



Illinois-Eastern Iowa District Board Meeting - January 2023

FRIDAY

- Call To Order - 7:07 PM
 - Roll Call

ROLL CALL - FRIDAY

(IF CHECKED, PRESENT)

- | | |
|--|---|
| <input 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 - SHELL PARIKH |
| <input checked="" type="checkbox"/> DIVISION 7 - SHAYNA PATEL | <input checked="" type="checkbox"/> DIVISION 21S - JACK LUDOLPH |
| <input type="checkbox"/> DIVISION 8 - ALLIE O'CALLAGHAN | <input checked="" type="checkbox"/> 22N - VANESSA NG |
| <input checked="" type="checkbox"/> DIVISION 9E - KATHERINE KLIMAK | <input checked="" type="checkbox"/> DIVISION 22S - LAUREN MONK |
| <input checked="" type="checkbox"/> DIVISION 9W - SUMATI SYED | <input type="checkbox"/> DIVISION 23 - TBD |
| <input checked="" type="checkbox"/> DIVISION 10 - EMLIE JACK | <input checked="" type="checkbox"/> DIVISION 24 - HOPE ELDRIDGE |
| <input checked="" type="checkbox"/> DIVISION 11 - JIKEN VASQUEZ | <input checked="" type="checkbox"/> DIVISION 25/27 - SUNNAT KIM |
| <input checked="" type="checkbox"/> DIVISION 12E - JEEVA AMIN | <input checked="" type="checkbox"/> DIVISION 26 - PEYTON GRAVES |
| <input checked="" type="checkbox"/> DIVISION 12W - BECCA BROWN | <input checked="" type="checkbox"/> DIVISION 28 - GRACE KING |
| <input checked="" type="checkbox"/> DIVISION 13 - TAYLA WENDT | <input checked="" type="checkbox"/> DIVISION 29 - MARY TOLENTINO |
| <input type="checkbox"/> DIVISION 14 - TBD | <input checked="" type="checkbox"/> DIVISION 30 - ISABELLA BICKHAUS |
| <input checked="" type="checkbox"/> DIVISION 15/16 - FINN BOYLE | <input checked="" type="checkbox"/> DIVISION 31/34 - MEGAN YOO |
| <input checked="" type="checkbox"/> DIVISION 17 - MADELINE ROBERTS | <input checked="" type="checkbox"/> DIVISION 33/36 - LAM |
| <input checked="" type="checkbox"/> DIVISION 18/19 - ELLA OLIGNEY ESTILL | |

- Key Club Pledge & Key Club Pledge of Allegiance
 - Opening Remarks - Mr. Palazzolo
 - Introduction of Adult Board
 - Main Purpose Points
 - Improve our leadership skills
 - District Convention and Leadership Conference (DCLC)
 - This is the main focus point. Keep it in your thoughts and minds the next few days.
 - It has to be the best possible event for the customers who are going to come to it. We have to consider the people coming as customers (marketing, desire to attend, etc.)
 - If you (LTG) are put in charge of a workshop, it needs to be so organized and fun. (It needs to be valuable!) It has to be top notch.
 - Other Focuses: Dues, Club Officer Rosters, Editor Submissions, & Monthly Report Forms
 - Along with the fun, there is work to do. You have to run through the tape, not stopping at the finish line.
- Executive Board Reports
 - Governor Ella
 - Secretary Emma
 - Statistical Secretary Sage
 - Treasurer Avi
 - Dues Promo by Palazzolo
 - Special Invite, Forum at Convention, and Special Seating for record high clubs
 - There is still time for clubs to submit dues.
 - Editor Riya
 - Tech Chair Parv
- International Trustee Report - Drew Reetz

- Life Update
- International Update
 - Global Engagement Rally
 - New Philippine-Luzon District
 - YOF Grants
 - ICON 2023
- Sistrict Update
 - District Visits
 - Running For Higher Office Webinar
 - **Membership Recognition Form**
 - International Membership
 - Linktree -> @Texillansas
- Committee Update
 - Executive
 - Reviewing Contests and Awards
 - Discuss Current & Future Problems
 - Programs & Partners
 - Pilot Program
 - SchoolHouse Partners
 - Inverse Triangle
 - Environmental Objective
 - UNICEF Ambassadors Programs
 - Membership Retention
 - Targeting 20% of COVID Clubs with Passion Projects
 - Collab with Task Forces
- District Report
- Regional Team Meetings & Dinner
- Committee Meetings
- Committee Reports
 - **DCLC**

