

# New Jersey District Key Club International



CARING...our way of life

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## 2014 November Board Meeting Minutes

**MINUTES**  
**THE THIRD OFFICIAL BOARD MEETING OF THE**  
**2014-2015 NEW JERSEY DISTRICT BOARD OF TRUSTEES**  
Doubletree Hotel  
Somerset, New Jersey  
November 15-16, 2014

### CALL TO ORDER

**Governor Levisay**

*The meet was called to order at 1:00 pm.*

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

Lieutenant Governor Pearl  
Webmaster Srikar  
Lieutenant Governor Angela

### 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 Angela Becker  
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  
Lieutenant Governor Division 8 Pearl Polito  
Lieutenant Governor Division 9 Tara Engelken  
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 18 Ricky Thompson

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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 10 Brooke Willemstyn

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  
Zone Administrator Mr. Hutchinson

*Absent:*

Zone Administrator Mr. Guenther

### BOARD ACTION

Governor Levisay

*Approval of Fall Rally Board Meeting Minutes*

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

### LIEUTENANT GOVERNOR REPORTS

*The lieutenant governors were told to close their computers while other people were giving reports. Reports went: Divisions 12-1 then 13-22. Reports were about five minutes long and once the Lieutenant Governor finished with the report, he/she was questioned by the Executive Officers.*

*Approval of the Lieutenant Governor Reports*

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

### WEBMASTER'S REPORT

Webmaster Srikar Gudipati

General Updates: Webmaster Srikar attended a DCM by Lt. Governor Farwa, sent in his articles for the District Mailing and the *Jersey Key*, made Facebook Cover Photos for Fall Rally, is working on his first newsletter, attended Fall RTCs and Fall Rally and is putting up photos on the website.

Website Updates: Webmaster Srikar has put an Elimination page on the website. A DCON page is coming.

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A Dues page was made with help from Treasurer McCormack. The August Board reports and summary were uploaded once made by Secretary Dragon. A Prematurity Awareness page was made with the IP Committee.

Webmaster Srikar commented that lieutenant governors NEED to encourage club webmasters to run for District Webmaster.

### *Approval of the Webmaster's Report*

Governor Levisay entertained the motion.

Lieutenant Governor Latifa made the motion.

Lieutenant Governor Darren seconded the motion.

The motion passed unanimously.

## EXECUTIVE COMMITTEE REPORTS

### *Editor's Report*

### *Editor Quinn*

Editor Quinn has made and published the first issue of this year's *Jersey Key*, has made many flyers with the PR Committee for numerous committees on the district board, has submitted numerous assignments for the District Mailings and District Handbook, has attended all unofficial Executive Chats, and much more. (See attached Editor's Report for more details.)

### *Treasurer's Report*

### *Treasurer McCormack*

Treasurer McCormack has published a flyer on dues, has processed many vouchers, has submitted numerous assignments for the District Handbook, District Mailings, and the *Jersey Key*, has attended all unofficial Executive Chats, has created an Expense-Revenue chart for the Eliminathons, and much more. (See attached Treasurer's Report for more details.)

### *Secretary's Report*

### *Secretary Dragon*

Secretary Dragon has made and published the Back-to-School Mailing and the 2014-2015 District Handbook, has made and sent out updated versions of the board roster, has organized and recorded information on CMRFs and report forms from board members, has attended all unofficial Executive Chats, has made and published the district club directory as well as its first addendum, has answered numerous questions from advisors, board members, and secretaries on report forms and Key Club in general, has published her first issue of the district newsletter *KEYping Up*, and much more. (See attached Secretary's Report for more details.)

### *Governor's Report*

### *Governor Levisay*

Governor Levisay has published an additional edition of her newsletter, has attended Kiwanis DCON, has attended all unofficial Executive Chats, has been in contact with International Trustee Barry, has submitted numerous assignments for the District Handbook, District Mailings, and the *Jersey Key*, has worked on setting up a procedure for the Eliminathons, has answered numerous questions, and much more. (See attached Governor's Report for more details.)

### *Approval of the Executive Reports*

Governor Levisay entertained the motion.

Lieutenant Governor Dianna made the motion.

Lieutenant Governor Farwa seconded the motion.

