

MINUTES OF THE OFFICIAL MEETING OF THE 2019-2020 DISTRICT BOARD OF OFFICERS
OF THE FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL
UNIVERSITY OF CENTRAL FLORIDA, BUSINESS ADMINISTRATION I, ROOM 121
8:00 A.M., SUNDAY, MAY 12, 2019

Call to Order

District Governor Josephine Di Russo called the board meeting to order at 8:02 A.M.

Pledge of Allegiance

Suwannee Lt. Governor Madeleine Fry lead the board in the Pledge of Allegiance

Roll Call

District Secretary Alex Perez took roll call and recorded the 2019-2020 District Board Members present.

2019-20 Voting Members Present

District Governor Josephine Di Russo
District Secretary Alex Perez
District Treasurer Alyssa Bowles
District Editor Ashley Johns
LTG Citrus Katina Lopez
LTG Evergold Eduardo Martinez
LTG Panhandle Kaitlyn Carroll
LTG Sunbelt Mary Fraraccio
LTG Suwannee Madeleine Fry

2019-20 Committee Chairs Present

Awards Chair Kimi Stuckey
Conventions Chair Meit Dave
Kiwanis Family Relations Chair Deanna Kreinbring
Legal Chair Derek Stewart
Membership Development and Education Chair Maria Landron
Public Relations Chair Gabi Castellanos
Service Chair Mary Hunkele
Suncoast Liaison Frederick Brea
Webmaster D'Amour Edwards

Florida Circle K International Committee Present

District Administrator Amanda Saguil
Conventions Advisor David McCampbell
Citrus Advisor Floyd Adams
Evergold Advisor Tom Freiwald
Sunbelt Advisor Heather Locke
Suncoast Advisor Sally Leitzman

Florida Circle K International Committee Absent

Panhandle Division Advisor Doug Ream

Approval of Agenda

- A. District Governor Josephine Di Russo entertained a motion to amend the agenda to include the Approval of the 2019-2020 District Goals and Leadership Training Conference 2019 Concept. Eduardo Martinez, Evergold Lt. Governor, MDC-North, moved to approve the amendment. The motion was seconded by Katina Lopez, Citrus Lt. Governor, UCF. There was no discussion. The motion carried.
- B. Mary Fraraccio, Sunbelt Lt. Governor, USF-Tampa, moved to approve the amended District Officer Training Conference Board Meeting Agenda. The motion was seconded by Madeleine Fry, Suwannee Lt. Governor, UF. There was no discussion. The motion carried.

Old Business

A. Approval of Committee Chair Appointments

Ashley Johns, District Editor, FSU, moved to approve the Appointment of the Florida District Committee Chairs (see Exhibit A). The motion was seconded by Kaitlyn Carroll, Panhandle Lt. Governor, FSU. There was no discussion. The motion carried.

B. Approval of Endorsement Meeting Minutes

Eduardo Martinez, Evergold Lt. Governor, MDC-North, moved to approve the Endorsement Meeting Minutes. The motion was seconded by Katina Lopez, Citrus Lt. Governor, UCF. There was no discussion. The motion carried.

New Business

A. Approval of the 2019-2020 District Goals

Mary Fraraccio, Sunbelt Lt. Governor, USF-Tampa, moved to approve the 2019-2020 District Goals (see Exhibit B). The motion was seconded by Alex Perez, District Secretary, TCC. There was no discussion. The motion carried.

B. Leadership Training Conference 2019 Concept

Madeleine Fry, Suwannee Lt. Governor, UF, moved to approve the concept for Leadership Training Conference 2019. The motion was seconded by Eduardo Martinez, Evergold Lt. Governor, MDC-North. Discussion ensued. The motion carried.

