

# Meeting Minutes

## New Jersey District of Key Club International

Below you will find the meeting minutes for the **MAY board meeting**, as recorded by District **Secretary Abigail Lee**. Meeting minutes are a detailed outline of all topics and ideas discussed during board meetings. All board members are expected to review this resource prior to the next board meeting.

May 2024



## Call to Order Governor Chen

The May board meeting for the 2024-2025 New Jersey District Board of Key Club International was called to order at 9:08 a.m. on Sunday, May 19th, 2024 at the Hilton Garden Inn in Bridgewater, New Jersey.

Pledge of Allegiance	Lieutenant Governor Alavez
Board Meeting Inspiration	Lieutenant Governor Lu
Key Club Pledge	Lieutenant Governor Pogozeleski

## Roll Call Secretary Lee

Lieutenant Governor of Division 1	Benita Mendez Alavez
Lieutenant Governor of Division 2	Demi Lu
Lieutenant Governor of Division 3	Chase Pogozeleski
Lieutenant Governor of Division 4	Farhan Labib
Lieutenant Governor of Division 5	Riddhi Jariwala

## Roll Call Secretary Lee

Lieutenant Governor of Division 6	Aryahi Chikkala
Lieutenant Governor of Division 7	Tyler Cuccurullo
Lieutenant Governor of Division 8	Saksham Gupta
Lieutenant Governor of Division 9	Ella Buerkle
Lieutenant Governor of Division 10	Mia Grossman
Lieutenant Governor of Division 11	Caroline Attanasio
Lieutenant Governor of Division 12	Andrew Roberts
Lieutenant Governor of Division 13	Nidhi Lund
Lieutenant Governor of Division 14	Bea Ascalon
Lieutenant Governor of Division 15	Marco Osorio <b>ABSENT</b>
Lieutenant Governor of Division 16	Maria Reyes
Lieutenant Governor of Division 17	Janvi Singh
Lieutenant Governor of Division 18	Ari Kestenbaum
Lieutenant Governor of Division 19	Anniha Dorce
Lieutenant Governor of Division 20	Henry De Jesus
Lieutenant Governor of Division 21	Haley Erickson <b>ABSENT</b>
Lieutenant Governor At-Large	Chloe Chung
Lieutenant Governor At-Large	Christine Prince
District Governor	Justin Chen
District Secretary	Abigail Lee

## Roll Call Secretary Lee

District Treasurer	Rashi Jakhotiya
District Editor	Harshini Asokumar
District Webmaster	Aidan Heaney

## Kiwanis Committee Attendance

Zone Administrator	Mrs. Kristen Fischer
Zone Administrator	Dr. Steven San Filippo
Zone Administrator	Mrs. Christine Cheung
Zone Administrator	Ms. Jessica Sciamanna <b>ABSENT</b>
Zone Administrator	Ms. Deborah Meade
Financial Counselor	Mr. Andrew DeFelice <b>ABSENT</b>
Asst. District Administrator	Mrs. Bonnie Sturm
District Administrator	Ms. Cristina Trecate

## Introduction of Guests DA Trecate

International Trustee	Ethan Schmidt
NJ Circle K District Governor	Sanya Majmudar
Kiwanis Governor Elect	Martin Slezak



# Comments from Guests

## Comments from Intl. Trustee Schmidt

- Ethan was introduced as the liaison between the district board and international board, serving the New Jersey, Jamaica, and Bermuda districts.
- May has been slower, with most efforts focused on ICON.
- The Executive Committee has been working on a dues amendment proposal to raise dues from \$7 to \$10, creating related resources, and hosting informational sessions.
- The Global Relations Committee has been contacting Kiwanis from different countries.
- The Membership Development and Growth Committee has been focusing on strategic planning.
- The Programs and Partners Committee has been planning the Spring Forward campaign with Start Strong Zambia (UNICEF) and the May Positively Pledge with Erika's Lighthouse.
- The ICON Committee has been involved in promotion, contests, and overall planning of ICON in Atlanta.

## Comments from Governor Majmudar

- Sanya Majmuda, introduces herself as the NJ Circle K Governor.
- NJ Circle K has 9 active clubs, 271 members, 12 K-Family events, and 763 service hours.
- They are working on streamlining the process of logging service hours.
- Active Minds and Brick by Brick are programs for the CKI Governor's project.
- CKI is organizing SLP events to connect Key Clubs with Circle K.
- Recently, they raised \$300 for ICON. They are sending seven members to ICON and have created LTG helpers.
- The K-Family picnic will be on Sunday, July 28th. The K-Family Chair of CKI created a senior form for interested KCI members.
- All committee chairs have been selected and are focusing on membership retention.

