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Fourth Official Board Meeting

NEW JERSEY DISTRICT | Circle K International

New Jersey District Board of Trustees
4rd Official Board Meeting Minutes
Saturday, September 7, 2024 | 10:00 AM
Rider University, Lawrenceville, NJ

Executive Summary

The September 7th, 2024, Fourth Official Board Meeting was called to order at 10:10 AM by District Governer Sanya Majmudar.

The Third Official Board Meeting Minutes were approved.

The full list of DCON Awards was approved.

All submitted Board Report Forms were approved.

The Third Official Board Meeting was adjourned at 2:03 PM.

Call to Order

District Governor
Sanaya Majmudar

District Governor Sanya Majmudar called this, the Fourth Official Board Meeting, to order at 10:10 AM.

Laws, Regulations and Awards Chair Moira DeVera gave the Circle K Pledge.

Co-Service Chair Michael Deem Jr. gave the Moment of Reflection.

Roll Call

District Secretary
Ojasvita Reddy

New Jersey Circle K District Board:

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

New Jersey Circle K District Board:

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
Co-Service Chair Michael Deem Jr.
Technology Chair Anthony Caruso

New Jersey District Kiwanis Committee:

District Administrator Michael Olivo
Financial Counselor Emily Scharf
Seabreeze Zone Advisor Michael Murray

Absent:

Metro Zone Advisor Kelly Shaup
Metro Zone Assistant Advisor Anthony Thomas

Welcome & Introduction of Guests

District Governor
Sanaya Majmudar

District Governor Sanya Majmudar welcomed the following individuals: NJ Kiwanis District Governor **Howard Gordon**, Incoming NJ Kiwanis District Governor **Martin Slezak**, Incoming NJ Kiwanis District Secretary **Helene Meissner**, NJ Kiwanis Lieutenant Governor **Marianne Semenenko**, NJ Kiwanis District Governor-Elect **Frank Cahill**, NJ Key Club District Secretary **Abigail Lee**, and Incoming Garden Zone Advisor **Ed Gleaner**.

Approval of Agenda & Minutes

District Governor
Sanaya Majmudar

Current Meeting's Agenda

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

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

Second Official Board Meeting Minutes

District Governor Sanya Majmudar entertained a motion to approve the Third Official Board Meeting Minutes.

- Metro Lieutenant Governor Joseph Rivera made the motion.
- District Secretary Ojasvita Reddy seconded the motion.
- No discussion.
- **Unanimously approved.**

Kiwanis Committee on NJ CKI

District Administrator
Michael Olivo

District Administrator Michael Olivo shared that we have a plan laid out for DCON. We look like we have a hotel site selected and an overall basic plan. We are still working out the contract. We still have a couple of logistical things to work out, but other than that, we are going to be in good shape. He continued that the Kiwanis are coming out of their district convention shared with the Pennsylvania district which was a lot of fun. He reiterated that he hopes we used the summer to plan because this day to December will be over in a blink. He has seen a lot of activity in the last few days and a lot of good work being done so continue to keep moving. Let us focus now and keep the new folks coming. Let us give them a week or give them a meeting or two, and then let's start focusing on trying to collect some dues money and getting that due started. We gotta make sure we really make very good use of this time and keep doing what we are doing.

Financial Counselor Emily Scharf welcomed everyone back to the fall semester. She added that if you do not have some sort of plan in place for dues, you are probably already late for the game. You should work with District Treasurer Ariel Graziano to put some plan in place so we can get these dues in on time, early even. Keep in mind that if you are getting money from the school or Kiwanis, this process can take some time. So there should already be some sort of plan in the works of how you are going to get those finances. We are here to help though.

NJ Kiwanis Family Updates

**Kiwanis and Key Club
Officers**

NJ Kiwanis Governor Howard Gordon shared that would be his last board meeting as Kiwanis Governor and congratulated everyone on a great year as well as wished everyone the best for next year.

Incoming NJ Kiwanis District Governor Martin Slezak added that he is excited for the year ahead and welcomed everyone back to the fall semester. Stay safe, stay out of trouble. He also added that he cannot wait to see everyone at Insight.

NJ Kiwanis District Secretary-Elect Helene Meissner added that they are all here for us and will do their best for us to help us in ways that they can. Because they do not have a CKI club near us, she has a lot to learn about Circle K International but she is happy to be here.

NJ Kiwanis District Governor-Elect Frank Cahill apologized that he could not attend in person due to a work obligation. He also stated that he is also here to help when his term starts on October 1st.

NJ Key Club District Secretary Abigail Lee gave updates on behalf of the NJ Key Club District Governor Justin Chen. Throughout the summer, they have been primarily focusing on prepping both the Lieutenant Governors and club officers for the upcoming school year. In July, Key Club International (KCI) held its annual International Convention (ICON) Two of the candidates running for the International Board (I-Board) came from the New Jersey District. She announced that immediate past Lieutenant Governor Lena Musa is now an International Trustee on the Key Club I-Board. As of right now, New Jersey Key Club currently has 9,871 paid Key Clubbers, and this year they are really pushing for membership growth on the whole of the state. In the future, they have three big things coming up: Fall Regional Training Conferences, the first Key to College webinar, and then Key Club Fall Rally. The Fall Regional Training Conferences are several online seminars and workshops for Key Clubbers from around the state to attend and will be taking place September 28th and 29th. The first Key to College webinar between KCI and CKI will be taking place on Thursday, September 19th at 9 PM over Zoom. Lastly, Key Club's Fall Rally, which is the largest gathering of Key Clubbers in the state, will be taking place on October 20th at Six Flags Great Adventure in Jackson.

