



Michigan District of Key Club Meeting Minutes

Summer Board // Michigan District of Kiwanis Headquarters

Saturday, August 10th, 2019

- I. Call to Order by District Governor Elyana Hussain at 10:06 A.M
- II. Roll Call by District Secretary Preston Parana
 - A. Members present — 24
 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 & Lieutenant Governor of Division 3 Emma Reid
 6. District Co-Lieutenant Governor Chair & Lieutenant Governor of Division 16 Emily Hoyumpa
 7. Division 1 Lieutenant Governor Jordan White
 8. Division 4 Lieutenant Governor Ethan Hance
 9. Division 6 Lieutenant Governor Madison Goretski
 10. Division 7 Lieutenant Governor Yash Gautam
 11. Division 8 Lieutenant Governor Hannah Bogner
 12. Division 9 Lieutenant Governor Cheyenne Timmerman
 13. Division 10 Lieutenant Governor Olivia Bradlee
 14. Kiwanis Family Relations Chair Rebecca Galloway
 15. New Club Building Chair Suhitha Kotala
 16. Projects Chair Haydar Hassan
 17. Membership Development Chair Raneem Beydoun
 18. Events Co-Chair Ishaan Gupta
 19. Assistant Administrator Alysia Rollins
 20. Zone Advisor for Divisions 1, 2, & 3 John Knapp
 21. Zone Advisor for Divisions 9, 10, 11, & 12 Lisa Lambright
 22. Executive Director of Michigan District of Kiwanis Greg Smith
 23. Kiwanis District Governor Larry Memmer
 - B. Members absent (excused) — 1; Division 2 Lieutenant Governor Constance Fluharty
 - C. Members late (unexcused) — 1, Division 12 Lieutenant Governor Connor Wencel
 - D. Members late (excused) — 1, Division 11 Lieutenant Governor Prisha Guha



- E. Members absent (unexcused) — 1, Events Co-Chair Anthony Mendoza
- III. Pledge of Allegiance led by Division 6 Lieutenant Governor Madison Goretski
- IV. Key Club Pledge led by Division 10 Lieutenant Governor Olivia Bradlee
- V. Energizer: Two Truths & A Lie with a Twist led by District Bulletin Editor River Pease
- VI. Approval of Spring Board Meeting Minutes
 - A. Moved by District Secretary Preston Parana to approve the Spring Board Trainer Meeting Minutes (May 10-12) for Friday, Saturday & Sunday
 - B. Seconded by Co-Lieutenant Governor Chair Emma Reid
 - C. No further discussion, motion passes
- VII. SLC & Fall Rally Possible Themes Presentation & Discussion led by Events Co-Chair Ishaan Gupta
 - A. Superheroes & Villains
 - 1. Potential quotes: “Not all heroes wear capes” or “With great power comes great responsibility.”
 - 2. Decorations
 - a) Masks & more
 - 3. Cons: almost too similar for the conventions Solution: maybe connect to other branches of Disney?
 - B. Decades
 - 1. Types of Decades
 - a) 80s/70s Fall Rally
 - b) 20s (Great Gatsby)
 - 2. Streamers, Balloons & Props
 - 3. Pro: easy to decorate, not too similar (being that they correlate for both events). Would be budget friendly. Very fun to dress up for. Quote: “Service never goes out of style”
 - 4. Cons: coming up with a slogan, girls’ outfits for the 20s break SLC dress code.
 - C. Disneyland/Fairytales
 - 1. Spirit ideas - competitions
 - 2. Movie inspiration
 - 3. Fairy tales embedded within Disneyland
 - a) Leaning more to this than Mickey Mouse when thinking of Disneyland itself (is a LARGE category)



4. Potential quotes: "Be our guest, be our guest, put our service to the test" or "Serving is a dream come true."
5. Pro: lots of cheap decorations, have princess dresses.
6. Con: copyright

D. Space

1. Planets coming down at Fall Rally, rocket ships
2. Pro: decorations, lights, & background are great
3. Con: using helium will not reinforce district project; harder to dress up.
4. Theme flexibility? — Area 51 or Aliens included?

