

MEETING MINUTES

New Jersey District of Key Club International

Below you will find the meeting minutes for the **Fall Rally 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.

OCT 2025



Call to Order - Governor Lee

The Fall Rally board meeting for the 2025-2026 New Jersey District Board of Key Club International was called to order on Saturday, October 11, 2025 on Zoom.

Pledge of Allegiance	Lieutenant Governor Buerkle
Board Meeting Inspiration	Lieutenant Governor Grossman
Key Club Pledge	Lieutenant Governor Ascalon

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
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
Lieutenant Governor of Division 17	Aaskha Katapally
Lieutenant Governor of Division 18	Rewa Jain (ABSENT)
Lieutenant Governor of Division 19	Imtiyaz Khalique
Lieutenant Governor of Division 20	Chloe Chung
Lieutenant Governor of Division 21	Victoria Llardi
Lieutenant Governor At-Large	Jared DeSagun
Lieutenant Governor At-Large	Alesandra McFadden

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

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

INTRODUCTION OF GUESTS

Comments from NJ Kiwanis Governor Cahill

- One of Governor Cahill's biggest goals is to enhance connection between Kiwanis and Key Club
 - He has spoken to Kiwanis presidents to build/charter NEW Key Clubs
- All LTGs should encourage Kiwanis clubs to attend their events
 - Kiwanis clubs love to support Key Club activities!
- With the help of Key Club members, Governor Cahill served dinner to over 300 individuals in need
- Very proud of the Key Club board for helping the community - KEEP UP THE GOOD WORK!

Comments from NJ Kiwanis Governor-Elect Murray

- Looks forward to continue the next 2 years working with Key Club and strengthening the bonds between Kiwanis and Key Club
 - His Kiwanis roots are strong!

Comments from Key Club International - Trustee Asokumar

- Global Engagement Rally is November at 11am EST
 - There will be workshops about advocacy - Bridge Across Borders
 - Great opportunity to speak to Key Clubbers around the world
- Trick or Treat for UNICEF - reach out to McCarty for any questions
- October 15 - marks the application deadline for Youth Opportunity Fund (\$250-2000)
 - Deadline is approaching, so make sure your clubs are informed!
- Early bird dues are November

Comments from Key Club International - Trustee Liang

- Highly recommend to attend the Global Engagement Rally - a lot of workshops!
- If your district gets the most attendance, there is a prize for your district - Distinguished District Award!

Comments from NJ Circle K Governor Dylan

- First Key to College webinar was this past Thursday - 18 Key Club members in attendance, but 36 registered
 - Hopeful for more Key Clubbers in attendance in the future!
- November 13 will be the next Key to College webinar - will be discussing the overall college experience, mental health, and time management
- January 19 - Third Key to College webinar - will be discussing affording college (FAFSA, Scholarship, etc.)
- Main focus is planning their Fall Retreat at Camp Lebanon (Nov 7 - 9)
 - Fellowship and team building weekend
 - Great opportunity for NJ Circle K members to bond and meet people from other clubs
- Brought back Brookdale Community College, so there has been club growth!

ORAL REPORTS

LTG Reports

LTG Div 1 - Divya Das	<ul style="list-style-type: none">• In contact with Ocean and they are still on a communication issue<ul style="list-style-type: none">◦ Meeting hopefully soon• Confused about how to communicate with clubs that are not responding
LTG Div 2 - Andy Dong	<ul style="list-style-type: none">• Sent out an email for Fall Rally attendance but did not receive any contact back!• Atlantic City High School - Ms. Trecate is working on it<ul style="list-style-type: none">◦ Principle was unaware that there was a problem◦ Going to continue following up with the school• Dues reports - will be able to see the paid clubs for each division• Always include club advisors on emails!
LTG Div 3 - Warren LaMonica	<ul style="list-style-type: none">• No clubs answer emails regarding Fall Rally• Communication with a few Key Clubs, have not answered any emails• Mr. Shawn Lukac is hopeful communication will increase with Pittman

