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2023-2024 District Secretary
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4th Board Meeting

Meeting Minutes

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New Jersey District Board of Trustees

September 23rd, 2023

New Jersey Institute of Technology

Newark, NJ

Call To Order

Governor
Sarah Harvey

This meeting was called to order at 10:13am

Membership Development and Education Chair Lisbet Garcia-Ortiz lead us in the Circle K International Pledge, and Service Chair Zoe Welch gave us our Moment of Reflection.

Roll Call

Secretary
William King

New Jersey Circle K District Board:

District Governor Sarah Harvey.

Present

District Secretary William King.

District Treasurer Sanya Majmudar.

District Editor Michael Deem Jr.

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.

Seabreeze Zone Advisor Michael Murray

Metro Zone Advisor Emily Scharf.

Garden Zone Advisor Sharon Daubenspeck.

Long Term Planning Chair Kelly Shaup.

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.

Membership Development and Education Chair Lisbet Garcia-Ortiz.

Technology Chair Anthony Caruso.

Service Chair Zoe Welch.

Laws, Regulations, & Awards Chair Arwa Muhamed.

Absent

Welcome & Introduction of Guests

Governor Sarah Harvey

Governor Sarah Harvey introduced International Trustee Nancy Mi. She stated that she is proud of all that the District has achieved over the Summer so far, and that she is looking forward to all of the events to come up in the Fall Semester.

Approval of Agenda & Minutes

Governor Sarah Harvey

District Governor Sarah Harvey entertained a motion to approve the 3rd Board Meeting minutes:

- District Seabreeze Lieutenant Governor Matthew Yuro made the motion.
- District Metro Lieutenant Governor Joseph Rivera seconded.
- No Discussion.
- Unanimous Approval.

District Governor Sarah Harvey entertained a motion to approve the 4th Board Meeting Agenda:

- District Secretary William King made the motion.
- District Metro Lieutenant Governor Joseph Rivera seconded.
- No Discussion.
- Unanimous Approval.

Kiwanis Committee on District Administrator

NJ CKI Michael Olivo

District Administrator Michael Olivo stated that he is happy we are all here. Glad that we are convening today, and stated that the contracts have been approved for District Convention. Told us to consider that Insight is coming very soon, as in a weeks time we will be half way through the Service Year. Reiterated that the year always goes so quickly, so be aware of how much time is left. Stated that overall he is proud of the District, and that the Board is doing a great job, glad that we have so much work done, and planning ahead for the Service Year. Stated that he is very excited for Insight, as it is such a special event for us as a District. Insight really sets the tone for the Service Year, and gets people to meet and become friends, and to raise the excitement for all the events of the Service Year. Stated that he and the Kiwanis Committee are here for us. If you need anything, please reach out. Stated that with the time we have left in the Service Year, it is never too early to begin searching for our successors, and at Insight and afterwards we should begin the process of looking for members who are interested in taking on our roles for the new Board.

District Financial Counselor Mickey Cohen stated to keep up our momentum. Stated that the year is moving fast, but that we are all doing a great job. Stated that this will be the fastest 12 months of your life, so it is important to also take time to appreciate all that you are accomplishing

District Metro Zone Advisor Emily Scharf stated that it is also time for us to be getting our Clubs and General Members to send in their Dues, as the Deadline is also fast approaching, November 1st. Lets take the lead, and get honored for our hard work. Stated that we should all be striving to lead Circle K International in both Early Bird Dues Paid membership, as well as membership overall.

District Administrator Michael Olivo stated that we should challenge ourselves to have at least 15 Dues Paid Members in by November 1st for Active Clubs. Lets strive for 100% Early Bird Dues for our Active Clubs.

NJ Kiwanis Family Updates

District Governor Sarah Harvey

District Governor Sarah Harvey gave an update on NJ Kiwanis Family, as individuals were unable to attend the Board Meeting. She stated that Key Club is going to be having their Fall Rally at Six Flags Great Adventure on October 8th, and that they will be offering a discount for CKI Board members. Stated further discussion will be held later in the agenda. Stated that as far as she knew that she, as well as Seabreeze Lieutenant Governor Matthew Yuro, had planned to attend.

District Administrator Michael Olivo stated that if you haven't been to a Key Club Fall Rally yet, that he would highly suggest to attend it, as they always do a great job with planning it. It's always a great time, and that you will have the opportunity to hear and meet with Key Clubbers, some of whom who will be the next leaders in Circle K.

District Governor Sarah Harvey stated that she is aware of a couple of Key Clubbers who are going to New Jersey Colleges and Universities, and that she will be sending them info in an email about joining Circle K on campus. Stated that if you know them and see them, reach out to them.

