



Kiwanis Family Weekend Board Meeting Table of Contents

November 15, 2014 | Holiday Inn Albany, Stonehenge D | Albany, NY

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Attendance

Presiding Officer

District Governor Renee Girard

Voting Board Members in Attendance

District Secretary Brian Kenny

District Treasurer Walaa Ahmed

Capitol Division Lieutenant Governor Elizabeth McGourick

Empire Division Lieutenant Governor Richard Kim

Hudson Division Lieutenant Governor Luisanna Sosa

Liberty Division Lieutenant Governor Cecilia Kang

Long Island Division Lieutenant Governor Stephanie Iacona

Northern Division Lieutenant Governor Annina Quarentello

Seneca Division Lieutenant Governor Josh Hill

Western Division Lieutenant Governor Barry Lee

Absent Voting Board Members

District Editor Holy Cheong

Iroquois Division Lieutenant Governor Amna Kamil

Southern Tier Lieutenant Governor Becky Hopkins

Non-Voting Board Members in Attendance

District Executive Assistant Melissa Keem

District Kiwanis Kiwanis Family and Alumni Relations Chair Jeffery Cheng

Kiwanis Committee Members in Attendance

District Administrator John Keegan

Assistant District Administrator Rich Hall

Assistant District Administrator Alison Mandel

Assistant District Administrator Greg Faulkner

Guests

Subregion F Trustee Kelly Chan



- I. Call to Order
 - a. A meeting of the New York District Board of Circle K International was held at Stonehenge D Holiday Inn Albany, Albany, New York on Saturday November 15th, 2014. The meeting was called to order at 9:13 AM with District Governor Renee Girard presiding and Brian Kenny as District Secretary.
- II. Pledge of Allegiance led by Luisanna Sosa
- III. CKI Pledge led by Richard Kim
- IV. Approval of New York Speaking Board Meeting Minutes
 - Motion was made by Richard Kim to approve the New York Speaking Board Meeting Minutes.
 - Motion Second Brian Kenny
 - Motion Passes 10-0-0
- V. Approval of Kiwanis Family Weekend Agenda
 - a. Motion was made by Richard Kim to add Policy Code Changes after bylaw changes and New York Speaking Pros and Cons after Old Business.
 - Motion Second Barry Lee
 - Motion Passes 10-0-0
- VI. Board Status Reports
 - a. Executive Board
 - i. District Governor Renee Girard
 - ii. District Secretary Brian Kenny –
 1. Missing MRFs from RIT, U of R, Cornell, Hartwick, Utica, and Vaughn.
 - iii. District Treasurer Walaa Ahmed
 - iv. District Editor Holy Cheong -
 1. Has approved many of the club newsletters that have been received. Has been looking over the Newsletters of the LtGs (everyone should send Holy their newsletters so that way she can help them edit). Has been updating the directory as information has been coming in. She has met some executive board members that are not in the ERFs so please make sure that you add and replace new executive board members in the ERFs and let her know. Working on the CTE
 2. Has been updating social media. Is planning another multi media committee meeting.
 - b. Lieutenant Governors
 - i. Capitol Division Lieutenant Governor Elizabeth McGuoirk –
 1. HVCC - has and is planning some bake sales to recruit members, they also had an Italian dinner, they have been



