



## MEETING MINUTES

# *Summer Board Training Conference*

CNH Kiwanis District Office  
Rancho Cucamonga, CA  
Saturday, August 4, 2018

# ➤ DISTRICT BOARD MEETING AT A GLANCE

## Meeting Details

<b>DATE</b> Saturday, August 4, 2018	<b>CALL TO ORDER</b> 2:06 PM	<b>MEETING LED BY</b> District Governor Jonathan Lum
<b>ADJOURNMENT</b> 2:57 PM	<b>PLEDGE OF ALLEGIANCE</b> Chloe Dang, D12S Lt. Governor	<b>KEY CLUB PLEDGE</b> Jared Keating, D19N Lt. Governor
	<b>INVOCATION</b> Lawrence Guittap, D22H Lt. Governor	<b>ROLL CALL &amp; INTRODUCTIONS</b> 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  

<b>ADMINISTRATOR PRESENT</b>	<u>  Yes  </u>	Doug Gin, District Administrator
<b>PARLIAMENTARIAN PRESENT</b>	<u>  Yes  </u>	Alan Quon, Assistant District Administrator
<b>INTERNATIONAL REPRESENTATIVE PRESENT</b>	<u>  Yes  </u>	Me'Shale Sherwood, International Trustee
<b>CNH KIWANIS KEY CLUB COMMITTEE</b>	<u>  22  </u> /26	
<b>CNH KIWANIS GOVERNOR</b>	<u>  No  </u>	<u>  No  </u> <b>CNH KIWANIS GOVERNOR-ELECT</b>
<b>CNH KIWANIS FOUNDATION PRESIDENT</b>	<u>  No  </u>	<u>  No  </u> <b>CNH KIWANIS FOUNDATION PRESIDENT-ELECT</b>
<b>GUESTS</b>	<u>  1  </u>	

## Summation of Board Actions

- Action: Approval of Chair Appointment
- Action: Approval of Lt. Governor Appointment
- Standard Board Action: Approval of District Reports
- Action: Approval of D20/32 Realignment
- Action: Approval of Convention Budget

# ➤ MEETING MINUTES

**MEETING CALLED TO ORDER AT 2:06 PM**

## Invocation

Provided by Lawrence Guittap, D22H Lieutenant Governor

Good afternoon, IncrediBEEs! As servant leaders of the CNH Key Club District, we often hear and use the Hawaiian terms “aloha” and “ohana” through various social media platforms, in emails, and videos about Key Club. With “aloha” and “ohana” being important symbolic figures of love and family, the Hawaiian term “kūlia,” meaning “strive,” is one that I feel is most suitable to address for you to take in with deep thought and heart.

With the first quarter of our Key Club term already passed and a third of the second quarter having come and gone, I would like for you to reflect on your progress in these one and one third quarters. Are you on track on accomplishing your personal goals? Are you taking risks and striving for excellence? Are you striving to promote positive change for the members you serve?

If you replied “no” to any of the previously mentioned questions, I ask that you do not fear. For some of us, we may have had the lack of motivation and faced moments of feeling overwhelmed with tasks and personal responsibilities. But, no matter what hindrances come upon us, remember that each and every one of us have resilience and strength inside each of us. Equally important, do not forget about the diligent Executives, exuberant Lt. Governors, benevolent Leadership Team members, and most caring Region Advisors who are here to support one another! As we continue our journey to serve the largest district in Key Club International with walls being built in front of us from time to time, always remember the reason why you are currently attending Summer Board Training Conference,

and more importantly, why you are serving the position you serve today.

IncrediBEEs, you are meant to kūlia, to strive for excellence and serve above our limitations, because there is someone in the CNH District who believes you can do it. Whether you were elected or appointed into office, there was at least one person who believed that you could serve the district in a phenomenal manner, to set out positive change with the diligence and excellent work ethics you all possess. No matter what committees we belong in, what grade levels we are in, divisions we serve, or age, we all are here to believe in one another. And that is exactly why we are an ohana- a family who cares for one another, despite our differences.

For each given opportunity at Summer Board and for the rest of the term, I challenge you to “shoot your shot.” Meet a District Board member you have never talked to before. Serve more than the 50 service hour requirement. Encourage yourself to go out of your comfort zone and create lasting friendships with one another and the members you serve. Express plans you have for the division you serve, for the CNH District, and Key Club International. Each second of being a member in the District Board is each second that must be cherished; nothing lasts forever.

