



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

**Official April Board Meeting**  
**Official 1<sup>st</sup> Report of Activities of the New Jersey District Secretary**

*Since District Convention, I have:*

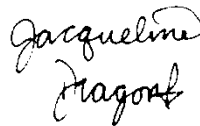
- Attended the First Unofficial Board Meeting following District Convention.
- Submitted minutes for the First Unofficial Board Meeting.
- Sent out my Letter of Introduction and helped other Board members with theirs.
- Sent out the 2014-2015 District Board Roster.
- Sent out a **plethora** of edited blank report forms to Board Members, as well as instructions on how to complete a Club Monthly Report Form.
- Updated the CMRF, the LTGMRF, the Club Visits/Newsletters/Officer Trainings/DCMs, and the BMRF collection spreadsheets and made online spreadsheets which were shared with the Kiwanians, and Execs. The CMRF spreadsheet was also shared with all Lieutenant Governors. All reports are being updated at **quotidian** intervals and a discussion on the CMRF errors will occur later in the Board Meeting.
- Communicated with Governor Sam Levisay about: revisions to the Secretary Training Manual; CMRF collection; LTGMRF Collection; Spring RTCs; and various other topics.
- Communicated with District Administrator McCann.
- Communicated with District Board members; corrected report forms; sent out past club rosters; 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 **splendiferous** District Website.
- Contacted Spring 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 based off of

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

said survey; had assignments approved; gave suggestions to Editor Patrick Quinn in regards to the RTC flyer; and sent workshop materials to presenters.

- Contacted RTC Committee members about promotional tools, agendas, etc.
- Contacted New Jersey Kiwanis District Secretary Mrs. Walding about printing RTC flyers.
- Attended all meetings of the Tenaflly High School Key Club.
- Attended the Official Executive April District Board Meeting.
- Attended the Official April 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