



Key Club International Illinois-Eastern Iowa District  
August Board Meeting Minutes



Saturday August 17, 2013

- **Governor William Kelley** calls the meeting to order at 10:19 on August 17, 2013 in Bloomington, IL.
- **Secretary Graham Novak** takes a silent roll call.
  - The following executive Board Members were present:
    - **William Kelley, Governor**
    - **Graham Novak, Secretary**
    - **Natalie Walgren, Statistical Secretary**
    - **Jasmine Bains, Iolian Editor**
    - **Kari Wolfe, District Project Chair**
    - **Erin DeWitt, Club Development Chair**
    - **Akhil Sarikonda, Technology Chair**
    - **Joe Whang, Key Leader Chair**
  - The following Adult Committee Members were present:
    - **Nicole Swafford, Region 1 Advisor**
    - **Dan Conrod, Region 2 Advisor**
    - **Christine Kohlmann, Region 4 Advisor**
    - **Margie Toniny, Region 6 Advisor**
    - **Matt Giordano, Region 7 Advisor**
    - **Jennifer Stauffer, Region 8 Advisor**
    - **Bob Hall, Administrator & Region 9 Advisor**
    - **Tiffany Giordano, Key Leader Advisor**
    - **Paul Palazzolo, Financial Advisor**
  - The following Lieutenant Governors were present:
    - **Jennifer Zhuo, Division 1**
    - **Rami Hourani, Division 3**
    - **Tiant Holloway, Division 4**
    - **Margot Wagner, Division 5/6**
    - **Jeremy Goodsnyder, Division 7**
    - **Nicole Hassman, Division 8**
    - **Joel Vargeese, Division 9**
    - **Rachel Radtke, Division 10**
    - **Chloe Fischer, Division 11**
    - **Daniel Li, Division 12**
    - **Kari Wolfe, Division 13**
    - **Sonal Patel, Division 14**
    - **Jamila Johnson, Division 15**
    - **Olivia Carrasco, Division 16**
    - **Nathan Addis, Division 17**
    - **Catharine Leahy, Division 18/19**
    - **Ritesh Bhambhani, Division 21**
    - **Emily Griffith, Division 22E**
    - **Mylinh Tran, Division 22W**
    - **Ashleigh Glecier, Division 23**
    - **Shannon Harback, Division 24**
    - **Claire Park, Division 25/27**
    - **Abby Kauerauf, Division 28/29**
    - **Victoria Drake, Division 26**
    - **Kara Brockamp, Division 30**
    - **Autumn Simons, Division 31/34**
    - **Dylan Miley, Division 36**

Introduction of Guests

- **Governor Will Kelley** introduces
  - Pattie Heath, 2013-14 Kiwanis Governor-Designate
  - 2013-14 Kiwanis Governor-Designate-Elect, John Dooley
  - Ashley Wolfe, 2013-14 Circle K Governor (to be present the next day)
  - John and Roxanne Vanderheyden, Kiwanis District ELIMINATE Coordinators



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



### Old Business

- **Secretary Graham Novak** overviews the June Board Meeting Minutes. **Autumn Simons, Division 31/34 Lieutenant Governor**, moves to approve the minutes and **Ashleigh Glacier, Division 23 Lieutenant Governor**, seconds the motion. There is no discussion, all are in favor, and the motion clearly passes.
- Appointed position approvals
  - **Governor William Kelley** entertains a motion to approve **Nicole Hassman as Lieutenant Governor of Division 8. Ritesh Bhambhani, Division 21 Lieutenant Governor**, moves to approve her and **Rami Hourani, Division 3 Lieutenant Governor**, seconds the motion. There is no discussion, all are in favor, and the motion clearly passes.

