

# Circle K International February-March 2021 Board Book

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## February International Board Meeting Minutes

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Thursday, February 25 at 5:30 PM ET | Zoom

- I. President Tana Early calls the meeting to order at 4:32PM CST
- II. President Tana Early entertains a motion to approve the agenda and the Winter Board Meeting Minutes
  - A. Trustee Tyler Kearns so moves
  - B. Trustee Hannah Spargur seconds
  - C. No discussion
  - D. Motion carries
- III. Awards
  - A. The discussion of awards has been redacted. This section will be released in the first Board Book following June 25th, 2021. Please reach out to International Vice President Joey Cain ([vicepresident@circlek.org](mailto:vicepresident@circlek.org)) with any questions.
- IV. CKIx Update
  - A. The discussion of CKIx has been redacted, and will not be released. Please reach out to International Vice President Joey Cain ([vicepresident@circlek.org](mailto:vicepresident@circlek.org)) with any questions.
- V. Open Floor
  - A. Director Jeff Harris: there were 214 voting delegates in Orlando
  - B. Director Jeff Harris: I got a call from Kiwanis Governor Elect in West Virginia
    1. He is quite enthused about CKI--6 clubs that he is working with to charter
    2. Board Counselor Cathy Szymanski: Very close to West Virginia--Cathy is there to help.
- VI. Goals Update
- VII. GATC
  - A. Modules
  - B. Agenda is finished and will be sent out shortly
- VIII. Awards
  - A. Graphics made for awards--they will be sent out soon. [circlek.org/awards](http://circlek.org/awards).

- IX. President Tana Early entertains a motion to adjourn the meeting at 6:20PM CST.
- A. Trustee Hannah Spargur so moves
  - B. Trustee Tyler Kearns seconds
  - C. No discussion
  - D. Motion carries

## March International Board Meeting Part 1 Minutes

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Sunday, March 14 at 5 PM ET | Zoom

- I. President Tana Early calls the meeting to order at 4:01 PM CST
- II. International Convention
  - A. Updates
    1. Kiwanis will be staying in Salt Lake City
    2. Executive committee believes Salt Lake City is the way to go based on increase in capacity
    3. How will the virtual component go—will it be different?
    4. Kiwanis is investing a lot of money into an online platform—we can utilize this when they are not using it
    5. \$3000 per day to stream online
    6. Kiwanis will charge \$3/member to use the platform
    7. District Bylaws—could be shortened to 45 days
  - B. Option 1:
    1. We will need to check to see if this is viable with Roberts Rules of Order
  - C. Option 2:
    1. Is it possible to have people vote who are not present at the convention
    2. We can allow for a peanut gallery in person and remote for those who are not governors
  - D. Option 3:
    1. Will need to see if SimplyVote is reasonable
    2. CKI allows for the ICM to pass amendments whereas KI does not
    3. We need to be as demographically representative of our organizations
    4. Hannah: if we hold it in the morning we do not need to worry about international Time zones
  - E. Open floor on Convention
  - F. Trustee Tyler Kearns: members stood by us through this pandemic—we need to show them that we care about them. If we

can give a voice to the members, it needs to be our priority. We need to run with the small chance

- G. Trustee Kaitlyn Carroll: it's not their fault they can't come to the US. Why is a hybrid ICM the way to go?
- H. President Tana Early: we would be excluding international clubs but still allow for members' voices to be heard.
- I. Director Jeff Harris: to have a HOD we need 150 delegates. We risk not having a HoD in salt lake. We will not be able to elect officers or risk not having
- J. Point of information: we fall back on the ICM—we will not miss the official business
- K. Which committee should we send this off to:
  - 1. Exec + the trustees
- L. Trustee Alissa McIntyre: the governors do not always represent what the clubs and members truly want. Relying on the governors is not the best plan. Having it as a backup is the way to go.
- M. Executive Director Michelle Study-Campbell: KI is getting rid of their rooms. KI board needs to ratify a cancellation of our convention.
- N. Vice President Joey Cain: we are dedicated to going to SLC
- O. Executive Director Michelle Study Campbell: think about the international clubs
- P. Trustee Kaitlyn Carroll: SLC is a month earlier
- Q. Director Jeff Harris: we need to make a decision, Mike Downs is emailing Jeff "right now."
- R. Trustee Maria Alejandra Landron: I think we should vote right now on Salt Lake City
- S. Trustee Austin Underwood: moves to move our convention or leadership conference to Salt Lake City pending decision on the format at a later date.
  - 1. Director Jeff Harris: friendly amendment to add the dates: June 24-26.
  - 2. Trustee Maria Alejandra Landron seconds
  - 3. Discussion:
    - a) Ethan: What do we have to decide today?
      - (1) Executive Director Michelle Study-Campbell: we would like to know what kind of format we would

like. How many rooms would we like to commit to.

(2) Director Jeff Harris: we can talk about the motion on the other side.

(3) President Tana Early: we would like to have as many people there as possible

4. Motion carries unanimously

T. Director Jeff Harris: some of this got lost in the presentation. The idea of the ICM was so that we could do the governance in the emergency pandemic situation. We are on the hook for all of the hotel rooms

U. Executive Director Michelle Study-Campbell: miss the mark by 25 rooms and we will be liable for all of them.

V. Trustee Alissa McIntyre: moves to table to the next board meeting

1. No second

2. Motion fails

W. Vice President Joey Cain: why don't we do HoD? We are representing the members in this organization. We need to do everything that we can to give them a voice.

