

Meeting Minutes

New Jersey District of Key Club International

Below you will find the meeting minutes for the **Fall Rally 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.

Oct. 2024



Call to Order Secretary Lee

The Fall Rally board meeting for the 2024-2025 New Jersey District Board of Key Club International was called to order at 12:00 a.m. on Saturday, October 19th, 2024 at the Hampton Inn & Suites Robbinsville in Robbinsville, NJ.

Pledge of Allegiance	Lieutenant Governor Buerkle
Board Meeting Inspiration	Lieutenant Governor Kestenbaum
Key Club Pledge	Lieutenant Governor Attanasio

Roll Call Secretary Lee

Lieutenant Governor of Division 1	Benita Mendez Alavez
Lieutenant Governor of Division 2	Demi Lu ABSENT
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 ABSENT
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 ABSENT
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 ABSENT
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
Lieutenant Governor of Division 20	Henry De Jesus
Lieutenant Governor of Division 21	Haley Erickson ABSENT
Lieutenant Governor At-Large	Chloe Chung
Lieutenant Governor At-Large	Christine Prince
District Governor	Justin Chen ABSENT
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 ABSENT
Financial Counselor	Mr. Andrew DeFelice
Asst. District Administrator	Mrs. Bonnie Sturm ABSENT
District Administrator	Ms. Cristina Trecate

Introduction of Guests DA Trecate

NJ Circle K District Governor	Sanya Majmudar
NJ Kiwanis Governor Elect	Martin Slezak
International Trustee	Kevin Hidalgo

Comments from Guests

Comments from Governor Majmudar

- Sanya is currently working on "Key to College" webinars for New Jersey Key Club, scheduled for November. Members are encouraged to promote these webinars.
- Divisional rallies have been held for three divisions.
- Two club reactivations are underway at different colleges. Efforts are being made to start a statewide "e-club."
- There will be 4-5 Circle K International (CKI) members attending the Fall Rally.
- Sanya will give remarks at the event.
- The annual Fall Convention is approaching its goal for registered attendees.
- Members are asked to distribute senior forms to club members interested in starting clubs at their schools.

Comments from Trustee Hidalgo

- Kevin was introduced to the group. As a reminder, Kevin previously served as an LTG of the NY District. During his time as LTG, he pursued the goal of running for international office.
- He currently serves as a liaison between the district and the international board. Members were encouraged to ask questions if needed.
- Key Club International (KCI) updates:
 1. On November 9th, Key Club will host a Global Engagement Rally.
 2. Multiple workshops and the International Convention will be held from June 29th to July 6th in Orlando, Florida, celebrating 100 years of Key Club.
 3. The GLC Masterclass Certificate is a valuable opportunity available through attending the International Convention.
 4. The i-board is planning to award \$700 in ICON scholarships for students interested in attending the International Convention.
 5. If the NJ District achieves a 10% membership increase by ICON, a special reward may be provided.

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. This is in addition to all of the clubs from their division that they expect to attend Fall Rally, and the number of members per club they expect from their division.

Oral Reports

Executive Reports

**Governor,
Justin Chen**

Completed/Future: In recent weeks, Governor Chen attended the 2024 Kiwanis District Convention, addressed the House of Delegates, and connected with Kiwanians from New Jersey and Pennsylvania. Governor Chen participated in an SLP panel, held weekly conversations with International Trustee Kevin Hidalgo, and invited him to the Fall Rally. Bi-weekly calls with NJ CKI Governor Sanya were held to exchange updates. Governor Chen organized the 2nd Half Special Committees, assigned 3-5 Board Members per committee, and placed 21 applicants into 7 Standing Committees. Governor Chen helped lead Fall RTCs over Zoom, delegated tasks to the District Executive Committee, and appointed Clara Hwang as the 2024-2025 UNICEF Champion. The October Board Meeting agenda, rooming assignments, and Governor's Messages were released, along with the Governor's Address for the Fall Rally script. Moving forward, Governor Chen plans to attend more committee meetings and DCMs, collaborate on an orientation for Member Representatives, and release I-Board contact details.