International Trustee Nancy stated that we will be celebrating CKI's 76th anniversary, September 25th, and that CKI week is coming up soon, October 16th to October 21st. Trustees are planning to have takeovers of the CKI Social Media, with some interactive aspects for members. Trick or treat for Unicef will be held by Circle K International, with all funds going to Brick x Brick, this will be hosted the whole month of October. Stated that this is a great way to get our Clubs involved with Brick x Brick, so consider hosting an event. Stated that the Tomorrow Fund opens up on October 1st, and closes on December 1st, so it is a good time to consider what kinds of projects that you can have that might be utilized by the Tomorrow Fund. Stated that Early Bird dues deadlines will be due Nov 1st. For 2 year institutions (as well as under 5000 enrollment), that will mean that they need at least 10 Dues Paid members, and 4 year institutions (as well as over 5000 enrollment) that will mean they need at least 15 Dues Paid members. For congratulations, we will have a pizza party for those who meet that requirement, a banner patch, and recognition at the International Convention.

International Trustee Nancy Mi stated also that Scholarships will also be opening on November 1st for general members. International Committees have already begun meeting and working on resources, if you need any help, advice or workshops, then reach out, as we are more than happy to pitch in where we can. For instance, two committees that may interest your clubs would be our Brick x Brick coalition, which will be working on resources about Brick x Brick, as well as our Diversity, Equity & Inclusion committee, both of which I know are working on planning out the year, and would love some feedback. Circle K International's goal for the Service Year includes gaining 10 more members in each District, as well as at least 1 more club, the goal is to go from 6,656 to 8,500 Dues Paid members.

International Trustee Nancy Mi then stated that we should also be on the look out for more work to be done this Service Year with the Alumni network, as we would like to provide more resources this year, so if you or another member are soon to be Alumni, keep aware of the work that will be done this year.

**Board
Action**

**District Governor
Sarah Harvey**

Bylaws Changes:

District Governor Sarah Harvey spoke on behalf of Laws, Regulations, and Awards Chair Arwa Muhamed, who was unable to attend. She stated that the overall changes to the Bylaws have been focused on crafting it with more inclusive language, as she and her Committee are interested most of all in having the language reflect the diversity of Circle K International's membership. Language that was "he/she" was stricken from the bylaws, and rewritten with "they/them" pronouns. Discriminatory conduct that was unbecoming of a Circle K member, towards Kiwanis Family members, or the public, was also added to the rules found in Article IX-Conduct. Conventions also had an additional statement that made the claim that promotion of Diversity, Equity, and Inclusion must be considered when devising Workshops for Conventions. Beyond the scope of Diversity, Equity & Inclusion, the Committee believed that it was necessary to also make clear the importance of the District Editor in being responsible for the District's Social Media Platforms. Finally, there is an addition to the Bylaws which calls upon the District and it's Clubs to make available the Bylaws to membership.

Financial Counselor Mickey Cohen stated that we must have the date of the changes as a part of the front page, in order for it to be official. March 2024, the date of our 60th District Convention, must be placed on the front page. Stated that there needs to be clarity on the addition about making the Bylaws available to members of good standing, when considering that the Bylaws have traditionally always been available on the District website, and thus anyone already has access

to the Bylaws eitherway. Possible solution may include simply changing the wording to “make these documents available”.

District Treasurer Sanya Majmudar raised a concern about adding into our Bylaws the voting procedures to be held at District Conventions, so that members may have access to them to better understand the proceedings of elections at the District Convention.

Garden Zone Advisor Sharon Daubenspeck stated that the voting procedures are already a part of the policy code. This has always worked out for the District, as the policy code is much easier to amend, in the event of changes being necessary.

District Administrator Michael Olivo agreed, and stated that the changes to the Bylaws takes in essence 2 years, as the Bylaws have to go through the House of Delegates at Convention, then the Kiwanis District Board, then up to International.

District Treasurer Sanya Majmudar then asked in that case to add them into the policy code, as then members can have ease of access to them.

District Administrator Michael Olivo stated that the House of Delegates rules and procedures are already a part of the program that is handed out, to all who attend, and those who register. This allows for votes and changes to the rules of voting at the District Convention, if they are deemed necessary.

District Governor Sarah Harvey entertained a motion to approve the proposed amendments to the Bylaws with the discussed changes.

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

District Convention Budget

District Treasurer Sanya Majmudar stated that this year's budget was crafted by looking at the spending that we made budgeted for last year, and the actual amount spent, to which the third column was used in the Budget as proposed by discerning the other two. The Operational Budget was devised as a placeholder for the time being, as we expect some of our Clubs in the South of the state to either stay overnight, or in the case of Rowan, to commute to the Doubletree Hotel in Mount Laurel, New Jersey. Individual meal packages are also accounted for in the Budget as well, as we expect that commuters might be enticed to take advantage of the meal packages if they are offered separately.

