



MEETING MINUTES

Spring Board Training Conference

CNH Kiwanis District Office
Rancho Cucamonga, CA
Saturday, May 26, 2018

➤ DISTRICT BOARD MEETING AT A GLANCE

Meeting Details

DATE Saturday, May 26, 2018	CALL TO ORDER 8:08 PM	MEETING LED BY District Governor Jonathan Lum
ADJOURNMENT 9:10 PM	PLEDGE OF ALLEGIANCE Kristie Poon, D34N Lt. Governor	KEY CLUB PLEDGE Lawrence Gerald Guittap, D22H Lt. Governor
	INVOCATION Ethan Lee, D15E Lt. Governor	ROLL CALL & INTRODUCTIONS Zoe Yao, District Secretary

Attendance Reports - See Appendix A for complete attendance report

EXECUTIVES 3 /3 **LT. GOVERNORS** 71 /73 **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>	Luke Gilmore, International Trustee
CNH KIWANIS KEY CLUB COMMITTEE	<u> 25 </u> /26	
CNH KIWANIS GOVERNOR	<u> No </u>	<u> Yes </u> CNH KIWANIS GOVERNOR-ELECT
CNH KIWANIS FOUNDATION PRESIDENT	<u> No </u>	<u> Yes </u> CNH KIWANIS FOUNDATION PRESIDENT-ELECT
GUESTS	<u> 2 </u>	

Summation of Board Actions

- Action: Approval of Amendments to Board Meeting Agenda
- Action: Approval of Parliamentarian
- Action: Approval of Lt. Governor Appointment
- Action: Unanimous Approval of Leadership Team Appointments
- Standard Board Action: Approval of District Reports
- Action: Approval of Governor's Project
- Action: Approval of Strategic Planning Committee
- Action: Approval of Multi-Division Coverage
- Action: Approval of District Budget

➤ MEETING MINUTES

MEETING CALLED TO ORDER AT 8:08 PM

Approval of Amendments to Board Meeting Agenda

RESOLVED: That the CNH board approves the following amendments to the board meeting agenda:

1. Strike D10N and D33 from division coverage and support.
2. Add appointment of Division 10 North Lt. Governor.
3. Strike region realignment.

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

Approval of Parliamentarian

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

[M: Bill Yen, D35E Lt. Governor | S: Michelle Wang, D10S Lt. Governor | **PASSED**]

Memorial Weekend Tribute

Provided by Doug Gin, District Administrator

If you were asked what Memorial Day was about, how would you respond? You would most likely answer that it is a three-day weekend for family and friend get-togethers or picnics. You would be right, in a way, because that is how most Americans view the holiday.

That was not the day's intended purpose, however, when people back in the mid-1800s wanted to honor

their fallen soldiers after the close of the American Civil War.

Over 600,000 men died during the Civil War, the brutal war between the North and South. That's about half of all American lives lost in all of the nation's wars. After the conflict ended, people were looking for ways to honor the men who had died fighting. In 1864, a group of women in Pennsylvania began visiting the graves of the deceased soldiers, placing flowers on them in memory of their service. In 1866, after word spread about visiting and decorating the graves, women in Mississippi began doing the same thing. This is how the day became known first as "Decoration Day."

It didn't originally begin as a nationwide celebration. Waterloo, NY, is the first place that officially celebrated the holiday as a formal, village wide, annual observance to honor the war dead, and it spread from there. Other towns and cities have claimed to be the first, but it is Waterloo that holds the title via a special recognition made by Congress.

On May 5, 1868, General John Logan made May 30th the official day of remembrance for the fallen war dead. Flowers were placed on more than 20,000 graves of both Union and Confederate soldiers at the Arlington National Cemetery. From then on, May 30th was the day nearly all communities across the country honored the war dead by decorating their graves.

After World War II, it became a day to honor all deceased veterans of any war or service instead of just those who had died in the Civil War. Gradually, Americans came to know this day as Memorial Day vs. Decoration Day. In 1971, Congress officially declared the last Monday of May to be Memorial Day, a national holiday.