X. Trustee Tommy Thach: what logistics will affect the CKIx committee?

1. Tana: we can consider the Kiwanis schedule to work around. Staff does not know when it will be finalized.

Y. Trustee Hannah Spargur: how large is KI and KCI ICMs

1. Michelle: they are about the same.

2. Hannah: if we do have a HoD our terms would end at different times

Z. Trustee Austin Underwood: I would like to move to refer this to the executive committee.

1. Maria: I agree

AA. Trustee Austin Underwood: we are talking in circles. Let's get some data and logistics behind everything we are doing.

BB. Trustee Tyler Kearns: can we include the other trustees that were working on other trustees

CC. Trustee Austin Underwood: Point of clarification. Can we push matters to a non-standing committee?

1. Trustee Austin Underwood: Clarifying: cannot push to a non standing committee

DD. Trustee Ethan Arredondo: can we redecide soon?

EE. Executive Director Michelle Study-Campbell: it is better to add rooms.

FF. Trustee Maria Alejandra Landron: Comment is called out of order. Calling to question.

1. Motion carries. This will be referred to the executive committee.

III. Open floor:

A. Trustee Ethan Arredondo: do we need to vote on a call to question?

1. The previous is nullified

a) Motion carries to vote: Should the discussion be referred to the Executive Committee?

b) Vote ends in a tie.

c) Point of clarification: we need a roll call vote. The previous vote is nullified.

d) Roll Call vote:

(1) Vice President Joey Cain: Nay

(2) Trustee Austin Underwood: Yay

(3) Trustee Maria Alejandra Landron: Yay

(4) Trustee Alissa McIntyre: Nay

(5) Trustee Ethan Arredondo: Nay

(6) Trustee Hannah Spargur: Nay

(7) Trustee Tommy Thach: Yay

(8) Trustee Kaitlyn Carroll: Nay

(9) Trustee Tyler Kearns: Nay


e) Motion fails

B. Director Jeff Harris: Only thing that we have right now as a feasible option is Option 2.

C. Trustee Ethan Arredondo: option 2 is the best option. We can commit to 75 rooms and let's vote on it now.

D. Vice President Joey Cain: we should do everything in our power to give the option for members to vote.



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- E. Trustee Ethan Arredondo: can we just decide to commit to rooms now?
  - F. Point of information: how many people can be in a room
    - 1. Director Jeff Harris: 2
  - G. Point of information: do we need to decide on the number of rooms right now?
    - 1. The rooms need to be determined on Friday
  - H. Trustee Alissa McIntyre: the only option that has truly been discussed is option number 2, we are alienating an option of a house of delegates. We need more information to make a decision.
  - I. Trustee Tyler Kearns: we recommend this to look more into by an ad Hoc committee created by us. The motion failed because it was for the executive committee and it is clear the opinions of the executive committee do not reflect those of the board.
    - 1. Trustee Austin Underwood: it needs to be a standing committee
    - 2. Trustee Tyler Kearns: would be comfortable if we reconsidered with reference to XYZ parties
      - a) Director Jeff Harris: let's have staff look into this Jeff will get them answered and come back to us.
    - 3. Trustee Ethan Arredondo: can we make a motion for when we will reconvene.
      - a) President Tana Early: when staff comes back with tangible numbers and we can vote by vote by email
    - 4. Trustee Kaitlyn Carroll: don't think we have discussed all of the options thoroughly
      - a) President Tana Early: let's get staff a couple of days to get the information and we can see where everyone is at.
    - 5. Director Jeff Harris: if you are in the United States you are included, if you aren't then you're not
      - a) Vice President Joey Cain: so let's do everything we can to make sure that they are included, and bring HoD online so that everyone can participate regardless of their financial status.

6. President Tana Early: Leah and Staff look into feasibility by Wednesday and we will look further into it then. A formal motion is not necessary.
  - a) No opposition.
  - b) Leah will look into Robert's Rules. Staff will look into logistics.
- J. Trustee Tyler Kearns: when KI met last year for their ICM; how did they did not vote
  1. President Tana Early: timeline about releasing news regarding Salt Lake City.
    - a) Jeff: KI needs to decide first
- IV. President Tana Early entertains a motion to adjourn at 5:23PM CST
  - A. Vice President Joey Cain so moves
  - B. Trustee Maria Alejandra Landron seconds
  - C. No discussion
  - D. Motion carries

## March International Board Meeting Part 2 Minutes

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Friday, March 26 at 7:00 PM ET | Zoom

