

# Meeting Minutes

## New Jersey District of Key Club International

Below you will find the meeting minutes for the **November 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.

Nov. 2024



## Call to Order Secretary Lee

The November board meeting for the 2024-2025 New Jersey District Board of Key Club International was called to order at 9:04 a.m. on Sunday, November 17th, 2024 at the Berkeley Oceanfront Hotel in Asbury Park, NJ.

Pledge of Allegiance	Secretary Lee
Board Meeting Inspiration	Lieutenant Governor Lund
Key Club Pledge	Lieutenant Governor Ascalon

## 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 <b>ABSENT</b>
Lieutenant Governor of Division 7	Tyler Cuccurullo <b>ABSENT</b>
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
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
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 <b>ABSENT</b>
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
Zone Administrator	Ms. Deborah Meade
Financial Counselor	Mr. Andrew DeFelice
Asst. District Administrator	Mrs. Bonnie Sturm
District Administrator	Ms. Cristina Trecate

## Introduction of Guests DA Trecate

NJ Circle K Board Co-Service Chair	Michael Deem Jr.
International Trustee	Lina Mousa



# Comments from Guests

## Comments from Trustee Mousa

### International Committee Updates:

#### 1. Executive:

- Launched the Centennial Challenge and revised international awards.
- Discussed a dues subsidy framework for the 25-26 service year.
- November focus: Membership growth discussions with leadership.

#### 2. Global Relations:

- Held six student-led workshops on community impact.
- Featured updates from International Trustees and Italy-San Marino representative.
- Global Engagement Rally: ~500 students from 16 countries, most global yet.

#### 3. Programs & Partners:

- Ran Trick or Treat for UNICEF campaign.
- Planned Governor/District Project resources and graded Youth Opportunities Fund Grants.
- Collaborated with Erika's Lighthouse, Schoolhouse, and Thirst Project.
- Worked on GLC Passion Project and Key Club Week materials.

#### 4. 100th Committee:

- Worked on ICON attendance goals and guest speaker selection.
- Finalized Winter Webinar for Dec 5 and promotional fundraiser materials.
- Continued preparations for the 100th celebration.

#### 5. Communications:

- Refined social media strategies and updated KCI Linktree.
- November focus: Event promotion, feedback gathering, partner collaborations, podcast rebranding, and exploring new communication methods.

## Comments from NJCK Chair Deen

- Kevin introduces himself.
- CKI is excited to attend the Kiwanis Family Prom hosted by Key Club.
- They are steadily growing their membership, currently approaching 100 members, with a goal of reaching 300 members.
- The Key to College Webinars have had over 20 senior registrations so far, and they encourage members to share the opportunity with others.
- Preparations for their district convention are underway.
- Michael expressed gratitude to Key Club for inviting CKI to the fall rally and giving them the opportunity to speak at the event.
- The senior form will be updated and sent out again for Key Clubbers interested in joining NJ Circle K.

# Oral Reports

## Lieutenant Governor Reports

- All Lieutenant Governors present at the board meeting gave an oral report regarding the number of officer training conferences completed, number of divisional council meetings completed, number of dues paid clubs in the division, number of Kiwanis Family visits, number of newsletters, and any completed or upcoming divisional events as of the time of the report. This is in addition to any questions or concerns LTGs have pertaining to their specific positions.

## Executive Reports

### Governor, Justin Chen

**Completed/Future:** Governor Chen has been actively guiding and supporting various committees to prepare for their second-half activities. They organized and distributed the list of '24-'25 Membership Representatives for the standing committees and instructed all committee chairs to send introductory emails to their respective representatives. Governor Chen has been in regular communication with '24-'25 International Trustee Kevin Hidalgo through weekly calls and monthly reports. They have also delegated tasks and conducted check-ins with the District Executive Committee. Governor Chen sent out the Fall Rally District Governor's Report for approval and corresponded with '24-'25 UNICEF Champion Clara Hwang. Additionally, they released the agenda for the '24 November New Jersey Key Club Board Meeting and finalized the rooming list. Weekly communication with District Administrator Trecate has ensured alignment on District events and activities. Looking ahead, Governor Chen plans to publish Mid-Year Correspondence in the coming weeks, hold individual board evaluations, and attend more committee meetings and Division Council Meetings (DCMs).



