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## 2nd Board Meeting

### Meeting Minutes

2nd Board Meeting Minutes  
New Jersey District Board of Trustees  
April 30, 2023 at 1:40pm  
Rowan University  
Ewing, NJ

## Introductions

Governor  
Sarah Harvey

*This meeting was called to order at 1:40pm*

District Seabreeze Lieutenant Governor Matthew Yuro led us in the Circle K Pledge, and Sanya Majmudar gave us our Moment of Reflection.

## Roll Call

Secretary  
William King

### **New Jersey Circle K District Board:**

District Governor Sarah Harvey.  
District Secretary William King.  
District Treasurer Sanya Majmudar.  
District Editor Natasha Iqbal.

*Present*

District Seabreeze Lieutenant Governor Matthew Yuro.

District Metro Lieutenant Governor Joseph Rivera.

District Garden Lieutenant Governor Samuel Zheng.

### **New Jersey District Kiwanis Committee:**

District Administrator Michael Olivo.

*Present*

Financial Counselor Mickey Cohen.

Long Term Planning Chair Kelly Shaup.

Seabreeze Zone Advisor Michael Murray.

Metro Zone Advisor Emily Scharf.

Garden Zone Advisor Sharon Daubenspeck.

*Absent*

### **New Jersey District Committee Chairs:**

Co-Conferences & Conventions Chair Mariann Delgado.

*Present*

Co-Conferences & Conventions Chair Kenny Au.

Fundraising Chair Brandon Chang.

Kiwanis Family & Alumni Relations Chair Naomi Nguyen.

Laws, Regulations, & Awards Chair Arwa Muhamed.

Membership Development and Education Chair Lisbet Garcia-Ortiz.

Technology Chair Anthony Caruso.

Co-Service Chair Zoe Welch.

Co-Service Chair Michael Deem.

*Absent*

## Welcome & Introduction of Guests

## Governor Sarah Harvey

Sarah Harvey introduced New Jersey Key Club District Kiwanis Family Relations Committee Members Abigail Lee, Abigail Housel, and Aeryn Morrow, as well as New Jersey Kiwanis District Governor-Elect Howard Gordon.

## Approval of Agenda & Minutes

## Governor Sarah Harvey

District Governor Sarah Harvey entertained a motion to approve the 2nd Board Meeting Agenda, and the 1st Board Meeting minutes:

- District Seabreeze Lieutenant Governor Matthew made the motion.
- District Editor Natasha Iqbal seconded the motion.
- No Discussion.
- Unanimous Approval.

## Kiwanis Committee on NJ CKI District Administrator Micheal Olivo

District Administrator Michael Olivo stated that he is happy to see all the new faces. He stated that he is very excited to see where we all take this. Stated that we need to take this momentum and move it into the summer, as we need to get buckled down and begin planning the service year through January. Once finals end, you're in summer, and just as quickly, suddenly it's September 1st. Pointed out that Fall is when the time begins to fly, so our planning needs to be already set by the beginning of the semester. Finally stated that he is excited to meet all of us that are going to Minneapolis for International Convention, as it is such a special opportunity to see all that we do in a newer light with the other Districts there.

The New Jersey Key Club Kiwanis Family Committee stated that they are very grateful to be joining the Board Meeting today. Want this committee within Key Club to be connected with CKI, and with the rest of the Kiwanis Family. Stated that they would like to extend an invitation to the Regional Training Conferences. Stated that this will be an opportunity for Key Clubbers around the state to get together and attend workshops. Some of the workshops will include Connecting the K's, Organizing Events, and Leadership Development. It will be conducted virtually through zoom on June 3rd, between 2pm-5pm, as well as June 4th, between 9am-12pm.

New Jersey Kiwanis District Governor-Elect Howard Gordon stated that he hopes to see most of us in Minneapolis in June. He stated that he would love to see us at the Kiwanis District Convention, and also to keep emails checked for that from New Jersey Kiwanis District Governor Kirk Popiolek in coming weeks. Also, there are a collection of activities coming up. He stated that on July 6th, 7th and 8th, if you are in the Morris County area, Randolph is doing Freedom Festival to fund raise. He asked that if we are interested, to reach out to him soon, and that Saturday morning of that weekend is the Parade, which you won't want to miss.

## International Updates

## International Trustee Zak Khan

*International Trustee Zak Khan was not able to attend the meeting, so District Governor Sarah Harvey gave his report in his stead.*

International Trustee Zak Khan stated that the International Tomorrow Fund Application is opened now, and closes June 1st. If you are submitting for Club Awards, they are due on May 10th. Hotel rooms for International Convention should be booked by May 25th. If you are going to ICON, make sure that you have roommates and rooms booked by then, as Taylor Swift and Pride Parade will be booking those rooms at the same time as our ICON.

