

MINUTES OF THE OFFICIAL MEETING OF THE 2019-2020 DISTRICT BOARD OF OFFICERS  
OF THE FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL  
GOOGLE MEET  
7:00 P.M., SATURDAY, JULY 6, 2019

**Call to Order**

District Governor Josephine Di Russo called the board meeting to order at 7:06 P.M.

**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

**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  
Service Chair Mary Hunkele  
Suncoast Liaison Frederick Brea  
Webmaster D'Amour Edwards

**2019-20 District Board Members Absent**

LTG Sunbelt Mary Fraraccio  
LTG Suwannee Madeleine Fry  
Public Relations Chair Gabi Castellanos

**Florida Circle K International Committee Present**

District Administrator Amanda Saguil  
Conventions Advisor David McCampbell

**Florida Circle K International Committee Absent**

Citrus Advisor Floyd Adams  
Evergold Advisor Tom Friewald  
Panhandle Advisor Doug Ream  
Sunbelt Advisor Heather Locke  
Suncoast Advisor Sally Leitzman

## **Approval of Agenda**

Josephine Di Russo, District Governor, UCF, proposed an amendment to the agenda to include the approval of the Absence of District Board Members from the Budget Board Meeting and the Approval of the 2019 Leadership Training Conference theme and logo. Eduardo Martinez, Evergold Lt. Governor, MDC-North, moved to approve the proposed amendment. The motion was seconded by Alyssa Bowles, District Treasurer, UF. Discussion ensued. The motion carried.

Alex Perez, District Secretary, TCC, moved to approve the amended Budget Board Meeting Agenda. The motion was seconded by Kaitlyn Carrol, Panhandle Lt. Governor, FSU. There was no discussion. The motion carried.

## **New Business**

### **A. Approval of the Absence of District Board Members from the Budget Board Meeting**

Katrina Lopez, Citrus Lt. Governor, UCF moved to approve the absence of Sunbelt Lt. Governor Mary Fraraccio, Suwannee Lt. Governor Madeleine Fry, and Public Relations Chair Gabi Castellanos from the Budget Board Meeting. The motion was seconded by Eduardo Martinez, Evergold Lt. Governor, MDC-North. Discussion ensued. The motion carried.

### **B. Approval of the 2019-2020 Florida District of CKI Budget**

Alyssa Bowles, District Treasurer, UF, moved to approve the 2019-2020 Budget for the Florida District of Circle K International (See Exhibit A). The motion was seconded by Ashley Johns, District Editor, FSU. Discussion ensued. The motion carried.

### **C. Approval of the 2019 Leadership Training Conference Theme**

Eduardo Martinez, Evergold Lt. Governor, MDC-North, moved to approve the 2019 Leadership Training Conference Theme. The motion was seconded by Alex Perez, District Secretary, TCC. Discussion ensued. The motion carried.

### **D. Approval of the 2019 Leadership Training Conference Logo**

Alex Perez, District Secretary, TCC, moved to approve the 2019 Leadership Training Conference Logo. The motion was seconded by Kaitlyn Carrol, Panhandle Lt. Governor, FSU. Discussion ensued. The motion carried.

### **E. District Board Reports**

No formal board report has been recorded.

## **District Governor Remarks**

District Governor Josephine Di Russo reminded everyone to fill out the August Board Meeting attendance form. She also reminded everyone to copy the proper people on emails that are sent out. She also added progress trackers to the folders in the drive and recommended that everyone use those to keep themselves on track. She also mentioned that she is a source for everyone to use if they need any help or suggestions on what to do during the upcoming months.

**District Administrator Remarks**

District Administrator Amanda Saguil mentioned that she is proud of all the work everyone has done since DOTC and the work that Alyssa put into the new budget. She also mentioned that those who have not yet submitted their registration for August Board Meeting need to submit it by tonight. She stated that she is excited for everything coming up.

