



New York District of Circle K International
Board Meeting Minutes



> January 2015 – January Board Meeting Minutes



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Saturday, January 9, 2015 | Queens Library, Broadway Branch in Queens, NY

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Attendance

Presiding Officer

District Governor Walaa Ahmed

Voting Board Members in Attendance

District Secretary Jerry Cimo

District Editor Alyssa Famolari

Empire Division Lieutenant Governor Julia Antignani

Hudson Valley Division Lieutenant Governor Sean Coyle

Iroquois Division Lieutenant Governor Edward Kroll

Long Island Division Lieutenant Governor Edgar Hu

Northern Division Lieutenant Governor Annina Quarantello

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

District Treasurer Joshua Hill

Capital Division Lieutenant Governor Aaron Skulsky

Liberty Division Lieutenant Governor Kristina Reyes

Non-Voting Board Members in Attendance

Executive Assistant Elizabeth McGuoirk

Alumni & Kiwanis Family Relations Committee Chair Jeffery Cheng

Conferences & Conventions Committee Chair John Tirino

Club Building & Resources Committee Chair Katie Lim

Laws & Regulations Committee Chair Brian Kenny

Marketing Committee Chair Sara Louie

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 called to order at 10:34 AM
 - B. Queens Library, Broadway Branch in Queens, NY
- II. Pledge of Allegiance – District Editor Alyssa Famolari
- III. CKI Pledge – Hudson Valley LTG Sean Coyle
- IV. Approval of Tri-K Minutes
 - A. District Governor Walaa Ahmed entertained the motion to approve the Tri-K board meeting minutes
 1. So moved Sean Coyle
 - B. Ed Kroll seconded
 - C. **Motion passes** with 10 in affirmation, 0 opposed, and 0 abstentions
- V. Approval of January Board Meeting Agenda
 - A. District Governor Walaa Ahmed entertained the motion to approve the January board meeting agenda
 1. So moved Terrell Merritt
 - B. Jerry Cimo seconded
 - C. **Motion passes** with 10 in affirmation, 0 opposed, and 0 abstentions
- VI. Club Status Reports
 - A. 15 clubs have not paid dues
 1. Buffalo State
 - a. They are in the process of getting them paid
 2. Clarkson University
 - a. Treasurer says they are in the process of currently paying
 3. Columbia University
 - a. Problem contacting the club
 4. Cornell University
 - a. May be in process of paying, we need to follow up with them
 5. Fordham University
 - a. Taken care of by their sponsoring Kiwanis club
 6. Hartwick College
 - a. Lost club charter at university, is a priority club to help pay dues
 7. Hudson Valley Community College
 - a. In process of paying
 8. Hunter College
 - a. Having trouble communicating with the club officers
 9. LIU Post
 - a. In process of paying
 - b. Rich Hall is going to be working with them to get them paid
 10. Marist College
 - a. No longer communicating with us
 - b. Working to rebuild club and pay dues
 11. New York University
 - a. Dues are only partially paid



12. Niagara University
 - a. Kiwanis club pledged to pay dues, but they are still waiting to get them paid
 13. Queens College
 - a. Contacted president
 14. St. Lawrence University
 - a. Unable to figure out how to pay their dues
 15. Vaughn College
 - a. We are going to visit the club and help them rebuild
- VII. Board Status Reports
- A. Executive Board
 1. District Governor Walaa Ahmed
 - a. Briana has stepped down as Conferences & Conventions Committee Chair, and Ali Ahmed is taking her position as chair
 2. District Secretary Jerry Cimo
 - a. 4 or 5 new secretaries he is orienting
 - b. About 95% MRF submission rate
 - c. Working on third newsletter
 - d. Making sure clubs are ready to transition into the new year next year
 3. District Editor Alyssa Famolari
 - a. Next newsletter being released soon
 - b. Communicating with editors
 - c. Finishing care packages to send out
 - d. Reaching out to officers to apply for awards
 - e. Looking for possible successors
 - B. Lieutenant Governors
 1. Empire Division Lieutenant Governor Julia Antignani
 - a. Working with Queens College to get university recognition
 - a. School paperwork was not submitted on time
 - b. Working with the Queens College club advisor
 - c. Planning the first divisional and working on finding the location
 2. Hudson Valley Division Lieutenant Governor Sean Coyle
 - a. New Paltz is stable and doing well without an advisor and without communication with their sponsoring Kiwanis club
 - b. Lost communication with Marist
 - c. Vassar College is a potential new charter club
 3. Iroquois Division Lieutenant Governor Edward Kroll
 - a. Syracuse is getting a new club president
 - b. Working with director of student activities at Utica College to recruit members and have first meeting
 - a. Will keep their club advisor, and will have their dues covered
 4. Long Island Division Lieutenant Governor Edgar Hu



