



## **Minutes**

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

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

**Location: Zoom**

**12/5/20 at 10:06AM**

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

**A. CKI Pledge: Marketing Chair Lauren Vitale**

**B. Pledge of Allegiance: Metro LTG James Berke**

**C. Moment of Reflection: Technology Chair Leah Starnes**

#### **Roll Call: Secretary Alyssa Joyce**

##### **1. Circle K International**

###### **Present:**

- a) District Governor Kyle Lank
- b) District Secretary Alyssa Joyce
- c) District Treasurer Chiara Fune
- d) District Editor Melissa Nash
- e) Metro LTG James Berke
- f) Seabreeze LTG Parth Rajwade
- g) Garden LTG Steven Talarsky
- h) Club Building and Revitalization Chair Anthony Patrizi
- i) Conventions and Conferences Chair Darcy McLaughlin
- j) Fundraising Chair Nicole Hull
- k) K-Family and Alumni Relations Chair Lauren Quadir
- l) Laws, Regulations, and Awards Chair Jonathan Varano
- m) Marketing Chair Lauren Vitale
- n) Membership Development and Education Chair Sarah Harvey
- o) Technology Chair Leah Starnes



## **2. Kiwanis International**

### **Present:**

- a) Kiwanis Governor Joey Giordano
- b) Kiwanis Governor Elect Dean Konner

## **3. Key Club International**

### **Absent:**

- a) Key Club District Governor Sarah Jacob

## **4. Circle K International**

### **Absent:**

- a) International Trustee Mackenzie Steele

## **5. Kiwanis Committee**

### **Present:**

- a) District Administrator Mike Olivo
- b) Financial Counselor Mickey Cohen
- c) Metro Zone Advisor Emily Scharf
- d) Seabreeze Zone Advisor Michael Murray
- e) Garden Zone Advisor Sharon Daubenspeck

### **Absent:**

- f) 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 Joey Giordano



2. Kiwanis Governor Elect Dean Konner

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

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

1. Governor Kyle Lank entertained a motion to approve the minutes.
  - a) Editor Melissa Nash made the motion.
  - b) Garden LTG Steven Talarsky seconded the motion.
  - c) The motion passed unanimously.

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

1. Governor Kyle Lank entertained a motion to approve the agenda for the Fifth Official Board Meeting.
  - a) Metro LTG James Berke made the motion.
  - b) Garden LTG Steven Talarsky seconded the motion.
  - c) The motion passed unanimously.

## **III. Kiwanis Committee on NJ CKI: District Administrator Mike Olivo**

### **A. Administrator Mike Olivo gives updates**

1. Administrator Mike Olivo says that we are doing a great job and he's looking forward to the discussions today.
2. Metro Zone Advisor Emily Scharf shouted out the great divisional event held for the Metro division and she is happy to see everyone getting together.
3. Financial Counselor Mickey Cohen shouted out the Seabreeze alumni event and says we are making Kiwanis proud.
4. Seabreeze Zone Advisor Michael Murray has been attending meetings from Seabreeze and says the Seabreeze division event was a success.



5. Garden Zone Advisor Sharon Daubenspeck says to keep up the great work and that we are continuing to show up and that's what matters.

#### **IV. NJ Kiwanis Family Updates**

##### **A. Kiwanis Governor Elect Dean Konner gives updates**

1. Kiwanis clubs are looking for programs and speakers for their Zoom meetings. He encourages us to reach out to Kiwanis Clubs because they would be glad to have anyone speak at their meetings.

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

1. The Kiwanis online directory can help us in reaching out to Kiwanis clubs.
2. He says Congratulations on a successful Insight, and he is looking forward to DCON.
3. Momentum is key right now. Make sure to continue to engage members as you look towards elections for next year. Try to get as involved as possible during the holiday season.

#### **V. District Committee Reports**

##### **A. Technology Chair: Leah Starnes**

1. Has reached out to a homeless shelter in AC about giving out meals.
2. There is now an Insight page, Dues Collection page, COVID-19 Operations page, and a Service Newsletters page on the website.
3. Is looking to update the District Goals page, Kiwanis Family page, and add a Service and Instagram page.

