

**Texas-Oklahoma District  
Key Club International  
Winter Board Meeting  
January 3-5, 2020  
Dallas, Texas**

KEY CLUB®



**Minutes prepared and submitted by Kareena Patel, Texas-Oklahoma District Secretary.**

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

District Governor: Ashna Patel - Present  
District Secretary: Kareena Patel - Present  
District Treasurer: Katherine Chao - Present  
District Editor: Vivian Thai - Present  
Convention Liaison: Dillion Grisham - Present  
Technology Producer: Lacey Thomas - Present

**The following District Administrators were present/ absent as indicated:**

District Administrator: Kenyon Black - Present  
Assistant Administrator: Kelly Poland - Present  
Assistant Administrator: Ryan Edmondson - Present

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

Division 1 LTG Lorena Fonseca - Present  
Division 2N LTG Jennifer Nguyen - Present  
Division 2C LTG Katherine Bui - Arrived late  
Division 3C LTG Rujul Kulkarni - Present  
Division 3W LTG Rosie Park - Present  
Division 3N LTG Raj Patel - Present  
Division 3S LTG Mygnoc Nguyen - Present

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Division 4/6 LTG Morgan Hollingsworth - Present

Division 5 LTG - Vacant

Division 7/33 LTG- Vacant

Division 8 LTG Kasandra Schroeder- Present

Division 9E LTG Ellisiah Cagaoan-Present

Division 9W LTG -Vacant

Division 10 LTG Samantha Sifuentes - Present

Division 11 LTG - Vacant

Division 12/22 LTG Madison Green - Present

Division 13 LTG Alina Dam- Present

Division 14 LTG - Vacant

Division 16 LTG Lexi Huddleston - Present

Division 17 LTG Kaitlyn Roehr - Present

Division 18N LTG David Jeffalone- Present

Division 18s LTG Elie Lam- Present

Division 19 LTG Alisha Arshad- Present

Division 20 LTG Matthew Wells - Absent

Division 21 LTG - Vacant

Division 23 LTG Anna Ngo - Present

Division 24N LTG - Vacant

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Division 24S LTG Cara Wilton - Present

Division 25N LTG - Vacant

Division 25S/31 LTG Viranda Kwok - Present

Division 25W LTG Kazi Rabbe - Present

Division 26 LTG - Vacant

Division 28 LTG Pranav Gupta - Present

Division 30 LTG Desiree Rickett - Present

Division 32 LTG Anna Ngo/Alina Dam - Present

Division 34 LTG Marlon Castillo - Present

Division 35 LTG - Vacant

Division 38 LTG Marissa Ramos - Present

Division 39N LTG Linden Patterson - Present

Division 39S LTG Sharlene Garcia - Present

Division 40W LTG Hannah Vaught - Present

Division 40E LTG Macy Boren - Present

**The following Regional Advisors were present/absent as indicated:**

Region 1 Advisor Olin Norrid - Present

Region 2 Advisor Steven Baringer - Present

Region 3 Advisor Blake Roller- Absent

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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 - Present

Region 11 Advisor - Vacant

Region 12 Advisor Judy Pomorski - Present

Region 12 Advisor Megan Iselin - Present

Region 14 Advisor Jaime Miranda - Present

**Friday January 3rd, 2020**

**The meeting was called to order by District Governor Ashna Patel at 6:01 pm.**

**Call to Order**

Governor Ashna Patel calls the meeting to order at 6:01 pm. Division 18N Lt. Governor David Jeffalone leads the group in the Pledge of Allegiance. Division 25W Lt. Governor Kazi Rabbe leads the Key Club Pledge. Division 40E Lt. Governor Macy Boren leads the invocation- a moment of silence. District Secretary Kareena Patel takes a roll call in order to document all persons in attendance.

**Opening Statement**

District Governor Ashna Patel applauds the board for their hard work thus far and encourages them to continue working hard. They have made it through 8 months of hard work and will continue to do great.

**Words from District Administrator**

District Administrator Kenyon Black advises everyone to speak loud and clearly into the microphone so everyone can hear in the back. He reminds everyone to turn in their money to

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Kelly Poland by break. He informs everyone that the people who didn't finish selling their sponsorships will need to have a talk with him.