**Adjournment**

District Governor Josephine Di Russo adjourned the meeting at 8:11 P.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 – 2019-2020 FLORIDA DISTRICT BUDGET**

**Operations Budget**

2019-2020	Account Codes	Item	19-20 Prediction	19-20 Actual
<b>Income</b>				
	601.0	District Dues District	\$ 4,400.00	\$ -
	612.0	Convention Outreach and	\$ -	\$ -
	655.0	Gifts	\$ -	\$ -
<b>Total Income</b>			<b>\$ 4,400.00</b>	<b>\$ -</b>
<b>Expenses</b>				
Executive Officers				
	705.0	District Governor	\$ 820.00	\$ -
	710.0	District Secretary	\$ 310.00	\$ -
	715.0	District Treasurer	\$ 310.00	\$ -
	720.0	District Editor	\$ 310.00	\$ -
Lieutenant Governor				
	725.1	Citrus Lieutenant Governor Sunbelt	\$ 230.00	\$ -
	725,2	Lieutenant Governor Suncoast	\$ 230.00	\$ -
	725.3	Lieutenant Governor	\$ 230.00	\$ -
	725.4	Lieutenant	\$ 230.00	\$ -
	725.5	Lieutenant	\$ 230.00	\$ -
	725.6	Lieutenant	\$ 230.00	\$ -
Other				
	730.0	Board Shirts & Pins	\$ 560.00	\$ -
District Administration				
	925.0	Management	\$ 290.00	\$ -
	955.0	Miscellaneous	\$ 320.00	\$ -
	960.0	Bank Charges	\$ 100.00	\$ -
<b>Total Expenses</b>			<b>\$ 4,400.00</b>	<b>\$ -</b>
<b>Net Income</b>			<b>\$ -</b>	<b>\$ -</b>

**Operations Budget**

2019-2020	Account Codes	Item	19-20 Prediction	19-20 Actual	19-20 Amount Reimbursed/Used	19-20 Balance	Predicted % of Budget	Actual % of Budget	Amount Allocated to 19-20 Board
<b>Income</b>									
601.0		District Dues	\$ 4,400.00	\$ -				Ratio #	
612.0		District Convention	\$ -	\$ -				0	
655.0		Outreach and Gifts	\$ -	\$ -					
<b>Total Income</b>			<b>\$ 4,400.00</b>	<b>\$ -</b>					
<b>Expenses</b>									
Executive Officers									
705.0		District Governor	\$ 820.00	\$ -	\$ -	\$ -	18.64%	#DIV/0!	\$ -
710.0		District Secretary	\$ 310.00	\$ -	\$ -	\$ -	7.05%	#DIV/0!	\$ -
715.0		District Treasurer	\$ 310.00	\$ -	\$ -	\$ -	7.05%	#DIV/0!	\$ -
720.0		District Editor	\$ 310.00	\$ -	\$ -	\$ -	7.05%	#DIV/0!	\$ -
Lieutenant Governor									
725.1		Citrus Lieutenant Governor	\$ 230.00	\$ -	\$ -	\$ -	5.23%	#DIV/0!	\$ -
725.2		Sunbelt Lieutenant Governor	\$ 230.00	\$ -	\$ -	\$ -	5.23%	#DIV/0!	\$ -
725.3		Suncoast Lieutenant Governor	\$ 230.00	\$ -	\$ -	\$ -	5.23%	#DIV/0!	\$ -
725.4		Suwannee Lieutenant Governor	\$ 230.00	\$ -	\$ -	\$ -	5.23%	#DIV/0!	\$ -
725.5		Panhandle Lieutenant Governor	\$ 230.00	\$ -	\$ -	\$ -	5.23%	#DIV/0!	\$ -
725.6		Evergold Lieutenant Governor	\$ 230.00	\$ -	\$ -	\$ -	5.23%	#DIV/0!	\$ -
Funds:						\$ -			
Other									
730.0		Board Shirts & Pins	\$ 560.00	\$ -			12.73%	#DIV/0!	
District Administration									
925.0		Website Management	\$ 290.00	\$ -			6.59%	#DIV/0!	
955.0		Miscellaneous	\$ 320.00	\$ -			7.27%	#DIV/0!	
960.0		Bank Charges	\$ 100.00	\$ -			2.27%	#DIV/0!	
<b>Subtotal Expenses</b>			<b>\$ 4,400.00</b>	<b>\$ -</b>					
<b>Unused Reimbursement</b>				<b>\$ -</b>					
<b>Total Expenses</b>			<b>\$ 4,400.00</b>	<b>\$ -</b>					
<b>Net Income</b>			<b>\$ -</b>	<b>\$ -</b>					

