

# May Board Meeting Minutes

Below you will find the meeting minutes for the **May Board Meeting**, as recorded by **District Secretary Jacob Park**. 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.



**From the New Jersey  
District of Key Club  
International**

## Call to Order - Governor Katapally

The **May Board Meeting** for the 2026-2027 New Jersey District Board of Key Club International was called to order on **Sunday, May 31, 2026** at Homewood Suites Hilton in Parsippany-Troy Hills by **Governor Katapally**.

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>Pledge of Allegiance</b>      | <b>Lieutenant Governor Risley</b> |
| <b>Board Meeting Inspiration</b> | <b>Lieutenant Governor Kocis</b>  |
| <b>Key Club Pledge</b>           | <b>Lieutenant Governor Lee</b>    |

## Roll Call - Secretary Park

|                                          |                         |
|------------------------------------------|-------------------------|
| <b>Lieutenant Governor of Division 1</b> | <b>Adeline Pacevich</b> |
| <b>Lieutenant Governor of Division 2</b> | <b>Mason Risley</b>     |
| <b>Lieutenant Governor of Division 3</b> | <b>Laurent Kocis</b>    |

# Roll Call Cont. - Secretary Park

|                                           |                           |
|-------------------------------------------|---------------------------|
| <b>Lieutenant Governor of Division 4</b>  | <b>Pierce Kaeferle</b>    |
| <b>Lieutenant Governor of Division 5</b>  | <b>Emet Lee</b>           |
| <b>Lieutenant Governor of Division 6</b>  | <b>Jessica Niu</b>        |
| <b>Lieutenant Governor of Division 7</b>  | <b>Laina Roselle</b>      |
| <b>Lieutenant Governor of Division 8</b>  | <b>Siya Desai</b>         |
| <b>Lieutenant Governor of Division 9</b>  | <b>Anastasia Ustinova</b> |
| <b>Lieutenant Governor of Division 10</b> | <b>John Cizin</b>         |
| <b>Lieutenant Governor of Division 11</b> | <b>Favour Ajewole</b>     |
| <b>Lieutenant Governor of Division 12</b> | <b>Priyanka Kumar</b>     |
| <b>Lieutenant Governor of Division 13</b> | <b>Jared DeSagun</b>      |
| <b>Lieutenant Governor of Division 14</b> | <b>Riya Singh</b>         |
| <b>Lieutenant Governor of Division 15</b> | <b>Rutva Patel</b>        |
| <b>Lieutenant Governor of Division 16</b> | <b>Yahvi Patel</b>        |
| <b>Lieutenant Governor of Division 17</b> | <b>Jasmine Ignacio</b>    |
| <b>Lieutenant Governor of Division 18</b> | <b>Allison Pan</b>        |
| <b>Lieutenant Governor of Division 19</b> | <b>Yusef Omar</b>         |
| <b>Lieutenant Governor of Division 20</b> | <b>Ina Kim **ABSENT**</b> |
| <b>Lieutenant Governor of Division 21</b> | <b>Caitlin Carmody</b>    |
| <b>Lieutenant Governor At-Large</b>       | <b>Vivian Sun</b>         |
| <b>Lieutenant Governor At-Large</b>       | <b>Divya Das</b>          |

# Roll Call Cont. - Secretary Park

|                              |                                    |
|------------------------------|------------------------------------|
| District Governor            | Aashka Katapally                   |
| District Secretary           | Jacob Park                         |
| District Treasurer           | Imtiyaaz Khalique                  |
| District Editor              | Aly McFadden                       |
| District Webmaster           | Maaya Pandya                       |
| District Administrator       | Ms. Cristina Trecate               |
| Asst. District Administrator | Mrs. Bonnie Sturm                  |
| Financial Counselor          | Ms. Debi Meade                     |
| Zone Administrator           | Mrs. Christine Cheung              |
| Zone Administrator           | Mr. Matthew Yuro <b>**ABSENT**</b> |
| Zone Administrator           | Mr. Shawn Lukac <b>**ABSENT**</b>  |

## Comments from Guests

### **NJ Circle K Governor Schurmann**

- Plans to attend and present at the upcoming Spring RTCs
- Asks LTGs for feedback on last year's Key to College

### **NJ Kiwanis Governor-Elect Murray**

- Inquires about Key Club charter fees and discusses among LTGs on how to incentivize schools to charter
  - How can Kiwanis help?
- Discusses his experience preparing for his year as governor
- Excited to work with all of Key Club counterparts!

