



Michigan District of Key Club Meeting Minutes

Winter Board Meeting // Kalamazoo Radisson Hotel

Saturday, January 11th, 2020

- I. Call to Order by District Governor Elyana Hussain at 9:11 A.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'lena Schnack (Nebraska-Iowa)



- III. Pledge of Allegiance led by Kiwanis Family Relations Chair Rebecca Galloway
- IV. Key Club Pledge led by New Club Building Chair Suhitha Kotala
- V. Energizer led by District Bulletin Editor River Pease
 - A. Cheerleader (rock, paper, scissors tournament)
- VI. SLC Planning Report led by Events Chair Alex Hughes
 - A. Workshops Committee
 - 1. Room requirements
 - 2. Promoting SLC in your newsletters, email, Instagram posts
 - 3. Don't know how to implement 1920s names into the workshops
 - B. Decorations Committee
 - 1. Photo booth, 1920s theme coming along well (having a standup 1920s vehicle)
 - 2. Red/gold carpet to SLC
 - 3. Lights in the rooms changed (to yellow or green)
 - 4. Gold/black streamers will be utilized
 - 5. Key Club sticker is not yet organized, we have to give them our logo
 - a) Not sure which logo will be put onto the wall
 - C. Decorations/workshops meeting will be at the same time
 - D. Spirit Committee
 - 1. No meetings yet
 - 2. Building upon last year's ideas
 - 3. We have an agenda with ideas to talk about
- VII. SLC Discussion & Brainstorming
 - A. Phone calls to clubs (the importance, gathering information about SLC attendees, submitting dues and increasing membership to clubs)
 - B. Overall review of SLC (taken from Spring Board meeting minutes just to keep in mind ideas for improvement)
 - C. Time spent for LTGs/chairs to call clubs to seek more information
- VIII. SLC Pin Discussion led by District Bulletin Editor River Pease
 - A. Was sent to email
 - B. Same logo for t-shirt as well
 - C. Pins will be enamel (outline of the whole design is raised from the background)
 - 1. No longer basic



2. Will get a major deal from a website, passing up the normal pin
 3. \$270 for 500 pins
- D. Shirt colors will be black and yellow, the idea of 3 colors will be the same
- E. Moved by District Secretary Preston Parana to implement River's SLC pin idea for SLC 2020
1. Seconded LTG Division 2 Constance Fluharty
 2. No further discussion, motion passes
- IX. District Committee Work Time (30 minutes)
- X. Brief Committee Reports on Work
- A. Mem-Dev
1. Google Form for membership recruitment/retainment feedback (11 responses) (make sure to email clubs and promote!)
 2. Creation of certificates for members who attend SLC
 3. LTG promotion contest, deciding the prize
 4. Winter Kit plans (releasing before SLC)
 5. Emails sent to all clubs under 25 members, sent a packet for Recruitment
 6. Plans for Retainment of Members packet
- B. New Club
1. 2 kits released — 1 coming soon
 2. Potential clubs spreadsheet (all committee members sent out 5-6 emails to see if schools were interested in starting a club)
 3. Helping Division 15/16 clubs charter!
 4. Last kit = making a brochure for getting ideas to help schools start clubs
- C. Projects
1. Organization directory & composting manual
 2. 3 kits released — next kit coming soon
 3. Project press out each month w/ project spotlight and service ideas
 4. Made calls to environmental-friendly organizations for SLC sponsorships or collaborations
- D. K-Family
1. Planning on creating a badge for attending SLC
 2. Pamphlets to talk more about the K-Fam and increasing awareness



3. Planning the workshop
 4. 3 kits released (Winter Contest, other care packages for contest winners were shipped) — need 1 more kit
 5. Work with Elyana to invite more K-Fam members to reach out to SLC
 6. Promotion of UMich Serve-A-Thon
 7. Attending 3 Kiwanis Divisional Council Meetings — promoting SLC and financially supporting clubs
- E. Preston has worked with all committee chairs for End of Year Report
- XI. SLC Committee Work Time (45)
- XII. Brief Committee Reports on SLC Work
- A. Spirit
1. Vibe night on Friday night (games, karaoke, music, dance)
 2. End of Saturday, count stickers that each club has collected to choose the Spirit Stick winner
 3. Members that play games receive stickers
 4. Workshop presenters give out stickers
 5. Percentage? No idea how to explain.
 6. Removing scavenger hunt.
 7. Taking volunteers from District Board for game hosts
 8. Games: Smartie, Reusable Cups (Cup Bong), Party Hose, board games (Uno, Monopoly, CandyLand, Twister)
 9. River will help to create the Snapchat filter
 10. #ServeLikeGatsby
 11. Vibe night = Speakeasy
 12. Decorated tupperware for Miracle Minute, send reminders on Kiwanis Events App
- B. Decorations
1. Wedding decorations that were obtained
 2. Gold table cloths
 3. Red carpet from party city
 4. See if the hotel will allow us to do table confetti
- C. Workshops
1. Meeting room requirements
 2. Assigned 2 people to every workshop to contact individuals
 3. Found time for a K-Fam and Mem-Dev workshop
 4. Get rid of the 20s names because people will not understand the slang
 5. Bring in spare t-shirts for the dog toys!



