



New Jersey District | Circle K International

# First Official Board Meeting Agenda

Saturday, April 20th, 2024

The College of New Jersey | 2:03 PM

Call to Order.....	2
Welcome & Introduction of Guests.....	3
Approval of Agenda & Minutes.....	3
Kiwanis Committee on NJ CKI.....	3
NJ Kiwanis Family Updates.....	4
International Updates.....	4
Board Action.....	5
Lieutenant Governor Reports.....	9
Executive Committee Reports.....	12
New Business.....	14
Open Floor.....	18
Announcements & Deadlines.....	18
Closing Remarks.....	19
Adjournment.....	19

## **Call to Order**

District Governor Sanya Majmudar called this, the First Official Board Meeting, to Order at 2:03 p.m.

## **CKI Pledge**

Garden Lieutenant Governor Shayna Achamizo gave the Circle K Pledge.

## **Moment of Reflection**

District Treasurer Crystal Kilfeather gave the Moment of Reflection.

## **Roll Call**

### **District Board:**

District Governor Sanya Majmudar  
District Secretary Ojasvita Reddy  
District Treasurer Crystal Kilfeather  
District Editor Samuel Zheng  
Metro Lieutenant Governor Joseph Rivera  
Seabreeze Lieutenant Governor Kenny Nguyen  
Garden Lieutenant Governor Shayna Achamizo

### **District Committee Chairs:**

Co-Conventions and Conferences Chair Julia Kowal  
Co-Conventions and Conferences Chair Meagan Kane  
Fundraising Chair Mariann Delgado  
Kiwanis Family and Alumni Relations Chair Dylan Caraballo  
Laws, Regulations and Awards Chair Moira DeVera  
Membership Development and Education Chair Anushka Dixit  
Co-Service Chair Bridget Brennan  
Technology Chair Anthony Caruso

Absent: Co-Service Chair Michael Deem Jr.

### **Kiwanis Committee:**

District Administrator Michael Olivo  
Seabreeze Zone Advisor Michael Murray

### Absent:

Financial Counselor Emily Scharf  
Metro Zone Advisor Kelly Shaup  
Garden Zone Advisor Sharon Daubenspeck

## **Welcome & Introduction of Guests**

**District Governor Sanya Majmudar** welcomed the following individuals: NJ Key Club District Governor Justin Chen, NJ Kiwanis District Governor Howard Gordon, NJ Kiwanis District Governor-Elect Martin Slezak, and Circle K International Trustee Nancy Mi.

## **Approval of Agenda & Minutes**

### **Current Meeting's Agenda**

District Governor Sanya Majmudar entertained a motion to approve the current First Board Meeting Agenda.

- District Editor Samuel Zheng made the motion.
- Metro Lieutenant Governor Joseph Rivera seconded the motion.
- No discussion.
- Unanimously approved.

### **House of Delegates 2024 Minutes**

District Governor Sanya Majmudar entertained a motion to approve the House of Delegates 2024 Minutes.

- Metro Lieutenant Governor Joseph Rivera made the motion.
- District Treasurer Crystal Kilfeather seconded the motion.
- No discussion.
- Unanimously approved.

### **New Board Old Board Meeting Minutes**

District Governor Sanya Majmudar entertained a motion to approve the New Board Old Board Meeting Minutes.

- Metro Lieutenant Governor Joseph Rivera made the motion.
- District Treasurer Crystal Kilfeather seconded the motion.
- No discussion.
- Unanimously approved.

## **Kiwanis Committee on NJ CKI**

**District Administrator Michael Olivo** commended everyone on the efforts this morning at the Club Officer Training Conference (COTC). He suggested using the time after finals to regroup and spend our summers planning for a successful fall semester. He stated because once the semester starts, things go really really fast, and at that point we really need to be focusing on the spring semester and all the planning for our events, especially District Convention (DCON). He added that it starts here, starts now, and that he is looking forward to seeing everything that we can do.

## NJ Kiwanis Family Updates

**NJ Kiwanis District Governor Howard Gordon** welcomed the new members of the district board. He stated that the NJ Kiwanis District Convention will be August 15th to the 18th in Redding, PA. He added that District Governor Sanya Majmudar will be there, that NJ CKI has helped with the AV the last few times, but they are still not sure what the hotel will let them do so he is going to work on that with District Administrator Michael Olivo and Seabreeze Zone Advisor Michael Murray and concluded by wishing everyone a great semester.

**NJ Kiwanis District Governor-Elect Martin Slezak** stated that he is looking forward to what the board and everyone is going to accomplish this year. He is excited to see what is ahead and wished everyone good luck.