## Board Action

## District Administrator Micheal Olivo

### **District Calendar of Events**

#### **Summer Events:**

District Governor Sarah Harvey stated that the timeline is as follows. First discussed was Kiwanis Family picnic, which will take place on July 16th. If you have a reason you can't come, reach out now, as you are mandated to attend otherwise.

International Convention will happen from June 21st to the 24th. Everyone should be attending either in person or virtually. Virtual will have access to Main Sessions, which should include House of Delegates as well as Awards sessions. Summer Board Meetings will be virtual as well. After discussion about possible dates, it was settled that the Date for the next Board Meeting, to be held virtually, will be June 13th at 6pm, and the Summer Check-in will be held virtually on August 22nd at 6pm. The Check-in will be an overview of what each Board member is currently working towards for the upcoming Fall semester.

## **Club Rally**

District Governor Sarah Harvey stated that it would be optimal for the Divisional Rallies this year to be happening concurrently throughout the Divisions, and asked the LTG's to state their opinions and any and all planning that they have conducted thus far.

District Seabreeze Division Lieutenant Governor Matthew Yuro stated that he has already begun with booking a room with Rutgers, in collaboration with them on a event to be hosted on October 21st. The time of the event should be between 1pm to 5pm.

District Garden Division Lieutenant Governor Samuel Zheng stated that he could make this date work for the Garden Division.

District Metro Division Lieutenant Governor Joseph Rivera stated that he also could make this date work for the Metro Division.

District Governor Sarah Harvey stated that she will be in contact with the Lieutenant Governors about finding the best way to link these events in a virtual way, and that she is happy with this date as it should be the best way to drum up excitement for INSIGHT ahead of the event.

District Administrator Michael Olivo stated that he would like to set a deadline for the INSIGHT registration then a week prior to the Divisional Rallies.

## **3rd Board Meeting Date and Location**

District Governor Sarah Harvey turned the Boards attention then to the next in person Board Meeting. After Discussion was had, the consensus of the Board fell on a date of September 23rd, and a time frame of 10am was decided.

District Governor Sarah Harvey then stated that with regards to fairness for the next Board Meeting, it may be best to hold the next Board Meeting at NJIT, and called upon the Board members of NJIT CKI to assist on booking a room.

District Treasurer Sanya Majmudar stated that she can work with District Technology Chair Anthony Caruso on making a room available for the date, as he has prior connections to facilitate it.

## **INSIGHT**

District Governor Sarah Harvey again pressed upon us the importance that we all must be there, the first weekend of November. Stated that all Board members must be there to be ready to take up a leadership role in leading your team throughout the weekend. Because we have a larger Board this year, this should be beneficial, as we can have smaller teams, and more opportunities for connection. This is important, as each year proves to be an increase on the prior year for attendance.

## **4th Board Meeting Date and Location**

District Governor Sarah Harvey brought our attention to the 4th Board Meeting. After discussion about the date, it was decided to be held on December 2nd, at 10am. Location was discussed, and the possibility of Rutgers securing a room was established as the best location.

District Seabreeze Zone Advisor Michael Murray stated that he could book a room for the 4th Board meeting.

## **5th Board Meeting Date and Location**

District Governor Sarah Harvey stated the success of having last Service Years 5th Board Meeting in conjunction with the Winter Leadership Conference, and would like to continue this moving forwards. The date for both a Board Meeting, as well as WLC, then should be in collaboration with the New Jersey Key Club District's Kiwanis Family Prom. For that reason, it was decided that the date of the last Board Meeting would follow suit from the year prior. This meant that it would happen the same weekend in January of the Kiwanis Family Prom, and Winter Leadership Conference would follow afterwards. Stated that the date will be January 27th, with the Winter Leadership to convene in the morning, with a tentative start date of 10am, and the Board Meeting to follow at 2pm. Stated that she will reach out to Presidents and Clubs about what content they are looking forward to, and will discuss the details at 3rd Board Meeting.

District Seabreeze Division Lieutenant Governor Matthew Yuro stated that he can secure the rooms for the Board and New Jersey Key Club District with The College of New Jersey.

## **60th District Convention**

District Governor Sarah Harvey again stated the importance of this, the 60th District Convention. She stated that she hopes the date for District Convention will land once more on the first weekend of March, but be prepared to keep the date open around that time frame for right now.

