



MEETING MINUTES

Winter Board Training Conference

The Santa Maria Inn
Santa Maria, CA
Saturday, January 5, 2019

➤ DISTRICT BOARD MEETING AT A GLANCE

Meeting Details

DATE Saturday, January 5, 2019	CALL TO ORDER 9:37 AM	MEETING LED BY District Governor Jonathan Lum
ADJOURNMENT 10:55 AM	PLEDGE OF ALLEGIANCE Daniel Chong, D28N Lt. Governor	KEY CLUB PLEDGE Allyson Bautista, D05S Lt. Governor
	INVOCATION Gina Duong, D35W Lt. Governor	ROLL CALL & INTRODUCTIONS Zoe Yao, District Secretary

Attendance Reports - See Appendix A for complete attendance report

EXECUTIVES 3 /3 **LT. GOVERNORS** 71 /74 **APPOINTEES** 10 /10 **QUORUM** Yes

ADMINISTRATOR PRESENT	<u> Yes </u>	Doug Gin, District Administrator
PARLIAMENTARIAN PRESENT	<u> Yes </u>	Alan Quon, Assistant District Administrator
INTERNATIONAL REPRESENTATIVE PRESENT	<u> No </u>	Me'Shale Sherwood International Trustee
CNH KIWANIS KEY CLUB COMMITTEE	<u> 31 </u> /31	
CNH KIWANIS GOVERNOR	<u> Yes </u>	<u> Yes </u> CNH KIWANIS GOVERNOR-ELECT
CNH KIWANIS FOUNDATION PRESIDENT	<u> Yes </u>	<u> No </u> CNH KIWANIS FOUNDATION PRESIDENT-ELECT
GUESTS	<u> 6 </u>	

Summation of Board Actions

- Action: Approval of Parliamentarian
- Action: Approval of Amendment to Board Meeting Agenda
- Action: Approval of Amendment to Board Meeting Agenda
- Action: Approval of Resignations
- Action: Approval of Dismissal
- Action: Approval of Chair Appointment
- Action: Approval of Chair Appointment
- Standard Board Action: Approval of District Reports
- Action: Approval of Amendment to Board Meeting Agenda
- Action: Approval of CNH Kiwanis Foundation Matching Funds
- Action: Approval of Policy Manual Changes & Updates
- Action: Approval of Division Support Coverage
- Action: Approval of 2019-2021 CNH District Project

➤ MEETING MINUTES

MEETING CALLED TO ORDER AT 9:37 AM

Invocation

Provided by Gina Duong, D35W Lt. Governor

Thirty-seven weeks and six days, Six thousand three hundred sixty hours, three hundred eighty-one thousand six hundred minutes, Twenty two million eight hundred ninety-six thousand seconds. Two hundred sixty-five days, Two hundred sixty-five days since installation. Incredibees, we are seventy-two point six percent of the way through our term.

From the knee buckling, word stuttering, nauseating first words spoken at our first Division Council meetings. Or for our chairs, your first tele-conferences of the term. To the crazy confusion and chaos in planning your very first region events, the excitement and nostalgia you felt on your flights and rides over to Summer Board Training Conference, because you knew that you'd finally get to see your friends again for a third time, but also because you knew it was the second to last before retirement.

You think back to two months ago and remember all the crying and the number of times you

didn't believe you would order all your merchandise in time for Fall Rally, but you DID and you have the dozens of boxes in your garage to prove it. You are capable, you are resilient, you are determined, you are superhuman, most importantly you are the CNH Incredibeas.

As this term approaches its' concluding months, I want you to remember that this chapter in your lives is nowhere close to being done. You still have so much to look forward to. Cherish each and every moment you have left, for before you know it, you'll be on stage being asked how you feel for what may well be the very last time in your high school career.

Remember that you are the only one responsible for defining the course of your term. It is your ambitions, your drive that make the world of a difference. That's what makes you as Incredibeas, incredible.

Close your eyes, and just remember what a special feeling it was to be elected, remember those hours you spent putting together your code of conduct, that speech you practiced until you went to bed only hearing it replay it your head, The literature you were so proud of. Reflect back on how driven you were to accomplish these goals that you in your heart were so set on fulfilling. Remember them and keep in mind that nothing is unachievable as long as you continue to strive. Remember that you are leaders, and although you hold what feels like the weight of the world on your shoulders, you are not being weighed down, but rather lifted up. You set an example for the members you serve, these members who hand in hand are leaving a lasting imprint in this world. You're seeing the power of caring and service in action. How Incredible is that?

Keep serving, and never give up. Keep saving lives, helping those who need it the most. You've accomplished so much already, but your duty isn't done. Service never stops, not until your heart lets it. Which is never, because you will always be key clubbers. You are so much more than a group of high-schoolers. You are high-schoolers that define what a heart of gold is. No matter your crazy hectic schedules are, how tough of challenges life may throw at you sometimes, you put the well being and experience of this organization and its' members first because deep down you remember first that "We are caring and competent servant leaders, transforming communities worldwide."

Continue to persevere, and remember that no one in this world has the planet to take away your strength, your resilience, and how INCREDIBLE you are. Look around the room, remember these faces, they will always be your family, your support system. There is no one who gets it more than them. Remember to not only cherish your time left, but to cherish one another. Be so proud of yourself, and be proud of each other.

You've overcome and accomplished too much to settle for anything short of greatness. Keep spreading your love and strive to serve, and remember you're not done yet. You are so incredible Incredibeas. Thank you.

