08/22/19	Scott & Yarett	Club Recap	Call
08/21/19	Lauren Ross	Logistics and Club Rebuilding	Call
08/22/19	Scott Smith	Club Rebuilding	Call
08/26/19	Anne Le	Tabling	Message
08/28/19	Gina Dinh	Heart to Heart	In-person
08/30/19	Mlou Aquino	True Colors Month	Message
08/30/19	Krishna Verma	Tabling	Message
09/01/19	Derek Baylis	Workshops and DCM prep	In-person
09/01/19	Shain Nolia	Tabling	Message
09/10/19	Krishna Verma	Heart-to Heart	In Person
09/11/19	Derek Baylis	True Colors Workshop Prep	Call
09/11/19	Chris Lam & Jason Liu	Fall Training Conference	Call
09/15/19	Citrus DLT	Tribe System and DCM	Call
09/16/19	Lauren Ross	Tabling	Message
09/19/19	Ricardo Aficial	Heart-to-Heart	Person/message
09/19/19	Caitlyn Oliveras	Club Logistics	Call
09/20/19	Kim Hinojos	September DSP	Message
09/20/19	Regi Sellote	Tabling	Message
09/28/19	Miyu Noguchi	Heart-to-Heart	Message
09/30/19	Kevin Ru	CKI South	Message
09/30/19	Scott Smith	CKI South	Message
10/03/19	Kim Hinojos	Heart-to-Heart	In-person
10/03/19	Caitlyn Oliveras	Heart-to-Heart	Call
10/05/19	Scott Smith	Check-in	Call

10/08/19	Krishna Verma	Cypress Meeting	Message
10/08/19	Regi Sellote	Tabling	Message
10/10/19	Citrus Presidents	Heart-to-Heart	Call
10/15/19	Alicia Sieu	Heart-to-Heart	In-person
10/16/19	Scott Smith	Check-in	Call
10/17/19	Nhi Bui	Fundraising Advice	Message
10/16/19	Catherine Rodriguez	Chapman Meeting Info	Message
10/17/19	Citrus DLT	CKI South and DCM	Call
10/17/19	Caitlyn Oliveras	Heart-to-Heart	Call
10/18/19	Caitlyn Oliveras	Heart-to-Heart	Call
10/21/19	Regi Sellote	Special Election Protocol	Message
10/23/19	Scott Smith	Shirts	Call
10/24/19	Scott Smith	FTC	Call

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Successfully planned three service unity day for the division.
2. Developed a firm family system to replace original plan of mentorship system.
3. Established divisional branding.
4. Hosted and assisted Citrus Club board retreats.
5. Created Interclubbing system, Citrus Commute.

### b. Top 5 Plans

1. Brainstorm Divisional Membership Unity/Installation event to welcome new and returning members.
2. Further develop Tribe System.
3. Establish bi-weekly check in's with clubs
4. Release spirit handbooks.
5. Plan an annual Citrus fellowship event.

## III. Resources Needed

1. N/A
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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.

- 08/02/19 Saddleback's Board Retreat
- 08/12/19 Heart to Heart with Katheryne
- Hosted office hours regarding tabling
- Assisted club individuality with tabling
- Created the Citrus Commute Program to increase transparency

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 and hosting our first divisional membership installation by December 2019.

- Created the following:
  - cheers
  - totum
  - establish divisional theme and slogan
  - spirit packs
  - spirit night

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 Key to College for KIWIN'S Regional Training Conference
- Attended Region 30 DCM
- Participated in Intro to CKI Panel to Kiwanis Club of Saddleback

#### V. Announcements

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Desert Oasis Lieutenant Governor Board Report**  
**November 2019 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
7/19/19 – 7/21/19	President's Retreat		9
7/24/19	Desert Oasis Trevor Project Webinar		.5
7/25/19	Desert Oasis Office Hours		2
7/25/19	UCR Summer Orientation Tabling		3
7/29/19	UCR Summer Orientation Tabling		2
8/1/19	UCR Summer Orientation Tabling		2
8/5/19	UCR Summer Orientation Tabling		2
8/8/19	TV Taping	4.5	
8/10/19	Quad Division Council Meeting	3	5
8/12/19	UCR Summer Orientation Tabling		2.5
8/13/19	Involvement Webinar		1
8/14/19	UCR Summer General Meeting #2		1
8/15/19	CNH Kiwanis District Convention Day 1	8	
8/15/19	August Division Council Meeting		1
8/15/19	Frankie's Uptown Dinner Social		3
8/16/19	Service Project at Kiwanis District Convention	1.5	
8/16/19	CNH Kiwanis District Convention Day 2	7.5	
8/16/19	Support Systems & Building Connection Workshop		1
8/16/19	Desert Oasis Summer Academy		3
8/17/19	CNH Kiwanis District Convention Day 3	3.5	
8/19/19	Desert Oasis Kiwanis Family House Webinar		.5
8/21/19	Kiwanis Division 36 DCM		2

8/28/19	Member Engagement Webinar		1
8/31/19	Key Club Region 4 Picnic		1
9/4/19	Crafton Hills College Club Rush		
9/5/19	Crafton Hills College Info Night		1
9/17/19	Keeping Tabs on Social Media Webinar		1
9/21/19	CKI at UCR Board Retreat		2
9/24/19	CSU San Bernardino Club Rush		2
9/25/19	CKI at UNLV Fourth General Meeting		1
9/27/19	Key Club Division 15 North DCM		3
9/28/19	Key Club Division 15 East DCM		4
10/7/19	UCR Fall Info Night		1
10/8/19	Pizza Night Social		2
10/11/19	Ding Tea Fundraiser		1
10/16/19	UCR First General Meeting		2
10/18/19	Marshmallow Social		2
10/19/19	Crazy Kompetitions for Infants South	8	
10/19/19	October Division Council Meeting		1
10/19/19	Anaheim Packing District Social		4
10/19/19	Downtown Disney Scavenger Hunt		2
10/20/19	Love Letters Tabletop	2	
10/20/19	Hosting Services Workshop		1

**Total Service Hours since Last Board Report: 38 hrs.**

**Total Service Hours since April 1<sup>st</sup>, 2019: 74 hrs.**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>7/14/19</b>	Linda Marx	Distinguished Lieutenant Governor Requirements	E-Mail
<b>7/14/19</b>	Precious Carrillo	Position & Role Clarification, Membership Check	E-Mail
<b>7/15/19</b>	Sandra Chang	Beach Clean-Up Social ERF Feedback	E-Mail
<b>7/16/19</b>	Linda Marx	Kiwanis District Convention, Convention Center Maps	E-Mail
<b>7/23/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>8/2/19</b>	David Su	MR Monday Nominations	E-Mail
<b>8/6/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>8/7/19</b>	Armando Velazquez	Emergency Contact & Medical Form Check	E-Mail
<b>8/7/19</b>	Armando Velazquez & Wayne Cheng	Request to attend Northern Quad DCM	E-Mail
<b>8/7/19</b>	Joshua Ranario	Desert Oasis Summer Sunburst Image Submission	E-Mail
<b>8/8/19</b>	Elaine Wajiya	Region 4 Picnic Chaperone Request	E-Mail
<b>8/8/19</b>	Desert Oasis Division Leadership Team	Upcoming assignments and updates	E-Mail
<b>8/8/19</b>	Allana Elarmo	CKI at UCR photos related to the Circle K Tenets	E-Mail
<b>8/9/19</b>	Key Clubs within Desert Oasis	CNHCKI District Circle K Interest Form	E-Mail
<b>8/9/19</b>	Kevin Ru	Voucher Submissions	E-Mail
<b>8/9/19</b>	Marita Reyes	CKI at UNLV photos related to the Circle K Tenets	E-Mail
<b>8/11/19</b>	Linda Marx	Updated August Weekend of Awesomeness Weekend Volunteer List	E-Mail

