



KEY CLUB

Minutes prepared and submitted by Mackenzie Merbach, Texas-Oklahoma District Secretary

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

District Governor: Dianna Cardenas- Present

District Secretary: Mackenzie Merbach- Present

District Treasurer: Leia George- Present

District Editor: Sophia Tran- Present

Convention Liaison: Chris Do- Present

Technology Producer: Stephanie Tran - Present

The following District Administrators were present/ absent as indicated:

District Administrator: Walt Roetter- Present

Assistant Administrator: Jeff Moss- Present

Assistant Administrator: Ryan Edmoundson- Present

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

Division 1N LTG Avalon Wolfe
Present

Division 1S LTG Nithure Rema
Present

Division 2N LTG Ish Patel
Present

Division 2C/2S LTG Brandon Ramirez
Present

Division 3E LTG Aliya Khan
Present

Division 3W LTG Christina Lee
Present

Division 3N LTG Hyder Alikhan
Present

Division 3S LTG Brian Kim
Present

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Division 4/6 Cassandra Gomez

Present

Division 5 LTG Jada Hudgins

Absent

Division 7/33 LTG Bethany Malcolm

Present

Division 8 LTG Saylor Snowden

Present

Division 9E LTG Justin Gillmor

Absent

Division 9W LTG Lexi Durbin

Present

Division 10 LTG Justifer Davis

Present

Division 11 LTG Valeria Chong

Present

Division 12/22 LTG Tyler Thompson

Present

Division 13 LTG VACANT

Division 14 LTG Jiya Willis

Present

Division 16 LTG VACANT

Division 17 LTG Abby Handrahan-Stewart

Present

Division 18 LTG Peter Gomez

Absent

Division 19 LTG Nolan Looman

Present

Division 20 LTG Mary Stephens

Absent

Division 21 LTG VACANT

Division 23 LTG Alette Cook

Present

Division 24N LTG Anthony Tabrizy

Present

Division 24S LTG Cecilia Vega

Absent

Division 25N LTG Dajah Brooks

Present

Division 25S/31 VACANT

Division 25W LTG Angela Chen

Present

Division 26/34 LTG Macy Riley

Present

Division 28 LTG Robert Scherer

Present

Division 30 LTG Shamiah Naff

Present

Division 32 LTG VACANT

Division 35 LTG Rylan Shewmaker

Present

Division 38 VACANT

Division 39N LTG Hannah King

Present

Division 39S LTG Eric Li

Present

Division 40W LTG Jacquelyne Hernandez

Present

Division 40E LTG Breely Frasco

Present

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The following Regional Advisors were present/absent as indicated:

Region 1 Advisor Olin Norrid Present	Region 8 Advisor Dennis Hogan Present
Region 2 Advisor Kelly Poland Present	Region 10 Advisor Kristina Jacobson Present
Region 3 Advisor Angela Syverson Present	Region 11 Advisor Walt Roetter Present
Region 5 Advisor Kenyon Black Present	Region 12 Advisor Judy Pomorski Present
Region 6 Advisor Rafael Santos Absent	Region 13 Advisor David Black Present
Region 7 Advisor Donna Newsham Present	Region 14 Advisor Richard Brotzman Absent

Friday January 6th, 2017

The Meeting was called to order by Governor Dianna Cardenas at 7:15 P.M.

Call to Order

Governor Dianna Cardenas calls the meeting to order at 7:00 pm. Division 39S Lt. Governor Eric Li then leads in the pledge of allegiance. Division 9W Lt. Governor Lexi Durbin leads the Key Club pledge. Governor Dianna Cardenas leads in the invocation. Secretary Mackenzie Merbach takes roll call to take note of all attendees of the meeting. Administrator Walt Roetter started the opening message. He gave the opening announcements and welcomed everyone to the meeting. He asked the board the focus this weekend as work to continue grow in membership and work towards finalizing District Convention.

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Resignations and Appointments

Governor Dianna Cardenas begins reading the resignations/appointments of board members by stating both their name and position.