Approval of Parliamentarian

RESOLVED: That the CNH District Board approves Mr. Alan Quon as Parliamentarian.

[M: Eloise Belandres, D19S Lt. Governor | S: Bill Yen, D35E Lt. Governor | **PASSED**]

Approval of Amendment to Board Meeting Agenda

RESOLVED: That the CNH board approves adding the 2019-2021 District Project to the board meeting agenda.

[M: Justin Tang, D26S Lt. Governor | S: Ethan Lee, D15E Lt. Governor | **PASSED**]

Approval of Amendment to Board Meeting Agenda

RESOLVED: That the CNH board approves adding the dismissal of D33 Lt. Governor Ana Zamora to the board meeting agenda.

[M: Diego Andrades, D07S Lt. Governor | S: Ryan Cometa, D18E Lt. Governor | **PASSED**]

Remarks

KIWANIS GOVERNOR

Provided by: Rocci Barsotti, CNH Kiwanis District Governor

- He thanks the board for what they do and for making a difference not just in their city, community, or school, but also in their divisions, district, and the world through fundraising and service projects.
- It was a wonderful opportunity to be on the Rose Float, and the best part was seeing thousands of volunteers and Kiwanis shirts.
- He encourages the board to think back to DCON to regain their enthusiasm to reach their goals.
- He shares that students and Kiwanians have all felt “different” before they were welcomed into Kiwanis family, and that they are happy to be included in these organizations.
- Seniors, stay focused on college applications and remember to apply for scholarships! Beyond high school, join Circle K and Kiwanis.
- The CNH Kiwanis District is focused on membership -- goal of 30,000 adult Kiwanians -- encourages students to get out there and recruit for Kiwanis.
- Big thanks for the advisors, Mr. Gin, and Mr. Hennings for everything that they do.

KIWANIS FOUNDATION

Provided by: Roy Talley, CNH Kiwanis Foundation President

- He thanks the board for a banner year of PTP fundraising.
- All the money that Key Club raises for PTP goes right back to the community.
 - » We sponsor 5 children’s hospitals and provide grants.
 - » The foundation reminds Kiwanis clubs that grants are available.
 - » The donations support doctor’s programs through software and programming.
- He reminds the board that Kiwanis Foundation scholarships are due on February 15.
- Lastly, he reminds the board to make the best of their last 3 months of the term.

DIRECTOR OF SLP

Provided by: Bruce Hennings, Director of Service Leadership Programs

- Now that conclave season is here, he is looking forward to the results. He reminds the board to encourage candidates to submit service agreements electronically.
 - » He sent out the candidates list last week, and will be sent weekly from now on.
 - » When a lieutenant governor is elected, send him conclave report ASAP for DCON housing.
- DCON registration will be released the week of January 14.
- He thanks the DCON committee for the work they have been doing so far.
- ICON registration will be released soon, costs for Baltimore will be at least \$100 less than Chicago.
- He thanks the advisors for everything that they do, like getting students to and from events safely.

DISTRICT ADMINISTRATOR

Provided by: Doug Gin, District Administrator

- He is thankful to mentor all the amazing student leaders in this organization. It fills his heart to help them grow and become members of the community and Kiwanis.
- He is also thankful for the opportunity to work alongside the adults in the Kiwanis committee who help mentor the students.
- He is also thankful to the Kiwanis District and Foundation for supporting Key Club. Without their support, we would not be able to get things done.
- There’s about 1/3 of the term left, so don’t cruise to the finish line, sprint and push yourself to finish the year strong.
- If you have goals that you have not yet achieved, work hard to get there.
- He reminds the board to have a strong and vibrant succession plan. The term doesn’t just end with finding a replacement -- train them.

- » Get them prepared for their term. Focus on elect training to make his job easier at DCON.
- He encourages the board to apply for recognition.
 - » Distinguished Lt. Governor is different this year: Robert F. Lucas is by application, which is Submission A. Submission B is the additional requirements to be distinguished within our district.
 - » This year they have a very clear and objective rubric to determine whether you've earned the distinction to be a distinguished Lt. Governor.
 - » The materials required for this application is not only documentation of your work, but will also helpful for your successor. This is not just something for the individual, but for entire division.
- He reminds Lt. Governors to help clubs make it to DCON and ICON. Help them with registration and raise awareness of the awards they are eligible for.

Approval of Resignations

RESOLVED: That the CNH District Board approves of the following resignations:

MDE Chair, Christopher Kao

SP Chair, Lily Marshall

D45 Lt. Governor, Alexandra Edmonson

D18W Lt. Governor, Savannah Shaw

[M: Mariah Hernandez, D38W Lt. Governor | S: Michelle Wang, D10S Lt. Governor | **PASSED**]

Approval of Dismissal

RESOLVED: That the CNH District Board approves of the following dismissal:

D33 Lt. Governor, Ana Zamora

[M: Daniel Chong, D28N Lt. Governor | S: Irin Shim, D37N Lt. Governor | **PASSED**]

Approval of Chair Appointment

RESOLVED: That the CNH District Board approves of the following appointment:

SP Chair, Lawrence Guittap

[M: Charlene Tan, D22M Lt. Governor | S: Ryan Cometa, D18E Lt. Governor | **PASSED**]

Approval of Chair Appointment

RESOLVED: That the CNH District Board approves of the following appointment:

MDE Chair, Jared Keating

[M: Josh Hessel, D04W Lt. Governor | S: Gerard Legaspi, D13S Lt. Governor | **PASSED**]

Installation of Appointed Board

Kiwanis Governor Rocci Barsotti installs the appointed board members.

