



New York District of Circle K International

DOTC Board Meeting
Minutes

April 27th, 2019

CKI[®]
Circle K
International

District Officer Training Board Meeting

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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 Sharify

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

Marketing Committee Co-Chair Wendy Yang

On-to International Convention Chair Ryan Coffey

Service Initiatives Committee Chair Kelcie Warren

Technology Committee Chair Storm Mayer

Guests in Attendance

Subregion F Trustee Stephania Gonzalez Mena

Long Island University Post President Elizabeth Hillman*

Kiwanis Committee Members in Attendance

District Administrator John Keegan

Assistant District Administrator Alison Mandel

Assistant District Administrator Greg Faulkner

Assistant District Administrator Rich Hall

*Beth comes in for the later part of the meeting

Meeting Minutes

- I. Call to Order
 - A. District Governor Peony Tse called to order at 9:50AM
 - B. LIU Post in Long Island, NY
- II. Pledge of Allegiance
- III. CKI Pledge
- IV. Technology Board Policy
 - A. No laptops (except for District Secretary) or phone use
 - B. We are here to make the most out of this meeting
- V. Mindfulness & Meditation: District Treasurer Amna Bajwa
 - A. We should think about how the things that we do affect ourselves
 - B. Video on time management and making the most out of the time we have left in our life
 1. "Before you waste time" by Jay Shetty
- VI. Icebreaker
 - A. Name + Share a picture that means a lot to you and explain why
 1. Ryan Gu: second picture he took with Alvina at the school carnival, taken so long ago but he even now he really appreciates her friendship
 2. Ayesha: last minute dinner plans with other Circle K members; it was late at night but Peony said "your parents' anger is going to be temporary but the memories we make will last much longer"
 3. Alaina: picture of her family, her grandmother was her inspiration and why she loves service
 4. Coehl: picture from the Yale Art Studio website of a guy with a bucket on his head, shows how he would spend hours hanging out with his friends, trying to find ridiculous things on the internet
 5. Brendon: his Spanish teacher was really inspirational and overall a big role-model in his life, reminds him of the start of things
 6. Omar: his two dogs Casper and Beauty, they mean very much to him even if they're a little fierce

7. Chelsea: Montauk trip, spontaneous trip with friends, funny accident at the end
8. Wendy: dog Opal, always judging people
9. Mub: picture of Hallstatt, Austria; his long-term goal is to move there and is something he strives for
10. Viktoriya: her grandfather, picture shows the feeling of love that someone has for you, he's a very simple man and the picture shows him doing something he does very often
11. Amna: her brother, he really wanted a haircut late at night
12. Nick: UB Circle K Spring Break, it was an amazing week and everyone got to know each other a lot better
13. Storm: picture of one of the Finger Lakes, he spent his childhood growing up by the lake
14. Maggie: dessert trip after exams with a friend, she really likes cheesecake
15. Tayba: the Cow Museum in Amsterdam, was the first time she had pushed herself out of her comfort zone to study abroad, she calls people she's close to cows so it made her think of the people she loves
16. Zak: sister's dog Atlas, he has a lazy eye and isn't the brightest dog; he can relate to him a lot
17. Carson: boyfriend, found a place for him to stay for the summer
18. Tyler: the banner for when manatees were declared no longer endangered, he's really into animal conservation
19. Sami: funny picture of her brother, he's a goofball and she doesn't get to see him a lot right now
20. Jason: picture with his sister, reminds him of a time when things were simpler and more carefree
21. Alvina: picture with Sandra, she was there to support her during her graduation and even after that, one of her inspirations to become LTG
22. Ryan C: a picture of his grandmother wearing a hat with a caption of a rapper, she means a lot to him
23. Kelcie: her dogs Mookie and Sully, were there to support her when she was going through hard times