District Administrator Michael Olivo agreed, and stated that date will be resolved once we have gotten back contracts from hotels we are considering. For the time being, hold a tentative date around that weekend, the weekend prior, and the weekend after, as it will be within that time frame.



## **Approval of District Calendar of Events**

District Governor Sarah Harvey entertained a motion to approve all of the District Calendar of Events dates as previously discussed.

- District Secretary William King made a motion.
- Seabreeze Division Lieutenant Governor Matthew Yuro seconded the motion.
- No Discussion
- Unanimous Approval.

## **District Goals**

District Governor Sarah Harvey stated that the Goals for the District are already set well, and that they do not need revising from what the Board discussed the day prior. The only number worthwhile for revisiting at this Board Meeting was the number for overall Membership. At the number currently set, we are looking at 360 for membership, and that is before the changes for some of our clubs in funding taking effect this year. She asked the Board, is this worth revisiting?

District Editor Natasha Iqbal then asked District Governor Sarah Harvey about what the Presidents of the Clubs stated to her about their goals in their one on ones.

District Governor Sarah Harvey stated that the Presidents this year are more focused on active and engaged membership, rather than having larger quantities. The consensus among Presidents was that the membership might change this year, as many clubs are still going through the changes to the Dues structure. Some Presidents are newer to the position, so it would make more sense to keep expectations in line with a flux in membership this year.

District Secretary William King asked the Kiwanis Committee about the repercussions of setting a lower goal for membership. Asked if we should be concerned about this, and what are the possible problems with setting a lower membership number.

District Administrator Michael Olivo stated that in the end it is up to this District Board to decide, but be cautious of setting a lower number. He stated that in his experience, it is better to strive higher, than to reach a lower target goal overall. What is most important to resolve is what is our hopes for this new Service Year, and to keep that in mind when setting this goal.

District Seabreeze Zone Advisor Micheal Murray stated that we need to be wary of setting too low of a number, as this can de incentivize our Clubs once they reach the goal.

District Financial Counselor Mickey Cohen also raised the point that it is important to consider the financial repercussions of setting a lower number, as it is important to recognize this number correlates to what our expectations are for the Budget of the next Service Year.

District Long Term Planning Chair Kelly Shaup stated that we ought to look at this in terms of what is the reasoning for setting the goal in the first place. Stated that we ought to consider today as a Board what are the practices that work towards raising the number, and how can we ensure that we are pushing ourselves as a District to keep improving. Stated that we ought to look back and recognize what were the key events throughout the year that worked towards raising the goal. In tandem, stated that we should look also at what other methods work, such as bring a friend meetings, and other such best practices for raising the number. Stated that International wants a number, but we ought to reflect upon the fact that it is important that we are putting forth a challenge for ourselves as a Board and the District as a whole to keep improving.

District Administrator Michael Olivo agreed, and then stated that we ought to consider that we should be open to taking on this challenge. Stated that it will mean working in the Summer to achieve the goal, but that it is an achievable goal with planning. We need to work with our Clubs in the District on recruitment, and making sure that they are supported with recruitment by the District, but stated that we should keep the goal higher than last years.

District Governor Sarah Harvey then turned the conversation to the Division Lieutenant Governors, and asked them to consider what this would look like with this higher number for their respective divisions.

District Metro Division Lieutenant Governor Joseph Rivera responded and stated that he thinks that, with his division, a lower number is applicable, but that if we wanted to pursue a higher limit, alternatively he believes that Montclair State University is looking towards stronger recruitment overall this year.

District Treasurer Sanya Majmudar joined the conversation with her perspective on Dues Paid Membership this year. She stated that the consensus with the Club Treasurers was positive, and that they all felt ready and excited to take on the challenge. She stated that she is looking forwards to setting up challenges, with rewards, for clubs who make a higher threshold of their Early Bird Dues. Stated that she is looking forwards towards working with them on this by pushing them to complete it in the summertime. Stated that she believes that with the planning done in the summer, that a higher number is attainable, and she plans on getting out resources and planning on fundraising with her Club Treasurers as a possible avenue for alleviating the higher cost of Dues for members.

District Administrator Michael Olivo stated that it is important for the Clubs to begin planning for this now, so that the Fall comes Early Bird Dues are all collected

District Governor Sarah Harvey stated that she believes all of this is manageable, if Club Executives all have their Dues in now, and keep an itinerary of who has paid their Dues, so that when the Fall comes, the Dues can be submitted from there. She then turned our attention towards ICON registration, as the window for getting rooms, flights, and registration was closing. She told us also to consider also to have watching parties, like some Clubs will be hosting.