District Governor Sanya Majmudar gave updates on behalf of Circle K International Trustee Kamryn Eller. She shared that the Membership Update Center (MUC) opened up again and all of the dues stuff should be updated as per international. So when members go and pay, it will still have the \$2 district dues, and then the rest for international dues.

Board Action

Proposed Amendments to Bylaws

District Governor Sanya Majmudar then turned the district board's attention to a list of proposed changes to the bylaws that the Laws Regulations and Awards Committee has been working on and will be voted on at our next board meeting.

Full DCON Awards List

District Governor Sanya Majmudar then turned the district board's attention to new awards for the District Convention - inspired by other districts. All the existing awards will be kept and five new awards are being added to the list to have some newer awards that can recognize more clubs for their work.

Garden Lieutenant Governor Shayna Achamizo asked about when the award trackers will be made.

District Governor Sanya Majmudar shared that once we approve the awards, the trackers will probably be made in the next couple of weeks.

District Governor Sanya Majmudar entertained a motion to approve the full DCON awards list .

- District Editor Samuel Zheng made the motion.
- Seabreeze Lieutenant Governor Kenny Nguyen seconded the motion.
- No discussion.
- **Unanimously approved.**

Kiwanis Family & Alumni Relations Chair

Kiwanis Family and Alumni Relations Chair Dylan Caraballo submitted his report as written. He stated that between July and now, he has been wrapping up the K-FAM Picnic, and just kind of getting ready for the rest of the year: Key to College, the planned September service project, and then just a couple of ideas that the committee has been tossing for the rest of the year. Since the K-FAM Picnic, he has held two committee meetings and is starting to meet tri-weekly now which has been working well so far. They are doing some work outside of their meetings and working within the meetings as well. Their main focus in July was finalizing everything for the K-FAM Picnic and looking forward to the rest of the year. Since then, they have been planning out Key to College webinars, our first one, as Abigail said, is on September 19th, and that will be focused on the Common App process and applying to colleges. They are also finalizing their RTC presentations which are coming up at the end of the month, and planning out some fun suggestions for CKI week. He added that we are in the early stages of trying to plan out a virtual service night in January between our district, Key Club, and Kiwanis. For his directives, he worked with the KFAM committee to start planning out the Key to College webinars. He has been working very closely with Key Club K-FAM chair Haley and trying to make sure it is all planned out. He has also been working with Fundraising Chair Mariann Delgado to try and plan out a K-FAM fundraiser. All August directives and one out of the six September directives have been completed thus far.

Technology Chair

Technology Chair Anthony Caruso submitted his report as written. He stated that he has been making a lot of updates to the website, mostly with resources. On the website, the Cirklings and the district newsletters have been added under the new section, the District Treasurer information has been updated, and after this meeting, the board headshots will also be updated. The biggest thing has been the Google Suites domain emails which will make transitions going forward a lot easier. The idea is that successors for each position will simply inherit the emails along with all the files saved on the drive without having to worry about access and things. If anyone has any problems finding emails, there is a document in the main district board folder that contains a list of all the existing domain emails. That way, if you need to look up someone, you can just type their position or just look at the document as we also have all the groups listed there. He continued that aside from that he has been updating the resources page on the website and in general making things look cleaner. He added that he is also working on individual pages for each of the divisions in the district. For promotional material, he and Membership Development and Education Chair Anushka Dixit have been working on a new member promo video which is 99% complete. They are looking to release it some time, hopefully, this week.

Technology Chair Anthony Caruso continued that his committee has been working on making a promo video contest for September to give clubs a reason to be more digitally active in their communities. His committee had thought of making a promo video contest where basically editors have a chance to make a clip video and get some sort of reward for it. He added that he will be releasing material for that, hopefully, tomorrow. Four out of five August directives are completed thus far and is working on the September directives.

District Administrator Michael Olivo added that International also has a video contest so this is a great way to start getting ready to have an entry into that contest as well.

District Governor Sanya Majmudar added that the district board should try to use the new emails and fully transition to them as we want to keep everything on one drive and in the shared folder rather than the personal drive.

Incoming NJ Kiwanis District Governor Martin Sleza k shared that NJ Kiwanis has also gotten official emails which will be active as of October 1st.

Following this Technology Chair Anthony Caruso, District Governor Sanya Majmudar, and District Secretary Ojasvita Reddy, spent some time answering questions about the previous email accounts, the Google Groups emails, the bi-weekly update emails, and the shared district calendar.

Laws, Regulations, and Awards Chair

Laws, Regulations and Awards Chair Moira DeVera submitted her report as written. She shared that she has been communicating with her committee members about information, reminders, and agenda, and also with District Governor Sanya Majmudar about awards and bylaws. She has had two committee meetings so far--- one at the end of July and one at the beginning of August. At the third committee meeting they combined all ideas from committee members into a new award list and then added them into the full award list with both DCON 2024 awards and new awards that they wanted to implement. They also looked over the bylaws and wrote comments on what they wanted to edit. Then in the fourth committee meeting, they condensed the new awards into five new awards and then we put them into the full award list. They also all worked on different parts of the bylaws to suggest edits and all edited parts of the bylaws into the changed bylaws list so they can track what they wanted to edit and how. For her directives, she met with her committee and updated a draft of all bylaw changes or additions, created a folder for award submissions and a folder for webinars, made an award submissions one and a presentation one, and brainstormed some changes to awards. She still has to finalize the language for amendments for bylaws, make award trackers and finalize the awards, create a presentation for club officers and members to present, work with the LTGs and District Governor Sanya Majmudar on the e-club bylaws, as well as look and correct DCON award forms. All August directives have been completed thus far and is working on the September directives.

