



# New York District of Circle K International

Tri-K Board Meeting Minutes  
November 9th, 2019

**CKI**<sup>®</sup>  
Circle K  
International

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## Tri-K Board Meeting

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**Attendance**

Present

**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

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

Alumni/Kiwanis Family Relations Committee Chair Chelsea Shuren

Conferences & Conventions Committee Co-Chair Maggie Cheuk

Conferences & Conventions Committee Co-Chair Nicholas Rai

Absent

**Voting Board Members**

Empire Division Lieutenant Governor Ayesha Alam

**Non-Voting Board Members Not in Attendance**

Executive Chair Sami Sharifiy

Awards Committee Chair Mubtasim Akhyar

Club Building & Strengthening Committee Co-Chair Alaina Hinkley

Club Building & Strengthening Committee Co-Chair Tayba Aziz

Marketing Committee Co-Chair Carson Bloomingdale

Marketing Committee Co-Chair Wendy Yang

Service Initiatives Committee Chair Kelcie Warren

Technology Committee Chair Storm Mayer

**Guests in Attendance**

*NY District Kiwanis Board Members walked in and out of the room*

**Kiwanis Committee Members in Attendance**

District Administrator John Keegan

Assistant District Administrator Alison Mandel

Assistant District Administrator Greg Faulkner

Kiwanis Committee Representative Eric Paul

Kiwanis Committee Representative Sean O'Sullivan

## Meeting Minutes

- I. Call to Order
  - A. Governor Peony called the meeting to order at 9:02 am
  - B. The Desmond Hotel in Albany, New York
- II. Pledge of Allegiance
  - A. Led by Northern LTG Tyler Kearns
- III. CKI Pledge
  - A. Led by AKFR Chair Chelsea Shuren
- IV. Weekend Remarks
  - A. Keeping up with the K-Family
    1. **Peony:** Any remarks about the weekend so far?
    2. **Amna:** Key Clubbers are very friendly and reaching out to us
    3. **Alvina:** Counterpart looks forward to joining Circle K
    4. **Greg:** Peony's Saturday night speech was very great
    5. **Brendon:** Viktoriya helped his counterpart with a workshop review
      - a) **Peony:** Always reach out to them for help!
      - b) **Ryan:** His counterpart is thinking of doing a Break the Stigma workshop
  - B. Maximizing your experience
    1. **Peony:** Share your business cards with people, make sure to give them your contact information. Get to know your counterparts because you'll need to build that connection.
- V. Executive Updates
  - A. District Editor Update: DE **Jason Zhao**
    1. NYCKI News - Nov 14th is the next edition, when2meet was set up for people that are interested in helping plan it.
    2. Will be including webmasters into bi-monthly editor meetings
    3. Editor collaboration projects will be more personal now
    4. Updated Editor Handbooks due by the end of Thanksgiving break
    5. Circling the Empire will be done by the end of Thanksgiving break

- VI. District Treasurer Update: DT **Amna Bajwa**
- A. October Tea-Tea session went really well, 15 treasurers attended
  - B. 50% of clubs are confirmed that they will pay their dues, she is working with LTGs to arrange for the other half
  - C. Fundraising - we're almost at 68% of our goal
    - 1. The Northern, Liberty, Capital, and Long Island Divisions are closest to reaching their goals
  - D. Dues timeline - November 20th (internal deadline for the District)
    - 1. In case the dues aren't paid on time, they become inactive unless they pay their dues by DCON
    - 2. **Allison:** If clubs don't pay by DCON, they can't go
    - 3. **Johnny K:** Clubs of District Board officers have to pay dues for the officer to continue serving in the position
  - E. **Sean:** If you're sending in any charters, reach out to him so he can make sure that the packages reach their destination
  - F. **Amna:** Call Kiwanis if you ever have paperwork to submit
    - 1. Johnny K: 1-800-Kiwanis, extension 411
  - G. **Peony:** Zak is also helping with an updated dues-paying member list so that we can contact all the members in our District
- VII. District Secretary Update: DS **Naile Ruiz**
- A. Secretary check-ins are being done through email. LTGs have been CC'd in the emails and will be notified when the secretary has responded. Response rates are doing pretty well so far.
  - B. Debating on not having December/January Know-and-Go sessions because of finals/vacation/holidays
  - C. Note - Don't have secretaries/treasurers delete all members on the Membership Update Center, because then they will also lose access to it. Make sure they just update it from last year and only delete members that they confirmed will not be returning (i.e. graduated members)