- lacking with communication but they paid their dues.
 2. RPI – had their annual Haunted House and raised money for the AFSP and are planning the apple pie sales.
 3. Russel Sage – raised money for one of the coaches who had cancer through a popcorn sale, they also had a jewelry drive as well as have been babysitting.
 4. Cobleskill had a fundraiser for the homeless and were host club for New York Speaking.
 5. Albany does happy and sad change at their meetings for March of Dimes, they have been collecting pull-tabs for the Ronald McDonald House, they have participated in a breast cancer walk and their dues are in the mail.
 6. St. Rose girls have been unresponsive to any communication attempts.
- ii. Empire Division Lieutenant Governor Richard Kim-
1. Released the October- November Edition of the Empir Express Newsletter, Is hosting the next Empire Divisional in early December, planning on having a fellowship event like ice skating, walking around the city, bowling etc.,
 2. Brooklyn College - The chartering must wait until the spring semester. There have been two students that have been heading this process and are spreading interest on campus.
 3. Vaughn College – has paid their dues. Verdia the Kiwanis Advisor has sent an email to Johnny K telling him that that the club has a board.
 4. St. Johns University – has grown a lot but there are concerns because their meeting attendance has decreased. In the future they are hosting a Bake Sale on the 18th of November and an ice skating event at Bryant Park on November 29th. They also hosted the first divisional.
 5. Queens College – Had their haunted house for the last week. They have been working with a soup kitchen, and have been checking to see if their Kiwanis Club is having events that they can attend. They are also having a service fair on December 3rd. There is great concern for this club because they lack foundational membership and a strong board. They have limited service project. They lack the recording of members at events, which impacts their monthly reporting. The clubs leadership is struggling most with communication. Their alumni presence is great but it is difficult when they have more alumni attending events and New York Speaking than members. Richard is planning on having a meeting with their board and is going to facilitate a discussion so that they can plan for the future of their club.



- iii. Hudson Division Lieutenant Governor Luisanna Sosa
 - iv. Liberty Division Lieutenant Governor Cecilia Kang
 - v. Long Island Division Lieutenant Governor Stephanie Iacona –
 - 1. Stony Brook - has been doing extremely well with their star jar sales. They have been growing their relationship with their sponsoring Kiwanis and have been attending a lot of their events.
 - 2. LIU Post - has been doing okay. They have been collecting dues and have been having bake sales for their international dues. They recently went to an animal shelter and had a lot of fun doing service there.
 - 3. Hofstra – The club is doing great. They have been having fun and exciting tabling in their student center, they have had a very successful coat drive, they are getting ready for their charter night.
 - 4. Adelphi – The club is struggling. They did not send anyone to New York Speaking and that is unusual. They had their Haunted Ballroom for Suicide Prevention and were able to raise a lot of money with that.
 - vi. Northern Division Lieutenant Governor Annina Quarentello
 - vii. Seneca Division Lieutenant Governor Josh Hill
 - viii. Western Division Lieutenant Governor Barry Lee
- VII. Old Business
- a. District Convention
 - i. Convention Honoree
 - 1. Jack Tetamore was a District Administrator in the 60s and a past Kiwanis Governor who has not been recognized by Circle K.

Motion was made to have Jack Tetamore as our Convention Honoree

Motion Passes 10-0-0

- ii. Glen Fitzpatrick Alumni Award
 - Motion** was made by Brian Kenny to make Rich Hall the second recipient of the Glen Fitzpatrick Alumni Award
 - Motion Second** Cecilia Kang
 - Motion Passes** 10-0-0
- iii. Keynote Speaker
 - Motion** was made to have Robert Clancy as the District Convention Honoree
 - Motion Passes** 10-0-0
- iv. Circle K International Guest Request
 - Motion** was made to have Kelly Chan as our guest from the International Board



Motion Passes 10-0-0

- v. Attendance goal vs. Expected number
 - 1. Attendance Goal – 180
 - 2. Expected Number based on division totals - 129
 - vi. Registration Deadlines and Method
 - 1. Registration Deadline - February 27th
 - 2. Workshop Presenters Deadline – February 11th
 - 3. Host Club Deadline – December 21st
 - vii. Professional promotional items
 - 1. In order to appeal to the advisors and the schools the DCON Committee should release a school driven workshops pamphlet tailored to the educational experience.
- b. Elections
- i. Policy Codes state that declaration of intentions for running for District Governor, Secretary, Treasurer, or Editor must not be made until 60 days prior to convention. Declaration is defined as 5+ people outside your club.
 - ii. Bylaws state that Lieutenant Governors shall be elected at divisional caucuses held no less than fourteen (14) days and no more than sixty (60) days prior to the annual District Convention provided a one-half (1/2) quorum of the division's active Circle K Clubs are represented. Under special circumstances, the District Governor may grant permission for the division to hold the election within thirty days prior to the convention.

