
CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

July 28, 2019
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2019-2020 District Board of Officers
July District Board Meeting
Sunday, July 28, 2019 at 1:30 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Agenda

- I. Call to Order** – Wayne Cheng, District Governor
- II. Flag Salute** – Jonash Poyaoan, Sunset Lieutenant Governor
- III. Opening Thoughts** – Ashley Kil, Central Coast Lieutenant Governor
- IV. Introduction of Guests** – Jennifer Sandoval, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - A. Sunday, April 28, 2019 – District Board Meeting

- VII. Approval Items**
 - A. Continuation of the Five-Year Plan
 - B. Crazy Kompetition for Infants 2019 Budget – Kevin Ru, District Treasurer
 - C. Pediatric Trauma Program Week – Kevin Ru, District Treasurer
 - D. Service Unity Month – Anna Se, Service Chair
 - E. District Convention Theme – Nora Lovell, District Convention Chair
 - F. District Convention Budget – Kevin Ru, District Treasurer
 - G. Fall Training Conference Theme – Olivia Chang, Fall Training Conference Chair
 - H. Fall Training Conference Budget – Kevin Ru, District Treasurer
 - I. Amendments to the District Operating Procedures – Jennifer Sandoval, District Secretary
 - J. CNH Circle K Week – Erica Wei, Communications & Marketing Chair
 - K. CNH Kiwanis Family Month – Roselyn Duong, Kiwanis Family & Foundation Chair
 - L. District Awards – Bruce Casenaz, Member Recognition Chair
 - M. Membership Recognition Program, Bruce Casenaz, Member Recognition Chair

- VIII. Board Reports**
 - A. Chair Reports
 - 1. Club Building & Revitalization Chair – Joshua Nepomuceno
 - 2. Communications & Marketing Chair – Erica Wei
 - 3. District Convention Chair – Nora Lovell
 - 4. Fall Training Conference Chair – Olivia Chang
 - 5. Kiwanis Family & Foundation Chair – Roselyn Duong
 - 6. Member Recognition Chair – Bruce Casenaz
 - 7. Membership Development & Education Chair – Braden Lem
 - 8. Service Chair – Anna Se
 - 9. Technology Chair – Chris Lam

- B. Lieutenant Governor Reports
 - 1. Capital – Joey Pontillas
 - 2. Central Coast – Ashley Kil
 - 3. Citrus – Katherine Hoang
 - 4. Desert Oasis – Andy Nguyen
 - 5. Foothill – Ryan Tan
 - 6. Golden Gate – Darian Sein-Lwin
 - 7. Metro – Eduardo Castillo
 - 8. Paradise – Aaron Zepeda
 - 9. Sunset – Jonash Poyaoan
- C. Treasurer – Kevin Ru
- D. Secretary – Jennifer Sandoval
- E. Director, Service Leadership Programs – Bruce Hennings
- F. District Administrator – Armando Velazquez
- G. District Governor – Wayne Cheng

IX. Past Events

- A. Circle K International Convention – Steve Lopez, Onto International Convention Chair
- B. CNH Circle K Presidents' Retreat – Angela Lagrada, Presidents' Retreat Chair

X. Upcoming Events

- A. Crazy Kompetition for Infants North in Sacramento, CA – October 12, 2019
- B. Crazy Kompetition for Infants South in Stanton, CA – October 19, 2019
- C. Fall Training Conference in Sonora, CA – November 1-3, 2019

XI. Announcements

XII. Closing Thoughts – Darian Sein-Lwin, Golden Gate Lieutenant Governor

XIII. Adjournment – Wayne Cheng, District Governor

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

July 2019 Board Meeting Packet

Minutes for Approval

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2019-2020 District Board of Officers
April District Board Meeting
Sunday, April 28, 2019 at 1:30 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Attendance

Wayne Cheng, District Governor
Jennifer Sandoval, District Secretary
Kevin Ru, District Treasurer
Joey Pontillas, Capital Lieutenant
Governor
Ashley Kil, Central Coast Lieutenant
Governor
Katherine Hoang, Citrus Lieutenant
Governor
Andy Nguyen, Desert Oasis
Lieutenant Governor
Ryan Tan, Foothill Lieutenant
Governor
Darian Sein-Lwin, Golden Gate
Lieutenant Governor
Eduardo Castillo, Metro Lieutenant
Governor
Aaron Zepeda, Paradise Lieutenant
Governor

Jonash Poyaoan, Sunset Lieutenant
Governor
Joshua Nepomuceno, Club Building
& Revitalization Chair
Erica Wei, Communications &
Marketing Chair
Nora Lovell, District Convention Chair
Olivia Chang, Fall Training
Conference Chair
Roselyn Duong, Kiwanis Family &
Foundation Chair
Bruce Casenaz, Member
Recognition Chair
Braden Lem, Membership
Development & Education Chair
Anna Se, Service Chair
Chris Lam, Technology Chair
Armando Velazquez, District
Administrator

Guests:

Timothy Cunning, CNH Kiwanis
District Governor Elect
Bruce Hennings, Director of Service
Leadership Programs

Camille Goulet, Parliamentarian &
District Convention Advisor
Scott Smith, Citrus Regional Advisor &
District Secretary Advisor

Maria Garcia Barajas, Metro
Regional Advisor
Max Rico, Subregion B Trustee
Alayna Lieu, CSU Fullerton
Amy Pham, CSU Fullerton
Angela Lagrada, CSU Fullerton
Christina Lam, CSU Fullerton
Henry Pham, CSU Fullerton
Kelly Pham, CSU Fullerton
Kevin Lee, CSU Fullerton
Steve Lopez, CSU Northridge
Don Nguyen, UC Irvine
Angelica Ubungen, UC Riverside

Executive Summary

The April 28, 2019 District Board Meeting was called to order at 1:30 PM by District Governor Wayne Cheng.

The 2019-2020 Chair Appointments were approved.

The 2019-2020 District Board Goals were adopted.

The 2019-2020 District General Fund Budget was approved.

The proposed location for Crazy Competition for Infants South was approved.

The discussion of the continuation of the Five-Year Plan for 2019-2020 was tabled till the July District Board Meeting.

The budget and proposal for the 2019 California-Nevada-Hawai'i Circle K President's Retreat were approved.

The budget, recommended theme, and proposal for California-Nevada-Hawai'i Circle K District's attendance to Circle K international Convention (CKIx) were approved.

The 2019-2020 Governor's Project was approved.

The District Board voted to endorse Don Nguyen, UC Irvine, as a candidate for International Trustee.

The District Board gave their board reports.

The April 28, 2019 District Board Meeting was adjourned at 3:11 PM by District Governor W. Cheng.

Minutes

- I. **Call to Order** – Wayne Cheng, District Governor – 1:30 PM
- II. **Flag Salute** – Olivia Chang, Fall Training Conference Chair
- III. **Opening Thoughts** – Ryan Tan, Foothill Lieutenant Governor
- IV. **Introduction of Guests** – Jennifer Sandoval, District Secretary
- V. **Approval of Agenda**

District Governor W. Cheng entertained the motion to approve the agenda for the April 28, 2019 District Board Meeting.

Moved by Citrus Lieutenant Governor K. Hoang, and seconded by Desert Oasis Lieutenant Governor A. Nguyen.

Motion passed.

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

VI. **Approval of Minutes**

- A. Friday, March 22, 2019 – District Board Meeting
- B. Saturday, March 23, 2019 – House of Delegates
- C. Sunday, March 24, 2019 – Transitional Board Meeting

W. Cheng entertained the motion to approve the minutes from the March 22, 2019 District Board Meeting, March 24, 2019 House of Delegates, and March 25, 2019 Transitional Board Meeting.

Moved by Metro Lieutenant Governor E. Castillo, and seconded by K. Hoang.

Motion passed.

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

VII. **Approval of Items**

- A. Approval of Chair Appointments

W. Cheng entertained the motion to approve the 2019-2020 Chair Appointments.

Moved by Foothill Lieutenant Governor Ryan Tan, and seconded by Capital Lieutenant Governor Joey Pontillas.

Motion passed.

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

B. Adoption of 2019-2020 District Board Goals

District Secretary J. Sandoval summarized the goals stating that this year, the District Board aims to improve and increase internal communication within the District, reestablish all aspects of membership, strengthen Kiwanis Family Relations, and refocus its efforts towards impactful service.

W. Cheng entertained the motion to approve the adoption of the 2019-2020 District Board Goals.

Moved by J. Pontillas, and seconded by Golden Gate Lieutenant Governor, D. Sein-Lwin.

Motion passed.

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

C. Approval of District General Fund Budget

District Treasurer K. Ru presented and explained the District General Fund Budget. He explained that the budget is tentative, and may still be amended at the July District Board Meeting. K. Ru highlighted that Hawai'i visitation will only be done by one district board member, which will be discussed between W. Cheng and Paradise Lieutenant Governor A. Zepeda. He also explained that the service project line item was increased to further support and increase service in the District.

Moved by E. Castillo, and seconded by Central Coast Lieutenant Governor, A. Kil.

K. Hoang pointed out that the budget lists "Magic Kingdom" and not Citrus.

K. Ru acknowledged the comment and stated that B. Hennings would be revising the line item.

Motion passed.

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

D. Crazy Kompetition for Infants South Location

K. Ru introduced Crazy Kompetition for Infants North and South, stating that it's an event that raises funds for the Pediatric Trauma Program. He continued to explain that while another location was proposed at an earlier District Board meeting, the location was no longer available, so thus the location of Stanton Park was proposed. The location has held CKI South in previous years except for the most recent. A pro of the location is that it has an area for registration, set up, etc. A con of the location is that it lacks shaded areas and areas for water.

Moved by A. Zepeda, and seconded by E. Castillo.

Motion passed.

9 ayes (J. Sandoval, K. Ru, A. Kil, K. Hoang, R. Tan, D. Sein-Lwin, E. Castillo, A. Zepeda, J. Poyaoan) 1 opposed (A. Nguyen), 1 abstention (J. Pontillas).

E. Continuation of the Five-Year Plan

W. Cheng entertained the motion to table the discussion of the Five Year Plan until the July District Board Meeting.

Moved by J. Pontillas, and seconded by R. Tan.

Motion passed.

10 ayes (J. Sandoval, K. Ru, J. Pontillas, A. Kil, K. Hoang, A. Nguyen, R. Tan, E. Castillo, A. Zepeda, J. Poyaoan), 0 opposed, 1 abstention (D. Sein-Lwin).

F. California-Nevada-Hawai'i Presidents' Retreat 2019 – Angela Lagrada, Presidents' Retreat Chair

Presidents' Retreat Chair A. Lagrada introduced Presidents' Retreat as a 3-day, 2-night trip in Lake Isabella. The event hosts the District Board, Presidents, and Kiwanians. It includes bonding activities as well as educational material. A. Lagrada explained that it's important to hold the event because it builds trust and a strong foundation for the future of this term. The budget proposal is self-sustaining – all money that goes into the budget goes into the amount for registration, and all leftover funds go to scholarships. A. Lagrada elaborates that leftovers might be overestimated because more attendance is expected.

Moved by E. Castillo, and seconded by R. Tan.

Motion passed.

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

G. Circle K International Convention – Steve Lopez, Ontario International Convention Chair

Ontario International Convention Chair S. Lopez explained that members of the CNH District will partake on a trip to Orlando, Florida for the annual Circle K International Convention (CKIX) on June 26-29, 2019. The event will contain days of service, workshops, elections, team activities, and more. S. Lopez reviewed the proposal items including theme, pin design, and proposed budget. He recommended the theme of Celebrating New Heights, which is related to flight and air travel.

R. Tan asked for clarification on ribbon leis and how they will be planned.

W. Cheng explained that the ribbon leis will be the same color as the theme.

W. Cheng entertained the motion to approve the theme of Celebrating New Heights.

Moved by R. Tan, and seconded by K. Hoang.

Motion passed.

7 ayes (J. Sandoval, J. Pontillas, A. Kil, R. Tan, D. Sein-Lwin, A. Zepeda, J. Poyaoan), 4 opposed (K. Ru, K. Hoang, A. Nguyen, E. Castillo), 0 abstentions.

W. Cheng entertained the motion to approve the pin design.

Moved by J. Pontillas, and seconded by A. Nguyen.

Motion passed.

9 ayes (J. Sandoval, K. Ru, J. Pontillas, A. Kil, K. Hoang, A. Nguyen, D. Sein-Lwin, E. Castillo, A. Zepeda), 2 opposed (R. Tan, J. Poyaoan), 0 abstentions.

W. Cheng entertained the motion to approve the spirit pack pricing, which was suggested to be \$18.

Moved by E. Castillo, and seconded by A. Kil.

N. Lovell explained that if all spirit packs were sold, the total income would be \$540, however the total expenses are \$405.

J. Pontillas asked how many people have registered for CKIx.

W. Cheng stated that 14 people have registered, but they are expecting 20-25 attendees. Previously, after registration, spirit packs were available to everyone. Enough spirit packs were sold to break even, and they are expecting to sell enough as well.

R. Tan moved to amend the price of spirit packs to \$15.

E. Castillo asked what the price of spirit packs was last year.

W. Cheng answered that they were \$15 last year.

D. Sein-Lwin seconded R. Tan's movement.

N. Lovell asked if there is a plan if over 30 members attend CKIx.

W. Cheng explained that the budget is tentative and self-sufficient.

Amendment passed.

7 ayes (J. Sandoval, K. Ru, J. Pontillas, K. Hoang, A. Nguyen, R. Tan, J. Poyaoan), 3 opposed (D. Sein-Lwin, E. Castillo, A. Zepeda), 1 abstention (A. Kil).

W. Cheng entertained the motion to approve the spirit pack pricing, which was amended to be \$15.

Motion passed.

8 ayes (J. Sandoval, K. Ru, J. Pontillas, K. Hoang, A. Nguyen, R. Tan, A. Zepeda, J. Poyaoan), 3 opposed (A. Kil, D. Sein-Lwin, E. Castillo), 0 abstentions.

- H. 2019-2020 Governor's Project – Wayne Cheng, District Governor
W. Cheng announced that he is proud to announce that the 2019-2020 Governor's Project will be to contribute to the Children's Defense Fund. The Children's Defense Fund is a nonprofit organization that provides programs for underprivileged kids, ensures access to quality healthcare, and helps high school students overcome tremendous obstacles in their lives.

J. Sandoval entertained the motion to approve the Governor's Project.

Moved by W. Cheng, and seconded by A. Nguyen.

R. Tan asked for the justification for the choice of the project.

W. Cheng explained that child advocacy is what we as an

organization want to do; Kiwanis especially wants to help children around the world.

D. Sein-Lwin asked what last years Governor's Project was and how much was raised.

W. Cheng answered that it was WASH (a UNICEF Project). Though he was unsure of how much was raised from last year, he noted that last years goal was \$7,500.

Motion passed.

11 ayes (unanimous), 0 objections, 0 abstentions.

VIII. Consideration for Endorsement of Candidates for International Office

W. Cheng invited Don Nguyen, UC Irvine, for a seven minute caucus.

R. Tan asked for clarification if the candidate is allowed to talk about their platform.

C. Goulet explained that the candidate is only allowed to talk about the qualifications.

The candidate then proceeded to caucus for seven minutes.

Before the District Board voted by ballot, C. Goulet explained that Kiwanis does not have a no confidence vote – you either vote yes or you leave your ballot blank. The candidate needed at least two thirds of the votes, which is eight total votes.

The District Board voted by written ballot.

The candidate received endorsement for International Office.

IX. Board Reports

A. Chair Reports

1. Club Building & Revitalization Chair – Joshua Nepomuceno

- a) J. Nepomuceno is thankful to have been appointed, and has been working on forming the committee and it's positions, especially the committee is new.
- 2. Communications & Marketing Chair – Erica Wei
 - a) E. Wei has four specific goals which include: to restructure the Communications & Marketing Network, increase the social media & publications presence, eliminate skill gaps between Public Relations Chairs, and update the District style guide. She elaborates on the application and appointment process of the committee which will work towards their goals.
- 3. District Convention Chair – Nora Lovell
 - a) N. Lovell has been working on a timeline and structure for DCON 2020 to ensure that everything is done in a timely manner. She has been talking her advisors to see what should be changed to help the committee work better.
- 4. Fall Training Conference Chair – Olivia Chang
 - a) O. Chang has begun creating a timeline of deadlines. She has been answering questions about her committee and application process, and is excited to appoint her committee.
- 5. Kiwanis Family and Foundation Chair – Roselyn Duong
 - a) R. Duong has met with her past three predecessors and has been meeting with Kiwanis Family Chairs and Presidents who have questions. She has also been attending Kiwanis Meetings & events to meet with advisors.
 - b) During the month of May, she plans on working on a FAQ using resources from the previous KFRF and from frequent questions already received. She's looking forward to working with her committee and setting their

expectations. She also plans on creating a group page and other items.

6. Member Recognition Chair – Bruce Casenaz

- a) B. Casenaz has been working with previous committee members, advisors, and his predecessor. He's been mainly looking over awards to do mass overall changes. In May, he plans on finishing the application process and starting work immediately after.

7. Membership Development & Education Chair – Braden Lem

- a) B. Lem has been reaching out to past Membership Development & Education Chairs and Vice Presidents of Administration to gain advice on the support that they received this past term. He has met most of the chairs in the Metro Division and has been working on the application process for the MD&E Committee. He's been networking with MD&E Chairs and VPAs, and he has created discussion polls to find out what resources they would like. For spring/summer, he's been finalizing a webinars schedule to release in a timely manner.

8. Service Chair – Anna Se

- a) A. Se has been working with her advisor and the past two service chairs on how to approach the term. She would like to promote impactful service and conduct more outreach with service officers. She would also like to bring more structure to the District Large Scale Service Projects. She hopes that alongside her committee, they will be able to reach their goals together.

9. Technology Chair – Chris Lam

- a) C. Lam has been in contact with the past Technology Chair, and he has been putting together the Technology Committee. His goals include website renovation, projects (including the DCON app, etc.), collaboration with the District Board, and collaboration with Technology Chairs.

B. Lieutenant Governor Reports

1. Capital – Joey Pontillas

- a) J. Pontillas has been conducting Divisional Leadership Team Interviews, which have just recently ended. He's been in constant contact with club presidents through one-on-ones and has been learning about their clubs and what they'll be doing in summer/fall. He's been visiting End of the Year Banquets and has also been installing new Executive Boards. Every week he meets with his Assistant Regional Advisor, and he also talks with the Capital Regional Advisor, Dan Germain.
- b) His Divisional Leadership Team will be announced at Spring Training Conference North, and he's also planning a summer member retreat for June. He is also in the process of planning the Quad Divisional Council Meeting with other Lieutenant Governors. At the Capital April DCM held at University of the Pacific, there were 86 attendees, and his next DCM is planned for STC North.

2. Central Coast – Ashley Kil

- a) A. Kil announces that Central Coast had their first banquet as well as their first in person April DCM. She has released Division Leadership Team applications and will be voting on Division themes at Spring Training Conference North/South. She has also been hosting president one-on-ones and attending club banquets.
- b) For the month of May, she plans to host a Divisional Council Meeting at Spring Training Conference, a monthly division service project, and a Presidents Council Meeting.

3. Citrus – Katherine Hoang

- a) K. Hoang begins by stating that Magic Kingdom has transformed into Citrus Division. She has been working with her advisor, Scott Smith, and is focusing on

rebranding. The last Magic Kingdom Banquet is being hosted by A. Lagrada, and K. Hoang will be hosting the first Citrus Divisional Council Meeting (ever). She has also received over 20 Divisional Leadership Team applications.

- b) For May, she plans on hosting a Divisional Council Meeting at Spring Training Conference South, and the first May division service project will be hosted by CSU Fullerton and Orange Coast College. She has also been hosting Citrus Leadership Trainers for members to grow.

4. Desert Oasis – Andy Nguyen

- a) A. Nguyen has been working on a reevaluation of Desert Oasis and is looking at the state of the division. This term, he intends on focusing on club re-chartering and club rebuilding. He has been working with Key Clubs and other schools in the division. He hosted his first Divisional event this past weekend, the April WAW. He recently hosted his April Divisional Council Meeting and also installed the UN Las Vegas board through video.
- b) He has been analyzing goals and planning a divisional bonding activity for the Divisional Council Meeting section of Spring Training Conference South. Lastly, he has been planning board trainers for current executive boards and executive boards in the process of re-chartering and reactivating.

5. Foothill – Ryan Tan

- a) R. Tan has hosted his first Divisional Council Meeting and released his Divisional Leadership Team application. In May, he would like to get started on his goals and make progress with his tasks. He has met with both his Regional Advisor and Camille Goulet. He's been helping clubs with rebuilding and wants to get a lot done.

b) He's hoping to appoint his Divisional Leadership Team by Spring Training Conference South, and he is also in the process of planning the Foothill End of the Year Banquet in May. His first division service event was hosted by the East Los Angeles College Vice President of Service, James Truong. To help executive boards, R. Tan has also been releasing plenty of resources and reports.

6. Golden Gate – Darian Sein-Lwin

a) D. Sein-Lwin explained that Golden Gate is currently in the season of End of the Year Banquets which he hopes to attend. He has been continuing with President Council Meetings, and he is still in the process of transitioning from the previous term. His next Divisional Council Meeting will be held at Spring Training Conference North at UC Davis.

7. Metro – Eduardo Castillo

a) E. Castillo hosted his April Divisional Council Meeting and Metro Trainer at University of Southern California with the previous Metro Lieutenant Governor, J. Nepomuceno. Since then, he has conducted 2 President Council Meetings. He also stated that the Metro Division theme would be announced at Spring Training Conference South during the Divisional Council Meeting. He has been conducting Divisional Leadership Team Interviews, and he planned on releasing appointees at Spring Training Conference South. He will be hosting a Metro interclubbing event in the Los Angeles School District where they will be mentoring high school students that will be entering college the next year.

8. Paradise – Aaron Zepeda

a) A. Zepeda has released Divisional Leadership team applications and also has had multiple meetings with his Regional Advisor. He's been discussing where Paradise can move forward and has been trying to encourage

members to attend each other's general body meetings. He would like to encourage members to attend Kiwanis meetings, and he has also been hosting one-on-ones with presidents.

- b) In April, he hosted the Weekend in Paradise which included a talent show, March for Babies, Safety & Health Fair, and an April DCM. May includes banquet season, so he has been attending multiple banquets into install boards. As for the Divisional Leadership Team process, he has been conducting interviews and reviewing applications.

9. Sunset – Jonash Poyaoan

- a) J. Poyaoan stated that Sunset recently had their April Divisional Council Meeting on Saturday, April 13th, where they volunteered at the UC Santa Cruz Plant Arboretum with their annual spring plant sale. Afterwards, the Divisional Council Meeting and beach social were held at the Natural State Bridges. There were a total of 25 attendees, and J. Poyaoan felt that it was a great way for members to reunite with their friends from other clubs within the division. On April 22nd, 24th, 26th, and 28th they had a divisional service event where they volunteered in the SAP Center. In total, there were 10 volunteers and J. Poyaoan recommends for other members to attend.
- b) As a Lieutenant Governor, he has been reorganizing Google Drives for club officers to utilize as a resource to promote transparency between the divisional and club level. He has also been holding interviews and office hours regarding the Divisional Leadership Team.

C. Treasurer – Kevin Ru

- 1. K. Ru has been updating and overhauling some of the resources such as the Treasurer & Fundraising Chair manual. He's been working to make them more accessible and easy to navigate. He has released a one-on-ones sign up sheet and

would like to understand the needs of Treasurers & Fundraising Chairs and how he can support them throughout the term. He is also preparing to host the onsite fundraiser at Spring Training Conference North and South.

D. Secretary – Jennifer Sandoval

1. J. Sandoval has been connecting with the Secretaries through office hours and bi-weekly Secretary Sunday emails. She has been in the process of communicating with her predecessor, W. Cheng, and her advisor, Scott Smith to get accustomed to her duties. Since it's the start of the term, she's been working a lot on collecting contact information, creating Google Groups, and updating files such as the Monthly Report Form (MRF) and Club Event Report Form (CERF).

E. Subregion B International Trustee – Max Rico

1. M. Rico has been excited to hear what the District Board has been doing and planning. He states that the District Governor and District Administrator have recently attended GATC, an event where District Governors & Administrators may learn more about each other, their positions, etc. The International Board met in the past week, and M. Rico provided updates on the meeting. They have discussed things like the Circle K International Convention (CKIx), the structure of trustees, and the next International President. He has been working with governors to ensure their transition has been going well, working with marketing, and working on the last Subregion B meeting before the end of the term. So far, there has been 35 members who have registered for CKIx from Subregion B, with 15 members from CNH. He would like to push for more attendees. There is also a funding scholarship to receive a Disney World Twilight Pass, and the social media contest which has been released.

F. Director, Service Leadership Programs – Bruce Hennings

1. B. Hennings is looking forward to working on events with the District Board, especially Fall Training Conference and District

Convention. He also thanks the District Board for setting up the room.

G. District Administrator – Armando Velazquez

1. A. Velazquez began by telling the District Board that this weekend, whether you disagree or agree, once decisions are made, you move forward. He stated that the motivation that you have will help you throughout the year; your job will continue on with Spring Training Conference North & South on the same weekend. He explained that while the event is put together by the previous District Board, keep in mind that it is also the new District Board's first event together. He reminded the board to make sure that the event is run smoothly and to help in any way possible. He let District Board know to consider it as their first task for large events like Fall Training Conference & District Convention.

2. He reminded the board to submit their District Committee/Divisional Leadership Team items to W. Cheng, and to include the titles of their positions and the amount of members. He stated that they must all be approved by W. Cheng. He reminded the District Board to also submit their personal goals by June 1st to International.

3. He also brought up that the January District Board meeting might have to be rescheduled, so he needs to receive everyone's schedules. The event might be moved to on week earlier, January 24th-26th, though it is still currently on January 31st-February 2nd. He expressed that his priority is everyone's availability. Lastly, he reminded the District Board to leave the meeting room spotless and clean.

H. District Governor – Wayne Cheng

1. W. Cheng stated that the weekend has been a special one; it's the first time the District Board hosted their first meeting where we all met up together. Recently, he attended the CNH Key Club District Convention, and he also attended GATC with A. Velazquez to discuss issues and learn alongside other

Governors. He has appointed nine District Chairs, one that includes the new Club Building & Revitalization Chair. He said that this weekend was a long, productive one, where he learned how dedicated and how hard working all of the District Board is. He's excited to see what the District Board will accomplish this term and how we will bring CNH to greater heights.

2. Spring Training Conference will consist of working with the past District Board one last time and working with the new District Board at a big event. He states that he's really excited for the term, and he's also very excited to be working with Governor Cunning.

