

MEETING MINUTES

New Jersey District of Key Club International

Below you will find the meeting minutes for the **August** **Aug 2025** **Board Meeting**, as recorded by District Secretary Ari Kestenbaum. 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.



Call to Order - Governor Lee

The May board meeting for the 2025-2026 New Jersey District Board of Key Club International was called to order on Saturday, August 9, 2025 on Zoom.

Pledge of Allegiance	Lieutenant Governor Dong
Board Meeting Inspiration	Lieutenant Governor Luper
Key Club Pledge	Lieutenant Governor Agarwal

Roll Call - Secretary Kestenbaum

Lieutenant Governor of Division 1	Divya Das
Lieutenant Governor of Division 2	Andy Dong
Lieutenant Governor of Division 3	Warren LaMonica
Lieutenant Governor of Division 4	Golam Khan

Roll Call - Secretary Kestenbaum

Lieutenant Governor of Division 5	Avery Luper
Lieutenant Governor of Division 6	Sadie Cizin
Lieutenant Governor of Division 7	Jacob Park
Lieutenant Governor of Division 8	Ishika Agarwal
Lieutenant Governor of Division 9	Ella Buerkle ABSENT
Lieutenant Governor of Division 10	Mia Grossman
Lieutenant Governor of Division 11	Bea Ascalon
Lieutenant Governor of Division 12	Priyanka Kumar
Lieutenant Governor of Division 13	Madeline Schmidtberg
Lieutenant Governor of Division 14	Riya Singh
Lieutenant Governor of Division 15	Marco Osorio
Lieutenant Governor of Division 16	Himani Patel ABSENT
Lieutenant Governor of Division 17	Aaskha Katapally
Lieutenant Governor of Division 18	Rewa Jain
Lieutenant Governor of Division 19	Imtiyaz Khalique
Lieutenant Governor of Division 20	Chloe Chung
Lieutenant Governor of Division 21	Victoria Ilardi

Roll Call - Secretary Kestenbaum

District Governor	Abigail Lee
District Secretary	Ari Kestenbaum
District Treasurer	Janvi Singh
District Editor	Khooshi Trivedi
District Webmaster	Tanya Melkote

Kiwanis Committee Attendance

Financial Counselor	Mr. Andrew DeFelice
Zone Administrator	Dr. Steven San Filippo
Zone Administrator	Mrs. Christine Cheung
Zone Administrator	Mrs. Deborah Meade
Zone Administrator	Mr. Shawn Lukac
Asst. District Administrator	Mrs. Bonnie Sturm
District Administrator	Ms. Christina Trecate

Introduction of Guests

Comments from Governor Caraballo

- 100 attendees for Circle K Picnic with 18 Key Clubbers in attendance!
- Circle K board is preparing for the upcoming academic year - getting ready to public summer resources
- Governor Abi and NJ Circle K are setting up meetings with updates

Upcoming Dates:

- 4th Official Board Meeting - September 20th (10am-2pm) at Rutgers
- Insight (Annual Fall Rally) - November 7-9
 - Registration coming up!
- College of NJ - November 22
- District Large-Scale Service Project - in late January/early February

NJ Kiwanis District Governor Elect Cahill

- Recently completed his Community Assessment plans to Kiwanis Int
 - Trying to open/build up Kiwanis clubs in: 1) Hackensack area, 2) Meadowlands, 3) Cedar Grove, 4) West Orange (first attempt was not succesful, so he is trying to formalize it)
- LTGs having trouble with Wayne Valley should reach out Cahill
- Challenges with Warren Key Club + Kiwanis (as Ms. Meade said)
- Very happy to help Key Club!

Int. Trustees Harshini & Oshane

GOALS FOR INT BOARD (OSHANE):

- Reach 250,000 membership
- 1000 members attending ICON - wants NJ to be very prevalent
- Many plans for Global Engagement Rally
- Still is in the planning stage for the upcoming service year
- Hoping that EVERYONE is distinguished\

COMMENTS FROM HARSHINI:

- Reactivation is only \$25 this year
 - Penalty for recharging has been waived this year
- Erika Lighthouse's Give Voice Campaign - September 8-14 for suicide prevention + mental health

Comments from UNICEF Champion (Anisha Mulinti)

- Rising senior at Montville High School
- Excited to work with UNICEF Trick or Treat
- Open to any ideas for new initiatives, service ideas, etc.

