

# New Jersey District Key Club International



CARING...our way of life

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## 2014 District Convention Board Meeting Summary

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

Double Tree Hotel  
Somerset, New Jersey  
April 26th, 2014 to April 27th, 2014

#### CALL TO ORDER

Governor Levisay

*The meet was called to order at 12:31 pm.*

**Pledge of Allegiance**  
**Invocation**  
**Key Club Pledge**

Lieutenant Governor Monica  
Lieutenant Governor Bobbie  
Lieutenant Governor Ricky

#### ROLL CALL

Secretary Dragon

District Board

*Present:*

Governor Samantha Levisay  
Secretary Jacqueline Dragon  
Treasurer Daniel McCormack  
Editor Patrick Quinn  
Webmaster Srikar Gudipati  
Lieutenant Governor Division 1 Alexander Marino  
Lieutenant Governor Division 3 Charmaine Chew  
Lieutenant Governor Division 4 Thomas Michael  
Lieutenant Governor Division 5 Becca Lordon  
Lieutenant Governor Division 6 Jeffrey Maziarz  
Lieutenant Governor Division 7 Josie Suddeth  
Lieutenant Governor Division 8 Rebecca Austin  
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 17 Jae Shin  
Lieutenant Governor Division 18 Ricky Thompson  
Lieutenant Governor Division 19 Bobbie Boettinger

## 2014 Official April Board Meeting Summary

Lieutenant Governor Division 20 Aleena Kazmi  
Lieutenant Governor Division 22 Monica Gallagher

Lieutenant Governor Division 2 Dianna Torres arrived at 12: 45 pm.  
Lieutenant Governor Division 21 Harsh Patel arrived at 4:30 pm.

*Absent:*

Lieutenant Governor Division 16 David Guirgis

### Kiwanis Committee

*Present:*

District Administrator Ms. McCann  
Financial Counselor Mr. Mollo  
Zone Administrator Mr. Acerra  
Zone Administrator Ms. Meissner  
Zone Administrator Mr. Guenther  
Zone Administrator Mr. Gandle

*Absent:*

Zone Administrator Mr. Hutchinson  
Zone Administrator Mr. Orthwein

### Additional People

*Present:*

Shivam Patel

## WELCOME AND INTRODUCTION OF GUESTS

Governor Levisay

At this meeting, we were fortunate enough to have in attendance the IP New Jersey Circle K District Governor, Shivam Patel.

## COMMENTS FROM CIRCLE-K

IP New Jersey Circle K Governor  
Shivam Patel

*The current Circle K Governor of the New Jersey District, Dawn Kreder, was at a Circle K Board Meeting, so she could not attend the Key Club April Board Meeting.*

*Mr. Patel said that Circle K is a collegiate organization with over 12,000 members on college campuses in 17 countries. An important event that is held by Circle K is the annual Kiwanis Family Picnic. For that picnic, Circle K wants input from Key Club members and Kiwanis members. The picnic is a great reunion of many different branches of the K-Family, and this year's picnic will be held on July 20, in Toms River, New Jersey. More information will be sent to Governor Levisay as the date gets closer, for any Board Members that would like to attend. Mr. Patel then thanked the District Board and its Kiwanis Committee for their time.*

## BOARD ACTION

Governor Levisay

### *Approval of Standing Committee Assignments*

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

## 2014 Official April Board Meeting Summary

### *Approval of Special Events Committee Assignments*

Governor Levisay entertained the motion.  
Lieutenant Governor Charmaine made the motion.  
Lieutenant Governor Monica seconded the motion.  
The motion passed unanimously.

### *Approval of DCON Unofficial Board Meeting Minutes*

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

### *Approval of the Electronic Submission of Board Meeting Minutes*

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

## LIEUTENANT GOVERNOR REPORTS

*The Lieutenant Governors individually reported on the statuses of each club in their divisions and the work they have been doing throughout the division since the 2014 District Convention. They also discussed the future Divisional Council Meetings, Officer Training Conferences, and divisional events that they plan to hold, as well as any events they held during April. Finally, they listed their target clubs (schools/areas in which they hope to build new K-Family clubs) and whether they plan on attending International Convention. Reports were five minutes long and once the Lieutenant Governor finished with the report, he/she was questioned by the Executive Officers.*

## WEBMASTER'S REPORT

Webmaster Srikar Gudipati

Since DCON, Webmaster Srikar has backed up website; written and sent out his Letter of Introduction; revised and updated the Webmaster Officer Training Manual with Governor Levisay; released the new website; etc. He added Board Blogs to the website to help promote information about the divisions and the District Board as a whole. He also sent out a tutorial on how to write a blog post the website (Governor Levisay has already posted). RTC information has also been added to the website and ICON information will be put online soon, as well. Webmaster Srikar also shared the editing rights to the website calendar with Secretary Dragon and Governor Levisay, so they can update the calendar with information on district and divisional news.