**Kiwanis Update**

Governor elect Paul Heinz thanks the board for a warm welcome. He mentions restructuring the meetings and conventions for Kiwanis. He states that Kiwanis is working closely with Key Clubs and encourages LTGs to reach out to their local Kiwanis Club and branch out and do projects to show the Key Clubbers what exactly the Kiwanis family does. The Kiwanis Convention is August 6th-8th in Georgetown, Texas and the Key club will be doing a forum there. This forum can entail anything from Key Club values to what Key Clubbers expect from their Kiwanians. Mr. Heinz also states that he would love for the board to reach out to him if there are other things that Kiwanis can do at their convention and help they can provide to their Key Clubs. Governor elect Heinz and Governor Robbin want to push for making K-Family stronger starting with K-Kids and moving up to Kiwanis. He looks forward to attending future meetings and is glad he was invited to come.

**International Update**

International Trustee Alexis Henry introduces herself briefly. Her home district is Florida. She is over the Texas-Oklahoma, Kansas and Ohio Districts. She goes over what sistricts are. Texas-Oklahoma is the biggest district in our sistrict followed by Ohio and then Kansas. She goes over her 3 major focuses. Advocacy is the first part which relates to breaking the mental stigma. The next part is public relations where all the districts are encouraged to promote the sistrict and the sistricts instagram account is @kcohkato so she encourages everyone to follow it. The third and final focus is partnerships which is basically partnering with any service project related to the TIC. International Board Breakdown : 11 trustees, 1 vice president, and 1 president. Kaitlyn Cirillo is the Vice-President and Klena Schnack is the President.

**Governor's Update**

**Resignations, Removals, and Appointments**

Governor Ashna Patel announces all of the resignations by stating their names and positions:

Resignations

- Natalie Delatorre: Division 16 Lt. Governor
- Mireya Puga: Division 11 Lt. Governor

**Division 30 Lt. Governor Desiree Rickett motioned to accept these resignations, seconded by Division 18S Lt. Governor Elie Lam, and the motion passed.**

Governor Ashna Patel announces all of the removals by stating their names and positions:

Removals

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- Enrique Mata: Division 7/33 Lt. Governor
- Will Storts: Division 21 Lt. Governor
- Logan De Los Santos: Division 25N Lt. Governor

**Division 12/22 Lt. Governor Madison Green motioned to accept the removals, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passed.**

Governor Ashna Patel announces all of the appointments by stating their names and positions:

Appointments

- Ellisiah Cagaoan: Division 9E Lt. Governor
- Alina Dam: Division 13/32 Lt. Governor
- Lexi Huddleston: Division 16 Lt. Governor
- Alisha Arshad: Division 19 Lt. Governor
- Anna Ngo: Division 23/32 Lt. Governor

**Division 2N Lt. Governor Jennifer Nguyen motioned to accept all the appointments, seconded by Division 3S Lt. Governor Myngoc Nguyen, and the motion passed.**

Governor Patel then goes over the grades for 1st and 2nd quarter monthly reports, showing the drastic improvement. She then states how lieutenant governors can improve. As a District we want to spread information to clubs, increase LEDCON information, get more contact information, DCMs, clubs visits, committee work, and work divisional projects. She states that she usually attends most committee meetings and she can see who does work and who doesn't in their committees. Therefore, everyone needs to be actively participating in their respective committees. Grades are increasing in the following categories: service hours, attendance for clubs, communication with division, and newsletters.

Things from Now are LTG training, LEDCON registration begins, LEDCON registration ends, and then LEDCON is here. She reminds everyone that it is nearing the end of our term and

Division 30 Lt. Governor Desiree Rickett asks if the LTGs are having to submit both a monthly report and have a call this month. Governor Patel answers that yes lieutenant governors will be doing both.

**Secretary's Update**

District Secretary Kareena Patel presents her secretary update. She goes over the progress from after the summer board meeting. After summer board, the top 25 clubs were announced in July, Kareena made the district wide club directory and distributed it to International and the district board, held 2 online secretary trainings, finished updating resources on website, graded

