

Remember to include any speakers and the subject of his/her presentation.
BE DETAILED!!

MINUTES REPORT FORM

for the Texas-Oklahoma District of Key Club International

Be sure to include any motions made during the meeting. Also, include committee reports.

The District Board of **Texas Oklahoma** met on **July 29th at 6:00 PM to July 30th at 4:00 PM** for the **Summer Board Meeting** at **Irving, Texas**.

Jonathan Perez is the meeting Chairperson, **Dylan Dam** is the meeting Secretary, and the Adult Advisors are **Kenyon Black and Kelly Poland**. The following members were present at this meeting: **53**. The following members were not present: **4**. **No one** was a guest at this meeting.

The Meeting Minutes are as follows (additional sheets are attached as necessary):

Call to Order

Chairman and District Governor Jonathan Perez calls the Staff Training and Retreat meeting to order at 6:01 PM on July 29th.

Chairman and District Governor Jonathan Perez welcomes everybody to the Summer Board Meeting.

Events Public Relations Chairman and Divisions 17 LTG Caysey Tran does the Pledge of Allegiance.

Division 3W LTG Fariba Hossain does the Key Club Pledge.

Division 5 LTG Brooks Burrows does the Invocation.

Roll Call

District Secretary Dylan Dam does Roll Call.

Welcome + Code of Conduct Reminders

District Administrator Kenyon Black welcomes everyone to the Summer Board Meeting. District Administrator Kenyon Black reminds everyone that there is a lot of work for everyone to do. District Administrator Kenyon Black talks about meal tickets - each meal ticket provides two meals (one on Saturday morning and one on Sunday morning). District Administrator Kenyon Black reminds everyone to have fun, work hard, and to not mess around and do anything that they shouldn't do.

Guest Speaker - Kiwanis Governor

Kiwanis District Governor Brad McKenzie tells LTGs that Chairman and District Governor Jonathan Perez needs them to act as his left and right hands and thanks them in their commitment to serve and lead. Kiwanis District Governor Brad McKenzie says that Key Club is a vital service and leadership club for many students where many find their passion to serve and build their leadership skills.

Kiwanis District Governor Brad McKenzie says to think about our mission and reason - to serve our community and to build ourselves as leaders. Kiwanis District Governor Brad McKenzie says to remember to serve, grow, and make a difference in our community. Kiwanis District Governor Brad McKenzie also reminds us to have fun while we serve and lead. Kiwanis District Governor Brad McKenzie also reminds us to build friendships with others while we serve.

Resignations, Appointments and Removals

Chairman and District Governor Jonathan Perez goes over appointments, resignations, and removals. Division 1 LTG Siya Patel, Matthew, Nidhi, Divisions 13 LTG Danielle Alvarado, Division 24N LTG Miriam Ramirez, Division 40W LTG Emily Seo S, Natalia, and Divisions 7 and 33 LTG Sheena Vaghela are appointed. Tech Producer Minori Kikuchi moves to accept these appointments. Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekhar seconds. The motion carries. Rohail and Isabella have resigned. Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekhar moves to accept these resignations. Divisions 12, 22, and 35 LTG Kailey Patterson seconds. The motion carries.

Goals and Expectations

Chairman and District Governor Jonathan Perez goes over goals and expectations - keep the board meeting efficient by being professional and on time, always use Parli Pro, be respectful to everyone, accomplish all tasks planned for the weekend, pay attention, and have fun.

Parli Pro Test Information

Assistant-Administrator Tyler Thompson goes over a Parli Pro Review. Assistant-Administrator Tyler Thompson explains the Parli Pro Test.

Secretary Update + Monthly Reporting

District Secretary Dylan Dam goes over his Secretary Update. District Secretary Dylan Dam explains the monthly report and goes over the Top 25 clubs of Quarter 1.

Chartering Clubs

District Treasurer Emily Zhang talks about chartering clubs. District Treasurer Emily Zhang goes over the process of chartering a club. Step 1 - Find a sponsor, Step 2 - Understand the responsibilities, Step 3 - Recruit members, Step 4 - Fundraise, and Step 5 - Apply.

Monthly Report Update

Chairman and District Governor Jonathan Perez goes over his monthly report update. As the April report was optional, those who completed it got a 10 point bonus for the May report. The May report had a 90% submission rate with an average of 88.02. June report had a 97% submission rate with an average of 82.05.

