



CNH | KEY CLUB

MEETING MINUTES

DISTRICT BOARD

7/27/24

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Austin Alves
Location: Rancho Cucamonga District Office

CALL TO ORDER: 10:12 AM PDT
ADJOURNMENT: 11:54 AM PDT

Attendance Report - See Appendix A for a complete report

EXECUTIVES 3/3 **Lt. Governors** 76/82 **LT** 11/11 **GUESTS** 8 **QUORUM** YES

Summation of Topics Discussed

- ACTION: Approval of Parliamentarian [PASSED]
- ACTION: Approval of Committee Reports [PASSED]
- ACTION: Approval of DCON 2025 Budget [PASSED]
- ACTION: Approval of CNH Policy Manual Revisions [PASSED]

MEETING MINUTES

MEETING CALLED TO ORDER AT 10:12 AM PDT

Approval of Parliamentarian

RESOLVED: That the CNH Board approves Marshall Roberson as Parliamentarian

[M: Devin Le, D30S Lt. Governor | S: Jordin Sasha Danaram, D16N Lt. Governor | PASSED]

Pledge of Allegiance

Pledge led by provided by Michelle Cisneros, D46S Lt. Governor

Key Club Pledge

Pledge led by provided by Lukas Minkevich, D13S Lt. Governor

INVOCATION

Provided by Sienna Villalobos, D15W Lt. Governor

Hi everyone! My name is Sienna Villalobos, and I proudly, proudly serve Division 15 West as their Lieutenant Governor!

As the beginning of the school year peeks its head over the corner, it's insane to think how fast time has moved. I can only hope that, with the first quarter done, we've all established what our roles in Key Club play alongside our outside lives. Maybe Key Club is your #1 passion in life, maybe it's not. Regardless, passion can be anything. It doesn't have to be your career. You didn't have to know what your passion was as soon as you turned a second old, and you still don't have to know it now in your teens. Passion can be confusing because, as I said, it can literally be anything. Maybe your passion is just to enjoy life, whatever it has to offer, and that's just as valid as being passionate about Fortnite, aerospace engineering, or puppies. But use your passion to drive you in all regards. Passion is meant to be shared. And once you start introducing your passion into other areas of your life, then suddenly, you live passionately.

I'm sure you've all heard the phrase: "Live in the moment." But "the moment" will pass by, and you might be tempted to continue living in that moment even as it turns into a memory. Of course, there's nothing wrong with reminiscing, but you can't dwell inside memories because, eventually, you'll run out of things to reminisce on. If you stop making memories, stop living in the present, the things you didn't do will turn into regret. So there has to be a balance. And with your passion, with your drive to experience life, you'll live in moments that will turn into memories that you can cherish, memories that will actively inspire you to keep being passionate, memories that will challenge you to keep seeking new opportunities and not dwell inside them. Essentially, you continue to live on even as "the moment" passes by.

And you don't always have to be passionate. That's the beauty of living life. Experience your emotions, don't be your emotions. You are entitled to however you are feeling. That's how you make sense of the world—your world—when things don't always make sense. Never tell yourself that you don't deserve to feel a certain way. Even if you conflict with someone else, that's an opportunity to expand your world-view and theirs.

So, this weekend, I hope we are all able to live in the moment, expand our world-views, even if just slightly, and enjoy passion in whatever way we are passionate. Soon enough, this moment will be something we cherish, a memory that inspires us to make more. Thank you.

REMARKS/REPORTS

CNH Children's Fund Remarks

Provided by **Bob Larsen, CNH Children's Fund President-Elect**

- Remarked upon the history of the CNH Children's Fund
 - Founded after a large flood
- 30 years of work for the Pediatric Trauma Program
- Donations are truly being used
 - Over \$130,000 in hospital grants, burn treatment centers in Hawai'i, specialized equipment, etc.
- Clubs can apply for a \$500 PTP grant on the Kiwanis Website

CNH Kiwanis Governor Report

Provided by **Doug Frost, Kiwanis Governor Elect**

- Leadership is about taking and utilizing opportunities
- Use the opportunity of being on District Board to help us **move forward**

CNH SLP Director Report

Provided by **Tim Cuning, CNH SLP Director**

- Keep up the amazing work!

District Administrator Report

Provided by **Geoff Tobias, Administrator**

- In order to be a good leader, you must be teachable, engaged, informed, and care
- Ensure your clubs are all dues paid going into the school year
- Make sure as a District Board we all serve at least 50 hours

District Governor Report

Provided by District Governor Austin Alves

Hey everyone, for my board remarks today I'd like to talk about **something we don't really talk about enough: Professionalism.**

This is sort of a difficult topic for me to bring up, because we all like to have fun. We're highschoolers. And as your District Governor, I want to make this environment a space where you feel comfortable, and have no obstacles approaching me for questions or assistance.

But at the same time, professionalism is a subject that needs a bit more attention. I believe that **everyone** here—myself included—can do a bit **better** in conducting ourselves with professionalism.

What really is professionalism? I want you all to do a favor for me. **Think** of the two words “**Lieutenant Governor**”. Picture it in your mind. What do you see? Maybe it's your board polo. Maybe it's the DB attire, black suit and gold tie. Whatever it is you see, I hope it's something that's **formal**, and **serious**. I hope you realize the **importance**, and **gravity**, of the position that you hold.

It all boils down to **respect**: respect for your **positions**, respect for **others**, and respect for **yourselves**.

