



Minutes

Second Official Board Meeting of the 2020-2021 CKI

New Jersey District Board of Trustees

Location: Zoom

5/30/20 at 12:01PM

I. Call to Order: Governor Kyle Lank

A. CKI Pledge: Laws, Regulations, and Awards Chair Jonathan Varano

B. Pledge of Allegiance: Treasurer Stephania Gonzalez Mena

C. Moment of Reflection: Seabreeze LTG Abby Lewis

Roll Call: Secretary Alyssa Joyce

1. Circle K International

Present:

- a) District Governor Kyle Lank
- b) District Secretary Alyssa Joyce
- c) District Treasurer Stephania Gonzalez Mena
- d) District Editor Taylor Fairman
- e) Metro LTG James Berke
- f) Seabreeze LTG Abby Lewis
- g) Garden LTG Steven Talarsky
- h) Club Building and Revitalization Chair Anthony Patrizi
- i) Fundraising Chair Nicole Hull
- j) K-Family and Alumni Relations Chair Lauren Quadir
- k) Laws, Regulations, and Awards Chair Jonathan Varano
- l) Marketing Chair Lauren Vitale
- m) Membership Development and Education Chair Sarah Harvey



- n) Service Chair Melissa Nash
- o) Technology Chair Leah Starnes
- p) Conventions and Conferences Chair Darcy McLaughlin (Late)

2. **Kiwanis International**

Present:

- a) Kiwanis Governor Gordon Meth
- b) Kiwanis Governor Elect Joey Giordano

3. **Key Club International**

Present:

- a) Key Club District Governor Sarah Jacob

4. **Circle K International**

Present:

- a) International Trustee Jose Leoncio

5. **Kiwanis Committee**

Present:

- a) District Administrator Christina Lukac
- b) Financial Counselor Mike Olivo
- c) Metro Zone Advisor Emily Scharf
- d) Seabreeze Zone Advisor Michael Murray
- e) Garden Zone Advisor Sharon Daubenspeck
- f) Alumni and K-Family Relations Advisor Mickey Cohen

Absent:

- g) College and Community Relations Advisor Bruce Marich



II. Welcome & Introduction of Guests: Governor Kyle Lank

A. Governor Kyle Lank introduces guests and welcomes them.

1. Kiwanis Governor Gordon Meth
2. Kiwanis Governor Elect Joey Giordano
3. Key Club Governor Sarah Jacob

III. Approval of Agenda & Minutes: Governor Kyle Lank

A. Approval for the current agenda of the Second Official Board

Meeting

1. Governor Kyle Lank entertained a motion to approve the agenda for the Second Official Board Meeting.
 - a) Treasurer Stephania Gonzalez Mena made the motion.
 - b) Seabreeze LTG Abby Lewis seconded the motion.
 - c) The motion passed unanimously.

B. Approval of the minutes from the House of Delegates 2020

1. Governor Kyle Lank entertained a motion to approve the minutes for the House of Delegates in 2020.
 - a) Garden LTG Steven Talarsky made the motion.
 - b) Treasurer Stephania Gonzalez Mena seconded the motion.
 - c) The motion passed unanimously.

C. Approval of the minutes from the First New Board/Old Board

Meeting (Post-District Convention)

1. Governor Kyle Lank entertained a motion to approve the minutes for the First New Board/Old Board Meeting on February 23rd, 2020.
 - a) Treasurer Stephania Gonzalez Mena made the motion.
 - b) Garden LTG Steven Talarsky seconded the motion.



- c) The motion passed unanimously.

IV. Board Action: Governor Kyle Lank

A. Review and Approval of General Funds Budget

1. Discussion on General Funds Budget:
 - a) Seabreeze LTG Abby Lewis asked about where the K-Family Picnic money would go if it doesn't happen. Treasurer Stephania Gonzalez Mena said it would be a CKI board vote to move it elsewhere.
2. Governor Kyle Lank entertained a motion to approve the General Funds Budget for the 2020-2021 service year.
 - a) Treasurer Stephania Gonzalez Mena made the motion.
 - b) Seabreeze LTG Abby Lewis seconded the motion.
 - c) The motion passed unanimously.

B. District Calendar of Events

1. Governor Kyle Lank proposed the following dates:
 - a) July Board Meeting will be virtual. Governor Kyle Lank will send out a when2meet for the date.
 - b) Fall Board Meeting: Saturday, September 26th
 - c) Winter Board Meeting: Saturday, December 5th
2. Discussion on proposed District Calendar dates:
 - a) Alumni and K-Family Relations Advisor Mickey Cohen raises concerns about booking spaces at schools because of social distancing.
 - b) Governor Kyle Lank said we will plan for in person meetings and then do Zoom if necessary.
3. Governor Kyle Lank entertained a motion to approve the Fall Board Meeting for Saturday, September 26th at Stockton University.



