

Meeting Minutes

New Jersey District of Key Club International

Below you will find the meeting minutes for the **August board meeting**, as recorded by District **Secretary Abigail Lee**. Meeting minutes are a detailed outline of all topics and ideas discussed during board meetings. All board members are expected to review this resource prior to the next board meeting.

May 2024



Call to Order Governor Chen

The August board meeting for the 2024-2025 New Jersey District Board of Key Club International was called to order at 11:58 a.m. on Saturday, August 10th, 2024 via the online platform Zoom.

Pledge of Allegiance	Lieutenant Governor Jariwala
Board Meeting Inspiration	Lieutenant Governor Chikkala
Key Club Pledge	Lt. Governor At-Large Prince

Roll Call Secretary Lee

Lieutenant Governor of Division 1	Benita Mendez Alavez
Lieutenant Governor of Division 2	Demi Lu
Lieutenant Governor of Division 3	Chase Pogozelski
Lieutenant Governor of Division 4	Farhan Labib
Lieutenant Governor of Division 5	Riddhi Jariwala

Roll Call Secretary Lee

Lieutenant Governor of Division 6	Aryahi Chikkala
Lieutenant Governor of Division 7	Tyler Cuccurullo
Lieutenant Governor of Division 8	Saksham Gupta
Lieutenant Governor of Division 9	Ella Buerkle
Lieutenant Governor of Division 10	Mia Grossman
Lieutenant Governor of Division 11	Caroline Attanasio
Lieutenant Governor of Division 12	Andrew Roberts
Lieutenant Governor of Division 13	Nidhi Lund
Lieutenant Governor of Division 14	Bea Ascalon
Lieutenant Governor of Division 15	Marco Osorio
Lieutenant Governor of Division 16	Maria Reyes
Lieutenant Governor of Division 17	Janvi Singh
Lieutenant Governor of Division 18	Ari Kestenbaum
Lieutenant Governor of Division 19	Anniha Dorce ABSENT
Lieutenant Governor of Division 20	Henry De Jesus
Lieutenant Governor of Division 21	Haley Erickson
Lieutenant Governor At-Large	Chloe Chung
Lieutenant Governor At-Large	Christine Prince
District Governor	Justin Chen
District Secretary	Abigail Lee

Roll Call Secretary Lee

District Treasurer	Rashi Jakhotiya
District Editor	Harshini Asokumar
District Webmaster	Aidan Heaney

Kiwanis Committee Attendance

Zone Administrator	Mrs. Kristen Fischer
Zone Administrator	Dr. Steven San Filippo
Zone Administrator	Mrs. Christine Cheung
Zone Administrator	Ms. Jessica Sciamanna
Zone Administrator	Ms. Deborah Meade
Financial Counselor	Mr. Andrew DeFelice
Asst. District Administrator	Mrs. Bonnie Sturm
District Administrator	Ms. Cristina Trecate

Introduction of Guests DA Trecate

NJ Circle K District Governor	Sanya Majmudar
NJ Kiwanis Governor	Howard Gordon
NJ Kiwanis Governor Elect	Martin Slezak
International Trustee	Lina Mousa
International Trustee	Kevin Hidalgo

Comments from Guests

Comments from Governor Majmudar

- K-Family picnic was a huge success: 15-20 Key Clubbers and 30-40 Kiwanians attended. \$473 raised for the Brick by Brick foundation with 90 guests.
- K-Family Key Club and Circle K service project planned for September in North, Central, and South regions.
- A few Circle K members will present at Fall RTC.
- Senior form for Key Clubbers has been distributed.
- Unanimous district dues decrease for Circle K to offset dues through fundraising.
- Working on fixing the Circle K email domain with Key Club DA Trecate.

Comments from Governor Howard

- Last official appearance for key club, thank you for everything you do and I wish you the best of luck.

Comments from Governor Elect Slezak

- Thank you all for a great time with you all at International Convention and at the K-Family picnic as well.
- Extremely excited for next year's 100 years of Key Club.
- Lastly, if you guys need anything I am here.

Comments from Trustee Mousa

- Introduction of Lina: Rising senior from the New Jersey District. Former Charter President and Immediate Past LTG of Division 19. Enjoys adventures and loves her cat.
- Programs and Partners Committee aims to: Create new projects and make current projects more engaging
- Open to being contacted for support, even though she is not the trustee for the district, as she is from the New Jersey District

Comments from Guests

Comments from Trustee Hidalgo

- Introduction of Kevin: He is from the NY district. Enjoys going out and loves. Colombian heritage. Passionate about working with kids and state senators.
- Key Club is aiming for 1,000 attendees at ICON for the 100th anniversary of Key Club.
- As an International Trustee, he represents the district's interests on the international level, specifically working with governors.
- He is part of the Programs and Partners Committee (Thirst Project) and aims to introduce new international partners.
- Hopes to increase membership growth through promotional materials.
- Open to assisting or answering any questions about the international board.