Queen Kapi’olani often times expressed her famous motto, “Kūlia I Ka Nu’u,” which means, “Strive to Reach the Summit.” IncrediBEEs, I encourage you to strive to reach the highest in your abilities to serve, be the change in the CNH District, and go above what is expected of us as District Board members. Let us exceed our district goals, division goals, and personal goals because, after all, we are dedicated in striving for incredible achievements and work in this honor-filled term.

Mahalo nui loa (thank you very much)!

## *Remarks*

### **DIRECTOR OF SERVICE LEADERSHIP PROGRAMS**

Provided by Bruce Hennings, Director of Service Leadership Programs

1. He expresses that he is proud of the CNH District at ICON in Chicago as the district did well.
2. He thanks in advance the Kiwanians who put the Summer Olympics together and hopes the advisors win.
3. He thanks the Leadership Team for what they’re doing and the training completed

### **DISTRICT ADMINISTRATOR**

Provided by Doug Gin, District Administrator

1. He thanks the board for attending training.
2. He thanks the adult advisors for donating their time to bring students to training and contributing to the leadership of the district.
3. He expresses his concern that only 1 club was recognized as Diamond Distinguished at ICON. Given that the district has over 770 clubs, he would like to see more clubs recognized, not just diamond distinguished level, but even at distinguished level there should be more recognition.
4. He has a personal challenge for the board -- to help their clubs in planning, organization, and training to help them earn recognition.
5. Currently 3.5 months have passed quickly since the beginning of the term; training is pretty much complete after attending DCON, SBTC, and SuBTC.
  - a. After this weekend, there will only be 5 months until the board is all together again.
  - b. These 5 months will essentially define how the term goes, so put in to effect the training and planning in these coming months.

6. He advises the board to prioritize academic success and serving in Key Club follows after.
7. He reminds the board that they are role models for the members they serve and to always represent the organization well.
8. He encourages them to serve with passion and also with compassion.
9. He emphasizes a focus on RTCs, district and divisional goals.
10. He looks forward to seeing them all at Santa Maria!

### **Approval of Chair Appointment**

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

Strategic Planning Chair, Nicole Sohn

[M: Eloise Belandres, D19S Lt. Governor | S: Steven Hoang, D28W Lt. Governor | **PASSED**]

### **Approval of Lt. Governor Appointment**

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

Division 33 Lt. Governor, Ana Zamora

[M: Michelle Wang, D10S Lt. Governor | S: Ryan Cometa, D18E Lt. Governor | **PASSED**]

### **Installation of Appointed Board**

District Administrator Doug Gin installs the appointed board.

## *Reports*

### **INTERNATIONAL TRUSTEE**

Provided by: Me'Shale Sherwood, International Trustee

Greetings everyone, it's Me'Shale, your International Trustee for this coming Key Club year. I have been devoting all my time to becoming as knowledgeable and as equipped as I can, to ensure I am in a place to serve you in the best way possible as your trustee. This includes making sure communication is upheld as best as possible between us. During this period of transition for the new Board of Trustees, communication is especially important and as such I am enlisting the help of the boards and respective clubs to help spread the word, so none of our CNH family members will be left out of the loop at any time. This is important to not only spread updates but to know how effective the new board is and in turn how we can improve ourselves. I also want us to keep up our communication so that we know we are here for each other. I am always available for contacting through email, iMessage, FB or other social media platforms. I want to be there for you guys as much as I can and want you to be there for each other as much as you can. Remember no single member makes the Board but rather all of you together. I want you to always practice leaning on each other for assistance in times of need all throughout this coming year. Never forget that as the largest district, as a family and as lifelong key clubbers: "United we stand divided we fall.

Look out for my update on Sunday that will include International Updates! Thank you!

### **TREASURER**

Provided by: Kara Yoshiyama, District Treasurer

#### *Introduction*

As Summer Board Training conference is coming to a close, I encourage you to utilize as much information as possible within your divisions. Present the information to the members that you serve, apply the tips and tricks that our trainers have given you and do not be afraid to reach out to any of the Executives, Leadership Team members, Region Advisors or Admin if you ever need help.