Resignations

Division 11 Lieutenant Governor: Nury Escalante

Division 10 Lieutenant Governor: Amaan Chakkiwala

Division 9W Lieutenant Governor Lexi Durbin motioned to resign all the above people.

Division 7/33 Lieutenant Governor Bethany Malcolm seconded the motion and the motion passed.

Appointments

Division 9E Lieutenant Governor: Justin Gillmor

Division 10 Lieutenant Governor: Justifer Davis

Division 11 Lieutenant Governor: Valeria Chong

Division 19 Lieutenant Governor: Nolan Looman

Division 12/22 Lieutenant Governor Tyler Thompson motioned to appoint all the above people.

Division 2N Lieutenant Governor Ish Patel seconded the motion and the motion passed.

Governor's Report

Governor Dianna Cardenas went over what has been going on with her job. She went over current membership and reaching our goals. She emphasized that our number of members needs to be higher and reminds the board to use the provided membership graphic to help attract new members. She went over

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Robert F. Lucas binders with the Lieutenant Governors and the progress for where they should be at currently. She reminded Lieutenant Governor's that they need to be selling ads. for our convention booklet in order to make District Convention successful as well as to make sure to have club officer elections before Convention to allowed officer elects time to go to their respective workshops. Governor Dianna also reminded Lieutenant Governors to make sure they hold their Divisional Election Conferences this month to allow time to plan traveling for the new Lieutenant Governor Elects.

Governor Dianna Cardenas then described this weekend and its purpose of planning and setting things for the year. She welcomed everyone to the board meeting.

Secretary's Report

Secretary Mackenzie Merbach went over what has been going on with monthly reporting for the second and third quarter of the year. She did a presentation in which she encouraged LTGs to encourage more clubs to report, send out resources, and to ask her if they had any questions. She asked the Lieutenant Governors to start emphasizing to clubs about the Annual Achievement Award to clubs. She informed the board that only one club was awarded this from the T-O district last year and would like see more clubs go out for the award. She went over the guidelines for the award and due dates to help the board familiarize themselves on how to find the forms to this award. She showed the District board how many clubs reported each month and showed the percentages of clubs reporting by division and region. She urged the district to reach 50% by our District Convention Board meeting (86 reports) and to reach 60-80% reporting by the end of the year (98-114 reports).

Treasurer's Report

Treasurer Leia George went over the statuses of clubs with our district stating that there were a total of 343 clubs, 179 Active/Paid clubs and the district has a total of 13,755 members as of January 5th. She also stated that we have chartered 5 clubs so far this year as of January 5th. She showed the board a list of inactive/paid clubs so they could know which clubs they would need to contact about paying their dues. She reminded Lieutenant Governors that the

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clubs who have yet to pay dues will need to have paid by February 1st to avoid becoming suspended. She continued on to address common issues clubs were having paying dues and accessing the Membership Update Center and told the board to have club personally contact her or the Key Club International support line.

Editor's Report

Editor Sophia Tran went over updates for editors in the first, second, and third quarter. She presented the board percentages of clubs submitting newsletter/articles by division and encouraged Lieutenant Governors to increase newsletter/article submissions within their respective divisions. She then went over deadlines for club newsletters and articles as well as whom to send it to. Editor Sophia Tran then proceeded to remind Lieutenant Governors about article assignments for this month as well as the months in the fourth quarter. She then went over the basics of creating a newsletter to better help Lieutenant Governors with creating a newsletter each month.

Convention Liaison's Report:

Convention Liaison Chris went over forums and informed the board that the forums have been finalized and will be presented tomorrow during forum overview. He briefly discussed ad sales, the promotion of District Convention in April, and the extra aspects of convention such as the crest contest and club forums. Convention Liaison Chris updated Lieutenant Governors that he has with created and sent out individualized Advertisement Sale lists for each LTG and encouraged LTG's to work together or contact him directly with help selling advertisements. He then went over his progress on working on the District Convention Brand Guide and informed the board that it will include colors, graphics and other convention promotional items. He then went over the DCON Resource packet and informed the board that it will be released by the end of this week with all the registration information and DCON Bulletin. He then showed the board the current status of the bulletin and what will be in the bulletin. Chris then explained his goals for after winter board about being transparent to the board, keeping in check with forum presenters, and keep on top of DCON committees to make this DCON the best one yet.