24. Peony: her dad who will text her "hi" as a way of asking how are you doing, so she'll send him a picture and he'll send one back
25. Erick: Summer Board meeting last year, he made a lot of really close friends that weekend and the board helped celebrate his birthday
26. Naile: gif of different foods she's had over time, food is great way to enjoy herself and relieve stress
27. Sophie: she was going through a rough time and she was able to get a new cat, Bubba. Her landlord loves the cat, who is quite a troublemaker
28. Stephania: her sweet sixteen photoshoot, in high school she felt like she wasn't as close to everyone other than her best friend who is always there for her
29. Johnny K: his grandkid's dog, who would always go up to him
30. Alison Mandel, Rich Hall, Greg Faulkner: introductions

VII. Executive Board Updates

A. District Editor Update: Jason Zhao

1. Sample District Editor Training Agenda

- a) Make sure that they stay involved and work closer with the exec board members, work on newsletters
- b) Getting more contact from editors
- c) Using other forms of social media to advertise events
 - (1) Using geotags for Snapchat stories
- d) Posting Newsletters: editors should be doing if the club is really active or if they have time
 - (1) Important to have quality content
 - (2) An ideal newsletter would be 10-15 pages

2. NYCKI Emails

- a) Everyone should have full access

B. District Treasurer Update: Amna Bajwa

1. Club Treasurer Trainings

- a) Emails sent out for training sessions May 1st-May 6th, LTGs will be notified when their treasurers are being trained.
- b) Tea-Tea sessions where they get to know each other, similar to secretary Know-and-Go sessions

2. Personal Budget and Reimbursement Form
 - a) An explanation was given to LTGs but an email will be sent out to LTGs and Chairs about the specific breakdowns of their available budgets
 3. Fundraising Report Form (FRF)
 - a) A month was added so that they can add April FRF - due May 5th
 - b) Personal Fundraising Form will be sent out for the board's fundraisers (like if LTGs have fundraisers during their divisionals)
- C. District Secretary Update: Naile Ruiz
1. Club Secretary Trainings
 - a) In the past two weeks trained 23 secretaries. Topics gone over were how to access and fill out the MRF, record-keeping, resources on the website, continuing to be an active member of their club, and working with their successors and new board.
 2. Monthly Report Form (MRF)
 - a) Working on getting everyone access, LTGs will be notified if a secretary isn't able to log in
 - b) Will be making an additional MRF for secretaries in chartering clubs so that we can continue tracking the same information and get into the habit of submitting it
 3. New MRF Questions
 - a) Turned in by Peony on her governor report form, any questions that LTGs can come up with that they think might be helpful to collect answers of, let Naile know soon
 4. Know-And-Go Session
 - a) First one is on May 1st at 8 pm. Secretaries will be filling out the MRFs and getting to know each other better
- VIII. International Update: IT Stephania Gonzalez Mena
- A. Purpose of an International Trustee
 1. Serves as the liaison of the international board and the district, she works with Capital, New Jersey, New York, New England, and Eastern Canada Districts

B. Updates

1. Recruitment and Retention Officer guides that can be used by clubs that are working on getting this position out - can be found on the website
2. Communication - contacting counterparts from other districts through messenger groups
3. INCKI webinar at 10 pm on May 32rd about projects and initiatives that different clubs are talking
4. Distinguished Club Awards due on May 16th
5. Subregion video chat at the end of May focused on CKIx amendments, how to achieve your goals, and more

IX. International Bylaw Proposal

A. Iroquois LTG Ryan Gu moves to propose an amendment to Article 13, Section 4 of the International Bylaws to read from

“a. The Director of Circle K International shall exercise general supervision, subject to the approval of Kiwanis International over its operation.

b. The Director shall be in executive charge of the headquarters of Circle K International under the supervision of the Executive Director of Kiwanis International, and shall be responsible for the selection and supervision of the office personnel of Circle K International, subject to direction and control by the Executive Director and Board of Trustees of Kiwanis International.

c. The Director shall sign all documents issued by Circle K International, shall affix the corporate seal of the organization when required, and shall be responsible for the training of the Circle K International president the CKI Board of Trustees (as may be appropriate) in so doing.