#### *Suspended Clubs*

Currently the CNH District has twenty-eight suspended clubs out of our seven hundred seventy active

clubs. After contacting Lieutenant Governors, it can be concluded that several of these clubs will not be returning to the CNH family as they will be becoming inactive despite the efforts of their Lieutenant Governor. Lieutenant Governors are working on the remainder of the twenty-eight suspended clubs to become dues paid. On a positive note, the number of suspended clubs has decreased from this time last term. For those of you who have helped a suspended club get back on to their feet, give yourselves a pat on the back, you deserve it. For those of you who still have a suspended club within the division that you serve, do not give up; I have full faith that you can bring that club back to life. Please keep in mind that all suspended clubs must pay before August 15th as this is when the Membership Update Center closes.

#### *Dues and Member Recruitment*

Clubs can start paying their dues on October 1st. I highly encourage you to begin educating the members that you serve about the dues payment process and the Membership Update Center. Inspire the clubs you serve to strive to meet the early bird deadline of November 1st. By assisting the clubs you serve with this process, you will be helping us as a district increase the amount of active clubs and members. As a reminder, it is our goal to have 41,500 dues paid members and we are counting on each and every one of you to help us achieve it.

#### *Fundraising*

Considering the fact that the next time we will be together will be after fall rally, I would like to emphasize fundraising. Encourage the clubs that you serve to hold fundraisers that raise money for our preferred charities and for their club itself. Remember to inform clubs about our district goal of raising \$250,000 for the Pediatric Trauma Program. Based off of your google form submissions, we have raised \$30,671.66 of our \$250,000 PTP goal. This is roughly 12% of our district goal.

I have enjoyed reading all of your responses to my fundraising Treasurers Challenge. Thank you to the following Lieutenant Governors who have responded:

- Division 8
- Division 13 South
- Division 15 East
- Division 15 South
- Division 19 North
- Division 19 South
- Division 30 South
- Division 42 East

For those of you who have not yet completed a Executive Challenge, do not panic, there will be a new one up very soon for you to answer!

#### *Vouching*

A manual regarding vouching procedures has been created and sent out via the District Board reflector. I would like to congratulate all of the board members who have vouched. The following District Board members have successfully submitted a voucher. Please refrain from any cheering or clapping.

- Division 2 North LTG
- Division 4 North LTG
- Division 7 North LTG
- Division 11 LTG
- Division 12 East LTG
- Division 13 South LTG
- Division 22 Hikina LTG

- Division 22 Makai LTG
- Division 24/29 LTG
- Division 26 South LTG
- Division 27 North LTG
- Division 27 South LTG
- Division 34 North LTG
- Division 38 West LTG
- Division 44 North LTG
- Member Recognition Chair

Thank you to everyone who has submitted a vouching packet. I encourage the rest of the board to turn in their first voucher soon! As a reminder, voucher packets must be mailed within 90 days of your purchases and must meet a minimum of \$50.00. If you have any questions regarding vouching or anything, do not hesitate to reach out to me and I will be happy to help you.

## **SECRETARY**

Provided by: Zoe Yao, District Secretary

Good afternoon, everyone. 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.

On that note, I am currently in the process of sending detailed and thorough MRF feedback for the July and August submissions. If you have not yet received feedback, don't worry, I'll be finishing up the rest within the next month. This is just a quick reminder that I am reading all of your club, personal, and quarterly reflections, so be in-depth with your descriptions. The better your reflections, the better advice I can provide!

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
  - Division and Leadership Team Monthly Report Forms
  - Training Conference Reports

I'd like to take this time to recognize board officers for their continued hard work. Congratulations to the following board officers who have completed 50 or more service hours at this point in the term. Please refrain from cheering or clapping.

- D05S
- D12E
- D15E
- D16N
- D22H

Thank you all for your continued hard work and service. This is just a friendly reminder that you must complete at least 50 service hours before January, as you have all signed and agreed to the statements in the Service Agreement you submitted.

Congratulations to the following board officers for having all on time submissions thus far. Please

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refrain from cheering and clapping.

- DNE
- DTE
- DVME
- CM
- DCON
- KFF
- MR
- PIE
- D02N
- D02S
- D04C
- D04N
- D04S
- D07N
- D07S
- D08
- D10S
- D12E
- D12S
- D12W
- D13N
- D13S
- D13W
- D14
- D15E
- D15N
- D15S
- D16E
- D18E
- D19N
- D19S
- D20/32
- D21
- D22H
- D22M
- D23
- D26N
- D26S
- D27S
- D28N
- D28S
- D28E
- D30N
- D30S
- D31
- D33
- D34N
- D34S
- D35E
- D35W
- D36E
- D37N
- D37S
- D37E
- D38W
- D42E
- D42W
- D43
- D44N
- D44S

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

While we're on the subject of recognition, I'd like to recognize the following board officers for responding to my District Secretary Executive Challenge for July. Please refrain from clapping or cheering.

