

Summer Board Meeting (SUMBO)

July 24th - 25th, 2020

Zoom



Friday, July 24th, 2020

The following District Staff Members were present/ absent as indicated:

Interim District Governor Kaitlyn Roehr - Present

District Secretary Vivian Thai - Present

District Treasurer Raj Patel - Present

The following District Administrators were present/ absent as indicated:

District Administrator Kenyon Black - Present

Assistant Administrator of District Events Kelly Poland - Present

Assistant Administrator of Finance - Vacant

The following District Board members were present/absent as indicated:

Division 1 Lieutenant Governor Jonathan Perez - Present

Division 2N Lieutenant Governor Jathin Desan - Absent

Division 2S Lieutenant Governor Alina Dam - Present

Division 3C Lieutenant Governor Sophie Yang - Present

Division 3E Lieutenant Governor Ben Lai - Present

Division 3W Lieutenant Governor Rujul Kulkarni - Present

Division 3N Lieutenant Governor Letizia Fazzini - Present

Division 3S Lieutenant Governor Graciela Bachu - Present

Division 4/6 Lieutenant Governor Morgan Hollingsworth - Present

Division 5 Lieutenant Governor - Vacant

Division 7/33 Lieutenant Governor - Vacant

Division 8 Lieutenant Governor Emily Young - Present

Division 9E Lieutenant Governor Ellisiah Cagaoan - Present

Division 9W Lieutenant Governor Kushi Kura - Present

Division 10 Lieutenant Governor Jonny Alvarez - Absent

Division 11 Lieutenant Governor Mireya Puga - Present

Division 12/22 & 35 Lieutenant Governor Dillion Grisham - Present

Division 13 Lieutenant Governor Caleb Sanchez - Absent (Excused)

Division 14 Lieutenant Governor Braxton Roberts - Present

Division 16 Lieutenant Governor - Vacant
Division 17 Lieutenant Governor Ginna Galindo - Present
Division 18N Lieutenant Governor Austin Urbanski - Present
Division 18S Lieutenant Governor Elie Lam - Present
Division 19 Lieutenant Governor Peggy Dodd - Present
Division 20 Lieutenant Governor Kareena Patel - Present
Division 21 Lieutenant Governor - Vacant
Division 23 Lieutenant Governor Anna Ngo - Present
Division 24N Lieutenant Governor - Vacant
Division 24S Lieutenant Governor Katherine Ortiz-Fernandez - Present
Division 25N Lieutenant Governor Luke Baber - Present
Division 25W Lieutenant Governor Viranda Kwok - Present
Division 26 Lieutenant Governor Chelsea Jacobson - Present
Division 28 Lieutenant Governor Pranav Gupta - Present
Division 30 Lieutenant Governor Anh Tran - Present
Division 25S/31 Lieutenant Governor Joseph Ye - Present
Division 32 Lieutenant Governor Tisha Gautum - Present
Division 34 Lieutenant Governor Haley Linscott - Present
Division 38 Lieutenant Governor - Vacant
Division 39N Lieutenant Governor Valerie Hennessee - Present
Division 39S Lieutenant Governor Camilla Brown - Present
Division 40W Lieutenant Governor Sana Arshad - Present
Division 40E Lieutenant Governor Michael Chapple - Present

The following District Staff candidates were present/absent as indicated:

District Editor Candidate Atharv Shinde - Present
District Editor Candidate Katelyn Tran - Present

The following Regional Advisors were present/absent as indicated:

Region 1 Advisor Olin Norrid - Present
Region 2 Advisor Abby Stewart-Handrahan - Present
Region 3 Advisor Blake Roller - Present
Region 5 Advisor Tyler Thompson - Present
Region 6 Advisor Rafael Santos - Present
Region 7 Advisor Melissa Greene - Present
Region 8 Advisor Dennis Hogan - Present
Region 9 Advisor - Vacant
Region 10 Advisor Kristina Jacobson - Absent
Region 11 Advisor Adrian Thompson - Present

Region 12 Advisor Judy Pomorski - Present
Region 12 Advisor Shane Miller - Present
Region 14 Advisor Jaime Miranda - Present

The following Kiwanians were present/absent as indicated:

Kiwanis Governor Elect Paul Heinz - Present

Interim District Governor Kaitlyn Roehr called the meeting to order at 6:03 PM.

Call to Order

Interim District Governor Kaitlyn Roehr called the meeting to order at 6:03 PM.

Division 25W Lieutenant Governor Viranda Kwok led the Pledge of Allegiance.

Division 3E Lieutenant Governor Ben Lai led the Key Club Pledge.

Division 40W Lieutenant Governor Sana Arshad led the invocation.

District Secretary Vivian Thai took a roll call, reporting all of those in attendance.

Assistant Administrator of District Events Kelly Poland welcomed the board and reminded everyone in attendance of the Code of Conduct. She announced updates regarding the District Administrator's health and reminded everyone that she will continue to serve in his place while he is recovering. She introduced the two new Regional Advisors, Region 2 Advisor Abby Stewart-Handrahan and Region 11 Advisor Adrian Thompson.

Resignations, Removals, and Appointments

Interim District Governor Kaitlyn Roehr listed the resignations, removals, and appointments.

Resignations:

Division 2N Lieutenant Governor Kayley Barton

Removals:

Division 12/22 Lieutenant Governor Chayne Schultz

Appointments:

Division 2N Lieutenant Governor Jathin Deseah

Division 17 Lieutenant Governor Ginna Galindo

Division 19 Lieutenant Governor Peggy Dodd

Division 12/22 & 35 Lieutenant Governor Dillion Grisham

Division 40W Lieutenant Governor Sana Arshad moved to accept these resignations, removals, and appointments, seconded by Division 28 Lieutenant Governor Pranav Gupta, and the motion carried.

Goals and Expectations

Interim District Governor Kaitlyn Roehr reminded the board to be efficient and maintain professionalism, including attending meetings on time. She encouraged all board members to accomplish all the tasks and goals planned throughout the board meeting and to have fun while doing so.

Election Procedure Review and Expectations

Region 5 Advisor Tyler Thompson expressed his thanks to everyone who voted in his test ballots. He stated that today's procedures will be done similar to the House of Delegates. Everyone has access to the flyers and the candidates will draw randomly to see who goes first. No inappropriate questions will be asked. Region 11 Advisor Adrian Thompson will count the time. After a 3 minute speech and 5 minute questioning, everyone will use an electronic ballot to vote. The election will stay open for 5 minutes and Region 5 Advisor Tyler Thompson will close it. For transparency, the results will be printed and confirmed by Regional Advisors. Interim District Governor Kaitlyn Roehr will break the tie if there is one. The current bylaws state cannot be changed until the House of Delegates. Someone can motion to suspend Robert's Rules of Order to do a straw poll then we can go back to Robert's Rules of Order in order to appoint the new District Editor.

District Governor Election Speeches, Questioning, and Voting

Region 5 Advisor Tyler Thompson drew to see which District Governor candidate is going first: Division 40E Lieutenant Governor Michael Chapple.

District Governor Candidate Michael Chapple

Region 11 Advisor Adrian Thompson began the timer for the 3 minute speech.

District Governor Candidate Michael Chapple began and ended his speech.

Region 11 Advisor Adrian Thompson began the timer for the 5 minute questioning.

Division 25W Lieutenant Governor Viranda Kwok asked why he wants to become District Governor.

Division 40E Lieutenant Governor Michael Chapple answered that he has wanted to run for District Governor since last December. He stated that IP District Governor Ashna Patel has helped him realize that the District Governor position is something that he wanted to pursue. He stated a quote by Plato to elaborate upon his answer.

Division 39S Lieutenant Governor Camilla Brown asked which goals he wants to make priority and the specific details he will implement to accomplish them.

Division 40E Lieutenant Governor Michael Chapple answered that Key Club occasionally feels too corporate. He reiterated his Governor's Project idea and the acronym on his campaign flyer: G.A.I.N.Z. He hopes to not only counter membership decline but also decrease it. He encouraged the board to ask more questions about each aspect of G.A.I.N.Z.