d. The Director, shall oversee the planning and execution of the agenda of the annual International Convention. This person shall ensure the development of publications and programs for this organization, and shall be responsible for such other administrative duties as may be assigned by the Executive Director of Kiwanis International.

e. The Director shall keep all accounts, receive all monies paid to Circle K International, and deliver all funds to the controller within thirty (30) days after receipt thereof.

f. The records and books of the Director shall be open to the inspection of the president, Executive Director, and Board of Trustees of Kiwanis

International, the CKI Board of Trustees, as well as any auditors named by the Board of Trustees of Kiwanis International.

g. The Director shall give bond for faithful discharge of the duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International.

h. Necessary administrative expenses, as established within the policies and procedures of Kiwanis International, shall be included in the annual budget of Circle K International.” to

“a. The Director of Circle K International shall exercise general supervision, subject to the approval of the Executive Director and Board of Trustees of Kiwanis International over its operation.

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c. The Director shall sign all documents issued by Circle K International, shall affix the corporate seal of the organization when required, and shall be responsible for the training of the Circle K International president the CKI Board of Trustees (as may be appropriate) in so doing.

d. The Director, in conjunction with specified CKI board members and/or members of the planning committee, shall oversee the planning and execution of the agenda of the annual International Convention. This person shall ensure the development of publications and programs for this organization, and shall be responsible for such other administrative duties as may be assigned by the Executive Director of Kiwanis International.

e. The Director shall keep all accounts, receive all monies paid to Circle K International, and deliver all funds to the controller within thirty (30) days after receipt thereof.

f. The records and books of the Director shall be open to the inspection of the president, Executive Director, and Board of Trustees of Kiwanis International, the CKI Board of Trustees, as well as any auditors named by the Board of Trustees of Kiwanis International.

g. The Director shall give bond for faithful discharge of the duties in a sum and with such sureties as shall be required by the Board of Trustees of Kiwanis International.

h. Necessary administrative expenses, as established within the policies and procedures of Kiwanis International, shall be included in the annual budget of Circle K International.

I. The Director shall include the Circle K International President and/or other applicable members of the CKI Board of Trustees on all written and digital communications with members of CKI and any communications sent on the behalf of a member of the CKI Board of Trustees to other staff members.

J. The Director shall be held accountable to a service agreement written in conjunction with the CKI Board of Trustees at the beginning of the term and the terms in said document. These terms include, but are not limited to, policies and timelines regarding communication, resources, and other materials deemed appropriate."

1. Long Island Lieutenant Governor Omar Gabr seconds
2. No Discussion
3. **Motion passes** with 14 in affirmation, 0 opposed, and 0 abstention

X. Recess

- A. Capital Division Lieutenant Governor Zachary Stanke moves to recess the meeting at 11:10AM
 1. Iroquois Division Lieutenant Governor Ryan Gu seconded
 2. No discussion
 3. **Motion passes** with 13 in affirmation, 0 opposed, and 0 abstentions

[Meeting was recessed from 11:10AM-11:26AM]

XI. Call to Order

- A. District Governor calls the meeting to order at 11:26 am

XII. Introduction to training: Peony Tse

- A. Weekend Intentions
 1. Come with an open mind ready to learn
- B. Time management
 1. You and your health always come first before anything else
- C. Giving space and taking space
 1. Feel encouraged to speak up but if you find that you are speaking a lot, let someone else have a turn
 2. If a point has been made before already, don't repeat it