First of all, respect for your **positions**.

When you come to these training conferences, you're not **just** a student here to see all of your friends again. You're a leader, a **representative** of **all the members** in your division that you serve, here to voice their concerns on the District level.

At the same time, when you leave these training conferences, you also leave as a representative of the **CNH District**. Whether it be at a DCM, or at **Key Club International Convention**, your actions and behaviors will influence the way people perceive both the CNH District and your title as Lieutenant Governor.

Second, respect for others.

Again, we all like to have fun and joke around, but once in a while we need to take a step back, and think about whether our actions are reflective of our positions. Is what you're doing something that a **Lieutenant Governor** should be doing?

Don't forget that while **you're** a Lieutenant Governor, so is **everyone else** around you. So **please**, treat them with respect as well.

Last, but not least, respect for **yourselves**.

To better put this all into perspective, I'll use a business analogy. Each one of you are **CEOs**, overseeing **hundreds of employees** making up the **small business** that is your **division**.

In this position, you're **not only** here to have fun, but develop **practical lifelong skills**: leadership, organization, communication, managing finances, delegating tasks, planning events, and so much more.

I hope you all can keep this in mind as we continue throughout this weekend, and even beyond. Whether it be here at summer olympics, or back at one of your own DCMs, remember to strike a balance between **having fun**, and **staying professional and respectful**.

Thank you.

District Secretary Report

Provided by District Secretary Tak Nishida

What's Poppin' Adorabees! I hope you all have been having an amazing time thus far at SuBTC, and are excited for all of the fun times ahead! The following is my board report:

Service Hours

As of the July 5th, 2024 Monthly Report Form submission date, the CNH District has served 42,085 hours, which is approximately 10.0% of our goal of 425,000 service hours by DCON 2025. Based on the division goals collected at Spring Board, if every division reaches their division service hour goal, we will be well over our district service goal. With that being said, please be sure to work with your clubs to encourage the planning of projects and an active membership in order to reach your division service hour goals and furthermore, our district goal.

Remember that as members of the District Board, you all are expected to reach 50 service hours by Winter Board Training Conference in January 2025, although you are always encouraged to go above and beyond and serve as role models for other members to do the same.

Division Monthly Report Form Feedback

Immediately following this training conference, I will be sending out DMRF feedback for everyone who submitted the June MRF submission. Please take a look at the suggestions that I make, as there are a few common errors that will benefit both you and the district to correct. For those of you that haven't submitted your DMRFs or any of the other submissions, you have until the end of the month to submit!

Submissions:

First off, I would like to thank you all for your dedication to submissions! Nia and I have been going through them each month and tracking them all, ensuring that all service hours, fundraising, and truly all information regarding your division is being tracked. As a general reminder, DMRF submissions and Training Conference Reports are due by the 10th of every month. The Division Update Form and DCM Agenda are due by the 20th of every month, and all of these submissions are due by 6:00 pm local time. If you are requesting an extension, remember that you must email me a day before the deadline, with the reason for your extension and the date you plan to submit by.

Closing

As you move into the school year, it is SO important that you are thinking about your individual club needs. That data analysis section is going to be vital in that process, along with using all of the resources on the cyberkey and given out by committees. Club rush season can make or break a club, so USE that opportunity to push your division to even greater heights!

Thus concludes my board report.

District Treasurer Report

Provided by District Treasurer Elizabeth Gilmore

BUZZ BUZZ' Adorabees!

I hope you all are enjoying summer board so far and are looking forward to summer olympics, I'll try to keep this short and sweet for you

So with that the following is my Treasurer's report:

So far we are almost ten percent of our PTP and YES initiative donation goal with 17,151.36 dollars raised out of our 175 thousand dollar goal. Although we may seem far away, keep striving for fundraising within your divisions. On that note I have also released a fundraising tracker sheet template to all of your emails; You can make a copy of this template to help you keep track of fundraisers within your division. This will help you track progress and ensure that donations are being mailed in; so make sure you utilize this resource.

I have also recently released my first treasurers update email which informed your club treasurers of relevant information for their position. The revised PTP/YES donation form, MUC instructions, and other additional material was provided in this email. With a short questionnaire at the end of my email I have already received many responses from treasurers across our District. Please encourage your club officer to be attentive with their emails in order to get the most information from the district.

I also have released vouching materials for you all including the vouching template, vouching tracker, and vouching manual. Thank you to those who have already begun to vouch, and for all of you make sure you take advantage of this resource and please refer to the manual for assistance.

At Key Club International Convention House of Delegates this year delegates from across our organization passed a \$3 dollar increase bringing the international dues to \$10 dollars . This \$10 dollars combined with our district dues of \$6 dollars this year brings the dues price for this year to 16 dollars. This is a major adjustment and I am working on creating manual sections for subsidizing dues for clubs in order to help assist our clubs with this change.

Before we tackle dues payment you must also make sure your clubs have set up their Membership Update Center for the upcoming term. I just went over the MUC in our recent round robin so I hope you take all the information you learned back to your club treasurers. Make sure that each of your clubs transfer new officer information into the MUC and are ready to take on the MUC once dues payment season begins. The MUC will close in August to reopen September so make sure your clubs update all their information before this closes.

Make sure to keep your eye out for new manuals and emails and I hope that you all have a great rest of summer board!

