

# KEY CLUB®

MINUTES OF THE OFFICIAL MEETING OF THE 2013-2014 DISTRICT BOARD OF THE  
FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL  
HILTON GARDENS INN  
PALM COAST, FLORIDA  
8:12A.M., SUNDAY, JANUARY 5, 2014

**Call to Order:**

Governor Trina Sessions called the board meeting to order at 8:12am.

**Pledge of Allegiance:**

Division 14C Lt. Governor Kubra Khan led the Pledge of Allegiance.

**Invocation:**

Division 24B Lt. Governor Dillon Perez gave the invocation.

**Roll Call:**

District Secretary Lauren McAllister took roll call and recorded the 2013-2014 Board Members present.

**2013-2014 Board Members Present:**

District Governor Trina Sessions	LTG Div. 11 Abby Wells	LTG Div. 25A Edwin Perez
District Secretary Lauren McAllister	LTG Div. 12 Michael Risola	LTG Div. 25B Stephanie Nolasco
District Treasurer Shane Meyers	LTG Div. 13 Charli Baden	LTG Div. 25C Beth Leon
District Webmaster Nick Azcarate	LTG Div. 14A Kathryn McAllister	LTG Div. 26A Felipe Montes De Oca
District Editor Sabrina Moore	LTG Div. 14B Shane Meagher	LTG Div. 26B Antoinette Avila
District Executive Assistant Damani Eason	LTG Div. 14C Kubra Khan	LTG Div. 26C Cassie Manz
DICON Chair Devon Mims	LTG Div. 15A Mia Mundell	ZA A & B Heather Locke
LTG Div. 1A Savannah Katt Crowdis	LTG Div. 15B Juan Medina	ZA C Sara Matukaitus
LTG Div. 1B Rebecca Mesiner	LTG Div. 16 Noureen Ahmed	ZA D Gene Leonard
LTG Div. 2A Hunter Bell	LTG Div. 17 Chris Komarov	ZA E Amanda Saguil
LTG Div. 2B Chase Craig	LTG Div. 18 Tyler McNanna	ZA F Richard Osso
LTG Div. 3 Amber Borgersen	LTG Div. 19A Emma Orth	ZA G Renee Richar
LTG Div. 4 Taylor Paddock	LTG Div. 19B Christopher Murray	ZA H Pamela Edwards
LTG Div. 5 Breanna Casto	LTG Div. 20A Rebecca Greenspan	ZA I Nancy Markham
LTG Div. 7 Michael Collins	LTG Div. 20B Madison Dalton	ZA J Richard and Gwen Leys
LTG Div. 8 Leah Melquist	LTG Div. 21 Lily Putra	ZA K Div. 25 Lana Nudel
LTG Div. 9 Marcela Sierra	LTG Div. 22 Sarah Davenport	ZA K Div. 26 Dawn Campbell
LTG Div. 10A Taylor Williams	LTG Div. 23A Arianna Hernandez	AA Training Donna Parton
LTG Div. 10B Maggie Milewski	LTG Div. 23B Munimul Muntakim	AA DCON Dennis Freckleton
LTG Div. 10C VACANT	LTG Div. 24A Jordan Greissman	District Administrator David McCampbell
	LTG Div. 24B Dillon Perez	

**Absentees:**

LTG Div. 26D Matthew Welds

**Introduction of Guests:**

Florida District Kiwanis Governor Matthew Cantrall and, his wife, Cheryl Cantrall  
CKI Governor Victor Roa  
Florida District Kiwanis Governor elect Chuck Gugliuzza  
Florida District Kiwanis Treasurer Celia Earl  
Division Advisor Carol Fries  
CKI Kiwanis Family Chair Michelle Ocampo  
CKI USF Club President Jessica Cook

**Quorum:**

Secretary Lauren McAllister confirmed the presence of a quorum for the conduct of business.

**Adoption of the Agenda:**

Division 2A Lt. Governor Hunter Bell moved to adopt the agenda. Division 3 Lt. Governor Amber Borgersen seconded. The motion carried.

**Approval of the Fall Board Meeting Minutes:**

Division 1A Lt. Governor Katt Crowdis moved to approve the Fall Board Meeting Minutes. Division 2B Lt. Governor Chase Craig seconded. The motion carried.

**Approval of Resignations:**

Division 12 Lt. Governor Michael Risola moved to approve the resignations of Division 8 Lt. Governor Josh Wincott and Division 10C Lt. Governor Hector Lacera.

**Approval of Appointments:**

Division 21 Lt. Governor Lily Putra moved to approve the appointment of LTG Div. 6 Leah Melquist, LTG Div. 11 Abby Wells, and Zone H Administrator Pamela Edwards. Division 4 Lt. Governor Taylor Paddock seconded. The motion carried.

**Installation of Appointments:**

Kiwanis Governor Matthew Cantrall installed Lt. Governor Div. 8 Leah Melquist and Lt. Governor Div. 11 Abby Wells.