Though Memorial Day is not specifically meant to honor veterans, I believe we should all recognize that our veterans had made the conscious decision to put their lives at risk to defend our country.

I now ask for anyone who has served in one of our country's armed forces to please stand and accept our gratitude and appreciation for your service.

Thank you, and now I would like for all of us to take a moment of silence for all of those who had made the ultimate sacrifice for our country and for all of us so that we are able to enjoy the freedoms that our country values.

Thank you.

Invocation

Provided by Ethan Lee, D15E Lieutenant Governor

26 hours. It's been 26 hours since all of us have arrived in Rancho Cucamonga, CA for the 2018 Spring Board Training Conference.

Thinking about this time here, it's hard to believe that we've done so much in 26 hours. There's been so much that we've learned in this short amount of time and once again, the emotions we once felt at the beginning of our terms are rushing back.

With the introductions of things such as committees and learning how to vote NAY for dogs, it's a bit overwhelming. The excitement for the new term with all of you and the underlying stress that we all are feeling is truly a mixed feeling that can only be characterized by an experience on District Board.

I've been asked to start off this meeting with an invocation. To inspire and encourage you all to push through and persevere.

But when I look at this group we have here, motivation and passion is the least of my worries. As I look

around this room, I see individuals that are driven with a fire that can't be put out. Individuals that have risen up from the lowest of lows to reach where we are now. With all of our unique journeys and stories, we've grown and developed to be able to serve on the 2018-2019 District Board.

It's a surreal feeling. I mean think about it...1 person leading 10 people is a hassle. 1 person leading 100 people is a huge difficulty. 1 person leading 1,000 people seems impossible. But as less than 100 people, we are leading over 39,000 members. We've been given an extraordinary gift. As insane as it is, as less than 100 District Board members, this next term, our actions and our attitudes will be the example for 40,000+ high schoolers.

So as tired as we all are, and as little as we've slept, let's push through this weekend together. Not just because we're obligated to be here, but for the thousands of members that we serve. As Lt. Governors, chairs, and advisors, let's be the examples that we are meant to be for our communities so that we can strive to be a board that creates change.

And for me, as Division 15 East Lt. Governor, I refuse to let our year be forgotten - just a year that passes by - and I hope that as motivated leaders, you all do too. Let's shine brighter than the other years and show CNH that our year is a year to be reckoned with. So with that, let's continue to be the leaders that CNH needs as we head into the rest of this board meeting! Thank you!

Remarks

CNH KIWANIS FOUNDATION VICE PRESIDENT REMARKS

Provided by Roy Talley, CNH Kiwanis Foundation Vice President

- He thanks the District Board for supporting the CNH Kiwanis Foundation.
- He shares that the funds raised for PTP have an incredible impact.
 - » The funds provide grants to hospitals, schools, and clubs contribute to the scholarship program.
- He encourages the District Board to enjoy their term and to reach out and continue helping others.

CNH KIWANIS GOVERNOR-ELECT REMARKS

Provided by Rocci Barsotti, Kiwanis Governor-Elect

- He thanks the District Board for their service.
- He reminds the District Board that when they make a difference, they make a difference in their family, community, district, and in the world.
- He shares his appreciation for the District Board's support of the EliMiNaTe project.
 - » The District's fundraising saves mothers and babies from Maternal Neonatal Tetanus.
 - » Every new member touches the lives of 200 children.
- He expresses his love for the District Board's attire and professionalism.
- He shares his notes on CNH Key Club District Convention 2018:
 - » Admires the leadership and diversity.
 - » Reminds the District Board to appreciate the opportunity to be a leader, and do more listening than talking.
 - » The inclusiveness brought tears to his eyes. He wishes there was more inclusiveness in the world.
- His slogan is the Heart of a Hero. He shares his favorite quote -- "There is nothing stronger than the heart of a volunteer."
 - » He asks the District Board one thing: to wear Kiwanis pen over the heart because Kiwanis will move to your heart, and name tag on the right, so when people shake hands, they will see the name tag.