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1st Committee Meeting

All of the committees split up and started to make plans for the upcoming year and set a plan of action for their respective committees.

ICON 2017

Governor Dianna went over the upcoming International Convention with the board. She went over the location and dates of the convention which is to be held in San Antonio on July 5-9th, 2017. She then showed the board the convention video and answered any questions she could about this year's International Convention.

Robert F. Lucas Awards

Governor Dianna then went over a few reminders about the Lieutenant Governors Robert F. Lucas Binder and told them that they are due at DCON. She went on to give them tips on what they should be doing with their binders and told them to make sure to thoroughly check its contents. She encouraged Lieutenant Governor's if they have yet to start on their binders to do so now. She also went over the award/plaque given if anyone scored high enough on their binders in which they would receive at International Convention.

LTG Training Discussion

Governor Dianna then went over that Lieutenant Governor Training will be coming up in February for the newly elected Lieutenant Governors to attend. She asked the current board if they had any recommendations as far as training the new Lieutenant Governors and to give some feedback about last year's training to improve upon for this year's training. After taking the recommendations from the current board, she asked them to write a letter to their successor that includes tips, help, and some problems they may face as an Lieutenant Governor.

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Closing Announcements and Adjournment

Before adjourning the meeting on Friday, Governor Dianna reminded the board about some of the things going on after the meeting. She informed them that the "What Not to Wear" video will be happening Saturday night after the meeting along with the Senior Board photo for the back of the convention booklet. She continues with the announcements by letting Lieutenant Governors know that there will be wand making in the board room twenty minutes after the adjournment of this meeting. District Administrator Walt Roetter then reminded the board about their assigned clean up duties in the hospitality room and curfew at 12A.M.

Division 25N Lieutenant Governor Dajah Brooks motions to adjourn the meeting and to reconvene at 9 A.M.

Division 17 Lieutenant Governor Abby Handrahan seconds the motion and the motion is passed.

The meeting was adjourned at 9:45 P.M.

Saturday January 7th, 2017

The Meeting was called to order by Governor Dianna Cardenas at 9 A.M.

Call to Order

The meeting was called to order by Governor Dianna Cardenas at 9:00 A.M. She called on Division 19 Lieutenant Governor Nolan Looman to lead the pledge of allegiance. Then Division 10 Lieutenant Governor Justifer Davis led the Key Club pledge. Everyone was then seated and the meeting began.

Red Coat Reunion

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All the regionals went with their Lieutenant Governors to plan region wide events such as, RTC, STC, DEC, and DCMs. The dates were finalized and set for the spring. The staff went around and gathered information from all regions.

DCON Round 1

Assistant District Administrator Jeff Moss spoke to that board about what to expect this year at District Convention since we are now the ones who will be running it. He then passed off the convention talk to Convention Liaison Chris Do who began by going over registration and the various prices pending on the date you register. He informed the board that early registration will open on February 6th and will last until March 17th for a \$120 registration fee. After March 17th, a regular registration fee of \$150 will be put in place up until a week before convention. He went over that convention will still be held at the Sheraton in Downtown Dallas and that this year's themed contest will be a Club/House Banner contests. After going over this information member of the board asked him a few questions over registration, how badges will work this year, and other miscellaneous fees clubs should be expecting when attending convention.

Assistant District Administrator Jeff Moss then began an overview of the week of convention to the board. He reemphasized that convention will be happening at the Sheraton in Downtown Dallas. He then began the overview with Wednesday April 19th when the board arrives.