Top 5 LTGs Q1

Chairman and District Governor Jonathan Perez introduces the May LTG of the Month - Welcoming Chairwoman and Division 39N LTG Trinh Luong and June LTG of the Month - Division 9E LTG Kimberly Pham. Chairman and District Governor Jonathan Perez introduces the top 5 LTGs of Quarter 1 - General Public Relations Chairwoman and Division 3E LTG Shirley Nguyen, Division 3W LTG Fariba Hossain, Divisions 12, 22, and 35 LTG Kailey Patterson, Events Public Relations Chairman and Division 17 LTG Caysey Tran, Membership Chairwoman and Division 19 LTG Harini Senthil, Welcoming Chairwoman and Division 39N LTG Trinh Luong, and Division 39S LTG Abraham Medina. Chairman and District Governor Jonathan Perez gives prizes to the top 5 LTGs of Quarter 1. Tech Producer Minori Kikuchi, District Editor Bethany Tran, and Convention Liaison Lendell Andal distribute copies of report cards to every LTG.

LTGs With Perfect Newsletters

District Editor Bethany Tran goes over the monthly newsletter submission rates - May - 81.8%, June 89.4%, and July 97.4%. District Editor Bethany Tran introduces the LTGs with scores 9 and above - Division 14 LTG Jennifer Ramirez, Division 24N LTG Miriam Ramirez, Events Public Relations Chairman and Division 17 LTG Caysey Tran, Division 2N LTG Sanjana Kavula, Divisions 16 and 21 LTG Jocelyn Acevedo, Division 9E LTG Kimberly Pham, Membership Chairwoman and Division 19 LTG Harini Senthil, Divisions 25S and 31 LTG Akhil Pinnapareddy, Division 28 LTG Harsh Agrawal, Division 40E LTG Hanna Cole, Matthew, Division 9W LTG Shreyasi Tamhane, Division 5 LTG Brooks Burrows, Division 3S LTG Fisola Lawal, and Division 13 LTG Danielle Alvarado. District Editor Bethany Tran introduces the LTGs with Perfect Newsletters - Division 1 LTG Siya Patel, General Public Relations Chairwoman and Division 3E LTG Shirley Nguyen, Division 3W LTG Division 3W LTG Fariba Hossain Hossain, Division 3N LTG Eloisa Avila, Nidhi, Divisions 12, 22, and 35 LTG Kailey Patterson, REC Chairwoman and Division 25W LTG Elaine Gao, Governor's Project Chairwoman and Division 30 LTG Olivia Scott, Division 32 LTG Mari Wilcock, Welcoming Chairwoman and Division 39N LTG Trinh Luong, Division 39S LTG Abraham Medina, Division 40W LTG Emily Seo, and Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekhar. Chairman and District Governor Jonathan Perez talks about a new warning letter policy with newsletters - after not turning in two newsletters, a warning letter will be sent out to the LTG.

Committee Meetings

Committees split up to their respective committees for 40 minutes to meet about anything important. If a LTG is on two committees, they will have enough time to attend both committees.

Final Words, Reminders, and Adjournment

Chairman and District Governor Jonathan Perez thanks everyone for being on time, organized, and cooperative. Chairman and District Governor Jonathan Perez reminds everyone that tomorrow's meeting will be in the same room with business professional attire. Chairman and District Governor Jonathan Perez reminds everyone that seats will be shuffled. Chairman and District Governor Jonathan Perez reminds everyone that curfew is at 12:00 AM. Assistant-Administrator Tyler Thompson reminds everyone that if they decide to go to Whataburger (across the street) to go in groups of four.

Assistant-Administrator Kelly Poland and Chairman and District Governor Jonathan Perez hand out certificates to LTGs. Assistant-Administrator Tyler Thompson announces the results of the Parli Pro test.

Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekar moves to recess the Summer Board Meeting until 9:00 AM, July 30th. Division 9W LTG Shreyasi Tamhane seconds. This motion carries.

Chairman and District Governor Jonathan Perez recesses the Summer Board Meeting until 9:00 AM, July 30th at 8:37 PM.

Call to Order

Chairman and District Governor Jonathan Perez calls the Summer Board meeting back to order at 8:55 AM on July 30th.

Division 2N LTG Sanjana Kavula does the Pledge of Allegiance.

Division 34 LTG Rushil Sajjan does the Key Club Pledge.

Divisions 13 LTG Danielle Alvarado does the Invocation.

Roll Call

District Secretary Dylan Dam does Roll Call.