The motion passed unanimously.

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Governor Levisay reminded the board to be professional especially on social media. Use complete sentences in emails.

### ADMINISTRATOR COMMENTS

**District Administrator  
Ms. Kaitlin McCann**

#### *Dues*

Make sure your clubs actually send those in. MUC information is not known by the Executive Officers or by Kiwanians. It has to be gotten from the Kiwanis Call line (1-800-KIWANIS Extension 411) and club advisors need to call.

#### *Elections*

Make sure to share the information with the district. Tell the district if there will not be quorum or candidates. Have the snow date set aside. Find strong people to run for your positions.

#### *Eliminate*

Clubs should send in their earnings now, not at DCON. Make sure it counts for this year.

#### *Upcoming Dates*

Key Leader: If we do not register, we have to pay for empty spots to make up to the number 60 or the event will be canceled.

January Board Meeting: Also at the Doubletree Hotel.

Midwinter Training Conference: February 27-March 1. Talk to your elects about it. Encourage people who do not win lieutenant governor to run for other positions.

District Convention: March 27-29. Now is the time to work on forms and registration. The Board shows up the morning of the 26<sup>th</sup> at 9:00 am. District Administrator Ms. McCann will provide a letter if needed to get off from school.

#### *International Convention*

Will be taking a bus. Indianapolis was voted the best place to hold a convention. Will visit exciting places like Hershey Park. Hello Goodbye will be playing. There will be a baseball game with all of the K-Family. Cedar Point Amusement Park has the most wooden roller coasters in the county. Specifics for prices and things will be available at January Board (will probably be between \$1000-\$1100). Even if you have graduation, we can find a way to get you there. It is important to talk to club members.

#### *Fill Out Your Reports*

If you did the work, report it or it will not count.

### STANDING 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

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*International Programs*

*Co-Chairperson David Guirgis  
Co-Chairperson Nathaniel Silberman  
Co-Chairperson Latifa Ali*

### STANDING COMMITTEE REPORTS

### Respective Chairpersons

*Standing Committee Reports (5 minutes each)  
District Programs*

*Co-Chairperson Tara Engelken  
Co-Chairperson Brooke Willemstyn*

The Hunger Is organization will be promoted by the Advocacy committee. This organization gives facts on hunger and nearby events for zip codes on their website. The committee will have a flyer with that information. Lieutenant governors need to send that flyer to clubs within two weeks of that email and cc Lt. Governors Tara and Brooke.

Lt. Governor Devin is here to help with building clubs. He can help board members formulate emails to send out and/or attend meetings. He will also put the directory on the Google Drive. Lieutenant governors need to update the progress they are making each month on that document.

Lt. Governor Bobbie reported that Circle K members went to Insight (Circle K equivalent of Key Leader). There is a Rutgers Circle K event this Friday. Circle K has been working more with their district project of Ronald McDonalds these past months. Lt. Governor Bobbie will send out articles about what Circle K is doing. A flyer will also be made with Circle K numbers (will come out every other month) to encourage Key Clubbers to join.

*District Project Steering Committee*

*Co-Chairperson Farwa Shakeel  
Co-Chairperson Aleena Kazmi*

With Eliminations starting within a week, lieutenant governors need to prepare. A LTG Elimination Guide has already been sent out and should be reviewed before the event. It is important that lieutenant governors have a backup plan and include people from the audience during their tournaments. Getting donated food is also important, as any costs of the event will be taken from the revenue of the event (not from the lieutenant governors' stipends). Lieutenant governors also must record their costs and revenues in the spreadsheet Treasurer McCormack sent out and must fill out and send in a Divisional Event Report Form to get credit for the Elimination. Lieutenant governors without locations for their events must still host an Elimination by Midwinter---no exceptions. Revenue from the event must be sent as a check to Kiwanis with "NJ Key Club Eliminate" in the Memo section of the check.

The Old Bridge Key Club is being asked to host the district Elimination on February 7<sup>th</sup>. The board will be notified of the confirmation.

Eliminate Week is planned for February 2-6, 2015 (the week before the district Elimination). Flyers with the themes for each day will be sent out by the committee and must be sent by lieutenant governors to their clubs within one week of that email. Profile pictures and cover photos will also be made for the event.