DIRECTOR OF SERVICE LEADERSHIP PROGRAMS REMARKS

Provided by Bruce Hennings, Director of Service Leadership Programs

- On behalf of the District Board, he thanks the following people:
 - » He thanks the CNH Kiwanis Foundation because they pay for rooming and travel.
 - » He thanks the advisors for supporting the District Board as much as they do.

- He states that currently about 50 people are registered for International Convention.
 - » He hopes for more, reminds those interested to complete online registration form no later than Wednesday, May 30th.

DISTRICT ADMINISTRATOR REMARKS

Provided by Doug Gin, District Administrator

- He thanks the District Board and reminds them that it's an honor to serve the division, clubs, and members.
- He reminds the Board to manage time, prioritize effectively, be proactive, use the summer to get ahead, and to take time for selves and family.
- He reminds the Board to thank advisors because they are there to help serve and lead, remember to communicate with them to get advice and help.
 - » He asks for a round of applause for the advisors.
- He has a challenge for the District Board: Think of 3 things each of them needs to accomplish between SBTC and SuBTC. These things should be unique and show extra effort and commitment to help clubs and members.
 - » These 3 things can be shared at Summer Board on August 3rd to 5th.

DISTRICT GOVERNOR REMARKS

Provided by Jonathan Lum, District Governor

42 Days. It has been 42 days since we have started our term together. Although 42 days have passed, we have truly just begun our next chapter in our Key Club story. Spring Board Training Conference is one of three training conferences we have together as a District Board. It may only seem like three days of training, but it is so much more than that. Remember that this weekend is full of opportunities for you and everyone to grow, lead, and make countless memories that we can remember even after we retire. Use these opportunities to your advantage, ask questions, ask for advice, and seize every opportunity you have to grow.

Knowledge is power. Even though we are half way through our first training conference and only two months into the term, there is still much for us to learn. Take all the information you've learned, and share it. Share not only the pictures you took this weekend, but the knowledge and opportunities for leadership to inspire the members in the division you serve. Go forth with the goal to reach new heights, to leave a legacy, and to guide the members you serve through a journey full of leadership.

For the 2018-2019 term, our District Goals are to serve 1,100,000 hours, raise \$250,000 for the Pediatric Trauma Program, and to grow our Ohana to 41,500 members. These goals have been created, but now it's time for the hardwork, working our very best to achieve these goals. Yes these goals may seem challenging to achieve, but together I know we will put in 110% of our efforts to better serve our communities and to raise our membership numbers. Only together will be able to achieve such feats, because we only have one year. For many of you this may be your last Key Club year and for others, it may not. But also realize that this year, collectively, is our year to collaboratively strive toward bringing a lasting impact. Communicate to the members you serve that the power to make a difference, resides in them. Every impact we provide to better our communities is important. Thus, I encourage you all to recognize all of the accomplishments, big or small, that is achieved by yourself or the members that you serve.

In the time we have all served on the District Board, we've individually experienced highs and lows and even lasting memories. Many of us, have already undertaken many difficult choices and situations. However it's critical to take these initial struggles as we continue the term and classify them not as mistakes or errors but learning moments. Cherish each and every one of these learning moments, everything happens for a reason. Every small moment is a just a small snippet in your journey as a leader which in turn shapes you as an individual, and this is invaluable.

Unfortunately, we only have a few times in our term where we as a District Board, as an Ohana, can come together. For this reason, do not take these moments for granted. Reach out and meet new people,

establish connections, and expand your support system. Look around, we are all here on the same team. We are all here to see you succeed and for you to better your community. Remember that we are here for you. And most importantly remember that our efforts to bring positive change are dependent to our ability as a district board to assist, inspire and support each other all through out the term. Remember this as we begin our Service in Wonderland.

DISTRICT SECRETARY REMARKS

Provided by Zoe Yao, District Secretary

Whether it's your first or second Spring Board Training Conference, there is no doubt that this weekend has been special. Spending time with people who live hours away, learning to lead and serve, and creating lasting memories is the greatest experience of all. I'm so incredibly grateful to be standing here in front of you all as your District Secretary, thank you for everything.

