



Michigan District of Key Club Meeting Minutes

Spring Board Trainer // Jackson, MI

Saturday, May 11th, 2019

- I. Call to Order by District Governor Elyana Hussain at 9:21 A.M.
- II. Roll Call by District Secretary Preston Parana
 - A. Members present — 21
 1. District Governor Elyana Hussain
 2. District Secretary Preston Parana
 3. District Treasurer Nadia Nasir
 4. District Bulletin Editor River Pease
 5. LTG Division 1 Jordan White
 6. LTG Division 3 Emma Reid
 7. LTG Division 4 Ethan Hance
 8. LTG Division 8 Hannah Bogner
 9. LTG Division 9 Cheyenne Timmerman
 10. LTG Division 11 Prisha Guha
 11. LTG Division 12 Connor Wencel
 12. LTG Division 16 Emily Hoyumpa
 13. Kiwanis Family Relations Chair Rebecca Galloway
 14. Membership Development Chair Raneem Beydoun
 15. New Club Building Chair Suhitha Kotala
 16. Projects Chair Haydar Hassan
 17. Events Co-Chair Ishaan Gupta
 18. Zone Advisor for Divisions 1, 2 & 3 John Knapp
 19. Zone Advisor for Divisions 9, 10, 11 & 12 Lisa Lambright
 20. District Administrator Bryan Crenshaw
 21. Assistant Administrator Alysia Rollins
 - B. Members absent — 1; Events Co-Chair Anthony Mendoza-Alfaro
- III. Pledge of Allegiance led by LTG Division 16 Emily Hoyumpa
- IV. Key Club Pledge led by Membership Development Chair Raneem Beydoun
- V. 12345678 Energizer led by District Bulletin Editor River Pease
- VI. KCI Structure led by District Administrator Bryan Crenshaw
 - A. History
 - B. Kiwanis International vs. Key Club International
 - C. Michigan District Board
 1. Officers, & their respective duties



2. Adult Administrative Team
- D. Why knowing the KCI structure is important
- VII. Partnering Organizations, Youth Opportunity Fund, & Contributions led by District Governor Elyana Hussain
 - A. Children's Miracle Network Hospitals
 1. **MISSION:** Save young lives battling childhood illness and injury
 2. Contributions of CMN to community and hospitals
 - B. March of Dimes
 1. **MISSION:** To help mothers have full-term pregnancies and aid the research and education of prematurity
 2. Contributions of March of Dimes to the health of babies
 - C. UNICEF & Eliminate Project
 1. **MISSION:** Advocate for the protection of children's rights, to help meet their basic needs
 2. Contributions of UNICEF to children in providing health care
 - D. Youth Opportunities Fund
 1. Helps to provide funds to a service project in the school (not just fundraisers)
 2. Due date: October 15th by 11:59 P.M.
 3. Ask for portion of the total cost to be funded most
 4. Prepare to create a report of event
 - E. Other Partners
 1. Thirst Project
 2. Nickelodeon
 3. US Army
 4. Squads Abroad
 5. Kiwanis Gives Online
- VIII. Social Media Etiquette & Cyberbullying led by District Administrator Bryan Crenshaw
 - A. Friending on Social Media
 1. Don't friend Kiwanis members
 2. Create group chats for increased communication; only invite people involved in that occasion
 3. What is appropriate to share on social media
 4. Be positive and remember that you represent MIDKCI
 - B. Cyberbullying
 1. How to approach a situation where someone you know is being cyberbullying
 - a) Must contact an adult, and inform them



- b) Remove yourself from the situation, give them the help they need
 - 2. Recent action against cyberbullying
 - 3. Videos
 - C. Email Etiquette
 - 1. Basics
 - a) How to form a complete email
 - b) Importance of content and length of email
 - c) Must respond within 48 hours; professionalism
 - 2. Tone
 - a) Be positive, and be careful of your diction
 - b) Check for errors
 - c) Try to avoid abbreviations and acronyms as much as possible
 - 3. Attachments & Documents
 - a) Must be in a PDF file unless attaching a link
 - 4. Email Recipients
 - a) BCC vs CC
 - (1) BCC club officers, advisors, and faculty advisors, or if your email is to 10+ recipients
 - (2) CC Elyana (club officers), Bryan & your zone advisor (faculty & Kiwanis advisors), Alysia (dues)
 - (3) CC e-board members when sending their newsletters of info
 - b) Who to reply to when responding to an email
- IX. Email Updating led by District Governor Elyana Hussain
- X. Importance of Communication led by District Governor Elyana Hussain
- XI. The Foundation of the Club Secretary led by District Secretary Preston Parana
 - A. Club Secretary Icebreaker
 - 1. Telephone
 - 2. Characteristics of Club Secretaries
 - a) Attentive; precise; analytical
 - b) Communicators; organized; prepared
 - B. Duties of the District Secretary
 - C. What are ERFs?
 - 1. Collect contact information for clubs
 - 2. Helps LTG communicate with clubs; helps me with constructing the district directory



