



JUNE BOARD MEETING MINUTES - JUNE 3RD-5TH, 2022

OPENING - *FRIDAY*

- CALL TO ORDER
-

ROLL CALL - *FRIDAY*

(IF CHECKED, PRESENT)

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|---|---|
| <input checked="" type="checkbox"/> DIVISION 1 - ANNA SHAO | <input checked="" type="checkbox"/> DIVISION 20E - CLAIRE KOCHER |
| <input checked="" type="checkbox"/> DIVISION 3/4 - MARCOS CHAVEZ | <input checked="" type="checkbox"/> DIVISION 20W - MONTELL WRIGHT |
| <input checked="" type="checkbox"/> DIVISION 5/6 - MADDIE NOWAK | <input checked="" type="checkbox"/> DIVISION 21N - SHEEL PARIKH |
| <input type="checkbox"/> DIVISION 7 - SHAYNA PATEL | <input checked="" type="checkbox"/> DIVISION 21S - JACK LUDOLPH |
| <input checked="" type="checkbox"/> DIVISION 8 - ALLIE O'CALLAGHAN | <input checked="" type="checkbox"/> DIVISION 22N - VANESSA NG |
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| <input type="checkbox"/> DIVISION 9W - SUMAIYA SYED | <input checked="" type="checkbox"/> DIVISION 23E - BELLA GOURLEY |
| <input checked="" type="checkbox"/> DIVISION 10 - EMILIE JACK | <input type="checkbox"/> DIVISION 23W - SOHUM DESAI |
| <input checked="" type="checkbox"/> DIVISION 11 - JUREH VASQUEZ | <input checked="" type="checkbox"/> DIVISION 24 - HOPE ELDRIDGE |
| <input type="checkbox"/> DIVISION 12E - JEEYA AMIN | <input type="checkbox"/> DIVISION 25/27 - SUNNAH KIM |
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| <input checked="" type="checkbox"/> DIVISION 17 - MADELINE ROBERTS | <input checked="" type="checkbox"/> DIVISION 31/34 - MEGAN YOU |
| <input checked="" type="checkbox"/> DIVISION 18/19 - ELLA OLIGNEY ESTILL | <input checked="" type="checkbox"/> DIVISION 35/36 - LANI S |
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EXECUTIVE BOARD REPORTS - *FRIDAY*

- GOVERNOR
- SECRETARY

- STAT SECRETARY
- TREASURER
- EDITOR
- TECH CHAIR
- LTG INTRODUCTIONS

*COMMITTEE MEETING TIME & ADJOURNMENT - **FRIDAY***

*OPENING - **SATURDAY***

*STARTING ROLL CALL - **SATURDAY***

(IF CHECKED, PRESENT)

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*COMMITTEE REPORTS - **SATURDAY***

- DCLC
 - PLANNED BY FLR
 - MARKETING APPROACH WITH SHORT VIDEOS

- SHARE CLUB SUCCESS STORIES
- MARKET AWARDS SUBMISSION!!
- INTERACTIVE AWARDS INTERACTION
 - EXAMPLE: 100 HOUR AWARD
- KFAM
 - UPDATE THE KFAM MAP
 - KFAM FAMILY PICNIC
 - AUGUST 6TH
 - STARVED ROCK
 - HOLIDAY EMBRACE WITH JANUARY BOARD
 - KFAM WEEK AGAIN THIS YEAR
- KNRF
 - SPECIFIC TO THE I-I DISTRICT
 - CREATE A VIDEO TO PROMOTE KNRF/FUNDRAISING
 - CAMP INDEPENDANCE
 - JUNE 23RD IS VISITOR DAY
- LEADERSHIP DEVELOPMENT
 - NEW TRAINING BINDER & COMMITTEE
- MAJOR EMPHASIS
 - FUNDRAISING COMMITTEE
 - MAINLY UNICEF
 - TOT FOR UNICEF
 - GOOGLE FORM FOR FUNDRAISING AMOUNT
- MARKETING
 - SUMMER SERVICE
 - RESOURCES ON “HOW TO” KEY CLUB
 - INSTAGRAM
 - OUTLOOK
 - ETC
- NCB/R
 - OVERLAPS WITH MARKETING AND CONNECTIONS
 - GOAL IS 14 MORE CLUBS