- D. Accountability and integrity
 - 1. Even though we work with different people that we are held accountable to, the person that you hold accountable to the most is yourself. The most important thing is to be proud of the work that you are accomplishing
 - 2. Because no one is really checking on you, it really is up to you what you do. Integrity is what you do when no one else is checking on you and it is important to have that as a role model.
 - E. Transparency
 - 1. Wendy: Transparency means letting people know what's going on behind closed doors
 - 2. Ryan Gu: being very honest about stuff in general
 - 3. Peony: when an issue arose, she explained what had happened, how to fix it, and apologized
 - a) It's also about communicating to others what it is that you expect from someone and what they expect from you
 - F. Autonomy
 - 1. Ayesha: autonomy means being able to make decisions for yourself
 - 2. Peony: you all have autonomy within your different roles, you are the person that understands your role the most and should make decisions about your position
 - G. Personal goals and vision
- XIII. Growth Mindset: Ayesha Alam
- A. Personal Growth in CKI
 - 1. Applicable to your entire life
 - B. Growth vs Fixed Mindset
 - 1. Growth Mindset - how to expand your mind so that if you want to achieve something it's about the mindset and the work that you put in
 - a) Believes that mindset affects how a situation plays out
 - 2. Fixed Mindset - believes that mindset is stable and innate at birth. Even if you want to do something, there is no room for improvement, and hard work doesn't make success because it all depends on talent

- C. Things to keep in mind
 - 1. We are going to be faced with challenges throughout the year. We should think about how we can grow from those problems rather than avoid them
 - 2. We're going to receive feedback through the year. If you take feedback harshly and personally, it might be because of a fixed mindset
- D. Someone with a fixed mindset would feel threatened by the success of others because they believe only one person can excel, but it's about supporting each other and learning as a group
 - 1. Ayesha: struggles with failure and takes it personally, she wants to be able to grow from her failures, not talk down to herself and only look at faults
- E. Activity - talk in groups of three about your personal experience with growth mindset
 - 1. Carson: when we get to college we think we've passed the biggest obstacle and we've done it all but we get to class and we realize maybe we don't so we have to stay open
 - 2. Viktoriya: when she was young she thought other people didn't have difficulties in their lives but she realized that everyone goes through hardships
- F. Video: woman who went through a car crash that changed her life - "I'm going to live life for myself," fight my fears and overcome them one at a time. "Live every moment"
- G. Overall
 - 1. View challenges as opportunities
 - 2. Try different learning tactics
 - 3. Replace the word "Failing" with "learning"
 - 4. Cultivate a sense of purpose
 - 5. Celebrate growth with others
 - 6. Provide regular opportunities for reflection
 - 7. Use the word "yet"
 - 8. Learn from other people's mistakes
 - 9. Make a new goal from every goal accomplished

[Lunch Recess 12:06 PM - 1:10 PM]

- XIV. Asking “Why?” & Leadership Development: Viktoriya Borisova
- A. Why does it mean to be a leader?
1. Two forms of being a leader:
 - a) An unimpactful leader that just gets things that are expected of them done
 - b) The better one: Meetings were about what you wanted to do throughout the year and how you did them, the issues you saw, how to tackle problems, expanding the possibilities
 - (1) Working with a team and the goals and visions you had will help you feel more connected and passionate for the overall goals
 2. Deep Dive questions used during one-on-ones
 - a) Why did you commit to this leadership role?
 - (1) You are now contributing this time that you could've put somewhere else, what's the reason?
 - b) What are you looking forward to in this term?
 - (1) The things they hoped to accomplish
 - c) What do you want to work and improve on?
 - (1) How are you going to realize your ideas
 - d) What are your concerns?
 - (1) Got the most honest answers and saw where the LTG could best help them
 3. How do we grow and develop as leaders?
 - a) We should be making sure that they understand the resources that we give them and the ways that we can support them
 - b) Give them at least one person that they know they can always go to for questions/concerns
 - (1) i.e. connecting a treasurer to the district treasurer
 - (2) How have you fostered collaboration between people?

