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2023-2024 District Secretary
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6th Board Meeting

Meeting Minutes

6th Board Meeting Minutes

New Jersey District Board of Trustees

January 27th, 2024

The College of New Jersey

Ewing, NJ

Call To Order

District Governor
Sarah Harvey

This meeting was called to order at 2:02pm:

The Circle K Pledge was given by Conferences & Conventions Chair Mariann Delgado, and the Moment of Reflection Given by Membership, Development, and Education Chair Lisbet Garcia-Ortiz.

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.

New Jersey District Kiwanis Committee:

District Administrator Michael Olivo.

Present

Seabreeze Zone Advisor Michael Murray.

Financial Counselor Mickey Cohen.

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.

Welcome & Introduction of Guests

District Governor Sarah Harvey

District Governor Sarah welcomed the New Jersey District Board to this, the 6th Board Meeting of the 2023-2024 Service Year. She stated that she is happy for all the work that the District has done so far, and another successful Winter Leadership Conference.

Welcomed our guests, International Trustee Nancy Mi, as well as New Jersey Kiwanis District Governor Howard Gordon, and Key Club District Governor Laine Elliot.

Thanked us for all coming together once more, for this, the last Board Meeting.

Approval of Agenda & Minutes

District Governor Sarah Harvey

District Governor Sarah entertained a motion to approve the 5th Board Meeting Minutes.

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

District Governor Sarah Harvey entertained a motion to approve the 6th Board Meeting Agenda:

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

Kiwanis Committee on District Administrator NJ CKI Michael Olivo

District Administrator Michael Olivo stated that the District Board has made the Kiwanis Committee proud over this semester and service year with our planning and hard work. In considering how quickly the Service Year truly goes, I am happy with all that you accomplished in our time together. Stated congratulations to Financial Counselor Mickey Cohen for being a friend and mentor all this time with the Kiwanis Committee, and to finishing out here with the last Board Meeting. We wish you the best from here on out, and congratulations also for your recent Wedding.

Financial Counselor Mickey Cohen thanked District Administrator Michael Olivo for his kind words. Stated that while this is his last as a Kiwanis Committee member, that he believes this won't be the last that he will attend overall, whenever that may be. He stated that he will continue to be a supporter of this organization, and that if any of us have any questions, that he will be a resource to us here and in the future. Stated also that he will be continuing to work as the Kiwanis Foundation President, and is looking at the possibility of getting another Scholarship for the District at the current moment. Finally, he thanked us for all that we have done for the New Jersey District of Circle K, and that the District continues to be an inspiration daily.

New Jersey Kiwanis District Governor Howard Gordon stated thanks for all that has been accomplished by the New Jersey Circle K District Board. Encouraged us to apply for awards, in consideration of how the success of the New Jersey Kiwanis District has allowed them to secure more scholarships this year on our behalf.

Called upon the District Board members to keep their hard work in your thoughts, and to thank them for all that they do as District for the benefit of Service Leadership Programs like Circle K and Key Club. Stated that he is excited for our District Convention, and also for the upcoming Circle K and Kiwanis Collaborative International Convention in Denver. Finally, called upon our graduating Circle K members to look for their communities Kiwanis Clubs, and consider joining them. Congratulations and thank you for another great year for the New Jersey Circle K District.

New Jersey Key Club District Governor Laine Elliot gave thanks for the invitation to our Board Meeting. Gave applause to the New Jersey District of Circle K for helping successfully implement the Key Club Kiwanis Family Prom with the New Jersey Key Club Kiwanis Family Committee. She stated that all Attendees had a great time overall, and that attendance was successful for the event. Some upcoming Key Club activities coming up include the February 2024-2025 Lieutenant Governor Division elections. So far we are proud to announce that we have 4 new Lieutenant Governors so far in the District, and are excited to have our recently elected Lieutenant Governors for the upcoming Service Year. Also stated that the Midwinter event will be held from February 24th to 25th. Excited that this, as well as packets to be sent out, will be utilized to help onboard our new officers, including a week for shadowing previous officers.

New Jersey Key Club District Governor Laine Elliot also discussed the upcoming District Education Conference, which has already released registration. Stated that the theme for this year, the spell of service, will be fairytale themed. Stated that attendance has been strong overall, and that last year they had 293 Attendees, and are hoping for the same range of 295-300 total Attendees for District Education Conference. Stated that the International Trustee will be in attendance as well for it, so please consider joining us for many educational workshops, recognition for all that has been achieved by Clubs and the District, and support for our election candidates. Awards, such as the signature Key of Honor Award, will be for both Advisors and General Members, will involve criteria for how their service has benefited the local community, and will be due by March 1st. Also will be presenting an award for excellence in Social Media, as a debut new Award for the New Jersey Key Club District. Stated that Scholarships will be due by February 9th, with over \$20,000 in Scholarships available.