**Secretary,
Abigail Lee**

Completed/Future: Secretary Lee has updated the LTG Monthly Report Form (LTGMRF) three times in the past two months and reviewed the form responses. Secretary Lee scheduled Google Classroom posts for newsletters and LTGMRFs through October. A District Directory containing all current club officer information across the state was created and has been updated four times since its release. Over the past month, Secretary Lee sent out the district handbook along with a flyer for all LTGs and distributed the finalized August Board Meeting minutes for approval. Secretary Lee attended an LTG DCM, assisted in its planning, and provided information on Trick or Treat for UNICEF. Additionally, Secretary Lee led the Saturday Fall RTCs and sent out board reports for the October Board Meeting. In the near future, Secretary Lee plans to work on and release a district publication and a guidebook for the Club Monthly Report Form (CMRF). Secretary Lee also intends to hold office hours for secretaries, continue working on committee responsibilities, release the board minutes promptly after this meeting, and prepare board reports and minutes for the November Board Meeting.

Oral Reports

Executive Reports

<p>Treasurer, Rashi Jakhotiya</p>	<p>Completed/Future: Over the past weeks, Treasurer Jakhotiya has sent weekly dues updates, maintained a weekly newsletter, and completed one of two required newsletters with FAQs for the service year. Contributions include creating a Treasurer Welcome Letter, articles on Key Club Dues and Membership Growth for the District Handbook, and a Google Classroom for District Treasurers. Treasurer Jakhotiya also contributed to the Fall Rally Registration Packet, hosted two meetings with the Membership Growth and Reactivation (MGR) Committee, assigned tasks, and provided email templates to charter new Key Clubs. Currently, Treasurer Jakhotiya is working with Woodbridge Academy and WWPN to charter/recharter their Key Clubs, collaborating with LTGs to finalize school emails, updating the Dues Tracker, and drafting a second newsletter focused on rechartering and member engagement.</p>
<p>Editor, Harshini Asokumar</p>	<p>Completed/Future: Editor Asokumar completed and released Jersey Key #1 and sent out assignments and a tentative table of contents for Jersey Key #2. The 2024-2025 Newsletter Tracker has been regularly updated, with extensions granted and noted as needed. Check-in emails were sent regarding missing newsletters and reminders to CC the District Board. Editor Asokumar maintained correspondence with the Membership Growth & Recognition and Communications & Marketing Committees, contributing four posts for the latter. Presentations were created and delivered for RTCs. Current projects include working on Jersey Key #2, formatting and writing articles, and drafting a press release for Fall Rally.</p>

Oral Reports

Executive Reports

Webmaster,
Aidan
Heaney

Completed/Future: Webmaster Heaney successfully launched the new district website at njkeyclub.org, featuring 8 main pages (About, Service, K-Family, Events, District Board, Build a Key Club, Resources, Forms) and 37 subpages.

The website includes event registration for district events, access to district forms, information about board members, and a variety of Key Club-related resources. Users can also find the latest updates, submit inquiries through the contact section, and explore resources related to dues, fundraising, and starting a club.

To promote the website, Webmaster Heaney created a flyer for LTG newsletters. Additionally, the website's CMS was upgraded from Dream Host to WordPress, improving speed and ease of use, while Google Site Kit was set up to track anonymous user data for website optimization.

Moving forward, Webmaster Heaney plans to improve the website based on user analytics, keep the site updated with new district and international information, and upload DECON packets when available. A new district board group photo will be added to the homepage to replace the current image, and mobile optimization will be finalized.

