

## **Florida District of CKI | DOTC Board Meeting**

Saturday, May 9th, 2015, 3:00 PM

USF Marshall Center, USF Campus, Tampa, Florida

### **Voting Board Present:**

Governor: Jessica Cook

Secretary: Kia Adams

Treasurer: Jackie Aranibar

Editor: Diana Mercas

Citrus LTG: Katie Pope

Sunbelt LTG: Mary Stack

Suncoast LTG: Phoebe Sartori

Panhandle LTG: Hunter Bell

Suwannee LTG: Ella Hoogenboezem

### **Committee Chairs Present:**

Membership Development and Education Chair: Cathy Telfer

Webmaster: Daniel Kindell

Public Relations: Jake Beaty

Service Chair: Ashley Hale

Awards Chair: Taylor Williams

Club Building Chair: Natalie Alvarez

Conventions Chair: Jocelyn Flores

Kiwanis Family Chair: Garrett Thompson

Legal Chair: Robert Brown

### **Administrator Present:**

District Administrator – Amanda Saguil

### **Guests Present:**

Immediate Past Governor, CKI - Michelle Ocampo, UCF

Governor, Key Club - Shane Meagher

Governor, Kiwanis – Chuck Guglizza

Governor-Elect, Kiwanis – Celia Earle

District Treasurer, Kiwanis – Gary Frechette

International Subregion G Trustee, CKI – Racheile Ricklefs, UCF

- I. Call to Order 3:00PM
- II. Pledge of Allegiance
- III. Roll Call
- IV. Welcome/Introductions

## V. Approval of Agenda

- a. Jessica Cook, USF, Governor entertained motion to add approval of division goals and division lines after the approval of appointments
  - i. Hunter Bell, FSU, Panhandle LTG so moved
  - ii. Katie Pope, UCF, Citrus LTG seconded
- b. No Discussion
- c. Vote
  - i. Motion Passes

## VI. Approval of meeting minutes

- a. Committee chair appointments
  - i. Jessica Cook, USF, Governor entertained motion to approve the minutes from the Committee Chair Appointments meeting
    1. Hunter Bell, FSU, Panhandle LTG so moved
    2. Katie Pope, UCF, Citrus LTG Seconded
  - ii. No Discussion
  - iii. Vote
    1. Motion Carries
- b. International Endorsements

- i. Jessica Cook, USF, Governor entertained motion to approve the minutes from the International endorsements meeting
  - 1. Katie Pope, UCF, Citrus LTG so moved
  - 2. Hunter Bell, FSU, Panhandle seconded
- ii. No Discussion
- iii. Vote
  - 1. Motion Carries

#### VII. Approval of Appointments

- i. Jessica Cook, Governor, entertained a motion to block the agenda items pertaining to the committee chairs
  - 1. Hunter Bell, FSU, Panhandle LTG so moved
  - 2. Mary Stack, USF, Sunbelt LTG seconded
- ii. No Discussion
- iii. Vote

Motion Carries for block

- a. Awards : Taylor Williams, FSU
- b. Club Building : Natalie Alvarez, USF
- c. Conventions : Jocelyn Flores, UF
- d. Kiwanis Family Relations : Garrett Thompson, UCF
- e. Legal : Robert Brown, USF
- f. Membership Development and Education : Cathy Telfer, UCF

g. Public Relations : Jake Beaty, FSU

h. Service : Ashley Hale, USF

i. Webmaster : Daniel Kindell, UCF

i. Jessica Cook, USF, Governor entertained a motion to  
approve the blocked agenda items

1. Phoebe Sartori, New College, Suncoast LTG so  
moved

2. Jackie Aranibar, FSU, Treasurer seconded

ii. No Discussion

iii. Vote

1. Motion Carries

## II.Approval District Goals

a. Jessica Cook, USF, Governor entertained a motion to  
approve the district goals set at the district board training  
conference

i. Hunter Bell, FSU, Panhandle LTG so moved

ii. Katie Pope, UCF, Citrus LTG seconded

b. No Discussion

c. Vote

i. Motion Carries

## III.Approval of Division Lines

- a. Jessica Cook, USF, Governor entertained a motion to approve the proposed division lines
  - i. Katie Pope, UCF, Citrus LTG so moved
  - ii. Mary Stack, USF, Sunbelt LTG seconded
- b. Discussion
- c. Vote
  - i. Motion Carries

