

August Board Meeting of the West Virginia Board of Trustees

The West Virginia District Board of Trustees met on August 25 and 26 of 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, Paul Fernandes, Maddie Minor, Brooke Clemons, Nicole Hegele, Morgan Huff, Alex Adkins, Kahlen Browning. Also present was 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, International Trustee Yein Ha, Kiwanis Governor John D. Kyle, and Kiwanis Designate Governor Connie Baker, and Kiwanis Governor Elect were in attendance as well. Members of the Kiwanis Key Club Committee present were Tina Larch, Mary Blaker, Sherry Charles, Shirley Keen, Daniel Savage, and Jane Laraba. Ben Goldberg was a guest present.

- The meeting was called to order at 11:07am by Governor Kersting.
- Governor Kersting led the Board of Trustees in the Pledge to the Flag.
- LTG Huff led the Key Club Pledge.
- LTG Alex Adkins gave the invocation.

- Governor Kersting led the Board in an icebreaker.

- International Trustee Ha gave her international board report.

- Governor Kersting entertained a motion to approve the April Board of Trustee meeting minutes.
 - LTG Minor moved to approve the April Board of Trustee meeting minutes.
 - Bulletin Editor Jesmer seconded the motion
 - The floor was opened for discussion.
 - Since there was no discussion, a vote was taken.
 - The voted passed.

- Governor Kersting entertained a motion to approve the International Convention Board of Trustee meeting minutes.
 - LTG Minor moved to approve the International Convention Board of Trustee meeting minutes.
 - Bulletin Editor Jesmer seconded the motion.
 - The floor was opened for discussion.
 - With no discussion, a vote was taken.
 - The motion passed.

- Governor Kersting entertained a motion to install Ben Goldberg as the LTG of division 4.
 - LTG Hegele moved to install Goldberg as LTG of division 4.
 - LTG Huff seconded the motion.
 - The floor was opened for discussion.
 - The floor was closed.
 - A vote was taken.
 - The motion passed.
- The executive committee, committee chairs, and president's liaison gave their oral board reports.
- The board broke for lunch at 12:18 pm.
- The meeting resumed at 1:18 pm with oral board reports from LTGs.
- At the conclusion of the board reports, Administrator Yurko thanked the board for their dedication to serving and encouraged them to continue with the same dedication as the school year begins.
- Next, the board announced divisional training conferences for each division.
 - Division 1 will be held September 15 or 16.
 - Division 2 will be held September 23.
 - Division 3A will be held September 23.
 - Division 3B will be held September 15.
 - Division 4 has not been scheduled due to scheduling conflicts.
 - Division 7 will be held September 23.
 - Division 9 will be held September 15.
 - Division 10A will be held September 22, 23, or 29.
 - Division 10B has not been scheduled but is in the process.
- Administrator Yurko reminded all Board members they were welcome to go to travel to other divisions when invited but must have authorization from him before going.
- Governor Kersting briefly reviewed the purpose of divisional training conferences and emphasized relaying committee information to the officers during this time.

- Administrator Yurko explained the importance of committees and reminded committees to work together as a team to accomplish the directives and have a successful year.
- The board then broke into committee meetings. During this time the executive, district project, theme and major emphasis, and Kiwanis Family committees met.
- At 2:54pm the board came back together and committee chairs gave reports.
- Governor Kersting, chair of the executive committee, gave the executive committee report.
 - The executive committee will be holding a videochat for all club officers on September 26, 2012 through Tinchat.
 - During the chat, the committee will cover the topics of dues, membership growth, agendas, and conventions.
 - Flyers will be put in the back-to-school mailing.
 - The video chat will be tested on Wednesday August 29, 2012.
 - The committee will be creating a strategic plan. Ideas for the plan need to be submitted to Governor Kersting by Wednesday September 5, 2012.
- District Project Chair Abbott gave the report of the District Project Committee.
 - Committee members handed out an informational packet which included the
 - The committee is working to edit and finalize the District Project Handbook.
 - The committee is working with the three Ronald McDonald Houses to create a plan to divide the clubs between the houses.
 - The board discusses the different options for division.
 - It was recommended to have clubs pick one house, report back to District Project Chair Abbott which one they picked, and stick with it for the whole year.
- Special Activities Director Alatis gave the report from the Theme and Major Emphasis Committee.
 - In the back-to school mailing, the committee will send out one of their five newsletters.
 - The committee has set a goal for the district to raise \$8,000 for The Eliminate Project and created a slogan for the goal: “8 for Elimin8.”
 - The committee has created a PowerPoint presentation and Word document for district trainers.