- (a) Mub: giving them guidelines on what they could be working on to achieve goals so that they can collaborate on things
- (b) Ryan Gu: sitting down as a board so people get comfortable to pitch in ideas, having an informal environment will make them feel more comfortable
- (c) Amna: as recruitment and retention chair for her club, she worked a lot with the fellowship chair, her committee member, and the presidents of her club to really find a goal within her committee that isn't as fixed as what she initially went in with
- (d) Viktoriya: "everyone is a genius but if you constantly ask a fish to climb a tree, it's always going to think it's dumb"

B. What do we look for in leaders?

- 1. We always ask if people understand what they're supposed to do, but we should ask why they are doing this?
- 2. Use one word to describe a characteristic of one leader that you know (in your head)

XV. Club Chartering & Reactivation: Alaina Hinkley and Ryan Coffey

A. For Chartering you need:

- 1. Members that are engaged
- 2. Kiwanis club that wants to work with you
- 3. Student government that's willing to work with you

B. Initiating charters

- 1. Being within the school administration is a quick way to get a jump-start on chartering
- 2. Finding a unicorn
 - a) One person who is super passionate about the organization
- 3. Paperwork + Submission
 - a) Circlek.org - Petition to charter/ reactivation form on the website

- b) (1 year not paying dues) club is suspended → (2 years not paying dues) club is inactive → (3 years not paying dues) club is de-chartered
- c) Watch the addresses that you put on the chartering application because that's where they deliver the club materials
 - (1) You want to make sure you continue to receive them even after old officers graduate

4. Fees

- a) \$600 for full charter - with no district dues
 - (1) Includes gavel + gong, charter banner, membership pins and cards and additional resources
- b) \$400 for reactivation
 - (1) includes membership pins and cards and additional resources
- c) Rechartering is usually the better option because you get more for your money

5. Meetings

- a) Make sure that chartering clubs have the skills to really act on their goals and that they know how to run a successful club

C. Satellite Club

1. A club can have a neighboring "satellite" club that is looking to charter and learn more about Circle K
 - a) They have to charter within 2 years but must definitely charter within 3 months of acquiring 15 members for a four-year institute with more than 5,000 students or 10 members for a four-year institute with less than 5,000/2-year institute
 - b) No satellite clubs in New York at the moment
2. They are not allowed to have a board but can act as members to observe what goes on in another club to develop their own chartering system

- D. Ryan: When you charter a club, you're going to leave a legacy for years and years to come

- XVI. Recruitment and Retention: Naile Ruiz
- A. The importance of recruitment and retention
 - 1. More members = bigger impact and stronger base for a club
 - 2. You will be able to share your experiences
 - B. Recruitment
 - 1. Question: any interesting recruitment strategies?
 - 2. Who to recruit
 - a) Key clubbers, freshmen, friends
 - 3. How to approach them
 - a) Build personal relationships with them. It's not about your organization, it's about building their trust before you even invite them to anything
 - b) Meet, Record, Invite, Host, Ask [to join]
 - 4. Connecting their interests to Circle K
 - a) What does your club do that is unique and will be able to relate to other people?
 - (1) Adelphi is working with the Thirst Project, UB does their Spring Break trip
 - (2) Talk to potential members about these activities to connect them to your specific club more
 - 5. Tabling at events
 - a) Be inviting by standing in front of the table, give out freebies, talk to people and invite them personally to your events after you get to know them
 - C. Retention
 - 1. What made you stay? Probably the people
 - 2. General Club Meetings
 - a) Make it about getting to know each other
 - (1) Do a fellowship activity, have a service project
 - (2) Sitting in a setup where people have to talk to each other: circle, groups
 - 3. If someone is interested in joining
 - a) Personally invite them to hang out with you, have them take on another leadership activity, have a membership

ceremony, share your minutes or some sort of feedback form with them

4. Things to keep in mind as a board
 - a) It's our job to make sure that if clubs put recruitment plans into place, we are there to support them with resources they need and check up on them to make sure they are achieving those goals

XVII. Board Breakouts

A. At this moment, the board was split into two meetings, one with Chairs run by the EC and the other with LTGs and Exec board run by the Governor.

