



New York District of Circle K International

Winter Board Meeting
Minutes
January 26th, 2019

CKI[®] Circle K
International



Winter Board Meeting

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Saturday, January 26, 2019 | KCM Plumbing, Staten Island, NY | 9:21AM-4:22PM

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Attendance

Present

Presiding Officer

District Governor Ryan Coffey

Voting Board Members

District Secretary Kristian Mosquito

District Treasurer Sayef Iqbal

District Editor Tyler Reimold

Capital Division Lieutenant Governor Zachary Stanke

Iroquois Division Lieutenant Governor Jordan Louie

Liberty Division Lieutenant Governor Odalis Gutierrez

Long Island Division Lieutenant Governor Charles Hager

Seneca Division Lieutenant Governor Rebecca Lopez

Western Division Lieutenant Governor Erick Morocho

Non-Voting Board Members

Executive Assistant Nikita Lee

Executive Chair Peony Tse

Alumni/Kiwanis Family Relations Committee Chair Alaina Hinkley

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 Julia Antignani

Marketing Committee Co-Chair Brendon Nguyen

Service Initiatives Committee Chair Sami Sharifiy

Technology Committee Chair Omar Carrera

Hudson Valley Division Liaison Sophie Rhind

Absent

Voting Board Members

Northern Division Lieutenant Governor Tyler Kearns

Non-Voting Board Members

All Non-Voting Board Members were present



New York District of Circle K International

Guests in Attendance

Subregion F International Trustee Stephania Gonzalez-Mena

Kiwanis Committee Members in Attendance

District Administrator John Keegan

Assistant District Administrator Alison Mandel

Assistant District Administrator Rich Hall

Kiwanis Committee Representative Sean O'Sullivan



Meeting Minutes

- I. Call to Order
 - A. Governor Ryan Coffey called to order at 9:21AM
 - B. Conference Room, KCM Plumbing, Staten Island, NY
- II. Executive Updates
 - A. District Treasurer Updates (Sayef)
 - (1) Member total: 525
 - (a) For perspective, we had 502 members as of January 2018
 - (b) A lot of clubs are missing dues. LTGs please work with them
 - i) Stephania: Why are clubs hesitant to pay international dues?
 - (1) Becca: A lot of members don't see the impact of where their money goes. District dues are more apparent
 - (2) Amna: It takes a long time to explain International
 - (3) Becca: For general members, it would be very useful to have a video to explain what international is
 - (4) Tyler: There's a lot of good points we're bringing, so we should compile them and bring them up with International
 - (c) Check dues tracker, and double check on each club's progress
 - (2) Fundraising total: \$13,187 (66% of total goal)
 - (a) Less FRF responses than usual in December and January
 - (b) LTGs, please check FRF tracker
 - (3) Clubs should push for recruitment, get new members to pay
 - (a) If each club got 5-10 members in spring, it would go a long way
 - (b) Ryan: There's no real difference between fall and spring recruitment. If clubs put in the same effort in spring as in fall, there will be way more success than just treating it as an afterthought
 - (c) Stephania: Recruitment materials from International coming soon
 - (4) Will work with treasurers to help with transitions



B. District Editor Updates (Tyler)

- (1) There's a lot of club officer resignations recently, so it's easier to resubmit the ERF rather than asking to directly edit the Directory
- (2) New Ideas for Next Year
 - (a) Move to Google Team Drives to avoid files from getting deleted
 - (b) Committee members to have their own NYCKI email accounts
 - i) Becca: Good idea as long as there's privacy of folders
 - (c) Keep old board member email accounts for several years
- (3) Need articles for the next Circling the Empire

C. District Secretary Updates (Kristian)

- (1) Held three-on-ones in January with club secretaries
 - (a) Focus on recruitment, service, and DCON
- (2) Most MRFs have been submitted; waiting on some clubs to get dues in
- (3) Will training secretaries from newly chartered clubs
- (4) District Goals update:
 - (a) Service Hours: 10,654
 - (b) Interclubs: 96
 - (c) K-Family Events: 80
 - (d) Socials: 81
- (5) 8 clubs have hit service hour goals
 - (a) Alaina: Next year, club boards should be more involved with setting their own club goals and checking in on them

III. International Updates (Stephania)

- A. Sent a January Sub-F update e-mail; please read it
- B. International Scholarships are due on February 1
- C. International Goals
 - (1) 8.75/24 service hours per member
 - (2) 3.22/5 K-Family Events per member
 - (3) 2.83/5 Interclubs per member
- D. International Board Books and video update are online