X. Upcoming Events

A. Spring Training Conference North in Davis, CA – Saturday, May 4th, 2019

B. Spring Training Conference South in Fullerton, CA – Sunday, May 5th, 2019

1. W. Cheng stated that Spring Training Conference is a large scale board training for the new Executive Boards and all board officers. It marks the transition into the new term, and attendees can expect plenty of engaging workshops. He also mentioned that members may still register on site.

C. Circle K International Convention in Orlando, Florida – June 26-29, 2019

1. S. Lopez reiterated that Circle K International Convention is a weekend dedicated to service, elections workshops, team activities, and more. He hopes to see all who registered there. If you haven't registered, he highly encourages attendance at the event. He reminded everyone that CKIx registration is \$350 on site.

XI. Announcements

A. A. Nguyen reminds everyone that the UC Riverside End of the Year Banquet is on May 12th from 5:00-10:00 PM and all southern

divisions are approved to attend. He states that pre-sale ends May 5th.

B. M. Rico reminds everyone that club awards for Circle K International Convention are due by May 17th.

XII. Closing Thoughts – Joshua Nepomuceno, Club Building and Revitalization Chair

XIII. Adjournment – Wayne Cheng, District Governor – 3:11PM

Respectfully Submitted:

Jennifer Sandoval, 2019-2020 District Secretary Date

Wayne Cheng, 2019-2020 District Governor Date

Armando Velazquez, 2019-2020 District Administrator Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

July 2019 Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Crazy Kompetition for Infants 2019 Budget Proposal
July Board Meeting

Respectfully Submitted by **Kevin Ru, District Treasurer**

EVENT OVERVIEW

Crazy Kompetition for Infants is an annual event hosted by the California-Nevada-Hawai'i District of Circle K International. It benefits the Pediatric Trauma Program (PTP), one of our active District Fundraising Initiatives, and serves as one of the first District events of the new school year. In order to have an event that furthers demonstrates the fellowship tenant of Circle K, the Crazy Kompetition chairs alongside the Finance and Fundraising Committee have worked diligently to plan an event that effectively focuses on educating members about PTP and also creates an event that brings together and retains members from all over the district.

ITEMS FOR APPROVAL

- *Item #1: Event Budget & Registration Costs*

ITEM #1: BUDGET & REGISTRATION COSTS

PRICING

Option 1: (Price remains the same as 2018)

- Early registration team fee: \$48.00
- Early registration alternate/individual fee: \$8.00
- On-site registration team fee: \$72.00
- On-site registration alternate/individual fee: \$12.00
- Judges and non-participants fee (covers lunch): \$5.00

Pro: Proven to be a good price point from past experience.

Con: Less funds for PTP.

CKI NORTH	Tahoe Park	
	Income	Expense
	REGISTRATION	
Early (40 teams @ \$48)	\$1920	
Late (5 teams @ \$72)	\$360	
Judges (20 judges @ \$5)	\$100	
Location		\$100
Games		\$50
Lunch (\$10.89/pizza) * 30		\$350
Water / Snacks		\$70
TOTAL	\$2380	\$570
		\$1810

CKI SOUTH	Stanton Park	
	Income	Expense
	REGISTRATION	
Early (50 teams @ \$48)	\$2400	
Late (5 teams @ \$72)	\$360	
Judges (30 judges @ \$5)	\$150	
Location		\$100
Games		\$50
Lunch (\$10.89/pizza) * 40		\$435
Water / Snacks		\$70
TOTAL	\$2910	\$570
		\$2255

Option 2: (\$1 price increase from 2018)

- Early registration team fee: \$54.00
- Early registration alternate/individual fee: \$9.00
- On-site registration team fee: \$78.00
- On-site registration alternate/individual fee: \$13.00
- Judges and non-participants fee (covers lunch): \$6.00

Pro: More money raised for PTP

Con: Could potentially deter members from attending, especially new members.

CKI NORTH	Tahoe Park	
	Income	Expense
REGISTRATION		
Early (40 teams @ \$54)	\$2169	
Late (5 teams @ \$78)	\$390	
Judges (20 judges @ \$6)	\$120	
Location		\$100
Games		\$50
Lunch (\$10.89/pizza) * 30		\$350
Water / Snacks		\$70
TOTAL	\$2679	\$570
		\$2109

CKI SOUTH	Stanton Park	
	Income	Expense
REGISTRATION		
Early (50 teams @ \$54)	\$2700	
Late (5 teams @ \$78)	\$390	
Judges (30 judges @ \$6)	\$180	
Location		\$100
Games		\$50
Lunch (\$10.89/pizza) * 40		\$435
Water / Snacks		\$70
TOTAL	\$3270	\$570
		\$2700

ADDITIONAL INFORMATION

Itinerary for the Day

06:00AM – Arrive for Setup, Pick up Donations
08:00AM – Registration Begins
08:45AM – Judges Meeting
09:00AM – Opening Session / Roll Call
09:30AM – Round One
10:00AM – Round Two
10:30AM – Round Three
11:00AM – Break
11:15AM – Round Four
11:45PM – Round Five
12:15PM – Round Six
12:45PM – Lunch
01:45PM – Semi-Finals
02:15PM – Finals
02:45PM – Closing Session
03:00PM – Divisional Council Meetings
04:00PM – Clean Up

Event Structure

- The entire park will have 6 different areas in which to hold the games—one game per area.
- Each group will then go to each area and play the respective area's game.
- Points will be given to each team depending on how well they do in the games.
- After playing each game, groups will rotate to the next area and play that respective area's game.
- Once all the groups have had the chance to play each game, teams will be dismissed for lunch. During lunch, points will be tallied.
- After lunch, the 4 highest-scoring teams will compete; the winning 2 teams will then compete in the final game.

Games

The District Finance & Fundraising Committee will determine the games (preliminary, semi-final and final).

Food

Food and snacks will be provided at the event. Breakfast will consist of donations or purchases from Noah's Bagels and Costco. Lunch will consist of donations or purchases from various companies around the local area as well as contributions from Kiwanis Clubs. Lunch will be served by Kiwanians and the District Board. Costco, Trader Joes, or the like will provide bottled water. Vegetarian options will be made available.

Registration and Team Information

Each team will consist of 6 people. Early registration will be due (received) by a time that is to be determined by Bruce Hennings. Late registration shall be any time that follows the early registration deadline. Price for registration will be determined based on which budget is selected above.

Judges

Judges will be chosen prior to the event. If not enough people volunteer, schools will be asked to provide judges. We may also ask local Kiwanians or District Board members, as well as the Finance & Fundraising Committee members to be judges. All judges will receive emails prior to the event, detailing each game and the rules and scoring associated with it. A video will be made for each of the games showing how to play the games, how to score the games, and what some common mistakes are that require teams to restart the game or a subsection of it. All judges will receive a cheat sheet reviewing the rules and common questions about the rules. Each judge will be **required** to show up 15 minutes before the close of registration (08:45AM) for a judges' meeting where all games and scoring will be discussed and reviewed in detail.

Committee Suggestions

The Finance & Fundraising Committee endorses **Option 1** for Item 1: Budget & Registration Costs.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Pediatric Trauma Program Week 2019 Proposal
July Board Meeting

Respectfully Submitted by **Kevin Lee, DFI Ambassador**

EVENT OVERVIEW

The Pediatric Trauma Program (PTP) serves as one of the active District Fundraising Initiatives for the California-Nevada-Hawai'i District of Circle K International. Established by the CNH Kiwanis Foundation, PTP focuses on reducing the number of childhood deaths due to unintentional pediatric injury. Money raised for PTP is used to purchase safety equipment for children, provide specialized pediatric medical training and equipment for doctors and hospital staff, and fund grants for six partner hospitals located throughout the District.

In order to increase membership awareness and education of PTP, the District Fundraising Initiative Ambassador, alongside the Finance and Fundraising Committee, has organized one week to recognize and highlight the charity and its cause. The week will be held online through social media and will consist of various activities – taking place both online and in-person – for each day that will teach members about PTP and encourage them to show their support for it. It will be promoted along with Crazy Kompetition for Infants and will be hosted in conjunction with CNH Key Club and KIWIN'S.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Pediatric Trauma Program Week 2019

ITEM #1: PTP WEEK 2019

Proposed Date

In order to promote both PTP Week and Crazy Kompetition for Infants, the former will be held during the week between CKI North and South, from Monday, October 14 to Friday, October 18.

Event Structure

PTP Week will be promoted largely through social media and the District website. Each day of the week will be dedicated to particular activities that will allow members to learn about a different aspect of PTP. Further details for each day can be found below.

Monday, October 14 | Make it Known Monday

- Share a story of your favorite childhood activities or even toys from your childhood by changing your profile picture to a baby picture with the story as your caption.
 - BONUS: If you can provide a video of yourself reenacting your story as a child, then you get extra points!
- Take it a step further and include a description of what exactly is PTP and what its mission is. Make sure to include the hashtag #CNHPTP2019 as well!

Tuesday, October 15 | Thank You Tuesday

- *Write a post to share your gratitude to your biggest supporters throughout your journey to adulthood! It can range from your parents/guardians, your siblings, role model, or just about anyone that has been there for you and have made a huge impact on your life! Make sure to include the hashtag #CNHPTP2019*

Wednesday, October 16 | Wellness Wednesday

- *Attend service projects relating to child safety or just about anything related to children! It can range from making PTP dolls to writing letters to the staff of our Partnering Hospitals to show our gratitude for their hard work, or donating toys to those in need!*
- *Post a picture of the service project that you attended/hosted on the PTP Week event page and write a quick summary of what that service project consisted of! Make sure to include the hashtag #CNHPTP2019*

Thursday, October 17 | Thoughtful Thursday

- *It's time to educate peeps! Share with us on the event page about tips and tricks that we can share with children about safety and to avoid dangerous accidents! It can range from just about anything from riding a bicycle to crossing a street. As long as it helps children avoid any deadly accidents, then it matters! Make sure to include the hashtag #CNHPTP2019*
- *BONUS: If you make a video reenacting your tips and tricks that you shared, you will get extra points!*

Friday, October 18 | Fundraiser Friday

- *Host or participate in any fundraisers that are supporting PTP either in your club or your division! Any amount matters and makes a difference in helping reduce child deaths and injuries caused by trauma.*
- *Be sure to also post a picture on the event page as well about the fundraiser you hosted or attended and provide a brief description of it in the caption as well! You can also recap a past fundraiser for PTP that you participated in! Make sure to include the hashtag #CNHPTP2019*

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Service Unity Month Proposal
July 2019 Board Meeting

Respectfully Submitted by **Anna Se, Service Chair**

EVENT OVERVIEW

To promote service throughout the district alongside future service-related district events, the District Service Committee hopes to promote and implement Service Unity Month throughout the month of February 2020. Service Unity Month is meant to be a combination of both educational and physical aspects of service through social media weekly challenges, incorporation of webinars, and physical days to do service as a district.

ITEMS FOR APPROVAL

- *Item #1: Weekly social media challenges*
- *Item #2: Second and third weekends of February reserved for future physical service-related district events*

ITEM #1: Weekly social media challenges

Two days before the month of February, the Facebook event page for Service Unity Month will be released. Each month will have a weekly challenge related to service and will involve members posting on social media/the event page in response to the weekly challenge. Tags will be #serviceunitymonth and #cnhckiservice1920 (subject to change).

The first service week challenge will be: Who is your Service Role Model? (Similar to Tag Two Tuesday; members will post pictures of their role models and tag them. They will also tag two more people whose role models they want to see).

Second service week challenge will be: What does the DSI mean to you? This will be promoted in between the second and third week of February, which are projected as the potential DLSSP service days. DLSSP is currently being planned, and each DLSSP has the DSI strongly incorporated into the service projects. If DLSSP falls through, these weekends will be saved for other ways to physically involve members in a DSI-related service project.

The third service week challenge will be: What is your favorite service project and why? (Similar to Memory Monday). Members will post on social media past service projects they've participated in, which is also a way to advertise different service projects for other clubs to pursue.

The last service week challenge will be: Share a cause or community you'd like others to know about (Similar to Transformation Thursday). Members will post about a cause or community they'd like to see improved as a "call to order" to do more service and start the conversation for more awareness.

Each weekly challenge will also incorporate webinars and advertisement for District Convention.

ITEM #2: Second and third weekends of February reserved for future physical service-related district events

The Service Committee is projected to finish planning District Large-Scale Service Projects (DLSSP) North, Southeast, and Southwest by August. If no special board meeting is called by then, the Service Committee would like to reserve the second weekend of February and the third weekend of February for a collective northern district service project and collective southern district service project, respectively. If DLSSP falls through, these weekends will be Northern and Southern Days of Service. The overall goal of reserving these dates is to physically involve members district-wide in service related to the District Service Initiative.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

District Convention Theme Proposal July 2019 Board Meeting

Respectfully Submitted by **Nora Lovell, District Convention Chair**

EVENT OVERVIEW

The 3 items listed below are the themes that the 2019-2020 District Convention Committee wishes to have as the District Convention 2020 Theme. The themes are *Dream: Dreaming of Service*, *20/20 Vision: Service in Plain Sight*, and *Magic: Spellbinding Service*. The District Convention Committee endorses *Dream* as our first preference with *20/20 Vision* and *Magic* as backup choices in that order.

ITEMS FOR APPROVAL

- District Convention Theme

ITEM #1

Theme 1: **Dream**

- **Slogans**
 - Dream to Serve
 - CKI, Where Dreams are Formed/Made
 - Dreaming of Service
 - Service Under the Stars
 - Getting Lost in Service
 - Sweet Dreams CNH
- **Banners**



- **Logo**



- **Color Palette/Typography**

DREAM CELESTIAL [CELESTIAL TYPEFACE]
SERVICE UNDER THE STARS [CELESTIAL TYPEFACE]

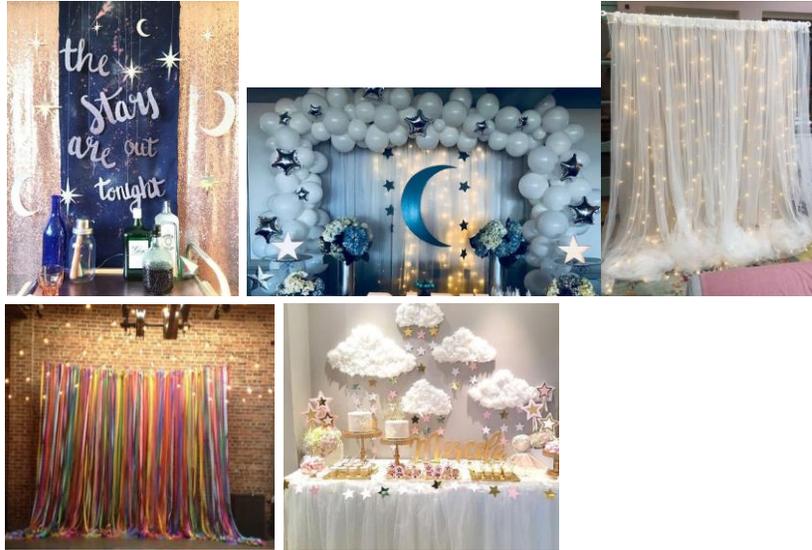


- **Decorations**

- Clouds, Moons, Stars, Dream catchers, quotes, lightbulbs



- **Backdrops**



- **Centerpieces**

- Mason jars or recycled jars filled with cotton and fairy lights to represent clouds under the night sky
- District Banners
 - Dream Catcher for each division with division name on it



- **DCON committee poster**

- Have ALL members put their hand print in paint
 - Write their names, position, and astrological symbol
 - Sun, moon, and rising signs
 - Very short, mini descriptions

- **Souvenirs**

- Lanyards
- Stickers, pins, or keychains
- Ribbons



- **Gifts/Raffle Prizes**

- Sleep diffuser/humidifier
- Pack of sleeping oils/sprays
- Blanket
- Neck pillow
- Relaxing bath set
- String lights
- Cloud/Moon plushies
- Dream Catchers
- Sleeping Eye Mask



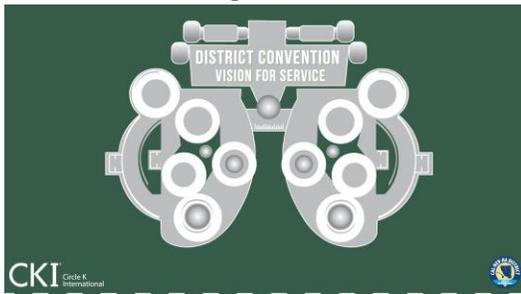
Theme 2: 20/20 Vision

- **Slogans**

- 20/20 Vision for Service
- Envisioning the Future of Service
- Sight for Service
- Service in Plain Sight

- **Banners**

- [First banner would have changes to the background and would have knobs moving to "zoom in." Once zoomed in, it'd show the second banner]



- Logos

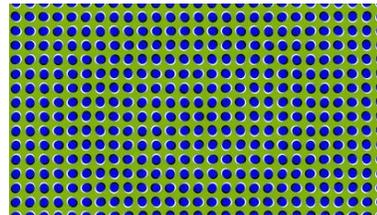
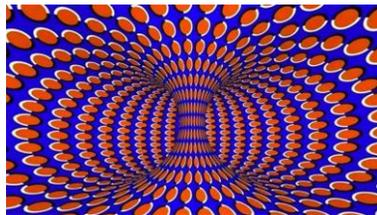


- Color Palette/Typography



- Decorations

- Quotes on eye exam charts
- 3D Images that utilize 3D glasses



- Backdrops

- Glasses Gallery



- **Centerpieces**

- A Mason Jar/Recycled Jar filled with different types of fake glasses w/ special optical illusions on each jar
- “3-D” division signs for table centerpieces, accompanied by 3-D glasses
 - Division signs are printed with effects similar to this:



- **Souvenirs**

- Lanyard
- Stickers, pins, or keychains
- Glasses Cleaning Cloths (Microfiber cloths)
 - Logo in color of microfiber cloths/white



- **Gifts/Raffle Prizes**

- Free purchase of glasses from an online store
- Gift Card for Sunglasses

Theme 3: Magic

- **Slogans**

- Spellbinding service
- Spell-bound Service
- Service is magical
- Cast a spell for/with service
- The power of service

- **Banner**



- **Logo**



- **Color Palette/Typography**

MAGIC [HPPOSTER]
 spellbinding service [courier]



- **Decorations**

- Crystal balls
- Glitter
- Magic brooms
- Scrolls
- Spell books
- Potion Bottles
- Spider Webs



- **Backdrops**



- **Centerpieces**



- **Souvenirs**

- Lanyards
- Stickers, pins, or keychains
- Ribbons
- Tarot Cards



- **Gifts/Raffle Prizes**

- Harry Potter Movie Series
- A wand from Barnes & Noble/Universal Studios
- Plushies from Wizard/Witch movies/series

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Fall Training Conference 2019 Theme Proposal

July 2019 Board Meeting

Respectfully Submitted by **Olivia Chang, Fall Training Conference Chair**

EVENT OVERVIEW

Date: November 1-3, 2019

Location: Old Oak Ranch in Sonora, CA

Description: Fall Training Conference is a three-day, two-night event held at Old Oak Ranch in which members of the CNH District come together to learn more about Circle K International, meet members from around the district, and develop as members and leaders within this organization. For many new members, Fall Training Conference is their first large-scale district-wide Circle K event and their first time seeing the impact that our organization can make. It is an opportunity for members to grow and take on leadership opportunities, such as being a team captain or workshop host. At Fall Training Conference, our members come together to be welcomed into our district and to celebrate their involvement with Circle K, showing spirit for their schools, divisions, and our district.

Activities: General Sessions, Workshops, Service, Team Activities, New Member Induction Ceremony, Campfire Skits & Talent Acts, Entertainment, Fundraising, Spirit, and more!

ITEMS FOR APPROVAL

- *Theme*

ITEM #1

The theme of Fall Training Conference plays an important role in the overall feeling of the event. It sets the tone for the weekend and allows clubs to show off their creativity as they prepare spirit items, skits, and other aspects. The theme is incorporated into many aspects of Fall Training Conference as an entirety as it directly correlates with the

publicity, program, decorations, souvenirs, skits, entertainment, spirit items, and more. The Fall Training Conference Committee has put much thought into the selection and expansion of our choices.

The committee has been hard at work these past few weeks coming up with a variety of theme options. After much discussion and brainstorming during committee meetings and assigned work, the committee has narrowed down our options to three themes. For each theme, the committee has come up with ideas for the following categories: taglines, decorations, graphic elements, promotion and publicity ideas, team activities and team names, fonts, and color schemes. We hope that the presented ideas for each theme will help give you a general idea of our vision.

The three theme options presented are (in order of preference):

1. Mystery
2. Dream
3. Science

The committee would like to recommend **Mystery** as our **top choice** theme, with **Dream** as our **second choice**.

OPTION 1: MYSTERY



Taglines

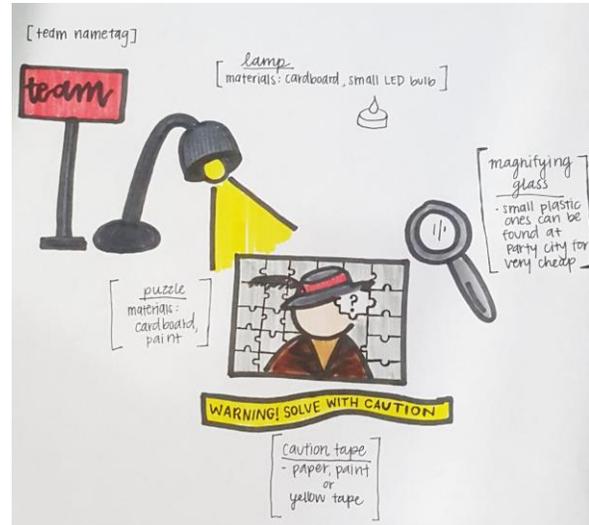
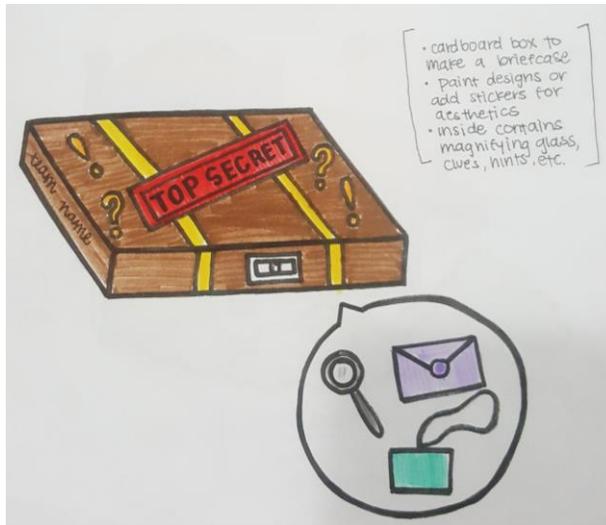
- The Truth Will Be Revealed
- The Truth Is Out There
- The Mysterious Case of FTC
- The Unsolved Mystery of FTC
- Truth Unfolds

- Truth Untold
- Unsolved
- The Truth Unveiled
- Escape Plan
- We're On The Case
- Untold Mysteries of CNH
- A Weekend Full of Mystery

Backdrop



Centerpieces



Miscellaneous Decorations

- Newspaper clippings, cut out text from magazines, etc.
- Caution tape everywhere
- Detective's desk - case files surrounded with newspapers, paperclips, notes, a coffee cup, a tennis ball, etc.
- Detective items – hat, magnifying glass, key
- Different pictures each with their own clues
- Footprints, flashlights, magnifying glasses
- Stage prop: a street lantern
- Steampunk
- Vintage mini passports, telephones, briefcases
- Coat rack
- Newspaper(s) with eye holes
- Wall of “suspects” and mug shot photo booth
- Interactive props like clues



Graphic Elements

- A black and white cityscape with an old cop car
- Footprints and a magnifying glass
- A flashlight with the beam pointing at the theme title
- Ransom note text
- Obscure lighting - camera flash, window blinds
- Adventure
- Fingerprints



FRONT

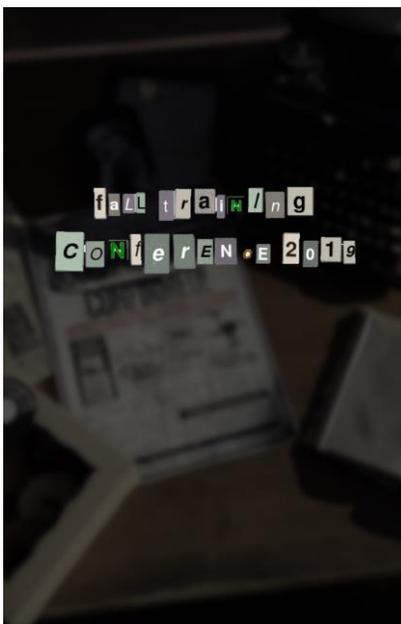


T-Shirt

BACK



Program



Fonts

PRIMARY BRANDING *(Gravity Falls Style)*

- Heading – *Gravitation Falls*

FALL TRAINING CONFERENCE

- Subheading – *Felt Tip Roman Regular*

The Truth Is Out There

- Body – *Bio Sans Light*

Welcome to FTC 2019!

SECONDARY BRANDING *(Professor Laton Style)*

- Heading – *Professor Minty Bold*

FALL TRAINING CONFERENCE

- Subheading – *AdornS Serif Regular*

THE TRUTH IS OUT THERE

- Body – *Roboto Condensed*

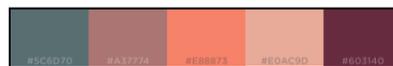
Welcome to FTC 2019!