- D08
- D13S
- D15E
- D15S
- D19N
- D19S
- D30S
- D42E

Thank you for your active participation! I thoroughly enjoyed reading and responding to your answers, and I look forward to hearing more in the future!

On July 2nd at 7PM PST, I had the privilege of hosting a Livestream Q&A session on Youtube. Thank you if you attended, and the video footage has been submitted to DVME Leo for editing and will be uploaded to the CNH CyberKey soon.

On August 12th at 7PM PST, I'll be taking over the CNH Key Club Twitter account for a second round of questioning and answering. Further details will be sent soon.

District Board meeting minutes for the meeting held on May 26, 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 149,263.36 service hours! This is 13.5% of our district goal of 1.1 million service hours. There's still a long way to go, but I'm confident that we'll be able to increase service hours in the coming fall season and reach 1.1 million hours in no time! Keep up the service with the new school year, and remember that Key Club is, above all, a service organization.

We're about 1/3 of the way through the term, and I don't know about you, but it's passed in a blur.

- DNE
- DTE
- DVME
- CM
- DCON
- KFF
- MR
- PIE
- D02N
- D02S
- D04C
- D04N

Soon, we'll be seeing each other at Fall Rally, Winter Board, then pushing through the final stretch until DCON. I know it's early to think that far into the future, but listen when I say to cherish your time here. The relationships you develop with your fellow board members are unlike any other. You'll go through incredible hardships and wonderful achievements together and only grow stronger through it all. Serve and lead without regrets, acknowledge your mistakes and do everything in your power to mend them. It's an honor and a privilege to serve, so never forget why you're here. As our friend Teddy Roosevelt said, "Keep your eyes on the stars and your feet on the ground." Thank you.

## **GOVERNOR**

Provided by: Jonathan Lum, District Governor

I want you to take a second and think back to District Convention 2018. When you first entered the doors of the Grand Sierra Resort... what did you feel? Did you feel nervous, along, afraid, scared? Or did you feel excitement? Eagerness? Or maybe even longing. Each and every one of us felt something different when we began our journey on the District Board. But what brings us together is our passion to serve, our love for this organization, and our devotion to changing the world. I bring this up today because for the past quarter and a half, we have had the opportunity to meet together and bond as a family.

However, as Summer Board comes to an end, our journeys start to take us in different directions. For the next 5 months, we won't be seeing each other as a District Board and at times you may feel alone. But I am here to tell you that you are most certainly not alone. Look to your left and look to your right. Each person in this room began their journey differently, whether that be running for Lt. Governor at Conclave or applying for a position on the Leadership Team. We started our journeys differently but now you will never be alone. Look to your left and look to your right again. Around you is one of the biggest support systems you may ever have. The path in front of each of us is full of uncertainty and challenges, but know that the District Board is here to support you. We are here to motivate you and encourage you to always work hard. The Lt. Governors, the Leadership Team, the Executives, the Administrators, the Advisors. Together, we can fulfill our duties and go beyond what we are assigned to do together.

Recently, I was given news that we as a District have shattered our goal to the Eliminate Project. In 2012, CNH pledged to raise \$500,000 to the Eliminate Project and I am proud to announce that we have now raised over \$520,000 to the Eliminate Project. Congratulations. I want to also take this moment to remind all of you about our CNH District Goals. \$250,000 to the Pediatric Trauma Program. 1.1 million service hours. And 41,500 dues-paid members. The Fall Season is on the horizon and this is a pivotal time for us to reach our goals. School is beginning and that means it is time to recruit members into our Ohana. Reach out to your peers at school, talk to them, and help them understand what they can

achieve in our organization. Fall Rally. In October and November, many of us will be convening in Vallejo, California and Valencia, California for Fall Rally. Yes Fall Rally is a time to celebrate the term and to show your Key Club spirit. However, I urge you all to promote that Fall Rally is our major Pediatric Trauma Program fundraisers. Fundraise for PTP, show others the capabilities of the funds they raise for PTP, and show them how they affect those around us. Utilize the fall season Incredibeets, work towards our District Goals and spread your passion for service to those around you.

