



New York District of Circle K International
Board Meeting Minutes



 September 2015 – DLSSP Board Meeting Minutes



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Attendance

Presiding Officer

District Governor Walaa Ahmed

Voting Board Members in Attendance

District Secretary Jerry Cimo

District Treasurer Joshua Hill

District Editor Alyssa Famolari

Hudson Valley Division Lieutenant Governor Sean Coyle

Iroquois Division Lieutenant Governor Edward Kroll

Liberty Division Lieutenant Governor Kristina Reyes

Long Island Division Lieutenant Governor Edgar Hu

Seneca Division Lieutenant Governor Terrell Merritt

The Southern Tier Division Lieutenant Governor Tina Lee

Western Division Lieutenant Governor David Wu

Voting Board Members Not in Attendance

Capital Division Lieutenant Governor Aaron Skulsky

Northern Division Lieutenant Governor Annina Quarantello

Non-Voting Board Members in Attendance

Executive Assistant Elizabeth McGuoirk

Alumni & Kiwanis Family Relations Committee Chair Jeffery Cheng

Club Building & Resources Committee Chair Katie Lim

Conferences & Conventions Committee Chair Briana Saur

Conferences & Conventions Committee Chair Sandra Chang

Laws & Regulations Committee Chair Brian Kenny

Marketing Committee Chair Sara Louie

Technology Committee Chair Jack Curzon

Guests in Attendance

Binghamton University Circle K Club President John Tirino

Conferences & Conventions Committee Registration Sub-Chair Karandeep Singh

Immediate Past Long Island Division Lieutenant Governor Stephanie Iacona

Kiwanis Committee Members in Attendance

District Administrator John Keegan

Assistant District Administrator Alison Mandel

Assistant District Administrator Rich Hall



- I. Call to Order
 - A. Meeting was called to order at 5:42 PM EDT
 - B. Kamp Kiwanis in Taberg, NY
- II. Pledge of Allegiance – Club Building and Resources Committee Chair Katie Lim
- III. Circle K International Pledge – Lieutenant Governor Tina Lee
- IV. Approval of Summer Board Meeting Minutes
 - A. District Governor Walaa Ahmed entertained the motion to approve the Summer Board Meeting Minutes
 - B. So moved District Secretary Jerry Cimo
 - 1. Lieutenant Governor Sean Coyle seconded
 - C. No discussion
 - D. **Motion passes** with 10 in affirmation, 0 opposed, and 0 abstentions
- V. Approval of DLSSP Board Meeting Agenda
 - A. District Governor Walaa Ahmed entertained the motion to approve the DLSSP Board Meeting Agenda
 - B. So moved Lieutenant Governor Sean Coyle
 - 1. Lieutenant Governor Terrell Merritt seconded
 - C. No discussion
 - D. **Motion passes** with 10 in affirmation, 0 opposed, and 0 abstentions
- VI. Governor's Focus
 - A. Academic year has just started, but the Circle K year is almost half over
 - B. There has been so much progress thus far this year, as we all set high standards
 - C. Thanks to everyone for their continued work and dedication to making this district great
 - D. Walaa enjoys personable work, and gives more time to district officers to be there with your clubs and establish a personal relationship with them.
 - E. Always update Walaa on your progress and with any other issues, and please fill out the non-communication tracker every month
 - F. If you cannot make a deadline, it is fine as long as you communicate it to Walaa
 - G. Without communication we must assume everything is fine
 - H. Communication is vital to our success as a district
 - I. Free, celebratory cookies courteously of the governor
- VII. Board Status Reports
 - A. Executive Board
 - 1. District Governor Walaa Ahmed
 - a. Working hard to reach her goal of visiting every club
 - a. Sees the benefit of one-on-one personal communication with club members with each visit
 - b. Visited almost half of all district clubs
 - b. Personally inviting a member to attend a district event has a much greater impact than sending an online message or email
 - c. Working on new club charters