## EXECUTIVE COMMITTEE REPORTS

### *Editor's Report*

Editor Quinn

Editor Quinn received many past newsletters at DCON and was given the flash drives that were left behind. Since DCON, he has sent out a Letter of Introduction template; made and sent out his own Letter of Introduction; sent out email filters as well as a tutorial on how to download them; edited the Editor Training Manual with Governor Levisay; made RTC flyers upon request from the RTC Committee; made a newsletter template (in Microsoft Publisher and Word); updated the NJ District Twitter account; planned article assignments for the *Jersey Key* (assignments will be announced tomorrow); began planning

## 2014 Official April Board Meeting Summary

the design for the ICON pins and T-shirts; etc. He is happy to help Lieutenant Governors with Public Relations and newsletters. He will also send out a copy of his Editor's Report.

Editor Quinn plans to attend ICON.

### *Treasurer's Report*

*Treasurer McCormack*

Since DCON, Treasurer McCormack has edited the Treasurer Training Manual with Governor Levisay; made and sent out his Letter of Introduction; reviewed the previous Budget and made a new Budget, which will be reviewed and submitted for Board approval later in the meeting; sent the Fall Rally Registration Agenda and Final Report to the Fall Rally Registration Committee; corresponded with the Keyport Kiwanis; responded to emails from Lieutenant Governors and other Key Clubbers; sent out an email about how to pay dues for suspended clubs; recorded the expected Parent Luncheon attendance; made directions for completing vouchers; worked with the DPS committee; etc.

Treasurer McCormack plans to attend ICON.

### *Secretary's Report*

*Secretary Dragon*

Since DCON, Secretary Dragon has submitted minutes for the First Unofficial Board Meeting; made her Letter of Introduction (and helped Board members); completed the 2014-2015 District Board Roster; edited blank report forms; made instructions on how to complete a Club Monthly Report Form; made and updated the CMRF, the LTGMRF, the Club Visits/Newsletters/Officer Trainings/DCMs, and the BMRF collection Google spreadsheets and shared them with the Kiwanians and Executive Officers (the CMRF spreadsheet was also shared with all Lieutenant Governors); edited the Secretary Training Manual with Governor Levisay; corrected report forms from Lieutenant Governors and Club Secretaries; sent out past club rosters; updated the New Jersey Key Club Website's Google calendar; sent Webmaster Srikar documents for the District Website; contacted Spring RTC host clubs about RTCs; created a Google Spreadsheet for RTC Workshop Information and Preferences; made and had RTC Workshop assignments approved; gave suggestions to Editor Patrick Quinn in regards to the RTC flyer; sent past workshop materials to presenters; contacted the New Jersey Kiwanis District Secretary Mrs. Walding about printing RTC flyers; etc.

Secretary Dragon plans to attend ICON.

### *Governor's Report*

*Governor Levisay*

Since DCON, Governor Levisay has received past District Governor files from IP District Governor Ryan Clarkin; reviewed said files; collected the contact information of Board Members; reviewed Committee Preference sheets and assigned Standing and Special Committees; made Standing and Special Committee Directives; made and sent out a Google Calendar for assignments; modified Training Manuals for all Club Officer positions; signed up for the Governor and Administrator Training Conference; completed the Governor Monthly Report Form; had the SLP reporting call for the NJ District; reviewed and the current dues report; informed the Board about the clubs who have yet to pay dues; contacted all Lieutenant Governors and Executive Officers at least once; contacted Key Club International and especially District Administrator Ms. McCann; etc.

Governor Levisay plans to attend ICON.

### *Approval of the Lieutenant Governor Reports*

Governor Levisay entertained the motion.

Lieutenant Governor Aleena 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 Brooke made the motion.

## 2014 Official April Board Meeting Summary

Lieutenant Governor Devin seconded the motion.  
The motion passed unanimously.

