



New York District of Circle K International

DLSSP Board Meeting
Minutes

September 23rd, 2017

CKI[®]
Circle K
International

DLSSP Board Meeting

Agenda

Saturday, September 23rd , 2017 | Kamp Kiwanis in Taberg, NY

- I. Call to Order
- II. Pledge of Allegiance
- III. CKI Pledge
- IV. Introductions
- V. DLSSP Updates from Con-Con and Service Init
- VI. Old Business
 - A. Approval of the Summer Board Meeting Minutes
 - B. MBRFs
 - C. KDCON Comments
- VII. New Appointments and Vacancies
 - A. Ryan Coffey as Executive Advisor to Committees
 - B. Viktoriya Borisova as Service Initiatives Chair
 - C. Laws and Regulations Chair Vacant
- VIII. Board Member Reports
 - A. Board Book Discussion
 - B. District Governor Jack Curzon
 - C. District Secretary Julia Dressler
 1. District Goal Progress
 2. MRF Progress
 3. Committee Meeting Minutes
 - D. District Treasurer Kate Wong
 1. Expense Report
 2. Dues Updates
 - E. District Editor Becca Lopez
 1. Circling the Empire



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2. Election Report Forms
- F. Lieutenant Governor Updates
 1. Issues
- G. Alumni & Kiwanis Family Relations
 1. Kiwanis Family Picnic recap
 2. Directive Progress
- H. Awards
 1. Awards Survey
 2. Membership Recognition Program
- I. Club Building and Strengthening
 1. Chartering Updates
 - a) What clubs have started taking steps?
 - b) Ask LTGs what clubs they have that are struggling (in meeting)
- J. Conferences & Conventions
 1. NYS registration and theme reveal
 2. NYS Keynote speaker
 3. DCON Keynote Speaker
- K. Marketing
 1. This weekend
 2. NYS Marketing
 3. General updates
 4. Historical Sub-Chair Update by Ethan
 - a) Video project
- L. Service Initiatives
 1. Presentation distribution
 2. General updates
- M. Technology
 1. Post submission process
 2. General Updates
- IX. New Business



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- A. Kiwanis Committee Representatives
- B. District Events
 - 1. New York Speaking
 - a) November 3-5, 2017
 - b) Georgian Lakeside Resort in Lake George
 - c) Downstate travel
 - 2. DCON
 - a) March 16-18, 2018
 - b) Voting board and Con Con chairs arrive Thursday the 15th
 - c) Desmond Hotel in Albany
 - d) Theme and tagline
 - (1) Ideas and Discussion
 - (2) Voting
- C. Upcoming Board Meetings
 - 1. Tri-K
 - a) Nov 17-19
 - b) Desmond Hotel, Albany
 - c) Voting Board + certain chairs by individual invite
 - 2. January Board
 - a) Set date now?
 - 3. February Board
 - a) Potentially move to online since majority is awards judging
 - b) Discussion
 - 4. Pre-DCON
- D. Board Apparel
 - 1. Jackets
- X. Open Forum
- XI. Remarks from the Kiwanis Committee
- XII. Adjournment

