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2023-2024 District Secretary
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5th Board Meeting

Meeting Minutes

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New Jersey District Board of Trustees

December 2nd, 2023

The College of New Jersey

Ewing, NJ

Call To Order

District Governor
Sarah Harvey

This meeting was called to order at 10:04am

Co Conferences & Conventions Chair Kenny Au gave the CKI Pledge, and District Editor Michael Deem Jr. gave the Moment of Reflection.

Roll Call

District 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.

Absent

New Jersey District Kiwanis Committee:

District Administrator Michael Olivo.

Present

Seabreeze Zone Advisor Michael Murray.

Financial Counselor Mickey Cohen.

Absent

Metro Zone Advisor Emily Scharf.

Garden Zone Advisor Sharon Daubenspeck.

Long Term Planning Chair Kelly Shaup.

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.

Welcome & Introduction of Guests

District Governor Sarah Harvey

Governor Sarah Harvey introduced Past Kiwanis Governor Joseph Giordano. She stated that she has been proud of what the Committees and the Executive Board have accomplished thus far in the Service Year, and to keep up that momentum as we head into Fall Finals week and the Spring Semester.

Approval of Agenda & Minutes

District Governor Sarah Harvey

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

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

District Governor Sarah Harvey entertained a motion to approve the 5th Board Meeting Agenda:

- District Seabreeze Lieutenant Governor Matthew Yuro made the motion.
- District Editor Michael Deem Jr. seconded.
- No Discussion.
- Unanimous Approval.

Kiwanis Committee on District Administrator NJ CKI Michael Olivo

District Administrator Michael Olivo stated that he is proud of how we have conducted business in the Fall semester of Circle K, staying on top of things, and that he wants us to keep up this momentum, as we are on par for having another amazing year overall for the New Jersey District of Circle K. Stated that we need to put some of our talents and focus into our Recruiting goals over the course of the Spring Semester. Right now a number of our Clubs in the District are at 15, and his concern about this is that with that number, if something unexpected happens, such as a loss of a Club Executive, as can happen, that there isn't a solid foundation for keeping the momentum for our Clubs. Stated that he was very proud of how INSIGHT went, and that we should all know that he sees ours as one of the best in all of Circle K International.

NJ Kiwanis Family District Governor Sarah Updates Harvey

Nothing was presented for the New Jersey Key Club District, or the New Jersey Kiwanis District, that was pressing and not already included to the Agenda of the Meeting. Instead, some updates of successful Events, Initiatives, Fundraising were shared with the New Jersey District Board, as our Kiwanis Family branches are doing a fantastic job at all levels to support our shared Values and Service in New Jersey.

International International Trustee Updates Nancy Mi

District Governor Sarah Harvey gave the International Updates. She stated that the Kiwanis Fund Scholarships have now been opened, and are Due in February, so spread the word. Stated that International's Goal for the Districts include adding 10 more members to each District. Stated they are hosting a Virtual Alumni Event, as well as they have released applications for Alumni Awards.

Social Media Award

District Governor Sarah Harvey introduced the topic of the creation of a new Award, based off of Club's performance with their Social Media accounts. She then turned the conversation over to Laws, Regulations, and Awards Chair Arwa Muhamed.

Laws, Regulation, and Awards Chair Arwa Muhamed stated that this came about because of the conversation's that she had with her own Club's Club Editor about all that they do with Social Media throughout the Service Year. For that reason, she stated that she would like to create this Award, to honor and acknowledge excellence in using Social Media for achieving the Club's Goals. She then shared the Criteria, which would have Data about number and frequency of Posts, Creativity and keeping within Brand Guide, and also sections for Club's to express how they used Social Media to achieve their goals with a writing prompt, as well as upload sections of Posts.

District Governor Sarah Harvey stated that She thought that this was a good idea, as she knows that many Clubs more heavily rely on their Social Media today over just the Newsletter. Stated that she is happy with what Laws, Regulation, and Awards Chair Arwa Muhamed had come up with.

District Governor Sarah Harvey then stated that she was interested in the possibility of reaching out to the Public Relations Chairs at the Club level to ask for their own personal perspective on the Award so far, and if they thought it needed any other additions or changes.

District Metro Lieutenant Governor Joseph Rivera stated that he understood what it takes to utilize Social Media successfully like this, as he had stated that he worked with Social Media previously as a Club Editor, and he understood how vital getting the message out about Events and Initiatives can be towards their eventual success.

District Editor Michael Deem Jr. stated that he appreciated that Creativity was considered important to the Award criteria, as he knows the hard work that entails.

Co Conferences and Conventions Chair Kenny Au stated that he appreciated that this Award would accomplish the Goal of motivating Club's to work on their Social Media presence overall, as he agreed that this would not only recognize excellence in Social Media usage, but also serve to help motivate other Club's to work on their own presence.

Laws, Regulation, and Awards Chair Arwa Muhamed stated that she appreciated all of the conversation held, and that she would look into sending out a poll to Editor's and Public Relations Chairs about it as well, to make sure that the Criteria makes sense to the Club's, and that it has a strong footing.

District Governor Sarah Harvey entertained a motion to Approve adding a Social Media Award to the 2023-2024 District Convention Awards.

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

District Convention Schedule of Events

District Governor Sarah Harvey discussed the overview of the Schedule for District Convention. She stated that the Meet the Candidates session will be conducted on Friday Night, as this way we can ensure that we don't go over time with all of the Campaign sections that would have occurred solely on Saturday if kept to that day. Will continue to encourage Delegates to be in attendance for this session, but overall believes this change will still ensure that key questions about what the Candidates platform is will be given the time to be held properly.