<b>8/11/19</b>	Linda Marx	Check-In regarding events for August Weekend of Awesomeness Weekend	Phone Call
<b>8/12/19</b>	Linda Marx	Updated August Weekend of Awesomeness Weekend ERF Submission	E-Mail
<b>8/12/19</b>	Linda Marx	Updated CSN Activities Calendar	E-Mail
<b>8/12/19</b>	August WAW Attendees	Information regarding events, attire, carpooling, & contact information	E-Mail
<b>8/13/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>8/14/19</b>	Linda Marx	Convention Arrival & Check-In	Phone Call
<b>8/20/19</b>	Greg Shapton	Kiwanis Division 15 August DCM Attendance	E-Mail
<b>8/20/19</b>	Mike Arteaga	Kiwanis Division 36 August DCM Attendance	E-Mail
<b>8/20/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>8/22/19</b>	Joshua Nepumoceno & Erica Wei	District Club Building & Revitalization Icon	E-Mail
<b>8/25/19</b>	Linda Marx	Updates regarding club activities & work progress	Phone Call
<b>8/26/19</b>	Nathan Nguyen	Key Club Division 15 North September DCM Chaperone Request	E-Mail
<b>8/29/19</b>	Jonash Poyaoan	Division T-Shirt Designs	E-Mail
<b>8/30/19</b>	David Su	MR Monday Nominations	E-Mail
<b>8/31/19</b>	Joanne Ma	Region 13 RTC Chaperone & Workshop Host Request	E-Mail
<b>9/1/19</b>	Linda Marx	Updates regarding club activities & work progress	Phone Call
<b>9/3/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>9/4/19</b>	Crafton Hills College Students	Information regarding first informational meeting	E-Mail
<b>9/4/19</b>	Alma Fernandez	Introduction & Position Summary	E-Mail

<b>9/7/19</b>	Adam Virani, Anabelle Gallegos, Michael Cardiel	Summary of Informational Meeting & how to get involved with Circle K	E-Mail
<b>9/9/19</b>	Frances Rodriguez	Summary of Informational Meeting & how to get involved with Circle K	E-Mail
<b>9/10/19</b>	Jane Rodriguez	CSU San Bernardino Club Rush Participation Inquiry	E-Mail
<b>9/10/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>9/21/19</b>	Frances Rodriguez	Follow-up regarding interest in becoming an Executive Board Member & Service event	E-Mail
<b>9/22/19</b>	Crafton Hills College Students	Executive Board Applications	E-Mail
<b>9/22/19</b>	Andrew Chang	Crafton Hills College E-Mailing List	E-Mail
<b>9/22/19</b>	Julia Dinger	CKI at Crafton Hills College Interest	E-Mail
<b>9/24/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>9/26/19</b>	Linda Marx	Telephone Call Scheduling	E-Mail
<b>9/27/19</b>	David Su	MR Monday Nominations	E-Mail
<b>9/29/19</b>	Linda Marx	Updates regarding club activities & work progress	Phone Call
<b>10/3/19</b>	Bianca Tan & Frances Rodriguez	COACH Cupboards Attendance	E-Mail
<b>10/1/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>10/2/19</b>	Linda Marx	Notice for meeting with Shirley and Mickey for Key Club Region Training Conference & Important Updates	Phone Call
<b>10/3/19</b>	Wayne Cheng	District Board Jacket Design	E-Mail
<b>10/4/19</b>	College of Southern Nevada Executive Board & Faculty Advisor	Club updates, individual updates, & concerns regarding club status and progress	Google Hangouts
<b>10/6/19</b>	Linda Marx	Updates regarding club activities & work progress	Phone Call
<b>10/7/19</b>	ALIVE Print Shop	Desert Oasis 2019-2020 Hat Order	E-Mail



<b>10/7/19</b>	Kimmy Dinh	Desert Oasis 2019-2020 T-Shirt Order Quote	E-Mail
<b>10/10/19</b>	Ryan Kenneth Tan	Workshop planning for Region 13 Region Training Conference	Video Call
<b>10/13/19</b>	Desert Oasis Division Leadership Team	Updates regarding club activities, individual projects, & reminders	Google Hangouts
<b>10/14/19</b>	Steven Roberts	Kiwanis Division 15 October DCM Attendance	E-Mail
<b>10/14/19</b>	Wayne Cheng	CNHCKI 2019-2020 Presidents Jacket Design	E-Mail
<b>10/16/19</b>	Vanessa Meza-Perez	Fall Training Conference Transportation Arrangements	Phone Call
<b>10/20/19</b>	Linda Marx	Updates regarding club activities & work progress	Phone Call

## II. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Planned and executed a successful August WAW</b>
<b>2. Planned and executed a successful October WAW</b>
<b>3. Appointed a full DLT</b>
<b>4. Recruited 30+ members for Circle K club at Crafton Hills College</b>
<b>5. Held an informational night for new members at Crafton Hills College</b>
<b>6. Planned and executed two DFI months</b>
<b>7. Held a successful fundraiser for the Kiwanis Family House</b>
<b>8. Held a successful Krispy Kreme Fundraiser for the Pediatric Trauma Program</b>
<b>9. Planned and executed a successful DLT In-Person</b>
<b>10. Planned and purchased 2019-2020 Division Merchandise</b>

### b. Top 5 Plans

<b>1. Continue to focus on recruitment and development at Crafton Hills College &amp; CSU San Bernardino</b>
<b>2. Plan and execute a successful December WAW</b>
<b>3. Plan and execute a successful Division Day of Service and Kiwanis One Day</b>
<b>4. Create a manual in regards to executive board positions to promote elections</b>
<b>5. Continue to develop chartering foundation for CKI at University of Redlands</b>

### III. Resources Needed

1. N/A
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### IV. District Officer Assessment

1. Increase Membership Involvement & Retention: Consistently reaching out to members personally to attend events; tabling at clubs who are trying to re-charter or re-activate; hosting meaningful events that develop specific tenets (ie; leadership) to help retain members.
2. Foster Divisional Unity: Connecting executive board members and division leadership team members through board buddy pairings; hosting more divisional events to bring members together; encouraging spirit chairs to teach cheers for District events
3. Expanding Kiwanis Family Relationships: Consistently attending Kiwanis and Key Club Division Council Meetings; forming personal relationships with the Key Club LTGs and Kiwanians who have chaperoned at DCMs
4. Re-Branding: Continuing to establish visual aesthetic through flyers; appointed a social media chair to work on re-establishing purpose for the division Instagram account; published resources to educate members on basics of Circle K through newsletters
5. Assistance: Actively checked up on clubs to ensure tasks were being completed as well as to check-in on progress regarding membership; providing advice to smaller clubs as needed; assisting smaller clubs in reaching out to students and faculty members for resources

### V. Announcements

**CKI at UCR's 12<sup>th</sup> Annual Kids Rock Benefit Concert  
January 18<sup>th</sup>, 2019**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**FOOTHILL LIEUTENANT GOVERNOR** Board Report  
**NOVEMBER** 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
07/07/19	CitrusxFoothillxMetro Tri-DCM	2.00	4
07/17/19	Communications and Marketing Webinar		1
07/19/19-07/21/19	CNH Circle K Presidents' Retreat 2019		23
07/28/19	District Board Meeting		2
08/03/19	Foothill MUSE/IQUE	11	
08/10/19	Metro x Foothill Little Tokyo Tanabata Festival	6	
08/15/19	Executive Board Meeting		2
08/24/19	Foothill August DCM		1.5
08/31/19	Foothill 626 Night Market Social		4
09/12/19	Foothill DLT Meeting		.5
09/15/19	Planning Welcome Night meeting		.5
09/17/19	General Meeting 01		1
09/17/19	AU79 Fundraiser		3
09/20/19	Movie Night Social		.5
09/21/19	Foothill September DCM	2	1
09/21/19	Kiwanis Pancake Breakfast	3	
09/24/19	General Meeting 02		1
09/26/19	Foothill DLT Meeting		1
09/28/19-09/29/19	CSULB CKI Awake-athon	2.75	6
09/28/19	Cal Poly Pomona Amigos De Los Rios	3	
09/29/19	Division 35 Kiwanis Installation		3
10/04/19	Foothill Welcome Night	2	

10/11/19	Division 35 Industry Hill Pro Rodeo	6	
10/12/19	Region 13 RTC		2
10/19/19	CKI South	8	
10/20/19	Foothill LA Aids Walk LA Aids Walk	9	

**Total Service Hours since Last Board Report: 54.75**

**Total Service Hours since April 1<sup>st</sup>, 2019: 83.25**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
06/27/19	Grace Chi	Biweekly Update	Call
07/11/19	Grace Chi	Biweekly Update	Call
07/25/19	Grace Chi	Biweekly Update	Call
08/01/19	DLT	DLT Meeting	Zoom
08/11/19	Presidents	FTC/CKI South and other reminders	Email
08/15/19	Grace Chi	Biweekly Update	Call
08/25/19	Armando Velazquez	Proof of Enrollment	Email
08/29/19	Grace Chi	Biweekly Update	Call
09/04/19	Presidents/Secretaries	Foothill ERF	Email
09/12/19	Grace Chi	Biweekly Update	Call
09/15/19	DLT	Updates/Tasks	Email
09/21/19	Lon Salgren	Division 35 Installation	Email
09/25/19	Wayne Cheng	Foothill Program Ad	Email
09/26/19	Camille Goulet	LACC Tabling	Email
10/04/19	Grace Chi	Biweekly Updates	Call
10/04/19	Emily Reale	Welcome Night	Call
10/07/19	Brenda Ledesma	CSULA Update	Call/Video Call
10/10/19	Andy Nguyen	Region 13 RTC Workshop	Call/Video Call
10/11/19	Wayne Cheng	Update on Foothill and Advice	Call
10/13/19	Grace Chi	Advice and Update on Foothill	Call

## II. Work Progress (Achievement & Plans)

a. Total Achievements

1.Successful Welcome Night
2.Came to the majority of my club's tabling
3.Started on my fundraiser ideas with Jenny.
4.Had another inter division event with Metro
5.Able to support my clubs

b. Top 5 Plans

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

III. **Resources Needed**

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

IV. **District Officer Assessment**

**1. Interacting with Foothill's SLPs**

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

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

During the course of my term, I would say that my interaction with my SLPs have gotten tremendously better, by doing a workshop at the RTC, having little boba hangouts with them and going to the division DCMs. We are planning a joint DCM at the end of our term

in March and our continued communication has fostered a better understanding of what CKI is. Furthermore, the Kiwanians have allowed us to continue to help our lack of services for some months and allowed me to foster better communications with my Kiwanians.