**International
Updates**

**International Trustee
Nancy Mi**

International Trustee Nancy Mi stated that Dues Paid Membership grace period ends on February 1st. Reiterated to the Board that the International challenge is ongoing to increase each club in the District by 10 members, so consider that with your plans for Recruitment in the Spring Semester. International is beginning this Year, the aim is to have the Ambassador Program rolled out, where returning members help with newer members. Reminded all that Scholarships for the Kiwanis Children's Fund are due on February 1st. Spoke on behalf of the value of completing the Global Leadership Certificate, as it is a great way to increase your leadership skills online. Stated for all graduating members to consider being a part of the Alumni Network to stay connected to the New Jersey Circle K District. Has told us to look forward to further resources and opportunities to get involved with our International Initiative Brick x Brick, such as the Bricks Got Talent Competition. Stated that she is excited to attend our District Convention, and to keep the International Convention on July 3rd to the 5th on our calendars.

Stated that International Awards will open on February 1st, and that they are grouped together this year for deadlines to prevent any slowdowns from submissions. May 15th will be the Deadline for Club based awards. District Administrator and Governor, as well as District, awards will be due by April 10th. Individual District Officer and Committee Chair Awards will be due on April 17th. Finally, if you are interested in making any Bylaws Changes, they are due 60 days prior to the International Convention.

**Board
Action**

**District Governor
Sarah Harvey**

Approval of Budget Reallocation

District Governor Sarah Harvey turned the Boards attention to District Treasurer Sanya Majmudar and the Budget Reallocation.

District Treasurer Sanya Majmudar stated that the only change is the previously discussed reallocation of funds from the Governors and Administrators Training Conference budget, to be used for District needs, such as the upcoming events on the Districts Calendar like The In-Person Key to College event, to be used to buy supplies for the event. Stated that anything that remains after usage for that event can be utilized also for District Convention supply needs. Considering that this money is remaining in an account that isn't being used at the moment, it would make more sense to reallocate it to be used for the District benefit.

District Treasurer Sanya Majmudar entertained a motion to move the remaining budget from the Governors and Administrator Training Conference budget line to be used for District funds.

- District Editor Michael Deem Jr. made the motion.
- District Metro Lieutenant Governor Joseph Rivera seconded the motion.
- No Discussion.
- Unanimous Approval.

Vouching for the Kiwanis Family Prom

District Governor Sarah Harvey then turned the Boards attention to the Kiwanis Family Prom that District Board members were called upon to attend. She stated that considering that this was an event that District Board members were called upon to attend, that consideration should be made to allow them to vouch for their travel expenses to attend.

District Governor Sarah Harvey entertained a motion to approve allowing travel expenses to attend Kiwanis Family Prom as a vouchable expense out of a board member's individual expense line.

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

District Committee Chair Reports

District Committee Chairs

Kiwanis Family & Alumni Chair Naomi Nguyen

Stated that since the last meeting, the Kiwanis Family Relations and Alumni Committee have met Thursday, January 1st. Gave thanks to all the hosts so far of the Key Club Webinars, as the feedback has been positive from the Key Club Attendees. With the first Webinar, there were 12 Attendees, for a 2 person to 7 person increase from the previous year's attendance. With the next Key to College Webinar, she is hoping to see an increase from 7 members to 9 members. Stated that the Alumni Newsletter is coming along with the information from the Alumni Network. Stated that she hopes to promote it at District Convention with a QR code to make sure that graduating members sign up for the Alumni Network. Called upon all graduating Board Members to sign up for the Alumni Network as well. Will be sending this out to the District Board at a later date.

Stated that she plans on sending out two Alumni Newsletters, one in February, and one at the end of March. Considering that the Rowan event is coming up this Spring, she asked Laws, Regulations, and Awards Chair Arwa Muhamad if she would be interested in putting the information for the event in the Newsletter. Stated that all Directives have been completed thus far.

Laws, Regulations, and Awards Chair Arwa Muhammed stated that some changes have been made since last discussing their event, but that it is coming along with a room booked. Stated that she is extending the invite to the Kiwanis Clubs to come attend as well, and would be interested in having Alumnis notified with the Newsletter. Stated that she will send any further updates for the event, which will happen on April 13th.