# Comments from Guests Cont.

## NJ Kiwanis Governor Cahill

- Shares his love for Key Clubbers
- Key Club is his favorite part of Kiwanis

## LTG Board Reports

|                              |                                                                                                                                                                                                                                    |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Div. 1 - LTG Pacevich</b> | <ul style="list-style-type: none"><li>• Only in contact with two schools being LCMR and CMT</li><li>• Officer training for both of these schools</li><li>• Heavy communication issues but making progress with Millville</li></ul> |
| <b>Div. 2 - LTG Risley</b>   | <ul style="list-style-type: none"><li>• Communication issues throughout the division stemming from switching of advisors</li></ul>                                                                                                 |
| <b>Div. 3 - LTG Kocis</b>    | <ul style="list-style-type: none"><li>• OTC with Kingsway</li><li>• Planning a drive for a food pantry and thrift store</li></ul>                                                                                                  |
| <b>Div. 4 - LTG Kaeferle</b> | <ul style="list-style-type: none"><li>• Addressing advisor communication</li><li>• Planning a joint divisional volleyball tournament</li><li>• Working on \$0 eligible rechartering.</li></ul>                                     |
| <b>Div. 5 - LTG Lee</b>      | <ul style="list-style-type: none"><li>• None of the clubs have completed elections</li><li>• Communication difficulties</li><li>• Kiwanis Club visit completed with Fort Lee</li></ul>                                             |
| <b>Div. 6 - LTG Niu</b>      | <ul style="list-style-type: none"><li>• Communication issues</li><li>• Reaching out directly to school administrators to update advisor contacts</li><li>• Active engagement with Central Regional High School.</li></ul>          |
| <b>Div. 7 - LTG Roselle</b>  | <ul style="list-style-type: none"><li>• OTC for Brick Memorial planned in early June</li><li>• Joint Divisional Event with LTG Desai</li><li>• Mostly successful with officer contact info.</li></ul>                              |
| <b>Div. 8 - LTG Desai</b>    | <ul style="list-style-type: none"><li>• Plans to charter South Brunswick HS</li><li>• Difficulties contacting Kiwanis Club of Greater Central Jersey</li><li>• OTC with Winslow Township</li></ul>                                 |
| <b>Div. 9 - LTG Ustinova</b> | <ul style="list-style-type: none"><li>• Beach clean up event with LTG Cizin</li><li>• Visited Kendall and Keyport Kiwanis Clubs</li><li>• Missing contact from a few schools</li></ul>                                             |

# LTG Board Reports Cont.

|                               |                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Div. 10 - LTG Cizin</b>    | <ul style="list-style-type: none"> <li>• Completed OTC with Marine Academy of Science and Technology (MAST)</li> <li>• 9/9 dues-paid clubs</li> <li>• Planning joint beach cleanup with LTG Ustinova</li> </ul>            |
| <b>Div. 11 - LTG Ajewole</b>  | <ul style="list-style-type: none"> <li>• Planning mid-June book drive</li> <li>• Coordinating with LTG DeSagun to establish a Builders Club at Bondie Wager Middle School</li> </ul>                                       |
| <b>Div. 12 - LTG Kumar</b>    | <ul style="list-style-type: none"> <li>• Plan to train Middlesex Officers in June</li> <li>• Planning a book drive in June/start of school year</li> <li>• Working with LTG DeSagun to charter a Builder's Club</li> </ul> |
| <b>Div. 13 - LTG DeSagun</b>  | <ul style="list-style-type: none"> <li>• Working with LTG Kumar to charter a Builder's Club</li> <li>• Looking for contact with Westfield Advisor</li> </ul>                                                               |
| <b>Div. 14 - LTG Singh</b>    | <ul style="list-style-type: none"> <li>• Completed OTC for Millburn</li> </ul>                                                                                                                                             |
| <b>Div. 15 - LTG R. Patel</b> | <ul style="list-style-type: none"> <li>• OTC completed with North Bergen</li> <li>• Waiting on election results for schools</li> <li>• Trouble contacting McNair</li> </ul>                                                |
| <b>Div. 16 - LTG Y. Patel</b> | <ul style="list-style-type: none"> <li>• Visits to Morris County Tech and Kiwanis Club of Denville</li> <li>• Working with LTG Ignacio for a Divisional Event</li> </ul>                                                   |
| <b>Div. 17 - LTG Ignacio</b>  | <ul style="list-style-type: none"> <li>• 4/7 OTCs completed</li> <li>• 2 Visits to the Kiwanis Club of Greater Parsippany</li> <li>• Color Run for Divisional Event with LTG Y. Patel</li> </ul>                           |
| <b>Div. 18 - LTG Pan</b>      | <ul style="list-style-type: none"> <li>• 7/7 dues-paid clubs</li> <li>• Published two newsletters and made two club visits</li> </ul>                                                                                      |
| <b>Div. 19 - LTG Omar</b>     | <ul style="list-style-type: none"> <li>• 8/10 dues-paid clubs</li> <li>• Rechartering outreach initiated for Dwight Englewood and Ridgefield Memorial</li> </ul>                                                           |
| <b>Div. 20 - LTG Kim</b>      | <ul style="list-style-type: none"> <li>• Clubs having trouble with dues</li> <li>• Completed visit with Kiwanis Club of Fort Lee</li> <li>• Many advisors have changed</li> </ul>                                          |
| <b>Div. 21 - LTG Carmody</b>  | <ul style="list-style-type: none"> <li>• 4 Visits to the Sparta Kiwanis Club and 1 to the Sussex Kiwanis Club</li> <li>• 2 OTCs planned</li> <li>• Taking advantage of close proximity for Divisional Event</li> </ul>     |

