



Service. Leadership. Fellowship.

**CKI**<sup>®</sup>  
Circle K  
International

## Summer Board Meeting Table of Contents

August 9, 2014

9:00am-3:00pm

Buoy One Restaurant, Westhampton, NY

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- V. Approval of Summer Board Meeting Agenda
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    - v. Marketing (timeline)
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    - vii. Fellowship Activities
  - e. New York Speaking (NYS)
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    - ii. Theme and tagline
    - iii. Workshop suggestions
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    - v. Fellowship Activities
    - vi. Keynote Speaker

- vii. Registration (process, opening, deadlines)
    - viii. Marketing (timeline)
    - ix. Board Meeting
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- X. Update from Kelly Chan Sub-region F Trustee
- XI. Remarks from Kiwanis Committee
- XII. Adjournment

**Presiding Officer**

District Governor Renee Girard

**Voting Board Members in Attendance**

District Secretary Brian Kenny

District Treasurer Walaa Ahmed

District Editor Holy Cheong

Capitol Division Lieutenant Governor Elizabeth McGourick

Hudson Division Lieutenant Governor Luisanna Sosa

Iroquois Division Lieutenant Governor Amna Kamil

Liberty Division Lieutenant Governor Cecilia Kang

Long Island Division lieutenant Governor Stephanie Iacona

Western Division Lieutenant Governor Barry Lee

**Non-Voting Board Members in Attendance**

District Executive Assistant Melissa Keem

District Mascot Nyck

Conferences and Conventions Chair Richard Kim

District Convention Chair Alyssa Famolari

President's Summit Chair Sean Coyle

Awards and Workshops Chair Jeanie Huang

Technology Chair Jerry Cimo

Marketing and Resources Chair Tina Lee

Alumni and Kiwanis Family Relations Chair Jeffrey Cheng

Club Building Zone 1 Chair Yancy Carrasco

**Kiwanis Committee Members in Attendance**

District Administrator John Keegan

Assistant District Administrator Rich Hall

Assistant District Administrator Alison Mandel

**Guests**

Subregion F Trustee Kelly Chan

Josh Hill – University of Rochester

Annina Quarentello – SUNY Potsdam

**Absent**

International Initiatives Chair Nihar Suthar

NYCKI Projects Chair Karthy Chandra

District Large Scale Service Project Chair Carlos Morales

New York Speaking Chair Susan Xiong

Club Building Zone 2 Chair Jenifer Pereira

Club Building Zone 3 Chair Kaleigh Anderson

Southern Tier Lieutenant Governor Becky Hopkins

- I. Call to Order
  - a. An executive meeting of the New York District of Circle K International was held at Bouy One Restaurant, West Hampton, NY on Saturday, August 9<sup>th</sup>, 2014. The meeting was convened at 9:05 AM with the District Governor Renee Girard presiding and Brian Kenny as District Secretary.
- II. Pledge of Allegiance led by Stephanie Iacona
- III. CKI Pledge led by Richard Kim
- IV. Approval of District Officer Training Conference Minutes

□ **Motion** was made by Barry Lee to approve the minutes from the District Officer Training Conference

**Second:** Cecilia Kang

**Motion Passes:** 9-0-0

- V. Approval of Summer Board Meeting Agenda
  - **Motion** was made by Brian Kenny to add a section called Policy Codes under Section VII subset c.

**Second:** Barry Lee

**Motion Passes:** 9-0-0

□ **Motion** was made by Brian Kenny to approve the minutes

**Second:** Stephanie Iacona

□ **Motion** was made to amend the current motion on the floor by adding Committee Chair Renaming under Section VII subset d.

**Second:** Barry Lee

**Motion Passes:** 9-0-0

**Motion Passes:** 9-0-0

- VI. Robert's Rules Review
- VII. Old Business
  - a. Appointment of Lieutenant Governors
    - i. Richard Kim – Empire Division – Hopes to build the Division and make it stronger.

□ **Motion** was entertained by Renee Girard to appoint Richard Kim as the Empire Division Lieutenant Governor.

**So Moved:** Stephanie Iacona

**Second:** Barry Lee

**Motion Passes:** 9-0-0

- ii. Josh Hill – Seneca Division – University of Rochester Freshman, served in Key Club on the District Level. Would like to promote club bonding and hopefully charter a new club in the Seneca Division.