- a) Treasurer Stephania Gonzalez Mena made the motion.
 - b) Editor Taylor Fairman seconded the motion.
 - c) The motion passed unanimously.
4. Governor Kyle Lank entertained a motion to approve the Winter Board Meeting for Saturday, December 5th at The College of New Jersey.
 - a) Seabreeze LTG Abby Lewis made the motion.
 - b) Secretary Alyssa Joyce seconded the motion.
 - c) The motion passed unanimously.

C. Approval of Board Fines

1. Governor Kyle Lank tables this discussion until the end of the meeting.

V. Kiwanis Committee on NJ CKI: District Administrator Christina Lukac

A. Administrator Christina Lukac gives updates

1. Administrator Christina Lukac says the Kiwanis committee is here to help and support us in having the best experience possible. The Kiwanis committee has knowledge about these events to share, but they are not here to tell us what to do. She empathizes with us about the current situation, and she is proud of us for handling this situation well and being so hard-working.
2. Metro Zone Advisor Emily Scharf says she is happy to have a Metro LTG now and is hoping to do more with the Metro division.
3. Financial Counselor Mike Olivo says we have a solid foundation financially, and we are guaranteed a good year financially because some major costs won't happen. He is excited to see how the year pans out.
4. Seabreeze Zone Advisor Michael Murray says he has talked to Seabreeze LTG Abby Lewis about the Seabreeze clubs and where we could possibly have new clubs. He says he thinks community colleges will be hot spots



for new clubs this year. This is his first year on the committee, and he is excited to be here.

5. Alumni and K-Family Relations Advisor Mickey Cohen states he is impressed by what is going on in the board and everyone on the Kiwanis committee are CKI alumni and here to help.
6. Garden Zone Advisor Sharon Daubenspeck says she is impressed by everything going on in the board and she has been in contact with the Garden club presidents and Kiwanis/Faculty advisors that are listed in the directory. She requests that clubs update the directory with their Kiwanis/Faculty advisor information.

VI. NJ Kiwanis Family Updates

A. Kiwanis Governor Gordon Meth gives updates

1. During this pandemic people are going to be in need, and it is our job to help them with their needs.
2. 75% of Kiwanis clubs are still meeting via conference calls.

B. Kiwanis Governor Elect Joey Giordano gives updates

1. These are unprecedented times, but we are in this together.
2. This is the best time to connect with Kiwanis clubs and Key clubs virtually because they want to see you.

C. Key Club Governor Sarah Jacob gives updates

1. Proud of the resilience and dedication that Key Club members are showing during this time.
2. Her district board is currently focusing on strengthening their committees and connecting to their members.

VII. International Update: International Trustee Jose Leoncio

A. International Trustee Jose Leoncio gives updates



1. CKI-Next is on July 18th-19th. A registration link will come out in early July, and there will be a maximum Zoom attendance of 1000 people.
2. International is adapting and working on possibly creating an internet club for people to stay involved during the pandemic.
3. CKI finances could be affected by COVID-19, and there is an emergency temporary order to strike out bylaws/policies that could be affected by COVID-19.
4. There is a Sister District Call on Sunday, May 31st at 9PM EST.

VIII. District Committee Reports

A. Club Building & Revitalization Chair: Anthony Patrizi

1. Planning to meet with LTGs in early July
2. Goal is to charter at least one new club, help keep current clubs afloat, and focus on community colleges; his dream is a Princeton club

B. Fundraising Chair: Nicole Hull

1. Wants to set up one-on-ones with fundraising chairs from all clubs, boost club fundraising, and set goals for that
2. Is looking for new fundraising ideas
3. Her goals are \$1500 raised through KICK, \$15000 raised for WASH, complete a WASH 6k calendar personally, and have a fundraising event for WASH during the service year at Rider

C. Marketing Chair: Lauren Vitale

1. Is talking to all of the NJ district about posts on social media,
2. Wants to post consistent Instagram stories and create a weekly posting schedule; examples would be Meme Monday and Spotlight Saturday



3. Is looking to focus on social media beyond Instagram by acclimating to the Facebook page, creating a Twitter and Snapchat, and encouraging audience interaction through social media

D. Laws, Regulations & Awards Chair: Jonathan Varano

1. Goals are to give clubs more time to complete awards and to send the awards' applications out right after Insight; he also wants to have a webinar information session about awards and streamline the application
2. Wants to make sure that clubs are looking closely at club policies, are familiar with them, and update them regularly

E. Kiwanis Family & Alumni Relations Chair: Lauren Quadir

1. Has been working on Key to College webinar ideas
2. Trying to do a survey with graduating key clubbers
3. Wants to create a calendar for district and key club events