LTG Div 4 - Golam Khan	<ul style="list-style-type: none"> • Lack of communication with many Key Clubs • Hoping for advice to increase engagement with clubs <ul style="list-style-type: none"> ◦ Trecate recommends calling the school ◦ Mr. Lukac provided advice and goals he is working on
LTG Div 5 - Avery Luper	<ul style="list-style-type: none"> • 30 people reached out regarding Fall Rally from Southern Regional • Central Regional believes they will be able to attend • Does not struggle much with communication with clubs • Hoping to get in contact with Kiwanis clubs
LTG Div 6 - Sadie Cizin	<ul style="list-style-type: none"> • Only 2 schools have contacted Sadie about Fall Rally • Will continue contacting regarding the Fall Rally change to November
LTG Div 7 - Jacob Park	<ul style="list-style-type: none"> • Point Pleasant Beach registered for Fall Rally • Mr. Defilice will provide sheet about registered clubs (for October) PRIOR to date change to November • Officer communication has been lower, but advisors are very responsive • Ms. Trecate discussed plans for Jackson Township High School (previously Jackson Memorial) • New clubs expected to be chartered in Division 7!
LTG Div 8 - Ishika Agarwal	<ul style="list-style-type: none"> • Main struggle is communication <ul style="list-style-type: none"> ◦ Can get in contact with Monroe ◦ Piscataway and East Brunswick - she just received their contact information ◦ North/New Brunswick - not responding to emails • Ms. Trecate: student at East Brunswick Magnet interested in starting a Key Club! • Connect with Michael Murray and the Edison club
LTG Div 9 - Ella Buerkle	<ul style="list-style-type: none"> • Has 2 clubs in attendance for Fall Rally • Keansburg is having an induction dinner, but they do not have a pin/plaque for awards <ul style="list-style-type: none"> ◦ Ms. Trecate suggested a printed certificate (there are templates on the KeyClub.org website)
LTG Div 10 - Mia Grossman	<ul style="list-style-type: none"> • No struggles currently
LTG Div 11 - Bea Ascalon	<ul style="list-style-type: none"> • Overall has very communicative clubs <ul style="list-style-type: none"> ◦ Challenging with South Hunterdon and Hunterdon Central
LTG Div 12 - Priyanka Kumar	<ul style="list-style-type: none"> • Will be having her last OTC tomorrow • Chartering with Edison was unsuccessful <ul style="list-style-type: none"> ◦ The principle is not allowing any more clubs (no more club spots in their school) ◦ Michael Murray had a similar experience in the past with Edison

LTG Div 13 - Madeline Schmidtberg	<ul style="list-style-type: none"> • Strong communication with her Key Clubs <ul style="list-style-type: none"> ◦ Almost complete with her OTCs • One of her advisors were wondering if students can not make the new date, there are two different refund options • Greater Edison club is Trustee Harshini's father
LTG Div 14 - Riya Singh	<ul style="list-style-type: none"> • Only challenge is that Columbia High School is inactive <ul style="list-style-type: none"> ◦ She has still not received her club secretaries' email ◦ Advisor has the student's dues but has not paid it yet
LTG Div 15 - Marco Osorio	<ul style="list-style-type: none"> • Seacacus really wants to go to Fall Rally, but their advisor does not want to go <ul style="list-style-type: none"> ◦ Key clubs do not need solely their advisors to attend! ◦ They can also carpool with another school
LTG Div 16 - Himani Patel	<ul style="list-style-type: none"> • Morris Knolls wants to attend Fall Rally, but there is an attendance issue with the school <ul style="list-style-type: none"> ◦ The advisor said it is not a district event they attend • Communicated with Randolph and does not plan on attending Fall Rally • Morris Catholic said that they do not have an officer or club this year • A lot of challenges with the sponsoring Kiwanis
LTG Div 17 - Aashka Katapally	<ul style="list-style-type: none"> • Boonton has gotten a new advisor - extremely responsive • None of her clubs have communicated interest in attending Fall Rally
LTG Div 18 - Rewa Jain	<ul style="list-style-type: none"> • West Essex High School is not communicating - Rewa is working on fixing that • Hoping to increase participation for events, such as Trick or Treat for UNICEF and Global Engagement Rally
LTG Div 19 - Imtiyaaz Khalique	<ul style="list-style-type: none"> • Pace has no communication with Imtiyaaz • Tried to work on chartering Pioneer, but was not successful with the student who was interested in chartering <ul style="list-style-type: none"> ◦ Ms. Trecate suggested looking at MGR's packet about why Key Club is special

LTG Div 20 - Chloe Chung	<ul style="list-style-type: none"> • Administration challenges with Bergen County Academies • No communication with Noble Leadership Academy
LTG Div 21 - Victoria Llardi	<ul style="list-style-type: none"> • Unsure if any clubs are attending Fall Rally • Everything is going well with communication