### ELIMINATE Presentation- John and Roxanne Vanderheyden

- Talk about a project in the Kiwanis California District. They put together many of the parade floats in the Rose Bowl. Many Key Clubbers helped with the process. If members in our district are interested in going out to help with the process, they have invited us to join. This shows the vast connections in the Kiwanis Family and how wide spread we are.
- The most important part about the ELIMINATE project is our K-Family. We are working together to make a difference in the world. Previously, Kiwanis family had worked on Iodine Deficiency around the world. Our District has raised 1 million dollars in the last two and a half years. 1,000 bracelets have been donated and he gave them to Sonal to raise money.
- Roxanne takes the mic to talk about fundraising.
  - Talking to administration
  - Getting business donations/ cooperate support
  - You have to inform people of what it is first
  - Get refreshments as donations to attract attention
  - Get publicized in school newspapers, online publications, etc.
  - Organize a committee in a school to set goals and make projects
    - Coin/Penny Wars
    - Scooter Race Tournament
    - Clean a Classroom
    - Tug of war- Teachers V. Students
    - Pie in the Face
    - Talent Show
    - Dance, "Baby," Dance
    - Eliminate Run/Walk
    - Dining for Donations



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



- "Zumbathon"
- People get into groups of five and think of new ideas of how we could raise money.
  - Dodge-ball tournament
  - Movie at the school
  - Spare change at Lunch/ Sporting events
  - Carwash
  - Date-Match
  - Class competitions
  - Fashion Show
  - Pumpkin Smash
- Use the talents that are available so that you don't have to spend money

### Lieutenant Governor Reports

- Problems many of the Lieutenant Governors face
  - Difficulty with budget cuts
  - Clubs do not respond to emails
  - Chartering process is confusing and difficult to do
  - Clubs do not want to pay dues because they do not see the benefit
  - Schools do not understand how the Kiwanis advisors fit into the organization or what they are supposed to do

### Executive Officer Reports and Progress Updates

- **Administrator Report- Mr. Bob Hall**
  - Regrets to inform us of the resignation of two more of our finest adults.
  - Says he looks forward to the rest of the weekend and seeing all the we are able to accomplish.
- **Governor Report - Will Kelley**
  - Eliminate Goals
  - Spastics Goals
  - DCON goal of 700 attendees
  - Key Leader Goals
- **Secretary Report - Graham Novak**
  - Overall, our District is very successful. We have 43% of rosters turned in (87 schools).
  - However, there are some divisions that are significantly lagging behind:
    - 3, 4, 7, 20 E., 23, 25/27, 31/34, 33
  - The following Lieutenant Governors are *already* at 100%
    - **Sonal Patel**



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



- **Jamila Johnson**
- **Nicole Hassman**
- Graham asks that the Lieutenant Governors make a new push for rosters as the school year begins.
- **Treasurer Report- Alex Pauer**
  - Will Kelley reads a statement he wrote in his temporary absence
  - Has been creating materials for FLRs and training club Treasurers
  - There are only a few schools that still have not turned in 2012-13 dues
  - This year's Dues Deadline is December 1 with early bird dues on November 1
- **Statistical Secretary Report- Natalie Walgren**
  - Goal of 80% completion of MRFs
  - We are falling behind a little bit, so we should refocus efforts
- **Iolian Editor Report- Jasmine Bains**
  - Has been working on the Summer edition of the Iolian and only needs a few more articles before it can be completed
  - She Intends to publish it on September 1

### Breakdown/Specifics of Lt. Governor Elections

- After telling some humorous jokes, **Governor Will Kelley** explains the importance of having a replacement when January Board rolls around
- "Running for District Office" forum will be led by Will at FLRs. This will hopefully encourage people to run.
- After Fall Leadership Rally, Lt. Governors should start thinking about who will be running for Lt. Governor and who may be a good candidate.
- Election should be at a DCM
- They will be trained at January Board meeting on January 10-12 in Springfield
- Note: Please see "New Business" for more on election process

**Ashleigh Glecier, Division 23 Lieutenant Governor** moves to approve the Lieutenant Governor Reports and Executive Reports. **Ritesh Bhanbhani, Division 21 Lieutenant Governor** seconds the motion. All agree and the motion clearly passes.

### Break for Lunch

### Remarks from 2013-14 Kiwanis Governor-Designate



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



- **Kiwanis Governor Designate Pattie Heath** wants to connect generations so that the K-Family can work together. Says the connections that we have with each of the sections of our K-Family is what makes us such a strong organization.

### Committee Meetings

- Each of the committees split up to discuss individual matters and make decisions that pertained to them.