Color Schemes

PRIMARY BRANDING



SECONDARY BRANDING



Promotion & Publicity

- We could make each of the promo videos part of a big series solving a mystery until it's finally solved at FTC
- Video Ideas
 - The camera walks through a door (with a window with blinds) that says "Deputy Chang", inside is an office desk with newspapers and papers scattered around, there is a high swivel chair and Olivia spins it around slowly for suspense
 - Assembling a team of the best detective to solve the mystery of what happened to FTC
 - Montage of committee members assembling their tools and materials and clues and stuff
 - Or, every committee member has a role that is similar to their position (like SAA chair is a cop, Media chair is a photographer/reporter)
 - FTC is surrounded with caution tape, footprints, etc. (explores the campsite)
 - There are tidbits of clues revealed, but the team can't solve it yet
 - Deputy Olivia decides we need more people to solve the ultimate mystery (that's the district lmao)

Team Activities & Team Names

- **Team Activities**
 - Game Idea #1: Find the Killers
 - Of the 16 teams, we pit one team against another. They will each get 1 minute to pick their killer and then take off or swap any kind of clothes or items. They write the name of the killer on a paper and hand to the judge. Team A will go first by asking a series of yes/no questions (number of questions and time TBD). None of the team members will sit down but they will have to remember the answers to those questions. Then they can discuss for 15 seconds and guess. Team B will do the same. To make sure everyone is visible, they will stand in a straight line. The Captains will be asking and answering.
 - Game Idea #2: Anagrams
 - On the FTC logo, we design a string of letters (anagram) to be used as part of the clues in the scavenger hunt (this is an item accessible to every member so they will have the resources readily)
 - Utilizing riddles from the video promos and graphics promo to be used in the games
 - Game Idea #3 (game room): Mafia/Secret Hitler

- Have a mafia/secret hitler like game, but instead of cards, members would be participating by doing the actions; such as choosing who to “assassinate” (tapping the members), save/heal, etc.
 - Game Idea #4 (icebreaker):
 - Each team member writes a note describing three things about themselves, the notes are scattered, the team has to figure out who's note is whose
 - Game Idea #5: Who's That Suspect?
 - Matching people or things with their silhouettes where there is a box of materials, and teams are given a picture to identify the silhouettes
 - In advanced; there is a picture, the team has to figure out how to get the box of materials to look like how it is set up in the picture, as though figuring out how the materials got from point a to point b
 - Or, a spot the difference game
 - Game Idea #6: Crime Scene to Forensics
 - Inspect the scene to label evidence (ex: 1: smallest clue, 10: largest clue) and then deliver the evidence without messing up the order as well as not dropping the clues off the trays
 - Points given to the right order, speed, and not dropping clues
- **Team Names**
 - Faithful Foreshadows
 - Heroic Hijackers
 - Valiant Vigilantes
 - Outstanding Operatives
 - Phantom Thieves
 - Caped Crusaders
 - Masked Detectives
 - Malicious Masterminds
 - Infiltrators
 - Nocturnal
 - Spies
 - Creepers
 - The Moles
 - Double Agents
 - Sneaky Sleuths
 - Private Detectives
 - Private Eyes
 - Loyal Liaisons
 - Information Brokers
 - Undercover Agents
 - Inspectors
 - Red Herrings

- Lie Detectors
- Wild Witnesses
- Sassy Suspects
- Interrogators
- Investigators
- Good Cops
- Bad Cops
- Forensic Scientists
- Courageous Coroners
- Adventurous Autopsists

Additional Comments from Committee

- **Pros**
 - Really good riddle things we can do in terms of team games
 - Can hide puzzles in the designs (graphics, website, program, publicity, etc.)
 - A lot of creative potential and publicity ideas
- **Deltas**
 - Have to really work hard on it. Make sure it's not too easy where everyone will catch it and making sure every hint connects with each other.
 - Logistically it's going to be really challenging. Really have to communicate to make sure everything makes sense to our attendees. No room for confusion.
- **Additional Comments**
 - Need to figure out which Mystery we want, split between styles – achromatic/noir style or adventure style
 - No matter what style, Nhi's (graphics) style is very unique anyways
 - Is there a censor thing about talking about murder/death?
 - Can stick to crimes/code names, doesn't have to involve murder

OPTION 2: DREAM



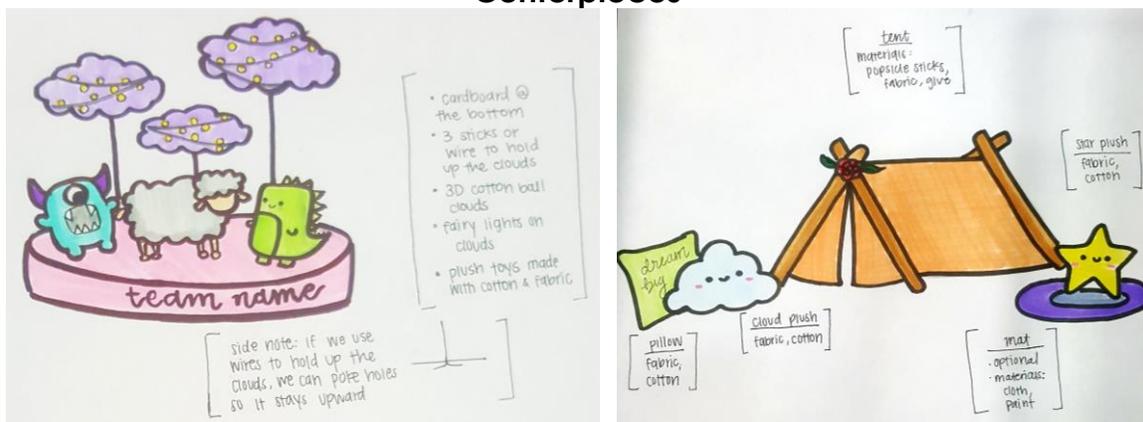
Taglines

- Dare to Dream
- Soar the Skies
- Dream the Impossible
- Let Your Imagination Go Wild
- Imagination Station
- Sweet Dreams CNH
- Head in the Clouds
- Wake Me Up
- Catching Zs
- Dream Big CNH

Backdrop



Centerpieces





Miscellaneous Decorations

- Clouds, unreal things, sparkly things, really colorful, disproportionate objects/floating objects, the sense of bottomlessness, wings
- Giant teddy bears, giant candy, other unrealistic proportions/flying objects of mundane objects
- Pegasus on top of clouds





Graphic Elements

- Clouds framed with sun, moon, and stars (like the ice cream)
- Different shaped clouds
- Dream catchers
- Baby mobiles
- Dream bubbles in a bedroom near a window at night
- Texts can be framed by dream bubbles



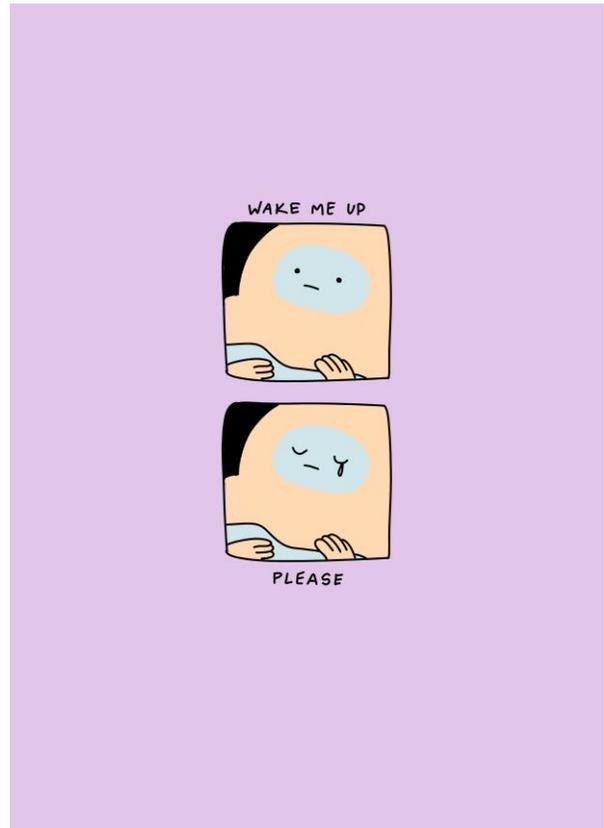


T-Shirt

FRONT



BACK



Program



Fonts

PRIMARY BRANDING

- Heading – *Quicksand*

FALL TRAINING CONFERENCE

- Subheading – *Serif*

Sweet Dreams

- Body – *Roboto*

Welcome to FTC 2019!

SECONDARY BRANDING

- Heading – *Subscriber*

FALL TRAINING CONFERENCE

- Subheading – *GelPen*

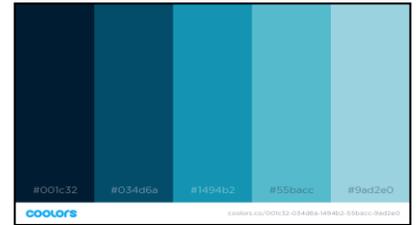
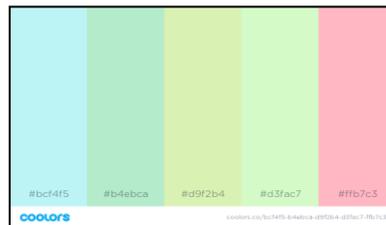
Sweet Dreams

- Body – *Geo Sans Light*

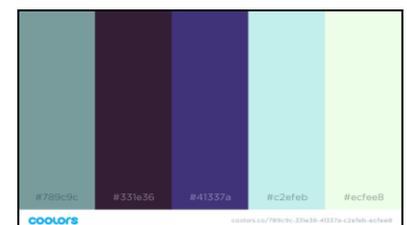
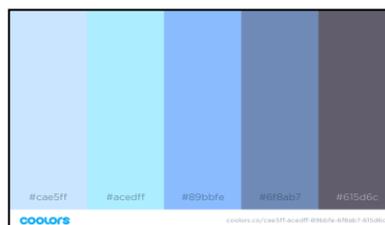
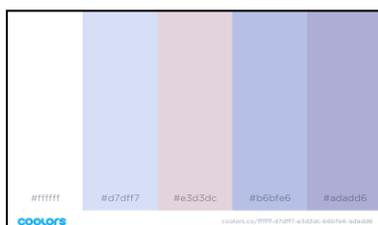
Welcome to FTC 2019!

Color Schemes

PRIMARY BRANDING



SECONDARY BRANDING



Promotion & Publicity

- Committee Pillow Fight
- Video Ideas
 - Olivia is stressed from school/work. Comes home to FTC Committee doing their own things. We all go to bed and have our own dreams in groups of 3-4. All of a sudden, we're all in the same dream at FTC.
 - Birds eye shot, all of us sleeping in a circle cuddled together

Team Activities & Team Names

- **Team Activities**
 - Game Idea #1: *Scavenger Hunt - Dream Journal*
 - For the Scavenger Hunt we can scatter pages of a Dream Journal and the collection of the pages will unravel to one last puzzle.
 - Game Idea #2: *Extra Points Activity*
 - Each member of the committee can contribute one game/journal page and throughout the weekend, the teams can play these games to gather extra team points.
 - Game Idea #3: *Sleep Cycles (Relay Race)*
 - 90 seconds races with 15 second mini games (cycles through 4-5 times)
 - Minute to win it!
 - Utilizing sleeping masks in one of the races
 - "Drowsy" Run: where one member carries another member on their back to emulate the feeling of waking up and feeling heavy
 - Tossing Sheeps: Bean bag like sheets, members would have to aim and attempt the throw the sheep into a dream hole
 - Game Idea #4: *Sleeping Bag Race*
 - Members would use garbage bags of some sort and hop to the finish line
- **Team Names**
 - Nightwalkers
 - Star-Gazers
 - Daydreamers
 - All-Nighters
 - Lucid Dreamers
 - Dream Eaters
 - Night Creepers
 - Memory Snatchers
 - Dream Catchers
 - Dream Journalists
 - The Snorlaxes/The Snorers

- Sheep-Counters
- Sleepwalkers
- Sleepwalkers
- Sleepwalkers
- Toss n Turners
- Cuddlers
- Cat Nappers
- Night Owls
- Slumberers
- Early Birds
- Jumping Sheeps
- Groggy Nocturnals
- Moon Flowers
- Night Bloomers
- Tooth Fairies

Additional Comments from Committee

- **Pros**
 - Fun and unique team game/name ideas
 - Really cute designs and stands out
 - Nice color scheme
 - For media, probably the most creative route
 - Could have workshops about the theme
- **Deltas**
 - One of the hardest routes because it requires a lot of special effects
 - There could be lots of different routes to go so we need to be consistent
- **Additional Comments**
 - Be careful with team names and certain word choices

OPTION 3: SCIENCE



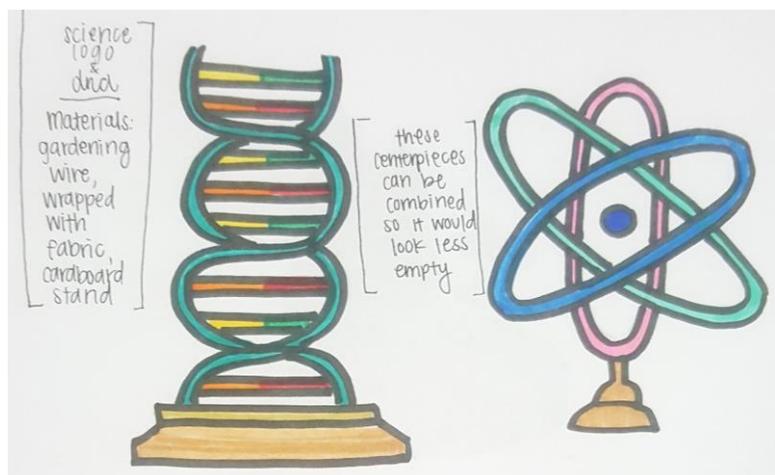
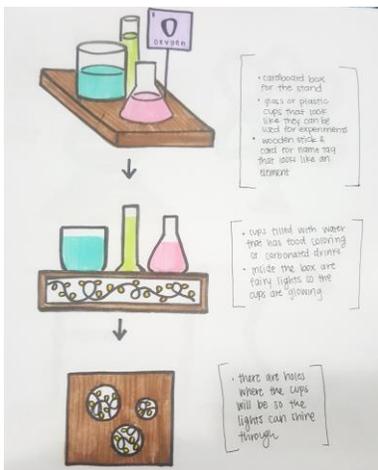
Taglines

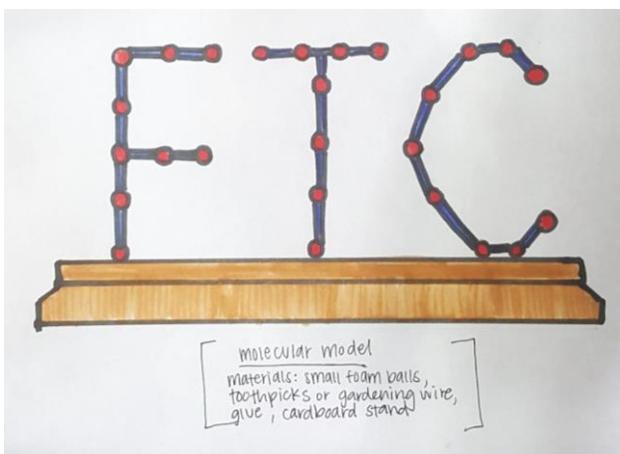
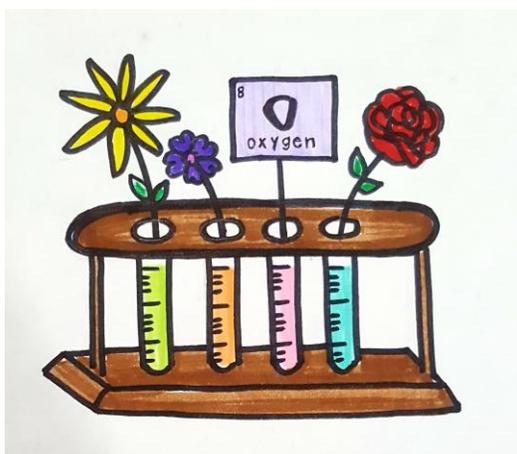
- Brewing Up Service
- Synthesize the Secret to Leadership
- Sensational Inventions
- Titrating the Three Tenets
- The Elements to Success
- Welcome to the Lab
- A World of Discovery

Backdrop



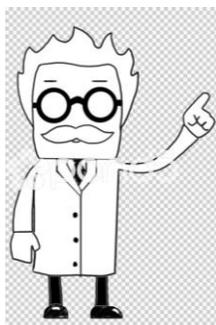
Centerpieces





Miscellaneous Decorations

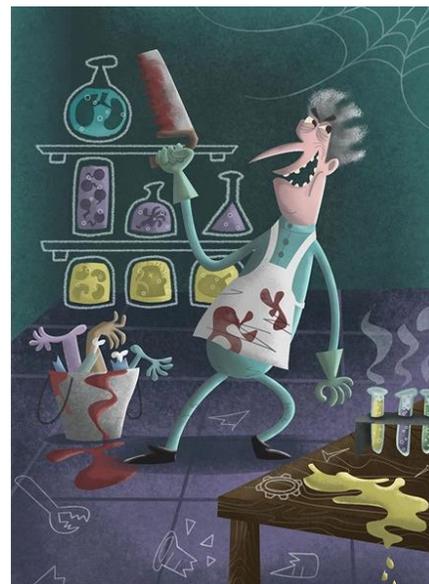
- A periodic table of elements but replace the elements with attributes that resonate with CKI
 - Public Speaking, Event Planning, Communicating, Open-mindedness, Leadership, Fellowship, Service, DCM, DLT, Citrus, Metro, etc.
- Lab equipment, Lab coats, safety goggles
- Graduated cylinders, pipettes, Bunsen burners, Erlenmeyer flasks
- Using chemistry related containers for centerpieces decorations
- A giant Erlenmeyer flask, safety goggle or microscope that can serve as both a stage prop and a photo booth object which we could decorate with the FTC logo and different design elements aforementioned
- A giant blackboard with science references on it as our photo booth
- Flasks, equations, formulas, and more related things around the rooms; Splatters of color surrounding the corners of each room to resemble spilled chemicals
- Directional signs – Mad Scientist pointing to directions and a board that says where you're heading; Chalkboards with the room label along with various symbols and equations related to chemical bonds

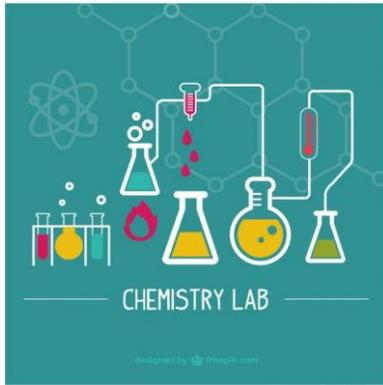




Graphic Elements

- Chemical compounds
 - Divisions/members could be connected in a structural diagram





T-Shirt

FRONT



BACK



Program



Fonts

PRIMARY BRANDING

- Heading – *Carbon*

FALL TRAINING CONFERENCE

- Subheading – *Break Label*

welcome to the lab

- Body – *Oswald*

Welcome to FTC 2019!

SECONDARY BRANDING

- Heading – *Hexadecimal*

FALL TRAINING CONFERENCE

- Subheading – *TimeBurner*

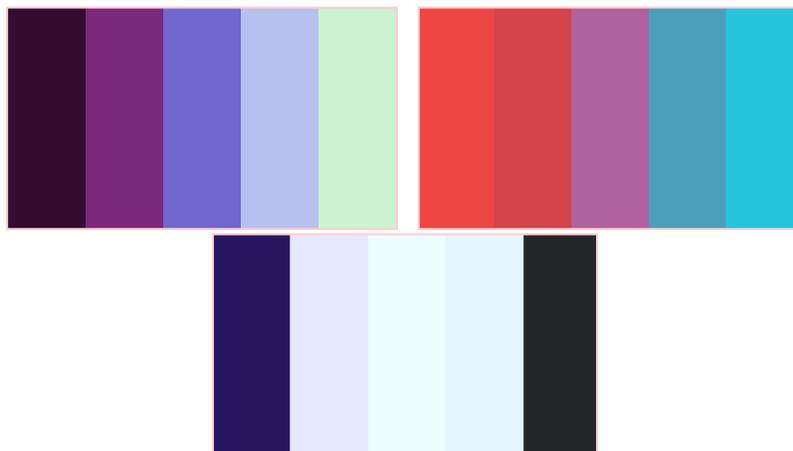
Welcome to the Lab

- Body – *Helvetica Neue Light*

Welcome to FTC 2019!

Color Schemes

PRIMARY BRANDING



SECONDARY BRANDING



Promotion & Publicity

- Chemistry puns and cringe jokes
- Video Ideas
 - FTC committee members in a laboratory, and we are creating the formulas for different aspects of FTC (Workshops, Campfire, On-site fundraiser)
 - Olivia is Frankenstein and the rest of the committee members are her little minions who is helping her build the monster (which is FTC)
- “You could be the catalyst to form bonds with other members”
- “Concentrate on the team activities”
- “Here’s another element to success: Workshops!”

Team Activities & Team Names

- **Team Activities**
 - Game Idea #1
 - Relay race where one of the relays is balancing egg/pong ball is held by a graduated cylinder.
 - Game Idea #2
 - Part of the Scavenger Hunt where the first clue is a white paper with invisible ink. The thing that'll reveal the ink (where it's a pen or some liquid or heat) will be the next clue.
 - Game Idea #3
 - Games using a micropipette (possible to transfer water) and/or rubber stoppers
 - Game Idea #4
 - Creating words using the different element abbreviations
 - Game Idea #5 - Timely Titrating
 - Completing activities in a certain amount of time
- **Team Names**
 - Alchemists
 - Necromancer
 - Conjurers
 - Plague Doctors
 - The Creationists
 - The Elementals

- Flame Walkers
- Earth Breakers
- Water Builders
- Wind Seekers
- Metal Giants
- Air Flyers
- Aqua Surfers
- Galactic Riders
- Plasma Reactors
- Terra Streamers
- Ventus Runners
- Nuclear Forces
- Cosmic Expanders (Hubble's Law)
- Natural Selectors
- Dark Matter Astronomers
- Lab Rats
- Dark Energists
- Quantum Mechanics
- Big Bang Theorists
- Photosynthesizers

Additional Comments from Committee

- **Pros**
 - Colors are nice and vibrant
 - Unique, not really a theme you would normally see at events
 - Can take a step back and look at it differently. It's a broad theme, lots of different types of experimental sciences. Can do futuristic/cartoonish.
- **Deltas**
 - Struggled to find unique team names. Wanted to avoid the whole (Adjective + Name) idea.
 - Has been difficult in general to come up with ideas
 - Struggled in terms of which direction to go in terms of design. Modern or something else.
 - Backdrop was difficult because the most recognizable items in chemistry are very small and difficult to see from the back of the room
 - Graphics was difficult to come up with
- **Additional Comments**
 - Maybe we can lean towards the idea of alchemy or mad scientist
 - Would have to focus on one type of style

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Fall Training Conference 2019 Budget Proposal
July 2019 Board Meeting

Respectfully Submitted by **Kevin Ru, District Treasurer**

EVENT OVERVIEW

Fall Training Conference is a three-day, two-night event held at Old Oak Ranch in which members of the California-Nevada-Hawai'i District come together to learn more about Circle K International, meet members from around the District, and develop as members and leaders within this organization. For many new members, Fall Training Conference is their first largescale District Circle K event and their first time seeing the impact that our organization can make. It is an opportunity for members to grow and take on leadership opportunities, such as being a team captain or workshop host. At Fall Training Conference, our members come together to be welcomed into our district and to celebrate their involvement with Circle K, showing spirit for their schools, divisions, and our district. FTC 2019 is to be held from Friday, November 1 to Sunday, November 3, 2019.

ITEMS FOR APPROVAL

The following items seek approval from the District Board

- Item #1: Event Budget and Registration Costs

ITEM #1: BUDGET AND REGISTRATION

Please see attached sheet for the proposed Fall Training Conference 2019 event budget, to be approved as presented with Early Registration to be set at \$158 (previously \$150) and Regular Registration to be set at \$183 (previously \$175).

Pros:

- More money available for event expenses
- More potential income that can be transferred to the General Fund Budget which is currently in a deficit & accounts for a tight DCON Budget

Cons:

- Increased costs could potentially deter members from attending, especially new members

Significant Changes are Noted Below:

Camp Fees Registration (Line Item 22.570.00)

- This line item involves fees dictated by the campsite itself (Meals & Housing). The camp has increased this by \$2.50 per attendee which contributes greatly to the overall increase in registration price this year.

Pre-Planning Expenses (Line Item 22.662.05)

- Line item has been given a budget to account for FTC expenses prior to the event such the North In-Person to film promotional material and Bruce Henning's planning expenses as well.

New Member Pins (Line Item 22.687.00)

- Increased to better match the unexpected increase in new members from the year prior

Workshop Expenses (Line Item 22.740.02)

- Workshops has been provided a budget to allow for purchasing of incentive prizes for workshop hosts and other miscellaneous needs.

Note: This budget is based off a projected attendance of 651 attendees with specified numbers below.

2019-20 FTC Budget

	2019	2018	2018
	Budget	Actual	Budget
Cash Receipts	Old Oak Ranch	Old Oak Ranch	Old Oak Ranch
22.401.01 Early Registration 615 x's \$158.00	\$97,170.00	\$84,399.85	\$97,500.00
22.401.03 Registration 25 x's \$183.00	\$4,575.00	\$13,176.89	\$5,250.00
22.401.02 Kiwanis Committee Registration 4 x's \$158.00	\$632.00	\$900.00	\$600.00
22.420.01 Ad Sales	\$200.00	\$125.00	\$200.00
Total Revenue	\$102,577.00	\$98,601.74	\$103,550.00
Disbursements			
22.510.00 Audit	\$700.00	\$637.49	\$750.00
22.512.00 Awards (New Member Certificates)	\$150.00	\$0.00	\$150.00
22.520.00 Entertainment (DJ & Prizes for Games)	\$400.00	\$352.84	\$400.00
22.530.02 Friday Board Meals (\$24.00 each) x's 42 meals	\$1,008.00	\$960.00	\$960.00
22.530.09 Complimentary Registration (7) & VIP Linens	\$1,070.00	\$1,070.00	\$1,065.00
22.550.00 Decorations	\$350.00	\$299.10	\$350.00
22.563.00 Hospitality (Water & Snacks)	\$125.00	\$73.29	\$300.00
22.570.00 Camp Fees Registration (Meals & Housing) 651 x's 2018 Fee \$125.00 2019 Fee: \$127.50	\$83,003.00	\$80,250.00	\$84,625.00
22.570.05 Camp Fees (Grounds PA System, Amphtheater Sound System-Wi-Fi)	\$200.00	\$195.00	\$400.00
22.687.00 New Member Pins (We had 338 new members last year. Will order 400 Cost approx. \$425.00)	\$425.00	\$343.00	\$300.00
22.571.00 Incentive Program Prizes	\$200.00	\$238.85	\$285.00
22.662.00 FTC Chair Expenses	\$150.00	\$146.69	\$150.00
22.662.05 Pre-Planning Exepnses	\$200.00	\$165.96	\$0.00
22.666.60 Printing (Program)	\$2,250.00	\$2,019.05	\$2,500.00
22.670.00 Registration Supplies	\$425.00	\$505.10	\$375.00
22.670.05 Registration Software	\$75.00	\$0.00	\$75.00
22.672.00 Rental of Van	\$525.00	\$510.47	\$425.00
22.686.00 Souvenirs & T-Shirts	\$7,250.00	\$7,128.78	\$7,250.00
22.730.00 Phone	\$100.00	\$81.38	\$100.00
22.740.02 Workshop Expenses	\$75.00	\$0.00	\$0.00
22.745.00 Donation to DFI's (651 x's \$1.00)	\$651.00	\$650.00	\$677.00
22.876.00 General Fund Transfer	\$0.00	\$0.00	\$0.00
Total Expenditures	\$99,332.00	\$95,627.00	\$101,137.00
Net Income	\$3,245.00	\$2,974.74	\$2,413.00

Circle K Board Approval: Pending

Maximum Sleeping Capacity 720

Maximum Dining Hall Capacity 520

2018 Budgeted Attendance 684 Paid + 7 comps = 691

2018 Total Names Registered 657 # Given to Camp 650 - 26 no shows = 631 actual

2018 Paid fees 650

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Amendments to the District Operating Procedures Proposal
July 2019 Board Meeting

Respectfully Submitted by **Jennifer Sandoval, District Secretary**

PROPOSAL OVERVIEW

The District Operating Procedures is one of the District's important governing documents. This term, the District Board and the District Laws & Regulations Committee has reviewed them closely to recommend changes at the July District Board Meeting so that they are up-to-date and are consistent with how we serve for the District. **Please note that the items listed below are subject to approval by the Kiwanis Policy Committee and the Kiwanis Board before they become effective.**

ITEMS FOR APPROVAL

- **Item 1:** District Operating Procedures: Removal of Section 341.11
- **Item 2:** District Operating Procedures: Revision of Section 342.3
- **Item 4:** District Operating Procedures: Revision of Section 541
- **Item 5:** District Operating Procedures: Removal of Section 960
- **Item 6:** District Operating Procedures: Revision of Section 1020

ITEM #1

Seeing as how the District Secretary, not the District Governor, has been releasing these monthly report forms at the beginning of each term, it would be reasonable to officially deem the District Secretary as the officer in charge of these duties. The District Secretary receives and reviews these forms each month, so it only makes sense to have this section under this officer.

