



# New York District of Circle K International

**November 2016 - Tri-K  
Board Meeting Minutes**

# Tri-K Board Meeting

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Saturday, November 12, 2016 | Villa Roma Hotel , NY

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## New York District of Circle K International

- K. Invitations
- X. Lieutenant Governor Elections
  - A. When, where, etc?
  - B. Start planning now and reach out to potential candidates now so they can learn more about your position
  - C. Questions?
- XI. Board Member Reports
  - A. District Secretary Jack Curzon
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## Attendance

### Presiding Officer

District Governor Jerry Cimo

### Voting Board Members in Attendance

District Secretary Jack Curzon

District Treasurer Edgar Hu

District Editor Terrell Merritt

Capital Division Lieutenant Governor Shannon Perrone

Empire Division Lieutenant Governor Jachelle Luma

Iroquois Division Lieutenant Governor Edward Kroll

Liberty Division Lieutenant Governor Sara Louie

Long Island Division Lieutenant Governor Gianfranco Trotta

Seneca Division Lieutenant Governor Katey Sackett

Southern Tier Division Lieutenant Governor John Tirino

Western Division Lieutenant Governor Mohit Gogna

### Non-Voting Board Members in Attendance

Alumni Kiwanis Family Relations Chair Michelle Feng

Conferences & Conventions Chair Ryan Coffey

Marketing Chair Karandeep Singh

### Non-Voting Board Members Not in Attendance

Awards Chair Nicole Chan

Club Building & Resources Chair Julia Antignani

Historical Chair Jenna Spak

Laws & Regulations Chair Ashley Cimato

Service Initiatives Chair Christina Maragioglio

Technology Chair Miguel Uy

### 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 Jerry Cimo called to order at 9:13 am
  - B. Villa Roma in Callicoon, NY
- II. Pledge of Allegiance
  - A. Led by Alumni & Kiwanis Family Relations Chair Michelle Feng
- III. CKI Pledge
  - A. Led by Marketing Chair Karandeep Singh
- IV. Opening Activities
  - A. Introductions
    - i. New board member, Shannon Perrone
    - ii. Went around room to reintroduce everyone
  - B. Parliamentary Procedure Recap
- V. Approval of the Summer and NYS-Special Board Meeting Minutes
  - A. District Editor Terrell Merritt moves to approve the Summer and NYS-Special Board Meeting Minutes
    - i. Empire Division Lieutenant Governor Jachelle Luma seconded
    - ii. No Discussion
    - iii. **Motion passes** with 11 in affirmation, 0 opposed, and 0 abstentions
- VI. Old Business
  - A. DLSSP and New York Speaking Recap
    - i. 160 in attendance at DLSSP, great success
    - ii. Camp Director Rebecca gave her thanks, invited us to join staff over the summer and pass on the invitation
    - iii. 110 in attendance at NYS last weekend, please fill out review form
  - B. Appointments and Vacancies
    - i. Shannon Perrone as Capital LtG appointed last weekend
    - ii. Hudson Valley Division and Northern Division Lieutenant Governor vacancies
- VII. Goal Progress – District Secretary Jack Curzon
  - A. Reporting April - September of 2016



## New York District of Circle K International

- B. Service Hours
    - i. Total - 7,751.1 - 38.76% of goal
    - ii. District Project - 545.6 - 54.56% of goal
    - iii. Governor's Project - 137 - 13.70% of goal
  - C. Fund's Raised
    - i. Total - \$15,257.18 - 43.59% of goals
  - D. Club Events
    - i. Interclubs - 71 - 71.00% of goal
    - ii. Kiwanis Family Relations - 68 - 45.33% of goal
    - iii. Socials - 72 - 48.00% of goal
  - E. District Event Attendance
    - i. DLSSP - 160 - 123% of goal
    - ii. NYS - 110 - 110% of goal
  - F. Other goals
    - i. MRF submission - 85.56%
- VIII. Expense Report – District Treasurer Edgar Hu
- A. For Governor's Expenses:
    - i. For (Line 101) DG Training GATC: \$488.70 was spent so far and \$118.30 left in balance.
    - ii. For (Line 103) DG Travel: \$469.91 was spent so far and \$630.09 left in balance.
    - iii. For (Line 104) DG Misc: \$100.27 was spent so far and \$249.73 left in balance.
  - B. For District Board Expenses
    - i. For (Line 201) Board Travel: \$1,155.86 was spent so far. There is \$1,844.14 left to spend.
    - ii. For (Line 208) LTG Iroquois: \$126.87 was spent so far and \$173.13 left in balance.
    - iii. For (Line 209) LTG Liberty: \$6.52 was spent so far.
    - iv. For (Line 213) LTG TST: \$167.07 was spent so far and \$132.93 left in balance.
  - C. For Committee Expenses