- d. Keuka College and Lehman College are almost chartered as Circle K clubs
 - 2. District Secretary Jerry Cimo
 - a. Monthly Report Form's are rolling in
 - a. Over 90% current submission rate
 - b. Finished and sent out Secretary Handbook
 - c. Continue Secretary Scoop emails
 - a. Not as frequent as some were feeling overwhelmed
 - d. Working on design for Secretary T-Shirts
 - e. Working on creating club meeting minutes template
 - f. Would like to work with any new, reactivating, or rebuilding clubs to help them to get organized and educated
 - g. Planning on holding the rest of my secretary chats with each individual secretary before New York Speaking
 - h. School is just kicking in and so service hours are beginning to pick back up
 - i. Second New York Minute newsletter comes out next month
 - j. Joined the New York District Marketing Committee
 - k. Plan to continue working with Laws & Regulations Chair Brian Kenny about formatting governing documents
 - l. Attended Kiwanis District Convention in August
 - 3. District Treasurer Joshua Hill
 - a. Talking to treasures and helping everyone access the Membership Update Center
 - b. Finishing up all treasurer chats by New York Speaking
 - c. Treasurer handbook is out
 - d. Dues are *coming soon*
 - 4. District Editor Alyssa Famolari
 - a. Released second issue of Circling The Empire
 - a. Third issue is *coming soon*
 - b. Finished half of all editor chats
 - c. Sending out care packages to editors who have been communicating with Alyssa
 - d. Released editor handbook
 - e. Joined Marketing and Social Initiatives committee
- B. Lieutenant Governors
- 1. Hudson Valley Division Lieutenant Governor Sean Coyle
 - a. Working to build relationship with local Kiwanis
 - b. Working on rebuilding Marist, and helping them to connect with the New York District and with New Paltz
 - c. Working on getting clubs to attend New York Speaking
 - 2. Iroquois Division Lieutenant Governor Edward Kroll
 - a. Syracuse is becoming more active



- b. Having troubles communicating with Utica College
 - c. Looking for sponsor for SUNY Morrisville, and they are having their first meeting in the near future
 - d. Kiwanis club interested in chartering a CKI club at SUNY Oswego
 3. Liberty Division Lieutenant Governor Kristina Reyes
 - a. Working on chartering Lehman College Circle K
 - b. Working on charting Baruch College Circle K
 - c. Attended Kiwanis Metropolitan Division
 - d. Working on updating clubs online accounts and organization web pages
 - e. Trouble communicating with Hunter College
 4. Long Island Division Lieutenant Governor Edgar Hu
 - a. Also serving as Empire Division Liaison
 - a. Does not know what to do about communication with Vaughn College
 - b. Promoting district events
 - c. Stony Brook is experiencing a lot of growth
 - d. Working on first newsletter
 - e. First Divisional being planned for late October
 - f. Working with Molloy College about reactivation
 5. Seneca Division Lieutenant Governor Terrell Merritt
 - a. Released two newsletter issues
 - b. Visited University of Rochester General Interest Meetings
 - c. More members are becoming interested in district events
 - d. Local Kiwanis clubs are becoming interested in joint events with Circle K Clubs
 - e. Working on planning content for first and second divisionals
 - f. Working on planning visits to all division clubs
 - g. Transportation has been a reoccurring obstacle for clubs
 - h. First divisional is October 25 at R.I.T.
 6. The Southern Tier Division Lieutenant Governor Tina Lee
 - a. Reached out to Olivia Sod from Ithaca College to get ERF and build communication with the club
 - b. Established communication with Olivia Austin about reactivating involvement at Hartwick College
 - c. Attended Conklin Kiwanis Club's Meeting
 - d. Working on planning first divisional
 - a. Trying to get guest speaker from either Thirst Project or Breast Cancer Awareness
 - e. Almost finished with the first TST Newsletter
 7. Western Division Lieutenant Governor David Wu
 - a. Held 3 interclubbing events
 - a. Llama Walk



- b. WNYCKI Day Retreat
 - c. WNYCKI Divisional/Post-Meeting Peach Festival Service
 - b. Working on educating members about District and International levels of CKI
 - a. Via YouTube, small presentations, etc. (not sure yet)
 - c. Working on helping to give Buffalo State manpower to run the club
 - d. All clubs are very responsive
 - a. Communicates with each club at least twice a week
 - e. Buffalo International Day of Service - October 3
 - f. Potential charter at D'youville College
- C. Committee Chairs
1. Executive Assistant Elizabeth McGuoirk
 - a. Vice President and Committee Chair Handbooks are released
 - b. Reaching out to Vice Presidents and Committee Chairs
 2. Alumni & Kiwanis Family Relations Committee Chair Jeffery Cheng
 - a. Kiwanis Family Picnic had over 100 members in attendance
 - b. We raised over \$1,000 at the picnic
 - c. Kiwanis Family Month
 - a. Possible event promotion
 3. Club Building & Resources Committee Chair Katie Lim
 - a. Created Club Building Manual
 - b. Edited many other district resources
 - c. Working on potential charter list and looking for potential sponsoring Kiwanis clubs
 4. Laws & Regulations Committee Chair Brian Kenny
 - a. Completed directives
 - b. Streamlined governing document file names
 - a. Implemented underscores
 - c. Checked to ensure bylaws and policy codes are up to date with the most recent changes
 - d. Will be reviewing the governing documents and finding possible amendments
 5. Marketing Committee Chair Sara Louie
 - a. Designing and formatting all District Board Handbooks and Committee Guides
 - b. Completed Recruitment and Retention Handbook
 - c. Created Recruitment Video
 - d. Created DLSSP Event Cover Photo
 - e. Appointed committee members
 - f. Working on
 - a. Marketing Handbook
 - b. Social Media Guide



