

MEETING MINUTES

New Jersey District of Key Club International

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

JAN 2026



Call to Order - Governor Lee

The January board meeting for the 2025-2026 New Jersey District Board of Key Club International was called to order on Saturday, January 17, 2026 on Zoom.

Pledge of Allegiance	Lieutenant Governor Singh
Board Meeting Inspiration	Lieutenant Governor Patel
Key Club Pledge	Lieutenant Governor Osorio

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 (ABSENT)
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
Lieutenant Governor of Division 19	Imtiyaz Khalique
Lieutenant Governor of Division 20	Chloe Chung
Lieutenant Governor of Division 21	Victoria Ilardi
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
DECON Chair	Henry De Jesus

Kiwanis Committee Attendance

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

INTRODUCTION OF GUESTS

Comments from Key Club International - International Trustee Liang

- Raised \$40,000 in one month for Trick-or-Treat UNICEF!
- Planning Spring campaign - Start Strong Zambia
 - Be on the lookout for information about this
- Open to any updates from the NJ Key Club board
- February 3 at 8:00 PM - New Partner Introduction for the Nature Conservancy
- Advertising new program from Schoolhouse.world, Dialogues - provides one-on-one Zoom sessions to discuss important topics, such as immigration and artificial intelligence.
 - This is a great way to gain service hours and strengthen this partnership
- Scholarship applications are OPEN for ICON - due February 14
- Key Club Walks: April 2025-Summer - Walk 3.75 miles!
 - Raise \$25 to give clean water opportunities for life!
- Feel free to reach out with any questions ever

Comments from Kiwanis Governor - Cahill

- First Kiwanis club build of the year - Jefferson Township - 30 new members!
 - This is the record number of charter members (#1 in the entire US)
 - "Double down with Frank"
- Kiwanis Family Knight Out will be on February 22 at 4:00pm
 - This event will support NJ District Foundation
- Looking forward to attending DECON

Comments from NJ Kiwanis Governor-Elect Murray

- Murray reminded NJDB that he is here as a support system for all of us!

INTRODUCTION OF GUESTS

Comments from NJ Circle K - Governor Caraballo

- Last Key to College event will be on January 29
 - Make sure to continue advertising this event
- Special appearance from Jared DeSagun, who will be discussing Key Club scholarships at the end of the webinar (8:30pm)
- Projected to have 175 members, which will be a membership decline
- Winter Leadership Conference - January 24 (10am-2pm)
 - Plan to discuss District Convention planning
- District Convention will be March 13-15 at the Sheraton Hotel
 - Theme: Fairytale
- Large-scale Service Project will be February 28 at Rowan University

Midwinter Overview

- Midwinter sent out Midwinter Registration packet AS SOON AS elections are over
 - Make sure that LTG-elects are registered before Midwinter!
- Midwinter is also for Executives and International candidates
 - Registration is \$75
- No pre-campaigning is allowed at Midwinter and DECON

Schedule:

- Friday: Dinner and board-bonding, Key of Honor voting
 - Saturday: Workshops
 - Card will indicate how much time is left - please stick to allotted time
 - Smores as well!
 - Sunday: Official district board meeting + Meeting with elects
-
- Midwinter committee reviewed all presentations - please check inbox regarding presentation corrections - **due Sunday, January 25**
 - Transition packets will also be due January 25 for LTGs

DECON Discussion

- Please keep on promoting DECON, especially for clubs without strong advisors (need to start making arrangements now to secure bussing)
- Takes 2 weeks for the purchase order to be sent out - payment must then be received (process takes several weeks)
- Sponsoring Kiwanis clubs are here for support
- Include "Service Never Goes Out Of Style" in email bio

- There are so many different aspects to DECON, like the fun, service, etc.
- If each division brings 19-20 people, we will beat last year's numbers!
- Also continue advertise DECON Grants

- Clubs can register numerous times, so let clubs know about that
- LTGs should be promoting DECON at LTG elections
- All LTGs should be doing drives at their school - so we can make a lot of tote bags!