Reflection is a powerful tool. As we depart our separate ways on Sunday, I encourage you all to reflect at every moment you can during the term. Already, it may feel like you're completing one task after another or planning one event after another, but it will only get more challenging once school begins. Reflect on the actions you take this term. Utilize reflection as a tool to learn from mistakes and grow as a servant leader.

Finally, I want to stress that this term will go by in the blink of an eye; so use every moment that you have to fullest. Meet new people, make friends, and most importantly, cherish the moments you have at Summer Board Training Conference and with the District Board. Remember that this is your term. Do not be afraid of change. I was told this as I began my term as District Governor and I want to extend this knowledge to you. It's easy to support decisions by saying "this is how it was done last year" or "this is how it's always been done", but change can also bring a multitude of benefits that wouldn't have been discovered if not for the leap of faith you took to try something new. Be confident in your actions and when in doubt, remember that the members elected you. They believe in you. We believe in you. Let's continue this term strong, Incredibeets. Together.

## **DISTRICT NEWS EDITOR**

Provided by: Jenny Chen, Editor

### *Newsletter*

- 3 issues of the CNH District Newsletter, The Bee Line, have been published as of August 1st
- Division Newsletter feedback has been sent in the month of July.
- 18.5% more views, 2.7% more viewers, 1.6k reads, 10.3k views

### *Reminders*

- Articles and Visuals
  - Publication submissions are by the 15th of every month by 6:00 PM to cnharticle@gmail.com and cnhvisuals@gmail.com respectively.
  - 15 divisions have 100% on-time submissions for articles, visuals & newsletters as of July 20, 2018.
    - 2N, 2S, 4E, 8, 13S, 15N, 15S, 21, 22H, 22M, 26S, 27S, 28S, 35W, 43
  - Division Newsletters due by 20th of each month by 6:00 PM to cnh.newsarchive@gmail.com.
  - Division Updates and DCM Agendas are due by the 20th of each month by 6:00 PM.

### *Region Ads*

- Were due on July 20th, 2018 by 6:00 PM
- 16/18 regions submitted an ad on-time

## **DISTRICT TECHNOLOGY EDITOR**

### *CyberKey*

- The 2018-2019 District Board page has been created and is currently being updated.
- The Member Recognition Coordinator Handbook and Contest Guidelines have been published on the CyberKey.
- The District Board Meeting Minutes page has been created and will be updated with all official district board meeting minutes for the rest of the term.

- A new system is being implemented in order to archive old articles from the front page and give the spotlight to more member-submitted articles and visuals each month.
- A new theme and redesign for the CyberKey is in process.

#### *Graphic Design Team (GDT)*

- The 2018-2019 GDT application was released, and the Graphic Design Team has been assembled.
- The Graphic Design Team member list and the Graphic Request Procedures have both been sent out to the District Board.
- The GDT Secretary application has been released and a GDT Secretary has been appointed.
- The first Graphic Design Team teleconference call was held on July 13, 2018 and the meeting minutes were compiled and released.
- The July bee assignment email has been sent and members have been tasked with creating a Service in Wonderland themed bee.

#### *Technology Accounts*

- Social media updates have been posted frequently on Instagram and Twitter regarding upcoming events and deadlines, such as the GDT and VMD team applications and District Secretary Zoe Yao's secretary livestream.

### **DISTRICT VIDEO MEDIA EDITOR**

Provided by: Leo Tafoya, Editor

#### *Videos*

The following videos have been published to the CNH YouTube channel since May Board:

- What's Poppin' S3E1 - Meet the District Board
- Buzzin' Break S2E1 - 1819 District Goals
- What's Poppin' S3E2 - The District Leadership Team

The following videos are scheduled to be published in Quarter 2 of the term:

- District Secretary Webinar
- What's Poppin' CNH - S3E3 Key Club 101
- What's Poppin' CNH - S3E4 End of Summer District Updates
- What's Poppin' CNH - S3E5 Get Ready for Fall Rally
- Buzzin' Break S2E2 - DCON 2018 Recap
- Buzzin' Break S2E3 - ICON 2018 Recap
- Buzzin' Break S2E4 - Club Officer Tips & Tricks
- Buzzin' Break S2E5 - SERVEtember 2018
- Buzzin' Break S2E6 - What is an E-Portfolio
- Buzzin' Break S2E7 - Paying Your Dues
- Buzzin' Break S2E8 - PTP Week

#### *1819 Video Media Department*

The regular application period for the 1819 Video Media Department closed however due to a shortage of applicants we extended the deadline to July 20th at 6PM which has also passed. Since then the VMD members have been finalized and their introduction email has been drafted and submitted for approval.