Laws, Regulations, & Awards Chair Arwa Muhamad

Stated that her committee has held one meeting since the last board meeting. Stated that at that meeting, they discussed what would be included in the Winter Leadership Conference Workshop. Stated that she has completed the Awards forms, and that she and the Committee will be holding Office Hours for Awards prior to the deadline. Stated that she has completed all directives thus far.

Stated that the committee met once in January, and that in December the Committee held virtual assignments to be completed by Committee Members. January 12th the Committee and I completed the Workshop for the Winter Leadership Conference, and stated thanks to the Committee for their hard work on making their presentation a success at the Winter Leadership Conference. Stated that the Committee is looking at sending out further recruitment tips, will be utilizing their previous resources to make these, and making them relevant to the Spring Semester. Diversity, Equity, and inclusion initiatives have been sent out, and she is looking to complete one more additional resource for Spring to be sent out as well. All Directives have been completed thus far.

Service Chair Zoe Welch

Service Committee Chair Zoe Welch stated that she has held two Committee meetings since the last board meeting. At these Committee meetings, we discussed the District Convention and District Large-Scale Service Project planning. At the December Rowan Service Project, they counted 24 Attendees, 31 blankets made for Project Linus, December 11th they have been donated. Cool Beans Virtual Service project counted 13 Attendees, and earned 2000 beans, which made about 4 meals in 30 minutes. The District Convention Service project has been finalized, and will have a \$75 budget, but the expense will be closer to \$110, The project will be a Popsicle stick service project to be donated to a Hospital. Stated that she plans on hosting another Service Committee Meeting in February. All Directives have been completed thus far.

District Governor Sarah Harvey stated that the District Governor will cover the remainder cost for the District Convention Service project supplies out of the District Governor Budget Line.

Technology Chair Anthony Caruso

Stated that he is holding a Committee meeting next week. Stated that the goal for this meeting will be on District Convention planning, and called upon the Board to share any and all photos and videos they have, both of previous District Conventions, and at the upcoming 60th District Convention. Stated that Updates for the Circle K Homepage include resource pages, and a District Convention page. Stated that the District Convention promotional video has been created, and he has shared it with the Lieutenant Govenors to disperse to their clubs in their Division. All Directives have been completed thus far.

Co Conferences & Conventions Chair Mariann Delgado

Stated that with the Committees shift in focus to District Convention, that she has been assisting in making District Convention a success with her Co Conferences and Conventions Chair Kenny Au. Stated that she has been helping to make sure that the ideas that the Committee have raised of making District Convention more interactive have been fruitful, and that she is looking forwards to discussing all of these details further in the New Business of this Board Meeting. Stated that she has made the Ad Booklet cover, and that it was well received by the Committee. All Directives have been completed thus far.

Co Conferences & Conventions Chair Kenny Au

Stated that he has held a meeting since our last Board Meeting, and that it went over fun ideas for District Convention, including the work that the Fundraising Committee is doing so far. Stated that he sent out a questionnaire about what people wanted from the District Convention, and most respondents stated they wanted more fun and interactive activities. Stated that the flyer for District Convention has been completed, the Script parts have been assigned, the list of presenters for District Convention, and the ad-booklet has been updated. Stated that more will be discussed in New Business. All Directives have been completed.

Fundraising Chair Brandon Chang

Stated that he finished the form for the CKI shirt, and that he is proud of how the T shirts came out. Stated that he plans to sell keychains, stickers, and any leftover T-Shirts to fundraise at District Convention. Some planned fundraising events include “Are You Smarter than a Kiwanian?” fundraiser, as well as a weekend-long penny wars fundraiser, to be based on tiers of money donated. Besides this, he stated that he is interested in hosting a Minute-to-win-it fundraiser that will be held at the District Convention as well, and is exploring that possibility. Stated that he is planning another fundraising event to be held March 24th around 8pm. Stated that he has since sent out his Bingo Board, which has already gained interest. All Directives have been completed thus far.

District Administrator Michael Olivo stated that he has found a new distributor for the T-Shirts, and depending on if they are quality made, he may use them again, and use this to help fundraise for the District.

District Governor Sarah Harvey stated that all the ideas seem great, and that she has collected previous pins and stickers to sell as fundraisers. Stated that all ideas so far are interesting, and considerations for a Minute-to-Win-it may be a possibility we can explore as a Dinner activity at District Convention, and that the penny wars will work as a weekend long activity.