# Exec. Board Reports

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>District Webmaster Pandya</b>   | <ul style="list-style-type: none"><li>• Updated the District website and established content calendars and theme plans for social media platforms</li><li>• Launched Instagram takeover series (featuring LTG DeSagun as the initial participant)</li><li>• Distributed Google Forms to collect submissions for social media features</li></ul>                                                                                                               |
| <b>District Editor McFadden</b>    | <ul style="list-style-type: none"><li>• Started work on the First Edition of the Jersey Key</li><li>• Established a new review workflow for club and divisional newsletters</li><li>• Reviewed submitted May newsletters; currently preparing guidelines and content checks for June newsletters</li><li>• Requested photo submissions from all District Board members for upcoming publications</li></ul>                                                    |
| <b>District Treasurer Khalique</b> | <ul style="list-style-type: none"><li>• Collaborated with Kiwanis Committee to obtain past financial records</li><li>• Established a dedicated Google Classroom for club treasurers to streamline communication and resource distribution</li><li>• Distributed financial flyers and submitted weekly dues reports to the board</li><li>• Developing an in-depth video tutorial on submitting dues and an outreach section for the District website</li></ul> |
| <b>District Secretary Park</b>     | <ul style="list-style-type: none"><li>• Issued the Monthly Report Form (CMRF) flyer and created an updated copy of the Club Monthly Report Form</li><li>• Collected 100% of LTG Monthly Reports for April on time</li><li>• Reviewed audio recordings for board roll call pronunciation accuracy</li><li>• Requested technical updates for the District Hub from District Administrator Trecate</li></ul>                                                     |

# Exec. Board Reports Cont.

## District Governor Katapally

- Maintained active communication with board members and general membership through emails, publications, and meetings
- Published two Governor's Monthly Messages and hosted general and board-only "Coffee with Clubs" Q&A sessions
- Reviewed and commented on all Monthly Report Forms (MRFs). Reminded board members that reports are due on the 5th of every month and feedback is posted by the 15th
- Restructured the committee system; provided comprehensive material guides and strategic plan timelines for committee chairs
- Attended the Governor/Administrator Training Conference; updated the District Strategic Plan for 2026–2027 and established the positions of Econ Chair and Charter Chair
- Set a personal goal to attend at least two meetings per standing committee throughout the service year

# Standing Committee Reports

## International Programs

- Drafted committee timeline and assigned international partners to each committee member
- Announced the District Global Leadership Campus (GLC) Challenge: target of 40 completed GLC courses per board member to reach 1,000 courses district-wide. Incentives/drawings planned for August and November

## Communications & Marketing

- Created a social media planning calendar; initiated the RTC countdown and Instagram takeover series. Media kit is currently under development

## K-Family Relations

- Drafted K-Family Relations training workshops and compiled resources for Kiwanis advisors and club connectivity

# Standing Committee Reports Cont.

|                                             |                                                                                                                                                                                                                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Membership Growth &amp; Reactivation</b> | <ul style="list-style-type: none"> <li>• Developed charter tracking spreadsheet and finalized working committee timelines.</li> <li>• Updated club chartering/substitute applications; creating an LTG Google Form tracker to monitor outreach to inactive schools.</li> </ul> |
| <b>Governor's Task Force</b>                | <ul style="list-style-type: none"> <li>• Finalized the service project theme for the service year: "Care Across Generations" (focused on providing healthcare and support services to underserved age groups from children to the elderly)</li> </ul>                          |
| <b>Membership Recognition</b>               | <ul style="list-style-type: none"> <li>• Planning the re-launch of the Summer of Service recognition program in July.</li> <li>• Developing monthly member spotlight blog posts for the District website and superlatives for Fall Rally.</li> </ul>                           |