Division 40W Lieutenant Governor Sana Arshad asked where he is going to get money for the Governor's Grant in his campaign.

Division 40E Lieutenant Governor Michael Chapple answered that he has various sources who have pledged money for the Governor's Grant and he has personal resources that he would like to utilize. He believes the Governor's Grant will help membership.

Division 18S Lieutenant Governor Elie Lam asked how Michael plans on retaining members and what specific methods he will implement given that many schools are starting virtually in the Fall.

Division 40E Lieutenant Governor Michael Chapple answered that a pen pal system between the branches of the K-Family may help retain members. He will encourage the interactions amongst the branches.

District Treasurer Raj Patel stated that the District Governor works closely with the District Staff and further asked how Michael's lack of experience will play a role if he becomes District Governor.

Division 40E Lieutenant Governor Michael Chapple answered that he has a plethora of leadership experience in other organizations and he has many leadership characteristics that qualify him to be a successful District Governor.

Division 12/22 & 35 Lieutenant Governor Dillion Grisham asked what his Lay-away Program consists of and how it will work.

Division 40E Lieutenant Governor Michael Chapple answered that many kids cannot afford LEDCON. He continued that students who don't have the funds upfront should be able to pay quarterly. He stated that he has conversed with Kelly about this issue and the district would keep up with the system as well. The fees will be paid by check. He believes it will increase LEDCON attendance.

Division 40W Lieutenant Governor Sana Arshad asked what clubs with no K-Family branches nearby should do.

Division 40E Lieutenant Governor Michael Chapple answered that his hometown Jones has a complete K-Family community. He believes that reaching out to a neighboring town with a strong K-Family will help retention.

Division 40W Lieutenant Governor Sana Arshad asked when natural disaster drives should be held given the current circumstances of the COVID-19 pandemic.

Division 40E Lieutenant Governor Michael Chapple answered that Texas and Oklahoma both have many natural disasters. He has prepared a form for Lieutenant Governors to request aid. In a pandemic, he states that the entire board, Redcoats, and Kiwanians will collaborate.

District Secretary Vivian Thai asked what the most important quality of a district governor is.

Division 40E Lieutenant Governor Michael Chapple answered "inclusivity". He stated that as a Governor and even as an individual, he believes that he possesses the trait to be transparent, impartial in everything that he does, and that he will not display favoritism regardless of anyone's background, gender, sex, etc.

Division 2S Lieutenant Governor Alina Dam asked how Key Clubs would participate in places where natural disasters are less common.

Division 40E Lieutenant Governor Michael Chapple answered that everyone should be involved whether they live in a natural disaster prone area or not. Since everyone in Texas-Oklahoma is a family, all Key Clubbers have the responsibility to help each other out.

Region 11 Advisor Adrian Thompson ended the timer for the 5 minute questioning period.

District Governor Candidate Kareena Patel

Region 11 Advisor Adrian Thompson began the timer for the 3 minute speech.

District Governor Candidate Kareena Patel began and ended her speech.

Region 11 Advisor Adrian Thompson began the timer for the 5 minute questioning.

Division 25W Lieutenant Governor Viranda Kwok asked how Kareena will manage to balance all of her responsibilities if she does become District Governor.

District Governor Candidate Kareena Patel answered that she has learned time management skills throughout her year as District Secretary, in addition to the stress of junior year and extracurricular activities. She stated that she will prioritize and designate her time towards Key Club.

Division 40W Lieutenant Governor Sana Arshad asked if members are expected to pay out of pocket for foster care bags.

District Governor Candidate Kareena Patel answered that members can donate items that they already own. In addition, they can set up donation drives to collect items or ask for funding from their local Kiwanis. She stated that some non-profit organizations are willing to donate items as well so that members do not have to pay out of pocket.

Division 19 Lieutenant Governor Peggy Dodd asked if there are any other ways to implement the Governor's Project other than bags.

District Governor Candidate Kareena Patel answered that another aspect of her Governor's Project is advocating for the foster care system. She stated that members can hold virtual workshops.

Division 12/22 & 35 Lieutenant Governor Dillion Grisham asked how Kareena sees her pen-pal system promoting growth.

District Governor Candidate Kareena Patel answered that connections between Key Clubs of different backgrounds can lead to a sharing of new ideas. She believes a pen-pal system can help clubs help out each other.

Division 40W Lieutenant Governor Sana Arshad asked how she plans to make the Governor's Project a continuing project.

District Governor Candidate Kareena Patel answered that the Governor's Project Committee can come up with monthly challenges. She added that some local department of human services allows members to call in and talk to the kids. She mentioned that she has personal experience with this type of project in her hometown.

Division 12/22 & 35 Lieutenant Governor Dillion Grisham stated that a pen-pal system can be very tedious. He asked how Kareena plans on matching each person to their pen-pal.

District Governor Candidate Kareena Patel answered that she will work with the District Staff. She stated that the Google Form she will send out will be very detailed in order to match pen-pals to each other.

Division 30 Lieutenant Governor Anh Tran asked how Kareena accumulated 300 volunteer hours in one year.

District Governor Candidate Kareena Patel answered that every summer, she volunteers for 40 hours a week at a local hospital.

Division 18S Lieutenant Governor Elie Lam asked for clarification regarding the spirit sticks.

District Governor Candidate Kareena Patel answered that she created the idea of spirit sticks before the pandemic occurred. She stated that she has shifted her focus towards membership retention and advisor retention instead. She stated that the spirit stick idea will be pushed towards the back but if the pandemic improves, the idea can be implemented for LEDCON 2021.

Division 40W Lieutenant Governor Sana Arshad asked how foster care bags can be created in a sanitary manner, given that the foster care system is cautious due to the pandemic.

District Governor Candidate Kareena Patel answered that she has contacted her local DHS and that everything will be sanitized by the DHS. The DHS will distribute the items amongst the kids rather than actual Key Clubbers. She added that the Key Clubber does not have to have direct contact with the DHS employee.

Division 40W Lieutenant Governor Sana Arshad asked who will pay for the shipping costs if there are no foster care shelters nearby.

District Governor Candidate Kareena Patel answered that there is typically a foster care shelter within a 20 mile radius. If the club wants to ship the bags, they can fundraise.

Division 39N Lieutenant Governor Valerie Hennessee asked how being a District Secretary has prepared Kareena to be District Governor.

District Governor Candidate Kareena Patel answered that she was able to handle all of her responsibilities as a District Secretary and work closely with the District Governor. Additionally, she knows how the staff operates and everything that the District Governor expects from his or her LTGs.

Division 12/22 & 35 Lieutenant Governor Dillion Grisham asked what the International Council consists of.

District Governor Candidate Kareena Patel answered that the International Council consists of the International President, International Vice President, 11 International Trustee, and the District Governor class.

Division 12/22 & 35 Lieutenant Governor Dillion Grisham asked what the biggest obstacle Kareena had to overcome last year.

District Governor Candidate Kareena Patel answered that her biggest challenge was increasing the monthly reporting rate of club secretaries. She stated that she saw an increase of 15 clubs after hosting 2 trainings and reaching out to clubs.

Division 9W Lieutenant Governor Kushi Kura asked what Kareena considers her biggest strengths and her biggest weaknesses.

District Governor Candidate Kareena Patel answered that her biggest strength is her willpower. She added that she works hard to pursue her ambitions. She continued that her biggest weakness is how attentive to details she is because it can be time consuming. She stated that one reason why she ran for District Secretary was because the position was very meticulous. She concluded that this weakness can become a strength, however, because meticulous planning can lead to well planned events and projects.

Region 5 Advisor Tyler Thompson sent a link to the electronic ballot in the Zoom chat. The ballot is open for 5 minutes. Region 5 Advisor Tyler Thompson shared the results with the Regional Advisors for confirmation.

Interim District Governor Kaitlyn Roehr announces the 2020-2021 District Governor: Kareena Patel. She congratulated both of the candidates.

Swearing in the District Governor

Kiwanis Governor Elect Paul Heinz thanked Interim District Governor Kaitlyn Roehr and congratulated District Governor Kareena Patel. He formally inducted her to the office of Governor for the Texas-Oklahoma District of Key Club International and released her to her board.