Comments from Thirst Project Champion (Ryan Zhang)

- Rising senior at Parsipanny High School
- Issue of water shortage is a very important issue on our planet
- Looking forward to the upcoming service year

ORAL REPORTS

LTG Reports

LTG Div 1 - Divya Das	<ul style="list-style-type: none">• Communicating with LCMR the most - completed their OTCs• Rest of the schools have been a big struggle to communicate with - advisors/members not responsive• No DCMS completed
LTG Div 2 - Andy Dong	<ul style="list-style-type: none">• Have not completed any OTCs or DCMs - planning one late August• All 5 clubs are dues-paid• Have not been able to visit any Kiwanis events, due to Division 2 being far away• Released newsletter• Hoping to plan divisional event in the near future• Only 3 advisors have gone back with their new information
LTG Div 3 - Warren LaMonica	<ul style="list-style-type: none">• Planning divisional event, OTCs+DCMs once the school year starts• Needs contact information for South Jersey
LTG Div 4 - Golam Khan	<ul style="list-style-type: none">• Hosted meeting with officers about the upcoming year• Planning 2 OTCs with West Deptford & Rancocas Valley• Sent out 4 newsletters• Was planning a cross-divisional event
LTG Div 5 - Avery Luper	<ul style="list-style-type: none">• Have not completed any OTCs or DCM• Completed one newsletter• Struggling with communication (firewall blockage)• Planning to visit other Kiwanis clubs
LTG Div 6 - Sadie Cizin	<ul style="list-style-type: none">• Have not completed any OTCs or DCM<ul style="list-style-type: none">◦ Sent out Google Form asking for their availability• Communication is slow in the summer• Going to have division vote on their divisional event
LTG Div 7 - Jacob Park	<ul style="list-style-type: none">• Completed one DCM (4/7 clubs joined)• Fort Lee Kiwanis Charter Night• Sent out 4 newsletters• Generating ideas for Divisional Event• Received input from Ms. Trecate about the characteristics of a charter

LTG Div 8 - Ishika Agarwal	<ul style="list-style-type: none"> • Planning OTCs+DCMs in early September • Student from Princeton wants to charter a club - will be following up with this student at the end of August • Contact with teacher at North Brunswick Middle School for starting a builders club!
LTG Div 9 - Ella Buerkle	<ul style="list-style-type: none"> • Working on OTCs+DCMS in early September • K-Family Picnic (very fun!) • Planning a bracelet-making event for patients in the hospital
LTG Div 10 - Mia Grossman	<ul style="list-style-type: none"> • Hosting OTCs+DCMs in September • Went to the K-Family Picnic • Planning Divisional Event in September
LTG Div 11 - Bea Ascalon	<ul style="list-style-type: none"> • Completed 4 OTCs and planning 4 more • Hosted one DCM in July (6/8 clubs in attendance) • 8 dues paid clubs • Hoping to plan a Youth Homeless Guest Speaker Virtual Event • Warren Tech's officer was open to LTG guest speaker event
LTG Div 12 - Priyanka Kumar	<ul style="list-style-type: none"> • Completed 5 OTCs <ul style="list-style-type: none"> ◦ planning OTC with Somerville and Franklin • Planning to go to Somerset Kiwanis soon • Has big communication challenges with Franklin High School
LTG Div 13 - Madeline Schmidtberg	<ul style="list-style-type: none"> • Clubs have elections in September • Will host OTCs after elections • In communication with Kumpf Middle School Builders Club • Attending the Clark Kiwanis meetings • Thinking of a movie night for Divisional Event • Catholic schools interested in chartering, but weary of lack of religious-affiliation <ul style="list-style-type: none"> ◦ Ms. Trecate explained that NJ Key Club has many other Catholic schools ◦ Explain benefits of joining, like scholarships
LTG Div 14 - Riya Singh	<ul style="list-style-type: none"> • First OTC planned on August 19 • 5 dues paid clubs • Columbia is the only not dues-paid club <ul style="list-style-type: none"> ◦ Officers have collected dues, but the secretary is not paying them