## New York District of Circle K International

- i. For (Line 301) Alumni & Kiwanis Family Relations: \$124.62 was spent so far and \$175.38 left in balance.
- ii. For (Line 310) Technology: \$17.10 was spent so far.
- D. For Conferences & Conventions
  - i. For (Line 401) DOTC: \$170.61 was spent so far.
  - ii. For (Line 404) ICON: \$3000 was spent so far.
  - iii. For (Line 411) Postage: \$28.13 was spent so far.
  - iv. For (Line 412) Miscellaneous: \$225.53 was spent so far and \$174.47 left in balance.
- E. The board has spent an expenditure of \$6,081.19 so far.
- IX. District Convention
  - A. March 17-19, 2017
  - B. Radisson Hotel in Albany, NY
    - i. Voting board arrival on Thursday
      - a. Board dinner on Thursday and board meeting is early Friday morning
    - ii. Voting board rooms are paid for, registration is not
    - iii. Make sure clubs do not book through hotel directly, they should go through us
    - iv. May be using Eventbrite instead of PayPal
  - C. Registration materials out December 1st
  - D. DLSSP Discussion
    - i. Mo - Teams should be better looked over, groups seemed to break down
    - ii. Ryan - Not sure it is necessary to have teams at DCON, don't serve as much as a purpose there
    - iii. Johnny K - Are we doing the Kiwanian networking session?
      - a. Ryan - Yes, we can start reaching out to Kiwanians who would be good for this and invite them to convention
  - E. Theme Incorporation
    - i. Didn't specifically address this
  - F. Keynote Speaker Ideas
    - i. Johnny K - 2 speakers wasn't good, didn't enjoy Saturday's speaker at NYS



## New York District of Circle K International

- a. Alison - She definitely didn't research the group she was presenting to
- G. Elections
  - i. Executive board elections held at DCON
  - ii. If you are interested in running start talking to the current position holder
  - iii. Cannot announce candidacy until 60 days before elections, with exception of person currently in position, your club, and 5 other people
- H. Workshops
  - i. Ryan - how well did convention committee do working with workshop presenters?
    - a. Shannon - at first members presenting from her club didn't understand why they had to present before hand, but after she explained that it was to make sure they knew what they were doing, it made more sense
  - ii. Sending out full rundown of available workshops before the weekend so clubs can plan for what each of their attending members will go to
    - a. Ryan - should we have them commit to their choices beforehand to increase attendance?
      - 1. Sara - use to help gauge interest and assign room size, but don't lock them in
  - iii. Schedule the fun workshops in the morning to help get people out of bed and excited in the morning
  - iv. Topic Ideas
    - a. RIT - ASL workshop
    - b. Shannon - Fellowship
- I. Service Fair
  - i. New York Speaking
    - a. Ed - it was clustered
    - b. Jack - attendance not high, maybe build in longer break before the fair at DCON so attendees don't use this as break
- J. Pediatric Lyme Disease
  - i. Distinguished Past Governor John Gridley





## New York District of Circle K International

- a. Thank you for your fundraising efforts last year, the Kiwanis Family picnics held were really fun
    - 1. Gave out \$100,000 in grants last year, estimating \$125,000 this year
    - 2. Funds are raised via Brittanys
  - b. Passed around tic in a vile to introduce us to what they look like, handed out information materials
    - 1. Share copies of the info sheets with our colleges
  - c. 300,000 reported cases of PLD by CDC in the US, 75% in NY State
  - d. Asked for new pin design submissions before Kiwanis District Convention, winner will receive a Brittany
- K. NY K-Kids Administrator - Mickey Leamey
- i. We would like you to work with K-Kids
    - a. Do fundraisers with them, act as mentors
    - b. You can co-sponsor a K-Kids club with Kiwanis
- L. District Anti-Bullying Chair - Keith Cummings
- i. Invite Anti-Bullying committee to your division, no cost to us
    - a. They have materials and swag to hand out and can hold a discussion on the problem of bullying
- N. Keynote Speaker
- i. Open Forum
    - a. Michelle - Sarah Kay
    - b. Greg - Speaker from Barbra Bush organization working towards serving underserved communities medically, he will look into this more
- O. Convention Honoree
- i. Open Forum
    - a. Jerry - Helene Irvine, Immediate Past NYDK First Lady
      - 1. This could help promote her project, Warm Beginnings
  - ii. Approval
    - a. Capital Division Lieutenant Governor Shannon Perrone moves to select Immediate Past First Lady Helene Irvine as the 2017 District Convention Honoree



