

Circle K International August-September 2020 Board Book

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Quantitative Goals Meeting Minutes

Wednesday, August 12 at 6 PM ET | Zoom

- I. Call to order by President Tana Early at 9:34 PM EST
- II. 2020-2021 CKI Board Goals
 - A. 10,000 Members
 - B. 485 Active Clubs
 - C. 135,000 Service Hours
 - D. \$40,000 Fundraised for WASH
 - E. 1,500 Interclub Events
 - F. 400 Attendees at CKIx 2021
- III. President Tana Early entertains a motion to accept the goals written above as the 2020-2021 CKI International Board Goals
 - A. Trustee Austin Underwood so moved
 - B. Trustee Hannah Spargur seconds
 - C. There is no discussion
 - D. The vote is unanimously in favor; the goals are adopted
- IV. Adjournment by President Tana Early at 10:03 PM EST

Qualitative Goals Meeting Minutes

Tuesday, June 30 at 8 PM ET | Zoom

I. Proposed 2020-2021 Circle K International Board Qualitative Goals:

Membership Development

Development of fellowship systems to encourage accountability and inspire networking among CKI members.

Look into viable partnerships that would give CKI members added member benefits.

Develop a speakers bureau for clubs and districts to enlist speakers from international.

Generate a survey for our general membership to see what aspects of personal/professional development, member benefits and other aspects of CKI they would like to see.

Strategic marketing kit: Provide list of COVID service project ideas to market the club. I.e. sanitation stations, handing out water bottles, etc.

Create membership challenges among sister districts.

Push for there to be a form that gives Key Clubbers the option to give their email to the CKI at their university.

Have Sister District events with Kiwanians and Key Clubbers (large service project or social)

Expansion of the Kiwanis Family Relation Program



Sustainability and Innovation

Forums from the International Board to talk about how we can make our clubs be more diverse, equitable and inclusive while learning about global social issues.

Increase Advocacy by adding definitions and district implementation guidelines.

Generate a list of signature projects that clubs do throughout the organization to give insight into different options for unique service projects and highlight them on multiple platforms.

Revamp the community needs assessment to be more user friendly and change to an online form.

- II. President Tana Early entertains a motion to accept the goals written above as the 2020-2021 CKI International Board Goals
 - A. Trustee Austin Underwood so moved
 - B. Trustee Tyler Kearns seconds
 - C. There is no discussion
 - D. The vote is unanimously in favor

August Board Meeting Minutes

Monday, August 17 at 4:30 PM ET | Zoom

- I. Called to order by President Tana Early at 4:32PM CST
- II. Kiwanis International President Art Riley Remarks
- III. Trustee Austin Underwood moved to amend and approve the Qualitative Goals Meeting Minutes, Agenda, and Quantitative Goals Meeting Minutes
 - A. Trustee Tyler Kearns seconded
 - B. There is no discussion
 - C. The motion passed unanimously
- IV. CKI Week
 - A. Video time TBD. Vice President Joey Cain will send out calendar invite next week
 - B. Challenges
 - 1. Trustee Maria Alejandra Landron & Trustee Mackenzie Steele have been working on challenges
 - 2. Each trustee will foster their own incentives
- V. CKI Sundays
 - A. Phired up will do the first one
 - B. Combine town halls and this
 - C. Third Sunday of the month at 8PM EST
 - 1. Vice President Joey Cain to send Calendar invites
 - D. Next one will be CKI Week Pep Rally
- VI. Governor Forums
 - A. President Tana Early: Possible breakout rooms
 - B. General collective: We would like to direct govs to other trustees when needed
- VII. Directives
 - A. Submit Trustee MRF | 5th of each month
 - B. Respond to your governors' MRFs | 20th of each month
 - C. Send out monthly update | last day of each month
 - D. Have a 1:1 meeting with each of your governors, if they are unopposed | last day of each month