□ **Motion** was entertained by Renee Girard to appoint Josh Hill as Seneca Division Lieutenant Governor

**So Moved:** Stephanie Iacona

**Second:** Elizabeth McGourick

**Motion Passes:** 10-0-0

- iii. Annina Quarantello – Northern Division – Hoping to improve the K family relations within the Northern Division as well as work on a Divisional Project.

□ **Motion** was entertained by Renee Girard to appoint Annina Q as the Northern Division Lieutenant Governor.

**So Moved:** Barry Lee

**Second:** Richard Kim

**Motion Passes:** 11-0-0

b. Appointment of Committee Chair

- i. Richa Deshpande – Laws and Regulations Chair – Had a chance to serve on the District Board as Lieutenant Governor and believes it will help her run the Laws and Regulations Committee.

□ **Motion** was entertained by Renee Girard to appoint Richa Deshpande as the Laws and regulations Chair.

**So Moved:** Richard Kim

**Second:** Cecilia Kang

**Motion Passes:** 12-0-0

c. Policy Codes

□ **Motion** was made by Brian Kenny to discuss the alcohol policy for 10 minutes

**Second** Cecilia Kang

**Motion Passes** 12-0-0

□ **Motion** was made by Barry Lee to extend the time limit by 10 minutes

**Second:** Cecilia Kang

**Motion Passes:** 12-0-0

□ **Motion** was made by Brian Kenny to amend the current Alcohol policy to state: 1. The distribution and consumption of alcohol is strictly prohibited at all District Board Meetings, District, and Divisional Events. Clubs within the New York District shall follow their home College or University's alcohol policy and the State of New York's laws on alcohol consumption and distribution. AND 2. Violation of this policy could result in disciplinary action at the discretion of the New York District Board of Officers and New York District Kiwanis Committee. Section 23 sub section 1. and 2. With the approval of Kiwanis Legal and the Kiwanis District Board.

**Second:** Barry Lee

**Motion** was made by Barry Lee amend the amendment to add in accordance with all applicable state and local laws.

**Second:** Brian Kenny

**Motion** was made by Brian Kenny to add with divisional events

**Motion Second:** Stephanie Iacona

**Motion passes:** 12-0-0

**Motion passes:** 12-0-0

d. Chair Name

- i. President's Summit to Regional Training Conference Chair

**Motion** was made by Richard Kim to change the chair position name of President's Summit Chair to Regional Training Conference Chair

**Motion Second:** Cecilia

**Motion Passes:** 12-0-0

## VIII. Board Status Reports

### a. Executive Board

- i. District Governor – Goals charter 7 clubs (2 so far), have 6 newsletters (1 so far), talk to all the presidents before September, continue serving the District and its members.
- ii. District Secretary – Newsletter should be coming out in the next week or two. Finished my Secretary Package. District Progress;
  - 1. District Project – 200.5 Hours
  - 2. Eliminate Project – 130.5 Hours
  - 3. Kiwanis Family – 595.5 Hours (22.90%)
  - 4. Interclubbing – 277.5 Hours
  - 5. Total Service – 3,530 Hours (13.57%)
  - 6. Eliminate Project - \$1,496.00 (9.97%)
  - 7. Total Funds - \$8,016.30 (16.03%)
- iii. District Executive Assistant – Working with the Vice presidents, also working on helping clubs start committee structures. Working on bringing the advisors to the CKI Meetings.
- iv. District Treasurer – working with the club treasurers hoping to get more feed back and contact as September comes.
- v. District Editor – Running all of the social media accounts. Updating the directory, published the CTE 1 and is publishing CTE 2 after DLSSP.

b. Lieutenant Governors

- i. Capitol Division – Cobleskill is is very excited to join the New York District. HVCC is struggling. U Albany and Russel Sage are not really Responding and RPI is working on planning for the new school year. Had a Divisional wants to have a division Carnival with booths ran by the clubs and local charities. Will be sending out the Newsletter soon. Planning to do an event at the Ronald McDonald House with their KEY CLUB. DLSSP – 10, RTC – 8, K FAM – 5, NYS – 15, DCON – 20
- ii. Empire Division – Has had communication with st.johns and queens college. Working to strengthen those clubs. Talking to Vaughns Kiwanis sponser to see what we can do with Vaughn NYS – 10, DCON – 10, DLSSP – 10, K Fam Picnic – 10, RTC – 10. Working on rechartering Brooklyn college.
- iii. Hudson Valley Division – New Paltz is Yellow. Luisanna is working to build the Kiwanis Family Relationship. Marist is a red. Working to charter at least 1 club. Finding ways to decrease the dues. DLSSP – 10, NYS – 15, RTC -12, K-Fam 5, DCON - 12.
- iv. Iroquois Division – Working with Syracuse to make it a great club. Utica is unresponsive and hopes that in September the communication will get better DLSSP – 5, NYS- 15, DCON - 15, RTC – 40, K-Fam - 5
- v. Liberty Division – CCNY and Columbia has not been in contact with. Hunter is doing very well as well as Fordham, RTC will be held at NYU for Empire, Long Island, Liberty and Hudson Valley.



