
CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

April 22, 2018
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2018-2019 District Board of Officers
April District Board Meeting
Sunday, April 22, 2018 at 1:30 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Agenda

- I. Call to Order** – Manuel Santiago, District Governor
- II. Flag Salute** – Mark Fernandez, Desert Oasis Lieutenant Governor
- III. Opening Thoughts** – Alan Kwok, Golden Gate Lieutenant Governor
- IV. Introduction of Guests** – Wayne Cheng, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - A. Friday, March 23, 2018 – District Board Meeting
 - B. Saturday, March 24, 2018 – House of Delegates
 - C. Sunday, March 25, 2018 – Transitional Board Meeting

- VII. Approval Items**
 - A. Approval of Chair Appointments
 - B. Confirmation of Continuation of the Five-Year Plan for 2018-2019
 - C. Adoption of 2018-2019 District Board Goals
 - D. Governor's Project for the WASH Project

- VIII. Consideration for Endorsement of Candidate for International Office**

- IX. Board Reports**
 - A. Chair Reports
 - 1. Communications & Marketing Chair – Ryan Hoang
 - 2. District Convention Chair – Andy Nguyen
 - 3. Fall Training Conference Chair – Cecilia Nguyen
 - 4. Kiwanis Family and Foundation Chair – Calvin Chau
 - 5. Member Recognition Chair – Katelyn Duch
 - 6. Membership Development & Education Chair – Tommy Thach
 - 7. Service Chair – Hever Miranda
 - 8. Technology Chair – Jonathan Chu
 - B. Lieutenant Governor Reports
 - 1. Capital – Joshua Ranario
 - 2. Central Coast – Nicolas Wright
 - 3. Desert Oasis – Mark Fernandez
 - 4. Foothill – Richard Tzul
 - 5. Golden Gate – Alan Kwok
 - 6. Magic Kingdom Angela Lagrada
 - 7. Metro – Joshua Nepomuceno
 - 8. Paradise – Jack Miao
 - 9. Sunset – Jennifer Tai
 - C. Treasurer – Shaira Ramirez-Santos

- D. Secretary – Wayne Cheng
- E. Subregion B International Trustee – Banna Tesfay
- F. Director, Service Leadership Programs – Bruce Hennings
- G. District Administrator – Armando Velazquez
- H. District Governor – Manuel Santiago

X. Upcoming Events

- A. Spring Training Conference North in Hayward, CA – Saturday, April 28, 2018
- B. Spring Training Conference South in Costa Mesa, CA – Saturday, May 5, 2018
- C. Circle K International Convention in Chicago, Illinois – July 4-8

XI. Announcements

XII. Closing Thoughts – Angela Lagrada, Magic Kingdom Lieutenant Governor

XIII. Adjournment – Manuel Santiago, District Governor

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

April 2018 Board Meeting Packet

Minutes for Approval

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2017-2018 District Board of Officers
March District Board Meeting
Friday, March 23, 2018 at 10:00 AM
LAX Marriott, Los Angeles, CA

Attendance

Camille Goulet, District Administrator
Bruce Hennings, Director of Service
Leadership Programs
Lawrence Sahagun, District
Governor
Katelyn Duch, District Secretary
Ivan Hoz, District Treasurer
David Duy Ngo, Capital Lieutenant
Governor
Bill Truong, Central Coast Lieutenant
Governor (Tardy)
Max Rico, Desert Oasis Lieutenant
Governor (Tardy)
Diana Mora, Foothill Lieutenant
Governor (Tardy)
Ryan Tsao, Golden Gate Lieutenant
Governor
Manuel Santiago, Magic Kingdom
Lieutenant Governor

Joshua Nepomuceno, Metro
Lieutenant Governor
Jesus Aguilar, Paradise Lieutenant
Governor
Mark Catolos, Sunset Lieutenant
Governor
Jennifer Hoang, Communications
and Marketing Chair
Kim-Mai Hoang, District Convention
Chair
Lindon Tran, Fall Training Conference
Chair
Ana Chavez, Kiwanis Family and
Foundation Chair
Esther Wang, Member Recognition
Chair
Helen Nguyen, Membership
Development and Education Chair
Samantha Ruiz, Service Chair
Denny Cao, Technology Chair

Guests

Derek Lubich, Sunset Regional
Advisor
Don Hull, District Convention and
Technology Advisor
Trina Karider, Conventions and
Communications Coordinator for the
District

Armando Velazquez, Metro Regional
Advisor and District Assistant
Administrator
Mark McDonald, Executive Director
and Secretary of the Cal-Nev-Ha
Kiwanis District
Banna Tesfay, Subregion B
International Trustee

Executive Summary

The March 23, 2018 District Board Meeting was called to order at 10:00 AM by District Governor Lawrence Sahagun.

Approval Item B, Designation of Governor after Convention, was approved to be added onto the agenda.

The January 28, 2018 District Board Meeting Minutes were approved.

The District Convention 2020 and 2021 locations at Riverside, CA were approved.

The designation of Jennifer Que, CSU Fullerton, as the Governor after District Convention was approved.

The District Board gave their reports.

KIWIN'S District Convention Sergeant-at-Arms Chair, Katelyn Duch, and Key Club District Convention Sergeant-at-Arms Chair, David Duy Ngo, updated the Board about the events.

Spring Training Conference Chairs Ana Chavez and Helen Nguyen reminded the Board about the events.

The March 23, 2018 District Board Meeting was adjourned at 10:53 by L. Sahagun.

Minutes

- I. **Call to Order** – Lawrence Sahagun, District Governor – 10:00 AM
- II. **Flag Salute** – Manuel Santiago, Magic Kingdom Lieutenant Governor
- III. **Opening Thoughts** – Esther Wang, Member Recognition Chair
- IV. **Introduction of Guests** – Katelyn Duch, District Secretary
- V. **Approval of Agenda**
District Governor Lawrence Sahagun entertained the motion to add approval item b, Designation of Governor after Convention, onto the agenda.

Moved by Capital Lieutenant Governor David Duy Ngo.
Seconded by Magic Kingdom Lieutenant Governor Manuel Santiago.

8 ayes (unanimous), 0 opposed, 0 abstentions.

Motion passed.

VI. **Approval of Minutes**

A. Sunday, January 28, 2018 – District Board Meeting

L. Sahagun entertained the motion to approve the meeting minutes from the Sunday, January 28th District Board Meeting.

Moved by District Treasurer Ivan Hoz. Seconded by Paradise Lieutenant Governor Jesus Aguilar.

8 ayes (unanimous), 0 opposed, 0 abstentions.

Motion passed.

VII. **Approval Items**

A. District Convention 2020 and 2021 – Bruce Hennings, Director, Service Leadership Programs

Director of Service Leadership Programs Bruce Hennings went over the bid of the locations for District Convention 2020 and 2021. He stated that it will be in Riverside at the same convention as last year, and that it is pretty much a “wash.” He added on that the District Convention date for 2021 will be one week earlier, which he was uncertain if it will work or not.

He was also asked by District Administrator Camille Goulet to investigate other locations, in which some places got back to him and said that they do not have enough meeting rooms for us.

C. Goulet added on that the Riverside dates in 2021 are at the tail end of finals week. Quarter system schools are driven by the UCs and Cal Poly schedule.

D. D. Ngo asked if we will decide on both sites at once.

- We can, or we can decide one at a time.

D. D. Ngo moved to have Riverside as the location for District Convention 2020. Seconded by M. Santiago.

8 ayes (unanimous), 0 opposed, 0 abstentions.

Motion passed.

For 2021, C. Goulet mentioned that she doesn't believe that the LAX Marriott hotel is friendly to Circle K members for registration because it is a big hotel with a lot of things going on. District Convention Chair Kim-Mai Hoang had some issues with rooms and whatnot, and C. Goulet saw that it doesn't meet the needs of Circle K. It was just her recommendation.

D. D. Ngo noticed that the Sheraton is included in the bid. He wondered if there is any other information about it to consider it for the location of District Convention 2021.

- B. Hennings said that the room rates should be enough.

L. Sahagun entertained the motion to approve Riverside as the location for District Convention 2021.

Moved by I. Hoz. Seconded by Metro Lieutenant Governor Joshua Nepomuceno.

8 ayes (unanimous), 0 opposed, 0 abstentions.

Motion passed.

B. Designation of Governor after Convention

Given the circumstances, the gavel was passed onto I. Hoz.

M. Santiago asked if chairs are allowed to entertain motions.

- C. Goulet said that only the Chair of the meeting can entertain motions whereas voting board may make motions.

L. Sahagun moved to have the District Governor for the remainder of the 2017-2018 term to be the District Governor-elect, which will be decided at House of Delegates. Seconded by M. Santiago.

D. D. Ngo asked if it is possible to list out the responsibilities the new District Governor will have.

- L. Sahagun said that they will have to prepare for both Spring Training Conferences and be a representative at KIWIN'S and Key Club District Conventions.

I. Hoz asked if the new District Governor will have to attend Kiwanis Family conventions.

- C. Goulet said that the assumption is that the new District Governor will attend the Key Club Convention in Reno. However, if they are unavailable, then they may designate someone else to attend. She also added on that KIWIN'S Convention is during the Governor's Annual Training Conference (GATC), so the new Governor will definitely have to designate someone else to attend.

Communications and Marketing Chair Jennifer Hoang asked if the new District Governor will be able to do approvals.

- C. Goulet said yes.

Metro Regional Advisor and Assistant District Administrator Armando Velazquez asked if this will officially show on record that there will be two Governors for the 2017-2018 term.

- C. Goulet said yes.
- Afterwards, A. Velazquez recommended for the new District Governor to not be the District Governor-elect of the 2018-2019 term. It would make things easier for him as the future District Administrator, and it would also be nice to have the Governor that the 2017-2018 District Board appointed to be present at the KIWIN'S Convention, since the Governor-elect will be at GATC.

D. D. Ngo asked if we choose someone else who is not on the current Board, does that individual have to be present in order to say yes.

- C. Goulet said if we designate someone and that person has not already consented, and if they do not further consent when asked, then there wouldn't be anyone in place come Sunday. They are entitled to decline.

Kiwanis Family and Foundation Chair Ana Chavez asked if we were to nominate someone and have some form of consent, could we call to recess and make a phone call.

- C. Goulet said yes.

M. Santiago asked if we need to move on with the current motion or is it possible to call to recess right away.

- C. Goulet said that it's a superseding motion and will take 2/3 votes.

D. D. Ngo asked if there are other possible candidates.

- Member Recognition Chair Esther Wang recommended Jennifer Que from CSU Fullerton for the position because of her experience on club, District, and International boards. She also said that she contacted J. Que and has received her consent.

M. Santiago moved to have a five-minute recess. Seconded by J. Nepomuceno.

8 ayes (unanimous), 0 opposed, 0 abstentions.

Motion to have a five-minute recess passed.

I. Hoz called the meeting back to order. He restated the motion, which is to have the District Governor-elect of the 2018-2019 term to serve the remainder of the 2017-2018 term.

1 aye (R. Tsao), 6 opposed (K. Duch, D.D. Ngo, M. Santiago, J. Nepomuceno, J. Aguilar, M. Catolos), 1 abstention (L. Sahagun).

J. Nepomuceno moved to designate Jennifer Que as the new District Governor. Seconded by M. Santiago.

Golden Gate Lieutenant Governor Ryan Tsao asked if this motion has to fail in order to appoint someone else or could there be options.

- Has to fail.

5 ayes (L. Sahagun, K. Duch, M. Santiago, J. Nepomuceno, J. Aguilar), 1 opposed (M. Catolos), 2 abstentions (D. D. Ngo, R. Tsao).

Motion passed.

VIII. **Board Reports**

A. Chair Reports

At this time, Central Coast Lieutenant Governor Bill Truong, Desert Oasis Lieutenant Governor Max Rico, and Foothill Lieutenant Governor Diana Mora arrived.

1. Communications and Marketing Chair – Jennifer Hoang
 - a. Since the last District Board Meeting, J. Hoang and her committee has released two episodes of SunnyTV, which featured Foothill and Desert Oasis, and released a new Sunburst.
 - b. She is currently working on transitional material for the new term.
2. District Convention Chair – Kim-Mai Hoang
 - a. Since January, the District Convention Committee has been working diligently; souvenirs and programs were approved among other things. She mentioned that packet stuffing was last week and thanked those who attended for their help.
 - b. After this meeting, the committee will continue activities and a feedback form will be open in due time.
3. Fall Training Conference Chair – Lindon Tran
 - a. L. Tran mentioned that he and his committee have not had much activity within the past couple months.
 - b. He planned to gather resources and supplies to help his successor transition into the term.
4. Kiwanis Family and Foundation Chair – Ana Chavez
 - a. Since January, A. Chavez and her committee has been finishing up the Kiwanis Family map to give to Technology Chair Denny Cao. She also finished the last round of Kiwanis Family Report Forms and it will be compiled to give to the next chair.
 - b. She is working on preparing transitional documents.
5. Member Recognition Chair – Esther Wang
 - a. Since January, E. Wang and her committee held their last webinar. She mentioned that awards for District Convention were due at the beginning of March, and that scrapbook awards are due today on-site. She reminded the Lieutenant Governors to remind their clubs to turn it in on time. Divisional Spirit

voting will happen tomorrow at the scrapbook spotlight.

- b. Lastly, she thanked A. Velazquez, C. Goulet, and K.M. Hoang with the awards and that things have been going smoothly.
6. Membership Development and Education Chair – Helen Nguyen
 - a. Since January, H. Nguyen and her committee released the last member-hosted webinar application. No one applied; however, L. Sahagun hosted a webinar about transitioning into the new term.
 - b. She has been working on resources and compiling material for her successor as well as planning Spring Training Conference South.
7. Service Chair – Samantha Ruiz
 - a. Since January, S. Ruiz mentioned that the District Service Initiative for the 2018-2019 term, which is Helping Those with Disabilities, was approved. She and her committee hosted three District Large Scale Service Projects as well, which totaled over 500 members across all three events. She thanked everyone for their cooperation and participation.
 - b. S. Ruiz and her committee have been working on the service resource database. They will be promoting it at District Convention during their workshop. Lastly, she has been planning the service event that will take place Saturday of DCON.
8. Technology Chair – Denny Cao
 - a. D. Cao updated the CNH Circle K website with the service database and webinars.
 - b. He has been preparing for the next term in getting material together.
- B. Lieutenant Governor Reports
 1. Capital – David Duy Ngo
 - a. D. D. Ngo mentioned that his division has been really active in February. As of last month, they have surpassed every number in terms of service and membership. There were 4000 service hours alone in February.

- b. Clubs have finished elections and they are now entering the transition period. D.D. Ngo pushed for his clubs to have a five-year plan modeled after the District's five-year plan.
 - c. On March 31st, he will be hosting his End of the Year Banquet. There will be a professional networking session.
 - d. He mentioned that there will be 117 members from the Capital Division attending DCON. Lastly, he is looking forward to the future for the Capital Division.
- 2. Central Coast – Bill Truong
 - a. Since January, B. Truong mentioned that his division hit 100% retention. All of the clubs have had their elections, and all have leadership.
 - b. There will be 49 members of the Central Coast Division at DCON.
- 3. Desert Oasis – Max Rico
 - a. M. Rico recapped his events and said that he held his February Weekend of Awesomeness in Las Vegas. University of Nevada, Las Vegas held their annual event, Serenade, with March Melody the following month. They raised nearly \$500 for charity.
 - b. Lastly, he is working on a report on club status for his successor.
- 4. Foothill – Diana Mora
 - a. Since January, D. Mora held a Key to College that had over 30 members in attendance, which was successful. She hoped to plan and continue this for the next term. There had been weekly service events, and she thanked the individuals who came out to Phoenix Café night, which had around 80 attendees.
 - b. Los Angeles City College has not had their elections yet, and East Los Angeles City College will be chartered today.
 - c. Lastly, there will be 40 members from the Foothill Division attending DCON.
- 5. Golden Gate – Ryan Tsao
 - a. R. Tsao held his February Divisional Council Meeting (DCM) at Berkeley, a Divisional Service Project (DSP)

- in San Francisco, and his March DCM at a newly chartered club.
- b. His End of the Year Banquet will be held on April 8th.
 - c. Four out of six of his clubs have held elections already.
 - d. Lastly, there will be 50 members from the Golden Gate Division attending DCON.
6. Magic Kingdom – Manuel Santiago
- a. M. Santiago mentioned that his last DCM was last week.
 - b. There will be 178 members from the Magic Kingdom Division attending DCON.
 - c. Lastly, he is currently working on transitioning all the clubs into the next term and getting the new officers to the know their counterparts.
7. Metro – Joshua Nepomuceno
- a. Since January, J. Nepomuceno has been helping the smaller clubs in his division with elections. He held a DSP in February with Division 13 Kiwanis.
8. Paradise – Jesus Aguilar
- a. Since January, J. Aguilar noted that it had been lax lately. He attended most of his clubs' elections and helped them with counting ballots or making sure that they are staying by their bylaws. He held a Paradise Service Marathon for the first time in 2-3 years. San Diego State University held their 5th annual talent show, in which he helped out with and also performed at. Lastly, he helped hosted a workshop for Key to Life.
 - b. 7 members from Hawai'i will be attending DCON.
 - c. May 6th is the date of his End of the Year Banquet, which will be at his advisor's, Patti Ryder, home.
9. Sunset – Mark Catolos
- a. M. Catolos's February DCM was hosted by UC Santa Cruz. He had been working on planning his End of the Year Banquet, which is scheduled to happen on May 19. He has been helping his clubs with elections and transitioning into the new term. Lastly, His March DCM will be next week on the 30th of March.