#### IV. Officer Reports

- a. Governor
  - i. Governors and Administrators Training Conference, Attended Kiwanis LTG training/ Kiwanis and Key Club meetings in the Tampa area, Prepared DOTC, Will be working on preparing Summer Board
- b. Secretary
  - i. Attended the Kiwanis Family Summit, a Kiwanis DCM, and the Key Club Pool party. Since elected the secretary has been sending reminders regarding the monthly report forms and has been compiling the MRF forms each month. Also the secretary has been contacting all club secretaries and training individual secretaries as needed. The secretary has been updating the district directory when relevant. Before

summer board, the secretary plans to compile all relevant MRF forms, send out call to board for conference call in June, draft the new MRF, and to update the Directory and reflectors.

c. Treasurer

- i. Since being elected the treasurer has been contacting all club treasurers for goals and preferred communication. The Treasurer has updated and sent out three scholarships and has created a budget template. The Treasurer has started work on a new budget for the district. The Treasurer has initiated working with Key Club District Treasurer to create an interactive tool for fundraising planning. Before summer board the Treasurer plans to work on the district budget and on updating the MUC tutorial.

d. Editor

- i. The Editor has attended a Kiwanis DCM for Division 3, and has outlined newsletters. The editor has played around with graphic designs, designed the name tags, outlined due dates for kapers articles, and organized editor communication. Before summer board, the Editor plans to finish and release the June Kapers,

outline the August Kapers, make the citrus division logo, figure out the best way to make the newsletter, reach out to club editors, and edit any non-graphic documents.

e. Citrus LTG

- i. The Citrus LTG has attended Spring DLSSP, Key Club DCON and the senior pool party and the East Orange County Kiwanis meeting. The Citrus LTG has contacted all active clubs, reminded all active clubs about the MRF's and has tried to organize a DCM that will be replaced with an online DCM due to trouble with attendance. The Citrus LTG plans to have one Online DCM, introduce self to all Key Club and Kiwanis LTG's in Citrus Division, and to contact all clubs that are considered inactive, but are doing projects in order to help the club building chair.

f. Panhandle LTG

- i. The Panhandle LTG has attended Key Club DCON and has contacted all possible Key Clubbers who could help charter a new club at Northwest Florida State College. Before summer board the Panhandle LTG plans to hold at least one DCM, attend a Kiwanis DCM,

and have a phone call with each individual president within the division.

g. Sunbelt

- i. Since being elected, the Sunbelt LTG has sent an introductory email to all club presidents, contacted potential clubs and contacts from past emails to see if there was still interest at these schools, contacted officers at St. Leo about rebuilding the club and growing the club, documented all sunbelt clubs and club officers on the club directory on the Google Doc, documented all potential clubs on the potential club directory on the Google Doc. Before summer board the Sunbelt LTG hopes to plan a DCM and potentially have a Governor's service project at the DCM, to finish the rain jacket project from the previous Sunbelt LTG or continue it if there is new interest in purchasing the jackets, to continue to contact potential leads and cc both Natalie and Jessica on all relevant emails, to see if clubs need any help with membership retention, tabling, ideas, etc., to keep in contact with clubs in her division by either text or email, to talk to HCC to see if a



training of officers needs to be done before the school year and if so, train them.

h. Suncoast

- i. The Suncoast LTG has attended Key Club DCON, one Kiwanis meeting, Longboat Key Kiwanis Club's Dinner and a movie, and the Division 18b Kiwanis DCM. Since being elected, the Suncoast LTG has established connections with New College and the newly chartered club at FSW. Before summer board the Suncoast LTG plans to hold a DCM to connect New College with the newly chartered club at FSW, as well as to emphasize community and communication in the division. Furthermore, the Suncoast LTG plans to have a general outline of goals to be accomplished throughout the year, and to be in communication with the Kiwanis Family in the Suncoast Division.

i. Suwannee

- i. The Suwannee LTG has attended Spring DLSSP. The Suwannee LTG looked into expanding the number of clubs in the Suwannee division and has corresponded with Jessica and Amanda regarding contact information and circumstances surrounding Santa Fe

and St. John's River. Before summer board, the Suwannee LTG wants to initiate correspondence between herself and the Kiwanis Clubs that may be interested in sponsoring the potential CKI clubs mentioned above.