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reports and gave out feedback. She states that the top 25 clubs for the 3rd quarter will be announced soon after December's reports and newsletters are graded, a new COCI addendum will be produced, the Tom Duncan outstanding secretary will be graded, and we will reach 40% report submission. She informs everyone that we have improved 10% compared to the reporting percentage last year. We have not yet reached the goal of 40%, but we are at 35.5%. The previous main problem with lack of reporting is clubs not knowing they need to report. Kareena states that she tried to help by working with GPR to post on social media, send reminds, and hold trainings, but she also needs the district board to help by making sure to send out emails and links to clubs. She reminds everyone that club reports will be due on the 6th. Secretary Patel says that the top 25 clubs for the 4th quarter will consist of January, February and March submissions. Top 25 will be announced at the end of the awards banquet at LEDCON, with the top 5 clubs getting a trophy and the top club receiving the travelling trophy which currently Mansfield Summit has. She encourages everyone to continue pushing clubs to submit reports. Secretary Kareena Patel asks the board to continue filling out the COCI because the club contacts are very vital for staff to have and for each LTG to have. On the website, there are many resources, such as the online report form, the reporting tutorial, and more available to secretaries. She reminds LTGs to make sure that their clubs are informed about that.

**Treasurer's Update**

District Treasurer Katherine Chao gives a quick recap over what she has done. She has helped clubs login to the Membership Update Center and turn in dues, finished the club fundraising guide and made the joint Kiwanis/Key Club map. She informs everyone that currently our district has 9,111 members which is 46% of our total membership goal. We are short of what the membership was last year. 152/343 clubs have paid with 51 clubs paying on time and 24 clubs getting early bird. Katherine then goes over how LTGs can help with this crisis. She informs them to reach out to each individual club who has not yet paid dues and figure out why they haven't paid. Also, make sure that the clubs who paid early-bird have submitted all their membership and filled out the MUC with all paid members, to avoid missing out on unaccounted members. Another big thing is chartering new clubs.

Division 12/22 LTG Madison Green asks that the International Trustee stated that T-O was the biggest district but the numbers show different. Treasurer Chao answers by saying that the trustee's numbers are from last term which reset on October 1st.

Treasurer Chao then shows her joint District Key Club/Kiwanis map. The biggest purpose of this map is to help people reach out to their respective clubs and connect with their respective Kiwanis clubs.

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**Editor's Update**

District Editor Vivian Thai thanks all the LTGs for making newsletters because they are very time-consuming, yet everyone has done a great job at submitting them. She then shows the newsletter participation rates monthly. Overall, there has been a gradual increase in submissions. The average newsletter score is 17 out of 21 for clubs. Editor Thai presents some tips for club newsletters such as using hex codes to comply with the brand guide, submitting on time, and submitting more materials than just newsletters (articles, HOTO, photos, letter to editor and all newsletters should now promote LEDCON.) LTG statistics are very high with the average score being 8.5 out of 10. The District Editor then gives certificates to Kasandra Schroeder and Viranda Kwok who have made the highest scores ever since they took their term, and Alina Dam as a newly appointed LTG who has received perfect scores ever since she took over her term. She encourages the LTGs to read the Tex-O-Key because it contains important updates and news. She reminds everyone to encourage editors to join remind 101, and send in committee updates on time for the Tex-O-Key.

**1st Round of Committee Meetings**

The board then broke up into their committees at 7:11 pm and had their first in-person committee meetings. They discussed what they were going to present in their updates and discussed more on their progress within each committee.

The board reconvened at 8:11 pm.

**Robert F. Lucas Award**

Governor Patel discusses the importance of RFL binders. RFL is an internationally recognized award given to LTGs who have gone above and beyond their duties. You should receive 1000/1525 points and it is graded by the District Governor. She states that the binder needs to have 3 sets of 5 tabs and the binder can't be bigger than 3 inches. Number each page and begin renumbering at each new section. There are tab cover sheets found on Key Club international website and those should be placed in the front of each section. She then gave a brief overview of each section.

Division 30 Lieutenant Governor Desiree Rickett asks if newsletters have to be in color. Governor Ashna says no.

District Administrator Kenyon Black entertains a game to see how board members can battle public speaking. Various people from the board are chosen and given a topic that they have to talk about for 30 seconds.

**Forum Presentations**

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Icebreakers Forum

Ltg Pranav Gupta and Cara Wilton presented their icebreaker ideas to the board and gave an overview of what activities will be conducted during their forum.

Public Speaking Forum

District Secretary Kareena Patel and District Treasurer Katherine Chao presented a presentation of public speaking and went over the activities they plan to do to engage with the audience and get their point across.

Webmaster Forum

Tech Producer Lacey Thomas and Ltg Linden Patterson presented the Webmaster presentation showing them how to make a website and what programs to use.

