



New York District of Circle K International

District Large Scale Service
Project Board Meeting Minutes

September 21st, 2019

CKI[®]
Circle K
International

Summer Board Meeting

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11:06PM-12:23AM

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Attendance

Presiding Officer

District Governor Peony Tse

Voting Board Members in Attendance

District Secretary Naile Ruiz

District Treasurer Amna Bajwa

District Editor Jason Zhao

Capital Division Lieutenant Governor Zachary Stanke

Empire Division Lieutenant Governor Ayesha Alam

Hudson Valley Division Lieutenant Governor Sophie Rhind

Iroquois Division Lieutenant Governor Ryan Gu

Liberty Division Lieutenant Governor Viktoriya Borisova

Long Island Division Lieutenant Governor Omar Gabr

Northern Division Lieutenant Governor Tyler Kearns

Seneca Division Lieutenant Governor Coehl Gleckner

Southern Tier Division Lieutenant Governor Brendon Nguyen

Western Division Lieutenant Governor Alvina Khan

Non-Voting Board Members in Attendance

Executive Assistant Erick Morocho

Executive Chair Sami Sharifiy

Alumni/Kiwanis Family Relations Committee Chair Chelsea Shuren

Awards Committee Chair Mubtasim Akhyar

Club Building & Strengthening Committee Co-Chair Alaina Hinkley

Club Building & Strengthening Committee Co-Chair Tayba Aziz

Conferences & Conventions Committee Co-Chair Maggie Cheuk

Conferences & Conventions Committee Co-Chair Nicholas Rai

Marketing Committee Co-Chair Carson Bloomingdale

Service Initiatives Committee Chair Kelcie Warren

Technology Committee Chair Storm Mayer

Guests in Attendance

New York Kiwanis Governor-Designate Joseph Ruggiero

Kiwanis Committee Members in Attendance

Assistant District Administrator Alison Mandel

Assistant District Administrator Greg Faulkner

Kiwanis Committee Representative Eric Paul

Absent

Voting Board Members

All voting board members were present

Non-Voting Board Members Not in Attendance

Marketing Committee Co-Chair Wendy Yang

Kiwanis Committee Members Not in Attendance

District Administrator John Keegan

Assistant District Administrator Rich Hall

Meeting Minutes

- I. Call to Order
 - A. Governor Peony called the meeting to order at 11:06pm
 - B. Governor's Hall, Kamp Kiwanis in Taberg, NY
 - C. **Peony:** The weekend is going great, everyone is making an effort to talk to someone new!
 1. Shout-out to Brendon and Ayesha for reaching out and including new people, and to Con-Con for a great scavenger hunt!
- II. Pledge of Allegiance
 - A. Led by Technology Chair Storm Mayer
- III. CKI Pledge
 - A. Led by Liberty LTG Viktoriya Borisova
- IV. Executive Updates
 - A. District Editor Update - **Jason Zhao**
 1. Significant progress on quarterly newsletter
 - a) Due to be released after DLSSP
 - b) Completely new design
 2. Business cards are complete - Those that ordered can collect them sometime this weekend
 3. Con-Con Collaboration Project - delayed
 - a) First teaser due to be released early October
 - b) Second teaser due to be released during NYS
 - c) Third teaser due to be released right before DCON
 - d) Plot of the story has been established
 4. Marketing Collaboration Projects - delayed because of DLSSP
 - a) District and Governors Project reveal
 5. Technology Collaboration Project - Audio/podcast tutorial project, the plan is to make it easier for people to absorb information while doing other things such as homework or walking home
 6. NYCKI News

- a) An email newsletter that will go out to the entire New York District updating them on the current events and status of the district
 - b) Currently in the works and being planned
 - c) Planned for release sometime after DLSSP and before NYS
 - d) Done in the past, planning on bringing it back
- 7. Updating Handbooks and Resources - Plan to create a library of editor handbooks and update resources put on the side until winter break or until further notice
 - 8. Club Editor Training - Sample agendas have been created; will reach out and schedule
- B. District Treasurer Update - **Amna Bajwa**
- 1. 10 treasurers left to do one-on-ones with
 - 2. Building a power-point for treasurers that they can show to members to introduce dues payment
 - a) Joint project between her and CCNY Secretary Jenny
 - 3. Treasurer training workshop at DLSSP went well
 - a) Wanted to inspire board officers to become more involved
- C. District Secretary Update - **Naile Ruiz**
- 1. First rounds of one-on-ones were completed in July and August with ~10 clubs incomplete because they either don't have secretaries or they were out for the summer.
 - a) Second round/bi-monthly Check-ins starting up this week
 - b) They have been broken up into two groups, numbers assigned on MRF/Secretary tracker
 - 2. MRF Update/MUC
 - a) Additional questions have been added, will be adding a new section to the divisional spreadsheets
 - b) Membership Update Center is now open to presidents in addition to just treasurers and secretaries, but MRFs are still only exclusive to secretaries