DLSSP – 5, RTC – 20, K-Fam – 5, NYS 10, DCON  
15

- vi. Long Island Division – Hofstra has just chartered. Would like to work and build Adelphi and bringing up their communication. Stony Brook is doing really well. RTC – 15, Kfam Picnic – 8, DLSSP – 10, NYS 15, DCON – 20
- vii. Northern Division – DLSSP – 8, NYS – 10, DCON – 10, hopes to work with st. Lawrence this upcoming school year.
- viii. Seneca Division – Has been in contact with the Kiwanis Divisions that his clubs span over and wants to build the relations with the sponsoring divisions. Working with Keuka and Renee to bring on another charter. Nazerith is a potential new charter.
- ix. Southern Tier Division – Not present
- x. Western Division – UB is doing fantastic, Niagara University is responsive trying to get them to come to NYS. DLSSP – 15, RTC – 10, K Fam – 1, NYS – 15, DCON – 25

**Motion** was made by Brian Kenny to have a short 5 Minute Recess.

**Motion Second:** Barry Lee

**Motion Passes:** 12-0-0

**Meeting was reconvened** at 10:41AM

Rich Hall – the first 2 months of the school year are really important for your clubs. Make sure your clubs have a Fall membership table planned and try to attend.

Johnny K – There is free brochures you and your clubs can get from the Kiwanis website or 1-800-KIWANIS

c. Committee Chairs

- i. Conferences and Conventions Chair – Overseeing the Con Con Committee. Will be working on the transitions between events, Released the Sub-Committee Application, Chairs have been appointed, has been facilitating monthly concon meetings. Created a Training Guide. COnCOn Cronicles newsletter is out.
- ii. District Convention Chair – Worked on the Theme Packet.
- iii. District Large Scale Service Project Chair –
- iv. New York Speaking Chair – Not Present
- v. Regional Training Conference Chair – Lack of housing for President’s Summit so it was changed to RTC. Planning on working with LtG’s on the workshops and RTC’c in general
- vi. Awards and Workshops Chair – Working on the Awards with Richard and Renee. Renee has made a Membership Recognition Program and we are looking at bringing it to completely electronic
- vii. Technology Chair – District Board Profiles are in the works. Calender for events of the district, division and major club events. MRF, President’s report form and the governor’s request form is on the website. DLSSP, DCON, and NYS pages are being updated and developed. Send Jerry your resources and everything that you think should go on the website. Joins today page is up and it has a MAP and a form that can get you in contact with clubs. Each division will have a page on the website and they can have things like their divisional dates and other pertinent items. Working on making a “Make your own website guide.”

- viii. Marketing and Resources Chair – Completed Eliminate week Promo Video (500 views). Short promo videos are great ways to get the word out. Completed video proposals (back to basics – membership recruitment and retention) Would like to show the true meaning of service as well as bringing the Kiwanis family to work together on this. Future, spoke with Karthy about promoting operation gratitude and the governors project. Fall circle K video has been made and is looking really good. Working with Yancy for club building resources. Recruitment and retention handbook is in the works.
- ix. Alumni and Kiwanis Family Relations Chair – Made a Kiwanis Family Guide (in the Dropbox), LtG and and Key Club Directory is in the process of being made. Collecting Alumni emails so he can send out an email to them. K-Family Picnic will be Saturday the 20<sup>th</sup>, Location still pending.
- x. Club Building Zone 1 Chair – Making target sites for Liberty, Long Island, and Empire. Talking to someone at coopers union Workign on making resources. Working on a map to integrate the club status reports.
- xi. Club Building Zone 2 Chair – Not Present
- xii. Club Building Zone 3 Chair – Not Present
- xiii. International Initiatives Chair – I have been helping to promote the “Service Doesn’t Stop in the Summer”, Currently, I am working on an international initiatives guide, outlining what NY Circle K’s projects are abroad and who our partners are campaign by creating graphics and pictures. Currently, I am also working on updating blurbs and

info for the website about current projects going on with the charities that we are working with.

