



# New York District of Circle K International

Tri-K Board Meeting  
Minutes  
November 10th, 2018

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



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## Tri-K Board Meeting

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- XII. Closing Remarks from Governor
- XIII. Adjournment



**Attendance**

*Present*

**Presiding Officer**

District Governor Ryan Coffey

**Voting Board Members**

District Secretary Kristian Mosquito

District Editor Tyler Reimold

Capital Division Lieutenant Governor Zachary Stanke

Iroquois Division Lieutenant Governor Jordan Louie

Liberty Division Lieutenant Governor Odalis Gutierrez

Northern Division Lieutenant Governor Tyler Kearns

Western Division Lieutenant Governor Erick Morocho

**Non-Voting Board Members**

Executive Chair Peony Tse

Awards Committee Chair Ayesha Alam

Club Building & Strengthening Committee Chair Naile Ruiz

Conferences & Conventions Committee Co-Chair Amna Bajwa

Conferences & Conventions Committee Co-Chair Viktoriya Borisova

Marketing Committee Co-Chair Brendon Nguyen

*Absent*

**Voting Board Members**

District Treasurer Sayef Iqbal

Hudson Valley Lieutenant Governor Ryan Luibrand

Long Island Division Lieutenant Governor Charles Hager

Seneca Division Lieutenant Governor Rebecca Lopez

Southern Tier Division Lieutenant Governor Erin Herbstritt

**Non-Voting Board Members**

Executive Assistant Nikita Lee

Alumni/Kiwanis Family Relations Committee Chair Alaina Hinkley

Marketing Committee Co-Chair Julia Antignani

Service Initiatives Committee Chair Sami Sharifiy

Technology Committee Chair Omar Carrera



**Guests in Attendance**

*NY District Kiwanis Board Members walked in and out of the room*

**Kiwanis Committee Members in Attendance**

District Administrator John Keegan

Assistant District Administrator Greg Faulkner

Kiwanis Committee Representative Eric Paul



## Meeting Minutes

- I. Call to Order
  - A. Governor Ryan Coffey called to order at 9:10AM
  - B. Villa Roma Resort, Callicoon, NY
- II. Pledge of Allegiance & CKI Pledge
- III. Opening Remarks (Ryan)
  - A. Basic Rules
  - B. K-Family Relations for the Weekend
    - (1) With Kiwanians, ask questions about them to start a conversations
      - (a) Be respectful, and be your beautiful self!
    - (2) With Key Clubbers, treat them as peers and equals
      - (a) For many of them, this is their only experience with Circle K
      - (b) Talk about college and service
    - (3) Spread yourself out and don't just stick with Circle Kers
- IV. Executive Updates
  - A. District Secretary Updates (Kristian)
    - (1) Clubs without MRF Access:
      - (a) Queens, SJU, Russell Sage, Baruch, SLU, RIT
      - (b) Will call advisors this month to get secretaries added
    - (2) Goals Assessment
      - (a) Service hours is at 117.74% compared to this time last year
        - i) At current rate, District will not hit service hour goal
        - ii) Missing reports, especially Lehman and SLU, might change it
      - (b) Interclubs and K-Family Events are not on track to hit goal
      - (c) Clubs with 150% service growth
        - i) Clubs that hit goals: UAlbany, Hunter, Geneseo, Cornell, Elmira
        - ii) ...plus Adelphi, Binghamton, UBuffalo
      - (d) Clubs underperforming
        - i) ...that submitted all MRFs in: Colgate, Oswego, Syracuse, Stony Brook, Clarkson, Keuka, Niagara.