- a) Can be any t-shirt
- XIII. Break for Lunch at 12:00 P.M. (1 hour)
 - A. Moved by LTG Div 2 Constance Fluharty to adjourn for lunch
 - 1. Seconded by LTG Co-Chair Emma Reid
 - 2. Meeting adjourned for lunch
- XIV. Toastmasters Training on Public Speaking & Workshops (Practice)
 - A. Speaking Up Agenda
 - 1. Characterize public speaking
 - a) Applying our knowledge: organizational meetings (Key Club!), class presentations, personal conversations, telephone calls
 - b) Fear of public speaking: glossophobia (75% of people are scared of public speaking!)
 - (1) Some feel nervous or panic
 - 2. Preventing nervousness
 - a) He who says "he can" and he who says "he can't" are both usually right
 - b) Mental preparation — know your audience!
 - c) Accept nervousness! That is OKAY! Try to smile!
 - d) Audience isn't there to laugh at you, they are there to help you succeed
 - (1) Don't ever apologize though!
 - e) Think "conversation" and not speech!
 - f) Visualize yourself being successful!
 - g) Physical preparation
 - (1) Drink water; rest; relaxation; BREATHE; know your body
 - (2) Deep breaths
 - (3) Releasing stress: taking a bath; muscle techniques
 - h) The more you smile, the more the audience will smile back!
 - i) Gestures
 - (1) Conventional
 - (2) Descriptive
 - (3) Emotional
 - j) Stance & posture
 - k) Leave your hands to your side
 - l) Vary your voice (and tempo of voice)



- m) Don't speak in slang/acronyms
- 3. Practice and preparation
 - a) Practice ideas, not words, but if practicing a speech, know where you will be there
- 4. Impromptu speech
- 5. Committing to action
- XV. Hotel Tour/Discussion (45 minutes)
- XVI. District Project Discussion led by the Projects Committee
 - A. Animal Care
 - 1. Purpose
 - a) We take advantage of animals
 - b) Need to raise awareness, save species for wildlife
 - 2. Service Ideas
 - a) Animal shelter
 - b) Dog toys
 - B. Project Awareness
 - 1. Purpose
 - a) Poverty relief, helping those who aren't fortunate
 - 2. Service Ideas
 - a) Homeless shelter donations
 - C. Project Wellness
 - 1. Purpose
 - a) Emotional/mental/self care
 - 2. Service Ideas
 - a) Positive Sticky Note
 - b) Stress Less Week
 - D. Idea: expand upon depression/mental health issues
 - 1. May run into issues with counselors; different schools with different systems
 - E. Many d-board members like Project Wellness
 - 1. Cons: awareness instead of service; Yellow Tulip projects already have mental illness awareness
 - F. Project Awareness feedback
 - 1. Name is very confusing
 - 2. One More Meal impact — Nadia's story
 - G. Moved by LTG Div 2 Constance Fluharty to use Project Awareness as our next district project (with the changed name)
 - 1. Seconded by LTG Div 9 Cheyenne Timmerman



- XVII. Divisional Planning Subcommittee Presentation led by District Secretary Preston Parana
- A. Division 1 & 2
 - Moved by Preston Parana, Seconded by Connie Fluharty
 - Motion passed
 - B. Division 4 & 8
 - Moved by Preston Parana, Seconded by Emma Reid
 - Motion passed
 - C. Division 15 & 16
 - Moved by Preston Parana, Seconded by Rebecca Schwartz
 - Motion passed
- XVIII. District Fundraisers Update/Material led by District Treasurer Nadia Nasir
- A. Will be checking in to see if clubs have tried to work with clubs
 - 1. Who doesn't like candles?
 - B. Anyone from the United States can support us; 45% profit
 - C. Steps to place an order can be found on the flyers made by Nadia
 - D. Will be emailed to LTGs to send to clubs
 - E. On average, the cost of candles could be around ~20 (around 5-10 items per person is expected)
- XIX. "The Foundation of the Club Secretary" Presentation led by District Secretary Preston Parana
- A. ERFs Updates
 - Total ERF's 87 total, 4 incomplete (Out of 112 active clubs)
 - 76% submissions, 73% completion
 - New ERF digital form for 2020-2021
 - B. MRFs Updates
 - 1. 100% Monthlies, 211 total online MRFs
 - 2. 45 clubs individually sent MRF's
 - 3. Average LTG relationship is 4.1
 - C. Food Reimbursement Request/Proposal
 - Everyone bought food for OTC's
 - Adults are on the same page
 - Motion passed (Not an actual motion)
 - D. Winter Addendum/Fall Addendum
 - E. Discussion among D-Board
- XX. International Update led by International Trustee Hannah Povroznik
- A. Breaking the stigma of International being seperated
 - B. "Those who nurture are to be remembered"
 - C. Current state of Key Club International