**Executive Committee Reports:**

**DISTRICT GOVERNOR TRINA SESSIONS:**

Since FBM I have attended KCKC's for Zone's A, C, D, F& H, providing assistance in officer training. I have worked closely with DCON Chair Devon to create the directives and assignments for the subcommittees. Last month I was able to meet with the Red Cross Association to discuss the possibility of a partnership with the Florida district. I will now move to finalize the attendance and training assistance of Red Cross volunteers at DCON. I also went to Jesuit high schools putt-putt golf fundraiser in the Tampa area which benefited underprivileged mothers and their children. I have tracked the progress

and effectiveness of each LTG and made improvement plans for those in need. Most recently I have been working with the other Key Club governors to debate the future cost of international dues. We have seen petitions and have had web-based discussions on what dues increases will mean for the future of Key Club members.

**DISTRICT SECRETARY LAUREN MCALLISTER:**

Since Fall Board Meeting, I have been working on a variety of tasks. I attended numerous KCKCs to train secretaries throughout the District on the OPR system and their responsibilities. A time consuming task has been tracking service hours and Governor's Project hours for all of the clubs in the District. I have monitored and reported on OIF submission based on International deadlines as well as attended Kiwanis Family Conference in Black Mountain, North Carolina. Executive Conference Calls have been held on the 2<sup>nd</sup> and 4<sup>th</sup> weeks of every month. I have been sending reminders and taking minutes on these calls. I have also been communicating with various board members about questions they have and offering my counsel and assistance to those who were interested in campaigning for District Secretary.

Please continue to do a fabulous job and remember that I am always here to assist you and your clubs! DCON is right around the corner and I know it will be one of the best yet! This concludes my report.

**DISTRICT TREASURER SHANE MEYERS:**

Since Fall Board Meeting, I've been working on a multitude of tasks in order to make the Florida District the best it can be. One of the most time consuming things I did was traveling to various KCKCs to give presentations on the responsibilities of being a treasurer, fundraising, and FLOF and YOF. I think that by establishing a personal connection with many of the treasurers throughout the District, I increased dues submission. In fact, as of December 21, we had roughly two-thirds of our clubs pay dues. This is significantly ahead of previous years. About 33% of our clubs have still not paid dues. You have all been making an effort to get the last of your clubs to pay their dues, but I need you all to use the knowledge you've gained this week in order to get the rest to pay. As always, let me know if you need any assistance.

In recent months, I've been completing a wide variety of other tasks like updating the club file, chairing the FLOF Committee, visiting clubs, talking to advisors, and, of course, replying to e-mails. In the future months, I plan on attending a lot of the Spring Zone Rallies to communicate with some more treasurers, continuing with my regular duties, and most importantly getting 100% of the clubs in our district to pay their dues before DCON.

According to the most recent reports, the Florida District has \$16,964 in the FLOF Account, \$3,447 in the DCON account, \$124,081 in the Operations Account, and a total of \$226,204 in the Raymond James Investment accounts. This concludes my report.

**DISTRICT EDITOR SABRINA MOORE:**

Since the Florida District's fall board meeting, I have attended a total of five Key Club Kick Off Conferences (KCKCs), those being C, D, e, h, and I, where I lead club editors in workshops where their position was enhanced in ways they can return to their clubs. At these KCKCs, I collected as much contact information as I could (since there is no editor slot on the officer information forms) and, through

this, I have been able to send bimonthly emails regarding article opportunities of the sunshine source and the application process for their potential distinguished club editor awards at 2014 District Conference.

A 3rd issue of The Sunshine Source was published, reaching nearly 500 views in the first two weeks - nearly double the number of views when compared to past issue - and this was accomplished by various forms of public relations. I have become the executive advisor for three committee's – member education, the club advisory council, and marketing - working as a resource for whatever is needed. Additionally, I work as a constant resource for lieutenant governor's by sending monthly newsletter reminders and newsletter critiques.

As DCON steadily approaches, creating the program booklet will become a high priority, along with other miscellaneous designs and layouts.

In regards to my potential successor, David, Donna and I have laid out detailed plans for deadlines, articles, and other responsibilities to be given to next year's Florida District Bulletin Editor, to ensure that the position continues to grow from when I was appointed.

#### **DISTRICT WEBMASTER NICK AZCARATE:**

Since Winter Board Meeting, I have helped LTGs and Board Members with technological questions, updated the website with new content with new information about DCON, Awards, Contests, and Scholarships, Service, and The Eliminate Project, and helping people with newsletter issues such as saving them, formatting them, etc. I also attended two KCKCs to provide help teaching workshops and conducting the general sessions.

As far as announcements, please remember that if any Committee Chairs need any updating on the website, to please let me know so I can make the appropriate changes. There should be someone in each committee whose job is to review and brainstorm new ideas about the website. With that said, please do not send me any updates or changes if they have not been approved by your adult advisor. All of the recipients of your divisional emails should be BCC'd, other than Board Members. It should be TO: Yourself, CC: District Board, Zone, etc., and BCC: Divisional Recipients. This is to protect their emails and keep them private.

If you have any questions about anything I discussed, please let me know!

This concludes my report.

#### **EXECUTIVE ASSISTANT DAMANI EASON:**

I have been working with my assigned committees and completing any tasks assigned to me by the Executive Board and David. This concludes my report.