## New York District of Circle K International

1. Seneca Division Lieutenant Governor Katey Sackett seconded
  2. No Discussion
  3. **Motion passes** with 11 in affirmation, 0 opposed, and 0 abstentions
- P. CKI Alumni Honoree
- i. Open Forum
    - a. Asked Kiwanis committee to leave the room
    - b. Ed - Greg Faulkner
    - c. Jerry - Jason Steiner
    - d. Ed - Kevin Love
    - e. Ryan - Greg brought up Tom DeJulio
    - f. Held informal vote to gauge leanings
    - g. Held closed discussion
    - h. Held second informal vote
  - ii. Approval
    - a. District Editor Terrell Merritt moves to select Past Kiwanis International President Tom DeJulio as the 2017 CKI Alumni Honoree
      1. Iroquois Division Lieutenant Governor Ed Kroll seconded
      2. No Discussion
      3. **Motion passes** with 10 in affirmation, 0 opposed, and 1 abstentions
- X. Lieutenant Governor Elections
- A. When, where, etc?
    - i. At least 14 days before DCON
    - ii. Anyone can run for re-election
  - B. Start planning now and reach out to potential candidates so they can learn more about your position
  - C. Questions?
    - i. Ryan - be sure to promote DCON at your divisionals
- XI. Board Member Reports
- A. District Secretary Jack Curzon
    - i. MRFs
      - a. See line item VII for totals



## New York District of Circle K International

- b. Submission rates are sinking, there is only so many messages I can send, LtGs please work directly with club presidents and secretaries to make sure they are submitting and assist them. Also remind them they can call me.
- ii. Board & Committee Meeting Minutes
  - a. All past board meeting minutes and committee meeting minutes have been completed and approved. District minutes are posted on the website. Executive and committee minutes are available in drive and linked in Jerry's board emails.
- B. District Treasurer Edgar Hu
  - i. Dues Progress
    - a. Dues in by the end of this month
    - b. Capital Divison
      - 1. All club's schools will cover international fee
    - c. Empire
      - 1. Queens - Needs to speak with their Kiwanis about support
    - d. Hudson Valley
      - 1. Marist College - paid last years dues in September, sent check for this year, Edgar will follow up on remaining balance
    - e. Iroquois
      - 1. All clubs are covered
      - 2. Utica waiting to recharter after charter is revoked
    - f. Liberty
      - 1. CCNY - Owes \$200, this is covered
      - 2. Fordham - Kiwanis pays for their dues
      - 3. NYU - Gravesend has offered to cover balance
    - g. Long Island
      - 1. LIU Post - lost contact, Franco working on this
      - 2. Hofstra - waiting to hear from student association on if they can help cover dues
    - h. Northern



## New York District of Circle K International

1. Clarkson - new treasurer, waiting to hear back
    - i. Seneca
      1. Some clubs need to confirm they have access to MUC
    - j. Southern Tier
      1. Cornell - asking for support from Kiwanis
    - k. Western
      1. Buff state college - Mo working with Eric Paul and Chuck Eckert to get support from Buffalo Kiwanis
  - ii. Tomorrow Fund
    - a. Due Dec 1st
    - b. He has sent email with information on how to apply
    - c. If you or your clubs are interested in applying talk to Edgar
  - iii. Clubs in danger of Inactivation
    - a. Marist
- C. District Editor Terrell Merritt
- i. Circling The Empire
    - a. 3rd issue coming out this Wednesday
    - b. Reaching out to some members of board for material for next issue
  - ii. Directory
    - a. Updated with new design
    - b. Lots of officer changes, LtGs be sure officer changes get sent to Terrell so he can update
    - c. Committee Chairs, verify your committee roster is up to date
- D. Lunch recess 11:45am - 1:05pm
- E. Executive Assistant Tina Lee
- i. MBRF Submissions
    - a. Tracker is updated on drive, check if you are missing any
  - ii. Committee Meetings
    - a. Tracker updated on drive
    - b. Not a lot of meetings in September
    - c. Submit minutes to Jack



