

Circle K International
October-November 2020 Board Book

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Research & Development Committee 10/19 Meeting Minutes

Thursday, October 19 at 8 PM ET | Zoom

- I. Chair Emily Fox called to order at 8:11 PM ET
- II. Chair Emily entertained a motion to adopt the questions as written (see Appendix I).
 - A. Emily Reale so moved
 - B. Jackson Traas seconded
 - C. No discussion
 - D. Motion carries unanimously
- III. Emily Fox entertains a motion to adjourn the meeting at 9:30 PM EST
 - A. Kai Ju Ma so moves
 - B. Emily Reale seconds
 - C. There is no discussion
 - D. Motion passes unanimously. The meeting is adjourned.

Executive Committee 10/20 Meeting Minutes


Friday, October 20 at 1 PM ET | Zoom

- I. Call to order by President Tana Early at 12:02 PM CST
- II. Trustee Austin Underwood moves to adopt the Research and Development Survey as is (see Appendix I).
 - A. Trustee Maria Alejandra Landron seconded
 - B. No discussion
 - C. The motion is withdrawn; the Executive Committee will vote on these after the update from the Research & Development Committee

October International Board Meeting Minutes

Saturday, October 28 at 8:30 PM ET | Zoom

- I. Remarks from Active Minds Chief Programs Officer Laura Horne
- II. Meeting Called to Order by President Tana Early at 7:54 PM CST
- III. President Tana Early entertains a motion to approve the September Board Meeting Minutes and October Board Meeting Agenda
 - A. Trustee Austin Underwood so moves
 - B. Trustee Tyler Kearns seconds
 - C. No Discussion
 - D. Motion Carries
- IV. Circle K International Pledge
- V. President Tana Early Entertains a motion to fully waive the dues of McNeese State University and uphold their active status.
 - A. Trustee Austin Underwood so moves
 - B. Trustee Hannah Spargur seconds
 - C. Discussion
 1. This waiver is for one year
 - D. The motion carries
- VI. Goals Check in and Strategic Planning
 - A. Membership Trends
 1. ~31% Decrease since 2015-2016
 - B. International Events
 1. Networking Event - January 6th
 - C. Goals Recording
 1. Membership Development
 - a) Zoom-mates Program
 - b) Viable Partnerships
 - c) Develop a Speakers Bureau
 - d) General Membership Survey
 - e) COVID Service Project Ideas
 - f) Membership Challenges Among Sister Districts
 - g) Form for KClers to Show Interest in CKI
 - h) Rest of Goals will be discussed in November

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- D. Strategic Plan will be pushed to November Board Meeting
- VII. Open Forum
- A. CNH Submitted a Policy Code Amendment Code
1. Trustee Maria Alejandra Landron moves to push the Amendment as attached to the next International Council Meeting
 2. Trustee Hannah Spargur seconds
 3. Discussion
 - a) The GDA Committee worked to get this amendment together. They feel that it is unfair to those in higher leadership to offer
 - b) Submitted by CNH Service Chair which cannot submit an amendment
 - c) Austin: On the GDA Committee in 2019. Was the writer of two of these amendments. Chair from CNH agreed to this
 - d) Working on Service projects is an indirect form of service
 - e) Has CNH adopted this in their own policy code?
 - (1) The board is not sure
 - f) We do not affect the community as much as we want to being elected officials. This is something that we do because we were elected into these roles.
 - g) Membership is bottoming out--members who are going into leadership roles are not
 - (1) Trustee Austin Underwood calls to question
 - (2) Trustee Mackenzie Steele seconds
 - (3) No discussion
 - (4) Motion fails
 - h) Eliminating language may leave people logging them still. Worried that if we cut out the definition, people will still count them and have a lack of clarity
 4. Motion fails
- VIII. President Tana Early entertains a motion to adjourn the meeting at 9:21PM CST
- A. Trustee Austin Underwood so moves


- B. Vice President Joey Cain seconds
- C. No discussion
- D. Motion carries

November International Board Meeting Minutes

Friday, September 11 at 4:30 PM ET | Zoom

- I. President Tana Early entertained a motion to grant a dues extension to California State University, East Bay and put them on a payment plan until April 1st.
 - A. Trustee Austin Underwood so moved
 - B. Trustee Tyler Kearns seconded
 - C. No discussion
 - D. Motion carries
- II. President Tana Early entertained a motion to grant a dues extension to California State University, Stanislaus and put them on a payment plan until April 1st.
 - A. Trustee Hannah Spargur so moved
 - B. Trustee Tyler Kearns seconded
 - C. No discussion
 - D. Motion carries
- III. President Tana Early entertained a motion to push the discussion of Chapman University to the December International Board Meeting
 - A. Trustee Maria Alejandra Landron so moved
 - B. Trustee Austin Underwood seconded
 - C. No discussion
 - D. Motion carries
- IV. President Tana Early entertained a motion to grant a dues extension to California State University, Chico and move them onto a payment plan until April 1st.
 - A. Trustee Tyler Kearns so moved
 - B. Trustee Tommy Thach seconded
 - C. No discussion
 - D. Motion carries
- V. President Tana Early entertains a motion to table the discussion of De Anza College to the December International Board Meeting.
 - A. Trustee Hannah Spargur so moved
 - B. Trustee Austin Underwood seconded