Lt. Governor Charmaine will be making a conversion chart for the number of lives saved per dollar amount.

Lt. Governor Monica will be making two lists, each with 5-10 ideas, of fundraisers for clubs to hold and fundraisers for lieutenant governors to hold.

Board meeting fundraisers for ELIMINATE were also discussed, including the idea of having a raffle to pie Executive Officers and District Administrator Ms. McCann in the face. Fundraisers at DCON were also discussed and approved, from the The Eliminate Walk to the water bottle shakers.

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### *Public Relations*

*Co-Chairperson Patrick Quinn*

*Co-Chairperson David Guirgis*

DCON Promotional Video will be a movie trailer-type montage commercial. PR Committee members were assigned script parts to write. The Executive Officers will be conferred with to discuss the date. Other DCON promotion includes the flyer, social media updates, etc. Fun 15 second Instagram clips before DCON are also planned.

Key Leader will be promoted through social media. Lieutenant governors should send Editor Quinn pictures from last year's Key Leader.

Lt. Governor Harsh will make editable cover photos for Eliminations.

The committee will try to increase the social media usage, including that with Facebook.

The committee will film a short video before the movie during board bonding as a funny video.

### *International Programs*

*Co-Chairperson Nathaniel Silberman*

*Co-Chairperson Latifa Ali*

Key Leader: We need more people to sign up for Key Leader. Each division should have at least 5-7 people attending. If you register within 7 days before Key Leader, it adds another \$20-25 to the price. Non-Key Clubbers can also attend for \$200. The committee will resend an email/flyer to lieutenant governors, who must send the information to their clubs.

Service Partners: The IP Committee will ask the PR Committee to make a Prematurity Awareness cover photo for November. A recap will be sent out at the end of November. Ideas for events for the service partners include Toy Drives and Band-aid drives.

Service Fair: There will be representatives from each service partner. The Service Fair Committee will talk with the Workshop Committee to see if those representatives can present at workshops.

### *Approval of the Standing Committee Reports*

Governor Levisay entertained the motion.

Lieutenant Governor Bobbie made the motion.

Webmaster Srikar seconded the motion.

The motion passed unanimously.

*The board meeting paused at 4:57 pm for dinner.*

*The board meeting resumed at 6:56 pm.*

## **SPECIAL COMMITTEE MEETINGS**

### *Session 1: Special Events Committee Meetings—35 minutes*

*Talent Show and Key of Honor*

*Midwinter*

*Sergeant at Arms*

*Contests*

*Registration*

*Chairperson Bobbie Boettinger*

*Chairperson Josie Suddeth*

*Chairperson Nathaniel Silberman*

*Chairperson Monica Gallagher*

*Chairperson Daniel McCormack*

### *Session 2: Special Events Committee Meetings—35 minutes*

*Service Fair*

*Presentation*

*Program*

*Chairperson Latifa Ali*

*Chairperson Srikar Gudipati*

*Chairperson Patrick Quinn*



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*Amendments and Resolutions*  
*Scholarships*  
*Workshops*

*Chairperson Darren Khong*  
*Chairperson Farwa Shakeel*  
*Committee Member Jacqueline Dragon*

*Session 3: Special Events Committee Meetings—35 minutes*  
*Script*  
*Elections*  
*Saturday Morning Awards*  
*Theme*

*Chairperson Tara Engelken*  
*Chairperson Charmaine Chew*  
*Chairperson Aleena Kazmi*  
*Chairperson David Guirgis*

### SPECIAL COMMITTEE REPORTS

### Respective Chairpersons

#### *Special Committee Reports (5 minutes each)*

##### *Talent Show and Key of Honor*

*Chairperson Bobbie Boettinger*

The committee reviewed flyers from last year's registration mailing. The committee will make this year's flyers more attractive and theme-based. The talent show will be called "Key Club's Got Talent". The acts for the talent show will be 5 (not 6) minutes long.

##### *Midwinter*

*Chairperson Josie Suddeth*

The committee will make sure candidates and elects have better bonding experiences. The Elections packet will say what to bring to Midwinter. The Midwinter Theme is Hollywood, "How to be a star on the district board." Goals for the year will be put in a star paper machete box. There will be a red carpet into the big room we will be in. Mailboxes will be arraigned like Hollywood Walk of Fame.

