



## **Minutes**

### **Third Official Board Meeting of the 2020-2021 CKI**

#### **New Jersey District Board of Trustees**

**Location: Zoom**

**7/13/20 at 7:05PM**

#### **I. Call to Order: Governor Kyle Lank**

**A. CKI Pledge: Metro LTG James Berke**

**B. Pledge of Allegiance: Fundraising Chair Nicole Hull**

**C. Moment of Reflection: Laws, Regulations and Awards Chair**

**Jonathan Varano**

#### **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) Metro LTG James Berke
- e) Seabreeze LTG Abby Lewis
- f) Garden LTG Steven Talarsky
- g) Conventions and Conferences Chair Darcy McLaughlin
- h) Fundraising Chair Nicole Hull
- i) K-Family and Alumni Relations Chair Lauren Quadir
- j) Laws, Regulations, and Awards Chair Jonathan Varano
- k) Marketing Chair Lauren Vitale
- l) Membership Development and Education Chair Sarah Harvey
- m) Service Chair Melissa Nash



n) Technology Chair Leah Starnes

**Absent:**

o) District Editor Taylor Fairman

p) Club Building and Revitalization Chair Anthony Patrizi

## 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 District Governor Sarah Jacob
4. Circle K International Trustee Jose Leoncio

## **III. Approval of Agenda & Minutes: Governor Kyle Lank**

### **A. Approval of the minutes from the Second Official Board Meeting**

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

### **B. Approval for the current agenda of the Third Official Board Meeting**

1. Governor Kyle Lank entertained a motion to approve the agenda for the Official Board Meeting.
  - a) Treasurer Stephania Gonzalez Mena made the motion.
  - b) Secretary Alyssa Joyce seconded the motion.
  - c) The motion passed unanimously.

## **IV. Board Action: Governor Kyle Lank**

### **A. Approval of Committee Assignments**

1. Discussion on committee member assignments.



2. Governor Kyle Lank entertained a motion to approve the committee assignments.
  - a) Metro LTG James Berke made the motion.
  - b) Seabreeze LTG Abby Lewis seconded the motion.
  - c) The motion passed unanimously.

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

### **A. Administrator Christina Lukac gives updates**

1. Administrator Christina Lukac says that she is proud of us for the work we are doing and announces that she will be stepping down as Administrator.
2. Kiwanis Governor Gordon Meth says that he is appointing Mike Olivo as acting District Administrator and Mickey Cohen as acting Financial Counselor.
3. Financial Counselor Mike Olivo says he is looking forward to working with us as District Administrator.
4. Alumni and K-Family Relations Chair Mickey Cohen says that we are helping Kiwanis a lot during this time.
5. Metro Zone Advisor Emily Scharf says that she wants us to remain flexible and positive.
6. Garden Zone Advisor Sharon Daubenspeck says that she is connecting with Stockton's club and her home Kiwanis Club.
7. Seabreeze Zone Advisor Michael Murray says he is continuing to check in on the status of what the fall semester looks like for Seabreeze Clubs.

## **VI. NJ Kiwanis Family Updates**

### **A. Kiwanis Governor Gordon Meth gives updates**



1. Governor Gordon Meth says that he is proud of Governor Kyle and Governor Sarah for connecting with Kiwanis clubs. They are putting a face to the SLPs. The Kiwanis International Council for elections is happening in Indianapolis and they are looking to get a fifth new Kiwanis club in New Jersey.

### **B. Kiwanis Governor Elect Joey Giordano gives updates**

1. Governor Elect Joey Giordano says that going to Kiwanis meetings makes a difference and shows that we are here for each other. He says we did a great job with the Key to College webinar and is encouraging us to continue to reach out to Kiwanis clubs.

### **C. Key Club Governor Sarah Jacob gives updates**

1. Governor Sarah Jacob says that Key Club just had their virtual International Convention and elected their new International Board. She says the Key to College webinar was great and the Key Club members are looking forward to future webinars.