Parliamentary Procedures

Ltg Kazi Rabbe and David Jeffalone presented their forum presentation. They went over why parliamentary procedures are important in a business setting to ensure the room is focused and in order. They thoroughly explained how to make a motion and follow proper parliamentary procedures.

Secretary Forum

District Secretary Kareena Patel and Ltg Rujul Kulkarni presented the secretary presentation going through the proper way to report and the duties of club secretaries. They state they want to emphasize why reporting is important and help secretaries succeed to their best potential. They mention doing a kahoot at the end to make the forum fun and interactive and give out handouts to all secretaries who attend.

**Closing Statements and Announcement**

Governor Ashna Patel reminds the board to go out in groups of 4. Today was a good successful day and tomorrow will be longer so come prepared. She informs everyone that the prospective candidates meeting has been moved to tonight instead of tomorrow, and the time will be posted in the Group Me.

**Division 18N Lt. Governor David Jeffalone motions to recess until tomorrow morning, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

**Saturday January 4th, 2020**

**The meeting was called to order by Governor Ashna Patel at 9:03 am.**

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**Call to Order**

Governor Ashna Patel calls the meeting to order at 9:03 am. Division 4/6 Lt. Governor Morgan Hollingsworth leads the group in the Pledge of Allegiance. Division 28 Lt. Governor Pranav Gupta leads the Key Club Pledge. Division 2N Lt. Governor Jennifer Nguyen leads the invocation. District Secretary Kareena Patel takes a roll call in order to document all persons in attendance.

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

District Governor: Ashna Patel - Present  
District Secretary: Kareena Patel- Present  
District Treasurer: Katherine Chao - Present  
District Editor: Vivian Thai - Present  
Convention Liaison: Dillion Grisham - Present  
Technology Producer: Lacey Thomas - 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

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

Division 1 LTG Lorena Fonseca - Present  
  
Division 2N LTG Jennifer Nguyen - Present  
  
Division 2C LTG Katherine Bui - Arrived late  
  
Division 3C LTG Rujul Kulkarni - Present  
  
Division 3W LTG Rosie Park - Present  
  
Division 3N LTG Raj Patel - Present  
  
Division 3S LTG Mygnoc Nguyen - Present  
  
Division 4/6 LTG Morgan Hollingsworth - Present

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Division 5 LTG - Vacant

Division 7/33 LTG- Vacant

Division 8 LTG Kasandra Schroeder- Present

Division 9E LTG Ellisiah Cagaoan-Present

Division 9W LTG -Vacant

Division 10 LTG Samantha Sifuentes - Present

Division 11 LTG - Vacant

Division 12/22 LTG Madison Green - Present

Division 13 LTG Alina Dam- Present

Division 14 LTG - Vacant

Division 16 LTG Lexi Huddleston - Present

Division 17 LTG Kaitlyn Roehr - Present

Division 18N LTG David Jeffalone- Present

Division 18s LTG Elie Lam- Present

Division 19 LTG Alisha Arshad- Present

Division 20 LTG Matthew Wells - Absent

Division 21 LTG - Vacant

Division 23 LTG Anna Ngo - Present

Division 24N LTG - Vacant

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Division 24S LTG Cara Wilton - Present

Division 25N LTG - Vacant

Division 25S/31 LTG Viranda Kwok - Present

Division 25W LTG Kazi Rabbe - Present

Division 26 LTG - Vacant

Division 28 LTG Pranav Gupta - Present

Division 30 LTG Desiree Rickett - Present

Division 32 LTG Anna Ngo/Alina Dam - Present

Division 34 LTG Marlon Castillo - Present

Division 35 LTG - Vacant

Division 38 LTG Marissa Ramos - Present

Division 39N LTG Linden Patterson - Present

Division 39S LTG Sharlene Garcia - Present

Division 40W LTG Hannah Vaught - Present

Division 40E LTG Macy Boren - Present

**The following Regional Advisors were present/absent as indicated:**

Region 1 Advisor Olin Norrid - Present

Region 2 Advisor Steven Baringer - Present

Region 3 Advisor Blake Roller- Absent

Region 5 Advisor Tyler Thompson - Present

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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 - Present

Region 11 Advisor - Vacant

Region 12 Advisor Judy Pomorski - Present

Region 12 Advisor Megan Iselin - Present

Region 14 Advisor Jaime Miranda - Present

**Thought of the Day**

Governor Patel reminds everyone to ask for breaks and just be energized throughout the meeting. She informed everyone that board bonding will be tonight in the boardroom, and it is mandatory.