Executive Reports

District Webmaster Tanya Melkote	<ul style="list-style-type: none"> • Had Board Buddies meeting, and created summary of her feedback • Uploading blogs on the website • Updated the website with DP Toolkit and new committee list • Attended a KFam meeting with Kiwanis <ul style="list-style-type: none"> ◦ Was able to communicate with 3 charters • Set a donation box with her local Key Club • Posts daily on Instagram on reels • Plans to work with Henry to update website about DECON information • Hoping for 2000 followers by DECON • Please fill out the form she sent!
District Editor Khooshi Trivedi	<ul style="list-style-type: none"> • Created templates for the Instagram account • Makes Instagram posts and stories • Successfully tracked each LTGs newsletter • Communicated with multiple LTGs for those who needs extensions • Communicated with Governor Abi about issues she is having • Ready to send Jersey Key #1 soon <ul style="list-style-type: none"> ◦ Made Google Forms about the Jersey Key • Hosted her first Board Buddies meeting • Working on finalizing the Jersey Key • Was open to any ideas for engagement/getting more responses

District Treasurer Janvi Singh

- Hosted the Charter Champion Orientation meeting with Governor Abi
 - Assigned Charter Champions with their positions
- Worked a lot on Fall Rally registration
- Made her monthly treasurer tip flyers
- Updated dues tracker
- Reminded board about sending out mileage/vouchers!
- Working with MGR and Charter Champions

District Secretary Ari Kestenbaum

- Completed District Directory and sent it out to LTGs
- Reminded all LTGs about Club Monthly Report Forms
 - Encouraged LTGs to continue reminding individual clubs about CMRFs (in DCMs and OTCs)
- Finalized and sent out the NJ District-Wide Discord
- Working on the District Handbook - received responses from many board members

District Governor Abigail Lee

- Completed Board Check-In rounds - will be planning another round
 - Round 2 after November board
- Attended 2 I-council meetings
 - Filmed a video for the Giveaway Campaign
- Attended Circle K/Key Club meetings every 2 weeks with Dylan, Sadie, and their KFam chair Leo
- Attended a Circle K and Kiwanis meeting
- Gave a speech at Kiwanis DECON
- Wrote a Circle K article
- On-boarded 2 new At-Larges (Aly and Jared)
- Facilitated RTCs
- Sent out committee applications
- Completed the Board Buddy assignments
- Sent out the Distinguished Criteria - newly edited
- Made a flyer for YOFs and Global Engagement Rally
- Sent out a scholarship opportunity from a Rutgers lawyer
- Continued working with Governor's Task Force

Review of Kiwanis Engage

- If club advisors are struggling with accessing their account, LTGs should encourage them to reset their password!
 - Ms. Trecate can also manually input them into the system
- Tab: Club details
 - Make sure to include all of the correct information, like website link
- Tab: Club Leadership Roles
 - Should add the plus button for each club officer (like President, Vice President, etc.)
- Tab: Member Admin
 - Can see all the club members again
 - Can search by graduation year, as well
 - Advisors should go into 2025 and DELETE THEM (to make room for 2026)
 - ^This is an important step, so they do not double pay^
- Advisors have to update the Member tab and then click “Generate invoice”
 - They can pay by check or credit card online
- Advisors can also Bulk Add members so streamline the process
- Advisors can check what they owe in the “Unpaid Orders” tab

Overview of Steps:

Step 1: Advisors need to get their login (email Ms. Trecate with any issues)

Step 2: Once logged in, clear 2025 member list; add in 2026 members

Step 3: go to Club Leadership section and update club officers

- Must update Member admin to click the Invoice button (credit card or check)
- Member chaperones can also renew their background check in Kiwanis Engage
 - Must complete the Praesidium Academy training

Standing Committee

International Programs Committee

- IPC is hitting a busy season
- Beginning social media promotion of the UNICEF Trick or Treat event
 - Plan to continue to broadcast about this until end of October
- Continuing to promote Global Engagement Rally
- Appointed UNICEF and Thirst Project Champions
- Have been able to promote events like Give Voice

Communications and Marketing

- Posting everyday on Instagram
- Completing social media reels
- Reposting NBHS reels
- Posting biweekly blogs
- Chipotle incentive at Fall Rally
- Flashback Friday planning
- Goal for 2000 Instagram followers!
- Planning to make more Meet the Board posts and Spotlight posts

District Project Steering

- DP Toolkit was launched and DPS has promoted this event (LTG email template, Together Totes through Instagram)
- Back to School Drive Promotion
- Hoping for a little more promotion about Fall Rally Product Drive!
- New date for CFS works

Kiwanis Family Relations

- Helped promote Key to College
- Has been meeting bi-weekly with the Governor and K- Fam chair from Circle K
- Attended Kiwanis District Convention
- Held the first key to college
- Stayed in contact with all branches of k-fam.

