

New Jersey District Key Club International



CARING...our way of life

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2014 August Board Meeting Summary

SUMMARY THE SECOND OFFICIAL BOARD MEETING OF THE 2014-2015 NEW JERSEY DISTRICT BOARD OF TRUSTEES

Children's Specialized Hospital
New Brunswick, New Jersey
August 16, 2014

CALL TO ORDER

Governor Levisay

The meet was called to order at 8:15 am.

Pledge of Allegiance
Invocation
Key Club Pledge

Secretary Dragon
Treasurer McCormack
Lieutenant Governor Devin

ROLL CALL

Secretary Dragon


District Board

Present:

Governor Samantha Levisay
Secretary Jacqueline Dragon
Treasurer Daniel McCormack
Editor Patrick Quinn
Lieutenant Governor Division 3 Charmaine Chew
Lieutenant Governor Division 4 Thomas Michael
Lieutenant Governor Division 5 Becca London
Lieutenant Governor Division 6 Jeffrey Maziarz (Arrived at 8:58 am and left around noon)
Lieutenant Governor Division 7 Josie Suddeth
Lieutenant Governor Division 9 Tara Engelken
Lieutenant Governor Division 10 Brooke Willemstyn
Lieutenant Governor Division 11 Farwa Shakeel
Lieutenant Governor Division 12 Devin Sun
Lieutenant Governor Division 13 Nathaniel Silberman
Lieutenant Governor Division 14 Latifa Ali
Lieutenant Governor Division 15 Darren Khong
Lieutenant Governor Division 16 David Guirgis
Lieutenant Governor Division 17 Jae Shin
Lieutenant Governor Division 19 Bobbie Boettinger
Lieutenant Governor Division 21 Harsh Patel
Lieutenant Governor Division 22 Monica Gallagher

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Absent:



Webmaster Srikar Gudipati
Lieutenant Governor Division 1 Alexander Marino
Lieutenant Governor Division 2 Dianna Torres
Lieutenant Governor Division 8 Rebecca Austin
Lieutenant Governor Division 18 Ricky Thompson
Lieutenant Governor Division 20 Aleena Kazmi

Kiwanis Committee

Present:



District Administrator Ms. McCann
Financial Counselor Mr. Mollo
Zone Administrator Mr. Acerra
Zone Administrator Ms. Meissner
Zone Administrator Mr. Gandley
Zone Administrator Mr. Orthwein

Absent:

Zone Administrator Mr. Hutchinson
Zone Administrator Mr. Guenther

Additional People

Present:

Key Leader Ambassador James Abbbaticchio

WELCOME AND INTRODUCTION OF GUESTS

Governor Levisay

At this meeting, we were fortunate enough to have in attendance the Key Leader Ambassador James Abbbaticchio.

BOARD ACTION

Governor Levisay

Approval of Minutes of April Official Board Meeting

Governor Levisay entertained the motion.
Lieutenant Governor Harsh made the motion.
Lieutenant Governor Brooke seconded the motion.
The motion passed unanimously.

Approval of Voting Rights for Webmaster Srikar Gudipati

Governor Levisay entertained the motion.
Editor Quinn made the motion.
Lieutenant Governor David seconded the motion.
The motion passed unanimously.

Lieutenant Governor Charmaine asked whether these voting rights just referred to Webmaster Srikar or if they would also apply to future webmasters. District Administrator Ms. McCann explained that they would only apply for Webmaster Srikar and any future webmasters would have to have their voting rights given to them by that year's district board. This measure is to make sure the District Governor is not able to put his/her friends on committees and give them all voting rights so they will vote with him/her without the rest of the board's approval.

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Governor Levisay remarked that one lieutenant governor had not been completing his work, despite being pink slipped in the past. He also notified the District Governor and the District Administrator of his inability to attend the August Board Meeting less than 24 hours in advance.

Approval of the Removal of Lt. Governor of Division 1 Alexander Marino from the 2014-2015 NJ District Board

Governor Levisay entertained the motion.
Secretary Dragon made the motion.
Treasurer McCormack seconded the motion.
The motion passed unanimously.