C. Treasurer – Ivan Hoz

- a. I. Hoz pointed out that the District Board had a copy of the most updated version of the budget in front of them. He asked for them to look it over and see how much money they could vouch for.
- b. He and his committee released two social media weeks for the District Fundraising Initiatives, which are for the American Foundation for Suicide Prevention and Kiwanis Family House.
- c. He had finalized details for the on-site fundraiser for DCON, which will occur during Saturday night activities.
- d. Lastly, he is working on transitional guides and paperwork for his successor and is really excited because the District raised over \$120,000.

D. Secretary – Katelyn Duch

- a. Since January, K. Duch quickly looked over the clubs' February Monthly Report Forms since E. Wang needed them for awards.
- b. She has been working on transitional material for her successor.

E. Director, Service Leadership Programs – Bruce Hennings

- a. B. Hennings thanked K. M. Hoang for all the work that she had done. He reminded the current Board to get their vouchers in by April 26th and told K. M. Hoang that her committee had made a lot of purchases, so make sure to keep the receipts.
- b. After 25 years of serving as the Director of Service Leadership Programs, B. Hennings announced that he planned to retire next year on September 30th. He introduced Trina Karider, who may take over his position. She is a 16-year member of the Kiwanis District Office staff and a past Circle K District Board member. He mentioned that she was part of the first board he had worked with.

F. Comments from Kiwanis Dignitaries

- a. Executive Director and Secretary of the Cal-Nev-Ha Kiwanis District Mark McDonald thanked B. Hennings for being a valuable member of the District. He agreed with him and added on that T. Karider will do an excellent job.

G. District Administrator – Camille Goulet

- a. C. Goulet understood that it is banquet season and appreciated it, but it does not mean it is an opportunity to take a road trip from one end of the District to another. She expected us to be the role model example.
- b. She reminded the Board that everything we bought of durable equipment that was used during Circle K time is Circle K property and must be transferred over to their successors.
- c. She also reminded the Board that there is a transitional board meeting on Sunday and that everyone should plan to attend. At the end of the transitional board meeting, there will be time for the newly elected board to spend time with their predecessors and the chairs will be excused.
- d. She also reminded everyone to be at rehearsals on time. It is not a matter of how quick we can do things, but how well we can do them.
- e. The voting board members are delegates-at-large at House of Delegates (HoD). So, we need help with getting the club representatives organized and seated appropriately, and will need help during HoD to make motions. She mentioned that the voting board not only votes for the District-wide elections, but for the elections that we reside in.
 - i. For example, I. Hoz and K. Duch can vote for the Magic Kingdom Lieutenant Governor election whereas L. Sahagun vote for the Capital Lieutenant Governor election.

H. Governor – Lawrence Sahagun

- a. L. Sahagun mentioned that he had many busy weekends with District Large Scale Service Projects, Kiwanis Mid-Years, and Candidates Education Sessions. He thanked the Board for their assistance with club elections. Less than 8 clubs do not have officers yet for the next term.
- b. He is looking forward to the rest of the weekend. He reminded the Lieutenant Governors about physical delegate certifications.
- c. Lastly, he thanked the Board for their support within this past year.

IX. **Upcoming Events**

- A. KIWIN'S District Convention Sergeant-at-Arms – April 6-8, 2018
- a. KIWIN'S DCON Sergeant-at-Arms (SAA) Chair K. Duch went over the event, stating that the location is at the Warner Center Marriott in Woodland Hills, CA. There are two different shifts for Friday and Saturday. The first shift will be from 8 PM – 11 PM and the second shift will be from 11 PM – 2 AM.
 - b. The sign-up form for Circle K members has been waiting for approval since the KIWIN'S DCON Advisor, KIWIN'S DCON Chair, and KIWIN'S DCON SAA Chair, recently got in touch with K. Duch with some information.
- B. Key Club District Convention Sergeant-at-Arms – April 13-15, 2018
- a. Key Club DCON SAA Chair D.D. Ngo went over the event, stating that the location is at the GSR Hotel in Reno. He had been in contact with the Key Club DCON SAA Chair and advisor. There is an impending phone call to make more plans as to how they should go about the event.
 - b. He sent out an interest sheet to the Capital Division and will send one out to Golden Gate and Sunset when they are approved to attend.
 - c. He mentioned that there will be a bus coming from Sacramento to Reno just in case any Circle K members need rides. Lastly, updates are still pending, and he hoped to get more this weekend.
- C. Spring Training Conference North at CSU East Bay – April 28, 2018
- a. Spring Training Conference North Chair A. Chavez reminded the northern Lieutenant Governors to help their successors to help their clubs with registration.
 - b. Workshop applications are due on the 26th of March; A. Chavez really pushed for assistance for last minute applications.
 - c. Lastly, she gave one last reminder to the northern Lieutenant Governors to stay up to date with her in regards to the location of the event.
- D. Spring Training Conference South at Orange Coast College – May 5, 2018

- a. Spring Training Conference South Chair H. Nguyen had been working closely with her club advisor with booking rooms among other things. She recently attended a Costa Mesa Kiwanis Meeting and received a donation from Irvine Kiwanis.
- b. Lastly, she is pushing for deadlines and people to apply for workshops.

X. **Announcements**

XI. **Closing Thoughts** – Kim-Mai Hoang, District Convention Chair

XII. **Adjournment** – Lawrence Sahagun, District Governor – 10:53 AM

Respectfully Submitted:

Wayne Cheng, 2018-2019 District Secretary Date

Manuel Santiago, 2018-2019 District Governor Date

Armando Velazquez, 2018-2019 District Administrator Date

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

64th District Convention
House of Delegates
Saturday, March 24, 2018
LAX Marriott, Los Angeles, CA

Executive Summary

The House of Delegates was called to order at 2:30 PM by District Governor Lawrence Sahagun.

The House of Delegates Standing Rules, Agenda, and Report of Credentials Committee on Certification of Delegates were all unanimously approved.

Manuel Santiago, Orange Coast College, was elected as the 2018-2019 District Governor.

L. Sahagun gave his 2017-2018 End of the Year Report.

Wayne Cheng, San Francisco State University, was elected as the 2018-2019 District Secretary.

District Secretary Katelyn Duch gave her 2017-2018 End of the Year Report.

Shaira Ramirez-Santos, UC Berkeley, was elected as the 2017-2018 District Treasurer.

District Treasurer Ivan Hoz gave his 2017-2018 End of the Year Report.

Joshua Ranario, University of the Pacific, was elected as the 2018-2019 Capital Lieutenant Governor.

Nicolas Wright, Cal Poly San Luis Obispo, was elected as the 2018-2019 Central Coast Lieutenant Governor.

Mark Fernandez, UC Riverside, was elected as the 2018-2019 Desert Oasis Lieutenant Governor.

Richard Tzul, CSU Los Angeles, was elected as the 2018-2019 Foothill Lieutenant Governor.

Alan Kwok, UC Berkeley, was elected as the 2018-2019 Golden Gate Lieutenant Governor.

Angela Lagrada, CSU Fullerton, was elected as the 2018-2019 Magic Kingdom Lieutenant Governor.

There was no valid election for the position of Metro Lieutenant Governor. Appointment will be made by the District Governor-elect.

Jack Miao, San Diego State University, was elected as the 2018-2019 Paradise Lieutenant Governor.

Jennifer Tai, San Jose State University, was elected as the 2018-2019 Sunset Lieutenant Governor.

The California-Nevada-Hawai'i District endorsed Max Rico for International Office.

The California-Nevada-Hawai'i District endorsed Ivan Hoz for International Office.

The House of Delegates approved the Resolutions.

The House of Delegated was adjourned by L. Sahagun at 5:17 PM.

Minutes

- I. **Call to Order** – Lawrence Sahagun, District Governor – 2:30 PM
- II. **Flag Salute** – Jesus Aguilar, Paradise Lieutenant Governor
- III. **Opening Thoughts** – Bill Truong, Central Coast Lieutenant Governor
- IV. **Review of Parliamentary Procedure** - Camille A. Goulet, District Administrator
- V. **Adoption of Standing Rules of the House of Delegates**

Moved by Bill Truong, UC Santa Barbara, seconded by David Duy Ngo, San Joaquin Delta College.

Motion unanimously approved.

VI. Adoption of the Agenda

Moved by Manuel Santiago, Orange Coast College, seconded by Max Rico, UC Riverside.

Motion unanimously approved.

VII. Report of Credentials Committee on Certification of Delegates

Elections Chair Erick Jason Reyno reported that there was a total of 112 delegates representing 51 clubs. There were 49 clubs with 2 delegates, 2 clubs with 1 delegate, and 12 delegates at large. Majority vote was 57 votes, super majority with 2/3 of the house was 75, and unanimous vote was 112.

Moved by Diana Mora, Cal Poly Pomona, seconded by Jesus Aguilar, San Diego State University.

Motion unanimously approved.

VIII. Governor Election

Manny Illasco, UC Berkeley, nominated Donald Franks, UC Berkeley, for the position of District Governor.

Thuy Tran, CSU Sacramento, nominated Manuel Santiago, Orange Coast College, for the position of District Governor.

- District Administrator Camille Goulet said that in order to be eligible to run for Governor, they must caucus, thus the nomination is out of order. However, one can make a motion to recess for a caucus.

Thuy Tran, CSU Sacramento, moved to have a recess to caucus to allow Manuel Santiago, Orange Coast College, to run for the position of District Governor for seven minutes. Seconded by Ivan Moreno, Golden West College.

Manuel Santiago accepted the nomination.

Lawrence Sahagun, CSU Sacramento, called to have a five-minute recess.

Bill Truong, UC Santa Barbara, moved to have an additional five-minute recess. Seconded by David Duy Ngo, San Joaquin Delta College.

Majority reached.

Motion Passed.

Ryan Tsao, UC Berkeley, moved to extend caucus time for Manuel Santiago by five minutes. Seconded by Lawrence Miraflores, Diablo Valley College.

Super majority was not reached.

Motion Failed.

Elections proceeded through ballot voting.

Manuel Santiago, Orange Coast College, was elected the 2018-2019 District Governor.

IX. Governor's End-of-the-Year Report

District Governor L. Sahagun thanked everyone the opportunity for being District Governor. He mentioned a few of his goals for this whole term, which was bridging the gap between District and club counterparts. He loved communicating with the Presidents through his Motivational Monday e-mails. He talked about past achievements through the District Board Officers. He made sure of his physical transparency by making a lot of club visits. There was a strong District event promotion this term, in which there was an overall increase of attendance across all District events. Lastly, he thanked the Board, clubs, members, advisors, especially C. Goulet, for everything.

X. Secretary Election

Linh Nguyen, San Francisco State University, nominated Wayne Cheng, San Francisco State University, for the position of District Secretary.

Ami Patel, UC Irvine, nominated Marvin Bolainez, UC Irvine, for the position of District Secretary.

Elections proceeded through ballot voting.

Wayne Cheng, San Francisco State University, was elected the 2018-2019 District Secretary.

XI. Secretary's End-of-the-Year Report

District Secretary K. Duch reviewed the past term, mentioning how much of an honor it was to serve the CNH secretaries and the District Laws and Regulations Committee. There were around 55 submissions of clubs' Monthly Report Forms each month and she had checked about 660 the entire term and gave feedback for each and every one of them. She emphasized the importance of the secretary position and wanted them to realize how important they are, even going as far as to communicate through Wisdom Wednesday e-mails and recognize them through Sleepytary Sundays.

With the Laws and Regulations Committee, she appreciated her committee members' hard work with doing a webinar early term and constructing a manual about the bylaws.

Lastly, she reported the totals of the District, which were 94,088 fellowship hours, 90,347 leadership hours, and 97,906 service hours.

XII. Treasurer Election

Manny Illasco, UC Berkeley, nominated Shaira Ramirez-Santos, UC Berkeley, for the position of District Treasurer.

Ryan Tsao, UC Berkeley, nominated Donald Franks, UC Berkeley, for the position of District Treasurer.

- Donald Franks was not present in the House of Delegates room, so a five-minute recess was called. He declined the nomination.

Elections proceeded through ballot voting.

Shaira Ramirez-Santos, UC Berkeley, was elected the 2018-2019 District Treasurer.

XIII. Treasurer's End-of-the-Year Report

District Treasurer I. Hoz thanked the treasurers and Fundraising Chairs for working really hard and helping to achieve goals. They raised over \$120,000 as a District. He thanked the Finance and Fundraising Committee for breaking records for Crazy Kompetition for Infants, doing social media weeks for District Fundraising Initiatives. He also thanked everyone for the support, and he also implemented new on-site fundraisers at District events such as Spring Training Conference and District Professional Development Conference.

Lastly, he reported the fundraising totals: \$35,126.95 raised for the Pediatric Trauma Program, \$43,136.31 raised for the American Foundation for Suicide Prevention, \$16,113.80 raised for the Kiwanis Family House, and \$26,461.50 raised for other charities, with a total of \$120,838.65 raised overall.

XIV. Capital Division Lieutenant Governor Election

Nora Lovell, UC Davis, nominated Andy Alba, UC Davis, for the position of Capital Lieutenant Governor.

Omar Sanchez, University of the Pacific, nominated Joshua Ranario, University of the Pacific, for the position of Capital Lieutenant Governor.

Elections proceeded through ballot voting.

Majority was not reached and another vote was required.

Elections proceeded again through a second round of ballot voting.

Majority was not reached again and the Capital Lieutenant Governor position will have to be called by appointed by the District Governor-elect.

David Duy Ngo, San Joaquin Delta College, after considerable motions, moved to have the Capital Division reconsider their votes for the Capital Lieutenant Governor position. Seconded by Thuy Tran, CSU Sacramento.

Motion Passed.

Elections proceeded through ballot voting.

Joshua Ranario, University of the Pacific, was elected the 2018-2019 Capital Lieutenant Governor.

XV. Central Coast Division Lieutenant Governor Election

Weston Montgomery, Cal Poly San Luis Obispo, nominated Nicolas Wright, Cal Poly San Luis Obispo, for the position of Central Coast Lieutenant Governor.

Olivia Becker, Cal Lutheran University, moved to vote by unanimous acclimation. Seconded by Howard Wang, UC Santa Barbara.

Motion unanimously approved.

Nicolas Wright, Cal Poly San Luis Obispo, was elected the 2018-2019 Central Coast Lieutenant Governor.

XVI. Desert Oasis Division Lieutenant Governor Election

Vanessa Kumnoonsate, UC Riverside, nominated Mark Fernandez, UC Riverside, for the position of Desert Oasis Lieutenant Governor.

Jacob Lockhart, UN Las Vegas, nominated Kristy Dai, UC Riverside, for the position of Desert Oasis Lieutenant Governor.

Elections proceeded through ballot voting.

Mark Fernandez, UC Riverside, was elected the 2018-2019 Desert Oasis Lieutenant Governor.

XVII. Foothill Division Lieutenant Governor Election

Luis Sastre, CSU Los Angeles, nominated Jasmine Barruga, CSU Los Angeles, for the position of Foothill Lieutenant Governor.

Ryan Tan, Pasadena City College, nominated Richard Tzul, CSU Los Angeles, for the position of Foothill Lieutenant Governor.

Elections proceeded through ballot voting.

Richard Tzul, CSU Los Angeles, was elected the 2018-2019 Foothill Lieutenant Governor.

XVIII. Golden Gate Division Lieutenant Governor Election

Manny Illasco, UC Berkeley, nominated Austin Frenes, UC Berkeley, for the position of Golden Gate Lieutenant Governor.

Annie Chen, UC Berkeley, nominated Alan Kwok, UC Berkeley, for the position of Golden Gate Lieutenant Governor.

Election proceeded through ballot voting.

Alan Kwok, UC Berkeley, was elected the 2018-2019 Golden Gate Lieutenant Governor.

XIX. Magic Kingdom Division Lieutenant Governor Election

Josephine Chau, CSU Fullerton, nominated Angela Lagrada, CSU Fullerton, for the position of Magic Kingdom Lieutenant Governor.

Ellie Bui, Irvine Valley College, nominated Russel de los Reyes, Cypress College, for the position of Magic Kingdom Lieutenant Governor.

Ivan Moreno, Golden West College, moved to allow Angela Lagrada, CSU Fullerton, to caucus. Seconded by Ami Patel, UC Irvine.

Super majority was reached.

Motion Passed.

Magic Kingdom was allowed to caucus.

Ivan Moreno, Golden West College, moved to allow a five-minute recess for a discussion period for the Magic Kingdom Division. Seconded by Manuel Santiago, Orange Coast College.

Majority reached.

Motion Passed.

Ivan Moreno, Golden West College, moved to allow the candidates to speak for five minutes instead of one minute. Seconded by Jonathan Francisco, Cypress College.

Majority was not reached.

Motion Failed.

Elections proceeded through ballot voting.

Angela Lagrada, CSU Fullerton, was elected the 2018-2019 Magic Kingdom Lieutenant Governor.