Remarks from the District Governor

District Governor Kareena Patel thanked everyone for their support and reminded everyone of the obstacles that the board has surpassed together. She thanked Division 40E Lieutenant Governor Michael Chapple for being a great Co-REC Chair.

District Editor Appointment

Region 12 Advisor Shane Miller read excerpts from the bylaws: the District Editor is appointed by the incoming District Governor, and this appointment cannot be waived. Both candidates are in the waiting room. After they both speak, the board will have the option to do a straw poll. A straw poll is an unofficial vote utilized to gauge the board's opinion before actions are taken. The new District Governor will use the straw poll to see the popular opinion. However, since Robert's Rules of Order does not allow a straw poll, someone will move that Robert's Rules of Order be suspended. He reminded the board that the straw poll is non-binding and will only be used to advise the District Governor.

District Editor Candidate Katelyn Tran

District Governor Kareena Patel admitted District Editor Candidate Katelyn Tran into the Zoom meeting.

Region 11 Advisor Adrian Thompson began the timer for the 1.5 minute speech.

District Editor Candidate Katelyn Tran began and ended her speech.

Region 11 Advisor Adrian Thompson began the timer for the 3 minute questioning period.

Division 25W Lieutenant Governor Viranda Kwok asked how Katelyn plans on balancing all of her responsibilities.

District Editor Candidate Katelyn Tran answered that time management is key. She stated that she often blocked out times during the day or week to get her job done and she will prioritize Key Club especially with time given during the pandemic.

Division 39S Lieutenant Governor Camilla Brown asked how clubs would participate in Meme of the Month rather than Riddle of the Month.

District Editor Candidate Katelyn Tran answered that Meme of the Month will spark creativity and humor. She believes that Key Club should embrace internet culture and the Riddle of the Month is outdated.

Division 3W Lieutenant Governor Rujul Kulkarni asked how she plans on reaching out to clubs who aren't sending in submissions.

District Editor Candidate Katelyn Tran stated that she will make announcements online, such as on the T-O website. She strives to reach other officers and even advisors within the club to hopefully increase the participation rate.

District Treasurer Raj Patel asked how Katelyn plans on preventing burnout.

District Editor Candidate Katelyn Tran stated that she plans on having periodical conversations, training, and tutorials. She would like to focus on building stronger relationships and frequent interactions.

Division 3W Lieutenant Governor Rujul Kulkarni asked how long she will realistically take to get feedback to the clubs.

District Editor Candidate Katelyn Tran stated that because she is staying at home, she strives to get feedback to all editors who submit between 2 to 3 weeks.

Division 3E Lieutenant Governor Ben Lai asked what skills Katelyn has learned from other organizations to become an effective editor.

District Editor Candidate Katelyn Tran stated that for HOSA, she was the connection between members, incoming members, and the board. For the AAE PSAT prep, she made a newsletter. For Keeping it Kind, she was the creative

director so she has graphic design experience that will assist her duties as a District Editor.

District Governor Kareena Patel placed District Editor Candidate Katelyn Tran into the waiting pool.

District Editor Candidate Atharv Shinde

District Governor Kareena Patel admitted District Editor Candidate Atharv Shinde into the Zoom meeting.

Region 11 Advisor Adrian Thompson began the timer for the 1.5 minute speech.

District Editor Candidate Atharv Shinde began and ended his speech.

Region 11 Advisor Adrian Thompson began the timer for the 3 minute questioning period.

Division 18S Lieutenant Governor Elie Lam asked what steps Atharv will take to raise the newsletter participation rate to 40%.

District Editor Candidate Atharv Shinde answered that he will work LTGs to get contacts from club presidents. He believes with guidance stemming from the LTGs, the newsletter participation rate will grow.

Division 25W Lieutenant Governor Viranda Kwok asked what the strongest characteristic Atharv will bring to the District Board.

District Editor Candidate Atharv Shinde answered that he is a very optimistic person and he will bring positivity to the board. He mentioned personal examples relating to his friends.

District Treasurer Raj Patel asked for tangible plans to increase participation and communication between editors.

District Editor Candidate Atharv Shinde answered that he will keep editors informed in bi-weekly newsletters. He will hold questionnaire meetings every 2 to 3 months.

Division 2S Lieutenant Governor Alina Dam asked if there is anything Atharv would like to continue anything implemented by the IP District Editor.

District Editor Candidate Atharv Shinde answered fun activities and riddles.

Division 3E Lieutenant Governor Ben Lai asked if there are any issues in how the current submissions are run.

District Editor Candidate Atharv Shinde answered that there are not very many things he would change but he will give feedback every 2 weeks.

District Governor Kareena Patel placed District Editor Candidate Atharv Shinde into the waiting pool.

District Editor Candidate Discussion

Division 40E Lieutenant Governor Michael Chapple moved to suspend Robert's Rules of Order, seconded by Division 3W Lieutenant Governor Rujul Kulkarni. A divisional vote is called, the ayes had it, and the motion carried.

District Governor Kareena Patel opened the floor to discussion.

Division 25W Lieutenant Governor Viranda Kwok stated that she likes Candidate Katelyn Tran's graphics more and her goals are more tangible.

Division 40E Lieutenant Governor Michael Chapple asked if there were any other means Candidate Atharv Shinde had on raising the newsletter participation rate other than reaching out to LTGs.

District Governor Kareena Patel answered no.

Division 3W Lieutenant Governor Rujul Kulkarni stated that she believes Candidate Atharv Shinde would be better for outreach and retention, which is what the T-O District needs.

Division 3E Lieutenant Governor Ben Lai stated that he believes Candidate Atharv Shinde will have more on his plate as a rising junior. He wonders if Candidate Atharv Shinde will be able to manage all of his responsibilities.

Division 40W Lieutenant Governor Sana Arshad asked if District Secretary Vivian Thai was a junior during her District Editor term.

District Governor Kareena Patel answered yes.

District Secretary Vivian Thai mentioned that Candidate Atharv Shinde stated that he wanted to continue fun activities that the IP District Editor implemented. However, the only fun activity in the Tex-O-Key was the Riddle of the Month section, questioning if he thoroughly read the published Tex-O-Keys of the 2019-2020 chapter.

Division 25W Lieutenant Governor Viranda Kwok stated that Candidate Katelyn Tran's goals were more realistic.

Division 39S Lieutenant Governor Camilla Brown agreed that Candidate Katelyn Tran has more tangible goals.

Division 28 Lieutenant Governor Pranav Gupta stated that Candidate Atharv Shinde's goal of 40% newsletter participation is very ambitious and admirable.

Division 9W Lieutenant Governor Kushi Kura stated that she likes Candidate Atharv Shinde's questionnaire plan and believes it is a great method of increasing the participation rate.

Division 18N Lieutenant Governor Austin Urbanski agreed that Candidate Atharv Shinde has great qualifications but he believes Candidate Katelyn Tran's goals are more realistic.

Division 3S Lieutenant Governor Graciela Bachu mentioned that Candidate Atharv Shinde has experience in adobe and coding that may be helpful in supporting the rest of the staff

Division 9W Lieutenant Governor Kushi Kura stated that she believes Candidate Atharv Shinde's goals outweigh those of Candidate Katelyn Tran.

Region 5 Advisor Tyler Thompson sent out the electronic ballot for the straw poll. It is open for 5 minutes. Candidate Katelyn Tran received the majority of the votes in the straw poll.

District Governor Kareena Patel entertained a motion to appoint Katelyn Tran as the 2020-2021 District Editor.

Division 1 Lieutenant Governor Jonathan Perez moved to appoint Katelyn Tran as the 2020-2021 District Editor, seconded by Division 39N Lieutenant Governor Valerie Hennessee, and the motion passed.

Break

The board recessed for 10 minutes.

Division 18S Lieutenant Governor Elie Lam moved to reinstate Robert's Rules of Order, seconded by Division 32 Lieutenant Governor Tisha Gautum. A divisional vote is called, the ayes had it, and the motion carried.

Swearing in the District Editor

District Governor Kareena Patel formally inducted Katelyn Tran to the office of District Editor for the Texas-Oklahoma District of Key Club International and released her to the board.