# Budget

## District Budget Overview DA Trecate & Treasurer Jakhotiya

### 1. Mileage and Reimbursements:

- Reimbursement amounts are fixed by Kiwanis and cannot be exceeded.
- Funds should not be used for leisure or careless spending.
- Budget Review and Approval -
- Review specific changes for later approval.

### 2. Budget Calculations:

- Based on a reduced membership of 9,500.
- Multiplied by district dues for a total of approximately \$66,000.

### 3. Allocations:

- Executive and LTG Budget: \$1,625, based on the number of clubs, totaling \$4,260.
- Midwinter Board Meetings: \$12,000 (two boards -- current and newly elected).
- Key Leader Subsidies: \$1,000.
- Professional Fees (Accounting and Financial Technical): \$1,200.

### 4. All Board Meetings: \$15,000.

- Supplies: \$400.
- Public Relations: \$500.
- Travel Outside of District: \$250.
- Miscellaneous: \$490.
- Communications Technology Software: \$1,500.
- ICON Supervision: \$500.
- ICON Subsidies: \$8,000, totaling \$40,000.
- District Convention (Decon): \$19,000.

Total Projected Spending: Approximately \$65,000.

### 5. Action Items:

- Review the proposed budget changes.
- Prepare for final approval at the next meeting.



# Oral Reports

## Executive Reports

**Governor,**  
Justin Chen

**Completed:** Attended the Kiwanis Mid-Year Conference on April 13th, attended the 1st Official New Jersey Circle K Board Meeting on April 20th, attended the Kiwanis Board Meeting on May 11th to issue some Key Club Updates, issued multiple sources regarding upcoming District Events prior to established committees for Lieutenant Governor Emails, made spring RTC Flyer, created and released applications for 1st - Half and Standing Committees and committee positions, established committees, issued Governor's Greeting Flyer, issued a May Monthly's Governor's Message Flyer, attended the annual GATC at KCI Headquarters, created a probation system for the 24-25 service year, implemented a new Executive MRF, created an activities tracker for the LTGs and executive officers to keep accountability on tasks, created the District Project Voting Ballot, selected our District Webmaster (Aidan Heaney), selected another Lieutenant Governor At - Large (Christine Prince), held a Executive Committee meeting and training session on May 16th

**Future:** Start to develop a strategic plan for this service year. streamline a weekly / biweekly email communication system with the District Board, implement a new section to the LTGMRF regarding committee work that is being done (will be delegated to Secretary Lee), continue writing monthly Governor's Messages, start hosting Governor's Monthly Office Hours to directly communicate with Key Clubbers

**Secretary,**  
Abigail Lee

**Completed:** Created a google classroom for the Lieutenant Governors, created google drive folder, created six forms including the new CMRF, LTGMRF, OTCRF, DCMRF, DERF, and the club roster form, made flyers for the CMRF and club roster form and distributed to LTGs to be included in their newsletters, annouced a roll call assignment for LTGs, created a district-wide google drive with 19 subfolders for the entire board, released all of the forms for the board and went through the individual responses for the month of March, released first meeting minutes for district approval and established a system for board meeting draft minutes to official minutes for efficiency, added club officer information to LTGMRF to be checked and updated every month.

**Future:** Work on the district directory, collect state-wide officer contact information, begin working on the district handbook, coordiate with committee chairs and executive officers for articles, and start first fall mailing all before the beginning of the school year

# Oral Reports

## Executive Reports

<b>Treasurer,</b> Rashi Jakhotiya	<p><b>Completed:</b> Seven weekly dues reports including club tracker, created a google classroom for District Board, made milage long and Membership Update Center presentation, working with membership growth and retention committee</p> <p><b>Future:</b> Work in partnership with MGR committee and with the District Financial Counselor</p>
<b>Editor,</b> Harshini Asokumar	<p><b>Completed:</b> Created promotional flyers for newsletters, working with communication and marketing, created a new information sheet, keeping track of the newsletters, working on the first jersey key and promotional materials</p>
<b>Webmaster,</b> Aidan Heany	<p><b>Completed/Future:</b> Working on complete website relaunch, develop a new hosting platform, updated the current website with new information especially in regards to ICON, updated committees information, posted new forms, published DECON meeting minutes on website, planning to update LTG information</p>