*The Goals were then stated by District Governor Sarah Harvey once more. Membership was set at 360, Active Clubs was set at 11, Charters was set at 1, Kiwanis Family Events was set at 55, Interclubs was set at 40, Service Hours was set at 8640, Brick x Brick Fundraising was set at \$8000, INSIGHT Attendance was set at 90, DCON attendance at 130, ICON Attendance was set at 20.*

District Governor Sarah Harvey entertained a motion to approve the District Goals for the Service Year of 2023-2024 as previously discussed.

- District Editor Natasha Iqbal made a motion.
- District Garden Division Lieutenant Governor Samuel Zheng seconded.
- No Discussion.
- Unanimous Approval.

## **Host Club Applications.**

District Governor Sarah Harvey discussed again the Clubs that had the strongest applications for Host Club status, as was discussed with the Board the day prior. Stockton University was selected for INSIGHT. Montclair State University was awarded a Sports based event for November 18th. Club Rallies, as previously amended at the prior Board Meeting, will be performed by Divisions with their respective Lieutenant Governors. Rowan University was selected for their application for a new District event to be held February 10th. New Jersey Institute of Technology was selected for District Large Scale Service Project February 17th.

District Governor Sarah Harvey entertained a motion to approve the Host Club applications for the Service Year of 2023-2024.

- District Treasurer Sanya Majmudar made a motion.
- District Seabreeze Division Lieutenant Governor Matthew Yuro seconded.
- No Discussion.
- Unanimous Approval.

## **Kiwanis Family Picnic**

District Governor Sarah Harvey then turned our attention to Kiwanis Family Picnic. She stated that we have looked into Donaldson Park, in Highland Park, NJ as a location. Stated that they had our date available, had shelter for shade, had charcoal grills, that they have a good policy for reservations, and that it overall was a good location. She then turned attention to District Secretary William King and District Administrator Micheal Olivo to discuss, as they had visited the location.

District Secretary William King stated that he thought it was a beautiful location to host the event, and that he thought that it might be nice to change up our location, as it has always been in the same place prior. He stated that he thought that it would work well for our purposes.

District Administrator Michael Olivo agreed, and stated that there was plenty of parking, availability to bring bikes and kayaks for the trails and the river, and baseball fields. Stated that it was a well kept park, and that leaves would bring some shade for the summer. He stated that the pavilion area is covered, bathrooms are right by it, as well as a kids playground right at the location.

District Governor Sarah Harvey stated that she thought that it was nice that they had a generous rescheduling policy as well, so a storm wouldn't cause too much of an issue.

District Governor Sarah Harvey entertained a motion to approve the location of Donaldson Park in Highland Park, NJ for the location, on July 16th.

- District Seabreeze Division Lieutenant Governor Matthew Yuro made a motion.
- District Secretary William King seconded.
- No Discussion.
- Unanimous Approval.

## District Committee Reports

## District Committee Chairs

### **Kiwanis Family Relations & Alumni Chair Report**

District Kiwanis Family Relations & Alumni Chair Naomi Nguyen stated that she will have first Meeting by the end of May. Met with Sarah to discuss Kiwanis Family Picnic. Process of solidifying fundraiser ideas, will solidify it after first Committee Meeting. Planning on making a video for promotion. Stated that she is currently waiting for applications to close on May 10 for Committee membership. Personal goal is to attend one kiwanis meeting before end of year.

### **Technology Chair Report**

District Technology Chair Anthony Caruso stated that no meetings so far. Stated that he plans on meeting in 2-3 weeks. Also added a Kiwanis tab to Discord. Stated the need for pictures for the website after the meeting. Personal goals included to familiarize with WordPress, so he can work with it in depth. Also wants to host a lot of hybrid events, like DCON and INSIGHT for virtual attendance. All directives are done.

## **Laws, Regulations, & Awards Chair Report**

District Laws, Regulations, & Awards Chair Arwa Muhamed stated that the first meeting is in the next few weeks, at the end of May. Discussed with Sarah our goals for the year, and will be making goals as we go along. Stated that she wants to make more incentives for clubs to apply for awards. Read through the successor package, and looked at the Bylaws for changes. Personal Goals included that she is excited to work with the LTG's on charters.

District Administrator Michael Olivo stated that any and all changes to the Bylaws must be in by the September Board Meeting.