Election Reminders

- Communication and promotion is very important
- All LTGs should be emailing their advisors
- Quorum must also be met at elections
- Even if an LTG is running again, they must tell notify clubs about elections
- Service agreements must be turned in 48 hrs before election

Finishing Term Strong

- 2 months left in our service year!
- This is the time to finish strong and get as many results as possible
- Be on top of what you need to do (RFL, Chartering, Elections, etc)
- Start RFL early so you are not overwhelmed at the last minute

Chartering Discussion

- In order for NJ District to be distinguished, a 10% increase in membership is needed!
- It can be rough to get Key Clubs to pay dues
- This service year is lacking new charters
- In order to receive the RFL award, you must charter one club
 - This will hopefully encourage LTGs to finish the service year strong
- NJDB took an assessment to assess their knowledge of the chartering process

Answers:

- 12 members are needed to charter a Key Club
- If a club has missed the dues payment date of Dec 1, the club is labeled Suspended by the following February
- FALSE - "A Key Club can only charter if they are sponsored by a Kiwanis club"
- The club must be inactive for 2 years before they are considered charter revoked
- Minimum to complete the charter application: member roster, charter fee, faculty advisor
- FALSE - "Clubs in inactive status can still update their member roster in Kiwanis ENGAGE"
- The trigger event for a club to be put into inactive status is 1 year without dues payment
- If a club is inactive, they become active again by filling out a petition for reactivation, roster, and pay dues
- TRUE - "Key Clubs who have become charter revoked can recharter for free"

ORAL REPORTS

LTG Reports

LTG Div 1 - Divya Das	<ul style="list-style-type: none">• Lower Cape May Regional will be attending DECON• Just got into contact with Ocean City (they no longer have bussing)• Still struggling with contact for many clubs
LTG Div 2 - Andy Dong	<ul style="list-style-type: none">• 1 confirmed candidate for LTG elections• Low DCM attendance• Absegami High School interest
LTG Div 3 - Warren LaMonica	<ul style="list-style-type: none">• 2 dues-paid clubs• Currently hosted 1 DCM
LTG Div 4 - Golam Khan	<ul style="list-style-type: none">• One candidate for LTG elections• Only received interest from one school for DECON• Working on a few clubs for chartering• Utilizing Charter Champion
LTG Div 5 - Avery Luper	<ul style="list-style-type: none">• Has some interest in candidates for LTG elections<ul style="list-style-type: none">◦ Hopeful for a candidate soon• Targeting 2 schools for chartering
LTG Div 6 - Sadie Cizin	<ul style="list-style-type: none">• No DECON interest from clubs• No response from Charter Champion• Working with Lawrenceville
LTG Div 7 - Jacob Park	<ul style="list-style-type: none">• Looking to charter Princeton and Howard High School• Struggling to find LTG candidates<ul style="list-style-type: none">◦ Planning to reach out to officers individually
LTG Div 8 - Ishika Agarwal	<ul style="list-style-type: none">• Still no contact with Perth Amboy• Speaking with South Planfield for chartering• Planning to discuss DECON and LTG elections at DCM next week
LTG Div 9 - Ella Buerkle	<ul style="list-style-type: none">• Pushing DECON<ul style="list-style-type: none">◦ Holmdel is interested in attending• Has 2 Holmdel Key Clubbers interested in running for LTG, as well as 1 student in Keyport• Governor Abi encouraged Ella to speak with local Kiwanis for DECON funding support

<p>LTG Div 10 - Mia Grossman</p>	<ul style="list-style-type: none"> • Working with Jared to charter a Key Club • DECON interest from Mast
<p>LTG Div 11 - Bea Ascalon</p>	<ul style="list-style-type: none"> • 4 clubs confirmed attending DECON • Warren Tech decided that the home-schooled students would be able to attend their events • Working on chartering new clubs, including Belvidere High School
<p>LTG Div 12 - Priyanka Kumar</p>	<ul style="list-style-type: none"> • 2 interested members for elections • Trying to push DECON this year for Div 12 <ul style="list-style-type: none"> ◦ CJCP interested in attending DECON • In contact with an interested member from Thomas Edison Energy Smart Charter School <ul style="list-style-type: none"> ◦ Has around 7 interested members
<p>LTG Div 13 - Madeline Schmidtberg</p>	<ul style="list-style-type: none"> • 2 interested members for LTG elections • Trying to promote DECON, especially to seniors due to scholarship opportunities
<p>LTG Div 14 - Riya Singh</p>	<ul style="list-style-type: none"> • Reached out to Kent Place and Oak Knoll regarding chartering • 2 interested candidates for LTG elections
<p>LTG Div 15 - Marco Osorio</p>	<ul style="list-style-type: none"> • 3 interested members for LTG elections
<p>LTG Div 16 - Himani Patel</p>	<ul style="list-style-type: none"> • No current candidates for LTG elections <ul style="list-style-type: none"> ◦ Planning to reach out to club officers individually • Emphasizing the importance of fundraising for DECON • Morris Knolls claims they paid their dues but it has not shown up on the dues report • Hanover Park is not interested in Key Club
<p>LTG Div 17 - Aashka Katapally</p>	<ul style="list-style-type: none"> • Home club has 34 members planning to attend DECON • 8 Kiwanis Family visits • Hosted Thanksgiving Food/Resource drive <ul style="list-style-type: none"> ◦ Close to 3000 donations!