- International Trustee Ha reminded Board members to check and make sure logos say “The Eliminate Project” before using it.
- Next, the report from the Kiwanis Family was given by Kiwanis Family Chair Romain
 - The committee has finalized the Newsletter for the back-to-school and the Prezi Presentation
 - They will be creating a brochure for Kiwanis to be handed out to parents at PB&J events
 - The committee stressed to the board to encourage the Kiwanis Family Facebook Page, write about the Kiwanis Family in newsletters, and encourage Kiwanis Family events.
 - Circle-K has invited the Board to their Fall Rally at West Virginia Wesleyan College on October 12-14th.
 - If planning to attend, Administrator Yurko must give authorization to travel.
- The board then broke into the second committee meetings. During this time the membership growth/development, new club building/reactivation, public relations, and convention committees met.
- The meeting resumed at 4:35 p.m. with the committee reports.
- Treasurer Mangano started off the reports with the Membership Growth/Development Committee.
 - The PowerPoint Presentation and Newsletter are finished, and they are working on completing the Handbook and letter.
- New Club Building/Reactivation Committee report was given by Secretary Sears.
 - The committee has created a resource to help the Board understand club building and reactivation.
 - When necessary, an update will be sent out on the progress of the district with club building and reactivation.
 - The new potential club list has been distributed to the board through email and is located in the binders for this meeting.

- Co-chairs of the Communication Committee, Bulletin Editor Jesmer and Communications Chair Folio gave their committee report.
 - The committee has finalized their PowerPoint, Handbook, schedule of articles for the Kiwanis publication, and Guidelines for a West Virginia District Twitter account.
- Convention Chair, Amanda Assaley, gave the report from the Convention Committee.
 - For this year's district convention, the committee has recommended a spy/secret agent theme "Licensed to Service." As for entertainment, they recommend we book Bil Lepp. The Board will apply for a Youth Opportunities Fund grant to make fleece blankets for the service project.
 - The committee will be placing the survey for District Convention in the Convention Packet that schools receive at the beginning of convention.
 - There will be a food drive at registration of District Convention.
- A ten minute break was given at 4:49 p.m.
- Governor Kersting and International Trustee led the Board in a leadership activity when the board meeting began again at 5:00 p.m.
- Following the leadership activity, Treasurer Mangano gave an update on membership and dues.
 - Key Club International is in the process of creating a new membership center but it will be ready in time to receive awards for dues.
 - In order to receive the Early Bird Packet dues must be processed by November 15th.
 - In order to receive to get points on the end of the year achievement award dues must be processed by October 15th.
 - December 1st is the final date for dues.
 - Treasurer Mangano reminded Lieutenant Governors to explain to clubs that members can be added all year long.
 - The money collected for dues provide services for the clubs such as insurance.
- Administrator Yurko let the board know that if financial problems occur to let him or other Kiwanis members on the Key Club Committee know.

- Governor Kersting revealed the Governor's Project for this year.
 - The project will be the S.E.E.D. project which stands for Students Enriching Educational Development.
- Special Activities Director Alatis brought a proposal to have a Special Activity for each month, October thru March.
 - October - Trick-or-Treat at a local hospital
 - November - Kiwanis Family nursing home visit.
 - December - Hospital caroling
 - January - Read to children
 - February - Valentine's Project to benefit The Eliminate Project
 - March - A project to benefit the March of Dimes
- Governor Kersting entertained a motion to approve the special activities of the month with certificates of recognition given to clubs who participated at the end of the year.
 - Kiwanis Family Chair Romain so moved to approve the motion
 - LTG Adkins seconded the motion
 - A vote was taken and passed.
- District Project Chair Abbot presented a District Project report
 - The District Project Committee will recommend a Ronald McDonald House for each club to work with and the clubs can respond as to which Ronald McDonald House they are choosing to work with for the year.
- Governor Kersting discussed Key Club Week for this year
 - Key Club Week will be November 5th thru 9th.
 - A guide can be found on the International Key Club Website.
 - Lieutenant Governors should be sure to mention it at their Divisional Trainers
 - Governor Kersting will work to get a Proclamation of Key Club Week from the Governor of the State of West Virginia.
- Governor Kersting then discussed the Youth Opportunity Fund
 - The deadline for applications is October 15th.
 - All clubs are welcome to apply so spread the word.