**Key Club District Governor Justin Chen** expressed his excitement about meeting the district board and our first official board meeting. He shared that, as of right now, Key Club has a total of 158 clubs with three new club charters this year. As for membership, he stated that there are 9549 Key Club members and are the eight largest districts on the Key Club level. He added that on the district board, the lieutenant governors have been able to send out introductions as well as newsletters to their Kiwanis and Key Clubs within their divisions. As for the executive board, the secretary has been able to organize Google forms such as Lieutenant Governor Monthly Report Forms and Club Monthly Report Forms and the treasure has been able to send out multiple reports to keep them updated on the status of membership updates. He also shared that they have been able to appoint a new Webmaster for the 2024-2025 service year. With their committees they have been able to organize their committee directives and committee members, so for the 2024-2025 service year their standing committees will be: Communications and Marketing, District Project Steering, Kiwanis Family Relations, Membership Growth & Reactivation, Membership Recognition, Advocacy, and International Programs. For the 1st-Half committees they have the Regional Training Conferences Workshops, Regional Training Conferences Programs Committees, and Fall Rally Registration & Programs Committee. He continued that for the Key Club District Project, they were able to send out an electronic ballot to choose a new service project for this new service year. He concluded by stating that he and District Governor Sanya Majmudar have discussed to meet bi-weekly to Create a stronger line of communication between Circle K International and Key Club and will also discuss trying to implement to Key to College with the Officer Training Conferences as well as Spring and Fall Regional Training Programs as they understand that most NJ Circle K International members do spring from membership in NJ Key Club.

## International Updates

**Circle K International Trustee Nancy Mi** shared that International Convention (ICON) will be in Denver, CO from July 3rd-5th. She reminded everyone to register by June 1st and that the registration fee is \$325 urging us to advertise it to the club as well. For awards, club and international award applications will be due May 15th, but make sure to start early in case you run into any issues.

She added that Circle K International (CKI) will be hosting some Bylaw Amendment Town Halls so any proposed amendments to the bylaws will be discussed at these meetings on May 22nd, May 30th, June 10th, and June 19th. So if you are a voting delegate at the House of Delegates at ICON, it is highly recommended that you attend those to get a better idea of what is being discussed. She continued that the Tomorrow Fund applications will be closing on June 1st. These grants ranging anywhere between \$200-\$2000 for any service project are open and highly recommended applying. She also brought to our attention to the alumni networks as it is time for graduation, to let any graduating members have an avenue to stay connected with CKI. She concluded by reminding us about the Global Leadership Certificate (GLC) courses which are still available for everyone to do over the summer when they have more downtime.

## **Board Action**

### **District Budget**

**District Governor Elect Sanya Majmudar** then turned our attention to our 2024-2025 District Board Budget and passed the floor to District Treasurer Crystal Kilfeather to discuss the new 2024-2025 district budget.

**District Treasurer Crystal Kilfeather** stated that the two main changes that were made in the new budget. One was an increase to the Governors and Administrators Training Conference (GATC) budget because the flight was very expensive this year. The other change was that \$50 more was added to each service chair line item and only to the service chair line items, not the other committee chairs, to cover supplies for any service projects because we noticed that there was a lot of issues with the service chairs not having enough money to pay for the materials for divisional projects last year.

**District Administrator Michael Olivo** stated that budgets tend to be pretty consistent from year to year and we tweak a little here a little there, but this is pretty standard for us.

**District Governor Sanya Majmudar** went over the specific budget amounts allocated for each Executive Board Officer and Committee Chairs and restated that some money was moved around to help our clubs fundraise for service projects.

District Governor Sanya Majmudar entertained a motion to approve the 2024 -2024 District Budget of Circle K International.

- Metro Lieutenant Governor Joseph Rivera made the motion.
- District Treasurer Crystal Kilfeather seconded the motion.
- No discussion.
- Unanimously approved.

## Dues Discussions

**District Governor Sanya Majmudar** then turned the District Board's attention to dues. She stated that it was mentioned at the GATC that there is going to be an \$8 increase. The club officers have been made aware that there is going to be an increase and a lot of them were visibly upset. She added that the way that is looking there is going to be an increase and it is going to around \$6-\$8. She added that all these amendments get voted on at ICON so a lot of the governors and other CKI members are working on amending this increase, but the reason why Kiwanis is doing this is because we are at a deficit right now for CKI. We have lost a lot of membership not just in our division but other divisions and they need to figure out a way to make up the money. She stated that it is unfortunate for us, but we need to work through it, because we have to increase our membership at some point.