Icebreakers will include the straw and lifesaver one, the singing one, and trivia.

There may be a service project of a food collection for the elects to bring.

The Keynote Speaker will be decided by District Administrator Ms. McCann.

The Events Workshop's name was changed into "Your Job in a Nutshell" (it will include the schedule for Ltg. elects to meet). Another workshop will be titled "Dealing with Hard Clubs."

The Assignments for Workshops will be released once they are completed.

##### *Sergeant at Arms*

*Chairperson Nathaniel Silberman*

The committee defined formal wear, casual wear, and inappropriate wear. There will be a fashion show to email out, made at Midwinter. The committee will have a video and article on the website to see what formal and casual wear looks like for Midwinter attendees. The Sergeant at Arms Committee will work with the Registration committee to see which person from each club will be the Sergeant at Arms at DCON.

The Sergeant at Arms Committee will coordinate a time with Chairperson Josie at Midwinter to film the fashion show for DCON.

##### *Contests*

*Chairperson Monica Gallagher*

Submissions for Awards of Appreciation (Faculty Advisor) will go to District Administrator Ms. McCann. Contest submissions will go to Chairperson Monica. The Contests Packet is in progress; different portions will be completed by each committee. It is mandatory that every club that attends DCON will have at least one chaperone help judge contests. This way, members of the Kiwanis Committee can spend time helping to run the convention itself.

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### Deadlines:

Application to Judge pre-judged contests: Received by February 21

All pre-judged contests: Received by March 1

DCON Contests: Received on the Friday of DCON

The Contests Packet will be sent to clubs in the December District Mailing (electronic and physical copies). It will go on the district website, too.

The Annual Achievement Report Form (AARF) is a review of what a club has done throughout the year. It is required from clubs that want to participate in any contest. It is very important that clubs fill it out, even if they are not attending DCON, so the clubs can be considered for international distinction. This is to be stressed by lieutenant governors. A sample AARF and explanation of its parts will be made. Both will be sent to Secretary Dragon to check.

Physical awards will be changing this year. 1<sup>st</sup> place is a trophy, 2<sup>nd</sup> place is a plaque, and 3<sup>rd</sup> is a certificate. On March 14, 2015, there will be prejudging at District Administrator Ms. McCann's house.

### Registration

*Chairperson Daniel McCormack*

Early Registration is Friday, February 15, 2015. If materials are postmarked by that date, there is a \$5 deduction in price per member. Friday, March 6, 2015 is the last deadline by which materials must be postmarked. Our goal of attendees is 700 members.

The Registration Packet will include information on the Minute to Win it that will occur during one of the DCON dances to push back curfew. It will also include Sergeant at Arms Information on what to wear to DCON. The PR Committee will help with promotion.

### Service Fair

*Chairperson Latifa Ali*

Lieutenant governors in charge of booths must contact a representative from the organization and create a trifold.

Booths at the Service Fair will include:

- a KCI Major Emphasis Booth (Hunger in US) by Lt. Governors Tara and Brooke
- an ELIMINATE booth by Lt. Governors Farwa and Aleena
- an ICON in Indianapolis booth by Lt. Governors Monica and Bobbie
- a Children's Miracle Network Booth by Lt. Governors Ricky, Pearl, and Nathaniel
- a March of Dimes booth by Lt. Governors Josie and Jeff
- a Rustic Pathways booth by Lt. Governors Josie, Angela, and Jeff
- a UNICEF booth by Lt. Governors Thomas and Latifa
- a YUDA Bands booth by Lt. Governors Brooke, Dianna, and Ricky
- an Operation Cupcake Booth by Lt. Governor Latifa
- a Tie-Selling booth by Lt. Governors Devin and Harsh
- a Board Member Raffle booth by Lt. Governors Nathaniel, David, and Jae
- a Key Club sales booth by District Administrator Ms. McCann (\*subject to change to Crop Walk Booth)
- a Harry Potter Booth for picture-taking and dress up items by Lt. Governor Thomas and District Treasurer McCormack
- a Circle K Booth by Lt. Governor Bobbie

Everything must be confirmed by January Board. There will be a wristband or prize or addition into a raffle for people who attended 10 or all of the booths. There will be stamps to keep track of attendance at booths. There will be a separate booth where the number of stamps of a person will be counted.