# Oral Reports

## Executive Reports

### Secretary, Abigail Lee

#### **Completed/Future:** Secretary Lee's Update

Secretary Lee has been actively engaged in numerous responsibilities to support the district's operations. They facilitated the Fall Rally Board meeting while diligently taking meeting minutes and addressed pressing questions from the LTG board reports. The minutes from the Fall Rally Board meeting were finalized and released for approval today. To promote the Fall Rally, Secretary Lee created promotional materials and updated the district directory with new advisor information. Additionally, they scheduled Google Classroom posts for LTGMRFs and newsletter assignments through the end of the service year. For this November board meeting, they prepared drives and created a template for second-half committee reports. Secretary Lee also represented the district at the Global Engagement Rally alongside other board members and sent reminders to LTGs as words of encouragement. In the future, Secretary Lee plans to continue their involvement in committees and ensure the timely release of meeting minutes from this board meeting. They also intend to review the reports from the current board meeting and work on releasing a district publication to keep members informed and engaged.

### Treasurer, Rashi Jakhotiya (read by Secretary Lee)

#### **Completed/Future:** Treasurer Jakhotiya has been

managing dues and supporting new club charters. They've sent weekly dues reminders, created a FAQ newsletter, and developed several resources, including a Treasurer Welcome Letter, dues articles, and a Membership Growth and Reactivation (MGR) guide for the District Handbook. Contributions to the Jersey Key include articles on dues, membership growth, and updates from the MGR Committee. They also created a Google Classroom for District Treasurers and directed LTGs to notify clubs about dues deadlines. Jakhotiya's additional efforts include creating DECON Registration Packet pages, setting scholarship criteria, and hosting MGR Committee meetings to support chartering new clubs. Currently, she is rechartering Woodbridge Academy and officially chartering WWPB's Key Club. She is updating the Dues Tracker, preparing a second newsletter on rechartering and member engagement, and collaborating on an Instagram post to keep members interested.

# Oral Reports

## Executive Reports

**Editor,  
Harshini  
Asokumar**

**Completed/Future:** Editor Asokumar has completed Jersey Key #2, compiling and editing articles, designing formatting on Canva, and submitting it for the Governor's review. As Chair of the Theme Committee, they finalized the theme, "Making Waves: Service by the Shore," and completed related committee work. They regularly update the 2024-2025 Newsletter Tracker, send check-in emails about missing newsletters, and emphasize CCing the District Board. Additionally, Asokumar collaborates with the Membership Growth and Recognition and Communications & Marketing Committees. Current projects include finalizing the distribution of Jersey Key #2, continuing Theme Committee work, and starting Jersey Key #3.

**Webmaster,  
Aidan  
Heaney**

**Completed/Future:** According to Webmaster Heaney, In the past 30 days, the website has received about 550 unique visitors, with 425 coming from Google searches. Popular pages include the Home Page, Decon, Board Members, and K-Family Prom, and a few users have contacted Ms. Trecate/Sturm via the homepage Q&A section regarding club chartering and related topics. Recent updates include creating a mockup contest page, adding the second half of the committees, launching a K-Family Prom page, and adding a Decon countdown (136 days left). Moving forward, the website will be regularly updated with new district and international information, as well as Decon registration packets when they become available. Webmaster Heaney is also collaborating with Ms. Trecate and the Communications & Marketing team on a potential blog and mailing list for Key Club members.