LEDCON General Information

Assistant-Administrator Tyler Thompson and Assistant-Administrator Kelly Poland go over general information about LEDCON. Assistant-Administrator Tyler Thompson explains the importance of choosing a good LEDCON theme soon as LEDCON pitches are coming up. Assistant-Administrator Tyler Thompson says to make sure to think about which may have the best stage design that is executable, the best forums, the best welcoming activities, the best giveaway items, and the best possible pitch that we will have enough money to fund for. Assistant-Administrator Tyler Thompson talks about the budget needed for DCON. Assistant-Administrator Tyler Thompson talks about the importance of raising more money and push membership and dues payment as inflation is coming and as we need more money to host a great DCON again - if not enough money is raised, giveaways will be cut, decorations will be cut, welcoming activities will be cut, audio/visual expenses will be cut, and there would be less meals. Assistant-Administrator Kelly Poland talks about the importance of the Membership committee since most of DCON funds come from membership. Assistant-Administrator Kelly Poland emphasizes that Membership Chairwoman and Division 19 LTG Harini Senthil will need to push out many resources for clubs and LTGs to boost membership as much as possible to fundraise as much as possible. Chairman and District Governor Jonathan Perez says that LTGs and Staff must raise their \$600 sponsorships in order to attend DCON. Chairman and District Governor Jonathan Perez emphasizes that if LTGs and Staff don't raise their \$600 sponsorships by Winter Board, DCON will be hosted without them. Region 11 Regional Adrian Thompson says that it is possible for LTGs to get way more than \$600 sponsorships. Region 11 Regional Adrian Thompson says that you must step out of your comfort zone and raise the sponsorships, but it will be very rewarding as Kiwanis is very supportive of Key Club. Assistant-Administrator Kelly Poland emphasizes that you don't just need to ask people for money and that you can fundraise yourself. Assistant-Administrator Kelly Poland uses K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster as an example - K-Family

and Relations Chairwoman and Division 24S LTG Siler Wooster will be attending the upcoming Kiwanis DCON to sell buttons to fundraise for money. Region 11 Regional Adrian Thompson exclaims that Division 24N LTG Miriam Ramirez, although being recently appointed, has already raised \$100 for DCON. Chairman and District Governor Jonathan Perez exclaims that he has already raised \$350, and he emphasizes the importance of starting early. Assistant-Administrator Tyler Thompson talks about a new spreadsheet regarding membership reported on Secretary monthly reports and membership from dues paid. Assistant-Administrator Tyler Thompson emphasizes that LTGs must be looking at this and if there are any non-correlating numbers to tell their respective Regional to contact the advisor about the numbers. Assistant-Administrator Tyler Thompson talks about the general schedule of LEDCON. Assistant-Administrator Tyler Thompson emphasizes to pick what theme we want and to not worry about copyright as Assistant-Administrator Tyler Thompson and Assistant-Administrator Kelly Poland will be able to handle the legal logistics. Chairman and District Governor Jonathan Perez explains the process of the theme presentations - all four presentations will be presented and then voted on, then the top two would be voted on again with the winning theme to be the LEDCON theme for 2023. Assistant-Administrator Tyler Thompson exclaims to make our deadlines as Tech Producer Minori Kikuchi and Convention Liaison Lendell Andal may be asking for recordings soon for a video. Assistant-Administrator Tyler Thompson explains LEDCON Registration information. Assistant-Administrator Kelly Poland says to be responsible for what we said we would do. Assistant-Administrator Kelly Poland says that if we have any struggles, we can always reach out to them or staff for help. Assistant-Administrator Kelly Poland gives tips to getting sponsorships.

Assistant-Administrator Tyler Thompson explains LEDCON forums. Assistant-Administrator Tyler Thompson says that Chairman and District Governor Jonathan Perez will send out a form for forum applications. Assistant-Administrator Tyler Thompson says that some old presentations will be provided and forum leaders will create their own presentations and present them at Winter Board. Assistant-Administrator Tyler Thompson explains that these presentations to be presented at Winter Board are just the big example to see ideas to see whether they are good or not. Assistant-Administrator Tyler Thompson says that at Winter Board, we will critique the forum presentations so that they can be improved for LEDCON.

Guest Speaker

Chairman and District Governor Jonathan Perez introduces Guest Speaker Juan Bendana as the Keynote speaker for LEDCON 2023. Guest Speaker Juan Bendana introduces himself to the board. Chairman and District Governor Jonathan Perez pulls up Guest Speaker Juan Bendana's Keynote Speaker Promotion video for the rest of the board to see what we have in store.

2nd Committee Meetings

Division 23 LTG Natascha Ali Bocas moves to amend the agenda to a 15 minute committee meeting rather than 30 minutes. Divisions 13 LTG Danielle Alvarado seconds. The motion carries.

Committees split up to their respective committees for 15 minutes to meet about anything important. If a LTG is on two committees, they will have enough time to attend both committees.

Lunch

Chairman and District Governor Jonathan Perez recesses the Summer Board Meeting until 1:00 PM, July 30th at 11:56 AM.

Chairman and District Governor Jonathan Perez calls the Summer Board Meeting back to order at 12:55 PM on July 30th.