- xiv. NYCKI Projects Chair – Report was stated.
- xv. Fin/Fun – Working on color coding fundraising. Encourage your members to join the Fin/Fun Committee.

## IX. New Business

- a. Executive Board breakdown recap
  - i. Talked about communication with clubs, went over the clubs that have not submitted and have been late with MRFs, went over clubs that are PNC, and strengthening the clubs of the new york district.
- b. Lieutenant Governor breakdown recap
  - i. Talked about all the clubs in the districts, Board Status report was discussed, spoke about club communication and bonding and interclubbing as well as division projects.
- c. Committee Chair breakdown recap
  - i. Talked about Resource development, talked about their communication with the Lieutenant Governor's and the District Executive Board.
- d. District large Scale Service Project (DLSSP)
  - i. Location - Kamp Kiwanis September 12<sup>th</sup> – 14<sup>th</sup>
  - ii. Service Project(s) – onsite – Cleaning will be one of the projects.
  - iii. Cost Per Member – \$25 Per Person across the board
  - iv. Registration – Deadline September 5<sup>th</sup>
  - v. Marketing – Promote DLSSP
  - vi. Board meeting – During Lunch
  - vii. Fellowship Activities – CKI Fashion Show
- e. New York Speaking (NYS)
  - i. Survey

- ii. Theme and tagline – Nautical Theme (NYCKI Sails around the World), Olympics ( New York District Olympic Games), Summer Camp (NYCKI Summer Camp)

**Motion** was made by Brian Kenny to vote for the NYS Theme via Division of the House

**Motion Second:** Richard Kim

**Motion Passes: 12-0-0**

New York Speaking Theme -The New York Speaking Theme is Nautical – NYCKI Sails around the World.

- iii. Workshop suggestions
  - 1. Amazing Service
  - 2. Membership Recruitment and Retention
  - 3. What is your leadership style
  - 4. Professionalism
  - 5. Post Secret
  - 6. Are You Smarter then a Board Member
  - 7. Bake Sale Workshop
  - 8. Culture
  - 9. Helping Clubs Make Their Own Websites
  - 10. Marketing Workshop
- iv. Service Project
- v. Promote Host CLUB!
- vi. Fellowship Activities
- vii. Keynote Speaker
  - 1. Scott Heydt – Pennsylvania
  - 2. Kims Husband
  - 3. Someone from operation gratitude
- viii. Registration – TBD
- ix. DJ – District Board run
- x. Marketing (timeline)

- xi. Board Meeting – The last workshop session will be run by the membership and the committee chairs.

Then it will run into service

- f. District Convention (DCON)

- i. Themes

- 1. Game of Thrones -
    - 2. Hunger Games -
    - 3. The Roaring 20s -
    - 4. Superheroes -
    - 5. Spy -
    - 6. Alice in Wonderland -

**Motion** was made by Brian Kenny to vote via division of the house to narrow the themes to 3

**Motion Second:** Cecilia

**Motion Passes:** 12-0-0

**Motion** was made by Brian Kenny to count the committee as a whole

**Motion Second:** Walaa Ahmed

**Motion Passes:** 12-0-0

The three themes are The Hunger Games, The roaring 20s, and Spy

- g. Regional Training Conferences (RTC)

- i. Locations

- 1. Empire, Liberty, Hudson Valley, and Long Island at NYU
    - 2. Northern, Iroquois, Capitol
    - 3. Western, Seneca,
    - 4. Southern Tier will decide at a DCM

- ii. Training Materials

- iii. Workshops

- h. MRP/ Awards

- i. Referred to Exec

- X. Update from Kelly Chan Sub-region F Trustee

- a. Ckix

- i. Alison Received the Circle of Service Award

- ii. Eric Paul Received the Alumni Award
  - iii. It was a great convention
  - iv. Board Book will be out this or next Monday
  - v. Submit Suggestions to Kelly Chan about International amendments
  - vi. Photo Challenge winner Jerry
  - vii. LSSP Applications are out Due August 18<sup>th</sup> all applications must be sent to Kathy Lee and Clara Oh respectively the international president and Vice President
- XI. Remarks from Kiwanis Committee
- a. Johnny K – If you're on the board you should get to put your 2 cents in. Get home safe. Have fun the rest of the weekend.
- XII. Adjournment
- Motion** was made by Brian Kenny to adjourn the meeting
- Motion Second:** Luisanna Sosa
- Motion Passes:** 11-1-0

Minutes by  
**Brian Kenny**  
New York District Secretary  
516-320-1214