- With no other business for the night, Administrator Yurko gave his closing comments.
 - Be sure to recognize the Kiwanis Key Club Committee members who support the Board.
 - Board t-shirts will be handed out this evening.
 - Meeting adjourned for the evening at 6 p.m. by Governor Kertsting.
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- The meeting was called back to order on Saturday, August 26th at 8:30 a.m. by Governor Kersting.
 - LTG Browning led the Board in the Pledge to the Flag followed by Key Club Pledge led by Special Activities Director Alatis.
 - District Project Chair gave the invocation.
 - Kiwanis Family Chair Romain began the meeting by showing the Board a Prezi Presentation about the Kiwanis Family that Leutenant Governors can use at their District Trainers.
 - The presentation can be found at <http://prezi.com/8syywsybpzjw/kiwanis-family/>
 - Administrator Yurko discussed the upcoming Kiwanis Family Conference.
 - The conference is held in November in Black Mountain, NC.
 - If interested in going or know of any member who would be interested let Dink know by October 10th.
 - The meeting continued with Administrator Yurko speaking about Fall Rally
 - Fall Rally will be November 17th thru 18th in Charleston, WV.
 - The cost will be the same as last year.
 - Board members should begin publicizing it in newsletters and throughout their districts.
 - There will be a Board meeting the Friday evening before it begins.
 - Special Activities Director Alatis brought to the Board's attention that Fall Rally falls on World Prematurity Day, so we should do something special to celebrate it.
 - Special Activities Director Alatis will come up with a plan and send it to Administrator Yurko.

- Convention Chair Assaley led the board in the discussion of District Convention.
 - The discussion began with the recommendation for the theme from the Convention Committee.
 - The recommendation from the committee was “Licensed to Service” a spy theme.
 - Convention Chair Assaley moved to accept the recommendation from the committee.
 - LTG Goff seconded the motion.
 - The floor was opened for discussion.
 - After some discussion, the floor was closed and a vote was taken which passed.

- Then, Convention Chair Assaley put forth the recommendation for the entertainment from the Convention Committee.
 - They have recommended Bil Lepp.
 - LTG Minor moved to accept Bil Lepp as the entertainment for District Convention.
 - LTG Huff seconded the motion.
 - The floor was opened for discussion.
 - After some brief discussion a vote was taken and passed.

- Next, the recommendation for the forums was placed before the Board by Convention Chair Assaley.
 1. President and Vice President
 2. Secretary, Editor, and Treasurer
 3. ICON
 4. Swap Shop
 5. Key Club 101 and Kiwanis Family
 6. Communication/Working with Adults
 7. Dancing with the Board
 8. Public Speaking
 9. Eliminate
 10. Preferred Charities
 11. Maximize Your Potential
 12. College/Circle K
 13. Icebreakers
 14. District Board

- 15. Fundraising
- 16. Membership Recruitment
- Convention Chair Assaley moved to accept the list of forums.
 - LTG Adkins seconded the motion.
 - The floor was opened for discussion.
 - After much discussion, the floor was closed and a vote was taken which failed.
- Convention Chair Assaley moved to adopt the list as amended from discussion.
 - District Project Chair Abbott seconded the motion.
 - The floor was opened for discussion.
 - After a bit of discussion, the floor was closed and a vote was taken which passed.
- A break was taken at 9:42 a.m.
- The meeting continued at 9:58 a.m. with an explanation of add selling by Administrator Yurko.
 - A half of a page sells for \$75 and a whole page sells for \$100.
 - Administrator Yurko proposes to add a page where people could have their names placed in the program for \$25 which was excepted by the Board.
- Next order of business was to schedule the forums and assign people to lead them which was led by Convention Chair Assaley.
 - 8:30 a.m.
 1. President and Vice President – Governor Kersting and President’s Liaison Snider
 2. Secretary, Editor, and Treasurer – Secretary Sears, Editor Jesmer, and Treasurer Mangano
 3. Key Club 101 – LTG Clemons, Special Activities Director Alatis, International Trustee Ha, and Convention Chair Assaley
 4. District Board – LTG Hegele, LTG Goff, LTG Tolliver, LTG Browning, and LTG Huff.
 - 9:30 a.m.
 1. Dancing with the Board – LTG Goldberg, Bulletin Editor Jesmer, District Project Chair Abbott, Governor’s Administrator Assistant Nicholas, and Convention Chair Assaley