### Presentation

*Chairperson Srikar Gudipati*

The official Harry Potter font will be used for titles of each slide.



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The Distinguished Officers slide will be made by Webmaster Srikar and Lt. Governor Aleena; names will be known by the next board meeting. The Early Bird slide will be made by Lt. Governor Jae. The Backgrounds/Decorations will be made by Lt. Governor Aleena.

There is a Google Document to plan the songs that will play in the background when board members walk in; the songs will be checked by Governor Levisay. Board members must fill out their walk-in-song choices and which 35 seconds should be used by next Saturday. They should send Webmaster Srikar the file of the song; Webmaster Srikar will send out an email with instructions before the due date.

### *Program*

*Chairperson Patrick Quinn*

The committee reviewed the tentative DCON agenda with Lt. Governor Tara. The committee reviewed last year's DCON program page-by-page. The committee discussed how to involve the Harry Potter theme in the cover of the program (ideas included formatting it like a spell book; like Harry Potter actual books; etc.) and how to include the theme in the program itself.

### *Amendments and Resolutions*

*Chairperson Darren Khong*

The committee proposed the idea to make the position of Webmaster into an actual Executive Officer position. Article 6 section 1a and b discuss an appointed webmaster. The process of appointing a new webmaster was discussed. The webmaster candidates are reviewed by the old Executive Board and one candidate is recommended to the new Governor to appoint as a committee head. Executive Officers currently have to be voted on.

Lt. Governor Barry will contact International Trustee Barry to talk about International bylaws and amendments.

The committee will create a flyer for amendments and the process of proposing one.

The committee will officially propose its amendments at January Board.

### *Scholarships*

*Chairperson Farwa Shakeel*

The committee reviewed the Scholarships Packet to make it more clarified. Mr. Orthwein will update the scholarships with the ones he knows. The Packet will be sent in the December District Mailing and separately to guidance departments at each school.

The committee will make a monthly newsletter by the 15<sup>th</sup> of each month. Lt. Governors Farwa and Ricky are responsible for the newsletters.

The committee will ask the PR Committee to create a promotion flyer. Scholarship applications will go to Lt. Governor Farwa's address. The Scholarships Packet will go on the district website, in Secretary Dragon's monthly updates, and in other reminder emails.

### *Workshops*

*Secretary Jacqueline Dragon*

The committee reviewed last year's final report and discussed the addition and removal of workshops. A list of workshop topics will be put on a Google Questionnaire and sent to board members for any additional suggestions. This must be filled out by November 23, 2014. Tentative workshops assignments will be drafted before the January Board meeting and will be edited based on any last comments presented at that meeting. The second session of workshops will also be shortened to 30-35 minutes from 45 minutes.

The committee decided to make more interactive components in the workshops, like a "Who Want to be an Eliminator" raffle in the Eliminate workshop to participate in a general session game. The general session game would be based off the show "Who Wants to be a Millionaire?" and would be similar to the show that occurred at ICON. Interactive components would also include a jellybean competition, choo choo noises between workshops to go with the theme of the Hogwarts Express, short service projects

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during events, and icebreakers that relate to workshop themes. Short service projects could especially occur during the third session of workshops.

Fun workshops and motivational workshops for seniors were also discussed, like workshops on Quidditch, relating life to spells and Harry Potter, etc. Circle K Governor Dawn will also be asked by Chairperson Brooke to present a workshop on Circle K. The Workshops committee plans to also schedule a Skype chat with the Theme committee.

### *Script*

*Chairperson Tara Engelken*

There will be changes to the DCON script. The Criteria for the MC auditions at January Board was reviewed—only seniors can MC. It is mandatory for seniors to audition. Assigned session reviews of the script to Lt. Governor Tara (the Saturday script sessions) and Lt. Governor Dianna (the Friday and Sunday script sessions). The committee made script due dates. New assignments will be sent out soon.