XX. Metro Division Lieutenant Governor Election

Charlotte Vo, El Camino College, nominated Lahiru Kodituwakku, El Camino College, for the position of Metro Lieutenant Governor.

Elections proceeded through ballot voting.

There was no valid election. The Metro Lieutenant Governor position will be made by appointment by the District Governor-elect.

XXI. Paradise Division Lieutenant Governor Election

Hanano Yamazaki, CSU San Marcos, nominated Jack Miao, San Diego State University, for the position of Paradise Lieutenant Governor.

Hanano Yamazaki, CSU San Marcos, moved to vote by unanimous acclimation. Seconded by Francine Gallego, University of Hawai'i, Hilo.

Majority not reached.

Motion Failed.

Elections proceeded through ballot voting.

Jack Miao, San Diego State University, was elected the 2018-2019 Paradise Lieutenant Governor.

XXII. Motions for Recess

Jesus Barrajas, Sacramento City College, moved for Capital Division to have a ten-minute recess. Seconded by David Duy Ngo, San Joaquin Delta College.

David Duy Ngo, San Joaquin Delta College, amended the motion to have a five-minute recess instead.

Diana Mora, Cal Poly Pomona, moved to amend to have five minutes for the whole house instead.

Majority reached.

Motion Passed.

David Duy Ngo, San Joaquin Delta College, moved to have a private five-minute discussion for Capital Division only. Seconded by Kari Cao, San Joaquin Delta College.

Super majority reached.

Motion Passed.

David Duy Ngo, San Joaquin Delta College, moved to extend Capital Division's discussion by three minutes. Seconded by Casey Kieng, CSU Sacramento.

Majority not reached,

Motion Failed.

XXIII. Sunset Division Lieutenant Governor Election

Alan Baez, San Jose State University, nominated Jennifer Tai, San Jose State University, for the position of Sunset Lieutenant Governor.

Andy Kwong, San Jose State University, nominated Zoe Wakayama, San Jose State University, for the position of Sunset Lieutenant Governor.

Elections proceeded through ballot voting.

Jennifer Tai, San Jose State University, was elected the 2018-2019 Sunset Lieutenant Governor.

XXIV. Endorsements for International Offices

Kim Vo, CSU Long Beach, moved to endorse Max Rico, UC Riverside, for the position of Subregion B International Trustee. Seconded by Howard Wang, UC Santa Barbara.

Motion Passed.

Angela Lagrada, CSU Fullerton, moved to endorse Ivan Hoz, CSU Fullerton, for the position of Subregion B International Trustee. Seconded by Josephine Chau, CSU Fullerton.

- C. Goulet wanted to clarify that this motion includes the opening of the caucus, to which the maker of the motion agreed.

Super majority reached.

Motion Passed for Ivan Hoz, CSU Fullerton, to caucus.

Motion Passed.

XXV. **Resolutions**

Whereas, the special guests to our Convention have taken time out of their busy schedules to come and support our District at its District Convention, and whereas, they have been an integral part in making this a successful convention, now therefore be it resolved that this House of Delegates recognizes our special guests for their support and willingness to help.

Whereas, Kiwanis Governor Joni Ackerman has been a tremendous support to our District, and whereas, we sincerely appreciate her love and care, be it resolved that this House of Delegates recognizes her support to the Circle K organization and all of the Kiwanis Family.

Whereas, Kiwanis District Secretary/Executive Director Mark McDonald, the District Office staff and the Kiwanis District Board have been a tremendous support to our District, and whereas, we sincerely appreciate their hard work and efforts, be it resolved that this House of Delegates recognizes them for their support and dedication to the Circle K organization.

Whereas, Director of Service Leadership Partners Bruce Hennings has been a constant source of support, day and night, for this District, and whereas, many of the District-sponsored activities depend on his work, now therefore, be it resolved that this House of Delegates extends its appreciation for his commitment and dedication.

Whereas, the Kiwanis District Committee for Circle K has been a tremendous support to our District, and whereas, the members have done a superb job mentoring our District Board officers and all Circle K members, now therefore be it resolved that this House of Delegates recognizes the members of the Kiwanis District Committee of Circle K, including District Administrator Camille Goulet, for their hard work, dedication, and support.

Whereas, Kiwanis Foundation President Margo Dutton and the Kiwanis Cal-Nev-Ha Foundation have been a tremendous support to our District, and whereas, we sincerely appreciate their leadership and scholarship role in our District, now therefore be it resolved that this House of Delegates recognizes them for their unwavering support towards the Circle K organization.

Whereas, District Convention Chair Kim-Mai Hoang, Convention Advisor Don Hull, and the District Convention Committee members have done an amazing job with the 2018 District Convention, and whereas they have put countless hours behind the scenes to meet and plan this historic convention so that we can have an efficiently run, organized and enjoyable weekend, now therefore, be it resolved that this House of Delegates recognizes and thank the District Convention Committee members for their hard work and effort.

Whereas, the District Committees of Cal-Nev-Ha Circle K have put countless hours behind the scenes in order to provide clubs and their members with exceptional educational resources and successful District events, therefore be it resolved that this House of Delegates recognizes and thank the District Committees for their hard work and dedication.

Whereas, the members of the District Board of Officers have committed to making this year dedicated to the members of Cal-Nev-Ha Circle K, and whereas they have worked many hours with our clubs to bring out the best of this District and excel in all aspects of service, leadership, and fellowship, now therefore, be it resolved

that this House of Delegates recognizes the 2017-2018 Cal-Nev-Ha District Board of Officers for its work.

Moved by Katelyn Duch, Orange Coast College, seconded by Bill Truong, UC Santa Barbara, to accept the resolutions as presented.

Motion Passed.

XXVI. Announcement

C. Goulet announced that the newly elected board needed to meet in the front of the House of Delegates room.

XXVII. Benediction – Mark Catolos, Sunset Lieutenant Governor

XXVIII. Adjournment – Lawrence Sahagun, District Governor – 5:17 PM

Respectfully Submitted:

Wayne Cheng, 2018-2019 District Secretary Date

Manuel Santiago, 2018-2019 District Governor Date

Armando Velazquez, 2018-2019 District Administrator Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2017-2018 District Board of Officers
March Transitional District Board Meeting
Sunday, March 25, 2018
LAX Marriott, Los Angeles, CA

Attendance

Camille Goulet, Retiring District
Administrator
Armando Velazquez, Incoming
District Administrator
Jennifer Que, Retiring District
Governor
Manuel Santiago, Incoming District
Governor and Retiring Magic
Kingdom Lieutenant Governor
Katelyn Duch, Retiring District
Secretary
Wayne Cheng, Incoming District
Secretary
Ivan Hoz, Retiring District Treasurer
Shaira Ramirez-Santos, Incoming
District Treasurer
David Duy Ngo, Retiring Capital
Lieutenant Governor
Joshua Ranario, Incoming Capital
Lieutenant Governor
Bill Truong, Retiring Central Coast
Lieutenant Governor
Nicolas Wright, Incoming Central
Coast Lieutenant Governor
Max Rico, Retiring Desert Oasis
Lieutenant Governor
Mark Fernandez, Incoming Desert
Oasis Lieutenant Governor
Diana Mora, Retiring Foothill
Lieutenant Governor

Richard Tzul, Incoming Foothill
Lieutenant Governor
Ryan Tsao, Retiring Golden Gate
Lieutenant Governor
Alan Kwok, Incoming Golden Gate
Lieutenant Governor
Angela Lagrada, Incoming Magic
Kingdom Lieutenant Governor
Joshua Nepomuceno, Retiring Metro
Lieutenant Governor
Jesus Aguilar, Retiring Paradise
Lieutenant Governor
Jack Miao, Incoming Paradise
Lieutenant Governor
Mark Catolos, Retiring Sunset
Lieutenant Governor
Jennifer Tai, Incoming Sunset
Lieutenant Governor
Jennifer Hoang, Retiring
Communications and Marketing
Chair
Kim-Mai Hoang, Retiring District
Convention Chair
Lindon Tran, Retiring Fall Training
Conference Chair
Ana Chavez, Retiring Kiwanis Family
and Foundation Chair
Esther Wang, Retiring Member
Recognition Chair

Helen Nguyen, Retiring Membership
Development and Education Chair
Denny Cao, Retiring Technology Chair

Samantha Ruiz, Retiring Service Chair

Guests

Joni Ackerman, Kiwanis Governor
Greg Ronkainen, The First Dude
Rocci Barsotti, Kiwanis Governor-
elect
Angelica Garcia, Key Club District
Governor
Mikayla Bisson, KIWIN'S District
Governor
Trina Karider, Conventions and
Communications Coordinator for the
District
Don Hull, District Convention and
Technology Chair
Patti Ryder, Paradise Regional
Advisor and Public Relations Advisor
Patrick Ballecer, Central Coast
Regional Advisor
Grace Chi, Foothill Regional Advisor

Peter Yu, Magic Kingdom Regional
Advisor
Derek Lubich, Sunset Lieutenant
Governor
Hebron Viray, Incoming Northern
Assistant District Administrator
Ronald Liu, Incoming District
Convention Assistant Advisor and
Assistant Desert Oasis Regional
Advisor
Scott Smith, Incoming Magic
Kingdom Regional Advisor
Yaret Casillas Smith, Incoming Magic
Kingdom Assistant Regional Advisor
Maria Garcia Barajas, Incoming
Metro Regional Advisor
Danny Ha, Past Governor and CSU
Fullerton Alumni

Minutes

- XIII. **Call to Order** – Jennifer Que, Retiring District Governor – 1:00 PM
Retiring District Administrator Camille Goulet noted that Jennifer Que will now serve as District Governor for the remainder of the term due to circumstances.
- XIV. **Flag Salute** – Jennifer Que, Retiring District Governor
- XV. **Opening Thoughts** – Jennifer Que, Retiring District Governor
- XVI. **Introduction of Guests** – Katelyn Duch, Retiring District Secretary
- XVII. **Adding to the Agenda of Approval of Minutes**
- A. Sunday, March 18, 2018 – Special District Board Meeting
- J. Que entertained the motion to add the approval of the March 18, 2018 Special District Board Meeting minutes to the agenda.
- Moved by Retiring District Treasurer Ivan Hoz, seconded by Retiring Metro Lieutenant Governor Joshua Nepomuceno.
- 11 ayes (unanimous), 0 opposed, 0 abstentions.
- Motion Passed.
- J. Que entertained the motion to approve the minutes of the March 18, 2018 Special District Board Meeting.
- Moved by Retiring Desert Oasis Lieutenant Governor Max Rico, seconded by Retiring Foothill Lieutenant Governor Diana Mora.
- 11 ayes (unanimous), 0 opposed, 0 abstentions.
- Motion Passed.
- XVIII. **Transitional Issues**
- C. Goulet asked for the individuals retiring from their positions to turn over any equipment and make any appropriate arrangements to make that transfer. If the time during the meeting is not enough, then make time to deal with any training over the next few weeks.

XIX. Comments from the Incoming Kiwanis District Governor

Incoming Kiwanis District Governor Rocci Barsotti was looking forward to working with the new elected board, and he reminded everyone to keep their dreams. He applauded us for the entire weekend and wished everyone great success.

Retiring Kiwanis District Governor Joni Ackerman also made some comments and thanked the retiring officers for their efforts. She commended us for moving forth despite the difficulties we faced. Lately, she thanked the dedication from the incoming officers.

XX. Spring Training Conferences

Spring Training Conference Chairs Ana Chavez and Helen Nguyen reminded everyone that workshop applications are due very soon, so please help promote it and reach out to members. There will be more graphics released by the Communications and Marketing Committee. Lastly, A. Chavez finalized the location for Spring Training Conference North, which will be at CSU East Bay.

XXI. Key Club and KIWIN'S Sergeant-at-Arms

KIWIN'S District Convention Sergeant-at-Arms Chair Katelyn Duch reminded everyone about the event, which will be from April 6th to April 8th; however, Circle K members are only needed on the Friday and Saturday of the convention. She also mentioned that she has not received further information since she last talked about it at the March District Board Meeting. Lastly, she asked for the southern Lieutenant Governors to help promote this event.

Key Club District Convention Sergeant-at-Arms Chair David Duy Ngo reminded everyone about the event. He communicated more with the coordinators of the event to get more information, and reached out to the northern divisions of Circle K. He will need Sergeant-at-Arms from 11:30 PM to 3:00 AM, and at the infamous Governor's Ball. He also received notice from Captial Regional Advisor Rae-Whitney Brummer that a bus is going to come from the Kiwanis Family House to the location site. He highly encouraged members to not miss class in order to attend this event. Lastly, he reached out for help from the incoming Northern Lieutenant Governors to help promote this event.

XXII. Comments from the Incoming District Governor

Incoming District Governor Manuel Santiago mentioned that he was honored to be here today. He thanked the District Convention Committee, advisors, and District Board. Lastly, he believed that members are definitely more interested in what goes on in the District because of what occurred at House of Delegates.

XXIII. Other Business

Incoming District Administrator Armando Velazquez said that after the transitional board meeting is immediately part one of the District Officer Training Conference. He thanked the guests for being here, but he also reminded them that the time with the District Board and their successors is a bit of an intimate moment, so they are excused to leave. Chairs are also welcomed to leave afterwards since they will not have successors until the next few weeks.

XXIV. Announcements

XXV. Closing Thoughts – Jennifer Que, Retiring District Governor

XXVI. Adjournment – Jennifer Que, Retiring District Governor – 1:20 PM

Respectfully Submitted:

Wayne Cheng, 2018-2019 District Secretary Date

Manuel Santiago, 2018-2019 District Governor Date

Armando Velazquez, 2018-2019 District Administrator Date

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

April 2018 Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Governor's Project for the WASH Project Proposal
April 2018 Board Meeting
Respectfully Submitted by **Manuel Santiago, District Governor**

OVERVIEW

The WASH Project is a five-year signature project that was announced by Circle K International at the 2017 International Convention. In partnership with UNICEF, WASH stands for Water, Sanitation, and Hygiene, and it aims to provide education, awareness, and funding to supply clean drinking water and sanitation education to schools and children in underdeveloped regions. Nearly 1,000 children die every day due to lack of safe drinking water, sanitation and hygiene, and 663 million people drink unsafe drinking water, and 315,000 children die from drinking the unsafe drinking water. Through this Governor's Project, the CNH District will be able to contribute a great service to the WASH Project, and to millions of people all over the world.

This proposal will call the CNH District to participate in the WASH Project, a Circle K International signature project in partnership with UNICEF. Through raising funds, sharing graphics and information, and hosting workshops, we will be able to greatly contribute to this international project. For more information about the WASH Project, please visit <https://www.unicef.org/wash/> or <http://circlek.org/wash/>.

The international goal for the WASH Project is to raise \$240,000 in five years. For the CNH District, I would like to raise \$7,500 for the WASH Project by District Convention 2019, which equates to \$2.56 per member of the CNH Circle K District.

ITEMS FOR APPROVAL

- Accept the Charity as a District Project
- Goals

ITEM #1

Option 1: Accepting the WASH Project as a District Project for the CNH District.

- Pros:
 - The WASH Project is an international signature project, like the Eliminate Project, which we have previously supported.

- Cons:
 - The effort for this project may take away possible funds for the three District Fundraising Initiatives.

Option 2: Declining this project.

- Pros:
 - More money focused on the District Fundraising Initiatives.
- Cons:
 - The CNH District will not be supporting this international project and Circle K International's initiatives.

ITEM #2

Option 1: \$7,500 by District Convention 2019.

- Raise \$7,500 as a district by the 2019 District Convention.
 - Incentives and awards will be later determined by the District Governor and the District Finance and Fundraising Committee.