Lieutenant Governor Harsh asked if a new lieutenant governor would be appointed. Governor Levisay said that yes, a new lieutenant governor would be found for Division 1.

LIEUTENANT GOVERNOR REPORTS

The Lieutenant Governors were told to close their computers while other people were giving reports. To keep everyone on their toes, we randomly chose which lieutenant governors would report. For ease of reference, however, the Lieutenant Governors' reports will be arranged in these minutes in numerical order, starting with that of the Lieutenant Governor of Division 3 and ending with that of the Lieutenant Governor of Division 22. Reports were about five minutes long and once the Lieutenant Governor finished with the report, he/she was questioned by the Executive Officers.

Key Leader Ambassador Report by the Key Leader Ambassador James Abbbaticchio

James Abbbaticchio is the president of the MAST Key Club and was recently appointed to Key Leader Ambassador. He will be giving materials to lieutenant governors to distribute. He has noticed that usually there is not much diversity at Key Leader (same clusters of clubs), which shows that when people know what the event is, they attend it. Thus, he urges lieutenant governors to explain what Key Leader is to their clubs. James will also work with the International Programs Committee for numbers of attendees that should come from each division.

WEBMASTER'S REPORT

Webmaster Srikar Gudipati

Since Webmaster Srikar is in India, Governor Levisay read out his Webmaster's Report.

Since April Board, Webmaster Srikar has added to the website: committee flyers and information, an ICON event page (with a countdown), a summary of the April Board meeting and the executive reports from that to enhance transparency, a board lieutenant governor search, an updated service partners page, and more. He was also in the Fall Rally commercial and helped the La-Miss-Tenn webmaster with that website. He has worked with the PR Committee and is adding a Fall Rally event page (is just waiting for the commercial). (See attached Webmaster's Report for more details.)

EXECUTIVE COMMITTEE REPORTS

Editor's Report

Editor Quinn

Editor Quinn attended all three RTCs, the Millburn Key Club's Battle of the Bands, the Hamilton Key Club's Bowling Night, a Summer Solstice event, the Fall Rally Commercial filming, ICON, and the K-Family Picnic. He designed the ICON shirt and pin, and took and sent out board photos as well as Jersey

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Key assignments. He also has worked on the first edition of the *Jersey Key* and is working on a digital archive of *Jersey Keys* with Webmaster Srikar. (See attached Editor's Report for more details.)

Treasurer's Report

Treasurer McCormack

Treasurer McCormack has sent out vouching instructions and reminders, attended the Fall Rally Commercial filming and the Service Leadership Convention and ICON, done a lot of District Project Steering work, answered questions about dues and the Membership Update Center, created his workshop presentations for Spring RTCs and edited them for the fall, created a universal dues flyer for lieutenant governors to send to their clubs (pending), created a blog post on how to use the Membership Update Center, helped International Trustee Nicole Lema with her campaign for International Trustee, published his first newsletter, completed his District Handbook and *Jersey Key* assignments, and more. (See attached Treasurer's Report for more details.)

Secretary's Report

Secretary Dragon

Secretary Dragon has submitted minutes for the April Executive and General Board meetings; formatted the April Executive Reports and created a summary of the April Board Meeting (all of which Webmaster Srikar put on the website); sent out the Summer District Mailing, two issues of her newsletter, monthly updates for club secretaries, and District Handbook and Back-to-School District Mailing Assignments; received CMRFs and report forms and gave feedback; updated the CMRF spreadsheet and the report form spreadsheet; began work on the District Handbook; sent Governor Samantha scholarship/contest/award deadlines to approve; ran the Spring RTCs and sent out assignments and workshop criteria for the Fall RTCs; attended the Fall Rally Commercial filming and the Service Leadership Convention and ICON; created a Google Document of notes from ICON workshops; discussed a Board Meeting Packet with Governor Levisay. (See attached Secretary's Report for more details.)