- FOCUS ON REGION 8 WITH REACTIVATION
- LOOK AT 32 LTG IF THERE ARE MORE CLUBS

KFAM STRUCTURE - SATURDAY

- I-I DISTRICT HAS SPECIFIC ROLES FOR EVERY BRANCH OF KFAM

VOTING AND PARLIAMENTARY PROCEDURE - SATURDAY

- CREWNECKS
 - TAN
 - APPROVED
- BUDGET
 - APPROVED

LUNCH BREAK - SATURDAY

POST LUNCH ROLL CALL - SATURDAY

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RFL AWARD APPLICATION - SATURDAY

- WHAT IS RFL?
 - INTERNATIONAL AWARD THAT IS DUE ON FEBURARY 1ST FOR LTGs.
 - ALL LTGs ARE REQUIRED TO APPLY
 - SUBMISSION IS ONLINE ONLY
 - THE ASSIGNMENT FOR THE I-I LTGs WILL BE ON GOOGLE CLASSROOM.
 - YOU WILL ONLY RECEIVE POINTS FOR WHAT YOU DEMONSTRATE.
 - IT IS SET UP BY INTERNATIONAL, AND IF YOU ARE NOT ADDING YOUR MATERIALS TO THIS FOLDER, YOU WILL NOT RECEIVE POINTS. REGARDLESS OF YOUR PROGRESS THROUGHOUT THE YEAR.
- 15 PARTS
 - THESE 15 PARTS NEED TO BE CONSISTENTLY FORMATTED.
 - PERSONAL STATEMENT
 - 500 WORD MAXIMUM
 - IT NEEDS TO BE A SUMMARY OF YOUR TERM.
 - SUGGESTED TO MAKE AN OUTLINE NOW, SO YOU WILL KNOW WHAT TO ADD LATER ON.
 - NEWSLETTERS
 - PDFs OF ALL NEWSLETTERS FOR EACH MONTH.
 - NEWSLETTER TO DO...
 - TABLE OF CONTENTS
 - DIVISION UPDATE
 - FORM REMINDER
 - LTG UPDATE
 - CONTACT PAGE
 - THE REQUIREMENTS ON CLASSROOM
 - BRADE GUIDE FONTS AND COLORS
 - ONLY USE IMAGES APPLICABLE TO YOUR NEWSLETTER.

- KEEP A POSITIVE MESSAGE AND UPLIFTING TONE. *GENTAL PERSISTANCE*
 - PROFESSIONAL NEWSLETTER TITLE
 - IT SHOULD ALWAYS BE A PDF
 - MONTH AND ISSUE NUMBER IS CORRECTS
- CLUB OFFICER TRAINING
 - NOT ONLY INCLUDING THE OFFICER INFORMATION, BUT EXPLAIN AND ELABORATE ON ALL OF THE IDEAS.
 - TALK ABOUT RECRUITING
 - HOW DO YOU TRAIN?
 - BY NOVEMBER 15TH
 - TRY IN-PERSON OR ONLINE, AND IN A GROUP OR INDIVIDUAL
 - DO THE TRAINING EARLIER.
 - DCMs
 - HOLD AROUND 5 DCMs
 - THESE SHOULD BE ONCE A MONTH, FOR NEW WAYS TO HELP YOUR CLUBS
 - USING A POWERPOINT IS MORE ENGAGING THAN A VERBAL PRESENTATION
 - MAKE IN-PERSON DCMs MEMORABLE
 - INSTAGRAM AND PROMOTION PREP NEEDS TO BE DONE OVER THE SUMMER.
 - SEND REMINDERS THROUGHOUT THE TIMELINE LEADING UP TO THE DCM
 - CONTENT
 - THIS WILL COORDINATE WITH THE MONTHS THROUGHOUT THE YEAR, AND ALL OF THE INITIATIVES.
 - GET UNDERCLASSMAN MORE INVOLVED SO THAT THEY MAY RUN FOR HIGHER OFFICE