- E. Have a group call with your governors, if they are unopposed | last day of each month
 - F. Host a sister district event | by the last day of each month
 - G. Keep your Outlook calendar up to date | at least two weeks out
 - H. Submit feedback for the board | As soon as you have comments or concerns
 - I. Everyone is in favor
- VIII. Trustee Austin Underwood moved to adjourn
- A. Trustee Hannah Spargur seconded
 - B. There is no discussion
 - C. Motion carried unanimously
 - D. Adjournment at 5:37pm EST

September Board Meeting Minutes

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

- I. Call to order by President Tana Early at 3:35PM CST
- II. Remarks by Key Club International President Alex Drahos
- III. President Tana Early entertains a motion to approve August Board Meeting Minutes & Agenda.
 - A. Trustee Austin Underwood so moved
 - B. Trustee Hannah Spargur seconds
 - C. There is no discussion
 - D. Motion passes
- IV. Remarks by Key Club International Vice President Caroline Bushnell
- V. WASH Goals & Events
 - A. President Tana Early entertains a motion to set 2020-2021 International Wash Goal at \$5,000.
 1. Trustee Austin Underwood so moved
 2. Trustee Tyler Kearns seconds
 3. No discussion
 4. Motion passes
 - B. President Tana Early entertains a motion to have a CKI Washathon on February 5-6.
 1. Trustee Austin Underwood so moved
 2. Trustee Tyler Kearns seconds
 3. No discussion
 4. Motion passes
- VI. International Events for Fall Semester
 - A. CKI Pep Rally
 - B. CKI Week
 - C. Town Hall in early October
 - D. Networking Event
 1. President Tana Early entertains a motion to have a networking event via zoom in November.
 - a) Trustee Tyler Kearns so moved
 - b) Trustee Hannah Spargur seconds

c) No discussion

d) Motion passes

VII. Trustee Austin Underwood moves to adjourn the meeting

A. Trustee Tommy Thach seconds

B. No discussion

C. Motion passes. The meeting is adjourned at 4:59PM CST.

Task Force Selection Meeting Minutes

Saturday, September 12 at 7:30 PM CT | Zoom

- I. President Tana Early entertains a motion to appoint Tyler Kearns as chair of the Alumni Task Force and appoint Chelsie Higdon, Jason Stewart, John Cano, Jennifer Hethcox, and Jose Leoncio as members.
 - A. Trustee Austin Underwood so moved
 - B. Trustee Maria Landron seconds
 - C. There is no discussion
 - D. Motion passes unanimously
- II. President Tana Early entertains a motion to appoint Jordan Peyton as chair of the Diversity, Equity, and Inclusion Task Force.
 - A. Trustee Austin Underwood so moved
 - B. Trustee Maria Landron seconds
 - C. There is no discussion
 - D. Motion passes unanimously
- III. President Tana Early entertains a motion to appoint Zarien Morris, Rachel Yang, Aira Dalusong, Taniya Bellamy, Alison Horn, Madeleine Eichorn, Alexis Nau, David Li, Jamal Long, and Darren Bennett as members of the Diversity, Equity, and Inclusion Task Force.
 - A. Trustee Austin Underwood so moved
 - B. Trustee Hannah Spargur seconds
 - C. Discussion on wording of the meeting minutes.
 - D. Motion passes unanimously
- IV. Trustee Ethan Arredondo moves to appoint Tommy Thach to the Diversity, Equity, and Inclusion Task Force.
 - A. Trustee Hannah Spargur seconds
 - B. There is no discussion
 - C. The motion passes unanimously

International President Update - Tana Early

Current Projects

- Getting Districts paired with their trustees and committees and task forces up and running
- Directing board members on tasks and special projects like the Zoom-mates program, CKI Mock Club Meeting and CKI Week 2020
- Organizing meetings and setting the year's agenda
- COVID-19 comprehensive toolkit
- Wrote articles as requested for district publication
- Facilitated weekly and Biweekly calls with KI staff and Kiwanis board councilor
- Created questions for and analyzed responses from Governor Monthly Report Forms (MRFs)
- Published 2 official I-Council update newsletters and sent several small updates and reminder emails
- Hosted two Governor Forums