**2nd Committee Meetings**

The board then broke up into their committees at 9:11 am and discussed any changes to be made in their update and made more progress in their committees.

The board reconvened at 10:10 am.

**1st Committee Reports**

**General Public Relations Update**

Division 2C Lt. Governor and Chairperson Cara Wilton discusses what General Public Relations has been doing after summer board. She went through each of the feed posts that were made and how many profile visits, reaches, and impressions were made per post. She pointed out that photos got more reaches than graphics. Cara then mentioned her committee's goals for each social media platform. She also reminded the board to upload graphics and captions on the google form that was made when requesting for posts to be made.

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**Events Public Relations Update**

Division 39S Lt. Governor and Chairperson Sharlene Garcia discusses what the Events Public Relations committee does. They promoted the Fall Rally and will be focused on promoting LEDCON from henceforth. The committee will be working to produce graphics to help promote the theme. She discussed doing member of the week who will be featured on the website. She encourages LTGs to be involved in promoting all district events and especially LEDCON.

District Secretary Kareena Patel asked if there was an application made for identifying the member of week. Sharlene answered saying that no it will be based on people nominating other members.

**Membership Update**

Division 3N Lt. Governor and Chairman Raj Patel mentions that the committee's main focus is making member recruitment folders which will take into account the challenges faced by different types of clubs. He emphasizes what lieutenant governors can do to help solve the membership decline crisis. First is communication and asking clubs about their dues status and helping them out if they haven't turned in dues. The second solution is reaching out to Kiwanis because they are there to help. The MUC is still open and clubs can continue to update them with all their paid members. A lot of clubs don't update the MUC with all their members which leads to us having uncounted members.

Division 8 Lt. Governor Kasandra Schroeder talks about the buddy system where upperclassmen draw names out of a hat to partner up with an underclassman and mentor them.

Kelly Poland reports an issue that they are having at international. Clubs are submitting dues but they haven't been processed by International.  
at processing dues and clubs are saying that they have already paid dues.

Division 25S/31 Lt. Governor Viranda Kwok says that big clubs don't host many events but they are still interested in getting in contact with people in their division directly.

Division 3N Lt. Governor and Chairman Raj Patel says that hosting interclubs helps foster relationships between members in the division and this can help retain attention from members.

International Trustee Alexis Harris says that she has monthly calls with her presidents when she was Itg because then they can be straightforward and tell her about their issues and she can help them and get her point through. She also states providing incentives to club members because that will help build connections and keep them energized.

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District Governor Ashna Patel clarifies that the question that Raj asked was how the board believes membership can be increased and the reasons behind clubs losing members in the membership from the previous member count.

Division 30 Lt. Governor Desiree Rickett says that her home club had a 50 member drop. Her school has freshman classes where they talk to their freshman and inform them about clubs which helps get the younger kids in.

Division 28 Lt. Governor Pranav Gupta mentions that communication is a very helpful because then the LTGs can help the clubs directly because if clubs don't have good faculty advisors, then they won't be very proactive. Therefore, the LTGs should be actively collecting all their clubs' contact information because it is very important. The board can then directly reach out to the clubs that are at a membership decline.

Division 8 Lt. Governor Kasandra Schroeder mentions that at Kiwanis DCON, the Kiwanis do awards for membership increases, so we should consider doing something similar.

Division 18S Lt. Governor Elie Lam mentions that people don't join Key Club because they generally associate it only with service, so we should focus promoting the fun activities as well.

Division 25S/31 Lt. Governor Viranda Kwok states that one of the clubs in her division had followed Elie's idea and they gained 50 members.

**Governor's Project Update**

Division 18S Lt. Governor and Chairperson Elie Lam presents a brief update over Culture for Caring. He mentions that some things that the committee has presented for clubs to partake in are writing cards or visiting nursing homes, participating in Instagram challenges, reaching out to Kiwanis for projects that show caring towards others. The Governor's project is designed to be very broad this year so that more clubs can participate easily. All LTGs should continue to promote the project. He then goes over the requirements for the Governor's project award. The requirements are to volunteer with hospitals/nursing homes, 3 service activities with another K-Family organization, host a culture fest, and complete 3 monthly Instagram challenges. Clubs should still be encouraged to apply for the Governor's project award without these requirements because they can receive points in other areas. The patch is based on an essay showing the involvement of the club in the project. Elie then presents the challenges they did.