VIII. CKI Bylaw Changes

Motion was made by Walaa Ahmed to add the following (bolded text) to subsection d, section 5, Article 5.

Motion Second Brian Kenny

The Treasurer shall, under the supervision of the District Administrator, receive all District dues, and other District income **and District reimbursement vouchers**. The Treasurer shall **disburse** these funds in the manner authorized by the Board of Officers. The accounts shall at all times be open to inspection by the Governor, the Board of Officers, the District Administrator, Kiwanis District Board of Trustees, and any authorized auditor. The Treasurer shall attend all meetings of the Board of Officers, submit a financial report at the annual convention, at all meetings of the Board of Officers and at such other times as the Governor, the Board of Officers, or the Kiwanis District Board of Trustees may require. The Treasurer shall also perform such other duties as may be assigned by the Governor or the Board of Officers. The District Treasurer is required to sign a Service Agreement upon the taking of their office and adhere to the terms of said Service Agreement.

Motion 1 Passes 10-0-0

Motion 2 was made by Brian Kenny to add section f under section 5, article 5 to state the following.

Motion second Barry Lee

The District Executive Assistant shall oversee the workings of the Vice Presidents within the District. He/she shall also contact club advisors and tell them about the district and its progress. In the event that the District Governor cannot attend an event the District Executive Assistant shall travel in his or her place as requested by the District Governor and approved by the District Administrator. He/she shall attend all meetings of the District Board of Officers. The District Executive Assistant shall submit a report to the annual convention and at such other times as the District Governor and the District Board of Officers may require. This person shall also perform other duties as may be assigned by the District Governor or the Board of Officers. The District Executive Assistant is required to sign a Service Agreement upon the taking of their office and adhere to the terms of said Service Agreement.

Discussion – The budget may be amended at the beginning of the year to a lot for travel.

Motion 2 Rescinded

Motion 3 was made by Brian Kenny to strike the following portions of section 8 article 5.

Section States –

Section 8. A candidate for the office of Governor must receive a majority of the votes cast to be elected. A “No Confidence” option will appear on every ballot. Delegates should select the “No Confidence” option if the delegates believe no candidate is qualified to hold the position.

- a. When there is only one (1) candidate for the office of Governor, the candidate shall appear on a ballot with the “No Confidence” option. The candidate shall be elected if he/she received a majority of the votes cast.
- b. When the number of candidates for the office of Governor shall exceed (1), the candidates shall appear on a ballot with the “No Confidence” option.
 1. If on that ballot, a candidate receives a majority of votes cast, that candidate shall be elected.



2. If on that ballot, no candidate receives a majority of votes cast, the candidate receiving the lowest number of votes shall be eliminated.
3. This procedure shall be continued until either one candidate or the no confidence option receives a majority of the votes cast. If a candidate receives a majority of the votes cast, that candidate shall be elected. If the no confidence option receives a majority of the votes cast, the election shall continue as outlined in Article V, Section 10

Proposed Changes –

Section 8. A candidate for the office of Governor must receive a majority of the votes cast to be elected. ~~A “No Confidence” option will appear on every ballot. Delegates should select the “No Confidence” option if the delegates believe no candidate is qualified to hold the position.~~

~~b. When there is only one (1) candidate for the office of Governor, the candidate shall appear on a ballot with the “No Confidence” option. The candidate shall be elected if he/she received a majority of the votes cast.~~

~~c. When the number of candidates for the office of Governor shall exceed (1), the candidates shall appear on a ballot with the “No Confidence” option.~~

1. If on that ballot, a candidate receives a majority of votes cast, that candidate shall be elected.
2. If on that ballot, no candidate receives a majority of votes cast, the candidate receiving the lowest number of votes shall be eliminated.
3. This procedure shall be continued until either one candidate or the no confidence option receives a majority of the votes cast. If a candidate receives a majority of the votes cast, that candidate shall be elected. ~~If the no confidence option receives a majority of the votes cast, the election shall continue as outlined in Article V, Section 10.~~

Motion 3 Passes 10-0-0

IX. Policy Code Changes

Motion 1 was made to strike subsection j under section 4, #5 and add sub sections J, K, and L.