Division 19A Lt. Governor Emma Orth moved to approve the executive reports. The motion was seconded and carried.

#### **Approval of Committee Reports and Recommendations:**

Division 20A Lt. Governor Rebecca Greenspan moved to approve committee reports/ recommendations. Treasurer Shane Meyers seconded. The motion carried.

**Other Business:**

**APPROVAL TO ENDORSE AMENDMENTS TO DISTRICT BYLAWS**

Division 1B Lt. Governor Rebecca Mesiner moved to endorse the amendments to our District Bylaws. Lt. Governor Div. 2B Chase Craig seconded. The motion carried.

**APPROVAL TO AMEND DISTRICT POLICIES**

Division 16 Lt. Governor Noureen Ahmed moved to amend the Definition of a Service Hour. Lt. Governor Div. 22 Sarah Davenport seconded. The motion carried.

**APPROVAL OF RE-DIVISIONING PROPOSALS**

Division 2B Lt. Governor Chase Craig moved to approve the re-divisioning proposal. Lt. Governor Div. 5 Breanna Casto seconded. The motion carried.

**SPECIAL PRESENTATION: Leader of Leaders**

District Governor Trina Sessions presented the Leader of Leaders award to District Treasurer Shane Meyers, Lt. Governor Div. 3 Amber Borgersen, Lt. Governor Div. 10B Maggie Milewski, Lt. Governor Div. 23A Arianna Hernandez, Lt. Governor Div. 24A Jordan Greissman, Lt. Governor Div. 24B Dillon Perez, Lt. Governor Div. 25A Edwin Perez, and Lt. Governor Div. 25C Beth Leon.

**KUDOS**

**Kiwanis Governor's Remarks:**

Kiwanis Governor Matthew Cantrall gave his remarks.

**Kiwanis Governor Designate's Remarks:**

Kiwanis Governor Designate Chuck Gugliuzza gave his remarks.

**CKI Governor's Remarks:**

CKI Governor Victor Roa gave his remarks.

**Kiwanis Treasurer Remarks:**

Kiwanis Treasurer Celia Earl gave her remarks.

**Zone Administrator's Remarks:**

Zone Administrators' gave their remarks.

**Announcement of Future Plans:**

Board Members announced their future plans.

**Administrator's Remarks:**

District Administrator David McCampbell gave his remarks.

**Key Club Pledge:**

Division 9 Lt. Governor Marcela Sierra led the Key Club Pledge.

**Benediction:**

Division 2A Lt. Governor Hunter Bell gave the Benediction.

**Adjournment**

District Governor Trina Sessions adjourned the Winter Board Meeting at 9:02am.



Lauren McAllister -Florida District Secretary 2013- 2014

EXHIBIT A- Standing Committee Reports

**Awards, Contests and Scholarships Committee (Chair: Kathryn McAllister)**

The Awards Committee has continued to work diligently towards our deadline- DCON! Since I took over as Awards Chair my Committee has finalized the website for the 2013- 2014 Awards Season, sent out an email to all the officers and advisors in the Florida District informing them that the Awards page has been updated, reviewed and approved some of the certificates, planned our Pre-Judging date, created a blurb for LTG's to include in their January Newsletter, and began to brainstorm how we'd like to conduct Award's judging this year! We are all very excited to continue recognizing our club level leaders for their dedication and hard work!

**Governor's Project Committee – CAPES (Chair: Arianna Hernandez)**

The Governor's Project committee is currently soaring their way to spreading awareness of CAPES over the mighty, mighty, Florida district. I, as committee chair, am continuously sending out monthly blurbs involving a key characteristic of our Governor's project. The committee is interested in selling CAPES, literally, with all proceeds to benefit The Eliminate Project. We are also planning CAPES week. CAPES week is geared to take place during February, with a key characteristic assigned to each day of the week. Monday will be scholarship, Tuesday Leadership, Wednesday Inclusiveness, Thursday Citizenship, and Friday Sportsmanship. Flyers and other digital media graphics will be created in hopes that Key Clubbers all over Florida and the Cayman Islands will participate.

**DCON (District Education and Leadership Conference) Committee (Chair: Devon Mims)**

Hello! Since FBM, the District Education & Leadership Conference Committee has made huge strides in completing its major directives, and has welcomed the activation of District Conference Registration with open arms.

Like before, for organization purposes, I will be separating this report into categories based on the committee's areas of focus.

### **Multimedia:**

We have continued our efforts among social media sites including Facebook and Twitter, and have now begun monitoring specific levels of reach among these audiences. The key to our social media escapades shall be visibility and measurability. Multiple blurbs have been released, each advertising a very specific topic in regards to DCON.

Our second promotional video was filmed during the course of Winter Board Meeting, and will be ready for release before the first Spring Zone Rally. Accompanied by a PowerPoint Presentation, this will elaborate on the details of this year's conference (highlighting many of the key events of District Conference), further the excitement of members, and also cover the important topic of DCON Dress Code.