District Lieutenant Governor Reports

District Lieutenant Governors

Metro Division Lieutenant Governor Joseph Rivera

Stated that for Club membership in the division, Montclair State University has 15 Members, Caldwell has 21 Members, and New Jersey Institute of Technology has 21 Active Members. For event planning, stated that Montclair State University has a full list of Spring events, including an noteworthy event where they will be getting together with the Glenridge Kiwanis Club. Caldwell has plans to begin putting on events the week following this Board Meeting, and they are looking to put together a Divisional Movie night in March. Stated that New Jersey Institute of Technology also has a full roster of events this Spring, which also includes the upcoming District Large Scale Service Project that will be hosted by them on February 17th. For Divisional Progress, he stated that all Clubs have started off with a good semester so far for their Circle K Clubs. For Divisional Weakness, he stated that the ongoing issue is with transportation to District events. Stated that Caldwell planned on being at the Winter Leadership Conference, but missed out due to the difficulty they have with securing rides. Seton Hall Circle K informed District Governor Sarah Harvey and Metro LTG Joseph Rivera over the winter break that they would be disbanding, due to a lack of E Board members, which is an on campus requirement by Seton Hall. All Directives completed thus far.

Seabreeze Division Lieutenant Governor Matthew Yuro

Stated for Club membership, The College of New Jersey has 17 Members, Rider University has 17 Members, and Rutgers University has 27 Members. Stated that all Clubs in the Division have a slate of events for the Spring semester. Stated that The College of New Jersey is looking to have more activities with their Sponsoring Kiwanis Club this semester, as is Rider University. Stated that Rutgers is looking to host their annual Large Scale Project on February 23rd, from 5-8pm. For Divisional Progress, stated that he is hosting office hours again for the Spring semester, as well as Meeting with Club Officers for One on Ones, and utilizing the Seabreeze Social media. For Divisional Weakness, stated that he has had difficulty finding a successor for the Seabreeze Lieutenant Governor position, and that overall the Clubs have difficulty converting members who are involved with the Club into Dues Paid Members, as all Clubs in the Division have good attendance at events, but don't have the same number for Dues Paid Membership. All Directives have been completed thus far.

Garden Division Lieutenant Governor Samuel Zheng

For Club membership, he stated that Stockton University has a total of 32 Members, Rowan University has 79 Members, and Atlantic Cape currently has 10 Members. Stated that he will be meeting with Rowan College at Burlington County to talk about the Dues process, and the Monthly Update Center. Stated that Stockton University and Rowan University have a full slate of Spring events, and Atlantic Cape Community College is holding their first Meeting of the spring semester on January 30th, and are looking towards having more service opportunities overall. Stated that Stockton University and Rowan University have made great progress towards their service, fundraising, and membership goals over the course of this Service Year. Stated that for Divisional Progress, that overall the Division is strong, and that they are achieving their goals they set for themselves at the beginning of the Service Year. For Divisional Weakness, stated that Rowan College at Burlington County is still finding their footing with Circle K, and hopefully will have a more stable Spring Semester. All Directives have been completed thus far.

District Editor Michael Deem Jr.

Stated that for this last Circling, he has been looking at inspiration for a redesign of the Circling, which will include a Lieutenant Governor intro, Kiwanis Family Prom recap, a Winter Leadership Conference Recap, District Large Scale Service Project Message, and a Diversity, Equity, and Inclusions initiatives for this edition. Stated that 5 out of 6 Directives have been completed thus far, and that he will be working on completing the last one.

District Treasurer Sanya Majmudar

District Treasurer Sanya Majmudar stated that she is hoping to help with District Convention registration for clubs, by discussing with them how they can ask for funds for the District Convention. Stated that she has completed the Vouchers up to this Board Meeting, and that she plans on taking in vouchers for travel to this event, Winter Leadership Conference, as well. Stated that she met separately to meet about Spring budgets with Treasurers, and that she worked with the Rutgers Club Treasurer to work with the Kiwanis Club near them. Stated that her focus has since shifted towards the Ad Booklet. Stated that the Kick update is that we have raised \$1,500 from KICK, and we have 12 Kiwanis clubs who have put in for Ads so far, looking at increasing that to a total of 13 or 14 Clubs for ads. Stated that a deadline was made for time to allocate for late submissions from Kiwanis Clubs. Finalized the successor packet, finalized all the ads for the Ad Booklet. Stated that some Clubs are having issues with the Monthly Update Center, and that she will be meeting with them about this moving forwards. All Directives completed thus far.

District Administrator Michael Olivo stated that for the ad booklet overall the goal is \$1700, of which we already have \$1675. Stated that the next ad sale will put us at goal. Stated that 3 clubs are regular participants for full page ads, and it's possible that we may hit \$2000 when all is said and done.