#### *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.

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### *1819 YouTube Goal Status Update*

The goal of reaching 1,000 subscribers by the end of the term is on track for success with us reaching 662 subscribers, 141 being gained since the beginning of the term.

## **COMMUNICATIONS AND MARKETING**

Provided by: Nathaniel Banlusak, Chair

### *Communication*

The following emails have been sent to members of the Communications and Marketing Committee since May Board: Monthly Updates for the months of June and July, Task Assignments, and Individual Task threads. Further planning and discussion of inter-committee communication took place during the previous committee meeting.

### *Teleconferences*

There have been two teleconferences since May Board; calls have focused on planning for future marketing campaigns and reflection on tasks and progress as a committee.

### *Infoguides*

There have been a total of 7 infoguides created by the committee and included in the District Newsletter. Infoguides have focused on integrating Key Clubs into schools and communities, as well as taking a more personal approach towards the membership; this can be seen in things such as the "Marketing Yourself: College Applications" and "Making Key Club a Part of YOUR Schools" infoguides.

### *Marketing Campaigns*

The first Marketing Campaign created by the CM Committee is now taking place through the month of August, labeled as the #JoinOurHive Month. All promotional items and overlays were created by and will be monitored by members of the committee. Discussion of future marketing campaigns has taken place at the previous committee meeting.

### *Social Media Branding*

The committee has submitted and reviewed potential designs in order to update the current social media branding. Finalization and further discussion has taken place during the committee meeting, and new branding will be presented to the district soon.

## **DISTRICT CONVENTION**

Provided by: Minah Yang, Chair

### *Budget*

The DCON 2019 Budget has been finalized and approved by the committee. The on-time registration fee will be \$184 by February 28th, 2019 and the late registration fee will be \$224 by March 14, 2019.

### *Theme Logo Design Contest*

The DCON Committee has voted on the design for the DCON 2019 logo. The DCON Committee has selected the winning design for the DCON 2019 logo. The winner will be contacted shortly to make minor edits before the final design is released.

### *Old Board Dinner*

The options for Old Board Dinner have been finalized and voted on by the DCON Committee. The 2018-2019 District Board will be having their Old Board Dinner activities at Skate Express Rollerskating on Thursday evening at DCON 2019. Arrangements are still underway with no final confirmation yet. A

sub-committee will be in charge of planning the schedule for this event.

#### *Keynote Speaker*

Arrangements are still underway regarding the Keynote Speaker, with discussion of possibly replacing this session with an alternate activity.

#### *Appointment*

Division 13 North Lieutenant Governor Jessica Lee has been appointed Sergeant-at-Arms Coordinator. They will be responsible for assembling and leading a team of SAA Captains to help enforce the Code of Conduct at DCON 2019.

#### *Resources*

The DCON Committee has created the following guides that will be uploaded on the Cyberkey shortly: DCON General Overview & FAQ and DCON Fundraising Guide. Additionally, the committee has filmed a video series titled "Service Tea Party" to help publicize DCON and encourage clubs to register. Please share these resources with the clubs you serve to help them prepare for DCON 2019.

### **KIWANIS FAMILY & FOUNDATION**

Provided by: Brandon Ma, Chair

#### *Publications*

The KFF Committee has had 100% on time submissions for publications for the past two months. In total, the committee has submitted a total of 10 publications to the District Newsletter. The publications for the past two months have been Branches of the Kiwanis Family, My Key Leader experience, My Key Club Story, What is Key Leader, What is Circle K, What is PTP, Where does the money fundraiser for PTP go, Options after High School, and CNH Foundation Grants.

#### *PTP Week*

For this term, the KFF Committee will be working with Circle K for PTP Week. PTP Week will consist of different activities for 5 days of the week in order to promote and spread awareness about PTP. The activities done throughout the week would be "Make it known Monday", "Trivia Tuesday", "Wellness Wednesday", "Thankful Thursday", and "Further Action Friday."