District Administrator Michael Olivo stated that the budget is calling for 21 rooms per night, one of which will be a suite. Based on our history, we have accounted for around 8 of those rooms as a comp for guests. Stated as an overview of this year's budget, that this budget understandably at this point is in essence standard, and is inline with prior budgets. Our goal, when crafting these budgets, is to overestimate these costs, so that we have a balanced budget, and hopefully come out of Convention with a little over. First three items cover what we have contracted for for rooms, meals, and rental of meeting space. Standard cost for this budget, this is pretty accurate to past ones.

District Treasurer Sanya Majmudar agreed, and stated that they looked at having a conservative budget for expenses. However, considering that this is a milestone year, as it will be our 60th District Convention, expectations are that we will have more Kiwanians, and are expecting to have the Banquet room booked. Looking to break even overall. For the Advertisement booklet, the District is looking to have the front page color, and black and white inner for program, but this could be an area that we consider for any cuts to cost.

District Treasurer Sanya Majmudar raised the point that a possible additional source of income may come from Sponsorships from businesses, which could expand our possibilities for fundraising out to them.

District Governor Sarah Harvey stated that she thought it was something we can consider, and discuss later.

District Governor Sarah Harvey then entertained a motion to approve the District Convention Budget as presented.

- District Secretary William King made a motion.
- District Metro Lieutenant Governor Joseph Rivera seconded.
- No Discussion.
- Unanimous Approval.

Committee Reports

NJ CKI District Committee Chairs

Kiwanis Family Relations & Alumni Chair

Kiwanis Family Relations & Alumni Chair Naomi Nguyen stated that she held one committee meeting since Kiwanis Family Picnic, which she hosted last week. At their meeting, the committee discussed Key to College for the Fall Semester. Initially, she hoped to host it on a College campus, but instead has decided that going to a larger attendance Key Club meeting would be more beneficial. She hopes to host three of these, one at a Northern High School, one in a Centrally located High School, and one at a Southern High School, in the same method of the Divisional Rallies. She also is considered hosting at least one virtual webinar a month with one host, one co host, and a Circle K Panel, which will rotate.

Some tentative dates include October 22nd, which will be about College Applications, and kick off the webinars.

District Metro Lieutenant Governor Joseph Rivera stated that he would possibly be available for the first one, on the 22nd, if it is between 2pm to 5pm. Also, considering large Key Clubs to host, he is aware that Clifton would be a good club considering its membership, and its connections to Montclair State University.

District Governor Sarah Harvey stated that she will be in discussion with Key Club District Governor Laine Elliot about the webinar series, and that she was considering Clifton as a possibility as well. She stated that the hope is that the Committee can help with both the planning of the events, as well as helping host them.

Kiwanis Family Relations & Alumni Chair Naomi agreed, and stated that the goal for the Fall Semester is to host webinars that are directly related to their College applications, so that Key Clubbers are supported as they make their way through the application process. Another in the series of Fall webinars to support that mission would be a Writing a Essay webinar, to be held on Nov 19, as well as a Essay Review Webinar to be held on Dec 3rd, and finishing with a CKI Panel on January 28th. In the spring, the focus would shift to professional development webinars. For our Alumni's, beyond District Convention, the committee has been working on ways to make them meaningfully involved in Circle K. Some ideas include having them attend our Winter Leadership Event, and to have a Alumni Luncheon, as well as setting up a mailing list and newsletter for our Alumni's.

Laws, Regulations, & Awards Chair

Laws Regulations & Awards Chair Arwa Muhamed was not in attendance, so District Governor Sarah Harvey gave her updates in her absence.

District Governor Sarah Harvey stated that the Laws, Regulations, & Awards committee mainly worked on the Bylaws, talked about the Bylaw amendments, and agreed upon the language. Looking to have the District Convention awards more accessible for awards workshops, creating and sharing a QR code that has the awards manual, and having a workshop at INSIGHT. Will be looking to host a awards workshop, and would like to consider adding a Distinguished, Outstanding, and Recognized category as well for awards, as well as a Social Media award, to support the clubs that do utilize them often. Will be hosting Awards office hours when getting closer to Awards season as well, and looking to updating the language of awards for clarity as well.

Technology Chair

Technology Chair Anthony Caruso stated that the committee has had 2 meetings since the last Board meeting, and have worked on the videos for the District, such as the Kiwanis Family Picnic, and the New Membership video, which are hopefully uploaded to the Social Media platforms. Looking to have all videos have a cohesive look, so that they can be compiled later on, most likely at District Convention. Committee members are working on the website to update them at each meeting, and they are each assigned one page, and are working with his help during their meetings. Minor updates to the website include a Kiwanis Family Picnic page, an interactive map of clubs, as well as the various club officers. Will be discussing a page for Insight at the next meeting.