Events & Meeting Attendance

- Met with all I-board members individually to pair them with their districts and committees
- Interviewed all committee chair candidates
- Indiana District Kiwanis Family Rally
- I-Board training
- Executive committee and I-Board meetings
- I-Board goal-setting sessions
- Key Club I-Board meeting
- Regular monthly calls to check on progress of all board members
- Alumni Task Force Meetings
- Diversity, Equity and Inclusion Task Force meetings
- Finance meetings with staff
- Weekly I-Board office hours


International Vice President Update - Joey Cain

Current Projects

- Getting Districts paired with their trustees and committees and task forces up and running
- Wrote articles as requested for district publications
- Facilitated weekly and Biweekly calls with KI staff and Kiwanis board councilor
- Sent out three District Secretary Treasurer Updates
- Planning for District Secretary Treasurer Discussions
- Finalized all committee chair and committee member applications
- Finalized committees and set quarterly directives
- COVID Dues Response
 - Assist with waiver requests
- Created organizational structure for committees
- Monitor directives and pace of each committee
- Global Inclusivity on Member Benefits and Finances
- CKI Week Resources & Implementation
- CKI Zoom-mates Implementation
- CKI Glimpse Partnership

Events & Meeting Attendance

- Met with all I-board members individually to pair them with their districts and committees
- Two District Secretary Treasurer Discussions
- Interviewed all committee chair candidates
- International Board Training
- International Board August & September Board Meetings
- Executive Committee Meetings
- International Board Goal-Setting Sessions
- Key Club International Board meeting
- Key Club Counterparts Meetings
- Key Club Kiwanis Family Relations Committee Meetings
- Kiwanis Counterpart Meeting

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- Finance Meetings with Michelle Study-Campbell & Lori Martin
 - Task Force Selection Meeting
 - CKI Webinar on Recruitment with the Social Excellence Project
 - CKI Week Pep Rally
 - Committee Chair Selection Meetings
 - Weekly I-Board office hours
 - Bi-Weekly Board Counselor Check-ins
 - Weekly Staff Calls
 - Met with all committee chairs and liaisons to discuss quarterly goals and directives
 - Six Committee Meetings
 - Thirty-four District Secretary Treasurer One/Two on Ones.
 - Kiwanis Mentorship Program Calls
 - Two Committee Chair One on Ones
 - Florida CKI District Board Meeting
 - Glimpse Meeting with CEO
 - Meetings with Unicef Representative
 - Kiwanis Lunch with a Leader
 - Discussion with Kiwanis Governing Documents Specialist

International Trustee Update - Mackenzie Steele

Current Projects

- Sister district Facebook page
- Charter support group on Facebook
- Club strengthening group on Facebook
- Collaborated with Maria to create the CKI Week challenges this year
- Reorganized the COVID resources to assist the governors (and created a few more)
- Met individually with each governor, had a group governor meeting, and a sister district office hours/social
- Created GroupMes for each district officer position for my sister districts
- Brainstorming for the Membership Committee this year

Events & Meeting Attendance

- 2:1 with Tana and Joey
- 2:1 with Sam and Jeff
- NJ Transition meeting with Jose
- All Board Training Sessions
- One on ones with all Governors (August)
- Committee Review with Tana and Joey
- Executive Committee Meetings
- 1:1 Transition call with Hannah
- Numerical Goals Discussion
- CKI Week Challenge Meetings with Maria
- Non-Numerical Goals Discussion
- August I-Board Meeting
- Group Governor Meeting
- CKI COVID Resource Session
- FL District Board Meeting Part 1 & 2
- August Governor Forum
- Committee Chair Interviews
- One on Ones with all Governors (September)
- MD&E Quad Meeting