#### **2.Increase Division Unity**

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

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

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

#### **3.Making DCM's more engaging and interactive**

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

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

#### **4.Creating a Divisional Website**

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

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

#### **5.Form a foundation**

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

### **V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Metro LTG Board Report**  
**November 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
7/29/19	July MS3 (Monthly Service Social)		4.25
7/29/19	Metro DLT Meeting		1
7/31/19	Metro Mingle: Jonathan Chu		.5
7/31/19	July Metro PCM		1.75
8/11/19	Little Tokyo Tanabata Festival	6	
8/15/19	August DCM + Movie Social		4
8/26/29	August MS3 (Monthly Service Social)	1	2
9/11/19	President's Council Meeting		2
9/16/19	CSULB CKI 2nd General Meeting		1
9/17/19	E & A Board Meeting		1
9/17/19	ECC General Meeting		1
9/21/19	September DSP + Metro DCM	3	3
9/24/19	Metro DLT Meeting		1
9/28/19	CSULB Awake-a-thon		1.5
10/3/19	UCLA General Meeting		1.5
10/17/19	UCLA General Meeting		1.5
10/19/19	CKI South: Crazy Kompetition for Infants		6

**Total Service Hours since Last Board Report: 10**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 37.75**

#### b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>07/29/19</b>	Metro DLT	Meeting Agenda	Email
<b>7/31/19</b>	Matthew Kim	ERF Question	Email
<b>7/31/19</b>	Junior Musigdilok	Resources Requested	Email
<b>7/31/19</b>	Metro Presidents	PCM Agenda	Email
<b>8/2/19</b>	David Su	MR Monday Submissions	Email
<b>8/9/19</b>	CNH MRFS	Metro July MRF	Email
<b>8/13/19</b>	Callie Troung, Katelyn Duch	Metro Induction Draft	Email
<b>8/21/19</b>	Metro Presidents, DLT	State of the Division	Email
<b>8/21/19</b>	Key Club LTG	July DCM Invite	Email
<b>8/28/19</b>	DLT	Photoshoot and Hangout	Email
<b>8/29/19</b>	Phil Brock, Maria Garcia-Barajas, Kerri Cissna	Pepperdine Charter Process	Email
<b>8/30/19</b>	Metro Advisors	Metro LTG Update to Advisors	Email
<b>8/31/19</b>	Key Club LTG	Workshop Information	Email
<b>8/31/19</b>	David Su	MR Submissions	Email
<b>9/3/19</b>	Stella Liang, Maria Garcia-Barajas	Awake-a-Thon Event Questions	Email
<b>9/3/19</b>	Michelle Herwono	DSP and DCM Information	Email
<b>9/10/19</b>	CNH MRF Group	August Metro MRF	Email
<b>9/11/19</b>	Metro Presidents	PCM Agenda	Email
<b>9/17/19</b>	Armando Velazquez, Maria Garcia-Barajas	Divisional Merchandise Questions	Email
<b>9/27/19</b>	David Su	MR Submission	Email
<b>9/30/19</b>	Kerri Cissna	Chartering Questions	Email
<b>10/10/19</b>	CNH MRF Group	September Metro MRF	Email

## **II. Work Progress (Achievement & Plans)**

### **a. Total Achievements**

<b>1. Successfully hosted DCMS for the month of August and September</b>
<b>2. Released Metro Merchandise form to the division</b>
<b>3. Continuing to host PCMs and DLT meetings</b>



<b>4. Held one-on-ones with DLT and presidents</b>
<b>5. Updating documents on the Master Sheet</b>

b. Top 5 Plans

<b>1. Host a successful DCM for the month of October</b>
<b>2. Organize a joint DCM with neighboring divisions</b>
<b>3. Show metro spirit at FTC! (go to FTC)</b>
<b>4. Host more Metro Projects of the Month</b>
<b>5. Utilize all forms of social media instead of prioritizing the FB page</b>

### **III. Resources Needed**

<b>1. N/A</b>
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### **IV. District Officer Assessment**

<b>1. Increase the effectiveness of DLT</b>
<ul style="list-style-type: none"> <li>a. DLT has been hard at work planning events, producing resources, and keeping in touch with Metro officers. After our in-person, the efficiency within each chair has been positive. We will continue our practice of a task calendar since it seems to be working well for us.</li> </ul>
<b>2. Increase attendance of Divisional events</b>
<ul style="list-style-type: none"> <li>a. Attendance has been high for all divisional events, even if there are inevitable conflicts with our clubs. We are taking all feedback to better the quality of these events.</li> </ul>
<b>3. Host DCM's at club-oriented events</b>
<ul style="list-style-type: none"> <li>a. Although we have not had a club-oriented event as a DCM, we have been prioritizing smaller clubs to host the event. El Camino College has a great showing at our September DCM and seems to have greatly benefited from this. We will continue to help smaller clubs this way.</li> </ul>
<b>4. Release event plans early enough for preparation</b>

- a. Our Service Calander has been slower but we will be pushing to have a more updated timeline. I will be working with our service chair and the Metro VPSs to ensure that this resource is utilized to the fullest.

**5. Work with neighboring divisions to host events**

- a. Pierce College successfully hosted an interdivisional event with Foothill and had a great showing from our division. CSULB's Awake-a-Thon involved Foothill and Citrus which was a success as well. We would like to continue this emphasis on the club level and push for more events like these (great job Pierce and CSULB!)

**V. Announcements**

*N/A*

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Paradise Lieutenant Governor Board Report**  
**November 2019 Board Meeting**  
Respectfully Submitted by **Aaron Zepeda**

**I. Your activities since last Board Report**

a. Events you participated in:

<b>Date</b>	<b>Events Attended</b>	<b>Service Hours</b>	<b>Other Hours</b>
04/16/19	SDSU General Body Meeting	0	1.0
04/18/19	Tabletop Ribbon Leis	3	0
04/19/19	SDSU Beach Bonfire	0	4
04/22/19	UCSD General Body Meeting	0	1.5
04/23/19	SDSU General Body Meeting	0	1.0
04/25/19	Safety & Health Fair Design Session	9	0.0
04/29/19	UCSD General Body Meeting	0	1.5
05/01/19	UCSD Vendor Fair	1	0
05/03/19	SDSU End of the Year Banquet	0	3
05/09/19	Spring Training Conference	0	12
05/12/19	UCR End of the Year Banquet	0	5
05/13/19	UCSD Calfresh Challenge	1	0
05/17/19	La Jolla Kiwanis Luncheon	0	2
05/20/19	UCSD General Body Meeting	0	1.5
05/25/19	UCSD Relay for Life	15	0
05/25/19	May DCM	0	0.5
05/28/19	UCSD General Body Meeting	0	1.5
06/01/19	UCSD End of the Year Banquet	0	5
06/03/19	UCSD General Body Meeting	0	1.5
06/06/19	Kiwanis Division 31 DCM	0	2
10/01/19	Grossmont + UCSD + SDSU Dinner Social	0	2
10/02/19	UCSD New Member Orientation	0	2
10/02/19	UCSD Post-Orientation Social	0	2

<b>10/04/19</b>	UCSD Bondfire	0	1.5
<b>10/05/19</b>	La Jolla Kiwanis Installation Dinner	0	3
<b>10/07/19</b>	UCSD General Body Meeting	0	1.5
<b>10/14/19</b>	UCSD General Body Meeting	0	1.5