We will soon begin taking advantage of our District YouTube page to send weekly promotional vlogs (video blogs) to members, each week centered on a single, key aspect of District Conference. For example, one week may feature a vlog from Tyler regarding The Eliminate Project at DCON, followed by a vlog from Kathryn advertising Awards.

### **Registration:**

Since Fall Board Meeting, a vast number of resources to assist clubs in preparation for DCON have been created and distributed. These include a DCON Fact Sheet, Dress Code Guide, Schedule at a Glance, and Kiwanis Solicitation Letter.

Prior to the opening of registration, all registration materials were also added to the website, including the 2014 DCON Registration Guide.

And, of course, DCON Registration was activated and opened for business! The system was tested and revised by David, Dennis, and Jose and clubs should experience fewer hiccups and points of confusion throughout the process.

### **Entertainment:**

We have chosen and finalized both a Keynote Speaker and Entertainment for DCON. Our Keynote Speaker shall be Robbie Stokes Jr., a past Key Club and CKI LTG, and founder of a movement called "I Talk to Strangers". Our entertainment shall be hypnotist Jon Simon. Both of these individuals have negotiated to donate their time at our conference, free of costs. In return, we will provide a program advertisement for Jon Simon and an exhibition booth for Robbie Stokes, as well as hotel rooms.

We are now looking into additional conference speakers, with current interest on a US Army representative and past Florida Governor Bob Graham.

**More:**

A proposal for a redesign of the DCON Workshop Sessions was proposed and approved by the Executive Committee; we will be conducting eight, 15-minute Round Robin style workshops which all conference attendees will attend, rotating in groups of about 200.

The DCON Subcommittee Directives and Assignments have been revised and finalized, and the subcommittees have already begun their work. Each chair has been contacted personally by me, and we have taken time to review each of their directives included within the DCON Project Plan. Notes of interest: SAA will be much more organized in their management at DCON; Talent has created a pre-DCON registration and rehearsal method; multiple service projects will be headed by the Service committee; Marketing will be creating a more creative take on the Governor introduction video; and much more to come.

DCON seems like less of a concept and more of a tangible thing with every passing day. We have come very far in our preparations, and although there is still plenty of work to be done, I have the utmost confidence that we will pull together the last few strings and hold an amazing DCON, with little stress.

Okay, just kidding, I am sure there will be plenty of stress, but we will have fun with it nonetheless.

With the above said... that is all for now! Thanks much.

**Service Committee (Chair: Michael Risola)**

Firstly with the First Ever Service Tour, we are currently working on alternate locations such as a park to host this event. We are also going to have to change the event to the following weekend of the proposed date due to Circle K's family day! However the Service Committee will have these locations finalized by February 1st. Some aspects we wish to include in the service tour is of course our partners Hershey's Track and Field. We wish to also include a guest speaker for both the central and south region tour location. As we have eliminated the north region due to budget and logistic concerns. We would also like to have fundraisers for our 3 Major Emphasis partners, including our very own Eliminate committee. We would also like to have the DCON committee at our service tour to promote DCON participation as well. The service committee is working also on fundraising for this idea as well as multiple marketing strategies to promote this event. We wish to have all this completed by February 1st. As then we will reach out to the District and look for volunteers etc. Also as we hear from our partners we will continue to update details regarding our first ever Service Tour! We have also asked each LTG for service projects ideas by January 10th to compound and create a service ideas booklet for all members in Florida Key Club.

Secondly the Service subcommittee has also been hard at work as well. We are hard at work for preparing our Service City to match the DCON theme this year! We are creating a blurb and on January 20th I will send out a blurb as well as an email with registration information for those interested in showcasing a service project and promoting/selling merchandise at DCON. In which my committee will be contacting all participants of last year and inviting them back as well as encouraging even more



participants this year! All of this will be uploaded and saved on an excel document for next year's use. The Service Committee has also been hard at work creating Service Projects for DCON, which include: Change to Change a life, a money spinner that will raise money for our MEP's. A Million Thank You's: A letter writing project that is sent to troops overseas and veterans ( a personal favorite). Diaper Dump: The First Lady's service project in which we will promote this diaper collection and ask for diaper pledges. This also includes a booth at the Service City and the First Lady herself! We will also have a Ribbon Rescue: In which we will create ribbons to sell and to raise funds for cancer awareness from all different organizations. And lastly upon Governor Trina's request we will be partnering with St. Baldrick's foundation to raise funds and awareness with their mission being: The St. Baldrick's Foundation is a volunteer-driven charity committed to funding the most promising research to find cures for childhood cancers and give survivors long, healthy lives. We will be sending out permission slips for members to participate in either donating their hair or shaving their hair for awareness. I am very excited and I will participate in a conference call with their chair on Thursday January 9th. Lastly the Service committee will be participating in an informational Service video for DCON. As well we are currently discussing decorations and designs for Service Cities and possible guest speakers at the Service City! We are very excited and we can't wait for DCON!

