



**2014 Official August Board Meeting of the New Jersey District Board of Trustees**

**Official August Board Meeting**  
**Official 2<sup>nd</sup> Report of Activities of the New Jersey District Secretary**

*Since the April Board Meeting, I have:*

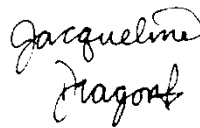
- Submitted minutes for the April Executive Board Meeting and April Board Meeting.
- Formatted and edited the Executive and Webmaster Reports and created a summary of the April Board Meeting to be put on the NJ District Website, and sent out the format for future reports.
- Sent out two issues of my newsletter, *The JackEY*, as well as the Summer District Mailing and my monthly *JackEY Updates* to club secretaries.
- Received CMRFs from lieutenant governors and club secretaries and sent suggestions and/or thank you remarks to club secretaries who had made mistakes and/or sent in their CMRFs early.
- Updated the CMRF spreadsheet with CMRF and roster submission information and the Spreadsheet of All Report Forms and shared both with International Trustee Barry.
- Sent out feedback to all LTGMRFs for May and split the feedback with Governor Samantha Levisay for June LTGMRFs.
- Sent out notifications each to all lieutenant governors who did not submit any CMRFs for their division and/or did not submit their LTGMRFs on time.
- Sent out assignments for the District Handbook; the District Mailing; and *KEYping Up*, as well as reminders.
- Collected articles for the District Handbook and began work on the publication.
- Submitted an article on report forms to Editor Patrick Quinn for the *Jersey Key*.
- Communicated with Governor Samantha Levisay numerous times each week.
- Sent Governor Samantha scholarship and contest information.
- Communicated with District Administrator McCann.
- Communicated with District Board members; corrected report forms; and answered questions pertaining to report forms, roster collections, and miscellaneous topics.
- Updated the public New Jersey Key Club Google calendar with the scheduled district events to date and sent Webmaster Srikar Gudipati documents to be added to the

## **2014 Official August Board Meeting Secretary's Report**

District Website.

- Worked on the District Webmaster Directives and Distinguished Club Officer Requirements with Governor Samantha Levisay.
- Worked on the digital RFL submission system with Governor Samantha Levisay.
- Run the Spring Regional Training Conferences (attended the Spring Northern Regional Training Conference).
- Typed up Spring RTC Surveys; created agendas and edited scripts and general session PowerPoints for the Fall RTCs; and contacted numerous Fall RTC host clubs for hosting confirmation, for Host Club Contracts, and for details regarding the resources available for the event with Lieutenant Governor Nathaniel Silberman.
- Created a Google Spreadsheet for RTC Workshop Information and Preferences and sent it to the District Board; created a Workshop Assignment Document and a Workshop Criteria Document based off of said survey; had assignments and criteria approved; gave suggestions to Editor Patrick Quinn in regards to the RTC flyer; created a spreadsheet to keep track of submitted presentations and feedback; and sent some workshop materials to presenters.
- Corresponded with Circle K Governor Dawn Kreder about rosters of our respective organizations.
- Contacted RTC Committee members about possible icebreakers, etc.
- Attended the Six Flags Fall Rally Commercial filming.
- Attended the Service Leader Convention with Governor Samantha Levisay, Treasurer Daniel McCormack, and Immediate-Past Treasurer Penny Xu.
- Attended International Convention (apogee of enjoyment over the month).
- Created and typed up workshop notes on a Google Document of notes from International Convention Workshops.
- Discussed and submitted materials for a Board Meeting packet for the August Board Meeting with Governor Samantha Levisay.
- Updated the Club Secretaries Facebook chat with notifications and reminders.
- Attended all meetings of the Tenaflly High School Key Club.
- Attended the Official Executive August District Board Meeting.
- Attended the Official August District Board Meeting.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jacqueline Dragon". The signature is written in a cursive, flowing style.

Jacqueline Dragon  
New Jersey District Secretary