Attendance

Presiding Officer

District Governor Jack Curzon

Voting Board Members in Attendance

District Secretary Julia Dressler

District Treasurer Kate Wong

District Editor Rebecca Lopez

Capital Division Lieutenant Governor Letian Zhang

Empire Division Lieutenant Governor Jachelle Luma

Iroquois Division Lieutenant Governor Sandra Wong

Liberty Division Lieutenant Governor Kristian Mosquito

Long Island Division Lieutenant Governor Asad Moughal

Seneca Division Lieutenant Governor Tyler Reimold

Southern Tier Division Lieutenant Governor Nikita Lee

Voting Board Members Not in Attendance

Hudson Valley Division Lieutenant Governor Ashley Cimato

Western Division Lieutenant Governor Sayef Iqbal

Non-Voting Board Members in Attendance

Executive Assistant John Trino

Executive Advisor to Committees Ryan Coffey

Club Building & Strengthening Jackie Healy

Conferences & Convention Co-Chair Sarah Moughal

Conferences & Conventions Co-Chair Peony Tse

Historical Sub-Chair Ethan Samowitz

Marketing Co-Chair Edgar Hu

Marketing Co-Chair Rongfei Jang

Service Initiatives Chair Viktoriya Borisova

Technology Chair Andrew Hoover

Non-Voting Board Members Not in Attendance

Alumni Kiwanis Family Relations Chair Michelle Feng

Awards Chair Grace Rosado



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Guests in Attendance

Hudson Valley Community College Circle K President Marcus Helm

Kiwanis Committee Members in Attendance

District Administrator John Keegan

Assistant District Administrator Alison Mandel

Assistant District Administrator Greg Faulkner

Assistant District Administrator Rich Hall

Meeting Minutes

- I. Call to Order
 - A. District Governor Jack Curzon called to order at 12:11am
 - B. Kamp Kiwanis in Taberg, NY
- II. Pledge of Allegiance
 - A. Led by Lieutenant Governor Kristian Mosquito
- III. CKI Pledge
 - A. Led by Lieutenant Governor Nikita Lee
- IV. Introductions
 - A. Name cards
 1. Won't be going over introductions due to time constraint
 - B. Parliamentary Procedure Recap
 1. You need to motion; need to actually move it
 - a) Jack will not motion it
 2. Charis are non voting, however they may discuss
- V. DLSSP Updates from Con-Con and Service Initiatives Committees
 - A. Leaders: Make sure you are motivating people to do their projects
 - B. Send people with questions to Con-Con (members wearing the American flag bandanas)
 - C. Group photo to be taken tomorrow at the lake; Please be on time
- VI. Old Business
 - A. Approval of the Summer Board Meeting Minutes
 1. Liberty Lieutenant Governor Kristian Mosquito moves to approve the Summer Board Meeting Minutes
 - a) District Editor Rebecca Lopez seconded
 - (1) No Discussion
 - (2) **Motion passes** with 10 in affirmation, 0 opposed and 0 abstentions
 - B. MBRFs
 1. EA John
 - a) Missing forms from Hudson Valley LTG, Long Island LTG, Marketing Chair, Service Initiatives Chair, Club Building Chair, Alumni and Kiwanis Family Relations Chair
 2. Governor Jack
 - a) Starting next month they will be shorter for your convenience

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- b) Please make sure to get those done; Way of knowing how you are doing and what problems you may be having
- C. KDCON Comments
 - 1. Had a very nice time working with Kiwanians and work with them more in depth
 - 2. Rich- We always appreciate your help, especially, thank you to interns!
- VII. New Appointments and Vacancies
 - A. Ryan Coffey as Executive Advisor to Committees
 - 1. Position to work with Executive Board focusing on Committee Chairs and how to make Committee's work in a more cohesive Way
 - B. Viktoriya Borisova as Service Initiatives Chair
 - 1. Was a member on Committee and Ryan believes she fits the position well
 - C. Laws and Regulations Chair Vacancy
 - 1. Tracy Tin chose to resign
 - a) Thoughts on possible solutions
 - (1) Ryan: Could have Kristian step in as chair even though he is LTG; he would be a good fit
 - (2) Jack: Currently all members on the Committee are board members; nothing prohibits having a voting board member as chair
 - 2. Seneca Division Lieutenant Governor Tyler Reimold moves for Liberty Division Lieutenant Governor Kristian Mosquito to be appointed to the position of Laws and Regulations Chair
 - a) Capital Division Lieutenant Governor Letian Zhang seconded
 - (1) No Discussion
 - (2) Motion Passes** with 10 in affirmation, 0 opposed and 0 abstentions
- VIII. Board Member Reports
 - A. Board Book Discussion
 - 1. International normally releases a board book; ours would be similar just on a district level
 - 2. Would include board meeting minutes as well as blurbs from every single board member which they would submit via MBRF
 - a) Option to include Committee Meeting Minutes but if we do so then we can't release to whole district, must stay within board
 - 3. One document published as PDF
 - 4. Comments
 - a) Kristian: What is the difference between this and the newsletter?