- C. No discussion
 - D. Motion carries
- VI. President Tana Early entertained a motion to grant a dues extension to Saddleback College and put them on a payment plan until April 1st.
 - A. Austin so moved
 - B. Mackenzie seconds
 - C. No discussion
 - D. Motion carries
- VII. President Tana Early entertained a motion to table the discussion of the University of the Pacific, University of the Bahamas and Sacramento State University.
 - A. Trustee Austin Underwood so moved
 - B. Trustee Tyler Kearns seconded
 - C. No discussion
 - D. Motion carries
- VIII. President Tana Early entertained a motion to grant a dues extension to University of Virginia and put them on a payment plan until April 1st.
 - A. Trustee Tyler Kearns so moved
 - B. Trustee Mackenzie Steele seconded
 - C. No discussion
 - D. Motion carries
- IX. President Tana Early entertained a motion to grant a full dues waiver to the University of Victoria.
 - A. Vice President Joey Cain so moved
 - B. Trustee Maria Alejandra Landron seconded
 - C. No discussion
 - D. Motion carries
- X. President Tana Early entertained a motion to table the discussion of Florida Gulf Coast University's dues waiver until we receive more information from the club.
 - A. Trustee Mackenzie Steele so moved
 - B. Trustee Austin Underwood seconded
 - C. No discussion
 - D. Motion carries
- XI. Vice President Joey Cain moved to extend the 2020-2021 Circle K International Dues Deadline to December 31st, 2020.

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- A. Trustee Mackenzie Steele seconded
 - B. Discussion
 - 1. We need to double check with accounting to make sure they have enough time to process the payments by February 1st.
 - 2. Trustee Austin Underwood makes a Friendly Amendment to change the extension to the Fourth of January (the first Monday after the New Year).
 - a) Vice President Joey Cain makes a Friendly Amendment to change the extension to the Fifth of January
 - (1) Trustee Austin Underwood accepts the Friendly Amendment
 - b) Vice President Joey Cain accepts the Friendly Amendment
 - C. No further discussion
 - D. Motion carries. The 2020-2021 Circle K International Dues Deadline has been moved to January 5th, 2020.
- XII. President Tana Early entertained a motion to table the remainder of the dues waivers until the next International Board Meeting.
- A. Trustee Austin Underwood so moved
 - B. There was no seconder
 - C. Motion fails
- XIII. President Tana Early entertained a motion to grant a waiver for minimum membership to the University of Texas, Tyler.
- A. Trustee Austin Underwood so moved
 - B. Trustee Tommy Thach seconded
 - C. No discussion
 - D. Motion carries
- XIV. President Tana Early entertained a motion to grant a dues extension to Pierce College and put them on a payment plan until April 1st.
- A. Tyler so moved
 - B. Maria Seconds
 - C. No discussion
 - D. Motion carries
- XV. Trustee Tommy Thach leaves the meeting.

- XVI. President Tana Early entertained a motion to grant a dues extension to the University of Leftbridge and put them on a payment plan until April 1st.
- A. Trustee Austin Underwood so moved
 - B. Trustee Mackenzie Steele seconded
 - C. Discussion
 - 1. We should wait for Tommy
 - 2. Tyler would like to check in with the governor and club
 - a) Was under the impression that we would revisit
 - D. Trustee Austin Underwood withdrew the motion
- XVII. President Tana Early entertained a motion to table the discussion of the University of Leftbridge's dues waiver to the next International Board Meeting.
- A. Trustee Tyler Kearns so moved
 - B. Trustee Austin Underwood seconded
 - C. No discussion
 - D. Motion carries
- XVIII. Open forum
- A. Hannah makes a motion.
 - 1. It is a grammatical change not necessary of vote
 - B. Trustee Austin Underwood moved to table the remainder of the November International Board Meeting Agenda to the December Board Meeting.
 - 1. Trustee Ethan Arredondo seconds
 - 2. No discussion
 - 3. Motion carries
- XIX. Trustee Austin Underwood moved to adjourn the meeting.
- A. Trustee Maria Alejandra Landron seconded
 - B. No discussion
 - C. Motion carries. The meeting adjourned at 10:20PM EST.


International President Update - Tana Early

Current Projects

- Met with Governors
- Directly worked with trustee and governors concerning the
- Implementation of CKI Week
- Wrote articles as requested for district publications
- Created questions for and analyzed responses from Governor Monthly Report Forms (MRFs)
- Published monthly Governor Updates
- Held an October Governors Forum
- Worked to promote tomorrow fund grant
- Led a Virtual CKI Mock Club Meeting
- Corresponded with trustees about conducting signature service interviews
- Implemented dues tracking spreadsheet with all trustees
- Worked with the KI Task Force on CKI about involving current CKI member input
- Participated in the "ask a leader" webinar
- Assisted with alumni task force implementation
- Working with the CKI board to process dues waivers submitted by clubs
- Performed formal one-on-ones with each Trustee
- Created questions for and analyzed responses from Governor Monthly Report Forms (MRFs)
- Published monthly Governor Updates
- Planning a covid-19 support school for giving extra support to clubs that submitted a dues waiver
- Spoke and presented at several virtual fall events

Events & Meeting Attendance

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|---|---------------------------------------|
| • Bi-weekly check ins with Vice President | • October Executive Committee Meeting |
| • Meeting with T-O Governor and Administrator | • Alumni Planning Session |
| | • Governor 1:1s |
| | • CKI Mock Club Meeting |

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- Committee Wide Survey Discussion
 - CKI DEI Task Force Meeting
 - Staff Tomorrow Fund Call
 - UNICEF Webinar
 - DEI Chairs call
 - Key Club Global Leadership Rally
 - October International Board Meeting
 - Trick or Treat for UNICEF Halloween Party
 - October Research & Development Check In
 - Dues Spreadsheet Walkthrough
 - Trustee Monthly 1:1s
 - President & Vice President Weekly Office Hours
 - Weekly Staff Calls
 - November Kiwanis DEI Committee Meeting
 - Western Canada Fall event
 - DEI Event Check In
 - Pennsylvania Fall Event
 - November International Board collaboration session
 - November Executive Committee Meeting
 - Caribbean Fall Event
 - Alabama Fall Event
 - November International Board Meeting
 - November Key Club International Board Meeting
 - CKIx discussion
 - Staff GLC Curriculum Call
 - COVID-19 Support School Discussion

