



New York District of Circle K International
Board Meeting Minutes



 November 2015 – Tri K Board Meeting Minutes



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Saturday, November 14, 2015 | Villa Roma in Callicoon, NY

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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

Capital Division Lieutenant Governor Aaron Skulsky

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

Northern Division Lieutenant Governor Annina Quarantello

Non-Voting Board Members in Attendance

Executive Assistant Elizabeth McGuoirk

Alumni & Kiwanis Family Relations Committee Chair Jeffery Cheng

Conferences & Conventions Committee Chair Briana Saur

Conferences & Conventions Committee Chair John Tirino

Laws & Regulations Committee Chair Brian Kenny

Marketing Committee Chair Sara Louie

Technology Committee Chair Jack Curzon

Guests in Attendance

Queens College Circle K Member Julia Antignani

Kiwanis Committee Members in Attendance

District Administrator John Keegan

Assistant District Administrator Alison Mandel

Assistant District Administrator Greg Faulkner

Assistant District Administrator Rich Hall



- I. Call to Order
 - A. Meeting was called to order at 9:10 AM EST
 - B. Villa Roma in Callicoon, NY
- II. Pledge of Allegiance – Alumni & Kiwanis Family Relations Committee Chair Jeffery Cheng
- III. Circle K International Pledge – Conferences & Conventions Committee Chair Briana Saur
- IV. Presentation of the Alumni Association
 - A. Not Addressed
- V. Approval of DLSSP Board Meeting Minutes
 - A. District Governor Walaa Ahmed entertained the motion to approve the DLSSP Board Meeting Minutes
 - B. So moved Lieutenant Governor Sean Coyle
 1. Lieutenant Governor Ed Kroll seconded
 - C. No discussion
 - D. **Motion passes** with 11 in affirmation, 0 opposed, and 0 abstentions
- VI. Approval of Tri K Board Meeting Agenda
 - A. District Governor Walaa Ahmed entertained the motion to approve the Tri K Board Meeting Agenda
 - B. So moved Lieutenant Governor Sean Coyle
 1. Lieutenant Governor Alyssa Famolari seconded
 - C. Discussion
 1. Assistant District Administrator Rich Hall – We are going to hold off on doing the board reports until when the Kiwanians are visiting the room, which may be out of order from the agenda
 - D. **Motion passes** with 11 in affirmation, 0 opposed, and 0 abstentions
- VII. Governor's Focus
 - A. This is a very important board meeting in the middle of the year where we can assess our progress and ensure we are on track for the rest of the year and that we gave our all throughout this year
 - B. Doesn't want to be at DCON and think we haven't done all that we could to help the district
 - C. If you don't love what you do, you're not going to do it well
 - D. Sometimes you need to relax and take a break if you think you are having burnout, but there are so many people on the board here to help you when you need to take a breather
 - E. Deadlines are going to be very crucial for the remainder for this service year
 - F. If you cannot make a deadline, you should let Walaa know earlier than just a day or so ahead of time
 - G. DCON is our chance to end the service year perfectly
 1. Requires work from every single board member
 - H. Feels so lucky to serve along with the board this year and Walaa is grateful for being able to be here and experience this



- I. Walaah got gifts and cards for the district board members and administrators to show appreciation at this point of the service year and not just at the end once we have finished our terms
 - J. We welcome New York District Kiwanis Governor-Elect Steven Sirgiovanni to make a special presentation
 1. Has a Circle K International gong that he is giving to us
 2. We will donate it to a club that does not have a gong
 3. Thanks us for our hard work and time, and encourages us to keep up the good work
- VIII. Old Creative Discussion
- A. New York Speaking Recap
 1. John Tirino – New York Speaking was a lot of fun, and was his first time attending the event
 2. Many of our attendees filled out our surveys
 - a. Most people had only good things to say
 - b. Some wanted more service projects or off-site service projects
 - a. There are not many projects in the area, and transportation is such a major issue for anything off-site
 - c. John Keegan – We should publish an announcement on why we choose to not do off site service projects
 3. How we can learn from our mistakes
 - a. John Tirino – We needed more workshops done at the last minute, either a communication or delegation issue
 - a. Walaah Ahmed – Didn't want to force certain people to put on certain workshops
 - b. Brian Kenny – There is always a lack of attendance at our workshops. We could give more incentive for people to attend
 - c. Elizabeth McGuoirk – Liked that workshops were not mandatory, but thinks incentives are great for encouraging attendance
 - d. Jack Curzon – We could raffle off registration for a district event based on how many workshops someone attended
 - e. Elizabeth McGuoirk – Many people had issues connecting to projectors and having everything ready for the workshop
 - f. John Tirino – We should be very explicit in the workshop staging process so everyone understands well the process
 - g. Briana Saur – If a presenter needs something for their workshops we need to make sure they have what they need and not assume they will figure it out on their own
 4. How can we continue our success
 - a. We have a working google document that everyone can access for DCON planning
 5. Greg Faulkner – Some members felt that workshops are the same at every district event, and is why people don't attend the workshops. Also might discourage future district event attendance