Governor's Report

Governor Levisay

Governor Levisay has kept in contact with all board members and District Administrator Ms. McCann; promoted Key Club to other organizations; turned in her District Governor Report forms; created a Board Meeting Packet; created the Webmaster Directives, Club Officer Requirements, a new RFL system; completed her assignments for the District Handbook and Mailing and *Jersey Key*; attended the Service Leadership Convention and ICON and all three spring RTCs and the Fall Rally Commercial filming (will be attending the NJ Kiwanis Convention); answered numerous questions from board members and gave feedback on the 2014-2015 District Handbook so far; edited and approved the scholarships/contests/awards deadlines; sent out additional issues of her newsletter (for a total of four issues); updated the report form spreadsheet; contacted International Trustee Barry Seng and updated him on the NJ District; gave feedback on numerous report forms, especially LTGMRFs. (See attached Governor's Report for more details.)

Approval of the Lieutenant Governor Reports

Governor Levisay entertained the motion.
Lieutenant Governor Latifa made the motion.
Lieutenant Governor Darren seconded the motion.
The motion passed unanimously.

Approval of the Webmaster's Report

Governor Levisay entertained the motion.
Lieutenant Governor Becca made the motion.
Lieutenant Governor Farwa seconded the motion.
The motion passed unanimously.

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Approval of the Executive Reports

Governor Levisay entertained the motion.
Lieutenant Governor Josie made the motion.
Lieutenant Governor Brooke seconded the motion.
The motion passed unanimously.

EXECUTIVE COMMENTS

District Administrator
Ms. Kaitlin McCann

Plan and Prepare

Start thinking about what you are actually doing. Plan today and this weekend on how to enact some of the ideas and events you have been mentioning.

OTCs/DCMs and Newsletters

When she sees that 0% of your officers are trained, she assumes you do not want to be here. If your Officer Training is 14%, that is bad. Report more or get more done. Don't wait. Officer Training is one of the most important things you have to do. You need to send in your forms when you do it. You also **must** send out your newsletters and you need to distribute them **often**.

Contact

Principals work over the summer---contact them now about chartering club. Google the school's website to get their emails. Use the resources you have available.

Assertion

Be more assertive. You have to be assertive to get the job done on time and correctly.

Key Leader

Go to Key Leader. Try to find the money for yourself as well as for your officers. We need to help cultivate new leaders and Key Leader is a way to do that.

Inspirational Quotes: Live Up to Them

Devin has quote on quote section of website: "Minimums should only be checkpoints along the path of dedication, rather than finish lines." You all should live up to that and not just say it. Train all your officers; send out more newsletters than what you are told to do by a deadline; stay on top of your work.

International Convention 2014 and 2015

ICON 2014 was good! Nicole Lema was elected as International Trustee. International Conventions 2015 will be in Indianapolis, IN---we need to convince others to come. We may tour Chicago or Ohio before/after convention as part of the trip.

Regional Training Conferences

Tell all RTC dates to your clubs. Some officers may not be able to attend the ones nearest to them.

District Conventions

Start thinking about getting clearance for your clubs now, or it will be difficult later. Tell your clubs the dates and start working on the transportation or we will not have the clubs we want there. There may be a price increase (but it will not be crazy). The hotel has been renovated and is gorgeous.

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DUES

You need to create newsletters so people know. We do not have a lot of time to let people know so we really need to focus on this. Let you advisers know about the increase---reinforce the benefits of Key Club. New Jersey is not raising its dues in addition to International. Such an increase would have to be voted on by the House of Delegates at DCON.

Kiwanis Committee

Keep the Kiwanis Committee Update. Let people know what is going on. The committee is here to help you and can often be super helpful with talking to sponsoring Kiwanis clubs or getting sponsoring Kiwanis clubs for new clubs. Ms. McCann should know if the club you are chartering is at the point when it needs a sponsoring Kiwanis club.