##### **B. Service Chair: Melissa Nash**

1. Has completed an individual WASH calendar and sent out service newsletter.



2. Applied for the Tomorrow Fund for a large scale service project that would let us make Education Care Packages for K-Kids.
3. Each member of the committee will be planning and leading a service project; last two virtual projects of the semester are Tuesday, December 8th and Tuesday, December 22nd

### **C. Conventions and Conferences Chair: Darcy McLaughlin**

1. Proud to announce that we had a successful Insight; still needs to send out the rest of the Insight stickers; working with Technology Chair Leah Starnes to create a recap video.
2. Has started plans for DCON, will discuss the tentative schedule, possible keynote speakers, possible workshops, and goals later in the meeting.

### **D. Membership Development and Education Chair: Sarah Harvey**

1. Insight promotional video, event planning checklist sent out, powerpoint about the basics of district
2. Plan host midwinter conference webinars, awards/scholarships, running for club office/district endorsement, and then running for district office/international endorsement

### **E. Kiwanis Family and Alumni Relations Chair: Lauren Quadir**

1. Working on an updated approach for Key to College Office Hours; last one for the semester is Monday, December 14th.
2. Creating templates for advertising these to Key Club

### **F. Laws, Regulations, and Awards Chair: Jonathan Varano**

1. Awards have officially been moved to Google Forms; they are in the district board folder.
2. Creating a tentative plan following today's meeting to roll out the awards packet to clubs.
3. Looking to host webinars and workshops to encourage members to apply.
4. Looking to host a presentation about governing documents for clubs.



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

1. Still needs to post district board member pictures; looking to have board members do Instagram takeovers and Instagram lives.
2. Wants to collaborate more with other district board members, post more than just graphics on social media, and start to post on the TikTok account.

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

1. Thank you to everyone for your hard work with WASH fundraising; we are right around \$5400 total for WASH.
2. Continue to sell masks, we have 85 left; think about purchasing these for club raffles.
3. Continue to promote individual club fundraisers.
4. Looking to split up completing WASH calendars between board members for February and March; encourage clubs to split up calendars.

### **I. Club Building and Revitalization Chair: Anthony Patrizi**

1. Attending Stockton club meetings.
2. Reaching out to LTGs.

## **VI. Lieutenant Governor Reports**

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

1. The Metro Division social was a success; planning to host another in January.
2. Montclair is having continuous meetings and service events and building strong Kiwanis Family relations.
3. NJIT had their last meeting last Wednesday; they are gaining new and active members and are very happy with how their semester turned out.
4. Caldwell is continuing to host meetings, has more membership engagement, and hosted a successful game night.



5. Still looking for a possible new charter; still working on getting Seton Hall active, still working on stronger communication.

### **B. Seabreeze Division: Parth Rajwade**

1. Welcome to the board!
2. Is currently working with Governor Kyle to meet all the Seabreeze clubs and their presidents.
3. Current goals are to focus on underclassmen getting more involved and moving into leadership, work on finding fundraising ideas for WASH for the Spring semester, meet everyone on the board, bring Brookdale to charter strength and look at possible new charts like Monmouth University.

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

1. RCBC held their first meeting and had five members come out; they are motivated and dedicated to getting this charter.
2. Stockton has a steady amount of members attending events and has been continuously hosting interclubs and service events.
3. Rowan has consistent meetings and service events.
4. ACCC we are still looking to connect with their president.
5. Hosted a divisional social
6. We are doing good with recruitment and need to work on having stronger communication.

## **VII. Executive Committee Reports**

### **A. Editor: Melissa Nash**

1. Hosted a Club Editor social; looking to establish a community between editors
2. Is reaching out to people about newsletter articles and looking for new ideas and suggestions



3. Plans for the next Circling are to do a service spotlight with TCNJ, holiday safety tips, a Key Club article, holiday resolutions, and an awards section with LRA Chair Jonathan Varano.
4. Is holding one on ones with Club Editors; hoping to have the editors create new newsletters; has revamped the newsletters to make them more professional, and has a goal to have people submit articles earlier.