- (1) Syracuse and Keuka had 0 service hours in October
    - ii) ...missing MRFs: Queens, SJU, Baruch, Molloy, URoch, Ithaca
  - (3) Tyler R.: In future, good measures would be service hours per member and seeing service over multiple years
  - (4) Ryan: The advantage of these metrics is seeing areas of concern
  - (5) Tyler R.: Is there any positive feedback that can be done from these numbers?
    - (a) Kristian: LTGs e-mail their clubs when they exceed 150% hours
    - (b) Erick: Incentivize clubs with social media posts, and have meetings with the president when numbers are of concern
      - i) Ryan: When clubs are having problems, it's the job of LTGs to troubleshoot as soon as possible
      - ii) Viktoriya: Do LTGs host divisional council meetings?
        - (1) Erick: Yes, but they should supplement and not replace president one-on-ones
        - (2) Ryan: President one-on-ones should be casual. Just call them impromptu and get them to open up
- B. District Editor Updates (Tyler R.)
- (1) If you need the District Directory edited, contact Tyler R.
  - (2) First issue of Circling the Empire has been published
    - (a) Would like board members to write articles for next issue
    - (b) Amna: It has issues on mobile
      - i) Tyler: It's meant to be read on a computer
    - (c) Ryan: LTGs should promote CTE to members and officers
- C. District Treasurer Updates (Ryan)
- (1) \$12,205 funds raised out of \$20,000.
    - (a) Check FRF Tracker and contact treasurers that haven't submitted
  - (2) Clubs that paid early bird dues: Elmira, Fordham, UBuff, Canisius
  - (3) LTGs, contact Sayef about dues troubles
    - (a) Clubs should keep collecting dues after the deadline



- (b) If clubs do not have a plan to pay dues, this month is critical
- (4) Which clubs won't be able to pay dues?
  - (a) Jordan: Syracuse. The club president has been very busy and the club has been struggling.
  - (b) Kristian: St. John's. The club isn't officially recognized and will revitalize in the spring semester
- (5) How can clubs raise dues?
  - (a) Amna: funds can be raised through Krispy Kreme fundraisers
  - (b) Erick: Sayef has a list of restaurants that can be collaborated with fundraising. Bottles drives are another possibility
  - (c) Viktoriya: A possibility is for larger, dorming schools to help fundraising for other clubs in the District that have difficulties
    - i) Amna: It depends on how it's taken. There could be a negative connotation with asking other clubs for money
- (6) Clubs that will be reactivated
  - i) St. John Fisher, Lehman, Brockport
- (7) The Tomorrow Fund application is due on December 1st
  - (a) Up to \$2000 is available for service projects
  - (b) Ryan: It has to be a service project, not a fundraiser

V. DCON Honorees Selection

A. Convention Honoree

- (1) Ryan: Keith Cummings has made many contributions to Circle K, with donations and Stop the Bull.
  - (a) Ayesha: In addition to Keith, Michele has been very kind and super involved with Keith. She could be an honoree on her own
- (2) Editor Tyler R. moves to select Keith Cummings and Michele Geresi as the District Convention Honorees
  - i) Capital LTG Zak seconded
  - ii) No discussion



iii) **Motion passes** with 7 in affirmation, 0 opposed, and 0 abstentions

B. Alumni Honoree

(1) Eric P.: Glen Fitzpatrick was a Key Clubber into Circle Ker who served on the District Board and in Kiwanis. When he passed, NYCKI has honored past Circle Kers to honor him.

(2) Nominations

(a) Jason Steiner, Kevin Kamper, Anthony Pappas

(3) Closed discussion was held

(4) Closed vote was held.

(5) Kevin Kamper is **selected** as the CKI Alumni Honoree

VI. LTG Updates

A. Western (Erick)

(1) UBuffalo

(a) 1500 service hours, paid dues

(b) Buffalo Day of Service - service around Buffalo and a BBQ social

(c) Alternative spring break in Pensacola, FL with Habitat for Humanity.

