



# New York District of Circle K International

Winter Board Meeting Minutes  
January 11th, 2020

**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

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

Absent

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

Marketing Committee Co-Chair Carson Bloomingdale

Marketing Committee Co-Chair Wendy Yang

Service Initiatives Committee Chair Kelcie Warren

Technology Committee Chair Storm Mayer

**Kiwanis Committee Members in Attendance**

District Administrator John Keegan

Assistant District Administrator Alison Mandel



**New York District of Circle K International**

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Assistant District Administrator Greg Faulkner  
Assistant District Administrator Richard Hall  
Kiwanis Committee Representative Sean O'Sullivan

## Meeting Minutes

- I. Call to Order
  - A. Governor Peony called the meeting to order at 9:29 am
  - B. Presidential Conference Room, LIU Brooklyn
- II. Pledge of Allegiance
  - A. Led by Hudson Valley Sophie Rhind
- III. CKI Pledge
  - A. Led by Empire LTG Ayesha Alam
- IV. Social Contract
  - A. Effective Meetings Team, appointed at Tri-K, worked on creating special guidelines to help us have efficient meetings
    1. Make Space, Take Space/5-Second Rule
      - a) Give others a chance to talk but also share your thoughts
      - b) Wait 5 seconds before every question to gather all your thoughts
    2. ELMO
      - a) "Enough Let's Move On" - Similar to Call to Order. ELMO a topic that you've talked enough about
    3. Voice Timer: 45 seconds
      - a) Limiting discussion speaking time so others have a chance to join in too
        - (1) Erick is timekeeper
    4. Parking Lot
      - a) A symbolic place to move topics that you no longer have time to talk about during the meeting to go back to it later
- V. Goals of the Board Meeting
  - A. **Peony:** Why do we have a Winter Board Meeting?
    1. **Omar:** To reconvene and plan for the rest of the semester
    2. **Amna:** Last meeting we get to have together that includes Chairs

3. **Viktoriya:** Give ourselves time to reflect on progress from throughout the year and gather what we want to pass on to our successors
  4. **Peony:** What do we focus on during the Winter Board Meeting that is different from any other board meeting?
    - a) **Tyler:** It's not about what's coming next, it's about what we can do in our final days
    - b) **Sami:** We still have a bit of time left to make some final adjustments to our position
    - c) **Erick:** At the start of the new semester, so it's a time to re-evaluate what we did last semester
  - B. What are our goals for this board meeting?
    1. **Amna:** Following the Social Contract
    2. **Viktoriya:** Create Action Plans for successors
      - a) **Peony:** Yesterday we had board breakout sessions to determine what worked best for us in our training and how we can improve for successors. Today we will talk about creating action plans for the year
    3. **Tyler:** Game Plan for our own professional goals for the year
- VI. Goals of the Board Member
- A. What do you hope to gain or accomplish from this board meeting? Write on your own piece of paper, share with the person next to you
    1. **Omar:** Discuss an idea/action plan to train successors
    2. **Maggie:** Establish board help for DCON
    3. **Amna:** Plan to accomplish service hour goal by the end of the year, work on spring recruitment
    4. **Ryan:** Getting closure for his position
    5. **Zak:** Reflect on last semester
    6. **Chelsea:** Wants calendar/timeline for rest of the year
  - B. How can you contribute to this board meeting?
    1. **Omar:** Use popcorn method to get contribution for everyone

a) **Vik:** Facilitator is usually in charge of that

VII. Executive Updates

A. District Secretary Update: DS **Naile Ruiz**

1. MRF submission has gone down. I'll be reaching out to secretaries again. LTGs can refer to the MRF Tracker and also reach out

2. Service Hours: 10450/16000

a) **Naile:** Last year we were at 11501 hours at this time - we are at a 10% decrease. How can we address this?

b) **Amna:** Divisional service projects

(1) **Sami:** If you do divisional service projects, remind secretaries to count hours

c) **Alaina:** Push initiatives for members to do a lot of service hours. What if we have an award at DCON for which member has completed the most service hours?