2. Public Speaking/Communication – LTG Minor, Communications Chair Folio, and International Trustee Ha
 3. College/Circle K – Circle K Governor, Mrs. Dean, Kiwanis Family Chair Romain, and LTG Adkins
 4. Swap shop/ Fundraising – President’s Liaison Snider, LTG Clemons, LTG Browning, and LTG Hegele.
- 10:30 a.m.
 1. ICON – Governor Kersting, LTG Adkins, and LTG Clemons
 2. Eliminate – LTG Minor, International Trustee Ha, and Special Activities Director Alatis
 3. Icebreakers – Bulletin Editor Jesmer, LTG Fernandes, LTG Goff, District Project Chair Abbott, and LTG Gustavel
 4. Kiwanis Family/Working with Adults – Kiwanis Family Chair Romain, LTG Hegele, LTG Huff, and LTG Browning
 - 11:30 a.m.
 1. Membership Recruitment - Treasurer Mangano, LTG Goldberg, LTG Fernandes, and LTG Tolliver
 2. Bullying - LTG Huff, Convention Chair Assaley, Governor’s Administrative Assistant Nicholas
 3. Preferred Charities - Special Activities Director Alatis, LTG Browning, LTG Gustavel, and LTG Adkins
 4. Maximize Your Potential/Saying Goodbye to Those Uh-Oh Moments – District Project Chair Abbott, Communications Chair Folio, International Trustee Ha, Secretary Sears, and Governor Kersting
- Convention Chair Assaley will be sending out information on how the committee sees each forum running.
 - Administrator Yurko wants Board members to get together between now and Fall Rally and create a plan for each forum.
 - Convention Chair Assaley informed the Board of the details of the food drive at District Convention.
 - The food will be collected at the beginning of District Convention.
 - There will possible be an award at the luncheon.

- Following the details on the food drive, Convention Chair Assaley explained the new service project.
 - Instead of the blankets, people will make a mat out of plastic shopping bags for the homeless.
- Administrator Yurko inquired about the format of convention.
 - The Board agreed it should be kept the same.
- The Board took a one minute stretch break.
- The meeting continued with Bulletin Editor Jesmer giving out article assignments for the next Key Connection.
 - Articles are due September 8th.
- Communication Chair Folio began the discussion of a West Virginia District Twitter account.
 - The Communication Committee created bylaws for the use of the Twitter account which Communication Chair Folio went over.
- Bulletin Editor Jesmer moved to make a Twitter account with the bylaws created by the Communication Committee.
 - LTG Adkins seconded the motion.
 - The floor was opened for discussion.
 - After some brief discussion, the floor was closed for discussion and a vote was taken which passed.
- Governor Kersting stressed sending in Monthly Report Forms to him, Administrator Yurko, Assistant Administrator Dean, and Kiwanis counterpart.
- Administrator Yurko and Governor Kersting went over Divisional Training Conferences
 - Each LTG must hold one and have an agenda
 - Board members must dress Business Professional, but officers may dress casually.
 - If any Board member wants to go to another division, they must first get authorization from Administrator Yurko.

- Administrator Yurko set the club spotlight schedule for the website.
 - September - Parkersburg High School
 - October - Notre Dame High School
 - November - Weir High School
 - December - Liberty Raleigh High School
 - January - Princeton High School
 - February - Oak Glen High School
 - March - University High School
- With no further business to conduct, the adults gave final remarks.
- Governor Kersting adjourned the meeting at 11:46 p.m.

Erin Sears

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2012-2013 West Virginia District Secretary