

Melissa Nash

2021-2022 District Secretary Elect

New Jersey District of Circle K

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Meeting Minutes

First Unofficial Old Board/ New Board Meeting of the 2021-2022 CKI

New Jersey District Board of Trustees

Location: Zoom

March 7th 2021 at 11:09 AM

I. Call to Order: Governor Elect Alyssa Joyce

A. CKI Pledge: Treasurer Elect Nicole Hull

B. Moment of Reflection: Seabreeze LTG Elect Parth Rajwade

Roll Call: Secretary Elect Melissa Nash

1. Circle K International

Present:

- a) District Governor Elect Alyssa Joyce
- b) District Governor Kyle Lank
- c) District Secretary Elect Melissa Nash
- d) District Treasurer Elect Nicole Hull
- e) District Editor Elect Katie Lynch
- f) Metro LTG Elect Michael Makar
- g) Metro LTG James Berke
- h) Seabreeze LTG Elect Parth Rajwade
- i) Garden LTG Elect Lauren Vitale
- j) Garden LTG Steven Talarsky

Absent:

- k) District Treasurer Chiara Fune

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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 Austin Underwood

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
- f) College and Community Relations Advisor Bruce Marich

II. Welcome & Introduction of Guests: Governor Elect Alyssa Joyce

A. Governor Elect Alyssa Joyce introduces guests and welcomes them.

- 1. Kiwanis Governor Joey Giordano

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2. Kiwanis Governor Elect Dean Konner

III. Approval of Agenda & Minutes: Governor Elect Alyssa Joyce

A. Approval for the agenda of the First Unofficial Old Board/ New Board Meeting

1. Governor Elect Alyssa Joyce entertained the motion to approve the agenda for the First Unofficial Old Board/ New Board Meeting.
 - a) Garden LTG Steven Talarsky made the motion.
 - b) Metro LTG James Berke seconded the motion.
 - c) The motion passed unanimously.

IV. Introduction of Board Members: Governor Elect Alyssa Joyce

A. Governor Elect Alyssa Joyce presents the 2021-2022 Executive Board.

1. Governor Elect Alyssa Joyce
2. Secretary Elect Melissa Nash
3. Treasurer Elect Nicole Hull
4. Editor Elect Katie Lynch
5. Metro LTG Elect Michael Makar
6. Seabreeze LTG Elect Parth Rajwade
7. Garden LTG Elect Lauren Vitale

V. Board Information Exchange: Governor Elect Alyssa Joyce

A. Governor Elect Alyssa Joyce splits New Board and Old Board into Breakout Rooms to exchange information.

1. New Board and Old Board members exchange successor transition packets.

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VI. Board Action: Governor Elect Alyssa Joyce

A. OTIC Chair

1. Discussion on appointing District Governor Kyle Lank for On To International Convention (OTIC) Chair.
2. Governor Elect Alyssa Joyce entertained a motion to appoint.
 - a) Seabreeze LTG Parth Rajwade made the motion.
 - b) Garden LTG Steven Talarsky seconded the motion.
 - c) The motion passed unanimously.

VII. Approval of District Event Dates: Governor Elect Alyssa Joyce

A. COTC/Club Rally

1. Discussion about combining club rally and club officer training. Garden Zone Advisor Sharon Daubenspeck suggested having a spring training program for officers with a membership component, and general leadership events in the fall. COTC remains a priority for training club officers, so we will focus on planning on that event. Everyone agreed that COTC should be on one day with two separate sessions via Zoom.
 - a) Decided on **April 24th, 2021 as the date for COTC.**
2. Club rally dates will be decided at a later time by the host club: The College of New Jersey.

B. Board Development / First Official Board Meeting

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1. Governor Elect Alyssa Joyce discussed dates for the First Official Board Meeting and Board Development training to create a vision for the new service year.
 - a) Decided on the date of **April 16th, 2021 at 7:30 pm for Board Development.**
 - b) Decided on the date of **April 18th, 2021 at 10:00 am for the First Official Board Meeting.**
2. Governor Elect Alyssa Joyce will be sending out committee chair applications shortly, so the new board can review them at the next board meeting.