Wednesday:

- **Attire:** Casual , Professional for the Governor's Banquet
- **Overview:** The board will arrive and get room assignments. After dropping things off in the room board members will help unload the truck with all the convention items, wrap up any individual things, and attend the Governor's Banquet that evening. After the banquet there will be a board meeting where board members will get their schedules for Thursday and convention bags.

Thursday:

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- **Attire:** Convention T-Shirt, Casual, Optional Dress up for Welcoming Activities
- **Overview:** There will be breakfast in the hospitality suite. Board members will be helping set up the stage and welcoming activity for the afternoon. The rest of the day will vary upon individual schedules, miscellaneous committee meetings and T-O Scholarship interviews.

Friday:

- **Attire:** The attire for forum presenters is business or professional attire. The rest of the board, who are not presenting forums, will be wearing their red polos, badges, and khakis
- **Overview:** The day starts at 8 A.M. with contest judging, forums, and non-board members T-O scholarship interviews. At 9 A.M contests such as the talent, Quiz Bowl Prelims, Smash Bros Prelims, essay and oratory begin. At 12 P.M there is the Advisor's Luncheon, board members are on their own for lunch, and a joint board meeting at 1 P.M. Forums begin again at 2 P.M. and last until 4 P.M. Opening Session begins at 5 P.M, but select Lieutenant Governors will be there ahead of time for line control. For those not teaching forums, they will be helping with miscellaneous tasks and stage set up according to their schedules. At the end of the day there will be an optional movie night for clubs to attend and a board wrap up meeting.

Saturday:

- **Attire:** The attire for all of Saturday will be professional/business attire, Casual for the Governor's Ball and Stage Demolition at the end of the day
- **Overview:** The day will begin with regional caucuses and candidate speeches. Non-Board member T-O scholarship interviews will continue throughout the day. Lunch will be provided that day at the luncheon, where a few awards will be passed out and the finals for the annual Texas vs. Oklahoma Quiz Bowl and Smash Bros Brawl finals will take place. At 2 P.M. House of Delegates will begin, where the top staff candidates will give their final speeches and amendments to the By-laws will be discussed and voted on. After House of Delegates will be

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the Awards Banquet where dinner will be served and the rest of the awards, Top 25 clubs, newly elected staff members will be announced. Following the banquet will be the Governor's Ball and Stage demolition/truck loading.

Sunday:

- **Attire:** The attire for Sunday will be professional/business attire for Sunday breakfast.
- **Overview:** Breakfast will be served on the top floor to Lieutenant Governors, Lieutenant Governor Elects, Staff, and the newly elected staff. Following the breakfast will be the new board installation and pinning. After the pinning, is the conclusion to convention.

After going through the schedule answered board members questions regarding scholarship information, various jobs done at DCON, how the house points will work, selling ads, dress up for welcoming activity, and the lines going into sessions. After answering questions he went over chair leaders for seating sections to avoid advisors or clubs reserving rows of seats at a time. He encouraged Lieutenant Governors to try to control line cutting as much as possible in the seating sections before sessions begin. He informed the board that clubs arrive as early as 30 – 45 minutes early to start getting in line. He mentioned that if there are any major problems with line cutting to get a hold of a Red Coat in the area. He went on to talk about our keynote speaker, Kent Julian, and our other speakers that will be at convention such as the Kiwanis Governor, Circle K International Governor, and over the details of Friday night's movie. He went on to talk about the first day we get to the Sheraton we will be working on stage presentation and Division 12/22 Lieutenant Governor Tyler Thompson emphasized the importance to the board about knowing how to walk on and off stage as well as your lines for each session in case something goes wrong with the prompters. At the mention of scripts, Assistant District Administrator Jeff Moss informed the board that everyone will have a speaking part at convention unless specified otherwise and will receive their scripts 1-2 weeks before convention. During stage presentation he will also teach the board on how to use the prompters. He ended the 1st round of convention talk by stating that it will be a lot of work and preparation, but this will be one of our biggest conventions yet and we should work hard to make it the best one yet.