6. Terrell Merritt – Make sure there is at least one unique workshop in every workshop period
7. Jack Curzon – We should put out a survey about what workshops people want to see and attend
 - a. Walaa Ahmed – Many people don't fill out our surveys
 - b. Alyssa Famolari – If we promote the survey on social media we can get more people to fill them out
8. Sean Coyle – In the past, some workshop presenter applications only asked for the style of your workshop, but the Conferences & Conventions committee had the final say on what topic was presented
9. Tina Lee – If we are changing up our workshops, we should spend a lot of time promoting our specific workshops ahead of time
10. Sara Louie – Rather than having members fill out a survey, we should ask presidents to discuss it out at their meetings and give us the feedback of the club
11. Rich Hall – New York Speaking was very successful, but there are a number of things we need to work on
 - a. This year at DCON we will be working with a new hotel for the first time
 - b. When we contract a hotel, we have to guarantee that we will have a certain number of rooms booked
 - c. It is extremely important that we expedite the registration process and ensure that it runs smoothly and timely for DCON
 - d. We need to stress that the attendees are responsible for figuring out rooming arrangements, and not leave it up to us to figure out the rooming arrangements for every attendee
 - e. We need to enforce the registration deadlines and encourage clubs to register as a group
 - f. We have a 45 room guarantee to meet for DCON
 - g. We will not randomly assign a room with Male and Females together
12. Alison Mandel - If you want anything printed, you need to give her time to print it and not send something in the day or so before the event
 - a. We are going to put a cut off and deadline of when you can request printing
13. Greg Faulkner – We need to ensure that program coordinate is practiced and rehearsed for DCON
14. Rich Hall – People who need to speak in the script need to know what they are reading ahead of time
15. Greg Faulkner – A professional session can impact the tone of the weekend and will help motivate and promote attendance
16. Rich Hall – All audio/visual should be done ahead of time and not during the session
17. We are going to give the administrators our deadline list for DCON



- B. Board Apparel
 - 1. Jerry Cimo suggests crew neck sweaters
 - a. Alyssa Famolari – We can wear it in January for the January Board Meeting
 - 2. Greg Faulkner – We should look into denim shirts
- C. We welcomed New York District Kiwanis First Lady Helene Irvine to give a presentation on the First Lady's project
- D. Clubs in danger of inactivation
 - 1. Vaughn College
 - a. We are going to call the Dean of Students and speak to the Kiwanis Lieutenant Governor about helping to rebuild the club
 - 2. Utica College
 - a. In communication with director of student activities, and we just need to engage student interest
 - b. We are going to go and table to try and recruit new members for the club
 - 3. St. Lawrence University
 - a. They are an active club but we need to make sure that they are still able to process their dues
 - 4. Hartwick College
 - a. Meeting with school administration to approve the club to be chartered
 - 5. Marist College
 - a. Working on rebuilding the club and in communication with past Key Club Lieutenant Governor to build the club
 - 6. Hudson Valley Community College
 - a. Recruitment and Retention is extremely hard as it is a 2-year school
 - 7. Hunter College
 - a. They have been very inactive, and they have not had any events or meetings recently
 - 8. We are going to visit the clubs that are inactive or in danger of inactivation to work with them in person

15 minute break for Danishes and Unsweetened Iced Tea

- IX. New Creative Discussion
 - A. Plan for club dues
 - 1. We need to make sure that all of our clubs pay dues
 - 2. We have had four clubs submit their dues so far
 - 3. No clubs have said they have concerns with paying dues
 - 4. If any club has any concerns about paying dues, you must inform Josh and Walaa so we can address the issue before it's too late