Propose to remove the following under the position of District Governor:

~~341.11 At the beginning of the administrative year, develop and distribute a monthly report form for District Officers, and one for clubs.~~

Propose to add the following to Section 343, under the position of District Secretary:

343.10 At the beginning of the administrative year, develop and distribute a monthly report form for District Officers, and one for clubs.

ITEM #2

Not every Lieutenant Governor hosts training conferences for their division. There are various ways to host training opportunities for officers and members of the clubs, and the current definition can feel a bit constricting in comparison to all the other options. The word "conferences" should be removed to allow for a wider variety of training options.

Propose to revise the following:

342.3 Conduct training ~~conferences~~ for officers and members of the clubs in the division, and hold division social functions as appropriate.

ITEM #3

Since the budgets for Fall Training Conference and District Convention are normally approved at the summer District Board Meeting, it is being proposed to change the deadline. Furthermore, five months prior to the opening of Fall Training Conference would be June, which puts the current deadline too far in advance.

Propose to revise the following:

541 Budgets for the Fall Training Conference and District Convention shall be approved no later than **the summer District Board Meeting** ~~five (5) months~~ prior to the opening of the event.

ITEM #4

In the District Operating Procedures, there are no other mentions of awards and their requirements, therefore making this requirement feel out of place. Mentions of eligibility to win the Outstanding Single Service Project Award may be placed on the award itself where applicants and judges may clearly see it, not on the District Operating Procedures.

Propose to remove the following:

~~960 In order for a Single Service event to be eligible to win the Outstanding Single Service Project Award at District Convention, the~~

~~event must fit the criteria stated above to be considered a Single Service event.~~

ITEM #5

In addition to being tagged as “Administrative” and “Webinar,” webinars also may count as Membership Development. This is because membership development includes education, which is one of the main focuses of webinars.

Propose to revise the following:

1020 Webinars are administrative, and as such, should be recorded on Monthly Report Forms with the tags “Administrative,” “**Membership Development,**” **and** “Webinar.” They should not be tagged as District or International since those tags are reserved for events where physical interaction is present.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

CNH CIRCLE K WEEK Proposal
JULY 2019 Board Meeting

Respectfully Submitted by **ERICA WEI, COMMUNICATIONS &
MARKETING COMMITTEE**

EVENT OVERVIEW

Purpose: CNH Circle K Week is a social media week aimed to publicize Cal-Nev-Ha Circle K and the experience of being a part of this district. The overall goal of this week is to help improve the image of the CNH District as well as promote our core values. The planned dates for this are August 26th to September 1st, with prompts for posts differing each day of the week. Posts from Facebook and Instagram are accepted, as well as posts on the district blog, The Sunspot, if completed by the implementation of the social media week. Posts during this week will follow prompts that will focus on the member experience in CNH Circle K. To encourage posts, there will be a raffle system (based on number of posts) to give away a prize!

ITEMS FOR APPROVAL

- CNH Circle K Week

ITEM #1

Proposed Dates

Monday, August 26th to Sunday, September 1st

Theme

A Day in CNH

Schedule of Prompts

Day 1-Monday, August 26th: Mentor Monday (Morning)

Description: Let's start CNH Circle K Week off bright and early with Mentor Monday! We all have that special somebody that helped guide us through our Circle K experience.

Whether that person encouraged you to try out for leadership, come out to service events, or supported you

through tough times, let's show them some love by recognizing them for all that they do!

Post about someone that you look up during your Circle K journey, and share a moment that was meaningful to you! Tag a friend and if they complete the challenge too, you get double the raffle entries!

Day 2-Tuesday, August 27th: Therapy Tuesday (Noon)

Description: Balancing school, work, Circle K, and any other activities--it's not an easy feat, especially with a leadership position. Circle K offers many leadership opportunities, but often times burn out occurs and we may forget to take care of ourselves during a busy season. However, it's still important to remember to unwind and take time for yourself. In your leadership experience, what are some ways you relax and distress from your responsibilities? How do you recover from a week long of back to back events? Share your tips and advice using #CNHCKI!

Day 3-Wednesday, August 28th: Welcome Wednesday (Afternoon)

Description: Whether you are a new or returning member, the fall is a time to come back to the CKI! From tabling to info nights to socials and service, the clubs in our district all have their own way to welcome their members back to school. How does your club do it? Using #CNHCKI, share about your favorite welcome week/fall rush event and any advice you have for board members who are doing it for the first time

Day 4-Thursday, August 29th: Tabling Thursday (Sunset)

Description: Tabling is one of the key components to recruiting new members into your club and greeting returning members on their way to class. It's how many members find out about Circle K and the events you're hosting at the time. This day is to show off the ways clubs recruit new members. Post your favorite tabling moment or share the story about how you were tabled! Don't forget to use #CNHCKI!

Day 5-Friday, August 30th: Friendship Friday (Dusk)

Description: Alongside the service events and leadership opportunities, fellowship also plays a huge role in your CKI journey. Today is the day to bond with your fellow members, both new and returning, and spend some time together. Post about the new friendships you made this term or about a friend who's always had your back using #CNHCKI. Take it step further and plan a social for members to get to know each other!

Day 6-Saturday, August 31st: Service Saturday (Night)

Description: Service is one of the core tenets of Circle K and encompasses much of what we do. The impact that comes with serving others is priceless and the community continues to grow with it. Service events and service projects play a huge role in Circle K and brings us together to work on the bigger picture. What is your favorite service event or project? Share your service memories with #CNHCKI and/or host a service event for members to attend.

Day 7-Sunday, September: Sunny Sunday (Sunrise – Dawn of a New Day)

Description: It's the last day of CNH Circle K Week and we want to thank you for your participation throughout the week and term. Without our members, we wouldn't be able to make such an impact on our communities nor would we have such an incredible support system behind us. With Sunny Sunday, we'll be wrapping up our social media week in a way that promotes CNH Circle K and showcases what we all love about it. Using #CNHCKI, post your favorite memory as a member of CNH Circle K and what it has meant to you to be a part of this district and organization.

Raffle Prizes

Hydroflasks (2)
Plushies
Others TBA

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

CNH Kiwanis Family Month Proposal
July 2019 Board Meeting

Respectfully Submitted by **Roselyn Duong, District Kiwanis Family and
Foundation Chair**

EVENT OVERVIEW

Date: November 4th 2019 - November 30th 2019

A primary goal of the 2019-2020 California-Nevada-Hawaii District Board of Officers is to promote and foster the Kiwanis Family Relations within our district. November is internationally recognized as Kiwanis Family Month across the entire Kiwanis Family, a time when members strive to build bonds between the various branches, celebrate connections within the Kiwanis Family, and further strengthen Kiwanis Family Relations through Kiwanis Family interclub events. This year, the Kiwanis Family and Foundation (KFF) Committee plans to implement a district-wide Social Media Campaign to promote Kiwanis Family Month, educate Circle K members about their counterparts, and encourage clubs to foster their relations with Kiwanis Family Branches by providing our members with different resources and activities.

ITEMS FOR APPROVAL

- *Kiwanis Family Month*

ITEM #1: CNH Kiwanis Family Month

The primary purposes of the CNH Kiwanis Family Month, from November 4th 2019 to November 30th 2019, are to promote the Kiwanis Family Relations in our district and educate our members about the importance of the Kiwanis Family. Each week will focus on a different branch of the Kiwanis Family, and each day will have themed posts and activities to engage members. Club members are encouraged to participate every day of the week through event attendance or social media posts. Their names will be collected and entered into an opportunity drawing for the chance to win a prize that will be later announced. One post equals one point and a post in relation to the week's topic will be double points. A maximum of TWO posts each week will contribute to raffle chances but members are encouraged to share and repost to promote the month. Activities include webinars, office hours, resources, and infographic

puzzles to educate the members about the Kiwanis Family. In addition to this, in correlation with the week, we will be working with Communications and Marketing to advertise their Sunburst Newsletter that will also be released around that time to the various branches, as well as other information to include Circle K's current progress of service, leadership, and fundraising totals, information about Circle K, ways to get in contact with us, and KFF's plans to encourage outreach and inter-club participation during the following week of Kiwanis Family Month.

CNH Kiwanis Family Month Weekly Themes

Week 1 - November 4th - 8th: Kiwanis/Aktion

Week 2 - November 11th - 15th: K-Kids/Builders

Week 3 - November 18th - 21st: Key Club/KIWIN'S

Week 4 - November 25th - 29th: Circle K International (CKI)

CNH Kiwanis Family Month Daily Themes

Monday: Movement Monday - Infographic/Manuals

- Each Monday the KFF Committee will release a resource or a pair of resources that will correlate with the theme of the week. This will be done using infographics with more information about the themes in general, as well as linked to some resources. For example, Week One- Kiwanis Takeover Manual, Building Kiwanis Family Relations Manual, Week Two- Co-Sponsoring a K-Kids or Builders Club Manual, Week Three- Key to College Manual and Transitioning from Key Club & KIWIN's to Circle K Manual, Week Four- Key to Life Manual, Connecting the K's Manual, Kiwanis Family Events Manuals.

Tuesday: Trivia Tuesday - Informational Videos

- Each Tuesday the KFF Committee will release a short video in correlation with the theme of the week to cover all branches. In this video, we will be compiling pictures, explanation of the branches, as well as possible ways to get involved. Along with the video, we will release a trivia question to get members involved. These questions will pertain to the branches of the current week or the webinar from the week prior.

Wednesday: What's up Wednesday - Webinars/office hours

- Each Wednesday the KFF Committee will host either a webinar or office hours. On the 1st and 4th week will be webinars geared towards the relations with the Kiwanis Family. The 2nd and 3rd week will consist of office hours for those with passion, interest or questions in ways to connect with the Kiwanis Family.

Thursday: Thankful Thursday - Gratitude posts

- Each Thursday the KFF Committee will encourage members to post on social media about why they are thankful of the various Kiwanis Family Branches and how it has impacted their lives. Each social

media post will contribute to their chances of winning a prize at the end.

Friday: Family Friday - Featuring a Kiwanis Family leader of each respective branch

- Each Friday the KFF Committee will feature / spotlight a Kiwanis Family leader and a Kiwanis Family related event to recognize the contributions of key players in the Kiwanis Family community, and provide ideas and examples for clubs to host their own Kiwanis Family events. We will encourage members to have their own inter-club events and post them in the comment thread.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Awards Proposal
July 2019 Board Meeting

Respectfully Submitted by **Bruce Casenaz, District Member**
Recognition Chair

EVENT OVERVIEW

Every term, the District Member Recognition Committee reviews all District Awards that are to be presented at Fall Training Conference and District Convention and may make adjustments to keep awards more current with the direction of the California-Nevada-Hawai'i District of Circle K International. This proposal is intended to constantly improve District Awards so that both members and Kiwanians have better experiences with the awards process.

ITEMS FOR APPROVAL

- General Changes
- Reallocation of Points
- Distinguished Secretary Award
- Hall of Fame Award
- Mei Po Wong Overall Service Award
- Outstanding Single Service Award
- Removal of Outstanding Club Newsletter Award
- Addition of Outstanding Club Media Award

ITEM #1: General Changes

The District Member Recognition Committee proposes to update the following on all 2019-2020 District Awards applications:

- Awards deadlines and period of events (March 1, 2019 to February 29, 2020)
 - Deadlines
 - Fall Training Conference
 - Online Deadline

- Club Video & Club T-Shirt Front/Back Graphics Submitted via E-Mail: Sunday, October 13, 2019 at 11:59PM
- On-Site Deadline
 - Outstanding Club T-Shirt: Saturday, November, 2, 2019
- District Convention
 - Online Deadline
 - Outstanding Website Award received Tuesday, October 1, 2019 at 11:59PM
 - All applicable applications received online Sunday, March 1, 2020 at 11:59PM
 - On-Site Deadline
 - Outstanding Traditional and Non-Traditional Scrapbooks: Friday, March 27, 2019
- District Service Initiative (DSI): "Education"
- 2018-2019 Masthead → 2019-2020 Masthead
- Grammar and alteration of questions
- Rubric for judges

ITEM #2: Reallocation of Points

The District Member Recognition Committee proposes to change the allocation of points for the following awards:

- Distinguished Appointed Board Officer Award, Distinguished Secretary Award, Distinguished Treasurer Award, Outstanding District Committee Member Award
 - Decrease the amount of points given to Section IV "Attendance" from 25 points to 20.
 - Increase the amount of points given to Section III "Administration & Communication" from 25 points to 30.
- New Member of the Year Award & Returning Member of the Year Award
 - Decrease the amount of points given to Section IV "Attendance" from 25 points to 20.
 - Increase the amount of points given to Section II "Leadership" from 10 points to 15.

ITEM #3: Distinguished Secretary Award

The District Member Recognition Committee proposes to change the following on the Distinguished Secretary Award:

- For Section III (Administration & Communication), remove question D “Did the nominee distribute a club calendar of events to all members?”
 - Support:
 - In recent years, this responsibility has fallen upon an appointed board officer instead which would result in applicants losing points for this section.

ITEM #4: Hall of Fame Award

The District Member Recognition Committee proposes to require clubs to attach all of the nominee's past Membership Recognition Program status throughout their membership as a supplement to Section II (Essay Prompt).

ITEM #5: Mei Po Wong Overall Service Award

The District Member Recognition Committee proposes to remove the award application as the current structure has the award presented to the top three clubs with the highest total service hours in the four club divisions:

- Bronze (Clubs with 40 members or fewer)
- Silver (Clubs with 41 – 70 members)
- Gold (Clubs with 71 – 110 members)
- Platinum (Clubs with 111 or more)

Instead, all clubs will be automatically entered for the award by using the final Monthly Report Form submitted on March 1, 2020.

ITEM #6: Outstanding Single Service Award

The District Member Recognition Committee proposes to change the following on the Outstanding Single Service Award:

- For Section II (Project Essays), decrease the amount of points from part B (Planning and Execution) from 30 points to 20.
- For Section II (Project Essays), increase the amount of points from part A (Need for Project) from 10 points to 20.

- For Section II (Project Essays), rename Question E from “Relationship to the International Service Initiative and the District Service Initiative” to “Relationship to the International Preferred Charities & Service Partners and the District Service Initiative”

ITEM #7: Removal of Outstanding Club Newsletter Award

The District Member Recognition Committee proposes to remove the Outstanding Club Newsletter Award, which was to be presented at District Convention.

Over the years, the number of applicants for this award have gradually decreased. We believe that it may be due to the requirement of at least four issues of the newsletter that proves to be an obstacle to clubs to accomplish as well as the severe lack of interest for the award. In addition, the district will be shifting its standpoint on newsletters from providing week-to-week updates to an archival medium.

Although newsletters are important in archiving clubs' histories and distributing to Kiwanians and alumni, the removal of the award would make way for a new award that would draw more interest in the district.

ITEM #8: Addition of Outstanding Club Media Award

The District Member Recognition Committee proposes to add the Outstanding Club Media Award, which will be presented at District Convention.

Media plays a substantial role in promoting upcoming club/divisional/district events but may also be used to provide a recap of such events. It is through captivating graphics and videos that tends to draw interest. Also, the use of newsletters as an archival platform, members can read about past experiences. This work requires a lot of time and patience that unfortunately often goes unnoticed. As we recognize club officers for their efforts, the District Member Recognition Committee believes that the same recognition should be delivered to the clubs that work tirelessly in producing these works throughout the term.

The Outstanding Club Media Award, with inspiration from the Outstanding Club Newsletter Award and Outstanding Club Video Award, shall follow the following format:

- Cover Page
 - Contains the standard information and guidelines an individual must follow when filling out the award
 - A minimum of 2 newsletters, 2 club promotional videos, and 5 graphics will be required
 - The award will be out of 75 points and awarded to the top three schools
 - Includes a checklist
- Section I (Newsletter) | 25 points
 - Appearance
 - Answer a short prompt describing the general appearance of the newsletter considering its originality and adherence to graphic standards
 - Content
 - Answer a short prompt describing the content and organization of the newsletter
 - Answer a short prompt describing the value that the newsletter provided to the members and club as a whole.
 - Distribution
 - Was a copy of each issue available to all members of your club?
 - Number of issues produced
 - List the dates of publication
 - Provide a link to online copies if uploaded
- Section II (Club Promotional Videos) | 25 points
 - Club Promotion
 - List all the videos created throughout the term promoting club/divisional/district events and provide a link
 - Answer two short prompts describing the club's involvement in the making of the videos
 - Originality
 - Answer two short prompts describing the inspiration behind the behind the two chosen videos
 - Answer two short prompts describing the execution of the videos and the clarity of the message
 - Answer a short prompt describing what kind of impact the videos made throughout the term had on the club
- Section III (Graphics) | 25 points
 - Appearance & Content

- Provide a list of requirements of what graphics should and should not include
- List all the graphics made for each event and describe the relevance and originality of the graphics (250 words max)
- Provide a link to a Google Drive folder containing all the graphics listed above

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Membership Recognition Program Proposal
July 2019 Board Meeting

Respectfully Submitted by **Bruce Casenaz, Member Recognition Chair**

EVENT OVERVIEW

The Membership Recognition Program is the largest recognition program in the district, aiming to recognize members for their involvement in Circle K International and embodying our three tenets: Service, Leadership, and Fellowship. It is at Fall Training Conference and District Convention that members are recognized for achieving the rank of Bronze, Silver, Gold, or Platinum.

ITEMS FOR APPROVAL

- Membership Recognition Program 2019-2020

ITEM #1: Membership Recognition Program 2019-2020

The District Member Recognition Committee proposes to maintain the same structure approved during the 2018-2019 term as followed:

MRP Level	Bronze	Silver	Gold	Platinum
Service Hours	50	80	130	200
Dues Paid	Yes	Yes	Yes	Yes
Additional Requirements	5 of 14	6 of 14	8 of 14	11 of 14
Socials (SE)	3	4	6	9
MD&E Events (MD)	2	3	4	5
Fundraisers (FR)	1	2	3	4
Alumni (AL)	1	1	2	2

Kiwanis Family (KF)	2	3	4	5
Interclub (IN)	1	2	3	4
Divisional Events (DV)	2	3	4	5
District Events (DE)	1	2	2	3
International Events (INT)	1	1	1	1
Articles Submitted	1	2	3	4
Webinars Attended (WB)	4	5	6	7
Chaired Events	1	2	3	4
Host Workshop or Webinar	Yes	Yes	Yes	Yes
Club Committee Member	Yes	Yes	Yes	Yes

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

July 2019 Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

CLUB BUILDING & REVITALIZATION CHAIR Board Report
JULY 2019 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
05/05/2019	Spring Training Conference South		8
05/29/2019	CBR Committee Meeting		2
06/12/2019	CBR Committee Meeting		2
06/19/2019	CBR Committee Meeting		2
06/19/2019	Online District Board Call		.5

Total Service Hours since Last Board Report: 0
Total Service Hours since April 1st, 2019: 0

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
04/26/2019	Eddie Castillo	Metro Totals	Email
05/02/2019	Wayne Cheng	CBR Application Drafts	Email
05/12/2019	Ethan Chen, Stephanie Li, Jennifer Tai, Nicolas Wright, Dylan Huynh	CBR Applications	Email
05/29/2019	CBR Committee	Welcome, Introductions, Action Items	Email
06/05/2019	Wayne Cheng	CBR Committee Timeline	Email
06/12/2019	CBR Committee	Updates	Email

06/12/2019	Eddie Castillo	Permanent Metro Zoom Link	Email
07/01/2019	Josephine Chau	Presidents' Retreat Activities	Messenger

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

a. Total Achievements

1. Appoint committee
2. Finalize Committee timeline
3. Complete internal Club Building Project Management Spreadsheet

b. Top 5 Plans

1. Implement internal district board chartering protocol
2. Publish Charter Guide with Supplements
3. Chartering Webinar
4. Begin creating Revitalization Pathways
5. Train Lieutenant Governors on Chartering Paperwork

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.

<p>Establish collaborative protocol and procedures between the Lieutenant Governors and the Club Building & Revitalization committee in order to successfully and effectively charter new clubs</p> <p>Progress: We've created communication spreadsheets in order to consolidate information for chartering club that provide timelines, action items and updates for Lt.Gs</p> <p>Plans: Implementation of spreadsheet</p> <p>Create streamlined resource center for Chartering documents that 1) provide step by step guides officers/individuals</p>
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- 2) provide supplements and advice
- 3) provide resources for foundation building post charter

Progress: We've recently started editing the resource guide created by the 2018-2019 Membership Development & Education committee and hope to finalize by August

Plans: Determine which supplements are needed and what areas of the chartering process are lacking support, insight, or clarification

Establish "Pathways" for struggling/at-risk clubs that provide existing catered resources and support to create a more stable foundation within that club.

Progress: Little to none, we have been focusing on club building & Chartering

Plans: Have discussions with committee, ltgs, and district board on needs of clubs and what resources we're lacking and how we can help create those.

Publish a data-driven analysis of the District in order to provide Lt. Governors, Club Building & Revitalization Committee, and District Board strategic plans for district expansion.

Progress: Recently received MRF data from last term.

Plans: Need to extract data and clean up any unnecessary data.

5.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

COMMUNICATIONS & MARKETING Board Report
JULY Board Meeting
 Respectfully Submitted by **ERICA WEI**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
4/30/19	SDSU GBM		2
5/2/19	Tabletop Service: Ribbon Leis	2	
5/5/19	Spring Training Conference	4	6
5/6/19	General Body Meeting #5		1.5
5/8/19	Board Game Night #2		2
5/9/19	Tabletop Service: Ribbon Leis	2	
5/12/19	UC Riverside Banquet		5
5/13/19	General Body Meeting #6		1.5
5/15/19	Team JOY Move Night: Coco		2.5
5/19/19	La Jolla Kiwanis Junior Olympics	4	
5/20/19	General Body Meeting #7		1.5
5/23/19	Tabletop Service: Ribbon Leis	2	
5/28/19	General Body Meeting #8		1.5
6/1/19	UC San Diego Banquet		4.5
6/3/19	General Body Meeting #9		1.5
6/26- 6/29/19	CKIx 19	4.5	15.5
7/13/19	San Diego Pride Day Volunteering	4	

Total Service Hours since Last Board Report: 22.5
Total Service Hours since April 1st, 2019: 23.5

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
6/6/19	Patti Ryder	DOTC and committee appointments	Text/In-person
6/10/19	C&M Committee	Meeting #1 Recap	Email
6/24/19	C&M Committee	Meeting #2 Recap	Email
6/24/19	Wayne Cheng, Braden Lem, and Armando Velazquez	Communications & Marketing Webinar approval request	Email
6/29/19	Patti Ryder	Review of CKIx and plans for July Board Meeting	In-person
7/15/19	C&M Committee	Meeting #3 Recap	Email

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

a. Total Achievements

1. Appointed the District Communications & Marketing Committee
2. Outlined and delegated work for C&M Summer Plans
3. Turned in goals to International
4. Communications & Marketing Webinar approved and completed

b. Top 5 Plans

1. Committee will launch its monthly tutorial series for the Communications & Marketing Network by the end of August
2. Committee will release the first Sunburst of the term at the beginning of August and begin posting on the Sunspot
3. I will host bi-weekly office hours for the C&M Network beginning July 24th
4. C&M Network spotlights and emails will begin at the end of the month
5. Committee will host CNH Circle K Week at the end of August and collaborate with other committees to create content

III. **Resources Needed**

1. Publications Manual
2. District Style Guide Revamp

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.

1. Restructure how the C&M Committee utilizes the CNH C&M Network Facebook group to allow for better support and communication between the committee and members in the district.

My committee and I are developing a tutorial series that covers C&M-related topics such as photography, professional writing, and social media. We will release a tutorial every month. In addition, I will be hosting bi-weekly office hours for C&M Network members to ask questions or bring up any concerns they may have. Members will also have the opportunity to interact with each post and see their own work spotlighted by the committee.

2. Decrease any skill-gap barriers between members who hold communications and marketing related position through the creation and release of a monthly tutorial webinar series hosted in the C&M Network group.

As mentioned before, my committee is developing and organizing a series of interactive videos where members can do hands-on learning. These tutorials will be hosted by my committee and each of them will be centered around a different topic each month. Additionally, my committee will be emphasizing that members don't need high skill in a specific area to create good work (ie. encouraging usage of pre-created templates and programs).

3. Focus on the creation of new C&M-related resources such a newsletter manual and the update of current resources such as the District Style Guide and CNH Stock Photo Drive for all clubs to use during their term.

My committee and I have already begun the resources we plan to release by the end of the summer. The Publications Manual is set to be completed by the end of August while the District Style Guide revamp will be completed by the end of July. The CNH Stock Photo Drive has been updated and will be re-released by the committee by the end of July.

4. Actively facilitate and promote CNH's online presence on all platforms including social media, YouTube, and the website to keep constant communication with our clubs and members.

My committee is currently outlining a social media and YouTube outline for posting and video content release. Our first posts and videos will go up by mid-August, if not sooner. The District blog, The Sunspot, will begin its posting following the release of the District newsletter, The Sunburst.

5. Promote the usage of the District Graphic Standards to spread awareness of the importance of CNH Circle K brand awareness and maintenance.