LTG Div 15 - Marco Osorio	<ul style="list-style-type: none"> • Completed all OTCs • Planned out social event during K-Family picnic • 3 schools interested in chartering
LTG Div 16 - Himani Patel	<ul style="list-style-type: none"> • Completed 4 OTCs • Having trouble getting in contact with her sponsoring Kiwanis
LTG Div 17 - Aashka Katapally	<ul style="list-style-type: none"> • 5/7 OTCs completed • 7 dues paid clubs • Planning cross-club Thanksgiving Food Drive by MTHS Key Club • Addressing the firewall issue
LTG Div 18 - Rewa Jain	<ul style="list-style-type: none"> • 1 OTC completed • Attended numerous Livingston Kiwanis meetings/events • Thinking of doing a talent show as a Divisional Event <ul style="list-style-type: none"> ◦ Hoping to complete this by November ◦ Interested in doing a joint-divisional event
LTG Div 19 - Imtiyaaz Khalique	<ul style="list-style-type: none"> • Completed 1 OTC - planning with Clifton and Bloomfield • Struggling with communication with some clubs • Thinking of doing a Fall Festival as a divisional event
LTG Div 20 - Chloe Chung	<ul style="list-style-type: none"> • Confident that she will complete OTCs • DCM planned for August 22 • Has got in contact with Fort Lee Kiwanis - planning on attending their meetings • Applied Tech High School's proposal for chartering was rejected - they are now revising and proposing again
LTG Div 21 - Victoria Llardi	<ul style="list-style-type: none"> • 2 OTCs completed • Completed 1 DCM • Need assistance for officers answering their emails and attending events/meetings • Minimal contact with Pope John

Additional Discussion:

- If there are firewall issues, LTGs should CALL (pick up the phone)
- Some Kiwanis clubs take a break during the summer, so they might not be answering emails for that reason

Executive Reports

District Webmaster Tanya Melkote

Old Business:

- Added headshots to the website
- Updated numerous pages on the website
- Posting weekly on the Instagram
- Developed Google Classroom with District Editor Khooshi

New Business:

- Working on bulk scheduling Instagram posts
- Working on making a website template (for individual clubs)
- Plan to start pushing DECON promotion after Fall Rally

District Editor Khooshi Trivedi

Old Business:

- Created templates for Instagram account
- Communicated with LTGs who did not submit newsletter
- Developed Google Classroom

New Business:

- Working on the Jersey Key
 - Starting to email committees who will be featured on it
- Will be reaching out to C+M regarding the Instagram account

District Treasurer Janvi Singh

Old Business:

- Sending out monthly tips for LTGs
- Working with MGR committee and answered questions about Charter Champion
- Went through Fally Rally Budget with Mr. D

New Business:

- Plan to update the roster with weekly reports
- Wants to make tutorial on how to navigate the MUC and submit dues
- Going to work closely with MGR to get new clubs

District Secretary Ari Kestenbaum

Old Business:

- Developed and sent out Google Form for all club secretaries asking for their feedback
- Created my own meeting minutes template
- Developed individual rosters for each division for the Directory
- Developed the DECON and May Meeting Minutes

New Business:

- Working a lot on the Directory, based on LTG's respective rosters
- Developed district-wide Discord and have begun developing flyers/information email templates

District Governor Abigail Lee

Old Business:

- Engaged in cross-branch meetings within the K-Family
- Continued monthly Governor's Office Hours
- Began serving alongside District Project Steering on the Kiwanis Youth Homelessness Committee
- Worked with MGR to finalize position of charter champion
- Completed 16/25 board member check-ins
- Wrote letters of recommendation for former LTGs applying for the RFL Scholarship

New Business:

- At-large applications and interviews
- Completed member representative appointments
- Attended Kiwanis DECON
- Established Executive Board Buddies
- Established DECON Chair Position

District Goals:

- Hit 100% increase in RTC attendance YoY
 - ⅓ Early Bird Dues Submission
 - Would like executives ⅓ of the way between distinguished directives
-