Division 25W Lt. Governor Kazi Rabbe asks if multiple clubs can work together to do a culture fest. Elie says yes because it would also be an interclub.

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Division 25/31S Lt. Governor Viranda Kwok asks if the clubs can also partner with other Key Clubs and Elie says yes.

Division 3W Lt. Governor Rosie Parks states that the lantern fest is another great idea. Her school does it and it is a huge success every year where many cultures celebrate their New Years.

**District Project Update**

Division 12/22 Lt. Governor and Chairwoman Madison Green explains more in depth what Key Readers is intended to do. Key Readers serves to increase reading literacy in the district. She goes over a list of the service projects that could be done. Madison goes over the district project award binder criteria. The criteria is to have 30+ man hours at a literacy service project, create a test book loan center and submit proof of loans, participate in 3 of the district project instagram updates with required tags and @s, read an excerpt from a book at your meeting, have at least 1 literacy related guest speaker, and be recognized at at least 1 literacy event happening in their community.

Region 2 Advisor Steven Baringer asks why 30 total hours. Division 12/22 Lt. Governor and Chairwoman Madison Green says that 30 hours will be easy for all clubs to reach including small clubs.

Division 40W Lt. Governor Hannah Vaught also points out that 30 hours is a lot of hours to reach in a small amount of time. Madison replies that the hours are earned by all members of the club so it would be easy.

Division 18N Lt. Governor David agrees and clarifies that we should all realize that the 30 total man hours are going to be earned by all members in the club.

**Division 12/22 Lt. Governor and Chairwoman Madison Green moves to accept these requirements for the district project award, seconded by Viranda Kwok, and the motion passes.**

Madison then presents her committee's plan of action. The plan of action entails promoting knowledge about the project, LTGs promoting the project through their clubs, and then February 3rd-7th is District Project week which will entail of publicizing the project on the social media.

**Kiwanis Family and International Relations**

Division 40W Lt. Governor and Committee Chairwoman Hannah Vaught states her committee goals.

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Goals:

- Make stronger connections with Kiwanis
- Make it easier for Kiwanis and Key Club LTGs to get in touch with each other.
- Having a letter from International Trustee in newsletters

She went over their plan to achieve these goals and emphasized on the importance of communicating with Kiwanis and making graphics to promote this committee and their work.

District Secretary Kareena Patel asks that at Sumbo the committee had presented the idea of possibly doing a patch and if there were any further discussions to that made in the committee. Hannah answered saying that this year they decided not to do a patch, but next year that could be decided.

**Rules, Elections, and Credentials Committee Update**

Division 18N Lt. Governor and Committee Chairman David Jeffalone presented the amendments that REC proposed.

**Division 18N Lt. Governor and Committee Chairman David Jeffalone motioned to accept the Code for Elections and House of Delegates Article II section 3b, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passes.**

**Division 18N Lt. Governor and Committee Chairman David Jeffalone motioned to accept Article VII, Proposed Section 3d, seconded by Division 2N Lt. Governor Jennifer Nguyen, and the motion passes.**

**Division 18N Lt. Governor and Committee Chairman David Jeffalone motioned to accept Article V Section 6g, seconded by Division 18S Lt. Governor Elie Lam, and the motion passes.**

**\*See attached appendix A for the changes.**

**District Secretary Kareena moves to call a recess for 5 minutes, seconded by Cara Wilton.**

**Forum Presentations Round 2**

Region 2 Advisor and Stage Manager Tyler Thompson announces that all non-officer forums need to be related to Hollywood and have a Hollywood name.

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**Origami**

District Editor Vivian Thai and LTG David Jeffalone present their origami forum. The origami will be donated to Joey's Wings, a pediatric cancer organization that accepts the origami. They will teach the attendees how to make paper cranes and everyone will make paper cranes and they will be donated.

District Assistant Administrator Kelly Poland points out that they will need to arrange how to deliver the cranes because they will have to be shipped.

Convention Liaison Dillion Grisham asserts that all the presenters need to treat this forum presentation as if it were real even though everyone is tired.

**Key Club 101**

LTGs Alina Dam, Madison Green, Morgan Hollingsworth, and Tech Producer Lacey Thomas go over their Key Club 101 presentation which is an overview of what Key Club is and discussing the history of Key Club.