3. Due dates
 - a) September 1st for all clubs without fall elections
 - b) October 1st for ALL clubs
 4. Who to send them to
 - a) CC Elyana & Preston & LTG Chair when sending an ERF (if physical)
- D. ERF Tips
1. How to act on unresponsive clubs in terms of retrieving ERFs
 2. Send Preston an update if vacant positions are later filled
- E. ERFs Progress
1. LTG Board Reports
 2. Submissions Update & Goal
 - a) 31 submitted, 11 incomplete, 20 complete
 - b) 26% SUBMISSIONS, only 17% COMPLETION
 - c) 16 physical (email), 10 digital (Google Form), 5 did both
 - d) MY GOAL: 90% ERF submission & completion
- F. What are MRFs?
1. Determines activity of club in community and division
 2. 2019-2020 form not offered physically, only digitally
 3. Parts of Google Form
 - a) Activities Report (embedded in Google Form)
 - b) Minutes Report (separate attachments in Google Form)
 - c) Questionnaire
 4. If physical, send to District Secretary & LTG
- G. MRF Tips
1. Communicate with clubs
 2. Promote them (due by 11:59 P.M. on the 1st of every month)
 3. If submit on time (or late but excused) will qualify for 100% M&Ms Award
 4. Use resources of District Secretary: videos; tip sheets; etc.
- H. MRFs Progress
1. LTG Board Reports
 2. Submissions Update & Goal
 - a) 24 clubs have submitted their MRFs (20% of active clubs) (both physically and online)
 - b) MY GOAL: 75% MRF submissions
 3. Questionnaire Update & Goal
 - a) Average Relationship w/ LTG: 4.3 out of 5
 - b) Average Relationship w/ Division: 3.1 out of 5



c) MY GOAL: 5 out of 5 LTG relationship; 4 out of 5 relationship with Division

- I. CVFs
 - 1. What to do before, after, and during a club meeting to interact with club members
 - 2. Where it is located
 - 3. Why LTGs must use it
 - 4. Who to send it to
- J. District Directory
 - 1. Importance
 - 2. Planned Date of Release (October)
 - 3. First LTG to obtain 100% ERFs for their division wins a prize!
- XII. Graphic Design led by District Bulletin Editor River Pease
 - A. Fonts
 - 1. Titles can have any font, provided that they make up 10% or less of the page in which it is implemented
 - 2. Several approved display fonts and 6 main font families
 - B. Colors
 - 1. Must be BG approved
 - 2. Try to use less than or equal to 3 colors in newsletters or publications
 - C. Duties as Bulletin Editor
 - 1. Assist with technological related problems & topics
 - 2. Create the Wolverine Key, the district publication
 - 3. Reinforce the brand guide
 - D. Updating the District Website
 - 1. Tutorial Video
 - 2. Click "Publish" on editor to make changes available
 - 3. Must update when monthly newsletters or publications are created; provides easy access to Key Clubs
 - 4. Change "CLICK ME!" button to title slide of document; screenshot using phone for image
- XIII. Good Things to Know led by District Governor Elyana Hussain
 - A. Personal tips and making connections
- XIV. General Responsibilities led by District Governor Elyana Hussain
 - A. Deadlines
 - B. Duties that apply to all d-board members
- XV. Lunch
- XVI. Service Project — Campfire Cleanup



- XVII. Headshots for Wolverine Key & District Website
- XVIII. ICON T-Shirt Designs led by District Governor Elyana Hussain
 - A. Remarks & Viewing
 - 1. When making shirts, can take the front of one shirt and pair it up with the back of another
 - 2. Using the Key Club landmarks and/or logos comes at a higher cost due to newly reinforced policy
 - 3. If using River's design, can edit Bryan's name on back
 - B. Informal Vote of T-Shirt Design & Discussion
 - 1. Everyone approves of River's design, it passes
 - 2. Back side will be that of Design 1 but the Key Club logo will be "redesigned" as a layer of text instead of an image
 - C. Approval
 - 1. Moved by District Secretary Preston Parana to have the front side of River's design but the redesigned back of Design 1 as the ICON 2019 MIDKCI T-Shirt
 - 2. Seconded by LTG Division 3 Emma Reid
 - 3. No further discussion, motion carries
- XIX. Mikey the Mitten Redesign led by District Bulletin Editor River Pease
 - A. Problems with the current Mikey
 - B. Improvements of the new Mikey
 - C. Informal Vote of Implementing the River's new Mikey the Mitten as our District Mascot
 - 1. Everyone approves of River's design, with thickened body and wider thumb to look like the shape of Michigan
 - D. Approval
 - 1. Moved by District Secretary Preston Parana to have River's design of Mikey the Mitten as our updated district mascot
 - 2. Seconded by LTG Division 3 Emma Reid
 - 3. No further discussion, motion carries
- XX. Understanding E-Board led by District Governor Elyana Hussain
 - A. District Governor Introduction & Responsibilities
 - B. District Secretary Introduction & Responsibilities
 - C. District Treasurer Introduction & Responsibilities
 - 1. Treasurer Report Forms Update
 - 2. Reimbursement Forms Update
 - a) LTGs get \$100 for first half, \$75 for second half
 - b) Chairs get \$50 for first half, \$100 for second half
 - c) Can be reimbursed for anything but food