(1) **Naile:** Might be hard this year because some secretaries might not have been keeping track \*per member\* but it could be pushed for next year

(2) **Peony:** Mub will look into awarding service hours at DCON

d) **Rich:** In Key Club, some schools cover a certain amount of District Conventions depending on the number of service hours each member has. The more hours, the more you get covered.

e) **Sophie:** Whoever has the most service hours by the time dues are due will get free membership

f) **Viktoriya:** Create a division service hour goal to try to strive for together. Committees could be included as well

g) **Mub:** Do we want to push for individual members to keep track of their service hours or the secretaries?

(1) **Ryan:** Depending on the size of the club, the competitive environments might be different so we should structure our plan based on that



- h) Peony: Overall, let's have more in-depth conversations about ideas for increasing service hours + making sure that they're recording them
- 3. Interclubs: 203/170 (yay)
- 4. K-family Events: 150/155 (so close)
- B. District Treasurer Update: DT **Amna Bajwa**
  - 1. We have passed our fundraising goal of \$20,000 - might end up doubling it by the end of the year
  - 2. We have 475 dues-paid members so far
    - a) LIU Brooklyn is our newly chartered club
    - b) Two more clubs have to submit their charter paperwork
  - 3. **Rich:** District Board officers, make sure your club has paid dues
  - 4. **Tyler:** Push Spring Recruitment
  - 5. **Amna:** Certain clubs have paid international but not district so number will go up
- C. District Editor Update: DE **Jason Zhao**
  - 1. Has been working on validating editors within their own club board
  - 2. Will work on merch for DCON
  - 3. NYCKI news will now be District Wide. For any suggestions on content, reach out to him.
    - a) Ideas for winter service projects
    - b) **Alaina:** Having the Special Note be from a member
      - (1) **Ryan:** From different divisions
    - c) **Peony:** Let's put the rest of the suggestions in the Parking Lot
- VIII. Effective Meetings Presentation: **LTG Viktoriya Borisova, LTG Brendon Nguyen, LTG Tyler Kearns, and DE Jason Zhao**
  - A. Starting With Why: Brendon
    - 1. We have so many meetings all the time but sometimes things happen that hurt the productivity of the meeting
      - a) Work on the structure of the meeting + how it's facilitated

B. Techniques for a Meeting Coordinator

1. Prewire a Meeting

- a) Preview feelings/opinions for the meeting beforehand so that people go into the meeting with a clear sense of mind

2. Agenda

- a) Foundation of your meeting - get help from other people
- b) Add anything that can be added in an email to it
- c) Choose valuable topics that apply to everyone

3. 3 P Statements

- a) Purpose, Process, Payoff
- b) In order to (purpose), we will (process) so that (payoff) - this will help you decide what topics are relevant

4. Time

- a) Topic Duration - knowing how long each topic will last
- b) Vote on extensions - if the facilitator didn't account for time correctly, have a 2/3 majority to extend the discussion by 5 extra minutes
- c) Voice Timer

5. Parking Lot

C. Steps Moving Forward

1. Accountability

2. What are we committing to doing and by when?

- a) Review assigned tasks at end so people are on the same page about what needs to be done
- b) Assign dates/times to check-in

3. Follow-through

D. Feedback

1. Short feedback > no feedback

- a) i.e. shorter DLSSP Review Form that was 5 questions long had a much higher response rate