**District Administrator Michael Olivo** stated that nothing is definite as at this point proposals are still being written, there is still a lot of language being tossed around and ideas passed. He added that we are coming up against the deadline for an official submission to be voted on so there is a little more to come on that in the next week to ten days, but we will cross that bridge when we get there.

**District Governor Sanya Majmudar** stated that the amendment proposals for ICON are due April 29th, so we are going to see amendments being drafted, but more than likely it is going to be a dues increase, we just do not know by how much, and both the Kiwanis and Key Club counterparts are also looking at a dues increase so it is all going to go up but the question is more so about by how much. She added that she will forward more information as she gets it based on her discussions with the other governors.

**District Administrator Michael Olivo** stated that as this is voted on at ICON, it is a good reason to get as many of you there as possible, because then you have the opportunity to say, vote, and represent your clubs or district.

**District Governor Sanya Majmudar** stated that we will be made aware of what amendments are being put in before ICON.

**District Administrator Michael Olivo** added that it is very likely that amendments can be offered on the floor in the International House of Delegates so it is a fluid situation, but we will make sure that we have the thoughts of everyone and try to make sure that the people there represent those thoughts to the extent we can.

## District Directives

**District Governor Sanya Majmudar** briefly turned our attention to the District Directives Sheet which will be used to keep track of the directives. She stated that if there is anything wrong with the directives let her know and ask if it can be changed. She is setting the District Directives' dates at a

strict deadline and they are going to be ahead of when they need to be done so that we are efficient and on time if anyone needs an extension. She added that committee chairs will be meeting with their committees next month and will also have specific directives.

## **2024-2025 Dates**

**District Governor Sanya Majmudar** then turned our attention to the three 2024-2025 dates that needed to be discussed: the 2nd Board Meeting, Kiwanis Family Picnic, and INSIGHT.

### **2nd Board Meeting**

**District Governor Sanya Majmudar** stated that by this point last year they had already had two board meetings in person before the semester ended but it was very hectic. She added that she would still prefer us to have our 2nd board meeting in person after finals, but an issue is the location where we can have it.

**District Administrator Michael Olivo** stated that Financial Counselor Emily Scharf, depending on the date, has offered her home in the Phillipsburg area. She has a nice big space that we can meet in, could potentially stay overnight if needed and there is an area to hang out at night for a bonfire and bond.

**Metro Lieutenant Governor Joseph Rivera** stated that his dad has two Airbnbs and can check with him to see if either of the locations are available depending on the dates we decide.

**District Governor Sanya Majmudar** inquired about the size of the space as she is not looking to stay the night but just for the day.

**Metro Lieutenant Governor Joseph Rivera** stated that the second location can fit up to 12 people. The only concern is parking so if we can carpool as much as possible, that is an option as well.

**District Governor Sanya Majmudar** acknowledged the option and also inquired if anyone on the District Board can book a space over the summer through their college, but was informed by several Board members that it is difficult to reserve a space once the semester ends.

**District Administrator Michael Olivo** suggested that depending on where everyone lives during the summer, if anyone has the ability to book a room for free at the local library, a teen center, or a senior center, that is an option as well.

**District Governor Sanya Majmudar** then put up for the District Board's consideration the date of May 18th, but based on the discussion, proposed the date of May 19th instead.

Seeing everyone in agreement with the May 19th date, **District Governor Sanya Majmudar** checked with Metro Lieutenant Governor Joseph Rivera for the availability of his proposed location.

**Metro Lieutenant Governor Joseph Rivera** updated everyone that there is an 80% chance that the house will be available contingent on construction workers, but in that event the other house which fits around 30 people is still available.

### **Kiwanis Family Picnic**

**District Governor Sanya Majmudar** turned the District Board's attention to the date of July 21st for the Kiwanis Family Picnic discussed at the previous meeting as the date conflicted with her schedule. She inquired if the event could be moved to July 20th or later in the day on July 21st.

**District Administrator Michael Olivo** stated that we would have to check with the venue as it is typically on a Sunday morning because it is the least booked time and we do it with an understanding that it is their Clubhouse so the members actually still have access to the Clubhouse during our event and if they want to pay the \$10 we usually charge and eat our food they they can but that is what the understanding has been so we have to see what the availability is.

**District Governor Sanya Majmudar** suggested that we either do a Saturday morning either July 20th or July 27th as she will be unavailable 8:00 a.m. - 12:00 p.m. on Sundays.