District Governor Sarah Harvey stated that Saturday will include the District Service Project to be conducted during the Morning, so that there will be plenty of time for the Service Project to be conducted and wrapped up prior to the rest of the day's events. Stated that this also will help set the tempo for the day, as the Attendees will get to start the day off by doing something active. The rest of the Saturday schedule remains relatively the same, Workshops will follow Breakfast and the Service Project. Afterwards, we will host the Alumni Panel and the President's Luncheon, with the Caucusing sessions to wrap up the Afternoon prior to a Break and Club discussion. House of Delegates will be conducted at 4pm, to be completed by 6:30pm, to be followed by another break, and finally the Governor's Banquet and Ball to finish the evening.

District Governor Sarah Harvey stated that the schedule for Sunday remains the same, as we will host our Farewell Brunch, and finish off District Convention with our Old Board/New Board Meeting, to be conducted a half hour after the Farewell Breakfast ends. Reminded the Board that all Executive Board members are required to attend that Board Meeting, but Committee Chairs are not required to.

District Governor Sarah Harvey entertained a motion to approve the amended District Convention Schedule of Events.

- District Lieutenant Governor Matthew Yuro made a motion
- District Editor Michael Deem Jr. seconded.
- No Discussion.
- Unanimous Approval.

Kiwanis Family Relations and Alumni Chair Naomi Nguyen

Stated that she had one Committee Meeting at the end of October. Overall, meetings have been held between herself and Key Club about the progress of the Key To College Webinars and Seminar. Has held 3 Virtual meetings like this, one per month. Dates for Key To College had to change, as the First Key to College is December 3rd. The Second will be Sunday January 7th, and the Last one will be March 9th. One in person, which we will discuss later in the agenda. Access to the Alumni Network has helped with getting names and email addresses for Alumni, but we are still working on getting more names and email addresses. If Kiwanians have any information, please share it with me. All Directives have been completed.

Laws, Regulations, and Awards Chair Arwa Muhamed

Stated that she is looking to get the word out for Awards, to get more Colleges to apply this year. Towards that end, the Awards Trackers have been created, in the aim to help Clubs with tracking of awards Data, to make it easier for Applications. Planning a December Workshop at the Dec 9th Service Project as well. Planning on having a Workshop at Winter Leadership Conference, and hosting Awards Hours in the Spring to help with Award applications and answer any questions. All Directives completed, Awards Criteria has been created, and the Presentation for Insight was given at Insight. Since then stated that she has met with the Committee to discuss any possible changes to Awards, and nothing has been raised otherwise. Suggested ideas for the Workshops, and with the template for the Social Media Award finished, she shared it with the Board at this meeting.

Technology Chair Anthony Caruso

Stated that the Technology Committee has held one meeting over the last two months, and that they are planning to have a meeting again in mid December. Looking to have Committee members work on Page redesign, go bit by bit, make sure they are all updated and relevant. Insight Video was completed and successful, plan on working on promo for District Convention as well soon, with help from Committee. Stated that 3 Directives completed for October, and 5 so far for November. Updates to the website include District Goals, Officer History, Service Hours, and Past District and International Officer Page.

Membership Development and Education Chair Lisbet Garcia Ortiz

Stated that she has held 2 Committee meetings since the last Board Meeting. Been meeting with Club President, and that she held a Diversity, Equity, and Inclusion presentation on the 7th of October. At her Workshop, she Introduced a bunch of Diversity, Equity, and Inclusion foundations, and the conversations were good during the Workshop. Communication has been important to the success of the Committee, as she has been sending Clubs Resources over this Fall Semester. On October 22nd, she sent out a Member Retention Resource. Stated that she used Feedback to help create the Resource for the Member Retention Resource. On November 22nd, she and the Committee sent out a Holiday Diversity, Equity and Inclusion Resource, to help the Clubs to be diverse and respectful on how they handle the Holiday times. Currently she is working on the Workshop for Winter Leadership Conference, which will be on Emotional Intelligence. Specifically, this will look at how to be aware of emotions, take constructive criticism, and she is looking to also implement some of the successful aspects of the Diversity, Equity, and Inclusion Workshop. Will have worksheets to help the members to synthesize the Workshop, and to have some feedback. All Directives completed thus far.

Co Conventions and Conferences Chair Mariann Delgado

Stated that she thought that INSIGHT went very well. Committee Meetings were held leading up to INSIGHT, and she and the Committee had the final details completed during the last meeting. Update is that the Committee did a great job, and the focus of the Committee now shifts to making the District Convention a success, as her Committee meetings about INSIGHT have now come to a close. Stated that All Directives have been completed.

Co Conventions and Conferences Chair Kenny Au

Stated that the last Committee meeting was about INSIGHT, and discussions about the games to be held there, and now the Committee turns its attention to District Convention. Promotional materials have been worked on and completed, and the Committee has worked on coming up with ideas for ways to make District Convention more fun for Attendees. Looking at submitting a Favorite memory of District Convention by the Board as part of his campaign for marketing, to be discussed later on in the Agenda. All Directives completed thus far.

Fundraising Chair Brandon Chang

Stated that Committee updates are that the New Jersey & New York Jeopardy worked well, and that they Raised a total of \$850 so far as a Committee, \$800 of which has been sent to Brick x Brick. T-shirt and Dare Board have been completed, and are shared with the Board in the Drive. I am looking to make some changes to the Dare Board, so if anyone has any ideas, please let me know. Excited for how the District Convention Fundraisers go, and will be meeting with the Committee to discuss this more. All Directives completed thus far.

Service Chair Zoe Welch

She has had 3 Committee Meetings since the last Board Meeting. The First District-Wide Service project saw 55 people in attendance, and Donated to two different places, Newark and Atlantic City shelters of over 300 Peanut Butter & Jelly Sandwiches. The Second Service project had 25 in attendance, both had individuals from all over the District. Donations were made to the Nursing Home in Newark of Cloth Pumpkins. Third project coming up, we will be making Blankets to donate to the Linus Project December 9th at Rowan University, which will also feature an Awards Workshop, to be held by Laws, Regulations, and Awards Chair Arwa Muhamed. Posts for Social Media have been made and shared. All Directives have been completed thus far.