Reports

DISTRICT TREASURER

Provided by: Kara Yoshiyama, District Treasurer

Delinquent Clubs

As of the 1/02/19 dues report, our California-Nevada-Hawaii District has 179 delinquent clubs. Delinquent notices were mailed to 206 delinquent clubs on December 27th, 2018 to notify them of their delinquent status and provide further instructions. Many envelopes, stamps, and sheets of paper were used during this notification process and it would be appreciated if you all would encourage your delinquent clubs to become dues paid! Please keep in mind that International is very backed up with calls, emails and payments.

Dues Paid Members

As of the 1/02/18 dues report, our District has a total of 30,234 of our 41,500 dues paid member goal. This is approximately 73% of our district goal. Thank you to all of you who have promoted the dues

payment process. I would like to congratulate the following divisions for being 100% dues paid:

- Division 2 North
- Division 2 South
- Division 4 North
- Division 7 South
- Division 10 South
- Division 15 North
- Division 16 East
- Division 19 North
- Division 22 Komohana
- Division 22 Makai
- Division 27 North
- Division 32
- Division 34 North
- Division 36 East
- Division 42 East

Although clubs are dues paid, please emphasize the importance of continuing to pay for their remaining members and any new members.

Fundraising

Our CNH District has currently raised \$203,814.16 for the Pediatric Trauma Program. This is approximately 81.2% of our district goal. I encourage you to continue to fundraise and educate the members that you serve about the preferred charities. Take the time to plan division fundraisers, provide resources for the clubs you serve and promote the fundraisers for our preferred charities should be an on-going event, even after the conclusion of Fall Rally.

Vouching

Thank you to all of you who have successfully submitted a voucher at least once since the beginning of the term. The following individuals have submitted at least one voucher as of the most recent financial report:

- Division 2 North LTG
- Division 4 North LTG
- Division 4 South LTG
- Division 11 LTG
- Division 12 East LTG
- Division 12 South LTG
- Division 13 South LTG
- Division 14 LTG
- Division 19 South LTG
- Division 21 LTG
- Division 22 Hikina LTG
- Division 22 Makai LTG
- Division 24/29 LTG
- Division 26 North LTG
- Division 26 South LTG
- Division 27 North LTG
- Division 27 South LTG
- Division 28 North LTG
- Division 30 South LTG
- Division 32 LTG
- Division 34 North LTG
- Division 35 East LTG
- Division 37 North LTG

- Division 37 South LTG
- Division 38 West LTG
- Division 42 East LTG
- Division 42 West LTG
- Division 44 North LTG
- Division 44 South LTG
- Member Recognition Chair

As of the December Financial Report, there is a total of \$4,261.98 of \$38,850 allotted for the Lieutenant Governor budgets. I highly encourage you to vouch and use the remainder of the money to benefit the divisions you serve throughout the final months of the term. April 30th will be the last day you will be able to vouch for items so please plan accordingly. As always, items can only be vouched for up to 90 days after your purchase with a copy of your receipt attached to the completed vouching packet. Thank You!

DISTRICT SECRETARY

Provided by: Zoe Yao, District Secretary

Good morning. First and foremost, I'd like to thank you for your continued MRF submissions. Serving as a liaison between yourself and divisions and committees is crucial to the success of the district. When you submit accurate and timely MRFs, you are not only recognizing clubs and members for their individual service and leadership, you are also contributing to the success of the CNH district.

Emails have been sent to the District Board and club secretaries regarding Monthly Report Form submission reminder emails have been sent on a monthly basis. Be proactive with your submissions.

- The Club Monthly Report Form is due the 5th of each month before 6PM. Though you may identify an earlier deadline for the division you serve, you must abide by district bylaws and recognize on-time submissions by the 5th.
- The following are due the 10th of each month to the archive before 6PM PST
 - » Division and Leadership Team Monthly Report Forms
 - » Training Conference Reports

In these coming months, please note that your MRFs must have the following for clubs to be eligible for District Tree, Kiwanis Family, and Distinguished Club Awards:

- On-Time MRF submissions
- Kiwanis Projects
- Annual Achievement Report scores

Further feedback will be sent in the coming months regarding these criteria as necessary.

Congratulations to the following board officers for having all on time submissions thus far. Please refrain from cheering and clapping.

- D02N
- D04N
- D04S
- D07S
- D08
- D10S
- D12E
- D12S
- D13N
- D13S
- D15E
- D15N
- D16E
- D18E

- D19N
- D19S
- D20/32
- D21
- D22H
- D22M
- D23
- D26S
- D27S
- D28S
- D28E
- D30N
- D30S
- D34S
- D35W
- D37S

Thank you for being proactive and cognizant of your responsibility as Lt. Governor. Keep up the great work!

Furthermore, congratulations to the following divisions for reporting the most hours per member from April through December. Please refrain from cheering or clapping:

- Fifth: 12 South
- Fourth: 22 Makai
- Third: 47
- Second: 24/29
- First: 20/32

District Board meeting minutes for the meeting held on August 4, 2018 have been submitted to the District Board and Key Club International. A CyberKey request form has been submitted to post the minutes onto the CNH website.

Last but certainly not least, I'm honored to announce that as of the most recent MRF submission, we are currently at 562,177.574 service hours! This is approximately 18.59 hours per member.