Parliamentary Procedure Test

Region 12 Advisor Shane Miller broke down each section of the Parliamentary Procedure test. Each section of the Google Form will be labeled and there will be some bonus points at the end. Additionally, the questions will be labeled and the form is timestamped.

Division 3W Lieutenant Governor Rujul Kulkarni asked if the results will be announced aloud.

Region 12 Advisor Shane Miller answered that the District Governor can decide.

District Governor Kareena Patel stated that board members who do not wish for their scores to be announced will respond "No" when their division is called.

Region 12 Advisor Shane Miller added that the questions missed will be shown to the Regionals so that those questions can be evaluated. There will be 10 minutes of study time prior to the test. There is 30 minutes allotted for the test. The form was sent out and the board completed the Parliamentary Procedure test.

Final Words and Reminders

District Governor Kareena Patel thanked all board members for their hard work on the first day of the Summer Board meeting. She thanked Interim District Governor Kaitlyn Roehr for her dedication towards the T-O District. She reminded everyone to drink water throughout the day and rest before a long day tomorrow.

Assistant Administrator of District Events Kelly Poland mentioned that the Assistant Administrator of Finance is currently vacant. She encouraged everyone to vote for the issues or people that they believe and try not to be swayed by the popular opinion.

District Governor Kareena Patel recessed the board meeting at 9:17 PM until 9:00 AM tomorrow.

Saturday, July 25th, 2020

The following District Staff Members were present/ absent as indicated:

District Governor Kareena Patel - Present
District Secretary Vivian Thai - Present
District Treasurer Raj Patel - Present
District Editor Katelyn Tran - Present
District Tech Producer Alina Dam - Present
District Convention Liaison Kaitlyn Roehr - Present

The following District Administrators were present/ absent as indicated:

District Administrator Kenyon Black - Absent
Assistant Administrator of District Events Kelly Poland - Present
Assistant Administrator of Finance - Vacant

The following District Board members were present/absent as indicated:

Division 1 Lieutenant Governor Jonathan Perez - Present
Division 2N Lieutenant Governor Jathin Desan - Absent
Division 2S Lieutenant Governor Tisha Gautam- Present
Division 3C Lieutenant Governor Sophie Yang - Present

Division 3E Lieutenant Governor Ben Lai - Present
Division 3W Lieutenant Governor Rujul Kulkarni - Present
Division 3N Lieutenant Governor Letizia Fazzini - Present
Division 3S Lieutenant Governor Graciela Bachu - Present
Division 4/6 Lieutenant Governor Morgan Hollingsworth - Present
Division 5 Lieutenant Governor - Vacant
Division 7/33 Lieutenant Governor - Vacant
Division 8 Lieutenant Governor Emily Young - Present
Division 9E Lieutenant Governor Ellisiah Cagaoan - Present
Division 9W Lieutenant Governor Kushi Kura - Present
Division 10 Lieutenant Governor Jonny Alvarez - Absent
Division 11 Lieutenant Governor Mireya Puga - Present
Division 12/22 & 35 Lieutenant Governor Dillion Grisham - Present
Division 13 Lieutenant Governor Caleb Sanchez - Absent (Excused)
Division 14 Lieutenant Governor Braxton Roberts - Present
Division 16 Lieutenant Governor - Vacant
Division 17 Lieutenant Governor Ginna Galindo - Present
Division 18N Lieutenant Governor Austin Urbanski - Present
Division 18S Lieutenant Governor Elie Lam - Present
Division 19 Lieutenant Governor Peggy Dodd - Present
Division 20 Lieutenant Governor - Vacant
Division 21 Lieutenant Governor - Vacant
Division 23 Lieutenant Governor Anna Ngo - Present
Division 24N Lieutenant Governor - Vacant
Division 24S Lieutenant Governor Katherine Ortiz-Fernandez - Present
Division 25N Lieutenant Governor Luke Baber - Present
Division 25W Lieutenant Governor Viranda Kwok - Present
Division 26 Lieutenant Governor Chelsea Jacobson - Present
Division 28 Lieutenant Governor Pranav Gupta - Present
Division 30 Lieutenant Governor Anh Tran - Present
Division 25S/31 Lieutenant Governor Joseph Ye - Present
Division 32 Lieutenant Governor Tiffany Doan - Present
Division 34 Lieutenant Governor Haley Linscott - Present
Division 38 Lieutenant Governor - Vacant
Division 39N Lieutenant Governor Valerie Hennessee - Present
Division 39S Lieutenant Governor Camilla Brown - Present
Division 40W Lieutenant Governor Sana Arshad - Absent (Excused)
Division 40E Lieutenant Governor Michael Chapple - Present

The following Regional Advisors were present/absent as indicated:

Region 1 Advisor Olin Norrid - Present
Region 2 Advisor Abby Stewart-Handrahan - Present
Region 3 Advisor Blake Roller - Absent
Region 5 Advisor Tyler Thompson - Present
Region 6 Advisor Rafael Santos - Present
Region 7 Advisor Melissa Greene - Present
Region 8 Advisor Dennis Hogan - Present
Region 9 Advisor - Vacant
Region 10 Advisor Kristina Jacobson - Absent
Region 11 Advisor Adrian Thompson - Present
Region 12 Advisor Judy Pomorski - Present
Region 12 Advisor Shane Miller- Present
Region 14 Advisor Jaime Miranda - Present

District Governor Kareena Patel called the meeting to order at 9:05 AM.

Call to Order

District Governor Kareena Patel called the meeting to order at 9:05 AM.
Division 19 Lieutenant Governor Peggy Dodd led the Pledge of Allegiance.

Division 3N Lieutenant Governor Letizia Fazzini led the Key Club Pledge.

Division 39S Lieutenant Governor Camilla Brown led the invocation.

District Secretary Vivian Thai took a roll call, reporting all of those in attendance.

Appointment of Tech Producer and Convention Liaison

District Governor Kareena Patel entertained a motion to appoint Division 2S Lieutenant Governor Alina Dam as the 2020-2021 Texas-Oklahoma District Tech Producer, Immediate Past Interim District Governor Kaitlyn Roehr as the 2020-2021 Texas-Oklahoma District Convention Liaison, and Tiffany Doan as the Division 32 Lieutenant Governor.

Division 3E Lieutenant Governor Ben Lai moved to accept the new appointees, seconded by Division 25W Lieutenant Governor Viranda Kwok. A divisional vote is called, the ayes had it, and the motion carried.

LEDCON: General Information

Assistant Administrator of District Events Kelly Poland addressed the sponsorship money questions regarding LEDCON. She clarified that sponsorship

money is a tax-deductible donation for the benefit of Key Club and money from sponsorships last year will be used to pay for this year's LEDCON costs. She added that there are some fixed costs we must pay towards our hotel.

Assistant Administrator of District Events Kelly Poland continued onto the topic of the LEDCON stage. She stated that there will be 24 hours given for the stage to be built so the stage may likely not look exactly like the way it is presented.

Assistant Administrator of District Events Kelly Poland stressed the importance of boosting and retaining membership and how that will correlate to a higher attendance at LEDCON. She encouraged the board to think of the variety of the advantages of going to LEDCON.

Region 5 Advisor Tyler Thompson explained to the board that copyright is always an issue. He clarified that the Regional Advisors and Administrators will take care of all copyright issues and for the board to not worry about copyright when examining the presentations. One of Tyler's goals for the convention is to make the theme of the convention apparent throughout all elements of the convention, not just the stage.

LEDCON Pitches

Division 2S Lieutenant Governor Alina Dam and Division 30 Lieutenant Governor Anh Tran presented a theme.

Division 39S Lieutenant Governor Camilla Brown, Division 1 Lieutenant Governor Jonathan Perez, and Division 39N Lieutenant Governor Valerie Hennessee presented a theme.

Division 3W Lieutenant Governor Rujul Kulkarni, Division 18S Lieutenant Governor Elie Lam, and Division 28 Lieutenant Governor Pranav Gupta presented a theme.

District Governor Kareena Patel opened the floor for discussion and the board discussed the three potential themes.