- D. **Viktoriya:** Can we condense all the data spreadsheets so that they're easier to find?
1. **Naile:** Will hyperlink
- E. **Omar:** How do we submit MRFs if clubs don't have secretaries?
1. **Naile:** You can give another officer secretary access by emailing memberservices@kiwanis.org
- F. Numbers Review (April - October)
1. Service Hours - 7908/16,000 (48% of goal)
  2. Interclubs - 153/170 (90% of goal)
  3. K-Family Events - 117/155 (75% of goal)
- VIII. DCON Honorees Selection
- A. Convention Honoree
1. **Johnny K:** A Kiwanian that has done a lot for our organization, doesn't have to be an alumni or someone on the board.
    - a) Nominations  
(1) Trish Hook, Sean O'Sullivan, Patti Dean, The Bakers
    - b) Closed discussion was held
    - c) Closed vote was held.
    - d) Sean O'Sullivan is **selected** as the CKI Convention Honoree
- B. Glen Fitzpatrick Alumni Honoree
1. **Sean:** A Circle K alumni who you feel has contributed a lot to Circle K-ers and our organization
    - a) Nominations  
(1) Anthony & Jackie Pappas and Shane & Christine Stuart
    - b) Closed discussion was held
    - c) Closed vote was held.
    - d) Anthony Pappas and Jackie Pappas are **selected** as the CKI Alumni Honoree
- IX. International Guest Spring Visitation Request



- A. **Naile:** Whoever we invite will get covered for their visitation. The others can still potentially come, they will just out of pocket
- X. Lieutenant Governor Updates
- A. Capital Division Update: LTG **Zak Stanke**
1. RPI
    - a) Membership started out rough but it's going well now
    - b) Dues will be paid
  2. UAlbany
    - a) Growing even more than last year
    - b) Just got \$500 from their school administration
  3. Overall Division
    - a) Working on a charter for Sienna with the help of Kiwanians
    - b) Russell Sage is reactivating
  4. Club Challenge
    - a) One of his schools has an officer that is really good, but the other three aren't really on top of duties. It's an issue to make sure that they do their jobs when he's not watching them
      - (1) **Viktoriya:** Establish some sort of uniform meeting, maybe once a week, so that they can get used to it. That way, you can teach them about the structure of their position.
      - (2) **Zak:** They just don't seem to be too motivated. They had a tabling session that they didn't put in too much effort into so it didn't go as well as it could've
      - (3) **Tyler:** Use Google calendar for reminders/regularity
      - (4) **Brendon:** Have a conversation to see how much time they are willing to put into the work, and decide what kind of tasks they can do in that time that have the highest impact for the club
      - (5) **Erick:** They may not have a sense of accountability because unfamiliar with club

(6) **Coehl:** Maybe they can plan the limited time they have to plan something for next semester so that they can plan ahead

B. Hudson Valley Division Update: LTG **Sophie Rhind**

1. SUNY New Paltz

- a) Doing pretty well
- b) Meeting with treasurer tomorrow, the sponsoring Kiwanis is going to help and they will be able to lower the dues from \$30 to \$25ish

2. Holster

- a) Submitting charter paperwork

3. Touro

- a) Had a bit of a set-back because of dues payment. They're going to be chartered soon.
- b) As a medical college, they are interested in Break the Stigma/Mental Health. They have an Aktion club that they're trying to reach out to.

4. Marist College

- a) In the chartering process, but they have to rewrite their entire constitution for the school
- b) They have 20 members and a full e-board
- c) Supportive Kiwanis club

5. Club Challenge

- a) One school can't come to District Events because their school sets test dates for Mondays (after weekends)
  - (1) **Coehl:** Bring some District Event feel to them by having divisionals that they can work with
  - (2) **Sophie:** They don't live on campus, many are over the age of 24, and are international students
  - (3) **Amna:** Maybe a potluck?
  - (4) **Coehl:** Can hold meetings where Kiwanians do?