E. Hunger Games — Mockingjay & Catching Fire

1. Pro: "I volunteer as tribute," "May the odds be ever in your favor." Assassin Spirit Competition idea from Alysia
2. Con: copyright issues, decorations, dressing, awareness of the Hunger Games, hard to differentiate and make theme known

F. Idea: merge Fairy Tales & Decades for each conference?

G. Theme Decision

1. Moved by Division 7 Lieutenant Governor Yash Gautam to make the Decades our Fall Rally & SLC theme
2. Seconded by Division 1 Lieutenant Governor Jordan White
3. No further discussion, motion passes

VIII. SLC Speaker Idea led by Assistant Administrator Alysia Rollins

A. Krystal White from Key Leader

1. Pro: Available for speaking in general sessions, workshops. Budget friendly
2. Would be our best choice, we are open to new ideas

B. Decision

1. Moved by District Secretary Preston Parana to choose Krystal White as our SLC Speaker
2. Seconded by Co-Lieutenant Governor Chair Emily Hoyumpa
3. No further discussion, motion passes

IX. Robert F. Lucas Outstanding Lieutenant Governor Award led by District Secretary Preston Parana & Co-Lieutenant Governor Chair Emma Reid

A. What is RFL?

B. How to Apply

1. Make a binder of all you've done, turn in to SLC
2. 15 total tabs & labels
 - a) Contents
3. Forms for Proof in terms of Communication



- a) Examples: screenshots of divisional group chats, text messages.
- 4. How Submissions are Graded
 - a) 1220 / 1525 total points
 - b) Will gain more points if you explain in a note for that section why you were not able to get 100% points, and what efforts you put forth
- 5. You can still apply for RFL even if not attending ICON!
- X. District Project Update led by Projects Committee & Chair Haydar Hassan
 - A. Bimonthly Kit
 - B. How to Embrace District Project
 - a) Service Project Ideas
 - b) Every day activity
 - c) Club activity
 - C. Project TV Episode & Social Media activity
 - a) One video posted
 - b) Next one will be shot today
 - D. Composting
 - E. Organization Directory & Importance
- XI. Summer Service Ideas led by Projects Committee Chair Haydar Hassan
 - A. Reusable goodie bags
 - B. Clean Up Contest
 - C. Building wells for African communities
 - D. Recycle Decorating
 - E. Letter to the Heart
 - F. Plann Picnic
 - G. School donation
 - H. Bake sale
- XII. Divisional Changes Proposal led by District Secretary Preston Parana
 - A. Moved by Co-Lieutenant Governor Chair Emily Hoyumpa to postpone discussion until Fall Board so that a divisional planning committee can be created & we have a developed presentation to propose new changes
 - B. Seconded by Division 1 Lieutenant Governor Jordan White
 - C. No further discussion, motion carries
- XIII. Lunch at 12:06 P.M
- XIV. Membership Retainment led by Membership Development Committee & Chair Raneem Beydoun
 - A. Membership Development Feedback Google Form



1. Designed to recognize problems with struggling clubs
2. Provide individual help to fix them
- B. Meet the Committee Video — introduces committee
- C. Recruitment Training Packets
 1. LTGs: send to clubs when finalized!
 2. Helps strengthen club by promoting new strategies
- D. Promotional Flyers: will be released on the website
- E. Summer & Spring Issue of Newsletters
 1. Promotion
 2. Content
- F. Monday Membership Tips
- G. Future Plans
 1. Instagram
 2. Fall Rally
- XV. Chartering New Clubs led by New Club Building Committee & Chair Suhitha Kotala
 - A. Spreadsheet of Schools without Key Clubs; released committee kit; created an email template; established contact with schools interested in chartering clubs; getting closer with Kiwanis clubs to help establish new Key Clubs
 - B. Individual Goals & Committee Goals
- XVI. Kiwanis Connections led by Kiwanis Family Relations Committee & Chair Rebecca Galloway
 - A. K-Fam Directory; Award for K-Fam Contact (Fall Rally & SLC); K-Fam Contest on Instagram & email; Events Calendar Plan & Google Map for all MID K-Fam branches
 - B. Send in pictures from K-Fam events!
 1. Ideas to get involved with all branches of Kiwanis
- XVII. Ad Sales, KCAH Money, Goody Bags led by District Governor Elyana Hussain & Assistant Administrator Alysia Rollins
 - A. KCAH Requirement: \$150, but don't feel limited! Do more!
 1. Know what to expect, don't begin filling in now
 2. Updated versions will be sent out this week; all completed forms sent to Alysia
 3. Fundraising ideas
 4. Don't wait! Start now!
 - B. SLC Ads Requirement: \$100
 1. Picture 8 x 11 ad
 2. Line ad — short message