District Project Committee Report

District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque introduces himself. District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque outlines the overall structure for the District Project - points incentive, clubs that demonstrate dedication toward the Project will earn grant money, and grants for unique service ideas.

District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque introduces the first project idea: Environmental Protection and Conservation. District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque goes over the significance of this project - students can clean up state parks and their local community parks, lakes, creeks, etc. District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque goes over service ideas for this project - Adopt-a-highway, Adopt-a-Park, Park cleanup, Creek cleanup, etc.

District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque introduces the second project idea: Women Empowerment. District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque goes over the significance of this project - students can help protect and empower women while learning how to better themselves and protect and empower themselves at the same time. District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque goes over service ideas for this project - donate feminine necessities and donate to women empowerment organizations.

District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque introduces the third and final project idea: Supporting Children's Education. District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque goes over the significance of this project - students can help future generations by giving back. District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque goes over service ideas for this project - reach out to local schools to help teachers or students and donate school necessities to local schools.

District Project Chairman and Divisions 4 and 6 LTG Mustafa Haque moves to vote on the District Project. Division 23 LTG Natascha Ali Bocas seconds. The motion carries and discussion begins.

Division 39S LTG Abraham Medina moves the previous question. Division 34 LTG Rushil Sajjan seconds. The motion carries.

Environmental Conservation - 2

Women Empowerment - 6

Supporting Children's Education - 27

Supporting Children's Education will be the District Project for the 2022-2023 Key Club year.

Governor's Project Committee Report

Governor's Project Chairwoman and Division 30 LTG Olivia Scott introduces the Governor's Project - Empower the People. Governor's Project Chairwoman and Division 30 LTG Olivia Scott talks about interactive flyers - one is a coloring and one is a word scramble. Governor's Project Chairwoman and Division 30 LTG Olivia Scott explains general promotion fliers and monthly challenges fliers. Governor's Project Chairwoman and Division 30 LTG Olivia Scott explains monthly challenges - they are 16 different challenges that can be completed any time during the year. Governor's Project Chairwoman and Division 30 LTG Olivia Scott goes over the award criteria. Governor's Project Chairwoman and Division 30 LTG Olivia Scott goes over the Governor's Project update and explains what their committee will do in the future - work with Assistant-Administrator Kelly Poland, create a service tracker for the Governor's Project, and work with District Editor Bethany Tran about having a GPC flier required in the LTG Newsletters.

REC Chairwoman and Division 25W LTG Elaine Gao questions when the monthly challenges will be posted, and Chairman and District Governor Jonathan Perez answers that they will all be posted at the same time in the near future. Chairman and District Governor Jonathan Perez exclaims that in the August Newsletter, the Governor's Project fliers will be required with the District Project fliers as soon as they are created and shared with the board. Division 9E LTG Kimberly Pham asks about how we

will keep track of what each club does and how the promotions part of the award criteria works. Chairman and District Governor Jonathan Perez explains that there will be an end of year form and that the promotions would be on newsletters, meetings, social media, etc. and that they must be consecutive. Division 3W LTG Fariba Hossain asked if it would be necessary to add the Governor's Project hashtag or simply take screenshots. Governor's Project Chairwoman and Division 30 LTG Olivia Scott answered that proof would be needed on forms including the Secretary monthly report. Division 11 LTG Celina Delgado asked about the point system award. Governor's Project Chairwoman and Division 30 LTG Olivia Scott answered that the Governor's project award would likely be a patch.

Welcoming Committee Report

Welcoming Chairwoman and Division 39N LTG Trinh Luong introduces the Welcoming Committee and explains what their task is. Welcoming Chairwoman and Division 39N LTG Trinh Luong goes over the Welcoming Committee's update. Welcoming Chairwoman and Division 39N LTG Trinh Luong introduces the Welcoming Committee's goals - incorporate new things, hype members up, create opportunities to network, and make welcoming memorable for club members. Welcoming Chairwoman and Division 39N LTG Trinh Luong goes over future plans.

GPR + EPR Committee Report

General Public Relations Chairwoman and Division 3E LTG Shirley Nguyen and Events Public Relations Chairman and Division 17 LTG Caysey Tran start off with committee introductions. Events Public Relations Chairman and Division 17 LTG Caysey Tran talks about the tasks of the public relations committees. General Public Relations Chairwoman and Division 3E LTG Shirley Nguyen introduces the goals of the public relations committees - take T-O to new and pre-existing social media platforms, organize all media produced under T-O working closely with Tech Producer Minori Kikuchi, increase district-wide participation, and implement staff updates and takeovers to keep Key Clubbers up-to-date. General Public Relations Chairwoman and Division 3E LTG Shirley Nguyen goes over the timeline of the committee and their Key Performance Indicators. Events Public Relations Chairman and Division 17 LTG Caysey Tran talks about the public relations committee accomplishments. General Public Relations Chairwoman and Division 3E LTG Shirley Nguyen talks about future plans - post LEDCON promotion, grow social media, and post on social media.