This is 50.1% of our district goal of 1.1 million service hours. Keep up the service from now until DCON, and remember that Key Club is, above all, a service organization.

We're about 3/4 of the way through the term, and I don't know about you, but it's passed in a blur. This will be our second to last time together as a board, so cherish your time with everyone here. DCON will be here in the blink of an eye, and we'll be saying our final goodbyes. It's been an honor and privilege to serve alongside you all, Incredibeers. Thank you for everything.

DISTRICT GOVERNOR

Provided by: Jonathan Lum, District Governor

Welcome to one of your last board meetings of the term. Throughout this year you have probably been experiencing a lot of your "last" experiences. Last RTC, Last Fall Rally, Last CTC, and soon, your last DCON.

Now, you all have three months left in your term, whether you're ready or not. You have only three months to create a legacy of yourself. You may think to yourself, "Oh, three months? April? That's so far away. I'll be fine." Well, let's look back at your term thus far. I'm sure you all can agree that these past months have gone by in the blink of an eye.

However, the key word, is almost. You still have time to accomplish the goals you set out in the beginning of your terms, if you haven't already. I want you all to end your terms with a bang. Be memorable, be proud, and be confident.

You can either make the last three months of our term a hit or a miss.

Fine-tune the last quarter of the term so that you don't leave behind items you regret not completing at the end of the term. If you fell behind in your work, spend an entire weekend devoted to getting back on track. If you notice this with club officers, find another way to train, motivate, support, and inspire. The opportunity you have now is time. Use the time you have to make the difference you wanted to make at the end of the term. Remember that while our official term may end, your opportunity to be a leader will not.

Throughout the term, I've had the honor of watching each of you develop into caring, competent leaders. During this fourth quarter of the term, it will be important for you to reflect on all you have done, and to compile all of the material for your closure activity, but also to share the lessons you have learned with your elect.

Now, before I conclude, I would like to share with all of you a little bit of what I have been doing as the District Governor throughout the time between now and SuBTC. I hope that this can provide some transparency on what I do:

Attended Events as District Governor:

- Kiwanis DCON
- R11 RTC
- R12 RTC
- R8 RTC
- Fall Rally North
- CNH Circle K Fall Training Conference
- Fall Rally South
- Pasadena Rose Parade

Leadership Team:

- Conducted 5 LT Meetings since WBTC

Club Officers:

- Sent out one email to all recorded Club President and Vice President emails with the following topics:
 - » CNH District Survey
 - » Applying for Distinguished
 - » DCON 2019
 - » Connect with Me!
- Sent out two DG Update emails to the President and Vice President Google Groups
- Sent out the District Goals "Mid-Year" Report to all Club Officers regarding our three District Goals and the state of all three.

CNH District Survey:

- Created a CNH District Survey that was sent out to all club officers regarding the following topics:
 - » Divisional Activity
 - » Officer Training
 - » Regional Training
 - » District Communication
 - » District Media & Programs

- » Fall Rally
- » District Convention
- Sent out four emails to the District Board regarding the CNH District Survey

IncrediBEEs, thank you for all the time and effort you have put forth to serve the members of the district, providing opportunity for others, and seizing the opportunity to be amazing student-leaders.

Utilize your time to not only leave your mark, but to also help your elect start off their terms on the right foot. Take care of your elect, and make sure when you retire, they will be comfortable enough to handle things on their own. The future will be in their hands.

Leave your impression in Key Club International about your stellar performance this term. Do not fade away from this organization. Continue working hard and pushing through the remaining three months. Thank you.

DISTRICT NEWS EDITOR

Provided by: Jenny Chen, District News Editor

Newsletter Improvements/Resources

8 issues of the CNH District Newsletter, The Bee Line has been published.

Since Summer Board Conference, I have implemented new promotional resources such as the ISSUU GIFs and MP4 videos for the District Board to utilize. I have seen improvements in viewership and promotion within divisions on social media and weekly division email threads since then.

Statistics

In November, there was an obvious decline in viewership. However, on December 1st after FRS, there was a total of 1.1K reads, a 22.9% increase but no change in overall impressions. After 3 days of releasing the January Newsletter, there have been 346 reads, 496 impressions and counting.

Division Publications Recognition Thread

As of December 20, 2018, the following divisions have achieved 100% on-time publications submissions which entail 3 articles, 3 visuals and 1 monthly newsletter submissions to their respective archives.

- Division 2 North
- Division 2 South
- Division 13 South
- Division 15 East
- Division 15 South
- Division 21
- Division 22 Makai
- Division 27 South
- Division 28 South
- Division 35 West
- Division 37 South
- Division 43

DCON Preparation

Together with Mentor Mr. Roberson, I have begun to look into the District Convention 2019: Service in Wonderland program. More details and changes will be finalized within the near future.

Reminders

Monthly submission reminder emails will continued to be sent to all District Board members.

- 10th | Reminder email for Articles and Visuals, Division Newsletters, Division Updates Forms, and Committee Submissions as Articles/Visuals are due on the 15th of each month.
- 15th | Reminder email for Division Newsletters and Division Update Forms, and Committee Submissions as they are due on the 20th of each month.

DISTRICT TECHNOLOGY EDITOR

Provided by: Archishma Kavalipati, District Technology Editor

CyberKey

- All contest documents and certificates submitted by the MR Committee are available on the CyberKey.
- The DCON Hotels Guide, Itinerary, and Prep Guides are available on the CyberKey.
- The DCON Presenter Application is available on the CyberKey.
- Banners have been posted for SOS, dues deadlines, monthly newsletters, and DCON.
- The CyberKey is being updated with the bees created by the Graphic Design Team, and all Service in Wonderland themed bees are available in a Google Photos collection. A new theme design for the CyberKey is in progress.