C. Getting rid of goody bags

1. Pros
 - a) Welcoming for district convention
 - b) Being involved & recognizing SLC theme
 - c) Prevents conflict & relieving
2. Cons
 - a) Contradicts Save the Earth Initiative
3. Solution
 - a) Look for alternative to look goody bag items
(1) Bag return?
4. Discussion
 - a) Moved by District Secretary Preston Parana to limit discussion to five more minutes.
 - b) Seconded by Division 10 Lieutenant Governor Olivia Bradlee
 - c) Five minutes will remain on the discussion
5. Decision
 - a) Moved by Division 7 Lieutenant Governor Yash Gautam to continue providing goody bags to Key Club registrants at SLC.
 - b) Seconded by Co-Lieutenant Governor Chair Emma Reid
 - c) No further discussion, motion passes

XVIII. District Fundraiser Ideas led by District Treasurer Nadia Nasir

- A. Otis Spunkmeyer; Michigan Fudge; Old Fashioned Candy; Chipotle; Heart Lollipop Fundraiser; Chocolate Rose; Bake sale at Fall Rally
 1. No current fundraiser ideas that don't involve food
- B. Other ideas: selling boxes of chocolate bars, profitable; Yeti cups.
- C. Discussion
 1. Moved by District Bulletin Editor River Pease to limit discussion to five more minutes.
 2. Seconded by District Secretary Preston Parana
 3. Five minutes will remain on the discussion
- D. Decision
 1. Moved by District Bulletin Editor River Pease to have a bake sale at Fall Rally, a Chipotle fundraiser, and Yeti Cups for our selected district fundraisers.
 2. Seconded by Division 9 Lieutenant Governor Cheyenne Timmerman



3. No discussion & a majority vote, motion passes
- XIX. Committee Time
- XX. Chair & LTG Split Time
- XXI. Fall Rally Committee Time
- A. Spirit Work & Assignments
 - B. Workshops Work & Assignments
 - C. Decorations Work & Assignments
- XXII. Approval of Budget led by Assistant Administrator Alysia Rollins & District Treasurer Nadia Nasir
- A. General Budget
 1. Moved by District Secretary Preston Parana to approve the General Budget for the 2019-2020 MIDKCI
 2. Seconded by Division 9 Cheyenne Timmerman
 3. Remarks regarding the District Budget from Executive Director of the Michigan District of Kiwanis Greg Smith
 4. Motion passes for the General Budget
 - B. Fall Rally Budget
 1. Recent changes review
 2. Moved by District Secretary Preston Parana to approve the MIDKCI Fall Rally 2019 Budget
 3. Seconded by Co-Lieutenant Governor Chair Emily Hoyumpa
 4. Discussion
 - a) Add \$50 to Decorations committee for needs
 - b) Moved by District Bulletin Editor River Pease to change the Decorations committee budget by \$50.
 - c) Seconded by Division 9 Lieutenant Governor Cheyenne Timmerman
 5. Decision
 - a) Motion passes — Decorations committee budget
 - b) Motion passes — Fall Rally 2019 budget
 - C. Service Leadership Conference Budget
 1. Additions/changes
 2. Moved by District Bulletin Editor River Pease to approve the 2020 MIDKCI Service Leadership Conference Budget
 3. Seconded by Division 10 Lieutenant Governor Olivia Bradlee
 4. No further discussion, motion passes
- XXIII. Replacing Yourself led by District Governor Elyana Hussain
- XXIV. Dinner at 6:00 P.M
- XXV. ERF & MRF Progress led by District Secretary Preston Parana