- KFAM
- KNRF
- Leadership Development
 - Doing new programs and bonding nights for our new elects.
 - Jan 21st 8PM
 - Feb 11th 6PM
- Major Emphasis
- New Club Building & Reactivation
- Resources & Marketing
- Closing - 10:39PM
- Training Binders

SATURDAY

- Call to Order - 8:48 AM
 - Roll Call

ROLL CALL - *SATURDAY*

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~~DIVISION 30 - ISABELLA BICKHAUS~~

~~DIVISION 33/36 - LANA S~~

~~DIVISION 31/34 - MEGAN YOE~~



- Pledge of Allegiance & Key Club Pledge
- Special Guest Remarks - Lena Oswald (IP International Trustee)
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- Training Your Successor
 - Weekly Updates
 - Communication about HOW you are getting your information
 - Newsletter
 - Walk them through how to do make your newsletter
 - Share all resources that you make and all tips and tricks for making your newsletters
 - Brand Guide is an important resource to show them
 - LTG Monthly Report Form
 - Show them all the resources you use. Communication Log and advice to successor.
 - Monthly Report Forms, Club Officer Rosters, & Dues
 - Monthly Report Forms: Make sure your LTG knows how important it is to submit, so everyone involved on the District level and the clubs themselves will benefit from this.
 - Make sure they are aware of the points value of each submission point.
 - Club Officer Roster: Check in with the Secretary for any missing rosters, and make sure they know how to utilize the Master Roster.
 - An LTG can fill out the information themselves, just as long as it is the correct information.
 - Phone Banking - Getting assigned a club to call
 - Just in general, collection tips: school website, recent rosters, prior exec members, news articles, & social media
 - Dues

- \$12 - 5 to District & 7 to International
 - Remind Advisors to pay dues
 - Dues Increase?
 - Brainstorm Fundraising Ideas
 - Consider Low-Income Families
- Club Communication
 - List all of the specifics regarding communication. Think about advisors who are touchy about being called. Make sure you are including all the challenges that you face.
- Professionalism
 - Your social media is a representation of you, so make sure to watch this!
- Board Meeting Dates
 - March 10-12 DCLC 2023
 - SPRINGFIELD
 - June 9-11 JUNE BOARD
 - TBD
 - July 5-11 ICON
 - CALIFORNIA
 - August 4-6 AUG BOARD
 - BLOOMINGTON
 - Jan 5-7 OR 12-14 JAN BOARD
 - TBD
 - March 8-10 DCLC 2024
 - SPRINGFIELD
- Running for Higher Office
 - International Office
 - District Office
- Youth Opportunities Fund
- Robert F. Lucas Outstanding LTG Award Criteria

- Club Officer (Information/Directory/Contact Information/Contact List)
- BREAK
- Organization and Burnout
 - Google Classroom is an amazing resource to stay organized.
 - There is a calendar feature on both google and the District Website. It is also a good idea to keep your own calendar.
 - Watched video on how it is important to prevent burnout
- March Board Information
- FLR Planning
 - Task today: planning for next year's FLR, important for early promotion to club
 - Shifting up to better serve out *customers*
 - Possible Locations:
 - Northeast→ York, Glenbard East, Addison Trail
 - York is preferred (two District Board members on 23-24 Board)
 - Northwest→ Geneseo, Bettendorf, Galena
 - Geneseo is preferred (two current District Board members, strong Kiwanis club)
 - Bettendorf works better for more Iowa-area clubs
 - Central→ Normal Community, Farmington, Mt. Zion
 - Potential option: Bloomington High School (possible to encourage more communication with club)
 - South→ Glenwood, Sacred Heart Griffin, Belleville West
 - Belleville West is preferred (two District Board members in attendance on 23-24 Board + Stauffer)
 - Possible Dates:
 - All September & October Saturdays & Sundays
 - Requesting from school:
 - 1 main session room

- 6 classrooms
 - Technology materials
- Providing for members:
 - Lunch, fundraising materials, games
- Brainstorm
 - Key Club seniors donating Key Club shirts, sell at FLRs
 - Six Flags is not exactly feasible
 - If we would like to do a Six Flags-type format, we could go to state parks/local situations
 - Stray away from Six Flags
 - Communicate with next year's chairs, create a checklist
 - Six Flags is cost prohibitive, should be off-the-table
 - Possible 5th location
 - A more southern location
 - Extend time to make drives more worth their while
 - Allows for more social activities
 - Include a service project
 - One hour added would be best, two hours would be too much
 - If hour is added, current District Board needs to work hard to ensure that drives and sessions are worth their while
 - Governor: prepare an inspiring speech
 - Executive Board: goal is to inspire future leaders
 - Lt. Governors: nuts & bolts presentations
 - If discussion is exhausted, have plan
 - Allow for no dead-time
 - More extensive presentations and activities
 - Every minute should have a plan and a backup
 - Planning now is ideal to allow time for fun planning
 - Plans need to be in place by DCLC