1. Strategic Plan
 2. State of Key Club video
 3. ICON planning
 - a) ICON is a camp like no other
 - (1) Can meet with incredible leaders across many districts
 - (2) Will elect the International Board
 - (3) Understand your leadership position
 4. Is Hannah's duty to represent us! She is here to support us and support our ideas!
- D. International Committees
1. Executive
 2. Global Outreach
 3. Member and District Resources
 - a) Service/Partnership Opportunities
 4. International Opportunities
 - a) YOF Grants
 5. Public Relations
 - a) Fall Rally Recaps/Promo Videos
- E. TIC Update & Objectives
1. Sistrict pals = foster communications
 2. Sistrict olympics = promote service through friendly competition (ends February 1st), 15 submissions!!!
 3. Eliminate T-shirt fundraiser
- F. Key Newsletter Elements
1. TIC Updates
 2. International Updates
 3. Member Spotlight
 4. Service Partners
 5. Board Meeting Highlights
 6. Inspiring Quotes
 7. Sistrict Olympics
 8. District Highlights
- G. Monetary Support for Service Projects
1. Halo Grant
 - a) Must fill out a small synopsis to the website by April 30th, clubs are granted funding up to \$2500
 2. Kiwanis Gives Online



- a) Similar to GoFundMe, online platform to donate for service initiative
- H. International Scholarships
- I. A Touch of Inspiration
 - 1. "Small acts, when multiplied by millions of people, can transform the world."
- XXI. International Competition led by International President K'lena Schnack
 - A. Community Initiative
 - 1. Encourages members to go out into the community, find an issue that currently affects them, make a plan to solve this issue, and present this issue to a panel of judges (with a strict rubric)
 - 2. How do we start getting involved as a district this year?
 - a) This is the first year this project has come to life
 - b) Executive Committee will be assisting you and Hannah will also be a resource
 - 3. What is the prize?
 - a) Certificates, but there are other scholarship applications to make ICON more affordable
 - 4. What is the inspiration?
 - a) Key Club needs to keep up with competing organization
 - b) Our membership decline
- XXII. Moved by LTG Div 2 Constance Fluharty to perform all of the Sunday activities tonight to allow for Upper Michigan d-board members to leave earlier
 - A. Seconded by LTG Div 12 Connor Wencel
 - B. No further discussion, motion passes
- XXIII. Adjournment for Dinner
 - A. Moved by LTG Co-Chair Emma Reid to adjourn for dinner
 - B. Seconded by LTG Div 10 Olivia Bradlee
 - C. Meeting adjourned by District Governor Elyana Hussain at 5:45 P.M.
- XXIV. LTG Split Chair Time (45 min - 1 hr)
- XXV. Our Year
 - A. Improvement
 - 1. Active communication with clubs for events
 - 2. Getting the last ERFs for the year
 - 3. Visiting clubs
 - 4. Posting on Instagram accounts



5. Talking with other branches of Key Club
6. Utilizing ALL social media platforms
7. Being proactive instead of reactive
8. Forming relationships and then having to leave :(
9. Juggling being an LTG and an LTG chair
10. Managing time better overall

B. Good

1. Getting close to (officers of) active clubs
2. Getting close to 100% ERFs
3. Newsletters (brand guide)
4. Increasing interclub projects in the division
5. Acknowledging due dates
6. Communicating with board members
7. Finding ways to get feedback from clubs
8. Joining the district board!
9. Following your passion
10. A learning process
11. Divisional Planning Subcommittee, changes to HOD
12. Less stress overall

XXVI. Outstanding Awards and KUDOS

- A. Newsletter: K-Fam Chair Rebecca Galloway
- B. E-Board: Co-LTG Chair Emma Reid
- C. D-Board: Events Chair Alex Hughes

XXVII. Delta/Plus

A. Delta

1. Not being productive at certain times
2. Getting up (late) in the morning
3. Last board meeting ever :(
4. Fighting with Elyana just because I was tired
5. Staying more focused when board meetings/presentations go longer than expected
6. Studying for school this weekend
7. Sleep deprivation
8. Winter Board approached way too fast
9. Weather :(

B. Plus

1. Working to put on an amazing SLC
2. Playing Jenga
3. Seeing/bonding with everyone again :)



4. Genuinely having conversations, feeling comfortable and having this community
5. Pranking Nadia
6. "Why aren't we bonding as a board?" was solved
7. Everyone's optimism and inclusiveness
8. LTG chair time/LTG chair proposal
9. Divisional Planning Subcommittee proposal
10. Hannah's Snowflake
11. We made it!
12. There will be another board that was the same
13. Toastmasters

XXVIII. Adjournment — Saturday

- A. Moved by District Bulletin Editor River Pease to adjourn Winter Board — Saturday
- B. Seconded by LTG Div 2 Constance Fluharty
- C. Meeting adjourned by District Governor Elyana Hussain at 9:27 P.M.