**Lieutenant Governor
Reports**

**NJ CKI District
Lieutenant Governors**

District Metro Lieutenant Governor Joseph Rivera

Stated that Montclair State University has 15 Dues Paid Members, looking to have 25 by the end of Semester. Average 12-15 members attendance is realistic for them at Club events. Looking to recruit more for the Spring Semester. Thinking about Planning already for the Spring Semester. Currently, they have a Full Executive Board with Committee Chairs. Seton Hall is still waiting for their Dues to be approved by the Kiwanis club of Parsippany, and stated that he has met with District Administrator Micheal Olivo about this. Caldwell has 15 members, Have a full list of their events, stated that he will share this if anyone is interested as well. New Jersey Institute of Technology has 22 members, and may have more by today, the 2nd, as their recruiting efforts have been fruitful. Stated that he will be talking about more recruitment over the course of the Winter break, and plans on staying in contact with them over the break.

Stated that he is creating a Carpooling sheet for the Division, so that they can get to District Events, and he also plans on being able to drive anyone around who needs it. The Joint divisional Event yesterday with District Seabreeze Lieutenant Governor Matthew Yuro, was a pretty big success, as 15 people joined. It also featured a diversity of Members, as they had Members from Rutgers, The College of New Jersey, and the New Jersey Institute of Technology. Communication has been difficult these final weeks, as everyone is getting ready for Finals, and the attendance has dipped at Club Meetings because of that. Stated that he is planning on attending a meeting of the Kiwanis Club of Morris. Looking to have a Movie night with Caldwell to bring them into the fold of the rest of District, as they haven't been able to come out to as many events. Stated that all clubs know about the Winter Leadership Conference, and many are interested. Divisional Progress has been hosting 12 - 16 Interclubs, and about 20 Kiwanis Family events 5 from each school. Stated that he is looking forward to helping them with their Interclubs. Divisional Weakness remains the issue of transportation for the Division. All Directives have been completed thus far.

District Metro Lieutenant Governor Matthew Yuro

Stated that The College of New Jersey has 17 Dues Paid Members, and that over the course of the Semester, they have hosted a lot of Service, Fundraisers, and Socials. Recently they Helped with the Trenton Trunk or Treat, and held a successful Taylor Swift listening Social, as well as held a Leadership workshop on Diversity, Equity and Inclusion, and a Canned Food Drive. Rider University currently has 15 Dues Paid Members, and have hosted lots of Service and Socials. Have a goal of contributing more towards Brick x Brick this Spring Semester. Rutgers University currently has 27 Dues Paid Members, and have hosted some successful Services and projects, such as a local Trunk or Treat and Bake sales. They donated some Fall themed painted Rocks to the Children's Hospital, and hosted a Brick x Brick fundraiser with Honeygrow in November. Overall, they have been both active and hitting their Goals, and have begun planning for the Spring.

Divisional progress has included hosting hours for them to meet about anything. Attended Ewing, Trenton and Bordentown Kiwanis Meetings, and making these connections has been valuable. Hosting 1 Service and 1 Social for the Division. Divisional Weakness is getting potential members to pay their Dues, as while retention has been great, the problem has been convincing them to pay their Dues. Resources and conversations about the benefits of Dues Paid membership have happened, but overall this year has been difficult for Dues Paid Membership. All Directives have been complete

District Garden Lieutenant Governor Samuel Zheng

District Governor Sarah Harvey gave the Garden Lieutenant Governors report, in District Garden Lieutenant Governor Samuel Zheng's absence.

Samuel Zheng's report stated that Stockton University has over a 1000 hours of Service, most of which came from their successful Fall Service A thon. They also raised \$1500 in fundraising, and currently have 27 dues paid members right now. Finishing out the Fall semester with a holiday party this week, and will be appointing a new Club Editor, as theirs at the moment is stepping down. Rowan has 92 dues paid at the moment, and they have steady membership attendance. Over the Fall Semester, they hosted successful bake sales, a Free Rice Semester wide competition and Service at all Meetings. Club President Arwa Muhamed stated that she saw a lot of interest from General Members so far to attend DCON. A lot are interested in Executive Board positions in the next Service Year. Atlantic Cape Community College has 55 non due paid and 10 dues paid members at the moment, and have now submitted paperwork for their Dues Paid members. They aim over the next semester to maintain their membership. Atlantic Cape Community Colleges Vice President had to step down recently. Rowan College at Burlington County has recently filled the Vice President, Secretary, and Committee Service Chair. For Divisional Strength, their progress towards Goals have been steady and strong. For Divisional Weakness, the Division has seen a lot of losses in Executive Board Members. At the moment, all Directives have been completed.

District Editor Michael Deem Jr.

Stated that he is at the beginning stages for the next edition of the Cirkling, and so far is pushing for a Cirkling to publish in January at the moment. Aims to publish the next edition after in March. October Cirkling unfortunately had to go out late because of some issues, but the good news is that he has extra material from submissions for the October edition of the Cirkling that can go in the next edition. Posts have been going well overall, as he sees the interest from District events being from the successful usage of Social Media immediately prior, during, and after hosting our events. Currently he is working with Co Conventions and Conferences Chair Kenny Au on promotional material for the District Convention.

District Treasurer Sanya Majmudar

District Treasurer Sanya Majmudar stated That she is proud of the KICK program, everything with it has been approved, and all together we raised \$1500 with it. Because of the success, I and District Secretary William King wrote out Thank You Cards to the Kiwanis Clubs that Donated. All Directives Completed. Stated that in October she had mainly worked on the Dare Wheel, and the October Mailing. October Vouchers were approved and submitted, as had all INSIGHT vouchers. In November, she worked with the Club Treasurers to successfully get their Dues in. Stated that she will be continuing to check with every Club Treasurer on Dues, texting has been useful overall in both getting and giving updates from Club Treasurers. One goal that she has is to look into working with the New York District, as she heard that in order to have their Dues Paid, they go to various Kiwanis Clubs to get these funds, and not just their own sponsoring Kiwanis Club. She is hoping to get more information about this, and see if we can implement this in New Jersey. Looking to get more information to the Clubs about Dues and what the impact is for Dues Paid Membership.