#### *Kiwanis Family Month*

For this term, the KFF Committee will be working with Circle K to have different activities/publications for the month in order to spread information and knowledge about the Kiwanis Family. Some of these include publications that educate members about the other branches of the Kiwanis Family, videos made to educate members about the other branches of the Kiwanis Family, activities such as posting on social media about why they are thankful for the Kiwanis Family and how they have impacted their lives and highlighting a board member from the Kiwanis Family branch that is highlighted during the week.

### **MEMBER DEVELOPMENT & EDUCATION**

Provided by: Christopher Kao, Chair

#### *Publications*

The MDE Committee has had 100% on time submissions for newsletter publications for the months of July and August. We have published 3 articles for both months with August submissions focusing on the topics of Servant Leadership and our Spotlight on Education Focus of Member Recruitment.

#### *Meeting*

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MDE committee has had 100% attendance in the past two teleconferences. We have been hard at work in looking for better ways to support the district in the planning and execution of Region Training Conferences across CNH. Additionally, the MDE committee has been working on how to achieve a greater level of Membership Development and Education across CNH. The MDE committee recommends appointing a Membership Development & Education Coordinator focused on assisting with club with growth and development. Additionally MDE committee has created a manual with suggestions for how to appoint, desired traits, and recommended directives. More information will be given soon after this training conference.

#### *Region Training Conference*

As the fall season is quickly approaching, so is the huge event of Region Training Conference. In the past four weeks MDE committee has been working with the other committee chairs in updating and finalizing all Thirty Nine Region Training Conference Powerpoints. These updates range from small corrections to large edits with changing important dates, adding new relevant information, and making simple grammatical fixes. We are currently in the final stages of finishing the Powerpoints with the Cyber Key Request Form as the final process.

### **MEMBER RECOGNITION**

Provided by: Annaleigh Nguyen, Chair

#### *Teleconferences*

The MR Committee has held two teleconference meetings since May Board.

#### *2018-2019 Contest Guidelines*

The MR committee has been focusing on updating the contest guidelines for the 2018-2019 term. All contests guidelines have been updated and sent in to be uploaded on the CNH CyberKey. Rubrics have been added to all of the contest guidelines.

#### *Certificate Archive*

10 Certificates for the new CNH Key Club Certificate archive have been made. They are currently in the process of being reviewed to be sent in to be uploaded.

#### *Region Assignments*

All of the Lt. Governors on the MR committee have been assigned to different regions as the liaison between the Member Recognition Committee and the regions. They will be providing update emails throughout the term.

#### *Core Calls*

Core Calls with all 11 Lieutenant Governors have been made.

#### *FRN/FRS Spirit Stick Design*

A design contest was held, and the final design was voted on during the MR committee meeting on Friday night.

#### *Member Recognition Coordinator Manual and other Recognition Manuals*

An updated MRC Manual has been made and uploaded on the CNH CyberKey. All other manuals including the Contests Overview manual will be uploaded within the next month.

### **POLICY, INT'L BUSINESS, & ELECTIONS**

Provided by: PhuongUyen Rita Nguyen, Chair

CNH Records: Board Meeting Minutes

### *Introduction*

International Trustee Me'Shale Sherwood from the Jamaica District is officially apart of the Policy, International Business and Elections Committee.

### *Policy Manual*

The PIE Committee has completed the initial revision of the District Policy Manual. The final version will be presented to the District Board at Winter Board Training Conference.

### *Tasks*

The PIE Committee has finished filming a video recapping the events of International Convention 2018. These clips have been submitted to District Video Media Editor Leo Tafoya and should be uploaded this month.

The PIE Committee plans on editing the various PIE manuals on the CyberKey including the District Elections Guide and the Procedures Manual.

## **SERVICE PROJECTS**

Provided by: Lily Marshall, Chair

### *Teleconferences*

The Service Projects Committee has held two teleconference meetings since May Board. Calls have focused mostly on preparing for the SERVEtember Initiative, reviewing the results of the Service EXPO Survey, as well as a reflection on tasks and progress as a committee.

### *Spotlight on Service Program*

Since the last time the District Board met, the Service Projects committee has completed the Spotlight on Service Program Guides and promotional materials for the focuses of July: Bee Clean, CNH, August: Children's Education, September: PTP, and October: UNICEF. A June SOSP Submission Highlight was created, approved, and is featured in the August District Newsletter. The August SOSP Email to the CNH District Board and Officer reflectors has been sent. A CyberKey Request Form to post the previous month's guides has been drafted.