**District Administrator Michael Olivo** reminded everyone that the event will be at the Toms River location because of their indoor space in case of rain and stated that it is going to depend on the venue's availability so District Governor Sanya Majmudar may unfortunately not be present at the event or can come late.

**District Governor Sanya Majmudar** asked to check availability for either July 20th or July 27th and if that is not an option then she will just join us late on July 21th.

**District Administrator Michael Olivo** stated that the picnic runs typically from 11:00 a.m. to 3:00 p.m. but we need to plan to be there from 9:00 a.m. to 4:00 p.m. rain or shine because they have an indoor space that can hold up to 100 people.

**District Governor Sanya Majmudar** agreed and noted down July 20th/July 27th as the tentative date for the Kiwanis Family Picnic.

### **INSIGHT**

**District Governor Sanya Majmudar** turned the District Board's attention to the approved dates for INSIGHT and informed the Committee Chair that it will be from November 1st - 3rd. She stated that everyone is expected to be there and although we can work with late arrivals due to prior commitments, everyone is expected to be there the whole weekend to lead teams.



District Governor Sanya Majmudar entertained a motion to approve the current 2024-2025 dates.

- Metro Lieutenant Governor Joseph Rivera made the motion.
- District Treasurer Crystal Kilfeather seconded the motion.
- No discussion.
- Unanimously approved.

## **Lieutenant Governor Reports**

### **Metro Division**

**Metro Lieutenant Governor Joseph Rivera** submitted his report as written. He stated that Montclair State University has a full e-board and all of their members have filled out the District Directory Form. They have three to four more events in the semester until April 28th, and they will be working with Glen Ridge Kiwanis Club over the summer and assist with their collection drive on April 27th. Montclair did have trouble accessing the Membership Update Center (MUC), but it has since then been resolved. Caldwell University almost has a full board, does not have an editor, but all of their members have filled out the directory form. They may have some trouble planning out service events but he will be working with them closely to guide them in the right direction. They have a Spring Fest event on April 26th on their campus and he will be going to that. Caldwell does not have access to the MUC but it should be resolved within the week. New Jersey Institute of Technology has a full board and all their members have filled out the District Directory. Their last event for the semester is on April 24th and they have access to the MUC. The only question they had from one-on-one was if they needed to update their Faculty and Kiwanis advisor on the MUC.

**Seabreeze Zone Advisor Michael Murray** stated that if they want to update their Faculty advisor's information, they cannot do it directly but need to email [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) to get that information updated.

**Metro Lieutenant Governor Joseph Rivera** noted this and continued that he is going to work with all the clubs to have their events planned in advance and not week by week. As for divisional progress he wants to be more involved with divisional events and have more interclubs next semester like the divisional movie night at Caldwell sometime in October or November, Divisional Game/Trivia Night, Divisional Rally, and Toys for Tots collection drive. He sent out a Google Calendar to set up bi-weekly meetings with his presidents and vice-presidents to get consistent updates on their events and if they need any help on them. He also sent out a spreadsheet to see who would be able to provide rides within the Metro division. He stated that he also brought up, based on his discussions with Metro Zone Advisor Kelly Shaup, to his presidents to have the "wow" factor through a signature project or activity to help with membership growth as well as retention. For divisional weakness, he pointed out having a reliable means of transportation but was happy about having representation from all three clubs in the Metro Division and COTC today. For club building, he stated that he will be reaching out to Kean University and Fairleigh Dickinson University (FDU) representatives to see if there is any interest in building a Circle K International

club there as well as reaching out to any Kiwanis clubs in the area. There may also be potential in Ramapo College if Kean or FDU does not work out. Three out of the four April directives have been completed thus far.