(5) **Tyler:** Online divisionals that can help them with the business side

C. Iroquois Division Update: LTG **Ryan Gu**

1. SUNY Oswego

- a) Fundraising is difficult, were denied additional funding
- b) The school doesn't take Circle K seriously enough because they are a small club
- c) Kiwanis Club is paying dues

2. Syracuse

- a) Fundraising is a little difficult
- b) Sponsoring Kiwanis clubs aren't able to help so president is trying hard to try to fundraise dues

3. Colgate

- a) Has good communication with their Kiwanis Clubs
- b) Do not have a full e-board, and most of their e-board will be going abroad next semester
- c) Used to be very self-sustaining so they don't really attend divisionals
- d) President doesn't know the status of dues

(1) **Johnny K:** Talk to Allison about it

4. Club Challenge

- a) It is hard for one club to interclub because of distance and lack of interest

(1) **Tyler:** Sponsor divisional projects to see if clubs want to do certain ideas

(2) **Amna:** They care about service; you're not alone in this, be persistent and keep reaching out

(3) **Brendon:** When clubs don't reciprocate, if you do want to reach out about them, word your language differently so

that you can pinpoint where to help (i.e "How are your club meetings?" instead of "Let me know if you need help")

D. Liberty Division Update: LTG **Viktoriya Borisova**

1. Baruch
  - a) Reactivating
  - b) Has a new devoted Vice President
  - c) She maintains strong communication and attends e-board meetings
  - d) Have zero members so it's hard for them to keep having meetings and continue being motivated
  - e) Has finished fundraising for dues
2. CCNY
  - a) Full board is incredibly connected and taking on big responsibilities, so leadership is great
  - b) Are very fixated on lack of access to monetary funds
  - c) Has finished fundraising for dues
3. Hunter
  - a) Have focused on being high spirited, so now they have to focus on a leadership structure that can be sustained
  - b) Has finished fundraising for dues
4. Pace
  - a) Chartering
  - b) Strong K-family relation
  - c) Can't be connected to the school while they are still in the chartering process (hold events in their school)
5. NYU
  - a) Has four new officers/chairs who are incredibly involved
  - b) A really strong club but the president and secretary are studying abroad next semester so they are focusing on team leadership rather than individual.

c) Have finished fundraising for dues

6. Overall Division

a) She has Mindful Minutes (like Office hours), about five times a week. Empowerment Sessions where they can reflect on the work that they do together, asking important questions. Monthly Glow and Grow Sessions with each club board about what was successful for the club (Glow) and what can be improved (Grow) so that they can continue improving.

7. Club Challenges

a) Some schools are really disconnected from their student life. What can they do to reconnect with their student life?

(1) **Omar:** Baruch clubs really like to collaborate with each other

(2) **Tyler:** Got an idea from Coehl - set-up table in a high traffic area and start doing a service project there

(3) **Maggie:** In terms of no attendance at meetings, they can do an online meeting. Getting a space to do things in city schools is hard because they don't have large campuses

(4) **Brendon:** People start to ignore emails after a while because they haven't gotten a chance to join before, so remind them that they still can

(5) **Coehl:** Having consistent events gives something to talk about when at big recruitment seasons

(6) **Amna:** Baruch club members want to join things that help them get internships. UAlbany has the same environment so they have workshops

E. Long Island Division Update: LTG **Omar Gabr**

1. Adelphi

a) Self-sustaining, doing really well

b) They have a fundraising goal of \$12,000 and have raised quite a bit already. Their Thirst Project Gala will be next week.

- c) Miscommunication between the e-board sometimes
- 2. Hofstra
  - a) Upcoming Chipotle Fundraiser, very involved
  - b) Communication with them and LTG is minimal so Omar isn't too up to date with them
- 3. Molloy
  - a) Motivated president, members are going to events
  - b) Recent e-board change but they had interested members at their last event
- 4. LIU Post
  - a) Chartered in January, held a couple of fundraisers and socials. They have an upcoming large charity event
  - b) Need some help with understanding dues process
- 5. Stony Brook
  - a) Appointed 10 committee chairs last month
  - b) Because of the large e-board, it's a little harder to maintain communication between everyone
  - c) Lots of events and socials overall
- 6. Overall Division
  - a) Goal as LTG is to inspire officers to grow and become better people, so that he can share his experiences
  - b) Working on NY IT charter with past and current Kiwanis LTG
- 7. Club Challenges
  - a) Getting officers to fill out forms and communicating with them. How do you know when you're not being overbearing?
    - (1) **Brendon:** Accountability for forms - if they aren't making time for it, reach out to them and try to fill it out with them at some point of the week
    - (2) **Tyler:** Use Google calendar. You can reach out to the Kiwanis advisors.