District News Editor

Provided by District News Editor Nia Danelia

Buzz buzz Adorabees! I hope you are all doing well, as follows is my board report:

Newsletters

- 2 issues of "The Pollen Press" have been released for the months of June and July and they both did really well. On August 1st, the August newsletter will be released, so be sure to check it out after Summer Board. The August Issue will be released on FlipHTML5 instead of ISSUU to make sure the same newsletter is distributed on each platform since ISSUU has a 50 page limit.
- Division Newsletter Feedback is almost finished and should be sent out in the first week of August. A feedback form will be released to Division News Editors to improve future District feedback.

Submissions

- **Articles and Visuals** are due on the **15th of every month by 6 PM**. Please remember to submit a minimum of 3 articles and 3 visuals. Otherwise, your submissions will not be counted. Also, please remember that submitting screenshots or fliers will not be accepted.
- **Newsletters** are due on the **20th of each month by 6 PM**.
- Make sure you follow title instructions to eliminate any chances of your submission not being tracked. It's very difficult to find out which division submitted an article when it's titled "July Service" or D99 instead of D99S.
- For extensions, please make sure you are requesting it a day before due dates. For Articles and Visuals and Newsletters please reach out to me if you have any concerns, and for the DMRF and DCM agenda please reach out to Tak to make submissions smoother for the both of us.

Manuals and Guides

- I'm currently working on updating News Editor guide, Articles and Visuals Guide, Newsletter Production Guide and the Submissions guide, keep an eye out for those once they are finished

That concludes my Board Report, thank you.

District Technology Editor

Provided by District Technology Editor Vera Faith Del Rio

Buzz buzz Adorabeez!! I hope you're having a great SuBTC and staying cool in the hot summer weather! My name is Vera Faith Del Rio and I proudly serve as your District Technology Editor for the 24-25 term. Without further ado, here is my board report!

Cyberkey Analytics

Below are the Cyberkey Analytics from the past 90 days. This includes the top three pages viewed, which device the Cyberkey was accessed on, and the top three searches on the Cyberkey.

Top three pages:

- Home
 - 9,550 views
- Search
 - 2,083 views
- Divisions
 - 1,858 views

Platform/device access:

- Mobile
 - 3,171 users
- Desktop
 - 2,771 users
- Tablet
 - 66 users

Top three searches:

- DCON:
 - 75 searches
- Service Agreement:
 - 47 searches
- Code of Conduct:
 - 44 searches

District Technology Editor - CONTINUED

Provided by District Technology Editor Vera Faith Del Rio

Cyberkey Updates

These past few months, I've been working on a few updates to the CNH Cyberkey and social media access.

- The home page has been updated with this term's goals and leadership team contacts
- The archive has also been updated! Now, you can see the past district boards dating back from 2019, and you can view the past articles dating back from 2022!
- Additionally, the Newsletter page and Meet the District Board page have been updated to showcase you all!
- Lastly, if you would like to request any Media to be showcased on the Cyberkey, please reach out to me via email and the new Cyberkey Form that will be on the Forms page under Resources.

District Technology Team

Since the Spring Board Training Conference, the District Technology Team has been officially appointed and I've assigned them their first set of tasks. They have been working on various tasks such as updates and implementation. You will soon be able to see their hard work, as the Meet the DTT Newsletter Spread, an updated Articles section on the Cyberkey, and a newly reorganized resources category!

Future Plans

I will be sending out a Google Form to you all regarding the CNH Club/Division website directory. This is very similar to the CNH Officer Directory Form you all have filled out recently, but just with websites. With this information, I plan to keep track of our District's websites and send out opportunities to improve or start any other sites within Key Club.

Finally, I have created a CNH app, that showcases the Cyberkey, DCON website, resources, and contact information with just a single tap. With this, I hope to increase efficiency and mobile accessibility for specific information within CNH. If you are interested in testing it out and providing feedback please come up to me during Summer Board! After some finalizing, this app is planned to be released by next month, so keep your eyes peeled!

Thank you! Feel free to contact me if you have any other questions, comments, or concerns!

District Visual Media Editor

Provided by District Visual Media Editor Cassie Nguyen

What's Buzzin, ADORABEES! My name is Cassie Nguyen and I am honored to serve as your District Visual Media Editor. I hope you all are having an amazing summer thus far. The following is my District Board Report.

SPOTLIGHT ON EDUCATIONAL PROGRAMS

With the help of the MDE committee and Chair Rachel An, the Spotlight on Educational Programs series ended on Friday and was posted on Youtube from July 22-July 26. Please share these resources with your officers! I proudly give recognition to DVMT members Asim Shariff, Lindsey Haidar, and Jessica Lucas who contributed to the creation of this series.

MEMBERSHIP GROWTH

The Membership Growth Committee, Chair Amelia Gaspar, and I have been working together to produce two Instagram Reels series. The first series was titled Key Club Events and was posted from July 18-July 21st and was edited by DVMT members Keira Indick and Savina Basquez.

JOIN OUR HIVE

For Join Our Hive, CM Chair Isabelle Schinzing and I have been communicating about creating graphics, GIFS, and filters for the Join Our Hive campaign. They are currently in production by the DVMT.

SERVICE PROJECT COMMITTEE

I am filming the SP Committee during Summer Board for SERVEtember. The series will consist of 1 Youtube video and 4 Instagram Reels.

Additionally, I am in the process of developing a new short form video series called Buzzing for Good. This series aims to encourage Key Clubbers to continue serving their communities throughout the year as they get to watch spotlights of various service projects that clubs, divisions, and regions do. As you all begin to plan more service projects, I encourage you to check your emails about what you can do to help support this new series.