International Vice President Update - Joey Cain

Current Projects

- Started the collaboration with Circle K International and the Kiwanis Italy-San Marino District with the help of Trustee Hannah Spargur, Trustee Maria Alejandra Landron, Global Development Committee Chair Brandon Ramirez, and Kiwanis European Federation Ambassador Sarah Kamara
- Wrote articles as requested for district publications
- Facilitated weekly and biweekly calls with KI staff and Kiwanis Board Counselor
- Sent out District Secretary Treasurer Updates
- Planning for District Secretary Treasurer Discussions
- COVID Dues Response
 - Assist with waiver requests
- Monitor directives and pace of each committee
- Global Inclusivity on Member Benefits and Finances
- Assisted in the Planning for an Alumni Program
- Spoke at, and participated in a handful of District fall events/rallies

Events & Meeting Attendance

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|--|---|
| • District Secretary Treasurer Discussions | • Key Club November International Board Meeting |
| • October Executive Committee Meeting | • Key Club Counterparts Meetings |
| • October International Board Meeting | • Key Club Kiwanis Family Relations Committee Meetings |
| • October Research & Development Check In | • Finance Meetings with Michelle Study-Campbell & Lori Martin |
| • October Trustee Collaboration Session | • Trick or Treat for UNICEF Halloween Party |
| • October Governor Forum | • International Finance Committee Dues Webinar |
| • October Committee Wide Social | |
| • Executive Board Panel | |

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- CKIx/Finance External Funding Meeting
 - President & Vice President Weekly Office Hours
 - Bi-Weekly Board Counselor Check-ins
 - Weekly Staff Calls
 - District Secretary Treasurer One/Two on Ones
 - Wisconsin Upper Michigan District Fall Event
 - Ohio District Fall Event
 - Pennsylvania District Fall Event
 - Caribbean District Fall Event
 - New York District Fall Event
 - Glimpse Partnership Meeting
 - Meeting with Unicef Representative
 - November Executive Committee Meeting
 - Committees
 - Chair One on Ones
 - Two on One Calls with Trustee Liaisons and Chairs
 - Assisted in directive planning and initial implementation
 - Facilitated Chairs Calls
 - Attended majority of committee meetings for all eight committees
 - Report on committee progress when necessary to Kiwanis International Staff
 - November International Board Meeting
 - November Trustee Collaboration Session
 - November Governor Forum
 - CKIx Discussions
 - Committee Wide Survey Discussion
 - Alumni Planning Session
 - Staff Tomorrow Fund Calls
 - Staff GLC Curriculum Call
 - COVID-19 Support School Discussion
 - Service and CKIx Planning Collaboration Meeting
 - Support School Meetings
 - Circle K in Italy Introduction Call

International Trustee Update - Mackenzie Steele

Current Projects

- Mock Club Meeting Planning
- Assisting with Fall District Events
- Planning with Trustee Maria for Charter Support Groups

Events & Meeting Attendance

- Mock Club Meeting Chat with Tana
- Executive Board Panel
- Committee Member One on Ones
- Mock Meeting Run-Through
- Mock Club Meeting International Event
- CKI Week Sistrict Social
- WUM District Professional Development Trainings
- October Executive Committee Meeting
- Maria One on One,
- October Trustee Collaboration Session
- October Group Governor Call
- Chartering One on One with Kyle Lank
- INCKI Fall Conference
- Florida Fall Conference
- Florida October District Board Meeting
- October International Board Meeting
- Kaitlyn One on one
- Two on one with Alissa and Joey
- NJ Insight (Fall Convention)
- November I-Board Collaboration Session
- Governor One on One's
- Tana Monthly Check-in
- November Executive Committee Meeting
- November Group Governor Call
- Two on one with Jeff and Sam
- November I-Board Meeting
- Support School Meeting
- Membership Development & Education Committee Meetings

International Trustee Update - Kaitlyn Carroll

Current Projects

- Kentucky-Tennessee
 - Assisting in planning Fall Rally
 - Assisting with social media to improve presence and club outreach
- Southwest
 - Keeping district in the loop regarding CKI and KI DEI Task Forces
 - MUC/MRF Problems
- Illinois-Eastern Iowa
 - CKI Week Planning
 - MUC/MRF Problems
- West Virginia
 - Dues Waivers
 - Fall Rally ideas
- Service Committee
 - Trick or Treat for UNICEF Halloween Party
 - Major Engagement Dates Calendar
 - Tomorrow Fund Promotion
 - Revamping Community Analysis Tool

Events & Meeting Attendance

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|---|--|
| ● Service Committee Meetings | ● Southwest District Fall Rally |
| ● ToT Halloween Party Planning Meetings | ● Mock Club Meeting Run Through |
| ● Monthly Check-Ins with Tana | ● Mock Club Meeting International Event |
| ● October Governor Group Call | ● Governor One on ones |
| ● Service Committee Transition Meeting | ● October Trustee Collaboration Session |
| ● Committee Check-Ins with Chair | ● Southwest District October Board Meeting |
| ● Tana & Joey Office Hours | ● October International Board Meeting |
| ● 2-on-1s with Committee Members | |

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- Trick-or-Treat for UNICEF Halloween Party
 - One-on-One with Jeff
 - Service and CKIx Planning Collaboration Meeting
 - Service Trio Check-In
 - November International Board Collaboration Session 11/8
 - November Governor Group Call
 - West Virginia Fall Rally
 - Call with Kentucky-Tennessee DA Lisa
 - Kentucky-Tennessee District Board Meeting
 - November International Board Meeting
 - Trustee Office Hours
 - November Sister District Social