### *Elections*

*Chairperson Charmaine Chew*

Lieutenant governors must send Lt. Governor Charmaine the addresses to their elections. The committee has completed the elections packet except for some addresses and pictures. The Executive Packet is in the works. Lt. Governor Charmaine will send out the Lt. Guideline Packet for Elections sometime tonight (11/15/2014). Elections have to make quorum or they will not count. There has to be at least one candidate at each election. Rescheduled elections need to be rescheduled at least 24 hours in advance. New caucus questions and procedures were included in the packets. Underclassmen cannot run their own elections; the Election representative has to do it. The committee also reviewed the mock election script.

Assignments for the Elections Representatives are as follows:

Lt. Governor Charmaine Chew = Divisions 1, 2, 3, 4, 7

Lt. Governor Jeffrey Maziarz = Divisions 5, 6, 8

Treasurer Daniel McCormack = Divisions 9, 10, 11

Lt. Governor Harsh Patel = Divisions 12, 21, 22, 19

Lt. Governor Darren Khong = Divisions 14, 15, 18, 16, 19

Secretary Jacqueline Dragon = Division 17

Governor Samantha Levisay = Divisions 20, 13

### *Saturday Morning Awards*

*Chairperson Aleena Kazmi*

The committee is creating a Google Questionnaire for lieutenant governors to fill out for each club officer position (1 form to fill per club). The committee will send out the form by December 1, 2014 and lieutenant governors must fill it out by January 14, 2015. The committee will add up the points per officer and send the list of officers to be distinguished to the lieutenant governors by January 30, 2015.

Lieutenant governors then must send the list of names to the club's advisor to ask if the advisor agrees. The advisor must send his/her responses to the committee (NOT the lieutenant governor) by February 4 or 6, 2015 (\*final date to be determined). The final list of officers to be distinguished will be compiled by Midwinter. At Midwinter, the certificates for the officers will start to be made.

The list of clubs that made Early Bird dues will be received from Treasurer McCormack by January Board. The list of clubs will be finalized by February 25, 2015 by the committee. At Midwinter, the certificates will start to be made. The certificates will be signed by Governor Levisay, District Administrator Ms. McCann, and Treasurer McCormack.

The Big Ten Award is awarded to clubs that have grown by 10%. Treasurer McCormack will give the numbers of club membership from last year and this year to the committee by January 14, 2015. The percentages will be computed by the committee. The finalized list of clubs will be due by February 25,

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2015. At Midwinter, the certificates will start to be made. The certificates will be signed by Governor Levisay, District Administrator Ms. McCann, and Treasurer McCormack.

The 100% CMRFs Award is similar to the Big Ten Award (the winners will also receive certificates). The list of clubs that qualify will be finalized by Midwinter. At Midwinter, the certificates will start to be made. The certificates will be signed by Governor Levisay, District Administrator Ms. McCann, and Secretary Dragon.

All the names will be typed up in documents by Midwinter. The committee will talk with Mr. Guenther to see if he could print the documents. The certificates will hopefully be signed at Midwinter; if not finished then, they will be signed at DCON.

Lt. Governor Latifa will design the Distinguished Officer certificate; Lt. Governor Aleena will design the Early Bird certificate; Lt. Governor Becca will design the Big Ten certificate; Secretary Dragon will design the 100% CMRFs certificate. Lt. Governor Latifa will write an article for the website and for newsletters about the committee's work and Secretary Dragon will write an article about officer criteria--both articles will be due by December 10.

### *Theme*

*Chairperson David Guirgis*

The committee considered workshop names that relate to a Hogwarts class schedule. The committee also discussed sorting divisions into Houses. The committee would need to know tentative division attendees numbers in advance to work on seating arraignments.

The motto for DCON is "Discover the Magic of Service".

The committee will contact each lieutenant governor to get information for host clubs for the actual convention so the committee can stay in contact with home clubs (will go through lieutenant governors to contact the clubs). An official flyer will be made for DCON.

### *Approval of the Special Committee Reports*

Governor Levisay entertained the motion.

Lieutenant Governor Angela made the motion.

Lieutenant Governor Ricky seconded the motion.

The motion passed unanimously.

### *Elections*

*Chairperson Charmaine Chew*

Lieutenant governors must send the address of their elections and their approved snow date to Lt. Governor Charmaine. Lt. Governor David is the only person with a tentative election date. Lt. Governor Tom, Pearl, Brooke, Latifa, Darren, David, Jae, Harsh currently do not have snow dates.

