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Saturday, July 18, 2015 | Saint Peter’s University

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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
Iroquois Division Lieutenant Governor Edward Kroll
Long Island Division Lieutenant Governor Edgar Hu
Seneca Division Lieutenant Governor Terrell Merritt
The Southern Tier Division Lieutenant Governor Tina Lee

Voting Board Members Not in Attendance
Capital Division Lieutenant Governor Aaron Skulsky
Empire Division Lieutenant Governor Alisha Morgan
Hudson Valley Division Lieutenant Governor Sean Coyle
Northern Division Lieutenant Governor Annina Quarantello
Western Division Lieutenant Governor David Wu

Non-Voting Board Members in Attendance
Executive Assistant Elizabeth McGuirk
Governor’s & District Project Taskforce Chair Sarah Lee
Marketing Committee Chair Sara Louie
On-To International Convention Committee Chair Brian Kenny
Technology Committee Chair Jack Curzon

Guests in Attendance
St. John’s University Circle K Co-President Miguel Uy
Stony Brook University Circle K Secretary Katie Lim
Saint Peter’s University Circle K President Jessica Garrett
Saint Peter’s University Circle K Vice President Nicholas Anontucci

Kiwanis Committee Members in Attendance
District Administrator John Keegan
I. Call to Order
   A. Meeting was called to order at 10:53 AM EDT
   B. Saint Peter’s University Pope Building Room 113

II. Pledge of Allegiance – Iroquois Division Lieutenant Governor Edward Kroll

III. Circle K International Pledge – Marketing Committee Chair Sara Louie

IV. Approval of District Officer Training Conference Board Meeting Minutes
   A. Governor Walaa Ahmed entertained the motion to approve the District Officer Training Conference Board Meeting Minutes
   B. So moved Iroquois Division Lieutenant Governor Ed Kroll
      1. District Secretary Jerry Cimo seconded
   C. No discussion
   D. **Motion passes** with 7 in affirmation, 0 opposed, and 0 abstentions

V. Approval of Summer Board Meeting Agenda
   A. District Governor Walaa Ahmed entertained the motion to approve the Summer Board Meeting Agenda
   B. So moved Iroquois Division Lieutenant Governor Ed Kroll
      1. District Treasurer Joshua Hill seconded
   C. No discussion
   D. **Motion passes** with 7 in affirmation, 0 opposed, and 0 abstentions

VI. Introduction of 2015-2016 District Board Officers
   A. Thanked and welcomed guests from Saint Peter’s University Circle K, members of the New Jersey District, who hosted us at their school and allowed us to have our board meeting on their campus

VII. Board Status Reports
   A. Executive Board
      1. District Governor Walaa Ahmed
         a. Holding president chats
         b. Working with district committees to plan the 5th annual Kiwanis Family Picnic and the District Large Scale Service Project
         c. Discussing retention and recruitment with clubs
         d. Helping presidents to see what is more vital for them during the coming academic year
      2. District Secretary Jerry Cimo
         a. Holding individual chats with club secretaries
         b. Current 90.5% MRF reporting for April, May, and June—with a 94% on time submission rate for June
         c. Working to gather 100% submissions
         d. Created attendance and service hours Excel spreadsheet resources as requested by club secretaries
         e. Released first newsletter and prior board meeting minutes
         f. Overseeing the Laws & Regulations committee
g. Working the Technology and Marketing committees to create the New York District map and organize the resources page of the website

3. District Treasurer Joshua Hill
   a. Created Finance & Fundraising Committee application
   b. Sending club treasurer email updates
   c. Ensuring clubs have access to the Membership Update Center
   d. Updating fundraising packet and working on club treasurer handbook

4. District Editor Alyssa Famolari
   a. Held 10 one-on-one meetings with board members from a total of 8 clubs
   b. Released the first issue of Circling the Empire
   c. Created folders of graphic resources for clubs
   d. Created New York District Board directory
   e. Working on the next issue of Circling the Empire

B. Lieutenant Governors

1. Iroquois Division Lieutenant Governor Edward Kroll
   a. Working on meeting agenda templates to help clubs
   b. Focusing on helping to strengthen Utica College
   c. Working on a potential new club charter at Morrisville College

2. Long Island Division Lieutenant Governor Edgar Hu
   a. Building contact through web chats with club officers
   b. Helping Hofstra University rebuild their club’s strength
   c. Many Long Island clubs are struggling with funding, so that is an issue he will be paying very close attention to

3. Northern Division Lieutenant Governor Annina Quarantello (phoned into the meeting for her division update)
   a. Worked with District Secretary Jerry Cimo to build contact with new club boards and to get Monthly Report Forms
   b. Getting ready for the upcoming academic year and preparing the first divisional of the year