Oral Reports

Standing Committee Reports

<p>International Programs, LTG De Jesus</p>	<p>7 meetings. Accomplishments include contacting Secretary Abigail to add an International Program-related question to the CMRF, drafting promotional materials for the Trick-or-Treat for UNICEF campaign, attending several DCMs, and reaching out to International partners and Trustee Kevin. The committee also drafted a speech for the Fall Rally and coordinated Instagram posts for various campaigns with Communications and Marketing.</p> <p>For the future, the committee plans to create job assignments for Member Representatives, draft and promote events like the Key Club Walks campaign and Mental Health Awareness, and work with Communications and Marketing to promote the Global Engagement Rally. Additionally, they plan to build the Trick-or-Treat for UNICEF Fall Rally sign.</p>
<p>Communication and Marketing, LTGs Prince & Chung</p>	<p>5 meetings. They've completed 54 posts on Instagram, including 7 Fun Fact Fridays, 6 Throwback Thursdays, 6 Fall Rally posts, 5 Spotlight Sundays, and 3 committee videos. New C&M policies were instituted on 08/08/24, ensuring all 37 scheduled posts were made on time. The committee also created the official NJ Key Club Press Release Template and updated the NJ Key Club News Outlet Database.</p> <p>For the future, the committee plans to create the first official NJ Key Club press release for Fall Rally, film promotional videos for Instagram and TikTok, and continue with the October posting schedule while finalizing November post assignments. Additionally, they will create Instagram interactive stories for the Board meeting.</p>
<p>District Project Steering, LTG Lu (read by LTG Cuccurullo)</p>	<p>4 meetings. The DPS Committee sent out monthly flyers/articles for the LTG newsletters, contacted mental health organizations like NAMI and SPTS, and worked with Erika's Lighthouse NJ Ambassador, Mrs. Fackelman. They approved a speech for Fall Rally and hosted a DPS workshop at the Fall RTCs. For the future, the committee plans to finalize Mrs. Fackelman's speech, continue creating monthly articles/flyers for the LTG newsletter, and reach out to other organizations interested in collaborating with the DPS Committee.</p>

Oral Reports

Standing Committee Reports

<p>Kiwanis Family Relations, LTG Erickson (read by LTGs Roberts & Prince)</p>	<p>5 meetings. The K-Family committee has connected with all K-Family branches (Kiwanis, Builders Club, Circle K, K-Kids, AKtion), with the committee chair attending meetings to discuss future plans. Members have worked on several tasks, including articles for the NJKCI website, flyers for June newsletters, and RTC presentations. They've promoted multi-branch events, such as the Kiwanis family picnic and Kiwanis family prom, and assisted with senior transition forms to Circle K. Additionally, they've supported events like Bridge of Books for Builders Club and Key to College webinars. For the future, the committee plans to market upcoming regional service events, continue their assignments, and organize a joint service project with K-Family branches. They aim to promote Kiwanis family prom, raise funds for NJ Key Club, finalize event registration, increase connections between Builders Club and Key Club through webinars, and explore fundraising ideas, including for Erika's Lighthouse.</p>
<p>Membership Growth and Reactivation, Treasurer Jakhotiya</p>	<p>3 meetings. MGR created an article for the website and Jersey Key, and sent an email template to all LTGs to find 2-3 schools within their division. Assignments were given to committee members: Farhan created a post on membership, Chase created one on increasing members and dues, and Marco made a post about the new ICON rechartering fees. Looking ahead, MGR plans to follow up with LTGs who didn't send out emails or respond about clubs and will continue working on the second assignment for the Jersey Key.</p>
<p>Advocacy, LTG Gupta</p>	<p>6 meetings. Created and completed an advocacy website, a suicide prevention publication, and two bi-monthly publications. Updated advocacy liaisons, created a poster for the advocacy award, wrote the Fall Rally script, and designed a virtual event outline and poster. Future plans include successfully hosting the upcoming event, continuing bi-monthly publications, and adding more resources to the advocacy website.</p>
<p>Membership Recognition, LTG Attanasio</p>	<p>3 meetings. The committee has completed articles for the District Handbook and Jersey Key, launched the "Summer of Service" campaign giving away Fall Rally tickets to outstanding members, and collaborated with the Communications and Marketing committee on Spotlight Sundays forms. The campaign recently concluded, awarding Fall Rally tickets to two members who will attend. Looking ahead, the committee is creating the application and criteria for two DECON scholarship recipients, with plans to send the application out in January after coordinating with the DECON Registration Committee. Additionally, they will continue promoting Spotlight Sundays and plan to send an email to divisions in mid-November.</p>