- Present workshops to chairs prior to session, review slides
 - Icebreakers
- McHenry feedback: club officer training included information they were already aware of (training was redundant), roundtable time was more beneficial, club presidents/officers could present rather than only Board members
- Ongoing service project to cover down time
- Reassess workshop topics→ make more interesting/engaging
- Possible workshop topics:
 - CKI 101
 - Kiwanis 101
 - College 101 from CKI students
 - Social Media
 - Hierarchy of Key Club
 - Hosting successful social events
 - How to strengthen Kiwanis Family connections
 - Organization & Record Keeping/Organizational Tools
 - Gaining & Retaining Membership
 - Why is data important? Why should you care?
 - How to take effective meeting minutes
 - How to put together a service project
 - Service project planning mock-up (challenge to plan service project within 15 minutes)
 - Application questions
 - Interview 101/Leadership & Professionalism Skills
 -
- Considering food options
 - Included in registration price or not included
- Finalizing Format
 - Opening (11-11:15 a.m.)

- Icebreaker: Soulmates
- Gov & Exec give inspirational experiences
- Workshop I (11:15 a.m.-11:45 a.m.)
 - Club Officer Training:
 - President/VP→ How to hold an engaging meeting/Morale Boosting/Inspiring Members
 - Secretary/Stat. Sec→
 - Treasurer→ preferred partners
 - Editor/Tech Chair→ Social Media
 - Key Club 101
 - CKI & Kiwanis 101
 - College 101
 - Contact Illinois colleges to get someone to come down to talk? (Emma can reach out to UChi, Northwestern, UIC, Illinois State, UIUC, UIS)
- Workshop II (11:50 a.m.-12:20 p.m.)
 - Service Project Planning→ ½ time= presentation, ½ time= challenge
 - Leadership and Professionalism
 - KNRF/Major Emphasis
- Lunch (12:30 p.m.-1:10 p.m.)
- Game (1:15 p.m.-1:45 p.m.)
 - Skittles Game
 - Oreo Game
 - Red Solo Cups & Shoot it down
 - Moving Red solo cup (with a different color)
 - Balloon game
 - Vaseline Cotton Balls

- Minute to Win it Games (representative to play the game)
- Count off everyone
- Prize would be a ticket to get tickets (winner for each game)
- Get Venmo and square set up
- Assigned based on extra times
-
- Closing (1:45 p.m.-2:00 p.m.)
 - Pie in the face for KNRF / Just Dance
 - DCLC Promo
 - Hype Video
 - Closing Remarks about speeches
- Provide handout on new service project for club, every attendee should share idea at the end
 - LARGE, SMALL, Categorize it
 - Use Awards in the awards booklet (single service etc)
 - Spotlight Service Club Idea (Google Form)
 - Consider the ability to be able to actually act on it
 - Location to consider as well
 - Feedback
- LTG Responsible for FLR:
 - Katherine→ York
 - Lani→ Belleville West
 - Hope/Lauren→ Bloomington
 - Emma/Mads→ Geneseo
- Dates:
 - Only Sunday dates
 - September 17
 - September 24

- October 1
 - October 15
 - Ella & Emma: Hold Zoom meeting at 9 p.m. on Sundays with Location Leaders
 - Have confirmed locations and dates by February 14
- Fee/Registration
 - Registration
 - Should close at 11:59 p.m. on the Friday prior to event
 - Possibly cheaper registration for pre-register, at the door registration could be more expensive
 - Allows for estimate of attendees, but wiggle room for clubs to attend afterward
 - Fee: stick with \$5 for online registration
 - Should include lunch
 - Include option for paying at the door: \$5
- LUNCH
- Newsletter Information
 - Each Issue Should Include
 - Table of Contents
 - Division Update
 - Forms Reminder
 - LTG Update
 - Reminder: Stay professional
 - Contact Page
 - All Requirements Listed
 - Brand Guide
 - Clean Professional Look, but it is completely okay to professionally add colors
 - Don't use photos to take up random space
- DCLC 2023