I'd like to take the time to thank you for your very first MRF submissions. Your responsibility to the division you serve is reporting numbers that accurately reflect its success. The DMRF is a daunting task to take on, and I am grateful for your dedication to accurate reporting. DMRF feedback has been sent to all Lt. Governors who have successfully submitted their MRFs for the month of April. Be sure to read my comments on your directories, monthly tabs, assistants tab, and overall MRF. Throughout the term, I will be sending feedback regularly to improve reporting and leadership development.

Congratulations to the following divisions for already reporting more than 1,000 service hours for the 2018-2019 term. Please refrain from cheering or clapping.

- D04N
- D07S
- D22H
- D22M
- D30S

Thank you for your service!

I am pleased to announce that the CNH District has accomplished 24,122.3 total service hours in the month of April. This is a great start and I look forward to seeing the total service hours increase and reach our district goal of 1.1 million service hours!

For District Officer training, training has been provided at this training conference as well as through email communication.

Informational emails have been sent out to the District Board regarding submission procedure for the following:

- Monthly Report Form
- Training Conference Reports
- Division Updates
- DCM Agendas
- Articles & Visuals
- Division Newsletters

Further reminder emails will be sent each month with submission procedures. Please be proactive with your submissions and submit on time.

The following report submissions are due to the CNH Archive on the 10th before 6:00 PM

- Division Monthly Report Forms
- Training Conference Reports

The following publication submissions are due on the 15th before 6:00 PM

- Articles to the CNH Articles Archive
- Visuals to the CNH Visuals Archive

The following publication submissions are due on the 20th before 6:00 PM

- DCM Agendas to the CNH Archive

- Division Updates using the Google form
- Division Newsletter to the CNH Newsletter Archive

If this is your first official board meeting, be proud. If this is your fifth official board meeting, thank you. For everyone sitting in this room, remember that the work that you are doing here and in your communities has made an incredible impact on the world. Though it may not always feel this way, you are changing the world. The leadership and passion I've seen this weekend will no doubt lead to greatness. I am confident that each and every single one of you will be able to not only reach, but exceed your goals. I couldn't be prouder of this strong start and the exceptional team in front of me. I am BEE-yond excited for what this term holds.

DISTRICT TREASURER REMARKS

Provided by Kara Yoshiyama, District Treasurer

Training

Congratulations to everyone here for making it halfway through Spring board Training Conference! I hope you all have met some new friends, bonded with your committees and learned something new. Please keep in mind that everything that you learn throughout this weekend can be used as a resource for you during your term. We only have a few hours left together, so let's make them count!

Goals

Thank you to all of you who have completed the goals spreadsheet for your respective division. Based off of these goals, our district pediatric trauma program goal is \$250,000. Every single one of you in this room has the ability to help us accomplish these goals. Do not doubt yourself as you do have the dedication, passion, and commitment to helping us ensure that these happen.

Dues Report

The CNH Key Club dues report states that our district has 37 suspended clubs. Emails have been sent out to Lieutenant Governors who have a suspended club in the division they serve. For our district to thrive once more, we must work together as a team to ensure that these suspended clubs get back on their feet. Communication is a vital tool to bring suspended clubs back to the CNH family. Remember, clubs that do not pay by September will get charters revoked.

Vouching

Speaking of budgets, I really would like to emphasize that Division budgets are given with the expectation that you fully utilize it in order to serve the members. Please keep in mind that a portion of the members' dues goes toward your budget. I encourage all of you to vouch throughout the year, preferably each quarter. Remember that you can start vouching anytime after July 1st. You must vouch for a minimum of \$50 and the voucher must be submitted within 90 days of the purchase.

Closing

In closing, thank you all for your attendance. I appreciate every single one of you being here today as well as our wonderful advisors.