5. Brian Kenny – Utilize Better World Books to fundraise dues money, you send them your books and they will give you money for what books you send them
 6. If a club is at risk for losing their recognition in their school, you must inform Walaa
- B. We welcome President of the New York District Kiwanis Foundation Sal Anelli for a presentation on Kamp Kiwanis
1. Distributed Kamp Kiwanis 2016 Wish List
 2. Costs are rising, but they are trying to keep the cost per child to stay low so clubs can continue to sponsor campers
 3. It costs \$600 to send a camper, but if the camper is in the area it may only cost \$450 to send the child as they would not have to pay for transportation
 4. If you would like to work at Kamp Kiwanis over the summer as a counselor or volunteer you can look at the application at kampkiwanis.org
 - a. We are going to link the application from our district website
- C. District and International Awards
1. Walaa and Ashely Cimato have been talking a lot about the district awards, and we would like to mirror how the International awards work
 2. We need to be objective in awards training
 3. Asking to provide proof of their work is important and will be part of the awards process
 4. We will either ask for letter of recommendation, ask for personal essay, or give the option to choose either
 5. Promoting the district awards is part of everyone's responsibility
 6. We cannot talk during the awards grading unless you saw that someone said something dishonest in their application
- D. Introduced Kiwanis Guests
1. Kiwanians are coming in and out of the board meeting to see our discussion
- X. Board Status Reports
- A. Executive Board
1. District Governor Walaa Ahmed
 - a. Our resources are all up and we did an amazing job finishing and distributed everything to the clubs
 - b. The International President complimented our resources and our resources are going to go on the CKI website
 - c. Spoke to each club president at least twice in person
 - d. We are working to build communication with unresponsive clubs
 - e. We are working to build Kiwanis relations with New Paltz and their sponsoring Kiwanis club



- f. Sean Coyle – The main issue that New Paltz is having trouble working with Kiwanis. The past advisor passed away a few years ago.
 - a. They are trying to get an advisor from another club or at the school
- 2. District Secretary Jerry Cimo
 - a. Giving out MRF incentive of secretary T shirt
 - b. Keeping in close communication with secretaries
 - c. Hope to finish up all secretary chats before the end of this semester, there are some new secretaries who have joined the squad
 - d. Worked with Long Island Lieutenant Governor Edgar Hu on elections workshop and created a valuable elections planning guide and it is available online
 - e. Working with Marketing Committee to make videos for YouTube
 - f. Working with Laws & Regulations Committee Chair Brian Kenny and going over District Bylaws
 - g. Doing and collecting MRFs
 - h. Current total submissions is 93%
 - i. Want to get second newsletter out as soon as possible
- 3. District Treasurer Joshua Hill
 - a. Working on the district budget
- 4. District Editor Alyssa Famolari
 - a. Published two issues of Circling the Empire
 - b. Completed and published editors handbook
 - c. Updating District Board Directory
 - d. Wrote article for University at Buffalo's newsletter
 - e. Reached out to all editors, webmasters, and public relations officers in the district
 - a. Trying to build communication with some nonresponsive officers
 - f. Hopes to release November issue of Circling the Empire soon
 - g. Working with presidents to get editors at clubs
 - h. Sending care packages to club editors soon
- B. Lieutenant Governors
 - 1. Capital Division Lieutenant Governor Aaron Skulsky
 - a. Held divisional on October 18 with over 60% of club officers in attendance
 - b. Communicates with each club every week
 - c. Present at all home club meetings and club officer meetings and attends over 75% of club service projects
 - d. Division project, collecting can tabs for Shriners Hospitals, is going along very well
 - e. Planning a Presidents Council Meeting for early December