Section Stated –

j. Arrange for The transfer of the officer's files to the duly elected successor. All Circle K District records are the property of the District and not that of any individual officer, and must be carefully kept and properly transmitted.

Proposed Change –

~~j. Arrange for The transfer of the officer's files to the duly elected successor. All Circle K District records are the property of the District and not that of any individual officer, and must be carefully kept and properly transmitted.~~

j. The transfer of all of the officer's files including but not limited to social media passwords and information, to duly elected successor must begin within 48 hours of the District Convention to allow for the preparation of the upcoming year. The outgoing officer must review all pertinent documents with their successor and train them on the duties and procedures of the elected position. All Circle K District records are property of the New York District and not that of any individual officer, and must be carefully kept and properly transmitted.

k. All District websites and social media accounts including but not limited to the District Website, Facebook Pages and Groups, Twitter, and Tumblr must be transferred to the successor by April 1st. All Circle K District websites and social media accounts are the property of the District and not that of any individual officer, and must be carefully kept and properly transmitted.

l. All mass communications, or other relevant information sent to club officers from the executive board must also be sent to all voting board members and District Administrators.

Motion 1 Passes 10-0-0

Motion 2 was made to add and strike the following of subsection d, Section 6, #5.

Section Stated –

Compile a complete list of club officer's names, addresses, and submit them to the District Secretary, the District Editor and District Governor.

Proposed Change –

Compile a complete list of **all incoming club officers and advisors'** names, addresses, **phone numbers, email addresses, and all other pertinent information of the clubs in their division at the end of their term**, and submit them to the ~~District Secretary,~~ the District Editor and District Governor.

Motion 2 Passes 10-0-0

Motion 3 was made by Walaa Ahmed to add and strike the following to subsection j and a, section 8, #5.

Section Stated –

- A. Under the supervision of the Circle K District Administrator and Kiwanis District Treasurer, assist in the collection and oversee the disbursement of all District dues, convention registration fees, and other District income.
- j. Reach out to and communicate with all club treasurers by June 1, and at least once every two months thereafter. Information to be discussed should include, but not limited to:
- i. Explanation of and help with the dues paying process
 - ii. Helping clubs facilitate fundraisers
 - iii. Promotion of district events
 - iv. Offering your self as a resource to assist the club treasurers throughout the year.

Proposed Change –

- a. Under the supervision of the Circle K District Administrator and Kiwanis District Treasurer, assist in the collection and oversee the disbursement of all District dues, convention registration fees, and other District income **and District reimbursement vouchers.**
- j. Reach out to and communicate with all club treasurers by June 1, and at least once every two months thereafter. Information to be discussed should include, but not limited to:
- i. Explanation of and help with the dues paying process
 - ii. **Assist all treasurers in logging in, accessing, and using the Membership Update Center**
 - iii. Helping clubs **plan and** facilitate fundraisers **for organizations and administrative expenses**
 - iii. Promotion of district events
 - iv. Offering your self as a resource to assist the club treasurers throughout the year.

Motion 3 Passes 10-0-0

Motion 4 was made by Cecilia Kang to add and strike section 1, #6.

Motion Second Barry Lee

Section states –

1. The Circle K District Board of Officers will hold at least seven meetings annually. Such meetings will be: (1) immediately following their election at District Convention; (2) within (6) weeks thereafter for the purpose of training; (3) during the summer and not later than the Kiwanis District Convention; (4) at the International Convention; (5) at NY Speaking; (6) at least one month prior to the District Convention; and (7) immediately prior to the District Convention. Other meetings may be held only with the approval of the Kiwanis District Circle K Administrator.