# Oral Reports

## Standing Committee Reports

<b>International Programs,</b> LTG De Jesus	2 meetings, created a committee calendar, focusing on increasing communication through flyers and posts for service partners, created email template for Thirst Project Key Club Walks, researched and contacted new service partners pertaining to the district project, 2 flyers created, created a layout for each committee member, delegated assignments for RTC presentations, made newsletter from Erika's Lighthouse, create a video for Erika's lighthouse positivity pledge--posted on (@nj_keyclub)
<b>Communication and Marketing,</b> LTGs Prince & Chung	2 meetings, trained all members, created 11 new templates, began the "100 days till 100 years" concept, started throwback Thursday as well as fun fact Fridays, made 5 new posts, created a post schedule, created a group chat and google classroom, and forms for any inquires and throwback Thursdays
<b>District Project Steering,</b> LTG Lu	2 meetings, established work delegation, created a schedule for topic flyers and newsletters, ensured an activity is attached to every flyer/article to boost engagement, working on getting a speaker from Erika's Lighthouse for fall rally
<b>Kiwanis Family Relations,</b> LTG Erickson	2 meetings, gotten in contact with the different branches of the Kiwanis Family, created flyers for the different branches, in the process of writing an article
<b>Advocacy,</b> LTG Gupta	2 meetings, splitting up the months for a monthly focuses, creating four different projects for theme of "health awareness," began preparing projects such as a club level "advocacy liasion"
<b>Membership Recognition,</b> LTG Attanasio	1 meeting, restarting spotlight Sundays, beginning a raffle for people who are submitted for spotlight Sundays, working on a fall rally ticket giveaway for "summer of service" campaign, highlighting service project, thinking of the give away for decon scholarship



# Oral Reports

## First-Half Committee Reports

<b>Fall Rally Registration, LTG Labib</b>	2 meetings, went over timeline for the year and creating a packet, expecting change of date, delegating tasks for the packet, and in the process of planning a promo video, started a script and working with Programs Committee
<b>Fall Rally Programs, LTG Dorce</b>	2 meetings, settled on the theme of cartoons, began working on service project which will be tied into district project, considering a hygiene drive, working on changing the script, working with Registration Committee for posts, started creating flyers and videos
<b>Regional Training Conference Workshops, LTG Buerkle</b>	2 meetings, delegated tasks to committee members, gave out assignments to the District Board
<b>Regional Training Conference Programs, LTG Erickson</b>	2 meetings, chose a theme for Spring and Fall RTCs which is "Cities around the world," developed a 'Save the Date' flyer for Spring RTCs and May Newsletters, made a registration google form for Spring RTCs to collect emails, selected board members to speak in the script at RTCs, finishing script and the program

## Board Action Governor Chen

Appoint Webmaster Heaney	<b>First:</b> LTG At-Large Prince	<b>Second:</b> LTG Roberts
Appoint At-Large LTG Prince	<b>First:</b> LTG Gupta	<b>Second:</b> LTG Erickson
Approval of District Administrative Budget	<b>First:</b> LTG Cuccurullo	<b>Second:</b> LTG Chikkala
Approval of Unofficial DECON 2024 Board Meeting Minutes	<b>First:</b> LTG Dorce	<b>Second:</b> LTG Roberts
Approval of Lieutenant Governor Reports	<b>First:</b> LTG Alavez	<b>Second:</b> LTG At-Large Prince
Approval of Executive Reports	<b>First:</b> LTG Attanasio	<b>Second:</b> LTG At-Large Chung
Approval of Committee Reports	<b>First:</b> LTG Lund	<b>Second:</b> District Treasurer Jakhotiya
Approval of Fall Rally Theme	<b>First:</b> LTG Chikkala	<b>Second:</b> LTG Reyes
Approval of Advocacy Focus	<b>First:</b> LTG Gupta	<b>Second:</b> LTG Labib
Approval of District Project: Mental Health Services & Support	<b>First:</b> LTG De Jesus	<b>Second:</b> LTG Buerkle



## Open Floor

- Remarks about Decon scholarship for North and South Jersey, aimed at individuals who haven't attended Decon before.
- Proposal for small advocacy committees within individual clubs, including advocacy representatives.
- Possible contests and awards related to advocacy efforts.

## Ending Remarks DA Trecate

- The May Board meeting is the start of the service year and people are enthusiastic, however it's a marathon so be ready to pace yourself and be proactive.

## Adjournment Governor Chen

Moment of Reflection	Lieutenant Governor Labib
Motion to Adjourn	District Treasurer Jakhotiya
Second of Motion	LTG At-Large Prince

The MAY board meeting for the 2024-2025 New Jersey District Board of Key Club International was adjourned at 12:01 p.m. on Sunday, May 19th, 2024.

*Thank You*

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Abigail Lee  
2024-2025 District Secretary  
alee@njkeyclub.org