



JULY BOARD MEETING MINUTES - JULY 29-31ST, 2022

OPENING - *FRIDAY*

- CALL TO ORDER
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ROLL CALL - *FRIDAY*

(IF CHECKED, PRESENT AT TIME OF CALL TO ORDER)

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INTRO OF SPECIAL GUESTS - *FRIDAY*

- International Trustee Hope Roundcount
- Cheer Captain

- Bert
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PALAZZOLO SPEAKS - FRIDAY - 1:07 PM

- **Introducing Bert West**
 - I-I Bert West Mascot
 - He will almost always wear a cowboy hat
 - Life of the party and try to catch him if you can!
 - **Thankful Our Officers Here**
 - To Take in Information, Collaborate, Etc
 - Dive into conversation with the Kiwanis members
 - **Start planning for next years ICON**
 - California!!
 - Celebrate the Key Club Year
 - **Recognition of RFL Award Recipients**
 - **Absorb, Listen, Be Courteous**
 - **This is a time to start working hard and stay organized**
 - “Its Game Time”
-

LTG INTROS - FRIDAY

- **Name, Division, Goal for the Weekend**
-

REGIONAL TEAM MEETINGS - FRIDAY

- **LTGs and Execs are in Regional Meetings**
-

EXEC REPORTS - FRIDAY

- **Gov, Sec, Treasurer, Statistical Sec, and Tech Chair give their updates**
-

DISTRICT REPORTS - FRIDAY

- **52% CORs as of date of presentation**
- **Overall Percentage of MRFs, 46%**
 - Why did it drop off?
 - MRFs get put on the back burner because of important exams, and other major commitments
- **2021-22 Service Year of Dues: 75%**
- **NCB/R**
 - Reactivating 10 Clubs

- Building: 1 Club in Vernon Hills, IL
-

COMMITTEE REPORTS - *FRIDAY*

- **DCLC**

- *Maya and Lauren*
- *Let the Service Roll*
- Finalized T Shirt Designs
- Top Motivational Speaker: Still in the Works
- Finalized the Script
- Future Plans
 - Release the DCLC Promotional Video
 - Finalize Decorations
 - Create and Promote a Hard Agenda
 - Service Fair on Friday Night?
 - Create resources to add on the website for accessibility
 - Promoting Awards
- 550 People is the Goal

- **KFAM**

- *Teyla*
- Creating graphics to reduce the area of “unknown” around KFAM
- Future Plans
 - Promoting Holiday Embrace
 - Promoting KFAM Week
 - Create a whole new KFAM map
 - Showcase divisional areas
 - Promoting clubs to work *with* their K-Family members
 - Create more KFAM events

- **KNRF**

- *Payton*
- Creating a video for Camp Independence
- Met with Kiwanis KNRF Leaders
- Future Plans
 - Create and Spread Awareness about KNRF at District Events
 - Making donating to KNRF more accessible

- **Leadership and Development**

- *Maddie and Allie*
- Determined outline for new training binder

- Decided to make “mini-binders”
- Future Plans
 - Delegated Duties to LTGs
- **Major Emphasis**
 - *Vanessa and Sheel*
 - Made a What is Post
 - Future Plans
 - Figuring out logistics for TOT for UNICEF
 - Add awards for top three clubs (fall and spring) at DCLC
- **NCB/R**
 - *Marcos*
 - Held Meetings
 - Future Plans
 - Had members identify a school they wanted to reactivate
- **Resources and Marketing**
 - *Riya*
 - Held Meetings
 - Brainstormed Resources
 - Began working on beginning of the year resources
 - Future Plans
 - Holding more meetings
 - Marketing as needed
 - Distributing beginning of the year resources
 - Working with Key Club Partners and Adult Board Advisors
- **FLR**
 - *FLR Chairs*
 - Created outline for each FLR
 - Workshops
 - FLR Times
 - Set Up will be 1 ½-2 Hours
 - Clean Up will take an 1 Hour
- **Major Emphasis Extended Plans**
 - *Vanessa and Sheel*
 - TOT for UNICEF
 - September- Planning Party to get people excited
 - LTG Check Ins in October with weekly instagram posts
 - Erika's Lighthouse

- Hold a planning night to get people excited
 - End before DCLC to recognize clubs
 - **KNRF Extended Plans**
 - *Payton*
 - Throughout the Year
 - Individual Club Fundraisers
 - Penny Drive
 - Pura Vida Bracelets
 - Incentivizing Fundraisers
 - KNRF Week
 - Promotion
 - Video
 - Social Media
 - At Events
 - FLR
 - Holiday Embrace
 - DCLC
 - **Fall Leadership Rally Expanded Plans**
 - *FLR Chairs*
 - Created a Master Committee Outline
 - Discussed Regional Plans
-