#### **Member Education and Public Relations Committee (Chair: Amber Borgersen)**

The Member Education and Public Relations has made three accomplishments since the fall board meeting. We have created a resource for club presidents that answers questions that usually go unanswered called "What They Didn't Tell You About Being President." Second, we have created a pamphlet of ice-breakers to be used by clubs. This pamphlet includes a description of each ice-breaker as well as the number of people it requires and the materials you will need. Thirdly, we have successfully edited and created several Power Points for Spring Zone Rallies.

#### **Club Advisory Council Committee (Chair: Dillon Perez )**

Since the Fall Board Meeting, our Club Advisory Council has been vigilant in creating new and useful resources for the clubs in the Florida District. We came up with, and are close to completing, four resources: The 10 Tips Video, The District PowerPoint Show, Your Guide to the Key Club Bylaws, and the Club Advisory Council Forum.

The 10 Tips Video is meant to be an expansion of one of our first resources, "The 10 Tips to Keeping Your Club Strong." The video will consist of an elaboration on each tip, with music and pictures and help keep them in the mind of any Key Club officers. The PowerPoint Show is meant to better educate all Key Club members by showing off all of the 33 districts that comprise Key Club International, with a special emphasis on the Florida District. The Guide to the Key Club Bylaws is meant to resemble our old "10 Tips" resource, summarizing and simplifying the District Bylaws our clubs most often have questions on. Finally, the Club Advisory Council Forum, which has now been operating for more than a month, is an important new place for Key Club members and officers to submit questions on our organization, receiving direct and well-thought responses from our committee.

It is our committee's plan to have all four resources completed by the end of February, and we are excited to see all seven of our resources in use!

### **FLOF (Florida Opportunity Fund) Committee (Chair: Shane Meyers)**

Our committee which consists of Chris, Marcela, Mikey, Lana, and me has been hard at work since the Fall Board Meeting. We have approved 6 applications and denied none. One project was a mission trip to Nicaragua which was done by St. John Neumann High School. The pictures make it clear that their project was a success. Two of the other projects were Dictionary Drives in which Key Clubs handed out dictionaries to local elementary students. The last project was a gift drive for students in a Key Club's area. We believe that all of these projects have had a significant effect on many lives all over. We currently have close to \$15,000 left in the FLOF Account, so please continue encouraging your clubs to apply for grants. It would be a shame if all of this money went to waste. This concludes the FLOF Committee Report.

### **The Eliminate Project Committee (Chair: Tyler McNanna)**

#### STANDING COMMITTEE

Hey everyone! For The Eliminate Project Committee report we have a few things to discuss. First off, our newly designed Soar-To-Eliminate T-shirt! (show shirt) the back will have the letters arched although it doesn't show it in the photo. Next are Emilia Gugliuzza Awards, these are given to each LTG that raises \$500 or more for TEP and I will be walking around to see who knows that they will be getting one and who think they will at dinner this evening.

Miss and Mister Eliminate Pageant dates are coming up fast! Please make sure you let Hunter Bell know when you will be having your zones pageant so we can make sure each pageant goes on as a success! (discussion) Please encourage your clubs to apply for the TEP fundraising award! Because even if they raise \$10,000 and don't apply, the club that raises \$2,000 and does will win.

Finally, Eliminate Week will be held on May 6th -10th this year! Please make sure your clubs know this and will be participating!

#### DCON COMMITTEE

The TEP committee will be having fundraisers and events all throughout conference. We will have the booth open at most all times with Emilia, Mrs. Leys and a Key clubber there. We will also be auctioning off the Exec. Board at the booth for escorts down to the Governors Banquet. This will be done for LT. Governors as well but they will auction themselves off at their Zone caucuses. The Miss and mister Eliminate winners will be announced at the beginning of the Governors Banquet and will all go across the front of the stage with the amount that each zone has risen for The Eliminate Project growing on the screens until we reach \$110,000! (discussion)

\*The Eliminate Project DCON project plan is below for reference of what will be going on throughout conference.

Thursday, April 24<sup>th</sup>

- **The Eliminate Project booth**

- Emilia will be here basically the entire time as will at least one committee member and or myself
- We will be selling anything Emilia brings and have an abundance of promotional/educational materials
- Escorts to Governors banquet? Walk district board down the aisle
- **The Eliminate Project Speech**
  - Given by Tyler McNanna
  - At some point during Opening Session
  - Talk about a number of topics (Miss & Mister Eliminate, ToT for UNICEF, the year of Achievement, Stress the fundraisers being done throughout the rest of the weekend etc...)
  - Show the newest Eliminate Project Campaign Video
  - Entire speech & video around 8 – 12 minutes
- **Minute to Eliminate**
  - During Meet and Greet
  - I think Devon said either 2 or 4 times during the Meet and Greet
  - The Executive board and Eliminate Committee running around with baby bottles?

Friday, April 25<sup>th</sup>

- **The Eliminate Project booth**
  - Emilia will be here basically the entire time as will at least one committee member and or myself
  - We will be selling anything Emilia brings and have an abundance of promotional/educational materials
  - Escorts to Governors banquet? Walk district board down the aisle
- **The Eliminate Project Workshops**
  - I can teach them alone or along with Trina, a committee member, Gwen Leys, Lauren etc.
  - I will make Power Points/Prezi's but I will want someone to look over them to make sure they look great and there aren't any mistakes on anything.