- E. CKIx19 is in Orlando, FL
 - (1) Subregions are gone: there will be a new election system for trustees
 - (2) International Committee Chair applications will be available after CKIx
 - (3) Many Districts are coming early to go to Walt Disney World, and the hotel is really cheap due to discounts
 - (4) Ryan: The hope is that New York can borrow the Metropolitan Division van, drive down on Saturday and Sunday, and then spend Monday and Tuesday to explore Orlando
 - (a) Stephanica: Don't buy tickets until we know if discounts are available for Disney World
 - F. If you have any ideas for the Finance Committee, let her know
 - G. The budget hasn't been released because Kiwanis International hasn't sent it to anyone, even to the International Board
- IV. Policy Code Changes
- A. Endorsements for Elected Executive Office
 - (1) Secretary Kristian moves to amend Section 8, Item 6 of the District Policy Codes to read: "All current District Board members (Executive Board, Lt. Governors, and Chairs), Lt. Governors-elect, and Past Governors are prohibited from caucusing for or publicly endorsing a candidate for District Office. Only current, dues paid members of CKI may campaign for candidates. Past or current CKI International Board members and current governors are not eligible to caucus for or publicly endorse a candidate unless said officer is a candidate for office; then said officer may only campaign for themselves and no other candidate. a. All elected District Board members are granted Delegate-At-Large privileges and are permitted to vote in the House of Delegates.
 - (a) Treasurer Sayef Iqbal seconded
 - (b) Discussion:



- i) Charles: Supports the idea because many board members have influence, and walking in with them is significant. Also more opportunity for new members to participate
 - ii) Becca: Agrees with Exec, LTGs, and LTGs-elect, but not with Chairs. There are lots of chairs
 - iii) Amna: What constitutes a public endorsement?
 - (1) Ryan: It's somewhat ambiguous. Private conversations are generally okay, but not speaking in public
 - iv) Sayef: On last year's board, moved to remove the LTG-elect portion because LTGs-elect aren't as influential yet. Editing this section limits the number of people who can support you
 - v) Odalis: While chairs and LTGs-elect may know candidates well, it still works because there are still general members who give a new perspective
 - vi) Erick: LTGs-elect have perspectives as valuable as members'
 - vii) Editor Tyler calls the question
 - (1) Capital LTG Zak seconded
 - (2) **Motion passes** with 6 in affirmation, 3 opposed, and 0 abstentions
 - (c) **Motion passes** with 7 in affirmation, 2 opposed, and 0 abstentions
 - (2) Seneca LTG Rebecca moves to amend Section 8, Item 6 of the District Policy Codes change the phrase "...publicly endorsing a candidate for District Office..." to "...publicly endorsing a candidate for *Executive* Office..."
 - (a) Western LTG Erick seconded
 - (b) Discussion:
 - i) Becca: This is to allow club officers serving as chairs to support candidates at LTG elections
 - (c) **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions
- B. DCON Campaign Literature



- (1) Secretary Kristian moves to amend Section 8 of the District Policy Codes to include: "Candidates may produce campaign literature to be distributed to dues-paid members at the District Convention. a. Each candidate shall be allowed to submit one sheet, front back (two 8 1/2" by 11" pages) as campaign literature. b. A candidate's literature may not contain the names of any past or present members of the Kiwanis family, besides their own. c. With the exception of official campaign literature, no further materials may be made or distributed by the candidate or candidate representatives on behalf of the candidate. This includes, but is not limited to, t-shirts, pins, non-campaign pamphlets, and social media posts. d. The timeline and requirements for this literature shall be set by the District Governor and District Administrator."
- (a) Seneca LTG Rebecca seconded
- (b) Tyler moves to amend Item a of the amendment to read: "a. Each candidate shall be allowed to submit one double-sided sheet, (8 1/2" by 11") as campaign literature."
- i) Capital LTG Zak seconded
- ii) No discussion
- iii) **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions
- (c) Discussion (Part 1):
- i) Zak: This should be passed so there's more equal ground
- (d) Treasurer Sayef moves to amend Item c of the amendment to remove the phrase "and social media posts".
- i) Long Island LTG Charles seconded
- ii) Discussion:
- (1) Brendon: By allowing social media posts, it allows you to circumvent the campaign literature limit. Also, sharing on social media turns elections into a popularity contest