- I. President Tana Early calls the meeting to order at 6:05PM EST
  - II. Goals - ELC
    - A. 244 In Person
    - B. 250 Virtual
    - C. President Tana Early entertains a motion to remove our CKIx goal and reinstate the above goals
      1. Trustee Hannah Spargur so moves
      2. Trustee Austin Underwood seconds
      3. No discussion
      4. Motion carries
  - III. Dues Waivers
    - A. Please follow up with the clubs that have not kept track. They will go inactive if they have not made an effort.
    - B. They were extended to be given more time through October 1st
  - IV. Strategic Planning
    - A. Will be continuously updated by different boards
      1. The board will set the next years quantitative goals
    - B. Still gives the board the opportunity to give their long term vision
- Trustee Tyler Kearns joins the meeting
- C. Quantifying member experience
      1. Attendance at virtual events is difficult to quantify
      2. Continuously have member experience survey
      3. More candidates running at international convention
  - V. Reminders for the rest of the year
    - A. GATC Updates
  - VI. ELC
    - A. Must be there by Tuesday at 12PM
    - B. We will be holding our final board meeting
    - C. Waiting for Kiwanis to solidify their agenda for us to solidify ours
      1. Will use the free rooms for our sessions

- D. Service
    - 1. Will need to be creative
    - 2. Lets see if we can do an in house service project
    - 3. Kit in a bag prior to it
- VII. Events
  - A. Key Club Senior Night
    - 1. Breakout rooms
      - a) Will need extra people to lead the breakout rooms
    - 2. April 18th at 8PM EST
  - B. Personal Finance Webinar from Edward Jones
    - 1. May 19th at 8PM EST
  - C. Advocacy Workshop
    - 1. Early June
    - 2. How to plan advocacy based service projects
    - 3. Community Analysis Revamp
    - 4. Targeted at Club Officers with Service Institute
- VIII. Open Floor
  - A. Are we happy with the track of our board? Any other things we should work on for the remainder of our terms
    - 1. Zoomates 2.0. April 1st launch
      - a) Got the staff go-ahead
      - b) Pairing individuals who are going to ELC
- IX. President Tana Early entertains a motion to adjourn the meeting at 6:50
  - A. Trustee Tyler Kearns so moves
  - B. Trustee Austin Underwood seconds
  - C. No discussion
  - D. Motion carries

## International President Update - Tana Early


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### Current Projects

- GATC Planning- setting up the pre-GATC training modules and coordinating who will speak at which panels, who is giving what presentations, solidifying the agenda, finalizing the handbook
- Prepping new governors- sending emails to welcome all new governors, set up a linktree for them and new I-council GroupMe
- Discussions on CKIx
- Discussions on strategic planning
- Finalizing all pieces of GATC
- making decisions on CKI
- working to formalize strategic plan
- speaking at DCONs
- Wrote articles as requested for district publications
- Created questions for and analyzed responses from Governor Monthly
- Report Forms (MRFs)
- Published monthly Governor Updates

### Events & Meeting Attendance

- 4 office hours sessions (each Wednesday of the month)
- 4 Weekly staff calls
- Met with all 8 trustees for performance evaluations
- 4 check ins with Vice President
- bi-weekly check ins with board councilor
- bi-weekly check ins with alumni task force chair
- bi-weekly check ins with DEI task force chair
- 2/2 meeting to review policy code
- 2/7 service committee check in
- 2/10 check in on COVID-19 support school training
- 2/11 COVID-19 support school training run through
- 2/18 KFR/MDE discussion
- 2/22 executive committee call
- 2/13 I-board collaboration session
- 2/25 February I-board meeting
- 2/27 Ohio Virtual DCON
- 2/27 WUM Virtual DCON

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- Met with all 8 trustees in monthly 1:1s
  - 4 office hours sessions (each Wednesday of the month)
  - 4 Weekly staff calls
  - 4 weekly check ins with Vice President
  - Bi-weekly check ins with Alumni Task force chair
  - Bi-weekly check ins with Trustee Ethan
  - Bi-weekly check ins with DEI task force chair
  - Bi-weekly check ins with KI board counselor
  - 3/3 call with Sam
  - 3/4 CKIx check in
  - 3/4 alumni task force meeting
  - 3/5 Caribbean DCON
  - 3/6 Alabama DCON
  - 3/6 T-O DCON
  - 3/6-3/7 WASHATHON
  - 3/6 CKIx check in
  - 3/8 strategic planning session
  - 3/11 Exec call
  - 3/11 Meeting with KCI president
  - 3/14 I-board meeting
  - 3/18 exec call
  - 3/24 strategic planning call
  - 3/26 I-board meeting
  - 3/26 governor forum
  - 3/28 GATC run through
  - 3/31 CKI new years party

## International Vice President Update - Joey Cain


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### Current Projects

- Prioritizing member involvement at Circle K International Convention
- Collaborating 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
- 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
- Assisted in planning for the International Council Meeting
- Prepared all records for official meetings

### Events & Meeting Attendance

- |  |  |
|--|--|
| • February Executive Committee Meeting           | • Bi-Weekly Board Counselor Check-ins          |
| • February International Board Meeting           | • Weekly Staff Calls                           |
| • February Trustee Collaboration Session         | • District Secretary Treasurer One/Two on Ones |
| • Key Club Counterparts Meetings                 | • March Executive Committee Meeting Part 1     |
| • Finance Meetings with Kiwanis Staff            | • March International Board Meeting Part 1     |
| • COVID Support School Session                   | • March Executive Committee Meeting Part 2     |
| • President & Vice President Weekly Office Hours | • March International Board Meeting Part 2     |