### **Seabreeze Division**

**Seabreeze Lieutenant Governor Kenny Nguyen** submitted his report as written. He stated that his main focus has been on communication with all of the clubs and discussed their goals and expectations. He has contacted Jaclyn Perlman, an Americorps member at Middlesex Community College, who stated that a campus club called Volunteers in Action wants to transfer and become a Circle K International charter which would help the member roster and Jaclyn will be meeting with the Superintendent next week. For Brookdale Community College he contacted Joey Giordano who is looking to see if there's any interest in rechartering the club from the students. For club updates Rutgers University is in good standing so far and are working towards establishing better communication between executive board and club committee chairs. They currently have around 20 dues paid members with 20-25 members attending per meeting. Their goals are budget increase, website revival, long term recruitment and retention, and further Kiwanis relations. They have two events remaining for the semester. The College of New Jersey is in good standing. They currently have 19 dues paid members and 15 members attending per meeting. For their goals they want to promote more e-board and general member connections/communication, Kiwanis relations, and interclub relations. They have three more events before the end of the semester. Rider University is in good standing and has tripled in size from them last semester. The current e-board is being assisted by Hailey Gabloff, the 2023-2024 Rider CKI President. There are lots of freshmen looking for future leadership opportunities in CKI. In terms of use paid members they have 15 dues paid members and about 10 members per meeting. Their goals are member retention and interclub relations connecting with their campus clubs and local community service partners. They were able to reestablish connections with Alex Treece, the current President for the Kiwanis Club of Trenton, who is planning on visiting Rider on April 24. In terms of divisional progress, formed Google groups for all club e-boards, gave university and local community service resources to Rutgers and TCNJ, established a calendar for weekly/daily reminders, and all club e-boards have been trained. For divisional weaknesses stated recruitment and retention due to a lack of passive/active advertisement within campuses and equity due to low interest in being dues paid members from the lack of understanding about the perks. In terms of club building, work with Middlesex and Brookdale Community College is going well. All April directives have been completed thus far.

### **Garden Division**

**Garden Lieutenant Governor Shayna Achamizo** submitted her report as written. She stated that she met with all the presidents and vice-presidents in the division to go over their goals. For Club updates Stockton University is in good standing, they have a full e-board but have not chosen their committee chairs yet. Their goal is to have 40 dues paid members and 20 active members. They want to do more fellowships, more off-campus service, work with animals, have a field day, win all the

awards, increase leadership events though workshops starting with the committee members and then general members, to do bi-weekly socials with their members, organize their drive, have the e-boards take more responsibilities in their roles. They currently have 195 service hours with a goal of 3500 hours for the service year. For fundraising, their goals are \$2000 (public), \$2500 (private), \$1000 (Brick x Brick). They are doing well with K-fam relations as well. Rowan University is also in good standing. They have a full e-board and have appointed all their committee chairs but have open spots for committee members. For their goals they want to do more impactful service projects and work hands-on with the community, have a higher attendance to district events, and have the e-board mingle more with general members. They are celebrating their 30th anniversary tomorrow that all of K-fam is invited to. They have completed 77 service hours out of their 3000 hours goal for the service year. For Rowan College at Burlington County (RCBC), their president was out of the country so she was not responsive but emailed the club advisor who seemed unsure about what the club's next steps would be since it is inactive. She also contacted Alyssa who is very proactive and has agreed to help with recruiting members for RCBC. For Atlantic Cape Community College (ACCC), it is currently the same old board with the exception of the secretary, but they are going to be graduating or transferring with the exception of the vice president who is not very active. Their goals are to fundraise more because they have a fixed budget based on how many students are attending the school that year. They are 10 years old now and have 17 service hours so far. They are also doing well with K-family relations and interclub events. She continued that for divisional progress she hopes to get more members at RCBC, receive ownership of the Garden website, and will reach out to Prof. McElroy to come up with a recruitment plan for the fall for ACCC. She made a Google group and a calendar for all of the Garden officers as well as group chats with all of the club e-boards. Divisional weaknesses are the ACCC student government and that the community colleges have no one to take over the leadership in the fall so she will work with the advisors to plan one or two events for the new officers so that they have a foundation to start off with and do what they want to do from there. For club building, Ocean County College has an active student organizations present and has had a CKI club in the past, ACCC Treasurer will be transferring to Rowan College at South Jersey and would like to join a CKI club there, and possibly Georgian Court University if it falls within the Garden division. All April directives have been completed thus far.

**District Administrator Michael Olivo** added that we would have to look into the rules that Rowan University has and that there are two campuses for Rowan College at South Jersey, but there is a possibility of branching off from the main Rowan club. He also added that if there is a contact, we can charter and build a club and later assign a division as need be. There was a Circle K International club at Georgian Court University a long time ago.

## Executive Committee Reports

### **Editor**

**District Editor Samuel Zheng** submitted his report as written. He shared his plans for the Circling issue for the month of May, He stated that he plans to include District Board introductions, a COTC recap, ICON Promotion, general member shoutouts, preview of the K-Fam Picnic, and the Governor's Project. For the July issue, he plans to include an ICON recap, a page on the newly elected International Board, promote Global Leadership Certificate, K-Fam Picnic recap, club updates, club resources from the Membership Development and Education Committee, and an INSIGHT preview. Six out of the seven April directives have been completed thus far.