### *Mock Election:*

Lieutenant governors can make their elections count as DCMs if they bring DCM materials and hold a DCM there. Underclassman does not take any part in the election process after introducing the Elections Chair/Representative. The Election Representative and Zone Administrator count the ballots (even if the current lieutenant governor is a senior). If no majority is reached, each candidate presents a 1 minute speech and caucus questions; then there will be a new vote. The first time a tie is reached, clubs vote again after the speech and caucus questions. The second time a tie is reached, the elections committee asks the candidates difficult questions. Executives standing in for Elections Representatives take on the role of the elections representative. If there are four candidates and no tie but no clear majority, eliminate the lowest vote-getter (if tied for the least number of votes, the elections committee representative and Zone Administrator eliminate both, unless there are only 3 candidates and there is no majority, in which only one person should be dropped). A majority is 50% of the votes. The winning candidate says the Key Club Pledge by repeating line for line. The Midwinter packet will be given to the elect after the election. If

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board members are holding an election before January Board, they will be given the packet or sent it to print before the election.

*Recess on board meeting at 10:39 pm; to reconvene in the morning.*

Sunday Morning Session

### ROLL CALL

Secretary Dragon

District Board (all present except the following)

*Absent*

Lt. Governor of Division 5 Becca Lordon  
Lt. Governor of Division 10 Brooke Willemstyn  
Lt. Governor of Division 22 Monica Gallagher

Guests

*Present*

Ms. Wilson

### NEW BUSINESS

Governor Levisay

*Jersey Key*

*Editor Quinn*

Thank you to all board members for handing your articles in one time. Please emphasize, however, that your clubs should also submit articles. If your club is running an event or ran an event, ask them to write an article instead of just saying they **could** write an article. Also ask for more art submissions i.e. pictures of the pieces instead of the physical art works (if we do not get more submissions, the section might be dropped by the *Jersey Key*). The deadline is November 21, 2014. There will be an online publication of this issue of the *Jersey Key*.

*Dues Collection*

*Treasurer McCormack*

Stay on top of the 6 month window for vouching. Right now there are 33 paid clubs and 3961 dues-paid members. 33 clubs have paid out of 149 possible clubs. That is not enough for us. Check with your home clubs this week and cc Treasurer McCormack. Dues have to be sent this week if they are to be processed by December 1, 2014.

The total revenue from Fall Rally was \$72,860, with a profit of about \$1420.22 for the reserve.

Quorum is based off the dues-paid clubs for elections. They have to be dues-paid in order to be able to vote. Send more dues reminders to your clubs.

\ Every website the Kiwanis SLP report gets updated so lieutenant governors can see who has paid. Your clubs also have to bring in their invoices from paying dues. Also, lieutenant governors need to make sure lieutenant governor candidates are from the dues-paid clubs.

*Trick or Treat for UNICEF*

*Treasurer McCormack*

Make sure to send in your collections from Trick or Treat for UNICEF. Remind your clubs. To receive the Trick or Treat for UNICEF patch, the money has to be sent in and postmarked by December 1, 2014.

## 2014 Official November Board Meeting Minutes

Make sure to communicate to your clubs the effects they are having: one baby dies every 11 minutes from tetanus rather than every nine minutes because of our efforts.

### *Rosters/CMRFs*

*Secretary Dragon*

The club directory and its first addendum have been sent out. Lieutenant governors need to check that information and send in any updated information. Even if you only have an advisor email for a club, send that in.

If your CMRF submission numbers are low, send reminders. Send CMRF reminders to your clubs the week before the district due date, the day before, and the day after to any clubs that have not sent them in.

### *District Mailing*

*Secretary Dragon*

The combined Registration Mailing and December mailing will include all assignments in the December mailing assignments already sent out and the addition of the DCON Registration packet and the Talent Show/Key of Honor Information. The deadline of November 23, 2014 applies to all additions.