Membership Committee Report

Membership Chairwoman and Division 19 LTG Harini Senthil introduces herself and the membership committee. Membership Chairwoman and Division 19 LTG Harini Senthil goes over the tasks of the membership committee - promote membership growth, draft ideas to increase membership, deal with collecting club dues, and work to improve Key Club member engagement and retention. Membership Chairwoman and Division 19 LTG Harini Senthil introduces membership goals - get membership to 21,000 members along with charter 10 new clubs, organize two virtual district wide socials, share membership recruitment tips through social media, and improve general Key Club member engagement. Membership Chairwoman and Division 19 LTG Harini Senthil goes over accomplishments - update Membership Recruitment Package. Membership Chairwoman and Division 19 LTG Harini Senthil goes over future plans - create resources to share at the District-Wide Training Conference in October, organize and host a virtual district-wide social on November 6th, share membership recruitment tips through social media, reach out to suspended, unpaid, and inactive clubs with resources and tips to assist with paying dues, reach out the high schools without Key Club and inform them about the benefits of Key Club, how to charter a club, and available membership resources.

Chairman and District Governor Jonathan Perez adds that in his last update, he has shared a Membership Plan template for LTGs to use in their divisions to help clubs retain members and grow. Chairman and District Governor Jonathan Perez reminds LTGs to share these resources with their clubs.

Kiwanis & International Relations Committee Report

K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster introduces herself and the K-Family Committee's purpose. K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster introduces her committee members. K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster talks about the 6 K-Family Branches. K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster introduces the committee goals for the year - increase interaction between K-Family Branches through socials and information sessions, identify and make Key Clubs aware of neighboring clubs from other branches, regularly come up with and put out lists of project ideas to do with other branches, increase the number of Builders Clubs and K-Kids clubs, and work together with the membership committee. K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster talks about their accomplishments - they created an infographic containing activities to do with Builders Clubs and K-Kids and a slideshow containing information about the Builders Club and how to charter one. K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster introduces the committee's current projects - they are: planning an information session for the district, starting to plan a Kiwanis information session for advisors/officers, and starting to plan a CKI information session for advisors/officers/seniors. K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster goes over future plans between the Summer Board Meeting and the Winter Board Meeting - host a K-family Branches information session, host a Kiwanis Information session, and create resources needed for every Key Club to know their neighboring clubs from other branches.

Break

K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster moves to amend the agenda to skip the break. Divisions 13 LTG Danielle Alvarado seconds. The motion carries.

REC Committee Report

REC Chairwoman and Division 25W LTG Elaine Gao introduces herself and the REC committee. REC Chairwoman and Division 25W LTG Elaine Gao introduces the REC committee tasks - propose amendments, create resources, and be well-versed in Parli Pro. REC Chairwoman and Division 25W LTG Elaine Gao covers the REC Committee accomplishments - revised 2022 REC's Study Guide based on new amendments, created a kahoot and hosted a kahoot night for the Summer Board Meeting Parli Pro test, brainstormed new booklets and resources for clubs and LTGs, established a draft of REC committee's future plans. REC Chairwoman and Divisions 25W LTG Elaine Gao explains the REC committee's future plans - create resources for LTG RTCs, create simpler documents for future LTGs for a better mastery of Parli Pro, and amend bylaws to bring an increased clarity.

Contest and Awards Committee Report

Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekar introduces herself and the Contests and Awards Committee. Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekar introduces the tasks of the Contests and Awards Committee. Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekar introduces the goals of the Contests and Awards Committee - simplifying/reformatting the code, improving upon the check-in process, promoting contests by working with the Public Relations Committees, increasing awareness of in-person contests, and collaborating with other committees to clarify rubrics. Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekar introduces the Contests and Awards Committee's accomplishments - reformatting the code from 75 pages to 45 pages.

CONTESTS AND AWARDS CHANGES TO THE CODE: ANYTHING IN BLUE IS BEING ADDED AND ANYTHING IN RED AND/OR STRIKED THROUGH IS BEING REMOVED OR CHANGED.