C. K-Family Picnic

1. Discussion about possible dates for the annual Kiwanis-family picnic began. Financial Counselor Mickey Cohen will contact potential locations including Green Island Community Association in Toms River and Thompson Park in Jamesburg. We might have to think of an alternate location if these venues are not accepting outside groups. **The dates suggested for the Kiwanis-family picnic are: August 7th, 8th, 14th or 15th.**
 - a) Governor Elect Alyssa Joyce will check in with New Jersey Key Club District Administrator Rob Acerra about Key Club’s availability on August 8th.

D. Insight

1. Planning for an in-person Insight for this upcoming fall. Kiwanis District Governor Joey Giordano mentioned that there might be a limit of the number of students that can attend because of social distancing requirements.

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- a) Everyone agreed on the proposed dates for
Insight of **November 5th-7th, 2021.**

E. District Convention

- 1. Discussed possible dates for the 2022 District Convention. Kiwanis District Governor Joey Giordano will confirm dates for Key Club Midwinter Conference to avoid conflicts.

- a) Suggested a date of **March 4th-6th, 2022** for District Convention.

F. Governor Elect Alyssa Joyce entertained a motion to approve the above dates for district events.

- 1. Metro LTG James Berke made the motion.
- 2. Seabreeze LTG Parth Rajwade seconded the motion.
- 3. The motion passed unanimously.

VIII. Approval of 2021-2022 District Committee Opportunities: Governor Elect Alyssa Joyce

A. Marketing Chair

- 1. Governor Elect Alyssa Joyce states that the Marketing Chair is an ad hoc committee, and can be eliminated. Discussed giving social media and marketing committee responsibilities to Editor Elect Katie Lynch. Editor Elect Katie said she would be more than happy to take on the responsibilities of marketing. Garden Zone Advisor Sharon Daubenspeck suggested putting Editor Elect Katie Lynch on the Membership Development and Education committee to create engaging social media campaigns for members.

B. Club-Building and Revitalization

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1. Governor Elect Alyssa Joyce mentions that club-building is already a huge part of the lieutenant governor position, so a separate committee chair is unnecessary.
2. Seabreeze Zone Advisor Michael Murray brings up a discussion about rewriting geographic divisions in the district. District Administrator Mike Olivo says any new clubs will stick with the LTG who started building them for the remainder of the service year. The next district board will decide what division the club will be in. Any geographic divisional changes will require a policy code change. Governor Elect Alyssa Joyce will touch base with LTGs and discuss their thoughts.
3. Governor Elect Alyssa Joyce will be editing the policy code to omit the Club-Building Chair and sending it to the Kiwanis Laws and Regulations Committee for approval. The revised policy code should be ready to vote on at the next board meeting.

IX. Kiwanis Committee on NJ CKI

A. District Administrator Mike Olivo gives updates

1. District Administrator Mike Olivo says he is a resource for both old and new board members.
2. He looks forward to working with the new board and is willing to support all members of the board.

B. Financial Counselor Mickey Cohen gives updates

1. District Financial Counselor Mickey Cohen stresses the importance of reaching out to the Kiwanis Committee because they all have previous Circle K experience.

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C. Metro Zone Advisor Emily Scharf gives updates

1. Metro Zone Advisor Emily Scharf emphasizes that the Kiwanis Committee has years of experience on the Circle K district board, so reach out.

X. NJ Kiwanis Family Updates

A. Kiwanis Governor Joey Giordano gives updates

1. The District Convention was fantastic and a great job to everyone involved.
2. Congratulations to the past board, but be mindful that you still have time left in your position.
3. New Jersey Kiwanis is here for the new board and is dedicated to ensuring Circle K has a great service year.
4. Kiwanis is at the half-way point in their service year and will be electing LTGs in April.
5. The New Jersey Kiwanis Midwinter Conference will be held on March 20th, 2021 from 9-3:30pm so let him know if you would like to attend.
6. On March 21st at 9:30 am, we will be having a Tri-K board meeting with Key Club, Kiwanis and Circle K. We will be sharing ideas and insights about this year and discuss how we can move forward together. Both the new board and old board are invited. Be on the lookout for the schedule.
7. Feel free to reach out to him via calls or texts.
8. The Circle K Kiwanis Committee will be approved by their next board meeting.