- A. Introduction
- B. Election Report Forms District Progress
 - 1. 70 total ERFs submitted, 110 active clubs
 - 2. Goal: 90% submissions for active clubs
 - 3. LTG Board Report Purpose
 - 4. ERFs 101
 - a) When due; where located; why implemented
 - b) Tips for promotion & completion
 - (1) Club visits
 - (2) CC Elyana, your LTG chair, & me
- C. ERF Updates, Clarification & Recognition
 - 1. District Digital ERF Spreadsheet Access
 - 2. Divisional LTG Report Review
 - 3. ERF Recognition (100%)
 - a) LTG Division 16 Emily Hoyumpa
 - b) LTG Division 3 Emma Reid
 - 4. Incomplete ERFs Meaning
 - 5. Directory Progress
 - a) Have shared NEW directory, look over club info
 - b) Planned date of release
- D. ERF LTG Call & Strategic Planning
 - 1. LTG Call Overview of Discussion
 - 2. Tips & Tricks that were Discussed
- E. ERFs within RFL
 - 1. Writing notes for incomplete task
 - 2. Percentage of divisional ERFs from active clubs is the points you receive out of 100
- F. MRF District Progress
 - 1. Only 25 clubs individually submitted
 - 2. Club responses to online MRF review
 - 3. Goals
 - a) MRF Submissions: 50%
 - b) Average Relationship with LTG: 4.5 out of 5
 - c) Average Relationship with Division: 4 out of 5
 - 4. LTG Board Report (MRF) Purpose
 - 5. MRFs 101
 - a) Where available; when due; why promote/complete
 - b) New formatting & 2019-2020 changes summary
 - c) Tips for Promoting



(1) 100% MRFs Award

(2) Resources & guides available; CC me

G. MRF Updates & More

1. District Digital MRF Spreadsheet Access
2. Divisional LTG MRF Report
3. 100% MRF Award Proposal & List Update
4. MRF Recognition for hitting Goals of MRF Responses

H. Contacting Unresponsive Clubs

1. Step 1: Past President/Secretary
 - a) 2018-2019 directory & social media
2. Step 2: Faculty Advisor & Kiwanis Advisor
 - a) Email, phone calls, text messages
 - b) Ask about club elections
3. Step 3: Sponsoring Kiwanis Club President/Secretary
 - a) Use MID Kiwanis directory, are very responsive
4. Step 4: High School (Office & Principal)
 - a) Also use high school website, may have club info
 - b) Pretend that you're an incoming freshman who wants to know more about the club
5. Step 5: Planning a Club Visit

I. Election Report Feedback Form

1. Importance
2. Overview
3. LTGs: complete it together

J. Summer Secretary Call

1. August 17th, Google Meet, 12:00 P.M
2. Trains you and your secretary for the upcoming year!

K. Plagiarism

1. Future instances will NOT be tolerated

XXVI. Wolverine Key Update led by District Bulletin Editor River Pease

A. Past Issue & Details

B. Upcoming Fall Issue

1. Trustee Introduction
2. Custom Fall Graphics
3. Miscellaneous Content

C. New MIDKCI Website

1. Will show at hotel due to technical difficulties

D. Subscription to the Website

E. Instagram Account Update



1. Stories vs. posts & what is considered a post
 2. Instagram guidelines refresher
- XXVII. Board Polos led by Assistant Administrator Alysia Rollins & District Governor Elyana Hussain
- A. Board polos no, crewnecks yes?
 - B. Moved by Division 9 Lieutenant Governor Cheyenne Timmerman to implement River's crewneck design shown at Summer Board 2019
 - C. Seconded by Division 8 Lieutenant Governor Hannah Bogner
 - D. No further discussion, motion passes
- XXVIII. International Update: I-Council & Trustee
- A. Video Update from International Trustee Hannah Povroznik
 - B. LeadCon Video
 1. Remarks from District Governor Elyana Hussain
 - C. Hannah's Calls
 1. Sign up to ask questions about your position!
- XXIX. Newsletter & Member of the Month Winners
- A. Raffle Winners
 1. New Club Building Chair Suhitha Kotala
 2. Division 12 Lieutenant Governor Connor Wencel
 3. Events Co-Chair Ishaan Gupta
 - B. Newsletter of the Quarter Winner: Division 4 LTG Ethan Hance
 - C. D-Board Member of the Quarter Winner: Division 16 LTG Emily Hoyumpa
 - D. E-Board Member of the Quarter Winner: District Secretary Preston Parana
- XXX. Delta Plus & Kudos
- A. Delta: side bar, time management, less time allotted for more important topics, not giving attention to presenters, energy decreased after dinner, not enough sleep, way too much conversation. Discussion gets repetitive
 - B. Plus: so many snacks, meeting everyone from board, presenting passionately about topics, laughing and bonding with new board. Professionalism, everyone respects everyone's work.
- XXXI. Remarks from Adult Administrative Team
- XXXII. Adjournment — Saturday
- A. Moved by Division 1 Lieutenant Governor Jordan White to adjourn Summer Board Meeting — Saturday
 - B. Seconded by Division 7 Yash Gautam
 - C. Meeting adjourned by District Governor Elyana Hussain at 8:35 P.M.