Upon the release of the updated District Style Guide (soon to be renamed District Branding Guide), my committee will launch a campaign to advertise its update and the usage of District Graphic Standards. Additionally, my committee will be

hosting webinars that also encourage its use and I will personally remind the District Board to help encourage it as well.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Convention Chair Board Report
July 2019 Board Meeting
Respectfully Submitted by **Nora Lovell**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
05/01/19	UCD CKI 101 Workshop		.25
05/04/19	STC North	5	5
05/05/19	Chow Night	.75	
05/05/19	Kiwanis Luncheon		1
05/16/19	Kiwanis Luncheon		1
05/21/19	Adopt-a-Block	1	
05/21/19	Family Movie Social		2
05/22/19	Chi-Ha-Pa Committee Meeting		.75
05/23/19	Kiwanis Luncheon		1
05/25/19	Kiwanis Picnic		4
05/27/19	DCON Committee Meeting #1		1
05/30/19	Kiwanis Luncheon		1
06/01/19	Member Appreciation Pool Party		2.5
06/06/19	Kiwanis Luncheon		1
06/10/19	DCON Committee Meeting #2		1
06/20/19	Kiwanis Luncheon		1
06/24/19	DCON Committee Meeting #3		1
07/01/19	DCON Committee Meeting #4		1
07/15/19	DCON Committee Meeting #5		1

Total Service Hours since Last Board Report: 6.75
Total Service Hours since April 1st, 2019: 8.75

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
4/17/19	Jennifer Hoang	DCON 2019, DCON Chair Responsibilities	Video Call
04/18/19	Kim-Mai Hoang	DCON 2018, DCON Chair Responsibilities	Video Call
4/22/19	Camille Goulet, Ronald Liu	DCON	Phone Call
5/1/19	Camille Goulet, Ronald Liu	Committee Applications	Email
5/7/19-5/20/19	Members of CNH	Committee Applications and Interviews	
5/26/19	Camille Goulet, Ronald Liu	Scheduling, Committee Planning	Phone Call
6/11/19	Wayne Cheng, Kevin Ru	DCON Budget	Video Call
6/12/19	Wayne Cheng, Kevin Ru	DCON Budget	Video Call
6/13/19	Camille Goulet	DCON Budget	Phone Call
6/13/19	Wayne Cheng, Kevin Ru, Armando Velasquez, Camille Goulet, Ronald Liu, Bruce Hennings	DCON Budget	Phone Call
6/16/19	Camille Goulet, Ronald Liu	Approvals, In-Person, Meetings Schedule	Phone Call
6/23/19	Camille Goulet	Workshops	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Interviewed and Appointed District Convention Committee
2. Started beginning plans for District Convention
3. Worked with Committee to Create Theme Ideas and Proposals

b. Top 5 Plans

1. Create schedule for District Convention

2. Start work on design and promotional items for District Convention

3. Visit Convention Center to gain ideas of set-up and layout of the event

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.

1. Create a well-planned and well-executed District Convention.

The planning for District Convention is still in its beginning stages, but I will continue to put effort into the planning process and work with my committee to ensure that the event is on schedule and is well-executed.

2. Appoint a strong and hardworking committee and keep everyone motivated and living up to their full potential for the entire term.

The District Convention Committee has been appointed and consists of 14 members from across CNH.

3. Assist the entire District Board in completion of projects and help wherever I can.

4. Increase the transparency of district board to the general member base.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Fall Training Conference Chair Board Report
July 2019 Board Meeting
 Respectfully Submitted by **Olivia Chang**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/18/19	UCLA CKI General Meeting		1.5
04/19/19	Bai-Plu Social		1
04/20/19	CSULB CKI End of the Year Banquet		3
04/24/19	Veteran's Bingo	2.5	
04/28/19	UCLA CKI End of the Year Banquet		4
05/02/19	UCLA CKI General Meeting		1
05/04/19	SDCCU OC Marathon	7.5	
05/05/19	Spring Training Conference South	4	6
05/15/19			
-	Ultimate Last Man Standing		42
05/17/19			
05/15/19	Lydia's House	1.5	
05/18/19	CSULB CKI Beach Wars		4
05/19/19	Environmental Nature Center Spring Faire	4.5	
05/20/19	Commencement Flower Sales	4	
05/21/19	Child Creativity Lab Makerspace-On-Wheels	2	
05/30/19	FTC Committee Meeting		1.5
06/05/19	FTC Committee Meeting		2
06/11/19	Subregion B Council Meeting		1
06/12/19	FTC Committee Meeting		3
06/19/19	FTC Committee Meeting		1.5
06/26/19	FTC Committee Meeting		1.5
07/03/19	FTC Committee Meeting		2
07/07/19	Citrus x Foothill x Metro July DSP & DCM	1.5	5

07/10/19	Metro Mingle w/ Kathleen Panganiban	1
07/10/19	FTC Committee Meeting	2

Total Service Hours since Last Board Report: 25
Total Service Hours since April 1st, 2019: 27.5

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
04/17/19	Justin Chon	CSULB EOTY Banquet – Location/Logistics	Email
04/21/19	Cecilia Nguyen	Transitional Meeting	Google Hangouts
05/01/19	Wayne Cheng, Bill & Virginia Carpenter	District Committee Application Final Draft	Email
05/3/19 – 05/12/19	CNH CKI Members and District Board Members	District Committee Apps/Office Hours	Google Hangouts
05/14/19 – 05/19/19	FTC Committee Applicants	Interviews	Google Hangouts
05/14/19 – 05/20/19	CNH CKI Members	Reference letters regarding FTC Committee applicants	Email
05/22/19	Cecilia Nguyen	Advisory Meeting on FTC Committee Applicants	Google Hangouts
05/24/19	FTC Committee, Advisors, Wayne Cheng	Congratulations & Welcome Email, Committee Roster, Meeting Time, Committee Cover Photo	Email
05/27/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #1 Email, Communication, Predecessors, Reminders & Assignments	Email
05/28/19	Executive Assistants	Chair/EA Introductory Meeting	Google Hangouts
05/30/19	FTC Committee	Meeting #1	Zoom
05/31/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #1 Recap Email, Reminders & Assignments	Email

05/31/19	FTC Committee, Advisors, Wayne, Mondo	Theme Brainstorm Assignment Email	Email
06/03/19 - 06/06/19	FTC Workshops Co-Chair Applicants	Interviews	Google Hangouts
06/03/19 - 06/07/19	CNH CKI Members	Reference letters regarding FTC Workshops Co-Chair applicants	Email
06/03/19	Bruce Hennings, Wayne Cheng	Updated Master FTC Budget	Email
06/05/19	FTC Committee, Wayne Cheng	Meeting #2	Zoom
06/06/19	Kevin Ru, Wayne Cheng	FTC Budget Call Pre-Meeting	Google Hangouts
06/06/19	Chris Lam, Minh Ton, Vincent Vu	FTC x Technology Meeting – Maintaining District Events Website Consistency, Expectations, Platforms, Content	Google Hangouts
06/07/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #2 Recap Email, Reminders/Assignments & Welcome!!!	Email
06/07/19	Individual FTC Committee Members	Individual Position Predecessor Letters	Email
06/09/19	EAs, Kathleen Panganiban	Transitioning Workshops Co-Chair	Google Hangouts
06/12/19	Executive Assistants	Chair/EA Meeting – Review Past Meetings, Check-In Systems, Committee Banner, Timelines, Planning for future committee meetings	Google Hangouts
06/12/19	FTC Committee, Past FTC Chair Cecilia Nguyen	Meeting #3	Zoom
06/13/19	EAs, FTC Proposal & Creative Team, Advisors, Wayne	FTC Proposal/Creative Team Meeting Email, Purpose & Assignments	Email
06/13/19	Bruce, Mondo, Wayne, Kevin	FTC Budget Call	Phone Call
06/13/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #3 Recap Email, Reminders & Assignments	Email

06/17/19 – 07/03/19	Individual FTC Committee Members	June/July 1-on-1s: expectations, goals, ideas, check-in	Google Hangouts
06/17/19	Executive Assistants	Chair/EA Meeting – Review Past Meetings, Check-Ins, North In-Person, Planning for future committee meetings	Google Hangouts
06/18/19	EAs, FTC Proposal & Creative Team	Meeting #3.5 – FTC Proposal, Creative Guide Proposal, Support	Zoom
06/19/19	Executive Assistants	Chair/EA Meeting Recap Email, Reminders & Assignments	Email
06/19/19	FTC Committee	Meeting #4	Zoom
06/20/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #4 Recap Email, Reminders & Assignments	Email
06/23/19	Angela Lagrada	President's Retreat Forms	Email
06/24/19	Nhi Truong	Predecessor/Successor Meeting	Google Hangouts
06/26/19	FTC Committee	Meeting #5	Zoom
06/30/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #5 Recap Email, Reminders & Assignments	Email
07/01/19	Executive Assistants	Chair/EA Meeting – Review Past Meetings, Check-Ins, North In-Person, Publicity, Timeline Commentary, Planning for future committee meetings	Google Hangouts
07/03/19	Individual FTC Committee Members	Individual Position Timeline Commentary & Feedback	Email
07/03/19	FTC Committee	Meeting #6	Zoom
07/06/19	FTC Committee, Advisors, Wayne, Mondo	Meeting #6 Recap Email, Reminders & Assignments	Email
07/06/19	Bruce Hennings, Advisors, Wayne, Mondo	FTC Registration Deadlines & Upcoming Campsite Visit	Email
07/06/19	Angela Lagrada	Presidents' Retreat Confirmations & Voting	Email
07/09/19	Mondo, Advisors, Wayne	FTC Workshops Survey Approval	Email
07/10/19	FTC Committee	Meeting #7	Zoom

07/11/19

FTC Committee,
Advisors, Wayne,
Mondo

Meeting #7 Recap Email,
Reminders & Assignments

Email

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

a. Total Achievements

1. Appointed my committee. 😊
2. Discussed and developed individual and committee goals/expectations for the term.
3. Committee members all met with their predecessors and created position timelines.
4. Completed the theme & budget proposal for FTC 2019.
5. Created a master schedule of important tasks/deadlines leading up to FTC.

b. Top 5 Plans

1. Have a successful and productive committee North In-Person.
2. Successfully publicize and launch FTC 2019 to all new and returning members of CNH Circle K.
3. Release club publicity kits and ensure that club officers are aware of the resource that is provided to them, readily utilizing it.
4. Plan and efficiently find ways to promote FTC 2019 at CKI North/South.
5. Ensure that clubs have a smooth registration process.

III. **Resources Needed**

1. FTC 2019 Approved Theme & Budget

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.

1. Effectively plan and work with my committee to create another great FTC experience for members.

I finally appointed a full committee and we have been having weekly meetings since. Despite having started a few weeks later than past years, we have been hard at work doing things at our own pace while still working as efficiently and

effectively as possible. Not only did each member hold a transitional meeting with their predecessors, I was able to meet with each individual member to hear about their ideas and goals for their position, expectations for me and the committee, and offer some insight of my own. The past few weeks my committee and I have been working hard on the FTC Theme Proposal through brainstorming and individual/group work. Each position has created their own position timelines for the term and working with my EAs, we were able to return prompt feedback and commentary to each one. In August we will be having an in-person where we will be filming the necessary promotional videos and visiting Old Oak Ranch to check out the location before Fall Training Conference in November. Overall, I hope to continue working productively with my committee up until FTC and create a solid publicity plan for the district and clubs to promote FTC. Throughout the term, I hope to build a strong line of communication with Bruce, stay in contact with my advisors, and help clubs and District Board members in any way that I can.

2. Create an enjoyable and meaningful committee experience, and build a genuine committee relationship.

So far my committee members have been getting along well and members are slowly starting to open up and get comfortable with one another! My EAs and I have continued the committee buddy system from past years and it has been helping members message one another and get to know each other. Our Facebook group chat is pretty active and everyone has expressed liking their committee experience so far. Some members have been playing games, watching movies, planning meet ups, and/or just video calling each other at night, and it is nice to see members getting along and looking forward to doing things together. Members have been utilizing Slack to ask the committee for feedback and messaging me whenever they have any questions. Members know that they can reach out to me and my EAs as a resource, while also just having someone to talk to as a friend. Meetings have been productive and while long, members know that they are necessary, with some of them even expressing them as fun. Sometimes members need a little reminder to do their tasks, but reminders and check ins are normal especially when people get caught up in their busy lives. It is only the beginning of the term so some position tasks have been slower, but work will soon be picking up, so I hope to stay proactive and make sure everyone is doing okay both physically and mentally, while also making sure tasks get done.

3. Promote and maintain a strong communication system.

There have been a few times where things have been miscommunicated or misunderstood and as a result certain committee members would do less or more work than asked for, but things were cleared up quickly and it has all been a learning experience in how I need to be more direct/clear in the way I word things. Besides that, I have been pretty transparent and open with my EAs and committee with what we have to get done. During committee meetings we have

member updates where we share what we've been doing both in and out of Circle K, giving members a sense of what everyone has been up to. During 1-on-1s, email recaps, and meetings, I have been reminding everyone that if they ever need any help or feedback, to feel free to message me any time. Committee members have been messaging me whenever they just want to talk about any problems or concerns they have, so I think members definitely feel open with communicating with each other. I have been talking to the District Chairs a lot as well and they have been very helpful throughout the whole district committee application process as well as any District things in general. District Board members have been very supportive throughout the term as we are all figuring things out together, and I hope they feel free to message me whenever!

4. Be a resource to members across CNH.

I led a workshop at Spring Training Conference South on Member Retention and Recruitment, and have been answering any questions members have had about any fundraising or event planning help. I plan on going to more events within my club and division, and being available to members for any questions. I look forward to meeting and getting to know club presidents better during Presidents' Retreat.

5. Stay organized and carry out responsibilities efficiently.

I created a master committee timeline and will continue to work proactively in updating it, checking in on members, communicating with the necessary people, and making sure we all stay on track. I also have been creating meeting agendas in advance and uploading them in a timely manner. Overall, I have been trying my best to stay on top of things, answer any questions and give feedback to members as best as I can! I hope to continue to be proactive and on top of my work throughout the rest of my term!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

**Kiwanis Family and Foundation Board Report
July 2019 Board Meeting
Respectfully Submitted by **Roselyn Duong****

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
4/27/19	Sacramento State General Meeting		1
5/2/19	Sacramento State General Meeting		1
5/4/19	Spring Training Conference	5	5
5/8/19	East Sacramento Kiwanis General Meeting		1
5/30/19	Kiwanis Family & Foundation Committee Meeting		1
6/5/19	Kiwanis Family & Foundation Committee Meeting		1
6/24/19	Kiwanis Family & Foundation Committee Meeting		1
7/7/19	Kiwanis Family & Foundation Committee Meeting		1.5
7/14/19	Kiwanis Family & Foundation Committee Meeting		1

**Total Service Hours since Last Board Report: 5
Total Service Hours since April 1st, 2019: 11**

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
5/8/19	Dan & Rita	Discussions about ERF and Kiwanis Family & Foundation Committee & ideas	In-Person

5/14/19	Chuofan Yu	Discussed with the Key Club District Governor about the possibilities of expanding March-in-March, as well as our CKI Interest Form	In-Person
6/4/19	Wayne Cheng	Kiwanis Family & Foundation Tasks & Kiwanis DCON Tabling	Phone
6/5/19	Key Club/KIWIN's	CKI Interest Form	Email
6/6/19	Hillary Josephine	Committee Member 1 on 1	Conference Call
6/7/19	Christina Pham	Committee Member 1 on 1	Conference Call
6/12/19	Lawrence Miraflores	Committee Member 1 on 1	Conference Call
6/13/19	Monica Willemsz	Committee Member 1 on 1	Conference Call
6/15/19	Hebron Vilay	Checked in with advisor and an update of what we've been doing as a committee	Messenger
6/17/19	Leslie Cheng	Committee Member 1 on 1	Conference Call
6/18/19	Emma Chang	KIWIN's District Projects and Special Projects Heads	Email
6/18/19	Kevin Ru	Key Club/ KIWIN's contacts for PTP Week	Email
6/21/19	Andy Nguyen	District Kiwanis Family & Foundation	Conference Call
6/23/19	Casey Kieng	Committee Member 1 on 1	Conference Call
6/24/19	Jose Padilla	Committee Member 1 on 1	Conference Call
6/25/19	Wayne Gravelle	Proposal to East Sacramento Kiwanis	Email
6/26/19	Andy Nguyen & Ryan Tan	Division Borders	Messenger
7/7/19	Calvin Chau	Questions in regards to District Kiwanis Family and Foundation	Messenger

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

a. Total Achievements

1. Sent out a CKI Interest form to Key Club/KIWIN's. Emails will be sent out to LTGs in August.
2. Created a mapping resource of which Kiwanis Clubs and SLPs could be found in which division.
3. KFRFs for April-June have been sent out. Through the KFRFs, we were able to identify 2 schools that are in need of a Kiwanis Sponsor.
4. Committee has provided ideas for Kiwanis DCON Tabling
5. Identified Kiwanis Family Representatives & incorporated group chats

b. Top 5 Plans

1. Utilize Social Media and graphics to spread awareness of the different Kiwanis branches and how to get involved with our SLPs (i.e. through service ideas w/ links to manuals, creating different folders of pictures with working with different branches) by working with other District Board Officers.
2. a) Ensure that every school has a Kiwanis Family Chair or Representative and spread the importance of utilizing the KFRFs and other resources. b) After ensuring that each school as a representative, encourage and help clubs attend Kiwanis Meetings and events in order to create more of a CKI presence with Kiwanis.
3. Create a FAQ page and send it out at the beginning of fall. This document will contain frequently asked questions, and links to the manuals the past DKFF committees have finalized.
4. Utilize Group Page and individual Division Chats to give chairs and representatives a safe space to collaborate among each other, as well as having liaisons maintaining the activities within the group page and chats by incorporating occasional interactive questions such as "Many of you have experienced past Key to Colleges, what do you think worked best or was unique about that Key to College?" or even submitting a google form for the chairs and representatives for us to address their own questions for us, which we can then post anonymously, or with their name (if given permission).
5. "Think Tank" Sessions – Sessions where board officers of CKI and SLPs get together to discuss their respective positions and bounce ideas off each other. Possibly even brainstorm ideas of collaborations between the different branches. Create either an event on its own in different regions, or incorporate them within already existing Key to Colleges.

VIII. **Resources Needed**

1. N/A

1. 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.

1. We have begun the planning and tasks for monthly infographics, spotlights, and suggestion box answers to be implemented starting next month.
2. a) the majority of schools have a confirmed representative, and we have begun communications in groups.
3. The draft has been started and it will be completed by the end of summer.
4. The divisional chats have been created, and introductions have been going around. We will be releasing a buddy system soon.
5. Think Tank has not yet started as we will be focusing on the materials for CKI first.

2. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Member Recognition Chair Board Report
July 2019 Board Meeting
Respectfully Submitted by **Bruce Casenaz**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
05/02/19	CSU Fullerton General Meeting		1.25
05/02/19	Bruxie's Social		1.5
05/05/19	Spring Training Conference	4	4.75
05/05/19	Citrus May DCM		1.25
05/09/19	CSU Fullerton General Meeting		4
05/09/19	The Hat Social		1.5
05/11/19	March of Dimes	5	
05/23/19	Liquid Run	5.5	
06/22/19	Citrus June DSP: Hot Trot	2.5	
06/22/19	PBS Summer Learning Day	3.5	
06/22/19	Cypress Kiwanis Concert on the Green	3.75	
06/28/19	Knott's Berry Farm Social		8.5

Total Service Hours since Last Board Report: 24.25
Total Service Hours since April 1st, 2019: 30.25

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
05/01/19	Katelyn Duch	Updated 18-19 Awards & MRS	E-Mail
05/02/19	Garvey Su	One-on-One	Call

05/22/19	Brandon Capulong	District Member Recognition Committee Executive Assistant Position Description	E-Mail
05/24/19	District Member Recognition Committee	Official Appointment + Committee Banner	E-Mail
05/25/19	Brandon Capulong	Establishing Committee Meeting Format & Structure	Messenger
05/26/19	Garvey Su	18-19 MRP Pins	Text
06/05/19	Bruce Hennings	18-19 MRP Pins	E-Mail
06/19/19	Brandon Capulong	First Committee Meeting Preparations	Google Hangouts
06/20/19	District Member Recognition Committee	Meeting #1	Google Hangouts
06/26/19	Garvey Su	One-on-One	Call
06/26/19	Brandon Capulong	Second Committee Meeting Preparations	Messenger
06/27/19	District Member Recognition Committee	Meeting #2	Google Hangouts
07/03/19	Garvey Su	July Proposal Questions	Text
07/03/19	Brandon Capulong	Check Up	Google Hangouts
07/03/19 – 07/04/19	Brandon Capulong & Winnie Lam	MRS Questions	Messenger
07/05/19 – 07/06/19	Armando Velasquez, Wayne Cheng, & Garvey Su	July Proposal Questions	E-Mail
07/05/19	District Member Recognition Committee	Meeting #3	Zoom
07/05/19	Bruce Hennings	18-19 MRP Pins	E-Mail

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

a. Total Achievements

1. Appointed my whole committee.
2. Established a timeline for the term.
3. Holding committee meetings

b. Top 5 Plans

- | |
|--|
| 1. Update the Master Records Sheet to be released on time for club officers to work on as soon as possible. |
| 2. Establish the Recognition Database |
| 3. Start one-on-ones to get the committee out there to club officers |
| 4. Make edits (awards and manuals) on time |
| 5. Continue MR Mondays in August |

III. **Resources Needed**

- | |
|---------------|
| 1. 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.

- | |
|---|
| 1. Get Committee More Involved with Club Officers
The District Member Recognition Committee and I have not yet been able to get involved with club officers as we have been prioritizing the discussion and preparation of our proposals for this month. However, now that awards discussions are over, we can start introducing ourselves and start one-on-ones to see what we can help with throughout the term. |
| 2. Establish Recognition Database
The District Member Recognition Committee and I have not yet been able to start on the database for the same reason mentioned above. Once one-on-ones being though, we will be asking club officers what kind of recognition programs they have to start compiling. |
| 3. Improve Awards
The District Member Recognition Committee and I have had several committee meetings so far discussing what changes we would like to make to district awards. Significant changes we have in mind is the removal of the Outstanding Newsletter Award to replace with the Outstanding Club Media Award. We also have changes in mind to the Distinguished Secretary Award, Hall of Fame Award, Mei Po Wong Overall Service Award, and the Outstanding Single Service Project Award. |
| 4. Smoothen Out Master Records Sheet |

The new Master Records Sheet is slated to be released in early August. No significant changes will be made and so the Master Records Sheet Coordinator and I are working to fix existing issues.

5. Support District Board

I have been unable to be as present as I had hoped this summer having been out of the country and so I had to pick up on all the work I had whether it be work itself or with my position. However, having caught up with everything now and President's Retreat coming up, I am now able to support the District Board throughout the term.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Membership Development & Education Board Report
July 2019 Board Meeting
 Respectfully Submitted by **Braden Lem**

IX. Your activities since last Board Report
 a. Events you participated in:

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/18/19	MDEER Water Balloon Fundraiser		1
04/20/19	CSULB Circle K's End of the Year Banquet 2019		2
04/21/19	Taiwanese Culture Night 2019: The Guestbook		3
04/23/19	CLEW: Super Smash Bros. with Jonathan Quach		1
04/23/19	Open MDEER Committee Meeting		1
04/25/19	Veggie Grill Fundraiser		1
04/28/19	UCLA Circle K's End of the Year Banquet 2019		2
04/30/19	Lincoln Middle School Builder's Club Board Meeting		1
04/30/19	Fundraising Committee Meeting	1	
05/02/19	UCLA Circle K's Spring 2019 Week 5 GM		1
05/02/19	Boba Time and Chick-fil-A Social		2
05/03/19	CLEW: How to Not Be a Mess by Angeli Indran		1
05/05/19	CNH Circle K's Spring Training Conference South 2019	4	6
05/07/19	Lincoln Middle School Builder's Club Banquet		3
05/07/19	Fundraising Committee Meeting	1	
05/09/19	UCLA Circle K's Spring 2019 Week 6 GM		1
05/11/19	Chinese-American Culture Night 2019: Echoes of Silence		3
05/12/19	UCR Circle K's End of the Year Banquet 2019		5
05/21/19	Tabletop Service: Stress Ball Making	1	
05/23/19	UCLA Circle K's Spring 2019 Week 8 GM		1

05/26/19	OCC Circle K's End of the Year Banquet 2019	3
06/02/19	Voyage: Foundations Choreography Spring 2019 Exhibition	3
06/04/19	Committee Dorm Dinner	1
06/06/19	UCLA Circle K's Spring 2019 Week 10 GM	1
06/11/19	Subregion B Council Meeting	1
07/02/19	Central Coast Turtle Talk Tuesday	1
07/03/19	Metro Mingle with Eddie Castillo	1
07/06/19	Metro Mingle with Katelyn Duch	1
07/10/19	Metro Mingle with Kathleen Panganiban	1
07/13/19	Metro Mingle with Guy Suwankaew	1

Total Service Hours since Last Board Report: 7
Total Service Hours since April 1st, 2019: 8

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
05/01/19	Peter Yu (District MD&E Advisor)	District policy goals and MD&E goals; committee applications	Phone
05/08/19	Peter Yu (District MD&E Advisor)	MD&E chair debriefing	Phone
05/15/19	Peter Yu (District MD&E Advisor)	Extension of committee applications; interview process	Phone
05/29/19	Peter Yu (District MD&E Advisor)	MD&E chair debriefing	Phone
05/30/19	Wayne Cheng	Summer deadlines	Facebook
06/15/19	Erica Wei (C&M)	Webinars outlining	Facebook
06/17/19	Randall Belyea (Executive Assistant)	One-on-one: summer timeline, duties, and expectations	Google Hangouts
06/18/19	Anna Se (Service)	Webinars outlining	Facebook
06/20/19	Peter Yu (District MD&E Advisor)	MD&E chair debriefing: progress on upcoming deadlines	Phone
06/20/19	Cammie Lam (Creative Director)	One-on-one: summer timeline, duties, and expectations	Google Hangouts
06/20/19	Amy Bryant and Renz Lane	One-on-one: summer timeline, duties, and expectations;	Google Hangouts

	(Resources Coordinators)	upcoming resources, brainstorming	
06/27/19	Peter Yu (District MD&E Advisor)	MD&E chair debriefing: progress on upcoming deadlines	Phone
07/05/19	Wayne Cheng and Armando Velazquez	Tabling manual	Email
07/06/19	Blaire Yu (UCLA Circle K)	Using photos in upcoming manual	Facebook
07/08/19	Maddie Villanueva (Desert Oasis DLT)	One-on-one: member engagement over summer	Google Hangouts
07/08/19	Marné Amoguis (Professional Development Coordinator)	One-on-one: summer timeline, duties, and expectations	Google Hangouts
07/10/19	Peter Yu (District MD&E Advisor)	MD&E chair debriefing: progress on upcoming deadlines	Phone

X. Work Progress (Achievement & Plans)

a. Total Achievements

1. Prepared a full timeline of summer resources deadlines with the MD&E Committee for transparency and accountability purposes.
2. Had summer one-on-one's with committee members to establish summer tasks, overall expectations, and personal SMART goals.
3. Looked over and finalized Tabling Manual content for approval and official publishing to the district.
4. Released bi-weekly "MD&E Mondays" emails to the MD&E Chairs, and also established weekly office hours and other engaging posts.

b. Top 5 Plans

1. Work with Wayne Cheng to provide information, resources, and in general support to the VPAs of the district.
2. Complete the rest of the resources planned to be released by the end of the summer season.
3. Finalize the District Mentorship System and District Sunny Buddies System in coordination with my Professional Development Coordinator and Executive Assistant, respectively.
4. Coordinate and organize upcoming webinars hosted by district committees, and prepare to release application for member-hosted webinars.