Division 18S Lieutenant Governor Elie Lam rose to a Point of Information, asking if the electronic ballot will be utilized to vote for the LEDCON 2021 theme.

District Governor Kareena Patel answered yes.

Division 40E Lieutenant Governor Michael Chapple moved the previous question, seconded by Division 3W Lieutenant Governor Rujul Kulkarni. A divisional vote is called, the ayes had it, and the motion carried.

The electronic ballot is sent out and the official LEDCON theme is chosen.

District Governor Kareena Patel reminded the board that they should not tell their clubs about the LEDCON theme and it will be announced at a later date.

District Governor Kareena Patel released the board to their respective committee meetings from 10:40 AM until 11:40 AM. She recessed the board for a lunch break from 11:40 AM until 12 :40 PM.

District Project Committee Report

Division 23 Lieutenant Governor and Chairperson Anna Ngo presented two options for the T-O 2021 District Project: "Children of the Future" and "Hope for the Hungry". "Children of the Future" focuses on the children in the foster care system. "Hope for the Hungry" focuses on helping the homeless population and those that are in poverty. Service project ideas and the award criteria for both project types were presented.

District Governor Kareena Patel opened the floor up to discussion.

Division 40E Lieutenant Governor Michael Chapple asked for clarification regarding the number of man hours required for the award criteria.

Division 23 Lieutenant Governor Anna Ngo responded that the number of man hours required for each club is dependent on the number of people serving at the project and how long the project took.

Division 11 Lieutenant Governor Mireya Puga asked how the distinction would be made between the Governor's Project and the District Project if "Children of the Future" is chosen for the District Project.

Division 23 Lieutenant Governor Anna Ngo answered that they will be graded side by side and the award criterias can differ.

District Governor Kareena Patel posed the question of combining the Governor's Project and the District Project.

Division 2S Lieutenant Governor Tisha Gautam asked if there will be two separate projects and how club secretaries should enter their projects in their monthly reports.

District Governor Kareena Patel answered that there will be two different projects and there still will be two committees. The District Secretary will choose how she plans to grade that but there will still be

Division 4/6 Lieutenant Governor Morgan Hollingsworth stated that from the awards standpoint, there were only 3 entries each for both the Governor's Project and the District Project. She added that it would be easier to have the same topic for both projects since the projects are still separate. She expressed that having the same topic would help increase participation in the contests.

Division 1 Lieutenant Governor Jonathan Perez expressed that it's a good idea for similar topics in regards to the projects but there will be confusion when applying to awards.

Division 25W Lieutenant Governor Viranda Kwok asked if 30 man hours on one project would be counted towards one project or if there would be 30 added to both patch criteria.

District Governor Kareena Patel answered that there is no man hour requirement for the Governor's Project patch criteria.

Division 25W Lieutenant Governor Viranda Kwok asked if 30 man hours would also count towards both the District Project and the Governor's Project for the monthly report.

District Secretary Vivian Thai answered no: it'd be either the District Project or Governor's Project on the monthly report.

Division 19 Lieutenant Governor Peggy Dodd asked how clubs would know which award to apply to.

District Governor Kareena Patel answered that they can apply for both awards because the criteria for the two awards are different.

Division 19 Lieutenant Governor Peggy Dodd followed up asking if the club can use the same project for both awards.

District Governor Kareena Patel clarified that you have to meet the requirements to get the patch, not necessarily complete one specific service project.

Division 25W Lieutenant Governor Viranda Kwok moved to choose "Children of the Future" for the District Project, seconded by Division 39S Lieutenant Governor Camilla Brown.

District Governor Kareena Patel opened the floor up for discussion.

Division 25W Lieutenant Governor Viranda Kwok stated that having the two projects be over the same topic will help increase participation in the projects, especially during the pandemic.

Division 4/6 Lieutenant Governor Morgan Hollingsworth expressed that the Contests and Awards Committee will work with the District Project and the Governor's Project to make sure the criteria for the two awards don't overlap and in turn, prevent clubs from using the same projects to apply for both.

Division 39S Lieutenant Governor Camilla Brown agreed with Division 25W Lieutenant Governor Viranda Kwok that choosing "Children of the Future" will allow more clubs to participate.

Division 25W Lieutenant Governor Viranda Kwok rose to a Point of Information, asking if District Governor Kareena Patel can move to the slide with all of the service project options for "Children of the Future".

District Governor Kareena Patel switched slides accordingly.

A divisional vote was called on the motion to accept "Children of the Future" for the District Project, the ayes had it, and the motion carried. The District Project for the 2020-2021 chapter is officially "Children of the Future".

Division 25W Lieutenant Governor Viranda Kwok moved to accept the award criteria "Children of the Future" for the District Project, seconded by Jonathan Perez.

District Governor Kareena Patel opened the floor to discussion.

Division 25W Lieutenant Governor Viranda Kwok expressed that the award criteria is very fair because it takes into consideration the size of the club. She asked if the award criteria can be amended.

District Governor Kareena Patel answered that the District Project Committee would like to finalize the criteria at this Summer Board Meeting so that the project can be advertised.

Division 3E Lieutenant Governor Ben Lai stated that the award criteria will help smaller clubs participate and one of the requirements align with the award criteria of the Governor's Project, which will incentivize them to do the Governor's Project.

Division 25W Lieutenant Governor Viranda Kwok added that if anyone would like to amend anything in the award criteria, they are free to do so.

Division 4/6 Lieutenant Governor Morgan Hollingsworth stated that the Contests and Awards Committee will release a detailed rubric at WINBO that will clarify all the categories for both patches.

Division 11 Lieutenant Governor Mireya Puga asked if partnering with a Major Emphasis Program is a requirement for working with an organization in the award criteria.

Division 23 Lieutenant Governor Anna Ngo answered no and that any organization will suffice.

District Convention Liaison Kaitlyn Roehr posed the question of changing "clothes drives" to drives in general, such as books or toys.

Division 3W Lieutenant Governor Rujul Kulkarni agreed with District Convention Liaison Kaitlyn Roehr and stated that the variety of options will encourage more clubs to participate.

Division 3E Lieutenant Governor Ben Lai moved to amend the award criteria by striking out "clothing" in "Host at least one clothing drive for children in the foster care system", seconded by Graciela Bachu. A divisional vote was called, the ayes had it, and the motion carried. The award criteria now reads "Host at least one drive for children in the foster care system".

Division 40E Lieutenant Governor Michael Chapple moved to approve the District Project amended award criteria.

Division 25W Lieutenant Governor Viranda Kwok rose to a Point of Information, stating that there is already a motion on the floor.

District Governor Kareena Patel mentioned that Division 3E Lieutenant Governor Ben Lai has the floor to discuss his amendment.

Division 25W Lieutenant Governor Viranda Kwok rose to a Point of Order, stating that the amendment regarding the award criteria has passed. She clarified that the board must return to the motion of accepting the amended award criteria.

District Governor Kareena Patel opened the floor for discussion of the motion of accepting the amended award criteria.

Division 3E Lieutenant Governor Ben Lai rose to a Point of Privilege, inquiring if he was able to take a break to use the restroom.

District Governor Kareena Patel replied yes.

Division 18N Lieutenant Governor Austin Urbanski rose to a Point of Information, asking which motion is currently being discussed.

District Governor Kareena Patel answered that we are discussing the amended motion, which is the motion concerning the District Project award criteria with the amendment.

There is no further discussion so a divisional vote is called. The ayes had it and the motion carried. The "Children of the Future" award criteria with the amendment is approved.

Governor's Project Committee Report

Division 3E Lieutenant Governor and Chairperson Ben Lai expressed his gratitude towards the Governor's Project Committee, board, and staff.

District Governor Kareena Patel explained the components to the Governor's Project: advocacy/awareness and service. She added that the reason she chose the project is because many foster care children are overlooked. Her goal is to advocate for the young children who are going through hardships and serve those children in need.

District Governor Kareena Patel clarified what types of items may go into the "Bags of Hope": toothbrushes, socks, coloring books, etc. Clubs may use their own discretion in deciding which items go into each bag. She mentioned that each club will have to reach out to their local DHS for COVID-19 related precautions. She mentioned that these projects will be great for working with Kiwanis Family branches. She suggested virtual interaction as well.