District Administrator Michael Olivo thanked both Technology Chair Anthony Caruso and Metro Lieutenant Governor Joseph Rivera for their work at the New Jersey Kiwanis District Convention. Many Kiwanians specifically stated how impressed they were with both Joseph Rivera and Anthony Caruso's help, so thank you again for coming out and helping the proceedings go smoothly.

Membership Development & Education Chair

Membership Development & Education Chair Lisbet Garcia-Ortiz stated that she has had 3 Committee meetings since the last Board Meeting. She has sent out a recruitment resource guide to clubs, as well as a recruitment template that she had sent out as well. She then stated that she and District Governor Sarah Harvey already looked over them and sent out feedback and advice. She also worked with her Committee to create an Inclusive Club Environment Guide, to coincide with the Recruitment video that she worked on with Technology Chair Anthony Caruso. She stated the goal of the Committee at the moment is now turning from recruitment, to retention. She is looking at finding ways to bring in more commuter students, which she is developing resources for to also be sent out. She is looking to host her first workshop, which will be Diversity, Equity & Inclusion based, to be held on Saturday October 7th on Zoom. Also, she will be hosting At the Winter Leadership Event an Emotional Intelligence workshop as well.

Co Conventions & Conferences Chairs

District Governor Sarah Harvey called on the Co Conventions & Conferences Chairs to hold off on their updates for their respective events, INSIGHT & DCON, in consideration that both of those topics are still to come on the agenda. The chair's then gave abbreviated updates of their Committees work in their reports.

Co Conventions & Conferences Chair Mariann Delgado stated that she has held 2 Committee meetings since the last Board meeting, both of which have been fruitful. She has set goals for attendance and fundraising, and crafted a budget and itinerary of items. She has crafted a schedule, and has a list of assignments for Board members. A new Icebreaker has been decided upon, and she has a promotional schedule already created for the event, and is working with District Editor Michael Deem Jr. on that. Stated that we are only 4 weeks from INSIGHT, so we need to start promoting it to our clubs and general members now. Please make sure that you take plenty of photos and videos during INSIGHT, as well as share any old videos, as these are the best for making promotional materials with.

Co Conferences and Conventions Chairs

Co Conferences and Conventions Chair Kenny Au has hosted 2 Committee Meetings, they have worked on Games and Activities for INSIGHT. He has also finished designs of the District Convention Pins, which is now in the Google Drive. The pin features a clock and dancers to represent the motif, “Dancing through the Decades”, and is colored in the official colors of Circle K. Items for the raffle basket have been finalized. Is looking to have more involvement from Rutgers Circle K on the committee, has set that as a personal goal.

Fundraising Chair

Fundraising Chair Brandon Chang has held 2 Committee meetings since last Board meeting. He and the Committee have come up with plenty of potential Fundraising ideas, such as a possible November Bubble Tea sale, to be held tentatively at Montclair State University Sports Day event. Insight planning is complete with regards to fundraising. Sent out a bingo board for social media campaign, and finalized details for the social media campaign, of which \$55 has been raised. Stated he is hosting the District wide Jeopardy game tomorrow, September 24th, online.

District Governor Sarah Harvey stated that we all ought to be there tomorrow night for the District wide Jeopardy game, as all the proceeds made will be going towards our goal for Brick by Brick.

Service Committee

Service Committee Chair Zoe Welch stated that she has hosted 5 committee meetings since the last Board meeting. Currently she and the Committee are Working on the The College of New Jersey Service Project, to be held on Saturday, September 30th. She is meeting with the TCNJ Club E-Board to finalize the budget, and is working on securing any last minute concerns this weekend ahead of the event. Will be also hosting a stuffed pumpkins craft project with New Jersey Institute of Technology, which she plans on promoting at the TCNJ service project. Registration for the NJIT event will be due in October.

**Lieutenant Governor
Reports**

**NJ CKI District
Lieutenant Governors**

Metro Lieutenant Governor Joseph Rivera

MSU Club fair was successful, and they are promoting the Club Editor and Club Secretary positions. President Meagan confirmed for INSIGHT. Seton Hall 7 new members, still looking for Club Editor and Club Secretary. They are all interested in INSIGHT, but they have some that are concerned with the timing, as they have some E-Board members that are pre-med. Have a plan for alternating days for events, the Spooky week they will have their President Keyleen play different scary games to raise funds. They are hosting a Toy Drive, and virtual food drive as well. For Caldwell, they had 8 new members from their Club Fair. They are unable to join INSIGHT due to other responsibilities unfortunately. They will be hosting a Football tournament with all different organizations on campus. New Jersey Institute of Technology has a lot of members who joined after their club fair, and had at least 17 members at one of their service events this past week. They will be hosting a firepit night, and helping out with the food bank at the current moment.