F. Membership Development & Education Chair: Sarah Harvey

1. Wants to have a committee with general members so that they have a say in the videos sent to the district, create kahoots and buzzfeed quizzes about CKI, create a resources packet about service/meetings/how to recruit online
2. Goal is 5-6 videos; wants to have separate videos for big events; would like to gain insight from members on what they want from and in the videos

G. Service Chair: Melissa Nash

1. Adding to service guide with Garden LTG Steven, looking for ideas to add to the service guide, contacting individual clubs about their service projects, is looking into Learning Ally
2. Would like to create a service project for the tomorrow fund and apply for the tomorrow fund grant

H. Convention & Conferences Chair: Darcy McLaughlin



1. Working on a timeline for what needs to be done for Insight and DCON
2. Forming a committee with district board members to bounce off ideas

I. Technology Chair: Leah Starnes

1. Has been updating the district website; check it out at njcirclek.org
2. Is looking to update the NJ club Eboards on the website and gear the website more to non-CKI members
3. Would like to make the website similar to the brand guide and create individual websites for the clubs

IX. Lieutenant Governor Reports

A. Metro Division: James Berke

1. Caldwell now has an Eboard
2. NJIT is still having general member meetings, they are looking to have one interclub per month during the summer which aligns well with personal goals for the division
3. Is trying to build an instagram page for the Metro Division; overall wants to help create a stronger division and hold Divisional Club Meetings with Metro Club Eboards

B. Seabreeze Division: Abby Lewis

1. Is looking to talk to Brookdale more to help them prioritize hosting events online
2. Is shooting for one-on-ones in June and wants to host an online event for the Seabreeze Division

C. Garden Division: Steven Talarsky

1. ACCC has their Eboard and held meetings until the end of their semester
2. RCBC needs a new charter President and Vice President because they are going out of state



3. Is looking to plan a division rally

X. Executive Committee Reports

A. Editor: Taylor Fairman

1. Communication has been focused on the Circling and articles for it
2. Discussed June newsletter content and is excited to keep posting the newsletter on the social media

B. Treasurer: Stephania Gonzalez Mena

1. Everyone can access the spreadsheet for the budget; this budget has been prepared and reviewed by Kiwanis and CKI
2. The voucher process has been revamped, passed the Financial Counselor review, and is now pending approval from Kiwanis
3. Currently working on DCON/Insight budget format and KICK letters
4. Wants to continue talking with Club Treasurers and have greater involvement with her home club

C. Secretary: Alyssa Joyce

1. Is looking to have 100% MRF submission throughout the year and make the MRF information more noticeable to the district through member shoutouts and social media
2. Is holding Club Secretary one-on-ones throughout the next week

D. Governor Kyle Lank entertained a motion to approve the above board reports

1. Garden LTG Steven Talarsky made the motion.
2. Treasurer Stephania Gonzalez Mena seconded the motion.
3. The motion passed unanimously.

E. Governor: Kyle Lank

1. Stated that every club has been doing some kind of online activity



2. Hosted a Presidents Webinar focused on virtual recruitment techniques and is encouraging more exciting and engaging events than just meetings
3. Looking to improve our social media presence and K-Family Relations to improve Key Club involvement in CKI; this includes the Key to College webinars, supporting Key Club, and attending virtual and in-person Kiwanis meetings
4. Goals are to continue to encourage clubs to recruit over the summer, include more interclubs and divisional events, attend 5 Kiwanis meetings in June, and complete 15 hours of service

F. Governor Kyle Lank passed chairperson to Secretary Alyssa Joyce

1. Secretary Alyssa Joyce entertained a motion to approve the Governor Report Form.
 - a) Treasurer Stephania Gonzalez Mena made the motion.
 - b) Garden LTG Steven Talarsky seconded the motion.
 - c) The motion passed unanimously.
2. Secretary Alyssa Joyce passed chairperson to Governor Kyle Lank.

XI. New Business

A. Host Club Applications: Governor Kyle Lank

1. K-Family Picnic
 - a) Governor Kyle Lank proposes we do not pick a host club for this event.
2. Club Rally
 - a) Discussion on TCNJ hosting:
 - (1) TCNJ has hosted in the past, and they have a central location for clubs to attend.



- b) TCNJ will host Club Rally.
3. Insight
 - a) Discussion on Rutgers hosting:
 - (1) Concern about Rutgers not being able to attend; we would want all clubs to be in attendance if we hold this event; make sure to include Rutgers in on theme discussions
 - b) Rutgers will host Insight.
4. Winter Social
 - a) Discussion on Rider hosting:
 - (1) They put on a great event last year; they can incorporate WASH fundraising into the event; this event is a good step into the district
 - b) Rider will host Winter Social.
5. DCON
 - a) Discussion on Stockton hosting:
 - (1) Stockton always has a lot of people attend; they spearhead the diner hangout and fellowship activities; they have a big budget from their school and artists in their club that can be helpful for decorations
 - b) Stockton will host DCON.
6. District Large Scale Service Project
 - a) Discussion on Rowan hosting:
 - (1) Rowan is looking into new and innovative service ideas that would be great to showcase at this event
 - b) Rowan will host the District Large Scale Service Project.
7. Governor Kyle Lank entertained a motion to approve the above selections for host clubs.
 - a) Treasurer Stephania Gonzalez Mena made the motion.
 - b) Garden LTG Steven Talarsky seconded the motion.