International Trustee Update - Maria Alejandra Landron

Current Projects

- Assist Colombia's MUC
- Respond to all my Governor MRFs
- Reschedule 4 weeks worth of happy emails
- Send out GDC Email templates (priority)
- Finalize and send out Colombia's Strategic Plan Questions
- Finalize Rocky Mountain's Expansion Plan
- Plan presentation for Ohio CKI Fall Event
- Hold collaboration call with Mackenzie about charter groups
- Prepare PowerPoint for Eastern Canada Fall Event Training
- Plan & host round table for LTGs
- Plan & host round table for District Chairs
- Send out trustee newsletter
- Plan and host Colombia leadership event
- Prepare presentation for Rocky Mountain Fall Event
- Schedule co-charter event with Mackenzie
- Promote CKI Week
- Develop materials for CNH Fall Event
- Work with Rocky Mountain to create an accountability system on their board
- Created and sent out November newsletter
- Responded to Governor MRFs
- Planned LATAM Regional Meeting for December
- Began brainstorming for LATAM Conference in Spring 2021

Events & Meeting Attendance

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|-------------------------|------------------------------------|
| • GDC Chair One on ones | • Charter Support Group Game Night |
| • Ohio Fall Event | • Eastern Canada Fall Event |
| • CKI Exec Board Panel | • GDC Committee Meetings |
| • Governor One on ones | • Rocky Mountain Fall Event |
| • Check ins with Tana | |

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- October Executive Committee Call
 - October International Board Meeting
 - Service Committee Halloween Party
 - Colombia CKI Leadership Event
 - CCORE Governor Roundtable
 - NJ CKI Fall Event
 - CNH CKI Events
 - GDC Trio Check In
 - November International Board Collaboration Session
 - PEI CKI Club Waiver Meeting
 - November Executive Committee Call
 - Two on one with Jeff & Sam
 - November International Board Meeting
 - Hosted Chair Council Meeting
 - Hosted LTG Council Meeting
 - CKI Italy Call
 - Support School Calls
 - RMD November Board Meeting


International Trustee Update - Hannah Spargur

Current Projects

- Publicizing the Study Abroad Form
 - Sent questions into R&D to hopefully get more responses. I also met with the GDC committee to touch base regarding this idea.
- Planned the K-Family Networking Event
- Planned the Sister District Key to Your Future Event
- Helped create the award trackers for the 2020-2021
- Helped a couple of Capital clubs with applying for dues waivers
- Trying to reach out to district board members more to help with their positions and build connections
- WASH 6K
- Publicize the R&D and Study Abroad survey
- Helping Capital with their governing documents and strategic plan
- Publicizing Key to Your Future
- Gathering people into a group chat for a charter school
- Working on International Policy Code changes
- Selling and mailing sistrict stickers
- Reaching out to clubs to apply to the Tomorrow Fund Grant
- Reaching out to potential governor candidates
- Send more action-oriented follow-ups

Events & Meeting Attendance

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|---|---------------------------------------|
| ● Executive Committee Panel | ● Capital's Fall Event |
| ● Trustee Office Hours | ● WUM's Fall Event |
| ● GDA Committee Meetings | ● Katelyn's Office Hours |
| ● K-Family Networking Planning Meetings | ● Mock Club Meeting |
| ● Sistrict Scavenger Hunt | ● Jeff 1:1 |
| ● Meeting with GDC | ● Governor 1:1s |
| ● MinnDak's Fall Event | ● October Group Gov Call |
| ● New England's Fall Event | ● WUM K-Family Meeting |
| ● NE-IA's Fall Day of Service | ● October International Board Meeting |

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- WUM District Board Spooky Social
 - Maria 1:1
 - Tana 1:1s
 - Trick or Treat for UNICEF Party
 - WUM Board Meeting
 - Committee-Wide Survey Questions Call
 - Trustee Collaboration Session
 - WUM Service Night
 - MinnDak Key Club Key to College
 - Dues Waiver Call with Towson University
 - November Group Governor Call
 - Capital November Board Meeting
 - November International Board Meeting
 - K-Family Networking Check-In
 - November Governor Forum
 - Capital Policy Amendment Meeting
 - CKI Italy- San Marino Meeting

International Trustee Update - Tommy Thach

Current Projects

- Assisting with club dues waivers
- Going to clubs to present workshops about CKI and educating club board members about specific duties pertaining to different positions they may be interested in
- Hosted a sister district social
- Currently catching up on DEI Task Force workload
- Attending club meetings for several districts whenever possible
- Assisting T-O and Caribbean with their fall events
- Working on the Professional Networking Event
- Will be hosting workshops about DEI and Preemie love for caribbean district
- Resources for online HOD/DCON to send out to my district boards

Events & Meeting Attendance

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|--|--|
| • CKIx Committee Meetings | • October International Board Meeting |
| • Meeting with T-O Governor, DA, and Tana | • T-O District Fall Event |
| • Tana Monthly Check ins | • CNH District Fall Event |
| • Mock Club Meeting Runthrough | • Alabama District Fall Event |
| • Mental Wellness Impact Team Meetings | • Caribbean District Fall Event |
| • CKIx + Service Host Committee Review Session | • November International Board Meeting |
| • DEI Task Force Meetings | • CKIx Trio Check-in |
| • K-fam Networking Meeting | • CKIx discussion with Jeff/Sam |
| • October Trustee Collaboration Session | • CKIx Committee Social |
| • CKIx Committee Member Monthly Check-Ins | • Caribbean Preemie Love Social |