ARTICLE TWO SECTION 4: Governor's Project Award

Current Rubric

Criteria	Distinguished	Proficient	Apprentice	Novice
Project Summary	Project summary is in depth with details and examples and includes a description of the need for the project, a well developed plan, and a summary of the outcomes. 40 points	Project summary includes essential knowledge. 30 points	Project summary is missing some essential details. 20 points	Project summary is minimal and/or is missing essential details. 10 points
Publicity	Evidence of publicity was provided in at least four of the following formats: Television, newspaper, flyers, club newsletters, and club social media. 10 points	Evidence of publicity was provided in at least three of the formats. 5 points	Evidence of publicity was provided in at least two of the formats. 0 points	Evidence of publicity was provided in at least one of the formats. 0 points

ARTICLE TWO SECTION 4: Governor's Project Award

Criteria	Distinguished	Proficient	Apprentice	Novice
Size of Project	A table was included to show the number of members participating in each of the projects. There was an average participation between 100% and 75% in multiple activities. 20 points	There was an average participation of less than 74% in multiple activities or the participation was between 100% and 75% when only one activity was conducted. 15 points	The participation was between 74% and 50% when only one activity was conducted. 10 points	The participation was less than 49% when only one activity was conducted. 5 points
Monthly Reports	Between 10 to 12 of the monthly reports that were to be submitted to the district secretary have been included 20 points	Between 7 to 9 of the monthly reports that were to be submitted to the district secretary have been included 15 points	Between 4 to 6 of the Monthly reports that were to be submitted to the district secretary have been included 10 points	Between 1 to 3 of the Monthly reports that were to be submitted to the district secretary have been included 5 points
Specific Criteria	Completed a majority of the specific criteria created by the project committee. 10 Points			

ARTICLE TWO SECTION 4: Governor's Project Award

Criteria	Distinguished	Proficient	Apprentice	Novice
Number of service events/opportunities where community members outside of school are served. (Park clean up, cards for hospital patients, book drive)	More than 5 service events where community members outside of your school are served. 30 Points	4-5 service events where community members outside of your school are served. 20 Points	2-3 service events where community members outside of your school are served. 10 Points	Less than 2 service events where community members outside of your school are served. 0 Points
Promotions	Flier and monthly challenge promotion was included in the club newsletter, website/social media, and/or general meeting presentation more than 4 consecutive times. 30 Points	Flier and monthly challenge promotion was included in the club newsletter, website/social media, and/or general meeting presentation 3 consecutive times. 20 Points	Flier and monthly challenge promotion was included in the club newsletter, website/social media, and/or general meeting presentation 2 consecutive times. 10 Points	Flier and monthly challenge promotion was included in the club newsletter, website/social media, and/or general meeting presentation less than 2 consecutive times. 0 Points

ARTICLE TWO SECTION 4: Governor's Project Award

Criteria	Distinguished	Proficient	Apprentice	Novice
Number of monthly challenges completed	More than 5 monthly challenges were completed. 20 Points	4-5 monthly challenges were completed. 15 Points	2-3 monthly challenges were completed. 10 Points	Less than 2 monthly challenges were completed. 0 Points
Total number of items collected in all donation drives	More than 75 items were collected within all donation drives. 20 Points	More than 50 items were collected within all donation drives. 15 Points	More than 25 items were collected within all donation drives. 10 Points	Less than 25 items were collected within all donation drives. 0 Points

ARTICLE TWO SECTION 5 Impromptu Essay Award

A. Description

- a. This competition is intended to reward the member who composes the best essay regarding a given **topic prompt about Key Club and its core values**. This competition is held live at the district convention.

ARTICLE TWO SECTION 7

Art Swanberg Outstanding Club President Award

Correspondence	One point will be awarded for each person and or type of communication up to a maximum of +5 10 points. To receive the total 15 points, presidents must communicate with the District Governor 5 times. (ex: email District Governor, attend Officer hours, etc.) 15 points
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ARTICLE TWO SECTION 8

Outstanding Club Vice President Award

Correspondence	One point will be awarded for each person and or type of communication up to a maximum of +5 10 points. To receive the total 15 points, presidents must communicate with the District Governor 5 times. (ex: email District Governor, attend Officer hours, etc.) 15 points
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ARTICLE TWO SECTION 16

Distinguished Website Award

C. Rules

~~f. A club must update its website AT LEAST monthly. Evidence must exist showing an update (simply changing calendar information does NOT suffice).~~

ARTICLE TWO SECTION 20

Theme Contest

D. Scoring/Judging

a. Judging will be based upon the following criteria:

CRITERIA	POINTS
CREATIVITY	50 points
CORRESPONDENCE WITH THEME OF DISTRICT CONVENTION	50 points

ARTICLE THREE SECTION 4

Major Emphasis Award

C. Rules

e. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May. 6. Only one winner in the district contest will be ~~eligible to compete~~ recognized in the international convention competition.