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- March Trustee Collaboration Session
  - March Governor Forum
  - CKIx Discussions
  - Dues Discussions
  - Strategic Planning Discussions
  - GDA Amendment Check ins
  - Policy Code Restructure Intro Meeting
  - Committees
    - Assisted in directive planning and initial implementation
    - Attended majority of committee meetings for all eight committees
    - Report on committee progress when necessary to Kiwanis International Staff
  - GATC Preparation Meetings
  - Wisconsin Upper Michigan District Convention
  - New York District Convention
  - Pennsylvania District Convention
  - KFR/MDE Committee Discussion
  - WASHATHON



## International Trustee Update - Alissa McIntyre

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### **Current Projects**

- Get acquainted with Districts
- Implementation of Key Club Recruitment Program
- Transitioning into the new role
- Formatting ways for a streamlined transition for Governors.
- Creating a “one stop shop” folder for sister district governors.
- Working to solidify the KFR and MD&E Merger

### **Events & Meeting Attendance**

- |  |  |
|--|--|
| ● Winter Board Meeting                   | ● WASH-A-Thon  |
| ● 4 MD&E committee meetings              | ● Meeting with Austin about Key Club Recruitment Program |
| ● 1 subcommittee meeting                 | ● 1:1 with Tana  |
| ● 4 2:1s with Joey and Tana              | ● 1:1 with Joey  |
| ● 1:1 with Austin                        | ● 2 joint committee calls                                |
| ● 1:1 with Joey                          | ● Four chair/liaison calls                               |
| ● February Board meeting                 |  |
| ● February Trustee Collaboration session |  |

## International Trustee Update - Kaitlyn Carroll

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### Current Projects

- Helping governors plan for DCON
- Giving Governors resources for DCON and HOD
- Working with DEI task force and R&D on Community Analysis revamp
- Regularly meeting with CKIx on Day of Service planning
- Helping mental health ambassador with service newsletter
- Attended Illinois-Eastern Iowa DCON
- Gave a presentation on the service initiatives and sustainable service
- Acted a Parliamentarian at K-T House of Delegates
- Gave a speech about what's going on with international
- Attended Southwest DCON
  - Led a breakout room during caucusing
  - acted as Parliamentarian during House of Delegates
  - participated in their WASH fundraiser
- Communicated with Southwest' LTG-at-large about one of their club's submitting a dues waiver
- Assisted in planing West Virginia's DCON by helping decide which service projects they'll be doing and coming up with ideas for experience kits they will be sending to all who register for DCON
- helped West Virginia solve their MRF problems.
- co-planning Kentucky-Tennessee DCON with Emily and making social media posts for it; I have also been regularly contacting their DA on our planning progress.
- Created a new governor preference form and have contacted my new governor's since they were elected.
- Held sister district office hours and sent my newsletter.
- Assisted in planning the March Water Madness Mixer event on March 22nd by helping with the plans for the event and social media promotion.
- Community Analysis revamp and have consulted with DEI Task Force Chair Jordan and R&D Chair Emily on questions to include and formatting options.

- Attended a collaboration call between DEI and the Service Committee, where we discussed hosting a joint advocacy workshop in June and a social media campaign that we want to have throughout the month of June to advertise the workshop.
- Finished updating our 2021 major engagement dates calendar.

### **Events & Meeting Attendance**

- January I-Board Meeting Part 1 1/7
- Service Committee Meeting 1/10
- Southwest District Board Meeting 1/10
- K-Family Networking Event 1/13
- DEI and Service Committee Collaboration Call 1/16
- Service Committee Check-In w/Matt 1/16
- January Gov Forum 1/16
- Illinois-Eastern Iowa District Board Meeting 1/16
- New Trustee Election 1/17
- 1-on-1 w/Emily 1/17
- Tomorrow Fund Meeting 1/18
- 1-on-1 w/Josh 1/18
- 1-on-1 w/WASH Ambassador Kyle 1/22
- International Council Meeting 1/23
- Service Committee Meeting 1/24
- I-Board Social 1/24
- Governor Group Call 1/28
- Winter Board 1/29-1/31
- CKIx and Service Committee Collaboration Call 1/29"2-on-1 w/WASH Ambassador Kyle 2/1
- FSU CKI Meeting 2/2
- West Virginia District Board Meeting 2/6
- Southwest District Board Meeting 2/6
- Service Committee Check-In w/Joey 2/7
- DEI x Service Committee Collab Call 2/8
- Service Committee Meeting 2/10
- 1-on-1 w/Laura 2/11
- Sister District Office Hours 2/11
- Service Committee Work Day 2/12
- Service Committee Work Day 2/16
- FSU CKI Meeting 2/16
- 1-on-1 w/Tana 2/18
- FLACKI DCON 2/19-2/21
- Service Committee Meeting 2/21
- I-Board Collaboration Session 2/23
- February I-Board Meeting 2/25
- 1-on-1 w/Josh 2/25

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- Southwest DCON 2/26-2/28
  - Illinois-Eastern Iowa DCON 2/27
  - Illinois-Eastern Iowa District Board Meeting 2/28
  - 1-on-1 w/Emlly 2/28
  - February Gov Forum 2/28"