**Foundation  
Budget**

2019-2020	Account Codes	Item	19-20 Prediction	19-20 Actual
<b>Income</b>				
	Conferences &			
610.0	Conventions			
615.0		District Convention	\$ 30,000.00	\$ -
670.0		LTC October 2019	\$ 5,500.00	\$ -
670.0		LTC September 2020	\$ 5,500.00	\$ -
611.0		Florida Foundation Grant	\$ 19,000.00	\$ -
<b>Total</b>			<b>\$ 60,000.00</b>	<b>\$ -</b>
<b>Expenses</b>				
	Leadership			
700.0	Training/Travel			
700.1		Governor	\$ 500.00	\$ -
700.7		Committee Chairs	\$ 1,000.00	\$ -
700.8		District Administrator	\$ 3,000.00	\$ -
700.9		Kiwanis Committee	\$ 1,000.00	\$ -
<b>Subtotal</b>			<b>\$ 5,500.00</b>	<b>\$ -</b>
	810.0 District Convention			
810.1		Awards	\$ 500.00	\$ -
810.2		Decorations	\$ 200.00	\$ -
810.3		Saturday Banquet	\$ 5,000.00	\$ -
810.4		Sunday Brunch	\$ 3,000.00	\$ -
810.5		Hotel Rooms	\$ 13,300.00	\$ -
810.6		Speakers & Honorariums	\$ -	\$ -
810.9		Program Book Printing	\$ 500.00	\$ -
810.10		Supplies & Printing	\$ 100.00	\$ -
810.13		Damage Costs	\$ 500.00	\$ -
810.14		Name Badges	\$ 75.00	\$ -
810.15		Comp Registration	\$ 850.00	\$ -
810.16		Convention Gratuities	\$ 300.00	\$ -
810.17		Convention Refund	\$ 400.00	\$ -
810.18		Convention Souvenirs	\$ 1,500.00	\$ -
810.20		Board Breakfast	\$ 1,000.00	\$ -
810.21		Miscellaneous Expenses	\$ 250.00	\$ -
810.22		Convention Loss Reserve	\$ 600.00	\$ -
810.23		Saturday Breakfast	\$ 2,000.00	\$ -
<b>Subtotal</b>			<b>\$ 30,075.00</b>	<b>\$ -</b>
	820.0 Convention		\$ 1,000.00	\$ -
<b>Subtotal</b>			<b>\$ 1,000.00</b>	<b>\$ -</b>

830.0 LTC - Leadership Training Conference: October 2017

830.3	Group Housing	\$	1,500.00	\$	-
830.5	Print/Workshop Material	\$	900.00	\$	-
830.6	Name Badge/Holder/Insert	\$	100.00	\$	-
830.7	Comp Registration	\$	250.00	\$	-
830.8	Group Meals	\$	1,950.00	\$	-

<b>Subtotal</b>		<b>\$</b>	<b>4,700.00</b>	<b>\$</b>	<b>-</b>
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830.0 LTC - Leadership Training Conference: September 2018

830.3	Group Housing	\$	1,500.00	\$	-
830.5	Print/Workshop Materials	\$	900.00	\$	-
830.6	Name Badge/Holder/Insert	\$	100.00	\$	-
830.7	Comp Registration	\$	250.00	\$	-
830.8	Group Meals	\$	1,950.00	\$	-

<b>Subtotal</b>		<b>\$</b>	<b>4,700.00</b>	<b>\$</b>	<b>-</b>
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840.0 DOTC

840.1	Housing	\$	2,000.00	\$	-
840.2	Meals	\$	700.00	\$	-
840.3	Transportation/Gas	\$	500.00	\$	-
840.4	Training Materials	\$	125.00	\$	-

<b>Subtotal</b>		<b>\$</b>	<b>3,325.00</b>	<b>\$</b>	<b>-</b>
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860.0 Board Meetings

860.1	Housing	\$	4,000.00	\$	-
860.2	Meals	\$	1,600.00	\$	-
860.3	Transportation/Gas	\$	500.00	\$	-
860.4	Training Materials	\$	300.00	\$	-
860.5	Comps	\$	300.00	\$	-
860.6	Contingency	\$	200.00	\$	-