Fundraising Chair

Fundraising Chair Mariann Delgado submitted her report as written. She stated that her committee met on August 23rd where they discussed updates on the individualized club plans, finalized the fundraising guide, and brainstormed ideas for the fall fundraiser and sticker fundraiser. The committee is keeping an ongoing document with fundraising ideas that can be passed on to the new chair next service year. For the fall fundraiser, the committee came up with a couple of ideas—most of which happened to be trivia games, like Jeopardy or Family Feud, which are similar to what we did last year and would work well. It could be a K-Family event as well. She added that our first fall fundraiser could also act as our K-Fam event. It would be a virtual Zoom event. For the sticker fundraiser, she made a sticker, but since we found the old stickers, we are going to save the design for future use. For her directives, she sent Technology Chair Anthony Caruso the fundraising guide as well as met with Kiwanis Family and Alumni Relations Chair Dylan Caraballo to discuss ideas for the first fall fundraiser and making it a K-FAM event. All August directives and two out of the five September directives have been completed thus far.

District Governor Sanya Majmudar then paused to discuss a potential date and time for the K-FAM Fall Fundraiser. Upon further discussion it was collectively agreed upon that the K-FAM Fall Fundraiser would be on November 23, 2024 from 7-8 PM.

Membership Development & Education Chair

Membership Development and Education Chair Anushka Dixit submitted her report as written. She stated that since the last board meeting, she has had one committee meeting in August where they discussed updates that pertain to the recruitment video, the Recruitment Resource Guide, and eClub plans. They also went through ideas for DEI workshops and resources, brainstormed membership incentives, and brainstormed creative ideas to implement into the recruitment video. The Recruitment Resource Guide has since been sent out as well as the club plans. As for DEI workshop ideas to be presented at the next President's Council meeting, the committee is deciding between three ideas, which are how to improve as a communicator, ways to include DEI in service, and safe space training. They also projected that this presentation could take place either in late September or early October so that presidents can implement the ideas that we give them as early on as possible. For membership incentives for club or member of the month contests or at district events, they talked about CKI mugs, CKI stickers, and making CKI keychains—which Anthony brought up that they can be made at NJT because we have this maker space, so we would be able to do that for free. Some other ideas were pizza parties and themed raffle baskets. For her directives, the club plans, recruiting resource guide, plus all the first-year ambassador program content have been distributed to club offices and she is working on finishing up the member recruitment video. This month she plans on working on the presentation that we want to do for the President's Council meeting, finalizing the membership incentives, and brainstorming new ideas for recruitment that clubs can use after the beginning of the semester. Four out of five August directives have been completed thus far and will work on the September directives.

Co-Service Chairs

Co-Service Chair Bridget Brennan submitted her report as written. She stated that met with various people to make supply lists for events such as Winter Leadership, DLSSP, and Divisional Rally. She has also been working on planning the virtual service event which is going to be on October 5th now at 7 PM. The BookSmiles event is good to go. The poster has been created and it is on Instagram with the sign-up sheet attached. For her directives, supply lists and events for the fall are pretty much planned except for DLSSP. She and Co-Service Chair Michael Deem Jr. are still working on DLSSP and will be meeting with the NJIT president for it on Thursday. Six out of Seven August directives and four out of the seven September directives have been completed thus far.

Co-Service Chair Michael Deem Jr. submitted his report as written. He shared that for his directives he has been working with Co-Service Chair Bridget Brennan to get the event supply lists complete. Additionally, he stated that the poster for the BookSmiles event is up and running with the form, supply lists are set for the fall service events, and they are working on the October 5th project. All August directives and three out of the seven September directives have been completed thus far.

Co-Conventions and Conferences Chairs

Co-Conventions and Conferences Chair Meagan Kane submitted her report as written. She stated that her committee met twice in August. For their first meeting, they discussed some general updates for Insight and DCON, some fundraiser ideas for Insight, interviews that they were going to be doing to promote Insight, and the committee members' directives. For the second meeting, they discussed Insight team leaders, updates on the registration form, some promo, DCON updates, and the committee members' directives. They will be having their next committee meeting tomorrow. For her directives, she will continue to work on the club president email for Insight as well as the Formsite for Insight with District Administrator Michael Olivo. All August and one out of the five September directives have been completed thus far.

Co-Conventions and Conferences Chair Julia Kowal submitted her report as written. She stated she has been communicating with Co-Conventions and Conferences Chair Meagan Kane about Insight games and team leaders. For the committee meetings, she was unable to attend the one in August but at the next meeting, they discussed Insight and promotion content. For DCON specifically, she worked on an agenda and finalized the flyer as well as the raffle basket items. For her directives, she will be meeting with Fundraising Chair Mariann Delgado this month to discuss the basket proposal, order the DCON pins, and work to post the save the date flyer for DCON. All August directives have been completed thus far and will work on the September directives.