District Secretary William King

Stated that the Club Secretaries are in good standing, with the exception of two Club Secretaries, one of which being a newer charter, and the other which started their semester later than other Colleges. Reiterated that otherwise, Club Secretaries have been doing well with getting the Monthly Report Form in. He then turned attention to the state of the Goals of the District. Stated that Circle K 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 4773 out of 8640 Service Hours, 41 out of 40 for Interclub events, and 47 out of 55 Kiwanis Family Relations events. We have 239 Dues Paid Members at the time of this Board meeting, out of our Goal of 360, and have achieved \$1,109 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 Sarah Harvey entertained a motion to approve All Board Reports given thus far.

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

District Governor Sarah Harvey then passed the chair to District Secretary William King to give her Board Report.

District Governor Sarah Harvey

Stated that President webinars, as well as check in meetings for the spring semester have been successful, and most clubs appear to be on track to holding their Club elections ahead of District Convention. Stated that she finalized the District Convention Alumni panel participants list. Stated that she finished her successor packet, and is looking to send out her January mailing on the 31st. Stated that she has checked in with the Clubs about the outstanding balances, in the MUC, and then called upon the District Board to help their Clubs work through any outstanding balances. Stated that with regard to Kiwanis Family involvement, that she is planning to attend and present at the Key Club District Education Convention, and that she has been working with Kiwanis Family Relations And Alumni Chair Naomi Nguyen to complete a plan for the In-Person Key to College event. Stated that she has resources for Clubs who are interested in hosting a Bagging for Tips event, if they are interested in hosting their own. Stated that with Leadership, she believes that the Winter Leadership Conference has gone well, and that she is working on hosting Webinars for those who are interested in running for office in Circle K, with two planned so far. Stated that All Directives have been completed thus far.

District Secretary William King Entertained a motion to approve District Governor Sarah Harvey's Board Report.

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

Winter Leadership Conference

District Governor Sarah Harvey called upon the District Board to share their thoughts about how the Winter Leadership Conference went.

District Seabreeze Lieutenant Governor Matthew Yuro stated that overall he thought for next year, if we host it again at The College of New Jersey, that a request is made to have round tables for the other room for Alumni Luncheon, and stay with the front facing rectangular tables for the Workshops at the Conference.

District Metro Lieutenant Governor Joseph Rivera stated that overall he thought it went well. Stated that he thought that for those Attendees that intended on running for a Officer position within Circle K, both at the Club and District level, that our Winter Leadership Conferences workshops were important and made an impact.

District Treasurer Sanya Majmudar, stated that she thought that the District Conventions awards workshops went over well, and that they also seemed to have had an impact. When considering our Alumni Luncheon, maybe we can also look towards having online options for recent graduates as well to be included via Zoom or another platform like it.

Laws, Regulations, and Awards Chair Arwa Muhammed stated that she thought that it was a success. Stated, however, that she thought that there could be more food options, as some Attendees couldn't eat within their dietary restrictions with the food provided.

District Governor Sarah Harvey then called upon the Board to consider what their thoughts were regarding the date and time.

District Metro Lieutenant Governor Joseph Rivera stated that he thought that the date wasn't particularly an issue, but rather that he thought for his Division that the issue remains of transportation to events like Winter Leadership Conference, with Caldwell Circle K being an example of not being able to make it out because of transportation issues.

District Administrator Michael Olivo stated that really, with keeping all clubs in mind within New Jersey, the only place that makes sense for such an event is The College of New Jersey, or Rider University, considering that they are the most centrally located in New Jersey.

District Governor Sarah Harvey stated that overall she thought that the event was a success, and that with 50 Attendees, she is happy with the attendance overall.

Goals Review

District Secretary William King stated that the areas that ought to be looked at in terms of District Goals remain our membership goal of 360, and our Brick x Brick goal of \$8000. Raised the question of what our thoughts were on these two aspects, as the other goals seem to be on track to being met. Stated that he was wondering how our Brick x Brick fundraising compared to our previous fundraising last year.

District Governor Sarah Harvey stated that she believed that our Kiwanis Family Relations events and Interclubs events totals are within reach, and she is happy that we as a District have been host to these kinds of networking opportunities, between clubs and in the greater Kiwanis Family. Stated that her thoughts for our Brick x Brick goals may be different for this year by considering the fact that many of the District's clubs have placed a bigger emphasis this year on Club Based fundraising, rather than Brick x Brick fundraising. Stated that she thought that we should be on track for the Spring semester to hit our Service Hours Goal of 8640, considering all of the planning by both the District and by Club's for the Spring semester.