- a. Held second divisional
 - b. Visited LIU Post and Adelphi
 - c. Working on visiting Hofstra
 - d. Going to hold divisional for elections in February
 - e. Working on newsletter
5. Northern Division Lieutenant Governor Annina Quarantello
 - a. Just got back from Colorado, contacted all of the presidents
 - b. St. Lawrence just got a new club president
 - a. Working on communicating with the new president
 6. Seneca Division Lieutenant Governor Terrell Merritt
 - a. Held second divisional
 - b. Working on releasing next newsletter and promoting DCON
 - c. Clubs are active and responding
 7. The Southern Tier Division Lieutenant Governor Tina Lee
 - a. Communicating and updating ERFs for clubs
 - b. Held joint divisional with Iroquois Division
 - c. Made video and played musical chairs
 - d. Creating newsletter
 8. Western Division Lieutenant Governor David Wu
 - a. Held December divisional, and working to plan January divisional
 - b. Working with clubs to help communication
 - c. Sending Christmas Cards
 - a. Keeps forgetting to buy stamps
 - d. Helping Buffalo State to get funding for DCON
- C. Committee Chairs
1. Executive Assistant Elizabeth McGuoirk
 - a. Taking to new Vice Presidents and holding chats with them
 - b. Working with committee Chairs and helping with ConCon
 2. Alumni & Kiwanis Family Relations Committee Chair Jeffery Cheng
 - a. Attending 2 Key Club Divisionals
 3. Conferences & Conventions Committee Chair John Tirino
 - a. Will be addressed later
 4. Club Building & Resources Committee Chair Katie Lim
 - a. Working on club chartering committee
 5. Laws & Regulations Committee Chair Brian Kenny
 - a. Working on updating Bylaws & Policy codes
 - b. Looking through international governing documents for potential amendments
 6. Marketing Committee Chair Sara Louie
 - a. Working with ConCon to release DCON promos
 - b. Created logos and graphics for promotion
 - c. Working with Jack on registration
 - d. Made DCON program cover



- VIII. Old Creative Discussion
 - A. February Board Meeting
 - 1. Albany, NY
 - 2. February 5-7, 2016
 - 3. We are staying with Elizabeth
 - 4. We need to leave Sunday as early as possible
 - 5. Only voting board members can attend
 - 6. We are going to be applying for International Awards
 - 7. Try to have our board meeting in the hotel where DCON will be
 - B. Kiwanis Mid-Winter Convention
 - 1. February 19-21, 2016
 - 2. Selling ads for our DCON program
- IX. New Creative Discussion
 - A. Club Dues Task Force
 - 1. Working on the priority clubs that we addressed in the club status reports
 - B. International Service Project
 - 1. The Eliminate Project was supposed to end in 2015, but clubs who have made pledges still need to fundraise to meet their pledges or goals
 - C. DCON Service Project Fair
 - 1. Not Addressed
 - D. Walaa Ahmed entertains the motion to allow clubs to submit awards for events between the dates of February 1, 2015 to February 4, 2016
 - 1. So moved Jerry Cimo
 - E. Edgar Hu seconded
 - F. **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions
- X. District Convention
 - A. Anticipated Attendance
 - 1. Each division needs to have an attendance goal and must tell Walaa their goal by the time that the Spring semester starts
 - B. Invitations
 - 1. Postcard with paper registration
 - a. Sent to all Kiwanis Lieutenant Governors and all past governors
 - b. We should send to all faculty and Kiwanis advisors
 - c. Send invitation to the New York District Circle K Alumni Association
 - d. Invite everyone you can
 - C. Workshops
 - 1. Released workshop application
 - 2. We have 7 workshop sessions
 - 3. We need to figure out if people need equipment prior
 - 4. John Tirino is working on the workshop schedule, and the last workshop period is going to be the keynote speaker



- a. He is going to send Johnny K all scheduling information and also all information from/for the website
 - 5. Greg Faulkner – How to be a notary workshop
 - 6. Life Skills workshops
 - D. Ongoing Fellowship
 - 1. Crossword puzzle – you get clues/hints by attending workshops
 - a. The crossword is Broadway theme
 - E. Saturday night dance
 - 1. Student DJ rather than hiring a DJ
 - 2. Tell Walaa if you have ideas
 - 3. The dance is going to be Broadway themed – and if you want to be festive, have your club perform have part of a Broadway show
 - a. 60 seconds on Broadway
 - F. Keynote Speaker
 - 1. Reaching out to potential Broadway themed keynote speakers
 - a. Cherine Anderson
 - G. Promotional Resources
 - 1. Previously addressed
 - H. Suggestions for Chairs
 - 1. Sargent-at-arms (6)
 - a. Need one chair to appoint all of the SAA's
 - 2. Credentials (1)
 - 3. Elections (1)
 - 4. Resolutions (1)
 - a. Brian Kenny will be Resolutions Chair
 - 5. Walaa is going to talk to members who may want to be SAA, Credentials, or Elections chair
- XI. District Awards
 - A. All are online, and very easy to apply
 - B. Only things that require letters of recommendations are awards where you nominate another individual for the award
 - C. All signatures are E-Signatures
 - D. We hope to get many submissions, but we can't get submissions unless we promote them
 - E. The division who gets the largest percentage of award applicants will get a visit by Walaa at their last divisional with a special treat
 - F. We need to encourage smaller clubs to apply for awards
- XII. NY District Goals
 - A. How can we reach them
 - 1. The goals are available online for view at nycirclek.org/goals
 - 2. We are going to send out the amount of hours and funds raised needed by each member for us to all reach our district goals
- XIII. Bylaw Amendments / Changes



- A. We have the amendments to send out before DCON, and everything is ready to go before the convention
- XIV. Remarks from the Kiwanis Committee
 - A. Everyone needs to register for DCON
 - B. Alison needs a message from NY K-Family Governors, the ConCon committee, pictures of board members, and other bio information for the keynote and other guests. If you would like something printed you must tell Alison far in advance so she can print them.
 - C. Make sure you register for DCON and register early. Registration is not valid until you submit your payment.
 - D. At DCON everyone needs to know what they are saying from the script ahead of time, and not reading it for the first time.
 - E. Look for potential people to give reflections.
 - F. Invocation will be submitted ahead of time by multiple people and be checked to ensure it is not offensive.
- XV. Adjournment
 - A. District Governor Walaa Ahmed entertained the motion to adjourn the meeting
 - B. So moved Alyssa Famolari
 - 1. Terrell Merritt Seconded
 - C. No Discussion
 - D. **Motion passes** with 10 in affirmation, 0 opposed, 0 abstention
 - E. The meeting was adjourned at 1:16 PM

Minutes taken by

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