Metro Division

Metro Lieutenant Governor Joseph Rivera submitted his report as written. He shared for club updates that Montclair CKI had their August e-board meeting where they went over what events they will be having over the semester along with who will be able to attend. Their meetings will be on Tuesdays from 6 to 7 PM starting September 17th. They had their student involvement fair, and had about 20 people sign up and a couple people signed up to be a freshman ambassador. They also had their full list of events for the semester including events such as the dog toy making, meeting with the ICU Puppy Club, as well as a bunch of other fundraisers and donation drives. They will also be working with the Glenridge Kiwanis Club. Caldwell CKI met twice during the summer. They will be reaching out to their SGA about the room booking for Divisional Rally. It will be in their coastal ballroom. It is a bigger auditorium area and parking is free. They also did have their involvement fair and about 40 people did sign up. They are looking to turn most of them into actual membership. Their meetings will be weekly or biweekly on Wednesdays from 1 to 2 PM. It may start either the 18th or the 25th of September. They are doing something with their SGA where they will have their public SGA monthly meeting and afterwards it will be their general club meeting in the same room. They also do have a few events for their semester. No dates confirmed just yet, but they will be confirmed sometime this week because they are putting in all the room bookings. They are interested in doing more interclubs with NJIT and Montclair. NJIT CKI's e-board has met weekly over the summer and has a lot of great ideas. They had a lot of signups for their involvement fair. They will be having their meetings from 12 to 1 PM on Fridays. Their first meeting was supposed to be yesterday, but it was canceled. So they will be meeting sometime next week. All clubs in the division are interested in working more towards interclubs. Moving on to divisional updates, he stated that he wants to have a divisional movie night with Caldwell in November, a divisional game or trivia night tentatively online during the winter break or into the spring semester. He added that he will be meeting with all his presidents for the Toys for Tots collection drive. The sign-ups do not open until mid-October, but he will be bringing them up to them if they are able to set up a box somewhere on their campus. For divisional weaknesses it is still transportation. He plans to resend out a driver's sheet to be able to see who is able to drive in each school. No updates for club building but he will be working on e-clubs with the other LTGs. For his directives, he sent out the recruitment plans this past Tuesday/Wednesday and promoted the September service project as of this morning to all his clubs. He also shared the tentative flyer for Divisional Rally with the board for feedback. All August directives and two out of the six September directives have been completed thus far.

Seabreeze Division

Seabreeze Lieutenant Governor Kenny Nguyen submitted his report as written. For club updates, he shared that the Rutgers CKI Involvement Fair was very successful. They had about 100 responses and the first meeting was very successful. They had about 50 to 60 members come. Rutgers also just sent out their calendar of events. TCNJ CKI also did very well at their Involvement Fair where they had about 40 responses. Their first meeting had about 30 members. They want to do a monthly night of service every month. Rider CKI also had a successful Involvement Fair, but he was unable to make it due to a time conflict. They have their first meeting this week. For divisional updates, he shared that he now has two more LTG helpers and every one of them has individual assignments they are focusing on. He and Sam are going to work on an outreach guide. Kenny will be working on flyers and interest forms for the D&D social. Sam and Dylan are going to work on workshops. Especially this week, they are going to do more hands-on help for Brookdale. Tomorrow he and Moira are going to go to Brookdale in order to help J.P. make a trifold for their Involvement Fair on September 12th. He added that he plans to have an individualized plan overview with all his clubs this month. No updates for divisional weaknesses. For club building, he has been in contact with J.P. and Brookdale CKI a whole lot. As for Middlesex, he has not gotten anything for the Volunteers in Action advisor, who is said to be interested in transitioning the Volunteers in Action club to a CKI club. He plans to follow-up next week. As for directives, he sent out all of our individualized club plans, agendas for Divisional Rally and also worked on E-club bylaws. All August directives and three out of the six September directives have been completed thus far.

Garden Division

Garden Lieutenant Governor Shayna Achamizo submitted her report as written. For club updates, Stockton has already done over 1,000 service hours. Their last summer meeting also went well. They already had their first general member meeting, and their new member meeting is September 18th. They participated in their school's freshman move in. They also have new weekly service projects such as Spring Village and Atlantic City Rescue Mission on Mondays and Fridays. For on-campus service, they are expanding to three days a week. They are doing two service projects on Thursday, one on-campus service, as well as the Atlanta County Animal Shelter. They are also going to do Ronald McDonald House monthly. They have their Kiwanis One Day event tomorrow and have 40 people coming including Key Clubbers. They are also going to do Adopt-A-Road and Peanut Fundraising with their Kiwanis sponsor. They will be attending the District Service Day. For recruitment, they got a lot of sign-ups at their after-party tabling. Their involvement fair is in two weeks, but they already got a lot of sign ups. They already had a beach social and for fundraising they have a plan for bagging for tips in November. Rowan CKI has completed 119 service hours out of the 3,000 hours goal. They are having a little bit of an issue with committee chairs not doing their work which could be due to the summer slump and now they are finally getting back into it.

Garden Lieutenant Governor Shayna Achamizo continued for service, Rowan is going to keep doing weekly service meetings, but they are also going to do monthly off-campus events. They also want to make welcome bags for families in the Ronald McDonald House but were denied because they have received too many donations and are looking for another place to donate to. They already had their club fair last Sunday. They got a lot of sign-ups. A good amount of people came to the table, too. For fundraising, usually they only fundraise for Brick-by-Brick, but their SGA has been pushing them to fundraise for themselves too. They have their new member meeting on September 10th. For RCBC, she has successfully secured a president, vice president, and a secretary. Their club fair is also on September 10th and September 11th, so she is going to both the RCBC and the new Rowan meeting. They are having a new e-board meeting tomorrow, so she can train them. They will also be meeting with their corresponding district members so they can have their proper training. They are having some problems with student life, not communicating with them unless the club advisor reaches out to them, then that works. She will be double checking their budget situation. ACCC had a tabling. She and Kiwanis Family and Alumni Relations Chair Dylan Caraballo went and got a lot of sign-ups. They have two club advisors now. Ken Cavalry is the new club advisor. He is a science professor and is going to recruit the professional students, like maybe pre-meds, from service hours. And then Professor McElroy is still there. She had one person fill out the leadership interest form so far. As for divisional progress, everyone is getting settled into their roles. She will be meeting with RCBC tomorrow and the Garden website is looking so much better. For divisional weakness, ACCC still has no leadership but we do not have plans for RCBC but they are on the way. For her directives, she met 1:1 with her presidents and for the divisional events she is planning will most likely happen in spring. She also sent out the individualized club plans, Divisional Rally was finalized, and began promoting Insight to the club presidents. She still has to work on e-club stuff. All August directives and two out of the seven September directives have been completed thus far.