Oral Reports

First-Half Committee Reports

<p>Fall Rally Registration, LTG Labib</p>	<p>6 meetings. The Fall Rally Registration Packet was completed, and the event was promoted on social media and in the October newsletter. Pre-registration numbers were tracked, with 923 clubs, 37 individual registrations, and 49 guests/other Kiwanian board members, totaling 1,009 pre-registrants. For the future, the committee plans to count tickets for pre-registrations during the board meeting, ensure accuracy by double- and triple-checking the counts, and prepare club envelopes. They will also manage both pre-registration and onsite registration tables the following morning.</p>
<p>Fall Rally Programs, LTG Dorce</p>	<p>5 meetings. The Programs committee decided on and presented the event theme, collaborated with the District Project committee for a speaker, and created promotional materials, including a poster. They worked with the registration committee and discussed strategies to address low attendance. The committee partnered with Blessing Bag Outreach for a self-care service project, promoted the rally at RTCs, and created and reviewed the Fall Rally script. Additionally, they began preparing the spirit stick and surveys for attendees. For the future, the committee plans to review feedback from the surveys to improve next year's rally and aim for a successful Fall Rally.</p>
<p>Regional Training Conference Workshops, LTG Buerkle</p>	<p>4 meetings. The committee successfully completed both the Fall and Spring RTCs, developing new workshops such as "What Your LTG Can Do for You" and "Getting Press Coverage for Your Club." They worked on creating guidelines for the workshops, reviewed them, and assigned them to the NJDB. The team also discussed potential issues, like presenters leaving. Looking ahead, the committee plans to create more opportunities for Key Club advisors and develop a workshop specifically for them in the future.</p>
<p>Regional Training Conference Programs, LTG Erickson (read by Secretary Lee)</p>	<p>5 meetings. The committee chose the theme "Cities" for both Spring and Fall RTCs and created a "Save the Date" flyer for the Spring RTCs and May Newsletters. A registration Google form was set up to collect emails for the Spring RTCs. Board members were selected to speak in the RTC script, and the Spring RTCs were successfully completed with many attendees and presentations aligned with the theme. The Spring RTCs script was finalized, with plans made for missing speakers, and the RTCs program was completed. Promotion for Fall RTCs was finalized, and the Fall RTC script was also prepared. Looking ahead, the committee plans to offer more opportunities for advisors at future RTCs.</p>

Board Action Secretary Lee

Approval of Lieutenant Governor Reports	First: LTG Roberts	Second: LTG Dorce
Approval of Executive Reports	First: At Large Prince	Second: At Large Chung
Approval of Committee Reports	First: DT Jakhotiya	Second: LTG Lund
Approval of August Meeting Minutes	First: LTG Roberts	Second: LTG Mendez Alavez
Approval of DECON Host Club	First: DW Heaney	Second: DT Jakhotiya

Open Floor Secretary Lee

LTGs are encouraged to stay on top of their work as they enter into the second half of their service term. They are also encouraged to engage with their club members at Fall Rally and take the opportunity to truly get to know some of the people from their division. They are also informed on the procedures for the following morning of Fall Rally.

Ending Remarks DA Trecate

Outside of Fall Rally, LTGs are encouraged to focus on club building, even outside their division, as it contributes to their Robert F. Lucas Award. If not attending the November Board meeting, please inform us promptly and plan for DECON promotional materials. DECON will be held at the beach, and there will be an exciting keynote speaker—make sure to promote these aspects. All district board members must be at DECON by Wednesday night.

Adjournment Secretary Lee

Moment of Reflection	Lieutenant Governor Roberts
Motion to Adjourn	Lieutenant Governor Roberts
Second of Motion	Lieutenant Governor Gupta

The Fall Rally board meeting for the 2024-2025 New Jersey District Board of Key Club International was adjourned at 3:10 p.m. on Saturday, October 19th, 2024.

Thank You

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