## New York District of Circle K International

- iii. NYCKI News
  - a. Worked on October one, sent out
  - b. November is ready to send
- F. Capital Division Lieutenant Governor Shannon Perrone
  - i. For first divisional as LtG, wants it to be a bit more informal to allow fellowship
    - a. Jerry - check if your presidents have any upcoming events other clubs could go to
    - b. Wants to plan for Spring if not December
- G. Empire Division Lieutenant Governor Jachelle Luma
  - i. Queen's College - charity week
    - a. clothing drives and charity run at the end of the week
    - b. Fashion show last Friday - charity event in support of district project
    - c. Need to contact them about their dues, working on their membership for next semester
  - ii. St. Johns
    - a. Worked with UNICEF via TOTFU
    - b. Dues are paid, sending check this weekend, early bird
- H. Iroquois Division Lieutenant Governor Edward Kroll
  - i. Colgate
    - a. Process of being chartered
      - 1. Got the okay to be recognized on campus
      - 2. Clinton Kiwanis sponsoring
      - 3. Working to increase their recruitment efforts
  - ii. SUNY Oswego
    - a. Also being chartered
      - 1. Oswego Kiwanis sent in charter paperwork in September, haven't heard back
    - b. Average meeting attendance is 10 + Officers
    - c. 3 officers stepped down and have been replaced
  - iii. Syracuse



## New York District of Circle K International

- a. Dues paid, early bird
- b. Trying to find service opportunities in the community
- c. Trying to fill spring officer vacancies
- iv. Utica
  - a. Rechartering
    - 1. Have the funds and the paperwork
    - 2. Waiting for charter to be revoked in December to recharter
- v. Held rally on Kiwanis One Day, and divisional on Oct 15th
  - a. Talked about Mind your Mind and worked on leadership development
- vi. Holiday social with Western, Iroquois, and Seneca
- vii. Club meeting tracker for all clubs to fill out after each meeting with logistical info
- viii. Lots of new officers (Utica and Colgate)
- ix. Wants all clubs to be recognized by new year
- x. 2 clubs he is interested is chartering
  - a. SUNY Poly in Utica (Past Trustee could be advisor)
  - b. Lemoyne right next to Syracuse University
- I. Liberty Division Lieutenant Governor Sara Louie
  - i. Lots of executive board changes, working with them to strengthen leadership
    - a. Baruch, NYU, Lehman presidents all changed (Lehman has full new board)
  - ii. Lots of club events being held
  - iii. Bridging connections with Lehman/Fordham clubs and Bronx West Chester Kiwanis
  - iv. Appointing executive assistant
  - v. Manhattan and College of Staten Island possible charters
- J. Long Island Division Lieutenant Governor Gianfranco Trotta
  - i. Molloy
    - a. Doing well as new club
    - b. Meetings are high energy



## New York District of Circle K International

- c. Good presence at district events
- d. Hope for the Homeless activities
- e. President is transferring schools, replacement ready
- ii. Hofstra
  - a. Gathering clothes for the homeless
  - b. Inter-clubbed with Molloy, handing out cards at hospital
- iii. LIU Post and Adelphi communication has dropped
- iv. Nov. 20 Divisional to make sandwiches to distribute
- v. Visiting clubs
- K. Seneca Division Lieutenant Governor Katey Sackett
  - i. Appointed EA
  - ii. Two divisionals, October had to be cancelled because of weather
  - iii. Trying to increase connection with Keuka
  - iv. Nov 19, Divisional at UofR
    - a. Service projects for Hope 4 The Homeless
  - v. Dec 3, Tri-Divisional with Western and Iroquois
  - vi. RIT in process of impeaching president
  - vii. UofR working on Katey's project (Bone Marrow Registry)
  - viii. Most Kiwanis clubs are working with RIT, working to spread relationships with other CKI clubs
  - ix. No KC counterpart, therefore difficulty contacting local Key Clubs
- L. Southern Tier Division Lieutenant Governor John Tirino
  - i. Cornell
    - a. 41 dues paying members
    - b. Went from weekly to biweekly meetings, working better
    - c. Hosted Oct 15 divisional
  - ii. Ithaca
    - a. 38 dues paying members
    - b. Current president studying abroad in the spring, what is process on replacing?
      1. Offered info and advice