2. "Glow and Grow"
  3. Not necessarily at every meeting
- E. What are the key takeaways?
1. **Ayesha:** Understanding the purpose of the meeting is so important when talking to others
- F. Implementation - Viktoriya + Tyler
1. Workshops at DCON, DOTC, CKIx + potential webinars
  2. Guides
    - a) Meetings Commandments
    - b) Techniques for meetings
    - c) Types of meetings in Circle K
- G. Discussions
1. **Viktoriya:** Sometimes meetings can be so boring that people don't want to come back again and it's hard to get the attendance that's expected, even if people fill out the When2Meet
  2. **Greg:** Are there deficiencies in club meetings that should be a part of these conversations?
    - a) **Viktoriya:** We are talking about board meetings
  3. How do we *teach this topic to club officers as they transition* into their new roles?
    - a) **Alaina:** Pushing the points we talked about in this meeting
    - b) **Sami:** Creating a mock meeting rather than simply sharing the topics
      - (1) **Viktoriya:** Leading your successor
    - c) **Sophie:** Asked successors questions on a form on what they wanted to answer and see what they wanted to do
      - (1) "What did you do well on?" "What do you think you could have improved on"
    - d) **Mub:** Having board members think about what the purpose of talking about things in the meeting is

- e) **Viktoriya:** What helped you run meetings?
  - (1) **Omar:** Viewing other meetings
  - (2) **Alvina:** Look at different varieties of meetings
  - (3) **Erick:** Talked to his predecessor about meetings
- 4. What can be *implemented* during the course of the year to *check-in with how meetings* by district offices *are coming along*? (How we work together in our board, how we lead our meetings)
  - a) **Nick:** Invite someone to your meeting for feedback
  - b) **Ayesha:** Ask people for their critical feedback
  - c) **Sami:** Maybe give those people specific things to look out for during your meeting that you want to improve on
  - d) **Zak:** Ground work rules
  - e) **Erick:** People recording their meetings and watching again
  - f) **Peony:** Wanting to facilitate personal conversations and still get work done - will allot the first 15 meetings to catch up, or keep it to the end of the meeting
  - g) **Brendon:** Planning meetings with other people
  - h) **Sami:** Committees have committee secretaries who will notice changes as you go
- H. On a separate sheet write down - What additional training would you like to hear about? What kind of resources would you like to see?
- IX. Spring Recruitment: DT **Amna Bajwa**
  - A. Why does spring recruitment matter?
    - 1. **Viktoriya:** Not usually a priority for people to recruit
    - 2. **Amna:** You can still pay District Dues in the Spring
      - a) Think about people who have not paid dues yet but have been active within the club and how you can ask them to join the club
  - B. What is our target audience? How can we effectively reach more prospective members and encourage them to become dues-paying members?

1. Current non-Dues paying member
    - a) Have already been involved in the organization
    - b) Need a little push
    - c) Have an interest in service
  2. Freshmen
    - a) People who are looking to join new clubs
    - b) Probably need friends and are more likely to be looking for new things to try
    - c) Collabs with other clubs
- C. What can we do to encourage spring recruitment to our clubs?
1. Where to start?
    - a) Start with E-Board
      - (1) Stress membership goal
      - (2) Stress members that haven't paid yet
      - (3) make a plan this break to effectively executive starting February
    - b) Use Fundraiser and other events for recruiting
      - (1) Have your club board next to you
      - (2) A sign with club meeting time and location
  2. What to say to potential members?
    - a) Benefits of Circle K
    - b) (If you really want to run for a position, pay dues!)
    - c) Have a social gathering for dues-paying members that can give value to being a dues-paying member beside a membership ceremony
    - d) Email and text people directly
    - e) Talk about how many clubs we have internationally and what it means to be a part of this organization
  3. What can you do before the next meeting?
    - a) Advertise first meetings and dues