(3) **Viktoriya:** Let's different officers plan and run her LTG councils so that they have the opportunity to be involved - makes it more worth for them to attend their meetings and councils

(4) **Amna:** Empower the other board officers so that other executive officers are in charge of committee chairs (for Stony Brook)

F. Seneca Division Update: LTG **Coehl Gleckner**

1. Brockport

a) Apparently they are a Circle K club but don't have any relations with the division or Kiwanis club; haven't paid dues

2. SUNY Geneseo

a) Had a great Halloween Event, they're really strong on their own, but working on trying to get them to come over to some events

b) Isn't big on interclubbing

3. Keuka

a) Recently talked to administration to let them go to events outside of the usual 30 mile radius block if a Kiwanian is there, meaning they can go to district events

b) Working on recruitment

4. RIT

a) Working a lot with U of R, e-board is working really hard. They're having about two events a week.

b) President and Editor are working full time so other e-board is stepping up

5. University of Rochester

a) Has motivated board officers

b) Have been interclubbing with RIT

c) Lack of membership and cars (for travelling)

6. Overall Division

- a) 3rd Annual Serve-a-Thon - 84 attendees that served the Rochester community
- b) October Divisional went really well
- c) All club dues are being paid for by sponsoring Kiwanis club

7. Club Challenges

- a) Reaching out to Brockport is hard; they haven't paid dues for the past two years and have no connection with their Kiwanis club so they are technically just using our name
  - (1) **Coehl:** Storm has reached out and mostly emailing them
  - (2) **Omar:** Stalk them, try to go to one of their meetings

G. Southern Tier Division Update: LTG **Brendon Nguyen**

1. Elmira

- a) On track for increase in membership
- b) Had an increase in hours, potentially because they are better at recording

2. Cornell

- a) Stable club, will be increasing membership

3. Binghamton/Ithaca

- a) Stable

4. Corning Community College

- a) Chartering; have gotten a president, secretary, student advisor. Allison and Storm have been helping out a lot

5. Overall Division

- a) All four schools went to DLSSP
- b) First Divisional (pasta trivia night) had over 40 attendees from all schools
- c) Put together a Fall Rally K-Family event
- d) Wants to work on connection between all clubs

6. Club Challenges



a) A school has been struggling because of a club culture where you come to the meetings and do in-house service projects, and not much beyond that. Trying to help club shift from that culture and letting the president take on more ideas

(1) **Coehl:** Same with his clubs, have Brendon invite them to nearby club's events. Push them to have out of meeting events slowly so that they become more willing to come to things

(2) **Amna:** Be the bridge between communication of the two nearby clubs

(3) **Viktoriya:** Establishing the common ground between the two clubs so that they can grow the relationship

H. Western Division Update: LTG **Alvina Khan**

1. Canisius

a) Some problems with transportation, they have strong connections with their fraternities. Have a lot of commuters that are coming to campus to do service.

2. Niagara

a) Active; dues are being paid. They're starting to work on a service project related to the Governor's project, working with the local library to help increase intellectual endeavors - Little Libraries around Niagara Falls. Attended a One Drop Gala (similar to Thirst Gala)

3. University at Buffalo

a) Went past their goals for interclub and k-family events. Held Buffalo International Day of Service and is working to host a Gala soon. They do a lot of interclubbing with RIT.

4. Overall Division

a) Possible charter candidate SUNY Fredonia

- b) Has been focusing more on strengthening existing clubs rather than chartering new ones
- 5. Club Challenges
  - a) How to continue strengthening clubs?
    - (1) **Tyler:** Have potential members write causes that they're passionate about on index cards to give the club idea
    - (2) **Amna:** Have them think about future leadership
    - (3) **Sean:** Have elections in October with incoming freshmen so that the board isn't always graduating
- I. Northern Division Update: LTG **Tyler Kearns**
  - 1. St. Lawrence
    - a) Annual Spike-Ball tournament - raised \$250 for the cause. Planning a dodgeball tournament
    - b) Will hopefully double membership. Heavy fundraising club but lack service. Has committee chairs
  - 2. Clarkson
    - a) Does a lot of in-house service projects but hasn't branched out to fundraising
    - b) Trying to increase membership by 50%
  - 3. Overall Division
    - a) SUNY Potsdam - Motivated charter club president, strong Kiwanis Support, hoping it charters by January.
    - b) SUNY Plattsburgh - Potential recharter
    - c) SUNY Canton primarily a two-year school
    - d) ¾ of the way to reach fundraising goal, they were able to send a kid to camp
    - e) Northern Day of Service coming up
  - 4. Club Challenges
    - a) How can he help the e-board balance the responsibilities of other activities and venture out of their usual activities

- (1) **Viktoriya:** Honing in on your priorities and do what you can actually do
- (2) **Coehl:** Have the other club officers be more engaged so that they can help presidents with their responsibilities.