WHAT'S POPPIN EPISODES

For What's Poppin, I am currently editing Our Meet the Leadership team video and it will be released in August.

BUZZIN BREAK

The first episode of Buzzin' Break features Governor Austin Alves and is planned to be released in mid-August, edited by DVMT members Andre Nguyen and Karis Hong. In September, the second episode of Buzzin' Break will consist of District Secretary Tak Nishida's MRF Overview.

Now I'll move on to ANALYTICS

INSTAGRAM

Since SBTC, our Instagram page has become more active, as a result of a consistent posting. Compared to my last report of Instagram analytics, we have reached **27,000** more accounts, with a **24.4%** increase of non-followers reached through our posts. Our Instagram following is currently **10.5K**.

YOUTUBE

Since SBTC, we have gotten an increase of **1,801** views on Youtube. Our total watch time since then has been **42.8 hours**. Our highest engagement video is the SOEP Series Service Projects Planning Video with an increase of **76** views this week.

TIKTOK

We have received a total amount of **2.7K** views since SBTC. We have also gotten **106** profile views. Hopefully, with more consistent video series and posts on TikTok, we can increase this number.

Thank you so much for listening to my board report! I hope you all have a great SUBTC!

Communications & Marketing

Provided by Communications & Marketing Chair Isabelle Schinzing

What's Popping District Board!

I hope everyone has had a fun yet restful summer, and are excited for the remainder of Summer Board! The following is my board report:

Communication

Following our first committee meeting, I have assigned each district committee a CM member to be a liaison. Our CM liaisons are here to better aid communication across committees to strengthen the district marketing plans. Their job is to relay information and help with promotional ideas for the various committee items.

Marketing

For our first marketing campaign lookout for "Join Our Hive" coming up this club rush season! Launching on August 4th and lasting throughout the month of August and the beginning of September, you can anticipate expanded member recruitment resources, a new Join Our Hive Spirit week, and overlays.

A little bit about the member recruitment resources you can expect to find new sticker designs, informational instagram graphics, flyers, and brochures for your clubs to use! In addition, Cassie's lovely DVMT has provided us with a variety of bee graphics and eventually filters for Join our Hive!

As for the new Join Our Hive Spirit Week, this will be similar to our past DCON spirit week, in which for 5 days there is a different post theme that members, clubs, or division social media accounts can participate in by posting a photo corresponding with the spirit day theme. This spirit week will hopefully help spread the hype for Key Club during peak member recruitment season while also further promoting our CNH Instagram to prospective members.

Instagram posts and story overlays have also been created by CM so that members can further publicize Key Club on social media. You can request these by emailing overlay@cnhkeyclub.org and including your name, division, position, and reason for requesting an overlay. Please use #JoinOurHive and #cnhkeyclub, while tagging the district Instagram account @cnh_keyclub if you decide to post about or use any of the resources mentioned above! However, please note that in order to keep the personal information of the CNH members private, the district Instagram will strictly be reposting stories or posts from club/division/region Instagram accounts that participate and tag the district Instagram.

Conclusion

I cannot wait for you all to see the new Join Our Hive resources that the CM committee and I have cooked up for the district. Be sure to share these materials once they come out and of course if you have any questions regarding club rush or marketing in general, feel free to reach out to me.

District Convention

Provided by District Convention Chair Tristan Decious

What's the buzz, CNH?

My name is Tristan Decious and I am more than honored to serve you as your District Convention Chair for the 2024-2025 term. With much excitement, I would like to present my SuBTC Board Report.

Task Completion and Posting

Throughout the months of June and July, my committee has been keeping itself quite busy with many manuals, scripts, and lots of great communication! We also got 3 new DCON posts out on Instagram, which included our Design Logo Contest. I saw great improvement by everyone and will love to see it continue to make DCON amazing.

DCON Budget

On Friday, July 26th, I presented our District Board with **2 drafts** for our DCON Budget. There were lots of mixed feelings on different things depending on where funds were and weren't allocated, so it served great purpose to email out both drafts and see where heads were at after sleeping it off. It is now awaiting approval.

Sponsorships

Starting back at appointment, Lisa and my main goal was to create an inclusive environment by gaining immense sponsorships to get us back to where we started Pre-Covid. During this time, I have been working extremely hard with my committee to create 2 manuals, 1 prospectus, 1 slideshow, 2 forms, 1 tracking spreadsheet and 1 email template document to help smooth the process of emerging CNH into the world of District Convention Sponsorships. Along with their work, I have been meeting with the Executives, District Administrators, Mr. Cunning, Lisa, and many more to get this program to fly. Tonight, I will be presenting this program.

Committee Meeting

During my second in-person meeting yesterday, we had great discussions about ICON approvals, script reviews, budget review, made promotional material, and had a blast trying on committee gear for the Olympics today! During this meeting, we also got to finalize the Old Board Dinner venue District Convention 2025 Logo, which looks amazing, and I cannot wait for it to be showcased.

Closing Remarks

Make sure to enjoy the rest of this weekend and stay spirited during the SuBTC Olympics! Thank you for your time.

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Leya Wu

What's buzzing Adorabees! My name is Leya Wu and I proudly serve as your Kiwanis Family and Foundation Chair. The following is my board report:

Meetings

The KFF committee has had 2 committee meetings since Spring Board; one over Zoom and one last night. We discussed a recap of the previous month, upcoming events and tasks, as well as a check in with how they're doing personally, as an LTG, and as a committee member. We also went over any other topics or questions at hand.