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(1) Jack: This is focusing on minutes, not on any articles. More informational than entertainment purposes

b) Becca: Could we make two separate books? One with Committee Minutes and one without?

(1) Jack: Yes

c) John: Need to make sure that we use same template for all committee minutes

(1) Julia will edit them to make sure they are all in the same format

B. District Governor Jack Curzon

1. Back page of agenda has list of everything he has done this far
2. Will share this for the rest of the year to show transparency in his role
3. Have your clubs invite me
 - a) it is awkward to show up without an invite
4. John will begin working with LTGs more often
5. Please get ready for second round of one on one chats
 - a) Reach out to me with concerns anytime; I can't help if I don't know what you need

C. District Secretary Julia Dressler

1. District Goal Progress
 - a) Service Hours
 - (1) Currently at 2775 out of 20,000
 - (2) Still far behind but have come to conclusion it is because of lack of activity during the month of April
 - b) Total Funds Raised
 - (1) \$4,308.1 out of \$30,000
 - (a) Governor's Project Funds raised: \$0 out of \$3,000
 - (b) District Project Funds raised: \$3,500 out of \$6,630
 - c) Interclubs
 - (1) 33 out of 125
 - d) Kiwanis Family Relations
 - (1) 35 out of 150
 - e) DLSSP Attendance
 - (1) 151 out of 175
 - f) Chartering Goal
 - (1) 3 clubs out of goal of net +5 active clubs(either chartered or reactivated)
2. MRF Progress



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- a) Submission rate for August
 - (1) International Form
 - (a) 25 out of 38 schools submitted form
 - (2) New York District Form
 - (a) 29 out of 38 schools submitted form
 - b) Please push your clubs to get them filled out; I can only do so much from my end
3. Committee Meeting Minutes
- a) To date I have received the following number of minutes from each committee:
 - (1) AKFR: 1
 - (2) Awards: 2
 - (3) Club Building and Strengthening: 1
 - (4) Con-Con: 3
 - (5) Laws and Regulations: 0
 - (6) Marketing: 2
 - (7) Service Initiatives: 4
 - (8) Technology: 0
 - b) Please start sending me minutes so we know what your committee is up to
- D. District Treasurer Kate Wong
- 1. Expense Report
 - a) Was sent out earlier via email
 - b) Only change from last board meeting is the reimbursements from board travel
 - c) Most of you still have your full allocated budgets
 - (1) Make sure you take advantage of it!
 - (2) Can check under records folder in drive to look at reimbursement forms
 - 2. Dues Update
 - a) Early Bird time frame is from October 1st-30th
 - b) All dues are due by November 30th
 - c) Please contact all clubs, even inactive clubs to help with process
- E. District Editor Rebecca Lopez
- 1. Circling the Empire
 - a) Will be sent out this coming week; just waiting on some last minute articles
 - 2. Election Report Forms



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- a) Each division still has about one club that has not submitted their ERF
 - b) Please contact them, even if they are inactive or suspended
 - (1) If they have any leadership at all we need their info
 - (2) If officers are changing you can either contact Becca or resubmit the ERF
- F. Lieutenant Governor Updates
- 1. Limited on time so for right now only speak of issues you are having
 - a) However, please send full report to Jack
 - 2. Southern Tier Lieutenant Governor and Northern Liaison Nikita Lee
 - a) Hasn't been able to contact St. Lawrence, reached out to Past President but hasn't been responsive
 - (1) Jack will get you contact info for their Sponsoring Kiwanis Club
 - b) One of my clubs doesn't have a Treasurer, will meet with President next week to talk about
 - c) Cortland still hasn't filled out ERF, will try to either have them get it in or get the info
 - 3. Capital Division Lieutenant Governor Letian Zhang
 - a) Has been trying to contact University at Albany
 - (1) Talked to Kiwanis and has Club President info but they are unresponsive
 - b) Russell Sage has vacancy in treasurer role so no access to MUC to pay dues
 - (1) Jack: Speak with Kiwanis Advisor to pay dues
 - 4. Long Island Division Lieutenant Governor Asad Moughal
 - a) Stony Brook's sponsoring Kiwanis Club is very inactive
 - (1) Reached out to LTG Julia but they still are unresponsive
 - (2) Hurts club as they have a chair just for Kiwanis but he has no one to work with
 - (3) Jack will get phone number for them to call
 - b) Rich- any progress on LIU Post?
 - (1) Jack- Ran into Alumni and will work with them to help find potential members
 - (2) Becca also knows someone from LIU that may be interested
 - c) Molloy has a new Secretary so MRFs should begin to be filled out
 - 5. Seneca Division Lieutenant Governor Tyler Reimold



