



Michigan District of Key Club Meeting Minutes

Winter Board Meeting // Kalamazoo Radisson Hotel

Friday, January 10th, 2020

- I. Call to Order by District Governor Elyana Hussain at 7:02 P.M.
- II. Roll Call by District Secretary Preston Parana
 - A. Members present — 23
 1. District Governor Elyana Hussain
 2. District Secretary Preston Parana
 3. District Treasurer Nadia Nasir
 4. District Bulletin Editor River Pease
 5. District Co-Lieutenant Governor Chair & LTG Division 3 Emma Reid
 6. LTG Division 2 Constance Fluharty
 7. LTG Division 8 Hannah Bogner
 8. LTG Division 9 Cheyenne Timmerman
 9. LTG Division 10 Olivia Bradlee
 10. LTG Division 12 Connor Wencel
 11. LTG Division 15 Rebecca Schwartz
 12. Kiwanis Family Relations Chair Rebecca Galloway
 13. Membership Development Chair Raneem Beydoun
 14. New Club Building Chair Suhitha Kotala
 15. Projects Chair Haydar Hassan
 16. Events Chair Alex Hughes
 17. Zone Advisor for Divisions 1, 2 & 3 John Knapp
 18. Zone Advisor for Divisions 9, 10, 11 & 12 Lisa Lambright
 19. District Administrator Audrey Salesburry
 20. Assistant Administrator Alysia Rollins
 21. Associate Administrator for Conferences & Meetings Megan Cadle
 - B. Members absent — District Co-Lieutenant Governor Chair & LTG Division 16 Emily Hoyumpa, LTG Division 1 Jordan White, LTG Division 6 Madison Goretski, LTG Division 11 Prisha Guha, LTG Division 14 Bianca Hami
 - C. Guests
 1. International Trustee Hannah Povroznik (West Virginia)
 2. International President K'lana Schnack (Nebraska-Iowa)
- III. Pledge of Allegiance led by LTG Division 12 Connor Wencel



- IV. Key Club Pledge led by International President K'lena Schnack
- V. Rules for the Weekend led by District Administrator Audrey Salesburry
 - A. Executive Board only allowed computers
 - B. Try to avoid cell phones
 - C. Curfew (midnight)
 - 1. Be respectful of others in the hotel
- VI. Fall Rally Discussion
 - A. Pre-Survey Results
 - 1. Improvements
 - a) Trifolds for service projects were not effective in terms of people getting up and moving
 - b) Spirit committee chaos — execution of games was not organized and committee members were not bringing members to participate in the games
 - c) Hallways were crowded in the hallways after the workshops; contain members in the workshop space
 - d) Needed more interactive activities among Key Clubbers; people stayed within their own groups/friends.
 - (1) Should also have games for people who aren't as outgoing, such as cards
 - e) People were not going to workshops when they should have been (workshops are mandatory)
 - f) Fall Rally promotion
 - g) People weren't productive during lunch
 - h) Clothing drive "failed" monetarily
 - i) Location of the event was not centralized for all divisions
 - (1) Availability of schools is hard; have to work around their schedule
 - 2. Things that went well
 - a) Workshops were greatly executed; learned a lot from the material
 - b) Registration was hype, not a huge line
 - c) Speaking skills at the mic
 - d) Members were very comfortable with each other
 - e) Games (such as trivia and icebreakers) were fun
 - f) Made lots of friends from Key Club members