Below was the general agenda for the conversations

B. Lieutenant Governor

1. District Secretary

- a) Monthly Report Form
- b) Membership Update Center

2. District Treasurer

- a) Fundraising Report Form
- b) Working to find effective fundraising strategies

3. District Editor

- a) Some free resources for making graphics and newsletters

(1) Davinci resolve, Canva

- b) Viktoriya: getting inspiration from other people

(1) Alvina: share the work that other editors make

(a) Encourages inspiration and creates enthusiasm

C. Chairs

1. Delegation

- a) How to assign tasks and responsibilities?

(1) What are some things we should be mindful of when assigning responsibilities?

- b) How to work with members?

(1) How do we encourage them?

- c) Organization

XVIII. Ideas for Sharing (Public Speaking) - Brendon Nguyen and Erick Morocho

A. Why?

1. To compel people to listen

2. Poor speakers will make people disinterested
3. You want your message to be clear and concise so that it gets across to people

B. Preparation Tips

1. Speak in short sentences so that you're not losing people's attention and they can keep up
2. Principle of Recency
 - a) What they hear first is what they hear last - summarize important topics
3. Repetition - Law of the Vital Few
 - a) Focus in an repeat the vital points that you want to hit in your presentation
 - b) Make sure you explain things in different ways and using examples and analogies so that they don't get disengaged

C. Presentation

1. How to sound smart in your TED talk - Watch video and take notes of what you think the speaker does well
 - a) Stephania: well-calculated pauses, speaking slowly and clearly, confident, funny, and engaging
 - b) Coehl: attention-grabber statement, showing his credibility/research, good-will, preview statements about topics he's going to be talking about
 - c) Erick: hand gestures and actions

D. Group Presentation

1. "Be not afraid of going slowly, be afraid only of standing still"

[Break: 4:15-4:45PM]

Beth comes in

XIX. Dues and Fundraising Plans

A. Do the Dues

1. Who is the person that should encourage people to pay dues?
 - a) Club treasurer should encourage people to pay dues
2. What is the amount of money our clubs pay?
 - a) \$8 per member for district dues

- b) International dues - paid in addition to the district dues and depend on the school
 - (1) 4 Year Institutions with a population of more 5,000 students and more - \$600
 - (2) 4-Year Institutions with a population of fewer than 5,000 students - \$450
 - (3) 2-year institutions - \$300
- 3. Where does the money from dues going to?
 - a) Travel costs and marketing materials, plus registration for international convention for voting board members
- 4. Why should members pay for Circle K official membership?
 - a) Promote the benefits that they get from paying dues
 - (1) Scholarships, membership card, and more
- 5. When do we pay district board dues?
 - a) The club can pay for Circle K membership dues from October 1st November 30th
 - (1) Amna wants to stress to clubs that dues are due two weeks prior to the actual deadline so that they get it in on time
 - (2) Early bird deadline is October 31st
- B. Bank the Budget
 - 1. Kiwanis Support
 - a) Student Association + Kiwanis Family
 - b) Have a goal in mind
 - (1) Take steps to obtain the international dues
 - 2. Fundraiser ideas
 - a) Movie socials
 - b) Bake sales
 - c) Chipotle Fundraisers
 - d) Restaurant Fundraisers
 - 3. Make sure to have a back-up plan in case Kiwanians aren't able to help out
- XX. Slack Presentation - Brendon Nguyen
 - A. General things about using Slack + communication