With regards to Dues Paid Membership, She stated that she considers that Clubs at the beginning of the Service Year had placed a high goal, but that this isn't as feasible for all of our clubs in the District to achieve. She stated that she thinks that 250 Dues Paid Members is more of a possible goal that could be achieved. Stated that Club Elections and other opportunities like Scholarships may be another way we'll see an increase in Dues Paid Membership. Consider also that some Clubs who are still outstanding at the moment, such as Rowan College at Burlington County, may help increase our numbers as well.

District Administrator Michael Olivo stated that for Rowan College at Burlington County, they would contribute 10 more Dues Paid Members. Called on us to consider also that for Brick x Brick, that we are still the second for all Districts in Brick x Brick fundraising, which we should still be very proud of. The Carolina's District has a strong lead in Brick x Brick fundraising, and have discovered a great event in their Pageants to raise money for this year's initiative. This may be something that we can explore in the future as a Board, of considering putting on a similar event.

Membership Update

District Treasurer Sanya Majmurdar stated that she has agreed with all that has been stated so far about our Dues Paid Membership. Stated that it is important that we as District Board members talk to our Club's Presidents, and that they have the same motivation they had in Fall here in Spring to recruit members. Stated that she hopes that any outstanding members' dues will also help us reach our goals.

Transition Packets

District Governor Sarah Harvey stated that she was thankful that all Board Members have completed their Successor Packets. Consider adding in additional materials, as well as edits, to your successor packets as the year continues.

International Distinguished Awards

District Governor Sarah Harvey stated that if you want to apply, and need a recommendation letter, to please make sure to ask for one well before March 17th. If you need help with these Awards, please reach out to either myself or District Seabreeze Zone Lieutenant Governor Matthew Yuro.

District Convention

Script Reading Date

District Governor Sarah Harvey reminded the District Board that the Script Read will be held on February 9th, and that all script parts need to be completed by that date. Called upon the District Board to please make sure that you have carefully looked through and know all the parts that you need to complete, so that the Script Read is successful and efficient.

District Governor Sarah Harvey then stated that If you want a printed out copy of your final report, please make sure that it is sent in to me prior to the date that I will share with you for having them printed.

Board Bios and Script Parts

District Governor Sarah Harvey stated that all Board Members have completed their Board Biographies on time.

Ad Book

District Governor Sarah Harvey stated that this is overall moving towards being completed, and that Mariann will finish the cover for the booklet soon.

District Administrator Michael Olivo called upon the Kiwanis Committee to also take another lookover of these prior to printing them.

Workshops

Conferences & Conventions Chair Kenny Au stated that the Workshops for District Convention are the following, History of CKI, Professional Development, Learning to Lead, and Brian's Workshop.

He stated that Professional Development will be co-led by Service Chair Zoe Welch and District Secretary William King. Learning to Lead will be co-led by District Treasurer Sanya Majmudar & Laws, Regulations, and Awards Chair Arwa Muhamad. Brian's Workshop will be finalized and led by Stockton Circle K Advisor Brian Pluchino.

District Governor Sarah Harvey asked the Board if they had any questions so far about their role in the Workshops at District Convention.

District Administrator Michael Olivo stated that he was asked by the New Jersey Kiwanis Foundation project on Youth Homelessness lead Michael Elliothorpe if we would be interested in having them again as a Workshop speaker.

District Governor Sarah Harvey stated that considering that we have had it at the prior District Convention, and that the hope is to feature changing Workshops for Attendees, that the District may want another Workshop. Stated that an avenue to have them may be within the overall History of Circle K Workshop however.

Past Kiwanis Governor Joey Giordano stated that it may be a good perspective to have for Attendees, as they will get an understanding of both what has come before, and also get to see where we are heading with the Kiwanis Foundation project. Considering that there is more knowledge of it this year, it could be abbreviated, and put in within the History of Circle K workshop.

District Administrator Michael Olivo stated that he agreed with this, and liked the idea of giving Attendees that sense of both the scope of history, and something to look ahead to.

Co Conferences and Conventions Chair Kenny Au stated that for the workshop as well, he is calling upon the Kiwanis Committee to let him know if they have any memorabilia that they would be willing to provide for the workshop.

Garden Advisor Sharon Daubenspeck stated that she knows some Kiwanians who may have memorabilia, and that she has a Pin Collection, and that she would be interested in helping out.

Co Conferences and Conventions Chair Kenny Au also plans on having these items displayed on a table at the District Convention.

Official Schedule

District Governor Sarah Harvey stated that the District Board should all know the schedule by now. Stated that she expects us to keep District Convention on time, and to help our Club Members stay on time as well.