District Secretary William King

Stated that the Club Secretaries are all in good standing at the moment, and that he has met with Club Secretaries, as needed, since the Fall semester began. Stated that he is meeting with Rowan College at Burlington County Club Secretary this week to discuss the details about the role. Reiterated that so far, Club Secretaries have been doing well with getting the Monthly Report Form in. Stated that he is happy that Montclair State University has finally received a Club Secretary since the last Board Meeting. The Seton Hall Club and Club President Keyleen Argueta are still looking for one, so for the time being Club Presidents are still the point person. As previously stated, the District is in a good position when it comes to their Goals, as we have already hit our targets for Club's in the District, and for Recharterers. Beyond that, the District is currently at 3636 out of 8640 Service Hours, 22 out of 40 for Interclub events, and 33 out of 55 Kiwanis Family Relations events. We have 223 Dues Paid Members by the end of this month out of our Goal of 360, and have achieved \$1027 out of our goal of \$8000 for the District Brick x Brick fundraising. So far the District is in a good place when it comes to Service Hours, Interclub, and Kiwanis Family Relations Events, but we still lag in Brick x Brick Fundraising and Dues Paid Membership. All Directives have been completed thus far.

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

District Governor Sarah Harvey

Stated that she worked with New York District on the CKI Week promo, and is currently looking at Awards for the Fundraising of Food with our District Wide Initiative. Stated that she sent 3 new project ideas to Club Presidents that are also good opportunities people can be involved in on their own during Winter Break, so that we can increase our service hours as a District, and that the District Initiative is going well, with her having received some Clubs already submitting to the Food Donation Tracker. Stated that overall communication with the Club Presidents has been fruitful throughout the Semester, and that she is proud of what the Clubs have accomplished over the course of this Semester.

Excited about what may happen with a possible County College at Morris charter, and there has been an increase over the past month in communication from Rowan College at Burlington County. Stated that Kiwanis Family relations have been going well, as she gave an address at the Key Club Fall Rally about what to look for as they head into their next life stage at College, and that the communication about the Key to College Workshops have been very successful with the Key Club District Board. Overall, the District has made solid progress over the course of the Semester, and she is looking forward to what they can get up to in the Spring, and seeing if she can possibly attend their meetings/events then with her new schedule.

District Secretary William King entertained a motion to approve all the Board Reports given at the 5th Board Meeting.

- District Editor Michael Deem Jr. made a motion.
- District Treasurer Sanya Majmudar seconded.
- No Discussion.
- Unanimous Approval.

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

**Unfinished
Business**

**District Governor
Sarah Harvey**

Insight Recap and Feedback

Co Conferences and Conventions Chair Mariann Delgado Stated that she thought that INSIGHT went well, and she was so proud of what we could accomplish as a Board together. She stated that everyone was very supportive throughout the weekend, and that she thought that the whole Board made sure the event was fun, and not overly competitive. The Board Fundraiser was a huge success, raising \$800 for Brick x Brick. Improvements for Insight in her opinion include improving attendance.

District Administrator Michael Olivo stated that while he was slightly concerned with the attendance, he also thought that it had its benefits too, as the attendees seemed to have been much closer throughout the weekend, and managing that many people was a lot easier.

Co Conferences and Conventions Chair Mariann Delgado stated that one area that we can look at for attendance may be in our diversity of attendees, and many of them came from bigger clubs.

District Metro Lieutenant Governor Joseph Rivera raised the concern that Seton Hall wanted to attend, but was unable due to a lack of funds.

District Governor Sarah Harvey stated that she thought it was important for having that diversity, and for getting younger and newer clubs out, as it is definitely the best showcase of what Circle K can be. Maybe these clubs can look at Fundraising, such as Bagging for Tips, as one source. She stated that her Home Club of Stockton University does a Bagging for Tips event, where they volunteer to bag groceries at Supermarkets, and they get a tip for their service. This has been very successful for them to raise funds in a short amount of time. This can be scheduled well in advance, and have a mandate for all those who are interested in coming to INSIGHT to be signed up for a Bagging for Tips event.

District Administrator Michael Olivo agreed with this idea, and raised the point of possibly having a “Scholarship” be made out from Kiwanis Clubs to Circle K members to attend INSIGHT. INSIGHT at the end of the day has plenty of Team-building and Educational opportunities, so we just need to ensure that we properly exemplify why this is a great opportunity for Circle K members to attend it when speaking to our Kiwanis Clubs.

District Treasurer Sanya Majmudar stated that she learned from the New York District that they go out to not only their sponsoring Kiwanis Club, but also to various Kiwanis Clubs. This allows them to not just get one source for funding, and also to spread out the amount that they ask for to multiple instead of one source. This may be a new avenue that we can explore as a District as well to get more funding for Club Members to make it out to Key District events like INSIGHT.

Past Kiwanis Governor Joseph Giordano brought up the point that if that is an idea that we want to pursue, that we can also have it be presented to the Kiwanis Club and our Membership as bringing down the total cost per person. This can be presented as they have in the past for Key Leader, as stating to the Kiwanis club that for every \$50, that means \$1 dollar off for each student. Considering the amount of Kiwanis Clubs in New Jersey, this can quickly add up, and make a sizable difference in the end cost for students. If we are to do this, however, we just need to make sure that we have this information presented to them as early as we can, as it must be completed prior to registration.

District Administrator Michael Olivo thought that was an interesting idea, and may be something to look at in the future, but he wanted to see how our District Convention goes this year, and take it from there.