COMMITTEE MEETINGS

Session 1: Standing Committee Meetings—45 minutes *District Programs*

District Project Steering Committee

Public Relations

International Programs

Session 2: Special Events Committee Meetings—30 Minutes

Fall Rally Registration

Fall Rally Programs

Regional Training Conferences

Co-Chairperson Tara Engelken

Co-Chairperson Brooke Willemstyn

Co-Chairperson Farwa Shakeel

Co-Chairperson Aleena Kazmi

Co-Chairperson Patrick Quinn

Co-Chairperson David Guirgis

Co-Chairperson Nathaniel Silberman

Co-Chairperson Latifa Ali

Chairperson Daniel McCormack

Chairperson Jae Shin

Co-Chairperson Jacqueline Dragon

Co-Chairperson Nathaniel Silberman

After the committee meetings, the board took a break for lunch (at around 12:40 pm). Lieutenant governors who did not have many of their rosters in were required to call/email at least one school about rosters.

The board reconvened at around 1:05 pm.

STANDING AND SPECIAL COMMITTEE REPORTS

Respective Chairpersons

Standing Committee Reports (5 minutes) *District Programs*

Co-Chairperson Tara Engelken

Co-Chairperson Brooke Willemstyn

Although there is no way to see what schools have registered with the Students Change Hunger Program, lieutenant governors should check up on the schools and encourage them to join.

Lt. Governors Dianna and Bobby completed their directives. Lt. Governor Devin is working on it (he can help other lieutenant governors with chartering clubs). Just a reminder: asking for help does not mean co-chartering, necessarily, so do not be afraid to ask him for help. Devin will be giving progress on a charter sheet in Excel by August 30th.

Students Change Hunger: There are 5 food banks participating in this and one winner (club) is nominated from each to participate in the Governor's Cup based on the amount of food that club donates.

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There is then one winner of the Governor's Cup. This competition lasts from Monday, September 15 – November 21st.

Hunger IS will be the organization we will be supporting for the last part of year. It works to end child hunger in U.S. It's website also lists nearby food banks.

Lt. Governor Bobbie sent out directories, which is super helpful. She is also going to the Kiwanis District Convention this Friday and the Circle K club officer training in September. (Date still pending as part of that—Perhaps we can organize it so more people can also come, since a lot of officers are rising seniors. It might be helpful for getting them to think about joining Circle K in college.)

The committee was brainstorming K-Family event ideas like a Family day, a pumpkin-smashing event. The District Programs Committee will also make shorter flyers. The next flyer is assigned to Devin with the topic of K-Family Growth.

Crop Walk is another organization to look into, although it will end before the final date of Students Change Hunger challenge.

District Project Steering Committee

Co-Chairperson Farwa Shakeel
Co-Chairperson Aleena Kazmi

Key Club week will occur in November. A common response to the survey on ELIMINATE Week was that there was not enough time to advertise, so start advertising Key Club Week. Make a flyer to promote Key Club Week (it will be mentioned in the Eliminate workshop at RTCs; a flyer will be made by Lt. Governor Becca). Lieutenant governors are required to have a divisional project before October 11 (Fall Rally board), and hopefully one that has to do with fundraising. Lieutenant governors should cc Lt. Governors Farwa and Aleena in all divisional event emails. Ideas for events were already given, so it is not very difficult to do one. As the school year is coming closer, promote back to school fundraising. Bake sales and other small events can be effective. It is the last year of The Eliminate Project, so we need to do more.

The divisional/district fundraiser will be an Eliminathon (Volleyball Marathon). Divisional pairs for the divisional events will be assigned the night of August 16th. Lieutenant governors should email Lt. Governor Farwa, Governor Sam, District Administrator Ms. McCann and Zone Administrator Mr. Acerra with any preferences. If lieutenant governors think can host an event alone, they should mention that in the email. Divisional tournament host schools have to be finalized by Fall Rally Board and the tournaments need to be done by December 14. Team registration will occur. The District Proiect Steering Committee will give the brackets to lieutenant governors so they do not have to worry about memorizing it. The District Marathon of winning teams from the divisional events will occur by January 31st, 2015, most likely in North Brunswick. Each team has to be at least 6 players and everyone pays \$5 (both team players and spectators). Teams should RSVP for registration (there will be a link on the website, too) but pay at the door. Registration can also occur at the door. If the team wins at the divisional level, its members do not need to pay again to participate in the district event. Fundraising should also occur at the actual events (sell food, have stuff like henna, make divisional shirts, sell wristbands (wristbands should be received by Fall Rally Board), pie a district board member). A general flyer will be released in advance and the committee is working on creating a hashtag for the event. Talk to people about this event at RTCs. Email Lt. Governors Farwa and Aleena if you have any questions. We NEED to do this event and need to have all the co-divisional events to reach the fundraising goal. At least one Key Clubber should be on each team, but anyone can watch. There may be a prize for the district winners. **Lieutenant governors should do a coming-soon advertisement for newsletters!**