International Trustee Update - Tyler Kearns

Current Projects

- Sister District Fellowship Event
- Resources that were Requested by Govs/ Board Members
- Dues Spreadsheet for Districts
- Sister District Movie Night
- Alumni Task Force Work
- Coffee House Office Hours
- Partnership Proposals

Events & Meeting Attendance

- | | |
|---|--|
| • Carolinas Fall Call | • Carolinas November Board Meeting |
| • Carolinas October Board Meeting | • Western Canada Fall Rally |
| • PNW Circle K Week Programs | • November International Board Meeting |
| • October International Board Meeting | • Joey and Tana Office Hours |
| • R+D Committee Meetings | • Kiwanis Family Networking |
| • Finance Meeting with KI Staff | • Event Planning Meeting |
| • October Trustee Collaboration Session | • Coffee House Office Hours |
| • PNW November Board Meeting | |

International Trustee Update - Austin Underwood

Current Projects

- Sister District Social
- Assisting with communication efforts in Missouri Arkansas
- Assisting Hannah with the Kiwanis Family Networking Night

Events & Meeting Attendance

- Ohio Fall Rally
- Governor One on ones
- LMT Apple Watch Raffle
- Committee Social
- Ohio District Kiwanis Governor Installation
- October Executive Committee Meeting
- November Executive Committee Meeting
- Glimpse CKI Social
- Dublin Kiwanis Speaking Event
- Tana and Joey Office Hours
- K-Family Networking Calls
- PACKI Board meeting
- SWCKI Fall Rally
- INCKI Fall Event
- One on ones with Jeff Harris
- MICKI Board Call
- Alissa from SWCKI 1 on 1 Special Project Call
- LMT Key to College
- Finance Committee Meetings
- Committee-Wide Survey Discussion
- Committee Chair One on Ones
- MICKI Fall Rally
- CKI & Kiwanis Children's Fund Call
- 2:1's with Committee Members
- October Trustee Collaboration Session
- INCKI Fellowship Session
- PACKI Fall Rally
- PACKI InterPACK
- International Finance Committee Dues Webinar
- October International Board Meeting
- October Governor Forum
- Service Committee Halloween Party
- CKIx/Finance Fund Meeting
- Finance Meeting with Joey & Amanda
- November International Board Collaboration Session
- November Executive Committee Meeting

- November International Board Meeting
- MissOU CKI Meeting

- LMT Board Meeting
- PACKI Board Calls
- Support School Talk

International Trustee Update - Ethan Arredondo

Current Projects

- Planning Office Hours
- Trustee Newsletter
- Helping Districts Plan for DCON
- Creating connection groups for sister districts
- Working with Governors to highlight signature service
- Helping Districts with Dues

Events & Meeting Attendance

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|---|---|
| ● Governor one on ones | ● LATAM Regional Conference Planning Meetings |
| ● Kiwanis Family Relations Committee Meetings | ● October International Board Meeting |
| ● Trick or Treat for UNICEF Halloween Party | ● November International Board Meeting |
| ● Georgia LTG Meeting | ● November Group Gov Call |
| ● Georgia District Social | ● 1:1s w/Committee Chair Annamarie |
| ● Georgia Division Social | |
| ● KFR Committee Meetings | |

Membership Development & Education Committee Update - Alissa McIntyre

The Membership Development and Education Committee has been up to quite a lot. Following the start of the new CKI year, we divided the committee into three parts: recruitment and retention, chartering, and member benefits and professional development, each with their own respective specialists (recruitment and retention has two). All of our committee members are so dedicated and passionate that they came fully prepared with a lot of ideas. Through our four specialists, we were able to hit the ground running with some fantastic ideas for International.

We started the year off strong with an immediate collaboration with the Research and Development Committee to help develop questions for their Member Experience Survey; each respective specialist formatted 3 questions to submit and we were able to see most in that survey. Following the survey, our Member Benefits and Professional Development Specialist, Trustee Liaison, and myself were given the honor of presenting at the Wisconsin- Upper Michigan District's Fall Event on topics related to resume building and interview skills. During this time frame, our Chartering Specialist began working on an idea for a chartering panel; we are very excited for this project and plan to see it's completion next semester with a lot of guests who are very educated in the charter process in the hopes of educating others. Our Chartering Specialist also initiated an ongoing collaboration between the Membership Development and Education Committee and the Global Development Committee for the Non-US chartering process. Once we had the door open for that collaboration, we compiled a list of our most important resources as a committee and sent it over to GDC to be translated. After that, our Recruitment and Retention team created a few resources for recruitment in a virtual world, which we are planning to have available next semester.

During the latter part of October, the committee finalized our New Member Orientation Program Presentations, which should be widely available for club use soon, and started creating new ideas for the next month. We are continuing to work on those ideas currently, since they are lengthy in process. One of our ideas, spearheaded by our Recruitment and Retention Specialists was to host a set of value-adding seminars at District Conventions. These

presentations are already made, and we cannot wait to present at the many districts that have invited us already! After this, we started working on a set of promotional graphics for various district and club positions that will be released during the upcoming election season as a way of promoting the positions available. We are also working on a recruitment drive to take place in mid-February that should help pre-convention recruitment and attendance. These will work essentially as a list of challenges and will encourage participation worldwide. And as we wrapped up the semester, we finalized some ideas for collaborations with the CKIx Planning Committee, the Kiwanis Family Relations Committee, the Global Development Committee, and the Finance Committee for the next semester and are very excited to work with them!

Global Development Committee Update - Brandon Ramirez

Introduction

This report includes a summary of the progress that the Global Development Committee has accomplished in the months of October and November. The report consists of the following information.

