

Illinois–Eastern Iowa District of Key Club International

August Board Meeting 2024



Saturday, August 3rd, 2024

***Business Professional Attire**

10:05AM: Opening Session

Roll Call: Amalea Herman + August Board Roll Call

Pledge of Allegiance: Grace Hunt

Key Club Pledge: ~~Elsbeth Haiter~~

Introduction of Guests: Vanessa Ng

10:10AM: Opening Remarks & Weekend Expectations: Vanessa Ng

- Pay attention, no phones, communicate, take back info to calls

10:20AM: Mr. Hall's Remarks

- Have fun but be serious
- Take info back to clubs
- Contact adults if dues increase push back from calls

10:24AM: Executive Reports and Position Overview

Governor: Vanessa Ng

Secretary: Amalea Herman

Statistical Secretary: Laya Venkat

~~Treasurer: Sahil Velagapudi~~

~~Editor: Jia Shah~~

Tech Chair: Rishi Vemuri

10:30AM: Committee Chair Reports

District Convention & Leadership Conference: ~~Claire Whitney~~ & Makaylah Adams

- Social media
- Theme: Secret Service
- To do:
 - Promo videos for FLRs
 - Logo
 - Keynote Speaker
 - DCLC name tags

Kiwanis Family: ~~Alena Lu~~ & Rishima Mukherjee

- Graphics for KFAM Picnic
- New KFAM instagram account
- Filmed introduction in June Board
- Email templates
- Seasonal and Divisional service projects
- To do:
 - Maintain communication for CKI
 - Connection Guide

Kiwanis Neuroscience Research Foundation: ~~Elseth Hailu~~ & Kiki Mander

- DCLC
- Created instagram account
- Worked with adult advisor
- To do:
 - First fundraiser

Leadership Development: ~~Archisha Chennur~~ & Andrew Medrano

- Communicated with members
- Meeting schedule decided in June Board
- To do:
 - First meeting in September
 - Training binder

Major Emphasis: Eleanor Schmitz & Grace Hunt

- Second partner: Trick or Treat for UNICEF and Thirst Project
- UNICEF Goal: \$10,000
- Thirst Goal: \$2,000
- To do:
 - Set dates
 - Fundraising ideas
 - Assigning member tasks
 - Promotional materials

Marketing: ~~Jia Shah~~ & Rishi Vemuri

- Google classroom for committee
- To do:

- Zoom meeting
- Promo for FLRs

New Club Building/ Reactivation: Kush Adhvaryu & Ritaja Chowdhury

- Google form for new clubs and reactivation
- No fee for reactivation this year
- To do:
 - Flyers
- **How To Start a Key Club**
 - Reach out to school
 - Find advisor
 - Find Kiwanis sponsor
 - Communicate with District Board

Club Representative Input & Review: Emme Strawniak & Harini Magesh

- Surveys
 - Snapchat and Schoology instead of Insta
 - Contact info for interview
 - Staying persistent
- To do:
 - Video to encourage survey submission
 - Script
 - Tutorial video for GLC and YOF

10:40AM: Meet with Committees

KFAM

- Two focuses
 - CKI
 - Mentorship
- Insta Graphic
- Nursing home service projects: Valentines

Major Emphasis

- Meetings planned
- Promo efforts for fundraisers and club spotlights
- Fundraising ideas
- Jobs for LTGs

KNRF

- FLR Presentation
- Seed money from LTG fund for stickers and pins
- INSTAGRAM: ii_knrf

DCLC

- Logo
- Shirts
 - royal blue base
- Tuesday Clues
 - like Blues Clues
 - throughout FLRs
 - to reveal theme
 - templates to come

NCBR

- Distributing Google Classroom
- Planning meeting

Club Rep Input and Review

- Resending surveys
- Video Template

11:11AM: Regional Team Meetings

11:40AM: Parliamentary Procedure Activity

12:00 PM: Adjourn for Lunch and Ice Breaker

1:40PM: Roll Call: Amalea Herman August Board Roll Call

1:45PM: Club Connections

Member Engagement

- Beyond local
- Social media: Instagram and TikTok
 - Promote DCLC, FLRs, Division events
- Fun events to keep excitement

#MeetYourMark → Club Reviewed Goals

- More dues
 - Yout Opportunities Fund
 - Increase impact of service
- Reasonable membership growth goals
- Send to clubs for review
- Strengthen District bond

How to connect and build personal relationships with clubs

Connecting with other branches

1:50PM: International Convention

Board Testimonies

- Member: Fun activities, elect new board, caucusing, approve amendments (dues), workshops, meet new people, create connections, learn Key Club's impact, service projects (crochet blankets),
- Advisors: You can't always be motivated, but you can be disciplined. Dream small: achievable and passionate. One of the best ICONs.

International Board

- Trustee: Armin Sedghi

House of Delegates & Amendments Update

- \$3 International Dues Increase (NOTE: \$17 total between District and International)
- Inflation Dues Adjustment Every 4
- Wordage changes on several amendments
- Limitations on international higher office

2:30PM: RFL Award Coverage/Officer Training

"Unpack": Grading Scale & How to Submit

- Sections and points per
- Find on District Google Classroom
- Due: Jan 31st on Google Classroom

Personal Statement & Msc. Section

- Word limit
- Goals, accomplished, obstacles and challenges
- Above and beyond work
- Not asked by Exec Board (ex. emails, insta, division task trackers, etc.)

Recommendations & Service Hours

- 40 hours
- Home, school and community
- Only 1 LoR – ask early!