Miracle Treat Day

Miracle Treat Day was Thursday, July 25th at participating Dairy Queens in the US and Canada to raise money for the Children's Miracle Network. It was promoted with a graphic, an Instagram reel, and a district-wide email.

Key Leader

We are currently working on promoting the upcoming Key Leader camps. Registration for Camp Jones Gulch is now open so we'll be releasing several graphics and promotional videos to promote and educate members on Key Leader. The Camp at Key Leader presentation was released with information on what and when Key Leader is which can also be used as OTC or RTC presentations.

KIWIN'S

I have talked briefly with the KIWIN'S KFF Chair to discuss plans for the KIWIN'S x Key Club penpal program where members from both districts will be paired to complete challenges each month. We plan on releasing information on the program during the Fall.

District Calendar and Kiwanis Family Map

Our committee has been working on updating the District Calendar with district-wide events and deadlines that will be available on the CNH Cyberkey, as well as updating the Kiwanis Family Map on the Cyberkey with realigned or new clubs, divisions, and regions. We will release a graphic on both when they are ready to be used as a resource.

This concludes my board report. Thank you!

Membership Development and Education

Provided by Membership Education and Development Chair Rachel An

Introduction

Buzz Buzz AdoraBEEES! My name is Rachel An and I proudly serve you all as the Membership Development & Education Chair for the 2024-2025 Key Club Term. The Following is my board report for our Summer Board Training Conference.

Meetings & Core Calls

Since Spring Board Training Conference, the Membership Development & Education Committee has held a total of three meetings so far. After consideration, it was decided that committee core calls will be held with each member at the end of Quarter 2 in September in order to get an understanding for the Lt. Governors within MDE in both committee and division Affairs.

OTC Presentation Revisions

In the month of June, the MDE Committee revised all presentations by Monday, June 3, and created two new ones for Officer Training Conferences all across the district. The new and revised presentations were sent out to the District Board on Wednesday, June 5. It was advised to all divisions that they may make a copy of the presentations necessary and personalize them depending on the theme of their training conference.

SOEP Videos

The Membership Development & Education Committee has been both dedicated and working diligently in order to provide resource videos for the Spotlight on Education Program. All of these videos were made in collaboration with DVME Cassie Nguyen and her DVMT. As of yesterday, all five episodes have been released on the CNH Youtube Channel, including the topics of Service Projects Planning, Member Recognition, Key Club Promotion, Have Fun and SafeKey On, and Running for Office. As we enter back into the school year, these videos will be used in order to aid prospective officers and members.

Manual Creation

The Membership Development & Education Committee has officially complete their manuals for current club officers, advisors, and members as of Friday, July 26. These manuals include : President's, Vice President's, Editor's, newBEE Advisor Manual, Club Master Guide, and NewBEE Member 101 manuals, which are all expected to be available on the CyberKey prior to August 11 and scheduled to be shared and released on Sunday, August 11.

Member Google Group Reflector

The Membership Development & Education Committee has also been able to create a CNH District Member Google Reflector Group, allowing members to be at the forefront of all the exciting events occurring within our District, receiving updates from the Committee Chairs, along with Executives throughout the term.

CNH District Pen-Pals Program Re-Emergence

Coming back after a couple years, the Membership Development & Education Committee has also been able to create a CNH District Pen-Pals Program. This program will pair members across the district from various regions including Northern California, Southern California, Nevada, and Hawai'i. This program will include monthly Pen-Pal challenges with district-wide recognition via email the following month, along with bi-weekly emails as well.

Closing Remarks

That concludes my Board Report for the Summer Training Conference. Thank you.

Membership Growth

Provided by Membership Growth Chair Amelia Gaspar

What's Buzzin' Adorabees!

My name is Amelia Gaspar and I serve as your Membership Growth Chair. The following is my board report:

MG Video Series

The MG Committee released a four part video series that covered various Key Club events including OTC, RTC, Fall Rally, and DCON. This was recorded by the Outreach and Marketing subcommittee and edited by two members of the District Visual Media Team. The purpose of this video series was to break down popular Key Club gatherings in the hope that new members wouldn't feel so overwhelmed with the different events.

Club Assistance Form

MG is currently working on creating a form for LTGs to request individual help from Membership Growth for struggling clubs. When this form is completed, it will be released to all of the Lieutenant Governors where they can briefly describe the situation the struggling club is in and receive advice specifically catered to their needs. We hope to release this form some time in August.

Closing Remarks

All the members and subcommittees of Membership Growth are working hard to brainstorm both long term and short term projects for this committee. Once we've established how to move forward with those projects, look forward to seeing them in action.

Don't forget to stay hydrated, Adorabees! This concludes my Board Report.

Membership Recognition

Provided by Membership Recognition Chair Sarah Ganiko

Introduction

Aloha Adorabees! I hope you are all having a wonderful time at Summer Board Training Conference! The following is my board report:

Region Assignments

On July 2nd, each committee member was tasked to send their assigned regions an email to where they requested feedback for the Member Recognition Committee and sent out new Certificate Templates to use for club and division recognition. Committee members will continue to reach out to their assigned regions with resources provided by our committee.

Annual Achievement Report Resources

Updated Annual Achievement Report Resources have been created in collaboration with District Secretary Tak Nishida. This includes the AAR Manual, Slideshow, and Checklist. Changes have been made to align with the official Key Club International guidelines, including the addition of the Global Leadership Certificate and change from District Convention to District Event in the Club Membership Section. These resources will be finalized and uploaded to the Cyberkey in August.