Graphic Design Team (GDT)

- The 2018-2019 Graphic Design Team has submitted 5 task assignments. The bee tasks will be available on the CyberKey under the graphics page.
- There have been 6 Graphic Design Team teleconferences so far, the next being January 18th, 2019.
- 2 Graphic Design Team artists, Sarah Wu and Paris Medina, have created pin designs for DCON 2019.
- The Graphic Design Team has submitted the backdrop artwork to be used during sessions at DCON 2019.

Technology Accounts

- Social media updates have been posted for the following:
 - » Monthly District Newsletters
 - » PTP Week
 - » CNH Contests
 - » Dues and Secretary Webinars
 - » CNH Contests
 - » CNH District Survey
 - » Dues Countdowns
 - » District Pen Pals
 - » Spotlight on Contests
 - » DCON

DISTRICT VIDEO MEDIA EDITOR

Provided by: Leo Tafoya, District Video Media Editor

Publications

The following publications have been created since Summer Board

- Webinar - District Secretaries
- Buzzin' Break S2E2 - #JoinOurHive Month
- Buzzin' Break S2E3 - Call to DCON
- "Shooting Your Shot - Photography Tips & Tricks" Infoguide

The following videos are scheduled to be published between now and District Convention:

- Buzzin' Break S2E4 - Creating an E-portfolio
- What's Poppin' S3E3 - Winter District Update
- What's Poppin' S3E4 - Thanks for Poppin' In
- 1819 Incredibeas CNH Key Club Board - Lost in Service

1819 Video Media Department

Since Summer Board the Video Media Department has conducted a total of 3 monthly teleconferences and have been tasked with completing various tasks in video editing, graphic design, and visual media training.

1819 YouTube Goal Status Update

Pertaining to the goal of reaching 1,000 subscribers by the end of the term, we have continued to make progress with our current subscriber count at 747 Subscribers, a 226 subscriber increase since the beginning of the term.

COMMUNICATIONS & MARKETING

Provided by: Nathaniel Banlusak, Chair

Communication

The following emails have been sent to the CM Committee following Summer Board Training Conference: Monthly Updates and Task Threads for the months between August and December. The committee has increased communication with the District Convention Committee as convention approaches.

Teleconferences

The CM Committee has held monthly teleconferences following Summer Board Training Conferences. Discussion includes marketing campaign planning as well as review of tasks.

Publications

There has been a total of 22 infoguides created by the CM Committee published in the District Newsletter. Varying in topics, each publication focused on promotion of district information and overall support for the general membership and officers.

Marketing Campaigns

The CM Committee hosted a successful membership recruitment campaign, otherwise known as the #JoinOurHive campaign with 51 overlay requests and great constructive feedback. With the points of improvement from this, the committee will be going into hosting a final large-scale social media campaign named #MomentsOfCNH. This will focus on collection of member-created content, as well as working to increase article and visual submissions from the club to district level. More information will be sent out soon.

Collaboration

Partnering with the District Convention Committee, the CM Committee has worked to make graphics and publications for the early stages of promotion, and will be creating countdown and reminder graphics and the convention scavenger hunt as convention approaches.

DISTRICT CONVENTION

Provided by: Minah Yang, Chair

Keynote Speaker

The Voice Season 12 contestant Julien Martinez has been confirmed to be the Keynote performer for the First General Session of DCON 2019.

Registration

Registration for District Convention 2019 will open the week of January 14th, with the link to the registration site available on the CNH Cyberkey under the Events > District Convention tab. The on-time registration deadline is February 28th, 2019, and the late registration deadline is March 14th, 2019.

Old Board Dinner

Please remember to give your Region Advisor \$35 for Old Board Dinner. The 2018-2019 Board will be having Caesar Salad, Chicken Penne, and New York Cheesecake, and will be participating in closing activities while the new board is training on Thursday night.

SAA Captain Application

The DCON 2019 SAA Captain Application has been completed with SAA Coordinator Jessica Lee,

and approved by SAA Mentor Mr. Chan. The application will be sent out to the CNH reflectors in the coming weeks.

Friday Night Food Options

The following food trucks will be at the Convention Center on Friday, April 12th from 4pm-7pm for attendees to purchase their dinner from:

- Bacon Nation
- Classic Taco
- Mangia Italian
- Kona Ice
- Rolling Sushi
- California Pizza Kitchen

Resources

The following resources have been created by the CNH District Convention Committee, and posted on the CNH Cyberkey under the Events > District Convention tab:

- DCON Manual
- DCON Itinerary
- Friday Night Food Trucks
- Ribbons & Buttons
- Hotels Guide

KIWANIS FAMILY & FOUNDATION

Provided by: Brandon Ma, Chair

Publications

The KFF Committee has submitted publications to the District Newsletter every month that have covered a variety of topics. The publications for the past few months include topics such as Branches of the Kiwanis Family, #MyKeyClubStory, What is Circle K, What is Key Leader, March of Dimes, Information about Key Club Week, Trick or Treat for Unicef, and How to be involved with the Kiwanis Family.

PTP Week

Aside from participating in the activities for PTP Week which were, "Make it known Monday", "Trivia Tuesday", "Wellness Wednesday", "Thankful Thursday", and "Further Action Friday", a PTP Guide was also made.