## International Trustee Update - Maria Alejandra Landron


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### **Current Projects**

- Hosted the final training for the Cool School Training
- Helped with the COVID-19 School
- Created Public Relations Kit for Ohio, Rocky Mountain, and Eastern Canada that included email templates, logos, Facebook headers, etc.
- Worked with Colombia to finalize the final step of the strategic plan and their growth with community clubs
- Worked with Kat to plan board bonder for CNH Board including creating Jeopardy Night for them
- Helped with GATC training via Exec
- Helped Austin with WASH-a-Thon call/prep
- Sent out trustee newsletter
- Helped Rocky Mountain make their DCON plan
- Worked with Eastern Canada's charter plan
- "Plans with Erick and Ethan over LATAM Conference (this honestly fell through).
- Worked on presentation and presented for the struggle school
- Responded to all Governor MRFs
- Worked on Trustee newsletter
- Presented workshop at Eastern Canada DCON on Professional Development
- Made myself available to charter presidents and board members to answer any charter question
- Planned GATC with the Executive Committee
- Submitted International Club Video for GATC
- Submitted CKI address for CNH DCON
- Finalized the creation of Rocky Mt's PR Kit for DCON promotions
- Went over transition materials/successor planning with all governors

### **Events & Meeting Attendance**

- |                           |                     |
|---------------------------|---------------------|
| • January I-Board Meeting | • Exec Call         |
| • GDC Meeting             | • Colton One-on-One |

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- Cool School Training Finance Session
  - CNH Governor District Board Planning Call
  - Governors' Forum
  - New Trustee Board Meeting
  - Ohio CKI Board Meeting
  - Cool School Training Sustainability/Final Session
  - Ohio Candidate's Meeting
  - CNH Board Bonder
  - Call with Tana
  - WASH-a-Thon meeting
  - GDC Meeting
  - International Council Meeting
  - Ohio Colton One-on-One
  - EC January One-on-One
  - Eastern Canada Club Charter Meeting
  - Colombia One-on-One
  - I-Board Game Night
  - 2:1 GDC with Sofia
  - CCORE Governor Meeting
  - Molly One-on-One
  - 2:1 GDC with Nancy
  - Winter Board Meeting
  - GDC January Social
  - Call with Colombia DA"
  - "Call with NJ CKI Lieutenant Governor to talk about chartering (Governor Kyle reached out to me and asked for support on this).
  - GDC Meeting
  - Rocky Mt. Board Meeting
  - Midyear Review
  - Struggle School Brainstorm
  - Eastern Canada DCON
  - Eastern Canada Call with Deanna
  - Dues Waiver Support School
  - 1:1 with Tana
  - Feb Exec Meeting
  - I-Board Collab Session
  - Rocky Mt. Molly Transition Call
  - Ohio DCON
  - Ohio Check-In
  - February CKI Board Meeting
  - GDC Meeting
  - Colombia Check-In

## International Trustee Update - Hannah Spargur

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### Current Projects

- working on bylaw amendments, the K-Family Networking Event, and catching up with the districts I work with
- planning a New Year Event
- creating social media posts celebrating district accomplishments (with the goal of motivating officers to push through the end of the year)
- Making informational posts about tracking service hours
- working on bylaw amendments
- Planning transition meetings for incoming governors.
- Helped with any necessary prep for DCONs.

### Events & Meeting Attendance

- |                                 |                                 |
|---------------------------------|---------------------------------|
| • New England Board Meeting     | • Wisconsin-Upper Michigan      |
| • I-Board Meeting               | February Board Meeting          |
| • GDA Committee Meetings        | • Bi-Weekly Office Hours        |
| • GDA Work Session              | • Capital Board Meeting         |
| • Trustee Election              | • GDA Committee Meetings        |
| • K-Family Networking Event     | • GDA Work Session              |
| • WUM Board Bonder              | • Midyear Review                |
| • Governors Forum               | • Dues Waiver Support School    |
| • Governor 1:1s                 | • Minnesota-Dakotas DCON        |
| • January Governors Call        | • New England DCON              |
| • Bi-Weekly Office Hours        | • New York Key Club Divisional  |
| • New York Young Professionals  | Rally                           |
| Kiwanis Meeting                 | • I-Board Collaboration Session |
| • International Council Meeting | • February I-Board Meeting      |
| • Debrief on K-Family           | • Wisconsin-Upper Michigan      |
| Networking Event                | DCON                            |
| • Capital Divisional Council    | • Wisconsin-Upper Michigan      |
| Meeting"                        | New/Old Board Meeting           |

## International Trustee Update - Tommy Thach

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### Current Projects

- DEI Work, Transitional materials and board education
- Conducting multiple workshops for many clubs on the smaller level
- Created several documents to send out to the new district board members to gauge them on what resources they would like to see, what are some things International could do for them, as well as contact information from their counterparts from the sister district.
- working on a presentation for Diversity, Equity, and Inclusion along with trying to plan out a table talk discussion.