# Oral Reports

## Standing Committee Reports

<b>International Programs, LTG De Jesus</b>	<p>8 meetings. Accomplishments include completing the UNICEF Trick-Or-Treat photo cutout at the Fall Rally Board, capturing pictures of Key Clubbers with the sign, and posting a reel compilation on the district Instagram, which garnered over 2,000 views. They also extended the deadline for UNICEF Trick-or-Treat form submissions and reminded clubs about the campaign. Additionally, the committee met with a Thirst Project representative to discuss how to boost the district's involvement and encourage participation in events like Key Club Walks. Looking ahead, the committee plans to arrange an introductory meeting for Member Representatives and increase involvement with the Thirst Project and their activities.</p>
<b>Communication and Marketing, LTGs Prince &amp; Chung</b>	<p>7 meetings. The committee has been very active on Instagram, posting a total of 74 posts, including 7 Fun Fact Fridays, 9 Throwback Thursdays, 6 Fall Rally posts, 7 Spotlight Sundays, and 7 committee videos. They also instituted new C&amp;M policies on 08/08/24 and created the official NJ Key Club Press Release Template, along with updating the NJ Key Club News Outlet Database. The committee worked on content for the Spring RTC, Fall RTC, Fall Rally Board Meeting, and Fall Rally Interactive Stories. Additionally, they wrote two articles for Jersey Key, contributed an article to the District Handbook, and captured drone footage for DECON videos. The committee plans to continue with the November posting schedule, prepare content for DECON, and edit the official DECON promo video with drone footage. They also aim to send the DECON Press Release to NJ101.5 radio station, work on a direct-to-mail list for Key Club, and schedule a meeting with C&amp;M member reps for December.</p>
<b>District Project Steering, LTG Lu</b>	<p>6 meetings. The DPS committee successfully hosted an Erika's Lighthouse speaker at the Fall Rally and plans to continue their contact with Erika's Lighthouse. They have been actively creating flyers and activities for newsletters and are working on connecting with mental health organizations like NAMI and SPTS. They are also planning for UYC on November 18, 2024. The committee will continue reaching out to various mental health organizations and create more flyers for the newsletter. They plan to collaborate with the DECON Service Project Committee and work with Erika's Lighthouse or NAMI. Additionally, they will host a collection drive at DECON, collecting self-care items and fidget toys.</p>



# Oral Reports

## Standing Committee Reports

<p><b>Kiwanis Family Relations,</b> LTG Erickson</p>	<p>6 meetings. The K-Family committee has connected with all K-Family branches (Kiwanis, Builders Club, Circle K, K-Kids, AKtion) and attended meetings to discuss future plans. Tasks have been assigned, including articles and fliers for newsletters and RTC presentations. They promoted events like the Kiwanis Family Picnic and Bridge of Books, supported seniors with Circle K interest forms, and set a date for Kiwanis Family Prom. Future plans include regional service events with Kiwanis/Circle K, a joint service project (potentially a game night for Builders Clubs), promoting Kiwanis Family Prom, increasing Builder's Club-Key Club connections through webinars, and finalizing event details for Kiwanis Family Prom, including catering, games, and decorations.</p>
<p><b>Membership Growth and Reactivation,</b> Treasurer Jakhotiya (read by LTG Osorio)</p>	<p>5 meetings. The committee has created articles for the website and Jersey Key, including one on retaining members. They've also created a post about the new ICON information, specifically about \$0 rechartering fees, which will be posted on Instagram soon. Additionally, they have reached out to LTGs who have not yet emailed their three new schools about chartering a Key Club. The committee will continue working with LTGs who haven't sent out emails about the approaching dues deadline, urging them to act ASAP. They are also assisting students interested in chartering new Key Clubs and checking in with LTGs to ensure communication with the clubs they've reached out to.</p>
<p><b>Advocacy,</b> LTG Gupta</p>	<p>8 meetings. The committee has created a planner and script for the advocacy event and wrote an article for Jersey Key. Presentations have been created for topics including Infant Mortality, Suicide Prevention, Organ Donation, and Healthcare, with approval pending from the board. A second send-out for Infant Mortality has been scheduled for the 20th, with LTGs having until the 25th to send it. All liaisons have submitted videos presenting their advocacy sub-focuses, and the committee is in progress of creating a post featuring these videos, which will be shared with C&amp;M and LTGs to post on divisional Instagram accounts. The committee aims to run the event smoothly and continue posting relevant content.</p>
<p><b>Membership Recognition,</b> LTG Attanasio</p>	<p>4 meetings. The committee has written articles for Jersey Key #1 and #2, as well as an article for the District Handbook. They worked with Communications and Marketing on the Spotlight Sundays campaign and completed their Summer of Service campaign, recognizing two members for their volunteer work over the summer and rewarding them with free Fall Rally tickets. MRC will continue promoting Spotlight Sundays, with LTGs receiving an email template soon to share with their divisions. They have finalized the questions and criteria for the DECON 2025 scholarship application, which will be sent out once the packet is approved. Additionally, they hope to offer a partial ICON 2025 scholarship to a member or officer, encouraging more non-District Board members to attend.</p>