- f. Russell Sage got half of their budget cut this year, and it has been difficult for them to get money for things
 - g. Working on getting contacts to charter clubs at Skidmore College and Utica College
 - h. Working on chartering at Siena College and at the College of St. Rose
 - i. Trying to get Evan Wesley from the Thirst Project to come and give a speech at RPI
 - j. Calling clubs has shown to be a lot more effective than emails
 - k. Adirondack Community College is very interested in chartering a club, and have a sponsoring Kiwanis Club willing to help
 - a. Many Key Clubbers in the area attend the school
2. Hudson Valley Division Lieutenant Governor Sean Coyle
 - a. New Paltz is going well and have had a strong presence at both DLSSP and New York Speaking
 - b. Marist has been non responsive and nonactive
 3. Iroquois Division Lieutenant Governor Edward Kroll
 - a. Syracuse is the only active Circle K club in the division
 - b. Meeting with director of student activities to rebuild Utica College
 - c. Held first divisional
 - d. Planning second divisional for December 5
 - e. Held divisional project making coloring books for Upstate Golisano Children's Hospital
 - f. Talking with someone from Colgate about Circle K
 - g. Talking to Morrisville Student Activities about Circle K
 4. Liberty Division Lieutenant Governor Kristina Reyes
 - a. NYU is putting on their first Battle of the Bald event with the St. Baldrick's Foundation
 - b. Evan Wesley from the Thirst Project came to a CCNY club meeting
 - c. Trouble communicating with Fordham, Columbia, and Hunter College
 - d. Key Club Fall Rally held at NYU
 5. Long Island Division Lieutenant Governor Edgar Hu
 - a. Held first divisional at Hofstra University on October, 23
 - b. Attended two Tri-K divisionals and a Key Club Fall Rally
 - c. Contacted Adelphi Circle K sponsoring Kiwanis club president
 - d. Molloy College Circle K is now officially chartered
 - e. Working on visiting clubs in person during the semester
 - f. Making sure all clubs are ready or have already paid dues
 - g. Second divisional planned for November 22 at Stony Brook with Key Club Lieutenant Governor
 - h. Have potential charters members from Brooklyn College



- i. In communication with St. John's University
 - j. Worried about Queens College dues and their relationship with sponsoring Kiwanis Club
 - k. No communication with Vaughn College
 - 6. Seneca Division Lieutenant Governor Terrell Merritt
 - a. Held first divisional
 - b. Built connection with Kiwanis counterparts
 - c. Attended club charter ceremony for Keuka College
 - d. Working on releasing third newsletter
 - e. In communication with all clubs
 - f. Working on potential divisional event
 - g. Currently in the works of planning second divisional
 - 7. The Southern Tier Division Lieutenant Governor Tina Lee
 - a. Distributed district resources to division
 - b. Working with Ithaca and Hartwick about the dues process. The club dissolved last year, and another volunteer organization on campus has been increasing in popularity.
 - c. Priorities for each lieutenant governors should be seeing which clubs have mostly graduating members, so we can make sure that they are in good hands for next year.
 - d. In contact with Elmira Circle K
 - e. Sending frequent emails to all clubs with important information
 - f. Planning first divisional
 - g. Wants to invite Thirst Project to speak at a divisional next semester
 - h. Working on first newsletter
 - i. We should contact Oneonta Kiwanis club about helping to get Hartwick recognized again on campus
 - 8. Western Division Lieutenant Governor David Wu
 - a. Brought Niagara to New York Speaking for the first time
 - b. Held two social interclubbing events
 - c. Help bring half of the district to Buffalo Day of Service
 - d. Planning second divisional and helping to build relationships between schools
 - e. Working to get to know more members from division clubs and not just the officers
 - f. Lost contact for potential charter at D'Youville college
- XI. New Creative Discussion (continued)
 - A. Tomorrow Fund Grant for New York District
 - 1. If you have any ideas for a tomorrow fund grant let Walaa know
 - a. Creating Celine bags for hospitals
 - b. Non slip socks for hospitals
 - c. Landscape structures playground
 - B. International Officer Invitation



1. We can invite one International board member to our District Convention
 2. We are going to request Vy Tran, Subregion F International Trustee, to our District Convention
 - C. District Mid Year Conference
 1. At the Villa Roma in Callicoon, NY
 2. February 19 – 21, 2016
 3. Members interested in attending, who did not attend Kiwanis District Convention
 - a. Sara Louie, Alyssa Famolari, Ed Kroll, Kristina Reyes, Tina Lee, David Wu, Jack Curzon, Jeffery Cheng
 - D. Official Board Appointments
 1. District Governor Walaa Ahmed entertained the motion to appoint John Tirino as Conferences & Conventions Committee Chair and Julia Antignani as Empire Division Lieutenant Governor
 2. So moved Lieutenant Governor Terrell Merritt
 - a. Lieutenant Governor Ed Kroll second
 3. **Motion passes** with 11 in affirmation, 0 opposed, and 0 abstentions
- XII. Goal overview and assessment
- A. Previously addressed in board reports
- XIII. Proposed bylaw changes

Bolded text marks additions (**example**), and strike-through text marks deletions (example).

Motion 1 was made by District Secretary Jerry Cimo to add/remove the following text in Article 5 Section 3 of the New York District Bylaws.