**Total Service Hours since Last Board Report: 28**  
**Total Service Hours since April 1<sup>st</sup>, 2019: 36**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>09/28/19</b>	Wayne Cheng	Getting Started, again.	Call
<b>10/03/19</b>	Erica Wei	State of Paradise, catching up.	In-Person
<b>10/07/19</b>	Justina Voong, Paradise EA	State of Paradise, catching up.	In-Person

## **II. Work Progress (Achievement & Plans)**

a. Total Achievements

<b>1. Circle K Presence in Kiwanis is strong</b>
<b>2. Club interrelations are strong</b>

b. Top 5 Plans

<b>1. Increase number of Hawaii DCON attendees</b>
<b>2. Increase number of club MRF submissions in Paradise</b>

## **III. Resources Needed**

<b>1. Retention manuals, help</b>
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## **IV. District Officer Assessment**

<b>1. Interclub opportunities have been a backbone of support for the clubs in Paradise</b>
<b>2. Retention still needs attention within Paradise schools</b>
<b>3. Great improvement with Kiwanis relations</b>

<b>4. Greater amount of interest in attending District events from Hawaii students</b>
<b>5. Great improvement needed to the Paradise financial status</b>

**V. Announcements**

*N/A*

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**SUNSET LIEUTENANT GOVERNOR** Board Report  
**NOVEMBER 2019** 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
07/19/2019	CNH Circle K's President Retreat 2019	-	23
08/10/2019	Quad DCM	8	5
08/24/2019	UC Davis Summer Marathon	6	3
08/25/2019	UC Santa Cruz Music at Sky Park	8.5	-
09/04/2019	San Jose State University Club Tabling	-	2.5
09/09/2019	Sunset Division CKI 101 Webinar	-	1
09/10/2019	San Jose State General Meeting	-	1
09/12/2019	CSU Monterey Open House	-	2
09/21/2019	Sunset Division Roller Skating Social	-	2
09/24/2019	UC Santa Cruz Tabling	-	3
09/25/2019	UC Santa Cruz Info Night	-	1
09/25/2019	UC Santa Cruz's Penny's Ice Cream Social	-	1
09/27/2019	UC Santa Cruz Cozy Tabletop	1.25	-
09/29/2019	Sunset Division September DSP/DCM	7	-
10/01/2019	UC Santa Cruz Perler Bead Tabletop	2.75	-
10/03/2019	Foothill College Tabling	-	1
10/03/2019	De Anza College Soft General Meeting	-	1
10/03/2019	UC Santa Cruz General Meeting #1		
10/04/2019	UC Santa Cruz Fridays at the MAH	3	-
10/05/2019	Sunset Division October DSP	7.5	-
10/08/2019	San Jose State General Meeting	-	1
10/10/2019	De Anza College Tabling	-	2
10/10/2019	De Anza General Meeting	-	1
10/10/2019	UC Santa Cruz General Meeting #2	-	1

<b>10/10/2019</b>	Sunset Division Spirit 101 Webinar	-	1
<b>10/12/2019</b>	CNH Circle K's CKI North 2019	8	-
<b>10/17/2019</b>	UC Santa Cruz General Meeting #3		
<b>10/19/2019</b>	CNH Circle K's CKI South 2019	8	-
<b>10/26/2019</b>	Sunset Division BBQ Social	-	4

**Total Service Hours since Last Board Report: 48**

**Total Service Hours since April 1<sup>st</sup>, 2019: 64**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>07/10/2019</b>	Sunset DLT	Sunset DLT   Meeting #6	Zoom
<b>07/15/2019</b>	Sunset DLT	Sunset DLT   Meeting #6 Recap	Email
<b>07/17/2019</b>	Sunset DLT	Sunset DLT   Meeting #7	Zoom
<b>07/18/2019</b>	District Board	District Board Online Meeting	Zoom
<b>07/22/2019</b>	Sunset DLT	Sunset DLT   Meeting #7 Recap	Email
<b>07/24/2019</b>	Sunset DLT	Sunset DLT Meeting #8	Zoom
<b>07/29/2019</b>	Joey Pontillas, Ashley Kil, Darian Sein-Lwin	QUAD DCM   Meeting #5	Zoom
<b>07/30/2019</b>	Joey Pontillas, Ashley Kil, Darian Sein-Lwin	QUAD DCM   Announcement Rough Draft	Email
<b>07/30/2019</b>	Capital, Central Coast, and Golden Gate Division	QUAD DCM   Announcement Final Draft	Email
<b>07/31/2019</b>	District Board	District Board Online Meeting	Zoom
<b>07/31/2019</b>	Sunset DLT	Sunset DLT   Meeting #9	Zoom
<b>07/31/2019</b>	Derek Lubich	QUAD DCM   School Assignment	Email
<b>08/01/2019</b>	Anoop George	DLT One-on-One	Zoom
<b>08/01/2019</b>	Ishan Pathirana	DLT One-on-One	Zoom
<b>08/01/2019</b>	Jeevan Bhullar	DLT One-on-One	Zoom
<b>08/02/2019</b>	Capital, Central Coast, and Golden Gate Division	QUAD DCM   School Assignment	Email
<b>08/07/2019</b>	Sunset Presidents	President One-on-One	Zoom
<b>08/07/2019</b>	Sunset DLT	Sunset DLT   Meeting #10	Zoom

<b>08/13/2019</b>	Armando Velazquez	Kiwanis DCON Approval	Email
<b>08/14/2019</b>	Sunset DLT	Sunset DLT   Meeting #11	Zoom
<b>08/21/2019</b>	Sunset DLT	Sunset DLT Meeting #12	Zoom
<b>08/23/2019</b>	District Board	District Board Online Meeting	Zoom
<b>08/23/2019</b>	Sunset DLT	Sunset DLT   Meeting #12 Recap	Email
<b>08/26/2019</b>	Sohayla Aldeeb	Stanford University   CKI Inquiry	Email
<b>08/26/2019</b>	Sunset President	Sunset Presidents   Update 4.0	Email
<b>08/28/2019</b>	Sunset DLT	Sunset DLT   Meeting #13	Zoom
<b>08/29/2019</b>	Sunset DLT	Sunset DLT   Meeting #13 Recap	Email
<b>08/29/2019</b>	Nicolette Cruz	Sunset Division Shirt Design	Email
<b>09/03/2019</b>	Wayne Cheng	Kiwanis DCON Flight Itinerary	Email
<b>09/04/2019</b>	Sunset DLT	Sunset DLT   Meeting #13.5	Zoom
<b>09/04/2019</b>	Bill Truong	Sunset CKI 101 Webinar Graphic	Email
<b>09/05/2019</b>	Sunset DLT	Sunset DLT   Meeting #13.5 Recap	Email
<b>09/09/2019</b>	Sunset DLT	Sunset DLT   Meeting #14	Zoom
<b>09/10/2019</b>	Ishan Pathirana	Sunset Division Shirt Design	Email
<b>09/12/2019</b>	Creative Marx	Sunset Division Shirt Inquiry	Email
<b>09/13/2019</b>	Catto's	Sunset Division Shirt Inquiry	Email
<b>09/16/2019</b>	Armando Velazquez, Dan Germain, Joe Lee, Derek Lubich	Sunset Division   September DCM Approval	Email
<b>09/17/2019</b>	Nicolette Cruz	Sunset Division September Social Reminder Graphic	Email
<b>09/19/2019</b>	Sunset DLT	Sunset DLT   Meeting #14 Recap	Email
<b>09/20/2019</b>	Sunset DLT	Sunset DLT   Meeting #15	Zoom
<b>09/20/2019</b>	Sunset Presidents	Sunset Presidents   Update 5.0	Email
<b>09/20/2019</b>	Russ Williams	Sunset Division LTG Sponsorship	Email
<b>09/22/2019</b>	Sunset DLT	Sunset DLT   Meeting #15 Recap	Email
<b>09/22/2019</b>	Nicolette Cruz	Sunset Division Revised Logo	Email
<b>09/23/2019</b>	Sunset Presidents	President One-on-One	Zoom
<b>09/23/2019</b>	Olivia Chang	Sunset Division FTC Program Ad	Email
<b>09/23/2019</b>	Alex Moreno	Stanford University Tabling Inquiry	Email
<b>09/25/2019</b>	Alfredo Rivero	Sunset Division September DSP/DCM Email Rough Draft	Email
<b>09/27/2019</b>	District Board	District Board Online Meeting	Zoom
<b>09/28/2019</b>	Sunset DLT	Sunset DLT   Meeting #16	