Executive Board Reports

NJ Circle K International
Executive Board

Editor

District Editor Samuel Zheng submitted his report as written. He stated his plans for the September Cirkling with sections for LTG updates and anything from their divisions, Key Club and NJ Kiwanis updates, paying dues and their benefits, service hour reporting, international news such as CKI Week, Tomorrow Fund grants, and the First-Year Ambassador programs. For the November Cirkling, some things he wants to include are Insight Recaps, other recaps, and then promoting Winter Leadership Conference and DCON. For his directives, he will continue to work on the September Cirkling, make TikToks for promotion, and post the posters for Divisional Rally. He also reminded the board about starting instagram takeovers by the district board this year. All August directives and six out of the ten September directives have been completed thus far.

Treasurer

District Treasurer Crystal Kilfeather submitted her report as written. She stated that she has been working with District Governor Sanya Majmudar, District Administrator Michael Olivo, and Financial Counselor Emily Scharf about onboarding to get trained for the role. She plans on reaching out to the club treasurers to set up monthly meetings. No updates to the club status. For budget updates, we received a donation of \$250 from the Kiwanis Club of Randolph, and then we also got \$50 from the Kiwanis Club of Dover. She added that she sent a reminder email out to the Kiwanis Clubs about the KICK letter. One out of the eight September directives have been completed thus far.

Secretary

District Secretary Ojasvita Reddy submitted her report as written. She stated that she has mainly been working on the Dues/MUC Training webinar with Fundraising Chair Mariann Delgado and Membership Development and Education Chair Anushka Dixit and communicating a lot with the club treasurers and secretaries regarding that. She shared her plans for the October District mailing which included sections on dues deadlines, committee updates, upcoming service projects, members/club spotlight, Insight Promo, Divisional Rally update, goals update, and potentially a MRF tracker. As for goals updates, membership number has been set, we are at 1,729 service hours, 7 interclubs, 17 Kiwanis family relation events, around \$576 raised for Brick-by-Brick, and 9 active clubs. For her directives, she mailed out the KICK letters, worked on the Dues/MUC Training webinar and shared the recording with all the secretaries and treasurers, and is writing out another blurb for what counts and does not count as service hours. All August directives and two out of the six September directives have been completed thus far.

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

- District Secretary Ojasvita Reddy made the motion.
- Metro Lieutenant Governor Joseph Rivera 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 has been communicating with a lot of people about Key Club updates, the K-FAM Picnic, the President's Council, and LTG planning meetings. She has been working with District Secretary Ojasvita Reddy on KICK stuff and officially transitioned District Treasurer Ariel Graziano. She had 1:1 with all of the board members, worked with District Editor Samuel Zheng on the district newsletter, sent out the September board meeting minutes and the first reminder, reviewed and approved recruitment plans, wrote remarks for the Kiwanis DCON, and met with our international trustee. For the rest of her directives, she will be hosting the President Council at the end of the month, check-in with the presidents about recruiting, finalizing DCON and registration, work with Technology Chair Anthony Caruso to publish any of the resources, and help the LTGs with organizing the Divisional Rally. She also announced that we will no longer be doing the October 5th service project due to coordination issues and will be doing an online service project on that day instead. For club connections, we are still working on establishing a CKI club at Middlesex, FDU, and Kane, but nothing yet. RCBC has a board now and they are coming to the service project. Laws, Regulations and Awards Chair Moira DeVera will be working on e-Club bylaws and Garden Lieutenant Governor Shayna Achamizo is working on an interest form. She added that we need to make accounts to promote CKI to schools that do not already have a CKI club—for which she got resources from the Texas-Oklahoma Governor. She had a Presidents Council meeting last month that went really well. For the K-FAM relations the presentations are going really well. The Kiwanis service project is in two weeks and we should all be there. The Key Club Senior form has been sent out and we got a couple of responses. She also reminded the board to send major communication for approval stuff over email. All August directives have been completed thus far and will work on the September directives.

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

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

Review of Calendar of Events

District Governor Sanya Majmudar then turned the distinct board's attention to review the calendar of events:

- November 16, 2024 - DLSSP
- November 18, 2024 - Key to College Webinar #2

She iterated that if anyone, especially the LTGs have anything planned, then it should be put on the calendar and should not overlap with any of the existing events. Additionally, if a new event gets added to the calendar, District Governor Sanya Majmudar and District Secretary Ojasvita Reddy should be notified.