- THIS WILL ALSO COORDINATE WITH THE TIME OF THE MONTH BY PROMOTING ALL OF THE MONTHLY TASKS.
- REQUIRED ATTENDANCE
 - ATTEND ALL OF THE BOARD MEETINGS (THEY ARE ALL GROUPED INTO ONE POINT CATEGORY +/- 25 POINTS)
- CONVENTION DELEGATES
 - 2 DELEGATES PER CLUB SHOULD BE AT DCLC
 - NO MORE THAN 3 CONSECUTIVE MRFs MISSED
 - COR SUBMITTED
- Msc.
 - IT IS GOING ABOVE AND BEYOND IN YOUR LTG ROLE
- DUES COLLECTION
 - HOW TO MAXIMIZE DUES PAYMENTS?
 - BE CONSISTENT ABOUT DUES REMINDERS, AND USE THE EMAIL TEMPLATES
 - KEEP THE CLUBS INFORMED ABOUT WHERE THE DUES MONEY IS GOING
 - THE MONEY IS GOING BACK INTO KEY CLUB
 - INCOURAGE CLUBS TO ATTEND Q & A ZOOM CALLS
 - PAY DUES TO KC BECAUSE YOU GET LEADERSHIP OPPORTUNITIES FROM MANY LEVELS
 - LOCAL, STATE, AND GLOBAL LEVEL

- PROVIDES PEER TO PEER SUPPORT
 - LEVELS OF ASSISTANCE ARE THERE TO HELP AND SUPPORT
 - YOU PAY DUES BECAUSE KC IS A RECOGNIZED BRAND OF SERVICE AND LEADERSHIP THAT HELPS THE WORLD BE A BETTER PLACE.
 - KC ALUM ARE EVERYWHERE (THINK THE ADMISSIONS COMMITTEE)
 - USING MRF'S TO GAUGE CLUB GROWTH
 - START WITH NEW UNDERCLASSMEN AND SIBLINGS OF CURRENT KEY CLUBBERS
-

USING FORMS EFFECTIVELY - SATURDAY

- CORs
 - PROMOTING AN INCENTIVE
 - CONTACT TO GET A COR
 - PHONE BANKING
 - PHONE CALLS
 - SCHOOLS AND KIWANIS
 - MAKE SURE THAT YOU ARE CCING THEM ON EMAILS TO THE KIWANIS CLUB
 - GENTLE PERSISTANCE
-

INTERNATIONAL CONVENTION PLANS - SATURDAY

- ICON
 - JULY 6-12 IN DC

- 6-10 IS THE CONVENTION
 - BUS FROM AIRPORT TO HOTEL AND HOTEL TO AIRPORT
 - 11: SIGHTSEEING
 - 12: TRAVEL
 - SANA'S ADDRESS
-

FALL LEADERSHIP RALLY PLANS - SATURDAY

- 2-3 IN-PERSON TRAININGS
 - GENESEO, SPRINGFIELD, AND ST. LOUIS AREA
 - MID/LATE SEPTEMBER
 - MODIFIED PLANS
 - DCLC TYPE VIDEO
 - 4-5 MINI RALLEYS
 - MAKE IT FUN FOR EVERYONE
 - WITH FUN EVENTS, CHEAP FOOD, AND 6 TALKING EVENTS
 - LOST COST
 - NO 6-FLAGS
 - PUT AT SCHOOL'S THAT HAVE BEEN MORE DORMAT
 - INVITE SCHOOLS THAT THEY WANTS A CLUB TO BE IN
 - MARKET TO NON-KEY CLUB MEMBERS AS WELL
 - CLUB BUILDING WORKSHOPS
-

CLUB RELATED TRAINING WORKSHOPS & ADJOURNMENT - SATURDAY

OPENING - SUNDAY

ROLL CALL - SUNDAY

(IF CHECKED, PRESENT)