<b>Subtotal</b>		<b>\$</b>	<b>6,900.00</b>	<b>\$</b>	<b>-</b>
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865.0 GATC - Governor's Training

\$	800.00	\$	-
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880.0 Leadership Academy (Renamed to Spark)

\$	300.00	\$	-
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900.0 District Kiwanis Family Conventions

\$	2,500.00	\$	-
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<b>Subtotal</b>		<b>\$</b>	<b>3,600.00</b>	<b>\$</b>	<b>-</b>
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<b>Expenses</b>		<b>\$</b>	<b>59,800.00</b>	<b>\$</b>	<b>-</b>
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<b>Net Income</b>		<b>\$</b>	<b>200.00</b>	<b>\$</b>	<b>-</b>
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**Foundation Budget**

2019-2020	Account Codes	Item	19-20 Prediction	19-20 Actual	19-20 Prediction Off By	Special Notes
<b>Income</b>						
	610.0	Conferences & Conventions				
	615.0	District Convention	\$ 30,000.00	\$ -	\$ (30,000.00)	
	670.0	LTC October 2019	\$ 5,500.00	\$ -	\$ (5,500.00)	
	670.0	LTC September 2020	\$ 5,500.00	\$ -	\$ (5,500.00)	
	611.0	Florida Foundation Grant	\$ 19,000.00	\$ -	\$ (19,000.00)	
<b>Total</b>			<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>\$ (60,000.00)</b>	
<b>Expenses</b>						
	700.0	Leadership Training/Travel				
	700.1	Governor	\$ 500.00	\$ -	\$ (500.00)	
	700.7	Committee Chairs	\$ 1,000.00	\$ -	\$ (1,000.00)	
	700.8	District Administrator	\$ 3,000.00	\$ -	\$ (3,000.00)	
	700.9	Kiwanis Committee	\$ 1,000.00	\$ -	\$ (1,000.00)	
<b>Subtotal</b>			<b>\$ 5,500.00</b>	<b>\$ -</b>	<b>\$ (5,500.00)</b>	
	810.0	District Convention				
	810.1	Awards	\$ 500.00	\$ -	\$ (500.00)	
	810.2	Decorations	\$ 200.00	\$ -	\$ (200.00)	
	810.3	Saturday Banquet	\$ 5,000.00	\$ -	\$ (5,000.00)	
	810.4	Sunday Brunch	\$ 3,000.00	\$ -	\$ (3,000.00)	
	810.5	Hotel Rooms	\$ 13,300.00	\$ -	\$ (13,300.00)	
	810.6	Speakers & Honorariums	\$ -	\$ -	\$ -	
	810.9	Program Book Printing	\$ 500.00	\$ -	\$ (500.00)	
	810.10	Supplies & Printing	\$ 100.00	\$ -	\$ (100.00)	
	810.13	Damage Costs	\$ 500.00	\$ -	\$ (500.00)	
	810.14	Name Badges	\$ 75.00	\$ -	\$ (75.00)	
	810.15	Comp Registration	\$ 850.00	\$ -	\$ (850.00)	
	810.16	Convention Gratuities	\$ 300.00	\$ -	\$ (300.00)	
	810.17	Convention Refund	\$ 400.00	\$ -	\$ (400.00)	
	810.18	Convention Souvenirs	\$ 1,500.00	\$ -	\$ (1,500.00)	
	810.20	Board Breakfast	\$ 1,000.00	\$ -	\$ (1,000.00)	
	810.21	Miscellaneous Expenses	\$ 250.00	\$ -	\$ (250.00)	
	810.22	Convention Loss Reserve	\$ 600.00	\$ -	\$ (600.00)	
	810.23	Saturday Breakfast	\$ 2,000.00	\$ -	\$ (2,000.00)	
<b>Subtotal</b>			<b>\$ 30,075.00</b>	<b>\$ -</b>	<b>\$ (30,075.00)</b>	
	820.0	International Convention	\$ 1,000.00	\$ -	\$ (1,000.00)	Snacks, Pins, and Scholarships
<b>Subtotal</b>			<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ (1,000.00)</b>	
	830.0	LTC - Leadership Training Conference: October 2019				
	830.3	Group Housing	\$ 1,500.00	\$ -	\$ (1,500.00)	(300 Security Deposit + 150 Daily Rat
	830.5	Print/Workshop Material	\$ 900.00	\$ -	\$ (900.00)	
	830.6	Name Badge/Holder/Insert	\$ 100.00	\$ -	\$ (100.00)	
	830.7	Comp Registration	\$ 250.00	\$ -	\$ (250.00)	
	830.8	Group Meals	\$ 1,950.00	\$ -	\$ (1,950.00)	
<b>Subtotal</b>			<b>\$ 4,700.00</b>	<b>\$ -</b>	<b>\$ (4,700.00)</b>	