### Committee Chair Reports and Updates

- **Editor Jasmine Bains** and **Technology Chair, Akhil Sarikonda** talked about the changes that they are making to the website. They are adding a "member of the month" section to put on the front page to get schools and general members involved. It will also keep the website more interesting.
- **Key Leader Chair, Joe Whang** talked about the direction the Key Leader committee will take. Graham Novak will be going to the FLRs to give presentations on it. He wants to target schools that do not already have Key Clubs so that members get enthusiasm to charter a Key Club. Additionally, the committee is working on promotional material that will be handed out at FLRs, DCON, and club visits.
- **New Club Building and Membership Development Chair, Erin DeWitt** talked about how each of the board members are divided so that it is easier to talk to a person who is geographically closer to them. They will have articles in the newsletters telling about the new clubs they have built. She showed the "club building board" that she created for the I-I district. This allows for a visual guide to where clubs are and where growth can be made.
- **Spastic Paralysis Committee Chair, Kari Wolfe** spoke about the Spastic Paralysis goals and objectives. Each division has an individual goal that they are trying to meet. The goals are based upon the previous success of the division. Lieutenant Governors should then set individual goals for each school. Holiday embrace is on January 4<sup>th</sup> and money raised will go to Spastic Paralysis Research. To raise money for the "ipad" raffle, each Lieutenant Governor is to sell 20 tickets to people in their division. Each ticket will be 5 dollars and the winner is selected at DCON. She will be going to each of the FLRs to sell Spastics Bracelets and lead a forum.
- **Eliminate Chair, Sonal Patel** asked that each of the Lieutenant Governors look at the goals that she set (available in the August Board Meeting Booklet).
  - **Emily Griffith** is responsible for: 20 E, 20W, 22E, 22W, 24, 31
  - **Jeremy Goodsnyder** is responsible for: 1, 2, 3, 4, 5/6, 7, 8, 9, 10, 11, 21, 23
  - **Sonal Patel** is responsible for: 12, 13, 14, 15, 16, 17, 18/19
  - **Victoria Drake** is responsible for 25/27, 26, 28/29, 30, 31/34, 33, 36
- Each FLR Chair needs to print out handouts for Trick-or-Treat for Unicef.
- **DCON Chair, Jamila Johnson** talks about plans for DCON. She shows the graphic image design that the committee decided on. They do not have the budget ready yet, however.



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



- **K-Family Chair, Autumn Simons** encourages everyone to go to holiday embrace. All members are invited. Please note the handout she gave everyone which has Patty Heath's travel schedule. She will be visiting clubs and it would be beneficial for Key Club members to see it as well. All Lt. Governors should contact their Circle K and Kiwanis Counterparts. As a committee, the K-Family committee is making a handout for the Elects. It will be an informational page on Circle K for seniors.
- **Awards Committee Chair, Mylinh Tran** makes some reminders about Awards Committee. Everyone should turn in all edited and proofread sheets by the end of the Board meeting. If nothing new is submitted, the award will be used. Post mark is December 20. Received January 3. February 3 is International awards post mark date deadline to be received by Feb 10. Lastly, she wants everyone to read the awards packet and consider what they want to apply for.
- **Lieutenant Governor Training Chair, Joel Vargeese** says that the committee decided what changes they want to make to the binder for next year. They discussed possible changes with Will. Over the weekend they will be filming portions for the Training Video.

### Fall Leadership Rally Planning

- Each of the five FLR groups split up and planned details accordingly.
- Fall leadership rally reports were then given. Each FLR Committee Chair presented on the behalf of the group. They announced times, events, guests, etc.

**Jamila Johnson, Division 15 Lieutenant Governor** moves to approve Committee and FLR reports and recess until tomorrow. **Ritesh Bhambhani, Division 21 Lieutenant Governor** seconds the motion. All are in favor, and the motion clearly passes. **Governor Will Kelley** dismissed the Board at 4:56 PM.