### *SERVEtember*

The 2018 SERVEtember Bucket List items have been finalized. A DVME Media Request Form and script for a Buzzin' Break episode dedicated to SERVEtember have been completed. Filming is to take place during the weekend and the video is to be up by September 1st. The Bucket List items are as follows:

- Attend or host a service project with another branch of the Kiwanis Family.
- Host a service event with another school in the division you serve.
- Host a "BEE Clean, CNH!" focused event.
- Ask a member, officer, and advisor what "service" means to them and submit a 15-30 second video clip with their response to the SERVEtember Google Drive folder.
- Host a PTP Service Project.
- Challenge another club to a PTP Fundraising Competition.
- Submit to the Spotlight on Service Program for the month of September.

## **STRATEGIC PLANNING**

Provided by: Jonathan Lum, District Governor

### *Introductory Email*

Introduction of the updated Strategic Planning Committee was sent out to the District Board. It included what the committee will be doing and the application details for both District Board and members.

*Reminders*

Nomination Forms are due by August 3rd at 6 PM.  
District Board Applications are due by August 8th at 6 PM.  
Member Applications are due by August 15th at 6 PM.

**Approval of Board Reports**

RESOLVED: That the CNH board approves all executive, appointed, and committee reports.  
[M: Jenny Yoo, D30N Lt. Governor | S: Ethan Lee, D15E Lt. Governor | **PASSED**]

*New Business*

**Approval of D20/32 Realignment**

RESOLVED: That the CNH board approves the realignment of Divisions 20 and 32 into independent divisions, effective with the 2019-2020 Key Club year, and subject to a qualified Lieutenant Governor candidate running in Division 20.  
[M: Emi Lau, D20/32 Lt. Governor | S: Justin Tang, D26S Lt. Governor | **PASSED**]

**Approval of Convention Budget**

RESOLVED: That the CNH board approves of the 2018-2019 District Convention Budget.  
[M: Kara Yoshiyama, District Treasurer | S: Tam Dao, D36E Lt. Governor | **PASSED**]

**Motion to Adjourn**

[M: Josh Hessel, D04W Lt. Governor | S: Evelyn Kong, D16N Lt. Governor | **PASSED**]  
**MEETING ADJOURNED AT 2:57 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 - **ABSENT**  
**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** Ana Zamora - **ABSENT**  
**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 - **ABSENT**  
**DIVISION 46 NORTH** Mia Hargrave  
**DIVISION 46 SOUTH** David Chen  
**DIVISION 47** Xavier De Anda

## *Appointed Board*

<b>DISTRICT NEWS EDITOR</b>	Jenny Chen
<b>DISTRICT TECHNOLOGY EDITOR</b>	Archishma Kavalipati
<b>DISTRICT VIDEO MEDIA EDITOR</b>	Leo Tafoya
<b>COMMUNICATIONS AND MARKETING</b>	Nathaniel Banlusak
<b>DISTRICT CONVENTION</b>	Minah Yang
<b>KIWANIS FAMILY &amp; FOUNDATION</b>	Brandon Ma
<b>MEMBERSHIP DEVELOPMENT &amp; EDUCATION</b>	Christopher Kao
<b>MEMBER RECOGNITION</b>	Annaleigh Nguyen
<b>POLICY, INT'L BUSINESS, &amp; ELECTIONS</b>	Rita Nguyen
<b>SERVICE PROJECTS</b>	Lily Marshall

## *International Representative*

**INTERNATIONAL TRUSTEE** Me'Shale Sherwood

## *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\* - **ABSENT**

**Region 2** Carolyn Qualm\*

**Region 2** Timothy Cunning\*

**Region 3** Elaine Pong

**Region 4** Steve Boone - **ABSENT**

**Region 5** Hanna Santee

**Region 5** Richard Olmstead - **ABSENT**

*\*Signifies an Executive/Chair/Editor Mentor*

**Region 6** Michael McStroul

**Region 7** Doug Ridnor

**Region 8** Jackie Acosta

**Region 8** Mark Ross - **ABSENT**

**Region 9** Victor Chan\*

**Region 10** Stacie Marotta

**Region 11** Carole Farris\*t

**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 - **ABSENT**

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

**CNH KIWANIS FOUNDATION PRESIDENT-ELECT** Roy Talley - **ABSENT**

## *Guests*

Mr. John Pong, Lakeforest Kiwanis