XI. Resources Needed

- | |
|---|
| <p>1. Webinar outlines and times from those who are planning committee webinars at any point in the term.</p> |
|---|

XII. 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. District-wide resources: my committee has been actively working on upcoming resources, so my responsibility as this continues beyond summer is looking over outlines, providing input, finding photos to use in the manuals, and providing bumper space for everyone to comfortably finish duties. A lot of this will also be reliant on me being transparent with Wayne, Armando, and Peter about what my committee is working on and what we plan to do in the future.</p> |
| <p>2. MD&E/VPA support: I've been building up gradually my communication levels with the MD&E Chairs in the district. From office hours to bi-weekly emails to consistent communication on the Facebook group page, maintaining communication has become easier. I have yet to, however, figure out what is appropriate for the VPAs without a solid foundation. I will be working with the executive district board members to execute a few ideas that I have not yet solidified.</p> |
| <p>3. Committee growth: my committee members have been actively providing discussion and ideas while being productive in their tasks. My job as the term progresses is to make sure to pull back the workload given that school will be starting soon, but also make sure that my members remain accountable for the work they are assigned.</p> |
| <p>4. Member interaction: I have been able to attend banquets of Circle K clubs outside my division, allowing me to talk to members that I have recently met or have known from other leadership positions, and also network with new members and MD&E chairs as well. As the term continues, my duty will be as always to interact with new members, whether at club, division, or district events, providing a welcoming environment for them!</p> |
| <p>5.</p> |

XIII. Announcements

Please make sure to support your club's member recruitment efforts! Being able to support our home clubs is always important, no matter what

position we may be in. Help out with tabling, chair service projects and socials, and converse with new people!

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Service Chair Board Report
July 2019 Board Meeting
Respectfully Submitted by **Anna Se**

XIV. Your activities since last Board Report

a. Events you participated in:

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/09/19	UCBCKI Single Service: Maker's Fair	1	
05/03/19	UCBCKI Single Service: Maker's Fair	5	
05/04/19	Spring Training Conference North	1	

Total Service Hours since Last Board Report: 7

Total Service Hours since April 1st, 2019: 7

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
05/19/19	Robert Chirk	Potential district proposals	E-mail

XV. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed committee
2. Started weekly Service Sunday e-mails
3. Conducted summer one-on-ones with Service Officers
4. Began releasing new resources for Service Officers
5. Submitted district proposals regarding service

b. Top 5 Plans

1. Successfully plan/establish DLSSP this year (DLSSP North/Hawai'i, Southeast, Southwest)
2. Increase personal outreach to CNH service officers through committee/resources
3. Improve frequency and quality of service resources
4. Utilize budget for better quality service-related events
5. Better promote service on the district level to increase total service hours in CNH

XVI. **Resources Needed**

1. A budget discussion for service projects
2. More detailed and direct communication between District Board ideas and the District Administrator's
3. Training regarding the differences between how international runs and how we run

XVII. **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.

1. Successfully plan/establish DLSSP this year (DLSSP North/Hawai'i, Southeast, Southwest): DLSSP planning is around 75% complete for most DLSSPs, not including Hawai'i. I plan on following through with this plan by staying in constant communication with my respective DLSSP teams and by utilizing the summer to make sure that every detail is set and that each committee member is able to visit the sites they wish to have for DLSSP.
2. Increase personal outreach to CNH service officers through committee/resources: Just finished summer one-on-ones and got to know many more Service Officers. I also finished hosting monthly office hours. I plan to continue utilizing my committee to ensure that information is trickling down to the individual Service Officer.
3. Improve frequency and quality of service resources: Currently utilizing the Service Committee to create weekly resources based off the information given to us during our summer one-on-ones. I plan to continue the frequency in which service resources are being released by staying on top of my communication with my Service Committee. However, one area of

improvement is the quality of these resources; sometimes they are too short or are not consistent with one another.

4. Utilize budget for better quality service-related events: Not much to evaluate because I have not been able to use the budget so far. I plan on working with Kiwanis clubs or utilizing club fundraisers to help support district service events, especially at Fall Training Conference and District Convention which requires the tabletop service project we plan to be of high quality, large amounts, and long.

5. Better promote service on the district level to increase total service hours in CNH: Currently submitted a proposal to redefine the service hour so that the Service Committee has a better gauge of what to promote when we promote service. Utilize webinars around fall recruitment season alongside the creation of a fall newsletter for Service Officers to better promote and advertise service to the district

XVIII. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Technology Chair Board Report
July 2019 Board Meeting
Respectfully Submitted by **Chris Lam**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/25/19	UCLA CKI Week 4 General Meeting		1
04/29/19	UCLA C&M Committee Meeting		1
05/02/19	UCLA CKI Week 5 General Meeting		1
05/03/19	Beach Cleanup	4	
05/06/19	UCLA C&M Committee Meeting		1
05/09/19	UCLA CKI Week 6 General Meeting		1
05/12/19	UCR Banquet		5
05/17/19	Metro Division Banquet		5
05/23/19	UCLA CKI Week 7 General Meeting		1
05/26/19	Cat Café Volunteering	2	
05/26/19	OCC Banquet		6
05/30/19	UCLA CKI Week 8 General Meeting		1
05/31/19	Member Retreat		3
06/06/19	UCLA CKI Week 9 General Meeting		1
06/08/19	Metro June DSP & DCM	2	1
06/29/19	Sunset June DSP & DCM	3	3

Total Service Hours since Last Board Report: 11
Total Service Hours since April 1st, 2019: 23

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
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05/06/19	Terrence James Diaz	Ideas and pre-committee planning	Email
05/13/19	Terrence James Diaz	Interview preparation and first meeting preparation	Phone
05/21/19	Committee	Meeting #1	Online
05/22/19	Terrence James Diaz	First meeting preparation and Azure DevOps	Phone
06/04/19	Committee	Meeting #2	Online
06/19/19	Committee	Meeting #3	Online
06/20/19	District Secretary and Data Scientists	Data Meeting #1	Online
06/26/19	Committee	Meeting #4	Online
07/01/19	Software Team and Terrence James Diaz	Software Meeting #1	Online
07/03/19	Committee	Meeting #5	Online
07/07/19	District Secretary and Software Team	Software Meeting #2	Online
07/14/19	Committee and Terrence James Diaz	Meeting #6	In Person
07/15/19	Terrence James Diaz	Advisor Meeting #4	Online

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Updating website information, division pages

2. Deciding on software projects and scoping them for the term.

b. Top 5 Plans

1. Support the District Board in any goals and endeavors that the Technology Committee is able to. Keep up to date with other committee activities by reviewing meeting minutes and consider possible solutions and/or improvements the Technology Committee can work on.

2. Network with and support the Technology Chairs (and variations of officer positions that involve technology) to increase awareness and utilization of technology throughout the District. Gather information regarding technology use and websites availability, aim to increase both.

- 3. Develop and publish at least 1 major project for the District. Improve project planning and development by writing thorough specifications for 2018-2019 projects and formalizing the development cycle for future projects. Focus on documentation on high and low level in order to allow non-technical people and future technology members to understand the nature of the project(s).
- 4. Consider improvements to the District Website for more interactivity and member engagement, possibly a redesign. At a minimum, mimic Facebook/social media posts on the website for a centralized source of information.
- 5. Provide a space for professional development, especially in regards to technology, for the District. Plan webinars hosted by the Technology Committee.

III. **Resources Needed**

- 1. LTG/Committee photos and names (DLT + Pres, Committee members)
- 2. Division website requests/requirements

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.

- 1. Have not been keeping up with other committees. Communication is hard, e.g. asking for information for the website. Instead, projects were decided based on what our committee felt was important/interesting (continuing last year's projects)
- 2. Technology network is unresponsive; I am not engaging with them effectively. I have a list of known websites and which ones are old/broken, but it is not comprehensive nor utilized.
- 3. Promising outlook for projects! We're in the planning stage.
- 4. We have 1 draft for a redesign. Have not explored the limitations of changing the website. Have not considered other website features/implementations. Need to spend more thought and discussion on the District Website.
- 5. Some talk, no planning or action in terms of professional development. Not a lot of webinar ideas, though we have considered professional (Computer Science based) workshops, webinars, and even a conference/district event (hackathon).

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Lieutenant Governor Board Report
July 2019 Board Meeting
Respectfully Submitted by **Joey Pontillas**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/20/19	East Sacramento Kiwanis Easter Breakfast	5	
04/26/19	District Officer Training Conference		1.5
05/01/19	UN Reno General Meeting		1
05/04/19	Spring Training Conference North	5	5
05/08/19	UN Reno General Meeting		1
05/31/19	KFH Painting	7	
06/05/19	KFH Painting	3	
06/05/19	UC Davis General Meeting		1
06/29/19	June DCM		14
07/03/19	UN Reno Online General Meeting		1
7/13/19	July DCM	4	

Total Service Hours since Last Board Report: 24
Total Service Hours since April 1st, 2019: 24

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
05/05/19	Club President's	President's Council Meeting	Zoom Online Call
05/20/19	Dan Germain	Communication of Capital leadership	E-mail

05/25/19	Dan Germain, Tom Leahy	ERF Inquiry	E-mail
5/30/19	Julie Booth	Club advisor check-in	E-mail
05/31/19	Dan Germain	Check-in	In-person
06/09/19	Club President's	President's Council Meeting	Google Hangout
06/11/19	Sarah Park	Quad DCM Service Coordinator	E-mail
06/13/19	Angela Lagrada	President's Retreat Forms	E-mail
06/27/19	Jeremy Terhune	July DCM Service Coordinator	E-mail
7/13/19	Joshua Ranario	Check-up as LTG	In-Person
7/14/19	Brian Manganaan	Divisional Service Committee	Messenger
7/14/19	Kelley Truong	Divisional Fellowship Committee	Messenger
7/14/19	Leanna Fong	Capital Division Webinar	Messenger
7/15/19	May Lin	D44N x Capital Interclub	E-mail

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

a. Total Achievements

1. Established Divisional Leadership Team roles and responsibilities.
2. Successfully completed summer divisional retreat.
3. Finalized Capital Division schedule until the end of December.
4. Visited half of Capital's clubs since the term started.
5. Started monthly divisional webinars, beginning July.
6. Began planning position-specific executive officer training sessions via online

b. Top 5 Plans

1. Host an effective Executive Officer's Training Retreat
2. Host a successful Winter General Member Retreat
3. Increase membership growth among at least half of the division's clubs
4. 15,000 Divisional Service Hours & \$12,000 Divisional Funds Raised
5. Bolster individual club's Kiwanis Family relations

III. **Resources Needed**

1. Lieutenant Governor budget/voucher review
2. Assistance with school revitalization

3. Regular check-ins with Regional Advisor(s).

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.

1. Host an effective Executive Officer's Training Retreat – planned for June - - - Since June has passed and I've been unable to host this Officer Training Retreat, instead, for the month of August, I will be planning position specific training calls via online with executive members from each club.

2. Host a successful Winter General Member Retreat

3. Increase membership growth among at least half of the division's clubs – mentor club's boards regarding innovative activities to spark new interest

4. 15,000 Divisional Service Hours & \$12,000 Divisional Funds Raised

5. Bolster individual club's Kiwanis Family relations – currently in progress to interclub with Key Club's Division 44 North and promote Circle K to our other branches. Also, reaching out to counterparts within the Kiwanis Family and attending other Kiwanis Clubs meetings within Capital Division.

V. Announcements

Quad Divisional Council Meeting, set for August 10, 2019, 9AM-4PM in Oakland, CA. Attending divisions will be Capital, Central Coast, Golden Gate, and Sunset divisions.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Central Coast Lieutenant Governor Board Report
July 2019 Board Meeting
 Respectfully Submitted by **Ashley Kil**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/26-28/19	District Officer Training Conference		19
05/01/19	Divisional Leadership Team Meeting		1
05/03/19	Presidents Council Meeting		2
05/05/19	Spring Training Conference South	4	6
05/10/19	UCSB CKI Banquet		3
05/19/19	Divisional Leadership Team Meeting		1
05/21/19	Board Social		2
05/22/19	Executive Board Meeting		1
05/23/19	Vietnam Wall Memorial (Volunteering Training)	1.5	
05/24/19	Ventura College CKI Banquet		2.5
05/24/19	Vietnam Wall Memorial (Opening Ceremony)	1	
05/24/19	Board Social		3
05/25/19	Quad DCM Meeting		2
05/26/19	Orange Coast College CKI Banquet		
05/27/19	Vietnam Wall Memorial (Computer Assistant)	2	
05/27/19	Vietnam Wall Memorial (Owl Shift)	4	
05/28/19	Turtle Tuesdays		1
05/28/19	Board Social		2
05/29/19	A Night to Remember Prom (Volunteering Training)	2	
05/30/19	Quad DCM Meeting		2
05/31/19	A Night to Remember Prom (volunteering)	2.5	
06/01/19	Central Coast June DCM	1	3.5

06/03/19	PCM		1
06/04/19	Turtle Talk		1
06/05/19	Moorpark CKI Board Meeting		2
06/05/19	Board Social		2
06/06/19	DLT Meeting		1
06/06/19	Quad DCM Meeting		2
06/07/19	President's Social		3
06/11/19	Subregion B Council Meeting		1
06/13/19	D42 Kiwanis DCM	1	2
06/15/19	St. Anne's Maternity Home Baby Shower	2.5	
06/18/19	Turtle Talk		1
06/18/19	Moorpark CKI Board Meeting		1
06/22/19	St. Anne's Maternity Home Baby Shower	5.5	
06/23/19	DLT Meeting		1
06/24/19	Quad DCM Meeting		2
06/29/19	Quad DCM Meeting		2
07/02/19	Turtle Talk		1
07/02/19	Moorpark CKI Board Meeting		1
07/03/19	Quad DCM Meeting		1
07/07/19	DLT Meeting		1
07/07/19	July PCM		1
07/13/19	Central Coast July DCM	1	2
07/16/19	Turtle Talk		1
07/19/19	President's Retreat		
07/26/19	July District Board Meeting		

Total Service Hours since Last Board Report: 27
Total Service Hours since May 1st, 2019: 27

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
04/28/19	DLT	DLT appointment	Email
04/29/19	Patrick Ballecer	Regional Advisor Call Report	Email
04/30/19	Central Coast Secretaries	MRF Resources/Informations	Email

04/30/19	Cecilia Wong (Turquoise LTG)	Turquoise Division April Newsletter	Email
05/01/19	DLT	DLT Call (1 hour)	Google Hangout
05/01/19	DLT Email	DLT Resources	Email
05/02/19	Nicolas Wright, Katie Dizon, Luke Barrella	Member Recognition Certificates	Email
05/03/19	Presidents	Presidents Council Meeting (2 hours)	Google Hangout
05/03/19	Cecilia Rios (Division Northern Outreach Chair)	STC North Video	Email
05/03/19	Cecilia Rios (Division northern Outreach Chair) & Julian Perez	STC North (1 hour)	Google Hangout
05/06/19	Patrick Ballecer	Division Report (1 hour)	Call
05/08/19	Armondo Velazquez/Patrick Ballecer	RA and Board Member Expectation Form	Email
05/09/19	District Executive Board	LTG MRF	Email
05/09/19	Quan Vandinh (Division Executive Assistant)	June DCM (1 hour)	Google Hangout
05/12/19	Presidents	Turtle Talk #6	Email
05/16/19	Anna Se	District Committee Reference	Email
05/16/19	Kevin Ru	District Committee Reference	Email
05/16/19	Patrick Ballecer	Division Report (1 hour)	Call
05/17/19	Jennifer Sandoval	District Committee Reference	Email
05/19/19	Presidents	Turtle Talk #7	Email
05/19/19	DLT	DLT Meeting	Email
05/20/19	Katie Dizon	Division Hours/DLT Bios	Email
05/22/19	Bruce Casenaz	District Committee Reference	Email
05/22/19	Anna Se	District Committee Reference	Email
05/24/19	Cecilia Rios (Division Northern Outreach Chair)	Northern Division Workshop (1 hour)	Google Hangout
05/25/19	Presidents	Turtle Talk #8	Email
05/25/19	Northern LTGs	QUAD DCM (2 hours)	Google Hangout

05/27/19	President of Simi Valley Kiwanis Club	Kiwanis DCM	In Person
05/28/19	Central Coast Division Members	Turtle Tuesdays (Office Hours) (1 hour)	Google Hangout
05/29/19	Luke Barrella (Division Member Recognition Chair)	Monthly Member Recognition (1 hour)	Google Hangout
05/30/19	Katie Dizon (Division Media Chair)	May Recognition Awards	Email
05/30/19	Nicole Geralde (Division Service Chair)	Division Monthly Service Challenge	Email
05/30/19	Northern LTGs	Quad DCM (2 hours)	Google Hangout
06/01/19	Patrick Ballecer (RA)	Division Update	Email
06/02/19	Secretaries	June DCM CERF	Email
06/02/19	Anna Se	Service Committee Office Hour	Google Hangout
06/03/19	Presidents	PCM	Google Hangout
06/04/19	members	Turtle Talk (Office Hour)	Google Hangout
06/05/19	Moorpark College Board	Board Meeting	Skype
06/06/19	Northern LTGs	Quad DCM	Google Hangout
06/06/19	DLT	DLT Meeting	Google Hangout
06/08/19	Katie Dizon	July DCM Graphic	Email
06/09/19	Luek Barrella	Member Recognition Meeting	Google Hangout
06/10/19	Presidents	Turtle Talk #10	Email
06/10/19	District Board	LTG MRF	Email
06/10/19	Secretaries	Turtle Talk CERF	Email
06/11/19	Sub B region	SUB B DCM	Google Hangout
06/13/19	D42 Kiwanis clubs	D42 Kiwanis DCM	In person
06/16/19	Angela Lagrada	President Retreat registration	Email
06/16/19	Presidents	Turtle Talk #12	Email
06/17/19	members	Turtle Talk (Office hour)	Google Hangout
06/17/19	Presidents/VPA/VPS	Member Recognition form	Email

06/20/19	Jose Padella	LTG Intro to keyclub and kiwins	Email
06/20/19	Patrick Ballecer	Division Update	Email
06/23/19	DLT	DLT Meeting	Google Hangout
06/24/19	Quan Vandinh	July DCM	Google Hangout
06/24/19	Northern LTGs	Quad DCM Meeting	Google Hangout
06/25/19	Brennan Cain	C&M Outreach Spotlight	Email
06/28/19	Luke Barrella	Member Recognition Meeting	Google Hangout
06/29/19	Northern LTGs	Quad DCM Meeting	Google Hangout
07/01/19	Luke Barrella	Member Recognition Meeting	Google Hangout
07/02/19	Members	Turtle Talk(Office Hours)	Google Hangout
07/03/19	Northern LTGs	Quad DCM Meeting	Google Hangout
07/05/19	Patrick Ballecer	Quad DCM ERF	Email
07/05/19	Patrick Ballecer	Division Update	Phone Call
07/06/19	Luke Barrella	MRFs	Email
07/07/19	Presidents		
07/07/19	DLT	DLT Meeting	Google Hangout
07/07/19	Presidents	July PCM	Google Hangout
07/07/19	Presidents	Turtle Talk #14	Google Hangout
07/08/19	District Board	Board Report Rough Draft	Email
07/09/19	District Board	LTG June MRF	Email
07/11/19	Patrick Ballecer	Division Update	Phone Call
07/11/19	Sasha Avakyan (D42E Key Club LTG)	July DCM/OTC	Email
07/12/19	Cecelia Wong (Kiwins Turquoise LTG)	Guest Speaker at OTC	Email
07/14/19	Secretaries	July DCM CERF	Email

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

a. Total Achievements

1. Hosted first divisional event (successful May/June DCM)
2. Released division website and instagram
3. Started office hour
4. Appointed divisional photographer and divisional spirit team
5. Attended D42 Kiwanis DCM

b. Top 5 Plans

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

III. **Resources Needed**

1. Access of membership update center for Moorpark College
2. Fundraising ideas to provide to the clubs

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.

1. Club stability/revive struggling clubs I have reached out to all of the presidents and/or advisors of struggling clubs to see what their situations are. I have set a plan of action with one of those clubs so far and plan on setting the others very soon. 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. I will be checking up with them regularly to make sure they are working toward completing these tasks.
2. Promote Interclubbing I have been promoting interclubbing in my weekly emails to my presidents. I have started Presidents' buddy challenge and interclubbing is one of their challenges. So far, Channel Island and Moorpark Have had an interclub service event. I hope

that other clubs will soon follow their example in the fall. I will also be promoting interclubs through my divisional service chairs (Service challenge).

3. Introduce a divisional website, calendar, Instagram

I have released a divisional website at www.centralcoastcki.weebly.com as well as an Instagram at www.instagram.com/centralcoastcki . My DLT and I have been regularly updating and posting on both of these forms of media. I hope to add a divisional calendar to the website over the summer to bring more usefulness to our members.

4. . Charter 2 clubs at a minimum

I am planning on sending emails to all the kiwanis advisors to see if they can help me with chartering clubs in our division. I had a speech regarding charter at Simi Valley Kiwanis Club to see if they know anyone who wants to charter CKI in this area. So far, I have found someone who is interested in chartering Oxnard College.

5. Increase divisional unity/spirit

Our divisional spirit chair has formed a spirit team with spirit chairs in the division. They are working on creating new cheers and providing creative ideas for divisional spirit gear. I plan on having spirit packs at both FTC and DCON, as well as update the divisional cheers by summer to be more memorable and spirited. I also have released division t-shirt contest to get our spirited t-shirt before the fall term starts!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Citrus Lieutenant Governor Board Report
July 2019 Board Meeting
 Respectfully Submitted by **Katherine Hoang**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/16/19	Scott & Yaret Smith		2
04/22/19	Orange Coast College Circle K Banquet Planning Meeting		4
05/25/19	Saddleback Banquet		3
05/26/19	Orange Coast College Banquet		7
05/29/19	UCI Circle K General Meeting		3
05/29/19	Circle K Appreciation Committee Project	2	
05/30/19	Divisional Leadership Team Meeting		1
05/30/19	Citrus LTG/Advisor Meeting		2
06/01/19	June Divisional Council Meeting & Dylan's Vigil		5
06/02/19	UCI Circle K Banquet		4
06/02/19	Kiwanis District Governor's Visit Dinner		1
06/04/19	UCI Meeting		3
06/06/19	Smith's Session		2
06/11/19	Sub B Council Meeting		1
06/12/19	President's Retreat prep		3
06/13/19	Orange Coast College General Meeting		1
06/13/19	Cypress College's Fundraiser		3
06/13/19	Divisional Leadership Team Meeting		1
06/13/19	Smith's Session		1
06/18/19	Irvine Valley College Board Meeting		2
06/20/19	CSUF's KaBoom Service Project & Social	8	4
06/21/19	Jet KIWIN'S Banquet	6	
06/22/19	June DSP-Hot Trot	5	
07/01/19	CSUF's Seaside Fundraiser		2

07/03/19	Tri-DCM Prep Meeting		3
07/03/19	Orange Coast College Firework Booth Volunteer	3	
07/03/19	Smith Session		1
07/04/19	Fireworks Booth Volunteer & Social	5	2
07/06/19	Divisional Leadership Team Meeting		1
07/07/19	Citrus-Foothill- Metro Tri-DCM		8
07/07/19	Citrus President Council Meeting		2
07/08/19	CSUF Seaside Fundraiser		2

Total Service Hours since Last Board Report: 30
Total Service Hours since April 1st, 2019: 30

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
04/16/19	Scott & Yaret Smith	LTG Goals	Call
04/22/19	Jennifer S.	Citrus Laws and Regulations Committee Candidates' Letter of Recommendations and discuss MRF's	Call
05/03/19	Tate Yeung	FTC Programs	Call
05/18/19	1 on 1 with IVC President	Timeline Planning	In-Person
05/19/19	Kat's Heart to Heart with UCI VPA	Board Crisis Management	In-Person
05/25/19	1-on-1 with Scott	Reviewed on approval process and communication.	In-person
06/29/19	Call with Jet KIWIN'S LTG	Discussed potential K-Fam event in the Fall to promote K-Fam relations	Call
06/03/19	Scott Smith	Weekly Updates	Call
07/02/19	Jeff Dimsdale	Tri-DCM and advice	Call

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully hosted 3 Divisional Council Meetings- Vigil and Tri-DCM.

- | |
|--|
| 2. Fostered relationships with local KIWIN'S and Kiwanis clubs. |
| 3. Inspected and published new divisional resources. |
| 4. Appointed a Divisional Leadership team and formed a consistent meeting schedule. |
| 5. Established divisional goals and timeline for the rest of the term. |

b. Top 5 Plans

- | |
|--|
| 1. Planning respective board retreats to revitalize smaller clubs (Saddleback, Chapman, Whittier, Biola.) |
| 2. Developing a firm mentorship system to replace monthly club pairing system. |
| 3. Planning a service unity day for the division in the month of August |
| 4. Curating a branding guide for Citrus Public Relations and Creative team. |
| 5. Brainstorm Divisional Membership Installation event to welcome new and returning members. |

III. Resources Needed

- | |
|--|
| 1. I would like to work with Joshua Nepomuceno, the CNH Circle K District Club Building and Revitalization, to charter Santa Ana College, Concordia University Irvine and revitalize Chapman, Biola and Whittier |
|--|

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>Goal1: The Citrus Lieutenant Governor shall educate members regarding retention and recruitment by hosting at least 2 workshops to train members on retention and recruitment strategies either at a club meeting, divisional training program or divisional council meeting by the end of the term.</p> <ul style="list-style-type: none"> ● 06/07/19- Hosted a workshop for Irvine Valley Circle K during their board meeting. ● Attended club events such as fundraisers, board meetings and one on ones. ● Planning board retreat for smaller clubs with their respective presidents. ● Working with Divisional Membership Development Director on recruitment efforts for the fall. |
|---|

Goal 2: The Citrus Lieutenant Governor shall give and offer consistent club support by attending five club meetings and five club hosted events by the end of the term.