ARTICLE THREE SECTION 5

Oratorical Award

C. Rules

~~g. The credit will help pay for a part of the registration fee for the entire group that chooses to attend ICON from the winning orator's school. The attendees from the winning orator's club MUST travel with the District Tour at ICON.~~

ARTICLE THREE SECTION 6

Traditional Scrapbook Contest

C. Rules

- i. Only first and second place scrapbooks ~~will be allowed to compete~~ will be recognized at the international convention.

ARTICLE THREE SECTION 8

Single Service Award

C. Rules

- f. Each first place report shall be forwarded to Key Club International ~~for competition to be recognized~~ with other first place winners.

ARTICLE THREE SECTION 9

Talent Award

C. Rules

- a. Each club may present one talent act of maximum 6 people to be judged. All participants in an act must be official members in good standing with Key Club International, the Texas-Oklahoma District, and a local club. Members in a group act must be from the same Key Club.
- ~~h. The credit will help pay for part of the registration fee for the entire group that chooses to attend ICON from the winning group's school. The attendees from the winning group's club MUST travel with the District Tour at ICON.~~

ARTICLE FIVE SECTION 1

Judges

Section 1

A judge shall be any faculty advisor, Kiwanian, parent, or person appointed by the Contest and Awards committee as long as his/her home club/own child is not entered in said contest. This does not pertain to District Staff Officers or VIP judges as approved by the District Administrator.

Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekhkar moves to accept all changes to the Code of Contests and Awards. Division 39S LTG Abraham Medina seconds. The motion carries and all changes to the Code of Contests and Awards are accepted.

Contests and Awards Chairwoman and Division 2S LTG Akshaya Chandrashekhkar talks about the future plans of the Contests and Awards Committee - collaborate with Governor's Project and District Project to improve upon their rubrics, begin promotion for our contests and awards, create promotional materials as needed to provide information, communicate with judges at least 2 months prior to LEDCON to ensure judging goes smoothly, utilize check-in receipts to make the check-in process more efficient, and remove Friday morning sign-up for Contests and Awards.

YOF

District Treasurer Emily Zhang introduces the YOF Grant. District Treasurer Emily Zhang exclaims that only active clubs can apply for the YOF. District Treasurer Emily Zhang exclaims that club dues must be paid before the YOF Grant checks can be issued. District Treasurer Emily Zhang goes over the steps of applying for the YOF Grant - 1. Identify a relevant community concern and be prepared to explain how and why the problem your club is tackling can be solved through YOF, 2. Create an action plan that covers all parts of the project, 3. Determine expenditures and develop a precise budget anywhere from \$200 to \$2000, and 4. Begin fundraising as you must first gather funds on your own and then calculate how much money you require from the YOF Grant. District Treasurer Emily Zhang covers the YOF Grant Timeline - grant application opens on September 1st, 2022, first cycle applications are due October 15th at 11:59 p.m. EDT, second cycle applications are due March 1st at 11:59 p.m. EST, and the final report is due on January 1st, 2024. District Treasurer Emily Zhang goes over the application process - go to keyclub.org/yof, log onto the "Foundant" website and create an account, click on "apply" to start your application, find your Key Club name, ID number, and District to begin the application process. District Treasurer Emily Zhang goes over tips to completing the YOF application process - leave no blanks, keep all records, and be super detailed.

MUC

District Treasurer Emily Zhang introduces the MUC. District Treasurer Emily Zhang covers the benefits of the MUC - submitting early bird dues earns your club extra points, updating the MUC helps TO and KCI to guarantee that the club is active and to track member growth, by submitting early bird, the club will get a free early bird patch by submitting early bird, LEDCON registration can be done sooner to receive better seats and lower costs. District Treasurer Emily Zhang covers the dues timeline - early bird submission deadline is November 1st, 2022, regular dues submission deadline is December 1st, 2022, suspension deadline is February 1st, 2023, and if 2022-2023 dues are not paid, then the club is considered inactive by Mid-July, 2023. District Treasurer Emily Zhang covers the steps to updating the MUC - collect member info, log in, update roster, add new members, and pay dues. District Treasurer Emily Zhang covers log in issues - if your email is rejected, you can request member services by emailing memberservices@kiwanis.org or by contacting 1-800-KIWANIS and if you must set a new password, you should be able to access the MUC using your advisor's email address and the new password. District Treasurer Emily Zhang goes over the membership goals.