1. Projects Worked on by Committee Chair: Brandon Ramirez
2. Projects Worked on by the Committee
3. Collaborations that occurred with other committees

Committee Chair Projects

1. Research Question Planning: Helping draft questions that would be included in the R&D Committees Report to help us see how we can get CKI members more involved with our International Chapters.
2. Club Highlight Form: Created a google form that would allow for ambassadors and possibly trustees to nominate clubs who have been working hard to gain recognition on CKI social media accounts.
3. CKI Map: Created a Google Map that marks all districts and regions that are encompassed across CKI. The map will be slowly updated over December to primarily include non-US chapters.
4. Directory: Created a directory that will be updated throughout the year to include all methods of contact used by our international clubs. This was a resource that did not exist in the previous term and was created to have a sustainable method of contact collection for future committees to utilize.
5. Italy-San Marino Kiwanis/CKI Meetings: Attending meetings with Italy in an effort to assist KIEF in chartering and actively getting the image of CKI in Europe.
6. Policy Code/Amendments/Finance Discussions: Working with Trustees and other committees to be more inclusive of our international chapters and creating more transparency for dues structures.



Committee Projects

1. Asia Pacific Region
 - a. Taiwan Districting: Sofia has been working with Taiwan to have updated bylaws and final details in preparation to create a new district in CKI.
 - b. Translation: Sofia and Nancy have been working to translate MD&E and GDA documents to share with chapters. They have also been trying to promote the Tomorrow Fund on behalf of the service committee.
 - c. Nepal and Australia: Nancy has been reaching out to Key Clubs and Kiwanis chapters in these regions to see if they have any contacts or resources to start the discussion of chartering new clubs in the area.
2. European Region
 - a. Italy-San Marino Meetings: Sarah has been reaching out to the Kiwanis and CKI Chapters in Italy in an effort to charter and recharter in the region, and help get the CKI image to spread in Europe, as it is not a well-known branch out there.
 - b. Translation: Sarah has been working to translate MD&E and GDA documents to share with chapters. They have also been trying to promote the Tomorrow Fund on behalf of the service committee.
3. Latin America Region
 - a. Facebook Media: Erick has been working with Joey to get a Facebook page established for the LATAM regions to use and have a better sense of connections and contacts that can support one another.

Service Committee Update - Matt Wade

Chair Projects

1. Revamping questions related to sustainable service on the Community Analysis Tool
2. Working on preparing action steps for the Service Committee's goals going into the next 3 months

Committee Projects

1. The Service Committee is currently working on reviewing all Tomorrow Fund Grant applications using evaluation criteria created by the Service Committee earlier in December
2. The Service Committee is working on locating possible service organizations that are within walking distance of the hotel site for CKIx 2021

Committee Collaborations

1. GDA: The Service Committee has worked with the Governing Docs and Awards Committee to review and propose policy code amendments related to advocacy as service as well as reviewing the definition of a service hour
2. KFR: The Service Committee has worked with the Kiwanis Family Relations Committee to create a resource of service project ideas for every Kiwanis Family Branch
3. CKIx: The Service Committee has worked with the CKIx Planning Committee to start finding possible service organizations for off-site service projects for CKIx 2021
4. DEI Taskforce: The Service Committee has started a collaboration with the Diversity, Education, and Inclusion Task Force to continue revamping the Community Analysis Tool.

Governing Documents & Awards Committee Update - Leah Reiser

The Governing Documents and Awards Committee has been hard at work this year. Here are a few of the things we have been working on recently:

Chair Projects

1. Myself, Hannah, Joey and Tana met with Jeff and Diana to go over the current Policy Code and Bylaws.
2. Began to explore the idea of having an Advisory Committee to help with the transition of the committee for the next few years.
3. Worked with the Global Development Committee to look over Bylaws for Taiwan
4. Myself and Hannah helped Districts with amendments they would like to propose.

Committee Projects

1. We began to look at the Policy Code and Bylaws to eliminate grammatical errors.
2. Started working on Amendments to the Policy Code to be presented at the January International Council Meeting.
3. Began to restructure the Policy Code which will be presented to the International Board.
4. Began to go through our Bylaws to identify any possible amendments that are needed.
5. Started to create a resource for Districts who will have a Virtual House of Delegates.
6. We began editing the 2020-2021 Awards to make adjustments due to COVID-19.
7. The point value for awards was changed from 150 points to 100 points for all awards except Club Achievement.
8. Developed Awards Trackers that District Board members can use to keep track of their awards progress.

9. Created the 2020-2021 Awards Manual which covers what has changed for the awards as well as the steps to apply for awards and their due dates.
10. Began to think of ideas for new awards for the 2021-2022 term.
11. Will soon start looking at the Standard Form for Bylaws to make it easier and more efficient for districts and/or clubs to use.

Committee Collaborations

1. There was a collaboration with the Global Development Committee to look over the bylaws for Taiwan.
2. There was a collaboration with the Service Committee to make the Policy Code section regarding Service Hours clearer.
3. There is a current collaboration with the CKI Planning Committee where we are looking at hosting a workshop during their workshop event.
4. We are currently looking at more collaborations with other committees to make sure the Governing Documents accurately reflect the direction that the organization is headed,

Kiwanis Family Relations Committee Update - Annamarie McGuire

Chair Projects

1. Reviewing Old Material from Previous KFR Committees
 - a. Assessing the materials and determining the relevancy of material and if it needs to be added onto the new website
2. Assisting my committee member working on Kiwanis Mentorship Program
 - a. By helping to connect with the districts who were starting the program during last service year
 - b. Discussing and reviewing the materials that already existed for the program from past committees and where resources can be expanded up to propel the program within districts
3. Communication for an Instagram Takeover
 - a. Attended a Key Club KFR committee meeting to discuss the potential of hosting an Instagram takeover
 - b. Maintained communication with the Key Club KFR committee chair to help establish a timeline for the logistics of CKI doing an Instagram takeover of the Key Club account to answer questions
4. Committee One-on-Ones
 - a. Hosted meetings with each committee member individually at least 3 times during the month of October/November to check in on their project progress and assess what kind of projects and work they would like to do moving forward

Committee Member Projects

1. Instagram Takeover
 - a. The committee collaborated with the Key Club KFR committee to discuss the potential of hosting an Instagram takeover to talk about CKI and college in general.
 - b. The committee provided some potential questions to ask CKI clubs and passed the list over to the Key Club committee to add to their list they have established in order to get approval.