## **Fundraising Chair Report**

District Fundraising Chair Brandon Chang stated that no Committee Meeting yet, but plans on it in 2 or 3 weeks. Completed all directives, will have fundraising at Kiwanis Family Picnic with Balloons, as well as to host a Boba Tea fundraiser. Plan on having another Boba Tea event also in September, to be decided later.

## **Membership Development & Education Chair Report**

District Membership Development & Education Chair Lisbet Garcia-Ortiz wants to have Diversity, Equity & Inclusion initiatives for District. Stated she will be talking with club officers about their Divisional rallies, and will be going over recruiting. Stated that she will make the foundation for this Service Year at the first Committee Meeting. Meeting will take place in late May and early June. Wants to make a recruiting video before the Fall, and wants to work with the Committee on promotional materials for the Fall. I will work with fundraising to make materials for the fall. For Personal Goals, stated that she is a Vice President for another organization, so it will be a hectic year, but looking forward to it.

## **Co Service Chairs Report**

*District Co Service Chair Micheal Deem was absent, so District Co Service Chair Zoe Welch gave the report for the Committee*

District Co Service Chair Zoe Welch stated that meeting will be held in May. Stated that she is looking currently at the Tomorrow Fund, and might work with Caldwell and Rowan with theirs. Wants to hold Division wide events, so that there is more of a chance to attend. District Co Service Chair Micheal Deem is looking at virtual service, and this can be done in fun new ways like Club versus Club, or Division verses Division, etc. Both are focusing on Finals, and brainstorming for the Service Year.

## **Co Conventions & Conferences Chairs Report**

Co Conventions and Conferences Chair Mariann Delgado stated that May comm meeting. Updates are coming up with themes for insight and dcon, will take a vote later on. Working on promo ideas, will be reaching out to Anthony on his (like his livestream idea). Co Conferences & Conventions Chair Kenny Au stated he has created a Google Doc about INSIGHT and District Convention themes. Personal goals are 15 people for INSIGHT & DCON.

**District Board  
Reports**

**District Elected  
Board**

## **Metro Division Lieutenant Governor Report**

*District Metro Division Lieutenant Governor Joseph Rivera Gave a rundown of the state of the Clubs in his Division.*

- Montclair State have had a change in Elected Board. President has stepped down, an application is out currently. Otherwise, they have a good relationship with SGA however, and should have more funds this year.
- Seton Hall is looking for an editor, has a good relationship with SGA, and is moving forwards.



- Caldwell is looking for an editor, has had a couple good events. Caldwell has issues with money, and can always come out.
- NJIT has a great relationship with their kiwanis and funding, strong overall.

District Metro Division Lieutenant Governor Joseph Rivera stated that the Division is interested in interclubs, and I am holding hours this weekend to see where everyone is at. He stated that transportation is the main issue of the division. He is currently trying to organize carpooling for events. On May 6th, he will be hosting BBQ socials with Presidents and Vice Presidents, to talk about Summer events, to bond together, and to talk about the service year. Will be hosting a movie social as well, to be a hybrid event also, date to be decided. He stated that he talked to the club about International Convention virtual attendance. Directives are completed. Some schools that he is currently looking at for charters are William Paterson, St. Peters, and Ramapo College, and is planning to reach out soon. Personal goals he stated to be more connections for the schools, and to reach out to the clubs over the Summer. Hopes to host 12 to 16 interclubs for this year, as well as 5 Kiwanis Family events. Stated that he knows that Clifton Key Club enjoys their time with Kiwanis Family events, and should be fairly easy to work with this Service Year. Announcements included an editing gig to raise funds for his International Convention attendance, as well as he recently got a Dorney Park season pass.

District Administrator Michael Olivo stated that some possible places for charters and recharterers also include Fairleigh Dickinson University, Drew University, and Morris County College, as they have a strong Kiwanis Club nearby. He stated that he is not as much concerned about a lack of an Club Editor role, as he is about the very vital roles of President, Vice President, Secretary, Treasurer (or combined Secretary-Treasurer) for the clubs to function properly, as the other positions can facilitate the role of Club Editor.

## Seabreeze Division Lieutenant Governor Report

*District Seabreeze Division Lieutenant Governor Matthew Yuro Gave a rundown of the state of the Clubs in his Division.*

- TCNJ transition of the Club Board went well, and they opened Club Committee Applications, which will close on June 6th. Stated he will rerun for membership chair again. VP will be working with committee over summer on plans. The Club helped with the Trenton Easter egg hunt. New President has great ideas for next year. TCNJ overall is less interested in District events this year, as they are focused on building the club up.
- Rider, transition went well. April 24th held their Install and Induction event. Met the facility advisor at the event. Budget created and submitted for Fall. Basketball tourney for Brick by Brick is being planned. Using the summer to plan the next academic year. Will not be hosting district events, looking to push for membership.
- Rutgers, transition worked well. Install and Inducted April 26th. Rutgers Day held day prior, made bracelets at a table. Planning ahead for next year in the Summer. Will be helping with moving day in the fall. Raised funds for Brick by Brick with bake sale.