<b>09/29/2019</b>	Derek Lubich	Sunset Division September DSP/DCM Email	Email
<b>09/30/2019</b>	De Anza Board	De Anza Online Board Meeting	Zoom
<b>10/01/2019</b>	Sunset DLT	Sunset DLT   Meeting #16 Recap	Email
<b>10/01/2019</b>	Armando Velazquez	Sunset Division Member Approval for CKI South 2019	Email
<b>10/03/2019</b>	Foothill College	Sunset Division Update Email	Email
<b>10/04/2019</b>	Sunset DLT	Sunset DLT   Meeting #17	Zoom
<b>10/05/2019</b>	Wayne Cheng	Foothill College FTC Registration	Zoom
<b>10/06/2019</b>	Erik Bach	Fall Training Conference Registration Forms and Information	Email
<b>10/06/2019</b>	Natalie Davis	Fall Training Conference Registration Form and Waiver	Email
<b>10/07/2019</b>	Bill Truong	Sunset Division Spirit 101 Webinar Graphic	Email
<b>10/08/2019</b>	Derek Lubich	Foothill College Update and Sponsorship	Email
<b>10/08/2019</b>	Bag Masters	Sunset Division Fanny Pack Inquiries	Email
<b>10/08/2019</b>	Sunset DLT	Sunset DLT   Meeting #17 Recap	Email
<b>10/08/2019</b>	District Board and Finance and Fundraising Committee	CKI North Debriefing	Zoom
<b>10/09/2019</b>	Sunset DLT	Sunset DLT   Meeting #18	Zoom

## II. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Tabled and recruited members for Foothill College.</b>
<b>2. Produced new Sunset Division Cheers for the respective clubs.</b>
<b>3. Produced power points for board and member use.</b>
<b>4. Effectively facilitated Quad DCM with the northern divisions.</b>
<b>5. Produced Division Tabling Materials for club use.</b>

### b. Top 5 Plans

<b>1. Plan and coordinate Sunset Board Retreat Part 2 for the board members.</b>
<b>2. Find a Stanford University representative for the club to enact as a signee.</b>

**3. Manage effective sales of Division Spirit Wear and Gear.**

**4. Facilitate Sunset Office Hours called Frenzy Friday.**

**5. Produce weekly divisional emails on personal and professional updates.**

### **III. Resources Needed**

**1. District Governor assistance on administrative club procedures.**

**2. CBR Northern Regional Specialist on effective promotion of CKI at potential schools.**

### **IV. District Officer Assessment**

#### **1. Promote the Transparency with Clubs and Division**

I recently created a master post on the Facebook Division Group Page composed of all administrative links in regards to divisional council meeting minutes, photo albums, division directory, and etc. I have also been sending out weekly emails to the Divisional Leadership Team and the Presidents on divisional and club updates. I recently implemented the use of Club Timelines for the respective clubs to create and utilize to have an overview of what they have planned for the upcoming months throughout their term. This also allows me and the rest of the clubs to plan events that don't conflict with their events to promote effective attendance from all parties. I plan on implementing the use of a divisional newsletter that will enact as a weekly source of division and club updates for general member use.

#### **2. Build Stronger Relationships with Sunset DLT and Board**

I believe that I have established a strong and close connection with my board and leadership team members and so, I have been maintaining that relationship through perpetual transparency between the parties and being able to manage a balance between both professional and casual environments. Having a balance between the two promotes effective communication of what each member is feeling and what they are currently going through in their personal life as well as their CKI career. In regards to this goal, overall I am very thankful that all of us understand the responsibility of our personal life and compartmentalize it from CKI obligations.

#### **3. Promote Inclusivity within Club Board Members**

Due to the strong establishment of the Sunset Board Retreat over the summer, the board members were able to rely on their counterparts within the division for advice and assistance. The main takeaway from the retreat was to acknowledge the importance of knowing when to ask for help. In order to promote constant assistance and reliance from each individual, I would redirect any questions they had for me to their other counterparts. In result, promotion of networking and showing their faith in their team members will inevitably increase their trust in each other.

#### **4. Exposure of Sunset DLT within the Division**

To move forth with this goal, I have recently assigned each DLT member a club that they will be sending out posts and miscellaneous information within the divisional level. I also had each DLT member assist any of the board members in anything within their area of expertise to offer exposure of their use and support. I have also been pushing DLT involvement in their respective home clubs to remind them of their main target of helping the clubs grow in the division and assist them in any way that we can.

#### **5. Establish Sunset Division Webinars**

We recently implemented two webinars on Sunset Division CKI 101 and Sunset Division Spirit to offer members important information on what CKI is and how Sunset fits within that spectrum. We also introduced the Spirit 101 Webinar for members to use as a resource for the cheers to chant at large division and district events. By having this webinar, we are also promoting divisional unity and inclusiveness to represent the division in a positive light as well.

#### **V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**DISTRICT TREASURER** Board Report  
**NOVEMBER** 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
9/25/19	Crazy Komp Games Webinar		1
9/25/19	Returning Member Potluck		1
09/28/19	UCLA Volunteer Day	6.25	
9/30/19	Board Games with MDEER		1
10/2/19	Crazy Komp Judges Webinar		1
10/3/19	UCLA CKI 1 <sup>st</sup> Fall General Meeting		1
10/4/19	First Fridays		4
10/8/19	Chipotle Fundraiser		2
10/9/19	Spam Musubi Cooknight	2.5	
10/10/19	Spam Musubi Fundraiser	2	
10/10/19	UCLA CKI 2 <sup>nd</sup> Fall General Meeting		1
10/10/19	Ice Blocking		1
10/12/19	Crazy Kompetition for Infants North	8	
10/14/19	Fundraising Committee Meeting	1	
10/14/19	Service Committee Meeting	1	
10/17/19	UCLA CKI 3 <sup>rd</sup> Fall General Meeting		1
10/19/19	Crazy Kompetition for Infants South	8	

**Total Service Hours since Last Board Report: 28.75**

**Total Service Hours since April 1<sup>st</sup>, 2019: 139.08**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>7/16/19</b>	Alayna Lieu (FiFun EA)	TFC Spotlight Graphic	E-mail
<b>7/16/19</b>	Robert Chirk & Armando Velazquez	Stanton Park	E-mail
<b>7/17/19</b>	Armando Velazquez, Bruce Hennings, Camille Goulet, Ronald Liu, Nora Lovell, and Wayne Cheng	DCON Budget Call	E-mail
<b>7/18/19</b>	Matthew Ujemov (El Camino)	Membership Update Center Access	E-mail
<b>7/22/19</b>	CNH Treasurers and Fundraising Chairs	Money Monday #4	E-mail
<b>7/25/19</b>	Bruce Hennings	Crazy Kompetition for Infants North/South Early Registration Deadlines	E-mail
<b>7/25/19</b>	Armando Velazquez, Wayne Cheng, Jennifer Sandoval, Nora Lovell, and Garvey Su	DCON Budget Proposal	E-mail
<b>7/26/19</b>	CNH Treasurers and Fundraising Chairs	Penny Pal Group Announcements	E-mail
<b>7/30/19</b>	CNH Treasurers and Fundraising Chairs	Theme Suggestions	E-mail
<b>8/1/19</b>	CNH Treasurers and Fundraising Chairs	Money Monday #5	E-mail
<b>8/2/19</b>	Armando Velazquez, Maria Garcia Barajas, and Garvey Su	Quad DCM Attendance	E-mail
<b>8/5/19</b>	Armando Velazquez	Emergency Contacts & Medical Forms	E-mail
<b>8/6/19</b>	Robert Chirk	Crazy Kompetition for Infants North/South Donations/Sponsorship	E-mail
<b>8/8/19</b>	Dan and Rita Germain	Crazy Kompetition for North	E-mail
<b>8/8/19</b>	Armando Velazquez, Bruce Hennings, Robert	Crazy Kompetition for Infants North and South Team Registration Form and Waiver	E-mail