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- a) St. John Fisher hasn't changed since last board meeting, missing board members
- b) Brockport is really struggling, barely has an E-Board; only had 7 members at first event
 - (1) May not be able to pay dues
 - (2) Will talk with sponsoring Kiwanis to get funding
 - (3) Both Geneseo and University at Rochester may help them with recruiting if we figure out the dues situation
- 6. Empire Division Lieutenant Governor Jachelle Luma
 - a) Working for Vaughn to fill out ERF
 - (1) Johnny K- Will give you number for Verdina Chambers as she will be able to help get contact
 - b) Queens College will pay dues through school; normally between 15-20 members, pay \$600 for International; important that they pay dues because if not they will be suspended
 - c) St. Johns: VP may or may not be a student at school anymore so need to figure what is going on with that
- 7. Iroquois Division Lieutenant Governor Sandra Wong
 - a) As a whole, need to work on membership and recruitment
 - b) Utica is working on finding board members, have an advisor, just waiting to fill out ERF
- 8. Liberty Division Lieutenant Governor Kristian Mosquito
 - a) As a whole, need to improve service hours and spirit
 - b) Baruch had incomplete e-board, only recruited 6 members but that would put them around 20; need to help them figure out how dues work since this is their first year paying them
- 9. Hudson Valley Division: Executive Assistant John Tirino
 - a) New Paltz has a lot of members graduate
 - b) Have had trouble contacting Marist; former President hasn't been responsive, reached out to Vice President and Kiwanis haven't responded
 - c) Manhattanville: former Key Clubber is interested in chartering but school isn't super supportive; Key Clubber does not want to be President because they are too busy
- G. Governor Jack Curzon calls for recess at 12:58am to reconvene tomorrow morning
- H. Governor Jack Curzon reconvenes at 8:10am
- I. Alumni & Kiwanis Family Relations Committee: EA to Committees Ryan Coffey



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1. Kiwanis Family Picnic recap
 - a) Held at Prospect Park
 - b) About 90 participants which includes 60 Key Clubbers, 30 Circle Kers and 10 Kiwanians
 - c) Raised 700 dollars for KPTC
 - d) Received 6 Rich Santer Awards to be given out at NY Speaking
2. Will begin initiating contact with Kiwanis and Key Club LTGs
3. Potential upstate picnic in Albany
- J. Awards Committee: EA to Committees Ryan Coffey
 1. Awards Survey
 - a) Anyone can fill it out; will be entered in raffle for \$25 to Amazon
 2. Membership Recognition Program
 - a) Will kick off next month so think about members to recommend
 - b) Goal is to involve more members and show support
 3. Superlative awards
 - a) Everyone received ballot at registration; will vote later today
 4. Potential Award for Governors Project for anyone that raises \$663
 - a) Looking to do similar award for District Project
 5. If you have received any recognition/award let us know so we can recognize them at NY Speaking
 6. Will be handing out Rich Santer Awards at NY Speaking
 - a) Rich Santer was an outstanding leader who worked a lot with SLPs
 - (1) New award after he passed away this year
- K. Club Building and Strengthening Committee: Chair Jackie Healy
 1. Collected list from LTGs about recent charters and struggling clubs
 - a) Will make resources for those clubs
 2. Has list of clubs looking to charter
 - a) Looking to help Pace finish process
 - b) Did have contact for a number of clubs but are now unresponsive
 3. Jack- LTGs need to sit down with Jackie this weekend at some point to go over how your clubs are doing
 4. Peony- how many clubs are chartering?
 - a) 10-12 are interested but not all are actively being worked on
- L. Conferences and Conventions Committee: Co-Chairs Peony Tse and Sarah Moughal
 1. NYS registration and theme reveal
 - a) Release on Monday