- b) **Peony:** Clarification on dues deadlines
  - (1) February 1st - International's internal deadline on when clubs that haven't paid dues are in trouble
  - (2) April 1st - District Dues deadline
- 4. Other Ideas
  - a) **Chelsea:** Having a social where dues-paying members' payments are subsidized over non-dues paying members
    - (1) **Peony:** Have concurring prices always for dues-paying members that are cheaper than non dues-paying members
    - (2) Dues-paying members can have one free pass that they can redeem at a bake sale or sticker sale
  - b) **Amna:** Sticker sales
  - c) **Sophie:** Recruit RAs so that they can include their floor
  - d) **Amna:** Tangible vs Intangible benefits
  - e) **Alvina:** Reminding people like they can still feel part of the club even if they join in the Spring
  - f) **Viktoriya:** Circle K meetings aren't usually something you have to catch up on, so make sure that people understand what meetings are like and don't think that they missed something by not joining directly in the fall
  - g) **Amna:** Invite people to DCON, a motivational event
  - h) **Coehl:** Advertise fun events
  - i) **Amna:** Reflecting on the things you have accomplished professionally as a Circle K member, what your legacy is to encourage other people to join
  - j) **Sami:** Have a mock recruitment training to continue training for board members, as many of them cut off training after summer and don't look back on it again
  - k) **Tyler:** Last year created a Spring Recruitment guide, will share with board

- l) **Sean:** Try to have some food
- m) **Coehl:** Sometimes members can't come to meetings in the fall and try to join again in the Spring; post on social media about the fun you can have in the club and focus on making sure their expectations are realized
- n) **Maggie:** Retain members that joined in the Fall involved
- o) **Peony:** Awards Committee considering having a moment at DCON where they can have all the new members recognized
  - (1) **Viktoriya:** Have a message from the people that are graduating, inviting the newer members
- D. **Peony:** We can share all these ideas with club officers as soon as possible!

**[Lunch Recess 12:11 PM - 1:15PM]**

- X. Board Breakouts: Successor Training, Transitions, and Packages
  - A. LTGs: EA Erick Morocho
  - B. Chairs: EC Sami Sharifiy
  - C. Meanwhile, individual LTGs were meeting with Administrators and Executive Board to talk about the state of their clubs
- XI. Preparing for Next Semester
  - A. What is your timeline for the semester?
  - B. Reminder Dates
    - 1. International Dues Deadline: Saturday, February 1, 2020
    - 2. International Scholarships Deadline: Saturday, February 1, 2020
    - 3. NYCKI Awards Application Deadline: Wednesday, February 5, 2020
    - 4. February Board Meeting: Friday to Sunday, February 7-9, 2020
    - 5. DCON Registration Deadline: Friday, February 21, 2020
    - 6. Kiwanis Mid-Year Conference: Friday to Sunday, February 21-23, 2020
    - 7. District Convention (DCON): Friday to Sunday, March 6-8, 2020
    - 8. New Service Year: Wednesday, April 1, 2020

9. District Officer Training Conference (DOTC): Mid-April
  - C. What are your priorities for the rest of your term? Per month? Top three?
- XII. Committee Chair Updates
- A. Alumni & K-Family Relations Committee - **Chelsea**
    1. Starting K-Fam Kickoff Planning
    2. Gave out KPTC Trauma Kit from K-Fam Picnic
    3. K-Family Kickoff will be on March 13-15 or April 3-5
    4. Continuing the K Video - aimed at Key Clubbers
  - B. Awards Committee - **Mub**
    1. Member Spotlight Form
    2. Awards Recognition Guide coming out soon
    3. DCON Awards are coming!
  - C. Club Building & Strengthening Committee - **Alaina + Tayba**
    1. Club Hack Videos - Released during CKI Week
    2. Want to give feedback on one-on-ones and join LTGs on them
      - a) **Brendon:** Confidentiality might be a problem with having a three-on-one
      - b) **Alaina:** CBS Chairs joining meetings is optional, but they want to do their best to help everyone create a lasting impacting
  - D. Marketing Committee - Given by **Sami**
    1. Aktion Club Video in progress
    2. Marketing & Design Webinar - Jan 8th
    3. CKI Store: windbreakers, crewnecks, socks, cloth bag, stickers
    4. Premiere workshop - Jan 18
    5. Push the Membership Spotlights and Service Spotlights - Have people do the entries by the deadlines
  - E. Service Initiatives Committee - Given by **Sami**
    1. Service Spotlight Form
    2. Kelcie is currently on vacation so more updates will be emailed
    3. Committee has monthly calendar with service projects and ideas