- iii) Editor Tyler calls the question
 - (1) Liberty LTG Odalis seconded
 - (2) **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions
- iv) **Motion fails** with 1 in affirmation, 7 opposed, and 1 abstention
- (e) Editor Tyler moves to amend Item a of the amendment to add the phrase “black and white” before the phrase “double-sided sheet”.
 - i) Western LTG Erick seconded
 - ii) Discussion:
 - (1) Becca: The 2 page limit is already significant. While the cost argument is understood, it severely limits the ability to show themselves
 - (2) Sayef: You should have all the freedom you can with what you're already limited to
 - (3) Tyler: Black-and-white would even the playing field on cost
- iii) Long Island LTG Charles calls the question
 - (1) Capital LTG Zak seconded
 - (2) **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions
- iv) **Motion fails** with 2 in affirmation, 7 opposed, and 0 abstentions
- (f) Discussion (Part 2):
 - i) Alaina: Would this apply to general members too?
 - (1) Ryan: The key language is “candidate representatives”
 - (2) Zak: If you're running, it should be on you to tell your supporters to do that. But, if the candidate didn't do it, they shouldn't be punished
 - ii) Brendon: It would be more concise to remove the exceptions
 - iii) Becca: It might be useful to clarify that it's official candidate representatives
 - (1) Nikita: Agreed. General members should be allowed to post



- (2) Brendon: How would we know who is official?
 - (a) Ryan: It would be obvious, and this is where the Governor and District Administrator would use their discretion
 - iv) Rich: With Item b, there may be issues regarding awards that are named after K-Family members
 - v) Becca: This is very broad, and this point should be removed
- (g) Treasurer Sayef moves to amend Item b of the amendment to read "b. A candidate's literature may not contain the names of any other candidates running for office."
 - i) Discussion:
 - (1) Sean: What about photos? Or just reading out titles?
 - ii) Editor Tyler calls the question
 - (1) Western LTG Erick seconded
 - (2) **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions
 - iii) **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions
 - (2) **Motion passes** with 9 in affirmation, 0 opposed, and 0 abstentions

[Breakfast Recess 11:44AM-12:30PM]

- V. District Convention (DCON)
 - A. Completed Work (Viktoriya and Amna)
 - (1) There are many opportunities at DCON for members to show leadership
 - (a) Workshops
 - (b) Service Fair table
 - (2) Other opportunities
 - (a) Fundraising basket



- (b) Visual coverage team
- (c) Lip sync battle for clubs
 - i) Reach out to Con Con for specifics
 - ii) Sophie: Do only clubs performing qualify for spirit bear, or can performing individuals win it too?
 - (1) Vik: Only clubs

(3) Technology and Marketing have produced a beautiful DCON website

B. Future Work

- (1) Ryan: It's your duty as board members to understand everything about DCON so you can clarify for members
- (2) Looking for a host club
 - (a) Clubs should be able to arrive early to help set up
 - (b) Reach out if you have a good idea for host club
- (3) DJs
 - (a) Sophie: There's a Kiwanian near New Paltz that DJs
 - (b) Amna: Last year the DJ didn't play songs that were requested
- (4) CKI Store
 - (a) Julia: Please fill out the interest form so we know what to get
 - (b) Brendon: If you or your clubs have item or design ideas, please submit them by February Board
- (5) Fundraiser Ideas
 - (a) Ryan: Raffling off individual talents
 - i) Kristian: Is that performances or teaching skills?
 - (1) Ryan: Either
 - ii) Nikita: It's something that works at Cornell
 - iii) Vik: Be willing to follow through if it lasts after the weekend
 - iv) Jordan: We can make a fundraising breakpoint so that a performance can be done on the weekend
 - v) Stephania: Held a Miracle Minute in New Jersey to get Karl Uzcategui to dance in a hula outfit



- vi) Brendon: Once in Key Club, kept playing the same song on repeat until a certain amount was reached

C. Elections

- (1) If you know anyone who is running, make sure they inform Ryan to make sure there's appropriate time scheduled for caucusing.
- (2) Encourage members to run for positions!
- (3) Ryan: Is it a good idea to switch Workshop Session 1 with Friday night caucus?
 - (a) Rich: A lot of people decide to run after Friday night caucus
- (4) Ryan: LTGs, are you okay with casual wear in caucus?
 - (a) Zak: As long as the candidates and LTGs are business casual

D. Transportation

- (1) Sean: On Sunday morning, everyone leaves at the same time. Make sure people take the bus to and from Collins Circle because it's easier
 - (a) Alaina: MegaBus goes there. Trailways does too (it's called SUNY Albany with them)
- (2) Anyone who needs to be shuttled should let Con-Con know

E. Funding

- (1) Rich: Make sure clubs apply for funding from schools and asks for it from Kiwanis clubs early, since it takes a while to get it
- (2) Sean: Make sure clubs explicitly asked for a specific amount so that Kiwanis clubs know exactly how much to give

F. Accommodations

- (1) Amna: Schools should not contact the hotel. They should contact Con-Con first.

