

MINUTES OF THE OFFICIAL MEETING OF THE 2019-2020 DISTRICT BOARD OF OFFICERS
OF THE FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL
CAMP KIWANIS
10:00 P.M., FRIDAY, OCTOBER 25, 2019

Call to Order

District Governor Josephine Di Russo called the board meeting to order at 10:01 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
LTG Evergold Eduardo Martinez
LTG Panhandle Kaitlyn Carroll
LTG Sunbelt Mary Frarracio
Liaison Suncoast Frederick Brea
LTG Suwannee Perry Nielsen Jr.

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
Webmaster D'Amour Edwards

2019-20 Board Members Absent

District Editor Ashley Johns
LTG Citrus Katina Lopez

Florida Circle K International Committee Present

District Administrator Amanda Saguil
Conventions Advisor David McCampbell
Evergold Division Advisor Tom Freiwald
Sunbelt Division Advisor Heather Locke

Florida Circle K International Committee Absent

Citrus Division Advisor Floyd Adams
Panhandle Division Advisor Doug Ream
Suncoast Division Advisor Sally Leitzman

Guests Present

Circle K International President Billy Hackett
Florida State University CKI Kiwanis Family Relations Chair Cristian Tello

Approval of Agenda

District Governor Josephine Di Russo entertained a motion to amend the Leadership Training Conference Board Meeting Agenda to include the Approval of the absence of Citrus Lt. Governor Katina Lopez, the Approval of the appointment of D'Amour Edwards as Elections and Credentials Committee Chair, the Approval of the Resignation of District Editor Ashley Johns, the Approval of the Florida Circle K International Investment Fund Proposal, and Approval of the Resolution Against Destitution Proposal. Alyssa Bowles, District Treasurer, UF, moved to approve the amendment. The motion was seconded by Eduardo Martinez, Evergold Lt. Governor, MDC-North. There was no discussion. The motion carried.

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

Approval of Absences

District Governor Josephine Di Russo entertained a motion to approve the absence of Citrus Lt. Governor Katina Lopez. Eduardo Martinez, Evergold Lt. Governor, MDC – North, moved to approve the absence. The motion was seconded by Kaitlyn Carrol, Panhandle Lt. Governor, FSU. There was no discussion. The motion carried.

Old Business

A. Approval of Summer Board Meeting Minutes

District Governor Josephine Di Russo entertained a motion to approve the Summer Board Meeting Minutes. Mary Fraraccio, Sunbelt Lt. Governor, USF – Tampa, moved to approve the Summer Board Meeting Minutes. The motion was seconded by Frederick Brea, Suncoast Liaison, MDC – Wolfson. There was no discussion. The motion carried.

New Business

A. Approval of the Appointment of Perry Nielson as Suwannee Division Lt. Governor

District Governor Josephine Di Russo entertained a motion to approve the appointment of Perry Nielsen as Suwannee Division Lt. Governor. Alyssa Bowles, District Treasurer, UF, moved to approve the appointment. The motion was seconded by Eduardo Martinez, Evergold Lt. Governor, MDC – North. There was no discussion. The motion carried.

B. Approval of the Appointment of D'Amour Edwards as Elections and Credentials Committee Chair

District Governor Josephine Di Russo entertained a motion to approve the appointment of D'Amour Edwards as Elections and Credentials Committee Chair. Kaitlyn Carrol, Panhandle Lt. Governor, FSU, moved to approve the appointment. The motion was seconded by Mary Fraraccio, Sunbelt Lt. Governor, USF – Tampa. There was no discussion. The motion carried.

C. Approval of the Resignation of District Editor Ashley Johns

District Governor Josephine Di Russo entertained a motion to approve the resignation of District Editor Ashley Johns. Eduardo Martinez, Evergold Lt. Governor, MDC – North, moved to approve the resignation. The motion was seconded by Kaitlyn Carrol, Panhandle Lt. Governor, FSU. There was no discussion. The motion carried.