## 1<sup>st</sup> Half-Year Committee Reports

|                                |                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fall Rally Registration</b> | <ul style="list-style-type: none"> <li>• Started organizing responsibilities and discussing the overall registration process for Fall Rally.</li> <li>• Reviewed the committee's goals, and discussed responsibilities</li> <li>• Reviewed previous Fall Rally registration packets to identify strengths and areas for improvement</li> </ul>                         |
| <b>Fall Rally Programs</b>     | <ul style="list-style-type: none"> <li>• Discussed and brainstormed Fall Rally Theme possibilities</li> <li>• Brainstorming ways to raise attendance for Fall Rally</li> </ul>                                                                                                                                                                                         |
| <b>RTC Workshops</b>           | <ul style="list-style-type: none"> <li>• Finalized list of workshops for Spring RTC</li> <li>• Assigned board members 1-2 workshops each to complete and present</li> <li>• Collaborated with special guests for specific workshops</li> <li>• Collected/organized workshop submissions</li> <li>• Provided constructive feedback on each person's workshop</li> </ul> |
| <b>RTC Programs</b>            | <ul style="list-style-type: none"> <li>• Completed the Save the Date flyers and are currently working on promotional materials for the Spring RTCs</li> <li>• Created and sent out the registration packet</li> <li>• Completed the opening ceremony script and working on preparations to make sure that RTCs runs smoothly</li> </ul>                                |

# Board Action - Governor Katapally

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Approval of District Administrative Budget</b>  | <ul style="list-style-type: none"><li>• Motion: Approve the District Administrative Budget as presented</li><li>• Moved by: District Secretary Park</li><li>• Seconded by: District Treasurer Khalique</li><li>• Outcome: Motion passed</li></ul>                                                                                                                                                                                                                                                                                                             |
| <b>Approval of Lieutenant Governor Reports</b>     | <ul style="list-style-type: none"><li>• Motion: Approve all submitted Lieutenant Governor Reports</li><li>• Moved by: LTG Risley</li><li>• Seconded by: LTG DeSagun</li><li>• Outcome: Motion passed</li></ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>Approval of Executive Reports</b>               | <ul style="list-style-type: none"><li>• Motion: Approve all submitted Executive Officer Reports</li><li>• Moved by: LTG Desai</li><li>• Seconded by: LTG Patel</li><li>• Outcome: Motion passed</li></ul>                                                                                                                                                                                                                                                                                                                                                     |
| <b>Approval of Committee Reports</b>               | <ul style="list-style-type: none"><li>• Motion: Approve all submitted Committee Reports</li><li>• Moved by: District Treasurer Khalique</li><li>• Seconded by: LTG Omar</li><li>• Outcome: Motion passed</li></ul>                                                                                                                                                                                                                                                                                                                                            |
| <b>Selection and Approval of Fall Rally Theme</b>  | <ul style="list-style-type: none"><li>• Discussion: Proposals included Wild About Service / Wild About Change (Animals), Waves of Service (Aquatic), Songs of Service (Music), and Around the World</li><li>• Vote: Comparison vote held between "Around the World" and "Animals" (Terrestrial &amp; Aquatic). The majority selected Animals</li><li>• Motion: Approve "Wild About Service" (Animal Theme) as the official theme for Fall Rally</li><li>• Moved by: LTG Ajewole</li><li>• Seconded by: LTG Roselle</li><li>• Outcome: Motion passed</li></ul> |
| <b>Appointment of Lieutenant Governor at Large</b> | <ul style="list-style-type: none"><li>• Motion: Approve the appointment of LTG Das as Lieutenant Governor at Large.</li><li>• Moved by: LTG Carmody</li><li>• Seconded by: LTG Sun</li><li>• Outcome: Motion passed</li></ul>                                                                                                                                                                                                                                                                                                                                 |

# Adjournment - Governor Katapally

|                      |                         |
|----------------------|-------------------------|
| Moment of Reflection | Lieutenant Governor Niu |
| Motion to Adjourn    | Lieutenant Governor Das |
| Second to Motion     | Lieutenant Governor Sun |



**CONGRATULATIONS TO LTG PACEVICH FOR  
RECEIVING THE GNOMEO AWARD!!**