G. Other Concerns

- (1) Encourage members to get involved as DCON Subchairs
- (2) Sophie: Can members of non-chartered clubs attend?
 - (a) Ryan: Yes



- VI. Successor Packages (Brendon, Peony, and Erick)
 - A. The focus should be investing in people, not just investing in resources
 - B. In past years, there wasn't a standard template for successor packages.
 - C. Analytics and Processing Task Force has made a standard template to provide that consistency
 - (1) This is an outline for board members to write what they want to pass on
 - (2) It is a living document, updated by successors for years to come
 - (a) Future board members should add things to the successor package during the year
 - (3) The package is available in the Star Board Google Drive
 - D. Ryan: This template is something worthwhile for club officers too
- VII. DCON Awards Grading (Ryan)
 - A. Each of the elected Exec Officers will break into teams with 2-3 LTGs, and then each team will cover 1/4th of the awards
 - B. Applications will be sent as PDFs one week prior to February Board
 - (1) It is very important that all the reading is done in advance.
 - (2) Do **NOT** share or discuss the awards with anyone!!!
 - C. Voting will take place at February Board, where teams will clarify language and the rubric before casting their votes.
 - (1) Voting will be anonymous, following the rubric, by submitting numbers through Excel sheets

[Lunch Recess 14:52-15:22]

- VIII. Chair Updates
 - A. Service Initiatives (Sami)
 - (1) New monthly calendars have been released
 - (2) LTGs, please showcase them at upcoming divisionals
 - (3) Another District Project Week will take place in February
 - (a) Useful for the District Project Hours Award



- B. Alumni and Kiwanis Family Relations (Alaina)
 - (1) List of possible charters have been sent out
 - (a) LTGs, make sure to reach out to these past Key Clubbers
 - (2) K-Family Event in Albany in April
 - (a) If you have any event name ideas, please suggest them
- C. Technology (Omar)
 - (1) Website has been redesigned
 - (2) Working on new homepage
 - (3) Awards page is under maintenance
 - (4) Guides and resources have been reworked to be easier to access
 - (5) DCON page is live
- D. Club Building and Strengthening (Naile)
 - (1) DCON workshop applications are live, due February 10th
 - (2) Feedback form has been sent out for Info Session webinars
 - (a) Please share them
- E. Awards (Ayesha)
 - (1) Recognition video for DCON is being made with Marketing
 - (a) Highlighting three tenets from general members
 - (b) Deadline is February 14th
 - (2) DCON awards applications are live, due February 10th
 - (a) Ryan: In addition, the Don Forsythe Scholarship has now been released worth \$5000. Please advertise them personally
 - (b) Peony: If you know someone really good, nominate them for the Individual Awards
 - (3) Membership Ceremony guide is being worked on right now
 - (4) Ryan: If you have any recommendations for the recipient of the Unsung Hero award, please suggest them



- IX. Closing Remarks from Governor
- A. Held training with new charter presidents - looking really good
 - B. Spring recruitment is very important. This is a chance for clubs who haven't hit their recruitment goal. Members are looking to be a part of something, so let's share it with them
 - C. Think back to DOTC, when we didn't really know each other as well. Now think about how close we've all become.
 - D. Thank you to Steph for coming from New Jersey
 - E. If you're interested in continuing leadership in Circle K, it isn't about "climbing the ladder". It's about where you're most needed.
 - F. Don't be discouraged to run because your friends are. Don't let it turn nasty, but run for what you wish for, and the best person will get elected.
 - G. Even though the service year ends March 31st, continue working with and training your successor until the end of the semester
- X. Open Forum/General Updates
- A. Amna: Thank you Ryan for being an awesome governor
 - B. Brendon: Marketing can always use more help!
 - C. Charles: Adelphi Murder Mystery is 7PM, March 2nd
 - D. Zak: RPI Iron Chef is evening, February 22nd. Whole board can attend before board meeting
- XI. Remarks from Kiwanis Committee Members
- A. Alison: One-on-one meetings today with LTGs has revealed many clubs that are below charter strength. Please push for spring recruitment. Encourage clubs to apply for awards.
 - B. Rich: Thank you to Ryan for opportunity for one-on-ones. Please register early for DCON.
 - C. Johnny K: Thank you for your hard work today. Make sure to push for recruitment. Have a good evening, drive safe.
- XII. Adjournment
- A. Governor Ryan adjourned the meeting at 4:22PM.



Minutes taken by

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New York District Secretary

Circle K International