1. All officers shall assume their official duties as outlined in the ~~Circle K International~~ and District Bylaws.
2. District Editor Alyssa Famolari Seconded
3. Motion made by Lieutenant Governor Aaron Skulsky to add
 - a. All officers shall assume their official duties as outlined in the ~~Circle K International~~ and District Bylaws. **The District Governor shall assume duties outlined in the Circle K International Bylaws.**
 - b. Lieutenant Governor Tina Lee seconded
 - c. **Motion passed** with 12 in affirmation, 0 opposed, and 0 abstentions
4. Discussion
 - a. Brian Kenny – Circle K International will likely not approve this amendment
5. **Motion not passed** with 0 in affirmation, 11 opposed, and 1 abstention

Motion 2 was made by District Secretary Jerry Cimo to add/remove the following text in Article 5 Section 5 Subsection a of the New York District Bylaws.

1. The Governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K Clubs within his/her District. He/she shall work closely with other International and District officers to strengthen and expand Circle K.



He/she shall serve as a close liaison to the Kiwanis and Key Club District Governors and Advisors. The Governor shall be the chief executive of the District, shall appoint all standing and special District committees, serve as an ex-officio member of all District committees and shall preside at the District Convention, all District conferences, and all meetings of the District Board of Officers. He/she shall attend the International Convention and all meetings of the International Council. The Governor shall be responsible for the leadership training of club officers, for workshops which will be held at **New York Speaking and** the District Convention, and for developing all communication with clubs for the purpose of bringing administrative aid to said clubs. **The Governor shall be responsible for contacting all presidents at least twice a month, and individually contacting each president in the District at least three times throughout the service year.** The Governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis District Circle K Administrator on all matters dealing with the operation of the District. The Governor may appoint, in consultation with the District Administrator and with the approval of the Board of Officers, an interim counselor to maintain contact with divisions which have no Lieutenant Governor. The District Governor is required to sign a Service Agreement upon the taking of their office and adhere to the terms of said Service Agreement.

2. Lieutenant Governor Terrell Merritt Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 3 was made by District Secretary Jerry Cimo to add/remove the following text in Article 5 Section 5 Subsection b of the New York District Bylaws.

1. The Lieutenant Governor shall assist the Governor in the work of the District. He/she shall represent the Governor and have full responsibility under the direction of the Governor in supervising the District executive work in his/her respective division. The Lieutenant Governor shall be charged with helping clubs within the division to increase their membership, complete service projects, and remain up-to-date on the condition of the clubs. The Lieutenant Governor shall also work with the Governor, District Administrator and his/her committee, **District Committees** ~~the Club Building Committee~~, Kiwanis Lieutenant Governors and area Kiwanis clubs on the building of new clubs and the rebuilding of inactive clubs. He/she shall attend all meetings of the District Board of Officers. ~~He/she will also be required to file a Lieutenant Governor Report form with the Governor, Executive Board, Kiwanis Committee, and the International Counselor at each meeting of the District Board of Officers.~~ The Lieutenant Governors are responsible for finding at least one candidate to succeed them and holding a Divisional Election as outlined in Article V, Section 2. Each Lieutenant Governor is required to sign a Service Agreement upon the taking of their office and adhere to the terms of said Service Agreement. He/she shall also perform such other duties as may be assigned by the Governor or the District Board of Officers.
2. Lieutenant Governor Aaron Skulsky Seconded
3. No Discussion



4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 4 was made by District Secretary Jerry Cimo to add/remove the following text in Article 5 Section 5 Subsection c of the New York District Bylaws.

1. The District Secretary shall keep minutes of the District Convention and of all meetings of the District Board of Officers. Within fourteen (14) days past any special or regular board meeting, he/she shall distribute a complete synopsis of all actions taken, meeting minutes, and notices to the members of the District Board of Officers, the District Administrator, the International Counselor, the District Kiwanis Governor, District Kiwanis Secretary, and all New York District Circle K Club Presidents. He/she shall keep the official District records; shall keep all official club records including collecting all club Monthly Report Forms (MRFs); keep the Governor and Board of Officers informed of club reporting, and service hours status, **and district goal progress if such goals are adopted**. The District Secretary shall submit a report to the annual convention and at such other times as the Governor and the District Board of Officers may require. He/she shall submit to the proper officials and committees all official communications received from Circle K International. He/she shall maintain the records of all correspondence to the District. He/she shall cooperate with the Governor in forwarding all official reports required by Circle K International. He/she shall also perform such other duties as may be assigned by the Governor or the District Board of Officers. The District Secretary is required to sign a Service Agreement upon the taking of their office and adhere to the terms of said Service Agreement.
2. Lieutenant Governor Edgar Hu Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 5 was made by District Secretary Jerry Cimo to add/remove the following text in Article 5 Section 5 Subsection e of the New York District Bylaws.