830.0 LTC - Leadership Training Conference: September 2020

830.3	Group Housing	\$	1,500.00	\$	-	\$	(1,500.00)
830.5	Print/Workshop Materials	\$	900.00	\$	-	\$	(900.00)
830.6	Name Badge/Holder/Insert	\$	100.00	\$	-	\$	(100.00)
830.7	Comp Registration	\$	250.00	\$	-	\$	(250.00)
830.8	Group Meals	\$	1,950.00	\$	-	\$	(1,950.00)

<b>Subtotal</b>			<b>\$ 4,700.00</b>		<b>\$ -</b>		<b>\$ (4,700.00)</b>
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840.0 DOTC

840.1	Housing	\$	2,000.00	\$	-	\$	(2,000.00)
840.2	Meals	\$	700.00	\$	-	\$	(700.00)
840.3	Transportation/Gas	\$	500.00	\$	-	\$	(500.00)
840.4	Training Materials	\$	125.00	\$	-	\$	(125.00)

<b>Subtotal</b>			<b>\$ 3,325.00</b>		<b>\$ -</b>		<b>\$ (3,325.00)</b>
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860.0 Board Meetings

860.1	Housing	\$	4,000.00	\$	-	\$	(4,000.00)
860.2	Meals	\$	1,600.00	\$	-	\$	(1,600.00)
860.3	Transportation/Gas	\$	500.00	\$	-	\$	(500.00)
860.4	Training Materials	\$	300.00	\$	-	\$	(300.00)
860.5	Comps	\$	300.00	\$	-	\$	(300.00)
860.6	Contingency	\$	200.00	\$	-	\$	(200.00)

<b>Subtotal</b>			<b>\$ 6,900.00</b>		<b>\$ -</b>		<b>\$ (6,900.00)</b>
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865.0 GATC - Governor's Training

\$	800.00	\$	-	\$	(800.00)
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880.0 Leadership Academy (Renamed to Spark)

\$	500.00	\$	-	\$	(500.00)
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900.0 District Kiwanis Family Conventions

\$	2,500.00	\$	-	\$	(2,500.00)
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<b>Subtotal</b>			<b>\$ 3,800.00</b>		<b>\$ -</b>		<b>\$ (3,800.00)</b>
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<b>Total Expenses</b>			<b>\$ 60,000.00</b>		<b>\$ -</b>		<b>\$ (60,000.00)</b>
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<b>Net Income</b>			<b>\$ -</b>		<b>\$ -</b>		
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**Annual Report**

2020 Fiscal Year	Item	19-20 Prediction	19-20 Actual	19-20 Actual
<b>Income</b>				
	Operations Revenue	\$ 4,400.00	\$ -	\$ 3,670.00
	Foundations Revenue	\$ 60,000.00	\$ -	\$ 23,320.00
<b>Total Income</b>		<b>\$ 64,400.00</b>	<b>\$ -</b>	<b>\$ 26,990.00</b>
<b>Expenses</b>				
	Operations Expenses	\$ 4,400.00	\$ -	\$ 3,387.29
	Foundation Expenses	\$ 60,000.00	\$ -	\$ 32,069.89
<b>Total Expenses</b>		<b>\$ 64,400.00</b>	<b>\$ -</b>	<b>\$ 35,457.18</b>
<b>Net Income</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ (8,467.18)</b>

Dues Paid Members			
Goal 18-19	Actual 18-19	Goal 18-19	Actual 18-19
440		400	410
Number Off	440	Number Off	-10

When editing values modify the Detailed Inputs