Division 3E Lieutenant Governor and Chairperson Ben Lai presented the requirements for the Governor's Project patch:

- Host at least one donation drive per semester

- Donate at least 15 care packages per semester
- Complete at least 5 monthly challenges
- Create one brochure/flier to inform others about the issues that foster children face and how to help alleviate the problems

He clarified that one “Bag of Hope” should include at least one personalized letter, book, and hygiene product. Proof for care packages can be pictures. He also presented monthly challenges to keep clubs engaged with the Governor’s Project throughout the year.

District Governor Kareena Patel touched upon promotion tactics for the Governor’s Project, including a YouTube video, radio station advertisement, and creating brochures.

Division 1 Lieutenant Governor Jonathan Perez asked about semester requirements in the award criteria. He stated that clubs may struggle in fitting in requirements per semester but rather have an annual requirement.

Division 3E Lieutenant Governor Ben Lai agreed with Division 1 Lieutenant Governor Jonathan Perez.

Division 4/6 Lieutenant Governor Morgan Hollingsworth agreed with Division 1 Lieutenant Governor Jonathan Perez and believes a due date should be added to the project as well. She also expressed that the monthly challenge requirements may disqualify many clubs.

Division 18S Lieutenant Governor Elie Lam asked if the drives mentioned will be for materials needed for the bags.

Division 3E Lieutenant Governor Ben Lai answered yes.

Division 11 Lieutenant Governor Mireya Puga expressed that having semesters is a good idea to encourage clubs to participate in the project year round.

Division 1 Lieutenant Governor Jonathan Perez repeated his concern that clubs might not be able to participate twice a year considering the pandemic forces some clubs to go to school virtually for the first semester.

Division 3N Lieutenant Governor Letizia Fazzini stated that 15 care packages should be adjusted towards the amount of members.

Division 11 Lieutenant Governor Mireya Puga responded that 15 members is the lowest amount of members for a Key Club to register as a club so one care package per member per semester is reasonable.

Division 25W Lieutenant Governor Viranda Kwok stated that the bags criteria for the Governor’s Project is reasonable.

Division 1 Lieutenant Governor Jonathan Perez reminded the board that both the District Project and Governor’s Project contests barely have any

participation and the criteria should be made so that as many clubs as possible can participate.

Division 3W Lieutenant Governor Rujul Kulkarni expressed that 15 bags is not feasible because not all 15 members will participate and smaller clubs can't afford to pay out of pocket.

Division 3E Lieutenant Governor Ben Lai expressed that creating 15 bags should be possible with help from Kiwanis and organizations. He brought up the other requirement that holding a donation drive per semester will garner supplies.

Division 18S Lieutenant Governor Elie Lam asked if using Division 3N Lieutenant Governor Letizia Fazzini's idea of changing the number of bags per club is possible.

Division 20 Lieutenant Governor Kareena Patel answered yes.

Division 3C Lieutenant Governor Sophie Yang agreed with Division 3W Lieutenant Governor Rujul Kulkarni and expressed that changing the requirement amount on club size would work but may be confusing. She added that there should just be 15 bags per year requirement rather than semester.

Division 25W Lieutenant Governor Viranda Kwok stated she has shifted her opinion and believes the 15 bags of hope requirement isn't feasible.

Region 7 Advisor Melissa Greene stated there are two issues being talked about: the "per semester" issue and the number 15 for minimum number of care packages. She stated some contests can do percentages such as 50% of the members as the number of care packages. Regarding the per semester issue, some schools might not be in person until the second semester and it might be difficult for the Contests and Awards Committee to sort the applications out.

District Treasurer Raj Patel agreed with Region 7 Advisor Melissa Greene that the per semester requirement ostracizes the smaller clubs.

Division 8 Lieutenant Governor Emily Young added that donating care packages throughout a longer period of time is easier.

Region 1 Advisor Olin Norrid stated that for the schools in his region, extracurricular activities are banned until the second semester. 4 of his clubs won't be able to participate so he encourages the board to keep that into consideration regarding the "per semester" issue.

Division 3N Lieutenant Governor Letizia Fazzini expressed that the collaboration may be another incentive for participation.

Division 25W Lieutenant Governor Viranda Kwok moved to strike out "per semester" and insert "by the end of the year", seconded by Division 8 Lieutenant Governor Emily Young.

District Governor Kareena Patel opened the floor to discussion.

Division 25W Lieutenant Governor Viranda Kwok stated that she finally realized that some schools didn't get to meet until the second semester so that's why she believes moving the deadline to the end of the year will be helpful

Division 4/6 Lieutenant Governor Morgan Hollingsworth stated there should be a definite date instead of "by the end of the year" but that date won't be known until WINBO so "per semester" should just be removed.

Division 3E Lieutenant Governor Ben Lai asked if Division 4/6 Lieutenant Governor Morgan Hollingsworth made an amendment on an amendment

District Governor Kareena Patel answered that there was no motion made yet but Division 4/6 Lieutenant Governor Morgan Hollingsworth simply gave advice.

Division 40E Lieutenant Governor Michael Chapple rose to a Point of Information, asking whether Division 4/6 Lieutenant Governor Morgan Hollingsworth is referring to the service year?

Division 4/6 Lieutenant Governor Morgan Hollingsworth answered that the C&A Committee comes up with a deadline for each contest so she proposed leaving out "per semester" so that the C&A Committee will specify at a later date when the award is due.

Division 25W Lieutenant Governor Viranda Kwok moved to amend the previous motion to take out "by the end of the year" to the amendment, seconded by Division 3N Lieutenant Governor Letizia Fazzini.

Division 25W Lieutenant Governor Viranda Kwok reasoned that Division 4/6 Lieutenant Governor Morgan Hollingsworth makes a great point.

Division 3E Lieutenant Governor Ben Lai rose to a Point of Information, asking if we have made any amendment on the 15 bags requirement.

District Governor Kareena Patel answered no and we need to vote on the original amendment.

Division 25W Lieutenant Governor Viranda Kwok rose to a Point of Order, stating that we are actually voting on amending the amendment, so we are voting on removing "by the end of the year".

A divisional vote is called, the ayes had it, and the motion carried. The motion on the floor is the amendment of striking out "per semester".

District Governor Kareena Patel stated that we are voting on accepting the award criteria.

Division 25W Lieutenant Governor Viranda Kwok rose to a Point of Order, clarifying that we are voting on striking out the "per semester" of the amendment.

A divisional vote is called, the ayes had it, the motion carried. The topic of discussion is now the amended motion, or the amended criteria.

District Governor Kareena Patel opened the floor to discussion.

Division 3W Lieutenant Governor Rujul Kulkarni stated that percentage requirements are unfair for large clubs. For example, 50% of 200 members is 100 bags. She proposed a scale so that the smaller clubs have a higher percentage, more like a graduated scale rather than a flat curve.

Division 4/6 Lieutenant Governor Morgan Hollingsworth asked for an example.

Division 3W Lieutenant Governor Rujul Kulkarni responded that a club of 20 people could do 50% but 20% for 200 members. More packages should be required for those with a higher member count but not excessively high.

Division 3C Lieutenant Governor Sophie Yang proposes X to Y members be required to make a certain amount of bags but Y to Z members make a different amount, so it's much simpler than a scale.

Division 11 Lieutenant Governor Mireya Puga adds that altering with requirements now and amending them later would be messy so percentages might be easier.

Division 8 Lieutenant Governor Emily Young mentioned that one thing the District Project Committee had trouble with is coming up with the number of man hours so those ranges might not work. She expressed that percentages are the best idea.

Division 3W Lieutenant Governor Rujul Kulkarni agrees with Division 8 Lieutenant Governor Emily Young and believes that incorporating something like man hours into the Governors Project award criteria might work.

Division 3N Lieutenant Governor Letizia Fazzini advocated for lower percentages across the board.

Division 25W Lieutenant Governor Viranda Kwok expressed that there can be calculations done online for a different percentage per club size.