Stated for Division progress, that he is looking to make ease of access for Presidents to be aware of and share events coming up. For Divisional weakness, he stated that the problem for the Metro division is transportation, and he is looking at ways to alleviate that this Service Year. Currently moving his Divisional Rally to New Jersey Institute of Technology most likely, as they have parking available on most weekends. Overall, he is proud that he has been able to attend meetings at all his Clubs so far, and is looking to host another Divisional event in November or December, such as a movie night.

Seabreeze Lieutenant Governor Matthew Yuro

Seabreeze Lieutenant Governor Matthew Yuro stated that The College of New Jersey is hosting a school supply drive, partnered with the Kiwanis Club of Trenton. Recently they have had over 30 plus members per meeting, which is the biggest turnout they've had in a while. TCNJ has released merchandise, so ask me if you are interested in getting a new CKI sweater. They are looking to host an Interclub with Rider and Rutgers during CKI week. They plan on also hosting a Cookbook Fundraiser in the future. For Rider, this past week they got together and made encouragement bracelets, which they gave out to students they passed by in the hallways. Currently they have two more service projects planned out for the Fall, and they had 20 more members at their last meeting, with strong retention of members. With Rutgers, they tabled at their Involvement Fair on labor day, and will be hosting the Division Rally. They have had 35-40 members at each meeting, and their room has consistently been filled. Division Progress, stated that he has met with the Presidents, and has reached out to the Kiwanis Clubs around the CKI clubs. He is hoping that some connections between Kiwanis Clubs and Circle K counterparts can be made this Fall Semester. The College of New Jersey is currently going through some budget changes, so all Clubs on campus are trying to get creative in order to keep going strong. Rider has the same budget as last year, and are looking at having \$24 dollars set aside for membership dues. Divisional Weakness is budget restraints this year, as well as finding creative methods to get their membership dues paid.

For Club building, he stated that he is looking at Kean University as a possible site for expansion. Overall, wants to have more Division representation at District Events, and to work on the Division Social Media presence.

Garden Lieutenant Governor Samuel Zheng

Garden Lieutenant Governor Samuel Zheng stated that Stockton has hosted 2 Socials during Summer. Board Change happened at the end of August, Bridget Brennan took on the role of Club Vice President, and Mariann Delgado took on the role of Club Treasurer. Tabling at their Get Involved fair was fruitful. They are continuing to host service projects during the week, and planning larger scale projects each month. Fundraising has raised \$650 at bagging for tips at their local ShopRite. For Insight, they are expecting the same amount of members as last year in attendance, at least 40-45 members. For Rowan, they have their Tuesday meetings every week, and they host a service project at the end of each meeting. They have 40 members regularly at every meeting. They have 5 members so far who are signed up for Insight. For Atlantic Cape Community College, their Club Secretary is possibly leaving, and they are planning on how to fill that position. So far they have 36 non dues paid members, and 6-7 dues paid. Service projects are planned, such as making bookmarks, love letters, and blood drives. Currently they are looking at ways to bring at least 1-3 members for INSIGHT. No updates as of yet for Rowan College at Burlington County, as they are not communicating. Last I spoke, they have a couple of interested students, still waiting for responses for them. Divisional Progress shows that the Division is strong on service, and all but RCBC are in constant communication. For Divisional Weakness, there exists difficulty in communication with Elected Board Members. Rowan is also facing a Budget cut, which may impact their attendance at Insight and District Convention. Divisional event has been planned for Friday, September 29th.

District Editor Michael Deem Jr.

The first of his Cirklings has been completed, and he is working with Technology Chair Anthony Caruso on making the Cirklings all available on the Website. Currently he is working also with Co Conferences & Conventions Chair Mariann Delgado and her committee on promoting Insight, in the weeks leading up to it. Currently has plans for the next issue of the Circling, which will feature Divisional Rallies, an Insight message, a CKI week message, AC Kiwanis Trunk or Treat Article, and possible article on Key Club Fall Rally. Will be sending out Submission Requests soon, so be on the lookout for that in your emails after this Board Meeting.