Kiwanis Family Expo

Currently, the Kiwanis Family Expo is set to happen on Saturday, April 13th after the Second General Session which will be 3:30 P.M. and it will end at 5:00 P.M. As a committee, we are finalizing the layout for the guests and the final list.

Key Leader

The next Key Leader Camp is set to be on May 3rd – 5th, 2019 at Camp Forest Homes in Ojai, California.

MEMBER DEVELOPMENT AND EDUCATION

Provided by: Jared Keating, Chair

Appointment

Division 04 West Lieutenant Governor Joshua Hessel has been appointed to the position of Membership Development and Education Committee Secretary.

Meeting

The December Membership Development and Education Committee Meeting was called to order at 8:00 PM and adjourned at 8:42 PM. The meeting summary is as followed:

- January Tasks
- DCON Presenter Applications

- » Workshop Host Application
- » Application Grading Rubric
- District Pen-Pals
 - » Progress Update
 - » Introduction Task for Pen-Pals
- General Discussion

Submissions

The committee has submitted two items to the District Newsletter

- January Spotlight on Education - The Importance of Education
- Presenting at District Convention (Social Media Flyer)
- Breaking Bad Habits (Social Media Flyer)

DCON Presenter Applications

DCON presentation applications have been released and published. The following is the presenter application timeline:

- Application Deadline January 13th, 2018
- Application Interview Period: February 3rd - February 9th
- Announcement of Hosts: February 17th
- Outline & Description: March 3rd
- First Draft Due: March 17th
- Final Presentations Due: March 24th
- Final Refinement & DCON Presentation Overview: April 2nd - 8th

Education

The following are the remaining focuses for the Spotlight on Education Program, or the SOEP.

- January: District Convention
- February: Preferred Charities
- March: Finishing the Term Strong
- April: Taking a Chance

MEMBER RECOGNITION

Provided by: Annaleigh Nguyen, Chair

Teleconferences

The Member Recognition Committee has completed 5 teleconferences and a mail merge lesson since Summer Board Training Conferences.

Directives and Goals

The following are some of the official directives that have been completed since August:

Review of all international recognition programs for revision suggestions for the International Board.

- Distinguished Lieutenant Governor guidelines, in collaboration with District Governor Jonathan.
- Rubric creations for District Judges.
- Utilization of the CNH Recognition Google Reflector to effectively communicate with Division Recognition Coordinators and District Board
- Division Judging promotion.
- Award designs.

Tasks

Four tasks lists have been sent since August and all of the Lieutenant Governors have been split into the following sub-committees:

- District Judging
- MRP
- Division Judging

- Medals, Certificates, and Backstage Passes,

Each sub-committee has been assigned additional tasks with their original task lists relating to the Recognition Session at District Convention 2019.

Publications and Resources

The following topics have been promoted through publications that have been submitted for the District Newsletter:

- District Tree and Distinguished Clubs
- Member Recognition Program
- Distinguished Officer Contests
- Contests Overview
- Contests Tips and Tricks

The following resources have been uploaded on the CNH CyberKey:

- 2018-2019 Division Judging Manual
- Division Judging Applications
- District Judging Applications

In addition, a “What is an E-Portfolio?” video has been made and is in the process of being finalized.

Website Judging

Two reviews of all websites have been completed by the five judges and the third review is currently in process. The judges consist of 2 members from the CM committee and 3 from the MR committee. The final review will be occurring in February.

Certificate Archive

Ten new certificate templates have been made and uploaded to the CNH CyberKey under the “Member Recognition” tab.

Promotion of Contests

A “Spotlight on Contests” week was hosted on the CNH Instagram from December 17th-December 22nd to promote over 15 contests fulfilling the “develop campaigns to encourage members and clubs to participate in district and international recognition programs” directive.

District Convention 2019

The official medal and certificate designs that will be used at District Convention have been voted on and finalized. In correspondence, the four session spirit stick design has been selected. All session 3 performers have also been voted on, selected, and emails will be sent out to all selected performers within the next few days.

POLICY, INTERNATIONAL BUSINESS, AND ELECTIONS

Provided by: PhuongUyen (Rita) Nguyen, Chair

Teleconferences

The Policy, International Business & Elections Committee has completed 5 committee teleconferences since Summer Board Training Conference.

Newsletter

Committee has created 2 publications for the month of September focusing on Key Club International Programs and Trick or Treat for UNICEF. Committee has created 2 publications for the month of October focusing on Due Process and the importance of Club Bylaws. Committee has created 2 publications for the month of November focusing on Candidate Training Conference and Region Conclave. Committee has created 2 publications for the month of December advertising District Officer Candidate Training Conference and Conclave Procedures & Details. Committee has created 2 publications for the month of January focusing on Conclave 2018 and information about running for Key Club International Office and District Officer Candidate Training Conference Details.

Policy Manual

The Committee has finished revision of the CNH District Policy Manual and has sent it out for approval to the District Administrators and District Board.

PowerPoints

Committee has created 6 PowerPoints for Candidate Training Conference 2018 that pertain to the Role of a LTG, Challenges & Awards, Duties of LTG, Preparing for Conclave, Effective Communication & Structure, and Key Club Ethics. Committee has also created 3 PowerPoints for Winter Board Training Conference that focuses on Club Elections, Conclave, and District Convention: Caucus & House of Delegates.

Core Calls

Committee Chair has conducted Core Calls with each Lieutenant Governor in the month of October.