1. The District Editor shall collect, edit, and arrange all articles for each issue of the District publication, **the number of which is specified by the District Governor**. He/she shall publish all directories and addendums as deemed necessary by the Governor or the Board of Officers. He/she shall attend all meetings of the District Board of Officers. The District Editor shall submit a report to the annual convention and at such other times as the Governor and the District Board of Officers may require. He/she shall also perform other duties as may be assigned by the Governor or the Board of Officers. The District Editor is required to sign a Service Agreement upon the taking of their office and adhere to the terms of said Service Agreement.
2. Lieutenant Governor Kristina Reyes Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 6 was made by District Secretary Jerry Cimo to add/remove the following text in Article 6 Section 1 of the New York District Bylaws.



1. The ~~Executive Board~~ of Officers of this District shall consist of the Governor, the District Secretary, the Treasurer, and the District Editor. **The District Board of Officers shall consist of the Executive Officers** and the Lieutenant Governors. The District Administrator and his/her committee, International Counselor, Immediate Past Governor (providing that he/she is a member of a club in good standing with the New York District and Circle K International) and other appointed Administrative personnel shall serve as non-voting, ex-officio members of the **District** Board.
2. Lieutenant Governor Edgar Hu Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 7 was made by District Secretary Jerry Cimo to add/remove the following text in Article 6 Section 3 of the New York District Bylaws.

1. The District Board of Officers shall hold a minimum of seven (7) meetings annually, ~~one of which is to be held during the period between academic years.~~ Board members who are unable to be physically present for a board meeting may, at the discretion of the District Board and Kiwanis committee, attend a meeting via voice and/or video communication.
2. Lieutenant Governor Ed Kroll Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 8 was made by District Secretary Jerry Cimo to add/remove the following text in Article 6 Section 4 of the New York District Bylaws.

1. The District Governor shall notify each member of the Board of Officers, the Kiwanis Governor, the District Administrator, members of the Kiwanis District Committee on Circle K, ~~and the presidents of all Circle K Clubs in the District of the time, location (including directions), and date of all regular meetings~~ of the Board of Officers not less than fourteen (14) days prior to each meetings. The time, location, and date of a regular meeting of the District Board of Officers may be changed under extenuating circumstances at the discretion of the District Governor with consultation by the Kiwanis Committee.
2. Lieutenant Governor Terrell Merritt Seconded
3. No Discussion
4. **Motion not passes** with 0 in affirmation, 12 opposed, and 0 abstentions.

Motion 9 was made by District Secretary Jerry Cimo to add/remove the following text in Article 6 Section 5 Subsection c of the New York District Bylaws.

1. The District Board of Officers may, without physically meeting together, transact business by Internet chat room or telephone conference, provided that:
 - a. ~~Only discussion on business will occur in the Internet chat room or telephone conference.~~ The vote on any matter discussed in the Internet chat room or telephone conference shall be by a call of the roll of the District Board tallied by the District Governor and Administrator, who shall announce immediately the



result of the vote and preserve the tally sheet, to be produced at the next meeting of the District Board of Officers. The vote on any matter involved in the chat room or telephone conference will follow the directives in Article VI, Section 5b.

- b. Each member of the District Board of Officers shall have been informed by the District Governor or Administrator, ~~by telephone, cable, certified or electronic mail~~, of the day, time, and the method ~~Internet address~~ of online ~~Internet chat room~~ meetings at least forty-eight (48) hours in advance of the actual meeting.
 - c. Quorum of the District Board of Officers is required to transact business in the Internet chat room meeting or telephone conference.
2. Lieutenant Governor Julia Antignani Seconded
 3. No Discussion
 4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 10 was made by District Secretary Jerry Cimo to add/remove the following text in Article 6 Section 6 of the New York District Bylaws.

1. The District Governor shall be responsible for sending a tentative agenda for these meetings to each member of the Board of Officers, ~~the presidents of all Circle K Clubs in the District~~, the Kiwanis Governor, the Kiwanis District Secretary, the District Administrator, and members of the Kiwanis District Committee on Circle K not less than seven (7) days prior to each meeting.
2. Lieutenant Governor David Wu Seconded
3. No Discussion
4. **Motion not passed** with 0 in affirmation, 12 opposed, and 0 abstentions.

Motion 11 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 1 of the New York District Bylaws.