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

April 2018 Board Meeting Packet

Board Reports

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IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

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V. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

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IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

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V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

FALL TRAINING CONFERENCE CHAIR Board Report
APRIL 2018 Board Meeting
Respectfully Submitted by **CECILIA NGUYEN**

- I. **Your activities since last Board Report**
a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/03/18	UCB CKI Ninth General Meeting		1
04/06/18	Golden Gate EOTY Banquet Decorations Workday		2
04/08/18	Golden Gate End of the Year Banquet		4
04/13 - 04/15/18	UCB CKI Spring Cazadero	12	16
04/17/18	UCB CKI Spirit & Social Committee Meeting		1
04/17/18	UCB CKI Fundraising Committee Meeting		1
04/17/18	UCB CKI Eleventh General Meeting		1
04/18/18	UCB CKI Projects Committee Meeting		1
04/19/18	UCB CKI Kiwanis Family Committee Meeting		1

Total Service Hours since Last Board Report: 12
Total Service Hours since April 1st, 2018: 12

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method

04/11/18	Numfon Vilay	STC North Workshop – Event Planning	Facebook messenger
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II. **Work Progress (Achievement & Plans)**

a. Total Achievements

1. Reviewed last year’s committee application

b. Top 5 Plans

- | |
|---|
| 1. Meet with Lindon Tran to hold a predecessor-successor meeting. Communicate with past FTC Chairs for additional advice and insight. |
| 2. Finalize committee positions. |
| 3. Finalize committee applications by end of April. |
| 4. Advertise committee application throughout the end of April and beginning of May. |
| 5. Hold interviews and appoint a strong, caring, and passionate committee. |

III. **Resources Needed**

1. N/A

IV. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- | |
|--|
| <ul style="list-style-type: none"> - Plan a smooth and successful Fall Training Conference!
From now until FTC, I strive to work with my committee and plan the best FTC that we possibly can. By working with my committee, I hope to ensure that this event will be well planned and executed, with as few bumps along the way as I can. I hope to serve as a liaison between FTC committee and District Board to ensure that months leading up to FTC, as well as during the event, that we are collaborating collectively and know that we all are important and essential to the success of this event. |
| <ul style="list-style-type: none"> - Work with committee to minimize problems from previous years’ FTC and implement new and innovative ideas.
Once a committee is appointed, we will be spending time reflecting upon previous years’ events to pinpoint areas of improvement as well as aspects of the event that went smoothly and successfully. I |

<p>will ensure that we are all brainstorming ways to resolve issues and improve different aspects of FTC.</p>
<p>- Provide an enjoyable and worthwhile committee experience for everyone and foster a welcoming and caring environment where committee members can bond, have fun, and grow. I really want to do my best in making sure that everyone on the committee is having a good time and know that they are supported. Once appointed, I will make sure to reach out and gradually create a line of communication that allows committee members to feel comfortable talking to me whenever they want and need. I will also be sure to work with the EA's and really see how we can enhance the committee member experience. I want to be there as a support system for all committee members.</p>
<p>- Increase transparency and promote clear and effective communication. I want to create a better line of communication and improve the transparency between committee and District Board, so that we can all make sure that we are all staying accountable while working together. I will strive to relay pertinent information in a timely and organized manner, so that both FTC Committee and District Board has the time to make any necessary changes or preparations if need by. Furthermore, I would love to communicate effectively with committee, District Board, Bill & Virginia Carpenter, Bruce, and Armando this year.</p>
<p>- Provide support and care to fellow District Board members to the best of my abilities. I will be sure to help out at various district events where my help is needed. I will try my best to reach out to other District Board members to see if they need any assistance before the event takes place. In general, I truly hope to show support in any every way I can. I also hope and will encourage FTC Committee to do the same.</p>

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Kiwanis Family & Foundation Board Report
April 2018 Board Meeting
 Respectfully Submitted by **Calvin Chau**

- I. **Your activities since last Board Report**
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/23/18	District Convention	3	
04/2/18	Kiwanis Family Committee Meeting		1
04/4/18	Soup Kitchen	2	
04/9/18	Spring Info Night		1
04/11/18	Cha20 Fundraiser		1.5
04/12/18	Historian Committee Meeting		1
04/13/18	Pizza & Icebreakers Social		2
04/14/18	Bubble Run	5	
04/17/18	General Meeting		1.5

Total Service Hours since Last Board Report: 10
Total Service Hours since April 1st, 2018: 10

III. Resources Needed

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IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Bi-Monthly Webinars
- Outreach to Kiwanis Family Chairs
- Work with other District Chairs to promote the Kiwanis Family
- Increase relations between Kiwanis Family Branches through the district and club level
- Innovate the Kiwanis Family Report Form

V. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Member Recognition Chair Board Report
April 2018 Board Meeting
Respectfully Submitted by **Katelyn Duch**

- I. **Your activities since last Board Report**
a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/23/18-3/25/18	CNH District Convention 2018		48
3/25/18	March Transitional District Board Meeting		0.5
4/4/18	Orange Coast College CKI General Meeting		1
4/6/18	KIWIN'S DCON Sergeant-at-Arms Day 1	6	
4/7/18	KIWIN'S DCON Sergeant-at-Arms Day 2	6	
4/9/18	Biola University CKI General Meeting		1
4/11/18	Orange Coast College CKI General Meeting		1

Total Service Hours since Last Board Report: 0
Total Service Hours since April 1st, 2018: 12

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method
MM/DD/YY	N/A		

- II. **Work Progress (Achievement & Plans)**

- a. Total Achievements

1.Successfully chaired KIWIN'S DCON SAA!
--

2. I'm here for the second time?

b. Top 5 Plans

1.Do
2.Some
3.Work!

III. **Resources Needed**

1.N/A

IV. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

-Thorough Feedback for Master Record Sheets
-Improve Awards
-Work with the Member Recognition Committee for More District Acknowledgement
-Increase Communication with Member Recognition Officers
- Support District Board Officers in Their Endeavors

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Membership Development & Education Chair Board Report
April 2018 Board Meeting
 Respectfully Submitted by **Tommy Thach**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/4/18	OCC Circle K General Meeting		1
4/6/18	KIWIN'S DCON SAA	3	
4/7/18	KIWIN'S DCON SAA	3	
4/8/18	OCC Circle K Joint Board Meeting		2
4/11/18	OCC Circle K General Meeting		1

Total Service Hours since Last Board Report: 6

Total Service Hours since April 1st, 2018: 6

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/8/18	Julie Quan, Quan Vandinh, Amy Tran, Mariella Batacan	OCC CKI Club Banquet Planning	Call
4/8/18	Manuel Santiago	District Chair Interview	Call
4/10/18	Manuel Santiago	District Chair Interview	Call
4/11/18	Jeff Dimsdale	United K Trainer Workshop	In-person
4/11/18	Helen Nguyen	Figuring out when to do 1-On-1	Messenger

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IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

<ul style="list-style-type: none"> • Plan out and host a successful professional development event for the district in place of DPDC. <ul style="list-style-type: none"> ○ Work with Committee Advisor, District Board, and committee to plan out all of the information to educate district on professional development.
<ul style="list-style-type: none"> • Create group of MD&E chairs on Facebook, develop a network with them, and be a resource for them in case they need any assistance. <ul style="list-style-type: none"> ○ Conduct one-on-ones as well as committee club liaisons contacting them regularly
<ul style="list-style-type: none"> • Work with clubs and develop a plan for entire term regarding recruitment, retention, and create a support system <ul style="list-style-type: none"> ○ Email all clubs and have bi-weekly or monthly check ups with them all
<ul style="list-style-type: none"> • Create a resource database and professional database <ul style="list-style-type: none"> ○ Appoint chair(s) responsible and assist with them to create these databases
<ul style="list-style-type: none"> • Host monthly webinars/workshops to educate the district <ul style="list-style-type: none"> ○ Appoint responsible chair(s) and assist them with creating a form to release to district to have members host workshops

V. Announcements

- *Excited to be working with you all!!!*

3.
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IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

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V. Announcements

N/A

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IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

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V. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Capital Division Lieutenant Governor Board Report
April 2018 Board Meeting
 Respectfully Submitted by **Joshua Ranario**

- I. **Your activities since last Board Report**
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/23/18- 03/25/18	District Convention 2018	-	22 Leadership 6 Fellowship
03/30/18	Stockton Escape Room Social University of the Pacific Circle K	-	1.5 Fellowship
03/31/18	Capital End of the Year Banquet Capital Division of Circle K	-	5 Fellowship 1 Leadership
04/02/18	Lazi Cow Fundraiser University of California, Davis Circle K	-	4 Fellowship
04/05/18	Circle K General Meeting Sacramento State Circle K	-	1 Leadership
04/05/18	Chick-Fil-A Food Social Sacramento State Circle K	-	1 Fellowship
04/05/18	Safe Rides Sacramento State Circle K	4	-
04/06/18	Circle K General Meeting San Joaquin Delta College Circle K	1	-
04/06/18	Animal Shelter University of the Pacific Circle K	2	-

Total Service Hours since Last Board Report: 7 Service Hours
Total Service Hours since April 1st, 2018: 7 Service

Hours

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/29/18	Alan Kwok (Golden Gate LTG), Jennifer Tai (Sunset LTG), Shaira Ramirez-Santos (District Treasurer), Wayne Cheng (District Secretary)	District Officer Training Conference Flight Arrangements	Facebook Messenger
3/31/18	Jennifer Tai (Sunset LTG), Evan Sum (UCB CKI Member), Andy Nguyen (SJSU CKI MD&E Chair)	Ride Arrangements	Facebook Messenger
3/31/18	Brittany Tran (UOP CKI Member), Marcus Magno (Sacramento State CKI Member), Zahin Rahman (Sacramento State CKI Member)	Capital Banquet Awards	Facebook Messenger
4/1/18	Andrew Kang (CSU Fullerton CKI Member)	Workshop Times	Facebook Messenger
4/1/18	Omar Sanchez (UOP CKI President)	Club Ribbon Leis / One-on-One	Facebook Messenger
4/1/18	Jared Samonte (Chico CKI)	LTG / President One-on-One	Google Hangout

	Incoming President)		
4/1/18	Eric Munoz (UN Reno Incoming President)	LTG / President One-on-One	Google Hangout
4/1/18	Joey Pontillas (UN Reno Outgoing VPS)	Question: Lake Tahoe Community College Interclub	Facebook Messenger
4/1/18	Brandon Dimapasoc (UC Davis CKI Gen. Member)	CNH Key Club DCON SAA Promotion	Facebook Messenger
4/1/18	Alan Kwok (Incoming Golden Gate LTG), Ana Chavez (Outgoing KFF Chair), Bill Truong (Outgoing Central Coast LTG), David Duy Ngo (Outgoing Capital LTG), Jennifer Tai (Incoming Sunset LTG), Mark Catolos (Outgoing Sunset LTG), Nicolas Wright (Incoming Central Coast LTG), Ryan Tsao (Outgoing Golden Gate LTG)	Spring Training Conference Details: Release of Waivers, Encourage SAA Attendance to Divisions	Facebook Messenger
4/2/18	Marcus Magno (Sacramento State CKI)	UC Davis Circle K Lazi Cow Fundraiser: "Can	Facebook Messenger

	General Member	you deliver to my house?"	
4/2/18	James Hoong (Sacramento State CKI Family Head), Jennifer Sandoval (Sacramento State CKI Incoming Secretary)	Returning USB borrowed from Capital End of the Year Recap Video Making	Facebook Messenger
4/2/18	Andy Nguyen (SJSU CKI Outgoing MD&E Chair)	Question about DCON 2018 Scrapbook Awards	Facebook Messenger
4/2/18	Jack Miao (Incoming Paradise LTG)	Question about contact spreadsheet / Assuring support system	Facebook Messenger
4/2/18	Robert Irao (UOP CKI Outgoing Secretary, Incoming President)	LTG / President One-on-One	In-Person at T4
4/2/18	Casey Kieng (Sacramento State CKI Outgoing MR Chair, Incoming President)	LTG / President One-on-One	In-Person at Lazi Cow (UCD CKI Fundraiser)
4/2/18	Athena Pang (UC Davis CKI Outgoing Family Head, Incoming President)	LTG / President One-on-One	In-Person at Lazi Cow (UCD CKI Fundraiser)
4/2/18	Nicayo Ramos (Sacramento City College CKI President)	LTG / President One-on-One	In-Person at Lazi Cow (UCD CKI Fundraiser)

4/2/18	Eric Munoz (UN Reno CKI Incoming President)	Discussion before E-Board Meeting	Facebook Messenger
4/2/18	Christina Chu (UC Davis CKI Outgoing VPA), Jennifer Sandoval (Sacramento State CKI Incoming Secretary, Shirley Siu (UN Reno Outgoing VPA)	Discussion about District Chair Applications	Facebook Messenger
4/2/18	Shay Jones (UOP CKI Outgoing Family Head, Incoming Treasurer)	Question about Graphic Standards	Facebook Messenger
4/3/18	Andy Alba (UOP CKI UC Davis, Outgoing DLT Service Chair)	Conversation about District Chair Applications and Division Leadership Team Applications	Facebook Messenger
4/3/18	Christina Chu (UC Davis CKI Outgoing VPA)	Conversation about District Chair Applications and Division Leadership Team Applications	Facebook Messenger
4/4/18	Lauro Solomo (UN Reno Outgoing MD&E Chair)	Conversation about District Chair Applications and Division Leadership Team Applications	Facebook Messenger
4/4/18	Tiffany Hoang (UC Davis)	Friendly Checking-In,	Facebook Messenger

	Outgoing President)	"How are you doing?"	
4/4/18	Wayne Cheng (District Secretary)	Question about Divisional Emails	Facebook Messenger
4/4/18	Jared Vidal Samonte (CSU Chico Incoming President)	Question about VPS Contact	Facebook Messenger
4/4/18	Rendell Lopez	Question about Capital Treasurer Chat	Facebook Messenger
4/4/18	Austin Stephens (Chartering Lake Tahoe Community College President)	Clarification about the MRF, moving forward with LTCC CKI Club, May DCM Planning	Facebook Messenger
4/4/18	Alex Kwong (Sacramento City College Outgoing Secretary)	Question about Division Leadership Team Apps	Facebook Messenger
4/4/18	Manuel Santiago (Incoming District Governor)	Questions about District Chair Apps, District Committee Apps)	Facebook Messenger
4/4/18	Josephine Molina (Folsom Lake College CKI Outgoing Secretary)	Question and clarification about Division Leadership Team Application	Facebook Messenger
4/4/18	Nora Lovell (UC Davis CKI Outgoing MR Chair, Incoming VPA)	Question and clarification about Division Leadership Team Application	Facebook Messenger
4/4/18	Allen Lor (Delta College CKI Outgoing Service Chair)	Question and clarification about Division	Facebook Messenger

		Leadership Team Application	
4/4/18	Kathleen Nguyen (UOP CKI Outgoing Kiwanis Family Chair, Incoming VPA)	Question about VPA Position and Appointed Board Applications)	Facebook Messenger
4/5/18	Mark Fernandez (Incoming Desert Oasis LTG)	Need of Circle K Photos for Club Rush Tri-Fold / Sent Club Flickr Links with Photos	Facebook Messenger
4/5/18	Samantha Pham (UOP CKI Outgoing Social Chair / Incoming Secretary)	Question and clarification about the MRF	Facebook Messenger
4/5/18	Shaira Ramirez-Santos (Incoming District Treasurer)	Comment about Capital Division Treasurer Group Chat	Facebook Messenger
4/5/18	Tan Tran (Delta College CKI Incoming President)	LTG / President One-on-One	In-Person at Manila Restaurant
4/5/18	Jonathan Amaral (Delta College CKI Outgoing President)	Question and clarification about Division Leadership Team Application	Facebook Messenger
4/5/18	Laarni Castro (Chico State CKI Outgoing President, Incoming Secretary)	Reviewing MRF	Facebook Messenger
4/5/18	Robert Irao (UOP CKI Outgoing CKI Secretary,	Question about Banner Patches	Facebook Messenger

	Incoming President)		
4/5/18	Nicayo Ramos (Sacramento City College CKI Incoming President)	Clarification about Capital Advisor's email	Facebook Messenger
4/5/18	Jackquelyne Orozco (UN Reno Incoming Secretary)	Reviewing MRF / Clarification about Key Club SAA Volunteering	Facebook Messenger / Email
4/5/18	Kayliana Da (Delta College CKI Incoming Secretary)	Reviewing MRF / Clarification about formatting	Facebook Messenger / Email
4/5/18	Athena Pang (UC Davis CKI Outgoing Family Head/ Incoming President)	Clarification on meeting times for other clubs in Capital Division	Facebook Messenger
4/5/18	Tristy Medina (LTCC Chartering Secretary)	Clarification on MRF submission and emails to contact	Facebook Messenger
4/5/18	Celena Yee (UC Davis Incoming Secretary)	Reviewing MRF and clarification on details	Facebook Messenger / Email
4/5/18	Benny Saechao (Delta College CKI Incoming VPS)	UN Reno Banquet clarification on logistics and banquet information	Facebook Messenger
4/6/18	Benny Saechao (Delta College CKI Incoming VPS)	UN Reno Banquet Transportation Clarification	Facebook Messenger
4/6/18	Casey Kieng (Sacramento State CKI Incoming President)	Transportation for an event clarification	Facebook Messenger

4/6/18	Grace Park (UOP CKI Incoming VPS)	Discussion about UOP CKI Nametag Ribbons and transportation to Delta CKI Meeting	Facebook Messenger / Call
4/6/18	Jennifer Sandoval (Sacramento State CKI Incoming Secretary)	Discussion about MRF and clarification on details	Facebook Messenger/ In-Person at Sacramento State
4/6/18	David Duy Ngo (Outgoing Capital LTG), Jonathan Amaral (Delta College CKI Outgoing President), Kari Cao (Delta College Outgoing Secretary), Nicayo Ramos (Sacramento State CKI Incoming President)	Discussion regarding transportation to UN Reno's End of the Year Banquet held at University of Nevada, Reno's campus	Facebook Messenger
4/6/18	Tracy Liu (UOP CKI, Outgoing District KFF Committee Member), Tiffany Huang (UOP CKI Outgoing VPS)	District Convention 2018 Reimbursements	Facebook Messenger
4/6/18	Nhut-Linh Le (Delta College Incoming Treasurer)	Question about Crab Feed Volunteer Event held by University of the Pacific CKI	Facebook Messenger

4/6/18	Marc Magpily (Folsom Lake CKI Incoming President)	LTG / President One-on-One	Google Hangout
4/6/18	Jennifer Tai (Incoming Sunset LTG)	Question regarding Board Report and Division Emails	Facebook Messenger / Google Hangout
4/6/18	Alan Kwok (Incoming Golden Gate LTG)	Question regarding Board Report and Division Emails	Facebook Messenger
4/6/18	David Duy Ngo (Outgoing Capital LTG)	Question regarding Board Report and Division Emails	Facebook Messenger
4/6/18	Tan Tran (Delta College Incoming President)	Question about contact with a general member	Facebook Messenger
4/6/18	Eddy Yu (Sacramento State CKI General Member)	Concern about driving to UN Reno's End of the Year Banquet regarding weather	Facebook Messenger
4/6/18	Jonathan Amaral (Delta College Outgoing President)	Contact about transportation to UN Reno's End of the Year Banquet	Facebook Messenger

II. **Work Progress (Achievement & Plans)**

a. Total Achievements

1. Completed all President One-on-Ones in person or over Google Hangout. Each president has their own way of excitement for the upcoming term and has listed procs, cons, and deltas for the previous and upcoming term.
2. Established contact with all Capital Division Executive Officers. Group chats have been made for each executive position and contact has been further established for each executive officer.
3. Physically visited 5/9 schools since April 1 st , 2018. I plan on visiting the remaining schools in the following week.