Membership Growth & Reactivation

- Hosted Charter Champion orientation and got new members started.
- Held a full committee meeting with both Charter Champions and regular members.
- Introduced and discussed growth strategies, including leveraging Charter Champions, LinkedIn, and creating more promotional materials.
- Reviewed the Charter Champion guide you created and discussed implementation.
- Assigned committee members as mentors to Charter Champions.
- Discussed strategies to manage dues, including using C&M posts and email templates

Governor Task Force:

- Hosted Charter Champion orientation and full committee meeting to discuss growth strategies.
- Reviewed Charter Champion guide and assigned committee mentors to support Champions.
- Refined service timeline for “book-themed” quarters with service partners and assignments.
- Created flyers and contacted 15 potential partners, establishing connections with 8 organizations.
- Encouraged member volunteering at libraries and produced a video compilation and social media reels.
- Finalizing dates for upcoming collaborative service projects with new partners.
- Assigned committee ambassadors for each partner organization.
- Planning school and library outreach, including literacy kit distribution and read-aloud events.

Membership Recognition:

- Completed and sent out the Spotlight Sunday form to recognize dedicated Key Club members.
- Improved response rate by coordinating through LTGs instead of individual clubs.
- MR team meeting next week to review Spotlight Sunday submissions.
- Extended the Summer of Service application deadline to November 1 due to Fall Rally rescheduling.
- Email update to be sent; LTGs asked to inform their clubs of the new deadline.
- Continuing work on the Membership Milestone ladder, with a meeting planned to finalize details.
- Planning to finalize the DECON Scholarship Application and Distinguished Officer Award criteria in December.
- Will also arrange certificates and signatures for Distinguished Officer recognition.

First-Half Committee

Fall Rally Registration

- Finalized the registration packet and added the collection project
- Sent the packet to the board and made revisions based on feedback
- Discussed and planned promotion strategies
- Created social media posts for C&M and email templates for LTGs
- Worked on individual parts of the promotional video
- Reviewed registration status and planned final promotional efforts
- Discussed plans and responsibilities for the board meeting and Fall Rally

Fall Rally Programs

- Established an overall theme and subthemes for Fall Rally
- Drafted, edited, and finalized a promotional video script
- Filmed a promotional video
- Created flyers for the newsletters
- Sent out multiple email templates
- Created the spirit stick
- Worked with DPS to get a guest speaker

RTC Workshops

- Ran OTCs as first session of RTCs to get as many members trained
- Experimented with RTCs: confidence + public speaking workshop
- Shared about YOF, Circle K, and KCI leadership
- Invited guest speakers like our International Trustee, former Kiwanis District Governor, and Circle K

RTC Programs

- Drafted, edited, and finalized a script for both RTC's
- Created Promotional Flyers for newsletters and social media
- Sent out multiple email templates
- Created the Spring and Fall RTC Packet

Board Action Governor Lee

Approval of LTG Reports	First: Jacob Park Second: Sadie Cizin
Approval of Executive Reports	First: Ishika Agarwal Second: Imtiyaz Khalique
Approval of Committee Reports	First: Jacob Park Second: Divya Das
Appointment of LTG At-Larges DeSagun and McFadden	First: Avery Luper Second: Priyanka Kumar
Approval of August Board Meetings Minutes	First: Ishika Agarwal Second: Golam Khan
Approval of First-Half Committee Final Reports	First: Aashka Katapally Second: Himani Patel
Approval of Southern Regional as DECON Host Club	First: Avery Luper Second: Madeline Schmitberg

Ending Remarks ZA Trecate

- Informal board meeting the Saturday night before Fall Rally
 - No formal attire
 - Opportunity to plan for the Fall Rally the next day
- Students do not need to be a Key Club member to attend Fall Rally
- Carpooling is always an option - if an adult is willing to be a chaperone
- Use this extra time as an opportunity to get more people to attend Fall Rally!
- Please come prepared for DECON promotion ideas for the November Board Meeting
 - We will utilize drone footage during our time at Asbury Park
 - Look at your directives and understand what needs to be done to get people at convention
- We had over 400 last year - lets get to 500 this year!

Fall Rally Planning Session

- There are many ways to keep your belongings at Six Flags, such as storing it on your high school's bus or another board members car
- Please make arrangements before you get to the park! (Have that ready before we get to the park in the morning)
- Ticket prices: we are going back to the early registration prices (goes until November 7)
 - If clubs have paid the late fee, the advisors should call Mr. Defelice
- Arrivals around 5pm the night before Fall Rally (Saturday, November 15)
 - No need for board reports, no formal attire
 - Have all items ready for Fall Rally (regarding your respective committees)
 - We will be reviewing our script the night before
- Nothing is changing with November board (the week after)!

Adjournment Governor Lee

Moment of Reflection	LTG Kumar
Motion to Adjourn	LTG Park
Second of Motion	LTG Das



GNOMEO AWARD GOES TO LTG ANDY DONG (Div 2)!