2. K-Family Map

- a. The committee started to weigh the pros and cons of establishing a uniform Kiwanis Family Map to allow clubs to connect with the Kiwanis Family counter parts in their college.
- b. This project did not get started and will be something that the committee comes back to work on after the semester ends in December

3. Tips & Tricks for Hosting a Virtual College Preview


- a. This project was started to help provide tips and tricks for clubs to host a virtual preview of their college and of their club via social media or zoom. This project is looking to help clubs connect with their local Key Clubs and to connect with incoming students to their college.
- b. The committee completed a document outlining tips and tricks of aspects to include in a virtual college preview.
- c. The committee will look forward to completing an outline example of hosting a virtual college preview using zoom and will also design some examples of promotional materials clubs could use to promote their own college/club preview.

4. Key Club Senior Night

- a. The committee immediately brainstormed ideas of what type of presentations and event schedule would be beneficial for hosting and international Key Club Senior Night in the Spring.
- b. The committee has worked to reach out to districts that have hosted district-wide Key Club Senior Nights in the past and gained insight about what did and did not work for their district level events.
 - i. The insight was considered for planning the event schedule for the international event.
- c. The committee has outlined the schedule of events for Key Club Senior Night and has established the potential date for the event in April.
- d. Looking ahead, the committee is looking to divide the work among themselves from designing the presentation, Q&A panel questions and other aspects of the event.

5. Kiwanis Mentorship Program

- a. Resources were established for districts and passed on for review and finalization to help provide building blocks for districts to start their own Kiwanis Mentorship Program

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- b. The committee is looking to establish the resources necessary to lay the foundation to establish a version of the Kiwanis Mentorship Program on the international level to connect Kiwanians and Circle K members from around the globe.

Committee Collaborations

- 1. Service
 - a. Kiwanis Family Service Project List
 - i. This list is designed to be broken down by Kiwanis Family branches to allow clubs to find ideas of different service projects that they can do both virtually, socially distanced and in-person without restrictions with the individual branches
 - ii. The project is progressing and has completed lists for Key Club, CKI, and Builder's Club already. K-Kids, Kiwanis and Aktion Club project ideas are the next branches that are being looked at to be completed
- 2. Membership Development & Education
 - a. Formstack Questions for Kiwanis Club Sponsorship
 - i. The committee worked to establish a document to help inquire the interest of Kiwanis Club to sponsor CKI clubs not necessarily in their local area.

Finance Committee Update - Amanda Lang

Chair Projects

1. Dues proposal
 - a. Last year's dues proposal recommendation was a club base fee of \$250 + \$12.50 per member fee, with a 100 member cap. The committee is looking towards moving to a more member-based system of \$150 per club and \$15.50 per member, with a 50 member cap.
 - b. Analysis of dues survey responses from last year and creation of R&D survey questions will help with this.
 - c. Charter fees were not considered last year. The current a-la-carte system was analyzed; it was determined that charter fee had little impact on club health. However, it is important to note there was only 5 years worth of data since the a-la-carte system was implemented in 2015.
2. Covid dues town hall held 10/27

Committee Projects

1. Member Survey
 - a. Drafted survey questions, four of which made it into the R&D all-member survey.
 - b. Upon seeing the questions may not help with the dues proposal, drafted four more to be sent with DEI Task Force questions, and then promoted to DTs.
2. Club outreach
 - a. Drafted outline for Personal Finance workshop from a finance professional (Edward Jones), date TBD.
 - b. Grant/Fundraising workshop to be included as part of CKIx Webinar week.
 - c. "Where do Dues Go" created, after seeing previous literature was outdated and lacked specificity.

3. Budget expense examination/evaluation
 - a. Identified several areas of budget items that could be reduced, including CKIx travel for Day of Service, CKIx speaker, and GATC.
 - i. Drafted survey for online GATC feedback.
 - ii. Began analysis of CKIx feedback.
4. Membership models
 - a. Obtained MRF data and began formatting.
 - b. Emailed governors for District Board size history data.

Committee Collaborations

1. Examining international district's international dues (GDC/GDA)
 - a. Analyzed data of amounts international (non USA/Canada) countries paid for international dues, including comparison to nation's PPP.
 - b. Found discrepancies between tiered amounts stated by bylaws and what was actually paid. Still not entirely clear why those discrepancies exist.
2. CKIx fundraising resource package
 - a. Held initial brainstorming meetings to determine what financial aspects could be covered.
 - b. Began compiling local Kiwanians and business information to reach out for sponsorships.
 - c. Drafted template email to Kiwanians requesting sponsorship to attend CKIx.