Member Recognition Program

The 2024-2025 Member Recognition Program Guidelines were released on July 13th, with the Member Recognition Program Checklist being released on July 14th. Additional events and examples were added to the guidelines and checklist to further clarify each requirement. The MRP Guidelines and Checklist can be found on the Cyberkey.

Contest Revisions

The official contest guidelines for the 2024-2025 term have been reviewed, revised, and will be uploaded onto the Cyberkey on August 3rd. Changes have been made to further clarify the contest guidelines and assist members on how to get maximum points in each section. E-portfolio templates and contest rubrics have also been reviewed and edited for accuracy.

CNH Contest Archive Google Classrooms

Google Classrooms have been made for each contest category: Member, Officer, Advisor, Club, & Division. The CNH Contest Archive Google Classroom Invitation Request Form will be released on August 15th. The classrooms will contain contest guidelines, E-portfolio templates, and past E-portfolio examples and be the method in which District-judged contests are submitted.

Closing

On behalf of the Member Recognition Committee, we hope that you encourage your members to participate in CNH's recognition programs throughout the term! Thank you.

Policy, International Business, and Elections

Provided by Policy, International Business, and Elections Chair Carolyn Kao

Opening Remarks

Hello Hello Adorabees! I hope you all are having a fantastic weekend so far and are looking forward to our Summer Olympics this afternoon. The following is my board report:

District Policy Manual

The PIE Committee has been working hard to finalize our Policy Manual revisions, which were covered in last night's presentation. As mentioned, we are seeking District Board approval at today's board meeting to give the Kiwanis Committee sufficient time to review both last year's and this year's revisions.

Educational Materials

In addition to the District Policy Manual, the PIE Committee has also been working to create educational materials for members, including revised manuals on policy, infographics for International opportunities, and new videos for the next season of Slice of PIE. Please BEE on the lookout for these resources on the CNH Instagram, CyberKey, and Youtube.

International Convention

Shoutout to everyone who attended ICON, I hope you all had a great time! On Sunday, I will be presenting the International Updates at the round robin session, but I want to first give my congratulations to Sunny Sandhu from Division 27S of Region 16 for his successful election as an International Trustee. I am so excited to see him represent our District on the International level!

Closing Remarks

Good luck to everyone as we enter the school year and next quarter of the term! Whether at Fall Rally or Region Training Conference, I hope to see you all again soon. Thank you!

Service Projects

Provided by Service Projects Chair Alice Sar

District Board Introduction:

What's Servin' Adorabees!

My name is Alice Sar and, as you know, I proudly serve as your Service Projects Chair for the 2024-2025 term. Let's stand on business and get right to it. The following is my Board Report for Summer Board Training Conference.

Spotlight on Service Program:

In the past few months the Spotlight on Service Program has been promoted through email, Instagram, and the District Newsletter. We're working on posting the rest of our manuals for the year on the CyberKey and on Instagram. We are planning on recognizing SOSOP submissions through the District Newsletter, Instagram, and emails.

SERVEtember:

SERVEtember is a challenge for clubs to complete to get a kickstart on service for the school year. Resources for the SERVEtember initiative are currently being completed and will be released prior to September to allow clubs proper planning time. The SERVEtember 2024 bucket list has been finalized and promotional videos are currently being filmed.

RTC Service Expos:

One of the goals of the Service Projects Committee is to aid and support every Region in hosting a Service Expo at their Region Training Conference. If you aren't aware, a service expo is where you have a trifold or some sort of display showcasing some services that you've hosted or participated in. Service expos serve to inspire and exchange ideas about service events, which is why our goal is to have each Region host their own Service Expo. Over the next few months, I will be working directly with the RTC chairs to provide resources and answer questions regarding how to host a Service Expo.

New Initiatives:

The SP Committee is working on getting the following initiatives going:

- The Service Special Video Series
- Service at Fall Rally
- Thirst Project Service Week

In addition, the How to Track Service Hours manual is currently being developed and proposed. When finalized, these resources will be posted on the CyberKey and advertised through Instagram and a District-wide email.

Closing Remarks

Lastly, thank you all for your continuous service towards your homes, schools, and communities. Continue to serve with passion, focus, and love, never letting it stray from your focus. Thank you!

Approval of Reports

RESOLVED: That the CNH Board approves all executive, appointed, and committee reports
[M: Tyler Moran, D28S LTG | S: Jacklyn Song, D03S LTG, PASSED]

Approval of DCON 2025 Budget

RESOLVED: That the CNH Board approves the amended DCON 2025 Budget [SEE APPENDIX B]
[M: Corey Umamoto, D19N LTG | S: Lili Stukas, D08E LTG, PASSED]

Approval of CNH Policy Manual Revisions

RESOLVED: That the CNH Board approves the Revised Policy Manual
[M: Tyler Moran, D28S LTG | S: Melquisedec Uribe, D18 LTG, PASSED]

Motion to Adjourn

RESOLVED: That the CNH Board moves to adjourn the District Board Meeting
[M: Anthony Ludegna, D36N LTG, PASSED]

MEETING ADJOURNED AT 11:54 AM PDT

Respectfully Submitted By:



Tak Nishida
District Secretary
2024-2025



Austin Alves
District Governor
2024-2025



Geoff Tobias
District Administrator
2024-2025

APPENDIX A: ATTENDANCE

Attendance for this Board meeting was completed by District Secretary Tak Nishida

EXECUTIVE COMMITTEE

DISTRICT GOVERNOR Austin Alves
DISTRICT SECRETARY Tak Nishida
DISTRICT TREASURER Elizabeth Gilmore
DISTRICT ADMINISTRATOR Geoff Tobias

LIEUTENANT GOVERNORS

DIVISION 2 NORTH Alex Zhao Chen
DIVISION 2 SOUTH Emily Nguyen
DIVISION 3 NORTH Samantha Sabinas
DIVISION 3 SOUTH Jacklyn Song
DIVISION 4 CENTRAL Ian Encarnacion
DIVISION 4 EAST Serena Zhang
DIVISION 4 NORTH Kyle Nguyen
DIVISION 4 SOUTH Sabrina Tran
DIVISION 4 WEST Josh Chang
DIVISION 5 NORTH Shaianne Relucio
DIVISION 5 SOUTH Haley Alberto
DIVISION 7 NORTH Katelynn Nguyen
DIVISION 7 SOUTH Kaylie Estonilo
DIVISION 7 WEST Vanessa Quon
DIVISION 8 EAST Lili Stukas
DIVISION 8 WEST Michelle Han
DIVISION 10 NORTH Brandon Yan
DIVISION 10 SOUTH Oralee Tran
DIVISION 11 Lily Nock
DIVISION 12 EAST Jackie Wei
DIVISION 12 SOUTH Natalie Do
DIVISION 12 WEST Hillary Mai
DIVISION 13 NORTH Anna Tamayo
DIVISION 13 SOUTH Lukas Minkevich
DIVISION 13 WEST Ivy Chieng
DIVISION 14 Prabhleen Kour - ABSENT
DIVISION 15 EAST Joannah Silvestre
DIVISION 15 NORTH Kaori Delacruz
DIVISION 15 SOUTH Charlize Lin
DIVISION 15 WEST Sienna Villalobos
DIVISION 16 EAST David Lara
DIVISION 16 NORTH Jordin Sasha Danaram
DIVISION 16 OASIS Aaron Limb
DIVISION 16 SOUTH Emma Enriquez
DIVISION 16 WEST Taye Sangkhae
DIVISION 18 Melquisedec Uribe
DIVISION 19 NORTH Corey Umamoto
DIVISION 19 SOUTH Emi Do
DIVISION 20 Manya Kumar - ABSENT
DIVISION 21 East Jared Santos
DIVISION 21 West Leah Vickery - ABSENT

DIVISION 22 HIKINA Tamara Lum
DIVISION 22 KOMOHANA Rylen Talaro
DIVISION 22 MAKAI Malakai Keawe-Correa
DIVISION 23 Sydney Duong
DIVISION 24/29 Ruben Rosales Solano
DIVISION 26 NORTH Saoirse Hansen
DIVISION 26 SOUTH Katie To
DIVISION 27 NORTH Addis Dzebic
DIVISION 27 SOUTH Michael Angelo Tolentino
DIVISION 28 EAST Jonathon Adler
DIVISION 28 NORTH Alexis Pamintuan
DIVISION 28 SOUTH Tyler Moran
DIVISION 28 WEST Ariel Yeater
DIVISION 30 NORTH Kaitlyn Zhang - ABSENT
DIVISION 30 SOUTH Devin Le
DIVISION 31 Savina Jabbo - ABSENT
DIVISION 32 Joanna-Thi Phung
DIVISION 33 Ceana Sierra
DIVISION 34 CENTRAL Melody Chen
DIVISION 34 NORTH Rico Tan Chen
DIVISION 34 SOUTH Joey Choi
DIVISION 35 EAST Jackie Lin
DIVISION 35 WEST Isabella Cardenas
DIVISION 36 EAST Kayla Pham
DIVISION 36 NORTH Anthony Ludegna
DIVISION 36 WEST Evan Santiago
DIVISION 37 EAST Angelina Tran
DIVISION 37 NORTH Dante Nguyen
DIVISION 37 SOUTH Sabina Pedido
DIVISION 37 WEST Angela Zenteno
DIVISION 39 Autumn Boulden - ABSENT
DIVISION 42 EAST Suzy Youn
DIVISION 42 WEST Isabella Wedemeyer
DIVISION 43 Jenika Francisco
DIVISION 44 NORTH Ashley Kim
DIVISION 44 SOUTH Aaron Dang
DIVISION 44 WEST Jasmine Yosef
DIVISION 45 Avalyn Zigenis
DIVISION 46 NORTH Aarushi Vyas
DIVISION 46 SOUTH Michelle Cisneros
DIVISION 47 Irene Kim

APPOINTED BOARD

DISTRICT NEWS EDITOR Nia Danelia
DISTRICT TECHNOLOGY EDITOR Vera Faith Del Rio
DISTRICT VISUAL MEDIA EDITOR Cassie Nguyen
COMMUNICATIONS AND MARKETING Isabelle Schinzing
DISTRICT CONVENTION Tristan Decious
KIWANIS FAMILY & FOUNDATION Leya Wu
MEMBERSHIP DEVELOPMENT & EDUCATION Rachel An
MEMBERSHIP GROWTH Amelia Gaspar
MEMBER RECOGNITION Sarah Ganiko
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Carolyn Kao
SERVICE PROJECTS Alice Sar