Approval of Lt. Governor Appointment

RESOLVED: That the CNH board approves of the following appointments:

Division 10 North Lt. Governor Hanna Von

[M: Ryan Cometa, D18E Lt. Governor | S: Irin Shim, D37N Lt. Governor | **PASSED**]

Installation of Lt. Governor

Kiwanis Governor-Elect Rocci Barsotti installs the Lt. Governor.

Unanimous Approval of Appointed Board

RESOLVED: That the CNH board approves of the following appointments:

District News Editor, Jenny Chen

District Technology Editor, Archishma Kavalipati

District Video Media Editor, Leo Tafoya

Communications and Marketing Chair, Nathaniel Banlusak

District Convention Chair, Minah Yang

Kiwanis Family and Foundation Chair, Brandon Ma

Membership Development and Education Chair, Christopher Kao

Member Recognition Chair, Annaleigh Nguyen

Policy, International Business, and Elections Chair, Rita Nguyen

Service Projects Chair, Lily Marshall

[M: Charlene Tan, D22M Lt. Governor | S: Nivram Castro, D03S Lt. Governor | **PASSED**]

Installation of Appointed Board

Kiwanis Governor-Elect Rocci Barsotti installs the appointed Board members.

Reports

District News Editor

Provided by Jenny Chen, District News Editor

Goals

Upon reflecting what can be improved upon, the Communications and Marketing Committee has completed a Google interest survey. Goals regarding inter-committee collaborations have been discussed. The CNH Graphics Standards Manual will be revamped and updated to the 2018 International Graphic Standards.

Newsletter Improvements

Having reviewed past Newsletters and committee publications, more articles and visuals from varied Divisions will be incorporated into future Newsletters to promote service and District unity. More informative graphics will be released to assist officers in the summer in preparation for retention and active membership over break. Region ads are to be due in the summer (June/July).

The Newsletter will be promoted routinely on the CNH Cyberkey, DNE Google Reflector group and social media platforms to improve viewership. The District Newsletter will be introduced in a segment in Season 3 Episode 1 of "What's Poppin."

Communication

In order to improve communication within the District Board, Communications and Marketing Committee has set a goal to promote inter-committee relations. This can be achieved by committee members working together for educational publications. Mass email reminders will be sent out monthly prior to submission deadlines.

An Editors' 101 manual will be created and released during mid-June. Newsletter and DCM Agenda feedback will be given before the end of the 1st Quarter.

Reminders

Monthly submission reminder emails will be sent in order to receive on-time submissions from 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 Kavalipai, District Technology Editor

CyberKey

- Updated CyberKey Contact List to reflect all additions and changes to District Board members and respective emails.
- Sent email detailing CyberKey Request Procedures to Executives, Leadership Team and Mentors.

Graphics Department

- Updated Graphics Department Team (GDT) Application and sent email draft to District Governor—waiting for approval.

Training

- Compiled the submitted slides for Spring Board Training Conference.
- Educated Executives, Leadership Team, and Mentors on the specifics of CyberKey Request Procedures and provided resources (updated CyberKey Request Procedures & Guidelines documents) for reference.

District Video Media Editor

Provided by Leo Tafoya, District Video Media Editor

Term Video Scheduling

I have worked with DVME mentor Mr. Chang to organize an excel sheet with the video filming and upload schedule for the entirety of the 1819 term. The excel sheet includes information on each video planned including:

- The type of video (“What’s Poppin’” or “Buzzin’ Break”)
- Video title
- The training conference it would be filmed at
- Featured district board members
- Music to be used in the video
- YouTube video description
- YouTube search tags

Quarter 1 Video Filming

Quarter 1 videos are scheduled to be uploaded in the months May - October and will be filmed starting at this upcoming summer board training conference. Following are the quarter 1 videos and their scheduled filming days:

- What’s Poppin’ CNH - “Meet the District Board” S3E1
 - » filming: SBTC Friday/Saturday
- Buzzin’ Break - “18-19 District Goals” S2E1
 - » filming: SBTC Saturday
- What’s Poppin’ CNH - “The District Leadership Team” S3E2
 - » filming: SBTC Saturday
- Buzzin’ Break - “Visual Media Department Applications” S2E2
 - » filming: SBTC Saturday/Outside of SBTC
- What’s Poppin’ CNH - “Summer Service Survival Guide” S3E3
 - » filming: Collected clips from SP Committee/Outside of SBTC
- Buzzin’ Break - “Club Officer Tips and Tricks” S2E3
 - » filming: Outside of SBTC

More information on each video can be found on the excel sheet “1819 upload schedule” that is shared with the entire District Leadership Team and executives.