District Treasurer Sanya Majmudar

District Treasurer Sanya Majmudar has stated that she has held monthly one on ones with the Club Treasurers, and over the Summer hosted the District Treasurer/Secretary Zoom event with the District Secretary William King. Main concern for the Treasurers is dues at the moment, and the main source of money for that is coming from allocation from the Club's budget, but she is working with Clubs to find another way, as they are looking to fund both Dues Paid Membership, and attendance at District events like Insight. Some of the problems that Club Treasurers spoke about include Rutgers Treasurer who stated that she will be having a upcoming meeting to discuss using funds for Insight attendance, to be held this coming week. Caldwell, as well as New Jersey Institute of Technology and Service Chair Zoe Welch are looking to do a Tomorrow Fund Application for the coming year, Caldwell hopes that the Tomorrow Fund may be one way to bolster their budget by hosting a large scale service project. She stated that she is working with District Editor Michael Deem Jr. on making a post about Dues, as well as creating

and sharing resources about where Dues are spent, and the value of Dues Paid Membership, to be found in the Resources page of the New Jersey District Website. Stated that KICK has been successful so far, and that \$1100 has been raised so far. For that reason, budgets such as the District Convention Ad Booklet have reflected the Kiwanis Clubs involvement, and the hope is that there will be more support for that event as well. Stated that she is looking to help the Clubs send in their checks for Insight earlier than later, as she wants to help the District ensure the Camp receives its payment in time.

District Secretary William King

Stated that the Club Secretaries are all in good standing at the moment, and that over the Summer he hosted one on ones as necessary to clear up any lingering questions about the Monthly Report Form. So far, Club Secretaries have been doing well with getting the Monthly Report Form in. Stated that he is planning on working with Atlantic Cape Community College, as well as Rowan College at Burlington County to get them onboard with their Club Secretaries. Stated that he is excited that Montclair State University may be on its way to getting a Club Secretary, as their Club President Meagan Kane, has been doing a fantastic job in filling in the role, as has fellow Metro Division Seton Hall President Keyleen Argueta. As an outlook on Circle K's Goals, so far the District has hit two different milestones, as they have both hit their target for Total Clubs (11 out of 11), and club charters (1 out of 1). Beyond that, they are currently at 1622 out of 8640 Service Hours, 7 out of 40 for Interclub events, and 16 out of 55 Kiwanis Family Relations events. Updates for Dues Paid Membership will come as we get closer to the Early Bird Deadline, as well as he stated that International Trustee Nancy Mi has information about the Districts Brick x Brick Fundraising.

District Governor Sarah Harvey entertained a motion to approve all Board reports thus given.

- Seabreeze Lieutenant Governor Matthew Yuro made a motion.
- Metro Lieutenant Governor Joseph Rivera seconded.
- No Discussion.
- Unanimous Approval.

District Governor passed the Chair to District Secretary William King to give her Board Report.

District Governor Sarah Harvey

Stated that she held two on ones with Club Presidents and Lieutenant Governors, as well as held her first President webinar, which helped Club Presidents learn about properly planning events and service projects with their Club, based on their feedback of what they were interested in learning most about. Worked with District Administrator Michael Olivo on the District Convention contract, as well as sent out District Project information and Resources, and recruitment planning with Membership Education & Development Chair Lisbet Garcia-Ortiz. Mailing will be released soon, with information about INSIGHT registration, dues, recruitment and retention ideas. Lieutenant Governor and Club President communication has been strong so far, I plan on keeping this going this Semester. All Clubs are hosting more consistent service projects, planning on meeting with Club Presidents in October to check in with them. Stated that she has created a group chat for them, so that they can stay connected. Will be discussing with them at that point how to host interclub events, so that we can reach our goal for the year. Stated that she is looking to visit more of the Clubs throughout this Semester and next. Stated that the video she sent to Kiwanis District Convention went well, despite not being able to attend. Kiwanis Family Picnic this summer was well attended, and I plan on attending the upcoming New Jersey District Key Club Family Rally in October. Winter Leadership Conference room has been secured by Seabreeze Lieutenant Governor Matthew Yuro.

District Secretary William King entertained a motion to Approve District Governor Sarah Harvey's Board Report

- Seabreeze Lieutenant Governor Matthew Yuro made a motion.
- Metro Lieutenant Governor Samuel Zheng seconded.
- No Discussion.
- Unanimous Approval.

District Secretary William King passed the Chair back to District Governor Sarah Harvey.

**New
Business**

**District Governor
Sarah Harvey**

Dues

District Governor Sarah Harvey asked District Treasurer Sanya Majmudar if she had anything that she would like to state about Dues, beyond prior discussion.