- Professionalism
 - *General Note* Make sure you are double checking before you send/post. YOU are representing not just yourself, but also the FUTURE of I-I interaction for all of your clubs.
 - Email
 - In-Person Account
 - Social Media
- Parliamentary Procedure Practice
 - DCLC Theme
 - Sea of Service - Emilie Jack
 - Seen as irrelevant
 - Riya moves to pull a vote
 - In the opinion of the chair, the yes has it. Sea of Service is dismissed.
 - Giddyup for Service - Lauren Monk
 - Everyone is seeming to agree
 - GIDDYUP FOR SERVICE IS THE DCLC THEME
- Monthly Report Form - Sage Reagan
 - Governor Ella Mastin had to leave to give a speech at the CKI meeting
 - MRF Issues/Discussion
 - Forwarding Issues
 - Email and GroupMe Reminder about Monthly Report Form Dates and Information
- BREAK
- DCLC - 2:23 PM
 - DCLC Workshop Assignments
 - DUE ON FEB 10th
 - Ice Breaker that correlates with your topic
 - There will be conference calls and zooms to go over these workshops

- Interactive ideas are also very fun!
 - Elections
 - Running for Higher Office
 - LTGs will be running the caucusing rooms
 - Promote via links and resources
 - Email Signature
 - Apply for Awards & Contests
 - Send out email templates in a prompt manner
 - Share posts that @ikeyclub puts on social media. Promote, promote, promote!
 - Shared DCLC Timeline
 - Workshop Topics (Additional) - Ideas?
 - Illini Service Dogs
 - Paw Print Ministries
 - Key Club Trivia
 - Erika's Lighthouse?
 - Springfield Resources - Internships...
 - Presenting to your school board, and city council
 - Opportunities for the Youth Opportunities Fund Grant
 - A How To!
 - Sergeant in Arms Questions
 - DCLC Goals for club attendance
 - Get an action plan for all of those goals, within the end of the day
- Utilizing Social Media to promote DCLC
 - Utilize the app Canva
 - Step by Step
 - Make a list of what specific info will be included in the post
 - Create a blank Canva template in the appropriate size
 - Find a template (searching keywords)
 - Mardi Gras, Party, etc.

- Change colors of template to match brand guide and theme
- Include meaningful information, this does not mean to overload your posts!
- You do not need to only use one slide itself, utilizing multiple slides or posts is a good option as well.
- Save images on the phone utilizing the template, DO NOT screen shot. It will be blurry!
- POST!
 - Make sure your posts are in the correct order.
 - Write a detailed and educated caption
 - ENGAGING!!
- Story Posts
 - A temporary version, good for a quick reminder or interactive content.
 - Reposts other Key Club oriented accounts
- Main Posts
 - All important information, details that someone would want to come back to!
 - Event promotions and relevant to all Key Club members of your division
- DCLC Expectations
 - General Dress Code and Attitude Reminders
 - Caucusing
 - Moderaterator - keeps time
 - Door - open & close door
 - Participant - ask questions
 - Make sure you have an activity prepared (one that does not involve them getting out of their chair)
 - Meals
 - Don't clump together in Board groups

- Sit with club members and interact with people
 - Workshops
 - Make sure you attend every workshop
 - LTGs and Board members can sit with their own club during awards
- New Club Officer Roster Acronym
 - KOI is the new acronym for the Club Officer Roster
- Adjourn
- Holiday Embrace & Dinner

- Call to Order - 9:15 AM
 - Roll Call

ROLL CALL - SUNDAY

(IF CHECKED, PRESENT)

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- Delinquent Dues
 - Focus on the advantages that clubs have by paying dues
 - Create division specific incentives/awards
 - Paying dues meaning that your club is a official Key Club
 - Treasurer will be sending out more dues email templates and do more social media dues posts
 - Categorizes the different clubs who have yet to pay dues.
 - Green - “Easy”
 - Yellow - “Back and Forth”
 - Red - “Difficult”
- Club Roster Update - Emma DeBaene
 - Stats about the Club Officer Roster Collection will be distributed to clubs
- LTG Takeaways
- Adult Board Takeaways
- Palazzolo Remarks
- Executive Board Remarks
- Important Upcoming Dates
 - Robert F. Lucas Outstanding Governor, Group Calls, Elect Bonding Night, Individual Calls, RFL Work Night
 - Due Dates:
 - Running for higher office, RFL Awards, New Awards Booklet due date, District Board DCLC Registration Due