### Events & Meeting Attendance

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| • Committee 2-on-1s                  | • DEI Task Force                   |
| • 2 CSULB CKI Meetings               | • 2 DEI Task Force Meetings        |
| • 2 CSUF CKI Meetings                | • 4 Club Meetings                  |
| • 2 OCC CKI Meetings                 | • 1 CKIx Fundraising Meeting       |
| • 1 Caribbean District Board Meeting | • 1 CKIx Service Meeting           |
| • 1 Caribbean District social        | • 2 CKIx Committee Meetings        |
| • 1 CKIx COmmittee Meeting           | • 1 CKIx Check Up                  |
| • K-fam Networking                   | • CNH CKI DLSSP                    |
| • Trustee Election                   | • CMU CKI Meeting                  |
| • International board weekend        | • UWI CKI Meeting                  |
| • CSULB CKI streaming                | • Caribbean VPA/President Workshop |
| • UCI CKI Elections                  | • CMU CKI President Workshop       |



## International Trustee Update - Tyler Kearns

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### **Current Projects**

- Sister District Advocacy Days
- Sister District Spring Start Up Kit
- DCON Speeches/ Videos
- Alumni Task Force Finances/ Networking+Programming
- Alumni Task Force Event Sponsorship Possibilities
- R+D Nov. Survey Report
- R+D Nov. Survey Data Organization
- R+D Apr. Survey Questions
- Member Benefit Partnership Proposals
- Service Partner Proposals
- GATC Fellowship
- GATC Training Modules
- NY DCON Workshop w/ Ethan
- Service Year Kickoff
- Transition Events
- Earth Day Event
- Partnership Proposals
- WASH 6K Challenge
- World Forest Day Event (maybe?)
- Advocacy Days
- Alumni Task Force Duties

### **Events & Meeting Attendance**

- Carolinas District Board Meeting
- -PNW District Board Meeting
- -Alumni Task Force Meeting
- WASH-a-thon Brainstorming Meeting
- I Board Social Night
- January ICM
- CKIx and Finance Committee Collab Session
- Alumni Task Force X KFR Committee Meeting
- January International Board Meeting Pt. 1
- Every Session of the January International Board Meeting

- Tana and Joey Office Hours (x2)
- Alumni Task Force Check Ins
- New International Trustee Election
- Sister District Spring Start Up Kit Release
- Sister District Rebrand Release
- NYD Committee Meetings
- Home Club Meetings
- Sister District Advocacy Days"
- WeCan DCON
- Carolinas DCON

- PNW DCON
- February I Board Meeting
- PNW February Board Meeting
- Carolinas Board Meeting
- February Gov Forum
- WASHATHON
- R+D Committee Meetings
- Alumni Task Force Meeting
- NYD Recruitment and Retention Workshop
- Office Hours

## International Trustee Update - Austin Underwood


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### Current Projects

- WASH-A-Thon
- Key Club email pairing coding
- Kiwanis family networking event
- CKIx grant fund
- New finance proposal
- CKI Zoommates 2.0
- DCON prep and transition

### Events & Meeting Attendance

- 4 Executive Calls
- Cool School club training presentation
- CKI Finance Task Force Subcommittee meetings
- CKI Finance Calls
- January I board meeting pt 1 & 2
- K-family Networking Event
- Calls with Every International Trustee Candidate
- PACK Board meetings
- Governor Forum
- New Trustee Election
- WASH-A-Thon calls
- ICM
- New Jersey District board call
- Ohio Kiwanis Division 10s meeting and presentation
- Office Hours
- I-board Game night
- CKIx & Finance Calls
- All Winter board calls
- INCKI Gov Support calls
- Sister District Group Governor Call
- 1 on 1 gov calls with all gov's
- Key club pairing call with Alissa
- International trustee question calls
- New Charter call with NJ LtG"
- CKIx/Finance Call
- CKI Taskforce Call X2
- CKI Finance Committee X2
- 3 of Tana's Office Hours
- Service committee meeting
- Dues Waiver Support Call prep
- Dues Waiver Support Call
- 1:1 with tana
- LMT DCON
- February Exec Call
- Iboard Collaboration call
- February Board Meeting Call
- Ohio DCON

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- II DCON
  - INCKI DCON
  - SW DCON
  - PACKI Spring Fling
  - DEI/Finance Call
  - Finance special  
workcall/planning
  - pre-WASHATHON calls

- NJ DCON
- WASHATHON
- CKIX conversation
- Kiwanis talks
- PACKI Board meetings
- LMT Board Meeting

## International Trustee Update - Ethan Arredondo

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### **Current Projects**

- Planning for the rest of the term
- Working with districts to prepare for transition
- Assisting with KFR and MD&E merger

### **Events & Meeting Attendance**

- |   |                           |
|---|---------------------------|
| • Committee Meetings, Board Meetings, Club Meetings | • Gov. 1:1s               |
| • Committee Meetings                                | • Wash-A-Thon Meeting     |
| • Board Meetings                                    | • NY CKI Workshop Meeting |
| • Collaboration Sessions                            | • Panama DCON             |

## Membership Development & Education Committee Update - Alissa McIntyre & Deanna Fisher

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The Membership Development & Education Committee Chair has not given an update for February/March. Please direct any questions to International Vice President Joey Cain ([vicepresident@circlek.org](mailto:vicepresident@circlek.org)).