Kiwanis Family Picnic

Co-Service Chair Bridget Brennan shared with the district board that the virtual service project will be Jeopardy Style Free Rice where people will work in teams to select a category and answer Free Rice questions based on their selected category and difficulty. They have a couple of rounds set up or however many it takes to fill up the hour if what we will do

District Governor Sanya Majmudar added that the Co-service Chairs should work with District Editor Samuel Zheng to finalize the flyer in the next week. She then turned the focus to the District Service Day event BookSmiles. She shared that the BookSmiles Sorting Event where the volunteers will be helping with packaging books and bringing donations. There is going to be hour shifts and people can only pick max two hour shifts though the sign up form. The Co-Service Charis and the Kiwanis Family and Alumni Relations Chair are going to be monitoring this form. In the case that we do not have enough people, we are going to ask the South Jersey clubs if they can send more people. It is a required event for the distinct board members.

Metro Lieutenant Governor Joseph Rivera shared that a new member from MSU signed up and if they need a ride, then he will have to go to and leave the event according to their schedule maybe.

District Governor Sanya Majmudar said that is fine.

District Administrator Michael Olivo gave the distinct board a little bit of background on what BookSmiles is. He shared that Larry Abrams put together Books Miles as a way to get books into the hands of children who might not otherwise have the books available to them, especially make them available for teachers. So a teacher can sign up for a year, pay \$25, and go in and be able to pick out essentially as many books as they would like to bring back to either have in their classroom or distribute directly to students that they can take home and have with them. To give you a sense of scale, Larry's projecting to do well over a million books distributed this year. That is a big operation. It's about a 4,000 square feet warehouse where there are big bins that essentially books get dumped into and then sorted out based on their reading levels. That is one of the things you guys would be doing is you get a quick lesson on sorting where you look at the book, trying to determine is it suitable to pass on because not all books are as gently used as we like. If it meets the criteria, then it's a matter of determining what appropriate age level is it and getting it into the right bin. From there, typically, once those are sorted, then they are packaged into boxes that are ready to go.

Incoming Garden Zone Advisor Ed Gleaner added that Larry will pull people aside and to educate them about what the facility is. He is always looking for people around the state of New Jersey and just beyond our borders to help with distribution, not just collection. When you get in there, you are going to see it is a floor-to-ceiling warehouse of books. It is an insane amount of books. He is really looking to make sure that these books get out to the teachers who need them. And with a lot of you probably dealing with, you know, peers who are going into education, you know people that are going to be first-year teachers that are graduating. This is the perfect repository for them to set up their classrooms. So he is going to want to talk to you, and that is all part of the service, just thinking about how you can pay this forward and keep the mission alive through the state of New Jersey and beyond.

Co-Service Chair Bridget Brennan stated that this can be made a service project going forward and was interested in pairing with a home club that can send volunteers that can be sent there regularly.

District Administrator Michael Olivo added that this is a great opportunity to see the direct results of what you are doing. He thinks it is a great project for us to do as a group, to be able to disseminate back to our clubs and let them know what is really there, what is really involved, and how it works. He added that this is a great way to interact with other Kiwanins and network in a more casual setting. You never know who you're going to meet and what sparks because of it.

Incoming Garden Zone Advisor Ed Gleaner continued that if people miss this one, the Kiwanis Club of Greater Mount Laurel will be hosting a large-scale organizing project, like this one, quarterly, where they bring in coffee and a light breakfast. If you try to sign up on your own through BookSmiles' website, you will see it only takes four to six people at a time, but they have an understanding with them that they are going to be doing these much larger four-hour blocks once a quarter.

District Governor Sanya Majmudar said that this is a relatively easy project because we just have to show up at 10 AM and be ready to work.

Divisonal Rally

The Lieutenant Governors went over the itinerary of the day including the service project and the murder mystery game. There will be 20 minutes of introductions and welcome, then they will go over what we are going to do as well as the blanket making for Project Linus, and then we will move on to the murder mystery game. For the murder mystery game, there will be five clues, and whichever division solves the mystery with the fastest time wins. Whichever division does it in the quickest amount of time, they will be receiving little congratulation cards for each club. The final hour or so of the event will be socialization with varying games from division to division.

District Governor Sanya Majmudar continued that all district board members are required to attend their corresponding Divisional Rally and help the LTGs with whatever they may need. She added that she will bring the UNICEF Trick-or-Treat boxes she has in two weeks.

Dues & Voucher Submissions

District Treasurer Ariel Graziano shared with the district board that the early bird deadline for dues is October 31st and November 30th is the regular deadline—which is when clubs have to meet the requirements for the minimum number for dues paid members or they may become inactive or suspended. She added that if any of the club members are having issues with the Membership Update Center (MUC) they should contact her or District Secretary Ojasvita Reddy.

District Administrator Michael Olivo added that there is a banner patch incentive from international for clubs that get their first 15 members in by the early bird deadline.

District Governor Sanya Majmudar shared that District Treasurer Ariel Graziano is going to brainstorm incentives/prizes for clubs to get their dues in early as our goal this year is to get all the clubs to submit their 15 members by the early bird deadline and they can get the rest in later. She added that all people on the board should be promoting dues and membership benefits and talk about it on behalf of the board about all the member benefits there are. We are going to give our own benefits to our members as a district.

Metro Lieutenant Governor Joseph Rivera shared that he is working with Technology Chair Anthony Caruso to streamline information about the importance and benefits of paying dues to put it on the website.

Kiwanis Family and Alumni Relations Chair Dylan Caraballo shared that he is concerned about ACCC staying active this year as most of their active members have left the college and that it is going to be a tough year for them.

District Governor Sanya Majmudar acknowledged that and said that we are going to do the best we can to get them to at least 10 members.