(2) Canisius - 300 hours, has paid dues

(3) Niagara

(a) 20 service hours, working on paying dues

(b) Has socials often and strong K-Family relations

(4) Division

(a) Held divisional service events and meetings

(b) A quarter of attendees at District Events are from Western

(c) Sends update videos and a calendar to coordinate the division

B. Capital (Zak)

(1) UAlbany - surpassed expectations and is extremely active

(2) RPI - active and sends members to District Events

(3) Russell Sage - active, though without MRF access

(4) Division





- (a) Attended DLSSP, NY Speaking, and now Serve-a-thon
  - (b) Record number of attendees from Capital, especially UAlbany
  - (c) Close to its goals in both service and fundraising
- C. Long Island (Peony)
- (1) Adelphi
    - (a) Weekly meetings are popular because of in-house projects
    - (b) Filling up a bus with canned goods
    - (c) Will host annual Murder Mystery fundraiser in spring semester
  - (2) Hofstra is active with members
  - (3) Molloy is growing. PB&J service project and movie night
  - (4) Stony Brook
    - (a) Held day of service with in-house projects
    - (b) Fundraised for Trick-or-Treat for UNICEF
  - (5) Division
    - (a) District Project Mind Your Mind has been promoted
    - (b) Goal of division interclubbing is improving
      - i) It's difficult for Stony Brook to attend
    - (c) Divisional holiday party planned
- D. Liberty (Odalis)
- (1) Baruch
    - (a) Board is motivated and involved with the school community
    - (b) Two Baruch members attended DLSSP
    - (c) Co-planned K-Games with UBuff
  - (2) CCNY
    - (a) Creative approach to service year
    - (b) Collaborated with Humanizing Homelessness by fundraising for, creating, and distributing care packages
  - (3) Fordham - active with regular service events, such as KEEN
  - (4) Hunter - active with weekly meetings and socials



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- (5) Lehman - club has been revitalized and grew from a struggling club to high attendance at meetings, District Events, and service projects
- (6) NYU
  - (a) Active social media
  - (b) Fundraised by selling bubble tea with positivity notes
- (7) Division
  - (a) Divisional service event at Light the Night
  - (b) Liberty Divisional was held at NYU on 10/26 with waffles served
  - (c) Divisional holiday party planned to be at CCNY
- E. Iroquois (Jordan)
  - (1) Syracuse
    - (a) Member recruitment and retention has been struggling
    - (b) Plans are in place to revitalize club with a hot chocolate meeting open to the whole school
    - (c) Issues with dues, as mentioned before.
  - (2) Colgate - Has been following Service Initiatives committee calendar
  - (3) Oswego
    - (a) Doing really well, more than halfway to their goal
    - (b) Consistent meetings and 3 members at DLSSP and NYS each
  - (4) Division
    - (a) Co-hosted Fall Rally with local Key Club divisions
      - i) Thirst Project came as guest speakers
    - (b) Divisional planned to be at Colgate
- F. Southern Tier (Brendon)
  - (1) Binghamton - is active
  - (2) Elmira - Reached its service goal
  - (3) SUNY Cortland - no known leadership
  - (4) Cornell
    - (a) Increase in District Event attendance
    - (b) Reached its service goal



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- (5) Ithaca - did the Out of the Darkness Walk with Cornell
- (6) Division
  - (a) September Divisional had positivity care packages service project
  - (b) Division has 1200 service hours
- G. Northern (Tyler K.)
  - (1) Clarkson
    - (a) 114 service hours, on track to 18 dues-paid members
    - (b) Has a lot of in-house service projects
  - (2) St. Lawrence University
    - (a) Has yet to submit MRFs, on track to 50 dues-paid members
    - (b) Hosted spikeball tournament fundraiser, dodgeball planned
    - (c) Volunteers with local K-Kids every week
  - (3) Division
    - (a) Focus has been on connecting District and two clubs
    - (b) 3 Northern Division members attended DLSSP, 1 at NY Speaking
    - (c) SUNY Potsdam planned to be reactivated by DCON
    - (d) Potential charter at SUNY Plattsburgh
- H. Divisions without Update
  - (a) Empire, Hudson Valley, Seneca

### **[Lunch Recess 12:00PM-1:06PM]**

- VII. Year Recap and Problem Solving
  - A. Eric P.: The board has been really good on sending consistent e-mails
  - B. Tyler R.: Lack of transparency is a weakness. It's important for board members to know what's happening in other clubs
    - (1) Kristian: Should LTGs have updates shared to other LTGs?
    - (2) Tyler: It's more about paying attention and having conversations
    - (3) Amna: Maybe LTGs can have their own tracker like the Chair Tracker