# Oral Reports

## Second-Half Committee Reports

<b>Script, LTG Lund</b>	2 meetings. They have reviewed last year's scripts, assigned script writers for all three scripts, and created a document with words related to the theme. The position changes spreadsheet was also updated with the 2024-2025 board information. For the future, the committee plans to transfer old LTG speaking parts to new ones, gather information on new awards or contests, and complete editing a week before the January Board meeting.
<b>Workshops, LTG Roberts</b>	2 meetings. The committee has developed a list of potential guest speakers for DECON, proposed a beach workshop idea, and selected workshops to repeat from last year. They also created a Google Form for LTGs to send to clubs, gathering workshop ideas. The committee plans to collaborate with the Programs Committee to finalize the workshop layout, reach out to potential speakers for DECON, and assign them. They will collect pictures for the workshop outline and have LTGs send out the Google Form for workshop ideas and voting. A final list of reused workshops will also be created.
<b>Service Project, LTG Ascalon</b>	2 meetings. The committee has brainstormed six service project ideas: Seashell Decorating, Large Greeting Card, Sunscreen Drive, Walk-a-thon, Birthday Kits, and a Communal Mural/Art Project. Potential partners include Erika's Lighthouse, National Alliance on Mental Illness (NAMI), Habitat for Humanity, and Covenant House. A form regarding the top three service project ideas is due by November 22. The committee will compile a materials list for the service projects, including supplies like seashells, glitter, and markers, and research the best options for purchasing in bulk. They will contact potential partners and research New Jersey organizations, drafting a cold email template. Additionally, they plan to explore collaboration with Standing Committees like the District Project Steering (DPS).
<b>Contests &amp; Awards, LTG Reyes</b>	3 meetings. The committee has set new dates and deadlines for all contests, collaborated with the Advocacy Committee to include the Advocacy Award, and created descriptions with updated judging criteria for each contest. They also made a mockup for the new website (thanks to DW Heaney) and developed prompts for the oratory and essay contests. The committee is working on creating promotional materials for the board to share, developing each form site, and updating the website.