Re-chartering / E-Club Updates

District Governor Sanya Majmudar shared that she got the full amendments of the Circle K e-club of the New England district from International Trustee Jonathan but that is all the resources he has. She, Laws, Regulations and Awards Chair Moira DeVera, and the LTGs have all been working on chartering bylaws and starting those up. In terms of getting an advisor we are looking around Kiwanis to see who can or would want to be any club sponsor. Just how e-clubs work again is just like, there is not a centralized campus. So they are probably not going to have a budget. So the way that we were thinking is either the Kiwanis club helps sponsor their dues and then they help pay for events like out of pocket or vice versa where they get provided a budget by Kiwanis, and then they pay for dues out of pocket. Garden Lieutenant Governor Shayna Achamizo made an interest form for this and we are going to send it out so if any Key Club seniors approach us, we can ask them if they just want to originally charter or do an e-club. The good thing about e-clubs is that we do not need only one Kiwanis sponsor for the club. We can have sponsors and Kiwanis clubs and volunteer with them and work with them from different areas of the state, because it's just going to be an e-club of New Jersey. So for now we need a Kiwanis advisor, the bylaws, and 15 people to charter because we cannot register it until we have 15 members but we can still have an unofficial e-club until then. For the club structure, we are going to have the same structure as if it were any general club other than that all meetings are going to be online.

District Administrator Michael Olivo added that in the times we have an actual district event, it might be an opportunity for them to actually come and meet in person as a club as well. From a Kiwanis perspective, if we get the students and we're at that point, we'll figure out who we can label as a sponsor, at least to get it started. The e-club is such a great idea because we can use it in a lot of different ways to bring members in and also have the opportunity to use it as an incubator. Let us get the first one off the ground and then maybe there are ways to expand on it to make it a little more regional.

District Governor Sanya Majmudar added that before international required that if more than 10 members were from the same college in the e-club then they had to split off but that was not voted again. So with time, we can do a North Jersey e-club, a Central Jersey e-club, and a South Jersey e-club, but for now, we are just going to do one big New Jersey e-club so we can get 10 to 15 members and then charter it, we can start to look for sponsors. This is also a good way to get freshmen involved.

CKI Week

Kiwanis Family and Alumni Relations Chair Dylan Caraballo turned the district board's attention to the upcoming CKI week from October 14th to 19th. He and his committee talked last night and came up with suggestions for the clubs about what they can do throughout the week to be more active for CKI Week. These suggestions are for all six days of the week and Co-Conventions and Conferences Chair Julia Kowal is working on a flyer that will be shared with all the clubs well at the end of next week to serve as a starting point for their planning.

District Administrator Michael Olivo said that we should use this as an opportunity to let people see what we are doing so we can get out there, get them hooked, and bring more people in.

District Governor Sanya Majmudar stated that all district board members must participate in at least two events that week and should also be making sure that their home clubs are promoting it and participating in at least one day of the week.

Insight Discussion

Co-Conventions and Conferences Chair Meagan Kane turned the district board's attention to updates on Insight 2024. She went over the finalized agenda and the working task chart. She reiterated that we have a goal of 80 attendees for Insight, but the more the better so we should begin promoting to the clubs soon. As such, she met with the LTGs and gave them a rundown of how to promote it to their club presidents and also gave them the general flyer to be sent out but is in the process of finalizing a themed flyer which should be shared on Instagram and to everybody soon. She and Fundraising Chair Mariann Delgado also finalized the fundraising idea for Insight which includes selling freshie stickers, pins, and t-shirts, as well as the big pie in the face fundraiser with the dare wheel. She then shared the team leader pairings.

District Administrator Michael Olivo added that the number of registrations might cause changes to the total number of teams that we have and that we are going to put a stop to allowing people to come or leave in the middle of Insight.

Co-Conventions and Conferences Chair Meagan Kane continues that she and Co-Conventions and Conferences Chair Julia Kowal finalized the find your team icebreaker activity, as well as the team challenge. They have also chosen two registration incentives, one of them will be for everybody who registers will be entered into a raffle for a prize basket, and the club that brings the most members to Insight will be recognized at DCON. They have also finalized the scavenger hunt. The Rowan president and vice president have been communicating with them a lot about the Insight banner as well as signs that will be placed around the camp to represent the Candyland board game. She also shared the design for the name tags. The games, Formsite, and promotion material, and the supply list for the fellowship activity will be finalized soon.

DCON

Co-Conventions and Conferences Chair Julia Kowal shared that the DCON pin design is ready and the themed flyer is in the works. The raffle items have been researched and a rough agenda was discussed.

District Administrator Michael Olivo updated the district board on the tentative location for DCON. After going through and getting some quotes, he found that the food and beverage minimums were high. So, in the effort to kind of keep prices at least where they were last year, and to maybe give us some more freedom in terms of food choices, he wanted to really find a hotel that did not necessarily have their own catering, so we could bring it in. In that spirit, he ended up finding the Element Hotel, a Marriott affiliate in Ewing Township. They came back with a room night before taxes and occupancy and everything else. They do have a large conference room that can hold up to 100 people. They gave us very good pricing for that, so we have the option to use that. Additionally through Matthew Yuro at TCNJ, we were able to book some rooms mostly for Saturday. The hotel also includes breakfast for all the guests. This gives us the opportunity, assuming that we are spending most of the day Saturday at TCNJ, to do outside catering and bring in our own food, which means we have a chance to greatly reduce the per-person cost. If we do this it is going to look and feel a little bit more like the Rutgers District Convention a few years ago, but we are going to try to limit the bouncing around. Tentatively, Friday would be at the hotel, Saturday will be at TCNJ, and Sunday will be back at the hotel. We need to get back together and start working out more specifics on logistics.