### **Treasurer**

**District Treasurer Crystal Kilfeather** submitted her report as written. She stated that she did her one-on-ones with her club treasures, worked with District Governor Sanya Majmudar on the Do's and Don'ts of voucher submissions, and the KICK letter is currently in the process of being completed. She added that all voucher submissions thus far have been approved, and reminded everyone that vouchers for this month are due on April 24th, and will always be due the third Wednesday of the month. Six out of the seven April directives have been completed thus far.

**District Treasurer Crystal Kilfeather** also reminded the District Board that we are having another ICON district fundraiser, the Double Good Popcorn Fundraiser. It is a virtual fundraiser where all the popcorn purchased directly gets shipped to people's houses and we get fifty percent of all proceeds. It will be from May 13th-17th so she asked that everyone share the fundraiser link with their friends and family.

**District Governor Sanya Majmudar** added that she hopes to have it advertised on the NJ Kiwanis Facebook page and has high expectations for the profits from the fundraiser. She also shared that the Panda Express fundraiser also seems to have gone well although the exact amount raised is still under review.

### **Secretary**

**District Secretary Ojasvita Reddy** submitted her report as written. She stated that she has been focusing on communicating with all the club secretaries to get them started and acquainted with their roles. She asked them to help distribute the District Directory Form and the District Directory has been updated with all of the responses thus far. The District Directory Form will still be open so that we can get information about the newly appointed committee chairs as well as Faculty and Kiwanis advisors. She stated that there have been a few secretaries that have had issues with the MUC access, so something to do in the future would be to make an announcement at DCON to remind the incoming and outgoing officer to update roles on the Kiwanis One Portal so that they do not lose access once April 1st roles over. Six out of the nine April directives have been completed thus far.

District Governor Sanya Majmudar entertained a motion to approve all the Executive Report Forms minus the Governor's Report Form.

- Metro Lieutenant Governor Joseph Rivera made the motion.
- Garden Lieutenant Governor Shayna Achamizo seconded the motion.
- No discussion.
- Unanimously approved.

*District Governor Sanya Majmudar passed the chair to District Secretary Ojasvita Reddy to present her Board Report.*

## **Governor**

**District Governor Sanya Majmudar** submitted her report as written. She stated that she had a lot of communication with all of the Executive Board members, District Committee Chairs, our International Trustee Nancy Mi, and Key Club/Kiwanis counterparts. She shared host club information at COTC, set up biweekly 1:1s with CKI/Key Club Governor and District Administrators, did April 1:1s with all District Executive Board, and is working on the April Newsletter to be sent out by April 30. She added that she finally had NJ Kiwanis send their calendar of events. She also stated that we will be focusing on all three International initiatives for the Governor's Project. For club connections, someone from Madison Kiwanis reached out about FDU, someone from Triton reached out about Kean, and the County College of Morris (CCM) might also have some potential for new club charters. Plans to have a council meeting with the club presidents sometime in May. For Kiwanis Family Relations, she is meeting bi-weekly with Key Club counterparts and is also working on a Google form with Kiwanis Family and Alumni Relations Chair Dylan Caraballo to compile information about Key Club graduating seniors and seeing if they wanna start a CKI club. For communication, have transitioned mainly to Discord with the Board and are continuing to have LTGs talk at their club meetings and events. Eight out of the nine April directives have been completed thus far.

District Secretary Ojasvita Reddy entertained a motion to approve District Governor Sanya Majmudar's Report Form.

- Metro Lieutenant Governor Joseph Rivera made the motion.
- Seabreeze Lieutenant Governor Kenny Nguyen seconded the motion.
- No discussion.
- Unanimously approved.

## New Business

### INSIGHT

**District Governor Sanya Majmudar** turned the District Board's attention to the approval of the INSIGHT contract with Camp Lebanon.

District Governor Sanya Majmudar entertained a motion to approve the INSIGHT contract for 2024.

- District Secretary Ojasvita Reddy made the motion.
- Seabreeze Lieutenant Governor Kenny Nguyen seconded the motion.
- No discussion.
- Unanimously approved.

### COTC & Board Development Feedback

**Garden Lieutenant Governor Shayna Achamizo** stated that it went well and enjoyed it. She added that her and Seabreeze Lieutenant Governor Kenny Nguyen were thinking of making a group chats for the vice presidents with the LTGs as well because they all had a lot of questions about problems they have had in the past with committee chairs, so it would help with that.

**District Governor Sanya Majmudar** agreed and shared that from the four people that responded on the COTC Feedback Form, the overall response was positive and the officers in attendance found it useful to connect with other officers in the same position as them for collaborating in the future. She stated that she also wanted to implement a buddy system to pair up officers in the same role from different schools to help each other out.

