

Samuel Zheng
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3rd Official Board Meeting

3rd Official Board Meeting Minutes
New Jersey District Board of Trustees
Saturday, July 12, 2025 | 6:03 PM EST
Online Zoom Call

Call to Order

District Governor Dylan
Caraballo

This meeting was called to order at 6:03 PM.

CKI Pledge: District Editor Moira DeVera
Moment of Reflection: Metro LTG Brandon Chang

Roll Call

District Secretary
Samuel Zheng

PRESENT

- District Board:
District Governor Dylan Caraballo
District Secretary Samuel Zheng
District Treasurer Julia Kowal
District Editor Moira DeVera
Metro Lieutenant Governor Brandon Chang
Seabreeze Lieutenant Governor Jake Schurmann
Garden Lieutenant Governor Shayna Achamizo

Committee Chairs:

Conventions and Conferences Chair Aeryn Morrow
Kiwanis Family and Relations Chair Leo Hutcheson
Laws, Regulations, and Awards Chair Anthony Maldonado
Membership Development and Education Chair Briana Keenan
Service Chair Christopher Malland

Kiwanis Committee:

District Administrator Joey Giordano
Garden Zone Advisor Brian Pluchino

ABSENT

Fundraising Chair Amanda Martinez
Financial Counselor Michael Olivo
Metro Zone Advisor Valerie Kuglin
Seabreeze Zone Advisor Lisa Arico
Conventions and Conferences Advisor Taylor McKay

Opening Remarks and Introduction of Guests	District Governor Dylan Caraballo
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District Governor Dylan gave opening remarks on the board's productive past couple of weeks,making sure to take some time for the summer, and keeping up the great work.

District Governor Dylan welcomed International President Jonathan Huang, International Vice President Neha Pasupuleti, NJ Kiwanis Governor Elect Frank Cahill, and NJ Key Club District Secretary Ari Kestenbaum

Approval of Agenda and Minutes	District Governor Dylan Caraballo
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Current Meeting Agenda

- District Governor Dylan entertained a motion to approve the **current meeting agenda**
- District Treasurer Julia made the motion.
 - Metro LTG Brandon seconded the motion.
 - No discussion.
 - Unanimously approved.

Second Official Board Meeting Minutes

District Governor Dylan entertained a motion to approve the **second official board meeting minutes**

- Garden LTG Shayna made the motion.
- District Treasurer Julia seconded the motion.
- No discussion.
- Unanimously approved.

Kiwanis Committee Updates

District Governor Dylan Caraballo

Members of the NJ CKI Kiwanis Committee gave remarks about being excited for the service year, that they are here as a resource for everybody, and looking forward to all the great things we will accomplish.

NJ Kiwanis Family Updates

Members of NJ Key Club and NJ Kiwanis gave remarks.

International Updates

District Governor Dylan Caraballo

International President Jonathan and International Vice President Neha provided updates regarding international, including committees and communication across all three levels of CKI.

Club Concerns

District Governor Dylan Caraballo

No club presidents were present at this board meeting.

Appointment of Members to Outreach Committee

District Governor Dylan entertained a motion to approve **the appointment of members to Outreach Committee**

- Garden LTG Shayna made the motion.
- District Treasurer Julia seconded the motion.
- No discussion.
- Unanimously approved.

Insight Budget

District Administrator Joey stated the registration prices have to be decreased because of a \$2,000 NJ Kiwanis Foundation Grant. Early bird and regular registration costs have dropped from \$150 and \$155 to \$140 and \$145 respectively.

District Governor Dylan entertained a motion to approve **2025 Insight Budget**

- Garden LTG Shayna made the motion.
- Metro LTG Brandon seconded the motion.
- No discussion.
- Unanimously approved.

Committee Chair Reports

All District Chairs gave their own respective updates regarding their committees.

Lieutenant Governor and Executive Board Member Reports

Metro LTG Brandon, Seabreeze LTG Jake, and Garden LTG Shayna all gave updates with their clubs on the report forms. District Editor Moira, District Treasurer Julia, District Secretary Samuel, and District Governor Dylan all gave updates on their respective positions in their report forms.

District Governor Dylan entertained a motion to approve the **Committee Chairs, LTG and Executive Board report forms for the 2nd Official Board Meeting.**

- Garden LTG Shayna made the motion.
- Metro LTG Brandon seconded the motion.
- No discussion.
- Unanimously approved.

District Governor Dylan passed the chair to District Secretary Samuel to present his Board Report.