- c. New York Speaking promotional materials
- g. Created NYCKI Logo for use on all promotional materials
- h. Needs help with ideas for New York Speaking video
- i. Asks Lieutenant Governor's to send her photos of everything she is doing

VIII. Old Creative Discussion

A. New York Speaking – November 6-8, 2015

1. Keynote Speaker

- a. Lieutenant Governor Tina Lee suggests a representative from the Thirst Project
- b. Lieutenant Governor David Wu suggested a speaker that would be too expensive for our budget

2. Workshops

- a. Focus on members putting on workshops, not just the district board members
- b. The workshop selection process is going to be more rigorous
- c. Jack suggest a member holding a workshop could have a board member co-sponsor for support
- d. Planning on creating more workshops tailored directly to college students

3. In-house service projects

- a. Moved to later discussion

4. Host Club

- a. Will be releasing application this week
- b. Growing clubs are great candidates as it connects them to the rest of the district
- c. Lieutenant Governors need to promote the application to their clubs and look for potential host club candidates

5. Raffle Baskets

- a. Every district board member, including committee chairs, are asked to purchase, or create, and bring a themed basket for a raffle at the conference
- b. We will be doing all basket raffles rather than club merchandise items as well
- c. Promote bringing a basket to clubs as well as board members, as they can also participate in the raffle

6. Transportation

- a. Transportation for downstate has been a reoccurring issue
- b. Will be working on New York Speaking transportation immediately following DLSSP

7. Sending out invitations to interested Kiwanians to attend New York Speaking

B. District Convention – March 11-13, 2016



1. Invitations
 - a. We plan to be sending out invitations to Circle K clubs and Kiwanis clubs alike
 2. Keynote Speaker
 - a. Everyone should think about potential speaker ideas for the convention
 3. Workshop Presenters
 - a. Most district board members will be giving workshops
 - b. You must meet all deadlines and regulations in order to present a workshop, or else you will lose your slot
 - c. Workshop applications and rules will be strictly enforced this year
 4. Awards
 - a. Basing an award off a single nomination letter can feel unfair for many, as it relies mostly on the writing skills of the nominator
 - b. Many are uncomfortable with writing their own nomination letter or personal essay for an award
 - c. We will have a vote on the awards procedures at a later meeting
- C. Board Apparel
1. Tabled to later discussion
- IX. New Creative Discussion
- A. DLSSP Briefing
 1. 130 registered, and 116 attended.
 2. All cabins are fully occupied
 3. Our district goal was set to 100 attendees
 - B. Plan for club dues
 1. Tabled to a later date
 - C. Chartering Circle K clubs
 1. Tabled to a later date
 - D. Tri-K Conference
 1. Villa Roma Callicoon
 2. November 13-15, 2015
 3. Only board members are invited
 - E. District Mid-Year Conference
 1. Villa Roma Callicoon
 2. February 19-21, 2016
 3. If you are interested in attending, email Walaa for more information
 - F. January Board Meeting
 1. Majority of the district board will be downstate
 2. Will have a vote to decide between Saturdays, January 9 and Saturday, January 16 at a later meeting
 - G. February Board Meeting
 1. Tabled to later discussion



- X. Remarks from the Kiwanis Committee
 - A. District Administrator John Keegan
 - 1. Members seemed to be losing interest throughout the weekend
 - 2. We need to keep a steady pace with things to do so that attendees stay interested and involved
 - 3. Board members need to ensure their home club is paying dues on time, or else they are at risk of losing their position
 - 4. Recruiting freshman is extremely important
 - 5. You must submit vouchers before the end of the month
 - B. Assistant District Administrator Alison Mandel
 - 1. Promote New York Speaking
 - 2. Recruitment must be a constant effort
 - C. Assistant District Administrator Rich Hall
 - 1. The board must decide on a District Convention honoree and a recipient for the Glenn Fitzpatrick Distinguished Alumni Award
 - 2. Person to person contact is the most important thing
 - 3. Underclassman are the key to future clubs
 - 4. Every club must be constantly recruiting underclassman, and allowing them leadership roles
 - 5. Reach out to Kiwanis about Financial Support, but do not let that be the first time you contact them
- XI. Adjournment
 - A. District Governor Walaa Ahmed entertained the motion to adjourn the meeting
 - B. So moved Sean Coyle
 - 1. Alyssa Famolari seconded
 - C. No Discussion
 - D. **Motion passes** with 10 in affirmation, 0 opposed, 0 abstention
 - E. The meeting was adjourned at 7:01 PM EDT

Minutes taken by

Jerry Cimo – jerry.cimo@nycirclek.org
New York District Secretary
Circle K International