Proposed Change

- ~~1. The Circle K District Board of Officers will hold at least seven meetings annually. Such meetings will be: (1) immediately following their election at District~~

Convention; (2) within (6) weeks thereafter for the purpose of training; (3) during the summer and not later than the Kiwanis District Convention; (4) at the International Convention; (5) at NY Speaking; (6) at least one month prior to the District Convention; and (7) immediately prior to the District Convention. Other meetings may be held only with the approval of the Kiwanis District Circle K Administrator.

The Circle K District Board of Officers will hold at least six meetings annually. Such meetings will be: (1) immediately following their installation at District Convention; (2) within six weeks thereafter for the purpose of training; (3) during the summer and no later than the Kiwanis District Convention; (4) at either New York Speaking and/or Kiwanis Family Conference; (5) at least one month prior to the Circle K District Convention; (6) immediately prior to the Circle K District Convention; and as called by the District Governor and District Administrator.

Motion 4 Passes 10-0-0

Motion 5 was entertained by Renee Girard to Strike and add portions to subsection E, I, J, and M of section 4, #11

So Moved Brian Kenny

Motion Second Richard Kim

Section States –

E. Executive: This committee shall consist of the Governor, District Secretary, District Treasurer, District Editor, and if appointed, Executive Assistant and shall be chaired by the Governor. This committee shall be responsible for making recommendations for Board Policy.

~~i. Marketing Alumni and Kiwanis Family Relations:~~ The purpose of this committee is to help maintain contact between Circle K and the rest of the Kiwanis Family. This committee holds the responsibility of encouraging CKI clubs within the district to work with K-Family branches in their area.

J. Membership Development and Education: This committee shall assist all clubs in this District in the maintenance of an adequate membership, including but not limited to the development and attainment of minimum membership requirements, proper education and induction of new members, and the promotion of regular attendance at club meetings.

M. Sunshine Committee: This committee has the responsibility of reenergizing and revitalizing clubs over the entire year, and not just during large district events. The committee is responsible for encouraging club-to-club communication and promoting CKI love in an effort to promote energy, spirit, and fellowship.

Proposed Changes -

E. Executive: This committee shall consist of the Governor, District Secretary, District Treasurer, District Editor, ~~and if appointed,~~ Executive Assistant and **if appointed**



Webmaster and shall be chaired by the Governor. This committee shall be responsible for making recommendations for Board Policy.

i. Marketing Alumni and Kiwanis Family Relations: The purpose of this committee is to help maintain contact between Circle K and the rest of the Kiwanis Family. **The chair will also work with Alumni.** This committee holds the responsibility of encouraging CKI clubs within the district to work with K-Family branches in their area.

J. Membership Development and Education: ~~This committee shall assist all clubs in this District in the maintenance of an adequate membership, including but not limited to the development and attainment of minimum membership requirements, proper education and induction of new members, and the promotion of regular attendance at club meetings.~~

M. Sunshine Committee: ~~This committee has the responsibility of reenergizing and revitalizing clubs over the entire year, and not just during large district events. The committee is responsible for encouraging club-to-club communication and promoting CKI love in an effort to promote energy, spirit, and fellowship.~~

Motion 5 Passes 10-0-0

Motion 6 was made by Brian Kenny to add and strike portions of #16, Section 1, Subsection A,B,and C.

Motion Second Stephanie Iacona

Section States -

1. The theft of specific items is permissible, but not encouraged, as per the following guidelines:
 - a. The theft of the following items is absolutely prohibited: All District property. including the District Banner, the Governor's Home Club Banner, the District Bell and Gavel, and any awards the District has: club awards, personal property, club banners, and scrapbooks.
 - b. As stolen items are usually held for ransom, the following standard "ransom" shall be used: If Club A steals Club B's property, Club A must notify Club B within forty-eight (48) hours to decide the terms of returning the item.
 - c. In the event that the clubs cannot resolve the situation, the District Board of Officers and the District Kiwanis Committee has the right to intervene, as they deem necessary.