Oral Reports

Lieutenant Governor Reports

- All Lieutenant Governors present at the board meeting gave an oral report regarding the number of officer training conferences completed, number of divisional council meetings completed, number of dues paid clubs in the division, number of Kiwanis Family visits, number of newsletters, and any completed or upcoming divisional events as of the time of the report.

Oral Reports

Executive Reports

**Governor,
Justin Chen**

Completed: Attended 2024 ICON in Atlanta, Georgia. Participated in various workshops and Nomination Conference. Helped train two NJ Trustee Candidates for caucusing. Assigned workshops to attendees for note-taking to distribute to district committees. Attended and provided Key Club updates at NJCK's 3rd Official Board Meeting. Attended the 2024 Kiwanis Family Picnic. Attended multiple International Council meetings. Participated in the 24-25 Leadership Conference held by the I-Board. Created and sent out the 24-25 UNICEF Champion application to the NJ District. Connected with 24-25 International Trustee, Kevin Hidalgo. Sent out Governor's Messages for June and July. Submitted literature for the 24-25 Handbook. Created and released the agenda for the 2024 August New Jersey Key Club Board Meeting. Sent out invites and information to guests for the August Board Meeting. Communicated regularly with District Administrator Trecate on district events and plans. Helped Secretary Lee create a new section in the LTGMRF for committee work and complaints.

Future: Attend more committee meetings and DCMs. Contact the I-Board to obtain the Workshop Presentations from ICON for distribution to the NJDB. Release contacts of all I-Board members along with their respective committees and task forces. Continue developing a strategic plan for the service year with DA Trecate and the executive board. Hold 1-on-1 ZOOM sessions with LTGs to discuss accomplishments and answer questions. Continue writing monthly Governor's Messages. Involve International Trustee Kevin Hidalgo more in district-level committees.

Oral Reports

Executive Reports

<p>Secretary, Abigail Lee</p>	<p>Completed: Updated the LTGMRF three times in the past two months. Reviewed form responses for the LTGMRF. Scheduled Google Classroom posts for newsletters and LTGMRFs until October. Created a District Directory with all current club officer information statewide. Updated the District Directory three times with new club contact information. Sent out reminders to LTGs throughout July. Published May Board Meeting minutes for approval. Began work on the District Handbook by organizing documents into a folder. Delegated article tasks and wrote a few myself (20 pages written by me, 23 by NJDB members).</p> <p>Future: Continue working on the District Handbook, aiming to publish it by the end of the month. Plan to release the first District publication before the academic year begins (may adjust if another resource is published first). Publish August Board Meeting minutes as soon as possible after this meeting.</p>
<p>Treasurer, Rashi Jakhotiya</p>	<p>Completed: Sent weekly dues updates. Updated the newsletter weekly. Created a newsletter with FAQs (1 out of 2 for the service year completed). Created Treasurer Welcome Letter, Key Club Dues Article, and Membership Growth & Reactivation Article for the District Handbook. Wrote about the Membership Growth and Reactivation Committee for Jersey Key. Created Google Classroom for all District Treasurers. Created a page for the Fall Rally Registration Packet. Hosted 2 meetings with the MGR Committee and assigned tasks.</p> <p>Future: Rechartering Woodbridge Academy with Nidhi. Officially chartering WWPN Key Club. Preparing an email to LTGs to help charter 2-3 clubs in their divisions before the school year begins. Editing and updating the Dues Tracker. Writing the 2nd newsletter to guide schools on rechartering and engaging Key Club members. Working on signing and editing budget forms for money spent.</p>

Oral Reports

Executive Reports

Editor,
Harshini
Asokumar

Completed: Worked on Jersey Key #1: drafted articles, created table of contents, formatted some articles on Canva. Emailed committees, delegating articles for submission. Wrote and sent two articles for the District Handbook: "Editor's Introduction" and "Newsletters, Communication, & Promotion." Updated the 2024-2025 Newsletter Tracker regularly and granted extensions where necessary. Maintained communication with "Membership Growth and Recognition" and "C&M" committees. Created posts for C&M, including Unicef Champion Application and Fun Fact Friday.

Future: Finishing Jersey Key #1 edition, aiming for review by August 16th and distribution by August 30th. Planning a social media promotion post for Jersey Key #1. Developing more promotional resources for club editors, including brand template materials. Contributing to the upcoming "NJ Press Kit" to ensure it is an accessible resource.