Fundraising Chair Mariann Delgado asked if the hotel was within walking distance from TCNJ.

District Administrator Michael Olivo said it is about a 7-8 minute drive.

Metro Lieutenant Governor Joseph Rivera added that his biggest concern with the Rutgers Convention was that you had to drive around a lot.

Co-Conventions and Conferences Chair Julia Kowal asked if we would be having Saturday breakfast at the hotel.

District Administrator Michael Olivo said yes. The TCNJ Student Center does not open until 9 AM, which means we should not really be planning anything before 9:30 AM. That is a little bit later of a start than we normally have so we may need to look at our agenda a little bit and maybe trim up.

District Governor Sanya Majmudar added that it might be better to move the service project to Friday along with registration.

District Administrator Michael Olivo added that people can get in, register, get into their room, and then come hang out.

Technology Chair Anthony Caruso asked about how parking was going to work.

District Governor Sanya Majmudar said that there is free parking at TCNJ and at the hotel.

District Administrator Michael Olivo added the hotel has plenty of parking and parking at TCNJ is not an issue on the weekend. Additionally he and District Governor Sanya Majmudar talked about some ideas to make registration maybe a little bit cleaner and more transportable because we will obviously have people who probably go right to TCNJ on Saturday. So he has some thoughts on how we make just carrying the stuff back and forth easier for us. But overall, between what we would be paying for hotel rooms and the cost of rooms assuming we need to pay for them like space, office space, conference room space—this is about as good as we are gonna do. And with the option of bringing in our own catering we have the ability to control our own prices and get the stuff we want and in theory probably better food. We just have to guarantee 10 rooms but we usually run 20 to 25 rooms so that should not be an issue. The goal for this week is to finalize plans for presenting a menu and cost estimates to Kiwanis. We need a meeting to discuss these details by next week. The goal is to have everything finalized by October 14th, before the first board meeting of the new Kiwanis board, allowing time for review and questions.

District Governor Sanya Majmudar, Co-Conventions and Conferences Chair Julia Kowal, Co-Conventions and Conferences Chair Meagan Kane, and District Administrator Michael Olivo will work with Matthew Yuro to get the rooms sorted and booked.

Seabreeze Zone Advisor Michael Murray added that whoever we use for catering should be on RaiseRight so that we can get money back.

District Administrator Michael Olivo continued that this is kind of a rough layout this is the best for us for this year. It is a better deal for all of you because some of you are going to be paying out of pocket for this stuff, so he wants to try and keep it as affordable as humanly possible. He added it is a better deal for all.

Co-Conventions and Conferences Chair Julia Kowal then discussed a new promotional idea for DCON: a video featuring the district board telling people who are not familiar with it what DCON is about and what goes on. She will make a script for it and we will film it at our December board meeting. She added that she will also be meeting with Stockton's e-board to plan the service project.

District Governor Sanya Majmudar added that host clubs should have members around to be helping out with tables, getting things, and last minute stuff. This is also mentioned in the agreement. The district board will be doing most of it, but if we need help with anything, just having members available to help us with things would be good.

Open Floor

**District Governer
Sanaya Majmudar**

Technology Chair Anthony Caruso and Membership Development and Education Chair Anushka Dixit shared the new member recruitment video with the district board.

Incoming NJ Kiwanis District Governor Martin Slezak asked for some patience with reimbursements as the incoming and outgoing NJ Kiwanis District Secretaries transition.

District Secretary Ojasvita Reddy asked everyone to make sure that their email signatures are updated with their new email address.

District Editor Samuel Zheng reminded teh district board that Circling Assignments are due September 15th.

Announcements & Deadlines

**District Governer
Sanaya Majmudar**

District Governor Sanya Majmudar briefly reminded the board that Key Club Fall Rally is on October 20th, but since she cannot make it, District Secretary Ojasvita Reddy and Kiwanis Family and Alumni Relations Chair Dylan Caraballo will be giving remarks on her behalf. If anyone on the District Board is interested in going, they should contact District Governor Sanya Majmudar in the next couple of days. Additionally, she is going to talk to Key Club District Governor Justin Chen to see if CKI club members can also attend. She continued for distinct directives everyone should be checking them off as they finish them and if they cannot finish it by the deadline then you have to let her know a day before and make sure you are monitoring the directives sheet every week. We will be taking the board headshots right after the meeting and also filming the promotional material for Divisional Rally and Insight. The individualized club plans and the First-year Ambassador programs are both out so make sure you connect with your clubs about that. Membership Development and Education Chair Anushka Dixit has made a flyer and google form so make sure you send that out to your club members or have your club e-boards do so. For stickers, we have Freshie stickers and the New Jersey Circle K stickers. We will be selling those for \$3, \$5 for pins, \$20 for t-shirts. This will be at every single event that we have, including the service project. If we are fundraising for Brick-by-Brick we can use venmo but for any other money transaction it will be through Paypal. Lastly, for member incentives we have a lot of things planned for membership incentives which is good to entice freshmen.

Closing Remarks

District Governer
Sanaya Majmudar

District Governor Sanya Majmudar commended everyone for their work. We did a lot of work over the summer so she is really excited for the service year. So let us focus on getting stuff done and getting work done and have a great service year.

Moment of Hope

District Fundraising Chair
Mariann Delgado

District Treasurer Ariel Graziano gave the Moment of Hope.

Adjournment

District Governer
Sanaya Majmudar

The Fourth Official Board Meeting was adjourned at 2:03 PM.