**President/Vice President**

District Governor Ashna Patel and LTG Myngoc Nguyen present the president/vice president forum. They plan to emphasize on how important it is to be professional and have leadership skills.

The board then went to go eat lunch at 12:00 pm.

The board reconvened at 1:04 pm.

**Forum Presentations Continued**

**Newsletter Forum**

District Editor Vivian Thai, LTG Kasandra Schroeder and Alisha Arshad present the newsletter forum going over how to make a newsletter, when it's due, and tips on how to get the maximum points. They will teach the logistics of making a good newsletter.

**Want to be an LTG**

LTG Kaitlyn Roehr and Viranda Kwok present the duties of a lieutenant governor and how to become one. They plan to go in depth over their experience.

**Treasurer's Forum**

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District Treasurer Katherine Chao and LTG Desiree Rickett present the duties of a club treasurer. They go over the importance of updating the MUC, and encourage clubs to apply for the Youth Opportunities Fund Grant.

**Contest and Awards Committee Update**

Division 17 Lt. Governor and Contest and Awards Committee Chairwoman Kaitlyn Roehr presents the amendments to the Code of Contests and Awards. The committee has updated the code of contests and awards to make everything clear for clubs. The committee has adapted an electronic contest application for all contests eliminating binders and making it easier for clubs. She presents the new deadlines for all pre-conference submissions. She asserts that the code was changed because the code created a lot of questions and is very vague.

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to amend the name of DCON to LEDCON in in the code, seconded by Division 16 Lt. Governor Lexi Huddleston, and the motion fails.**

Division 30 Lt. Governor Desiree Rickett states that the REC committee isn't changing the name in the bylaws.

Region 2 Advisor Steven Baringer clarifies that right now we are just looking to see if changing the name of convention is going to help increase attendance or not, so the name won't be changed.

**Division 30 Lt. Governor Desiree Rickett moves to amend the motion to say DCON instead of LEDCON, seconded by Division 34 Lt. Governor Marlon Castillo and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to accept the changes in judging, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to accept the most improved club criteria, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve the distinguished officers, seconded by Division 2N Lt. Governor Jennifer Nguyen, and the motion passes.**

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**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all amendments to the outstanding club treasurer, seconded by Division 18S Lt. Governor Elie Lam, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve the deadline for distinguished website, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve the Hall of Fame award criteria, seconded by Division 3S Lt. Governor Myngoc Nguyen, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve the Talent Contest and Oratorical Contest award amendments, seconded by Division 2N Lt. Governor Jennifer Nguyen, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve the online added application, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve the theme contest, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

Chairwoman presents the expectations from the board at convention regarding contests and awards. She will be making a document explaining the check-in process to help out clubs.

**See attached appendix B for the changes.**

**District Secretary Kareena Patel moves to recess for 5 minutes, seconded by 3W Lt. Governor Rosie Parks.**

#### **LEDCON Prep**

District Assistant Administrator Kelly Poland mentions that the chaperones can be male or female for boys and girls. As long as there is 1 chaperone for every 10 kids, there will not be any issues. The board will be sitting close to the doors during all the ballroom sessions, so they have easier access in and out. On Friday night, the board will be wearing polos and on Saturday the board will be in professional attire.

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Kelly Poland goes over what will happen at LEDCON. Everyone will arrive on Wednesday, and then upon arrival, the stage and welcoming activities will start getting set up. Convention Liaison Dillion will have schedules set for everyone to make sure everyone knows where they need to be. On Thursday night, the entire board will practice walking on stage and reading the script for the sessions. The stage and welcoming activities will have to be done by 4 pm on Thursday before attendees start arriving.

**Welcoming Update**

Division 28 Lt. Governor and Committee Chairman Pranav Gupta presents the welcoming activities and their names. The committee has planned to have 3 inflatables (human foosball, pedestal joust, and an obstacle course), Kinden run mat, a board game corner, bows and arrows, corn hole, ball pit, ping pong balls, face paint crayons, and Key Club marriage.

They present the idea of having a Walk of Fame where attendees can write their name on a pre-cut out star and tell why they love Key Club and tape it to the floor in a designated location. He then mentions that there was a leftover budget of \$1,000

**Division 28 and Lt. Governor and Chairman Pranav Gupta motioned to accept the stated welcoming activities, seconded by Division 2N Lt. Governor Jennifer Nguyen, and the motion passes.**

**LEDCON Update**

Convention Liaison Dillion Grisham encourages everyone to promote paying dues to their clubs because in order to attend convention, clubs must be in good standing. Registration opens in the 3rd week of January which will be \$165 and registration ends on March 24th which is when the costs will go up to \$200. Hotel prices increase to \$162 a night after April 9th. After April 11th, no refunds for registration are available.