- September Group Gov Call
- Rider University CKI Leadership Meeting
- One on Ones with Alissa McIntyre
- September I-Board Meeting
- Task Force Selection Meeting
- Meeting with Eri and UNICEF
- Indiana Kiwanis Family Conference
- New Jersey District Board Meeting
- MD&E Committee Meeting
- Mock Meeting Discussion
- Sister District Privilege Walk


International Trustee Update - Kaitlyn Carroll

Current Projects

- Sent newsletters
- Made a directory for my districts
- Made a Facebook group
- Picked a date for office hours and made a graphic for it
- Compiled resources for the new ambassadors for the service committee
- Worked on collaboration with Service & DEI
- Worked on collaboration with Service & GDA
- Trick or Treat for UNICEF
- Helped create major engagements calendar
- Compiled transition documents and made transitional materials for Service Ambassadors
- Helped with Mock Club Meeting

Events & Meeting Attendance

- Southwest August District Board Meeting
- KT's August District Board Meeting
- September Governor Group Call
- Service Committee Quad Meeting
- CKI Week Video Filming Meeting
- Service Committee Interviews
- September Trustee Office Hours
- Joey & Tana's Office Hours
- September I-Board Meeting
- Task Force Selection Meeting
- Southwest District Board Meeting
- UNICEF Meeting with Eri
- Deliberation Meeting with MDE Committee
- Tomorrow Fund Meeting
- Meeting Minutes & Notes Workshop
- Southwest DLSSP
- CKI Week Pep Rally

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- One-on-Ones with three Governors
 - September Governor Forum
 - Service Committee and DEI Task Force Collaboration Meeting
 - One-on-One with Southwest LTG Frida
 - First Service Committee Meeting
 - 2-on-1 with WASH Ambassador

International Trustee Update - Maria Alejandra Landron

Current Projects

- District and Club Officer Directives
- Gathered Charter Support Group Participants
- Created Social Media Channels for Sister Districts
- Assisted with District Board Concerns
- Hosted Club Officer Training
- Assisted with Strategic Expansion Plans
- CKI Week Promotional Videos
- CKI Week Challenges
- COVID 19 Recruitment Roundtable
- Sent out Trustee Updates
- Assisted with Policy Code changes
- Assisted with Charter Expansion Plans

Events & Meeting Attendance

- GDC Discussion
- 2:1 with Tana and Joey
- August International Board Meeting
- All meetings with my predecessors
- All meetings with my successors
- All Board Trainer Sessions
- Five Trustee Introduction Meetings
- CNH Board Meeting
- Committee Directives Discussion
- 2:1 with Jeff and Sam
- Numerical Goals Discussion
- CKI Week Challenge Meeting
- Non-Numeric Board Goals Continued Discussion
- Southwest District Sustainable Dialogue
- Global Development Discussion with Tyler
- Eastern Canada District Board Social
- August Governor Forum

- CKI Week Call with Mackenzie
- Committee Chair Interview Questions Review
- Club Officer Training with Colombia CKI
- Committee Chair Interviews
- Discussion with Capital Governor Maddie about Satellite Clubs
- Ohio District Board Meeting
- 1:1 with CNH Governor
- Eastern Canada District Free Rice Competition
- Meeting with Katherine and Tana
- Executive Committee Meetings
- CKI Week Challenge Follow-Up
- Colombia SLP Training
- Colombia CKI Kiwanis Family Event
- Ohio Charter Discussion with Colton
- CCORE CKI Group Governor Social
- Global Development Quad Meeting
- Monthly Check-Ins with Tana
- CKI Week Video Filming
- September I-Board Meeting
- Task Force Application Discussion
- GDC Discussion with Brandon
- CNH CKI District Board Discussion
- GDC Committee Interviews
- Rocky Mountain Board Meeting
- Five Governor Check-ins (September)
- Rocky Mountain Educational Club Training
- CKI Week Pep Rally
- CCORE CKI Recruitment Roundtable
- September Eastern Canada Board Meeting