## Global Development Committee Update - Brandon Ramirez

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### Introduction

This report includes a summary of the progress that the Global Development Committee has accomplished in the months of February and March. 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. International Map: The International Map has slowly been adding clubs from International regions and districted regions. We are currently working to include basic contact information linked to this map - so clubs have a resource to reach out to other clubs across international.
2. GDC Transition Guide: A basic template has been designed so ambassadors can start working on their transition packets prior to the International Convention and after school ends in May.

### Committee Projects

1. Asia Pacific Region
  - a. Taiwan Districting: Sofia has been finalizing signatures and working to get clubs in Taiwan paid to ensure that they can be districted at the next international board meeting.
  - b. ASPAC Conference: Sofia and Nancy have been working to plan a short conference for clubs in the ASPAC region to come learn about each other's cultures but also learn about Circle K International.
  - c. Chartering Outreach: Nancy and Sofia have both been reaching out to individuals from different countries in hopes of chartering new clubs.
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. Erasmus + CKI Program: Sarah has been working on connecting with an organization known as Erasmus to see if they can help us get the CKI name out there.
- 3. Latin America Region
  - a. LATAM DCON: Erick has been working with Trustee Maria and Trustee Ethan to hold a conference for the LATAM chapters to learn from one another and create a sense of community among the region in this virtual environment.
  - b. Award Translation: Erick was working with GDA to see if it was possible to get our international award applications translated for this year or for future years.

### **Committee Collaborations**

- 1. GDA: Worked with GDA to verify that Taiwan bylaws are up to par with International before moving onto districting.



## Service Committee Update - Matt Wade

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### **Chair Projects**

1. Finishing up the final revisions for the revamped Community Outreach Report in collaboration with the DEI Task Force
2. Sent out detailed decision letters for all of the Tomorrow Fund applicants
3. Updated the Major Engagement Day Calendar for next year
4. Raised 100 dollars through a split-up version of the March WASH 6K Calendar
5. Organized and hosted a committee social to boost committee morale

### **Committee Projects**

1. Organized and hosted the March Water Madness Celebration Event
2. The Service Committee contributed to the International WASH-A-Thon event
3. Presented information about WASH at different District Conventions
4. Raised over 500 dollars with WASH 6k Calendars during March Water Madness
5. Published 2 monthly newsletter issues
6. Completed 3 sets of new resources for the 4 International Service Initiatives: awareness day PR Kits, simple service project guides, and special sub-topic presentations related to each of the 4 service initiatives
7. Organized and recorded an educational modules for incoming District Governors for GATC
8. Started creating social media campaigns for each of the 4 International Service Initiatives
9. Adapted plans for an advocacy webinar into a CKI Civic Engagement Institute

### **Committee Collaborations**

1. GDA: Working to create a resource for club and district secretaries about the definition of a service hour to educate them on what events can be reported

2. GDA: Submitted a Policy Code Amendment related to the definition of advocacy as service projects
3. DEI Task Force: Worked to continue working on revamping the Community Outreach Report as well as the Civic Engagement Institute

## Governing Documents & Awards Committee Update - Leah Reiser

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### Chair Projects

1. GDA Advisory Committee
  - a. The members of the Committee have been decided. As of the time of this report they have not been reached out to. Materials are being made and once approved by CKI Director Jeff Harris and CKI President Tana Early, they will be asked to join the committee.
2. Formstack Guide
  - a. Working on a Formstack guide in order to explain to the next GDA Chair and Committee how to efficiently and effectively use Formstack to develop the next set of awards.
3. Awards Questions
  - a. Leah has begun answering questions from District Officers through email, Facebook messenger, or texts.
  - b. Developed a document with all the questions listed for the next GDA Committee as well as descriptions of why we chose to make certain edits to the awards.

### Committee Projects

1. Final edits of the 2020-2021 awards were sent to CKI Specialist Samatha Wagner. Once awards were released they were publicized and members of the committee answered any questions they received.
2. Continued the development of the 2021-2022 Awards. Several current awards are going to be adjusted as well as the creation of new awards. Currently the committee has seven possible new awards along with the idea of a new award structure that would allow for subsections or honorable mentions. A meeting will happen with CKI Director Jeff Harris to discuss the upcoming year's awards.
3. The Committee is currently looking at a restructure of the Bylaws document. This is to be able to use the document more efficiently and to talk out any duplicated information.
4. Awards Video

- a. The committee filmed an awards video to be presented at GATC to help the Governors become familiar with them as well as to answer a few of the frequently asked questions.
5. Policy Code and Bylaw Amendments
  - a. The committee is working on Policy Code and Bylaw Amendments to be presented to the International Council during the Educational Leadership Conference in Salt Lake City.
6. These amendments will be given to CKI President Tana Early, CKI Vice President Joey Cain, and CKI Director Jeff Harris.