3. Know-and-Go Sessions have been going well but most of the attendance is made up by downstate secretaries, so it would be nice to advertise more to upstate secretaries because response rate tends to increase after they come to a session.
 4. *Numbers (April-August 2019)*
 - a) *Service Hour Count: 3340*
 - b) *Interclub Count: 87*
 - c) *K-Family Events Count: 87*
- V. Club Updates Common Challenge Discussion
- A. Executive Board prepared these top three challenges from a list of club updates that all the LTGs gave on their clubs
 - B. Ground Rules for Discussion
 1. Due to the time constraints of the meeting and because everyone is tired, we will try to get through this as quickly as possible
 2. *Give Space, Take Space* - if you notice that you've been talking a lot, take a step back and let someone else go. Likewise, if you haven't gotten a chance to talk yet, please share
 3. *5-Second Rule* - take five seconds to figure out if your point is adding something to the conversation
 4. *Limiting speaking time to about 30 seconds* - think about the overall point you're trying to make and share that; try to avoid personal anecdotes that might draw away from the conversation
 - C. Common Challenge #1: **Maximizing E-Board Potential:** Clubs have found it difficult to motivate E-Board members, build E-Board members' commitment to Circle K when they have busy schedules, and properly structure club boards. Often, tasks don't get completed because they aren't explicitly stated among officers and responsibilities aren't clear.
 1. **Peony:** Some board officers have other commitments or there's issues with structuring and delegating between boards. What are some ways that we can tackle these difficulties?

2. **Omar:** Inspire e-board officers by inspiring ourselves
3. **Viktoriya:** Having reflections on everything that the e-board does and figuring out how each position can contribute to the next project that the club has, giving them the confidence to take a project on their own
4. **Alaina:** Presidents are very motivated and can think about what their club needs so they can ask their e-board members how they can be motivated and give them jobs through their passions
5. **Tyler:** Contact faculty advisors that might understand the dynamic between each school more and be an adult to tell them how to do that
6. **Peony:** Presidents also have difficulties with delegation
7. **Jason:** Maybe an e-board isn't a team because of lack of communication
8. **Brendon:** Building off Alaina, having one-on-ones between presidents and officers can help. We are very comfortable with meetings but presidents might not be, so it gives them an opportunity to learn how to communicate with them better
9. **Alaina:** Ryan Coffey had explained to her how to *delegate*, teaching an e-board and talking to them about tasks and responsibilities. We can reach out to her or anyone else we feel comfortable with if we want more ideas on delegation
 - a) Potential CBS idea for resource or workshop on delegation
 - b) **Erick:** On top of hosting workshops - *meeting etiquette*, making sure presidents are hosting useful meetings and being thorough
 - (1) **Amna:** LTGs attend meetings and can see which officers are more active or not to suggest things that they can do to improve that
10. **Alvina:** How do you approach this topic of talking about delegation to board officers, specifically presidents?

- a) **Viktoriya:** She wanted to know about it so she reached out to e-boards and was honest about why she wanted to be part of the conversation (learn about diverse e-boards)
- b) **Erick:** If you push on and still can't, have one-on-ones with each of the officers and voice concerns to president
- c) **Amna:** Ayesha has been approaching Empire division pretty differently
 - (1) **Ayesha:** Build friendships with e-board officers, get to know them so they don't see you as just work, and they respect you as a person
- 11. **Brendon:** Back to delegation, club presidents and committee chairs have to do it more than LTGs because of their positions; we can reach out to them to ask for advice
- 12. **Erick:** Follow up with your clubs every week so that it's not only a check-in every month and you can get a better sense of the situation while it's still happening
- 13. **Sami:** If one e-board that's struggling can attend another more developed e-board's meeting, it might give them an example to follow
- 14. **Greg:** *Instill pride in service* – they should be proud of the office that they hold. The LTG should motivate the president to create opportunities so that they can be proud of the role they create
- 15. **Amna:** You don't always have to have official meetings but can text them just as a quick check-in
- 16. **Sophie:** Kiwanis relations are really important
- 17. **Erick:** Make sure officers are aware of *resources* and the update emails
- 18. **Peony:** Stress the importance of the club presidents setting goals with each of the club officers, like personal goals on what they want to grow on throughout the year so that they can track it