LTG Div 18 - Rewa Jain

- Hoping to make West Caldwell Tech active again
- DECON attendance:
 - Livingston will be attending DECON - currently 5-6 attendees
 - James Caldwell is interested in attending after enjoying Fall Rally
 - Montclair has troubles with chaperone
- 2 current DCMs
- Over 250 donations for clothes drive so far

LTG Div 19 - Imtiyaaz Khalique

- Will be hosting hygiene drive for schools
- Al-Ghazaly is not interested at this point in attending DECON

LTG Div 20 - Chloe Chung

- Members interested from Fort Lee and BCA for LTG elections
- Will be hosting DECON-focused DCM in February
 - Sent out form to gauge club DECON interest
- Trying charter for Applied Tech

LTG Div 21 - Victoria Llardi

- Working with Division 20 for a service project

LTG At-Large - Aly McFadden

- Currently working on contests, themes, and presentations
- Working through any questions general members have about contests
- Actively working on reviewing contest submissions and working on judges

LTG At-Large - Jared DeSagun

- Continuing to following up with clubs: West Windsor-Plainsboro High School, Belvidere High School, and North Warren Regional High School
- Creating more flyers for reminders for scholarships
- Talking at the 3rd Key to College about scholarships

Executive Reports

DECON Chair Henry De Jesus

- Created DECON Promo Video
- Currently filling out various "Corporate Giving Forms" with the programs and Ms. Trecate so we can get some of the DECON costs subsidized
- Attending at least one DCM per division
- Finalizing the dance scheme
- Encouraging LTGs to execute and get people to attend!

District Webmaster Tanya Melkote

- Updated DECON, contests, scholarship information to the website
- Posting 3-4 times weekly on Instagram with posts and reels
- Working on connecting with 2nd half DECON committees to get specific information for each part of the DECON page

District Editor Khooshi Trivedi

- Made Instagram posts and stories
- Tracked each LTG's newsletters by recording them in the Google Sheet
- Completed the first and second editions of the Jersey Key with an email template
- Working on getting the first and second editions of the Jersey Key sent out
- Developing the third edition of the Jersey Key

District Treasurer Janvi Singh

- Made Instagram posts and stories
- Tracked each LTG's newsletters by recording them in the Google Sheet
- Completed the first and second editions of the Jersey Key with an email template
- Working on getting the first and second editions of the Jersey Key sent out
- Developing the third edition of the Jersey Key

District Treasurer Janvi Singh

- Plan to continue to update the dues tracker
- Plan to work with Charter Champions and schedule check-in meetings with them
- Will begin sending out emails who have not paid their dues to let them know about suspension

District Secretary Ari Kestenbaum

- Plan to continue to update the dues tracker
- Plan to work with Charter Champions and schedule check-in meetings with them
- Will begin sending out emails who have not paid their dues to let them know about suspension

District Governor Abigail Lee

- Attending upcoming CKI and Kiwanis board meetings
- Will be completing Governor End of Year Report
- Continuing board check-ins
- Weekly calls for DECON planning with DECON Chair Henry de Jesus
- Sent out Governor Mid Year report and flyer
- Attended an international webinar on the Nature Conservancy

Standing Committees

International Programs Committee

- Establishing both UNICEF and Thirst Project Champion Roles
- Creating promotional material for events, specifically:
 - Give Voice, UNICEF ToT, Youth Opportunities Fund, etc.
- Mainly working GLC, promoting International events
- Will be releasing UNICEF champion form in February

Communications and Marketing

- Posting everyday on Instagram including:
 - Official DECON post
 - New reels
 - Meet the Board Monday
 - Throwback Thursday
 - Flashback Friday
- Posting biweekly blogs
- Planning to continue Meet the Bord posts
- Seniors - let C+M know about college commitments!

District Project Steering

- DP Toolkit Promotion
 - Website update
 - 1 LTG email template
 - Together Totes through the Instagram
- Back to School Drive Promotion
 - Website update
 - 3 LTG email templates
 - 2 newsletter flyers
- Coordinated for CFS Guest Speaker + Product Drive
- Food Pantry Stocking Initiative approved from November District Board Meeting
- Quarterly Collaboration Calls confirmed (Kiwanis hosting)
- Promotion for for Food Pantry Stocking Initiative
 - Website, Instagram, Flyers
- Planning Quarterly Collaboration Calls
- Developing Food Pantry Stocking Initiative

Kiwanis Family Relations

- Finalized date of our book sorting event
- Coordinated with book smilies to get a trick to pickup location
- Got a permit with the town of Hazlet to host this event
- Sent emails back and forth with book smilies
- Finalized a location
- Promoted key to colleges
- The book drive is set for February 7th
- Hosting the event
- Writing up kind of a how to guide for next committee
- Key to college promotion coming up soon