- B. The most dangerous phrase in our language is "We've always done it that way"
 - C. Email
 - 1. People can get left out of the chain, wasting time on repeated emails, emails get buried
 - D. Messenger
 - 1. Social, easy to use, thousands of messages, okie dokie smokie
 - a) Some things get lost in all the messages
 - E. Channels
 - 1. Group messages
 - a) Not for spamming but to share informational links/resources
 - F. Automations
 - 1. You can connect your email and Trello to receive slack notifications for easy reminders
 - 2. Overall, saves time
 - a) Send monthly reminders to secretaries/treasurers about MRF/FRFs
 - b) Bot reads Calendar/Trello and sends your reminders
 - G. Integrations
 - 1. Help you keep up by connecting to other features/apps
 - 2. You can set up a whole Doodle poll in Slack
 - H. Think about Slack as a way to work more efficiently rather than a chore that you have to do
- XXI. Discord Presentation: LTG Coehl Gleckner, Technology Chair Storm Mayer, and LTG Ryan Gu
- A. Slack has up to 2-person video chats, "professional"
 - B. Discord: dark theme, video chats for everyone, you can still create private channels, integrations as well
 - 1. Multiple users can also host video chats outside of a server
 - 2. keeping everything in one place
 - 3. Text and voice channels
 - a) Assigning roles to people by privileges and colors
 - 4. Dark theme is an option
 - 5. Bots - added through API (where you can access information from other programs to use elsewhere)

- a) Coffeybot will give you answers when you ask them about Circle K questions

XXII. Communication Channel Discussion

- A. Alvina: Discord is super easy to use and can be learned by everyone
- B. Zak: they are pretty similar, the video features aren't too important because we would probably continue to use Google Meets
- C. Sami: the Discord video chat might kick you out sometimes
- D. Mub: the video feature is interesting
- E. Brendon: you can add someone to the video call but you can't share a specific link. In the short-term, it might be frustrating to learn how to use Slack but once you get adjusted, it'll be worth it in the long-run
 - 1. There are people on both ends that are committed and experienced to learn about them
- F. Coehl: the video features in Discord for more than 4 people is similar to Hangouts with the side panel, but less than that you can have all people shown at once
- G. Informal Voting
 - 1. In favor of Slack: 15, In Favor of Discord: 9
 - a) Slack wins

XXIII. Burnout & Self-Care: Tayba Aziz

- A. Burnout is the exhaustion of physical or emotional strength or motivation, usually as a result of prolonged stress or frustration
 - 1. Stress is different because emotions are overactive, loss of energy, primary damage is physical, characterized by over-engagement
 - 2. Burnout is more like prolonged stress where you don't feel connected anymore
- B. Recognizing Burnout
 - 1. Being detached from your work; you don't understand why you're doing it or you don't have the passion/motivation
 - 2. Sense of failure and self-doubt, increasingly cynical outlook
- C. Seeking Help
 - 1. Reach out to those that are close to you
 - 2. Take a daily break from technology
 - 3. Find some balance in your work and life
 - a) If you're feeling bad, your work is going to be bad

4. Things to do for self-care:
 - a) Biking, treating myself, talking to friends, dancing, reading
 - b) It's important to find that one thing that works for you

D. Preventing Burnout

1. Your priority should be yourself, know your limits and find meaning in your work
2. Keep in mind what you can realistically get done so that you're not overwhelming yourself with too many goals

XXIV. Business

A. Approval of Meeting Minutes

1. Iroquois Division Lieutenant Governor Ryan Gu moves to approve the Post-DCON Board Meeting Minutes, Executive Appointment Minutes, and Chair Appointment Minutes
 - a) Hudson Valley Division Lieutenant Governor Sophie Rhind seconded
 - b) No discussion
 - c) **Motion passes** with 13 in affirmation, 0 opposed, and 0 abstentions

B. Approval of District Budget

1. Make sure that you turn in vouchers 30 days after because it's in the bylaws
2. Projected membership for this budget is 950 members
3. Southern Tier Division Lieutenant Governor Brendon Nguyen moves to approve the District Budget
 - a) Capital Division Lieutenant Governor Zachary Stanke seconded
 - b) No discussion
 - c) **Motion passes** with 13 in affirmation, 0 opposed, and 0 abstentions

C. Approval of District Project

1. Peony: Removing sexual violence as part of the proposed district project Breaking the Stigma because it is sensitive and might make others uncomfortable
 - a) Amna: the fact that it's a sensitive topic should be more reason to talk about this