Region 7 Advisor Melissa Greene rose to a Point of Information, clarifying that there are 2 checkpoints. When doing awards based off of memberships, the membership at the 2 checkpoints will be averaged.

Division 18N Lieutenant Governor Austin Urbanski stated that a set number at higher amounts might be easier.

Division 8 Lieutenant Governor Emily Young stated that there should be responsibility spread throughout all members regardless of club size.

Division 3E Lieutenant Governor Ben Lai asked for thoughts of having a fixed number for ranges.

Division 40E Lieutenant Governor Michael Chapple moved to refer the issue to the Governor's Project Committee, seconded by Division 30 Lieutenant Governor Anh Tran.

District Governor Kareena Patel opened the board to discussion
Division 40E Lieutenant Governor Michael Chapple stated that the board is spending too much time on this topic.

A divisional vote is called, the ayes had it, and the motion carried. The motion to accept the amended criteria is referred.

Welcoming Committee Report

Division 28 Lieutenant Governor and Chairperson Pranav Gupta presented the goals of the committee, which are to set all activities and service projects by WINBO, have around 10 activities, have around 2 service projects Incorporate as many people as possible per activity, maintain the \$2000 budget, and have an amazing Welcoming Activity! Some welcoming activity ideas for LEDCON 2021 include a KINDEN run mat, a NERF bow and arrow, Message Wall, Photo Booth, GooseChase, Game Corner, Pedestal Joust, Wrecking Ball, and Obstacle Course.

General Public Relations Committee Report

Division 3W Lieutenant Governor and Chairperson Rujul Kulkarni presented the new T-O Board Guide created by District Tech Producer Alina Dam. She recapped the posts that have been posted on the T-O Instagram and presented the Post Request Form. The committee plans on creating templates for the District Project, Governor's Project, Key Club Week, and LEDCON as well as working with the new Tech Producer for a new logo. Their main goals include revamping the Instagram for more cohesion and fostering interaction on T-O Key Club's social media.

Division 18N Lieutenant Governor Austin Urbanski moved for a 10 minute recess, seconded by Division 3S Lieutenant Governor Graciela Bachu. A divisional vote was called, the ayes had it, and the motion carried.

Events Public Relations Committee Report

Division 3S Lieutenant Governor and Chairperson Graciela Bachu created infographics to aid obtaining sponsorships, which might be added to the sponsorship toolkit. In the future, the committee will work on the Instagram countdown towards district events and prospective projects were shared.

Membership Committee Report

Division 8 Lieutenant Governor and Chairperson Emily Young presented the committee's goals: sustaining membership count at 15,000, providing new resources, and hosting monthly online events. Within the board, the committee encouraged each LTG to communicate with members in addition to officers, providing more information about Key Club as a whole organization, and chartering at least one new club. The committee broke down the rest of the chapter with tasks to complete for each month, placing emphasis on a Pen Pal program and mentorship between underclassmen and upperclassmen.

Kiwanis & International Relations Committee Report

Division 39S Lieutenant Governor and Chairperson Camilla Brown presented the main goal of the committee: raising awareness for Kiwanis Family branches through social media promotion. In the past months, the K-Fam Committee has created a K-Fam graphic that is required for all LTG Newsletters and several other resources that are recommended for LTGs to include in their newsletters/update. The committee proposed a K-Family Service Award idea with the intention of promoting interaction between the K-Family branches and their goal is to receive at least 6 applications.

Break

The board took a 15 minute recess.

YOF

District Treasurer Raj Patel explained the purpose of the Youth Opportunities Fund and where the YOF comes from. He further explained the requirements to be a YOF Applicant and guidelines on how to start applying for the YOF. He provided a timeline on the deadlines for the YOF, steps to access the application, and T-O's statistics on applying for the YOF Grant.

Division 8 Lieutenant Governor Emily Young asked if a YOF grant could be used to serve a project relating to the District Project or Governor's Project.

District Treasurer Raj Patel answered yes and that it's a popular option.

MUC

District Treasurer Raj Patel explained the purpose of the Membership Update Center and why turning in dues is important. He provided a dues submission timeline for LTGs to relate with their clubs as well as guidelines on preparing for the upcoming year. He went into detail on accessing the MUC and adding new members on the website. Lastly, he provided the current membership and club count.

Division 25W Lieutenant Governor Viranda Kwok asked if it's possible to import officer contact information from Google Spreadsheets into the MUC.

District Treasurer Raj Patel answered no.

Division 3W Lieutenant Governor Rujul Kulkarni asked for what to do when a club has a new faculty advisor.

District Treasurer Raj Patel answered that a new account should be created with a new email. He clarified that if the email is rejected, the club should contact Kenneth Lucas from Kiwanis.

District Convention Liaison Kaitlyn Roehr moved to amend the agenda by removing the Public Speaking Energizer and moving on with the agenda, seconded by Division 19 Lieutenant Governor Peggy Dodd. A divisional vote was called, the ayes had it, and the motion carried.

Regulations, Elections, and Credentials Committee Report

Division 40E Lieutenant Governor and Chairperson Michael Chapple thanked the committee members and regional advisors, then reviewed the duties of the REC Committee. He emphasized that out of region LTG appointments will only be made when all other resources have been exhausted. He explained all of the aspects of the Emergency Amendment sent out before SUMBO and what it allowed: virtual elections, prior violation of the District Bylaws (Out of Region LTG Appointments).

Division 40E Lieutenant Governor and Chairperson Michael Chapple proposed several topics to discuss, such as a candidate manual, the power of the Governor to appoint LTGs before LTG training, LTG Removal Guidelines, Removal Guidelines for HOD, Virtual Election Process if LEDCON is Cancelled, and Out-of-Region Appointment Guidelines. He reviewed the Ex Priore Proposals that did not have the opportunity to be discussed in HOD 2020.

Contests and Awards Committee Report

Division 4/6 Lieutenant Governor and Chairperson Morgan Hollingsworth elaborated upon the purpose of the Contests and Awards Committee, such as reviewing and revising contests' descriptions, entry requirements, and scoring/judging. Some goals for the year include simplifying the code, creating more online submission forms, and promoting contests.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to add Article I Section 7 to the Code of Contests and Awards, seconded by Division 3W Lieutenant Governor Rujul Kulkarni. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to add Article I Section 8 to the Code of Contests and Awards, seconded by Division 28 Lieutenant Governor Pranav Gupta. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to accept all changes made to Article II Section 1 Subsection D.a Club Newsletter Award, seconded by Division 18S Lieutenant Governor Elie Lam. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to accept all changes made to Article II Section 1 Subsection D.c Club Newsletter Award, seconded by Division 2S Lieutenant Governor Tisha Gautam. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to accept all changes made to Article II Section 7 Subsection C Art Swanberg Outstanding Club President Award, seconded by Division 18N Lieutenant Governor Austin Urbanski. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to accept all changes made to Article II Section 8 Subsection B.a & C.d Club T-Shirt Award, seconded by Division 3N Lieutenant Governor Letizia Fazzini. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to accept all changes made to Article II Section 8 Subsection C.g Club T-Shirt Award, seconded by Division 25N Lieutenant Governor Luke Baber. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to accept all changes made to Article II Section 16 Subsection D Membership Growth Award, seconded by Division 39S Lieutenant Governor Camilla Brown. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to accept all changes made to Article II Section 19 Subsection B.a and C Outstanding Rookie Club of the Year Award, seconded by Division 9E Lieutenant Governor Ellisiah Cagaoan. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to add Article II Section 20 Theme Contest, seconded by Division 25W Lieutenant Governor Viranda Kwok. A divisional vote was called, the ayes had it, and the motion carried.

Division 4/6 Lieutenant Governor Morgan Hollingsworth moved to add the K-Family Service Award as Article II Section 21, seconded by Division 3W

Lieutenant Governor Rujul Kulkarni. A divisional vote was called, the ayes had it, and the motion carried.

Sponsorships and Sponsorship Tool Kit

Region 5 Advisor Tyler Thompson gave advice on asking for sponsorships, such as dressing effectively, explaining what Key Club is, and what the money will go towards. He elaborated on formal dress etiquette as well as the proper description of Key Club and LEDCON.