4. Released the Capital Division Leadership Team Application. The application is due at 11:59pm on Friday, April 13 th , 2018.
5. Installed the 2018-19 Leadership Team of UN Reno Circle K at their End of the Year Banquet: One Sky, One Destiny.

b. Top 5 Plans

1. Initial chartering process of American River College
2. Discuss plans for chartering process for William Jessup University.
3. Coordinate appropriate training for each executive board officer as needed
4. Attend each club's general meeting every so often and meet new members
5. Assist in the finalizing of the transitioning phase for each club

III. **Resources Needed**

1. District Treasurer to train the Capital Treasurers.
2. District Secretary to train the Capital Secretaries on the MRF.
3. District Board reach out to encourage clubs to go to Spring Training Conference.
4.
5.

IV. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

<p>Establish a stronger foundation for all smaller and chartering clubs; and a stronger presence for each club on the division level.</p> <p>Further develop their club's connection with the division and have more divisional events held on their respective campuses to gain member interest in visiting said clubs.</p> <p>American River College is in the process of being chartered. They are simply in need of members to start up their club.</p>
<p>Nurture divisional unity between all Capital Schools through interclub events/ buddies/ socials. I want to emphasize that each club in Capital Division is part of a larger family and are an essential resource to each other.</p>

Each DCM, I will assign a school an interclub buddy and I want to encourage each school to have at least one service interclub or social event interclub of some kind with their respective interclub buddy. Moreover, each club will teach their interclub buddy's cheer to their respective club to further enhance divisional unity vibe and culture for each club in Capital Division.

Lake Tahoe Community College is still in need of finding their successors for each executive officer position as each student is planning to transfer at the end of this school term. Club rush planning is in the process with the immediate past executive (chartering) board and they will help support in the club's needs until a new executive board is elected.

Emphasize and build upon the aspect of professionalism and leadership development within our clubs and our members.

Clubs are in the process of organizing more workshops at their general meetings weekly or bi-weekly as they see fit for their respective club; on various topics that appear to interest members. This gives members of their club the opportunity to build upon public speaking skills and leadership skills overall.

Amplify interdivisional bonding through interdivisional socials/ service events / activities and more to give members the opportunity to make new friends, build new connections with those outside of Capital Division and spark interest in growing in leadership towards the district level and beyond. Also, build upon Kiwanis Family Relations between branches of our Kiwanis Family.

Redefine expectations for our tenets of service, leadership, and fellowship.

Through more divisional service events organized by our Capital Division VPS's and Divisional Service Chair, more leadership opportunities through committees and DLT, and more fellowship opportunities coordinated by appointed fellowship chairs and committee to enhance the overall Circle K experience for our members in providing a home and a family for all members of this organization.

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

- a) Capital Division Leadership Team Applications
 - a. Released on Wednesday, April 4th, 2018

- b. Due Date: 11:59pm on Friday, April 13th, 2018 to capital@cnhcirclek.org
- b) Spring Training Conference
 - a. Majority of all executive officers from all Capital schools will be present in addition to members and appointed board members
 - b. April DCM will be held at STC, all clubs will be giving their club updates as well as start with their home club cheer (given there is enough time). Interclub buddies will be assigned at this DCM as well.
- c) May DCM is in the process of being planned. Most likely will be held by Lake Tahoe Community College in Lake Tahoe on either Friday, May 18th or Saturday, May 19th. The date will be finalized before April DCM.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Central Coast Lieutenant Governor Board Report
April 2018 Board Meeting
Respectfully Submitted by **Nicolas Wright**

- I. **Your activities since last Board Report**
a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/23-25/18	District Convention		28
03/25/18	District Board Meeting & Training		3
03/26/18	Peninsula High School Key Club General Meeting		1
03/29/18	Circle K at Cal Poly Board Meeting		1
03/30/18	Central Coast March DCM		1
04/02/18	Circle K at Cal Poly General Meeting		1
04/02/18	Veterans Card Making	1	
04/08/18	Circle K at Cal Poly Board Meeting		1
04/09/18	Speed Dating		1
04/09/18	Circle K at Cal Poly General Meeting		1
04/09/18	Dog Toy Making	0.5	
04/12/18	Campus Preview Night	3.5	
04/13/18	Friday Nite Invite	2	

04/14/18	Poly Royal Parade	1	
04/14/18	Pancake Breakfast	8	
04/15/18	Pismo Beach Cleanup	2	
04/15/18	Central Coast April DCM		1
04/15/18	Circle K at Cal Poly Board Meeting		1
04/16/18	Circle K at Cal Poly General Meeting		1

Total Service Hours since Last Board Report: 18
Total Service Hours since April 1st, 2018: 18

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/27/18	Patrick Ballecer (Regional Advisor)	Introduction	Email
03/28/18	Bill Truong, Steve Click (Kiwanis Division 24 Lieutenant Governor), Hilding Larson (SLO Kiwanis President), Bob Kitamura (Kiwanis Advisor), Dr. Michael Whitt (Faculty Advisor)	Cal Poly San Luis Obispo DCON 2018 Recap	Email
03/28/18	Central Coast Presidents (Melissa Ea, Sopheak Suy, Sophia Uemura, Weston Montgomery, Daniela Alvarez)	Club Officer Contact Sheet	Facebook Messenger
03/31/18	Wayne Cheng	Club Officer Contact Sheet	Email

03/31/18	Armando Velazquez	Introduction	Email
03/31/18	Armando Velazquez, Manuel Santiago	Travel Plans for DOTC	Email
04/02/18	Central Coast Presidents	Turtle Talks #1	Email
04/02/18	Central Coast Secretaries (Diana Cano, Alysha Cabarrubias, Melissa Carpenter, NormaJane Soto, Marianne Baylen)	March DCM CERF + Attendance	Email
04/02/18	Ana Chavez (KFF Chair)	Potential charters at Moorpark College, CSU Bakersfield	Facebook Messenger and Email
04/02/18	Sophia Uemura (UC Santa Barbara)	President One-on-One	Google Hangouts
04/03/18	Diana Meyer (San Luis Obispo Kiwanis)	Speaking at upcoming Kiwanis meeting	Email
04/03/18	Central Coast Presidents	District event attendance expectations	Email
04/03/18	Patrick Ballecer	Preliminary plans, suggestions, resources needed, club updates	Phone
04/03/18	Melissa Carpenter (Cal Poly SLO)	Member update center	Facebook Messenger
04/03/18	Melissa Ea (Cal Lutheran)	Member update center	Facebook Messenger
04/03/18	Sopheak Suy (Ventura College)	Key to College and other questions	Facebook Messenger
04/04/18	Floyd Martin (Simi)	Potentially chartering a	Email

8	Valley Kiwanis), Sam Janssen, Tin Nguyen	Circle K at Moorpark College	
04/04/18	Central Coast Presidents	District event costs	Email
04/04/18	Andrew D'Incognito (Ventura College)	Member update center	Facebook Messenger

04/05/18	Floyd Martin (Simi Valley Kiwanis), Don Erickson (Simi Valley Kiwanis President), Luis Sanchez	Next steps in chartering a Circle K at Moorpark College	Email
04/05/18	Melissa Ea	President One-on-One	Google Hangouts
04/06/18	Daniela Alvarez (UC Merced)	President One-on-One	Google Hangouts
04/06/18	Tate Yeung (Pasadena City College)	Divisional Leadership Team application	Facebook Messenger
04/06/18	Christ Basilan (UC Santa Barbara)	Divisional Leadership Team application	Facebook Messenger
04/07/18	Remelli Huynh (Ventura College)	KIWINS SAA shift	Facebook Messenger
04/07/18	Jason Tsao (UC Santa Barbara)	STC North plans	Facebook Messenger
04/07/18	Sopheak Suy	President One-on-One	Google Hangouts
04/07/18	Bill Truong	March MRF and other questions	Google Hangouts
04/07/18	Lizbet Silva (CSU Fresno)	President One-on-One	Phone

04/07/18	Katrina Delos Reyes (Cal Lutheran University)	Divisional Leadership Team Interview	Google Hangouts
04/07/18	Shaira Ramirez-Santos	Ventura College dues	Email
04/07/18	Manuel Santiago, Wayne Cheng, Patrick Ballecer	Draft April Board Report	Email

04/08/18	Central Coast Treasurers & Fundraising Chairs (Naomi Chia, Aileen Arellano, Heather Vo, Claire Mar, Ilesia Gonzalez)	Treasurer & Fundraising Chair Manual and signing up for one-on-ones	Facebook Messenger
04/08/18	Jay Boydstun (Kern Kiwanis) and Maggie Loera	Potentially chartering a Circle K at CSU Bakersfield	Email
04/08/18	Kaz Fajita (Ventura College)	Potentially chartering a Circle K at CSU Channel Islands	Email
04/08/18	Gabriela Rivas-Moreno	Potentially chartering a Circle K at Columbia College	Email
04/08/18	Richard Hineman (West Visalia Kiwanis)	Potentially chartering a Circle K	Email
04/08/18	Julian Perez (UC Merced)	Divisional Leadership Team Interview	Google Hangouts
04/09/18	Alex Tellez (Santa Barbara City College)	President One-on-One	Phone
04/09/18	Howard Wang (UC	Divisional Leadership	Google

8	Santa Barbara)	Team Interview	Hangouts
04/09/18	Claudia Alegre (UC Santa Barbara)	Divisional Leadership Team Interview	Google Hangouts
04/09/18	Alysha Cabarrubias (UC Santa Barbara)	Divisional Leadership Team Interview	Google Hangouts
04/09/18	Tate Yeung (Pasadena City College)	Divisional Leadership Team Interview	Google Hangouts
04/09/18	Central Coast Presidents and Patrick Ballecer	Deciding on a time for the April DCM	Facebook Messenger and Email

04/09/18	Manuel Santiago, Wayne Cheng, Patrick Ballecer, Armando Velazquez	April Board Report	Email
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released Divisional Leadership Team Applications
2. In the process of chartering Moorpark College
3. Reached out to struggling clubs, will set a plan of action with them
4. Created and released a Key to Presidency manual
5. Looking into chartering at CSU Channel Islands and CSU Bakersfield

b. Top 5 Plans

1. Club stability/revive struggling clubs
2. Promote interclubbing
3. Charter 2 clubs at a minimum
4. Introduce a divisional website, calendar, Instagram
5. Increased divisional unity/spirit

III. Resources Needed

1. Add Cal Lutheran University to CNH website
2. A dedicated Divisional Leadership Team
3. A supportive District Board
4. Food
5. More support

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

<p>Club stability/revive struggling clubs</p> <p>I have begun reaching out to all of the presidents and having one-on-ones with them to see what their club situations are. I will set a plan of action with those clubs that are either below 15 members or are struggling to form a board. I will also be contacting their sponsoring Kiwanis clubs to see what they have been doing to help and inform them of the plan of action I set.</p>
<p>Promote interclubbing</p> <p>I have spoken with all my presidents and suggested who to have regular interclubs with and will continue mentioning it throughout the term. I hope my Service Chair can promote interclubs as well. We will be sharing interclubs through our newsletter as a way to show others in the division how fun they can be!</p>
<p>Charter 2 clubs at a minimum</p> <p>I emailed interested students at Moorpark College, CSU Bakersfield, CSU Channel Islands, and Columbia College. I also reached out to a Kiwanis club that had shown interest in chartering a CKI club in Visalia, CA. So far, Moorpark College has gotten back to me, and they are beginning the process of chartering. I have informed the Cal Lutheran president of this, so that some of their members can potentially help table and recruit members at Moorpark College since they are only 15 minutes from each other.</p>
<p>Introduce a divisional website, calendar, Instagram</p> <p>I have started adding events to a divisional calendar but would need to setup a divisional website before sharing it. I plan on my DLT to take the lead on this goal, as I don't have time to maintain them all.</p>
<p>Increased divisional unity/spirit</p> <p>I have begun planning DCMs and divisional events, but would need the advice and support from my DLT to fully complete these. Also, I plan on having spirit packs at both FTC and DCON, as well as update the divisional cheers to be more memorable and spirited.</p>

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/26/18	Max Rico	Information Transmission, Working on MRF, and One on One	Facebook
03/26/18	Vanessa Kumnoonsate & Jacob Lockhart	Future District Event Dates & Divisional Leadership Team Apps	Slack
03/26/18	Jacob Lockhart	April Weekend of Awesomeness Weekend Approval	Facebook
03/27/18	Max Rico	Transfer of LTG Information	Facebook
03/27/18	Wayne Cheng	District Appointed Board Applications	Slack
03/27/18	Anjo Brian Armendi	Lieutenant Governor Newsletter Blurb	Email
03/28/18	Linda Marx & Ronald Liu	Lieutenant Governor Introduction	Email
03/28/18	Shaira Ramirez Santos	Revision of Divisional Leadership Application	Facebook
03/28/18	Max Rico	Divisional Club Boards Information	Facebook
03/28/18	Max Rico	Past and Current LTG One on One	Google Hangout
03/28/18	Vanessa Kumnoonsate & Jacob Lockhart	Divisional Club Boards Information	Slack

03/28/18	Wayne Cheng	Location of Submission of Divisional Club Officer Information	Slack
03/29/18	Vanessa Kumnoonsate	Interclub Divisional Event Approval	Slack
03/30/18	Jennifer Nguyen	Transfer of LTG Information	Google Hangout
03/31/18	Wayne Cheng	Confirmation of Submission of Division's Club Officers	Slack
04/01/18	Vanessa Kumnoonsate	E Board Officer Information Confirmation	Facebook
04/01/18	Jacob Lockhart	E Board Officer Information Confirmation	
04/01/18	Max Rico	Division Advisor Information	Facebook
04/01/18	Alexander Park	UCR Board Trainer	Facebook
04/01/18	Sabrina Yang	Kiwanis Meeting Visitation	Facebook
04/03/18	Erica Apostolos	April DCM Approval	Facebook
04/03/18	Sabrina Yang	UCR Treasurer email confirmation	Facebook
04/03/18	Jacob Lockhart	Divisional Leadership Team Information	Facebook
04/03/18	Jacob Lockhart	Potential April WAW/DCM	Facebook
04/04/18	Wayne Cheng	MRF Assistance	Facebook
04/04/18	Jerjon Reyes, Jackson Schaub, Isabella Salcedo, Alejandro Colin	Introduction to College of Nevada, Planning of one on one with CSN President	Facebook

04/04/18	Jerjon Reyes and Isabella Salcedo	One on One Call	Google Hangout
04/05/18	Jerjon Reyes and Wayne Cheng	CSN MRF Submission	Facebook
04/05/18	Melissa Ung	One on One Call	Facebook Video Call
04/05/18	Vanessa Kumnoonsate	Collaboration between Norco and Crafton Hills College	Facebook/Phone Call
04/06/18	Gina Aguilar	One on One Call	Facebook Video Call
04/06/18	Gina Aguilar and Wayne Cheng	CKI Membership Center	Facebook
04/06/18	Jacob Lockhart	STC South Registration	Facebook
04/06/18	Jerjon Reyes	Satellite Club Questions	Facebook
04/06/18	Vanessa Meza-Perez	A-Board	Facebook
04/06/18	Daniel Wahyu	Key Club Division Information	Facebook
04/06/18	Charlene Sullivan	DLT Application	Facebook
04/06/18	Jason Terrazas	DLT Application	Email
04/06/18	Vanessa Kumnoonsate	Invitation of Norco College to UCR Welcome Week & UCLA Banquet Information	Facebook
04/07/18	Max Rico	Divisional Leadership Board Application Advice	Facebook
04/08/18	Vanessa Kumnoonsate, Jacob Lockhart, Jerjon Reyes,	Plans for the month of April	Google Hangout
04/09/18	Vanessa Kumnoonsate & Calvin Cheung	WAW Schedule and UCR Banquet	In-Person
04/09/18	Jacob Lockhart	MRP Updates	Facebook

04/09/18	Shawn Holloway	Desert Oasis Academy	Facebook
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Contacted and introduced to Linda Marx and Ronald Liu.
2. Acquired the official Desert Oasis email account.
3. Communicated with past Desert Oasis Lieutenant Governors (Max, Jennifer, etc)
4. Collected board officer information on five clubs in Desert Oasis.
5. Communicated with all clubs within Division.
6. Release Divisional Leadership Team Application for Desert Oasis.
7. Held multiple office hours.
8. Implemented Slack as primary source of official information transmission.
9. Held a workshop for UC Riverside Circle K during their E/A board trainer.

b. Top 5 Plans

1. Become acquainted with all Kiwanis family branches within Desert Oasis jurisdiction.
2. Focus on the development of inactive clubs in the division.
3. Travel and visit clubs within division.
4. Understand the situations of all the clubs within division.
5. Develop and Maintain relationship with Kiwanis branches within jurisdiction.