- a) **Amna:** Shows treasurers goals and tries to lay it out to see if they can really reach it. If not, ask them why
 - b) **Viktoriya:** Has looked through personal and officer goals, can find opportunities to build personal goals and help out with that
- D. Common Challenge #2: **Executing Club Plans:** Clubs set goals for the year but are having difficulty following through. They need more guidance on creating action plans and carrying them out, whether they are related to service events or recruitment plans. They must also ensure that their plans continue on and that their clubs are sustainable.
- 1. **Peony:** Talk about anything related to a recruitment or service plan set throughout the year. These issues prohibit the club from being sustainable for the next year. How can we help clubs with their action plans?
 - 2. **Coehl:** Create a *calendar of their entire year by semester/service year*. If they know in advance what they want to do they know how many hours they're going to be getting from that, can calculate it into the goal and see where they can fill in, and know when they aren't going to have a lot of events
 - 3. **Tyler:** Make a timeline for each individual event that they can follow, for example, weekly. Make sure deadlines are met
 - 4. **Sami:** Viktoriya went over each goal with her and what numbers they set and asked them questions about details and execution so that they had a more realistic timeline
 - 5. **Amna:** Treasurers have great ideas on what they want to accomplish but that's where the conversation ends. *Make sure to follow up on counterparts' ideas*
 - 6. **Viktoriya:** Always ends her meetings with "*Steps moving forward - next time we talk, what are we going to catch up on or talk about?*" - gives accountability for Viktoriya and officers

7. **Omar:** List of recap tasks that they talked about throughout the meeting so that they can keep a record on it
 8. **Mub:** Having numerical goals help because it's easier to visualize
 9. **Kelcie:** Could meet with clubs and Service Committee division representative to go through ideas and potential projects
 10. **Maggie:** *People don't realize how much work they have to put into realizing certain goals; be there to make them realize how much work they have to do*
 11. **Alaina:** Keep checking up on them and asking questions that they will need to think about but haven't done so yet – take control of the conversation without letting them realize it
 12. **Kelcie:** LTGs meeting with boards before actual goals are set in place so that they can better develop them
 13. **Mub:** Showing certain clubs how other clubs are doing their goals
 14. **Amna:** Comparing goals from this year to last year and having conversation about increases or decreases
- E. Common Challenge #3: **Service Hours** are down from last year. Clubs are not familiar with what service opportunities are available.
1. **Naile:** Currently we are 17% of the way to reaching our District Service Hour Goals. Last year at this time we were 25% away. This is an issue because we have increased our service hour goals for the year but currently we are about ~500 hours short of where we were also year. Additionally, due to the limitations in DLSSP attendance, we will complete at least about ~300 hours less for the month of September. These MRFs haven't been submitted yet but we should be prepared for an even bigger difference from last year after this month.
 2. **Peony:** A lot of our clubs aren't familiar with service hour opportunities
 3. **Coehl:** *Sent 40-50 emails* trying to find as many service opportunities in Rochester for Serve-a-thon. Tips:
 - a) Set a specific date/time and let organizations do the rest

- b) Find people who are willing to help, put them on a document that explains how they can help
- c) **Alaina:** Did you only ask service places?
 - (1) **Coehl:** Everything from service, community outreach, domestic violence centers, just ask!!
- 4. **Tayba:** Would look into *last years club activities* and see who they contacted for service opportunities and reached out to them to see if they could volunteer again, since sometimes it's really scary to reach out to people randomly
- 5. **Tyler:** *Partner with other clubs on campus*, stress the importance of in-house service projects
- 6. **Brendon:** Had a *mind-jogger exercise* during one-on-ones where officer would list out random organizations that might exist in certain cities, so that they're able to think about them
- 7. **Sophie:** Advisors might also be connected to her opportunities
- 8. **Viktoriya:** Lean on the help of another club/*interclubbing*
- 9. **Erick:** Have them exchange contacts with organizations
- 10. **Kelcie:** Hold a Service Division Meeting (president's council for service), Facebook live for different types of events, email templates to send to different organizations, Service Spotlights are coming, in the process of updating the guides so send them to your members
- 11. **Erick:** Having a diversity of events – advice officers to search out-of-the-box, like asking members
- 12. **Tayba:** Try to contact other clubs in your campus
 - a) **Naile:** *Service fairs* with others clubs around your campus get the word about your club and is a good way to have members enjoy themselves
- 13. **Brendon:** Passing out sticky notes to talk about their service project at meetings, getting members to talk to each other