MEET YOUR MARK - FRIDAY

- **What**
 - *I-I Specific Initiative*
 - Create Realistic Membership Growth Goals
 - Based on past numbers and club potential
 - Encourages clubs to maintain membership or *grow*
- **Why**
 - Increase Membership
 - Increase scale of service possible
 - Larger Impact
 - Increase previous member-base engagement
 - Great Way to Start the Year
 - You introduce leaders into a leadership position to recruit members
 - EX: school fair, word of mouth, etc
 - Increase club service skills

- Do they know the “HOW”?
 - Make service possible
 - Attend club meetings, events, etc
- **How**
 - Create membership goals
 - Go over goals and create a plan to present and work with clubs
 - Recruitment Resources will be posted on I-I Website in the fall

CLOSING - FRIDAY

OPENING - SATURDAY

- **CALL TO ORDER**

ROLL CALL - SATURDAY

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ICON RECAP - SATURDAY

- **Higher Office**

- President - Lillian Thai
- VP - Layla Nguyen
- International Trustee's from I-I
 - Hope
 - Shreya
- **Exhibited Photos**
 - Tour
 - Convention

ICON RECAP - SATURDAY

- **International Office**
 - Only high achieving LTGs
 - President - Very Unlikely from LTG
 - VP - Unlikely from LTG
 - Trustee - Possible from LTG
 - High Commitment
 - Campaigning at DCLC
 - Get District Endorsement
- **District Office**
 - How
 - Create campaign literature
 - Governor
 - Very High Commitment
 - Leads the District
 - Secretary
 - Organizational
 - COR Based
 - Statistical Secretary
 - MRF Based
 - Organizational Tasks
 - Treasurer
 - Dues Based
 - YOF, and organize budget
 - Editor
 - IOLIAN Submissions
 - Grade and Assign Newsletters

- Chair Marketing and Resources
 - Tech Chair
 - Appointed, not Elected
 - Update Website, Email Issues, etc
-

I-I INITIATIVES - SATURDAY

- **Board Classroom**
 - Tool to Distribute Resources
 - Resource Request Form
 - Points System
 - RFL Material
 - Weekly Updates
 - LTG MRFs
 - **New LTG MRF**
 - *Divisional Updates*
 - Use this tool to track the *progress* of your clubs!
 - Communication Log
 - Advice for Successor
 - Important to stay on top of submitting these!
 - **RFL Work Night**
 - RFL Progress Checks
-

RFL AWARD - SATURDAY

- **Breakdown of Points**
 - Robert F. Lucas Outstanding LTG Award
 - 1,050/1,350 to Qualify
 - 15 Part Application
 - Due February 1, 2023
 - Will be worth 200 points in the points system
-

ORGANIZATION AND BURNOUT - SATURDAY

- **How**
 - *Note: Your organizational system does not have to be the same as anyone else on the board, but you do have to have an organizational system*
 - Google Classroom
 - Find Resources and Assignments

- Utilize this as a To Do List
 - Calendar
 - All Events are Scheduled Throughout the Year
 - Weekly Updates
 - Sent a Designated Time
 - Group Me
 - Communicational System
 - Outlook
 - Download on Your Phone
 - Turn Notifications ON!
 - Organize by Folders
 - Progress System
 - Goal is not to have the most points, it is to keep you on track and see where you can improve
- **What - Burnout**
 - Feeling of exhaustion after prolonged stress
 - How Burnout Happens
 - Long Periods of Work
 - Few Breaks
 - Lack of Organization
 - How to Avoid Burnout
 - Keep Organized
 - Schedule each day and INCLUDE breaks!
 - Ask Questions when you are confused
 - Keep Boundaries
- **Burn Out Video**

EMAIL ETIQUETTE - SATURDAY

- **Breakdown**
 - Only essential information
 - Bullet Points, Separate Points
 - Check Grammar and Spelling
 - Get Grammarly!
 - Punctuation is Key
 - Subject Lines
 - Short and Descriptive

- 1-2 Words for a Main Topic
 - Terminology
 - Know your levels!
 - Region, District, Division
 - Time
 - DO NOT send emails after 8:00 PM
 - **Email Markup Example and Corrections**
-

MONTHLY REPORT FORMS - SATURDAY

- **MRF Email Guidelines**
 - DO NOT forward Sage's email
 - Use template
 - May contain comments only meant for the LTG to build on
 - Add points within Division as an incentive
 - Do not keep sending reminders to clubs who have already sent in a MRF
 - Club Spotlights
 - New Reminder Emails to come
 - Google Classroom
 - This is where resources are posted!
 - DO NOT send after 8pm
 - LTGs would get no points regardless of circumstance from Sage
 - **MRF Activity on Reflection**
-