Seabreeze Zone Advisor Michael Murray also raised the point of making more opportunities for attendees to be involved, as for instance, in prior INSIGHTS, they had facilitators/team lead of the games be run by past INSIGHT attendees. This made it personalized for them, and gave them a different role when they came back. This way, they get an opportunity to be a part of INSIGHT from different perspectives.

District Governor Sarah Harvey said that the next Board can look into that, but from the perspective of someone who was a Club Executive Officer, and called upon to fill that role, that we just need to make sure that it is a voluntary action, and not built into how INSIGHT functions, as we need to give attendees the option to do so or not.

Co Conferences and Conventions Chair Mariann Delgado agreed with all of these suggestions, and stated that she would look into this. Overall, she was very proud of the event, and one aspect that she thought ought to change year after year is our closing activities, as this year the teams made puzzle pieces as a group, and next year, she wants to change it up to be something new, and different, to always keep INSIGHT fresh.

New
Business

District Governor
Sarah Harvey

Winter Leadership Retreat

District Governor Sarah Harvey stated that the Winter Leadership Conference will take place from 10am to 1pm, on January 27th, at the The College of New Jersey Campus. The Schedule of events will include a Welcome message, to be followed by two workshops, which will consist of 35 minutes for each one. Membership Development and Education Chair Lisbet Garcia-Ortiz will host a Workshop on Emotional Intelligence. Laws, Regulations, and Awards Chair Arwa Muhamed will host a Workshop on District Award Applications. Called upon the Board to share their thoughts

District Treasurer Sanya Majmudar stated that she thought it may be a good idea to host a workshop that focuses on what it is like to run for District Office. Possibly also making the connections between Club and District Office, and/or District to International Office.

District Governor Sarah Harvey was interested in this idea, and stated that they can look into making a Mock Caucus style Workshop. Overall, I want to have more interactive Workshops at the Winter Leadership Conference, and this would fit that purpose.

District Governor Sarah Harvey then stated that while she is interested in pursuing a Club to District Workshop, she would be more interested in making that another event, to be held virtually, which will have those that are interested attend, as this event should be for all members, and especially those who want to step up into a bigger role with their Home Club's. Stated that Winter Leadership Conference should be a space to expand on that interest, as our Club's need to be the focus first and foremost.

District Administrator Michael Olivo stated that the idea of a Club Campaign Workshop overall was a good idea, as we can have this advertised as a feature for those who are interested in running for office, and the crossover from Club and District Campaigns are similar.

District Governor Sarah Harvey stated that she is fine with this, but that she wanted to make sure that we didn't go over time into the Alumni Luncheon. Stated that she is hoping that the Alumni Luncheon will allow for members to spend some time with Alumni, and ask them key questions, such as what is your job, what is life like after Circle K, and other questions in that respect. In that respect, she stated that she would like the sessions to be shorter than 35 minutes, as we are deciding to host this third workshop, so as to prevent overlap with Alumni

District Governor Sarah Harvey then stated that the one aspect that she wants to see with the Winter Leadership Conference is to have a mandate for attendance. 2-3 Members seems to be an attainable goal, and we can think of ways to diversify it, such as possibly having 2 returning, one new, and the like. Either way, I want to have more of a presence of Club Executives, as I want them to be able to take what they learned at the Winter Leadership Conference and bring it back to their Clubs.

District Metro Lieutenant Governor Joseph Rivera stated that he thought this was attainable for some schools in his Division, such as Montclair State University, and New Jersey Institute of Technology, but is concerned about Caldwell and Seton Hall in terms of getting them there.

District Administrator Michael Olivo stated that it might be worthwhile then to, when communicating with Caldwell, attach their Kiwanis Club to the Email, so that they know what is going on, and have an understanding of what Winter Leadership Conference is and why it matters to attend.

District Governor Sarah Harvey also stated that one idea that may help clubs is to change how they present the event when discussing it with both their Kiwanis Club, and their College Student Resources. When discussing Winter Leadership Conference with one of the Clubs in the District, for instance, she stated it is important to point out that it is an Educational event, as this is what Winter Leadership Conference provides for members who attend. She stated that stating it this way may help in getting more financial support from both Kiwanis Club's, as well as from College Student Resources.

Dues Update

District Treasurer Sanya Majmudar stated that we have 198 as of today, and that we are looking at Caldwell as of this next upcoming MUC to increase that number. Stated that she knew that Caldwell has been reached out to, so we should be seeing some changes with them. Atlantic Cape Community College has stated that they should have their 10 members in after the December deadline. Rowan College at Burlington County stated that they are working with them as well about getting their 10 members in. Seton Hall she stated that she is still trying to work with them, with District Administrator Michael Olivo's guidance.

District Governor Sarah Harvey stated that for Dues, we should be seeing the changes from Atlantic Cape Community College, and Caldwell as well, and Rowan College at Burlington County will be the one that remains outstanding for the time being.

District Treasurer Sanya Majmudar called upon the Board to always be sure to make clear to any newer members about what the benefits are for being Dues Paid members, and to help with explaining any questions they may have. Overall, she believes that Spring should bring some changes to our Dues Paid Membership.

District Governor Sarah Harvey agreed, as she stated that she think spring recruitment fairs will be fruitful, and we'll have more members also because of Elections coming up

Reallocation of Funds

District Treasurer Sanya Mujmudar stated that as far as Budgets were concerned, there are some upcoming Events that we would like to fund currently, and there are some line items in our Budget that have a balance left to them in which the event has come to pass, and there is now a surplus. She suggested that we take a look at reallocating Funds from the Governors and Administrators Training Conference Budget, and move the leftover funds to be utilized for some of our upcoming Events, like for use towards the In-Person Key to College Event.

District Administrator Michael Olivo stated that he didn't see an issue with this reallocation of funds, and that we can look at other line items later on as well.