Reminders

The Committee Chair has sent out a reminder to the District Board regarding the process of running for Lieutenant Governor and the 2019-2020 Service Agreement.

SERVICE PROJECTS

Provided by: Lawrence Guittap, Chair

Appointment

Division 15 North Lieutenant Governor Jessica Ortega has been appointed to serve as Committee Secretary for the rest of the term.

Spotlight on Service Program

- For the period of August to January, all Spotlight on Service Program (SOSP) guides, newsletters, and advertisements have been approved and published.
- SOSP update emails have been approved and released every month from August to January to the CNH District Board, Presidents, Vice Presidents, Secretaries, Treasurers, Editors, and Projects Reflectors.

Teleconferences

Since Summer Board Training Conference, the Service Projects Committee has conducted 3 teleconferences and 1 Google Hangouts call in December. Minutes have been recorded and uploaded for all teleconferences via the Committee Google Drive Folder by Division 22 Hikina Lieutenant Governor Lawrence Guittap.

Service EXPO

- A subcommittee has been created to finalize plans for the District Convention Service Project and promoting the participation in the Service EXPO by clubs, divisions, and regions.
- The following Lieutenant Governors have been appointed to serve in the Service EXPO subcommittee: Division 15 North Lieutenant Governor Jessica Ortega, Division 24/29 Lieutenant Governor Diane Martinez, and Division 42 East Lieutenant Governor Michelle Le.

Task Delegations

In relation to the Service Projects Committee directives, the following tasks have been assigned to the committee since the committee chair's recent appointment:

- "What is a Service Hour?" Guide
- "Effective Service Projects" Guide
- November SOSP Recap
- March SOSP Promotional Materials
- April SOSP Promotional Materials

STRATEGIC PLANNING

Provided by: Nikki Sohn, Chair

Committee Appointment

Members, officers, and advisors have been appointed to the Strategic Planning Committee.

Skype Teleconferences

Teleconferences have been conducted through Skype every week. There have been a total of six meetings.

Subcommittees

Three subcommittees have been created to address the six critical issues that have been identified.

- Kiwanis Relations & Communication
- Member Education & Membership Growth
- Club Excellence & Service

Each subcommittee is tasked to establish goals for their critical issues.

Strategic Plan

The CNH Strategic Plan has been completed, which includes goals, objectives, rationales, tactics, and resources for each of the critical issues identified.

Approval of Board Reports

RESOLVED: That the CNH District Board approves all executive, appointed, and committee reports.

[M: Tam Dao, D36E Lt. Governor | S: Karen Mina, D37W Lt. Governor | **PASSED**]

Remove approval of 2019-2021 District Strategic Plan from the Agenda

RESOLVED: That the CNH District Board approves the removal of the 2019-2021 District Strategic Plan from the agenda.

[M: Juan Navarrete, D38E Lt. Governor | S: Michelle Le, D42E Lt. Governor | **PASSED**]

New Business

CNH Kiwanis Foundation Matching Funds

RESOLVED: That the CNH board approves the motion to allow CNH foundation to use some PTP donations as matching funds for the Dunlap fellowship.

[M: Ethan Lee, D15E Lt. Governor | S: Grace Nguyen, D42W Lt. Governor | **PASSED**]

Policy Manual Changes & Updates

RESOLVED: That the CNH board approves the updated CNH District Policy Manual.

[M: Daniel Sanchez, D36W Lt. Governor | S: Gina Duong, D35W Lt. Governor | **PASSED**]

Division Support Coverage

RESOLVED: That the CNH board approves the following Lt. Governor support coverages:

D18E will support D18W

D23 will support D45

[M: Katrina Orevillo, D28S Lt. Governor | S: Mia Hargrave, D46N Lt. Governor | **PASSED**]

2019-2021 District Project Approval

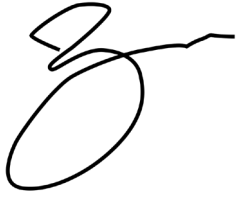
RESOLVED: That the CNH district board approves the 2019-2021 District Project "Kiwanis Family House."

[M: Katrina Sacluti, D08 Lt. Governor | S: Victoria Chen, D07N Lt. Governor | **PASSED**]

Motion to Adjourn

MEETING ADJOURNED AT 10:55 AM

Respectfully submitted by:



Zoe Yao
District Secretary
2018-2019



Jonathan Lum
District Governor
2018-2019



Doug Gin
District Administrator
2018-2019

➤ **APPENDIX A: ATTENDANCE**

Attendance for this Board meeting was completed by District Secretary Zoe Yao.

Executive Committee

DISTRICT GOVERNOR Jonathan Lum
DISTRICT SECRETARY Zoe Yao
DISTRICT TREASURER Kara Yoshiyama
DISTRICT ADMINISTRATOR Doug Gin