B. Kiwanis Governor Elect Dean Konner gives updates

1. Congratulations to the new and old board on their accomplishments.

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2. Governor Elect Dean Konner will be taking over on October 1st and he is here to support Circle K along with the rest of New Jersey Kiwanis.

XI. New Business

A. File Transition

1. The new board and old board exchanged information regarding their positions.

B. CKI Emails

1. Editor Elect Katie Lynch and Metro LTG Elect Michael Makar created CKI emails.

C. International Convention

1. The Circle K International Convention will be held on **July 24th-28th**. Plan on it being a virtual convention, and more information will be available soon.

D. Roster Collection

1. Secretary Elect Melissa Nash will reach out about collecting emails, addresses, and phone numbers for our new board.
2. Kiwanis District Governor Joey Giordano can publish a new district directory with this information in April.

E. Host Clubs

1. Financial Counselor Mickey Cohen says host club applications should be sent out before board development weekend. Governor Elect Alyssa Joyce will be sending out the host club applications at the same time as committee chair applications.

F. Committee Chair Applications

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1. Governor Elect Alyssa Joyce will be reviewing the committee chair application and sending it out on Thursday.

XII. Open Floor: Governor Elect Alyssa Joyce

A. Metro LTG Elect Michael Makar discusses district communication

1. Metro LTG Elect Michael Makar proposes using Discord for all future district communication.
2. Governor Elect Alyssa Joyce states that further discussion will take place once committee chairs have been appointed.
3. Metro LTG Elect Michael Makar will meet with District Administrator Mike Olivo, Governor Elect Alyssa Joyce, and NJIT Club Editor Sarah Ryu to discuss Discord.

B. District Administrator Mike Olivo suggests creating a final report for the 2021 District Convention

1. District Administrator Mike Olivo wants the District Convention planning committee to discuss what went well and future recommendations. Make this final report a future requirement for the Conventions and Conferences Chair.
2. Governor Kyle Lank will contact Conventions and Conferences Chair Darcy McLaughlin and work on a date.

C. Garden Zone Advisor Sharon Daubenspeck asks about gifts for Key Club District Administrator Rob Acerra

1. Governor Kyle is working on a gift for Key Club Governor Sarah Jacob and Key Club District Administrator Rob Acerra.

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D. Seabreeze Zone Advisor Michael Murray suggests sending out a survey about District Convention

1. Seabreeze Zone Advisor Michael Murray thinks it would be beneficial to ask general members about what they thought about our District Convention. Conventions and Conferences Chair Darcy McLaughlin will be working on sending one out to all members.

E. Treasurer Elect Nicole Hull gives updates on WASH

1. March Water Madness is happening this month so finish WASH strong. There are about 20 Circle K masks left for anyone interested. Make sure to promote the Krispy Kreme fundraiser going on now.
2. WASH-a-Thon will be on **March 21st from 12-9pm.**

F. Governor Elect Alyssa Joyce discusses district board communication

1. Governor Elect Alyssa Joyce will make a GroupMe for the new district board and Kiwanis Committee.

XIII. Announcements and Deadlines: Governor Elect Alyssa Joyce

- A. The New Jersey Kiwanis Midwinter Conference will be held on March 20th, 2021 from 9-3:30pm.**
- B. The Tri-K board meeting will be on March 21st, 2021 at 9:30 am.**
- C. WASH-a-Thon will be on March 21st from 12-9pm.**
- D. Board Development for the new district board will be on April 16th, 2021 at 7:30 pm.**

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E. The First Official Board Meeting will be on April 18th, 2021 at 10:00 am.

F. COTC will be on April 24th, 2021.

G. International Convention will be held on July 24th-28th, 2021.

H. Insight will be held on November 5th-7th, 2021.

I. District Convention will be held on March 4th-6th, 2022.

XIV. Closing Remarks: Governor Elect Alyssa Joyce

XV. Moment of Hope: Editor Elect Katie Lynch

XVI. Adjournment: Governor Elect Alyssa Joyce

A. The First Unofficial Old Board/ New Board Meeting was adjourned by Governor Elect Alyssa Joyce at 1:32 PM.