Division is looking for more office hours in May and June. Planning 2 divisional Social events, working on May newsletter. Stated that this will be sent out after Finals. Planning on club officer check in calls, so they are ready for next Service Year. Shared google drive for members. Reaching out to K fam counterparts (Kiwanis and Key Club) to build the connection in the Division. Stated that Brookdale has been suspended, no Elected Board and Inactive. Recruitment and retention with Dues is an issue, glad to see Club Officers at COTC however. Looking at Community Colleges, Middlesex for instance, and Kane University also. Personal goals are to finish strong, and continue to plan over the Summer. Also wants to Attend a home Kiwanis meeting in June. Stated that he was selected for Kiwanis Child Fund Scholarship. Also he finished the Global Leadership Certificate, and the first one, to be honored by International.

District Administrator Michael Olivo stated that a good charter for Seabreeze Division would definitely be Kane University.

New Jersey Kiwanis District Governor-Elect Howard Gordon stated that if they can find 15 members for the Club charter, that he will see to it that they get a Kiwanis Club sponsor.

## **Garden Division Lieutenant Governor Report**

*District Garden Division Lieutenant Governor gave a rundown of the state of the Clubs in the Division.*

- Stockton University selected new Committee Chair people. Committee members on chairs did lots of service this year, did a service with Rowan, also Avanzar Service Project this recently with Stockton. They are doing a book club for the book "Midnight Library" for the Summer to stay in touch.
- Rowan has lots of service and socials this month. Look to be strong, great Elected Board.
- Atlantic Cape Community College are doing a lot of Service projects, appointed a Vice Presidents, President and Treasurer, missing Secretary and Editor still.
- Rowan College at Burlington County is currently missing a VP. will be getting one, but waiting on results. Not in contact regularly.

Division. All clubs are in good standing. Stated that he expects transport will be an issue for the year. He is aiming to host Division events every month, so by the time INSIGHT and DCON come they are knowledgeable with each other. Will send out an event form that wants to visit schools in the fall twice, and keep them updated. Atlantic Cape Community College will be apart of the Districts goal of 1 charter for the Service Year.

## **District Editor Report**

District Editor Natasha stated that article submissions are in for most people. Next Circling will be published in August. Doing an ICON recap, Kiwanis Family Picnic Recap, and more in that edition. Most directives have been completed, will be working towards the others. Group editor meeting in May, to talk about collabing on Circling this year. Will work with Club Editors throughout the service year. Stated that she wants to read more books over the Summer, and for us to look out for the first edition of the Circling to be published.

## **District Treasurer Report**

District Treasurer Sanya stated that on communication level, that she has met with most of the treasurers, except for Seton Hall. Went over with them about the role and responsibilities today. Stated that she is using GroupMe for them, and that most of the treasurers are in good standing. TCNJ and Rowan are good. She is worried about Caldwell and Seton Hall. Talked to Past Metro LTG Meciel last year, and told her that the Kiwanis situation with Caldwell is not tenable. Looking at avenues with Metro Division Lieutenant Governor Joseph Rivera on how to help Caldwell. For the most part treasurers are ambitious, while also being for the most part newer. Stated that she is working on the voucher with District Finacial Counselor Mickey on improvements. Working with everyone on this Board about Dues, and having a general roster by Fall, so they can focus on gaining members. Increased District Board Budget, is based on expecting more from KICK. Stated that she wants to have Clubs meet with Kiwanis counterparts. Also will host more 1 on 1's, and a webinar with District Secretary William King about MUC access. Personal goal, want to have 7 out of 11 to register most of their members Early Bird Dues. Also stated to host more Club Treasurer socials, attend more Club events, qill work with Kiwanis Family and Alumni Relations about this. Will have Newsletters for Club Treasurers. She was also elected President of Society of Engineers at NJIT. Working internship for MERC will be at home, and flexible. Also will be EMT.