# Oral Reports

## Second-Half Committee Reports

<b>Sergeant-At-Arms, LTG Grossman</b>	2 meetings. The committee has reviewed objectives for before and during DECON, discussed the dress code, and talked about the tie sale. They also brainstormed ideas for a promotional video of the dress code and have already filmed it. In the November Board Meeting, the committee plans to discuss final details for the dress code promotional video and plan when to film and edit it. The filming is complete, and they just need to finalize the editing.
<b>MidWinter Training Conference, LTG Singh</b>	3 meetings. The committee discussed what they liked and wanted to improve from last year, brainstormed ideas for the theme, and chose Camp Key Club with subthemes for each day: Day 1: Igniting the Fire, Day 2: Give Me S'more Leadership, and Day 3: Adventure Awaits. They also brainstormed workshop ideas such as Mock OTC/DCM, vocab sheets, and interactive games like Gimkit, Blooket, and Kahoot, as well as board bonding activities like building forts and a bonfire with s'mores. They started creating the mailing packet and a rough draft of the schedule. The committee is working on mailing list assignments, which are due by December 1st. The rough draft for the schedule will be completed by December, and workshops will be assigned by December 15th..
<b>Amendments &amp; Resolutions, LTG Kestenbaum</b>	1 meeting. The committee had DW Heaney add current amendments to the NJ Key Club website and developed an Instagram post (to be posted next month) to educate members about the amendments and gather input on potential changes. They also created a flyer (to be posted in the upcoming months) about amendments and a Google Form to receive member feedback on what changes they'd like to see. At the upcoming board meeting, the committee plans to review the current amendments and resolutions to ensure they are user-friendly for general members. They will also assess the Google Form to determine if any additional questions or inputs should be included.

# Oral Reports

## Second-Half Committee Reports

<b>Elections &amp; Credentials,</b> LTG Alavez	2 meetings. The committee has been editing the Elections and Campaigning Packet to keep it current, updating the dates, and discussing the use of Calendly. They also talked about conducting a mock election and organizing form votes. The committee plans to set up meetings for each officer and their District Zone Administrator, review the script for elections, and finalize the election dates to select new officers, with the goal of completing this by January.
<b>Scholarships,</b> Secretary Lee	2 meetings. The committee has chosen a new date for scholarships, which is Sunday, February 9th, 2025, at 11:59 P.M. They have updated the links for all forms in the packet and color-coded the sponsor contact information. Emails have been sent to all sponsors (both primary and secondary). The committee will await responses from sponsor emails and collect the respective monetary amounts. The packet will be sent to LTGs for distribution to all members, and submission folders will be created for all responses.



## Board Action Governor Chen

Approval of Official 3rd Board Meeting (October) Minutes	<b>First:</b> LTG Mendez Alavez	<b>Second:</b> At Large Chung
Approval of Lieutenant Governor Reports	<b>First:</b> At Large Prince	<b>Second:</b> LTG Roberts
Approval of Executive Reports + Fall Rally Governor Report	<b>First:</b> LTG Erickson	<b>Second:</b> LTG Dorce
Approval of Committee Reports	<b>First:</b> LTG Reyes	<b>Second:</b> LTG Attanasio
Approval of First-Half Final Committee Reports	<b>First:</b> LTG Lund	<b>Second:</b> At Large Prince
Approval of MidWinter Training Conference Theme	<b>First:</b> LTG Ascalon	<b>Second:</b> At Large Chung
Approval of DECON Theme	<b>First:</b> DE Asokumar	<b>Second:</b> LTG Roberts
Approval of DECON Budget & Pricing	<b>First:</b> LTG Mendez Alavez	<b>Second:</b> LTG Labib
Approval of Advocacy Event in March	<b>First:</b> LTG Dorce	<b>Second:</b> LTG Gupta

## Open Floor Governor Chen

## Ending Remarks DA Trecate

Please heavily promote the District Convention (DECON) – it marks the 100th year, and this will be the biggest and most exciting DECON our district has had in several years. Let's push this promotion across all platforms. I would also like to extend a huge thank you to both the LTGs and the Kiwanis committee for their hard work and dedication so far this service year. Keep up the fantastic work as we head into the second half of the year!

## Adjournment Governor Chen

Moment of Reflection	Lieutenant Governor Osorio
Motion to Adjourn	Lieutenant Governor Mendez Alavez
Second of Motion	Lieutenant Governor Pogozeleski

The November board meeting for the 2024-2025 New Jersey District Board of Key Club International was adjourned at 1:01 p.m. on Sunday, November 17th, 2024

*Thank You*

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