Oral Reports

Executive Reports

Webmaster,
Aidan Heany

Completed: Current Live Website: Added maintenance popup for ongoing updates. New Website (temporary domain): Created and organized blank pages. Structured main menu with dropdowns for subpages. Added Decon and May Meeting Minutes, CMRF forms, and the Board Roster PDF. Developed Board Members page with individual popups and contact details (with Ms. Trecate). Created District Project and Advocacy pages, Club List, and Club Map pages. Worked on the About NJ Key Club and About Key Club International pages. Developed the Branches of K-Family page with a Sponsoring Kiwanis Club Google Sheet. Added K-Family Relations and International Programs articles. Created event subpages for Fall Rally, Decon, and Regional Training Conferences. Added the District Board Committees link under the District Board section. Developed Why Start a Key Club and Building Guide subpages under Build A Key Club. Updated the Resources section with guides from the International website and dues payments. Attended ICON 2024 in Atlanta, participated in workshops, voting, and posted ICON photos on Instagram (for C&M). Wrote the Webmaster Introduction and Website Resources page for the district handbook. Sent an Advocacy Committee email to liaisons and updated the RTC page with fall RTC dates.

Future: Awaiting domain login to transition the new website to the current domain. Optimize the website for mobile and tablet. Update the Fall Rally information page with registration details when available. Set up Google Site Kit to collect user analytics and use data to improve user experience. Continue updating the new website with the latest information. Plan to create a flyer for LTG newsletters to promote the new website once the domain transfer is complete.

Oral Reports

Standing Committee Reports

<p>International Programs, LTG De Jesus</p>	<p>4 meetings. The committee successfully contacted all partnered organizations, including Thirst Project and Erika's Lighthouse, and reached out to two additional groups, SPTS and NAMI NJ, to support the District Project. They posted videos from Erika's Lighthouse and GLC Masterclass, garnering 4,000 views, and attended partner-related workshops at ICON. The committee created presentations for Spring RTCs, wrote articles, and sent out flyers. Future plans include promoting the UNICEF Trick-or-Treat Campaign with incentives for club participation, particularly at DECON. The committee seeks guidance on providing incentives, such as awarding the top fundraising club with a prize package.</p>
<p>Communication and Marketing, LTGs Prince & Chung</p>	<p>4 meetings. Between February and May, the committee trained members on C&M operations and goals for the year. They created 11 post templates and planned content like "100 Days till 100 Years of Key Club," Throwback Thursdays, and Fun Fact Fridays. A communication system was set up through Google Chats and Google Classroom. From May to August, the team posted 22 posts, 2 reels, and 2 Instagram highlights, including content such as DECON recaps, ICON registration, and the Start Strong Zambia initiative. They also contributed articles to the Jersey Key and District Handbook and established posting schedules for May through August. Future plans include releasing the NJ District Key Club Press Kit, coordinating posts for Fall Rally, and following the August posting schedule.</p>
<p>District Project Steering, LTG Lu</p>	<p>3 meetings. They have been releasing monthly flyers and articles for newsletters, collaborating with Erika's Lighthouse to enhance the district project (DP), raising awareness about affiliate clubs, and conducting a meeting with SPTS. Additionally, the committee has created a coloring book, launched a social media campaign, organized conventions, met with Erika's Lighthouse NJ ambassador Jill Fackelman, and confirmed a speaker for the Fall Rally. Looking ahead, the committee plans to continue producing monthly flyers and activity sheets for newsletters while reaching out to more organizations for potential involvement. A key discussion point for the upcoming board meeting is the overlap in responsibilities among the DPS, IPC, and Advocacy committees.</p>

Oral Reports

Standing Committee Reports

Kiwanis Family Relations, LTG Erickson	4 meetings. The committee has successfully connected with all K-Family branches, attended meetings, and assigned tasks for projects like articles for the NJKCI website and flyers for newsletters. They have completed communications to educate Key Club members about K-Family roles and promoted events like the Kiwanis Family Picnic while facilitating the transition of seniors to Circle K through a senior interest form. Future plans include organizing regional service events, continuing assigned projects, launching a joint service project with K-Family branches, and promoting the Kiwanis Family Prom to raise funds for NJ Key Club.
Membership Growth and Reactivation, Treasurer Jakhotiya	3 meetings. The committee has achieved notable progress by creating an article for the website and Jersey Key, developing an email template for LTGs to identify 2-3 schools in their divisions, and assigning tasks to members. They are preparing posts on increasing club membership and the \$0 rechartering fees starting October 1st. Moving forward, they are awaiting LTG responses about the schools identified and will compile contact information to facilitate chartering one Key Club per division. Additionally, the committee is creating flyers and posts for Instagram and the September Newsletter to promote membership growth before the school year starts.
Advocacy, LTG Gupta	5 meetings, The Advocacy Liaison position was created to enhance communication with clubs and connect with prospective members. Flyers promoting the role and the annual advocacy plan were designed, outlining member responsibilities and tracking progress through a workflow account. A flyer focusing on organ donation was shared with all New Jersey clubs, along with guidelines for liaisons and the advocacy award application for DECON. Moving forward, the committee plans to create more promotional materials and events, empowering liaisons to organize divisional initiatives. Collaborations with the RTC workshop committee aim to facilitate educational workshops for bi-monthly focuses, while a Google site will centralize resources and provide engagement ideas, alongside a resource kit for liaisons to educate their peers.
Membership Recognition, LTG Attanasio	2 meetings. The committee completed articles for the District Handbook and the Jersey Key, launched the "Summer of Service" campaign to award Fall Rally tickets, and worked with the Communications and Marketing committee on Spotlight Sundays forms. In the future, the committee will promote the Summer of Service campaign and create social media content while planning the application process and criteria for two DECON scholarships.