- b) Sami: it is an emotional and sensitive topic
 - c) Greg: it depends on what it is that we are working on it with. Maybe we could respect boundaries
 - d) Tyler: agrees with Circle K joining on the whole movement against sexual violence because it is so prevalent and a large topic of discussion
 - e) Zak: if by doing this form of advocacy we can potentially prevent something like this, we should at least try
 - (1) Sophie: sure, but having some sort of section dedicated to this might not be best
 - f) Peony: reframing it to something more about consent but not promote it in our resources so that everyone feel comfortable working with the District Project. Clubs can choose to work with the topic individually
2. Western Division Lieutenant Governor Alvina Khan moves to approve Breaking the Stigma as the 2019-2020 District Project
- a) Northern Division Lieutenant Governor Tyler Kearns seconded
 - b) No discussion
 - c) **Motion passes** with 13 in affirmation, 0 opposed, and 0 abstentions

XXV. Upcoming Events

A. CKIx: Wednesday to Saturday , June 26-29, 2019

- 1. Ryan: we have 27 people registered from New York, 20 who are driving down early
 - a) Ryan will be working on an agenda for the week
 - b) He also sent out a sponsorship letter - ask your Kiwanis club in a week or so
 - c) Stephania - Subregion F is bringing the largest delegation
- 2. \$300 registration fee until May 24th, 2019 (Registration will then close until June 26th, 2019 for on-site registration, where it'll be \$350)
 - a) Voting Board members that register now will only get \$250 reimbursed
- 3. Disney's Contemporary Resort, Orlando, Florida
- 4. Travel and Hotel (\$159 per night), not included

- B. Kiwanis District (KDCON) : August 14-17th, 2019
 - 1. Select group attends
 - 2. During the day, a group is working as part of the Kiwanis conference staff (interns) and then another group of guests are there promote Circle K
- C. Summer Board Meeting: June 7th-9th, 2019
 - 1. Most likely in the city
- D. District Large Scale Service Project (DLSSP): Friday to Sunday, September 20-22, 2019
 - 1. Limit people to 150 total
- E. New York Speaking (NYS): Friday to Sunday, November 1-3, 2019
- F. Tri-K Board Meeting: To be determined
- G. Winter Board Meeting: To be determined
- H. February Board Meeting: To be determined
- I. Pre-DCON Board Meeting: To be determined
- J. District Convention (DCON): Friday to Sunday, March 6-8, 2020

XXVI. Coming Soon

- A. DOTC Review Form
 - 1. Peony really takes these into consideration, so make sure we take the time to fill this out
- B. Committee Member Selection
 - 1. Closed on May 3rd and members will be notified by May 10th
- C. Monthly Board Report Form (MBRF)
 - 1. Put a lot of thought into this because we will be able to think about all the work we've done throughout the month
 - 2. What has someone else done that you appreciated
 - 3. Will be due the 5th of every month
- D. Finals Schedule
 - 1. Peony will send a schedule where we select two weeks out of May that we can take a "break" from Circle K to concentrate on finals
- E. Business Cards
 - 1. Not everyone will get one, if you are interested look out for Peony's email
- F. Name Badges
 - 1. We will be getting them soon

- XXVII. Open Forum/General Updates
 - A. Kelcie: tomorrow we are going to be doing an in-house service project: making toys for animals in shelters because a lot of them aren't adopted because the potential owners don't think they have the money to give them toys and provide for them + cards for veterans
- XXVIII. Remarks from Kiwanis Committee Members
 - A. Alison: good job!
- XXIX. Remarks from District Administrator John Keegan
 - A. He's impressed with this board and he wants the board to be honest with the board report forms
 - B. If we ever have any problems we can always talk to the administrators
- XXX. Closing Remarks from Governor
 - A. Peony: the board meeting is over but we've got an exciting weekend planned!
- XXXI. Adjournment
 - A. Meeting was adjourned by Governor Peony at 6:49 PM

Minutes taken by



Naile Ruiz
naile.ruiz@nycirclek.org
New York District Secretary
Circle K International