Membership Growth & Reactivation

- Reviewed and monitored membership dues
- Discussed how to strengthen our division-level growth strategy
- Create more resources for LTGs who are having trouble with chartering and continue to work with Charter Champions

<p>Governor Task Force:</p>	<ul style="list-style-type: none"> • Finalized year's goals, service projects and service timeline • Started promotion for <i>Pages for Promise</i> book drive in collaboration with K-Family committee • Creation and posting of multiple social media posts on NJ Key Club Instagram • Created and published the "Task Literacy Toolkit" • Plans to continue working with schools/libraries to bolster collections from the <i>Pages for Promise</i> book drive • Confirm logistics for partner organizations to receive donations • Will be promoting the "Literacy Toolkit"
<p>Membership Recognition:</p>	<ul style="list-style-type: none"> • Sent out email regarding DECON Grant - applications are now open • Sent out Distinguished Officer instructions to LTGs <ul style="list-style-type: none"> ◦ Emails must be sent out to all advisors by February 2nd ◦ Compiled list is due to Google Spreadsheets by February 13 • LTGs should be proactive!

Second-Half Committees

<p>Theme</p>	<ul style="list-style-type: none"> • Finalizing the t-shirt design (color, placement) • Work with host club to choose decoration and make a list to buy them • Make a playlist for decon • Make a seating arrangement for the ballroom
<p>Programs</p>	<ul style="list-style-type: none"> • Review/edit the Yapp App (small details) • Create QR codes • Write description for District Project - come out at Midwinter • Planning to get guest speaker (erika's lighthouse) bio • Updating NJDB roster
<p>Registration</p>	<ul style="list-style-type: none"> • Completed the DECON Registration and sent out the final version to all LTGs to send to their clubs • Sent out promotional material for newsletters • Planning to continue monitoring registration numbers as DECON approaches

Presentations	<ul style="list-style-type: none">• Editing DECON slides• Looking for 2 more presentations• Making playlists for DECON
Script	<ul style="list-style-type: none">• Completely edited all scripts with updates including name changes, position changes, etc.• Waiting on guest speakers to include in script
Workshops	<ul style="list-style-type: none">• Currently awaiting NJDB to send in their assigned presentations<ul style="list-style-type: none">◦ Presentations will all be reviewed once all of the assignments have been turned in• Majority of Pre-DECON Directives have been completed, expect for reviewing all presentations
Service Project	<ul style="list-style-type: none">• Will be focusing on executing the service project by completing outreach to local organizations• Finalizing partnerships and confirming logistics• Will be coordinating the collection, assembly, and distribution of hygiene kit tote bags
Contests & Awards	<ul style="list-style-type: none">• Currently working on promotional material to advertise the contests• Working on finding judges• Actively looking on submissions and updating when needed
Sergeant-At-Arms	<ul style="list-style-type: none">• Currently working on making flyers to send out LTGs regarding DECON dresscode• Plan to coordinate bus greeters with registration• Working with registration committee for bed checks• Plan to remake dresscode video ASAP

MidWinter Training Conference

- Reviewed and finalized the Midwinter schedule, approved by District Governor and DECON chair
- Finalized workshops and received all submissions
- Assigned workshop corrections and transition packets to board members
- Finalized theme and began brainstorming decoration ideas
- Created the Midwinter Binder - a digital drive that includes workshops, Keylets, general resources, etc.
- Began binding physical copies of Keylet
- Currently working to receive all members' transition packets
- Completing Keylet booklets (physical copies, digital copies are complete)
- Completing the Midwinter Binder
- Confirming physical logistics - e.g. speakers, mics, decorations

Amendments & Resolutions

- Reviewed directives
- Needs more amendment proposals!
- Sent out Google Form and flier

Elections & Credentials

- Organized LTG election dates
- DECON house of delegate work
- Completed elections packets
- Updated elections scripts
- Plans to execute LTG elections
- Organizing House of Delegates prep + execution at DECON

Scholarships

- Finished and sent out the Scholarship Packet to LTGs
- Send out more reminders and flyer to push promotion
- Talk at Key to College to push promotion

Board Action Governor Lee

Approval of Official 4th Board Meeting (November) Minutes	First: LTG Khalique Second: LTG Katapally
Approval of Liuetenant Governor Reports	First: LTG Kumar Second: LTG Das
Approval of Executive Committee Reports	First: LTG Katapally Second: LTG Cizin
Approval of Committee Reports	First: LTG Agarwal Second: LTG Cizin

Adjournment Governor Lee

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