KIWANIS COMMITTEE

DISTRICT ADMINISTRATOR Geoff Tobias*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Patricia Larrigan*
SPECIAL ASSISTANT Marek LeBlanc
SPECIAL ASSISTANT Pete Ballew
DISTRICT SLP DIRECTOR Timothy Cunning
REGION 1 Lisa Watson*
REGION 1 Erika Keppeler*
REGION 3 Kathy Kendrick*
REGION 3 Brian Lai
REGION 4 Interim support by Marek LeBlanc
REGION 5 Hanna Santee*
REGION 6 Marshall Roberson
REGION 7 Doug Ridnor*
REGION 7 Patricia Larrigan
REGION 8 Elsie Nash
REGION 8 Greg Ronkainen

REGION 9 Victor Chan*
REGION 9 Kent Screechfield
REGION 10 Interim support by Patricia Larrigan
REGION 11 Carole Farris*
REGION 12 Anna Kanbara
REGION 13 Lon Salgren
REGION 14 Ayshea Burroughs
REGION 15 Interim Support by Victor Chan and Kent Screechfield
REGION 16 Bruce Mercado*
REGION 16 Nikko Galanosa
REGION 17 Carissa Yen*
REGION 17 Erinn Wong*
REGION 18 Charlene Masuhara*
REGION 18 Joshua Chang*

*Signifies an Executive/Chair/Editor Mentor

GUESTS

CNH KIWANIS GOVERNOR Carol Farris
CNH KIWANIS GOVERNOR-ELECT Doug Frost
EXECUTIVE DIRECTOR OF CNH KIWANIS Mark McDonald
DISTRICT SLP DIRECTOR | Tim Cunning
SAN GABRIEL KIWANIS CLUB | **D10 KIWANIS LTG** Pat Foltyn
GREEN VALLEY KIWANIS CLUB | James Santee
CNH Children's Fund President-Elect | Bob Larsen
Division 24/29 Kiwanian | Brent Wingett

APPENDIX B: DCON 2025 BUDGET

		2024-25 Budget (Ontario)
Income		
21.401.01	On Time Registration 713+96 @ \$250.00	\$202,250.00
21.401.03	Late Registration 150 @ \$305.00	\$45,750.00
21.410.00	Hotel and City Rebates	\$5,000.00
21.420.00	Sponsorships	\$7,500.00
	District Sales	\$4,000.00
21.404.05	Old Board Dinner	\$4,000.00
	Total Income	\$268,500.00
Disbursements		
21.506.00	Adult Attendee Background Checks	\$0.00
21.508.00	Audio Visual (General Sessions)	\$20,000.00
21.509.00	Audio Visual (Seminar Rooms)	\$5,000.00
21.510.00	Audit Fees	\$2,000.00
21.512.00	Awards	\$7,000.00
21.520.00	Band or D.J. (Includes ASCAP Fees)	\$600.00
21.522.12	Board Training (Meals) (82 LTG-Elects + 2 Trainers)	\$2,000.00
21.522.20	Board Officer Pins, etc. (From Key Club International)	\$450.00
21.530.02	Comp Meals, Old Board (96) <i>New Board pays registration</i>	\$11,040.00
21.530.04	Comp. Meals, Kiwanis Committee (30)	\$3,450.00
21.530.06	Comp. Meals, VIP's (15)	\$1,725.00
21.530.07	Comp. Housing (Board Old & New)	\$28,407.30
21.530.08	Comp. Housing (Kiwanis Committee)	\$6,242.45
21.530.09	Comp. Housing (VIP's)	\$3,451.15
21.533.00	Convention Center Rental	\$39,600.00
21.540.00	Credit Card Fees	\$0.00
21.554.00	Convention T-Shirts	\$9,000.00
21.550.00	Decorations	\$450.00
21.565.00	Hospitality Programs (Ice Cream Social)	\$1,600.00
21.576.02	Meals, (Saturday Breakfast) 863 x's \$22	\$18,986.00
21.576.03	Meals, (Saturday Dinner) 863 x's \$38	\$32,794.00
21.576.06	Meals, (Saturday Lunch) 863 x's \$33	\$28,479.00
21.576.05	Meals, (Sunday Brunch) 863 x's \$22	\$18,986.00
21.576.08	Board Lunch 200 persons	\$7,500.00
21.576.09	Meals (Water Service)	\$5,000.00
21.660.00	Postage	\$0.00
21.671.00	Name Badge Processor	\$0.00
21.575.00	Board Dinner	\$4,000.00
21.585.00	Bad Debts	\$0.00
21.662.00	Pre-Convention Planning	\$500.00
21.666.00	Printing	\$750.00
21.670.00	Registration Supplies	\$1,800.00
21.670.05	Registration Software	\$75.00
21.672.00	Rental (Truck + Fuel)	\$600.00
21.676.00	Ribbons	\$500.00
21.680.00	Refunds DCON 2020	\$0.00
21.686.00	Souvenir Item Buttons	\$500.00
21.690.01	Speakers (Speaker Fee, 2 nights housing, travel)	\$3,500.00
21.690.02	Speakers (Other)-Music/Entertainment	\$0.00
21.706.00	Staff Housing & Travel (Tim)	\$900.00
21.730.00	Telephone Expense	\$250.00
20.745.00	Hotel Peformance Fee	
20.865.00	Depreciation	\$700.00
	Total Disbursements	\$267,835.90
	Net Excess of Income over Disbursements	\$664.10