4. Seneca Division Lieutenant Governor Terrell Merritt
   a. Monthly email correspondents to all club officers
   b. Working to release first divisional newsletter
   c. Helping clubs to establish a plan to reach their goals

5. The Southern Tier Division Lieutenant Governor Tina Lee
   a. Sent first presidents email called “TST Diaries” to update presidents on important and relevant news
   b. Struggling to establish communication with some clubs
   c. Focusing on helping to strengthen Hartwick
   d. Established communication with Ithaca

C. Committee Chairs

1. Executive Assistant Elizabeth McGuirk
a. Holding chats with club vice presidents
b. Developing the vice president handbook
c. Helping to oversee district committees

2. Club Building & Resources Chair Katie Lim
   a. Working on club chartering resource
   b. Created list of schools for potential charter

3. Laws & Regulations Committee Chair Brian Kenny
   a. Creating one page summary resource of what happened at the CKIx15 House of Delegates
   b. Working to gather and organize our governing documents
   c. Created committee cheer and playlist

4. Marketing Committee Chair Sara Louie
   a. Created CKIx15 New York District T-Shirt design
   b. Marketing committee application was released
   c. Updating district social media profiles
   d. Working on reconstructing the past club marketing guide
   e. Creating recruitment and retention budgeting guide

5. NYCKI and International Projects Committee Chair Sarah Lee
   a. Gathering resources for The Eliminate Project & Thirst Project
   b. Gathering contact information for speakers on the Thirst Project

6. Technology Committee Chair Jack Curzon
   a. Working on website development
   b. Website will be live before Kiwanis Convention
   c. Developing survey to get feedback on and gather input
   d. Recently added Miguel Uy from St. John's University Circle K to his committee

VIII. Old Creative Discussion

A. Resignations
   1. Diane Choi has formally resigned from her position as Liberty Division Lieutenant Governor due to academic reasons. She will continue to be involved as a proud member of New York University Circle K.
   2. Cindy Weng has formally resigned from her position as Membership Development & Education Committee Chair. She will be transferring to a university outside of the New York District for the fall semester. The district wishes her the best of luck at Carnegie Mellon University.

B. Appointments
   1. District Governor Walaa Ahmed entertained the motion to appoint the following:
      a. Kristina Reyes as Liberty Division Lieutenant Governor
      b. Sandra Chang as Conferences & Conventions Committee Chair
      c. Brian Kenny as Laws & Regulations Committee Chair
      d. Katie Lim as Club Building & Resources Committee Chair
      e. Sarah Lee as NYCKI & International Projects Committee Chair
   2. So moved District Editor Alyssa Famolari
a.  Seneca Division Lieutenant Governor Terrell Merritt seconded

3.  No discussion

4.  Motion passes with 7 in affirmation, 0 opposed, and 0 abstentions

C.  Kiwanis Convention – August 13-16 in Albany, New York

1.  The following board members will be representing New York District Circle K at the New York District Kiwanis Convention:
   a.  District Governor Walaa Ahmed
   b.  District Secretary Jerry Cimo
   c.  Long Island Lieutenant Governor Edgar Hu
   d.  Executive Assistant Elizabeth McGuirk

D.  Goals

1.  District Secretary Jerry Cimo moved the adopt the following New York District goals for the 2015-2016 service year:
   a.  250 total Kiwanis Family Relations events
   b.  250 total interclubbing events
   c.  90 total fellowship events
   d.  $15,000 total funds raised for the Governor’s Project
   e.  $2,000 total funds raised for the District Project
   f.  4,000 total service hours for the Governor’s Project

2.  Long Island Division Lieutenant Governor Edgar Hu seconded

3.  No discussion

4.  Motion passes with 7 in affirmation, 0 opposed, and 0 abstentions

IX.  Break

A.  A 15 minute break to go to the bathroom and get a snack

B.  The meeting resumed at 11:42 PM EDT

X.  New Creative Discussion

A.  District Large Scale Service Project (DLSSP) – September 25-27, 2015

1.  Registration will be $30 per member

2.  Registration is due by September 20, 2015 before 11:59 PM

3.  After September 20, there will be an additional $5 late registration fee

4.  Payment is due on site of the event

5.  Meals

   a.  Meals will be prepared by the Kamp Kiwanis staff
   b.  No members will be cooking or cleaning in the kitchen
   c.  We will work with the Kamp Kiwanis Director Rebecca to plan meals for throughout the weekend