### *Approval of the Executive Reports*

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

## EXECUTIVE COMMENTS

District Administrator  
Ms. Kaitlin McCann

District Administrator Ms. McCann said that she was impressed with the work the 2014-2015 District Board has already accomplished.

### *Executive Comments for the April Board Meeting that will occur on April 26*

A list was sent out by Governor Levisay on April 18, 2014 of the clubs whose charters will be revoked soon if the club does not pay its dues soon. District Administrator McCann said some of the clubs on that list are real clubs that are unsure of how to complete their dues—those clubs need to be focused on and assisted quickly.

### *International Convention*

More people need to sign up for International Convention, as we are paying 100 dollars to hold our airline tickets. ICON is important for board bonding, workshops, etc. You do not really understand how far-reaching and international Key Club is until you attend ICON. Registration needs to be sent in by May 10, 2014. It is confirmed that we will be going to Disney and will have a tour of Los Angeles as part of the trip.

### *The Eliminate Project*

The tone for the rest of the year is set now. The DPS Committee is going to make goals, but Lieutenant Governors also need to run divisional events.

### *Job Performance and Attendance*

Do not turn in forms late, as they do not take that long to complete. Lieutenant Governors need to figure out transportation in advance (for ICON and other events) and need to visit their clubs and push for rosters.

Ms. McCann also said to contact her and the other adults if there are any questions.

## COMMITTEE MEETINGS

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

*District Project Steering Committee*

*Public Relations*

*Co-Chairperson Tara Engelken*  
*Co-Chairperson Brooke Willemstyn*  
*Co-Chairperson Farwa Shakeel*  
*Co-Chairperson Aleena Kazmi*  
*Co-Chairperson Patrick Quinn*



## 2014 Official April Board Meeting Summary

### *International Programs*

*Session 2: Special Events Committee Meetings—30 Minutes*

*Fall Rally Registration*

*Fall Rally Programs*

*Regional Training Conferences*

Dinner—5:15 PM

*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*

### SATURDAY EVENING SESSION

April 26th, 2014

Reconvene at 7:30 pm.

### STANDING AND SPECIAL COMMITTEE REPORTS

### Respective Chairpersons

*Standing Committee Reports (5 minutes)*

*District Programs*

*Co-Chairperson Tara Engelken*

*Co-Chairperson Brooke Willemstyn*

Sub-committees were assigned and are as follows:

Advocacy Sub-Committee = Lieutenant Governor Dianna, Lieutenant Governor Devin

K Family Relations = Lieutenant Governor Bobbie

K Family Growth = Lieutenant Governor Alexander

Hunger in the United States will be this year's advocacy focus. There are programs in New Jersey like Rutgers against Hunger, where colleges package and send their leftover food to food banks nearby, which inspired this goal. There is also an organization, Students Change Hunger

([www.studentschangehunger.org](http://www.studentschangehunger.org)), that sponsor challenges for groups of people. From September-November, the NJ District will encourage clubs to sign up for the Student Hunger Challenge, where groups compete to collect the most food. Their food items are weighed by the organization and the awards (like Chris Christie Governor's Cup Award) are given to the clubs that collect the largest amount. After the Challenge ends in November, the NJ District will focus on a different organization.

Lieutenant Governor Bobbie will look at Key Clubs without sponsoring Kiwanis clubs and try to help those Key Clubs get sponsors.

Lieutenant Governor Alexander will assist other Lieutenant Governors with chartering their target clubs and finding new target clubs. He will also make a list of clubs that the NJ District wants to build.

An idea for an event/a future RTC icebreaker was suggested, based off of an event Circle K does. Key Clubbers would bring cans of food to an event, make a sculpture with them, and then send the cans to a food bank at the end of the event.

*District Project Steering Committee*

*Co-Chairperson Farwa Shakeel*

*Co-Chairperson Aleena Kazmi*

ELIMINATE Week is scheduled for May 5-9, 2014. A Day-to-Day Schedule was made.

ELIMINATE Hands should be sold by clubs all week. The Day-to-Day Schedule is as follows: Mother's Monday = Do something for your mother; Tuesday = Paint the Town Blue (wear blue); Wednesday = Skip to save/instead of buying coffee, donate to ELIMINATE; Thursday = Sell fake/artificial flowers for Mother's Day; Friday = #Elimin8/take a selfie to promote The Eliminate Project.