CKIx Committee Update - Isabelle Wang

Chair Projects

1. Improving committee communication and dynamic through monthly socials and open communication lines
2. Host 2-1/2s every month to do check-ins and answer questions

Committee Projects

1. Applications
 - a. Host Committee Application
 - b. Team “Leader” Applications
 - c. Workshop Applications
2. “Road to Austin” Webinars
3. CKIx/Zoommates Collaboration
4. CKIx Long-Term Financial Assistance Fund with Finance Committee
5. CKIx Fundraising Resource with Finance Committee
6. Zoom resource for virtual workshops (webinars)
7. Culture Night/Talent Show
8. Job Fair

Committee Collaborations

1. CKIx Long-Term Financial Assistance Fund with Finance Committee
2. CKIx Fundraising Resource with Finance Committee
3. CKIx service projects with Service Committee
4. Translating CKIx documents with Global Development Committee

Research & Development Committee Update - Emily Fox

Chair Projects


1. Met with International President Tana, International Vice President Joey, and Trustee Liaison Tyler to finalize questions for the fall semester CKI Member Experience Survey and set a timeline for future member surveys
2. Met with International Vice President Joey and Trustee Liaison Tyler to set future research projects, including a project on expediting the District/Trustee pairing process

Committee Projects

1. Research the following topics: recruitment techniques during the pandemic, financial and administrative changes during the pandemic, online meetings and events during the pandemic, student leadership and development opportunities, member discounts, technology to use during the pandemic, alternative funding sources for clubs and districts, social media engagement, marketing, and international reach and structure
2. Published a report on the following topics: recruitment techniques during the pandemic, financial and administrative changes during the pandemic, online meetings and events during the pandemic, and member discounts
3. Establish long-term research projects on the following topics: International Structure and Branding/Marketing/Social Media Engagement
4. Create and publish a CKI Member Experience Survey

Collaborations with Other Committees

1. The following committees and task forces submitted questions to be included on the CKI Member Experience Survey: Service, Finance, Kiwanis Family Relations, Membership Development & Education, CKIx Planning, Governing Documents and Awards, Global Development, Alumni Task Force, DEI Task Force
2. The following committees sent a representative to a meeting to discuss questions included on the CKI Member Experience Survey: Service,



Finance, Kiwanis Family Relations, Membership Development & Education,
CKIx Planning, Governing Documents and Awards, Global Development


Appendix

Appendix I

Questions for October Whole Member Survey 10/19/2020

1. What is your name? (Optional)
 - a. Short Answer
2. Please provide your contact information. (Optional)
 - a. Short Answer
3. Would you be interested in participating in a future focus group?
 - a. Yes/No
4. What year are you in college?
 - a. Multiple choice (1st year undergraduate, 2nd year undergraduate...graduate)
5. What type of college or university do you attend?
 - a. A public university
 - b. A private university
 - c. A community or technical college
 - d. Other
6. What is your role in Circle K International?
 - a. Multiple choice (Member, Club, District, International)
7. What district are you part of?
 - a. Dropdown selection
8. What institution do you attend? Please type the full name of the school.
 - a. Short Answer
9. What format will your institution be in for next term?
 - a. Multiple Choice
 - i. Unsure
 - ii. Socially Distanced
 - iii. Hybrid
 - iv. Fully Online
 - v. Other
10. Are you comfortable attending in-person events?

- a. Yes/No
- 11. What languages are you proficient in?
 - a. Multiple selection
- 12. What languages are spoken, read, or written in your club?
 - a. Multiple selection
- 13. How closely do you work with your faculty advisor?
 - a. Multiple Choice
- 14. How closely do you work with your Kiwanis advisor?
 - a. Multiple Choice
- 15. What is your race/ethnicity? (Optional)
 - a. Multiple Choice
- 16. What is your gender identity? (Optional)
 - a. Multiple Choice
- 17. What is your ability level? (Optional)
 - a. Multiple Choice
- 18. Which social media platforms do you use the most?
 - a. Multiple Selection
- 19. On which social media platforms do you follow Circle K International?
 - a. Multiple Selection
- 20. Select which Kiwanis-Family clubs you were a part of before Circle K International, if any.
 - a. Multiple Selection
- 21. Were a member of any of the following service-based organizations in high school?
 - a. None of these, Beta, Civitan, Leo, National Honor Society, InterAct, Red Cross, Other
- 22. Which member benefits are you aware of?
 - a. Multiple Selection
- 23. Has the pandemic negatively affected your personal disposable income?
 - a. Yes/No
- 24. How much does it cost to be a member of CKI in your club, in USD?
 - a. Short answer
- 25. How knowledgeable are you in each of the following?
 - a. The WASH Project
 - b. Trick-or-Treat for UNICEF
 - c. March Water Madness

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- d. The Tomorrow Fund
 - e. Circle K International Convention (CKIx)
 - f. International Board Meeting Minutes and Notes Folder
 - g. International Request Form
 - i. Table answers - I've heard of it, I'm familiar with it, I've worked with it or attended.
26. Which CKIx events have you attended in the past?
- a. What factors prevented you from attending CKIx?
27. Out of a 7-day week, how many days do you have access to reliable WiFi?
- a. Multiple choice
28. As a Circle K International member, which branches of the Kiwanis Family have you personally interacted with at an event or service project?
- a. Multiple selection
29. At the moment, new dues-paying members receive a membership card and a pin. Would you support not distributing those materials to lower the cost of dues?
- a. Yes/No
30. If given the opportunity to join a CKI Alumni program after graduation, why would you join?
- a. Multiple Selection
31. Are you planning on studying abroad at all throughout your time in school? If so, where?
- a. Yes/No/I already have (with option to add additional info)

Officer Specific

1. How much are you or your members charged in dues each year in International, District, and Club dues?
 - a. Number Answer
2. How much assistance in paying dues does your club receive from each of the following?
 - a. Sponsoring Kiwanis club
 - b. Other Kiwanis clubs
 - c. College or University
 - d. Other grants or funding sources

Thank you for reading! Please feel free to reach out to me with any questions:
vicepresident@circlek.org.

Yours in Service,

Joey Cain

Circle K International Vice President