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Forum Overview Part 1

The board went over all the forums in which will be presented by other board members. As forum presenters for the board went up to show their PowerPoints and inform the board the main ideas of their forum within 8 minutes. Following the presentation time, other board members had 2 minutes to critique the forum.

Presidents and Vice-Presidents Forum: Dianna Cardenas, Sophia Tran (How be the Prefect of your house)

Break:

Division 17 Lieutenant Governor Abby Handrahan motions for a 10 minute break

Division 25N Lieutenant Governor Dajah Brooks seconds the motion and the motion is passed.

The board reconvened at 11:17 A.M.

Forum Overview Part 1 (Cont.)

Key Club 101: Macy Riley, Christina Lee, Abby Stewart, Nithure Rema

Editors Forum: Sophia Tran, Eric Li

District Project - Operation Education: Rylan Shewmaker, Eric Li, Bobby Scherer, Justin Gillmor, Valeria Chong

Treasurer Forum: Leia George, Ish Patel (Bankin' at Gringotts)

Division 17 Lieutenant Governor Abby Handrahan motions to accept the agenda

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Division 12/22 Lieutenant Governor Tyler Thompson seconds and the motion passes.

Lunch

The board took a break for an hour long lunch beginning at 12 P.M. and ending at 1 P.M.

Forum Overview Part 2

K-Family Konnections: Breely Frasco, Jacquelyn Hernandez

Secretary Forum: Mackenzie Merbach, Justifer Davis, Tyler Thompson

Social Media and Webmasters: Stephanie Tran, Cecilia Vega

Planning an Event: Hyder Alikhan, Nithure Rema (How to Host a Magical Event)

Major Emphasis Project: Lexi Durbin, Jiya Willis

Breaking the Ice: Kino Paul, Lexi Durbin, Abby Stewart, Peter Gomez

Parliamentary Procedure: Avalon Wolfe, Ish Patel

Tips to being on the Top: Mackenzie Merbach, Chris Do

Communications 101: Christina Lee, Dajah Brooks

Break

The board took a scheduled break from 2:05 to 2:25 P.M.

DCON Round 2

Convention Liaison Chris Do showed the board his current progress on the DCON Bulletin that will be released later this week. He started off with the

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invitational cover to DCON 2017 and moved on to show some of the other pages which contained his convention invitational letter, price information, and registration information. Assistant Administrator Jeff Moss took over and explained to the board what will be included in the DCON Resource Packet that will be released with the DCON Bulletin. He informed the board that it will continue to be a in a dropbox file so he emphasized to make sure clubs know how to access it. He went over the purpose of the bulletin and what it is used for as well as go through the registration process step by step with the board. Continuing his explanation and review of the DCON Resource Packet, Assistant Administrator Jeff Moss went over the elections, dress code, schedule, and contest/awards portions of the packet. He went over the various contests that will be at convention and the newest edition to the contests folder, the themed banner contest. He continued his convention overview by going over seating sections for each session and the changing of ribbons. He explained to the board that we will be changing to horizontal ribbon this year and was currently in the works of selling them for a \$1. He mentioned that he was looking at having 2 themed specific and 4 generic/cool ones that we could purchase in bulk to reuse for later years. Before opening for questions he mentions to the board that we will now be talking credit card for registering and for making purchases at convention such at ribbons. He did, however, inform the board that for clubs using credit cards to register online must call District Administrator Walt Roetter to give their card information rather than entering it only for security reasons. He then took questions from the board which includes information over registration, payment through checks, the changing of attendee information, and criteria for a male chaperone.

Convention Liaison Chris Do then showed the board the results and winner of the house crest contest that ended on Friday. He showed submissions from the Clubs of Lawton, North Garland, and Weatherford. He announced that North Garland was the winner and that their crests will be used for our convention on the badges and center of our convention. He informed that board that we will be keeping more with the traditional Harry Potter house colors in addition to the other standard black, grays and browns. The board then discussed the choosing of houses and allowing the board members to be a Prefect House to make giving points fair to each house.