D. Approval of the Updated Florida District of CKI Policy Code

District Governor Josephine Di Russo entertained a motion to approve the updated Florida District of CKI Policy Code as presented by Legal Chair Derek Stewart (See *Exhibit A*). Frederick Brea, Suncoast Liaison, MDC – Wolfson, moved to approve the updated policy code. Discussion ensued. The motion carried.

E. Approval of 2020 District Convention Theme

District Governor Josephine Di Russo entertained a motion to approve the 2020 District Convention Theme as presented by Conventions Chair Meit Dave. Alyssa Bowles, District Treasurer, UF, moved to approve the theme. Discussion ensued. The motion carried.

F. Approval of the Investment Fund Proposal

District Governor Josephine Di Russo entertained a motion to approve the Investment Fund Proposal (See *Exhibit E*). Eduardo Martinez, Evergold Lt. Governor, MDC – North, moved to approve the proposal. The motion was seconded by Kaitlyn Carrol, Panhandle Lt. Governor, FSU. Discussion ensued. The motion carried.

G. Approval of the Resolution Against Destitution Proposal

District Governor Josephine Di Russo entertained a motion to approve the Resolution Against Destitution Proposal as presented by Service Chair Mary Hunkele and Suwannee Lt. Governor Perry Nielsen (See *Exhibit B*). Frederick Brea, Suncoast Liaison, MDC – Wolfson, moved to approve the proposal. Discussion ensued. The motion carried.

Board Reports

See Exhibit C.

Announcements for Candidacy

See Exhibit D.

Guest Remarks

Circle K International President Billy Hackett wanted to thank the District Board for inviting him to this board meeting. He also wanted those who announced their candidacy to not forget who they are and the responsibilities they have. He also gave various updates from the International Board and news regarding CKI Week.

Florida Circle K International Committee Remarks

Evergold Division Advisor Tom Freiwald wanted to note how excited he is that University College of the Cayman Islands was able to attend our annual Leadership Training Conference and that he's very grateful of all of the board members that approached the members in attendance to help them feel welcome. He also mentioned that he is working with their sponsoring Kiwanis club to have more members in attendance at District Convention 2020.

Governor Remarks

District Governor Josephine Di Russo wanted to say how amazingly proud she is of the District Board and the work that they have put in and the new ideas that have led up to this board meeting. She is very excited to see the things that everyone is working on come to fruition. She also reminded everyone that the board report form for LTC will be sent out sometime after LTC. Governor Josephine also wanted everyone to be aware that there will be a virtual board meeting coming up to vote on some final things that are still in the works.

District Administrator Remarks

District Administrator Amanda Saguil wanted to make everyone aware that the halfway mark in our terms has passed and it is time to start looking out for others that may be interested in running for higher office and, specifically, their positions. She also wanted everyone to look back at the goals they set at DOTC and review them and see if those goals are still attainable or need to be changed. She hopes that everyone has enjoyed their time on the board and it's time to determine what legacy they will be leaving behind. She is also very excited about the Investment Fund Proposal and the benefit that it will have for the district in the future.

Adjournment

District Governor Josephine Di Russo adjourned the meeting at 12:02 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 CKI POLICY CODE UPDATES

Section A, A, b – Typo correction “*Florida District of Circle K and Circle K International bylaws...*”

Section A, e – regarding making the Policy Code available – added “*It shall also be maintained on the District Website.*”

Section B, D, a – Grammar Correction

Section B, f, j – LTG Monthly Reports: Added “*How has the Lieutenant Governor assisted their division with Growth Efforts? (e.g. New Club Building, Club Reactivation, and promotion of membership growth within active clubs)*”

Section D, 1 – Dues Date Correction. Corrected to “*December 1st (November 1st is early bird dues deadline)*”

Section F, 4 – Candidacy and Elections Rules packet – Added “*Or earlier, if the Winter Board Meeting is in January.*”

Section F, 6 – Caucus Location/Time changed to ensure that it would not be mandatory to hold caucus on Saturday morning should the schedule not permit it be held at that time. Corrected to “*...Will be held at the District Convention, at which time...*”