14. **Coehl:** About contacting a whole bunch of people, don't just not message them back because they'll never want to work with them again.
 15. **Aeysha:** If a club is struggling to find service opportunities – Office of Community Engagement, build a good reputation on campus
 - a) **Zak:** What kind of events did you have?
 - (1) **Ayesha:** Freshmen orientations or helping out setting up for speakers
 16. **Viktoriya:** Finding service events as leadership projects for members, letting them take the lead. Also! Asking Kiwanians about service events
 17. **Carson:** Advertise that service events are a way for freshmen to go out of campus (at least in her school)
 18. **Amna:** If they do one thing, they can do again and again so it makes it a staple
 19. **Naile:** *Service administration hours count* – ask me about specifics
- F. What can we do to address these challenges?
1. Form an *action plan* so that we can decide on things moving forward, working on it with the Service Committee
- VI. What can the District Board do moving forward?
- A. Action Plans
 1. Touch base with our clubs to remind them of their goals
 2. Help clubs set/re-evaluate action plans to make sure they are on track
 - B. Club Progress Form
 1. Shout-out to CBS for getting the form out! The first round will be due on October 5th
 2. Identify critical needs in our clubs so we know how we can best help
- VII. Business
- A. NYS Keynote Speaker
 1. Project H.E.L.P.

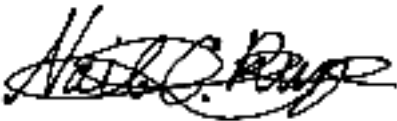
- a) **Omar:** Led by Kiwanis counterpart, project to raise awareness regarding stigma around vaping and smoking, educating them about the harmful effects
- b) **Peony:** Two different components, one that was focused on stigma and mental health, and the other about vaping and smoking. We could do a workshop on the second part but can do a speech on the first part
2. **Amna:** Narcan training was really popular last year
 - a) **Sophie:** Knows a club that works with ex-convicts that does Narcan training
3. **Alaina:** Her professor is big on leadership and is a magician
4. **Kelcie:** Adelphi does suicide prevention training
5. **Peony:** There is a difference between the trainings that we had and the Keynote Speaker, usually a presentation during dinner. If we want to do both or just one, it is up to us to decide.
6. **Tyler:** Can probably find something local because he's from that area
7. **Sami:** *Because I said I would*, an organization that's based on promises that are made and kept, like following through on your promises to yourself. Good mental health activity
 - a) **Peony:** Moral component and includes self-accountability. Sami will be reaching out.
8. **Peony:** Let her know asap if we know about any organizations

VIII. Upcoming Events

- A. New York Speaking: Friday to Sunday, November 1-3, 2019
- B. Tri-K Board Meeting: Friday to Sunday, November 8-10, 2019 at the Desmond Hotel
 1. Voting board members and Con-Con only
- C. Winter Board Meeting: To be determined.
- D. February Board Meeting: To be determined.
- E. Pre-DCON Board Meeting: To be determined.

- F. District Convention (DCON): Friday to Sunday, March 6-8, 2020
- IX. Open Forum/General Updates
 - A. Coming Soon
 - 1. Serve-A-Thon on October 5th, 2019
 - 2. Buffalo International Day of Service on October 19th, 2019
- X. Remarks from Kiwanis Committee Members
 - A. **Joe:** Get out there, speak, and be yourself. Take all this home with you because it is who you are. We can grow from it and make the future better
 - B. **Greg:** Ditto
 - C. **Alison:** Talk about NYS when you go back to your clubs because we're only six weeks away
 - 1. For NYS, voting board has paid registration. For DCON, rooms are paid for but not registration
 - D. **Eric:** Why does Circle K have a District Board? Growth! We need to know how much the clubs have grown
- XI. Closing Remarks from Governor
 - A. **Peony:** It's really important to show our appreciation for each other throughout the year and not just at the end of the year. Keep this in mind moving forward!
- XII. Adjournment
 - A. Meeting adjourned at 12:23 am

Minutes taken by



Naile Ruiz
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New York District Secretary
Circle K International