- g) Theme was very cohesive and implemented into decorations, the workshops
 - h) Overall flow of the event was great
 - i) Learned new things for upcoming Key Club events
 - j) Bake sale raised over \$200 for KCAH
 - 3. We need to ensure that these comments are noted (in your survival kit) so that people will want to keep coming back (if advisors have bad experiences, may discourage clubs from Fall Rally attended)
 - 4. Fall Rally Survey Responses
 - a) Generally correlate d-board comments
 - b) Opening session was confusing (no buckets for Miracle Minute)
 - (1) Too long (as well as closing session)
 - c) Needs more explanation of the Fall Rally schedule
 - d) People liked the registration
 - e) Tie Dye & Blanket Making = favorite workshops
 - f) People want service projects, interactive activities to meet new Key Clubbers from other schools
 - g) International Academy of Macomb may want to host Fall Rally
 - (1) Necessary to change Fall Rally locations for all Key Clubs to get the opportunity to get involved
- VII. KCAH Money, SLC Ads, and Goody Bag Items Reminder
 - A. Must pay \$150 for KCAH, \$100 in SLC ads, 400 goody bag items
 - B. Goody Bags background
 - 1. SLC participants always receive goody bags from the district upon arriving
 - 2. Be creative: don't all bring in food/candy or pens!
 - 3. Spreadsheet made for goody bag items, insert items to be more organized *find on the Shared with Me for Google Drive
 - C. KCAH background (pays for packaging meals)
 - 1. Due date is February 1st
 - D. SLC Ads
 - 1. Reach out to Kiwanis clubs! Are willing to help
 - 2. The money should be sent in early
 - 3. Due date is February 1st
- VIII. Distinguished/RFL Q&A
 - A. RFL



1. Overview of all of the work done within your term
 2. Contents
 - a) Dues collection
 - b) Communication
 - c) Service hours (at least 50)
 - d) Letter of recommendation
 - e) Face-to-face contact
 - f) ERFs/MRFs
 - g) All MRFs you've submitted
 - h) OTC information
 3. Is somewhat expensive: have to print some things in color
 4. Turn it in to Audrey by SLC 2020
 5. Start NOW!
 6. We can provide notes sheets for you to explain extenuating circumstances! Don't be afraid to ask
- B. Outstanding District Officer
1. Should apply as long as you've been following the committee directives
 2. Will send a Google Doc to everyone; don't use the International site until further notice
- IX. Preparing a Survival Guide
- A. Go month by month and record all information necessary for a successor!
 - B. Provide tips! This is the most important part, it allows for growth within your position and for the district
 - C. Required to submit a survival guide within the Dropbox on a Google Form
 - D. However, some may need to provide more resources for successors (like ERFs, an example of a newsletter, etc)
 1. Elyana and Preston will talk and she will send requirements for survival kits in an email
- X. Update on Dues Request & Membership as a District led by District Treasurer Nadia Nasir
- A. Look for clubs in YOUR division that have not paid — communicate with them!
 - B. Pay your dues for your own club as well
 - C. Fundraising was limited; idea to make a motion for House of Delegates



- D. Dues are currently \$13 (6 for the district); looking to increase \$14 (+1 for the district)
 - 1. Won't discourage Key Clubbers from joining
 - 2. As members increase, the general revenue will increase for the district, ensuring financial stability
 - 3. Moved by District Co-Lieutenant Governor Chair Emma Reid to send this proposal to SLC's House of Delegates
 - a) Seconded by LTG Division 10 Olivia Bradlee
 - b) No further discussion
- XI. Executive Board Performing Duties Update to D-Board
 - A. Governor: Elyana
 - 1. Won a visit from K'lana by submitting service project ideas (Charity Fashion Gala)
 - 2. Visited 3 Key Clubs: UAIS; P-CEP; Fordson (talked about SLC, service projects)
 - 3. Attended 2 Kiwanis Divisional Council Meetings
 - 4. Attended service project for Downriver West Kiwanis
 - 5. Creating a President/Editor MRF
 - 6. Two TIC Calls
 - a) Trustee Independent Committee: created by International President Emily Rice
 - b) Committee can centralize on a trustee's passion
 - c) Sistrict T-Shirt Fundraiser and the Sistrict Olympics allows for this goal to be considered
 - 7. Started a survival kit/distinguished binder
 - 8. Creation of progress reports
 - 9. District Governor Award
 - 10. Task Force Committee Work
 - a) Task force: will be in place until directives are complete
 - b) Competitors of Key Club; service organizations
 - (1) Interact Club is an example
 - c) Members of task force have created reports to present at an international board meeting to identify what Key Club can improve upon
 - (1) What's attracting students to these organizations instead of Key Club?
 - d) Elyana: NHS/Interact
 - 11. Promotion of the Kiwanis International Scholarship
 - 12. In charge of holding/delegating E-Board calls