	Chirk, Garvey Su and Wayne Cheng		
<b>8/8/19</b>	CNH Treasurers and Fundraising Chairs	Money Monday #6	E-mail
<b>8/9/19</b>	Andy Nguyen	Vouchers	E-mail
<b>8/9/19</b>	Bruce Hennings	Changes to Voucher	E-mail
<b>8/10/19</b>	Armando Velazquez, Wayne Cheng, Jennifer Sandoval, and Garvey Su	July MRF	E-mail
<b>8/12/19</b>	Robert Chirk	Division 30 Kiwanis DCM	E-mail
<b>8/12/19</b>	Armando Velazquez	Manuals, Administrative Fundraising Vs. Charitable Fundraising	E-mail
<b>8/14/19</b>	Garvey Su	Updates and Crazy Komp Games	E-mail
<b>8/16/19</b>	Kristie Poon (CNH Key Club District Treasurer)	CNH Kiwanis Family PTP Week	E-mail
<b>8/16/19</b>	Erica Wei and Angela Chen	Crazy Kompetition for Infants North/South Event Pages	E-mail
<b>8/18/19</b>	Alvin Nguyen (District Website Assistant)	Crazy Kompetition for Infants North/South Additional Information	E-mail
<b>8/18/19</b>	CNH LTGs and District Board	Crazy Kompetition for Infants Promo	E-mail
<b>8/21/19</b>	Scott & Yaret Smith, and Robert Chirk	Crazy Kompetition for Infants South Donation	
<b>8/26/19</b>	Garvey Su	Crazy Kompetition for Infants Games Feedback	E-mail
<b>8/30/19</b>	Katheryne R. (Chapman President)	Club Tax Code	E-mail
<b>9/2/19</b>	Robert Chirk	Crazy Kompetition for Infants North & South Updates	E-mail
<b>9/8/19</b>	Garvey Su	Updates	E-mail
<b>9/8/19</b>	Sandra Ly (KIWIN'S District Secretary), and Cecelia Wong (Special Projects Head)	CNH Kiwanis Family PTP Week	E-mail
<b>9/8/19</b>	Robert Chirk	Scheduling a Call	E-mail
<b>9/12/19</b>	Robert Chirk	Updates	E-mail

<b>9/13/19</b>	Alexandra Aladham (CNH KIWIN'S Special Projects Head & Crystal LTG)	CNH Kiwanis Family PTP Week Updates	E-mail
<b>9/16/19</b>	CNH Executive Boards	Call to Crazy Kompetition for Infants North/South	E-mail
<b>9/17/19</b>	Matthew Kim	Crazy Komp Email	E-mail
<b>9/17/19</b>	Communications and Marketing Committee Graphic Designers	Crazy Kompetition for Infants Games Webinar Graphic	E-mail
<b>9/18/19</b>	Erica Wei and Angela Chen	Crazy Kompetition for Infants Games Webinar Event Page	E-mail
<b>9/18/19</b>	Garvey Su	Updates and Crazy Kompetition for Infants	E-mail
<b>9/18/19</b>	Scott and Yaret Smith	Crazy Kompetition for Infants South Sponsorship	E-mail
<b>9/24/19</b>	Crazy Kompetition for Infants North/South Judges	Crazy Kompetition for Infants Judge Confirmation	E-mail
<b>9/24/19</b>	Ian Barcenas (CSULB Treasurer)	Membership Update Center Access	E-mail
<b>9/25/19</b>	Robert Chirk	Crazy Kompetition for Infants Updates	E-mail
<b>9/26/19</b>	Robert Chirk	Crazy Kompetition for Infants Updates	Phone
<b>9/26/19</b>	Ian Mallari (SJSU President)	Crazy Kompetition for Infants North Registration Questions	E-mail
<b>9/26/19</b>	Mariah Nguyen	Creative Marx Quote Request	E-mail
<b>9/27/19</b>	Bruce Hennings	Money Orders and Cashier Checks	E-mail
<b>9/27/19</b>	Garvey Su	FTC On-Site Fundraiser	Phone
<b>9/30/19</b>	Tate Yueng	FTC Program: DFI & On-Site Fundraiser	E-mail
<b>9/30/19</b>	Wayne Cheng & Armando Velazquez	Crazy Kompetition for Infants North/South Further Plans	E-mail
<b>10/1/19</b>	CNH CKI District Board	Crazy Kompetition for Infants N/S Volunteer Shifts Signups	E-mail
<b>10/1/19</b>	Mickey Mao	Crazy Kompetition for Infants Judge Confirmation	E-mail

<b>10/1/19</b>	Armando Velazquez and Wayne Cheng	Crazy Kompetition for Infants Attendance Request	E-mail
<b>10/1/19</b>	Ethan Vuong (Metro Division Graphic Designer)	PTP Week Graphic Request	E-mail
<b>10/1/19</b>	Brenda Ledesma (CSULA VPS)	Crazy Kompetition for Infants South Payment Question	E-mail
<b>10/1/19</b>	Natalie Davis (UCSC Treasurer)	Crazy Kompetition for Infants North Registration Confirmation	E-mail
<b>10/1/19</b>	Ian Mallari	Crazy Kompetition for Infants North Registration Confirmation	E-mail
<b>10/1/19</b>	Armando Velazquez	New CNH SLP Voucher	E-mail
<b>10/1/19</b>	Armando Velazquez and Wayne Cheng	FTC Additional On-Site Fundraiser	E-mail
<b>10/1/19</b>	Scott and Yaret Smith	Crazy Kompetition for Infants South Sponsorship	
<b>10/2/19</b>	Crazy Kompetition for Infants Judges	Judge Webinar Reminder	E-mail
<b>10/2/19</b>	Crazy Kompetition for Infants Judges	Judge Webinar Link	E-mail
<b>10/2/19</b>	Garvey Su	Crazy Kompetition for Infants Updates	E-mail
<b>10/4/19</b>	Erica Wei and Angela Chen	CNH Kiwanis Family PTP Week Event Page Release	E-mail
<b>10/4/19</b>	Janet Teng	PTP Week Banner Graphic	E-mail
<b>10/5/19</b>	Crazy Kompetition for Infants Judges	Judge Preference Form	E-mail
<b>10/5/19</b>	Olivia Chang and Wayne Cheng	FTC Script Draft	E-mail
<b>10/7/19</b>	Camille Goulet	Crazy Kompetition for Infants Supplies	E-mail
<b>10/8/19</b>	Bruce Hennings	Sending Multiple Checks	E-mail
<b>10/6/19</b>	Crazy Kompetition for Infants Medics	Medic Confirmation	E-mail
<b>10/8/19</b>	Daniel Freeman (Grossmont President)	Crazy Kompetition for Infants South Registration	E-mail
<b>10/9/19</b>	Krishna Verma (Cypress President)	TFC Jacket Name Fix	E-mail



<b>10/8/19</b>	Dan Germain and Armando Velazquez	Crazy Kompetition for Infants North Details	E-mail
<b>10/11/19</b>	CNH District Board	CKI North Registration Form and Reminders	E-mail
<b>10/11/19</b>	Crazy Kompetition for Infants North Judges	Games Schedule and Judging Assignments	E-mail
<b>10/11/19</b>	Bruce Hennings	UOP CKI North Early Registration	E-mail
<b>10/11/19</b>	Alayna Lieu	Printing	E-mail
<b>10/13/19</b>	Mariah Nguyen	Creative Marx Invoice	E-mail
<b>10/13/19</b>	Armando Velazquez, Wayne Cheng, and Dan Germain	Crazy Kompetition for Infants North Numbers and Cash Handling	E-mail
<b>10/14/19</b>	Scott and Yaret Smith	Crazy Kompetition for Infants South Sponsorship Details	Phone
<b>10/15/19</b>	Robert Chirk	Following Up	E-mail
<b>10/15/19</b>	Robert Chirk and Garvey Su	Crazy Kompetition for Infants North Recap and Updates	E-mail
<b>10/17/19</b>	Scott and Yaret Smith	Crazy Kompetition for Infants South Sponsorship	E-mail
<b>10/17/19</b>	Robert Chirk	Crazy Kompetition for Infants South Sponsorship Status	E-mail
<b>10/17/19</b>	Scott and Yaret Smith and Robert Chirk	Crazy Kompetition for Infants South Food Preparation	Phone
<b>10/17/19</b>	Christina Lam	Crazy Kompetition for Infants Judging Availability	E-mail
<b>10/17/19</b>	Crazy Kompetition for Infants South Judges	Judge Assignments and Game Schedule	E-mail
<b>10/18/19</b>	Scott Smith	Crazy Kompetition for Infants South Donation List/Picking up Supplies	E-mail
<b>10/18/19</b>	CNH District Board	CKI South Registration Form and Reminders	E-mail
<b>10/18/19</b>	Scott Smith	Picking up Supplies	Phone
<b>10/19/19</b>	Jessica Lam (Cal Poly Pomona President)	Selling Items at FTC	E-mail
<b>10/19/19</b>	Dagoberto Bobadilla (CSULA Treasurer)	Treasurer Manual Information and Reactivation Fee	E-mail

<b>10/21/19</b>	Jennifer Sandoval	Crazy Kompetition for Infants North/South Hours	E-mail
<b>10/23/19</b>	Garvey Su	Updates and Next Steps (FTC)	E-mail

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

<b>1. Successfully executed CKI North and South</b>
<b>2. Co-hosted Pediatric Trauma Program Week with CNH Key Club and KIWIN'S</b>
<b>3. Released helpful resources for TFCs such as the MUC Manual and other infographics</b>
<b>4. Hosted Crazy Kompetition for Infants Games/Judges Webinar and DFI Webinar</b>
<b>5. Promoted FTC On-Site Fundraiser and ensured that Treasurers have MUC access</b>