**B. Treasurer: Chiara Fune**

1. Has been doing weekly check-ins with Club Treasurers about dues and resolving their dues' issues; it takes about 2-4 weeks for dues to process.
2. Reviewed where clubs are in membership right now and also the goal for clubs by the end of the service year.
3. Wants to host a Treasurers Webinar in January to discuss how to continue to increase membership.

**C. Secretary: Alyssa Joyce**

1. Is hosting Club Secretary one on ones.
2. Currently looking for a successor and to work on creating transition documents and templates.
3. Plans to send out another district mailing this week and one in January.

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

1. Garden LTG Steven Talarsky made the motion.
2. Editor Melissa Nash seconded the motion.
3. The motion passed unanimously.

**E. Governor: Kyle Lank**

1. Continuous communication with all of the district board.
2. Sent out a mid-year presidents' survey asking about suggestions and needs; planning one on ones with Club Presidents.





3. Continuing communication with ACCC to build their club; Brookdale has six members and is looking towards growth; RCBC has six members and is looking towards charter.
4. Has been speaking at Key Club Divisional events and attended two more Kiwanis meetings; looking to attend 8 more Kiwanis meetings.
5. The mask fundraiser is still going on; Mr. CKI was a huge success.

#### **F. Governor Kyle Lank passed chairperson to Secretary Alyssa Joyce**

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

### **VIII. Unfinished Business**

#### **A. Insight Recap: Darcy McLaughlin**

1. 73 people signed up and 66 attended; we had a great guest speaker, successful virtual teams, and dedicated members.
2. Shoutout to Rutgers for hosting; wants to give the host club more responsibility for DCON.
3. Could improve on link sharing; people seemed to have zoom fatigue on Saturday; some clubs had an amazing turnout and others had a low turnout; we need to recruit attendance better.

### **IX. New Business: Governor Kyle Lank**

#### **A. WASH Updates / Mr. CKI: Fundraising Chair Nicole Hull**



1. Fundraising Chair Nicole Hull reviewed her calendar for upcoming WASH fundraisers; the district is taking an intentional month off from WASH fundraising; gave updates for where we are with our fundraising goal for WASH.
2. We need to check for KICK donations and updates; a possible internal fundraiser could be an NJ CKI apparel fundraiser.

### **B. Transition Planning/Identifying Successor: Governor Kyle Lank**

1. This is really important to start looking into; think about who could fulfill your position next service year; think about ideas for transferring ideas from this year to an in person year; transition packet templates will be sent out and will be due in February.

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

1. Secretary Alyssa Joyce reviewed where we are with goals for the year based on MRFs; Club Secretaries have all been submitting MRFs and doing so on time.

### **D. Winter Formal / Club Rally: Governor Kyle Lank**

1. Winter Formal
  - a) Rider is the host club; will be a virtual event.
  - b) Sending out a survey for a preferred date for this to happen to clubs; looking at January and early February dates.
2. Club Rally
  - a) We will revisit our decision about a combined Club Rally and COTC once schools have definitive plans for how they are holding their Spring semesters.