1. All standing, special, ad-hoc, and other committee chairs shall be appointed by the District Governor and approved by the District Board of Officers at the next meeting of the District Board of Officers immediately following such appointment. All committee members must be approved by the District Governor **and committee chair**.
2. Lieutenant Governor Sean Coyle Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 12 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 2 Subsection a of the New York District Bylaws.

1. The Executive Committee shall consist of the elected Executive Board members, **Executive Assistant, and Webmaster if appointed**. It shall be chaired by the District Governor and shall make recommendations regarding the District policy for adoption by the Board of Officers.
2. Lieutenant Governor David Wu Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.



Motion 13 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 2 Subsection c of the New York District Bylaws.

1. The Club Building **and Resources** Committee shall oversee all new club building activities and efforts for strengthening existing clubs. It shall develop new club building targets and strategies for new club building and reactivation. **It shall update, oversee and organize all district resources to be distributed and made available to the New York District, Circle K International website, and Kiwanis Foundation.**
2. Kristina Seconded
3. Discussion
 - a. Lieutenant Governor Sean Coyle moved to amend the amendment to read:
 - i. The Club Building **and Resources** Committee shall oversee all new club building activities and efforts for strengthening existing clubs. It shall develop new club building targets and strategies for new club building and reactivation. **It shall update, oversee and organize all district resources to be distributed and made available to the New York District, Circle K International website, and New York District Kiwanis Foundation.**
 - b. Lieutenant Governor Tina Lee seconded
 - c. No Discussion
 - d. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 14 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 2 Subsection d of the New York District Bylaws.

1. The Conferences and Conventions Committee shall work to develop and produce all District conferences and conventions. It shall be responsible for working with the Governor to develop **serviceworkshops, fellowship and leadership opportunities.** The Committee shall develop the program for the District Conferences and Conventions especially aspects set forth in Article VIII, Section 9.
2. Lieutenant Governor Aaron Skulsky Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 15 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 2 Subsection f of the New York District Bylaws.

1. ~~The Marketing and Kiwanis Family Relations Committee shall work to support and lead all marketing efforts at various levels of NYCKI to increase awareness among the internal and external public. In addition, this committee shall work to improve the relationship between all Kiwanis Sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.~~



- a. **The Marketing Committee shall work to support and lead all marketing efforts at various levels of the district to increase awareness among the internal and external public.**
 - b. **The Alumni & Kiwanis Family Relations Committee shall work to improve the relationship between all Kiwanis Sponsored organization and the New York District Circle K Alumni Foundation. It shall be responsible for developing projects and programs to expand and strengthen the bonds between these organizations.**
2. Lieutenant Governor Sean Coyle Seconded
 3. No Discussion
 4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 16 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 2 Subsection h of the New York District Bylaws.

1. On to International Convention **Taskforce** ~~Committee~~ shall promote and assist with attendance at International Convention within the New York District. This includes assistance in making travel arrangements, room arrangements, fundraising, and promoting district spirit.
2. Lieutenant Governor David Wu Seconded
3. Discussion
 - a. The difference between a taskforce and a committee is that committees last all year and taskforces get resolved after their goal has been met
4. **Motion passes** with 11 in affirmation, 0 opposed, and 1 abstention.

Motion 17 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 2 Subsection i of the New York District Bylaws.

1. The Service Initiative Committee shall be responsible for promoting and educating members on the District Project(s), Governor's Project, **New York District Kiwanis Foundations**, and other service projects taken on by the New York District.
2. Lieutenant Governor Terrell Merritt Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

Motion 18 was made by District Secretary Jerry Cimo to add/remove the following text in Article 7 Section 2 Subsection j of the New York District Bylaws.

1. The Technology Committee shall be responsible for the creation and management of the District website and the management of all other technologies deemed necessary by the **Executive Committee** ~~District Board~~. **The technology committee shall be overseen by the District Webmaster, if appointed.**
2. Lieutenant Governor Edgar Hu Seconded
3. No Discussion
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.



Motion 19 was made by District Secretary Jerry Cimo to add the following section, Article 7 Section 4, to the New York District Bylaws.

1. **The Governor may split or re-allocate the duties of any standing committee between one or more special, ad hoc, or standing committees as he/she see necessary.**
2. District Editor Alyssa Famolari Seconded
3. Discussion
 - a. Kristina Reyes – The language seems too broad in the amendment
 - b. Jack Curzon – Gives governor power to change committees at any point in the year
 - c. Rich Hall – The work needs to get done
 - d. Jerry Cimo – This is only for standing committees
4. **Motion passes** with 9 in affirmation, 3 opposed, and 0 abstentions.