### August 18, 2013

- **Governor William Kelley** reconvenes the June Board Meeting at 8:37 AM on August 18, 2013.
- **Secretary Graham Novak** took a silent roll call. The following changes have been made from the previous day:
  - The following were additionally in attendance:
    - **Jim Dooley, Kiwanis Governor Elect-Designate**
    - **Paul Palazzolo, Financial Advisor**
    - **Jacob Godwin, Division 20E Lieutenant Governor**
    - **Alex Pauer, District Treasurer**
    - **Ashley Wolfe, Circle K Governor**
  - The following were no longer in attendance:
    - **Rachel Radtke, Division 10 Lieutenant Governor**



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



### Comments from Circle K Governor

- **Circle K Governor, Ashley Wolfe** talks about Summer Social. We got a chance to meet other K-Family members and do a service project for the park.
- Stresses importance of talking to Kiwanis and Circle K counterparts because it allows us to work together and get more accomplished
- Ashley looks forward to Holiday Embrace. Advisors will be needed as additional adult supervision. Kiwanis members may substitute as School Advisors
- The theme is, "Casting a Spell for a Cure" or Harry Potter. People are encouraged to talk to her and get additional information if they need it.

### Comments from Kiwanis Governor Designate-Elect

- **Kiwanis Governor Designate-Elect, Jim Dooley** says his biggest goal for his first year is to aid Pattie Heath in reaching her goals
- For the next year, he will be shadowing her and learning as much as he can from what she does

### Executive Board Updates

- **Graham Novak, Secretary Workshop**
  - District Guide
    - Compiled 120+ files to put onto the guide
    - With the help of Akhil Sarikonda, 75 CDs have been produced that will be distributed at FLRs, Club Visits, and DCON.
  - District Mailings
    - They are still monthly, but the deadline for newsletters is now the 20<sup>th</sup> of each month to alleviate stress for many people.
    - Graham is no longer requiring all committees to submit newsletters if there is no new information to give.
  - Meeting Materials
    - Graham produced the meeting booklet, agenda, and name tags. If there are any changes to be made, please contact him immediately.
  - Master Directory
    - He reiterated how the Master Directory works and how to access it
    - Explained why it is online and the benefits of having it readily available
  - Rosters
    - The deadline for the Riot award is on September 9



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



- Lieutenant Governors are encouraged to contact individual club members, Advisors and Kiwanis Advisors to get the rosters turned in immediately following elections.
- Fall Leadership Rally Forum Material
  - Graham has produced handouts, a PowerPoint, and other promotional material to present at the Fall Leadership Rallies
- Minutes
  - He plans to send out the finalized minutes within two days of the Board Meeting
- **Alex Pauer, Treasurer Workshop**
  - Alex names the schools that still have to turn in dues for the 2012-2013 school year
  - Then, he explains all the work he has been doing for Fall Leadership Rallies
    - There are two documents in the August Board Packet that are also available on the District Guide and I-I website that are helpful resources in submitting Dues
  - Alex emphasizes the importance of contacting Kiwanis International for help if a club is having problems with dues.
- **Natalie Walgren, Statistical Secretary Workshop**
  - Natalie goes onto the District website on the projector and shows all of the changes she has made to the Monthly Report Form
    - Made the "Reporting For the Month of" section more clear so that there were less errors when filling forms out
    - Added the "Key Clubber of the Month" section to recognize individuals
    - Took out some of the repetitive and unnecessary information
    - Simplified the section for Lieutenant Governor feedback
  - Reminds Lieutenant Governors that they should add club secretaries to the Facebook Group for reminders
- **Jasmine Bains, Editor Workshop**
  - Jasmine asks the Lieutenant Governors help to push clubs to submit articles to the Iolian
  - It helps to benefit the individual clubs because
    - It gives them PR
    - It gives others ideas
    - They become more involved at a District Level
  - If clubs *don't* have an editor or PR position, ask them to create one
  - Articles should be 100 + words and need one picture of the person who submitted it and 2-3 pictures pertaining to the article
  - August 27 is the **final** deadline for summer Iolian