F. Technology Committee - Given by **Sami**

1. Committee will update website, we can suggest our ideas directly on the "Website Update Form" found on the top of the homepage of the NY Circle K website
2. Website Change Request Form

G. EC Update - **Sami**

1. Committee Chair Guide so that members and officers are more updated on what their role is - will be sent out in the next week

XIII. District Convention (DCON) Update: Conferences & Conventions Chairs **Nicholas Rai and Maggie Cheuk**

A. What should officers know about DCON?

1. March 6th-8th 2020
2. Registration \$140
3. Hotel \$125 a night (Flat rate, can be split between roommates)

B. What specific things can we do to encourage attendance?

1. Promoting social media posts, advertise on emails, call people
2. Working on email template for us

C. What are common issues that come up during DCON registration and at DCON? How can we minimize them coming up?

1. Last Minute and Late Registration (after deadline) - lots of work for ConCon that they shouldn't have to worry about
  - a) So push early registration, make it a group activity
2. Crowding in Lobby during check-in
  - a) Maintain your people
3. Skipping Workshops and Caucus Sessions - people are paying for this and missing out on a professional development workshops
  - a) Explain importance and encourage
4. Volume Control - people get excited, especially at meal time when a speaker is giving a speech
  - a) Keep tables attentive

5. **Rich:** Last many cancellations are a financial burden for the District so discourage members from cancelling last minute for unnecessary reasons
6. **Johnny K:** Any schools paying for DCON have to bring a tax exempt form to the Desmond to prove their status to the hotel

D. Key Information

1. [DCON Registration Website](#)
  - a) Registration Deadline: Friday, February 21, 2020
2. Involvement Opportunities
  - a) *Visual Coverage Team, host a service table, host a workshop, lip sync battle, raffle baskets, team leader, host club*
3. Concon created a timeline of tasks to get done for board members and officers
4. **Sean:** Always add a dollar amount when asking for funding
5. **Viktoriya:** LTGs can give an incentive to Division club members for registering by a certain deadline
6. **Tyler:** Have a bigger registration price for members that register late

E. Awards and Scholarships: Awards Chair Mubtasim Akhyar

1. **Mub:** Creating something for spotlight members, taking suggestions
2. What can we do to make the awards process seem more accessible and attainable to our members?
  - a) **Viktoriya:** How can you get members to take the awards application process seriously?
    - (1) **Mub:** Share why you think they should apply for that award
  - b) **Viktoriya:** Is it possible to have guiding responses under questions to help mold the responses
    - (1) **Peony:** We will create examples based on past winning applications

3. Key Information
  - a) NYCKI Awards Application

(1) Deadline: Wednesday, February 5, 2020

b) NYCKI Oratorical Contest

(1) Last year people dropped out last minute, so give them a heads up of when they will have to go in front of the judges

(2) **Brendon:** For the people that sign-up, slip a reminder of their judge time on their nametag

c) Don Forsyth Scholarship

d) [Circle K International Scholarships](#)

(1) Deadline: Saturday, February 1, 2020

XIV. DCON Elections Procedure: DG **Peony Tse**

A. Endorsement

1. Someone doesn't have to be endorsed to run for District Office
2. For anyone running for International Office, they can run for endorsement from the House of Delegates at District Convention or simply the District Office

B. Elections Policy

1. Because it is less than 60 days until DCON, you are allowed to declare your intention to run for District Office now
2. District Board involvement - all current District

C. What are the new elections procedures that were instituted last year?

1. Campaign Literature
  - a) Candidate is only allowed to submit one double-sided sheet for office

D. What are candidates permitted to do?

1. Writing in NY Policy Codes Section 8 "Elections"
2. "Suspected violations of policies pertaining to elections should be brought to the attention of the Governor. The Governor shall inform the candidate found in violation of these policies shall inform the candidate that the charges have been raised. Any candidate found in violation of these policies may be subject to disqualification upon a

two-thirds majority vote of the District Board. The candidate will have the opportunity to respond to the charges before a decision is made by the District Board."