Division 2N Lieutenant Governor Ish Patel motions to move up agenda to Ad. Sales

Division 3N Hyder Alikhan seconds the motion and the motion passes.

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Ad. Sale Update

Convention Liaison Chris Do went over with the board the current status of the ads. sold. He informed the board that only 25% of ads have been sold and that he will extend the deadline for ads. to February 22nd. He told the board to push digital advertisements because only 4 out of 10 have been sold. Assistant District Administrator Jeff Moss also told the board to try to push digital signage because only 1 or 2 has been sold. He went of the pros of going for digital signage by stating that you get the most for you money as far as screen time. Convention Liaison Chris Do then went over some money raising ideas such as creating a GoFundMe or personally walking into businesses with your polo on to sell ads. The board was then allowed to ask questions and make suggestions. Some of the suggestions included trying to sell it off as a sponsorship to go to convention or try asking for donations.

Governor Dianna Cardenas entertained the motion to move up agenda

Division 23 Lieutenant Governor Alette Cook motioned the agenda up.

Division 40W Lieutenant Governor Jacquelyne Hernandez seconds the motion and the motion passes.

Committee Meetings Round 2

The committees split up again and continued planning for the year. The committee chairs also started planning what they were going to say to everyone in their committee report. They went over their goals for the rest year and what they plan to do in regards to the projects in the division, district, and international levels of Key Club.

The following gave a presentation on their committees and the goals of the committees:

Governor's Project - Division 26 Lieutenant Governor Macy Riley

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Committee Chairwoman Macy Riley informed the board that her committee was pretty much finished and were waiting on clubs to turn in the completion forms to grade. She reminded the board that completion forms have been sent out and encouraged the board to have their clubs fill out the forms if they participated this year.

District Project – Division 35 Lieutenant Governor Rylan Shewmaker

Committee Chairwoman Rylan Shewmaker reminded the board to continue using the promotional resource packet to spread the word out to clubs. She informed the board that clubs still have the chance to participate in the District Project. She informed them of the upcoming National Reading Day and told them about the amazing projects that could go on to promote this.

Divisional Project – Division 9W Lieutenant Governor Lexi Durbin

Chairwoman Lexi Durbin informed the board that she has already discussed with the REC committee about the removing her committee from the bylaws. She explained that she felt, along with others, that the governors who would be put into this committee could be put to better and more effective use. She informed the board that Governor Dianna Cardenas will be making the divisional project form electronic and will be grading them.

Welcoming Activity – Division 12/22 Lieutenant Governor Tyler Thompson

Chairman Tyler Thompson went over the goals of his committee stating the committee wants to have about three service projects at welcoming activity, and incorporate more of the theme into the games and decorations at welcoming activity. He went over the committees plan to incorporate the house point system not only into welcoming activity but into the rest of convention. He informed the board that the house points will be calculated by texting a specific number that will get added together online. He then went over the booths that welcoming committee has planned to set up on Thursday of convention. Some of the ideas were the making of paper wands, house face tattoos, twister, Key

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Club marriage and 2 different inflatables. He then went over some of the service project ideas the committee had in mind which included making bookmarks for our district project, canned food towers (member bring cans to donate), and dog toys. He then answered some of the board's questions regarding the adding of points and service projects. Before moving onto the next committee he informed the board that due to the lack of attention and participation, there will no long be a Service Fair at Welcoming.

General PR Committee/Events PR Committee – Division 1S Lieutenant Governor Nithure Rema and Division 23 Lieutenant Governor Alette Cook

Chairwoman Alette Cook went over her committees plans to hype up convention this year. Some of the ideas that the committee had laid out were snapchat filters, dress code video, and having a DCON countdown. Chairwoman Alette Cook went on to explain the Snapchat filter and showed us different options as far as prices and times.