Committee members are making flyers for each day (the flyers will be finalized by Wednesday, April

## 2014 Official April Board Meeting Summary

30, 2014). Governor Levisay suggested that one comprehensive flyer be made for The Eliminate Project as a whole and then a flyer with two days discussed on each page, instead of numerous small flyers and that was agreed upon.

The District Project Fundraising Goal was also decided: \$109325.15.

10 for the year 2010, the year Kiwanis joined The Eliminate Project Campaign.

9 is for the 1 baby that dies every 9 minutes from maternal and neonatal tetanus.

3 is for the three series of doses that comprise the vaccination.

25 is for countries remaining from which maternal and neonatal tetanus has to be eliminated.

15 is for the year 2015, which is the goal year in which Kiwanis hopes to complete the campaign.

Each Lieutenant Governor should host a fundraising event between every Board Meeting. The DPS Committee will give Lieutenant Governors a list of events to do/items to sell. The DPS Committee also plans on purchasing bracelets to sell as a District-wide fundraiser.

### *Public Relations*

*Co-Chairperson Patrick Quinn*

*Co-Chairperson David Guirgis*

Sub-Committees were assigned as follows:

Publicize = Lieutenant Governor Darren; Webmaster Srikar

Inform = Lieutenant Governor Jae

Promote = Lieutenant Governor Harsh

Webmaster Srikar will make a PowerPoint presentation for Lieutenant Governors to show and send to their club officers. A Fall Rally presentation will be made by Lieutenant Governor Darren. The PR Committee will also try to get a RTC news article in a local newspaper (perhaps *The Star Ledger*), if not for Spring RTCs, then for Fall RTCs. A PowerPoint presentation about how the NJ District is run/Key Club in New Jersey will be made by Lieutenant Governor Jae. A brochure may also be made. Additionally, the PR Committee will write articles for Lieutenant Governors' newsletters and any Lieutenant Governors that need flyers for events can ask.

Also, a promotional video will be made for Fall Rally. The Executive Officers will send the PR Committee their schedules before August to decide upon a date for filming.

### *International Programs*

*Co-Chairperson Nathaniel Silberman*

*Co-Chairperson Latifa Ali*

Sub-committees were assigned as follows:

ICON = Lieutenant Governor Thomas

Key Leader = Lieutenant Governor Ricky

YOF = Lieutenant Governor Josie

Service Projects = Lieutenant Governors Rebecca and Jeffrey

The Committee reviewed all of the old files (ICON information, as well). Once ICON occurs, the IP Committee members will have more information. The IP Committee will write articles for the District Website and make flyers for the Back-to-School Mailing

### *Approval of the Standing Committee Reports*

Governor Levisay entertained the motion.

Lieutenant Governor Alexander made the motion.

Lieutenant Governor Tara seconded the motion.

The motion passed unanimously.

### *Special Events Committee Reports*

#### *Fall Rally Registration*

*Chairperson Daniel McCormack*

The Fall Rally Registration Committee reviewed the Directives, looked at the past registration

## 2014 Official April Board Meeting Summary

packet, and asked IP District Treasurer Penny questions. September 24, 2014 will be the due date for early registration. There will not be a student luncheon this year, just as there was not one last year.

Lieutenant Governors Rebecca and Tara are to decide the attendance goals for each division.

The committee members discussed the reasons why over 3,000 attendees attended Fall Rally last year. One important reason was that information was released quickly. All committee deadlines for this year are before/on August 4, 2014, so information on Fall Rally will be in the Back-to-School Mailing.

Lieutenant Governor Becca will write an article with the Fall Rally Programs Committee to help advertise for Fall Rally. The article will be used in Lieutenant Governors' newsletters and on the District Website, so there is more unity. A flyer for Fall Rally will also be due on August 4, 2014 to Lieutenant Governor Devin. Lieutenant Governors then need to advertise Fall Rally to their clubs.

### *Fall Rally Programs*

*Chairperson Jae Shin*

The committee members discussed theme ideas and narrowed them down to: Animated (Tweety Bird to Mulan); Video Games (Pacman); History (hippies to Huns), and Dinosaurs.