13. Divisional Planning Subcommittee work
 14. Created candidates packets
 15. Created a Key Leader SLC Ad
 16. LovePit Circle K Fall Rally
 17. Monitor MRF submissions
- B. Secretary: Preston
1. Lots of information :) taken from the Winter Board Report 2020 of District Secretary Preston Parana
- C. Treasurer: Nadia
1. K-Fam Contest (sending information, promotion)
 2. Yankee Fundraiser work
 3. Creation of newsletters
 4. Finding new candidates to District Treasurer
 5. Charity Fashion Gala work
- D. Editor: River
1. Snapchat/Instagram usage
 2. SLC pin/shirt design
 3. Creation of and updating new website
 - a) Website videos
 - b) New SLC page too
 4. Instagram/newsletter grading
 5. Winter Wolverine Key distribution/assignments
 6. New newsletters (editors/d-board)
- E. LTG Chair: Emma
1. Finding a successor for Division 3 LTG
 2. Promotion of SLC
 3. Contacting clubs (phone calls/texts)
 4. Preparing RFL
 5. Club visitation (only 2 more clubs to hit)
 6. Held another council meeting
 7. Monthly newsletter
 8. Instagram posts (progress and promotion of the district material)
- XII. Replacing Yourself led by District Governor Elyana Hussain
- A. What led you to run for your position?
 - B. Make sure to network if you are interested! Find inspiration!
 - C. Find a problem and use your passion to set you apart from other candidates



- D. Run because you think you're best for that position; don't back out because you think other people might beat you!
 - 1. Take the risk, but also recognize the requirements and you KNOW that it will be a big commitment!
 - E. If you don't win, other positions are always available; LTG spots, committee chairs
- XIII. LTG Chair Proposal Presentation led by District Co-Lieutenant Governor Chair Emma Reid
- A. What are your requirements/responsibilities as a Lieutenant Governor?
 - B. As an LTG Co-Chair, Emma oversaw 5 divisions across the district (which means 5x the work)
 - C. Essentially, LTG co-chair should become an elected position at SLC (separating both positions)
 - 1. Only Lieutenant Governors who currently serve on the district board could apply
 - 2. Could help other Lieutenant Governors who are struggling with their own problems
 - 3. As LTG Co-Chair, you must serve your own division, oversee all Lieutenant Governors, and oversee all divisions with vacant LTG positions
 - 4. If nobody runs from the district board, someone from the next district board can be appointed by the District Administrator and Governor immediately
 - 5. Lamese (who was an LTG Chair but not an LTG for her own division) did a great job and was very effective in serving vacant divisions and preparing LTGs for RFL
 - 6. LTG Chair would be a single position
 - 7. Provides leadership opportunities for high school students who want to run for LTG for their own division
 - 8. Moved by District Secretary Preston Parana to pass along the LTG Chair proposal to SLC's House of Delegates
 - a) Seconded by LTG Div 2 Constance Fluharty
 - b) No further discussion, motion passes
- XIV. Critiques of the Executive Board & Adult Team by the District Board
- A. People who join the district board past SLC will need more information to integrate them into the board



- B. Deadlines can get overwhelming; should implement a Google Calendar for the district board to set deadlines and assignments to be more organized
 - C. LTGs serving as Committee Chairs
 - 1. Our bylaws states that we appoint people, so we would have to change the bylaws
 - 2. May increase development in LTGs but remove leadership opportunities for people to serve as a committee chair
 - 3. May overwhelm LTGs (being a chair at one time of the year while also communicating with your own clubs)
 - 4. Hard to balance positions on the club board as a committee chair currently
 - 5. Committee chairs serve as an open position where candidates who lost an election can still serve on the district board
- XV. Adjournment — Friday
- A. Moved by LTG Div 2 Constance Fluharty to adjourn Winter Board — Friday Night
 - B. Seconded by District Co-Lieutenant Governor Chair Emma Reid
 - C. Meeting adjourned by District Governor Elyana Hussain at 9:04 P.M.