Public Relations

Co-Chairperson Patrick Quinn
Co-Chairperson David Guirgis

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The Fall Rally video was made by Lt. Governor Darren. There are still a couple edits to make. The committee will be posting the best parts of the video on Instagram as a countdown. The committee wants to make sure people know about the event and the price updates. The committee is also working on a press release for all RTCs and Fall Rally, as well as club-level cover photos. The committee will also be starting a blog series with tips on how to do PR.

International Programs

Co-Chairperson Nathaniel Silberman

Co-Chairperson Latifa Ali

Key Leader: Financial Aid is available for Key Leader. Attending this event is good for people who are planning to run for other positions. The goal for each division is for one lieutenant governor to attend and one other officer. **A good quote to use in newsletters about Key Leader is: “An eye-opener in terms of social interaction and peer leadership.” – James Abbbaticchio, Key Leader Ambassador.** Lt. Governor Ricky will write an article about Key Leader for newsletters by September 15th. Key Leader Ambassador James will work with Governor Levisay and Editor Quinn to make flyers and publications. Lt. Governor Ricky will also write a sample letter to Kiwanis clubs to ask for representatives.

YOF: YOF grants \$100-\$2000 to clubs for a project. Clubs have to put up some of the money and/or get donations. The goal for the district is to have at least 20 clubs apply for this grant.

Service Partners Goals: Goal 1 is to raise \$1530 for March of Dimes. Secretary Dragon can send CMRFs to the chairs, if they have funds marked downs for the service partners. KCI can also keep track if the clubs say they fundraised through the NJ District of Key Club. The next goal is to do 1705 hours of service at a children's hospital. We can count hours up at Midwinter. The chairs will also talk to Secretary Dragon about reviewing CMRFs for that. Lt. Governors Jeffrey, Rebecca, and Thomas will work together to get toys for the Children's Miracle Network.

The committee is looking for service partners for the service fair for DCON.

There may also be some events at board meetings to help some of these organizations. One idea is to make puppy paint socks for Children's Specialized Hospitals. At the event, the participants would paint the socks with cheery colors. The approximate goals would be 3 per district board member for a board meeting. The socks would be given to the children to wear while in the hospital (and when they leave).

Arrival of Circle K Chair Rocky Trifari and Circle K Governor Dawn Kreder at 2:43 pm.

Special Events Committee Reports

Fall Rally Registration

Chairperson Daniel McCormack

Clubs can register members early and late (at the door), although as many early members as possible would be best. Even if you register late (for example, if you do not know how many people will be coming but you know some people are coming), you can register for a bus pass (page 4 of the registration packet) and register for tickets for entrance later. Edited Fall Rally Registration packets will be sent out by August 22nd and the packet will be published in the Back-to-School Mailing (physical and email edition).

September 1st is the due date for lieutenant governors to share with clubs the Fall Rally Registration packet, newsletter, and flyer (all of those will be shared with lieutenant governors towards the end of August). Attendance goals for early registration (motivating tool) have been sent out by Lt. Governor Tara. The goal for total attendance is 3126 people.

Fall Rally Programs

Chairperson Jae Shin

The host club for this event is the Southern Regional Key Club. The Keynote speaker will be revealed next week and the script will be done by September. The motto/catchy phrase for the event is: Get ANIMATED with service!