## **VII. District Committee Reports**

### **A. Fundraising Chair: Nicole Hull**

1. Wants to have a district wide WASH calendar month in August
2. Is working on a T-shirt fundraiser

### **B. Marketing Chair: Lauren Vitale**

1. Created and posted graphics and working on social media highlights
2. Is still planning for featured days of the week and is looking to collaborate with district board members more on this

### **C. Laws, Regulations & Awards Chair: Jonathan Varano**

1. Montclair's club now has an executive board



2. Is updating award applications and is in the process of separating documents and folders for club bylaws and other policy stuff

**D. Kiwanis Family & Alumni Relations Chair: Lauren Quadir**

1. Has been focusing on planning for the K-Fam Picnic and Key to College webinar which went really well
2. Is currently securing a location for the K-Fam Picnic and working on the schedule of events and activities. The fundraising goal has been set and is being finalized.

**E. Membership Development & Education Chair: Sarah Harvey**

1. Working on a July membership video that includes K-Family Picnic, online service, and WASH information
2. Planning to create a checklist for Club Presidents and an officer resource packet
3. August video will include a CKI Next recap

**F. Service Chair: Melissa Nash**

1. The mental health service project went well and wants to have another online one soon
2. Is continuing to look for virtual service project ideas and is including service projects in the upcoming MDE video
3. Is adding service ideas to service project guide

**G. Convention & Conferences Chair: Darcy McLaughlin**

1. Planning to start making an Insight timeline as if we are having it
2. Working on who to send DCON hotel bids to

**H. Technology Chair: Leah Starnes**

1. Updated Club Eboards on the website and added the newest Circling
2. Is planning to set short term weekly goals for position



## **I. Club Building and Revitalization Chair Report Form:**

### **Governor Kyle Lank**

1. Governor Kyle Lank reviewed Club Building and Revitalization Chair Anthony Patrizi's Report Form
  - a) Setting up a meeting with the LTGs to discuss recruiting and retaining members in clubs virtually

## **VIII. Lieutenant Governor Reports**

### **A. Metro Division: James Berke**

1. Reaching out to LTGS from different districts
2. Created a Club Vice Presidents group chat for the Metro Division
3. Montclair has an Eboard and some members will be attending CKI Next
4. Caldwell currently has no budget for their club, they are no longer holding meetings/events over the summer, and they are working to build their social media presence
5. NJIT is continuing to plan for the fall semester
6. There is a Metro Division Instagram
7. Joint DCM is happening July 26th, and a Division Social is planned for August 21st

### **B. Seabreeze Division: Abby Lewis**

1. Had one-on-ones with Club Presidents
2. All clubs dealing with uncertainty from their schools and focusing on retention and recruitment
3. Prioritizing communication with Brookdale, they need four more members for a charter
4. Rider is working on finding a new advisor for the fall
5. Planning a Division Rally

### **C. Garden Division: Steven Talarsky**



1. Had one-on-ones with Club Presidents, but mostly waiting to hear college announcements
2. No RCBC updates
3. Planning to hold a Divisional Rally in the summer or fall

## **IX. Executive Committee Reports**

### **A. Editor: Taylor Fairman**

1. Did not submit a report form and is not present at this meeting

### **B. Treasurer: Stephania Gonzalez Mena**

1. The Insight budget has been created and is ready to discuss
2. Currently focusing on KICK letters and a new system for them
3. Waiting on International for what dues will look like this year

### **C. Secretary: Alyssa Joyce**

1. Held one-on-ones with Club Secretaries
2. Updated and worked with Club Secretaries to revise all club MRFs for accurate information
3. Looking to reach out to Kiwanis clubs about attending meetings

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

1. Garden LTG Steven Talarsky made the motion.
2. Seabreeze LTG Abby Lewis seconded the motion.
3. The motion passed unanimously.

### **E. Governor: Kyle Lank**

1. Has been focusing on attending Kiwanis meetings; has attended 7 meetings and has 3 more planned
2. We now have an alternative plan for K-Family Picnic





3. Helping Club Presidents plan for virtual recruitment and fall semester plans and promoting virtual interclubbing
4. Is planning for the semester to be virtual and hoping to have more consistent board socials

## **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) Seabreeze LTG Abby Lewis seconded the motion.
  - c) The motion passed unanimously.
2. Secretary Alyssa Joyce passed chairperson to Governor Kyle Lank.