BOARD BONDING - SATURDAY

- **Public Speaking Section**
-

NEWSLETTER REVIEW - SATURDAY

- **A Newsletter Contains...**
 - Table of Contents
 - Divisional Update
 - Forms Reminders
 - LTG Update
 - Contact Page
 - Any other required materials
 - Shown on the Google Doc in Classroom
- **Brand Guide**

- Stick to I-I Key Club Colors
 - AKA - Follow Brand Guide (Found on the I-I Website)
- Professional Fonts
- **Professionalism**
 - Stay away from being passive aggressive
 - Be encouraging
 - Do not overshare in your update with personal updates
- **General Reminders**
 - Proofread
 - Use the correct PDF title
 - Newsletter should ALWAYS be a PDF format
 - Make sure the month and issue is correct

DUES REPORT - SATURDAY

- **How to Submit Dues**
 - Round Up Information
 - Log In to the Membership Update Center
 - Update Officers and Club Membership
 - Submit Payment
- **Dues Overview**
 - Dues Timeline
 - Opens - September 1
 - Early Bird Dues Deadline - December 1
 - Regular Dues Deadline - January 1
- **Treasurer Fall Initiative Timeline**
 - Late August
 - Small Group
 - YOF General Information
 - Early September
 - Whole Club Fundraising Ideas
 - Dues General Information and How Tos
 - Late Fall
 - Treasurer Dues Q & A
- **Youth Opportunities Fund**
 - Grant given to Key Clubs for service projects
 - Between \$250-2,000 grants available

- 2 Application Cycles
 - 1 - Oct 15
 - 2 - Mar 1

DIVISION GROWTH/MEET YOUR MARK - SATURDAY

- **Individual LTG Meetings**

ROLL CALL - SUNDAY

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I-I TOPICS/OFFICER TRAINING - SUNDAY

- **Kiwanis Family Structure**
 - KNRF
- **District Events**
 - FLR
 - DCLC
- **How**
 - Complete by first FLR date

- Hold group training for each position
 - Need to understand how the District works so they can become active within this
 - Create a Google Form with dates and times for group trainings
 - Trainings should be in-person
 - Create some sort of guide
 - Something that you can give to them
 - Presentation, Packet, Guide, Etc
 - Talk about Awards booklet, and using this as a guide
- **Visiting a Club**
 - Reach out to President & Advisor (same email)
 - Introduce yourself and information such as name, position, school, year in school, etc
 - Ask the club to visit first!
 - Coordinate times and security
 - Coordinate your school schedule with club contacts
 - Called out of school
 - Make sure you are excused from school (speak with Dean/Counselor)
- **Why**
 - Starting the cycle of new officers
 - Good, Quality Training
 - Being prepared prior to the start of the school year
 - Early interaction with the District
 - Building the relationships with new club officers early on
 - In-Person Contact/Bonding

LTG INACTIVE/PASSIVE/ACTIVE - SUNDAY

- **Inactive**
 - Does not attend calls, occasionally sends an email blast
 - Does not call clubs, host events
 - Goal is to maintain completion rate
- **Passive**
 - Attends calls, sends emails
 - Never calls, hosts events, but does only communicate on email
- **Active**
 - Attends calls, sends emails, asks questions, schedules individual call
 - Calls clubs, hosts frequent Divisional events, GroupMe, social media, etc

- Creates and distributes resources
 - “Research” on clubs
 - Goal: To make clubs the best that they can be
 - **Other Notes**
 - LTG is not a “complete once a month” possession
 - Example: Sending mass emails 1-2 times a month is no acceptable
 - It will not...
 - Build Club Relationships
 - Help Improve Clubs
 - Encourage Clubs to maintain a strong line of contact
 - Earn you points
 - LTG is a daily commitment (10-30 minutes a day)
 - Checking emails, texts, Groupme
 - Calling clubs
 - Asking Questions
 - Attending Calls
 - **Explanation of Points System**
-

SCHOOL YEAR MOTIVATION - SUNDAY

- **Making Achievable Goals**
 - **Staying Organized**
 - Example: Google Calendar, Planner, Reminder, etc
 - Plan out your term
 - **Plan Ahead**
 - Create new templates, outlines, etc
 - Schedule emails and reminders
 - Plan DCMs, DBNs, Division Events
-

EXEC PRESENTATIONS - SUNDAY

- **Breakout Groups and Presentations**
-

LTG TAKEAWAYS - SUNDAY

- **LTGs, Exec, and Adult Board share their thoughts**
-

CLOSING - SUNDAY

- **Closing Thoughts**