Convention Center Only

1 Hour: \$5.00
Every hour goes up \$5.00
Entire duration: \$220.00

Entire Hotel:

1 Hour: \$8.00
Every hour goes up \$8.00
Entire duration: \$400.00

Chairwoman Alette Cook then opened voting to the board to pick the best of the six presented Snapchat filters.

Website Committee – Tech Producer Stephanie Tran

Tech Producer Stephanie Tran informed the board of how many clubs use websites or have submitted websites to the district. She then went over some of

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the changes the committee wanted to make to the criteria of achieving the Outstanding Website Award/Patch.

Contest and Awards – Division 14 Lieutenant Governor Jiya Willis

Chairwoman Jiya Willis presented to the board the current goals of her committee. She then went over the newly revised outstanding officer awards by going over with the board what the new forms will look like and how submissions will work. Chairwoman Jiya then went over the proposed change made by the Website Committee with the board:

Red Text is the proposed changed to the Bylaws

Article II Section 13, Subsection D. Number 4 (to Contest and Awards)

“All club web sites that maintain the above listed standards and **score 80 points** (out of 100) shall receive distinguished web site honors at the district convention. The top 3 scoring clubs shall receive special recognition.”

Division 12/22 Lieutenant Governor Tyler Thompson motions to approve the proposed amendment.

Division 23 Lieutenant Governor Alette Cook seconds and the motion passes.

Regulations, Elections, and Credentials Committee – Bylaw Amendments –

Division 1N Avalon Wolfe

All of the following amendments have been approved and finalized by the board. The following will be discussed and approved at House of Delegates at our district's convention.

Red Text is the proposed changed to the Bylaws

Amendment 1 Article 1 Section 2 (to the District Bylaws) - APPROVED

b. Travel to and from the Key Club International convention at a fixed rate per person **should certain criteria be met as established by the District Board and District Administrator.**

Chairwoman Avalon Wolfe motions to approve Amendment #1.

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Division 7/33 Lieutenant Governor Bethany Malcolm seconds and the motion passes.

Amendment #2 (Article V, Section 1/Article V, Section 11/Article IX, Section 3 /Article IX, Section 4/Article II, Section 3) (to the District Bylaws) - APPROVED

Article V, Section 1:

The duties of the Technology Producer Shall be as follows:

- a. Produce and distribute infographics to be used for district projects, events, website, and anything of the like, upon request by the District Board, in a timely manner.
- b. Produce and distribute 2 graphics resource packages, to be used by clubs and district board for newsletters, social media postings, and anything of the like in a timely manner. Each resource package should contain a minimum of 5 graphics.
- c. Produce and distribute a promotional video for District Convention.
- d. Be responsible for photography and videography at District Events for promotional purposes.
- e. Perform other such duties as may be assigned to him/her by the Governor or District Board.
- f. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.
- g. The Technology Producer shall not be a voting member of the District Board. Unless a chosen delegate by his/her home club, the Technology Producer shall not vote at the House of Delegates.

Article V, Section 1:

Officers of the district shall be the Texas-Oklahoma District Governor, Secretary, Treasurer, Editor, Convention Liaison, **Technology Producer**, and one Lt. Governor for each division of the district. The Governor, the Secretary and the Treasurer shall be elected at the annual district convention. The Editor, **Technology Producer**, and Convention Liaison, shall be appointed by the Governor. All offices appointed by the Governor shall be approved by the District Board with a two-thirds affirmative vote. The District Governor, District Secretary, District Treasurer, District Editor, and **Technology Producer**, Convention Liaison shall be known as the "District Staff."

Article IX, Section 3:

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In the event of a vacancy in the office of Secretary, Treasurer, Editor, **Technology Producer**, or Convention Liaison between conventions, the Governor shall appoint a qualified member to fill the unexpired term, once he/she has completed the proper candidacy forms. This appointment is subject to the approval of the District Board and the District Administrator.