Lt. Governors

DIVISION 2 NORTH Tina Lin
DIVISION 2 SOUTH Vivian Luong
DIVISION 3 NORTH Rachel Coventry
DIVISION 3 SOUTH Nivram Castro
DIVISION 4 EAST Chelsie Tsai
DIVISION 4 CENTRAL Mulan Homo
DIVISION 4 NORTH Emily Ngo
DIVISION 4 SOUTH Syndey Karimi
DIVISION 4 WEST Josh Hessel
DIVISION 5 NORTH VACANT
DIVISION 5 SOUTH Allyson Bautista
DIVISION 7 NORTH Victoria Chen
DIVISION 7 SOUTH Diego Andrades
DIVISION 8 Katrina Isabel Sacluti
DIVISION 10 NORTH Hanna Von
DIVISION 10 SOUTH Michelle Wang
DIVISION 11 Nya Kim - **ABSENT**
DIVISION 12 EAST Sabrina Huynh
DIVISION 12 SOUTH Chloe Dang
DIVISION 12 WEST Kaitlynn Lee
DIVISION 13 NORTH Jessica Lee
DIVISION 13 SOUTH Gerard Legaspi
DIVISION 13 WEST Beverly Jordan
DIVISION 14 Cailin Born
DIVISION 15 EAST Ethan Lee
DIVISION 15 NORTH Jessica Ortega
DIVISION 15 SOUTH Gina Min
DIVISION 16 EAST Emily Tran

DIVISION 16 NORTH Evelyn Kong
DIVISION 16 SOUTH Jason Kwon
DIVISION 16 WEST Vicky Tran
DIVISION 18 EAST Ryan Cometa
DIVISION 18 WEST Savannah Shaw
DIVISION 19 NORTH Jared Keating
DIVISION 19 SOUTH Eloise Belandres
DIVISION 20/32 Emily Lau
DIVISION 21 Ryan Lieng
DIVISION 22 HIKINA Lawrence Gerald Guittap
DIVISION 22 KOMOHANA Halia-Alana Hanzawa
DIVISION 22 MAKAI Charlene Tan
DIVISION 23 Kathryn Clewett
DIVISION 24/29 Diane Martinez
DIVISION 26 NORTH Courtney Sanchez
DIVISION 26 SOUTH Justin Tang
DIVISION 27 NORTH Chuofan Yu
DIVISION 27 SOUTH Eunice Nguyen
DIVISION 28 EAST Estefany Merino Rojas
DIVISION 28 NORTH Daniel Chong
DIVISION 28 SOUTH Katrina Orevillo
DIVISION 28 WEST Steven Hoang
DIVISION 30 NORTH Jenny Yoo
DIVISION 30 SOUTH Anjika Morari
DIVISION 31 Vivi Nguyen
DIVISION 33 VACANT
DIVISION 34 NORTH Kristie Poon
DIVISION 34 SOUTH Sadhana Sarma

DIVISION 35 EAST Bill Yen
DIVISION 35 WEST Gina Duong
DIVISION 36 EAST Tam Dao
DIVISION 36 WEST Daniel Sanchez
DIVISION 37 EAST Camille Bianca Luancing
DIVISION 37 NORTH Irin Shin
DIVISION 37 SOUTH Mimi Mayer
DIVISION 37 WEST Karen Mina
DIVISION 38 EAST Juan Navarrete
DIVISION 38 WEST Mariah Hernandez

DIVISION 39 VACANT
DIVISION 42 EAST Michelle Le
DIVISION 42 WEST Grace Nguyen
DIVISION 43 Vy Dang
DIVISION 44 NORTH Scott Yuki
DIVISION 44 SOUTH Jessica Wong
DIVISION 45 Alexandra Edmondson
DIVISION 46 NORTH Mia Hargrave
DIVISION 46 SOUTH David Chen - **ABSENT**
DIVISION 47 Xavier De Anda - **ABSENT**

Appointed Board

DISTRICT NEWS EDITOR Jenny Chen
DISTRICT TECHNOLOGY EDITOR Archishma Kavalipati
DISTRICT VIDEO MEDIA EDITOR Leo Tafoya
COMMUNICATIONS AND MARKETING Nathaniel Banlusak
DISTRICT CONVENTION Minah Yang
KIWANIS FAMILY & FOUNDATION Brandon Ma
MEMBERSHIP DEVELOPMENT & EDUCATION Jared Keating
MEMBER RECOGNITION Annaleigh Nguyen
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Rita Nguyen
SERVICE PROJECTS Lawrence Guittap

Kiwanis Key Club Committee

DIRECTOR, SLP Bruce Hennings
DISTRICT ADMINISTRATOR Doug Gin*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Alan Quon*
SPECIAL ASSISTANT Marek LeBlanc
SPECIAL ASSISTANT Pete Ballew

Region 1 Geoff Tobias*
Region 2 Carolyn Qualm*
Region 2 Timothy Cuning*
Region 3 Elaine Pong
Region 3 Kathy Kendrick
Region 4 Steve Boone
Region 4 Scott McGuffin
Region 5 Hanna Santee
Region 5 Richard Olmstead

**Signifies an Executive/Chair/Editor Mentor*

Region 6 Michael McStroul
Region 7 Doug Ridnor
Region 8 Jackie Acosta*
Region 9 Victor Chan*
Region 10 Stacie Marotta
Region 11 Carole Farris*
Region 13 Patricia Cridland
Region 14 Mickie Sakurada
Region 15 Tricia Shindledecker*
Region 16 Bruce Mercado
Region 16 John DeLury
Region 17 Rachel Shanley*
Region 18 Charlene Masuhara*
Region 18 Josh Chang*

Kiwanis Dignitaries

CNH KIWANIS DISTRICT GOVERNOR Rocci Barsotti
CNH KIWANIS FOUNDATION PRESIDENT Roy Talley

Guests

Mr. Lamont Miya, Region 3 Assistant Advisor
Mr. Brent Wingett, Region 10 Assistant Advisor
Mrs. Patricia Foltyn, Region 13 Assistant Advisor