C. Board Reports

i. District Governor Josephine Di Russo

- a. Since DCON, Josephine has attended events including the Key Club Zone D and L Spring Zone Rally, Key Club Division 9 Awards Night, Florida Key Club District Convention, Governors/Administrators Training Conference, and Florida Kiwanis Lieutenant Governor Training. She worked with a variety of board members and advisors to put together the 2019 District Officer Training Conference and was able to do pre-District Officer Training Conference two-on-ones with Amanda and board members. She has also maintained communication with the International Board and the Florida District Board.

ii. District Secretary Alex Perez

- a. Since DCON, Alex has been working on establishing the 2019-2020 Secretary Rewards System and distributing that information to club secretaries. Alex has also updated the Monthly Report Form tracking system to reflect the dues paid information provided by Kiwanis International. He also attended Key Club District Convention in Orlando, FL. Alex has also been working on promoting CKIx19 to the District and determining the souvenirs that will be given to Florida District attendees. He also attended the International District Secretary Training and established a monthly newsletter with reminders for club secretaries.

Alex has also worked with Conventions Chair Meit Dave and Suncoast Liaison Frederick Brea to assist them in transitioning into their new positions. In regard to training, Alex has worked with District Editor Ashley Johns to come up with a training guide for District Committee Chairs for District Officer Training Conference and creating/presenting PowerPoints about email etiquette and Monthly Report Forms. He's also created a new board reporting system that will go into effect for Summer Board Meeting.

iii. *District Treasurer Alyssa Bowles*

- a. Since DCON, Alyssa has attended Key Club DCON and the International District Treasurer Training. She has updated the budget to match the latest dues transfer report and Key Club DCON reimbursements. She has also contacted three Club Treasurers in the district to go over their roles and responsibilities, and finally she worked on her DOTC presentation that went over the budget, reimbursements, and dues.

iv. *District Editor Ashley Johns*

- a. Since DCON, Ashley coordinated, completed, and made public the Meet the Board Special Edition of The Circle Kapers. She also worked with Gabi and Deanna to create a flyer to send out to Key Club Seniors who showed interest in CKI at the senior send-off at Key Club DCON. She created a Google Sheets document in order to track the progress of the pages for the June/July Circle Kapers and sent out emails to all those in charge of pages for the upcoming issue. Also, she created a detailed and sustainable timeline for her term. Finally, she is currently working on a guide for editors and PR Chairs regarding the free graphic design site, Canva.

v. *Citrus Lt. Governor Katina Lopez*

- a. Since DCON, Katina has started a division newsletter called the Citrus Citizen to keep the division updated with what is happening in the division as well as within the Kiwanis Family. Katina has also adjusted the Citrus Rewards system and distributed the information and updates to her clubs. Katina has also contacted club officers with monthly updates on the district and Circle K International initiatives via e-mail. Katina worked with Stetson CKI. She also held a Citrus Division Officer Training Conference where she went in-depth on Circle K with her division's club officers and provided them with many resources that will be helpful to them in their positions. Katina also attended Key Club DCON in Orlando where she helped at the senior send-off. Lastly, Katina was present at a two-on-one meeting with Governor Josephine and District Administrator Amanda to discuss goals within her position.

vi. *Evergold Lt. Governor Eduardo Martinez*

- a. Since DCON, Eduardo has been working on publishing the first newsletter issue "Evergold's Enthusiasm" of the service year. He has been preparing for Evergold's Club Leadership Education Conference this summer. Designed exclusive Evergold merchandise for members and Kiwanians amongst his division. He has also been attending Kiwanis and Key Club meetings.

vii. *Panhandle Lt. Governor Kaitlyn Carroll*

- a. Since DCON, Kaitlyn has been present at FSU's officer training, as well as their end of the year banquet. She attended Key Club DCON and Kiwanis meetings in Tallahassee. Kaitlyn contacted every club president in her division about the status of their clubs, sent emails to secretaries about Monthly Report Forms, and has been in contact with Key Club Lieutenant Governors and Key Club Zone Administrators. She set goals for the division, created a contact information sheet for the Panhandle, created social media accounts for her division and began utilizing them, and registered for CKIx. She began working on a Panhandle reward system and a mentorship program.