- Attended club events such as fundraisers, board meetings and one on ones.
 - 05/25/19 Saddleback Banquet
 - 05/26/19 Orange Coast College Banquet
 - 05/29/19 UCI Circle K General Meeting
 - 05/29/19 UCI Circle K Appreciation Committee Project
 - 06/02/19 UCI Circle K Banquet
 - 06/04/19 UCI Meeting
 - 06/13/19 Orange Coast College General Meeting
 - 06/13/19 Cypress College's Fundraiser
 - 06/18/19 Irvine Valley College Board Meeting
 - 06/20/19 CSUF's KaBoom Service Project & Social
 - 07/01/19 CSUF's Seaside Fundraiser
 - 07/03/19 Orange Coast College Firework Booth Volunteer
 - 07/04/19 Orange Coast College Fireworks Booth Volunteer & Social
 - 07/08/19 CSUF Seaside Fundraiser

Goal 3: The Citrus Lieutenant Governor shall establish Citrus division's branding identity through finalizing a divisional mascot, divisional color schemes and divisional 2018-2019 graphic styles by the end of August 2019.

- Drafted a feedback form that incorporated questions regarding branding.

Goal: 4. The Citrus Lieutenant Governor shall enhance divisional unity and spirit through creating one new spirit items for Fall Training Conference, 3 new Citrus cheers by Fall Training Conference and hosting our first divisional membership installation by December 2019.

- Drafted one divisional cheer.
- Created a divisional Club Spirit Chair communication chat to increase transparency.

Goal 5: The Citrus Lieutenant Governor shall Increase visibility between the Kiwanis Family branches in Region 3 by hosting 3 Kiwanis Family workshops either at a club meeting, divisional training program or divisional council meeting and attend one Region 3 Kiwanis divisional council meeting and one SLP divisional council meetings by the end of the term.

- Attended the Kiwanis District Governor's Visit Dinner on June 11, 2019.

V. Announcements

- N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report
July 2019 Board Meeting
 Respectfully Submitted by **Andy T. Nguyen**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
4/20/2019	MRP Poolooza		2
5/1/2019	3 rd General Meeting		1.5
5/4/2019	Cinco de Mayo Fiesta	6	
5/5/2019	Spring Training Conference South	4	6
5/8/2019	4 th General Meeting		1.5
5/8/2019	Family Brawl		1
5/10/2019	Game Night! Social		2.5
5/11/2019	Keep Riverside Clean & Beautiful: Great American Clean-up	2	
5/11/2019	May Division Council Meeting		1
5/12/2019	Desert Oasis End-of-the-Year Banquet		2
5/12/2019	UCR End-of-the-Year Banquet		5
5/15/2019	Weekly Tabling		1
5/15/2019	5 th General Meeting		1.5
5/15/2019	After's Ice Cream Social		1.5
5/16/2019	KCOR Luncheon		2
5/18/2019	UCR Key to College		6
5/22/2019	6 th General Meeting		1.5
5/22/2019	Weekly Tabling		1
5/23/2019	Kiwanis Division 15 Governor's Visit		3
5/25/2019	Adopt-a-Street	1.5	
5/25/2019	Carl's Jr. Fundraiser		1
5/25/2019	Late Night Service	3.5	

5/29/2019	7 th General Meeting	1.5
6/15/2019	June Division Service Project	2
6/15/2019	Ding Tea Social	2
6/15/2019	June Division Council Meeting	1.5
6/19/2019	Kiwanis Division 15 Division Council Meeting	1
6/29/2019	UCR E-Board Trainer	3
7/2/2019	Tabling at Crafton Hills College	2
7/5/2019	CSN E-Board Trainer	4
7/6/2019	July Division Service Project	2
7/6/2019	Tsaocaa Social	2
7/6/2019	July Division Council Meeting	1
7/6/2019	UNLV E-Board Trainer	3
7/9/2019	Tabling at Crafton Hills College	2
7/10/2019	Soup Kitchen	2

Total Service Hours since Last Board Report: 23 hrs.
Total Service Hours since April 1st, 2019: 36 hrs.

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
4/19/2019	Edwin Romero	Permission to table at Norco College	E-mail
4/23/2019	Linda Marx	Desert Oasis E-Board Training Session Outline of activities	E-mail
4/24/2019	Linda Marx	Mailing address and fee for Spring Training Conference South	E-mail
4/25/2019	Jocelyn Arreola	In-person meeting confirmation	Text
4/27/2019	Jocelyn Arreola	Visitation availability	Text
4/27/2019	Edwin Romero	Follow-up for permission to table at Norco College	E-Mail
4/27/2019	Michelle Riggs	Follow-up for scheduling times for an in-person meeting	E-mail
4/27/2019	Division Leadership Team	Official acceptance into DLT, small assignment, & Code of Conduct	E-mail
4/29/2019	Edwin Romero	Confirmation to table at Norco College & Information related to how to charter a club at Norco	E-mail

4/30/2019	Wayne Cheng	How to improve communication between District Board	E-mail
5/1/2019	Linda Marx	Clarification for time lengths regarding activities for Desert Oasis Training Session	E-mail
5/2/2019	Jocelyn Arreola	Confirmation for tabling the next day at CSU San Bernardino	Text
5/3/2019	Michael Feng	Service Opportunity with INSAN Pomona	E-mail
5/3/2019	Jocelyn Arreola	Time scheduling for in-person meeting	Text
5/3/2019	Linda Marx	Updates regarding club activities & work progress	Phone Call
5/5/2019	Division Leadership Team	First assignment & due dates	E-mail
5/6/2019	Linda Marx	Updates regarding club activities & work progress	Phone Call
5/6/2019	Linda Marx	Updated Trainer Document & Club Inventory Sheet	E-mail
5/8/2019	Jocelyn Arreola	In-person meeting follow-up	E-mail
5/8/2019	Gina Aguilar	Invitation to attend May WAW events	E-mail
5/9/2019	Wayne Cheng	CKIx T-Shirt Designs	E-mail
5/9/2019	Jocelyn Arreola	Invitation to attend May WAW events	Text
5/9/2019	Armando Velazquez	Kiwanis Family Contact Information	E-mail
5/10/2019	Jocelyn Arreola	Graphic request to make flyers for tabling	Text
5/13/2019	Division Leadership Team	Notification for time and date of first DLT meeting	E-mail
5/13/2019	Patricia Cridlande	Request to attend Kiwanis Division 15 DCM	E-mail
5/14/2019	Linda Marx	Updates regarding club activities & work progress	Phone Call
5/14/2019	Jocelyn Arreola	Scheduling for tabling sessions	Text
5/14/2019	Bob Prior	Questions regarding the name and contact information for the other Norco CKI advisor & activity of other clubs on campus	E-mail
5/14/2019	Patricia Cridlande	Invitation to attend Kiwanis Division 15 Governor's Visit	E-mail

5/16/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
5/18/2019	Olivia Chang	Request for reference of potential committee member	E-mail
5/19/2019	Division Leadership Team	Second assignment & due dates	E-mail
5/20/2019	Jocelyn Arreola	Invitation to attend UCR's Service Insomnia	Text
5/20/2019	Michelle Riggs	Graphic request to create a flyer to post around school	E-mail
5/20/2019	Linda Marx	Desert Oasis WAW Schedule & Personal Calendar	E-mail
5/21/2019	Olivia Chang	Submission of reference for potential committee member	E-mail
5/22/2019	Michael Feng	Check-in, updates & advice regarding current club situations	In-person
5/22/2019	Nora Lovell	Submission of reference for potential committee member	E-mail
5/22/2019	Jocelyn Arreola	Notification to cancel tabling the next day due to weather	Text
5/23/2019	Amy Kobayashi	Check-in, updates & advice regarding current club situations	Phone Call
5/23/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
5/26/019	Linda Marx	Updates regarding club activities & work progress	Phone Call
5/28/2019	Samantha Del Castillo	Check-in, updates & advice regarding current club situations	In-person
5/28/2019	Desert Oasis Presidents	Check-in, updates & advice regarding current club situations	Google Hangouts
5/29/2019	Jocelyn Arreola	Reminder for tabling the next day	Text
5/29/2019	Jocelyn Arreola	Coordinating where to meet for tabling	Text
5/30/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
5/29/2019	Ethan Hill	Check-in, updates & advice regarding current club situations	Phone Call
5/30/2019	Linda Marx	Updates regarding club activities & work progress	Phone Call
5/31/2019	Linda Marx	Notification for re-activation of College of Southern Nevada	Phone Call
6/2/2019	Linda Marx	Updates regarding club activities & work progress	Phone Call

6/3/2019	Key Club Lieutenant Governors	Introduction & Circle K Interests	E-mail
6/5/2019	Kiwanis Family & Foundations Committee	Updates regarding assignments & future plans for projects	Google Hangouts
6/6/2019	Jocelyn Arreola	Notification for cancelling tabling the next day	Text
6/6/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
6/10/2019	Linda Marx	Updates regarding club activities, work progress, & August WAW	Phone Call
6/11/2019	Linda Marx	List of tentative attendees of August WAW	E-mail
6/13/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
6/13/2019	Jocelyn Arreola	Notification for cancelling tabling the next day	Text
6/14/2019	UNLV E-Board	Feedback regarding Trainer itinerary	Facetime
6/14/2019	Division Leadership Team	Third assignment & due dates	E-mail
6/15/2019	Vanessa Meza- Perez	Feedback regarding trainer & August WAW	Phone Call
6/16/2019	Linda Marx	Updates regarding club activities & work progress	Phone Call
6/16/2019	Linda Marx	Trainer Itinerary & Descriptions	E-mail
6/16/2019	Mike Arteaga	Request to attend Kiwanis Division 36 Division Council Meeting	E-mail
6/18/2019	Kaitlyn Geng	Official acceptance into DLT, small assignment, & Code of Conduct	E-mail
6/18/2019	Greg Shapton	Confirmation to attend Kiwanis Division 15 June Division Council Meeting	E-mail
6/18/2019	Linda Marx	Additions to list of tentative list for August WAW	E-mail
6/19/2019	Janice Lee	Submission of Lt.G letter for UCR newsletter	E-mail
6/19/2019	Jocelyn Arreola	Resignation	Text

6/19/2019	Desert Oasis E-Boards & DLT	Invitation to all Desert Oasis E-Boards & DLT to attend retreat/trainer	E-mail
6/19/2019	Linda Marx	Information regarding shifts for Kiwanis District Convention	Phone Call
6/20/2019	Desert Oasis Presidents	Check-in, updates & advice regarding current club situations	Google Hangouts
6/20/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
6/21/2019	Jocelyn Arreola	Request to find a new lead for the club & contacts from previous tabling session	Text
6/23/2019	Desert Oasis E-Boards & DLT	Date changes and separation for trainers for each school	E-mail
6/24/2019	Linda Marx	Updates regarding club activities & work progress	E-mail
6/24/2019	Kiwanis Family & Foundations Committee	Updates regarding assignments & planning for projects	Google Hangouts
6/24/2019	Division Leadership Team	Fourth assignment & due dates	E-mail
6/25/2019	Roselyn Duong	Rough draft for KFRF	Google Hangouts
6/27/2019	Linda Marx	Discussion regarding July DSP ERF and other issues	Phone Call
6/27/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
6/28/2019	Nena Torrez	Introduction & Inquiry about next steps for CKI at CSU San Bernardino	E-mail
7/3/2019	Linda Marx	Checking list of volunteer names	E-mail
7/4/2019	Linda Marx	Points to cover during trainer with CSN	Phone Call
7/5/2019	Division Leadership Team	Fifth assignment & due dates	E-mail
7/5/2019	Desert Oasis Presidents	Request to proofread the August WAW Itinerary, ERF & Sign-up form	E-mail
7/7/2019	Kiwanis Family & Foundations Committee	Updates regarding assignments & planning for projects	Google Hangouts
7/7/2019	Precious Carrillo	Chartering club at CSU San Bernardino	E-mail

7/7/2019	Linda Marx	August WAW ERF & Itinerary Submission	E-mail
7/9/2019	Linda Marx	Revision of August WAW ERF & Itinerary, updated volunteer list	E-mail & Phone Call
7/9/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
7/15/2019	Division Leadership Team	Updates regarding club activities & work progress	Google Hangouts
7/15/2019	Key Club Lieutenant Governors within Desert Oasis	Circle K Interest Form	E-mail

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

a. Total Achievements

1. Planned and executed a successful May WAW
2. Re-activated College of Southern Nevada
3. Planned and executed two Division Service Projects
4. Appointed a majority of the DLT
5. Hosted informative trainers for each school
6. Planned and executed first of three DFI months
7. Hosted a successful Dare Week to raise administrative funds for the Division
8. Finalized plans for August WAW
9. Created first bi-weekly divisional e-mailing list
10. Monthly 1-on-1s with E-Board Officers

b. Top 5 Plans

1. Focus on recruitment at Crafton Hills College & CSU San Bernardino
2. Begin building chartering foundation for CKI at University of Redlands
3. Begin production of Division 2019-2020 merchandise
4. Execute DFI months for KFH & PTP in August & September, respectively
5. Update divisional cheers & educate members of those cheers to prepare for FTC

III. **Resources Needed**

1. Outline of the chartering & re-chartering process, including necessary paperwork and specific steps

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. Increase Membership Involvement & Retention: Consistently reaching out to members personally to attend events; Hosting and creating programs to engage members with different aspects of Circle K (ie; DFI months & Division Service Projects). Began tabling at clubs who are re-chartering to increase membership.</p> |
| <p>2. Foster Divisional Unity: Working on updating cheers; Connecting board members to their counterparts in the division; hosting more divisional events to bring members together</p> |
| <p>3. Expanding Kiwanis Family Relationships: Consistently attending Kiwanis Division Council Meetings; working towards attending Key Club DCMs with approval. Also reached out to Key Club Lieutenant Governors to get to know them</p> |
| <p>4. Re-Branding: Updated visual aesthetics of flyers and marketing strategies; also, continuing to work on resources to provide for members</p> |
| <p>5. Assistance: Had 1-on-1s with E-board members; Had trainers to provide my own insight and advice towards club issues & help them set goals for their club</p> |

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

FOOTHILL LIEUTENANT GOVERNOR Board Report
JULY 2019 Board Meeting
Respectfully Submitted by **RYAN TAN**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/20/19	Foothill DCM+ Trainer		4
04/23/19	PCC General Meeting 06		1
04/30/19	PCC General Meeting 07		1
05/04/19	Kiwanis Ribfest	3.5	
05/05/19	Foothill May DCM		1
05/05/19	Spring Training Conference South	4	6
05/07/19	PCC General Meeting 08		1
05/09/19	Kiwanis 35 Meeting		2
05/14/19	PCC General Meeting 09		1
05/17/19	Foothill EOTY Banquet	3	
05/21/19	PCC General Meeting 10		1
05/25/19	Foothill Bowlero Social		5
05/28/19	PCC General Meeting 11		1
05/31/19	PCC EOTY Banquet	2	4
06/08/19	Foothill June DCM	3	4

Total Service Hours since Last Board Report: 15.5
Total Service Hours since April 1st, 2019: 28.5

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
04/25/19	Grace Chi	Biweekly Update	Call
05/01/19	Vincent Vu	DLT Acceptance	Email

05/01/19	Elton Moc	DLT Acceptance	Email
05/01/19	Jenny Koug	DLT Acceptance	Email
05/01/19	Claire Ramirez	DLT Acceptance	Email
05/01/19	Emily Reale	DLT Acceptance	Email
05/01/19	Riddhima Kumar	DLT Acceptance	Email
05/01/19	Sergio Barrios	DLT Acceptance	Email
05/04/19	Katherine Hoang	STC Powerpoint	Email
05/07/19	Eddie Castillo/Katherine Hoang	Tri-DCM Meeting	Online
06/13/19	Grace Chi	Biweekly Update	Call

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

a. Total Achievements

1.Appointed by Division Leadership Team
2.A successful Tri-DCM
3.Had successful DLT and PCM Meetings
4.Was able to establish an event timeline for the year
5.Able to support my clubs

b. Top 5 Plans

1.Host a successful Board Retreat
2.Have good DCMs
3.Complete one-on-ones with all my Presidents
4.Successfully plan out the year and ideas
5.Work on a professional webinar for tabling

III. **Resources Needed**

1.Graphics for some of my events
2.Publicity kits for big events
3.Support for my at risk clubs
4.Support for my rechartered clubs or reactivated clubs

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.

1. Interacting with Foothill's SLPs

During my tenure as Foothill Lieutenant Governor, I want to interact with our SLPs more. Whether that be Kiwanis, Kiwins or Key Club. One of my biggest goals is to create a Kiwanis One Day for my division to partake in during the summer! By doing this I hope to increase membership in the future for Kiwins, Kiwanis and Key Club!

-Some ways I have ensured interaction with SLPs is by going to Kiwanis meetings and interacting with them that way—more of a mentor relationship rather than a counterpart relationship. Other ways I have interacted with them is through messenger and just checking up on how they are doing!

2. Increase Division Unity

Increasing Division Unity by creating a buddy system for my Presidents to interclub and also work together on projects! I think it's counterintuitive that we are the closest division but we have the lowest interclubbing. I want to increase this by services and having more socials during my term.

-A way this has been in progress in the past few months is by constantly being relatable and able to just connect with members. By treating them more of a person rather than just a statistic has helped tremendously.

3. Making DCM's more engaging and interactive

By this I mean that I would like to do more entertaining DCMs by raffles or creating questions that appeals to the members rather than just a board report. I would like to take the time to actually get to know my members on a personal basis which will retain our membership.

4. Creating a Divisional Website

By creating a divisional website this will allow me to not only post up to date things, but have an archive on previous years and have something for my successor to look upon.

-Our District Technology Chair, Chris Lam, reached out to help establish a division website and hopefully it can be formed soon!

5. Form a foundation

I want to create a foundation for future years for Foothill Lt.G. By having a foundation, the clubs that are struggling will not be struggling in the future which will allow them to do things they are more interested in!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Golden Gate Lt. Governor Board Report
July 2019 Board Meeting
Respectfully Submitted by **Darian Sein-Lwin**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
05/04/19	Spring Training Conference	5	5
05/06/19	UC Berkeley EOTY Banquet		4
05/09/19	CSU East Bay EOTY Banquet		3
5/11/19	USF EOTY Banquet		3
06/22/19	Hayward Relay for Life	14	1
06/29/19	Golden Gate/ Sunset Joint DCM	3	4

Total Service Hours since Last Board Report: [22]
Total Service Hours since April 1st, 2019: [24]

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
05/01/19	Dennis Lim	Late DLT Appointments	Phone Call
05/02/19	Daisy Rosas	Late DLT Appointments	Phone Call
05/08/19	RA Joe Lee	Division Discussion	In Person
05/16/19	Kiwanian Amy Ortiz	Leadership Roles	Phone Call
05/16/19	Kiwanian Zuberi	DLT Discussion	In Person
7/9/19	RA Joe Lee	Division Check in	Phone Call

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

a. Total Achievements

1. Got Elected as Lt. Governor
2. Appoint a DLT and establish good relations with the GG Presidents
3. Host an entertaining DSP/DCM every month
4. Book Flight to July District Board Meeting
5. Prepared for Presidents Retreat

b. Top 5 Plans

1. Establish a good relations with all the GG Officers and meet as much as possible.
2. Start new programs that encourage more service and socials over summer.
3. Get the clubs in the division to meet each other and interclub early.
4. Help charter the new GG clubs before Fall begins
5. Finish all Board Reports/LTG MRF

III. **Resources Needed**

1. Tabling Advice
2. Club Building Resources for chartering clubs

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.

1. Build up club Recruitment and Retention with specific and quantifiable goals
2. Instate a new push with Divisional Unity with a monthly club highlight program
3. Establish an inter-club officer contact and support system between each club's executive boards.
4. Open up a more direct and fluid communication connection between Presidents and DLTs

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Metro Lieutenant Governor Board Report
July 2019 Board Meeting
Respectfully Submitted by **Eduardo Castillo**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
4/28/2019	UCLA End of the Year Banquet	0	4
5/5/2019	CNH Spring Training Conference South	8	0
5/6/2019	CSULB CKI General Meeting	0	1
5/12-17/2019	Last Man Standing	0	48.5
5/17/2019	Metro Banquet	0	4
5/24/2019	Metro DLT Meeting	0	1
5/31/2019	May PCM	0	1.25
6/1/2019	Relay for Life	5	0
6/6/2019	UCLA General Meeting	0	2.5
6/8/2019	June DSP + Metro DCM	2.5	.75
6/25/2019	June PCM	0	1.25
6/27/2019	Metro DLT Meeting	0	.75
6/30/2019	CSULB June MS3	2.5	.5
7/7/2019	July DSP and Tri-DCM	1.5	5.5
7/15/2019	Division 19 Kiwanis July DCM	0	3

Total Service Hours since Last Board Report: 13
Total Service Hours since April 1st, 2019: 19.25

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
4/29/2019	Metro DLT	Appointments	Email

5/1/2019	Metro DLT	Metro Reminders and Upcoming Events	Email
5/14/2019	Jennifer Sandoval	Committee Recommendation	Email
5/21/2019	Metro Presidents	May PCM Info	Email
5/23/2019	Callie Truong	July Tri-DCM Itinerary	Email
5/29/2019	Garvey Su	LASGS 13 th Annual College and Career Day	Email
5/30/2019	Maria Garcia-Barajas	Tri-DCM ERF Review	Email
6/2/2019	Regional Advisors	July Tri-DCM and DSP ERF	Email
6/7/2019	Michelle Herwono	May June Service Project	Email
6/8/2019	Armando Velazquez and Maria Garcia-Barajas	Administration Fund Inquiries	Email
6/20/2019	Leslie Cheng and Roselyn Duong	SLP Introductions	Email
6/28/2019	Key Club LTG	DCM Invitation	Email
7/12/2019	Callie Truong	Member Induction Reservation	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully hosted a Tri-DCM with Citrus and Foothill for the month of July
2. DLT has revamped our social media pages and began utilizing Instagram
3. Appointed DLT and have begun having monthly meetings
4. Have released a service timeline alongside VPSs of the division for more interclub events
5. Held one-on-one meetings with both Presidents and DLT

b. Top 5 Plans

1. Organize the August DCM in Northridge in a timely manner
2. Create a divisional fundraiser alongside clubs
3. Attend SLP meetings through the summer
4. Organize a joint DCM with nearby division
5. Increase recognition through metro officers and utilize new group pages

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.

1. Increase the effectiveness of DLT

-DLT are now receiving monthly task lists organized by the Executive Assistant and myself. This has given a reasonable measurement for effectiveness and has resulted in a more productive team. We will continue this practice till the end of the term

2. Increase attendance of divisional events

-Our last DCM had a large number of attendees when factoring in summer. The last service project allowed for us to all bond over service and turned to be an effective event.

3. Host DCM's at club-oriented events

-We have not yet been able to fully execute this but have plans for the Fall. Once large-scale events appear, we will focus our DCMs around these large events. Until then, we will look for neighboring events that the hosting clubs prefer.

4. Release event plans early enough for preparation

-As of now, we have been able to advertise DCMs at a fairly early date. Our goal is to promote no less than 3 weeks in advanced and it has not been an issue yet. Our year timeline will help us stay on track with this goal.

5. Work with neighboring divisions to host events

-We had a very successful Tri-DCM and DSP with our neighboring divisions, Citrus and Foothill! Members had a great time at our service tabletops, DCMs, and Interdivisional games! We hope that this will remain as tradition for future terms. Metro will be looking to have joint DCMs in the future.