Visual Media Department

Applications for the 1819 Visual Media Department (VMD) are in the process of being approved by DVME mentor Joshua Chang and District Governor Jonathan Lum. This year the VMD will consist of 12 members throughout the district tasked with aiding me in the production of videos and other miscellaneous

videos, while at the same time expanding their knowledge on photography and videography.

CNH YouTube Video Request Procedures

A .pdf video request form and google form are in the process of being approved and sent out to the District Leadership Team and Executives.

Communications and Marketing

Provided by Nathaniel Banlusak, Chair

Communication

An introductory email was sent out to the committee reflector group regarding committee secretary applications, directives, and a skills and interest survey. Discussion of inter-committee communication for future projects was held at the first committee meeting.

Appointments

After review of committee secretary applications, Division 28 South Lieutenant Governor Kat Orevillo has been appointed as committee secretary.

Planning

The use of physical marketing plans has been discussed with the committee. In addition, the Committee Chair has begun to create a plan for all the tasks that will be delegated; this list will be sent to Communications and Marketing mentor Mr. Chang for approval when completed.

Marketing Campaigns

Marketing campaigns and their use have been discussed, and ideas for new marketing campaigns have been brainstormed during the committee meeting. The following are potential marketing campaigns: "Join Key Club", Member Empowerment, and "Demystifying DB."

Teleconferences

The Communications and Marketing Committee teleconferences will be held on the Thursday of the second full week of each month at 8PM PST.

Goals

After review of the previous term, overall and personal goals for the committee have been discussed. One main goal is to present the general membership with a more updated aesthetic for the CNH District and its promotional materials.

District Convention

Provided by Minah Yang, Chair

Appointment

Division 15 East Lieutenant Governor Ethan Lee has been appointed secretary of the District Convention Committee.

Post-DCON 2018 Survey

The committee has analyzed the results from the post-DCON 2018 survey and has discussed application for DCON 2019 in areas such as Governor's Ball/Alternative Activities, General Sessions, and workshops.

Theme Logo Design Contest

The DCON 2019 Theme Logo Design Contest guidelines will be released to the CNH District Google Reflectors in the coming months.

Task Groups

Task Group assignments have been made for the following tasks: Old Board Dinner, Key Note Speaker/Performer, DCON Video Series, and Ribbon Selections.

Improvement

The committee has discussed various areas of improvement for DCON 2019, including promotion, registration, and membership experience.

Monthly Teleconferences

The DCON Committee will be holding their monthly teleconferences on Mondays at 6 PM.

Kiwanis Family and Foundation

Provided by Brandon Ma, Chair

Appointments

After receiving and reviewing the Kiwanis Family and Foundation Committee Secretary Applications, Division 28 East Lieutenant Governor Estefany Merino Rojas was appointed Kiwanis Family and Foundation Committee Secretary.

Task Groups

After receiving results from a strengths and needs form, the Kiwanis Family and Foundation Committee will be paired up into six different pairs and will be placed into six different task groups. The six task groups are PTP Task, Key Leader Task, College Task, Kiwanis Family Task, Foundation Task, and Newsletter Task. These separate task groups will be creating advertisements and/or infographics for each month. An important asset of the task group pairs is that every month, members of the KFF Committee will be rotating partners.

Monthly Committee Meetings

The KFF Committee has decided that the monthly Committee Meetings will take place on Thursday from 9:00 P.M. to 10:00 P.M. on every second full week of the month.

Directives

The Kiwanis Family and Foundation Committee went over the Main Directives and Direct Responsibilities and shared ideas that they thought of.