## **District Secretary Report**

District Secretary William King stated that he is looking forwards to working with the Club Secretaries this year. He stated that he is happy with the progress made today, and at the 1 on 1's with the Club Secretaries, and will be checking in with them about their progress with the Monthly Report Form throughout the Service Year. He stated that he knows of a couple of Club Secretaries who are still looking towards getting access to the portal for the Monthly Report Form, but that the issue is currently being resolved. He stated that also there has been a change in the Club Secretaries, as previously noted, the Montclair State University Club Secretary has moved on to become the President, while the Seton Hall University Club Secretary has decided to step down as well. Beyond that he stated that he is excited to work closer with the District Treasurer Sanya Majmudar over the Summer to provide materials for the District, and that he is hoping to host some events for the Club Secretaries in the future. Finally, he stated that he plans on working on some materials for the Club Secretaries to keep track of their progress throughout the year for awards, and will be working with District Governor Sarah Harvey on that in particular. Stated that all directives have been completed.

## **District Governor Report**

*The District Board voted for approval of all Board Reports thus far, and the District Governor Sarah Harvey passed along the Responsibility of the 2nd Board Meeting to the District Secretary William King, so that she could give her Report.*

District Governor Sarah Harvey entertained a motion to approve all the Board Reports thus far.

- District Seabreeze Lieutenant Governor Matthew Yuro made a motion.
- District Secretary William King seconded.
- No Discussion.
- Unanimous Approval.

## **District Governor Report**

District Governor Sarah Harvey stated all directives are done. Stated that the Committee Member Application should be on the Instagram soon as well. Will be finishing the Discord soon. Stated that she is planning a resource Google Doc on food insecurity, to send out to the Clubs and Presidents. Also stated that she is working with District Treasurer Sanya on Resources. Stated that First President Webinar to be held in June. Stated that she plans on hosting 2 on 1 with LTG's, to encourage early planning on events. Kiwanis Family Relations, will be attending a local Meeting in May, will work with New Jersey Key Club Governor Laine with K Family Picnic. District application has been sent out, will be sending this out in the summer for the fall, this will help inspire new members to have these smaller roles of leadership. Challenged us to find committee members, at least 2 would be fine.

District Secretary William King entertained a motion to approve the District Governor Sarah Harvey's District Governor Report.

- District Treasurer Sanya Majmudar made a motion.
- District Metro Division Lieutenant Governor Joseph Rivera seconded.
- No Discussion.
- Unanimous Approval.

**New  
Business**

**District Governor  
Sarah Harvey**

## **Club Officer Training Conference**

District Governor Sarah Harvey stated that she believe it went well, and asked the Board to state what they thought as well.

District Editor Natasha Iqbal raised the point that the proximity to Finals for college students might have been a challenged, and asked the other Board members their thoughts on the matter.

District Laws, Regulations, & Awards Chair Arwa Muhamed stated that it worked out for the Clubs from her experience. District Membership Development & Education Chair Lisbet Garcia-Ortiz stated and Technology Chair Anthony Caruso agreed with this sentiment, for their clubs of The College of New Jersey and the New Jersey Institute of Technology, respectively.

District Metro Division Lieutenant Governor Joseph Rivera stated that he thought that the challenge for his Clubs in the division was rides, and that maybe a central location might be best for the next Service Year.

District Editor Natasha Iqbal, thought that the presentation that she did with District Metro Division Lieutenant Governor Joseph Rivera and District Technology Chair Anthony Caruso about the Discord server went well. 12 new people joined the server just today.

## **Voucher Overview**

District Treasurer Sanya Majmudar showcased the new system of the Vouchers for reimbursement for the District Board members. Showcased the new formula that has been applied to Google Sheets, and that this will be how this will be tracked throughout the year. She discussed how the Board would like to manage the expense of gas this year, and after discussion was had, she decided to keep it at \$0.35 cents a mile. Stated that Board members should copy the Google Sheets, so that the formula does not become changed, and apply it to their expenses from there. Documentation will go at the end, make sure to have a screenshot of the trip.

District Financial Counselor Mickey Cohen stated that we do not reimburse Gas, but rather only mileage. Because of that, we have to have these screenshots in order to know the mileage. Also stated that the guidelines prevent the Budget to be used to benefit a Club, and cannot be used to visit other Divisions (such as in the case of a Non-Divisional LTG visiting a Non-Division Club).

District Administrator Michael Olivo stated that it makes no difference also about who is driving, but to note that it only operates one way. Consider carpooling to District Events this year, as one person can Vouch for one way, and the other can Vouch for the trip back. Also make sure to have a copy of the expense that you made, whether a bank statement or a receipt, and to photograph that and attach it. Also other modes of transportation are acceptable, such as Bus, Train, or Car-sharing apps like Uber and Lyft, but need a receipt as well.