Standing Committee

International Programs Committee

- Held 4 meetings so far
- 100% attendance rate
- Most recent accomplishment is establishing the Thirst Project champion
- Attended ICON and met service partners
- Created flyers advertising service partners

Plans for Future:

- Planning how to promote Eriika Lighthouse's Give Voices campaign (via social media)
- Big focus on UNICEF Trick or Treat fundraiser- hopefully reaching \$5000

Communications and Marketing

- Held 2 meetings
- Created a post calendar
- Made a post request form

Plans for Future:

- Will be developing a Fall Rally post on Instagram

District Project Steering

- Hosted 5 meetings
- Contacted almost all 7 Homeless Organizations
 - 2 were interested (CFS & Vision+Pathways)
- Developing DP Toolkit
- Worked with Tanya to update the District Project Section in the website
- Brainstormed with District Sec Ari about how to recognize members

Plans for Future:

- Find someone for Fall Rally Speaker from CFS
- Plan to get promotion for September
- Back to School Collection
- Milestone Ladder (working with MR)
- Collection Drive for Fall Rally

<h2>Kiwanis Family Relations</h2>	<ul style="list-style-type: none"> • Held 3 meetings • Created monthly plan and just voted on Event of the Year: Book Drive • Awaiting Key to College dates from Governor Dylan (Circle K) <p>Plans for Future:</p> <ul style="list-style-type: none"> • Hope to make Kiwanis meetings more accessible and engaging for general members • Strengthen connections between Key Club and sponsoring Kiwanis clubs
<h2>Membership Growth & Reactivation</h2>	<ul style="list-style-type: none"> • Completed the club subsidy application and 2 pager • Ceated a Charter Champion application, flyer for newsletters, created email templates and post for the C&M • Discussed ways to driv more people to start clubs • Created list of clubs that have shown interest in chartering <p>Plans for Future:</p> <ul style="list-style-type: none"> • Meeting with Charter Champions & explain their roles
<h2>Governor Task Force:</h2>	<ul style="list-style-type: none"> • Reviewed and selected committee members from pool of 30+ applicants • Refined the first draft our service timeline for “book-themed” quarters • Created promotional flyers (BookSmiles, Schoolhouse, UNICEF) <p>Plans for Future:</p> <ul style="list-style-type: none"> • Working on finalizing partnerships for the next year • Creating promotional mateirals to send out for the next “book quarter” • Planning to send committee members to schools/libraries

Membership Recognition:	<ul style="list-style-type: none"> • 3 meetings+joint meetings with DPS • Administered the Summer of Service flyer <p>Plans for the Future:</p> <ul style="list-style-type: none"> • Will be resuming Spotlight Sunday - going to ask LTGs every month their top pick • Member Milestone Ladder development
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First-Half Committee

Fall Rally Registration	<ul style="list-style-type: none"> • 3 meetings held • Worked on completing the Fall Rally Registration packet, created email template, reviewed Fall Rally budget, etc. • Ideas for filming promo material at Six Flags <p>Plans for Future:</p> <ul style="list-style-type: none"> • Hoping to brainstorm more promotional material
Fall Rally Programs	<ul style="list-style-type: none"> • Created 2 flyers for August newsletter <ul style="list-style-type: none"> ◦ "Save the Date" flyer + "4 reasons to come to Fall Rally" • Started another promotional flyer for themes • Drafted the script for the Fall Rally promo video <p>Plans for Future:</p> <ul style="list-style-type: none"> • Finish the 3-minute script for Fall Rally • Create multiple other short-form content promotion • Create timeline to schedule out all the content
RTC Workshops	<ul style="list-style-type: none"> • 4 meetings held • Ran OTCs as first session of RTCs • Experimented with RTCs • Shared about YOF, K Circle, and KCI leadership <p>Plans for the Future:</p> <ul style="list-style-type: none"> • Planning brainstorming workshop ideas & later on assigning presenters • Make sure all Spring RTC material is readily available for next year

RTC Programs

- Developed a monthly plan
- Starting to plan the promotional aspect of RTCs
- Decided the theme of the packet