**[Lunch Recess 12:00PM - 1:02PM]**

XI. Conferences & Conventions Committee Update: Conferences & Conventions Chairs **Nicholas Rai and Maggie Cheuk**

A. DLSSP (Nick)

1. 132 attendees, 83 that had never gone before
2. Timing was very early, many clubs hadn't gone back to school yet so some clubs had trouble gaining membership
3. Smaller Downstate Bus led to transportation issues; limited how many people from downstate came
4. The atmosphere - there was more emphasis on the service
5. Fashion show had more performances than last year
6. People participated in the fellowship activities
7. Brendon's Review Forms went well, people said positive things

B. NYS (Maggie)

1. 133 Circle Kers + 20 Kiwanians, highest attendance in 4 years
2. 78 first-timers, 66 people attended both DLSSP19 and NYS19
3. People on Friday night came later than expected, the people that did come early didn't have anything to do
4. Dress Your President - fifteen performances, great, but it took longer than it was supposed to
5. Fellowship Game on Saturday - 10 mini games went really smoothly, most people enjoyed them
6. Sending out the review form - VisionBoard please fill it out

C. DCON (Maggie)

1. Theme is Wizards - "Magic of Service"
  2. Will look for Host Club very early because there were issues in the past in getting one
  3. Because DCON was moved up and is right after Midwinter, registration will be moved up - Released January 10th and will be closed February 10th (one month before DCON)
- D. **Nick:** It's important for District Board members to be positive at conferences because it can have an impact on members that may or may not want to come again. For DCON, Con-Con can't always control what happens at events but we can control our feelings and reactions. If there's an issue with anything come talk to Nick and Maggie directly.
1. **Peony:** Be careful with your words. Show members that we have solutions for problems rather than highlighting the problems more
- XII. Year Reflections
- A. Same discussion limitations that we used at DLSSP
    1. Keep comments within 45 seconds
  - B. What have we been doing well this year?
    1. **Tyler:** We have a lot of new members that are very excited about the idea of Circle K and taking on initiative
    2. **Sophie:** The LTGs are doing a great job with chartering
    3. **Coehl:** The level of motivation is way higher than in the past
    4. **Maggie:** Level of communication
    5. **Viktoriya:** The consideration and evaluation of how much time we spend on certain projects, not just having one person decide how it's going to be
    6. **Brendon:** Feels like Chairs did really well choosing members, and that they're all very passionate
    7. **Tyler:** An entire new level of motivation between branches
    8. **Coehl:** Delegation in both the club level and enhancing leadership opportunities for members

9. **Erick:** More hands-on District Board, the LTGs communicate and talk way more, more innovation and creativity between the board. The integration of the divisional officers is great too
  10. **Alvina:** The connection between divisions is great
  11. **Viktoriya:** Sustainability and successors, last year it was more content-oriented and this year it's more through meetings
  12. **Chelsea:** Newer members have had good experiences with people outside of their division
  13. **Amna:** LTGs were worried about a few clubs in the beginning of the year, but they continued to persist and that number has gone down
  14. **Maggie:** Stronger e-boards that inspires new members to take more leadership roles
  15. **Viktoriya:** We are all passionate and help each other improve
  16. **Peony:** We are very self-sustaining because we trust each other to take full ownership of what they do
- C. How are our relationships with our clubs and members? How are divisional relationships?
1. Ryan: Coehl, Alvina, and Ryan are close divisions so they can easily have events together
  2. **Coehl:** having clubs at DLSSP made them think about how they can bring back the things that they learned to their home clubs
  3. **Nick:** Last year, U at Buffalo only went to Rochester once last year, but this year they go almost every other week.
  4. **Amna:** Knowing that you can help in that pushing
  5. **Alvina:** Seeing that people can learn from each other at events
  6. **Maggie:** People are getting along really well in Liberty. Even through group chats, we can
  7. **Viktoriya:** While we attend each other's events, we don't always know about what else is going on in other Divisions and what LTGs are working on