International Trustee Update - Hannah Spargur

Current Projects

- Building relationships with Governors, DAs and District Boards
- Working on increasing member benefits and lowering costs
- Creating a Google drive for each district
- Getting district goal trackers together
- Meeting with counterparts
- Planning a Sister District Social as well.
- Assisting with Minnesota Dakotas & Wisconsin Upper Michigan Competition
- Building connections with Belgium-Luxembourg District for potential charters
- Planning two Key to College events with my counterparts
- Working on Kiwanis Family networking event
- Looking into ways to make our organization more inclusive regarding global clubs
- Created a lot of social media posts for the districts to use (committees, scavenger hunt, Key to College events, social, etc.)
- Setting up service project interviews
- Created a tracker for districts' MRF
- Recruiting for, planning for, and interviewing for committees and sending ideas to the R&D committee

Events & Meeting Attendance

- Tana and Joey's Office Hours
- WUM Governor Office Hours
- Virtual Recruitment Webinar
- Various club meetings
- Capital DCM
- WUM September Board Bonder
- WUM September Board Meeting
- MinnDak KDCON Social
- NE-IA September Board Meeting

- International Board Trainer
- Chair Interviews/Discussions
- NE-IA K-family Instagram Live and Zoom Session
- September Governor Forum
- COVID Brainstorming Session
- WUM District Board Social
- Capital International Counterparts Meeting
- Capital Roundtables
- GDA 1:1 with Leah
- GDA Quad meeting
- Four Governor One on Ones (September)
- NED September District Board Meeting
- GDA interviews
- September International Board Meeting
- New England International Counterparts Meeting
- Task Force Selection Meeting
- CKI Webinar on Recruitment with the Social Excellence Project
- Meeting Minutes Workshop
- Policy Code Change Discussion with CNH
- CKI Week Pep Rally
- September Governor Forum
- NE-IA September District Board Meeting
- September Sister District Governor Call
- Capital September Presidents Council Meeting

International Trustee Update - Tommy Thach

Current Projects

- Sister District Service-Social Hour
- Assist with Fall Event Planning for Districts
- Planning to host a DEI Workshop at Fall Events
- Assist with Member Recognition Night planning for Minnesota Dakotas Fall Event

Events & Meeting Attendance

- Governor One on Ones (August)
- August International Board Meeting
- September International Board Meeting
- August Governor Forum
- Caribbean August District Board meeting
- Caribbean Club Building Workshop
- Cari' Vibes Fellowship Session
- Texas-Oklahoma's Weekend Officer Training
- Ten meetings within the CNH District
- Four CNH District Service Sessions.
- Alabama District Event
- Minnesota Dakotas District Event
- Caribbean District Events
- One on Ones with CKIx Planning Chair
- DEI Task Force Meetings

International Trustee Update - Tyler Kearns

Current Projects

- Working on aesthetic of the Sister District Facebook Page
 - Governor Intro Series
 - Service series that clubs between Sister Districts can collaborate on
- Planning for the year with Research & Development Committee
- Planning for Sister District Governor Events
- Working on Membership Charts and Charter Tracking Worksheets for Sister Districts
- Monthly Newsletters
- Creating resources that

Events & Meeting Attendance

- PNW August District Board Meeting
- Carolinas August District Board Meeting
- August International Board Meeting
- International Clubs Discussion
- Potential Partnerships Discussion
- PNW September District Board Meeting
- September International Board Meeting
- CKI Week Pep Rally
- R+D Committee Meeting
- Alumni Task Force Meetings
- CNH Metro DCM