Oral Reports

First-Half Committee Reports

<p>Fall Rally Registration, LTG Labib</p>	<p>4 meetings. Had set Fall Rally pricing (\$53 early registration, \$58 on-site, and \$10 for season pass holders), revising the Six Flags contract for the October 20th event, and finalizing the "Cartoons" theme for the registration packet. Each member is completing a page of the packet, due by August 8th. After board approval in August, the committee will begin promoting the Fall Rally with the Communications and Marketing and Fall Rally Planning committees.</p>
<p>Fall Rally Programs, LTG Dorce (read by LTG Singh)</p>	<p>3 meetings. Finalizing the Fall Rally theme, creating initial flyers to be distributed by August 10th, and confirming the speaker for the event. Moving forward, the committee will promote the Fall Rally, survey past attendees for feedback, work on the promotional video and event script, discuss the spirit stick, and plan the next meeting for mid to late August, along with following up on the Blessing Bag initiative.</p>
<p>Regional Training Conference Workshops, LTG Buerkle (read by LTG At Large Prince)</p>	<p>3 meetings. Created presentations and assigned tasks to our fellow LTGs for the Spring RTC, which has now been completed. Moving forward, we will plan and assign work for the Fall RTC, focusing on press coverage, trustee workshops, organizing events, and managing club communication, while also holding discussion meetings to assign workshops similar to those from the last RTC.</p>
<p>Regional Training Conference Programs, LTG Erickson</p>	<p>4 meetings. The theme for the Spring and Fall RTCs has been chosen as "Cities," and a 'Save the Date' flyer along with a registration Google form for Spring RTCs has been created. Moving forward, the committee will prepare an updated script and packet for the Fall RTCs workshops.</p>

Board Action Governor Chen

Approval of First Official Board Meeting Minutes	First: LTG De Jesus	Second: At Large Chung
Approval of Lieutenant Governor Reports	First: At Large Prince	Second: LTG Mendez Alavez
Approval of Executive Reports	First: LTG Erickson	Second: LTG Gupta
Approval of Committee Reports	First: LTG Labib	Second: LTG Chikkala
Approval of Fall Rally Budget	First: LTG Mendez Alavez	Second: LTG Erickson
Approval of Fall Rally Registration Packet	First: At Large Chung	Second: At Large Prince
Approval of Advocacy Award	First: LTG Gupta	Second: LTG Mendez Alavez

Open Floor Governor Chen

Chairs of first-half committees are required to complete a SWAT analysis and a recommendations document for future chairs as a transition packet and recap of their term. For the September Regional Training Conference, workshop assignments should be submitted on time and aligned with the theme; assignments and the packet for clubs will be distributed soon, and members should notify the board of any absences.

Ending Remarks DA Trecate

- Fall Rally: The DPS committee is tasked with collecting a headshot and bio from the keynote speaker. The board meeting is scheduled for around 10 AM in Robbinsville, ideally marking the first DECON committee meetings. While Fall Rally board meetings can be overwhelming, preparations—especially for the spirit stick—should not be delayed. Board members must communicate any conflicts with the Fall Rally and inform if they are driving. Both members and non-members are welcome to attend.
- Committee Meetings: If a committee meeting is planned and the supervising adult has not responded, please contact another Kiwanian for youth protection. Confirm that an adult will attend via alias email.

Adjournment Governor Chen

Moment of Reflection	Lieutenant Governor Gupta
Motion to Adjourn	Lieutenant Governor Labib
Second of Motion	Lieutenant Governor Chikkala

The August board meeting for the 2024-2025 New Jersey District Board of Key Club International was adjourned at 3:55 p.m. on Saturday, August 10th, 2024.

Thank You

Abigail Lee
2024-2025 District Secretary
alee@njkeyclub.org