viii. *Sunbelt Lt. Governor Mary Isabella Fraraccio*

- a. Since DCON, Mary Isabella Fraraccio attended Key Club DCON where she reconnected with the Key Club Lieutenant Governors in her division. She also collaborated with the Suncoast Liaison and chose the vipers as a twin mascot. She also communicated with three groups of students who are interested in chartering clubs. After Key Club's District Convention, she helped train the new board at USF-Tampa and continues to remind the new secretary about Monthly Report Forms. She has also started talking to the Sunbelt Division Advisor and the District Administrator about rebuilding Southeastern University and Hillsborough Community College. She also created an Instagram for the Sunbelt Division.

ix. *Suwannee Lt. Governor Madeleine Fry*

- a. Since DCON, Madeleine contacted the Key Club Lieutenant Governors and had them fill out a survey to get to know them better. She also attended Key Club DCON, made a flyer and trifold for the Suwannee Division, and went to her club's end of year banquet. Additionally, Madeleine reminded her clubs about Monthly Report Forms, reached out to the presidents of her clubs, and started to learn more about chartering and setting goals for her term.

x. *Awards Chair Kimi Stuckey*

- a. Since being appointed, Kimi has attended/hosted club meetings as well as attended Kiwanis meetings. Kimi has been asking FSU CKI members, as well as other members from other clubs, about their thoughts on how the member of the month should go. And, if they have any suggestions or concerns for what Kimi had in mind for the position.

xi. *Conventions Chair Meit Dave*

- a. Since his appointment, Meit has attended Key Club DCON and helped out with the senior send-off. He was able to speak with multiple people about joining CKI in the Fall when they start college. He also had a Google Hangouts call with the previous Conventions Chair and made a document that lists what he should do in order to be successful as the new Conventions Chair.

As Conventions Chair, it is his responsibility to come up with multiple themes for LTC to present to the new board at DOTC. He spoke to Josephine numerous times about possible ideas and what he can do to ensure he completes all of his tasks in a timely manner. Lastly, Meit had a Google Hangouts call with the Governor and District Administrator so that they could discuss specifically what he has to present at DOTC and what some of his ideas were for the District as a whole.

xii. *Kiwanis Family Relations Chair Deanna Kreinbring*

- a. Since her appointment, Deanna helped plan the 2019 Key Club Senior Send-Off and attended Key Club DCON in Orlando, FL. She organized the contacts by division that will be shared with Lieutenant Governors at a later date. Deanna created a survey to collect contact information of graduating Key Club seniors

xiii. *Legal Chair Derek Stewart*

- a. Since his appointment, Derek has represented CKI at Key Club District Convention. Helping with operations and Key Club Senior Send-Off. Derek has also been an active advocate in the Tallahassee area promoting CKI to 4 different Kiwanis Clubs to promote the support of Circle K members attending International Convention. Derek has also attended the Kiwanis Division 3 Division Council Meeting updating the division on the activities of FSU, TCC, and the District. Furthermore, Derek compiled 3 different workshops for District Officer Training Conference promoting Parliamentary Procedure, Youth Protection Guidelines, and Strategic Planning. Derek has begun drafting updated versions of the District Bylaws and Policy Codes. Moving forward after District Officer Training Conference, Derek will be developing a drafted 5 year plan for the District refining the vision and goals into a strategic plan to be proposed at Summer Board.

xiv. *Membership Development and Education Chair Maria Landron*

- a. Since her appointment, Maria Landron has been analyzing the Florida District's membership trends as well as held meetings with two clubs regarding the creation of a membership growth plan. Additionally, since DCON, Maria has attended Florida Key Club DCON, created and presented the CKI workshops for that conference. Lastly, Maria created and presented the DOTC presentation regarding membership retention and recruitment.