Section J, 1 – Grammar Correction

Section K, LTC, 2 – Creation of the Agenda – Added “*DCON Advisor*”

Section P, 1 – Grammar Correction

EXHIBIT B – RESOLUTION AGAINST DESTITUTION PROPOSAL

For the month of January, FLACKI will be hosting an inter-divisional competition towards Josephine's Governor's Project, "Back to Basics Initiative." All six divisions of Florida CKI will be competing to see which divisions can raise the most money and volunteer the most hours fighting resource scarcity in the Florida district. Three awards will be presented at FLACKI DCON 2020: An award for the division that raises the most donations, an award for the division that contributes the most service hours, and an award for the division that has the most overall combined service and fundraising. This recognition will be based off the number of dues paid members in each division so that all divisions have an equal opportunity to be recognized. The competition will run from January 13th to February 1st, ending with a District Large-Scale Service Project (DLSSP) where CKI members from across the district will meet to work towards one goal.

EXHIBIT C – DISTRICT BOARD REPORTS

- i. District Governor Josephine Di Russo
 - a. Since Summer Board, Josephine has helped with LTC planning, solidifying the Investment Fund and RAD proposals, and various other administrative tasks. She has logged 60.5 administrative hours and 51 service hours since summer board. Also, she has attended Kiwanis DCON, Aktion Club Conference, Zone D & L KCKC, and visited the Sunbelt Division for the Tampa Duck Race.
- ii. District Secretary Alex Perez
 - a. Since Summer Board, Alex has kept the District's Monthly Report Form submission info up to date. He has kept in constant contact with club secretaries by sending them different resources and updates. He also helped the Service Committee come up with a way to record any information submitted for the RAD proposal and spoke with the Executive Committee to help finalize the Investment Fund proposal. Since Summer Board, he has earned 53 administrative hours and 32 service hours. He also attended Kiwanis DCON, various FSU CKI club meetings, various Kiwanis club meetings, a Panhandle DCM, an Evergold DCM, and a Kiwanis Division 3 DCM.
- iii. District Treasurer Alyssa Bowles
 - a. Since Summer Board, Alyssa has attended UF CKI meetings, a UNF CKI meeting, Gainesville Kiwanis meetings, and Suwannee DCMs. She had Club Treasurer Trainings with UF and USF and created a Club Treasurers Google Drive that compiles important resources that FLACKI Treasurers utilize. The Google Drive contains documents such as a dues breakdown and sample budget. She is continuing to encourage clubs to pay their dues on time.
- iv. Citrus Lt. Governor Katina Lopez
 - a. Since Summer Board, Katina has been working to brainstorm ways to get Stetson University CKI active again and is planning on going to their campus at the end of this month and trying to recruit people for CKI that would be interested and inviting them to an interest meeting. Then, one week after that, the interest meeting will be held at Stetson to try to get things started and new officers in place. Katina also has been having meetings with executive board members from her UCF club and assisting them with what they need. Katina is also working on planning a DCM at the end of November and has been trying to contact Key Club and Kiwanis to join us in this DCM. Katina has also attended Kiwanis meetings as well as LTC.
- v. Evergold Lt. Governor Eduardo Martinez
 - a. Since Summer Board, Eduardo has hosted a virtual divisional council meeting with 5 out of the total 8 divisional clubs. He has also been preparing a division-wide fundraiser for the WASH project to be hosted in January, a breakfast flapjack fundraiser at Applebee's on January 18, 2020. He has also been preparing a Keys to College event to have presented at each of his three respective Key Club zones being Zone G, J, and K. The purpose of the event is to host an informative night covering topics related to college readiness and