CL Grisham presents the promotional items. He shows the stickers, drawstring bag, lapel pin, shirt and graphics that have already been approved by staff at their winter staff meeting in December. He then shows the forum assignments list to remind everyone of their forums.

**LEDCON Expectations and Etiquette**

Governor Ashna reminds everyone to follow their schedules strictly because if the staff or redcoats need you then they will look at your schedule to try to find you. In order for convention to go smoothly everyone needs to follow the schedule.

**Stage Design**

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Region 5 advisor and Stage Manager Tyler Thompson shows the board what the stage will look like. He explains that there will be clear podiums so dress very nicely because everyone's outfits will be seen. Tyler's mom, Donna Thompson will be assisting with decorations around the convention area as well. He reminds everyone that as decided by staff, on Thursday night, LTGs won't be able to go out and eat with their clubs and instead they will have to be in the hotel because the board will do a runthrough at night going over the script.

**Official LEDCON logo and graphics**

Tech Producer Lacey Thomas presents the graphic for this convention. She encourages everyone to use this specific graphic when promoting LEDCON to clubs to create a single marketing look.

**Energizer**

District Secretary Kareena Patel and District Treasurer Katherine Chao do an energizer to energize the board.

**Public Speaking Practice**

The entire district board reads a mock script to see if they are good speakers or not. Convention Liaison Dillion Grisham rates and reviews all the speakers and make notes for who to assign what speaking parts to.

**District Editor Vivian Thai moves to recess for 5 minutes, seconded by Division 13 Lt. Governor Alina Dam, and the motion passes.**

**Sponsorship Update**

Kelly gives a short sponsorship update. She announces that the board is \$7 away from \$20,000. However, Steven donates the remaining \$7, so now we are at \$20,000 for sponsorship sales.

**RFL binders**

Governor Ashna opens the floor for questions over applying for the Robert F. Lucas. District Secretary passes her RFL binder from last year, along with Region 2 Advisor Steven Baringer's binder around so the LTGs can see.

Division 30 Lt. Governor Desiree Rickett asks when the binder is due. Ashna replies that the binder will be turned in at the start of convention.

Division 30 Lt. Governor Viranda Kwok asks what if she is unable to meet the point requirements. Ashna answers that as long as she did good in all the other categories she should be fine.

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Ashna asks the people applying for RFL to raise their hand, and 8 people raise their hand.

No more questions are asked.

**Forum Presentations**

Student Voice and Leadership

District Governor Ashna Patel and LTG Cara Wilton present the student voice leadership forum. They want to share their stories about how they found their voice to help encourage others to find their voice in leadership.

Recruitment 101

LTGs Kazi Rabbe and Raj Patel show how not to present Key Club to others when trying to recruit members and give innovative ideas on how to recruit more members at various different events.

Karaoke

LTGs Rujul Kulkarni, Lexi Huddleston and Jennifer Nguyen present their karaoke forum and choose a few people to sing.

Keeping up with the K-Family

LTG Hannah Vaught and Marlon Castillo present their K-family forum discussing the different branches and what they do and why to join them.

Editor

District Editor Vivian Thai and LTG Sharlene Garcia present the editor forum. They go over the duties of an editor, submission items, and the logistics of submitting the assignments.

Region 5 Advisor Tyler Thompson reminds everyone to make sure to arrive early at their forum location. Convention Liaison Dillion will be setting a due date for forum revisions to be due and Kelly and Tyler will be reviewing them and providing more feedback upon submission.

**Closing words & Adjournment**

Governor Patel thanks everyone for pushing through and going through everything with high energy. Ashna shares her half full, half empty cup perspective. She said to look at the positive side and says that we are doing a great job as a board. She encourages everyone to continue to work hard and reach their goals. Ashna states that dinner will be served at 6 pm and board cleaning will be right after the adjournment.

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**Division 2N Lt. Governor Jennifer Nguyen motions to adjourn the meeting, seconded by  
Division 28 Lt. Governor Pranav Gupta, and the motion passes.**

**District Governor Ashna Patel adjourned the meeting at 4:48 pm.**