

KEY CLUB®

April Meeting of the West Virginia Board of Trustees

The West Virginia District Board of Trustees met on April 23, 2012 in Bridgeport, WV at the Best Western. In attendance were Governor Haden Kersting, Secretary Erin Sears, Treasurer Jennifer Mangano, Bulletin Editor James Jesmer, and Governor's Administrative Assistant Taylor Nicholas. Lieutenant Governors in attendance were Morgan Goff, Brooke Clemons, Nicole Hegele, Daniel Tolliver, Morgan Huff, and Alex Adkins. Also present were Special Activities Director Katarina Alatis, District Project Chair Morgan Abbott, Convention Promotion Chair Amanda Assaley, Kiwanis Family Chair Katilyn Romain, Communications Chair Francesca Folio and Presidents' Liaison Sean Snider. Administrator Richard Yurko, Immediate Past Key Club Governor Philip Mickinac, Assistant Administrator Kevin Dean, Kiwanis Governor John D. Kyle, and Kiwanis Governor-Elect Connie Baker were in attendance as well. Members of the Kiwanis Key Club Committee present were Tina Larch, Mary Blaker, Daniel Savage, and Jane Laraba. Guests present were, Maddie Minor, Kayde Gustavel, Kahlen Browning, and Sherri Kyle.

- The meeting was called to order at 8:21 by Governor Kersting.
- LTG Clemons led the Pledge to the Flag
- Gustavel led the Key Club Pledge
- LTG Hegele gave the invocation

- Immediate Past Key Club Governor Mickinac and Key Club Governor Kersting led the group in an activity to practice Roberts Rules of Order.

- Administrator Yurko discussed the code of conduct for Board Members and housekeeping items
 - No Board relationships
 - No alcohol and/or drug use
 - Remember always representing the Board
 - Be professional looking when at functions representing the Board
 - When traveling outside division let Administrator Yurko know beforehand.
 - Think about what you are saying before sending an E-mail.
 - Add Administrator Yurko on Facebook
 - Take time to look through the materials handed out this weekend
- Immediate Past Governor Mickinac gave the Board E-mail addresses

- Administrator Yurko and Assistant Administrator Dean explained proper E-mail procedures
 - Be Prompt
 - Send a copy of every E-mail to Administrator Yurko
 - When it is a serious topic, have it approved first by Administrator Yurko
- Governor Kersting instructed the Board on Board Report forms
 - They are due on the 10th of each month
 - They need to be sent to Governor Haden, Administrator Yurko, Assistant Administrator Dean, and your Kiwanis counterpart.
- Secretary Erin Sears explained the use and importance of Secretary Monthly Report Forms (SMRF) and Officer Information
 - Forms can be found on wykeyclub.com. Go to the “For Your Club” tab and click on forms.
 - Try to get officer information in as soon as possible
 - SMRF should be emailed to Key Club Governor, Key Club Secretary, Administrator Yurko, Division Lieutenant Governor, and sponsoring Kiwanis Club each month with meeting minutes.
- Governor Kersting led the Board in appointing the Lieutenant Governors of division 3A, divisions 5-6, and division 10B
 - Governor Kersting entertained the motion to appoint Maddie Minor the LTG of division 3A, Kayde Gustavel the LTG of divisions 5-6, and Kahlen Browning the LTG of division 10B
 - LTG Huff moved the appointments of Minor, Gustavel, and Browning
 - LTG Hegele seconded the motion
 - A vote was taken
 - The motion passed
- Governor Kersting entertained the motion to approve the minutes from the January Board Meeting

- LTG Huff moved to approve the minutes
- LTG Minor seconded the motion
- Discussion
 - The changing of the spelling of “Larava” to “Laraba,” “Fernandez” to “Fernandes,” “Benet” to “Bennett,” and “Yuko” to “Yurko”
- Vote was taken to approve the minutes as amended
- Motion passed to use the minutes as amended by Secretary Sears

- Governor Kersting entertained the motion to approve House of Delegates minutes
 - LTG Minor moved to approve the minutes
 - Governor’s Administrative Assistant Nicholas seconded the motion
 - Discussion
 - Changing the spelling of “Mionor” to “Minor,” “Asseally” to “Assaley,” “Toliver” to “Tolliver,” “treasure” to “treasurer,” “take” to “taken,” and “combing” to “combining.”
 - Vote was taken to approve the minutes as amended
 - Motion passed to use the minutes as amended by Secretary Sears

- An overview of the changes made to the Bylaws at the House of Delegates meeting at District Convention was given
 - The combining of offices of Secretary and Treasurer
 - All amendments to Bylaws must be submitted 30 days before the House of Delegates meeting

- Governor Kersting opened discussion for the district project with the recommendation of the Ronald McDonald House from the district project committee
 - LTG Minor talked about the localization of the Ronald McDonald House
 - LTG Hegele discussed the pros of the Ronald McDonald House
 - Kiwanis Key Club Committee Member Laraba talked about the types of donations you could collect

- Kiwanis Governor Kyle tells the board he and his wife would be willing to buy items and deliver items to the Ronald McDonald House from money collected
- District Project Chair Abbott and committee mentioned the awards that could be given for the district project
- Immediate Past Governor Mickinac added as a point of information that there was a similar project with the Children's Miracle Network a few years back so we would not have to start all over again.
- Governor Kersting entertained a motion to approve the Ronald McDonald House as the district project
 - District Project Chair Abbott moved to adopt Ronald McDonald House as the district project.
 - LTG Adkins seconded the motion
 - The floor was opened for discussion
 - LTG Hegele expressed the pros deciding on a district project so early in the year
 - With no further discussion a vote was taken to approve the Ronald McDonald House as district project
 - The vote passed
- Administrator Yurko told the Board to put the district project in the newsletter
- A discussion on dues was led by Assistant Administrator Dean and Treasurer Mangano about the importance of dues
 - Dues support
 - Insurance
 - The operations of the district
 - Key Club Magazine
 - International Board
 - Youth Opportunity Fund
 - Pins
 - Membership card
 - Resources
 - \$6.50 to international
 - \$6.50 to district

- Up to \$6.50 for local clubs
- Dues are payable on October 1st
- A ten minute break was given at 10:46 am
- The meeting was called back to order at 10:56 am by Administrator Yurko with discussion of International Convention.
 - Handout was passed out about International Convention
 - If money is a problem, let Administrator Yurko know ahead of time
- Governor Kersting opened the floor for discussion about District Convention
 - Topics in the discussion were the speaker, the service fair, the meet and greet, the mystery, the DJ, the format, the miracle minute, and the walk
- Governor Kersting closed the discussion on the District Convention
- Governor Kersting led the Board in a reflection of the trainer
- Administrator Yurko went over last minute housekeeping items
 - Each board member had been given three consent and assurance agreements. Board members need to sign two now in the presence of one of the adults. Turn in one to the Administrator and keep the other one. The final copy is to be taken home and signed in the presence of parents. Then scanned and sent back to Administrator Yurko.
 - Text Administrator Yurko when you make it home
 - The due date for the first newsletter is May 10th
 - Make sure to accept the invitation to the reflector
- Meeting was adjourned at 11:34 am

Erin Sears

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