### *District Project 2015-2016*

*Governor Levisay*

This year, our district project is The Eliminate Project. Every year, the district board picks a district project for the year to come. Board members must research different organizations and causes for January Board and make a presentation (Prezi, PowerPoint, etc.) for the cause. Include how clubs can interact with the project (fundraising and service projects); talk with a representative of the organization to see where our money is going. Think about smaller organizations that we can really impact. We expect 2-3 presentations for January Board.

### *Kiwanis Family Conference*

*Governor Levisay*

It was a bonding experience and a lot of fun. There were group activities and family activities. Attendees climbed the mountain nearby.

### *Website*

*Webmaster Srikar*

Tell your clubs and general members about the district website. It is a great resource for relaying information.

There are separate pages for different events (Prematurity Awareness Month, etc.). There is a board page that has contact information. The brand guide, fonts, etc. are also available. Board meeting summaries and reports are also available. Templates for secretaries and dues information are also on the website. There is also a board search for clubs to see which division they are in.

### *Key Leader*

*Lt. Governor Ricky*

We have 41 people (Key Leader Ambassador James did not need to register). We need to really emphasize this to the smaller clubs. This is a great event for bonding and leadership. More district board members **have to register**. It is also cheaper for Key Clubbers (\$140 rather than \$170; student facilitators are \$115).

### *ELIMINATE Week*

*Lt. Governors Aleena and Farwa*

This week will be the week before the district ELIMINATHON so we have more time to advertise. Activities like Eliminate Hands, Silent to Save, #Elimin8 (prizes will be given to random participants), Bake for Eliminate, etc. will occur. Eliminate cover photos will also be made. It is also a good way to advertise for the district ELIMINATHON.



## 2014 Official November Board Meeting Minutes

### *ELIMINATION*

*Lt. Governors Aleena and Farwa*

Old Bridge was asked and will hopefully confirm by next week. The district tournament will be mandatory for the district board to attend. After the ELIMINATIONs, make sure to fill out the expense-revenue forms (scanned check).

Follow the lieutenant governor guidelines in the ELIMINATION guide.

It is MANDATORY for everyone to have an ELIMINATION before the district tournament. If you won at a divisional level, you do not have to pay at the district one. Other teams can come to the district tournament and have to pay at the door. If the winning divisional team is going to the district tournament and not all members can go, they can replace those members with new members as long as the new members pay the \$5 to participate. If you spend on something, it is coming out of the profits of the event instead of out of your board stipend. Talk with big and small organizations and businesses to get donations and make sure to recognize them and say thank you through signs. Go to the organizations in person.

### OPEN FLOOR

#### *Newsletters*

*Editor Quinn*

Editor Quinn is offering his help for newsletters. He can write articles for content. Newsletters from board members and from club editors **must** be sent to him.

#### *Reports*

*Secretary Dragon*

Get them in on time. Do them if you did the work so you can get the credit. Also, please send out the *JackEY Updates for Club Secretaries*, and cc Secretary Dragon when you do so.

#### *Yearbook*

*Governor Levisay*

A yearbook will be made for board members. It will cost \$10 per person, which includes a donation to ELIMINATE. It will be in color and soft-cover. Contact Governor Levisay or any of the Executives if there is anything you want to see in it specifically.

#### *Video of people and general members at DCON*

*Governor Levisay*

We will have interns (two past board members) help out at DCON. Two people will be selected by application and if one has experience with videos, he/she could put photos and pictures in a montage.

#### *Committee Pictures*

*Governor Levisay*

After the November Board Meeting there will be committee pictures.

#### *Division 16 Masquerade Ball*

*Lt. Governor David*

RSVP if you can come. Let David know if you have a song request/if you have a special song for your significant other.

#### *Elects to Elimination*

*Lt. Governor Charmaine*

Bring your elects to the district Elimination so they can meet other board members and future board members.

### BENEDICTION

*Lieutenant Governor Bobbie*



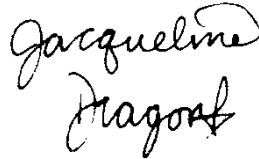
## 2014 Official November Board Meeting Minutes

### ADJOURNMENT

Governor Levisay

*The meeting was adjourned at 9:28 a.m.*

Respectfully submitted,

Handwritten signature of Jacqueline Dragon in black ink.

Jacqueline Dragon  
New Jersey District Secretary



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