

**Texas-Oklahoma District  
Key Club International  
STAR Board Meeting  
June 2-4 2017  
Arlington, Texas**

# KEY CLUB



Minutes prepared and submitted by Shelby Morton, Texas-Oklahoma District Secretary

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

District Governor: Jiya Willis- Absent

District Secretary: Shelby Morton- Present

District Treasurer: Sabrina Palma- Present

District Editor: Stephanie Tran- Present

Convention Liaison: Dajah Brooks- Present

The following District Administrators were present/ absent as indicated:

District Administrator: Kenyon Black- Present

Assistant Administrator: Kelly Poland- Present

Assistant Administrator: Ryan Edmoundson- Present

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The Meeting was called to order at 6:18 pm on June 2<sup>nd</sup>.

**Fall Staff Meeting Date**

- The District Administrators proposed a schedule conflict for the current date set for the Fall Staff Meeting.
- The District Board gave two possible dates of September 23-24 and November 4-5.
- The official date is TBA after further checking by the District Administrators.

**Ad Sales**

- Kenyon Black, District Administrator, proposed the \$600 ad sale requirement for every board member.
- The Board discussed the need for the staff members to sell their ads by Summer Board in order to set a good example.

**Training**

- The individual officers paired up with respective administrators in order to better learn and understand their position.
- Stephanie Tran, District Editor, and Shelby Morton, District Secretary, went with Kenyon Black, District Administrator.
- Dajah Brooks, Convention Liaison, went with Kelly Poland, Assistant Administrator over technology.
- Sabrina Palma, District Treasurer, went with Ryan Edmundson, Assistant Administrator over finances.

**District Goals**

- Ryan Edmundson discussed the effect of membership and membership retention and how it effects our budget. This led to the Board proposing a membership goal of 21,000 members for the 2017-2018 Key Club year.
- Kenyon Black highlighted the facts that we have zero clubs in the Lubbock area which is a rather large area. This led to the Board proposing a new club chartering goal of 15.
- Ryan Edmundson pointed out that our numbers for DCON have been falling the past few years. In order to combat the decline, we discussed slightly upping the budget for Welcoming Activity as well as having a strong head for the Events Public Relations committee. This discussion led to a DCON attendance goal of 1,200 members.

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**Eliminate**

- Kenyon Black was approached about making a pledge to the ELIMINATE project, which helps to end maternal neonatal tetanus in third world countries. After expressing his concerns, the Board decided to dedicate one month solely to helping the district fundraise for this cause.
- The Board tentatively decided the month of February would work best.
- The Board will challenge every member to donate a dollar in order to present a reasonably large donation.

**Key Leader Liaison Appointment**

- At DCON, Kenyon was asked to appoint a Key Leader Liaison. In return for this individual getting to speak at meetings, Key Leader would allot a free Key Leader experience to the District Administrator, the District Governor, the Key Leader Liaison, and another Key Clubber of our choosing.
- The board nominated David Mentor who has attended Key Leader in the past as well as lives close to the Key Leader retreat.

**Code of Conduct changes/ General Disciplinary Actions**

- The Board has already been made aware of multiple Lieutenant Governors who are unreachable. Therefore, the Board and Administrators decided that the best way to combat this would be talking to the Lieutenant Governor's Regional. Also, the Board decided there would be a three-strike rule implemented before removal was considered.
- The Board reviewed changes made to the Code of Conduct and Service Agreement.
  - The document will now expect professionalism "inside and outside the board room".
  - The document will now officially prohibit dating amongst the board members.
  - The document will now allow for dismissal from office succeeding "one unexcused absence".
  - Due to security reasons, the board will now be required to travel in groups of "four (4)".
- Kelly Poland briefly discussed the importance of de-stressing.
- Kenyon put onto the table the business of cell phones in the board room. After some discussion, Sabrina Palma proposed that we require Board members to have airplane

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mode on in the board room. This prevents texting while still allowing virtual note-taking. Any violations will be dealt with during a break so not to distract from presentations/discussions.

### **Budget**

- Ryan Edmundson explained the budget and how it compared to past budgets.
  - The budget is set on an income lower than projected.
  - The District will run on a \$114,000 budget.
- An important change to the budget is that the District will begin paying for the required background checks of the adults.
- Kenyon raised the question of upping the storage unit budget because we now have two; however, it was not necessary.
- The District will be increasing the registration fee for DCON.
  - Early Bird fees will be raised by \$15 per person to \$135.
  - Late Registration will be raised by \$25 per person to \$175.
- Sabrina Palma moved to pass the registration increases. Dajah Brooks seconded the motion.
- On the topic of DCON, the Board decided to move up the Early Bird date in order to prevent conflicts with Spring Break.

The meeting was adjourned for the night at 11:30pm.

The meeting was called to order at 8:15 on June 3<sup>rd</sup>.

### **Committees**

- The board decided to call and text all the Lieutenant Governor's because we did not have access to their Committee Application Forms at the time.
- While we waited to hear back from Lieutenant Governors, we discussed that we would want ample communication between the staff and committee chairs.
- As we heard back from Lieutenant Governors, the Board began placing them into areas based both on their known skills and their top three committee choices.

### **Social Media**

- Dajah Brooks proposed the question of whether or not social media was under her job description.

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- Kenyon and the Board came into agreement that the entire staff will have access to the social media accounts.
- Events Public Relations committee chair and members will also have access to social media in order to more effectively promote DCON.

**DCON Planning**

- The Board proposed a number of different speakers.
  - Keith Hawkins-anti-bullying
  - Tim Jackson- Leadership, Service, and Bullying
  - Zach Haney- How to be a Leader
  - Marc Mero- Surround yourself with good people
- After some research and video watching, Keith Hawkins was a favorite. Dajah and Ryan are still looking into pricing for each of the speakers.

**District Project**

- Dajah Brooks proposed an organization called Family Promise. This organization helps homeless families.
- Kelly Poland proposed nursing homes in general. Members would have the ability to go help decorate, talk to, and so much more for these facilities. Also, nursing homes are present in even small communities and allow better access to smaller, more rural clubs.
- Kenyon Black proposed service animals for veterans. The majority of helping this organization would be fundraising.

**DCON Theme Ideas**

- The Board went through slideshows presented by various members. Dajah Brooks presented all of the ideas on behalf of their creators.
  - Superheroes-Region 12 Lieutenant Governors and Nolan Looman
  - Aladdin-Foster Hillis and Addi Duerksen
  - Scooby Doo- Dajah Brooks
  - Around the World- Chris Do
  - Quest for Service- Chris Do

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- The Board decided to allow four ideas to be presented at Summer Board to be voted on. The ideas which made the cut include:
  - Superheroes-Region 12 Lieutenant Governors and Nolan Looman
  - Aladdin-Foster Hillis
  - Scooby Doo- Dajah Brooks
  - Around the World- Chris Do
- Dajah Brooks notified those who will be moving on and pointed out some changes the District Staff suggested.
- Kelly Poland will edit and present Chris Do's idea because he is the immediate past Convention Liaison and will not be present at the Summer Board meeting.

**Finalization of Committees**

- The Board placed and published the last of the Lieutenant governors which we had not heard back from.

The meeting was adjourned at 3:23pm