III. Resources Needed

1. Membership Development & Education.
2. Documents on how to reactivate clubs.
3. Documents on club fees.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

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V. **Announcements**

Please write "N/A" if there are no announcements to be made.

- **Held one on ones with inactive clubs and gave set tasks to the respective officers.**
- **April WAW approved and will host first workshop the weekend of the event. (April 27-29)**
- **Approved WAW schedule with Linda Marx.**

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Foothill Lieutenant Governor Board Report
April 22nd, 2018 Board Meeting
 Respectfully Submitted by **Richard Tzul**

- I. **Your activities since last Board Report**
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/27/18	CPP Picnic Social	0	1
03/29/18	CSULA Hiking Social	0	5
04/03/18	Hollywood-Los Feliz Kiwanis Meeting	0	1
04/03/18	LACC Board Meeting	0	1
04/05/18	CSULA Trainer Meeting	0	1
04/10/18	LACC elections	0	1
04/14/18	April Divisional Council Meeting	0	3

Total Service Hours since Last Board Report: 0
Total Service Hours since April 1st, 2018: 0

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/24/18-4/11/18	Grace Chi (Regional Adviser)	Exchange of contact info, establishment of meeting times, transition matters, DCM, the state of Foothill, fundraiser opportunities, goals, etc.	In-person, email, and text
3/25/18-4/7/18	Diana Mora (Predecessor)	transition matters, DCM, goals, etc.	In-person, Facebook messenger, Zoom, and email
3/29/18-4/5/18	Luis Sastre	DCM: booking rooms at CSULA	In person and Facebook messenger
3/28/18-4/7/18	Foothill Presidents (Valeria Parades, Amanda Wong, Ryan Tan, Claudia Fierros, Riddhima Kumar, Juste Simanauskaite)	DCM, transitional matters, DLT applications, MRF reminders, requesting contact info of them and their officers, PRF, etc.	Facebook messenger, in person, and email
4/4/18-4/5/18	Foothill secretaries	MRF	Facebook messenger, and email
3/25/18-4/7/18	District Board	District Board applications, transitional matters, officers' contact info, DOTC, LTG MRF, MRF, etc.	Facebook messenger, email, zoom, slack, and in person
4/3/18-4/10/18	LACC retiring E-Board and LACC executive nominees	Elections, Foothill, and Kiwanis contact info	Facebook messenger, text, email, and in person

4/2/18	Angel Pereira (CSULA VPS)	District Service Resource Database	Facebook messenger
4/3/18	Hollywood-Los Feliz Kiwanis meeting	Possible Service event	In-person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Booked Rooms for April Divisional Council Meeting
2. Collected Contact Info from Foothill Officers
3. Recruited hosts for 9 different workshops at DCM trainer
4. Answered all questions and concerns from officers in a timely manner
5. Provided a venue for LACC to hold their board meeting

b. Top 5 Plans

1. Attend and aid LACC elections
2. host successful DCM Trainer
3. Attend an event or general meeting from the remaining clubs I have not met in person since the start of my term
4. Establish an intimate network between the new officers
5. Appoint a DLT

III. Resources Needed

1.
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

Have Foothill serve our community in a meaningful and impactful way. We will achieve this by hosting at least six divisional service events this term.
Have Foothill propel its spirit. We achieve this hosting spirit sessions throughout the term where we will practice cheers. We'll also have spirit items at district events that stand out.
Strengthen Foothill bonds and networks. I will do this by promoting interclubs, service events in particular.
-I will have timely, efficient, and frequent communication with Foothill clubs especially their officers so their concerns, and problems may be addressed quickly and effectively. I will do this by designating my time for my division.
Strengthen Foothill unity and intimacy by hosting socials.

V. Announcements

Los Angeles City College has elected their executive board.

Date	Person(s)	What was discussed?	Method
3/25	Ryan Tsao	Contact Info for Advisor	FB Messenger
3/26	Austin Frenes	Golden Gate E-mailing List	FB Messenger
3/26	Ryan Tsao	Post for DCON Club Awards	FB Messenger
3/26	Golden Gate Presidents	Introduction & Officer Contact Information Sheet	FB Messenger
3/26	Manuel Santiago	DLT Applications	FB Messenger
3/26	Bree Roth	Club Update for LTG	FB Messenger
3/27	Ana Chavez, Ryan Tsao, Mark Catalos, David Duy Ngo, Bill Truong, Nicholas Wright, Joshua Ranario, Jennifer Tai	STC North Logistics & LTG Involvement	FB Messenger
3/27	Ryan Tsao	Family Social Question	FB Messenger
3/27	Fatima Aguilar	Introduction & Questions for Sonoma	FB Messenger
3/28	Argentina Davila-Luevano	Re-chartering LMC, Chartering new Circle K	FB Messenger
3/28	William Suy	President's Check Up & Questions	FB Messenger
3/28	Ryan Tsao	EOTY Banquet Questions	FB Messenger
3/28	Joe Lee, Ryan Tsao	Setting up meet-up date for Transition	E-mail
3/28	Jerold Inocencio	Chabot College updates & officer list	FB Messenger
3/28-3/31	Shaira Ramirez-Santos, Wayne Cheng, Joshua Ranario, Jennifer Tai	Traveling to DOTC	FB Messenger
3/28	Mattin Delavar	Graphic Request	FB Messenger

3/28	Manny Illasco	Confirm officer's e-mails, DLT, and interclubbing opportunities	FB Messenger
3/28	Golden Gate Members	Divisional Leadership Team Application Office Hours	Zoom
3/29	Nikhila Udupa	Officer Contact List Info	FB Messenger
3/29	Ryan Tsao	Joint PCM w/ DLT	FB Messenger
3/29	Fatima Aguilar	Officer E-mail Confirmation	FB Messenger
3/29	Bree Roth	Officer Contact List Info	FB Messenger
3/29	Huy Nguyen	Office Contact Info Sheet, Promotion of DLT applications, Club Check-In	FB Messenger
3/29	Kristine Jiao	Office Contact List Info	FB Messenger
3/30	Thanh Thanh Thai & Fionna Le	April DSP: Spring Cazadero	FB Messenger
3/30	Golden Gate Members	Divisional Leadership Team Application Office Hours	Zoom
3/30	Lorenzo Reyes	Questions regarding Chartering at Year Up	E-mail
3/30	Manuel Santiago	Ride to DOTC	FB Messenger
3/30	Andrew Tom	Capital Banquet	FB Messenger
3/30	Stephanie Sentosa	Transition e-mails to new board	FB Messenger
3/30	Thanh Thanh Thai	Spring Cazadero Graphic	E-mail
3/31	Jesus Aguiniga	Key Club DCON Kiwanis Family Expo	FB Messenger
3/31	Armondo Velazquez & Manuel Santiago	Flight Confirmation & Information	E-mail

3/31	Wayne Cheng	Officer Contact Info Sheet	E-mail
3/31	Jennifer Tai	DOTC Traveling Spreadsheet	FB Messenger
3/31	Lorenzo Reyes	Chartering Year Up Circle K	FB Messenger
3/31-4/2	Camille Goulet, Armando Velazquez, Joe Lee	Chartering Quesitons	E-mail
4/1	Golden Gate Presidents	LTG Intro, Divisional & District Events, PCM	E-mail
4/2	Golden Gate Members	Divisional Leadership Team Application Office Hours	Zoom
4/2	Lorenzo Reyes	Update of Questions from the District and steps to take to charter	E-mail
4/2	Ryan Tsao	Update & Agenda for PCM, Questions regarding clubs in the division	FB Messenger
4/2	Joe Lee, Ryan Tsao	Transition Meeting & Dinner	In-Person
4/2	Calvin Tang	Golden Gate at Key Club DCON	FB Messenger
4/2	Manuel Santiago	Advice on club-rebuilding	FB Messenger
4/2	Golden Gate Presidents	President Council Meeting	Google Meet
4/3	Emma Quo	Questions on University of San Francisco	FB Messenger
4/3	Christina Ang	Getting Napa Valley College out of being inactive	FB Messenger
4/3	University of San Francisco's Student Life Office	Policies on re-chartering clubs & involvement of non-students on campus	E-mail

4/3	Golden Gate Members	Divisional Leadership Team Application Office Hours	Zoom
4/3	Shaira Ramirez-Santos	Re-activating Club Fees Questions	FB Messenger
4/3	Golden Gate Presidents	President's Council Meeting Reminder	E-mail & FB Messenger
4/3	Golden Gate Officer	Golden Gate Officer Reflectors	G-Mail
4/3-4/4	Christina Ang	Introduction of LTG, Napa Valley College Questions, One-on-One Set Up	E-mail
4/4	Wayne Cheng	Correction for Officer Contact Info Sheet	FB Messenger
4/4	Bree Roth	Check-In	FB Messenger
4/4	Fatima Aguilar	SSU @ Spring Cazadero invitation	FB Messenger
4/4	Lorenzo Reyes	Check in after e-mail, questions regarding the school	FB Messenger
4/4	Golden Gate Secretaries	MRF Submission Reminder	E-mail
4/4	Marilyn Nguyen	Helping Christina re-activate NVC and her meeting with her	FB Messenger
4/4	Denise Haugin	Speaking at Berkeley Kiwanis Scholarship Lucheon	FB & E-mail
4/4	Austin Lim	LTG paragraph for Newsletter	FB Messenger
4/6	Joshua Ranario	Board Report Question	FB Messenger
4/6	Ryan Tsao	LTG Paragraph for Divisional Newsletter	FB Messenger

4/6	Nathan Robinson	Service Project Opportunity for division	E-mail
4/7	Christina Chu	Key Club DCON's Kiwanis Family Expo	FB Messenger
4/7	Ana Chavez	Kiwanis Special Games	FB Messenger
4/7	Joe Lee	UC Davis EOTY Banquet	E-mail
4/7	Joe Lee	Kiwanis Special Games	E-mail
4/6-4/7	Golden Gate Members	DLT Interviews	Phone
4/7	Golden Gate Members	Interview Results	E-mail
4/7	Lorenzo Reyes	Chartering Q&A meeting	Facetime

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Met with Regional Advisor & predecessor for a meeting regarding transition, communication, and interactions between LTG & RA.
2. Appointed a full Divisional Leadership Team to assist me with the division and our clubs after applications, office hours, and interviews processes.
3. Found someone to re-activate Napa Valley College, was connected with a potential new charter in-progress at a trade school, called Year Up, in San Francisco, and have been in contact with sponsoring Kiwanis and previous officers of the inactive clubs in the division.
4. Co-hosted my first President's Council Meeting with all Presidents and Past-Presidents with Predecessor.
5. Created an officer manual for all officers (A-Board & E-Board) to utilize regarding tasks for each position, fundraising, membership recruitment, Kiwanis Family involvement, club building, training, etc.

b. Top 5 Plans

1. Host a Divisional Trainer soon for all clubs to create goals individually, receive officer training, share ideas/advice for all clubs to use, and get all Golden Gate officers the opportunity to get to know each other.
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| 2. Host One-on-Ones with Presidents soon to make sure that I serve them to the best of my ability as LTG. |
| 3. Getting DLT adjusted to new roles, and get them involved with planning May DCM & the summer months of the term. |
| 4. Help our clubs in the division that are struggling with membership or are going through rebuilding phases. In addition, help our established clubs in the division create qualitative goals by finding improvement areas within the club. |
| 5. Help strengthen our divisional unity through opportunities of member involvement in divisional event planning/committees, interclub opportunities amongst different clubs, and better planning and promotion of divisional events. |

III. Resources Needed

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| 1. More information about club dues for inactive clubs that would like to be reactivated or clubs that could be re-chartered. |
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IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

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| <p>- Training & Support:</p> <ul style="list-style-type: none"> ● Provide training opportunities for club officers to familiarize individual officer's duties and help develop club goals <ul style="list-style-type: none"> ○ Divisional Trainer event in May to help officers get familiarized with their roles and duties, leadership development, board communication, help clubs brainstorm membership recruitment & retention strategies and improvement areas, and help develop club goals that are quantitative and qualitative. ● Make the Divisional Leadership team more impactful <ul style="list-style-type: none"> ○ Allow opportunities where DLT Members and club officers get to work together or where DLT members are helping clubs at their request and consent where it truly bridges the gap between club and divisional officers. ● Focus on membership growth & retention, development of events that are created for members, and helping clubs with Fall planning during summer. <ul style="list-style-type: none"> ○ Train officers about their duties, encourage them to take initiative of hosting club planning days/retreat during the summer to plan for the Fall in advance. |
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<ul style="list-style-type: none"> • Help clubs critically assess problem areas/improvement areas in addition to creating qualitative goals beyond statistics. <ul style="list-style-type: none"> ○ Meet up with officers from each club individually to talk about what problems is the club facing and create action plans/strategies to address and attempt to fix these issues. In addition, especially for our established clubs in the division, I would like to help them assess improvement areas or qualitative goals that can't be measured by statistics to further create outstanding clubs.
<p>- Divisional Unity</p> <ul style="list-style-type: none"> • Implementation of sister-club system between clubs in the division that have rotations to encourage clubs to have more inter-clubs. <ul style="list-style-type: none"> ○ Utilize DLT to implement this and have clubs be in charge of initiation. • Help clubs create quantitative goals (membership, fundraising, service, etc.) that can be translated into development of goals for the division. <ul style="list-style-type: none"> ○ May Trainer to allow clubs to do so in addition to encouraging a board meeting at another time to be dedicated to this if more time is needed. • Continuation and improvement of the divisional pen-pal system. <ul style="list-style-type: none"> ○ Bring it back to life and make it a year-long program. • Better Planning and Communication of Divisional Events <ul style="list-style-type: none"> ○ Plan w/ the DLT at least one month ahead, early promotion to all clubs to prevent overlapping dates and events, working with club officers on promotion of the event, and finding/creating events based on member's interest.
<p>- Club Building & Expansion</p> <ul style="list-style-type: none"> • I hope to help guide clubs to become outstanding clubs in all aspects by assessing problem areas. <ul style="list-style-type: none"> ○ Often times, I feel like assessing problem areas or improvement areas in the club can sensitive topic for many people, but it doesn't have to be, as it helps officers and clubs assess areas where the clubs need more focus on in order to be stronger. This encourages clubs and officers to utilize critical thinking skills, reasoning, development of strategies and game plans, assessment of progress, and many other skills that can be very beneficial to the club's well-being and personal growth. In addition, I believe the delivery of this topic is so crucial, where it is healthy to allow clubs to encounter constructive criticism and utilize member input to cater to needs from various perspective. • Encouragement of strong and open communication skills

<ul style="list-style-type: none"> ○ Encouragement of team-bonding/team-building opportunities between club officers: club officers retreat, day of hanging out together without Circle K work, and offer more training on how to deal with board communication ● Revive clubs in the division that are currently inactive <ul style="list-style-type: none"> ○ Los Medanos College, Napa Valley College, and University of San Francisco are clubs that are currently inactive/unchartered. I was able to find someone to re-activate Napa and will be providing them with the training and support in order to attempt to rebuild the club from scratch. I have been in contact with Student Life Department at USF to learn about non-student involvement in campus, as we are interested in tabling on USF's campus and through media promotion of Circle K through school's social media formats. In addition, I have been in contact with LMC's sponsoring Kiwanis about utilizing Diablo Valley College on tabling efforts at LMC's campus and encouraging Key Club alumni to assume this effort. ● Assist with chartering when the opportunity arises. <ul style="list-style-type: none"> ○ Recently, I was in contact with a potential club chartering in San Francisco at a trade-school at Year Up. As this will be a learning experience for both the club and I, I hope to provide them with all that I have to offer in order in order to create a strong club, help officers be aware of their positions & what they need to do in order to charter, and to have a successful presence on the school's campus. In addition, I hope to focus on sustainability after chartering.
<p>- Membership Experience on the Divisional Level</p> <ul style="list-style-type: none"> ● Reintroduce the divisional level to all the clubs to reincorporate active involvement <ul style="list-style-type: none"> ○ I hope to reintroduce to the division to all the clubs and its member. When I was first year in Circle K, the division was one of the first component that I fell in love in this organization. Many members, even I, have felt that our divisional cohesion has been weaker over the years, and I really hope to improve our communication of events, utilizing member's interests and input to find our events, and hope that things will naturally work out if we put in our best efforts towards planning and execution. ● More opportunities for members to be involved with division <ul style="list-style-type: none"> ○ Divisional Committees, Members leading icebreakers/workshops, surveying members into how develop our unified vision and expectations of the division, etc. ● Recover Golden Gate Traditions

- Member's Retreat, Christmas DCM, Rollerskating Social, Golden Gate Stomp Cheer, etc.
- **Catering to our Older Members/New Roles they have in our organization**
 - Professional Development Opportunities
 - Professional Development Work-Day, Guest Speakers, Bay Area Circle K Alumni Connection events, etc.
 - Allow opportunities for our old members to offer their knowledge, experiences, and wisdom to our younger members. These personal interactions can be very instrumental to a younger's member experiences and give older members a new role in our organization.