### b. Top 5 Plans

<b>1. Approve proposals for KFH Week</b>
<b>2. Execute Penny Wars and Concession Stand successfully at FTC</b>
<b>3. Finalize and release separated TFC Manual</b>
<b>4. Update and overhaul the Fundraising Database</b>
<b>5. Look for a successor</b>

## III. Resources Needed

<b>1. LTGS: Promoting Penny Wars and On-Site Fundraiser</b>
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## IV. District Officer Assessment

<p><b>1. Create and actively promote resources to assist TFCs with their term such as continuing the MUC manual and financial templates.</b>  The MUC Manual has been recently been released and has received good feedback from the current Treasurers as it tackles frequently asked questions and helps them navigate a potentially extremely confusing and daunting system. Furthermore, there have been helpful infographics such as the benefits of paying dues that have been able to give TFCs more resources to promote to their own membership. Moving forward, FiFun hopes to be able to provide further resources and manuals to assist with other duties of the positions.</p>
<b>2. Raise awareness and promote education of the DFIs through the creation of new resources and execution of successful DFI education weeks.</b>

CNH Kiwanis Family PTP Week was successfully executed with absolutely stunning results. There was by far a record amount of participation in this year's event and was largely contributed to the incredible amount of Key Club and KIWIN's members participating. As such PTP Week was extensively promoted and supported as members across the district and SLPs were able to learn more about it. With the finalization of the KFH proposal, we are able to take the next steps towards executing the next DFI Week just as successfully. Additionally, the committee is hosting a DFI Webinar soon and a workshop at FTC to help increase and spread awareness of the DFIs and aid club officers in educating their own membership on these causes.

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 in the process of being reworked and while it may not be able to be fully utilized this fall season, it will be ready moving into the Winter and for future generations.

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. Many of the Penny Pals may finally be able to meet up at FTC!

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 has been able to thrive while planning for CKI N/S with the tasks that I have given to them and have successfully executed the events! While it was a difficult season for everyone and was by no means easy, they all seemed to enjoy the work that they've been doing. Moving forward, I want to keep the committee focused as FiFun in the past has lost steam and motivation following the conclusion of CKI N/S. We hope to continue supporting the TFCs as we continue through the rest of the term.

## **V. Announcements**

- a. Participate in Penny Wars & enjoy some cup noodles!!!

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**District Secretary** Board Report  
**November 2019** 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
7/18/2019	Kids College	1.5	
7/19-21/2019	CNH Circle K Presidents' Retreat 2019		9
7/22/2019	How to CKI Over the Summer Webinar		.5
7/22/2019	Capital July DBM Office Hours		2
7/23/2019	Central Coast July DBM Office Hours		1.5
7/24/2019	Metro July DBM Office Hours		.5
7/24/2019	Sacramento State S8 Day 3		4.5
7/25/2019	Paradise July DBM Office Hours		.5
7/25/2019	Citrus July DBM Office Hours		1
7/25/2019	Desert Oasis July DBM Office Hours		.5
7/25/2019	Sunset July DBM Office Hours		1
7/28/2019	July District Board Meeting		2
7/30/2019	Soup Kitchen	1.5	
7/31/2019	Laws & Regulations Committee Meeting		1
8/6/2019	Central Coast Turtle Talk		1
8/10/2019	August Quad DCM	3	3
8/7/2019	Laws & Regulations Committee Meeting		1
8/13/19	Involvement Webinar		1
8/24/2019	UC Davis General Meeting + Summer Service	2	1
8/28/2019	Member Engagement Webinar		1
8/29/2019	Sacramento State Soft General Meeting		1.5
9/1/2019	Laws & Regulations Committee Meeting		1
9/5/2019	Sacramento State General Meeting		2.5

<b>9/5/2019</b>	iTea Fundraiser Social		2
<b>9/8/2019</b>	Laws & Regulations Committee Meeting		1
<b>9/12/2019</b>	Sacramento State General Meeting		1.5
<b>9/19/2019</b>	Sacramento State General Meeting		2
<b>9/26/2019</b>	Sacramento State General Meeting		1.5
<b>9/27/2019</b>	New Member Mixer		4
<b>9/29/2019</b>	Laws & Regulations Committee Meeting		1
<b>10/3/2019</b>	Sacramento State General Meeting		1.5
<b>10/5/2019</b>	Capital October Divisional Service Project	1	
<b>10/6/2019</b>	Laws & Regulations Committee Meeting		1
<b>10/10/2019</b>	Sacramento State General Meeting		2
<b>10/12/2019</b>	Crazy Kompetition for Infants North	8	
<b>10/17/2019</b>	Sacramento State General Meeting		1.5
<b>10/19/2019</b>	Crazy Kompetition for Infants South	8	
<b>10/24/2019</b>	Sacramento State General Meeting		1.5

**Total Service Hours since Last Board Report: 25**

**Total Service Hours since April 1<sup>st</sup>, 2019: 35**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>7/18/2019</b>	Chris Lam	July District Board Meeting Packet	Email
<b>7/18/2019</b>	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	July 2019 District Board Meeting Packet	Email
<b>7/21/2019</b>	CNH Secretaries	Secretary Sunday	Email
<b>7/22/2019</b>	Wayne Cheng	Presidents' Retreat 2019 Debrief Notes	Email
<b>7/25/2019</b>	Wayne Cheng	2019-2020 L&R Directives	Email
<b>7/25/2019</b>	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	July 2019 District Board Meeting Time Clarification	Email
<b>7/27/2019</b>	Wayne Cheng, Ron Liu, Timothy Cuning, Patricia Ryder, Scott Smith	July District Board Meeting Agenda, CNH District Board Policy Goals	Email

<b>7/29/2019</b>	Scott Smith	Weekly Call	Phone
<b>7/29/2019</b>	Wayne Cheng	CNH District Board Policy Goals	Email
<b>7/30/2019</b>	CNH Secretaries	Communications & Marketing Webinar CERF	Email
<b>7/30/2019</b>	CNH L&R Committee, Wayne Cheng, Scott Smith	L&R Committee Agenda	Email
<b>7/30/2019</b>	Chris Lam	CNH District Board Policy Goals	Email
<b>7/30/2019</b>	Kiwanis Member Service	MUC Not Displaying School	Email
<b>7/31/2019</b>	CNH District Board	Online Meeting	Online
<b>7/31/2019</b>	Bruce Hennings	Word File of CNH Updated Bylaws & District Operating Procedures	Email
<b>7/31/2019</b>	CNH Secretaries, CNH Presidents	CNH Presidents' Retreat 2019 DERF & Attendance	Email
<b>8/1/2019</b>	CNH District Board	District Board Posting Sheet	Email
<b>8/1/2019</b>	CNH Secretaries	July 2019 District Board Meeting Attendance/Hours	Email
<b>8/5/2019</b>	CNH Secretaries	Office Hours	Online
<b>8/6/2019</b>	Armando Velazquez	Emergency Contacts & Medical Forms	Email
<b>8/6/2019</b>	Kiwanis Member Services	MUC Access for Re-Activated Club	Email
<b>8/6/2019</b>	CNH L&R Committee, Wayne Cheng, Scott Smith	L&R Committee Agenda	Email
<b>8/7/2019</b>	Armando Velazquez, Wayne Cheng, Kevin Ru, Scott Smith	July L&R MRF	Email
<b>8/7/2019</b>	Kevin Ru	July 2019 District Board Meeting Voucher	Email
<b>8/12/2019</b>	Scott Smith	Weekly Call	Phone
<b>8/18/2019</b>	CNH Secretaries	Secretary Sunday #9	Email
<b>8/22/2019</b>	Sara Al-Midany	District Secretary-Intl VP One-on-One	Online
<b>8/23/2019</b>	CNH District Board	Update Meeting	Online
<b>8/23/2019</b>	Scott Smith	Weekly Call	Phone
<b>8/25/2019</b>	CNH L&R Committee, Wayne Cheng, Scott Smith	L&R Updates & More	Email
<b>8/25/2019</b>	Jamie Fuji	Status of UH Manoa	Email
<b>8/26/2019</b>	Scott Smith	Weekly Call	Phone