## **X. Unfinished Business**

### **A. Kiwanis Family Livestream: K-Family and Alumni Relations**

#### **Chair Lauren Quadir**

1. K-Family and Alumni Relations Chair Lauren Quadir discussed plans for the livestream.
  - a) The livestream will be on Youtube Live.
  - b) The monetary goal for the day is \$500.
  - c) She is still planning and brainstorming activities if anyone has ideas.
  - d) She is working with Governor Kyle Lank to make everything socially-distanced and safe with everything going on.

### **B. CKI Next: International Trustee Jose Leoncio**

1. Download the Kiwanis Family App.
2. The awards schedule is out.



### **C. International Update: International Trustee Jose Leoncio**

1. International Trustee Jose Leoncio says that his time on the International Board is coming to an end and we will have a new trustee soon.
2. There are Black Lives Matter advocacy resources on the Circle K website.
3. The International Board is working on creating a completely new website.
4. The International Board is also working out club dues and what will happen if clubs cannot pay them due to Covid-19.

### **D. Board Shirts: Governor Kyle Lank**

1. Dark Olive Green Board Fleeces and Name Tags

### **E. Committee Meetings / Structures: Governor Kyle Lank**

1. Meet at least once a month
2. The committee members' contact information will be sent to their respective chairs
3. Have someone take unofficial minutes to keep in the board drive

## **XI. New Business**

### **A. KICK Letters Update: Treasurer Stephania Gonzalez Mena**

1. Treasurer Stephania Gonzalez Mena showed us the KICK letter update and structure. The physical letter and digital letter will be sent to Kiwanis presidents and clubs and all Kiwanians.
2. Discussion on the format of the KICK letters
  - a) There will be recognition at DCON for sponsors and we are thinking of how else we can recognize them through a pin/banner patch.

### **B. Virtual Recruitment: Governor Kyle Lank**

1. Discussion on virtual recruitment
  - a) Some trial and error, focus on welcome week and orientation participation, look out for students requesting to join club through portal/emails.



- b) Consider having speakers at meetings, if clubs keep members active and give them the tools to do service they will stay, work with community leaders

### **C. August WASH Challenge: Fundraising Chair Nicole Hull**

1. Looking to have everyone participate in the August WASH Challenge

### **D. Club Rally Alternatives: Governor Kyle Lank**

1. We could do a socially distant in-person event, a virtual Club Rally, or a variation of both.

### **E. Fourth Official Board Meeting: Governor Kyle Lank**

1. Stockton plans to be on campus at some capacity so we are still planning to have the 4th Official Board Meeting on September 26th at Stockton University.

## **XII. Open Floor: Governor Kyle Lank**

### **A. Insight: Mike Olivo and Mickey Cohen**

1. Discussion about Insight and what our plans are moving forward with planning for the event.
  - a) Conclusion: We will have a one-day, virtual event in November and plan for a one-day, in-person event in February. The Conventions and Conferences Committee will work on an outline for both days.

### **B. Unofficial August Board Meeting: Governor Kyle Lank**

1. Discussion about hosting an unofficial board meeting on Sunday, August 23rd at 2pm.
2. Governor Kyle Lank entertained a motion to approve Sunday, August 23rd for an unofficial board meeting.
  - a) Garden LTG Steven Talarsky made the motion.



- b) Secretary Alyssa Joyce seconded the motion.
- c) The motion passed unanimously.

**XIII. Announcements and Deadlines: Governor Kyle Lank**

- A. CKINext is online from Saturday, July 18th to Sunday, July 19th**
- B. K-Family Picnic Livestream is Saturday, August 1st starting at 12pm on Youtube Live**
- C. Unofficial board meeting on Sunday, August 23rd at 2pm**
- D. Fourth Official Board Meeting at Stockton University on Saturday, September 26th**

**XIV. Closing Remarks: Governor Kyle Lank**

**XV. Moment of Hope: Membership Development and Education Chair Sarah Harvey**

**XVI. Adjournment: Governor Kyle Lank**

- A. The Third Official Board Meeting was adjourned by Governor Kyle Lank at 10:01 PM.**