Goals Update

District Secretary William King stated that the areas that we ought to look at for the Goals situation are primarily about how we are working with our Dues Paid Membership goal of 360, and our goals for Brick X Brick Fundraising, as I am unsure if we will be able to make our goal of \$8000.

District Administrator Michael Olivo asked, what are our aims with this goal? Called upon the Board to consider if we believe we will be competitively amongst all the Districts this year or not.

District Governor Sarah Harvey stated that she doesn't believe that we should be shooting to be competitive, as the Carolinas District has already taken a large lead with a Pageant event that they held last year as well, and that outperformed the one last year which already set records.

District Governor Sarah Harvey also stated that she believes ultimately we should aim to do our part, more than anything else. I know that the Fundraising by the District has been successful thus far, and we will be hosting a Fundraiser at District Convention as well that ought to boost our numbers. She stated that she is looking to see what kinds of things the Club's can accomplish in the Spring semester to get some more fundraising done. Ultimately, I think that if we are interested in doing so, we can look at doing a similar kind of activity to the Pageant with the Fundraising Committee and Fundraising Chair Brandon Chang's support. I think we should turn our attention to the Dues Paid Membership goals as well, as I am concerned that we won't hit our target.

Laws, Regulations, and Awards Chair Arwa Muhamed spoke on behalf of her Home Club, Rowan University, and stated that she believed that the Budget cuts they had this year made it more difficult for them to hit their previous Goal. She stated that the conversation they are now having is about how they can ensure their members get to District Convention, over membership.

District Administrator Michael Olivo stated that it would be for the best to prioritize our Dues Paid Membership over our District Convention attendance at this moment.

District Governor Sarah Harvey stated that we can take another look at this later on, and that we need to think about how we can help our Clubs to recognize their hours they already have. Reiterated that administration time for the Planning and/or Implementation of a Service Project counts as Administration, as well as one way travel to an Event. Any fundraisers that you host for Charitable organizations will be able to be counted as well.

Key to College In Person Event

Kiwanis Family Relations and Alumni Chair Naomi Nguyen stated that while they originally planned to have 3 High Schools partnered, in discussions with Key Club, they've narrowed it down to two. She is optimistic about this, however, as she believes this may give a better overall attendance. Looking at working with the Clifton and Monroe Key Clubs to host them.

District Metro Lieutenant Governor Joseph Rivera stated that he thinks that Clifton may be interested in hosting, but they need to make sure they have been approved by their Board first.

District Governor Sarah Harvey stated that February 18th would be the date for that one, so they should have updates by then from their Key Club.

Kiwanis Family Relations and Alumni Chair Naomi Nguyen stated that a lot of the difficulty has been because we are an outside organization, so we have difficulty getting approval for that reason. We can't afford the security surcharges that some have stated, as we aim to use some of the budget for providing snacks.

District Governor Sarah Harvey and Kiwanis Family and Alumni Relations Chair Naomi Nguyen stated that they thought having snacks and drinks will work well, with the assumption that they've had something to eat by the time we start.

District Editor Michael Deem Jr. stated that he would be interested in helping, depending on the topics covered. Stated that he may be able to assist with questions pertaining to admissions.

District Governor Sarah Harvey stated that she thought that it was a good idea, but didn't want this event to be specific to one school, but more broadly about admissions to any school. She stated that as a supplement to the workshop, however, they could pass out materials about admissions as well. To the point of the difficulties of hosting the event, she stated that the most important aspect was the framing of the event itself. Instead of making this a Circle K Event with Key Club, the focus must remain as a Key Club Event, with Circle K Members invited to attend.

Kiwanis Family Relations and Alumni Chair Naomi Nguyen stated that she believed that Monroe should be onboard still, but is still looking at other locations as well. She stated that she will keep reaching out to see what interest there is, as well as what the interests will be by the Key Clubbers for the topics of the Workshops.

District Governor Sarah Harvey stated that the event will be held on February 18th, and the expectation will be that those Board Members that are closest will help with the Workshop. If this becomes an issue, let us know as soon as you can, so that we can plan accordingly.

Successor Packets

District Governor Sarah Harvey stated that this will be a directive for all of you, so that we have all of these in advance, and can look through them. Stated that the overview is that you will fill these out for the next Member taking over your role, and as such, these will be tailored to touch upon aspects of your position. Stated that you can look at the one you received, and work on that for instance. Stated that you will be giving your successor with these packets a toolkit which will give them examples of what they need to know. You can include photos and also templates for instance in these packets. We need to make sure that these are all completed by the Next Board Meeting in January.

District Governor Sarah Harvey then Asked the District Board about their status on finding a Successor. She stated that so far the search for a District Governor has been successful and there are people interested in the role.

District Secretary William King stated that someone has approached him with interest in the role, and that he will continue asking the Club Secretaries if any of them have interest.

District Treasurer Sanya Majmudar stated that she didn't reach out yet, broadly to the Club Treasurers. Stated that she plans on reaching out in January, as she will already be talking with all the Treasurers. Stated that she knows of 2 people so far that have expressed interest, and she will be updating District Governor Sarah Harvey about this.

District Editor Michael Deem Jr. stated that at the moment, he knows of some interest, but he will also plan on sending out an interest form for the Club Editors as well.

District Seabreeze Lieutenant Governor Matthew Yuro stated that he is hosting an event in December for anyone interested. Stated that he knows that the Executive Boards of Clubs are still in need of talent for the next Service Year, so he is unsure at the moment who can step up and out of a Club Executive position, with a possibility existing with Rutgers. Will be sending out an Interest form soon.

District Metro Lieutenant Governor Joseph Rivera stated that he knows one person who has shown interest. Stated that he will be sending out an interest form, which will give them an overview of the position. Stated that Club's that may take interest are Montclair State University and New Jersey Institute of Technology.