V. **Announcements**

Looking forward to a spectacular term with everyone! 😊

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

MAGIC KINGDOM LIEUTENANT GOVERNOR Board Report
APRIL 2018 Board Meeting
Respectfully Submitted by **ANGELA LAGRADA**

- I. **Your activities since last Board Report**
a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/30/18	Cypress College CKI x Chapman University CKI Volleyball Fundraiser Tournament		3
3/31/18	Brea Kiwanis Easter Egg Hunt	2	
3/31/18	La Mirada Kiwanis Pancake Breakfast + Duck Race	3	
4/3/18	Cypress College CKI General Meeting		1
4/3/18	Golden West College CKI General Meeting		1
4/5/18	Irvine Valley College CKI General Meeting		1
4/5/18	CSU Fullerton CKI General Meeting		1
4/5/18	CSU Fullerton CKI Chick-fil-A Social		1
4/6/18	CNH KIWIN's DCON SAA	6	
4/8/18	CSU Fullerton CKI Kiwanis & Alumni Appreciation Dinner		4
4/9/18	Biola University CKI General Meeting		1

Total Service Hours since Last Board Report: 11
Total Service Hours since April 1st, 2018: 6

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method
3/26/18	Amy Cao	OC Night Market	Message
3/27/18	Ami Patel	Updated club meeting time	Message
3/27/18	Katelyn Duch	CNH KIWIN's SAA	Message
3/27/18	Magic Kingdom Presidents	April Presidential Council Meeting availability	Message
3/27/18	Magic Kingdom Presidents	Upcoming events and divisional updates	Email
3/27/18	Renz Lane	Term transitioning	Message
3/28/18	Armando Velazquez	Availability	Email
3/28/18	Armando Velazquez	Lieutenant Governor Forms	Email
3/28/18	Wayne Cheng and Manuel Santiago	Magic Kingdom Board Officers Contact Information	Email
3/28/18	Manuel Santiago	Divisional Leadership Team Applications	Phone Call
3/28/18	Melody Tran	April Divisional Service Project	Message
3/28/18	Amanda Lane	Club status and club elections	Message
3/28/18	Scott Smith and Yaret Smith	Divisional Leadership Team Applications	Email
3/29/18	David Su	Term transitioning and training	Message
3/29/18	Brock Knott	Term transitioning and club status	Message
3/29/18	Jesus Pelayo	Divisional Leadership Team Applications	Message
3/29/18	Magic Kingdom VPAs	Divisional networking	Message
4/2/18	Kristin Kim Nguyen	Divisional Leadership Team Applications	Phone Call
4/3/18	Karl Dash	LTG Introductions	Email
4/3/18	Key Club D30 North	LTG Introductions	Email
4/3/18	Key Club D30 South	LTG Introductions	Email

4/5/18	Magic Kingdom Secretaries	Monthly Report Forms	Message
4/5/18	Scott Smith	Monthly Report Forms	Email
4/6/18	Rafa Alam	July Divisional Service Project	Message
4/8/18	Scott Smith and Yaret Smith	Updates	In person
4/9/18	Scott Smith	Magic Kingdom Email Subscription Approval	Email
4/9/18	Scott Smith	Weekly updates and advising	Phone call

II. **Work Progress (Achievement & Plans)**

a. Total Achievements

1. Released Divisional Leadership Team Applications
2. Released Divisional Club Meeting Times & Parking Information
3. Sent first bi-weekly emails to Magic Kingdom Presidents
4. Created a weekly Magic Kingdom email subscription
5. Connected each executive board officer in Magic Kingdom with their counterparts

b. Top 5 Plans

1. Appoint a Divisional Leadership Team
2. Plan and implement a successful April DSP and DCM
3. Plan and implement a successful Magic Kingdom Trainer
4. Hold an April Presidents' Council Meeting
5. Help Whittier College CKI and Golden West College CKI elect a new board

III. **Resources Needed**

1. KIWIN's LTG counterpart contact information
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IV. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Consistent club support - attend variety of club-hosted and interclub events during the term including, but not limited to,
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<p>general meetings, service projects, fundraisers and board meetings. Ensure that clubs and board members know that they are supported.</p> <p><i>Progress:</i> attended several general meetings thus far, created a spreadsheet to organize visitation information.</p> <p><i>Steps to take:</i> get information on club board meeting times and locations, create a personal calendar for all MK club events and plan frequent visitations.</p>
<p>- Reinstate Magic Kingdom programs – get the members of MK involved and excited about divisional service projects, MK pen-pal system, divisional buddy system, divisional recognition program and divisional committees.</p> <p><i>Progress:</i> released applications for a divisional leadership team to assist in implementing these programs.</p> <p><i>Steps to take:</i> appoint a divisional leadership team and set expectations for the term, consistently check and assist them with MK programs and projects.</p>
<p>- Divisional education and training – ensure that the board members of MK are trained in subjects such as event planning, effective planning, finding service projects, working as a board while educating them about important aspects of Circle K (i.e. DFIs, DSI, district resources, etc).</p> <p><i>Progress:</i> finalizing Magic Kingdom Trainer, MK’s annual one day training conference.</p> <p><i>Steps to take:</i> book rooms, find workshop hosts, finalize divisional theme and decorations.</p>
<p>- Club recruitment and retention – help each club with recruitment and retention of members throughout the term to increase club membership sizes overall.</p> <p><i>Progress:</i> met and introduced myself to members from each club at Circle K events.</p> <p><i>Steps to take:</i> train members in recruitment strategies through workshops, trainers and one-on-one sessions, attend club tabling events, share tabling event details with other clubs to support and educate new members on Circle K.</p>

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Metro Lieutenant Governor Board Report
April 2018 Board Meeting
Respectfully Submitted by **Joshua Nepomuceno**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/23/18	March District Board Meeting		1
03/23/18	District Convention 2018: En Route to Service		28
04/04/18	CSUN General Meeting		1
04/04/18	CSUN Tea N Tea Fundraiser/Social		2
04/07/18	Metro Trainer 2018		7
04/07/18	KIWINS DCON SAA	6	

Total Service Hours since Last Board Report: 6

Total Service Hours since April 1st, 2018: 6

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/27/18	Metro Presidents	Metro Trainer 2018 Date	Email
04/02/18	Manuel Santiago, Wayne Cheng	Metro Club Directory	Email
04/03/18	Metro Presidents	Club Board Info & March MRF	Email
04/04/18	Robert Copado & James Cortes	KIWINS DCON SAA Housing	Email

04/04/18	Metro Presidents	Metro Trainer Info & Sign-up Sheet	Email
04/05/18	Maria Garcia-Barajas	Metro Trainer Fundraising Workshop	Email
04/06/18	Garvey Su, Armando Velazquez, Maria Garcia-Barajas	Metro Trainer Funds	Email
04/06/18	Erick Reyno	Metro Trainer Goal Setting Workshop	Email
04/06/18	Metro Trainer Attendees	Metro Trainer Information	Email
04/06/18	Belen Bravo	KIWINS DCON SAA Ride	Messenger
04/06/18	Armando Velazquez	Funds	Text
04/06/18	Maria Garcia-Barajas	Metro Trainer Briefing	Phone
04/06/18	Samantha Ruiz	Metro Trainer Pizza/Advice HELP	Messenger
04/07/18	Katelyn Duch	KIWINS DCON SAA	Email
04/08/18	Metro Presidents, Regional Advisors, and Secretaries	Metro Trainer MERF	Email
04/09/18	Metro Presidents	April PCM Scheduling & Divisional Theme	Email
04/10/18	Eden Santos	Membership Update Center	Messenger
04/11/18	Maria Garcia-Barajas	March LTG MRF	Email
04/11/18	Metro Presidents	Introduction & Goals	Email
04/11/18	Kim Vo	Metro DLT	Email
04/11/18	Jonathan Chu	DOTC Ride	Email
04/11/18	Janzen Marantan	Introduction	Messenger
04/11/18	Shaira Ramirez-Santos	DCON DERF	Messenger

II. Work Progress (Achievement & Plans)

a. Total Achievements

i.	Plan and execute Metro Trainer 2018
i.	Get Appointed
i.	Release Division Leadership Team Applications

7. Schedule April Presidents' Council Meeting

b. Top 5 Plans

- | |
|---|
| i. Plan Metro Banquet |
| i. Appoint Division Leadership Team |
| i. Metro Division Goal Planning with Presidents & DLT |
| 7. Choose a Divisional Theme |
| 7. Plan Term |

III. **Resources Needed**

- | |
|--------------------------|
| i. Effective Fundraising |
|--------------------------|

IV. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

Maintain active communication with Presidents, Division Leadership, Regional Advisors, and Club members to promote transparency on the divisional level.

Progress: None.

Resolutions: Within the next couple of weeks, I will be sending out Bi-weekly emails to executive club officers to keep everyone informed and on track for their goals.

Establish a Large-Scale Signature Event for the Metro Division that promotes Leadership and Fellowship as well as resources and educational value to attendees.

Progress: Division Leadership Team applications have just been released which include a Special Events Coordinator, who will aid in the planning of this event.

Resolutions: Once the Special Events Coordinator is appointed we will thoroughly collaborate with Presidents & DLT to plan an event we all will partake in.

Charter, (re)charter, or reactivate inactive clubs within Metro and successful charter two additional clubs while providing any necessary resources and time in order to aid in the creation of a strong club foundation.

Progress: Currently I am reaching out to incoming students of Cal State Dominguez Hills to reactivate the club.

Resolutions: I will be continually looking for students at Long Beach City College, Santa Monica College, as well as revisit the Kiwanis Club of San Fernando to see if they have found a student who is interested in chartering a club at LA Mission College. Furthermore,

Provide clubs resources for external visibility in order to aid in membership recruitment beyond than tabling.

Progress: none

Resolutions: In the future I plan on working with the DLT and respective club officers who are involved in the visibility of the club in creating these resources and how to successfully execute these resources.

Create more effective and engaging social media outlets to educate members on District Events, Fundraising Initiatives, Service Initiatives, and other district functions.

Progress: None

Resolutions: Currently I am awaiting my for my Marketing & Communications Coordinator to be appointed in order to start this.

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

n/a

3. May divisional event in conjunction with DCM
4. Paradise Instagram and snapchat
5. 1 on 1's with various presidents

III. Resources Needed

1. Hawaii visitation budget
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

- Sponsor Hawaii members to attend FTC and DCON. Ideally 1-3 for FTC and 8+ for DCON
- Increase membership attendance of DCMs and Divisional events by 40%
-Establish a college connections program for graduating Key Clubbers in the local area
- 2 Hawaii visitations if possible
-Increased Newsletter output

V. Announcements

To whom it may concern,

The Paradise LTG would like to begin planning for Hawaii visitation. Ideally it would be in either the first or second week of August so the Paradise LTG and his respective correspondent can attend the Kiwanis District Convention. The LTG presents the following plan to only bring one other constituent rather than the traditional three or four. The accompanying member will be decided between the Hawaii schools and the Paradise Lieutenant governor. Accompanying constituents include all District officers; criteria will be based on an evaluation of each District officer measuring strengths and weaknesses and will be based on what the Hawaii schools feel is best suited for them. For example if Hawaii schools would like to have stronger Kiwanis family relations then the District Kiwanis family chair will accompany. Discussion with Hawaii will begin April 12, 2018, the evaluation form for District officers will be released sometime later in April (date TBD).

Visitation will include club visitations, sponsoring Kiwanis visitations, local Key Club visitations. The paradise LTG and accompanied District officer will provide various workshops depending on individual officer and club needs as well as any other resources requested.

The reason for reducing the number of accompanying parties is so that money saved in the budget can be given to a follow-up winter visitation, or sponsoring Hawaii members to attend FTC and DCON. The Paradise LTG would prefer to have saved money dedicated to sponsor Hawaii members rather than a second visitation; Paradise has already begun fundraising efforts to accomplish this task. Discussion and feedback would be greatly appreciated.

Sincerely,
Jack Miao
Email: Paradise.cnhcki.ltg@gmail.com
Phone: 858 649-9721

San Diego State University

Circle K International – Paradise Division
2017-2018 Distinguished Secretary
2018-2019 Lieutenant Governor

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Sunset Division Lieutenant Governor Board Report
April 2018 Board Meeting
 Respectfully Submitted by **Jennifer Tai**

- I. **Your activities since last Board Report**
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/30/2018	Sunset Division: Divisional Council Meeting		2
3/30/2018	Piedmont Hills High School:Key to Success-Hosted a mini Key to College workshop		2
3/31/2018	Capital Division Banquet		6
4/2/2018	Kiwanis Meeting and Open House		2
4/3/2018	San Jose State University CKI General Meeting		1.5
4/10/2018	San Jose State University CKI General Meeting		1.5
4/14/2018	Trinity Cathedral Cooking	3.5	

b.

Total Service Hours since Last Board Report: 3.5

Total Service Hours since April 1st, 2018: 3.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
3/26/18	Erin Liao (Foothill College)	2018-2019 term's executive board results	Facebook Messenger
3/27/18	Vicky Duong	2018-2019 board officers and vacancies	Message
3/27/18	UCSC E-board	Information for upcoming term	Messenger
3/30/18	Sabrina Nguyen (D12E Key Club LTG)	Collaboration with Circle K for the future	In-person
3/30/18	Anthony Ng	Incoming term's information	Facebook messenger
3/30/18	Joceline Yu (Former D12E Key Club LTG)	Reaching out to potential members to help Stanford's CKI	Messenger

3/31/18	Judy Ng (Piedmont Hills High School Key Club)	PHHS Key Club + Circle K Interclub	Facebook Messenger
3/31/18	Darrion Nguyen	Incoming Board's information and resources	Messenger
3/31/18	Rajvir Sangha	Collaboration with other organizations on campus to do inter club events	Messenger
4/1/2018	Monica Willesmz	Resources and support	In-person
4/1/18	Edellene Ignacio	Collaboration with other organizations on campus to do inter club events	Text
4/2/18	Sunset Division All of the Presidents	Resources, introductions, and Scheduling one-on-ones since everyone is back from Spring Break	Messenger
4/2/18	Jonash Poyaoan (UCSC)	Key Club DCON SAA questions	Messenger
4/2/18	Calvin Lee	Key Club DCON SAA information	messenger
4/3/18	Brian Ng (West Valley)	Chartering West Valley	Facebook Messenger
4/3/18	Lizzy Rodriguez	Chartering CSU Monterey progress	Messenger
4/3/18	Alexander Moran (SCU)	Chartering Santa Clara University	Messenger
4/4/18	Lawrence Miraflores (Golden Gate DVC)	Service Vice Presidents information	Messenger

4/4/18	Derek Lubich	Support, resources, and scheduling appointment	Email
4/5/18	Monica Willesmz	Improvements to help the division and new executive boards	In-person
4/6/18	SJSU E-board Transitional Meeting Check in	Transitioning process, goals, resources needed, future for SJSU CKI	In-person
4/6/18	Andy Kwong (SJSU)	Improvements, resources, and support for new upcoming e-board	In-person
4/7/18	Kaitlynn Lee (D12W LTG)	Possible collaboration with Key Clubs and Circle K	Email
4/7/18	Rex Upp	Kiwanis One Day and information about sponsoring Kiwanis club for possible chartering Circle K club at Santa Clara University	Email
4/7/18	Mike Benesch (Past President for UCSC)	Improvements and ideas he has for the new term and officers)	Messenger
4/7/18	Darrion Nguyen	President and one-on-one scheduling	Messenger
4/7/18	Vicky Duong	President, follow up on one-on-one meeting	Messenger
4/8/18	Randy Pham	Key Club, College, Circle K transition	Messenger
4/8/18	Anthony Ngo	President and one-on-one scheduling	Messenger

4/8/18	Alan Baez	Assisting with President transition and information about google drive	Messenger
4/8/18	SJSU E-board EOTY Banquet	Following up on banquet progress	Messenger
4/9/18	Junior Musigdilok	Assisting with advices for Presidency	Messenger
4/9/18	Jonash Poyaoan (UCSC)	DLT app questions	Messenger
4/9/18	Alexander Moran (SCU)	Chartering Santa Clara University Circle K	Messenger
4/9/18	Rex Upp	Second steps for chartering Santa Clara University Circle K	Email
4/9/18	Jastin Sandhu	DLT app questions	Messenger
4/9/18	Albert Chang	DLT app	Messenger
4/9/18	Nicolette Cruz	DLT app questions	Messenger
4/9/18	Justin Magadia	Banquet Questions	Messenger

c.

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Officially opened up and released Divisional Board Applications
2. Planning April DCM
3. Reaching out to Kiwanis Clubs about the possible chartering Circle K clubs

4. Working with potential individuals to assume presidency and fill in officer positions that are currently vacant
5. Updated club information for our divisions and is in the process of a divisional google drive

b.

b. Top 5 Plans

1. One-on-ones with Sunset Presidents scheduled. They will begin starting Sunday 4/8/18.
2. Work on Divisional Board Interviews once applications are in
3. Continue getting in further in contact with Stanford Circle K as there is still vacancies
4. LTG visits for all clubs
5. Get in further contact with our Regional Advisor

c.