Key Leader

The Kiwanis Family and Foundation Committee presented possible ideas to promote the Key Leader program. Some ideas that the committee brainstormed included an infographic that would cover past Key Leader attendees and their personal experiences as well as working with the MDE Committee to create a Key Leader PowerPoint to create awareness and to promote the Key Leader program.

Member Development and Education

Provided by Christopher Kao, Chair

Appointment

Division 19 North Lieutenant Governor Jared Keating has been appointed to the position of Membership Development and Education Committee Secretary.

Meeting

Future MDE Committee Meetings will be taking place at 8PM on Wednesday of the second full week of every month via Teleconference. Task expectations were set, meeting etiquette was reminded of, and three subcommittees were established to fulfill our Directives:

- Subcommittee of Growth and Outreach
- Subcommittee of Graphics
- Subcommittee of Committee Relations

Submissions

The committee has submitted two items to the District Newsletter:

- CNH Key Club District Map

CNH Records: Board Meeting Minutes

Education

The focuses for the monthly Spotlight on Education Program, or the SOEP, have been decided. The yearly plan is as follows:

- June: Service in the Summer
- July: CNH & International
- August: Recruitment
- September: Region Training Conference
- October: Retention
- November: Kiwanis Family
- December: Recognition
- January: District Convention
- February: Preferred Charities
- March: Finishing the Term Strong
- April: Taking a Chance

Member Recognition

Provided by Annaleigh Nguyen, Chair

Introduction

An introduction email containing an overview of what being in this committee involves and also the Committee Secretary application and committee member questionnaire.

Appointments

After reviewing three Member Recognition Committee Secretary applications, Lieutenant Governor Chloe Dang will be appointed as the Member Recognition Committee Secretary.

Directives and Goals

Directives were sent out by the District Executives and was reviewed by the committee. Some suggestions were made and will be shared with Governor Jonathan. The committee chair and mentor worked on dividing the directives into different tasks that will be done for the year. A finalized tentative outline of all tasks for the year has been made and approved. Goals for the year have been established through this outline and the committee will also be establishing their own goals.

Task One

Task One was assigned to the committee. The Lieutenant Governors were paired up to look over contests and will be presenting about their specific contests during the first committee meeting on Saturday morning. This is part one to their second task, where they will be reviewing and finalizing the guidelines.

Promotion of Contests

New ideas to promote contests have been thought of by the chair and will also be discussed during the committee meeting. Contests guidelines will be further broken down through infographics and info-videos.

Policy, International Business, and Elections

Provided by Rita Nguyen, Chair

Introduction

The committee discussed the PIE directives and goals for the term.

The committee discussed the meaning of International Business and ways to further provide information to the members. The committee has created and shared 2-3 goals for self reflection and committee improvement.

Appointment

PIE Chair Phuonguyen has appointed Cailin Born as the PIE Committee Secretary .

Teleconference

The PIE Committee teleconference will be held on Monday from 8-9PM of the second full week of each month.

Tasks

The committee plans to create a video describing International Convention to be shared with the District, working alongside DVME Leonel Tafoya in order to remain consistent with the CNH Key Club YouTube channel. The PIE Committee will create a t-shirt design by June 15th. The policy manual will be sent out and reviewed by the PIE Committee.

Service Projects

Provided by Lily Marshall, Chair

DCON Service Projects

Since the last time the CNH District Board met, the Service Projects Committee hosted 2 service projects at District Convention 2018: Trauma Doll making and rice heating pads making. Both projects were very well attended, and the dolls were delivered to the Shriners Hospital in Sacramento and the heating pads were delivered to the Kiwanis Family House for families under stress.

Service EXPO Survey

A survey for the CNH District Board to fill out regarding the value of Service EXPOs at the different levels of the organization is pending executive approval. The results of the survey will be used in making future decisions about Service EXPOs in the district.