District Governor Sarah Harvey turned our attention also to our Alumni Panel. The panelists will be Taylor McKay, Emma Bell-Black, Meciél Guisihan, and Shannon Pilsbury. These people will help achieve our overall goal to showcase both those that have been out of Circle K for a while, and those that are newly out of Circle K.

Co Conventions and Conferences Chair Kenny stated that some questions will be what has been their biggest Takeaway, and what lessons from Circle K have they have used in their own life and in their job searches.

Promotion & Registration

Co Conventions and Conferences Chair Kenny Au stated that he has finalized a promotion schedule since the last Board Meeting. Overall, from the District Board, I want each member to share a favorite memory of the District Convention. I will also be giving members the opportunity with our Social Media to ask any lingering questions that they have about the District Convention.

District Governor Sarah Harvey then turned our attention to Registration. She stated that she wants the District Board to make sure that if clubs need an invoice, that they send this early to District Treasurer Sanya Majmudar. Also called upon us to please keep promoting it to your clubs, as we also will be promoting our District Convention to our Kiwanis Clubs.

Awards Judging

District Governor Sarah Harvey stated that awards decisions are due February 4th. Stated that we will have subjective points, and we will rank them with a scale. She stated that we need to make sure that these decisions for awards are all done that week, but we have a little bit of time if we need to move it to another additional day to complete them.

Elections

District Governor Sarah Harvey stated that those of us on the District Board with roles know our roles. Stated also that elected District Board officials cannot nominate anyone for office or give endorsement speeches for candidates.

District Large Scale Service Project

Service Chair Zoe Welch stated that it will be hosted February 17th, at the New Jersey Institute of Technology campus. Stated that when considering their project, they decided that their initial plan may need to change. Stated that they then changed the project to a Jars of Positivity Service Project, made with Mason Jars. Donations will be made to the local Y.M.C.A.

Service Chair Zoe Welch then stated that the flyer is done, and that she would share this with District Governor Sarah Harvey to oversee it.

Rowan Tomorrow Fund Project

Laws, Regulations, and Awards Chair Arwa Muhamad stated that she has been in contact with the donation site, and is meeting with them soon to confirm the supplies for their project. Stated that she was wondering about how to vouch for the supplies.

District Administrator Michael Olivo stated that to vouch, that it is necessary to apply it to the Tomorrow Fund Project line in the Budget.

Laws, Regulations, and Awards Chair Arwa Muhamad then stated that she is planning to meet with the events coordinator to set up the room for the event soon also. Stated that she will be sending District Governor Sarah Harvey the R.S.V.P. and poster that they made, so that it can be used to advertise the event. She stated that the room is booked so that the arrival time to help set up should be between 4-5pm, and that she will have the room till 8pm to break down from there. Stated that she has reached out also to organizations on campus to help with the effort as well.

District Governor Sarah Harvey stated that she was proud of all the work that Laws, Regulations, and Awards Chair Arwa Muhamad has been making, and that the District Board should make sure to help promote the event.

Key to College Event Updates

Kiwanis Family Relations & Alumni Chair Naomi Nguyen stated that she has been at a crossroads coming into this Board meeting about what is the best option. Stated that as of this Board Meeting, Piscataway can do it, and Monroe can do it.

However, she continued stating that she sent out a preference form, and the reception was that the interest was more leaning towards another Online Webinar, then an In-Person Seminar. She stated that her main concern is that we have less than a month to plan and get the word out. She stated that she is not sure if it is worth it, if not that many students are interested in attending.

Kiwanis Family Relations & Alumni Chair Naomi Nguyen then turned the Boards Attention to the feedback she received for an Online Webinar. Stated that the idea is that we have a couple of previous Key Clubbers who have been accepted to Ivy League schools, and to then ask them about the Admissions process. A lot of the people said they would be interested in holding that webinar, and that this would be a better replacement than an In-Person Seminar.

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.

Garden Zone Advisor Sharon Daubenspeck stated that another idea may be to host it at the New Jersey Key Club District Education Conference. She stated that this would mean that there would be a captive audience, as they are already there in attendance for an In-Person event.

Financial Counselor Mickey Cohen agreed with this idea, stating this may be a way to alleviate some of the issues with planning the In-Person event.

District Governor Sarah Harvey stated overall that she is interested in keeping to our regularly scheduled online Webinars, but that she wanted to help facilitate an In-Person event this Service Year, so that it can return as a regular feature of the Circle K District Service Year for the benefit of Key Clubbers in the state.