- **Zone Caucusing**

- LT. Governors will be auctioned off by the other Lt. Governors in their zone for escorts to the Governors banquet
- For Candidates, once that person has gone through their zone, at the earliest convenience, they will auction off that candidate for an escort

Saturday, April 26<sup>th</sup>

- **The Eliminate Project booth**

- Emilia will be here basically the entire time as will at least one committee member and or myself
- We will be selling anything Emilia brings and have an abundance of promotional/educational materials
- Escorts to Governors banquet? Walk district board down the aisle

- **Race To Eliminate**

- Path: Around the hotel on the walkway
- Water: Provided by the hotel with the stands they have (they do not have to be outside if they don't want. It can just be by the doors)
- Shirts will still cost \$10.00
  - Have a list of who signed up for the RTE so checking can be done for improper stuffed bags

- **Miss and Mister Eliminate**

- Held during the Governors Banquet
- All Zone winners will be announced and called up to the stage /front of the room (District Board will be on stage)
- All zone winners line up beforehand and walk down the aisle with their zone winning partner?
- Pictures are flashed up on the screen of the Zone Winners
- At the beginning of the business cards for the vases
- "Vases \$10 each, all proceeds benefit TEP, please see the person at the door to pay"
- Presell vases at eliminate booth, given presale ticket to the door person as you walk out.

- Auction off the lieutenant governors at caucuses
- Auction off executive board at booth
- Do eliminate butterflies

### **Marketing Committee (Chair: Jordan Greissman)**

Right now, the marketing committee is working to advertise DCON through means that allow us to, in a way, measure and quantify the success of our promotion. We're going to use the DCON Facebook and Twitter a lot more in the coming months as well as the Florida Key Club YouTube. As such, it's incredibly important that LTGs start promoting DCON social media so that we have more followers and views on our advertising. This is one way we'll measure our success.

As for specific strategies, we have the SZR promo coming out soon, which will be put on YouTube and shared on Twitter and Facebook. We're also going to email LTGs asking them to film themselves saying why they love DCON, which we'll put up on YouTube weekly or bi-weekly. Last, we're making the template for the "I'm going to DCON, are you?" postcards, which we'll give out so that the postcards can be sent out to clubs all over the district.

### **Elections and Credentials Committee (Chair: Chase Craig)**

The elections committee has completed numerous assignments since we met last in August. The committee has finalized all candidate forms which have now been uploaded to the district website. We have also created a skit to be shown to the board at Winter Board meeting that will effectively show the district board the proper procedure for running an LTG election. We have also created a script that will be read at all zone rallies over the course of the next several months, this script will explain the election process for LTGs. Finally we have revised the sample SZR question sheet that will be distributed at all zone rallies across the district. As always, don't forget to demonstrate leadership qualities by running all elections in a fair and equal way. If you have any questions about the election process, please let Trina, Amanda, David, or myself know.

### **Oratorical Committee (Chair: Madison Dalton)**

The Oratorical Committee has been working on creating promotional materials that are to be shared with clubs via Lieutenant Governors. We have currently created an oratorical contest flier and a February blurb to be included in LTG newsletters. In addition to these resources, the committee plans to create a March and April newsletter blurb (one for each month before DCON).

Additionally, the committee has decided to keep the same general judging system in place as last DCON. There will be a panel of Kiwanians who score contestants based on the guidelines currently shown on the oratorical contest application form that can be currently found on the Florida Key Club website.

### **Registration Committee (Chair: Hunter Bell)**

So far with the registration committee, we have come up with a design for the goodie bag that is supplied to each registrant for the conference. We also decided on some different items to put into the goodie bag (wristbands, superhero masks, bead necklaces, and water bottles). Colors for the nametags and lanyards

will coincide with the DCON logo and colors. Pins will just have the DCON logo on them. Taylor Paddock will be in charge of signs directing to workshops and rooms with the help of Zone C Administrator Sara Matukaitus. The only thing left to do is for our committee to find out the exact number of items we have to order and to finalize the fonts and colors for the name tags, and find out how much all of the items are going to cost.

**House Committee (Chair: Marcela Sierra)**

We have started to plan and make first drafts of our Meet and Greet. To maximize participation and create a fun atmosphere, we are planning a costume contest, service project (making cards for the “real super heroes”), games (twister, etc.), and themed decorations. We are also looking into cheaper DJs and sign companies.

*Proposed Change to*  
**DEFINITION OF A SERVICE HOUR**

**2013-2014** Key Club International Guidebook

A service-hour constitutes any hour of service performed by an individual Key Club member with the approval of his/her club's board of directors.

*(Key Club International Guidebook/Section 2. Key Club International Board Policies, F. Club Structure and Activities, 7. Definition of a Service Hour)*

Florida District of Key Club Policies and Procedures

What counts as a service hour:

- ☞ Projects pre-approved or organized exclusively by the individual Key Club;
- ☞ Any project that contributes to the overall betterment of the community;
- ☞ Book drives, food drives, or any other drive benefitting others (the service is the actual time worked to collect, count, package, and/or deliver the objects);
- ☞ Serving as a host club at the District Education and Leadership Conference or Key Club International Convention (actual time worked, not time attending these events);
- ☞ When reporting hours on Pride Reports or award applications, only hours worked by dues-paid members of that Key Club can be recorded. No outside volunteers can count towards these hours.
- ☞ The time expended in planning a project will be counted as a reported service hour.