III. Resources Needed

1. I would like resources in how to assist other colleges in chartering a new club.
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

-Build a connected and inter-club support system for club officers both within the club level and division. I had reached out to past officers and immediate past presidents to see what they feel are issues within the clubs and what can be improve for their own respective club and what can be improve to help increase the support system for their respective club officers. I had also planned presidents one-on-ones and had some club-eboard meetings and am currently working on future e-board training meetings as well. Through these meetings, I checked in with each of the officers in how they are doing personally, Circle K wise, goals they have, and specific support they need. In addition, I also open a space where they can share what there needs to be improvements on within the clubs and divisional level. I want to create more support system for the officers and members within the club and divisional level because in the past there was a lack of them. Between now and the end of my term, I will host regular check-ins with the club Presidents and bonding among them.

-Increase the education of Circle K and the different aspects of it. I want to create more opportunities to educate members about various topics of Circle K, such as the different programs we have and the district level as well. Between now and the end of my term, I would like to help my MD&E chair with assisting with member recruitment, retention opportunities, and further deepen the bonds between members from different schools in our division.

-Increase the bonds between different parts of the Kiwanis Family and our division. I had been contacting Key Clubs around our areas for interclub opportunities and had been working on bridging the gaps between our Circle K clubs in the division with the Key Clubs. From now to the end of my term, I will continue to closely with the fellow Key Clubs in our areas, creating more opportunities to bridge the gap.

-Renovating the culture of our division by creating a more companionable, empathetic, and supportive system. I had been working on creating a support system for each of the club and within the division. The relationships among the clubs are starting to grow. I plan to increase more inter-clubbing relations and connections/bonds between Presidents, officers, clubs, and general members. In addition, I would like to help build authentic leaders, allowing them to become better version of themselves and create opportunities for members to grow and take initiatives.

-Create a divisional google drive to increase organization and help with resources. From now till the end of my term, I plan to increase the organization within the divisional level. I am working on a divisional google drive along with a google calendar.

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Treasurer Board Report
April 2018 Board Meeting
 Respectfully Submitted By **Shaira Ramirez-Santos**

I. Your activities since last Board Report

a. Events you participated in:

Date	Event Attended	Service Hours	Other Hours
04/03/18	UC Berkeley General Meeting		1
04/06/18	Golden Gate Banquet Workday		1
04/08/18	Golden Gate End of the Year Banquet		4
04/13/18- 04/15/18	Spring Cazadero	12	16
04/17/18	Fundraising Committee Meeting		1
04/17/18	UC Berkeley General Meeting		1

Total Service Hours since Last Board Report: 12

Total Service Hours since April 1st, 2018: 12

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/26/18	Ivan Hoz	District Treasurer files	Facebook Messenger
03/26/18	Manuel Santiago, Wayne Cheng	District chair applications	Facebook Messenger
03/28/18	Manuel Santiago, Wayne Cheng	MRFs, 2018-19 budget, STC workshops	Phone call
03/28/18	Armando Velazquez	On-site fundraisers, 2018-19 budget, vouchers, DOTC	Phone call
04/01/18	Ivan Hoz	On-site fundraisers	Facebook Messenger
04/01/18	2017-18 FiFun Committee	STC workshops and panels	Facebook Messenger

04/02/18	Amanda Wong	STC club sales	Facebook Messenger
04/03/18	Christopher Tung	On-site fundraisers	In person
04/04/18	2018-19 District Board	Treasurer and Fundraising Chairs list and contact info	Slack
04/04/18	Armando Velazquez	STC club sales	Email
04/05/18	Claudia Bobadilla	MUC	Facebook Messenger
04/05/18	Manuel Santiago	District chair applications	Facebook Messenger
04/06/18	Ivan Hoz, G-Bus Aguilar, Jack Miao	Vouchers	Facebook Messenger
04/07/18	Nicolas Wright	International club fees	Email
04/09/18	Dagoberto Bobadilla, Jr.	Club bank accounts and payment of fees	Facebook Messenger

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Created Treasurer and Fundraising Chair Facebook group
2. Updated and released Treasurer and Fundraising Chair Manual
3. Released sign-ups for TFC one-on-ones
4. Prepared for 2018-19 General Budget creation
5. Familiarized myself with reimbursement vouchers and purchase order process

b. Top 5 Plans

1. Finalize and approve General Budget by DOTC
2. Create committee application and appoint a strong team
3. Prepare Crazy Kompetition proposal with dates and locations for July DBM
4. Develop new resources to assist TFCs
5. Hold spring one-on-ones

III. Resources Needed

1. TFC emails

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do

between now and the end of your term in support of these goals.

<p>1. Develop and promote resources to assist TFCs with their term. I have updated and published the TFC Manual, which details information for transitioning into the new term. I hope to work on creating more resources, such as Reimbursement Templates and Sample Budget Master Sheets, as well as work on expanding on the current ones, such as the Fundraising Database.</p>
<p>2. Collaborate with Member Recognition to develop more fundraising recognition. Once the MR Chair and the FiFun committee are appointed, I would like to work with them to create a new award for Outstanding Fundraisers at DCON 2019.</p>
<p>3. Offer seasonal 1-on-1s to assist TFCs. The first round of one-on-ones has been made available and published. I hope to encourage TFCs to sign up so that I can meet them and help them assess their goals for the coming term, as well as discuss how I can best assist them.</p>
<p>4. Create DFI Resources to promote education. I hope to work with the FiFun committee in order to offer graphics, workshop/webinar presentations, flyers, and other such resources for clubs to use in educating and promoting the DFIs to members.</p>
<p>5. Continue on-site fundraisers at all district events. I have reached out to the STC North and South Chairs in regards to having an on-site fundraiser at STC, and will be promoting it on their event pages once all details are finalized.</p>

V. **Announcements**

1. Please promote the TFC Manual and future resources to your TFCs!
2. Let me know if you need assistance with club chartering and/or reactivations.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Secretary Board Report
April 2018 Board Meeting
 Respectfully Submitted by **Wayne Cheng**

- I. **Your activities since last Board Report**
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/29/18	SFSU Circle K 6th General Meeting		1
4/2/18	Secretary Office Hours		2
4/3/18	Secretary Office Hours		2
4/4/18	Secretary Office Hours		2
4/5/18	Secretary Office Hours		2
4/5/18	SFSU Circle K 7th General Meeting		1
4/6/18	SFSU EoTY Banquet Planning Meeting		3
4/8/18	Golden Gate Divisional EoTY Banquet		4
4/12/18	SFSU Circle K 8th General Meeting		1
4/13/18	Spring Cazadero	12	16
- 4/15/18			
4/19/18	SFSU Circle K 9th General Meeting		1

Total Service Hours since Last Board Report: 12
Total Service Hours since April 1st, 2018: 12

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
3/26/18	Katelyn Duch	Secretary Transitional Files	Messenger
3/26/18	Manuel Santiago, Armando Velazquez	2018-2019 District Board Contact Information	Email
3/28/18	Charlene Sullivan	MRF Question	Messenger
3/28/18	Manuel Santiago, Shaira Ramirez-Santos	2018-2019 Budget, MRF's, STC Workshops	Phone Call
3/28/18	CNH Circle K General Membership	Call to April District Board Meeting	Email
3/29/18	2018-2019 District Board	Blank Board Report Form & Proposal Form	Email
4/1/18	Manuel Santiago, Armando Velazquez	MRF Approval	Email
4/2/18	Jackquelyne Orozco	MRF Question	Email
4/2/18	Armando Velazquez	Laws & Regulations Advisor, One on one setup	Email
4/2/18	CNH Secretaries	2018-2019 MRF & CERF Release	Email
4/2/18	Kim-Mai Hoang	District Convention 2018 Hours Distribution	Messenger
4/2/18	Mike Hayes	MRF Question	Messenger
4/3/18	Braden Lem	MRF Question	Messenger
4/3/18	Kari Cao	MRF Question	Messenger
4/3/18	CNH Secretaries	DCON 2018 DERF & Kiwanis Family Report Form	Email
4/4/18	2018-2019 District Board	LTG MRF Release	Email
4/5/18	Soren Kim	MRF Technical Difficulties	Email

4/5/18	Jennifer Le	Membership Update Center questions	Email
4/9/18	Armando Velazquez	One on one, Upcoming D-Board Meeting, L&R Ideas	Phone

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Updated Club Event Report Form and Monthly Report Form for the 2018-2019 term
2. Created master contact spreadsheet/directory
3. Held office hours for Secretaries to ask questions for their first MRF submission
4. Released signups for Secretary Spring one on ones
5. Began Bi-Weekly Secretary Sundays motivational/update emails for CNH Secretaries

b. Top 5 Plans

1. Implement the Secretary Divisional Buddy System
2. Hash out the details for the 2018-2019 Laws & Regulations Committee
3. Refine MRF + CERF forms
4. Contact International to get more information on the Membership Update Center/International MRF to create resources for CNH Secretaries/Officers
5. Create more manuals/videos for Secretaries to use as reference

III. Resources Needed

1. Lt. Governors, make sure the contact information for your respective clubs are accurate
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do

between now and the end of your term in support of these goals.

- Secretary Divisional Buddy System

I plan on starting up the Divisional Buddy System early on, in April. This will essentially help Secretaries connect and meet their counterparts within their division, which will create multiple unions of Secretaries. Overall, this allows them to communicate with each other and myself easily and casually. Throughout the year, I'll be regularly interacting with these groups to make sure that they're all collaborating. Additionally, I also feel that this will give Secretaries a greater sense of connection with myself and each other, on a personal level, rather than professional.

- Promote transparency between District Board & CNH General Membership

Before and after every District Board Meeting, I'm looking to host district-wide Office Hours to give members/officers an opportunity to ask questions. At these meetings, they can find out more about the items that are being proposed, or decisions that were made during the meeting. Overall, I'd like to use this as a medium to be more open to members and to have them feel more connected to the board.

- Give the Laws & Regulations Committee more shape and direction

Since Laws & Regulations is still in the earlier stages of development as a committee, I want to provide more regular and relevant responsibilities to the group members, so that L&R can grow. One idea was to have committee members review and give MRF feedback to secretaries, which would provide much quicker feedback.

- Emphasize education for Club Bylaws & Elections Processes

From being on the Laws & Regulations Committee last year, I noticed that many clubs in CNH didn't take the time to review and amend their bylaws at the beginning of their term. I think it will be important to educate club officers to teach them about the importance of their bylaws, and how they should go about amending them. Additionally, I also want to put a focus on Elections Processes during late winter/early spring. Part of this is making sure clubs know how to properly/fairly elect their board officers, and the other is to make sure members (and delegates) understand the elections process at District Convention prior to attending. Personally, I had to go to great lengths to prepare myself for the Caucus and House of Delegates procedures. Delegates should be able to read up on a manual or watch a webinar prior to DCON to understand the schedule, as well as basic parliamentary procedure.

- More resources for Secretaries at the beginning of the term

I'm already in the process of creating and releasing manuals, as well as video guides for CNH Secretaries to use as resources. Earlier this week, a full video walkthrough of the Monthly Report Form was released to Secretaries along with the MRF itself. I'm also planning to create a manual/walkthrough for the Club Event Report Form, since that's a form

used by all CNH members. Throughout the year, I also want to increase the amount of office hours and one on ones for Secretaries, so that they have more opportunities to get their questions answered.

V. **Announcements**

1. Lt. Governors, please make sure that the contact information for each of your respective clubs is accurate! If officers are currently being appointed, please make sure to let me know, or update that on the master contact sheet.
2. I look forward to working with all of you!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Governor Board Report
April 2018 Board Meeting
Respectfully Submitted by **Manuel Santiago**

- I. **Your activities since last Board Report**
a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/23-25/18	District Convention 2018		48
03/25/18	Transitional Board Meeting		1
03/25/18	District Officer Training Conference Pt. 1		3
04/04/18	OCC General Meeting		1
04/05-08/18	Governor Administrator Training Conference		29.5
04/09/18	Biola General Meeting		1.5
04/11/18	OCC General Meeting		1
04/13-15/18	CNH Key Club District Convention 2018		24
04/17/18	Cypress General Meeting		1.5
04/18/18	OCC General Meeting		1
04/19/18	CSUF General Meeting		1.5

Total Service Hours since Last Board Report: 0
Total Service Hours since April 1st, 2018: 0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
3/25/18	Bruce Hennings	GATC Information	E-mail
3/25/18	Armando Velazquez	GATC Registration	E-mail
3/25/18	Armando Velazquez	District Chair Application Draft	E-mail
3/26/18	Bruce Hennings	GATC Flight Confirmation	E-mail
3/26/18	Armando Velazquez	District Chair Application	E-mail
3/26/18	Denny Cao	District Chair App	E-mail
3/26/18	Wayne Cheng	Call to District Board Meeting	E-mail
3/26/18	Bruce Hennings	CNH KC DCON Flights	E-mail
3/27/18	Angela Lagrada	President's E-mail	E-mail
3/28/18	Angela Lagrada	MK Officers Info	E-mail
3/28/18	Bruce Hennings	CNH KC DCON Flight Confirmation	E-mail
3/28/18	Katelyn Duch	CNH KIWIN'S DCON SAA Info	E-mail
3/28/18	Wayne Cheng & Shaira Ramirez-Santos	Edits on District Forms	E-mail
3/29/18	Bruce Hennings	DOTC Information	E-mail
3/31/18	District Board	Traveling Information	E-mail
3/31/18	Jennifer Sung	USC Board Info	E-mail
3/31/18	Bruce Hennings, Armando Velazquez	Budget Questions	E-mail
3/31/18	Alan Kwok	Flight Confirmations	E-mail
3/31/18	Jennifer Tai	Flight Confirmations	E-mail
4/1/18	Wayne Cheng	Update Contact Info	E-mail
4/1/18	Banna Tesfay	Governor Info	E-mail
4/1/18	STC Workshops Chairs	STC Workshops	E-mail
4/1/18	Eddie Castillo	CSULB Contact Info	E-mail
4/1/18	Wayne Cheng	MRF Changes Approvals	E-mail
4/1/18	Joshua Ranario	Flight Confirmation	E-mail
4/2/18	James Cortes	Pierce College Contact Info	E-mail

4/2/18	Joshua Nepomuceno	Board Info	E-mail
4/2/18	CNH Circle K Presidents	Hello!	E-mail
4/3/18	Alex Nguyen	CSUN Board Info	E-mail
4/3/18	STC North Workshop Chair	Interview	E-mail
4/3/18	Armando Velazquez	District Chair Apps	E-mail
4/4/18	Anne Le	CERFs	E-mail
4/4/18	CNH Lt. Governors	MRF Questions	E-mail
4/4/18	Wayne Cheng	LTG MRF	E-mail
4/4/18	Samantha Ruiz	Chair Information	E-mail
4/5/18	STC North Workshops Chair	Workshop Approval	E-mail
4/5/18	Wayne Cheng	STC North Flight Confirmations	E-mail
4/7/18	STC South Workshops Chair	Workshop Approval	E-mail
4/9/18	Billy Hackett	WASH Info	E-mail
4/10/18	Bruce Hennings	DOTC Rooming	E-mail
4/10/18	CNH District	District Chair Appointments	E-mail
4/11/18	District Board	Additional Info	E-mail
4/11/18	Armando Velazquez	DCM Info	E-mail
4/11/18	Jeremy Figueroa	UCLA Board Info	E-mail
4/11/18	Don Hull	District Chair Info	E-mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

<p>1. Appointed District Chairs! I was able to release the District Chair Application the day after District Convention, and went through a rough process of appointing district chairs. I am excited to be working with such amazing individuals this year on the District Board!</p>
<p>2. Attended a very successful and amazing Governor Administrator Training Conference! Not only did I get to learn more about how the International level outside of CNH functions, but I got to bond with Mondo and the other District Governors! Indiana was COLD, so my California mindset wasn't used to a high of 47! Other than that, I was able to learn so much about our amazing District Administrator and also connect with the other District Governors in CKI! They all want to go to CNH DCON 2019 and all our other district events, so keep an eye out for them!!</p>
<p>3. Started planning DOTC with Mondo! DOTC is coming up very soon, so I am super excited for that!!</p>

4. I was able to recover from my DCON sleeping schedule, but then GATC came and ruined it all again.
5. I survived through the spiciest House of Delegates I have ever seen!

b. Top 5 Plans

1. REGISTER FOR CKIx!!!!!!!!!!!!
2. Attend District Officer Training Conference and Spring Training Conference(s)
3. Host one-on-ones with each District Officer
4. Visit other divisions in CNH when I am available!
5. GET CNH PUMPED FOR CKIx in CHICAGO FROM JULY 4 TH - 8 TH !! EARLY REGISTRATION END MAY 1 ST , AND IT IS \$250! BOOK YOUR FLIGHTS AND HOTEL ROOMS EARLY! SEE YOU ALL IN THE WINDY CITY!!!!

III. **Resources Needed**

1. More hours in the day!!!!
2. EVERYONE GETTING PUMPED FOR CKIx!
3. A supportive District Board and Kiwanis Committee!
4. For all CNH servant leaders to strive towards full potential!
5. N/A

IV. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

-Serve as a support system to my district board.
-Focus on Club Building and Revitalization.
-Improve International Education and emphasis within CNH.
-Strengthen Kiwanis Family Relations, specifically with the SLP Districts.
-Adopt a Governor's Project!

V. **Announcements**

All listed goals above will be edited post-DOTC, once goals are made and solidified.

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

2018-2019 District Board of Officers
April District Board Meeting
Sunday, April 22, 2018 at 1:30 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Notes