*The New Jersey District Board voted and chose Animated as the theme.*

General Members will also be allowed to dress up. The Fall Rally Programs Committee will discuss choosing the host club with Governor Levisay and Ms. McCann. Advertisements on Facebook, Vine, Instagram, etc. will be used to publicize the event, as well as the promotional video that will be made by the PR Committee. Lieutenant Governor Josie will work on the flyer advertisement.

The PR Committee will also work on a flyer for Tools for Schools.

Script parts and characters will be assigned soon.

### *Regional Training Conferences*

*Co-Chairperson Jacqueline Dragon*

*Co-Chairperson Nathaniel Silberman*

Presenters can make their own materials (they should not just stick with the presentations used last year) and should wear their DCON shirt and khakis to the RTCs in case the Board Shirts have not arrived by the time of the event. If they do not have a DCON shirt, they should see Ms. McCann

The RTC Theme for this year is Greek/Roman Mythology. The Spring Northern RTC will be on Sunday, May 4, 2014 at Roxbury High School; the Spring Southern RTC will be on Saturday, May 10, 2014 at Cedar Creek High School. Presentation Flyers are due by 7:00 am on Monday, April 28, 2014 and presenters need to be available Monday afternoon and evening in case of technical problems.

Workshops were also renamed to better reflect the theme. They include: President/Zeus, Vice President/Hermes, Secretary/Athena, Treasurer/Pluto, Editor/Apollo, Webmaster/Vulcan, General Member/Atlas, Advisor/Legion Commander; Bringing in the Drachmas/Fundraising, KEYping it Classy/Brand Guide and Technology/Aphrodite's Beauty Tips, Public Speaking/Speaking like a Roman Emperor, and Key Events and How to get There/Getting Citizens to Your Toga Party.

The agendas will be made by Lieutenant Governors Farwa and Nathaniel, District Secretary Dragon, and Mr. Acerra on Sunday (April 27, 2014) morning. Script parts will be assigned to presenters based off of the agendas and finished script parts should be sent to the RTC email ([njkertcs@gmail.com](mailto:njkertcs@gmail.com)).

One large one icebreaker will be used for each RTC and three small ones assigned to each workshop session (one icebreaker for each session; all workshops in that session will use that icebreaker) will be made by Lieutenants Governor Monica (for the Northern RTC) and Brooke (for the Southern RTC). They will plan the icebreaker and notify the chairpersons of or get any necessary supplies by Friday, March 2, 2014. An estimated head count of attendees will be gathered by Lieutenant Governor Farwa by the same day.

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. Laptops will be provided at the Southern RTC so Lieutenant Governors should not bring their laptops.



## 2014 Official April Board Meeting Summary

Total count of posters for the RTC for which they will be available will be collected by Lieutenant Governor Monica by Thursday, May 1, 2014.

A recap article for Spring RTCs will be written by Lieutenant Governor Dianna by June 1, 2014. Lieutenant Governor Charmaine will write an advertising article for the Fall RTCs by the August Board Meeting.

A raffle will also occur at the RTCs. Secretary Dragon will talk with Governor Levisay about possible prizes. RTC Committee members need to check with the schools from their divisions for extra Key Club shirts. Workshop surveys will be edited by Lieutenant Governor Nathaniel and Secretary Dragon. There will be one survey for workshop attendees at the event and one sent to presenters. The latter will be due to [njkrts@gmail.com](mailto:njkcrts@gmail.com) by the end of May, 2014. Host club certificated will also be made by Secretary Dragon and Lieutenant Governor Nathaniel.

Lieutenant Governor Nathaniel and District Secretary Dragon will contact the Fall RTC Host Clubs. Secretary Dragon will send official information to Lieutenant Governors Thomas and Brooke to give to their advisors (GCIT and Red Bank Regional). The Fall RTCs are planned for September 13<sup>th</sup> (Southern), 14<sup>th</sup> (Central), and 20<sup>th</sup> (Northern). The PR Committee will help with the promotional video for Fall RTCs and all committee members can be part of the video. Perhaps the video can be filmed at the August Board Meeting.

### EXPLANATION OF PROFESSIONALISM

Governor Levisay

Staying professional was discussed. The topics discussed included: sending files as PDFs; not using smiley faces in emails to advisors, although staying both friendly and professional is necessary; using Key Club fonts (not Comic Sans) in emails and other correspondence; putting "KCI:" and then the Subject (for example, KCI: RTC Agenda) as the subject for any emails; attaching documents to emails (perhaps before you write the email to make sure it is not forgotten); cc-ing Governor Levisay with every email; etc. Professionalism is especially important during Committee Meetings and Board Meetings. Professional attire is mandatory at those meetings and at club visits.