- how to take a successful first step into college. He also worked hard on getting a large majority of his division to this years Leadership Training Conference including the Grand Cayman club.
- vi. Panhandle Lt. Governor Kaitlyn Carrol
 - a. Since Summer Board, Kaitlyn has attended various Kiwanis club meetings in Tallahassee and the greater Tallahassee area, as well as Kiwanis DCON and a Division 3 DCM for Kiwanis. She has been to every FSU CKI club meeting and has been in constant communication with FSU, TCC, and UWF CKI on membership recruitment and retention for the new semester. The Panhandle held a DCM in September where they discussed LTC and the WASH Project. Kaitlyn has been in contact with the 2 remaining UWF CKI club officers on their club charter status, recruiting members, and about contacting their Kiwanis club to get their suspension status taken care of. She also has been in contact with a FAMU student about creating a satellite club, as well as a faculty member at North Florida Community College about chartering.
 - vii. Sunbelt Lt. Governor Mary Isabella Fraraccio
 - a. Since Summer Board, Isabella attended Kiwanis DCON, the 100th Anniversary of Tampa Kiwanis, multiple Key Club kick-offs, and service projects with different branches of the Kiwanis family. Isabella also held a Divisional Council Meeting, which included a service project related to Back to Basics. She also exchanged emails with multiple Kiwanis clubs that have expressed interest in chartering or reactivating clubs.
 - viii. Suncoast Liaison Frederick Brea
 - a. Since Summer Board, Frederick has been working on helping the inactive clubs to get re-chartered by contacting the schools' activities department. He has also been emailing potential schools to charter a CKI club. Getting the active schools to know the MRF and submitting them. He also made sure the clubs know about the dues and the structure. Frederick has been helping the schools to have a solid board for the club and a membership base plus keeping them in contact with their Kiwanis clubs. Also, Frederick has been attending Kiwanis and Key Club meetings.
 - ix. Suwannee Lt. Governor Perry Nielsen Jr.
 - a. Since Summer Board and the installation of Perry as Suwannee Lt. Governor, the creation, planning, and proposal of the Resolution Against Destitution has been done. There has also been a lot work done towards finding students at other schools who would be willing to chartering their own CKI clubs. Communication and collaboration have also been maintained between UNF and UF CKI.
 - x. Awards Chair Kimi Stuckey
 - a. Since Summer Board, Kimi has been going to Kiwanis club meetings, running FSU CKI meetings and has helped her club increase their membership. She also worked on the spirit stick and superlatives for LTC. Kimi has also been working on the awards packet for DCON.
 - xi. Conventions Chair Meit Dave

- a. Since Summer Board, Meit has been preparing for LTC. He also contacted the Service Chair to plan an In-House Service Project, contacted the Membership Development and Education Chair to talk through the workshops presented in the past and determine which ones would be the most effective for LTC, and spoke with the Awards Chair to talk about the Spirit Stick that would be used throughout the weekend and the certificates to be given out at the end of the weekend. He also worked with the Public Relations Chair to make a PR plan to advertise LTC and its specific events. Not only that, he worked with the PR Chair and the Evergold LTG to figure out what would be done for decorations. Lastly, he stayed in contact with everyone in the District via emails or texts to ensure everyone was on the same page about everything.

In addition to that, Meit attended a DCM that was held at the University of South Florida by his LTG. He also attended 3 KCKC's in order to spread the name of CKI to those in Key Club. Meit also attended Aktion Club Conference to help the Aktion Club Administrator, Trina Sessions, run everything smoothly. Finally, he volunteered a sum total of 24 hours at soup kitchens, Aktion Club Conference, the in-house service project at LTC, and club meetings.

xii. Kiwanis Family Relations Chair Deanna Kreinbring

- a. Since Summer Board, Deanna has attended Key Club Zone C's KCKC in Ocala, FL, Kiwanis Division 4's two DCMs, many K-Kids, Key Club and Kiwanis Club meetings, and Key Club Division 4's park clean up. The Kiwanis Family Directory is nearly complete – Deanna is waiting on Kiwanis LTG responses and will be sharing the document with CKI LTGs within the next two weeks for them to review and add any missing information. Deanna has also been promoting the Kiwanis-CKI Mentorship Program to her home club and surrounding Kiwanis clubs, and will continue promotion to the rest of the District in the coming weeks.

xiii. Legal Chair Derek Stewart

- a. Since Summer Board, Derek has been working with Governor Josephine and Secretary Alex on updating the Florida CKI Policy Code to be voted on at LTC. He also attended various KCKC's in the Tampa area.