8. **Coehl:** When we go to other events, we're all just members, people don't see our positions
  - a) **Amna:** At club meetings, no one gives their positions, they only talk to each other as members
- D. What can we improve on?
  1. **Tyler:** Northern is still quite isolated
  2. **Omar:** Lack of interclub communication in his Long Island
    - a) **Amna:** Try to connect people and force them to exchange numbers at divisionals
  3. **Erick:** We're so cliché at District Events and don't really interact with other members, making club members feel excluded
  4. **Viktoriya:** Focus on next year so it can guide our actions
  5. **Maggie:** No real outside communication with other Chairs outside of Conventions, which then affects Concon when they need things
  6. **Alvina:** Chairs in general don't get a spotlight
  7. **Viktoriya:** A board check-in once a month so that we can see what everyone else is doing
    - a) **Peony:** Would a board meeting be acceptable and useful?
    - b) **Alvina:** People will attend but aren't really there and the meetings always run long
    - c) **Omar:** Maybe we should focus on empowerment rather than updates
    - d) **Amna:** Adding more meetings might not be the best case,
  8. **Chelsea:** Chairs don't always intersect with each other, so maybe small groups with LTGs and Chairs to talk to each other
  9. **Coehl:** Stand-Up meetings
  10. **Sean:** Do you think you have too little meetings? You don't. Maybe you can have chats for concerns but not to the point where you're focused more on meetings than on doing service and being active in your home club.

11. **Chelsea:** Meeting quality is more important than the quantity
  12. **Brendon:** Amna facilitates the discussions in her Tea-Tea Sessions well and makes sure that everyone is included
  13. **Nick:** Hasn't reached out to LTGs as much as he could
  14. **Coehl:** Trying to have Chairs come to meetings like a President's Council and other related meetings so that they can talk about their work would be a good way to incorporate them.
    - a) **Peony:** Exec enjoys when you invite us to the meeting
- E. What should we focus on next?
1. **Viktoriya:** Training should not end at DOTC. When we're coming together, there's a lot of value to that communication
    - a) **Brendon:** The Personal Development Workshops in the summer was an opportunity for them to develop their leadership. We can do this between the board so that we can talk about
  2. **Sophie:** Some people don't have the time to attend meetings so recording the material so that people can take that later would be very beneficial
    - a) **Amna:** Naile, minutes!
- F. Overall
1. **Sophie:** inclusion of outside divisions besides the ones that always work together
  2. **Brendon:** Educating people more on
  3. **Amna:** Meetings went from fellowship to professional
- XIII. Goal Review
- A. Explanation of District Goals by Division spreadsheet
  - B. Where are we exceling? What are we doing right?
  - C. Where are we underperforming? What is holding back our growth? How can we improve in these areas?
    1. **Alvina:** Niagara is known for in-house service projects and are really passionate for the governor's project. Canisius is having difficult

transportation problems which is why their service hours have decreased

2. **Brendon:** Elmira has take-home service hours and have also been better at recording their service hours
3. **Ryan:** Colgate has had a harder time
4. **Coehl:** Keuka hasn't had the opportunity to do as many service events. RIT has more members. SUNY Geneseo is not submitting MRFs
5. **Sophie:** New Paltz is doing well with fundraising. Other clubs are doing hours but just haven't submitted them yet.

XIV. District Action Plan

A. What is the purpose of having a District Action Plan?

1. **Brendon:** Accountability so that we can follow through, getting results out of their conclusions
2. **Alvina:** Outlining everything that we can possibly do
3. **Amna:** At board meetings we discuss so many ideas but then we forget about them after we leave
4. **Erick:** Follow through at Winter Board meeting to see what we have accomplished

B. What are our main priorities moving forward?

1. **Viktoriya:** Recognizing the different meetings that we can have to reach different goals
2. **Tyler:** Try to retain members as much as possible
3. **Ryan:** Making progress to the District Goals
4. **Viktoriya:** Begin thinking about how we can prepare our successors
5. **Brendon:** Start thinking about who can take over
6. **Sophie:** Reach out to Kiwanians over Winter Break
7. **Coehl:** Finding boards' successors on top of planning their events
8. **Viktoriya:** Share the information that we have with officers during meetings
9. **Naile:** Submit MRF + Importance of Service Hours