A discussion on full names (rather than nicknames) will also occur. For the minutes of meetings, the Executive Board will be called by their positions and then their last names (for example: Governor Levisay rather than Governor Sam or Governor Samantha). Lieutenant Governors will be called by their positions and then their first names (for example: Governor Jae). In official documents and emails, all members will be referred to with their positions and then their full first names (for example: Governor Samantha; Secretary Jacqueline; etc.)

#### *Dues Collection*

*Treasurer McCormack*

Treasurer McCormack sent out an email about dues already. He reminded Lieutenant Governors that it is important that we have at least 13,850 club members in the district, as that is what the budget is based off of for this service year. Treasurer McCormack will make informational flyers/videos about Dues and would be happy to answer any questions from clubs or Lieutenant Governors about the dues process.

#### *District Budget*

*Treasurer McCormack*

Treasurer McCormack reviewed the new District Budget. Later in the service year, Treasurer McCormack will come with a Fall Rally Budget (for repaying host clubs as well as allotting for the scholarships given at DCON); after that, he will make a DCON budget (which is usually around \$200,000).

Lieutenant Governors can (and should) now explain where dues go to clubs (the amount larger than \$5.50 goes to Key Club International; that pays for International Trustees' traveling, ICON, etc.). It is very important to have clubs pay dues.

## 2014 Official April Board Meeting Summary

### *Vouchers*

Treasurer McCormack reviewed the process of filling out a voucher.

*Treasurer McCormack*

### *Last Comments for the Night*

Extra *Jersey Keys* will be brought to the RTCs and given out there. Board shirts will be in by Southern RTCs. Board pictures are tomorrow during breakfast.

*Governor Levisay*

*The meeting was dismissed at 8:56 pm and was directly followed by Board Bonding until the 12:00 am curfew.*

## SUNDAY MORNING SESSION

April 27th, 2012

### CALL TO ORDER

Governor Levisay

### ROLL CALL

Secretary Dragon

#### District Board

##### *Present:*

Governor Samantha Levisay  
 Secretary Jacqueline Dragon  
 Treasurer Daniel McCormack  
 Editor Patrick Quinn  
 Webmaster Srikar Gudipati  
 Lieutenant Governor Division 1 Alexander Marino  
 Lieutenant Governor Division 2 Dianna Torres  
 Lieutenant Governor Division 3 Charmaine Chew  
 Lieutenant Governor Division 4 Thomas Michael  
 Lieutenant Governor Division 5 Becca Lordon  
 Lieutenant Governor Division 6 Jeffrey Maziarz  
 Lieutenant Governor Division 7 Josie Suddeth  
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 Lieutenant Governor Division 17 Jae Shin  
 Lieutenant Governor Division 18 Ricky Thompson  
 Lieutenant Governor Division 19 Bobbie Boettinger  
 Lieutenant Governor Division 20 Aleena Kazmi  
 Lieutenant Governor Division 21 Harsh Patel  
 Lieutenant Governor Division 22 Monica Gallagher

##### *Absent:*

Lieutenant Governor Division 16 David Guirgis

## 2014 Official April Board Meeting Summary

### Kiwanis Committee

#### *Present:*

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

Zone Administrator Mr. Guenther

#### *Absent:*

Zone Administrator Mr. Hutchinson  
Zone Administrator Mr. Orthwein  
Zone Administrator Mr. Gandle

## NEW BUSINESS

### *Jersey Key*

The first *Jersey Key* was discussed and its articles were assigned. Editor Quinn will make a flyer to advertise to clubs about how they can get involved in the magazine.

### *Editor Quinn*

### *Organizational Tools*

Editor Quinn made Gmail labels and filters. He briefly went over how to download them. He will personally assist Board Members and Kiwanians and will send out a write-up of the instructions. There is also a video he made.

### *Editor Quinn*

### *District Handbook/Rosters/CMRFs*

District Handbook assignments will be sent out during June and the completed articles will be due by the August Board Meeting. Physical copies of the District Handbook will be sent out by October at the latest, but optimally with the Back to School Mailing in September. Electronic copies may be sent out before then.