## New York District of Circle K International

- iii. Elmira
    - a. 30 dues paying members
    - b. E-board having issues with President
      - 1. Alison - we are working on this
  - iv. Bing
    - a. 60 dues paid members
    - b. Video game tournament for Eliminate Project
  - v. Hartwick
    - a. Not accepting any new clubs on campus right now
    - b. School has denied recognition, won't even allow service projects or table
    - c. Going for a push next semester, student association is dissolving current inactive clubs
- M. Western Division Lieutenant Governor Mohit Gogna
- i. Niagara
    - a. 50 active clubs members
    - b. All have paid school dues, International dues being paid by Kiwanis
    - c. NARCAN training coming with Kiwanis Governor-Elect Candace Natwick
    - d. Had issue with funding right before NYS, money disappeared from their account
    - e. School has promised to pay for 15 students to attend DCON
    - f. Kiwanis is covering dues
  - ii. UB
    - a. 100 active members
    - b. 2 service projects every week
  - iii. Buff State
    - a. 6 active members
    - b. Kiwanis is covering dues
  - iv. Canisius
    - a. 10 active members
    - b. Thirst Project visited last week





## New York District of Circle K International

- c. Doesn't have to pay dues
- d. Julia expressed concern with member involvement, asked for board input
  - 1. board offered advice
- v. D'Youville
  - a. Possible charter

### XII. Upcoming Board Meetings

#### A. January Board Meeting

- i. Date
  - a. 20th-22nd
- ii. Location
  - a. NYC with Binghamton fallback (Sara getting back to Jerry on rooming within the week)

#### B. February Board Meeting

- i. Voting board only
- ii. Date
  - a. Feb 17-19th
- iii. Location
  - a. Raddison Hotel in Albany

### XIII. Open Forum

#### A. Ryan - Jerry is shaving his head at convention

- i. Advertise it, set up fundraising page, share at Kiwanis Mid-Winter
- ii. Hold shaving event at convention

#### B. Shannon - what has been our experience with the Capital division

- i. Mo - talk directly with officers and establish your relationship with them
- ii. Jack - district involvement can trickle back down to club level, get members more committed, consider encouraging your clubs to apply as DCON host clubs
- iii. Sara - point them to award applications when they are released, they can show other clubs are active and help set guidelines



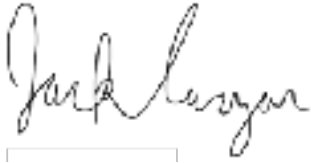
## New York District of Circle K International

- C. Katey - can I bring other possible locations for next years DCON to Jan Board meeting?
    - i. Held discussion over the logistic of changing locations and any consequences
    - ii. Must bring detailed report of possible locations
  - D. Addressed district event transportation
    - i. Discussed issues with downstate bus
    - ii. Jack - I am transportation chair for the whole district, not just downstate. Make sure clubs struggling with DCON travel contact me.
  - E. Ed - District Board apparel
    - i. Tina is working on it
  - F. Michelle - gave info about K-Family month
  - G. Discussion of the format of awards at DCON
- XIV. Remarks from the Kiwanis Committee
- A. Johnny K - concerned that a lot of us are graduating, need to make sure we have successors!
    - i. Keep in touch with clubs over winter break
    - ii. Send out awards and registration packet early
    - iii. Needs written information on EventBrite
  - B. Alison - thank you for being flexible with this meeting
    - i. Make sure you are looking for strong replacements
    - ii. Encourage your clubs to fill out the awards
- XV. Adjournment
- A. District Editor Terrell Merritt moves to adjourn the meeting
    - i. Capital Division Lieutenant Governor Shannon Perrone seconds
    - ii. Motion **passes** with 11 in affirmation, 0 opposed, and 0 abstentions
  - B. District Governor Jerry Cimo adjourned at 3:19pm



**New York District of Circle K International**

Minutes taken by \_\_\_\_\_



\_\_\_\_\_  
**Jack Curzon**

jack.curzon@nycirclek.org

New York District Secretary

Circle K International