Spotlight on Service Program

The June Spotlight on Service Program Guide for the Health and Safety focus is being edited. The monthly SOSOP themes for the 2018-2019 term have been decided. The yearly plan is as follows:

- June: Health and Safety
- July: BEE Clean, CNH
- August: Children's Education
- September: Pediatric Trauma Program
- October: Trick or Treat for UNICEF
- November: Kiwanis Family
- December: Providing Basic Needs
- January: Children's Miracle Network
- February: Kiwanis Foundation
- March: March of Dimes
- April: Community Outreach
- May: Project Eliminate

Appointment

Division 22 Hikina Lieutenant Governor Lawrence Guittap has been appointed to serve as the Service Projects Committee Secretary for the term.

Committee Meeting

The Service Projects Committee will hold their monthly meetings on Tuesday at 7 PM PST of the second full week of the month.

Approval of Board Reports

RESOLVED: That the CNH board approves all executive, appointed, and committee reports
[M: Gina Duong, D35W Lt. Governor | S: Evelyn Kong, D16N Lt. Governor | **PASSED**]

New Business

Approval of Governor's Project

RESOLVED: That the CNH board approves the continuation of the 2017-2018 Governor's Project "BEE Clean CNH!" for the 2018-2019 term, which places emphasis on improving the environment.

[M: Daniel Sanchez, D36W Lt. Governor | S: Emily Ngo, D04N Lt. Governor | **PASSED**]

Approval of Strategic Planning Committee

RESOLVED: That the CNH board approves the continuation of Strategic Planning Committee with a focus on improving the member experience.

[M: Zoe Yao, District Secretary | S: Tam Dao, D36E Lt. Governor | **PASSED**]

Approval of Multi-Divisional Coverage

RESOLVED: That the CNH board approves the following multi-divisional coverage assignments:

Division 05N/05S Lt. Governor Allyson Bautista

Division 14/39 Lt. Governor Cailin Born

[M: Anjika Morari, D30S Lt. Governor | S: Diego Andrades, D07S Lt. Governor | **PASSED**]

Approval of District Budget

RESOLVED: That the CNH board approves the 2018-2019 District Budget (See Exhibit A).

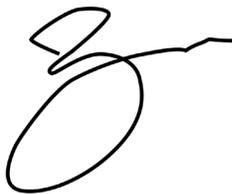
[M: Kara Yoshiyama, District Treasurer | S: Rachel Coventry, D03N Lt. Governor | **PASSED**]

Motion to Adjourn

[M: Nivram Castro, D03S Lt. Governor | S: Kaitlynn Lee, D12W Lt. Governor | **PASSED**]

MEETING ADJOURNED AT 9:10 PM

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
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 - **ABSENT**
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 - **ABSENT**
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
DIVISION 47 Xavier De Anda

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	Christopher Kao
MEMBER RECOGNITION	Annaleigh Nguyen
POLICY, INT'L BUSINESS, & ELECTIONS	Rita Nguyen
SERVICE PROJECTS	Lily Marshall

International Representative

INTERNATIONAL TRUSTEE Luke Gilmore - **ABSENT**

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 - **ABSENT**

Region 1 Geoff Tobias*

Region 2 Carolyn Qualm*

Region 2 Timothy Cuning*

Region 3 Elaine Pong

Region 4 Steve Boone

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 8 Mark Ross

Region 9 Victor Chan*

Region 10 Stacie Marotta

Region 11 Carole Farris*

Region 13 Patricia Cridland

Region 15 Tricia Shindledecker*

Region 16 Bruce Mercado

Region 17 Rachel Shanley*

Region 18 Charlene Masuhara*

Region 18 Josh Chang*

Kiwanis Dignitaries

CNH KIWANIS DISTRICT GOVERNOR Joni Ackerman - **ABSENT**

CNH KIWANIS DISTRICT GOVERNOR-ELECT Rocci Barsotti

CNH KIWANIS FOUNDATION PRESIDENT Margo Dutton - **ABSENT**

CNH KIWANIS FOUNDATION PRESIDENT-ELECT Roy Talley

Guests

Mark McDonald, CNH Kiwanis District Secretary

John Pong, Lakeforest Kiwanis