xv. *Public Relations Chair Gabi Castellanos*

- a. Since her appointment, Gabi has been looking at past popular posts and analytics to find trends and patterns in our social media. She started tracking analytics for Facebook and Instagram and has begun thinking of ideas for campaigns. She is in the process of executing the Meet The Board Campaign, that highlights District Board officers. She has also been working on creating handouts that will be given to Key Clubbers to encourage them to join CKI, as well as creating and presenting a presentation on branding for DOTC.

xvi. *Service Chair Mary Hunkele*

- a. Since her appointment, Mary has been working on setting goals for the position of service chair for the 2019-2020 year and has been developing a plan for how to achieve these goals. In the process of creating goals, Mary had a two-on-one with District Governor Josephine and District Administrator Amanda. Mary has also been working on the pages assigned to her for the June/July issue of the Kapers.

xvii. *Suncoast Division Liaison Frederick Brea*

- a. Since his appointment, there was a new charter at State College of Florida between the transition of the term of Suncoast Division Liaison. Also, Frederick sent an introduction email to the clubs in the division with a google form attached asking for contact information. He made calls and sent emails to schools' activities departments to obtain information from clubs not replying to emails. Besides sending emails, Frederick chose a twin mascot with the Sunbelt LTG. He is still working to figure out about Florida Southwestern State College – Charlotte campus, which has a CKI that is not chartered. Lastly, an Instagram account was created to post updated from the Division and the District.

xviii. *Webmaster D'Amour Edwards*

- a. Since she was appointed, D'Amour has updated about 85% of the website. This includes updating and adding pictures and updating board information. She has also created a suggestions form for viewers to fill out, if they would like, and has added it to the website.

In addition, D'Amour has created a form that she will be sending to Lieutenant Governors in order to gain more information on their divisions larger events. This, as well as other events, will be added to the calendar, which D'Amour has added to the website and will be updating throughout the year.

Guest Remarks

There were no guest remarks.

District Administrator Remarks

District Administrator Amanda Saguil told the 2019-2020 District Board of Officers that she is very excited to work with her last board and is excited to see the work that they will do. She told everyone to keep track of their goals. She also mentioned "LEGACY."

District Governor Remarks

District Governor Josephine Di Russo mentioned board photos and group photos. She also mentioned that board members should highly encourage attendance at CKI19 and she would like the District to be properly represented. She stated that a form will be sent out for official board report submissions and to submit reimbursements to District Treasurer Alyssa Bowles. She also recommended that board members work on building a relationship with their Kiwanis Family counterparts.

CKI Pledge

Panhandle Lt. Governor Kaitlyn Carroll lead the board in the CKI Pledge.

Adjournment

District Governor Josephine Di Russo adjourned the meeting at 8:47 A.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Alex Perez". The signature is written in a cursive, flowing style.

Alex Perez
2019-2020 District Secretary

EXHIBIT A – Florida District Committee Chair Appointments

- A. Kimi Stuckey as District Awards Chair
- B. Meit Dave as District Conventions Chair
- C. Deanna Kreinbring as District Kiwanis Family Relations Chair
- D. Derek Stewart as District Legal Chair
- E. Maria Landron as District Membership Development and Education Chair
- F. Gabi Castellanos as District Public Relations Chair
- G. Mary Hunkele as District Service Chair
- H. Frederick Brea as Suncoast Division Liaison
- I. D'Amour Edwards as District Webmaster

EXHIBIT B – 2019-2020 Florida District Goals

- A. Membership: 440
- B. Service Hours: 8,000
- C. Kiwanis Family Relation Events/Meetings: 170
- D. Socials: 170
- E. Interclubs: 100
- F. Governor's Project Hours: 1,500
- G. Fundraising Events: 40
- H. New Clubs: 5
- I. Leadership Training Conference 2019 Attendance: 110
- J. District Convention 2020 Attendance: 110
- K. CKIx19 Attendance: 30
- L. CKIx20 Attendance: 20
- M. UNICEF/W.A.S.H.: \$3,000