District Treasurer Raj Patel emphasized the importance of personal anecdotes when asking for sponsorships.

Region 5 Advisor Tyler Thompson elaborated upon what the sponsorship money will cover, including District Leaders' Expenses, a Keynote Speaker, funding for service projects at convention, and resources for advisors. However, the most important aspect to emphasize is the impact LEDCON will have on the local community.

Region 5 Advisor Tyler Thompson differentiated between sponsorships and ads, specifying that sponsorships are tax deductible while ads are not.

District Treasurer Raj Patel gave examples on places where to ask for sponsorships, such as the local Chamber of Commerce. He asked Region 5 Advisor Tyler Thompson on what he thinks of a script.

Region 5 Advisor Tyler Thompson answered that scripts are not genuine. Additionally, taking the time to follow up and thanking them for their time regardless if they gave you financial support will always leave a great first impression.

Region 12 Advisor Shane Miller added that a handwritten note goes a long way. If the donor feels that you genuinely appreciate them, they will be likely to give more. Additionally, talking to your Regional Advisor can be advantageous because they likely have connections.

District Treasurer Raj Patel mentioned that Chick-Fil-A is a great resource for asking for sponsorships.

Division 39S Lieutenant Governor Camilla Brown asked for advice on contacting sponsors when you are in quarantine.

Region 5 Advisor Tyler Thompson answered that you can often find contact information for banks or local businesses.

Assistant Administrator of District Events Kelly Poland suggested asking local Kiwanis clubs. She left a resource of contact information for those Kiwanis clubs.

Committee Meetings

Division 18N Lieutenant Governor Austin Urbanski moved to amend the agenda for the 2nd Committee Meeting to last 15 minutes rather than an hour, seconded by Division 19 Lieutenant Governor Peggy Dodd. A divisional vote is called, the ayes had it, and the motion carried.

District Governor Kareena Patel released the board to their respective committee meetings from 5:15 PM until 5:30 PM.

Parliamentary Procedure Test Results

Region 12 Advisor Shane Miller reviewed some of the missed questions of the Parliamentary Procedure Test, clarifying that the Delegates-at-Large does not include the Administrator, the dates that LEDCON could be held, that LEDCON does not have to include an address for an International Trustee, the last day for SUMBO is August 31, the proper precedence of motions, etc. He stated that he will introduce a new parliamentary knowledge program next week and there will be various awards of parliamentary knowledge awards at LEDCON. A new, open-book parliamentary procedure test will be taken at WINBO. The goal is to learn and grow the board's parliamentary knowledge. The average score for the Parliamentary Procedure test was a 78.

Secretary Update and Monthly Reporting

District Secretary Vivian Thai explained the importance of the Club Officer Contact Information spreadsheet (COCI) and reviews the deadlines that LTGs will need to take note of when collecting contact information. She reminded LTGs not to share the COCI with any of their club officers. She updated LTGs on the status of monthly reporting for club secretary, the next Secretary Training on August 15th at 11 AM, and available resources.

District Secretary Vivian Thai explained each page of the Monthly Report sheet filled out by club secretaries. She gave clarification on the quarters that will be used to calculate Top 25 points for this year.

Governor's Patch Requirement

After the Governor's Project Committee met, the committee amended the patch criteria to the following:

- Host at least one donation drive
- Donate a number of bags greater than or equal to 20% of the number of members but is not expected to exceed 30 bags. If the number is a decimal round accordingly.
- Complete at least 5 monthly challenges
- Create one brochure/flier to inform others about the issues that foster

children face and how to help alleviate the problems

Division 3E Lieutenant Governor Ben Lai moved to accept the new patch criteria for the Governor's Project, seconded by Division 9E Lieutenant Governor Ellisiah Cagaoan. A divisional vote is called, the ayes had it, and the motion carried.

Chartering Clubs

District Treasurer Raj Patel gave advice on chartering clubs, emphasizing the importance of finding a dedicated faculty advisor. He broke down the process of chartering into steps: finding sponsors, communicating responsibilities, recruitment, funding, and applying.

Monthly Report Update

District Convention Liaison Kaitlyn Roehr presented the monthly report averages for the past few months: 89/110 for April, 87/105 for May, and 90/105 for June. For Quarter 1, the overall score was 87, with 18 As, 13 Bs, and 2 other scores.

Top 5 LTGS Q1

District Convention Liaison Kaitlyn Roehr announced the top 5 LTGs for the first quarter: Division 2S Lieutenant Governor Alina Dam, Division 39S Lieutenant Governor Camilla Brown, Division 20 Lieutenant Governor Kareena Patel, Division 40E Lieutenant Governor Michael Chapple, Division 32 Lieutenant Governor Tisha Gautum, Division 4/6 Lieutenant Governor Morgan Hollingsworth, Division 28 Lieutenant Governor Pranav Gupta, and Division 39N Lieutenant Governor Valerie Hennessee.

LTGs with Perfect Newsletters

District Secretary Vivian Thai announced the 10 LTGs who have achieved perfect LTG newsletters: Division 2S Lieutenant Governor Alina Dam, Division 3E Lieutenant Governor Ben Lai, Division 3S Lieutenant Governor Graciela Bachu, Division 8 Lieutenant Governor Emily Young, Division 9E Lieutenant Governor Ellisiah Cagaoan, Division 18S Lieutenant Governor Elie Lam, Division 30 Lieutenant Governor Anh Tran, Division 39N Lieutenant Governor Valerie Hennessee, Division 39S Lieutenant Governor Camilla Brown, and Division 40W

Lieutenant Governor Sana Arshad. She added that the average LTG newsletter score for May was 8.83 and the average LTG newsletter score for June was 9.11.

Virtual Regional Training Conferences

District Convention Liaison Kaitlyn Roehr presented two options for training conferences this year: district-wide training conference and regional training conference. The benefits of a virtual regional training conference include not having to find a venue, allowing separate sessions or breakout rooms via Zoom, and more. If members only attend certain parts of the training, they can come and go as they see fit. For a virtual district-wide training conference, some advantages include putting the training on Facebook live, advisors can meet with regionals and District Administrators, members actively getting involved with staff, a large variety of forums, and more.

District Governor Kareena Patel released the board to their respective regional meetings from 6:25 PM until 7:15 PM.

Final Words, Questions, and Adjournment

Division 40W Lieutenant Governor Sana Arshad asked how the board will receive their polos.

District Governor Kareena Patel answered that Assistant Administrator of District Events Kelly Poland will mail the polos to each member of the board.

Division 8 Lieutenant Governor Emily Young asked if clubs are still allowed to hold Regional Training Conferences if the T-O District decides to hold a district-wide conference.

District Governor Kareena Patel answered yes.

Division 39N Lieutenant Governor Valerie Hennessee asked if the board is allowed to announce the District Project and the Governor's Project.

District Governor Kareena Patel answered yes, but not the LEDCON theme.

Division 25W Lieutenant Governor Viranda Kwok asked the new T-O Brand Guide will be used in upcoming LTG Newsletters.

District Tech Producer Alina Dam answered that the new T-O Brand Guide was originally created for T-O's social media. However, she is unsure if the T-O Brand Guide could be officially adopted so it is best to stick to the official Key Club International Brand Guide.

Division 25W Lieutenant Governor Viranda Kwok asked if LTGs can have a list of the vacant division.

District Governor Kareena Patel answered yes and that she encourages LTGs to fill vacant divisions.

District Governor Kareena Patel expressed how proud she is of the board for making it through SUMBO and thanked everyone for their dedication.

Assistant Administrator of District Events Kelly Poland announced that she got an email from the people that made our LEDCON trophies so she will drive down to get them and distribute them to the clubs. She will also distribute name tags and polos after she orders them soon. She has already received the lapel pins from International. She encouraged the board to keep flexible as we navigate this challenging term.

District Governor Kareena Patel announced that she will release an informal vote soon between regional training conferences and district-wide training conferences.

District Governor Kareena Patel adjourned the meeting at 7:42 PM.

The above minutes are written and approved by 2020 - 2021 District Secretary Vivian Thai.