- d) For gas, must print out directions and attach with reimbursements
- e) Must have receipts to be deemed valid for other payments
- D. District Bulletin Editor Introduction & Responsibilities
 - 1. Everyone is required to have a social media account for their position with their respective email
- E. LTG Chair Introduction & Responsibilities
 - 1. Announced as LTG Division 3 Emma Reid and LTG Division 16 Emily Hoyumpa (co-chairs)
 - 2. Emma responsible for Divisions 1, 4, and 8 LTGs, and for vacant divisions 2, 6, and 7
 - 3. Emily responsible for Divisions 9, 11, and 12 LTGs and for vacant divisions 10, 14, and 15
- XXI. SLC Review & Criticism led by Assistant Administrator Alysia Rollins
 - A. Friday Remarks
 - 1. More reinforcement of team games
 - B. Saturday Remarks
 - 1. Caucusing schedule should be released to the public
 - 2. Quantity and quality of workshops (pros & cons)
 - 3. Video awards were unorganized
 - C. Sunday Remarks
 - 1. Mixed reviews over farewell session
 - D. Overall Additional Comments, Reminders & Review
 - 1. Great hotel staff
 - 2. Publicity
 - a) Importance of Improving Turnout
 - (1) Must break even at SLC with 325-350 members
 - (2) Emphasize Fall Rally
 - b) Tools to Help
 - (1) Social Media
 - (2) Promotional Videos
 - 3. ERF Submissions at Registration
 - a) Plan to reinforce new Google Form (no more physical, disorganization)
 - b) Will be shared to the next district secretary
 - 4. Importance of following the script
 - 5. Dress code
 - 6. Nametags & identification



7. Allowing club members to recognize position in the district, providing more insight to KCI structure
 8. Award/contest submission remarks
 9. Keynote speaker remarks
 10. How to pay for high costs of SLC (fundraising)
 11. Connecting with sponsoring Kiwanis clubs
- XXII. Recess at 4:27 P.M.
- A. Moved by LTG Division 1 Jordan White to recess for break before dinner
 - B. Seconded by LTG Division 16 Emily Hoyumpa
 - C. No further discussion, motion passes; will continue after dinner
- XXIII. Name Tag Energizer led by District Bulletin Editor, River Pease
- XXIV. Strategic Plan Review led by District Administrator Bryan Crenshaw
- A. Critical Issue #1: Committee Work
 1. Create goals to achieve directives
 2. Social media outreach
 3. Improve security and policy when chair resigns; assigning responsibility to another committee member
 4. Establish a greater sense of responsibility for chairs
 - B. Critical Issue #2: Transition Between Boards
 1. Improve survival kits for predecessor
 2. Expand our outreach in terms of communication to clubs and successor
 - C. Critical Issue #3: Involvement of Specific Divisions
 1. Must encourage new clubs to get involved
 2. Develop materials to increase involvement and awareness
 3. Include zone advisors in emails & involvement, and assist LTGs when struggling to contact clubs
 - D. Critical Issue #4: Membership Development
 1. Increase promotional material to clubs for club members, officers, and advisors
 - E. Critical Issue #5: Distribution of Resources
 1. Distribute essential materials as soon as the school year starts
 2. Utilizing survey responses at district events to improve policy
 3. Utilize LTG time at SLC more effectively
 - F. Critical Issue #6: Kiwanis and Key Club Interactions
 1. Emphasize relationship between Kiwanis clubs and Key Clubs
 - G. Critical Issue #7: Technology



1. Create social media accounts for each district board member to make a wide presence
2. District website will be used for the main source of accessing resources for clubs
3. Increase communication between the district board and club boards upon elections for the new service year

XXV. Michigan District of Key Club Bylaws

- A. Moved by District Secretary Preston Parana to create a Michigan District of Key Club Bylaws Subcommittee in order to fix unattended errors, and distribute newly edited version to clubs via the district website
- B. Seconded by LTG Division 1 Jordan White
- C. Discussion
- D. Nays do have it, motion fails

XXVI. Michigan District of Key Club International Official District Policy and Procedures

- A. International and district award clarifications
- B. New award for members of the District Board to be internationally recognized (chairs specifically)
- C. Suspension & inactivity of clubs clarification

XXVII. Adjournment — Saturday

- A. Moved by LTG Division 1 Jordan White to adjourn Spring Board Trainer — Saturday
- B. Seconded by LTG Division 16 Emily Hoyumpa
- C. Meeting adjourned by District Governor Elyana Hussain at 7:55 P.M.