Proposed Changes -

1. The theft of specific items is ~~permissible~~ **unacceptable**, ~~but not encouraged,~~ as per the following guidelines:



- a. ~~The theft of the following items is absolutely prohibited: All District and club property is prohibited. including the District Banner, the Governor's Home Club Banner, the District Bell and Gavel, and any awards the District has: club awards, personal property, club banners, and scrapbooks.~~
- b. ~~As stolen items are usually held for ransom, the following standard "ransom" shall be used: If Club A steals Club B's property, Club A must notify Club B within forty-eight (48) hours to decide the terms of returning the item.~~
- d. ~~In the event that the clubs cannot resolve the situation, the District Board of Officers and the District Kiwanis Committee has the right to intervene, as they deem necessary.~~

Motion 6 Passes 10-0-0

Motion 7 was made by Stephanie Iacona to strike section 3, and part of section 4, of # 20

Motion Second Brian Kenny

Section States –

3. All officer phone calls shall be limited to 20 minutes, except for the Governor and/or an emergency situation. All phone logs must be completed at time of expense form submission, with a separate list for both incoming and outgoing calls.
4. Reimbursement checks are not to be issued without either the proper original receipt or a memo, describing the expenses and approved by the District Governor, District Administrator, and District Treasurer. Original receipts are not needed for phone bills.

Proposed Changes-

- ~~3. All officer phone calls shall be limited to 20 minutes, except for the Governor and/or an emergency situation. All phone logs must be completed at time of expense form submission, with a separate list for both incoming and outgoing calls.~~
- ~~4. Reimbursement checks are not to be issued without either the proper original receipt or a memo, describing the expenses and approved by the District Governor, District Administrator, and District Treasurer. Original receipts are not needed for phone bills.~~

Motion 7 Passes 10-0-0

Motion 8 was made by Brian Kenny to strike part of section 1, of #21

Motion Second Cecilia Kang

Section States –

1. All service hours must be reported monthly (with the exception of the months of June-August which can be merged at the discretion of the District Governor and District Secretary with Board approval) by each Circle K Club using the Monthly Report Form, the due dates of which are determined by a joint decision of the Governor and District Secretary.

Proposed change –

1. All service hours must be reported monthly ~~(with the exception of the months of June-August which can be merged at the discretion of the District Governor and District Secretary with Board approval)~~ by each Circle K Club using the Monthly Report Form, the due dates of which are determined by a joint decision of the Governor and District Secretary.

Motion 8 Passes 10-0-0

Motion 9 was made by Brian Kenny to strike Section 2, of #22

Motion Second Cecilia Kang

Section States –

2. Travel mileage to and from the interclub event are applicable towards the interclub miles.

Proposed Change -

~~2. Travel mileage to and from the interclub event are applicable towards the interclub miles.~~

Motion 9 Passes 10-0-0

Motion 10 was made by Stephanie Iacona to add and strike portions of subsection b and d, #25 Code of Conduct.

Motion Second Richard Kim

Section States -

d. There is no curfew hour; however, in consideration of others, Circle K members must be in rooms, with closed doors, by 1:30am and gatherings must be contained within the room. Loud noises and disruptive behavior will not be tolerated.

Proposed Changes

b. The Circle K International Sponsored Conventions and Events Alcohol Policy, prohibiting the possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K, will be enforced at all times during the event.

d. There is no curfew hour; **however, in consideration of others, loud noises and disruptive behavior will not be tolerated.** ~~however, in consideration of others, Circle K members must be in rooms, with closed doors, by 1:30am and gatherings must be contained within the room. Loud noises and disruptive behavior will not be tolerated.~~

Motion 10 Passes 10-0-0

- X. Upcoming Board Meeting Dates & Locations
 - a. January Board – 16th – 18th in Elmont on Long Island (Stephanie's House)
 - b. February Board – 6th – 8th in Binghamton (Walaa's apartment)
- XI. Miscellaneous
 - Awards are due
- XII. Remarks from the Kiwanis Committee
- XIII. Adjournment



Minutes by Brian Kenny 516-320-1214