- C. Greg: Take note of member dedication. Some members have Circle K as a number one extracurricular activity, and some has it as number two or three. It's about turning Circle K into a priority
- (1) Ryan: Certain schools have certain breakdowns. CCNY for example has less overall members, but almost all of them are dedicated.
    - (a) Zak: RPI has a lot of members who have Circle K as a second priority, and the goal is to find those members who prioritize it and groom them to be officers
  - (2) Tyler K.: It's about making sure the board is motivated and doesn't get burned out; else it seeps down to other members
    - (a) Ryan: As a District Board, it's our duty to show that Circle K is our number one extracurricular priority. Now is the time to prioritize things and not get discouraged. Getting things done involves a lot of hard work, and it's important not to lose sight of that.
  - (3) Ayesha: The single way to change Circle K into a priority is to make personal connections
    - (a) Erick: Omar and Michael from UBuff talk to incoming freshman every week, and now they're interested in running for club officers
    - (b) Amna: At CCNY, there was a member who was having a bad day, and supporting them was a form of connection
    - (c) Greg: You have to decide who your target members are, so that in future years boards know who to work with
- D. Ryan: LTG updates were discontinued because LTGs didn't find other LTGs' updates useful. Now realize it's great for problem solving if they focus. May continue them at January and February Board Meetings.
- (1) Tyler K.: Sounds like a great idea. In Key Club, LTGs would rotate in groups to talk more personally with Executive Board
  - (2) Ryan: It was useful at summer board to pull LTGs to the side and have one-on-one discussions



- E. Ryan: At the beginning of the year, MBRFs were discontinued in favor of Trello. However, many people don't like Trello. Might reinstate it and allow board members to select one or another
- (a) Tyler R.: The advantage of Trello is for progress and projects, rather than accountability
  - (b) Zak: Trello was set up chronologically at the beginning of the year, but it's useful for splitting tasks too
  - (c) Ryan: At the end of the day, having both is redundant
  - (d) Amna: Why were they discontinued?
    - i) Ryan: Past governors didn't read through all of them, and it was more of a copy-paste than conscious effort
  - (e) Kristian: Using Trello or MBRFs depends on your work ethic and style, whether you're top-down or bottom-up
  - (f) Tyler R.: It's important to have successor packages already prepared and passed down properly
    - i) Viktoriya: Service Committee has a calendar, and it might be useful to have things planned out
    - ii) Tyler R.: How often does Con-Con look at past work?
      - (1) Viktoriya: Often
- F. Eric P.: As a Circle Ker, your priorities should be on growing clubs. Without a strong base, the clubs will struggle and fail
- G. Ryan: One weakness we have is we haven't been putting in enough work to record our work so it can be passed on. If we don't do that, that information gets lost and our successors will fail
- (a) Brendon: One thing Nikita did was save her e-mails so they can be reused by successors
  - (b) Peony: We should have both forms of records: have the Google Drive that stores work and documents, and have a document/journal with ideas and comments on what happened.



- H. Ryan: A new law has been passed that SUNY students attending a conference for an extracurricular have to get transported through a school vehicle or a rental agency, rather than using personal vehicles
- (a) Amna: Will this affect Con-Con?
  - (b) Ryan: We'll deal with it as it shows up. For example, New Paltz has to deal with it now, other SUNYs not so much.
- VIII. Conference Recap
- A. DLSSP
- (1) Amna:
    - (a) 200 attendees
    - (b) Kiwanians were happy that team leaders were motivational and Circle Kers did a lot of work
    - (c) 6 people filled out the review form
  - (2) Kristian: Service projects were finished early, either due to lack of work or too many people attending
    - (a) Ryan: If service projects are planned to finish early, more leadership training and skill development can be fit in
    - (b) Tyler R.: How could the time be estimated?
      - i) Ryan: It's hard, especially with limited number of tools
    - (c) Amna: There were more tasks to do, but they should be prepared ahead of time instead of discovered in the moment
  - (3) Ryan: When situations arise, do not hesitate to contact an admin
    - (a) Viktoriya: Don't forget to inform Con-Con chairs as well. Problems can be solved more easily with that
- B. NY Speaking
- (1) Amna:
    - (a) NY Speaking was successful because of energy of board members
    - (b) First run of NY Circle K store - very successful
      - i) More merchandise will be available at DCON
    - (c) It was a challenge to plan NY Speaking in four weeks with midterms