Motion 20 was made by District Secretary Jerry Cimo to add/remove the following text in Article 10 Section 5 of the New York District Bylaws.

1. Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. ~~The District shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fundraising activity unless the District has received the prior approval of the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or by Kiwanis International. Any lottery, raffle, drawing or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state or province in which the fundraising activity is to be held. The District shall not directly or indirectly engage in any activity which may impugn or reflect unfavorably on the good name of Circle K or Kiwanis.~~
2. District Editor Alyssa Famolari Seconded
3. Discussion
 - a. Brian Kenny - We already do this and this is how we fundraise for the district
4. **Motion passes** with 12 in affirmation, 0 opposed, and 0 abstentions.

XIV. District Convention

- A. March 11 – 13, 2016
- B. Radisson Hotel (Formerly Holiday Inn) on Wolf Road
- C. Program content is due by February 26
 1. We need all of the welcome messages from District Governor Walaa Ahmed, the Kiwanis Governor, the Key Club Governor, the International Guest, the International President, and all other program content
 2. You must send Allison the schedule
 3. A Board member created the design for the cover page
- D. The script is due by February 26
- E. Registration is due to the hotel by the February 26, and the registration will be due February 22



- F. We need to appoint a Sergeant-At-Arms (SAA) Chair, Credentials Chair, and Elections Chair for District Conventions and get a picture for them for the program
- G. Price
 - 1. Registration
 - a. \$120 registration
 - 2. Hotel Rooms
 - a. \$110 per room per night, not including tax
- H. Logistics
 - 1. District board housing
 - a. Ed Kroll might not be able to be there on Thursday
 - b. David Wu might have to leave early
 - c. Tell Johnny K at January Board if you aren't able to attend District Convention
- I. Discussion
 - 1. Registration is coming out this week
 - 2. Theme Ideas
 - a. Each team is a Broadway show
 - b. Table decorations based on the show
 - c. Thinking of having 15 teams
 - d. Jack – Suggests that the program says if we sit with our teams or not during meals
 - 3. Workshops
 - a. Workshop applications are coming out this week
 - b. Officer training workshops do not have to fill out the application
 - c. Pushing more clubs to do workshops
 - 4. Host Club suggestions
 - a. Workshop applications coming out this week
 - 5. Saturday night dance
 - a. Each club can choose which Broadway show they would like to dress up as for the dance
 - 6. Keynote speaker
 - a. Ideas
 - i. Josephine Lukito, Jane Erikson, Sue Petrisin
 - ii. Broadway Cares
 - i. Cherine Anderson
 - 7. Convention Honoree
 - a. Jim & Wendy Prout will be the convention honorees
 - 8. Circle K Alumni Honoree
 - a. Sean O'Sullivan will be the Circle K Alumni Honoree
- XV. Upcoming Board Meetings
 - A. January Board Meeting
 - 1. Should happen in New York City
 - 2. Shoot our second promotional DCON video on Broadway



- 3. We can use a meeting space at NYU for the board meeting
- 4. Over winter break
 - a. Possible weekends:
 - a. January 8- 10, January 15 -17, January 22 – 24
 - b. It is going to be the weekend of January 8-10
 - B. February Board Meeting
 - 1. In Albany, NY
 - a. Possible weekends:
 - a. February 5 – 7, February 12 – 14
 - b. It is going to be the weekend of February 5-7
- XVI. Remarks from the Kiwanis Committee
 - A. District Administrator John Keegan
 - 1. Encourage and look for possible successors
 - 2. We do not want a vacancy next year
 - 3. Going to call Mr. Prout and Mr. O’Sullivan
 - B. Assistant District Administrator Greg Faulkner
 - 1. Keep an eye out for possible successors
 - C. Assistant District Administrator Rich Hall
 - 1. Go mingle with people this weekend and talk to your counterparts
- XVII. Memos to future self
 - A. Working on chartering new clubs and working on Brooklyn college and Baruch
- XVIII. Adjournment
 - A. District Governor Walaa Ahmed entertained the motion to adjourn the meeting
 - B. So moved Jerry Cimo
 - 1. Ed Kroll Seconded
 - C. No Discussion
 - D. **Motion passes** with 12 in affirmation, 0 opposed, 0 abstention
 - E. The meeting was adjourned at 3:23 PM EDT

Minutes taken by

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