District Secretary Samuel entertained a motion to approve **Governor Dylan’s board report form.**

- District Treasurer Julia made the motion.
- Metro LTG Brandon seconded the motion.
- No discussion.
- Unanimously approved.

New Business

**District Governor Dylan
Caraballo**

General Reminders

District Governor Dylan provided general reminders regarding voting processes during board meetings, emphasizing the importance of being more communicative since communication has been lacking in the past couple of months, and completing directives on a monthly basis. In more detail, only executive board members and lieutenant governors can vote in the voting processes. Directives should also be done promptly and checked off on the spreadsheet.

Circling Reminders and Overview

District Editor Moira reminded the board to chip in any Circling assignments in the Google Sheet. She will send the assignments out every two months with reminders to follow each one. All board members will be notified a month in advance when assignments are out.

Voucher Reminder and Overview

District Treasurer Julia reminded the board how to do the vouchers process. She went over how to fill one out and went over what is vouchable for the year. Some important notes include mileage can be vouched one way, send a digital receipt if something is purchased online, and to always sign off on the voucher at the bottom.

Service Hours and Report Form Overview

District Secretary Samuel went over how to track service and administrative hours. He went over how the spreadsheet functioned and went over some guidelines on what counted as service or administrative hours. He emphasized to utilize this month by month to stay organized on report forms.

International Convention Recap

Garden LTG Shayna stated ICON 2025 was so fun and had the chance to meet people from other districts and countries. Her workshop with Dylan was a success, and had people come to them afterwards for advice. Seabreeze LTG Jake seconded all of Shayna's comments. He added that he and Conventions and Conferences Chair Aeryn were selected to go to the Nest Up Program. Aeryn stated that she found the program useful and will apply what she learned in her leadership role. District Governor Dylan echoed that ICON offered a variety of speakers, workshops, and activities in the city of Pittsburgh. He encouraged the board to apply for international awards when they open up again.

Club Building Updates

Garden LTG Shayna stated he is prioritizing in chartering Ocean County College, Rutgers Camden, Rowan College at Burlington County, and Rowan College of South Jersey. Seabreeze LTG Jake is focusing on helping Brookdale Community College and looking to charter Princeton University. Metro LTG Brandon is looking to charter Kean University, Raritan Community College, St. Peter's University, and Warren Community College. Laws, Regulations, and Awards Chair Anthony mentioned he has a couple contacts at a few of these listed schools to see if they are interested in starting up a CKI club. District Administrator Joey added that members can be a part of a CKI club as long as they are on that campus.

DCON Hotel Discussion

District Governor Dylan introduced three potential hotels for DCON 2026. The options are the Clarion Hotel in Toms River, the APA Hotel Woodbridge in Iselin, and the Sheraton Edison Hotel. The final decision on which hotel to use will be discussed at a future board meeting.

Divisional Rally

District Governor Dylan reminded the board Divisional Rally will be on October 4th from 1-4pm. This is a day where the clubs in the division come together at one location to service and fellowship while meeting other people from other clubs. The LTGs will have more details on this rolling out.

Winter Social

District Governor Dylan is planning to have a Winter Social around the first weekend of February. More details will be coming soon in regards of what members want to see.

Insight/DCON Plans

Conventions and Conferences Chair Aeryn gave a detailed month by month breakdown of the execution of how the planning of Insight would occur. More information regarding the registration prices and deadlines will be announced soon in the coming weeks.

Kiwanis Family Picnic

Kiwanis Family and Alumni Relations Chair Leo went over information regarding the 2025 K-Fam Picnic. Leo briefed the board on the schedule of events that would take place, such as the service project and fundraiser. Leo reminded everyone of their respective tasks to keep everything smooth. The supply list was also completed as there were gaps. District Governor Dylan reminded the board to be on their best behavior during the day and make sure no one is late.

Important Dates

District Governor Dylan showed the board the District Calendar again to display webinar dates from the MDE Committee, District Service Days, and international events such as CKI Week.

Fourth District Board Meeting

District Governor Dylan reminded the board that the 4th District Board Meeting will be on 9/20/2025 from 10am-2pm, location TBD.

Open Floor

District Governor Dylan
Caraballo

Nothing mentioned

Announcements and Deadlines

District Governor Dylan
Caraballo

Nothing to be announced

Closing Remarks

District Governor Dylan
Caraballo

District Governor Dylan gave closing remarks on the 3rd Official Board Meeting.

Adjournment

District Governor Dylan
Caraballo

The meeting was adjourned at 9:30 PM EST

Moment of Hope: Christopher Malland