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- b) Marketing is already set
 - (1) Please share it and send out as much as possible
- c) Theme reveal is this Sunday at breakfast
- 2. NYS Keynote speaker
 - a) As summer board we talked to UNICEF but can't do NYS so we are trying to get DCON
 - b) Ryan has secured the Thirst Project for NYS
- 3. DCON Keynote Speaker
 - a) Need to know no later than tri-k
 - b) We can push more with UNICEF but could do something else
 - c) Julia will look into speaker in regards to District Project
- M. Marketing Committee: Co-Chairs Rongfei Jang and Edgar Hu
 - 1. This weekend
 - a) Will be taking pics and videos, have signs up promoting our social media accounts
 - b) Have snapchat filter to use
 - 2. Marketing request form
 - a) On right sidebar of website
 - b) Please use it and share with clubs
 - 3. NYS Marketing
 - a) Poster is made for reveal
 - b) Registration form header for Monday
 - c) Trailer will contain video from reveal as well as arcade videos
 - 4. General updates
 - a) Every Monday we will do Monday member spotlight
 - 5. Historical Sub-Chair Update by Ethan
 - a) Video project
 - (1) Video about what CKI is, past events, promotional video
 - (2) Will highlight members and why they joined Circle K
- N. Service Initiatives Committee: Chair Viktoriya Borisova
 - 1. Will be reaching out to LTGs and Club Vice Presidents
 - a) Speak with them about plans for the year and sharing service projects
 - 2. In-House Service Projects
 - a) Creating posters as well as step by step guides
 - 3. Thirst Project Walk poster for Presidents to feel confident
 - 4. Powerpoints for projects
 - a) On website for clubs to use



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5. Service Spotlights
 - a) Julia has been working on that to make sure stuff goes out every week
 6. Spread the Word to End the Word
 - a) Don't use derogatory words, especially retard, toward those with disabilities
 7. Will be promoting More than Me and other organizations as well
- O. Technology Committee: Chair Andrew Hoover
1. Post Submission Process
 - a) Any request please fill this out
 2. General Updates
 - a) Looking to update the website
 - (1) May put it up for a vote
 - (2) Will update to newer version of wordpress, when it goes through there may be some problems
 - b) Still need some headshots and newsletters
 - (1) Becca- please cc me on newsletter
 - c) International Website Update
 - (1) Links to website are now broken because of new website
 - (a) Becca- Can we put the actual file?
 - (i) It's too large
- IX. New Business
- A. Kiwanis Committee Representatives
 1. At NY Speaking last year we added Eric and Sean as KCRs
 2. This year at KDCON we added Jim Prout
 3. Most LTGs now have one of them as a resource
 - a) Southern Tier: Allison Mandel <allison.mandel@nycirclek.org>
 - b) Long Island: Rich Hall <rich.hall@nycirclek.org>
 - c) Capital: Jim Prout <jeprou@aol.com>
 - d) Liberty and Empire: Sean O'Sullivan <sosullivan@plazaisland.com>
 - e) Seneca and Western: Eric Paul <egpaul99@gmail.com>
 4. If you do not have a specific KCR to work with you can communicate with whoever you feel most comfortable with
 - B. District Events
 1. New York Speaking
 - a) November 3rd-5th, 2017 (Only 40 days away)
 - b) Georgian Lakeside Resort in Lake George