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WRITING A EMAIL - *SUNDAY*

- EFFECTIVE COMMUNICATION (MORE SPECIFICALLY IN THE SUMMER)
 - PURPOSEFUL ASSIGNMENTS (MOST COMMONLY IN YOUR WEEKLY UPDATES)
 - DUES, CORs, MRFs, ETC.
 - CONVENTION REGISTRATION, DCMs
 - YOU ARE NOT JUST SENDING THEM AN EMAIL, YOU ARE OUTLINING HOW THEY CAN IMPROVE THEIR CLUBS IN A SPLIT UP WAY (NOT OVERWHELMING)
 - UTILIZING THE TOOLS OF EMAIL
 - BOLD, ITALICS, BULLET POINTS, ETC
 - EMPHASIZE IMPORTANCE VISUALLY!
 - COMMUNICATION CHAIN OF COMMAND
 - FULL DIVISION
 - INDIVIDUAL CLUB
 - PRESIDENT
 - ADVISOR
 - EMAIL
 - CALL
 - KIWANIS ADVISOR

- PRINCIPAL
-

MANAGING UNCOMMUNICATIVE CLUBS - SUNDAY

- USING SOCIAL MEDIA
 - UNITY AND MORE PERSONABLE
 - KEEPS CLUB MEMBERS INFORMED THROUGH SOCIAL MEDIA
 - WHAT SHOULD YOU POST?
 - WE ARE TRYING NOT TO OVERLAP ANY INFORMATION
 - NEWSLETTERS
 - DCMs REMINDERS AND INFORMATION
 - DIVISION SPECIFIC INFORMATION
 - MEMBER SPOTLIGHTS
 - PROMOTE I-I KEY CLUB INITIATIVES
 - WHAT SHOULD YOU NOT POST?
 - DON'T SCREENSHOT AND REPOST ON THEIR ACCOUNT
 - NON-KEY CLUB RELATED CONTENT
 - NO UNPROFESSIONAL LANGUAGE OR CONTENT
 - LOW QUALITY OR BLURRY IMAGES
 - STORIES FOR IMPORTANT INFORMATION
 - STICKING TO THE BRAND GUIDE
- NCB/R
 - 3 S's
 - SUPPORT
 - STUDENTS, ADVISORS, KIWANIS
 - SIZE
 - SIMILAR ACTIVITIES
 - KIWANIS SPONSER
 - FACULTY ADVISOR
 - RAISE FUNDS
 - \$400-600
 - CAN BE FUNDED BY KIWANIS, OR FUNDRAISE THEMSELVES
 - FILL OUT THE CHARTERING PAPERWORK ON THE KIWANIS WEBSITE

- INFORMATION THAT THE LTGS NEED TO HELP THE CLUBS UNDERSTAND
 - SERVING THE COMMUNITY
 - FMS (HOW TO HELP THE NEW CLUBS BE INTRODUCED INTO THE KC WORLD)
 - FORMS
 - CORs, MRFs, DCMs, DCLC, ETC.
 - MONEY
 - SUPPORT THE FUNDRAISERS
 - SERVICE
 - GREAT WAY TO CONNECT THE CLUBS TO THE SERVICE WORLD TO GET IDEAS.
-

PRODUCTIVE SUMMER - SUNDAY

- SCHEDULE WEEKLY UPDATES FOR THE FALL RIGHT NOW
 - WITH YOUR DCMs ETC.
 - MAKING A “SKELETON OF A NEWSLETTER”
 - INCLUDE FORMATTING AND INFORMATION THAT A LTG WILL ALWAYS INCLUDE IN THEIR NEWSLETTER
-

SERVICE PROJECTS AND FUNDRAISING - SUNDAY

- YOUTH OPPORTUNITIES FUND
 - CLUBS CAN CREATE AN APPLICATION TO APPLY FOR FUNDS AND CAN REQUEST \$200-\$2,000
 - DUE BY OCTOBER 15TH AND DECISION BY EARLY JANUARY
- #MEETYOURMARK
 - AUGUST TO OCTOBER
 - THIS IS A GOAL THAT YOU WILL CREATE FOR YOUR CLUBS FOR THEIR MEMBERSHIP
 - WHY DO WE WANT CLUBS TO INCREASE MEMBERSHIP?
 - DUES WILL INCREASE THE MONEY THAT I-I AND INTERNATIONAL GETS
 - SERVICE WILL HAVE A LARGER IMPACT

TAKEAWAYS AND ADJOURNMENT - SUNDAY