District Treasurer Sanya Majmudar reiterated that she wants to help the District hit its goal of 100% Early Bird Dues paid, by the deadline of November 1st. Stated that she hopes that she can get 15 members to make the requirement to be honored for Early Bird dues for each Club in the District. To that end, she stated that she will be hosting a competition for Early Bird Dues in the District, which will task them to achieve the most Dues Paid members by November 1st, with rewards for a both the most amount of Dues Paid members, as well as the fastest to Early Bird Dues paid, with a pizza party for both, so that smaller clubs can also be incentivized. After one on ones with Club Treasurers, she will be sending out more information about both Early Bird Dues and INSIGHT Deadlines. Looking to prepare a MUC workshop with International, as International Vice President Katie Lynch was interested in the idea, as well as a Flyer about Dues themselves.

District Governor Sarah Harvey agreed, and suggested that the Club's send their Dues in chunks after they send in their Early Bird Dues, so that they don't run into any problems when they cut the check later on. Overall, she is very pleased with the planning that District Treasurer Sanya Majmudar has for helping the Clubs achieve Early Bird Dues status.

CKI Week

District Governor Sarah Harvey stated that CKI week is October 16th through the 21st. Stated that this is a week where Clubs get the opportunity to showcase themselves, as well as what Circle K is all about. Called upon District Editor Michael Deem Jr. to help facilitate our Social Media presence that week. Stated that #ChooseCKI is a day when members and officers can state what CKI means to them, via social media. For CKI around the world, one idea that may apply is having interclubs with their close by clubs. Lead with Love is a day when CKI members can honor alumni and leaders in Circle K, with shoutouts typically. Find your family is about Fellowship in Circle K, and what it means to members and officers. Random acts of Kindness is a day when Circle K members and officers can spread positivity, for instance, the activity that Rider Circle K hosted where they made positivity bracelets and handed them out to random students could be an example of one way to spread joy and get the word out about Circle K and their Club. Do Something day is a day when members and officers can plan and host Service Projects, stated that this year our Divisional Rallies land on that date, so we are in luck for that.

District Administrator Michael Olivo stated that he thought one other way we could be involved on CKI around the world would be to work with our sister District's, such as New York, and plan something with them.

District Governor Sarah Harvey stated that she will look into that possibility.

District Treasurer Sanya Majmudar stated that another idea may be to do a introductory style post for the @njcirclek Instagram account, as we haven't yet put one up, for #ChooseCKI

District Governor Sarah Harvey agreed, and stated that we could definitely incorporate that into the week as well.

INSIGHT

Co Conferences & Conventions Chari Mariann Delgado stated that everything has stayed the same for the major points of the INSIGHT agenda. Currently, our Host Club is coming up with our fellowship game. Our signature Board fundraiser remains the same, Pie the Board, with the addition of a wheel, the the wheel of misfortune, which will have such events written on it such as roll around in whipped cream, dash of sprinkles, take off googles, and other unique options to be discussed later.

District Governor Sarah Harvey asked the Board how would we like to set the prices for this fundraiser.

Metro Lieutenant Governor Joseph Rivera stated that he remembers that last year, it was set at \$5 for Committee Chairs, \$10 for Elected Board, and \$15 for 2022-2023 District Governor Katie Lynch, also it was bidding, so you could go higher.

Co Conferences Chair Mariann Delgado agreed with these amounts, and stated that possibly if members put in extra, they can do another spin, on top of these agreed upon amounts.

District Treasurer Sanya Majmudar stated that we could also consider having a milestone award, whereupon reaching a predetermined threshold of fundraising, a special event may happen with the Pie the Board Fundraiser, to incentivize further fundraising.

District Governor Sarah Harvey stated that she agreed with all of these ideas. She then turned our attention to our other fundraising, the selling of merchandise at INSIGHT, and that in tradition, we should keep this fundraiser for our own District. The Pie the Board fundraiser would also remain as our Signature Brick x Brick fundraising at INSIGHT.

Co Conferences & Conventions Chair Mariann Delgado then turned out attention to duties and responsibilities for all members of the District Board. After going briefly over games, she called upon the Kiwanis Committee to again take charge of managing the games, as is tradition. She then reminded that all District Board members have assignments for two District Board members per team, and that they are responsible for getting their team from point A to point B throughout the weekend. She called upon the Team leads to be kind, open, and supportive of their team throughout the games, and to actively participate. Stated to make relationships with their team members, as this is many members first District wide event. She called upon the District Board to take photos and videos throughout the event, and to share them on the Google Drive. Board members are again expected to show up Early for INSIGHT, and to take part in all activities of setting up and breaking down of events, as well as any and all cleanup.

Technology Chair Anthony Caruso agreed, and asked that all members take videos with the same angle, so as to keep the footage uniform for making videos later with.

Co Conferences & Conventions Chair Mariann Delgado then turned our attention to the pre-Insight meeting, which will be mandatory to attend. Asked the Board to look at their schedules, and it was decided to be held Sunday, October 29th.