### *Secretary Dragon*

The rosters that were received are recorded on the CMRF spreadsheet that was shared with all of the Board members. It is imperative that rosters are collected from the remaining clubs as soon as possible. Lieutenant Governors must type up any rosters that were handwritten on the Officer Roster Form that was sent out earlier this month and send those typed rosters to Secretary Dragon.

The CMRFs that were received are also recorded on the CMRF spreadsheet that was shared with all of the Board members, who should check that spreadsheet periodically for updates and make sure Secretary Dragon has received all the CMRFs the Lieutenant Governor has received. Lieutenant Governors should focus on increasing that number. Additionally, they should make sure they sent the Instructions for Filling out a CMRF to their club secretaries---another copy can be found under resources on the District Website. Some of the most common errors seen this past month were: incomplete membership statuses for the current service year (can be found at [www.kiwanisone.org/slpreports/](http://www.kiwanisone.org/slpreports/)), columns in the table under "Project Report" not being added up for the "Total Count" row, and the total hours for an event not being recorded correctly (total hours means the sum of the service hours for every single member that participated). Also, if a project is a fundraiser, secretaries can record the service hours earned for that event in the "Total Hours" Column but should not mark off a subcategory under "Service." They should only mark off the subcategory under "Funds" that corresponds with the fundraiser type.

### *District Mailing*

### *Secretary Dragon*

The Summer District Mailing is planned to be sent out electronically on June first, which means assignments are due on May 25, 2014. Current assignments are as follows:

-Cover Letter

## 2014 Official April Board Meeting Summary

-Edited Letters of Introduction from the Executive Officers and Webmaster Srikar

-“How to Keep Clubs Active over the Summer” short article, to be written by Lieutenant Governor Darren

-“Summer Event Ideas: Service and Fundraising” in-depth articles, to be written by Lieutenant Governors Josie and Harsh

-ELIMINATE Fact Sheet, to be created by Lieutenant Governors Farwa and Aleena

-Blank CMRF and Blank Roster Form, to be checked over by Secretary Dragon

-Flyer from District Programs Committee, to be assigned to a committee member by Lieutenant Governors Tara and Brooke

-Name/Email Board Roster

Planned Dates for the rest of the service year: The Back-to-School District Mailing will be physically and electronically sent out on September 1, 2014. The December District Mailing will be electronically sent out on December 1, 2014. An Elections Packet for Lieutenant Governors will be sent out between the November and the January Board. The February District Mailing will be physically and electronically sent out on February 1, 2015 and will include District Convention Registration and information on contests. Registration is planned to be due on March 1, 2014. The March/DCON District Mailing will be sent out electronically on March 1, 2014 and will include the final newsletter, a packing list for DCON attendees, a Sergeant-at-arms video, instructions on the dress code for DCON, etc.

*Introduction of the Website*

*Webmaster Srikar*

Webmaster Srikar went through the District Website. On the first webpage, there is an update area (it currently says “Welcome to...”). Below that area is where flyers for important events will be located. There is also a Blog section, which is optional but encouraged. Under the Jersey Key section, issues will be posted. Webmaster Srikar plans to have past years’ ones in an archive section, as well. The Event tab has already been updated for RTCs. Under the Board Section (for Blogs), only the email for each Board member should be posted. Webmaster Srikar may also allow all Lieutenant Governors to add to the Calendar. Under the Resources tab, there are many different headings, with many resources (including some for Club Secretaries). There is also an inspiring Quotes Section. Any quotes that Board members would like to have in that section should be sent to Webmaster Srikar.

*End of Year Surveys*

*Governor Levisay*

Clubs’ Annual Achievement Report Forms will be reviewed by Governor Levisay and Secretary Dragon.

*Key Leader*

*Governor Levisay*

Key Leader will occur in December. At least one person from each division should attend. The event costs about \$135 to attend, although neighborhood leaders get discounts. Lieutenant Governors should push Key Leader to club officers during official club visits and officer trainings. We need to have enough people attend to make sure we break even (or the event will not occur in future years). The IP Committee will make flyers and articles to help publicize the event.

*International Convention*

*Governor Levisay*

All Board members should try to attend International Convention. It is a very worthwhile and educational experience.

*GATC*

*Governor Levisay*

This Governors’ and Administrators’ Training Conference will be held in Indianapolis from May 17-18, 2014. At the conference, the attendees will work on leadership and with training materials, so they can better train other members of their districts. While at the conference, Governor Levisay will keep the District Board updated.