E. What is the timeline for candidates?

1. The timeline and requirements for this literature shall be set by the District Governor and District Administrator.

F. Naile will work on the Policy Code Amendments for the position. Go to her if you're interested in helping

XV. Business

A. Kiwanis Mentorship Program Pilot: LTG **Tyler Kearns**

1. The Kiwanis Mentorship Program is a new initiative developed by the International Kiwanis Family Committee to help Circle K'ers and Kiwanians connect on a new professional level. Circle K'ers are paired with Kiwanians in similar fields of study/career to help with their professional development.

2. The purpose of KMP

a) Professional Development for Circle K'ers

(1) Help with things like resume building, interviewing

(2) Internship Opportunities

(3) Advice in Potential Career Fields

b) Connect Kiwanians with Circle K'ers

(1) New Ideas and Idea Innovation

(2) Potential Recruitment

3. Implementation

a) For NYP

(1) Electronic Sign-up Form Rolling Out Soon

(2) Create a Timeline

b) On International

(1) Continues Resources and Advertising of Program

(a) Resources about communication

- (2) Hoping to have all pairings done by DCONs
- 4. **Tyler:** Will Kiwanians need a background check?
  - a) **Rich:** It's iffy and usually reserved for SLP Kiwanis advisors
- 5. **Greg:** How long is the commitment?
  - a) **Tyler:** Pairings are for the Circle K service year
- 6. Moving Forward
  - a) LTGs and Chairs
    - (1) Please advertise to members and encourage and sign ups
    - (2) Get ready for Kiwanian Questions
  - b) Admins and KCRs
    - (1) Share the idea and see who might be interested
- B. Long Island LTG
  - 1. Omar is transferring schools for the next semester but Policy Code states that LTG can't be outside of their division for longer than one month. He has been commuting to Stony Brook from Staten Island this semester and wants to continue in his position until the end of the service year
    - a) **Rich:** The policy code doesn't say that explicitly so we don't have to vote on it
- C. Approving Board Meeting Minutes
  - 1. Northern LTG Tyler Kearns moved to approve the Tri-K Board Meeting Minutes
    - a) Iroquois LTG Ryan Gu seconds
    - b) **Motion passes**, 13 approved, 0 objections, 0 abstentions
- XVI. Upcoming Events
  - a) February Board Meeting: Friday to Sunday, February 7-9, 2020
  - b) Kiwanis Mid-Year Conference: Friday to Sunday, February 21-23, 2020
  - c) Pre-DCON Board Meeting: Friday, March 6, 2020
  - d) District Convention (DCON): Friday to Sunday, March 6-8, 2020
  - e) CKIx: July 19-22, 2020

(1) Flamingo Las Vegas in Las Vegas, Nevada

(2) [CKlx Registration Website](#)

(a) **Omar:** Registration cap is at 430, first come first serve basis.

Make sure to register early!

XVII. Open Forum/General Updates

A. **Amna:** Thirst Project Summit is in LA right before CKlx in Las Vegas. If you are interested in going, reach out to her!

XVIII. Remarks from Kiwanis Committee Members

A. **Alison:** Get DCON journal stuff done soon

XIX. Remarks from District Administrator John Keegan

XX. Closing Remarks from Governor

A. Secret Santa today, then dinner, then more activities after

XXI. Adjournment

A. Meeting adjourned at 5:57 pm

Minutes taken by



Naile Ruiz

naile.ruiz@nycirclek.org

New York District Secretary

Circle K International