District Convention

Co Conferences & Conventions Chair Kenny Au stated that the agenda is largely the same as last years. This year we will have a Alumni panel on Saturday in keeping with our theme of Dancing through the Decades. Overall the convention should go according to this schedule, but I know that District Governor Sarah Harvey wanted to discuss Caucusing

District Governor Sarah Harvey stated that when discussing District Convention, one of the key points that ought to be addressed is how campaigns were run at the prior convention. Last year at House of Delegates, a sizable portion of the delegates who only attended that session of District Convention hadn't had the opportunity to attend the Meet the Candidates and the Caucus sessions, since they weren't overnight attendees. This year, I want to mitigate that issue, by looking at the agenda, and finding a solution that makes it so that more of our Delegates attend these vital sessions of District Convention, so that they are informed electors. I want to take a look at how we hold caucusing this year at District Convention. I know that at House of Delegates, many of the members missed the Caucus and Meet the Candidates, so they are only getting what is on their literature, and the small speech before we hold the vote. We want to maybe have the time shift, as some members aren't there for the whole weekend.

District Financial Counselor Mickey Cohen stated that one possible solution may be to hold the Service Project on Friday night, move the Alumni panel closer to Dinner, and then the Alumni may stick around for Dinner. With this setup, Meet the Candidates would be held on Saturday morning, and Caucus would move to Saturday, instead of Friday night, as well.

District Administrator Michael Olivo agreed with this change. He stated that this would make it so that Delegates would need to be there on Saturday. This would incentivize them to be there for the whole day on Saturday, as they would be able to attend that day, and still have meaningful sessions for candidates prior to the voting in House of Delegates. Stated that he was pleased overall with this change.

District Governor Sarah Harvey stated that we will be having even further discussion of District Convention at the December Board Meeting. Also stated that she believed this was a good change, and should mitigate the prior issues of session attendance.

Vouchers

District Financial Counselor Mickey Cohen stated that we should know that when it comes to vouchers, know that their can be 4-5 week turnaround time. Understand that when they send them out, the assumption persists that you have received the checks until you state with me or District Treasurer Sanya Majmudar that you have yet to receive them. I heard that we have some unclaimed checks, so for the two that I know of, District Treasurer Sanya and Metro Lieutenant Governor Joseph Rivera, let me know if you receive the prior check from July, then let me know, as that should be canceled and you can get a check that is still active. Also for all to know, if you send for two separate vouchers within a short enough window, that they will combine these into one larger check.

District Treasurer Sanya Majmudar agreed with everything stated so far, and further stated that for District Board members, it is best to email her, as she is always required to C.C. that email to Financial Counselor Mickey Cohen anyway. This will save you time when making the vouchers. Also, please follow along with the instructions given with the vouchers, and ensure that you copy the tables we've made on the drive, so that you don't accidentally change any necessary values in the prescribed formulas. Beyond that, for supplies for INSIGHT, please vouch once, and put all supplies bought together into one.

Open Floor

District Governor Sarah Harvey

District Governor Sarah Harvey stated that for the next Board Meeting, the December Board meeting, that it would be best to move the Meeting to The College of New Jersey, or Rider University, as the previous option, Rutgers, has a policy for room openings that would mean that our Board meeting would be held in the afternoon, which would make it run much later to be completed.

District Editor Michael Deem Jr. stated that he would look into getting a room for us at Rider University.

Seabreeze Lieutenant Governor Matthew Yuro stated that he would look at getting a room for us as well at The College of New Jersey, as a fallback option.

Announcements & Deadlines

District Governor Sarah Harvey

District Governor Sarah Harvey stated that two events to keep on everyones radar are AC Kiwanis Trunk or Treat, as well as Key Club Fall Rally. AC Kiwanis Trunk or Treat is a great event where members can help the AC Kiwanians provide a safe and festive place for Atlantic City kids to come and participate in Trick or Treating, to be held on October 31st. Key Club Fall Rally, which will be held at Six Flags Great Adventure, will be held on October 8th, and is an amazing opportunity to get to meet all the leaders of Key Club, as well as future leaders of Circle K, and make some connections. It's always a good time, so I suggest all that can make it to attend.

Closing Remarks & Moment of Hope

District Governor Sarah Harvey

District Governor Sarah Harvey stated that she was happy with all the progress that we have made so far, and is proud that this Board has been so proactive on completing planning of events. Keep up the good work, and I hope to see most of you in the coming days at the online District Jeopardy event tomorrow, Service Chair Zoe Welch's PB&J event on September 30th at The College of New Jersey, and at the Key Club Fall Rally.

District Treasurer Sanya Majmudar gave the Moment of Hope.

Adjournment

District Governor Sarah Harvey

The 4th Board Meeting at New Jersey Institute of Technology was adjourned at 2:51pm.