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The Tools for Schools event is an annual event done at Fall Rally where clubs bring school supplies to be donated to underprivileged schools. Ms. Meissner will get in contact with the person with the truck who collects the donations from Fall Rally. UNUSED school supplies should be donated and clubs should bring the supplies in a box. In regards to advertising, tell clubs when the gates open (7:30-8:30 am); session starts 9:00 – 9:15 am. Lt. Governor Bobbie will sing at Fall Rally (she thus will not sing at DCON). There will be a Fall Rally flyer in the Back-to-School Mailing and a cover photo too.

Regional Training Conferences

Co-Chairperson Jacqueline Dragon

Co-Chairperson Nathaniel Silberman

By this board meeting, presentations should have been sent to RTC Committee members to give feedback. By August 23rd, presentations should be sent to njkcrtcs@gmail.com for final review by Lt. Governor Nathaniel and Secretary Dragon. Those chairs will give final edits and will also send any additional resources to the presenters to send to the workshop attendees after the conferences by August 30th. The chairs will also be checking to make sure all the flyers have been received so that they can all be printed for the RTCs. A flyer with important dates and a flyer with information on some of the organizations that were at ICON will be made and distributed at RTCs as well.

The Central and Southern General Presentation PowerPoints and scripts have been completed. Board members should go through the scripts to make sure the jokes are funny and the parts are interesting (and include some of the new information from ICON) and relatively concise. Individual script parts do not have to be re-written.

Workshops will be 35 minutes long. There will be 4 sessions of workshops. Each board member has at least one rest period (in total) during which he/she should check to see if his/her assistance is needed and if it is not, should prepare for upcoming workshops, relax, or attend another workshop. RTC Committee members will help answer any questions about that latter point. Icebreakers for the four sessions and the general session were chosen. Directions for each will be sent out by the RTC chairs. The general session icebreaker will be to make sculptures of cans or boxes of food brought in by the attendees, but in order for that to work, advertising must begin NOW so people remember to bring in those cans. The other icebreakers are: Song with a random word; Baby I love you; Back-to-back ask questions; and Key Club trivia (if not used in the general session; if used in the general session, pterodactyl will be the icebreaker).

Sign-in sheets will be used at each workshop. Attendees will write their names and emails and the presenters of the workshop will email those attendees the presentations and any additional resources sent to the presenters by the RTC chairs after the RTCs have occurred.

To help prevent confusion in regards to room locations, for the first workshop, presenters will go into different corners of the general session room and attendees will go into the corner for the workshop they are interested in attending. The presenters will then lead the attendees to that workshop.

An **estimated head count for all RTCs is due by September 5th** to Lt. Governor Monica. A Google Doc will be made for that.

Smaller items: board members need to socialize more with attendees; board members need to wear their name tags, board shirts, and khakis; at least 2 presenters should be presenting each workshop (if one presenter does not show up, another will fill in---just contact Governor Samantha, Secretary Jacqueline, or Lt. Governor Nathaniel); a Google document with all the icebreakers and their directions will be made so presenters have the directions; presenters, when they arrive, need to put the official sign-in sheets and flyers into their workshop rooms. A raffle will also occur at the RTCs. Secretary Dragon will talk with Governor Levisay about possible prizes.

Lieutenant Governors should save all of their materials on flash drives. Even though technology/Internet access will be available at the schools, it is important for everyone to back up their files on a flash drive.

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Approval of the Standing Committee Reports

Governor Levisay entertained the motion.
Lieutenant Governor Jae made the motion.
Lieutenant Governor Thomas seconded the motion.
The motion passed unanimously.

Approval of the Special Events Committee Reports

Governor Levisay entertained the motion.
District Treasurer Daniel made the motion.
Lieutenant Governor Tara seconded the motion.
The motion passed unanimously.