### **E. District Convention: Conventions and Conferences Chair Darcy McLaughlin**

1. The proposed theme is Retro Arcade Games.
2. The proposed dates are Friday, March 5th to Saturday, March 6th.



- a) Governor Kyle Lank entertained a motion to host the 2020-2021 District Convention from Friday, March 5th to Saturday, March 6th.
  - (1) Garden LTG Steven Talarsky made the motion.
  - (2) Editor Melissa Nash seconded the motion.
  - (3) The motion passed unanimously.
- b) Governor Kyle Lank entertained a motion to host DCON virtually this year.
  - (1) Metro LTG James Berke made the motion.
  - (2) Garden LTG Steven Talarsky seconded the motion.
  - (3) The motion passed unanimously.
3. Reviewed the proposed budget for DCON.
  - a) We added pins for past officers/chairs.
  - b) Adding ad sales to income.
    - (1) Board members need to reach out and sell ads; could have clubs buy an ad for their graduating members; creating a virtual program booklet
    - (2) Event Sponsorships cost \$100.
      - (a) Sponsor's logo or name will appear on a full page of the virtual booklet and on social media.
    - (3) Virtual Program Booklet Ads cost \$50.
      - (a) The name of the sponsor will appear on a quarter page of the virtual booklet.
    - (4) One Line Shoutouts cost \$25.
      - (a) One line message in the virtual booklet.
  - c) Governor Kyle Lank entertained a motion to approve the DCON budget.
    - (1) Editor Melissa Nash made the motion.
    - (2) Garden LTG Steven Talarsky seconded the motion.



(3) The motion passed unanimously.

4. DCON Schedule Review

a) Review of proposed schedule for Friday and Saturday.

(1) Friday, March 5th will start at 6:30PM for candidates and 7:00PM for attendees.

(2) Saturday, March 6th will start at 9:00am for attendees; second session Saturday night start time will depend on the length of House of Delegates.

b) Will use form site for DCON registration.

(1) Registration will close Wednesday, March 3rd.

5. DCON Marketing Plan

a) Official call for DCON will be Tuesday, January 5th.

b) Marketing committee should do a theme reveal in the next two weeks; should also post about the DCON dates today.

6. DCON Scripts

a) We need to modify the scripts for virtual; district board members will need to fill in their parts, and this will be due at the next meeting.

7. Elections

a) Potential platform for voting coming from International.

b) Declaration of Candidacy and Candidates' Packets need to be put together and modified from last year.

(1) Declaration of Candidacy is due Tuesday, February 23rd at 11:59PM.

(2) Post candidates' literature on the website after declarations.

c) We need to start talking to clubs about club elections because they need to be two weeks before DCON.

d) Governor Kyle Lank entertained a motion to appoint Garden LTG Steven Talarsky as Elections Chair.



- (1) Metro LTG James Berke made the motion.
- (2) Editor Melissa Nash seconded the motion.
- (3) The motion passed unanimously.

e) Elections Committee

- (1) Governor Kyle Lank, Conventions and Conferences Chair  
Darcy McLaughlin, Garden LTG/Elections Chair Steven  
Talarsky, Secretary Alyssa Joyce.

f) Moderators for causing

- (1) Garden Division Room: MDE Chair Sarah Harvey and  
Garden LTG Steven Talarsky
- (2) Metro/Seabreeze Divisions Room: Secretary Alyssa Joyce  
and reaching out to Rutgers President Alyssa Pilch or  
International Trustee Mackenzie Steele

8. Scholarships/Awards

- a) Pins need to be ordered in January.
- b) Scholarships/Awards are due Friday, February 5th.
- c) Governor Kyle Lank entertained a motion to not offer the  
Traditional Scrapbook Award at DCON this year.
  - (1) Metro LTG James Berke made the motion.
  - (2) Garden LTG Steven Talarsky seconded the motion.
  - (3) The motion passed unanimously.

**F. Sixth Official Board Meeting: Governor Kyle Lank**

1. Governor Kyle Lank entertained a motion to hold the Sixth Official Board Meeting on Sunday, January 24th at 2PM and to hold a DCON Script Reading Meeting on Friday, February 12th at 7PM.
  - a) Metro LTG James Berke made the motion.
  - b) Seabreeze LTG Parth Rajwade seconded the motion.
  - c) The motion passed unanimously.



**X. Open Floor: Governor Kyle Lank**

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

- A. Sixth Official Board Meeting will be Sunday, January 24th at 2PM.**
- B. The DCON Script Reading will be Friday, February 12th at 7PM.**
- C. Over Winter Break, consider dropping into a meeting with your sponsoring Kiwanis Clubs.**

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

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

**XIV. Adjournment: Governor Kyle Lank**

- A. The Fifth Official Board Meeting was adjourned by Governor Kyle Lank at 1:51PM.**