### Starting the Year off Right





## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



- **Secretary Graham Novak** and **Governor Will Kelley** talked about how to help the clubs to the best of our abilities
- The key is to always remember that the reason why our District Board exists is so that we may help them
- The following are some major things Lieutenant Governors should be helping the clubs with:
  - Make meetings interactive. Rather than having club officers talk *at* the general members, they need to get input and service idea from everyone. This helps keep people involved, engaged and active in the organization.
  - Repeat the Key Club Pledge. Although it seems like just a thing that we say out of habit, it really means much more than that. It gives members the sense of being a part of something larger. Additionally, they feel a sense of unity with their Club, Division, District, etc.
  - Although every club functions differently, the club board may need to be restructured. If they are missing crucial (yet commonly missed roles) such as Editor, Statistical Secretary, etc., be sure to encourage them to incorporate them. This could also mean having other members be on committees. Again, it gets them more engaged and allows for more leadership opportunities.
  - Invite **general** members to FLRs, DCON, and other District/Division events. Sometimes people think that they are only for officers. But that is *not* the case! If they attend, we are training and building the future leaders of the club
  - Bring guest speakers to club meetings. Kiwanians, service organizations, public officials, etc would all be great options. It would make meetings more interesting to have a unique portion to it every once in a while.
  - Apply to Youth Opportunity Fund (YOF) grants. Although *many* people don't know about them, they are a bountiful resource and most people who write good applications receive money from Key Club International. All board members should do some research on it and encourage clubs to apply.
  - Have random food days. Everyone loves food, and it encourages attendance.
  - Combat the ever so common "dropout" illness that all clubs face
    - Have events *early and often*
    - Involve them in more ways than just participating
    - Show them that they are a part of "something larger"
    - Explain the benefits of Key Club and what makes it so unique
  - Organize projects with local organizations. Sometimes clubs become inactive simply because they can't find anything to do. So **help them!** There are many service organizations everywhere, and it is often only a phone call or email away from starting a project. Examples may be:



## Key Club International Illinois-Eastern Iowa District August Board Meeting Minutes



- Park district
  - Food pantry
  - Homeless shelter
  - Children's museum
  - Library
  - Kiwanis
  - VFW
  - American Legion
- **Governor Will Kelley** then reiterated that we can make the difference for the clubs by helping them. Just as the executive team is here to help the Lieutenant Governors, the District Board is here to help the clubs thrive and succeed.
  - Then, Will opened the floor to ideas, suggestions on ways to improve what we do
  - **Editor Jasmine Bains** suggested that we create a schedule with all of the dates in one place (and there was general agreement that it would be beneficial)
  - **Kari Wolfe, Division 13 Lieutenant Governor** suggested that the Weekly update be organized by a "New events" and "Reminders" so that all the information is always there, yet we don't have to read through everything all of the time.

### New Business

- Approval of DCON Budget has been tabled as it is not yet prepared
- Lt. Governor Election Review
  - One third of the schools in good standing must be in attendance.
  - However, if a quorum is not reached they may still vote for a person, who will then be recommended to the board who will approve them.
- **Tiant Holloway, Division 4 Lieutenant Governor** moves to approve the New Business, **Kari Wolfe, Division 13 Lieutenant Governor** seconds the motion. All are in favor and the motion is approved.

### Key Leader Presentation

- **Key Leader Chair Joe Whang** and **Secretary Graham Novak** give a presentation on Key Leader to all of the board members. Joe overviews what Key Leader is, why it is important, what youth leaders gain from the experience and what we, as a District Board can do to aid this new branch of the Kiwanis Family.
- It will be held at East Bay Camp near Bloomington, IL on April 25-27
- Base cost is \$200, but automatic \$25 deduction for registered Key Club members in good standing
- The committee is offering \$60 to people who apply for a scholarship
- Individuals are also encouraged to ask Kiwanis Clubs for financial aid if it is an issue



Key Club International Illinois-Eastern Iowa District  
August Board Meeting Minutes



- Applications will be out in January

Comments from International Trustee

- Thanks us for having her at our board meeting. She appreciated all of the progress that we made. She has some notes of the good things and bad things that she noticed and will be letting us know how it was and what we can do to approve. Additionally, she reminded Lieutenant Governors to send he copies of their monthly Newsletters.

Closing Comments

- Each board member made a S.M.A.R.T. goal and shared it with the rest of the Board. Then, each of the adults shared things they noticed, gave advice, clarified things mentioned over the weekend, and thanked the board for their work.

Closing

- **Ashleigh Glecier, Division 23 Lieutenant Governor** moves to adjourn the meeting, **Rami Hourani, Division 3 Lieutenant Governor** seconds the motion. There is no debate, all are in favor and the motion clearly passes. **Governor William Kelley** adjourns the Board Meeting at 11:10 on August 18, 2013.

---August Board Minutes created by 2013-2014 District Secretary, Graham Novak on August 19, 2013.