District Governor Sarah Harvey reiterated at this moment to be kind and courteous with all that approach you about your position, and to not do anything to discourage them from running. You are expected to only give them information, not to say anything to discourage them or discount their chances. If you are sending out a Google Form, make sure to include the Name, Email, and any and all Questions that they may have about the role.

Awards

Laws, Regulations, and Awards Chair Arwa stated that the awards trackers have been sent out, and the Google forms for Awards are already made. We just need to update some of the ones like the crafts awards, which are due by the day of the District Convention. We just need to think of either having it due the Friday, or the Sunday prior, so that they have more time for these, February 9th or 10th.

District Governor Sarah Harvey also stated as a reminder that the executive board will vote on the awards this year, so keep that in mind. We need to have these decided well beforehand.

District Administrator Michael Olivo stated that we just need some lead time for the ordering. I'm thinking about February 4th.

District Governor Sarah Harvey asked if having them due on Feb 2nd, 11:59 pm would work.

Laws, Regulations, and Awards Chair Arwa Muhamed stated that we are sending the information early, so this would make sense.

District Governor Sarah Harvey stated that we can then vote on it on the 4th if that's the case. I think it is good that we are judging them, as we have more input onto what the clubs are doing.

Spring Recruitment

District Governor Sarah Harvey stated that we need to think about this over the Break, and make some plans for Spring recruitment. Stated that she is looking to meet with the Club Presidents to talk about recruitment, such as what they are doing for Club fairs, and what strategies they have. Overall, stated that this is one way we can really make a difference for our Clubs, and therefore our District, as we need to think about how we as District Board members can help our Clubs with recruitment.

District Convention

District Governor Sarah Harvey stated that she is trying to have our Trustee Nancy Mi come, also looking to have International President Zak Khan as our backup as well.

District Michael Olivo stated that he is also interested in inviting the Circle K International Administrator, as he may enjoy getting to be a part of one with the New Jersey District.

District Convention Review of Events

Co Conferences and Conventions Chair Kenny Au stated that the three he has created so far for workshops include the following. First, the “Learning To Lead” workshop will give a window into the kinds of skills members can develop to be effective leaders. Next, “History of CKI ” will feature an overview of Circle K, and will feature scrapbooks, old photos and materials that showcase the History of Circle K in New Jersey, to be composed of donations of both CKI Clubs and Kiwanis Clubs materials. Finally, the “How Can CKI Help Me In My Career?” will be focused on giving members a sense of how their experiences in Circle K can translate to the workforce.

District Governor Sarah Harvey stated that she approved of these workshops, and is happy that they are different to the types of Workshops we’ve hosted prior.

District Editor Michael Deem Jr. stated that maybe one of the aspects that can be included in the last workshop may be how to effectively communicate that experience to employers.

District Metro Lieutenant Governor Joseph Rivera stated that he may know of some Scrapbooks, if they are needed.

District Administrator Michael Olivo stated that he should be able to find some scrapbooks as well, as Kiwanis Clubs have been discussing what they have with him.

Advertising Plan

Co Conferences and Convention Chair Kenny Au then stated that the plan is to first send out fliers, to be sent out this month of December. In the weeks leading up to the District Convention, the plan is to have the District Board, including Kiwanians, that have gone to a prior District Convention to share a message about their experience for the New Jersey Circle K District Social Media accounts.

Co Conferences and Conventions Chair Kenny Au then stated that this will also include, as the weeks proceed, perspectives from Club Executives and General Members as well. Plans to also host on Social Media. The week of January 15th, He'll have a statement sent out that gives a general overview of District Convention, such as what to expect from the event, and the like. Also, a promotional video for District Convention will be created and shared by the first week of February, as well as sharing a post the week of February 9th which will allow members to ask questions they have about the District Convention.

District Governor Sarah Harvey stated that she agreed with this, and just wanted to make sure that we post once a week with the Registration Link. We need to focus primarily on having these reminders for Registration first and foremost.

Ad Booklet

District Governor Sarah Harvey turned our attention to the Advertisement Booklet for District Convention, and let District Treasurer Sanya explain the work that has been done thus far.

District Treasurer Sanya Majmudar stated that she made a Google form, based off of the template from last year. She stated that the prices are based off of what they were last year as well. Stated she will be following up with any Artworks that they are sending over, or any changes they would like to make for the Advertisements.

District Administrator Michael Olivo stated that he would like the Bulk of the Advertisements in by January 31st. At this point, he stated that he wants the Bulk of the Advertisement booklet to be finished, so that we can just focus on putting in the ads.

District Treasurer Sanya Majmudar stated that she will also put in a Paypal link for the Google Form, if they so choose to pay that way. Otherwise, I will allow them to pay with a check, and notify as such.

Seabreeze Zone Advisor Michael Murray stated that if we want to send out these forms to outside organizations, we just need to change some aspects of the form beforehand.

District Treasurer Sanya Majmudar stated that she agreed with this, and will look at doing so in order to have an overview of what Circle K is as well, and to have some changes to wording of the form that reflect the purpose of outside organizations buying ads in the Booklet. She then raised the question about how to go about asking for alternative forms of advertisement purchases, such as sponsoring through purchasing food for the event.

District Administrator Michael Olivo stated that if Club's want to reach out, then we are more than willing to work with them on that, but we will keep this form as is.

District Governor Sarah Harvey stated that she expects us to work with our Kiwanis Clubs on purchasing Ads whenever possible, and to keep promoting this whenever we are attending any Kiwanis events, as well as selling shout outs for the Booklet as well. She stated that Co Conferences and Conventions Chair Kenny Au and the Conferences and Conventions Committee will be working on putting together the Booklet in the meantime.

District Administrator Michael Olivo stated that since the New Jersey District of Kiwanis is #1 in Children's Funds, we are getting 2 \$2000 Scholarships for the District. What we plan on doing is to go into the Emails list in the Membership portal, and then send it directly via email to membership. Stated his greatest hope is that we have more applicants this year, as we call upon you all to promote these to the Club's whenever you can, as this is one of the great benefits of being a Circle K member.