District Long Term Planning Chair Kelly Shaup stated that it is important that we make sure to document every expense, as the Budget only reflects the data that we are given. Stated that even if it goes over the amount, reflect that. We need to know this for coming up with the District Budget in the future.

### **Committee Member Applications**

District Governor Sarah Harvey stated that they are already out, and that so far the response has been well received, with solid interest. Stated that we must get the word out now, however, as the closing date will be May 10 for the Spring semester.

### **Committee Meetings Dates & Structure**

District Governor Sarah Harvey stated that she thought that the plans to conduct a Meeting by the end of May are vital. She stated that she is happy with what has been planned thus far, and that the Committees just need to keep the momentum, and make sure that the Meetings are hosted and advertised so that Board Members can be involved, and to CC her about all Meetings.



## **Kiwanis Family Picnic Overview**

District Kiwanis Family Relations & Alumni Chair Naomi Nguyen stated that the District Board arrive early at 9am, as the event begins at 11am. The theme will be Kiwanistock (Woodstock Theme). Stated that she is looking into making goodie bags for guests, like bubbles and stickers. Also wants to have mingling style activities, such as a card game around tables while people wait between activities. At 12 o'clock the Itinerary will be read for all attendees. Activities will include bracelet making, coloring pages, and a photo booth. Also asked the Board if they have any talents, as she would love to have some performances from anyone on the board. Asked about Service project opportunities.

District Editor Natasha stated that she liked last years, thought that the letters of love were cute, and that we should have sometime for something like it.

District Governor Sarah Harvey stated that activity time might be a way to provide for that.

District Kiwanis Family Relations & Alumni Chair Naomi Nguyen Naomi stated that fundraiser ideas will include photos with \_Polaroids, Boba tea, and a Water Balloon the Board fundraiser.

District Administrator Michael Olivo stated that the cost for attendance will be \$10 dollars.

District Metro Division Lieutenant Governor Joseph Rivera also has speakers which he offered to bring.

## 3rd Board Meeting

District Governor Sarah Harvey reminded everyone that the District Board Meeting will be held on July 13th, and will be held virtually.

## International Convention

District Governor Sarah Harvey stated again to make sure you are fully booked and have your registration for ICON completed, as there is not much more time left. All Board Members who will not be attending in person, make sure that you are booked to attend virtually.

Open  
Floor

District Governor  
Sarah Harvey

District Seabreeze Division Lieutenant Governor Matthew Yuro asked for the Service Committee, that Clubs wanted to hear more service opportunities that are both done during meetings, and to put these resources on website.

District Administrator Michael Olivo stated that if you are in the Burlington area, in Voorhees Township, the Animal Welfare Association in Voorhees is doing Paws & Feet. Are looking for setup and breakdown, May 6th from 2-4pm. Stated his wife is on the Board for the no kill shelter.

District Financial Counselor Mickey Cohen stated to keep open the last weekend of July, as the Kiwanis Club has the balloon festival. July 28th, 29th & 30th dates. Stated that the District make a lot of the money there selling beer and booze. Will be promoting signup sheets for shifts, will be getting more information soon enough.

District Administrator Michael Olivo agreed, and stated that we raised about \$900 dollars in years prior. You will have free attendance and parking, and you will see a hundred hot air balloons rise up, it's an amazing opportunity.

District Financial Counselor Mickey, we make 10% on all profit sold, and 100% on tips. Phillipsburg Kiwanis got a big check from this also. Will be held at Reddington, Tharsburg Airport right near Flemington. Also, June 11th at the Trenton Thunder game, Kiwanis will raise money for Bruce Scholarship. 1 o'clock game, will be helping out at the event, just reach out to me or District Administrator Micheal Olivo.

## Announcements & Deadlines

District Governor  
Sarah Harvey

District Governor Sarah Harvey stated to keep an eye out for many directives as well as a when2meet. Stated to host your Committee Meetings by the end of May beginning of June. Keep an eye on your Discord and the chat.

## Closing Remarks

District Governor  
Sarah Harvey

*District Governor Sarah Harvey stated that she is happy that we have had a very productive Board Meeting, and that we finished up much of the Business of this Board Meeting the day prior, and could make headway on the Overall District Calander of Events. District Secretary William King then gave the Moment of Hope.*

## Adjournment

District Governor  
Sarah Harvey

*The 2nd Board Meeting at Rowan University was adjourned at 4:30pm.*