Article IX, Section 4:

Whenever it shall appear to the Governor that any Lt. Governor, District Secretary, District Treasurer, District Editor, **District Technology Producer**, or Convention Liaison is failing to perform the duties of his/her office, the Governor, with approval of the District Administrator, shall give such District Officer immediate written notice of the fact and place him/her on immediate suspension of duties.

Article II, Section 3:

b. All elected and appointed members of the District Board, including Lt. Governor-elects, but excluding the District Editor, **District Technology Producer**, and Convention Liaison, shall be Delegates-at-Large in the House of Delegates. They shall receive the same rights and privileges as all delegates.

Chairwoman Avalon Wolfe motions to approve Amendment #2.

Division 14 Lieutenant Governor Jiya Wills seconds and the motion passes.

Amendment #3 Article I, Section 2 (to the Code for Elections and HOD) -
APPROVED

a. Election Campaign Rules

8. Each candidate shall be allowed one escort. The escort shall be allowed to aid the candidate in the election process and the candidate shall be required to specify the escort's name on his/her candidacy form. This escort must not be a District Officer or an International Officer and shall be held to the same rules as the candidate as outlined in **Article I, Section 2, Subsection a.5 and Article I, Section 2, Subsection a.7** of this Code. Any violation of these rules may result in the disqualification of the candidate by the Committee on Regulations, Elections and Credentials. Decisions by the committee can be appealed to the District Administrator.

**Texas-Oklahoma District
Key Club International
Winter Board Meeting
January 6-8th, 2017
Dallas, Texas**

Chairwoman Avalon Wolfe motions to approve Amendment #3.

Division 7/33 Lieutenant Governor Bethany Malcolm seconds and the motion passes.

Amendment 4 Article VII, Section 11 (to the District Bylaws) - APPROVED

~~**h. Committee on Divisional Projects: This committee shall be composed of one chairperson and up to two members. Its duties shall be to efficiently train Lt. Governors regarding all aspects of, but not limited to, design, promotion, execution and documentation of a divisional project.**~~

Chairwoman Avalon Wolfe motions to approve Amendment #4.

Division 9W Lieutenant Governor Lexi Durbin seconds and the motion passes.

Contest and Awards (Continued):

Item 1: Use the forms provided by the board to apply for Outstanding Officer awards and send electronically by 2 weeks prior to District Convention

Chairwoman Jiya Willis motions to approve Item #1.

Division 9W Lieutenant Governor Lexi Durbin seconds and the motion passes.

Top 25 and Monthly Reporting Tips

Secretary Mackenzie Merbach announced the Top 25 clubs for the third quarter. She explained to the board that all reports were graded the same and with no biased towards any clubs. She also explained that after December reports get graded an updated Top 25 will be posted onto the District website with clubs in alphabetical order.

Miracle Minute

**Texas-Oklahoma District
Key Club International
Winter Board Meeting
January 6-8th, 2017
Dallas, Texas**

District Treasurer Leia motions to add in a Miracle Minute for the Thirst Project, Lexi 2nd (Pass)

Division 11 Lieutenant Governor Valeria Chong motions to have 5 minute recess to get wallets.

Division 3N Lieutenant Governor Hyder Alikhan seconded the motion and the motion fails.

Aye: 11

Nay: 18

Motion fails

Miracle Minute

Boys: 2.703

Girls: 2.705

Closing Announcements/Adjournment

District Governor Dianna Cardenas went over a few reminders with the board. Senior back page photo will take place by the stair immediately following the adjournment of the meeting. There will be a committee chair meeting at 7 P.M in the board room and a Candidate Interest meeting at 8 P.M in the board room for anyone interested in running for a staff or International position.

District Administrator Walt Roetter closed the meeting. He did a summary of the weekend and reminded the members of the board about things discussed this weekend.

Division 2N Lieutenant Governor Ish Patel motioned to adjourn the winter board meeting of the Texas Oklahoma district.

Division 9W Lieutenant Governor Lexi Durbin seconded the motion and the motion passes.

The meeting adjourned at 6:30 P.M.