What doesn't count as a service hour:

- ☞ Attendance at DCMs, KCKCs, Zone Rallies, DCON, and ICON (Exception: time spent doing a service project at these events can count.)
- ☞ Club, Board, committee or other non-service planning meetings.
- ☞ Any Kiwanis Family meetings where project planning was not its purpose
- ☞ Socials or church services (attending worship services, etc)
- ☞ Anything considered to be a chore or that is supposed to be done
- ☞ Fundraisers for the individual Key Club's own use (Example: raising money to have an end of the year banquet or to attend DCON or ICON)
- ☞ Time spent not working during overnight service projects (eating, sleeping, etc)
- ☞ Providing transportation for members or time spent going to and from a service project

*NOTE: Clubs may award additional hours for incentive purposes or purposes for their own records, however they must not be reported to the District as Key Club service hours.*

# Zone F (Divisions 15A & 15B) Club Reassignment Proposal

January 3, 2014

## Proposal

Redraw boundaries of Divisions 15A and 15B as shown.

Move Bartow HS, Mulberry HS, and The Vanguard School from Division 15B to 15A.

## Rationale

- Some clubs in Polk County have difficulty attending DCM's in other counties due to school board policies. Reassignment will make Division 15A consist of all the clubs in Polk County.
- Polk County Clubs are clustered together and are at some distance to the rest of the clubs in the Zone making this proposal more convenient for all clubs.



# Divisions 1B, 2A, and 2B Realignment Proposal

January 3, 2014

## Proposal

Renumber Division 1A to 1  
Remove Division 1B Designation  
Redraw boundaries of Divisions 1B, 2A and 2B as shown

## Rationale

- Too few clubs (24 charters, one of which is inactive) to support four divisions
- Not likely to charter new Key Clubs for foreseeable future
- Most of current Lt. Governors think this is the best arrangement of clubs for three divisions

Divisions 1B, 2A, and 2B Realignment Proposal  
January 3, 2014



Map	School	Div	Map	School	Div
1	Central High School (Milton)	1	15	Silver Sands School	2B
2	West Florida High School	1	16	Choctawhatchee High School	2B
3	Washington High School	1	17	Niceville High School	2B
4	Pensacola High School	1	18	South Walton High School (inactive)	2B
5	Gulf Breeze High School	1	19	J.R. Arnold High School	2B
6	Crestview High School	2A	20	Bozeman High School	2B
7	Paxton High School	2A	21	North Bay Haven	2B
8	Walton High School	2A	22	A Crawford Mosley High School	2B
9	Freeport High School	2A	23	Bay County High School	2B
10	Bethlehem High School	2A	24	Port St Joe High School	2B
11	Graceville High School	2A			
12	Holmes County High School	2A			
13	Chipley High School	2A			
14	Vernon High School	2A			



# Proposed Amendments to the Bylaws of the Florida District of Key Club International

The following amendments will be considered by the House of Delegates at the 76<sup>th</sup> Annual District Education and Leadership Conference on April 26, 2014. Proposed additions to the Bylaws appear in underlined text. Proposed deletions appear as ~~strikeout text~~.

## Proposed Amendment 1:

### Corrections and Consistency Related to Change in Name to District Education and Leadership Conference

*Executive Committee recommends this amendment be endorsed by the board.*

#### ARTICLE V OFFICERS

**Section 2.** The District Governor shall appoint individuals from member Key Clubs to the office of District Webmaster, District Editor, and District Executive Assistant within thirty (30) days of the election of the District Governor. Applications for the office of District Webmaster, District Editor, and District Executive Assistant shall be made Available to all member clubs at least sixty (60) days prior to the date of ~~convention the District~~ Education and Leadership Conference (District Conference). Applications may be made available by electronic means. The District Governor, with the advisement of the District Administrator and with the consent of the District Board of Trustees, shall select and appoint a District Webmaster, District Editor, and District Executive Assistant from among the qualified applicants for office. In addition, the District Governor, with the advisement of the District Administrator and with the approval of the District Board of Trustees, may also appoint different members to the District Board of Trustees to serve as Standing Committee Chairs.

**Section 3.** Each District Officer and appointed board member shall be an active member of a club in good standing in the District. Each Lieutenant Governor shall be an active member of a club in the division from which he/she is elected. No District Officer shall be elected to office who will graduate before the next succeeding District ~~Convention~~ Conference.

#### **Section 4.**

- a. Each Lieutenant Governor shall be elected at a Divisional Caucus held as a part of the Spring Regional Rally. If a valid election cannot be held at the Spring Regional Rally, a Lieutenant Governor may be elected at a Divisional Council Meeting (DCM) at which the Assistant Administrator or his/her designee is present. If a tie results, or a quorum is not attained, the Division shall reconvene at the District ~~Convention~~ Conference to elect the Lieutenant Governor. A

quorum shall be defined as one-third (1/3) of the Division's dues paid clubs. The District Governor shall appoint the Lieutenant Governor, with the approval of the District Board of Trustees, if no Lieutenant Governor has been elected by the close of the annual District Convention Conference.