Scripts

District Governor Sarah Harvey turned our attention to the next requirement of the Board prior to the District Convention, the Script. Stated that some parts will be rolled over, while other aspects of the Script will need current updates to them. She stated that she will have an Excel sheet that exemplifies which aspects we are required to make edits to, stating that most of these roll over, but some will need you to write them on your own. We'll also have a big excel sheet which we'll go over as well. If anyone has issues with public speaking, then let us know. The Elected Board will have to give end of term updates.

Elections

District Governor Sarah Harvey called upon anyone who believes they are running for a position to follow the guidelines for campaigning. Please do not campaign at Clubs that are not your home club, this can be a means of disqualifying your candidacy. Don't reach out to people about voting for you unless they are a member of your home club. Keep to the guidelines.

Moderators for Caucusing

District Governor Sarah stated that because we are running a Caucus of the Whole this year, we will not be needing Moderators, as we will have the District Governor and Election Chairs performing these duties already.

District Administrator Michael Olivo agreed with this statement.

Appointment of Chairs

District Governor Sarah Harvey then briefly gave an overview of the Chairs and their respective duties. Elections Chairs will be creating the Candidate Packet, which outlines the Service Agreements, explanations of the different roles, and the contact information for the current Board positions. This will be sent out to everyone. Will be a resource for those running, if they need any help or guidance, leading up to the District Convention. At District Convention, they help with running the Candidate Meeting, creating Fishbowl Questions, Moderating Caucusing, and for help in counting votes as well.

District Governor Sarah Harvey then stated that the Credentials Chair ensures that Delegates have the correct credentials, and runs the Registration table at District Convention, confirming members Dues Paid status. Sergeant at Arms will be standing between the Delegates and the General Members at House of Delegates, ensuring that there isn't anyone where they aren't supposed to be, and keeping everyone quiet during House of Delegates. They will also be expected to read out the policy code for the District Convention.

District Governor Sarah Harvey called upon Kiwanis Family Relations and Alumni Chair Naomi Nguyen to be the Elections Chair. She then called upon Service Chair Zoe Welch to be the Credentials Chair. Lastly, She called upon Laws, Regulations, and Awards Chair Arwa Muhamed to be the Sergeant at Arms.

Kiwanis Family Relations and Alumni Chair Naomi Nguyen agreed to the appointment as Elections Chair for District Convention.

Service Chair Zoe Welch agreed to the appointment as Credentials Chair for District Convention.

Laws, Regulations and Awards Chair Arwa Muhamed agreed to the appointment as Sergeant at Arms for District Convention.

District Governor Sarah Harvey then entertained a motion to Approve all of the Appointments made for the position of Election Chair, Credentials Chair, and Sergeant at Arms for District Convention.

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

Registration Form

Past Kiwanis Governor Joseph Giordano completed the Registration link for District Convention, and thus walked through the key details. He stated that one of the aspects that he updated to this form included having a la carte options available, as well as built in Discounts with a Discount code for District Board members, as well as a Discount for Advisors. Quad rooms are set as the default, but it will allow registrants to pick a different option if they so choose. If you are paying with a Credit Card, due to how this form operates, you must make sure that you click Credit Card on both Screens at the end of the form. Otherwise, stated that the cost for simple attendance, with no meal or hotel room packages, is set at \$25.

District Governor Sarah Harvey stated that if anyone has any questions, to ask her in the meantime.

District Convention Script Reading Date

District Governor Sarah Harvey stated that the Script Reading will be conducted on February 9th, at 7pm. Stated that all the Script parts must be completed by this date. Any other changes, such as updates to goal reporting, must be completed by Monday, the week prior to the District Convention.

**Open
Floor**

**District Governor
Sarah Harvey**

District Administrator Michael Olivo stated that he will be working on securing a Hotel for those who are attending the Key Club's Kiwanis Family Prom, so that they can stay over and all come to the Winter Leadership Conference in the Morning. The Hotel will likely be a couple miles down the way from where we will be hosting these events.

District Governor Sarah Harvey called upon the Board to let her know as soon as possible if you are not able to attend the Key Club's Kiwanis Family Prom on January 26th, as otherwise assumptions are that you will be attending.

District Lieutenant Governor Matthew Yuro stated that he is planning on staying in his dorm

Membership Development and Education Chair Lisbet Garcia-Ortiz stated that she is also planning on staying in her dorm.

District Editor Michael Deem Jr. stated that he is planning on staying in his dorm.

Announcements & Deadlines

District Governor Sarah Harvey

District Governor Sarah Harvey stated that we will hold our 6th Board Meeting on January 27th. This will be held directly after the Winter Leadership Conference, and the day after Key Club's Kiwanis Family Prom, held on January 26th.

District Governor Sarah Harvey stated that we are expected to have our Successor Packets completed prior to the 6th Board Meeting. The Winter Leadership Conference will start for attendees at 10am, so we expect you to be there by 9am.

District Governor Sarah Harvey called upon the Board to begin to advertise District Convention Registration. Stated that if your Club is coming as a group, then you can hold off until you have cleared whatever needs to be cleared prior.

Closing Remarks & Moment of Hope

District Governor Sarah Harvey

District Governor Sarah Harvey stated that she is happy with all that we have accomplished in this meeting, and that I hope that you all enjoy a bit of a Break. I can't wait to see you all real soon in January for Key Club's Kiwanis Family Prom, Winter Leadership Conference, and our 6th Board Meeting.

Kiwanis Family Relations and Alumni Chair Naomi Nguyen gave the Moment of Hope.

Adjournment

District Governor
Sarah Harvey

The 4th Board Meeting at New Jersey Institute of Technology was adjourned at 1:43pm.