International Trustee Update - Austin Underwood

Current Projects

- Helped with district bylaw updates and helped organize raffle for La-Miss-Tenn
- Wrote the backend process for Zoom-mates
- Working on the Finance Committee Structure and Goals
- Planning Sister District events
- Planning first gov group call
- Making email templates
- CKI Week Promotional Videos
- Planning for District Holiday Events

Events & Meeting Attendance

- Governor One on Ones (August)
- Michigan September District Board Meeting
- International Board Training Sessions
- August International Board Meeting
- Executive Committee Meetings
- Zoom-mates Directive Calls
- Finance Meetings with Past Chairs
- Meetings with all Trustee predecessors
- Recruitment Discussion with Southwest Recruitment LTG
- Georgia District Events
- Weekly office hours on zoom
- Kiwanis Club Meetings
- August Secretary Treasurer Discussion
- Michigan CKI member-pairing event
- August Governor Forum
- Meeting for committee selections
- CKI Webinar on Recruitment with the Social Excellence Project
- Sister District DEI Call
- Southwest DLSSP
- Committee Member Interviews

- Finance Committee Meetings
- Task Force Selection Meeting
- Michigan September District Board Meeting
- Call with UNICEF and Eri
- Georgia District Governor Office Hours
- One on Ones with LMT LTGs
- Ohio Kiwanis Convention
- Ohio CKI Fall Rally
- Ohio Kiwanis Foundation Meeting
- CKI Week Pep Rally
- Southwest Key Club Recruitment Call
- September Governor Forum
- LMT Raffle Calls
- One on Ones with Governors (September)

International Trustee Update - Ethan Arredondo

Current Projects

- Building Relationships with Governors
- Planning for Kiwanis Family Relations Committee
- Planning for Sister District Events

Events & Meeting Attendance

- Georgia District Socials
- New York District Webinar
- August International Board Meeting
- Georgia September District Board Meeting
- Kansas September District Board Meeting
- September International Board Meeting

International Committee Update

International Committee Chairs and Members were selected throughout the month of September. Listed below are the 2020-2021 International Committees:

Global Development Committee

Chair Brandon Ramirez – CNH

Erick Morocho – New York

Edwina Sofia Paredes – WUM

Nancy Mi – Illinois Eastern Iowa

Sarah Kamara – Florida

Service Committee

Chair Matt Wade – Florida

Angeline Inocentes – Southwest

Ariana White – Alabama

Kyle Lank – New Jersey

Laura Rabel – West Virginia

Mayra Gonzales Guzman – Florida

Governing Documents & Awards Committee

Chair Leah Reiser – Georgia

Ryan Tan – CNH

Aaron Pina – CNH

Alexis Aldhizer – Ohio

Alison Lunny – New England

Kiwanis Family Relations Committee

Chair Annamarie McGuire – Ohio

Zachary Kahn – New England

Shania Relucio – CNH

Lauren Quadir – New Jersey

Deanna Kreinbring – Florida

Katelyn Van Buren – WUM

Research & Development Committee

Chair Emily Fox – Kentucky Tennessee
Reagan Robinson – Alabama
Jackson Traas – Minndak
Emily Reale – CNH
Kai Jun Ma – Western Canada

CKIx Planning Committee

Chair Isabelle Wang – New York
Chelsea Jordan – Caribbean
Joan Cheng – New York
Hanna Lam – CNH
Maksym Radzivilo – New York
Bon June Koo – New York

Membership Development & Education Committee

Chair Alissa McIntyre – Southwest
Deanna Fischer – Eastern Canada
Ronan Van Putten – Caribbean
Brooke Steeno – WUM
Jonathon Ngo – NCH

Finance Committee

Chair Amanda Lang – Georgia
Annika Hentz – Wisconsin-Upper Michigan
Nicholas Rei – New York
Meit Dave – Florida
Liz Sevigny – New England

Thank you for reading and have a great year of service. Please feel free to reach out to me with any questions: vicepresident@circlek.org.

Yours in Service,

Joey Cain

Circle K International Vice President