**Technology Chair Anthony Caruso** inquired if we wanted to make a trimmed version of the District Directory with roles, names, and emails on the website.

**District Governor Sanya Majmudar** agreed that we can have an additional section on the current spreadsheet that filters by positions and share a view only link with all of the club officers to the spreadsheet to better facilitate collaboration.

**Metro Lieutenant Governor Joseph Rivera** stated he enjoyed the Board Bonding experience, especially the murder mystery game as that was something we could all learn a lesson from and was an eye opener. He also added that with his presentation, he had the opportunity to sit down and converse with the committee chairs and answer their questions as well as listen to their great ideas.

**Co-Service Chair Bridget Brennan** stated that she had a good time at the Vice Presidents presentation as it was very interactive and felt like a conversation and her input was being heard instead of just being lectured at.

**Metro Lieutenant Governor Joseph Rivera** added for the structuring that if it was possible to keep all of the rooms in the same building that would be great.

**District Governor Sanya Majmudar** stated that it gets challenging with all the other events that are going on at the same time, but what she noticed and liked was that the TCNJ e-board was very helpful with the event and they were able to get everything situated.

**District Administrator Michael Olivo** stated that having the committee chairs involved with the Board Development was something that had not been done before but should be carried forward because there were more voices in the room and more people contributing, so he thinks that changed the dynamic.

**District Governor Sanya Majmudar** agreed that she really wanted the committee chairs to be present as it gives them the chance to observe and get a better idea about Board Report Forms and have a month to transition into their roles.

**Technology Chair Anthony Caruso** added that last year it did not really feel like he was integrated into the board until September because it was very hard to get the gist of the team, but now he knows everyone on the team from the first day rather than three months in.

**Seabreeze Zone Advisor Michael Murray** stated then when he was on the CKI board, they had two trainers DOTC 1 for just the elected board and DOTC 2 with all of the District Board. He also added that we should be mindful of using acronyms because not everyone may be aware of the acronyms.

**Fundraising Chair Mariann Delgado** stated that she would love to see more team building activities at COTC, even a 5-10 minute one between all the officer groups so that everyone can get to know each other a little bit better.

**District Administrator Michael Olivo** stated that it is a matter of if we can get officers to stay for four hours instead of two and a half.

**District Governor Sanya Majmudar** added that it is difficult because we also have to give the officers information as this is their first term, but she tried to improve on the lack of exchange of ideas from last year by asking clubs to share the things they do during the main presentations.

**District Administrator Michael Olivo** then proposed the question that if we ran COTC from 1:00 - 5:00 p.m. instead of 10:00 a.m to 12:30 p.m. would the officers still attend with the expectation that when we start you have had lunch and we end around dinner time.

**Technology Chair Anthony Caruso** states that, from NJIT's perspective if they are driving so far, it is more worthwhile to stay longer to make it more worthwhile so having some kind of service project in the middle like Free Rice as a little buffer.

**District Governor Sanya Majmudar** stated that we could lengthen the Winter Leadership Conference to implement these ideas because we have the Alumni Luncheon built into the event.

**District Secretary Ojasvita Reddy** stated that with COTC if we extended the time to three hours alternating between friendly competitive team building activities and giving presentations would keep them more interested. She stated that presentations like the Secretary Training where there is a lot of information that needs to be shared, it is hard to make it interactive so people can zone out, but then if they come back to the main room and have to listen to more presentations they would lose interest.

**Seabreeze Lieutenant Governor Kenny Nguyen** shared that pulling back to give the officers room to breathe and allowing the conversation to take off helps with processing the information and also facilitating new connections.

### **GATC Recap**

**District Governor Sanya Majmudar** stated that the notes on strategic planning, one-member-a-month, dues mitigations, making individualized plans shared at GATC can be found in the meeting minutes folder of the shared drive.

### **Vouchers & Financial Standing**

**District Treasurer Crystal Kilfeather** went over the voucher information document to inform everyone on the District Board how the reimbursements work and the Do's & Don'ts of voucher submissions.

### **Committees**

**District Governor Sanya Majmudar** then turned the District Board's attention to committee member assignments for the Executive board and then the Committee Chairs. She stated that all Executive Board members are required to sit in on at least one committee and each committee will have two executive officers to help with any questions that may arise.

**Seabreeze Zone Advisor Michael Murray** inquired if the host club members will be required to have representatives serve on the related committee.