*Lieutenant Governor Monthly Report Forms*

*Governor Levisay*

Governor Levisay stressed the importance of those forms and the fact that they are one of the easiest forms to fill out. The “Report of Activities” does not have to be too detailed, as it will take too long to fill



## 2014 Official April Board Meeting Summary

out if it is too specific. Phrases like: “Called GCIT’s President about upcoming events” and “Emailed Mr. Guenther about dues” are acceptable. Lieutenant Governors should ask the Executive Officers any questions they may have.

### OPEN FLOOR

#### *Sending Board Meeting Information to Clubs*

Lieutenant Governor Brooke asked if District Information can be sent to clubs. The Kiwanians and Governor Levisay said yes—sending such information is an important part of the responsibilities of a Lieutenant Governor. Lieutenant Governors can make flyers about Board Meetings and send them to their clubs. Governor Levisay’s next newsletter will also include what occurred and will be sent to club presidents. Club presidents should send that information, then, to their club members. Lieutenant Governors should **not** send the Board Minutes to their clubs or include any information that was mentioned in other Lieutenant Governors’ reports, though.

#### *Documentation*

Mr. Gandlely remarked that you can never over-document or over-communicate.

#### *Divisional Events*

The Central Asia Institute raises money to build schools for children in Asia; it would be nice if some divisional events benefitted the institution. Lieutenant Governor Rebecca will send Lieutenant Governor Tara the information so she can put it on Facebook. The DPS Committee also encourages hosting Volleyball-a-thons. They can be done by individual clubs or done in a divisional competition, like during the ELIMINATE Games. There might be a District Volleyball-a-thon, too. The Kiwanis Committee already has formed a team. Lieutenant Governors need to start planning **now**.

#### *Dues, CMRFs, and Other Notes*

*Zone Administrator Mrs. Meissner and  
District Administrator Ms. McCann*

Stress dues to clubs, or there will be complications next year during elections (members whose clubs have not paid cannot vote or run for office). The (unofficial) District Goal is to have all dues in by December 1, 2014. Dues should be sent in throughout the year, not all at once. That way, the NJ District knows that the clubs exist. Lieutenant Governors should contact Zone Administrator if advisers are being difficult. They should also look at the CMRFs they receive, especially the number-of-members portion, the Lieutenant-Governor-contact portion, and the report-of-activities portion. Events can be both service projects and fundraisers (if both, service hours should be recorded under total hours, but only a category under “Funds” should be checked off). On LTGMRFs, keep club memberships the same as last year until ICON; then the memberships become zero until the dues are paid again. Any districts without Zone Administrators should send their reports to District Administrator Ms. McCann.

A newsletter should be giving you news. Do not just use pictures. Lieutenant Governor Brooke’s first newsletter was very good.

Board members need to cc Kiwanians when they are talking to clubs, **advisers**, etc. They also should include Ms. McCann if it is really important (especially with committees). If the email is for a committee, Board members should include the Kiwanians assigned to that committee when they send it. They also need to be careful with how they word things when emailing advisers (write as if you are asking for help, not as if they dropped the ball/made mistakes). It might be helpful to pretend they just did not know something and that it was completely your/the Board member’s fault. Board members should think: “How can I assume that maybe it was me?” The Board members should also assume that the advisers are doing what is best for their clubs, as the Board members are, as well.

## 2014 Official April Board Meeting Summary

DPS wristbands can be about Advocacy, Key Club, etc. The DPS Committee will order wristbands soon so the Board can have them by the August Board meeting to sell to clubs.

A Google Document will be set up on which Lieutenant Governors need to list their target clubs' names. Secretary Jacqueline may also contact Lieutenant Governors about their reports, so they should not be surprised if she does so. If Lieutenant Governors jointly charter clubs, that chartering will count for both of them.

*The Schedule for the Parent Luncheon was reviewed.*

### BENEDICTION

Lieutenant Governor Jae Shin

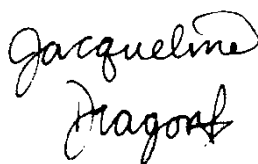
### ADJOURNMENT

Governor Levisay

*The meeting was adjourned at 10:28 a.m.*

*The District Board and Family Luncheon followed at 12:15 p.m.*

Respectfully submitted,



Jacqueline Dragon  
New Jersey District Secretary



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