### **Committee Collaborations**

1. DEI Task Force and GDA Committee
  - a. DEI Task Force Chair Jordan Peyton and GDA Committee Chair Leah Reiser held a meeting to talk about possible edits to the District and Club Bylaws Standard Forms
  - b. Edits were discussed and are being brought back to the responding bodies to go over the discussion.
2. CKIx Committee and GDA Committee
  - a. The GDA Committee created two workshops and presented them to the CKIx Committee for the "Road to Austin" Webinar.
3. Service Committee and GDA Committee
  - a. The Service and GDA Committees have created a graphic to explain what a Service Hour is.
  - b. A google document is being created also to explain what a Service Hour is so that it can also be distributed to district's and club's.
  - c. Currently bringing one of the new award ideas, the Service Initiatives Award to the Service Committee.
4. GDC Committee and GDA Committee
  - a. A member of the GDC Committee reached out to the GDA Chair about the translation of awards. This is currently being looked into.

## Kiwanis Family Relations Committee Update - Annamarie McGuire

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### **Chair Projects**

1. Assisting my committee member working on Kiwanis Mentorship Program
  - a. Discussing and reviewing the materials that already existed for the program.
  - b. Established a timeline to complete all materials for publication.
2. Committee One-on-Ones
  - a. Hosted meetings with each committee member individually at least 2 times during the month of December/January 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. Key Club Senior Night
  - a. The committee completed a presentation, established Q&A panel questions, created a Kahoot! Quiz and the sign-up formstack questions.
  - b. The presentation and sign-up formstack questions were sent on to the communications team for review.
  - c. Begin making plans to meet with members of the Key Club International Board and staff to run through the night and presentation.
  - d. The Event is planned for April 18th, 2021.
2. Kiwanis Mentorship Program
  - a. Revising resources based on the requirements needed from Communications.
  - b. Only two materials remain to be edited and completed before ready for submission to the communications team.
3. Passion Projects
  - a. Each member continued working on individual passion projects and establishing ideas that they would like for the committee to work on.
  - b. These ideas also were projects/events that the Kiwanis Family Relations Committee could present during future service years.

- c. They were also beginning working documents for ideas of how Districts/Clubs could use their project ideas like a K-Family Livestream for fundraising, Pen Pals, and Kiwanis Family Connections.

### **Committee Collaborations**

- 1. CKIx
  - a. “Road to Austin” Webinar
    - i. Met with the committee to review our outline and discuss what the powerpoint would look like.
    - ii. Committee members completed assigned portions of the powerpoint.
- 2. Service
  - a. Kiwanis Family Service Project List
    - i. The Service Committee reviewed this project and the document will be looked over one more time by the KFR Committee before being passed on to Communications for Review.
- 3. Membership Development & Education
  - a. Joint Meeting
    - i. Our two committees met together to brainstorm projects and further things that we can work on this year.
    - ii. We also discussed ways with current projects that our two committees could work more closely together.

## Finance Committee Update - Amanda Lang

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### Chair Projects

1. General member survey
  - a. Received responses and communicated general findings. Overall the data was not useful in aiding determination of the dues proposal or making any organizational financial decisions.
2. Last year's dues survey
  - a. Gathered comments and concluded the tiered system was unfavored among CKI members.
3. Dues proposal
  - a. Began analysis for hybrid system and tiered per-member system based on international club divisions, but received information that the new system would solely be able to support a purely per-member dues system.
  - b. Finalized CKI dues proposal amounts
  - c. Started plan for disseminating information about the dues proposal

### Committee Projects

1. Dues proposal viability analysis: sought to answer the question "*How much would per-member dues cost each year if membership continued to decrease at the rate it is projected to?*". The project was cancelled since it is not necessarily applicable to the dues proposal.
2. Outlined dues proposal persuasive language, including responses to FAQs/anticipated pushback
3. Drafted dues proposal bylaw changes and Club Dues information sheet
4. Club outreach
  - a. Finalized date and content for Personal Finance workshop led by representative from Edward Jones
5. GATC format survey
  - a. Received GATC survey responses; determined governor classes favored in-person GATC
6. Membership models
  - a. Refined model and polished membership prediction function

- b. Predicted 2021-2022 membership based on past three years' Monthly Report Forms and 2019-2020 membership data

### **Committee Collaborations**

1. CKIx/Finance fundraising resource package
  - a. Created application questions to apply for a CKIx scholarship, which will target general members who have never attended a CKIx before
  - b. Planned logistics of what a CKIx scholarship would cover (at least half of the registration fee)
2. Finance/Service Road to CKIx "Funding for Tomorrow" workshop
  - a. Completed outline and mock run-through



## CKIx Committee Update - Isabelle Wang

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### **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
3. Monthly socials for the committee
4. Meeting with I-Board and Kiwanis about CKIx updates

### **Committee Projects**

1. Applications
  - a. Workshop Applications
2. ELC I-Committee Webinars
  - a. I-Committees that had webinars originally for the “Road to CKIx” Webinar Series are now a part of the ELC workshop/webinar blocks
3. CKIx/Zoommates Collaboration
4. Zoom Resource for Virtual Workshops (webinars)

### **Committee Collaborations**

1. CKIx Long-Term Financial Assistance Fund with Finance Committee
2. CKIx Fundraising Resource with Finance Committee
3. ELC Service projects with Service Committee

## Research & Development Committee Update - Emily Fox

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The Research & Development Committee Chair has not given an update for February/March. Please direct any questions to International Vice President Joey Cain ([vicepresident@circlek.org](mailto:vicepresident@circlek.org)).

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

Yours in Service,

**Joey Cain**

Circle K International Vice President