- (2) Naile: Fellowship activities were really fun, especially murder mystery
- (3) Brendon: Having lunch in the hotel was better than having to go out, especially with the weather
- (4) Jordan: In past scavenger hunts, the fun would be lost once a team won. This year's clue search was an improvement
- (5) Zak: The NARCAN training went well, but the keynote speech seemed geared toward younger audience
  - (a) Tyler R.: It was hard to get people to attend on time
- (6) Kristian: The keynote speech was too long for dinner
  - (a) Brendon: It wasn't as novel since she did it as a workshop at NYS17
- (7) Peony: Dress Your President had audio issues that should be addressed earlier. Having a break would also be useful to avoid skipped sessions
  - (a) Viktoriya: It should be on members to decide when they want breaks and to skip sessions rather than forcing it on them
  - (b) Jordan: An alternative is to allocate 10 minutes between sessions to make sessions feel less cramped
- (8) Brendon: It was convenient that the superlative awards were part of the booklet. We should consider that for event feedback

IX. Chair Updates

A. Marketing (Brendon)

- (1) Stickers have sold really well at District Events
  - (a) Divisional stickers are planned for the future
- (2) Service Spotlight and Membership Monday have been amazing and are a great way to focus on multiple members

B. Awards (Ayesha)

- (1) For Membership Monday, please nominate members from a variety of clubs and divisions
- (2) Retention can't happen without recognition
  - (a) Awards committee has created a guide on member recognition



- (3) Team Leader awards have been tried for the first time, to inspire both leaders and team members
- (4) Working on a guide on hosting a successful membership ceremony
- (5) Plans on working with Marketing to make a video series showcasing members recognizing themselves
- C. Club Building and Strengthening (Naile)
  - (1) CBS worked on workshops at DLSSP and NY Speaking
  - (2) Info session will be held next week focusing on K-Family relations
  - (3) Working on recruitment and retention video
  - (4) Creating a club building guide
- D. Alumni and Kiwanis Family Relations (Peony)
  - (1) Working on November K-Fam post - waiting on pictures from SLU
  - (2) Newsletter in progress
  - (3) Focusing on K-Family webinar with CBS
  - (4) People assigned to different foundations are working on it
- E. Service Initiatives (Peony)
  - (1) More Monthly Calendars coming out soon
- F. Technology (Peony)
  - (1) Omar will send out an email to the whole board to show what the new website will look like before the redesign is final
  - (2) Each of his committee members will work with one committee chair
- X. Open Forum/General Updates
  - A. Amna: Has talked to Key Clubbers today about chartering, and it's important to tell them about the resources available
  - B. Viktoriya: Talking to Key Clubbers has been very insightful. It's no longer about just the position, but it's about the way we are as leaders
  - C. Ryan: International Finance Committee online meeting on 11/15
- XI. Remarks from Kiwanis Committee Members
  - A. Johnny K: Can we select the February board date?
    - (1) Ryan: Will most likely be Feb. 22-24





## New York District of Circle K International

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- XII. Closing Remarks from Governor
  - A. From one-on-ones with to club presidents, found out they have been inspired by the District Board, by all of us.
- XIII. Adjournment
  - A. Governor Ryan adjourned the meeting at 4:41PM.

Minutes taken by

*Kristian Mosquito*

Kristian Mosquito

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New York District Secretary

Circle K International