Sponsorships + Sponsorship Tool Kit

Convention Liaison Lendell Andal emphasizes the cost of LEDCON and the importance of Sponsorships. Convention Liaison Lendell Andal explains what sponsorships go towards. Convention Liaison Lendell Andal goes over consequences & extensions - you must either use personal funds to pay the remaining sponsorships or be barred from attending LEDCON, and extensions must be approved by District Administrator Kenyon Black. Convention Liaison Lendell Andal explains the Sponsorship Tool Kit resources and exclaims on how useful they are. Convention Liaison Lendell Andal goes over tips on requesting sponsorships - use the Sample Sponsorships Request letter, make sure they know the levels of sponsorships, be courteous, polite, explainative, and brief, and do not be afraid to offer to visit in person. Convention Liaison Lendell Andal explains the benefits of requesting to visit in person - it is more personal and expressive, it is face-to-face, and it has a greater potential to

get extra money. Convention Liaison Lendell Andal gives tips on requesting sponsorships in person - be educated, provide physical information, thank them, and use the template presentation in the Sponsorship Tool Kit. Convention Liaison Lendell Andal exclaims the importance of the LEDCON Sponsorship Form. Convention Liaison Lendell Andal talks about the benefits of fundraisers. Convention Liaison Lendell Andal gives tips for hosting a successful fundraiser - find a good location, date, incentive and post lots of promotion. Convention Liaison Lendell Andal gives a list of possible fundraiser locations.

Website

Assistant-Administrator Kelly Poland tells the board that T-O has switched from GoDaddy and WordPress to SquareSpace. Assistant-Administrator Kelly Poland shows the board a new PayPal button on the website. Assistant-Administrator Kelly Poland exclaims the Board Only section. Assistant-Administrator Kelly Poland talks about the Exhibitor form - if people want to go to LEDCON to advertise/sell anything at LEDCON, they must pay either \$200 or \$300 to come get a table at LEDCON. Assistant-Administrator Kelly Poland exclaims the Club Standing Report under Board Resources and the Map of Clubs under Board Resources. Tech Producer Minori Kikuchi and Assistant-Administrator Kelly Poland give a tour of the new website. Assistant-Administrator Kelly Poland talks about the LEDCON tab on the website. Region 11 Regional Adrian Thompson says that he likes the idea and is going to brainstorm a video with Region 4 Regional Chris Do. Tech Producer Minori Kikuchi answers that she has already reached out to clubs in search of videos and will be creating one for the upcoming DTC. Division 23 LTG Natascha Ali Bocas questions about ROTC and the Exhibitor form and how the new PayPal button would work with sponsorships. Assistant-Administrator Kelly Poland answers that the ROTC could come for free and that if someone was expecting PayPal sponsorships to reach out to her.

Regional Training Conferences/DTC

Chairman and District Governor Jonathan Perez explains the Regional Training Conference (RTC). Chairman and District Governor Jonathan Perez exclaims that all LTGs must hold an RTC before October 15th. Chairman and District Governor Jonathan Perez explains steps for setting up an RTC - 1. find a date, time, and location, 2. send notice to clubs, 3. make an agenda, 4. make presentations, 5. invite Kiwanis, and 6. arrive early and make sure everything is ready.

Chairman and District Governor Jonathan Perez explains the District Training Conference (DTC). Chairman and District Governor Jonathan Perez exclaims that if you can't attend/host an RTC, you are required to help host this year's DTC. Chairman and District Governor Jonathan Perez exclaims that we are looking for a possible date to host the DTC. The board decides that the DTC will be on October 22nd at 3:00 PM on Zoom.

Parli Pro Test Results

K-Family and Relations Chairwoman and Division 24S LTG Siler Wooster moves to amend the agenda to skip the Parli Pro Test Results. Division 9E LTG Kimberly Pham seconds. The motion carries.

Division 23 LTG Natascha Ali Bocas moves to amend the agenda to add a 30 minute meeting with the Regionals. Division 5 LTG Brooks Burrows seconds. The motion carries.

Questions?

Chairman and District Governor Jonathan Perez opens the floor for questions for anything about what the board did this weekend. Division 34 LTG Rushil Sajjan asks if you need to take minutes for the RTC. Chairman and District Governor Jonathan Perez answers that you don't need to take minutes, but it is recommended to record your presentations.

Final Words + Adjournment

District Administrator Kenyon Black praises Chairman and District Governor Jonathan Perez for being very organized and keeping everything ahead of schedule. District Administrator Kenyon Black emphasizes that everyone should attend Board Bonding tonight. District Administrator Kenyon Black

emphasizes for everyone to be back at the boardroom at 7:00PM for dinner. District Administrator Kenyon Black emphasizes that if anyone will leave the hotel to do so with a group of at least four after letting the Regionals know. Chairman and District Governor Jonathan Perez reminds everyone to be in the boardroom at 4:45 for Board Bonding.

Chairman and District Governor Jonathan Perez adjourns the Summer Board Meeting at 4:06 PM, July 30th.

Submitted By:	Dylan Dam	on	7/30/2022
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