xiv. Membership Development and Education Chair Maria Landron

- a. Since Summer Board, Maria has worked on creating a membership retention and education guide, had a one-on-one call with new Lt. Governor Perry to create a charter plan, continued to push membership growth plans, and assisted in the planning of LTC workshops. Additionally, Maria created the Key Club Kick-Off Conference Keys to College presentation and attended the 2019 Florida Kiwanis DCON.

xv. Public Relations Chair Gabi Castellanos

- a. Since Summer Board, Gabi has been hard at work consistently updating the District social media pages. She has updated the Instagram highlights, created fundraising graphics for WASH, promoted CKI week, and scheduled

posts promoting LTC. She has also helped to create materials for LTC, such as the confirmation packet, the name tags, and decorations. She has attended the Kiwanis Division 3 DCM, the CKI Panhandle DCM, and many FSU CKI club meetings and service events.

xvi. Service Chair Mary Hunkele

- a. Since Summer Board, Mary has worked with conventions chair Meit to develop a service project for LTC. Mary and Meit brainstormed different service projects before deciding to do a clothing drive and dog toy making event. Mary researched locations for where to donate the dog toys made and where to donate the remaining clothing. Mary also created a flyer that detailed how a club could host a peanut butter and jelly sandwich making event that was passed out at LTC to club officers to support Josephine's Governor's project, The Back to Basics Initiative. Mary has also worked closely with Suwannee Lt. Governor Perry Nielsen on the Resolution Against Destitution proposal. In working with Perry, they came up with dates for the event and an idea of what RAD would consist of. They also reached out to other district board members to talk about how their positions could help in the implementation of RAD.

xvii. Webmaster D'Amour Edwards

- a. Since Summer Board, D'Amour has continued to update and maintain the district website. She has updated the "Resources" and "Service" tabs to include updated information. In addition, she also worked on interactive elements such as the addition of countdown for upcoming events. Lastly, she added information regarding LTC to the website.

EXHIBIT D – ANNOUNCEMENTS FOR CANDIDACY

The following number of individuals announced their candidacy for higher office:

District Governor: 2

International – Undecided: 1

International Trustee: 1

Panhandle Lt. Governor: 1

Undecided: 1

EXHIBIT E – INVESTMENT FUND PROPOSAL

**PROPOSED ESTABLISHMENT OF
FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL
DISTRICT GROWTH AND LOSS RESERVE FUND**

The Florida District of Circle K International Board of Directors proposes the establishment of an investment fund that will provide additional revenue to protect against a significant net loss and offset cost of the CKI Florida District Convention and provide for growth efforts within the district.

1. To start the Fund a portion of the current surplus CKI District assets will be transferred from the district's Operating and Florida Kiwanis Foundation Circle K accounts as determined by the CKI District Board. Annually, additional surplus funds may be transferred as directed by the CKI District Board.
2. The Fund will be an investment account under the Florida District of Key Club International, Inc., a 501(c)(3) non-profit organization.
3. A qualified Financial Advisor who is a Kiwanian will be appointed by the District Administrator and approved by the CKI District Board and the Florida District of Kiwanis as provided in Kiwanis District Policies and Procedures. This Advisor will consult with the CKI Board as appropriate regarding the Fund.
4. The Fund assets will be managed according to Florida Key Club's Investment Policy and distributions will determined by the Investment Fund Guidelines. Key Club will provide regular financial reports to CKI.
5. Use of the Fund's proceeds will be limited to the following:
 - a. First, protecting against a net loss of Florida CKI's district convention; then
 - b. Providing income to reduce the cost of the district convention or any district-wide membership training event; and
 - c. Providing for any other expense as determined by the Florida CKI Board of Directors that will benefit Florida CKI members in the areas of leadership development and training. The Fund shall not be used for service projects or college scholarships.
6. Proposed timeline:
 - a. Draft Fund Guidelines by October 15, 2019.
 - b. Send proposal for input to the CKI Executive Committee, Florida Kiwanis Governor Allen Yergovich, and Florida Kiwanis Executive Director and District Treasurer Melanie Winternheimer by November 1, 2019.
 - c. Consideration of proposal by Florida CKI board at LTC (October 26, 2019).
 - d. Consideration of proposal by Florida Key Club by January 5, 2020.
 - e. Consideration of proposal by Florida District of Kiwanis Board, as required.
 - f. Transfer monies and establish Fund by March 6, 2020.

**FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL
DISTRICT GROWTH AND LOSS RESERVE FUND
INVESTMENT FUND GUIDELINES**

THIS INSTRUMENT, made at Sanford, Florida, this ___ day of _____, 2020 by the FLORIDA DISTRICT OF CIRCLE K INTERNATIONAL of 1205 West Airport Boulevard, Sanford, Florida 32773.

1. CREATION AND PURPOSE OF FUND. There is hereby created the Florida District of Circle K International District Growth and Loss Reserve Fund ("FUND") under the Florida District of Key Club International, Inc. ("FLORIDA KEY CLUB") to receive, manage and administer contributions and funds as a youth advancement fund. The FUND shall be utilized to provide an investment account with distributions to be used to assist the Florida District of Circle K International members by way of

- a. First, protecting against a net loss of FLORIDA CKI's district convention; then
- b. Providing income to reduce the cost of the district convention or any district-wide membership training event; and
- c. Providing for any other expense as determined by the FLORIDA CKI Board of Directors that will benefit FLORIDA CKI members in the areas of leadership development and training. The FUND shall not be used for service projects or college scholarships.

The use of funds, consistent with the stated purposes, shall be determined by the FLORIDA CKI Board of Directors or their appointees on an annual basis.

FLORIDA KEY CLUB shall hold the initial property contributed to the FUND, together with any additions thereto as hereinafter provided, and shall invest and reinvest the same and shall distribute the net Income and Principal as hereinafter set forth.

2. INVESTMENT OF FUNDS. RECORDS. The assets of the FUND may be invested in common with other funds of FLORIDA KEY CLUB, but separate records shall be kept of the assets, income and disbursements of the FUND.

2. WITHDRAWALS FROM THE FUND.

a. Income and Ordinary Annual Distributions. FLORIDA CKI is authorized in its sole discretion to distribute or accumulate in whole or in part, the income as derived from the assets of the FUND for the purposes for which this FUND was created. The income available for distribution annually will be determined by the FLORIDA CKI Board of Directors in accordance with any applicable laws and FLORIDA CKI policies. FLORIDA CKI may appoint and consult with an investment advisory committee from time to time concerning the disposition or accumulation of income or funds available for annual distribution.

3. Principal. The Principal of the FUND shall be distributed only to meet the minimum annual distribution of the FUND's market value as required by applicable state and/or federal law. Otherwise, no part of the Principal of the FUND shall be distributed

but, rather, shall be invested and reinvested at the discretion of FLORIDA KEY CLUB in order to generate income. In the event of a financial loss from the annual FLORIDA CKI district convention, the principal may be distributed up to the amount of the loss.

4. CHANGE IN CIRCUMSTANCES. At such time as the purposes as set forth in this Agreement have, in the judgement of FLORIDA CKI, become unnecessary, undesirable, impractical, impossible, or no longer adapted to the purposes as hereinabove set forth, the remaining principal balance and any undistributed balance of net earned income of the FUND shall be transferred within FLORIDA CKI. First preference shall be for FLORIDA CKI to transfer funds to an existing charitable organization, fund, or endowment to provide support for youth leadership programs.

IN WITNESS WHEREOF, the parties hereto have adopted this Instrument as of the day and year first above written.

Attest: The Florida District of Circle K International

Melanie Winternheimer, Executive Director
Florida District of Kiwanis

Allen Yergovich, Governor
Florida District of Kiwanis

Josephine Di Russo, Governor
Florida District of Circle K International

Amanda Saguil, District Administrator
Florida District of Circle K International