- c) The motion passed unanimously.

B. Vouchers and Financial Standing: Treasurer Stephania Gonzalez

Mena

1. See “Vouchers” in the board drive for instructions on your respective position’s form
2. Treasurer Stephania Gonzalez Mena gave instructions on the voucher process.

C. Committees: Governor Kyle Lank

1. Governor Kyle Lank asked for the Chairs’ opinions on who they would like to have on their committees.
 - a) Service Chair Melissa Nash said 1-2 people with a mix of general members and possible Garden LTG Steven because he is the immediate past service chair.
 - b) Club Building and Revitalization Chair Anthony Patrizi said he definitely wants the Lieutenant Governors and possibly general members.
 - c) Marketing Chair Lauren Vitale said 2-3 people including general members and club editors.
 - d) Laws, Regulations, and Awards Chair Jonathan Varano said possibly 1 Executive Officer for the laws portion, but no committee.
 - e) K-Family and Alumni Relations Chair Lauren Quadir said she is fine with just having District Board Executive Officers on her committee.
 - f) Technology Chair Leah Starnes said she would like both District Board members and general members.



- g) Convention and Conferences Chair Darcy McLaughling said District Board members but also one representative from each host club for DCON and Insight.
 - h) Fundraising Chair Nicole Hull said she would like her committee as large as possible; maybe 1 District Board member and a lot of general members including one person from each school.
 - i) Membership Development and Education Chair Sarah Harvey said one District Board member, maybe Editor Taylor because of the similarities between their positions, and 1-2 general members.
2. Governor Kyle Lank will put out an application for committees.

D. First and Second District Mailings: Secretary Alyssa Joyce

1. Secretary Alyssa needs to look further into exactly what needs to be included in District Mailings and these will be sent to everyone in the District Directory. Secretary Alyssa, Governor Kyle, and Treasurer Stephania will collaborate on the information to include in each mailing.

E. K-Family Picnic: Governor Kyle Lank

1. Discussion on ideas for K-Family Picnic online
 - a) Maybe a trivia night; engagement is the most important
2. Governor Kyle Lank entertained a motion to approve K-Family Picnic to be moved to an online platform on Saturday, August 1st at 7:00PM..
 - a) Seabreeze LTG Abby Lewis made the motion.
 - b) Secretary Alyssa Joyce seconded the motion.
 - c) The motion passed unanimously.

F. Third Board Meeting: Governor Kyle Lank

1. Governor Kyle Lank will send out a when2meet to decide this date.

XII. Open Floor: Governor Kyle Lank



A. Seabreeze Zone Advisor Michael Murray discussed a district Key to College event

1. Seabreeze Zone Advisor Michael Murray has been talking with the Key Club District Administrator about the possibility of collaborating on Key to College events.
2. Governor Kyle Lank and K-Family and Alumni Relations Chair Lauren Quadir are talking to the Key Club District Officers about this.

B. Board Fines

1. Discussion on board fines:
 - a) Governor Kyle Lank opened the discussion by saying that board fines are meant to keep everyone involved during meetings and hold people accountable, not to fine people harshly. We must find another way to hold people accountable if we are not going to have board fines.
 - b) Points For Board Fines:
 - (1) They are necessary and important for accountability, often smaller offenses add up and become something bigger
 - (2) The money goes directly back to our members through scholarships
 - (3) They are less harsh compared to the “pink slip system”
 - (4) They allow there to be a record that there have been problems or issues
 - c) Points Against Board Fines:
 - (1) We should consider not having them for the purposes of inclusivity and cohesiveness within the board
 - (2) We should have positive reinforcement



(3) We could work with each other on corrective and preventive action plans or communication about smaller offenses instead of fines

2. Unofficial Vote on Board Fines: 8 Ayes, 5 Nays, 2 Abstentions
3. Conclusion of the discussion on board fines is we will not have board fines and instead try the system currently written in our bylaws.

XIII. Announcements and Deadlines: Governor Kyle Lank

A. Sister District Call is happening on Sunday, May 31st at 9PM EST

B. International Goals Sheets are due on Monday, June 1st

XIV. Closing Remarks: Governor Kyle Lank

XV. Moment of Hope: Metro LTG James Berke

XVI. Adjournment: Governor Kyle Lank

D. The Second Official Board Meeting was adjourned by Governor Kyle Lank at 3:59PM.