## V. Committee Chair Reports

### a. Awards

- i. Since being appointed, the Awards chair has worked on probation terms given in order to fulfill the position requirements, worked on transitioning into this position and working on plans for the year, sent reminders regarding International Awards, created a survey regarding last year's DCON award process, reviewed the close out survey from immediate past Awards Chair to come up with a process for this year and is working on new member recognition in partner with the Public Relations Chair. Before summer board the Awards Chair plans to work on the spirit stick and new member recognition, the LTC superlatives, LTC plans, and the different forms of recognition.

### b. Club Building

i. The Club Building Chair has attended the Key Club DCON senior pool party. Since being appointed, the Club Building chair has worked on organizing a rally in South Florida to grow interest in that area, has set up a FB page/flyer for the event, has made an excel file with prospective club information, has made a checklist that each club has to complete in chartering process, has made flyer templates for starting clubs that are easy and simple, has made a CKI brochure to pass out to interested students that want to start a club or want to know more about it, has started making a club building handbook, has started reaching out to various prospective members on starting clubs at their schools, and getting the names from the Key Club pool party and putting them into a list of Prospective CKI'ers. Before summer board, the Club Building Chair plans to have all the flyer and board templates done, plans to send out follow up emails to prospective clubs, plans to email FSW and UWF to make sure they are on good terms starting off, plans to complete the meeting the district board video, and plans to reply to emails regarding students who want to start a club.

c. Conventions

- i. The Conventions chair, since being appointed, has worked on ideas and logistics for LTC and has looked at ways to incorporate the “Wild About Service” theme. Before summer board the Conventions chair plans to work with the Public Relations Chair for the LTC promo video, work with the editor on save the date flyers, and plans to finalize changes to LTC in order to begin work on logistics.

d. Kiwanis Family Relations

- i. The Kiwanis Family Chair has attended Kiwanis meetings, Spring DLSSP, and the Key Club Senior Pool Party. The Kiwanis Family Chair finished probationary terms set for his taking the position, and plans to send all senior emails prior to summer board.

e. Legal

- i. The Legal Chair has attended the Winter Haven Kiwanis Banquet that was their 80<sup>th</sup> anniversary and benefited the Eliminate Project. Since being appointed the legal chair has worked on the Robert's Rules of Order cheat sheet, and on the parliamentary procedure presentation that was presented at DOTC. Before

summer board, the Legal Chair plans to finish looking over the bylaws, plans to contact all club presidents regarding updating bylaws, and plans to start correcting grammar and spelling errors in the bylaws.

f. Membership Development and Education

1. The Membership Development and Education

Chair has attended the Key Club DCON senior pool party. The Membership Development and Education chair has started going through the resources on the Florida District page, and has started thinking of a name for the Governor's Project. Before summer board the Membership Development and Education Chair plans to submit an article to the Circle Kapers, delete resources from the Florida District website (for CKI), plans to implement new ideas and presentations for the KCKC's, plans to assign topics for resources to board members, and plans to post new resources along with a Why Join CKI video/information resource.

g. Public Relations

i. Since being appointed the Public Relations Chair has contacted predecessor for social media account information, and has had a meeting with the president of home Kiwanis, the LTG for Division 26 Kiwanis to work on revitalizing CKI at UM.

h. Service

i. Since being appointed the Service chair has been working on trying to figure out how to combine DLSSP and K-Family Summit to make things easier on members and have less events that require travel. Before summer board, the Service Chair plans to contact Habitat for Humanity to see if it is possible to work with them for DLSSP, and is working on a back up plan if that falls through. The Service chair plans to have a definite answer on how to combine DLSSP and the Kiwanis Family Summit and plans to contact a bunch of different places throughout the entire state for volunteer opportunities for fall DLSSP.

i. Webmaster

i. The Webmaster has attended Legacy Middle School – Builder Club's Campus Beautification Project, Orlando Kiwanis morning meeting, Key Club DCON/Senior Pool

Party, and UCF's Kiwanis One Day Event. Since being appointed the Webmaster has started working on the website District Board member update. Before summer board the Webmaster plans to update board member pictures and contact information, plans to upload resources provided by the board members, plans to update registration/application for LTC if done prior to summer board, and plans to talk with Governor and board Members on related updates needed.

VI.Board Remarks

VII.Guest Remarks

VIII.Administrator Remarks

IX.Governor Remarks

X.CKI pledge

XI.Adjournment 3:53PM

Respectfully Submitted,



Kia Adams  
Florida CKI District Secretary