<b>9/1/2019</b>	CNH L&R Committee, Wayne Cheng, Scott Smith	L&R Committee Meeting Agenda	Email
<b>9/1/2019</b>	CNH Secretaries	Secretary Sunday #10	Email
<b>9/3/2019</b>	Remy Sprague	Tags Clarification (Tabling)	Email
<b>9/3/2019</b>	Wayne Cheng, Kevin Ru	Executive Board Call + Updates	Online
<b>9/4/2019</b>	CNH Secretaries	Office Hours	Online
<b>9/5/2019</b>	Chris Lam, Renz Lane, Matthew Kim	Software Team Meeting (MRF Portal)	Online
<b>9/8/2019</b>	CNH L&R Committee, Wayne Cheng, Scott Smith	L&R Committee Meeting Agenda	Email
<b>9/9/2019</b>	Scott Smith	Weekly Call	Online
<b>9/10/2019</b>	Armando Velazquez, Wayne Cheng, Kevin Ru, Scott Smith	August L&R MRF	Email
<b>9/10/2019</b>	Winnie Lam	MRS Question	Email
<b>9/15/2019</b>	CNH Secretaries	Secretary Sunday #11	Email
<b>9/16/2019</b>	Scott Smith	Weekly Call	Phone
<b>9/17/2019</b>	Quan Vandinh	ERF Supplemental Documents	Email
<b>9/17/2019</b>	Eddie Castillo, Vy Bui	FTC x DBoard Call	Online
<b>9/24/2019</b>	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	Call to Fall Training Conference 2019	Email
<b>9/26/2019</b>	Wayne Cheng, Kevin Ru	Executive Board Call + Updates	Online
<b>9/29/2019</b>	Wayne Cheng, Armando Velazquez, Olivia Chang, Tate Yeung	Program Ad Approval	Email
<b>9/29/2019</b>	CNH Secretaries	Secretary Sunday #12	Email
<b>9/30/2019</b>	Scott Smith	Weekly Call	Phone
<b>10/1/2019</b>	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	Call to November 2019 District Board Meeting	Email
<b>10/3/2019</b>	CNH Secretaries	September Webinar CERFs & Attendance	Email
<b>10/4/2019</b>	Winnie Lam	MRS Review	Email

<b>10/6/2019</b>	CNH L&R Committee, Wayne Cheng, Scott Smith	L&R Committee Meeting Agenda	Email
<b>10/7/2019</b>	Erica Wei, Steven Ly	Graphic Standards: White Stripes	Email
<b>10/8/2019</b>	CNH District Board, CNH FiFun Committee	Crazy Kompetition for Infants North Meeting	Online
<b>10/9/2019</b>	Armando Velazquez, Wayne Cheng, Kevin Ru, Scott Smith	September L&R MRF	Email
<b>10/9/2019</b>	Armando Velazquez, Wayne Cheng, Scott Smith	Club Bylaws Amendment Guide (Rough Draft)	Email
<b>10/13/2019</b>	CNH Secretaries	Secretary Sunday #13	Email
<b>10/14/2019</b>	Scott Smith	Weekly Call	Phone
<b>10/15/2019</b>	CNH District Board, CNH FiFun Committee	Crazy Kompetition for Infants North Debrief	Online
<b>10/15/2019</b>	Aaron Lee, Alicia Sieu	FTC x DBoard Call	Online
<b>10/17/2019</b>	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	November 2019 District Board Meeting Agenda	Email
<b>10/23/2019</b>	Chris Lam	Club Bylaws Amendment Guide (Upload Request)	Email
<b>10/25/2019</b>	Kiwanis Member Services	MUC Not Displaying School	Email
<b>10/26/2019</b>	CNH Secretaries, CNH Presidents	Crazy Kompetition for Infants North & South 2019 DERF	Email
<b>10/27/2019</b>	Scott Smith	Weekly Call	Phone

## II. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Submitted updated District Operating Procedures to receive approval by the Kiwanis</b>
<b>2. Continued hosting monthly office hours, sending bi-weekly Secretary Sundays, and hosted Summer one-on-ones</b>
<b>3. Worked with the L&amp;R Committee to create a Club Bylaws Amendment Guide and prepared bylaws collection; collaborated with the District KFF Committee to update ERF Supplemental Documents</b>
<b>4. Continuously worked with the District Technology Committee on the online MRF Portal</b>



b. Top 5 Plans

- |   |
|---|
| 1. Conduct more personal outreach to District Board and CNH Secretaries   |
| 2. Finalize plans for L&R Committee over the winter, including preparation for elections and review of District documents |

III. **Resources Needed**

- |   |
|---|
| 1. Lt. Governors, please update the Executive Board contact sheet whenever there is a vacancy, change, etc. |
|---|

IV. **District Officer Assessment**

Provide constant communication and support for Club Secretaries. I've been continuing with the use of Secretary Sundays & Office Hours. Looking into new ways to provide support and motivation for Secretaries.
Improve club & district communication. I attended almost all of the Divisional office hours that were held before the July District Board Meeting.
Improve upon the Laws & Regulations Committee by increasing exposure through committee members and providing more resources for growing clubs. With the creation of the Club Bylaws Amendment Guide, the L&R Committee plans on being more hands on with the clubs in the district. We have plans to review club bylaws, approve amendments, and assist chartering clubs with the creation of their bylaws.
Regularly review and update District Documents. Recently, we have collaborated with the District KFF Committee to update ERF supplemental documents, and we will also revisit the District Operating Procedures.
Be a reliable resource for not only secretaries, but all of the CNH District Board. Overall, I'd like to reach out to secretaries and District Board more through personal checkups. I'd also like to release more material to assist secretaries.

V. **Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Governor** Board Report  
**November 2019** Board Meeting  
Respectfully Submitted by **Wayne Cheng**

### VI. **Your activities since last Board Report**

#### a. Events you participated in:

<b>Date</b>	<b>Events Attended</b>	<b>Service Hours</b>	<b>Other Hours</b>
8/10/19	Quad DCM/DSP	3	3
8/15/19- 8/17/19	Kiwanis District Convention		20
9/3/19	Kiwanis Lunch Meeting		1
9/8/19	Welcome Week Music Night		2
9/20/19	My Cup of Tea Fundraiser		1
9/26/19	CKI SFSU First General Meeting		1
10/3/19	CKI SFSU Second General Meeting		1
10/10/19	CKI SFSU Third General Meeting		1
10/12/19	CKI North	6	1
10/17/19	CKI SFSU Fourth General Meeting		1
10/19/10	CKI South	6	1
10/26/19	Randall Museum Service	3	
10/26/19	Kiwanis Halloween Fundraiser	7	

**Total Service Hours since Last Board Report: 22**

**Total Service Hours since April 1<sup>st</sup>, 2019: 45**

#### b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>8/2/19</b>	Armando Velazquez	Regular Weekly Call	Phone

<b>8/9/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>8/21/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>8/30/19</b>	Olivia Chang	FTC Banner + Video Aproval	Email
<b>9/2/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>9/5/19</b>	Racheal Fairley	FTC Visitation Request	Email
<b>9/6/19</b>	Armando Velazquez	Crazy Komp Details	Email
<b>9/10/19</b>	Anna Se	Service Grants Webinar	Email
<b>9/12/19</b>	Olivia Chang	FTC Webinar	Email
<b>9/23/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>9/30/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>10/7/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>10/7/19</b>	Bruce Hennings	Governor Voucher	Email
<b>10/7/19</b>	Bruce Hennings	Crazy Komp Registration Details	Email
<b>10/14/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>10/20/19</b>	Mark McDonald	DPDC	Email
<b>10/21/19</b>	Armando Velazquez	Regular Weekly Call	Phone
<b>10/24/19</b>	Robert Chirk	DLSSP North	Email

## VII. **Work Progress (Achievement & Plans)**

### a. Total Achievements

<b>1. Successfully hosted Crazy Kompetition for Infants N/S</b>
<b>2. Drastically improved District Board communication</b>
<b>3. Represented CNH CKI at the Kiwanis District Convention</b>
<b>4. Prepared for Fall Training Conference</b>
<b>5. Successful webinars happening</b>

### b. Top 5 Plans

<b>1. Host Fall Training Conference 2019</b>
<b>2. Visit club events (Masquerade Ball, Go West)</b>

<b>3. Fundraise for the Governor's Project (Children's Defense Fund) and WASH</b>
<b>4. Assist clubs in the Intl/District Dues Process</b>
<b>5. LTG one on ones</b>

**VIII. Resources Needed**

<b>1. N/A</b>
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**IX. District Officer Assessment**

<b>1. Club Building – We're looking to charter between 3-5 (possibly more) schools by the end of the term!</b>
<b>2. Communication – Since the summer, District Board communication has been streamlined and more constant, to keep every officer on the same page.</b>
<b>3. Service – We've refocused our efforts on Service by bringing back the District Large Scale Service Projects for 2020.</b>
<b>4. Membership Growth – Since the end of summer, we have released multiple manuals to help our clubs recruit and retain members to promote growth.</b>

**X. Announcements**

*N/A*

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# **CALIFORNIA-NEVADA-HAWAII DISTRICT**

## **Circle K International**

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

### **Notes**