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- (1) Push hard for registration
 - (2) Focus will be more fellowship based
 - c) Downstate Travel
 - (1) Sean is pushing for us to talk to a South Shore Kiwanian about the bus
 - (2) Transportation chair needs to look into pricing
 - (3) Ryan- May be getting money back from this weekend's bus problem
 - d) Johnny K- Please make sure to register on time and check that your roommates are actual roommates
2. DCON
- a) March 16th-18th
 - b) Desmond Hotel in Albany
 - c) Voting board and Con Con Chairs arrive Thursday the 15th
 - (1) Make sure to tell your Professors you will not be in class
 - (2) Jack can write a letter for you if you need it
 - d) Final Board Meeting
 - e) Greg: Start helping your club look for funding
 - f) Peony: Please register right away and start sharing marketing materials
 - g) Theme and Tagline
 - (1) Liberty Division Lieutenant Governor Kristian Mosquito moves to leave the theme for our 2018 District Convention to the discretion of the Conferences and Conventions Committee, Administrators and the Executive Board
 - (a) District Editor Rebecca Lopez seconded
 - (i) No Discussion
 - (ii) **Motion passes** with 10 in affirmation, 0 opposed and 0 abstentions

C. Upcoming Board Meetings

1. Tri-K

- a) Nov 17th-19th; notice change of date, not after NYS
- b) Desmond Hotel, Albany
- c) Voting Board and some non voting by invite only
- d) Following are for sure coming: Sandra, Jachelle, Julia, Kristian, Letian, Becca, Kate and Jack
- e) Maybes: Nikita and Asad
- f) Chance for you to bond with Kiwanians



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- (1) Drive with them, they get reimbursed and it saves us money
 - (2) Kristian- What if contact info for Kiwanians is incorrect?
 - (a) Rich- Let your KCRs know and they can change it
 2. January Board
 - a) Jack will send out email with possible dates
 3. February Board
 - a) Potentially move to online since majority is award judging
 - b) Move two meetings into January Board and then the award portion just occurs online
 - (1) Discussion
 - (a) Jack: Fair to expect that some people won't read through them
 - (b) Kristian: Good idea
 - (c) Becca: People get busy with school, it will get pushed back
 - (d) Julia: what if there is an emergency and one of us can't be there? Technology problems?
 - (e) Nikita: Last voting board meeting was online and it was very hard to talk online
 - (f) Kate: In person meeting takes more time
 - (g) Becca: If it is online people are more inclined to not do it
 - (h) Julia: do KCRs attend?
 - (i) KCRs: yes
 - (j) Jachelle: why don't upstate meet and down state meet and video chat just between the two groups?
 - (i) Greg: Good idea, that way no one has problem with technology
 - (k) Jack: Will send out form with available weekends and decide later
 4. Pre-DCON
- D. Board Apparel
1. Will be getting Navy Hoodies with Logo, Name, Position and the Dashboard
 - a) Sizes XS-XL \$28-\$38 and \$3 more for larger sizes
 2. Fill out form if you are interested
 3. Not required, you pay out of your own pocket so it is optional




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4. Try to get them for NYS
 5. Kiwanians will get no hoods, Circle Kers will have hoods
- X. Open Forum
- A. No Discussion
- XI. Remarks from the Kiwanis Committee
- A. Johnny K-
 1. Use your phone more than email
 2. Be careful what you send in email
 3. Make sure your club pays dues or you can't be on the board
 4. Send any remaining vouchers as soon as you get home
 5. Not able to have January Board meeting January 12th-14th
 6. Very impressed with all of your hard work this weekend
 7. Following clubs are listed as Inactive or suspended: Buffalo State, Columbia, Hartwick, LIU Post, Marist, Queens and Utica
 - a) Let me know if you need info to contact Kiwanis sponsors
 8. As of October 1st, there are new Kiwanis LTGs
 - a) make sure to get to know them because you need their support
 9. Very sorry about the bus problem. We are doing everything to make sure it doesn't happen tomorrow
- XII. Adjournment
- A. District Secretary Julia Dressler moves to adjourn at 9:13 am
 1. District Editor Rebecca Lopez seconded
 2. No Discussion
 3. **Motion passes** with 10 in affirmation, 0 opposed and 0 abstentions



New York District of Circle K International

Minutes taken by



Julia Dressler

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New York District Secretary

Circle K International