V. Announcements

N/A.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

Sunset Lieutenant Governor Board Report
JULY 2019 Board Meeting
Respectfully Submitted by **Jonash Poyaoan**

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

DATE	EVENTS ATTENDED	SERVIC E HOURS	OTHER HOURS
04/17/2019	San Jose State General Meeting	-	1
04/18/2019	UC Santa Cruz Service Center Soupline	1.75	-
04/24/2019	Sunset DSP San Jose Sharks Hockey Game	2.5	-
05/04/2019	Spring Training Conference North 2019	7	3
05/05/2019	San Jose State End of the Year Banquet	-	3
05/08/2019	UC Santa Cruz EOTYB Committee Meeting	-	1.5
05/11/2019	Sunset Division End of the Year Banquet	-	4
05/17/2019	Kiwanis Special Games	5	-
05/29/2019	UC Santa Cruz EOTYB Committee Meeting	-	1.5
06/02/2019	UC Santa Cruz End of the Year Banquet	-	3.5
06/29/2019	Golden Gate and Sunset June DSP and DCM	3	3

Total Service Hours since Last Board Report: 19.25
Total Service Hours since April 1st, 2019: 26.25

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
04/13/2019	Sunset Division	Sunset April DSP and DCM	Email
04/13/2019	Bill Truong	Sunset DLT Application	Email
04/13/2019	Jeevan Bhullar	Sunset DLT Application	Email
04/13/2019	Rebeca Laguna	Sunset DLT Application	Email

04/14/2019	Sunset Division Presidents	President Meeting #1	Zoom
04/15/2019	Bill Truong	Sunset DLT Interview	Zoom
04/15/2019	Jeevan Bhullar	Sunset DLT Interview	Zoom
04/16/2019	Rebeca Laguna	Sunset DLT Interview	Zoom
04/19/2019	Ishan Pathirana	Sunset DLT Application	Email
04/20/2019	Anoop George	Sunset DLT Application	Email
4/20/2019	Kathi Tran	Sunset DSP San Jose Hockey	Email
4/24/2019	Barbara Hourigan	Newly Elected Sunset LTG	Email
4/28/2019	Shaira Ramirez-Santos	STC Committee Introduction	Email
04/29/2019	Ishan Pathirana	Sunset DLT Interview	Zoom
04/29/2019	Anoop George	Sunset DLT Interview	Zoom
04/29/2019	DLT Applicants	Sunset DLT Modifications	Email
04/29/2019	Derek Lubich	Sunset Division Update 1.0	Email
05/01/2019	Derek Lubich	Kiwanis Special Games Pictures	Email
05/01/2019	Lisa DeMattei	Sunset Division Contact Info	Email
05/01/2019	Sunset Division Presidents	President Meeting #2	Zoom
05/03/2019	DLT Applicants	Sunset DLT Results	Email
05/07/2019	Armando Velazquez	January DBM Date	Email
05/08/2019	Sunset DLT	Sunset DLT Meeting #1	Zoom
05/09/2019	Sunset DLT	Sunset DLT Meeting #1 Recap	Email
05/10/2019	Jennifer Sandoval	Sunset LTG April MRF	Email
05/12/2019	Sunset DLT	Sunset DLT Meeting #2	Zoom
05/13/2019	Sunset DLT	Sunset DLT Meeting #2 Recap	Email
05/13/2019	Sunset Presidents	Sunset Presidents Update 1.0	Email
05/18/2019	Olivia Chang	FTC Committee Reference	Email
05/19/2019	Sunset DLT	Sunset DLT Meeting #3	Zoom
05/21/2019	Sunset DLT	Sunset DLT Meeting #3 Recap	Email
05/22/2019	Sunset Presidents	Sunset Presidents Update 2.0	Email
05/24/2019	Derek Lubich	Sunset Division Update 2.0	Email
05/24/2019	Karen Gibbs	Sunset DLT Name Badges	Email
05/26/2019	Golden Gate and Sunset DLT	Golden Gate and Sunset June DSP and DCM Meeting #1	Zoom
05/28/2019	Sunset DLT	Sunset DLT One-on-Ones	Zoom
05/28/2019	Sunset Division Presidents	President Meeting #3	Zoom
05/31/2019	Sunset DLT	Sunset DLT Retreat Itinerary	Email

06/01/2019	Sunset DLT	Sunset DLT Meeting #4	Zoom
06/04/2019	Sunset DLT	Sunset DLT Meeting #4 Recap	Email
06/04/2019	Sunset Presidents	Sunset Presidents Update 3.0	Email
06/06/2019	Bruce Hennings	July DCM Flight Itinerary	Email
06/09/2019	Golden Gate and Sunset DLT	Golden Gate and Sunset June DSP and DCM Meeting #2	Zoom
06/10/2019	Jennifer Sandoval	Sunset LTG May MRF	Email
06/13/2019	Derek Lubich	Upcoming Sunset DCMs	Email
06/17/2019	Golden Gate and Sunset DLT	Golden Gate and Sunset June DSP and DCM Meeting #1	Zoom
06/17/2019	Angela Lagrada	President's Retreat Forms	Email
06/25/2019	Bill Truong and Nicolette Cruz	Sunset Board Retreat Committee Meeting #1	Zoom
06/27/2019	Sunset DLT	Sunset DLT Meeting #5	Zoom
06/28/2019	Golden Gate and Sunset	Golden Gate and Sunset June DSP and DCM	Email
06/28/2019	Derek Lubich	Golden Gate and Sunset June DSP and DCM Attendance	Text
06/30/2019	Derek Lubich	Quad DCM Supervising Kiwanian	Text
07/01/2019	Sunset Division Board	Sunset Division Board Retreat Itinerary	Email
07/05/2019	Joshua Ranario	Capital Newsletter Introduction	Email
07/05/2019	Zuberi Harmachis	Quad DCM Supervising Kiwanian	Email
07/05/2019	Armando Velazquez	Quad DCM Event Proposal	Email
07/10/2019	Sunset DLT	Sunset DLT Meeting #6	Zoom

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

a. Total Achievements

1. Appointed Sunset Divisional Leadership Team
2. Completed Spring Training Conference 2019 Decorations
3. Completed Sunset Division End of the Year Banquet
4. Completed Joint June DSP/DCM with Golden Gate Division
5. Completed Sunset Division Divisional Leadership Team Retreat
6. Completed Sunset Division Board Retreat

b. Top 5 Plans

1. Work with CBR Committee to revitalize Stanford University, Foothill College, and Santa Clara

- | |
|--|
| 2. Establish new Sunset Division Cheers and for the schools within the division |
| 3. Establish Sunset Division PenPal System and Sister Club System |
| 4. Establish Sunset Division Informational power points for Board and Member use |
| 5. Quad DCM |

III. Resources Needed

- | |
|---|
| 1. Club Building and Revitalization Chair and Committee |
|---|

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.Promote Transparency with Clubs and Division
 In order to proceed and enact upon this goal, I have been consistently updating the respective board members of each club such as the president on what has been happening not only within the division but the district as well through emails and one-on-ones facilitated through zoom. I have also sent weekly emails to the board members and have the Sunset DLT report updates in their respective home clubs. In order for the members to also see the current events happening in the division, we have also updated the Division Master Calendar filled with all upcoming service events, socials, and fundraisers from both the division and the clubs.</p> |
| <p>2. Build stronger relationships with Sunset DLT and Board
 I have established a strong foundation for the catalyzation of the bonds between the divisional leadership team and the board members by having planned both Sunset DLT Retreat and a 3-Day Sunset Division Board Retreat. By having these two events, the board members were able to introduce themselves and see each other's dynamic and how differently each member works in their respective position. I was also able to let the members be vulnerable and really understand how different each person and how they should acknowledge those differences in order to have a successful term and to unify the division properly.</p> |
| <p>3. Promote Inclusivity Club Board Members
 As noted above, the Sunset Board Retreat built a strong foundation for the members to grow from and continue a strong communication between each board member and to bring awareness of the abundant amount of resources available to them.</p> |
| <p>4. Exposure of DLT within Sunset Division
 The DLT members have been facilitating conversations with general members during divisional and district events and creating a comfortable environment and</p> |

having some exposure of who they are and what Sunset Division represents. I plan on having the DLT members hold office hours for their respective board members to offer help in any way and to add awareness on their availability.

5. Establish Sunset Division Webinars

I would like to increase the amount of power points and webinars with impactful information for both the board and general members to use in their daily lives such as tips and tricks in maintaining a balanced life as a college student or helpful study tips. I would also like to include more CKI-related webinars and useful information for board members to use as a resource when advertising CKI to their respective club members.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

DISTRICT TREASURER Board Report
JULY Board Meeting
 Respectfully Submitted by **KEVIN RU**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
04/29/19	Service Committee Meeting	1	
05/02/19	Porto's Fundraiser	1	1
05/02/19	Spring 5 th General Meeting		1
05/03/19	UC Berkeley's Spring Single Service: Maker's Space	4	
05/04/19	Spring Training Conference North	5	5
05/05/19	Spring Training Conference South	4	6
05/06/19	Service Committee Meeting	1	
05/09/19	Spring 6 th General Meeting		1
05/16/19	Spring 7 th General Meeting		1
05/20/19	Share a Meal: Skid Row	3	
05/20/19	Tabletop Service	2	
05/21/19	Tabletop Service	2	
05/21/19	Fundraising Committee Meeting	1	
05/21/19	Tabletop Service	3	
05/22/19	Porto's Fundraiser	1.5	
05/23/19	Spring 8 th General Meeting		1
05/26/19	Cat Café Lounge	3	
05/30/19	85 Degrees Fundraiser	4	
05/30/19	Spring 9 th General Meeting		1
05/31/19	Metro DSP: LA College Fair	5	
05/31/19	Spring Member Retreat		4
06/01/19	KIPP Imagination Carnival	5	
06/02/19	Spring Foundations Showcase		4

06/06/19	Spring 10 th General Meeting		1
06/08/19	Metro Divisional Service Project/DCM	2	1
07/01/19	July Summer Meeting		0.5
07/07/19	Tri-DCM: Metro x Citrus x Foothill	1.5	3

Total Service Hours since Last Board Report: 49
Total Service Hours since April 1st, 2019: 95

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
04/30/19	Garvey Su	2019-2020 FiFun Committee Positions	E-mail
05/01/19	Garvey Su	DOTC Recap, Committee Structure & Goals	Phone
05/07/19	Brandon La	Treasurer/Fundraising Chair 1-on-1	Google Hangouts
05/07/19	Denny Nguyen	Treasurer/Fundraising Chair 1-on-1	Google Hangouts
05/09/19	Kyoka Mizoguchi	Treasurer/Fundraising Chair 1-on-1	Google Hangouts
05/24/19	FiFun Committee	Introduction	E-mail
05/29/19	Garvey Su	Updates	E-mail
05/31/19	FiFun Committee	Summer Meetings	E-mail
06/03/19	FiFun Committee	Meeting #1	Google Hangouts
06/04/19	Kathy Tran	Summer 1-on-1	Google Hangouts
06/04/19	Robert Chirk	Stanton Park Registration	E-mail
06/04/19	Armando Velazquez, Bill & Virginia Carpenter, Hebron Viray, Bruce Hennings, Olivia Chang & Wayne Cheng	FTC Budget	E-mail
06/04/19	Armando Velazquez, Camille Goulet, Ronald Liu, Bruce Hennings,	DCON Budget	E-mail

	Noral Lovell & Wayne Cheng		
06/05/19	Kevin Lee	Summer 1-on-1	Google Hangouts
06/06/19	Olivia Chang, Wayne Cheng	FTC Budget	Google Hangouts
06/07/19	Robby Chandra	Meeting #1	Google Hangouts
06/07/19	Alayna Lieu	Summer 1-on-1	Google Hangouts
06/10/19	Robby Chandra	Summer 1-on-1	Google Hangouts
06/11/19	Nora Lovell & Wayne Cheng	DCON Budget	Google Hangouts
06/12/19	Minh Ton	Summer 1-on-1	Google Hangouts
06/12/19	Nora Lovell & Wayne Cheng	DCON Budget	Google Hangouts
06/14/19	Armando Velazquez, Camille Goulet, Ronald Liu, Bruce Hennings, Nora Lovell & Wayne Cheng	DCON Budget	Phone
06/14/19	Armando Velazquez, Hebron Viray, Bruce Hennings, Olivia Chang & Wayne Cheng	FTC Budget	Phone
06/17/19	Gloria Rodriguez	Summer 1-on-1	Phone
06/17/19	FiFun Committee	Meeting #2	Google Hangouts
06/17/19	Roselyn Duong	CNH Key Club & KIWIN'S Counterparts	E-mail
06/17/19	Metro & Citrus Regional Advisors	Planned Citrus DSP Attendance	E-mail
06/19/19	Garvey Su	Updates, potential TFC Resources & Summer Work	Phone
06/20/19	Angela Lagrada	PR Registration Soft Copies	E-mail
06/25/19	Garvey Su	Non-Profit Verification	E-mail
06/26/19	Garvey Su	Resource Guides, TFC Recognition	Phone

06/07/19	Gloria Rodriguez & Robby Chandra	Positional Meeting	Google Hangouts
07/01/19	CNH Treasurers & Fundraising Chairs	Money Monday #1 (Updates)	E-mail
07/02/19	FiFun Committee	Meeting #3	Zoom
07/04/19	Jeffrey Lin	Tri-DCM Waiver	E-mail
07/06/19	Angela Lagrada	President's Retreat	E-mail
07/06/19	Samantha Del Castillo	Membership Update Center	E-mail
07/07/19	Robert Chirk	Stanton Park Registration Date	E-mail
07/07/19	Angela Lagrada	PR Workshops	E-mail
07/08/19	Kevin Lee, Kristie Poon (Key Club District Treasurer), Sandra Ly, Cecelia Wong, (KIWIN's Special Projects Chairs),	Kiwanis Family PTP Week	E-mail
07/08/19	CNH Treasurers & Fundraising Chairs	Money Monday #2 (Updates)	E-mail
07/10/19	James Cortes	Treasurer/Fundraising Chair 1-on-1	Google Hangouts
07/10/19	Ashley Kil	President's Retreat Workshop	Google Hangouts
07/10/19	Garvey Su	Updates, PR Workshop, July DBM Proposals, Crazy Komp	Phone
07/11/19	Ashley Kil	President's Retreat Workshop	Phone
07/11/19	Angela Lagrada	PR Workshop Outline	E-mail
07/11/19	Natalie Davis	Treasurer/Fundraising Chair 1-on-1	Google Hangouts
07/15/19	CNH Treasurers & Fundraising Chairs	Money Monday #3 (Updates)	E-mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed the 2019-2020 FiFun Committee
2. Held Spring 1-on-1s
3. Released resources for the TFCs such as the TFC Manual & Penny Pals System

4. Begun planning for Crazy Kompetition for Infants

5. Created a master committee task list to better keep committee members on task and productive and help lay out the timeline for the term.

b. Top 5 Plans

1. Finalize and approve CKI N/S, FTC, & DCON Budgets along with PTP Week at July DBM

2. Work with the FiFun Committee in finalizing an extensive timeline for TFC resources

3. Hold Summer 1-on-1s and ensure that all Treasurers have access to the Membership Update Center and are well prepared for the fall

4. Finalize planning for Crazy Kompetition for Infants by August

5. Begin TFC & Fundraiser Recognition/Spotlight and establish a regular schedule

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.

1. Create and actively promote resources to assist TFCs with their term such as continuing the MUC manual and financial templates.

I have met with my Resource Coordinators both individually and together to delegate a specified resource focus for each position. Moving forward they are currently creating their own resource timeline for the term and when they want specific resources to be released depending on the season and the necessities of TFCs at a certain point of their term. Additionally a feedback form will be released that allows both past & current TFCs to be candid with their concerns and what they need/needed help with and whether or not the resources created by FiFun were helpful/effective.

2. Raise awareness and promote education of the DFIs through the creation of new resources and execution of successful DFI education weeks.

The committee is planning on preparing to host a DFI Webinar in the fall season while my DFI Ambassador has begun finalizing PTP Week in conjunction with Key Club & KIWIN's. This also includes my Outreach Chair coordinating with the District Governor in planning out methods to better promote the Governor's Project this year and potentially including that with the DFI Webinar.

3. Support club fundraising efforts by providing resources such as an updated Fundraising Database, event planning guides and personally reaching out to individual clubs.

Through my TFC 1-on-1s I have been able to help a few clubs in providing suggestions for Summer fundraisers and keeping their members engaged and active even when they are not necessarily in the area for the summer. I am in the process of updating the Fundraising Database alongside my Resource Coordinators and will be finalizing the Event Planning Guide from the previous term for publication and release.

4. Encourage a community for TFCs by creating and releasing a TFC pen pal system earlier in the term to facilitate communication and idea sharing among all TFCs.

Signups for the TFC Pen Pal Group System called "Penny Pals" has been released with an encouraging amount of sign ups so far. I will continue working with the committee in doing personal outreach and promoting more sign ups and again will be working with the committee to finalize groups later this month after sign ups close.

5. Provide a meaningful and fulfilling experience for the Finance and Fundraising Committee and have more defined roles in the committee to help encourage productivity and support for TFCs.

The Committee Task list that I have created has been helpful in defining the individual tasks of my committee members and providing a general direction for their positions. Through my 1-on-1s I have also been able to get to know my committee members and everyone has been able to come together during committee meetings.

V. Announcements

Save the date because Crazy Kompetition for Infants North is October 12th while Crazy Kompetition for Infants South is October 19th !!! More information to come next month.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

District Secretary Board Report
July 2019 Board Meeting
Respectfully Submitted by **Jennifer Sandoval**

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

DATE	EVENTS ATTENDED	SERVICE HOURS	OTHER HOURS
4/18/2019	UCLA CKI General Meeting		1.5
4/20/2019	Golden Gate EOTYB & DCM		3.5
4/25/2019	Sac State Spring 12 th General Meeting		1
4/26/2019	District Officer Training Conference		15
4/28/2019	April District Board Meeting		1.5
5/2/2019	Sac State Spring 13 th General Meeting		1.5
5/4/2019	Spring Training Conference North	5	5
5/5/2019	Spring Training Conference South	4	6
5/3/2019	Laws & Regulations Committee Meeting #1		1
5/3/2019	Laws & Regulations Committee Meeting #2		1
5/12/2019	Laws & Regulations Office Hours		1
6/5/2019	Sac State PR/Tech Committee Meeting		1
6/12/2019	Laws & Regulations Committee Meeting #3		2
6/15/2019	Sac State Key to College		4.5
6/19/2019	Online District Board Meeting		1.5
6/19/2019	Laws & Regulations Committee Meeting #4		1.5
6/26/2019	Laws & Regulations Committee Meeting #5		1.5
6/29/2019	Capital June DCM		9
7/3/2019	Laws & Regulations Committee Meeting #6		1.5
7/6/2019	Sac State Summer 2 nd General Meeting		6
7/11/2019	Laws & Regulations Committee Meeting #7		.5
7/13/2019	Capital July DCM	1	.5

Total Service Hours since Last Board Report: 10

Total Service Hours since April 1st, 2019: 10

b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
4/22/2019	Scott Smith	Weekly Call	Phone
4/23/2019	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	April 2019 District Board Meeting Packet	Email
4/28//2019	CNH Secretaries	Secretary Sunday #1	Email
4/28/2019	Bruce Hennings	2019-2020 District Board Contact Information	Email
4/29/2019	Scott Smith	Weekly Call	Phone
4/29/2019	Armando Velazquez, Wayne Cheng	DOP & Bylaws Update	Email
4/30/2019	CNH Secretaries	April District Board Meeting Attendance/Hours	Email
5/6/2019	Scott Smith	Weekly Call	Phone
5/7/2019	CNH Lt. Governors	Updated LTG Monthly Report Form	Email
5/7/2019	CNH District Chairs	Chair Monthly Report Form Release	Email
5/10/2019- 6/2/2019	Various CNH Secretaries	Secretary One-on-Ones	Google Hangouts
5/10/2019	Armando Velazquez, Wayne Cheng, Scott Smith	April L&R Monthly Report Form	Email
5/12/2019	CNH Secretaries	Secretary Sunday #2	Email
5/20/2019	Scott Smith	Weekly Call	Phone
5/24/2019	District L&R Committee	L&R Committee, new appointment, initial committee tasks, etc.	Email
5/26/2019	CNH Secretaries	Secretary Sunday #3	Email
5/27/2019	Scott Smith	Weekly Call	Phone
5/28/2019	CNH Secretaries, CNH Presidents	STC North & South 2019 DERF	Email
5/29/2019	District L&R Committee, Wayne Cheng, Scott Smith	L&R Meeting #1 Agenda	Email

6/3/2019	Scott Smith	Weekly Call	Phone
6/4/2019	Joey Pontillas	Presidents' Retreat Registration & Waiver Forms	Email
6/4-5/2019	CNH Secretaries	Secretary Office Hours/Workdays	Google Hangouts
6/5/2019	District L&R Committee, Wayne Cheng, Scott Smith	L&R Meeting #2 Agenda	Email
6/9/2019	CNH Secretaries	Secretary Sunday #4	Email
6/10/2019	Scott Smith	Weekly Call	Phone
6/11/2019	District L&R Committee, Wayne Cheng, Scott Smith	L&R Meeting #3 Agenda	Email
6/11/2019	Armando Velazquez, Wayne Cheng	April 2019 District Board Meeting Minutes Approval	Email
6/17/2019	Scott Smith	Weekly Call	Phone
6/18/2019	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	April 2019 District Board Meeting Minutes	Email
6/19/2019	District L&R Committee, Wayne Cheng, Scott Smith	L&R Meeting #4 Agenda	Email
6/20/2019	Chris Lam, Allison Chu, Stella Liang	MRF Data Meeting	Google Hangouts
6/23/2019	CNH Secretaries	Secretary Sunday #5	Email
6/25/2019	District L&R Committee, Wayne Cheng, Scott Smith	L&R Meeting #5 Agenda	Email
6/27/2019	Scott Smith	Weekly Call	Phone
7/1/2019	Scott Smith	Weekly Call	Phone
7/1/2019	District L&R Committee, Wayne Cheng, Scott Smith	L&R Meeting #6 Agenda	Email
7/2/2019	Ana Valdez, Joey Duong	New Secretary Training/One-on-One	Google Hangouts
7/2/2019	Armando Velazquez, Wayne Cheng	Call to July District Board Meeting Draft	Email
7/2/2019	Armando Velazquez, Wayne Cheng, Kevin Ru, Scott Smith	June L&R Monthly Report Form	Email

7/3/2019	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	Call to July 2019 District Board Meeting	Email
7/4/2019	Various CNH Secretaries & Presidents, Wayne Cheng, Steve Lopez	Circle K International Convention 2019 DERF	Email
7/5/2019	Wayne Cheng	District Operating Procedures Amendment Call	Phone
7/5/2019	CNH Secretaries	Secretary Office Hours/Workdays	Google Hangouts
7/7/2019	Chris Lam, Matthew Kim, Renz Lane, Stella Liang	MRF Portal Software Meeting	Google Hangouts
7/7/2019	CNH Secretaries	Secretary Sunday #6	Email
7/8/2019	Scott Smith	Weekly Call	Phone
7/8/2019	Armando Velazquez, Wayne Cheng, Kevin Ru, Scott Smith	July District Board Meeting – Board Report & Proposal Rough Draft	Email
7/10/2019	District L&R Committee, Wayne Cheng, Scott Smith	L&R Meeting #7 Agenda	Email
7/15/2019	Remy Sprague, Bruce Casenaz, Winnie Lam	MRS Questions	Email
7/15/2019	Scott Smith	Weekly Call	Phone

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

a. Total Achievements

<p>1. Appointed the 2019-2020 Laws & Regulations Committee, hosted 6 meetings thus far and thoroughly reviewed the District Operating Procedures</p>
<p>2. Began Secretary Sunday emails & sent out 6 thus far. Added more features such as District Countdown, Secretary Spotlight, Tip of the Week, etc.!</p>
<p>3. Have been hosting monthly (when possible) Secretary Office Hours & Workdays on the 4th and 5th of each month.</p>
<p>4. Distributed District Board Feedback from MRFs to the rest of the board. Reached out specifically to chairs/Lt. Governor's that had feedback directed towards them/had questions related to their positions.</p>

b. Top 5 Plans

- | |
|---|
| 1. Begin bylaws collection & revision through summer and fall. Work on creating Bylaws Amendment Guide & prepare District level approval process. |
| 2. Host summer one-on-one's to check in on Secretaries. |
| 3. Work closely with Technology Software/Data Teams to create the possible online MRF Portal. |
| 4. Finalize plans for the L&R Committee in Fall. |

III. **Resources Needed**

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.

<p>Provide constant communication and support for Club Secretaries. I've been utilizing different communication platforms by: sending bi-weekly Secretary Sunday emails, hosting office hours/workdays on the 4th & 5 of each month (when possible), hosting one-on-ones, and more.</p>
<p>Improve club & district communication. The District Board Packets and Minutes have been posted on the CNH Circle K website and their releases were announced to the district. I've also encouraged Lt. Governor's to host office hours regarding the proposals that will be released with the July District Board Meeting Packet. I've also tried to improve communication through MRF Feedback. I've done this by reaching out to chairs regarding any specific questions clubs have, sharing the MRF Feedback with the District Board, encouraging Secretaries to provide more feedback, and more!</p>
<p>Improve upon the Laws & Regulations Committee by increasing exposure through committee members and providing more resources for growing clubs. The start of our term has mostly been focused on updating the District Operating Procedures in time for the July District Board Meeting, so we haven't been able to focus on outwards exposure. However, we will most likely get more exposure once we begin bylaws collection in the summer-fall season.</p>
<p>Regularly review and update District Documents. For the past month, the L&R Committee has been focused on reviewing and editing the District Operating Procedures. We've been able to thoroughly go over many outdated items, and many of them are being proposed at the July District Board Meeting. We plan on also implementing more document simplification and grammar edits as the term continues.</p>
<p>Be a reliable resource for not only secretaries, but all of the CNH District Board.</p>

While it may be easy to get caught up in our numerous personal duties, I'd like to still remain an active figure in the district. I'd like to support LTGs at their DCMs in my area, support District Chairs by attending their events, and overall by being there for them as a friend. I'd like to stress board support, communication, and presence the most during my term as District Secretary.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Governor Board Report
July 2019 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
5/4/19	Spring Training Conference North 2019	4	6
5/5/19	Spring Training Conference South 2019	4	6
5/9/19	13 th General Meeting		1
5/17/19	Kiwanis Special Games	5	
6/1/19	Citrus DCM & Candlelight Vigil		5
6/8/19	Metro DSP and DCM	2	1
6/11/19	Subregion B Council Meeting		1
6/15/19	Desert Oasis DSP/DCM/Social	2	3
6/26/19- 6/29/19	Circle K International Convention (CKIx)	4	20.5
7/7/19	Tri-DCM (Metro/Citrus/Foothill)	2	4
7/19/19 – 7/21/19	Presidents' Retreat 2019		20

Total Service Hours since Last Board Report: 23
Total Service Hours since April 1st, 2019: 23

- b. People you have contacted:

DATE	PERSON(S)	WHAT WAS DISCUSSED?	METHOD
5/22/19	CNH Presidents	Bi-Weekly Update Email	Email
5/25/19	UCR Newsletter Chair	UCR Newsletter Governor Address	Email

6/3/19	Armando Velazquez	Weekly Call	Phone
6/5/19	CNH Presidents	Bi-Weekly Update Email	Email
6/6/19	Mark McDonald	District Professional Development Conference	Email
6/7/19	Armando Velazquez	Weekly Call	Phone
6/10/19	Armando Velazquez	District Professional Development Conference	Email
6/11/19	Armando Velazquez	Weekly Call	Phone
6/13/19	Nora Lovell, Kevin Ru, Camille Goulet, Ronald Liu, Armando Velazquez	District Convention Budget	Phone
6/17/19	Armando Velazquez	Weekly Call	Phone
6/27/19	Emma Chang	CNH KIWIN'S Governor Introduction	Email
6/27/19	CNH District Board	Update Email	Email
7/3/19	Armando Velazquez	Weekly Call	Phone
7/3/19	Roselyn Duong	Kiwanis DCON Tabling	Email
7/3/19	CNH Presidents	Bi-Weekly Update Email	Email
7/5/19	Braden Lem	Tabling Manual – MD&E	Email
7/8/19	Armando Velazquez	Weekly Call	Phone
7/8/19	Mark McDonald	Kiwanis DCON Room Reservation	Email
7/9/19	Olivia Chang, Armando Velazquez, Virginia Carpenter	FTC Workshop Survey	Email

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

a. Total Achievements

1. Attended the Circle K International Convention (CKIx 2019)
2. Successfully hosted Presidents' Retreat 2019
3. Improved District Board communication
4. Successfully hosted Spring Training Conferences N&S

5. Set District Board Policy Goals & Action Plans for the 2019-2020 Term

b. Top 5 Plans

1. Host One on Ones with Lt. Governors, strategic goal planning

2. Assist Presidents and Clubs with Crazy Kompetition & Fall Training Conference registration

3. Continue to improve District Board communication before the end of Summer

4. Release a District Calendar to Club Presidents

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.

1. Overall membership growth for the CNH District

Although we won't be able to properly assess our progress toward this goal, the District Board has been hard at work to produce and promote resources that will guide clubs to improve their recruitment/retention for the Fall. For example, our Membership Development & Education committee, led by Braden Lem, worked throughout June/July to create a Tabling Manual for clubs to utilize.

2. Increase service hours throughout the District

Again, we can't exactly gauge our progress on this until Fall, but we're hoping to put more of the focus on the service aspect of our organization.

3. Greater support & resources for Vice Presidents

Anna has done a superb job reaching out to the service officers of the District to provide weekly updates every Sunday. We're currently trying to figure out what kind of resources would be most relevant and helpful for VPA and VPS officers to use.

4. Seasonal evaluations & Goal Planning for Lt. Governors

I've officially opened up One on ones with the Lt. Governors for August so that we can look over their hours/membership to see where we can make adjustments and improvements.

5. Greater CKI publicity/outreach to CNH Key Club & KIWIN'S

Roselyn Duong and the Kiwanis Family & Foundation committee, as well as our Lt. Governors have been reaching out to their SLP counterparts to provide Circle K

interest forms, as well as general information about our branch of the Kiwanis Family.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

2019-2020 District Board of Officers
July District Board Meeting
Sunday, July 28, 2019 at 1:30 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Notes