6.  Club Training Conference (CTC)

   a.  Producing club binders to be distributed to clubs present with the following tabs for resource categories:
      a.  CKI 101
      b.  Service Resources
      c.  Leadership Resources
      d.  Fellowship Resources
      e.  Club Specific Resources
b. The CTC will be 2 hours long on Saturday morning and will be led by a few board members
   a. District Treasurer Joshua Hill will lead a dues discussion
   b. District Secretary Jerry Cimo will lead a discussion on reporting, record keeping, and the Monthly Report Form
   c. Anyone else interested in speaking should contact District Governor Walaa Ahmed
   c. We will discuss the 20% growth challenge

7. Fellowship Ideas
   a. Club spirit fashion show will take place on the Saturday night

8. The Facebook event has been released

9. Promote DLSSP to all of your clubs and members

10. There will be back up service projects in the case of severe weather or rain to prevent attendees from becoming ill

B. New York Speaking – November 6-8, 2015
1. Theme and Tagline
   a. Possible themes presented by the Conferences & Conventions committee

2. Workshop Suggestions
   a. How to write a press release
   b. Guide to member retention

3. Keynote Speaker
   a. The Conferences & Convention committee will reach out to a member of Cornell University Circle K who has published an inspirational book

4. Our attendance goal is 100 members, as set in the District Officer Training Conference (DOTC) board meeting

C. District Convention – March 11-13, 2016
1. Theme and Tagline
   a. Possible themes presented and discussed by the Conferences & Conventions committee
   b. District Secretary Jerry Cimo – We must decide on a theme that is not copyrighted, to prevent us from incurring any fees or possible legal issues

D. K-Family Picnic – August 8, 2015
1. Location
   a. The picnic will be held at Kissina Corridor Park in Queens, New York
   b. It is located nearby the Kiwanis Family Day of Service taking place in Queens, New York that same morning

2. Food Suggestions
   a. We will not be having a barbeque grill, but rather a sandwich bar and other foods that do not need to be prepared immediately before serving
3. The Facebook event and information has been released, so please promote it to your clubs and all Kiwanis Family members
4. District Administrator John Keegan – Send invitations to Kiwanis clubs in Queens, New York and not from Kiwanis clubs from across New York

E. Apparel or materials to sell at district events
1. Discussed selling CKI merchandise at district events
   a. Possibly pins, tumblers, shirts
   b. Too hard to make a profit at DCON selling items with our attendance record
   c. Many members want to buy district apparel and would be willing to purchase them at district events
   d. District Administrator John Keegan – holding a store at our District Convention is too costly with our restricted budget and our limited attendance
2. Customized DCON pins
   a. We would like to have a custom convention pin to distribute to attendees that is relevant to the convention theme
   b. These pins would be included in the registration packet for attendees who completed registration on time
   c. District Administrator John Keegan – We should work with a Kiwanian who can make these pins. Kiwanians do a lot for our organization, so it is best to always help them in return when we can.
3. Generic district shirts that we could sell/distribute at all district events
   a. It is possible to order these shirts in advance for members who pay in advance, and then distribute them at district events
   b. Marketing Committee Chair Sara Louie – We could sell the shirts online, but only distribute them after meeting a minimum amount sold. We could use represent.com for this purpose.

F. Board Apparel
1. Possible board apparel items discussed were hats, socks, fanny packs, duffle bags, varsity jackets, underwear, or windbreakers
2. Moved final decision and further discussion on board apparel to a future board meeting

G. Voting on New York Speaking and District Convention Theme
1. District Secretary Jerry Cimo moved to temporarily suspend the New York District Policy Codes and Bylaws and allow for all meeting attendees who are New York District Circle K members in good standing to vote for the New York Speaking and District Convention theme via a secret ballot.
   a. The Southern Tier Division Lieutenant Governor Tina Lee seconded
2. No discussion
3. **Motion passes** with 7 in affirmation, 0 opposed, and 0 abstentions
4. The results of the vote are held in secret by the District Governor and Conferences & Conventions committee.

5. The themes will be revealed when the events are formally announced at the immediate prior district event.

XI. Remarks from the Kiwanis Committee

A. District Administrator John Keegan – You must CC him on all Circle K related and important email correspondents. He must know all important information, projects, and updates. If you are not sending him your information, it is impossible for him to give you approval, which is part of his role as the administrator.

XII. Adjournment

A. District Governor Walaa Ahmed entertained the motion to adjourn the meeting

B. So moved The Southern Tier Lieutenant Division Governor Tina Lee

   1. Long Island Division Lieutenant Governor Edgar Hu seconded

C. No Discussion

D. **Motion passes** with 7 in affirmation, 0 opposed, 0 abstention

E. The meeting was adjourned at 1:00 PM EDT

Minutes taken by

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