Club Newsletters

- 10 Newsletters
- Requirements
- Brand Guide
- Spelling

Proof of Effective Officer Training

- Graded on percent
- By Nov 15
- Committees and officer descriptions
- ASAP

Club Contact / Growth

- Club meeting/project/DCMs
- New clubs and reactivation

Required Attendance

- Both DCLCs, Board Meetings, FLR

Delegates at District Convention

- 2/3 of clubs
- LTGs do not count

Dues Collection: ~~Sahil Veligapudi~~

Submission of Officer Information: Amalea Herman

- COR
- Due by September 17th

Division Wide Functions

- Service projects
- Suggested to do by the season
- Advertise on social media

Communication Log & Monthly Reporting

- Already working on
- Email, instagram, misc.
 - Ex. texts, calls, DCMs, meetings

Examples

2:25PM: Break

2:41PM: Running for Higher Office

- International
 - Likelihood
 - Officer descriptions
 - President, Vice President, Trustee
 - Election process
- District
 - Officer descriptions
 - Governor, Secretary, Statistical Secretary, Treasurer, Iolian Editor

2:59PM: Journey from Key Club → Circle K

- 15 clubs in I-I

3:05PM: Fall Leadership Rally Plans

- 11:00-3:00
- Schedule
- Workshops
- Lunch
- Games
- Presentations
- Promotion – Advisor Session!
- Continuation of \$5 cost and signing up?

- Discussion: decision not to charge, and rough estimates from form and dietary restriction QR code at the door
- (separate from FLR) discussion of

3:25PM: DCLC 2025: DCLC Co-Chairs & Adult Advisors

General Information

- Theme: Secret Service
- Feb 21st-23rd in Springfield
- Schedule, Workshops, Awards

Promotion Tactics

- Video
- Social media mini series
 - Tuesday Clues to reveal theme
 - Fundraising to afford DCLC
- Instagram posts

Board Q & A

- Registration and attendance info

3:40PM: Dues Collection Dates & Roadmap: Sahil Velagapudi

- Strategies

3:43PM: Club Officer Roster Submission: Amalea Herman

- Strategies
- Board input

3:48PM: Club Monthly Report Form Submission: Laya Venkat

- Increase low submission rate
- Dates to send emails
- Individual emails
- Methods

3:53: Digital Footprint & Professionalism Online: Jia Shah

- Stay safe and be respectful online

3:57PM: Adjourn

- Dinner at 5
- Change and be ready for Gradys

12:00AM: Curfew & Room Checks

August Board Meeting 2024



Sunday, August 4th, 2024

***Business Professional Attire**

8:00AM: Breakfast

8:50AM: Finish Board Pictures

9:00AM: Meeting Begins

Roll Call: Amalea Herman + August Board Roll Call

Pledge of Allegiance: Madison Casey

Key Club Pledge: Jenna Onasch

9:05AM: Effective Communication

Club Check In Emails & Newsletter Importance

- Encourage clubs reaching out
- Finding a successor
- Stronger bonds
- Format
- Format like Vanessa!
 - Accomplishments
 - Goals
 - Committee work
 - Division and District events

Unresponsive Clubs

- See what works best for clubs
- Individual emails, calling, become “friends” with executive boards

Email Etiquette

- Only include essentials
- Check spelling and grammar

- Keep subject lines short
- Do not send past 8

9:11AM: District Year Plan

- Summer
 - DCLC Promo, FLR, MYMG
- August
 - MYMG, COR, Officer Training, Dues, Awards Booklet
- September
 - COR, FLR, Officer Training, Dues
- October
 - Trick or Treat for UNICEF, FLR, Dues
- November
 - Dues, Higher Office, DCLC
- December
 - Dues, Higher Office (LTG successors), DCLC
- January
 - Dues, Higher Office, DCLC, promo CKI and Kiwanis, RFL
- February
 - DCLC, elect new board

9:15AM: KeyNote Awards

- Grace Hunt, Ritaja Chowdhury, Madison Casey

9:17AM: Motivational Takeaway

- General advice
- Motivational video
- Video takeaways

9:25AM: Closing Thoughts

Lieutenant Governor Takeaways

- Committee meetings, get a planner, getting to know people/building connections, different perspectives and ideas, before school prep, confidence in RFLs, officer training, schedule send emails, club connections, diverse clubs treated as individuals, effective communication, unresponsive clubs methods, overcoming challenges, board bonding, FLRs,

Executive Board Takeaways

- Strong board, ICON recap, paying attention, start early

Adult Board Advice

- Compare year to swimming 1500M: get stance to succeed, start with “dolphin kick”
 - Sprint into year and ease into the motion
 - Be prepared
- Remember origins
 - Club member first, be present and lead by example
- Be mindful
 - Internal lingo is not understood by all
 - Explain acronyms every time you use them (COR, FLR, RFL, DCM, DCLC)
 - Everyone is an individual and unique,, but can have huge impacts with passion
 - Do not doubt yourself and your impact by being kind and showing up
- To do
 - Stay active within your club
 - Use your resources
 - All new and immediate past advisor information
 - Distribute info about FLRs and Dues
 - Be mindful of social media and staying appropriate
- Communicate
 - With board buddies and with adult advisors
 - Do not get defensive
- Persevere
 - “Just keep swimming”
 - Take care of yourself
 - Pay it forward
- Continue to inspire
 - Inspire others
 - Take inspiration
- Come to events
 - Come to Jan Board

Governor Closing Thoughts

10:12AM: Adjourn