Plans for the Future:

- Working on a save the date flyer to go out in August Newsletters
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Treasurer Updates (Fall Rally Budget)

- Budgeting for 1118 total attendees

TICKET PRICES:

- Early registration: \$50
- On site: \$50
- Lunch price: \$22
- Season pass price (Early registration): \$10
- Season pass price (On site): \$10

NET PROFIT: (\$4159.68):

- This money goes towards funding scholarships

Board Action Governor Lee

Approval of First Official Board Meeting Minutes	First: Jacob Park Second: Sadie Cizin
Approval of Lieutenant Governor Reports	First: Divya Fas Second: Ishika Agarwal
Approval of Executive Reports	First: Bea Ascalon Second: Priyanka Kumar
Approval of Committee Reports	First: Divya Das Second: Aashka Katapally
Appointment of LTG At-Larges Andy & Avery to Divs 2 and 5, respectively	First: Ishika Agarwal Second: Sadie Cizin
Approval of the Fall Rally Budget	First: Chloe Chung Second: Imtiyaz Khalique
Appointment of Henry De Jesus as 25-26 District DECON Chair	First: Avery Luper Second: Sadie Cizin
Approval of the Thirst Project Champion	First: Rewa Jain Second: Divya Das

Open Floor

1st-Half Final Board Reports: ([TEMPLATE LINK](#))

- All chairs of 1st-half committees must complete this Final Board Report
- Objective is to help next-years chairs understand more about their role
- Similar to the LTG Transition Packet
- Time as chair ends at Fall Rally!
- Final board report NEEDS TO BE DETAILED

Board Check-Ins & Board Buddies:

- Governor Abi still needs to complete 9 more check-ins - PLEASE SCHEDULE TIME!

Board Buddies:

- Each Executive will get 4-5 LTGs (changes every month)
 - LTGs can share their struggles
 - Execs can share what they have been completing
- Objective is to strengthen connection between LTGs and Execs

Divisional Event Discussion:

- Understandable that it can be challenging to come up with ideas for divisional events
- There are so many options! (book drives, volleyball tournaments, etc.)
- If you feel that you are struggling with membership interest:
 - Free Rice (online) - in coordination with UN World Food Program
 - Clubs can also do it individually (like a bracelet event for hospitals)
 - Schoolhouse - online tutoring
 - Governor Abi has a big compiled list!
- **DO NOT:** raffle games, can't force admission payments (like tickets), streaming for movie nights with monetary price & on school-grounds, important dates (like holidays, SAT, ACT)

September Regional Training Conference (9/27, 9/28):

- RTCs are approaching very quickly
- Please be on top of promotion! (Spring RTC promotion was not great)
- Hoping to get a lot of attendees
- Please also complete everything on time (RTC committees are working hard)

District Project Discussion (DPS):

- DPS is hoping to develop ways to track district project involvement
- DPS came up with an idea for a DPMRF:
 - Hoping to make it flexible for club members, submit when they would like (optional form)
 - Mission is a way to COMPLIMENT CMRFs (to highlight specifically what members are doing for the district project)
 - Ms. Trecate and Bea decided that it would be better to include more questions in the CMRF, rather than have a whole separate form
- Mrs. Meade needs some small, gift giveaway ideas (like stress balls, bracelets) - reach out to her if you have ideas
- Event will be hosted at Georgian Court University - might need volunteers

Ending Remarks - (DA Trecate):

- Read her most recent email regarding some important information
 - Disciplinary Action is VERY strict and important to follow - ZERO TOLERANCE
 - This includes: breaking curfew, sneaking into rooms, etc.
 - Do not take the risk!
 - YOU are representative of NJ Key Club (7th largest district)
- Next in-person event is Fall Rally at Six Flags (October 11-12)
 - Board meeting is the day before at Hampton Inn Suites at Robinsville (10am start)
 - BRING BOARD SHIRTS
 - Continue promoting, as this is a big funding opportunity for scholarships

Adjournment Governor Lee

Moment of Reflection	Liutenant Governor Buerkle
Motion to Adjourn	Liutenant Governor Khalique
Second of Motion	Liutenant Governor Agarwal