COMMENTS FROM CIRCLE K AND INTERNATIONAL

Circle K Chairperson Rocky Trifari, Circle K Governor Dawn Kreder, Key Club International Trustee Nicole Lema

NJ Circle K District Board Member and K-Family Relations Chair Rocky Trifari

Thank you for the invitation to the board meeting. He was a lieutenant governor 2 years ago for Division 20. He is currently the K-Family Relations chair and an intern for Kiwanis International. Thank you to K-Family Picnic attendees, as their attendance and support helped break a record and bring the event to never before-reached heights. He hopes the attendees had fun. If any board members have any other K-Family events that Circle K should know about, let Chair Rocky know. Add him on Facebook and stay in contact.

NJ Circle K District Governor Dawn Kreder

She hopes Governor Levisay enjoyed the tomato costume.
Circle K Governor Kreder distributed her business card to the board.

The Circle K ICON just occurred in Nashville, Tennessee and there were many large-scale service projects. Circle K is working with the Ronald McDonald house for its district service initiative (3 locations in New Jersey: Camden, New Brunswick, and Long Branch) and would love to get the NJ Key Club involved. Students Team Up to Fight Against Hunger is the organization Circle K is partnering with for its hunger initiative. Perhaps the Key Club District Programs committee can combine with Circle K to battle hunger. Circle K Governor Kreder urged the board members to use Lt. Governor Bobbie's directory and reach out to Circle K. Let Governor Dawn Kreder know if you have any questions.

Key Club International Trustee Nicole Lema

International Trustee Barry emailed the NJ District, so hopefully the board knows about what occurred at LeadCON. IT Nicole also wanted to say **thank you** and that these past few weeks have been amazing for her. Alabama, Michigan, and Kansas are IT Nicole's district and she will be visiting Michigan in September and Kansas in November. She has just recently come back from Alabama. She urged the board to look at her blog for updates and contact her with any International questions.

NEW BUSINESS

Governor Levisay

Dues Collection

Treasurer McCormack

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August 31st is the deadline for information to be sent out to your clubs (cc Treasurer McCormack). Treasurer McCormack will be creating a Universal Dues Flyer and a short segment about the Membership Update Center will be going on the NJ Key Club website. **Start reminding your clubs about November 1st for Early Bird dues and about that fact that dues are now \$12.50 per member.** Copy (cc) Treasurer McCormack in all emails, especially the one where lieutenant governors send the dues flyer to their clubs.

A pause in the board meeting occurred for the tours of the Children's Specialized Hospital. The board meeting resumed immediately afterwards.

Jersey Key

Editor Quinn

All articles have been received and Editor Quinn will continue working on the first edition.

District Handbook/Rosters/CMRFs

Secretary Dragon

For the District Handbook, Secretary Dragon is almost done.

Rosters are **extremely important and lieutenant governors should work to get them in ASAP.** They are needed by September. Since 100% of officers should be trained by Fall Rally, 100% of rosters should also be in by then.

Lieutenant governors should send out CMRF reminders every month.

District Mailing

Secretary Dragon

The Back-to-School District Mailing will be sent out around September 1st. Make sure your assignments are in.

Scholarships/Contests/Awards

Governor Levisay

Dates for scholarships and contests and awards have been approved by Governor Levisay and District Administrator Ms. McCann. They should be sent out to clubs so that the clubs can start planning (the Annual Achievement Report Form can also be helpful for that). Additionally, a new award will be offered this year, which is the 100% CMRF reports awards. Secretaries will have the month of September to send in any CMRFs they did not send in since the beginning of the service year. After that, CMRFs that are over a month late will not be counted. If 100% of all CMRFs are in (and are not extremely late), the club will receive an award at DCON.

Newsletters

Editor Quinn

Stay on top of Newsletters. A lot of committees provide information to include in newsletters. Newsletters are very important and you have to do 10 a year, so try to send one out once a month. Release one for August/Back-to-School and include information on RTCs. Keep all of your information in order. It is easy to make newsletters when you are given stuff so there is no excuse. Also, make sure the newsletters are easy to access (issuu.com is helpful with that). Do **not** forget to send your newsletters to Editor Quinn and to your clubs.

Report Cards

Governor Levisay

Do not be discouraged. Feel encouraged and know what you have to do to improve.