**District Governor Sanya Majmudar** agreed that it can be a conversation for when we send out acceptances for the host clubs, we ask them to pick representatives to serve on the Conventions and Conferences Committee or the Service Committee depending on the event they are the host club for to better aid with communication.



District Governor Sanya Majmudar entertained a motion to appoint the District Executive Officers and Committee Chairs to their committee member assignments.

- District Editor Samuel Zheng made the motion.
- Metro Lieutenant Governor Joseph Rivera seconded the motion.
- No discussion.
- Unanimously approved.

### **Host Club Application Process**

**District Governor Sanya Majmudar** thanked the Lieutenant Governors for working on the host club applications. The application is very similar to last year with the adjustment of dates where everything is due Wednesday, May 15th at 11:59 p.m. through a Google form so that it is easier for us to keep track of all the responses. The applicants will be notified of their decision by May 20th. She concluded by adding that her and District Editor Samuel Zheng will be advertising it along with the rest of the District Board.

### **District Communication**

**District Governor Sanya Majmudar** reiterated that all communication will be on Discord, will send individual text reminders about directives and all directives will be updated on the District Directive Sheet. If anyone has any questions, they can text her separately.

### **International Convention**

**District Governor Sanya Majmudar** turned the District Board's attention to the International Convention and the ICON Resources folder in the drive. She stated that there are eight NJ CKI members officially registered to attend but the interest form will stay open for any members that register last minute.

**Technology Chair Anthony Caruso** shared a new fundraiser idea, the World's Finest Chocolate Fundraiser, where you buy a box of \$60 chocolate for \$30 and get to keep all the proceeds from the chocolate sold which could be good to look into as a district fundraiser.

### **Kiwanis Family Picnic**

**District Governor Sanya Majmudar** reminded Kiwanis Family and Alumni Relations Chair Dylan Caraballo that he will be planning this event with his committee for tentatively July 20th.

### **2nd Board Meeting**

**District Governor Sanya Majmudar** reminded the District Board that the 2nd Board Meeting will tentatively be on May 19th around 11:00 a.m.

## **Youth Protection Guidelines**

**District Administrator Michael Olivo** stated that if any of the Board members are reaching out to a Kiwanian, there should be more than one adult copied on the email. It is a protection to make sure that all conversation is above board. He added that even if a Kiwanian forgets to do so, we should add in the second Kiwanian when you reply so everyone can see the conversation chain and this applies to both the District and the clubs to make sure we are covering all of our bases.

### **Open Floor**

**Seabreeze Zone Advisor Michael Murray** stated that in regards to fundraising we should try to get donations for K-fam Picnic and some of the other events because a lot of the expenses are out of pocket so we should start now because it can take a while to get responses back from shops and corporations.

**Co-Conventions and Conferences Chair Meagan Kane** stated that the Glenridge Kiwanis has a great connection with their local shoprite and they can provide food and supplies for the events we have.

**District Administrator Michael Olivo** stated that one of our biggest challenges from a price stand point is that paper and plastic goods have gotten expensive. We are pretty good on plastic utensils and trash bags for now but we are running low on plates, napkins, and paper towels.

**Metro Lieutenant Governor Joseph Rivera** stated he has a good connection with a bagel shop near him and he can see if he can possibly get donations of bagels and napkins from them.

**Seabreeze Zone Advisor Michael Murray** brought up another fundraising idea through an app called RaiseRight where you can get gift cards and depending on where you get the gift card from, a portion of fees spent to buy the gift card goes to your organization. They have various choices for vendors and it is an instant e-gift card that anyone who has our code can purchase a gift card and help with our fundraising. As such, we will be the point of contact for it and will get it set up for us.

### **Announcements & Deadlines**

**District Governor Sanya Majmudar** stated that committee member applications are due this week but she will extend them or open them up again sometime in the summer until September so we get more members. She also asked the District Board members going to Rowan's 30th Anniversary Dinner to represent the District and to let us know how it goes.

**District Governor Sanya Majmudar** continued that she will complete the district newsletter by April 30th. The bylaw amendments are due April 29th. Our Double Good Popcorn Fundraiser will be from May 13th-17th. Key Club has their Spring Board Meeting so she will present at that.

### **Closing Remarks**

**District Governor Sanya Majmudar** thanked everyone for coming and acknowledged that it was a long weekend but appreciated everyone's patience. She added that although we had some unforeseen circumstances at the start of COTC, we were able to finish everything on time and got good feedback with some engagement.

### **Moment of Hope**

The District Secretary Ojasvita Reddy gave the Moment of Hope.

### **Adjournment**

The 1st Official Board Meeting was adjourned at 4:53 p.m.