District Administrator Michael Olivo stated that ultimately it is the District Boards decision. Piscataway would be on a smaller scale, but it may be worth doing to get to do an In-person event with built in interest.

Conferences and Conventions Chair Kenny Au stated that they had a Key to College in my time and had a good turnout at Piscataway that he attended in the past.

District Governor Sarah Harvey stated that Monroe seemed open to an in person event, but that she thinks that the timing just didn't work for this. I think that if they worked on this the summer, maybe it would work in the fall of the subsequent Service Year, under a new Board.

District Administrator Michael Olivo stated that Piscataway may be the better option over Monroe, considering that Piscataway High Key Club can just promote it to the surrounding schools. Considering there is already an interest for a 30-40 person event, it sounds like it could be successful, and a good first step to hosting these events in the future.

District Governor Sarah Harvey stated that the agenda has been completed, and that the issue is more so with communication between the Key Club Organization and the Key Clubbers.

Past Kiwanis Governor Joseph Giordano stated that there already exists a monthly email from Key Club Advisors, so maybe this is a way to include this information onto those emails that are already sent out to multiple individuals.

Kiwanis Family & Alumni Chair Naomi Nguyen stated that she would host a couple different sessions, such as a College Tips workshop, Financial Literacy, Email Etiquette, and Resume tips for workshops. Finally, she stated that we would have a Circle K panel, who would be there to answer questions. She is also considering hosting a Gift Card Raffle.

District Governor Sarah Harvey then confirmed with the District Board that they are all still willing to come on that day to help out and present, if called to do so.

District Seabreeze Advisor Michael Murray stated that he would be more than willing to workshop about funding education. Considering both his job and his closeness to where it will be held.

District Seabreeze Lieutenant Governor Matthew Yuro stated that if we go with Piscataway, we could also then have involvement by Rutgers Circle K Club to help out. This could be a good experience for them to be more involved with their Key Club counterparts.

District Treasurer Sanya Majmudar agreed, stating that they are very active, and that she is aware that they have at least 35 Active Members. Also stated that she knows that Piscataway Kiwanis Club has been consistently involved with them.

District Governor Sarah Harvey then stated that she is comfortable with us moving forwards with holding our In-Person event with the Piscataway Key Club, and that we as a District can consider letting our next Board to look into hosting an event with the Monroe Key Club for the following Service Year.

Kiwanis Family & Alumni Chair Naomi Nguyen called upon the District Board to volunteer for workshops to present.

District Seabreeze Lieutenant Governor Matthew Yuro stated that he would be interested in presenting the College tips workshop.

District Treasurer Sanya Majmudar stated that she would be interested in presenting for the Resume workshop.

Technology Committee Chair Anthony Caruso stated that he would be interested in presenting on the Resume workshop.

Conferences and Conventions Chair Kenny Au stated that he would be interested in working on the College tips workshop.

Fundraising Committee Chair Brandon Chang stated that he would be interested in presenting the Financial Literacy workshop.

District Secretary William King stated that he would be interested in working on the Email Etiquette Workshop.

Service Committee Chair Zoe Welch stated that she would help with the Financial Literacy workshop.

District Metro Lieutenant Governor Joseph Rivera stated that he would be interested in presenting the College tips workshop.

Kiwanis Family & Alumni Chair Naomi Nguyen stated also that she needs District Board members to also help buy the snacks and the drinks, and to be on the lookout for a sign up sheet to be sent out as well.

Open Floor

District Governor
Sarah Harvey

Kiwanis Family & Alumni Chair Naomi Nguyen stated that she will be sending out the information for the info session that is coming up to District Editor Michael Deem Jr.

Announcements & Deadlines

District Governor
Sarah Harvey

District Governor Sarah reminded the District Board to make sure that their script parts are done by our script read on February 9th. Called upon us to keep adding on to the successor packet, and keep aware of your emails for the February Directives. Called upon us to make sure that we are ready for DCON registration, as well as to keep on our Calendars all of our events coming up in February. Finally, do not forget to get your Awards submissions in by the approaching deadlines this Spring Semester. April 17th is the cutoff for all Individual Awards submissions, so be aware of that this

Closing
Remarks

District Governor
Sarah Harvey

District Governor Sarah Harvey stated that she is sad that we are at the end of the Service Year and our last Board Meeting, and that she is happy that she had the opportunity to serve with this year's District Board and for all our hard work and contributions to the District.

Moment of
Hope

District Secretary
William King

District Secretary William King gave the Moment of Hope.

Adjournment

District Governor
Sarah Harvey

This, the 6th & Final Board Meeting, was adjourned at 4:54pm.