10. **Tyler:** Reach out to Kiwanians to have things lined up for when you get back from break
  11. **Peony:** Restructuring a lot of our meetings, successors and trainings, service hours, maintaining membership and , reaching out to Kiwanians
  12. **Amna:** Have Circle K clubs invite sponsoring Kiwanis clubs to the meetings
- C. Based on our priorities, what concrete steps should we take or what initiatives should we implement in order to achieve our goals?
1. Restructuring a lot of our meetings
    - a) **Erick:** Having chairs at small-group meetings to give us feedback and so LTGs can ask them questions
    - b) **Tyler:** Crunch time for what we want to get done through the rest of the year. Start fleshing out the information that isn't as pertinent during online meetings
    - c) **Brendon:** Form documentation on things that should go on emails or meetings so that we have principles to go off of on meetings
    - d) **Viktoriya:** Sometimes we waste time explaining things during meetings. A pre-meeting reflection email that we can look over
    - e) **Erick:** During small-group meetings, we tend to go on tangents. Maybe having weekly problem solving sessions?
      - (1) **Brendon:** Going off of Sean, we should be focused on restructuring our current meetings, not having more
      - (2) **Coehl:** Understand that we don't need to go off on tangents at the small-group meetings
    - f) **Amna:** Get guidance to write agendas for meetings
    - g) **Viktoriya:** Can we have people meet up and research how to have effective meetings?
      - (1) Brendon, Jason, and Tyler volunteered

2. Successors and trainings (properly formatting our trainings and preparing our successors)
  - a) **Peony:** We can develop the trainings that we want in the future now, so that we know how to properly teach someone in the future
  - b) **Coehl:** Start thinking about how you want to train the club board, work on trainings with your successor because DCON is so early
  - c) **Tyler:** Emphasize to club officers to start talking to people now
    - (1) **Erick:** How do we introduce club members to the District Board?
      - (a) **Chelsea:** Running for Higher Office workshops
      - (b) **Omar:** Bringing it up at club meetings
      - (c) **Ryan:** Depending on how close you are with your clubs, you can come to their board meetings and introduce it to them
      - (d) **Amna:** Having information for Exec District board would helpful when running
      - (e) **Zak:** Included what the LTG does in his email with contact information
  - d) **Brendon:** Release a candidates booklet on requirements for Running for Higher office,
  - e) **Viktoriya:** We can ask alumni for help in training
  - f) **Brendon:** We considered a standardized training process that could happen at the beginning of every service year
  - g) **Coehl:** Have the easy stuff written out for you, and focus on the specifics during an in person hand out
  - h) **Peony:** Encourage to work on your team drive, continue to work on the MBRF so that you can have all the information you have piled up
    - (1) **Zak:** Updating Successor Package template

- i) **Viktoriya:** Compile all the key things that must be shared with the next board when experiencing training for the next Board
- 3. Service hours
  - a) **Nick:** During off months people still do service, so making sure to tell them that those hours count
  - b) **Coehl:** Promoting take-home service hours that Brendon had
  - c) **Amna:** Service Committee is working on a new in-house service project guides
  - d) **Brendon:** Maybe Viktoriya can list service opportunities for winter downstate
  - e) **Tyler:** Service projects at divisionals
  - f) **Sophie:** Invite other clubs to your service events
  - g) **Viktoriya:** Talking about goals during meetings
- XV. For the Future
  - A. Home Club Relationships
  - B. Successor Preparation
    - (1) MBRFs
    - (2) Team Drive Folders
    - (3) Member Interest
  - C. Strategic Plan
- XX. Upcoming Events
  - E. Winter Board Meeting: January 10th-12th, 2020
  - F. February Board Meeting: February 7th-9th, 2020
  - G. Pre-DCON Board Meeting: To be determined.
  - H. District Convention (DCON): Friday to Sunday, March 6-8, 2020
- XXI. Open Forum/General Updates
- XXII. Remarks from Kiwanis Committee Members
  - A. **Sean:** Thank you for choosing me as the honoree. Set goals to see what is most important for these next four months. Encourage people to come to the

District Convention, and ask your sponsoring Kiwanis clubs ahead of time for DCON sponsorship. The answer is no to 100% of the questions never asked

B. **Greg and Allison:** Good meeting

XXIII. Remarks from District Administrator **John Keegan**

A. We accomplished a lot, just don't forget to send him memos

XXIV. Closing Remarks from Governor **Peony**

A. Let's keep our momentum going for the rest of the year!

XXV. Adjournment

A. Governor Peony adjourned the meeting at 5:29 pm

Minutes taken by



Naile Ruiz

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New York District Secretary

Circle K International