Newsletters: Already discussed. Do them.

Report Forms: **Make sure to have your report forms in on time!** Club Building Report Forms have to be filled out for every club you are chartering.

Communication: cc Governor Levisay with everything.

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OTCs/DCMs: Make sure to train officers. You have to have 5 DCMs in total, so you should have had one by now. That is your job, so get it done.

Attendance: This is usually pretty good.

Assignments: Write them down and get them in on time.

Bi-weekly Updates

Governor Levisay

Bi-weekly updates are nice. Every two weeks, send an email notifying Governor Levisay with what you have done outside of emails. That includes screenshots of calls and texts.

Emails and Contact

Governor Levisay

Do not send too many emails. Be concise. Make sure to send enough emails, though, that your clubs know about everything they need to know.

LTGMRFs

Secretary Dragon

Some common mistakes: In the first table about your clubs, "Club Visits" refers to official club visits you make to the clubs and for which send in the paperwork and send your club the evaluation. Even if you attend every meeting of your home club, do not record it as a club visit unless you want to send in the paperwork every month. For your Report of Activities, only include the dates in the month on which you are reporting. If you are reporting on the month of July, all the dates should be in July. You cannot report on August yet because the month has not ended. You should also include any committee work you did in your Report of Activities. For the contacting of the Kiwanis Committee, that refers to the Zone Administrators/Financial Counselor/District Administrator. For the total newsletters and OTCs and other things you have done so far, you should count every single one you have completed in your term (not just what you have done in the month on which you are reporting). For the Committee activity section, be honest and be detailed. Say what you personally have done for the committee.

BMRFs

Secretary Dragon

For each section, the form asks you to list what you have done since the last board meeting in detail. However, beneath that, it asks for the **Total** amounts of visits/OTCs/etc. you have completed. In that Total section, you should include everything you have done in your term. Also, everything you report should have been recorded on the corresponding paperwork for that event already in order for it to be official.

CMRFs

Secretary Dragon

Make sure your clubs know what division they are in. For the month, it is the month on which they are reporting. For the number of members section, current year is the number of members whose dues have currently paid for (since ICON just occurred, which resets the numbers to zero, the number should be zero unless the club have already paid dues for this school year). The Previous Year refers to the number of members for which dues were paid last year (not 2013). Make sure your clubs know how to complete the contact with the district section correctly. Secretary Dragon will send out District Mailings again if they are not recorded. For the Attendance section (at divisional and district events), the numbers should not stay for longer than one month, as it can be confusing to which DCM the club is referring after a couple of months. For the project section, clubs should mark off whether the project is a service or a fundraiser event and then also mark off what kind of service or fundraiser event it falls under. Total Service Hours refers to the total hours of all members (not the hours of one member). Total Funds refers to all funds raised by all members. The signatures at the bottom do not have to be scanned on—they can be typed on but then the CMRF has to be sent to the people for whom the signatures were typed.

2014 Official August Board Meeting Summary

Key Leader
Go to it!

Governor Levisay

Kiwanis Family Conference
12 spots are available at \$175 each.

Governor Levisay

OPEN FLOOR

Treasurer McCormack on Executive Visits to Clubs
If you or your clubs want Executives to come to your club meetings, let us know!

Lt. Governor Charmaine on St. Augustine Charter
The charter should have been received. Governor Levisay recommended calling Kiwanis to make sure.

Lt. Governor Bobbie on Holiday Party
Her family will be holding a holiday party on December 27th for the board. Old district boards come. It is a lot of fun and there will be a Secret Santa, so keep the date in mind.

BENEDICTION

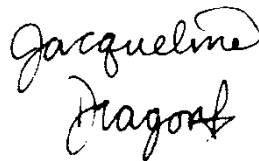
Lieutenant Governor Jae Shin

ADJOURNMENT

Governor Levisay

The meeting was adjourned at 4:05 p.m.

Respectfully submitted,



Jacqueline Dragon
New Jersey District Secretary



Kiwanis
Service Leadership Programs

www.keyclub.org

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