- b. The District Governor, the District Secretary, and the District Treasurer shall be elected at the annual Florida District Convention Education and Leadership Conference.
- c. All members in good standing shall be eligible to run for any District Office and to have their names placed in nomination from the floor during the first general session of the annual District Convention Conference. Upon the conclusion of the first general session, nominations shall be permanently closed. All candidates so nominated shall have the same privileges of participating in caucuses, preparing and displaying campaign literature, and speaking before the House of Delegates.

**Section 5.** The District Governor, the District Secretary, and the District Treasurer shall be installed in office during the annual District Convention Conference at which they are elected. The Lieutenant Governors shall be installed in the office during the next annual District Convention Conference following their election. All District Officers shall serve a term of one (1) Key Club year from their installation during one District Convention Conference to their retirement at the following District Convention Conference.

**Section 6.**

- d. The District Secretary shall keep all records of the District Conference and the meetings of the District Board of Trustees and the meetings of the Executive Committee of the District Board. The District Secretary shall submit a report at each meeting of the District Board and at such other times as the District Governor or the District Board may require. The District Secretary shall be responsible for tracking service hours performed by members of the District and reporting such hours monthly. The District Secretary shall perform such other duties as may be assigned to him/her by the District Governor or the District Board of Trustees.

**ARTICLE VI  
BOARD OF TRUSTEES**

**Section 8.** Any candidate wishing to be endorsed by the District for any Key Club International office, if endorsement by the delegates at District Convention Conference is not sought, must request endorsement by the Board of Trustees no later than the closing of the first official Board of Trustees Meeting.

**ARTICLE VIII  
CONVENTION DISTRICT EDUCATION AND LEADERSHIP CONFERENCE**

**Section 1.** A Convention District Education and Leadership Conference (District Conference) of the Key Clubs in this District shall be held once in each calendar year at

such place and date as negotiated by the Executive Director of the Florida District of Kiwanis in consultation with the District Administrator.

**Section 2.** The District Secretary shall send to each club and to the Director of Key Club International an official call to the annual Convention District Conference at least sixty (60) days prior to the date of Convention District Conference. The official call may be made by electronic means. The District Board of Trustees shall have full supervision and management of all Conventions District Conferences under the supervision of the Key Club District Administrator and the Florida Kiwanis Board of Trustees.

**Section 3.** Each club in good standing shall be entitled to two (2) delegates and two (2) alternates in any Convention District Conference.

**Section 4.** The members of the District Board of Trustees shall be delegates-at-large at all Conventions District Conferences.

**Section 5.** Each accredited delegate shall be entitled to vote on each question submitted in any Convention District Conference. There shall be no voting by proxy.

**Section 6.** In the absence of the District Governor from any Convention District Conference, the District Secretary shall serve as Chair.

**Section 7.** A quorum at any Convention District Conference shall comprise the official delegates present and representing not less than one-third (1/3) of the total number of clubs within the District designed as being in Active status by Key Club International.

**Section 8.** Within fifteen (15) days after any Convention District Conference, the District Secretary shall make a report of the proceedings of the Convention District Conference including a synopsis of all actions taken and shall transmit a copy therefore to the members other District Board of Trustees, the Director of Key Club International, and the Governor and Executive Director of the Florida District of Kiwanis.

**Section 9.** Each annual District Convention Conference Program shall include the following:

- d. Appropriate awards presented to the various clubs and/or individuals in all District Convention Conference contests.

**Section 10.** Delegates to any Convention District Conference may endorse candidates for the offices of Key Club International to conform to policies of the Board of Trustees of Key Club International.

## ARTICLE IX VACANCIES IN OFFICE BETWEEN CONVENTION DISTRICT CONFERENCE

**Section 1.** If between Conventions District Conferences a vacancy occurs in the office of District Governor, the District Secretary shall serve as District Governor for the unexpired term.

**Section 2.** If between Conventions District Conferences a vacancy occurs in the office of District Secretary, District Treasurer, District Webmaster, District Editor, or District Executive Assistant the District Governor shall appoint a replacement with the consultation of the District Administrator and consent of the District Board of Trustees.

## **ARTICLE X REVENUE**

**Section 4.** The House of Delegates meeting at an annual District Convention Conference may increase the dues per member with a two-thirds (2/3) vote of the delegates present. Any increase shall be limited to the maximum amount for District dues permitted by Key Club International.

**Section 5.** A minimum level of Convention District Conference reserves as directed by the Florida Kiwanis District Board of Trustees will be maintained each year in an interest bearing account.

**Section 6.** The Key Club District Board of Trustees shall determine in their annual budgets how any surplus revenue from Convention District Conference or prior year's unused operating funds shall be allocated. No surplus funds from any source, except as otherwise defined in these Bylaws, shall be restricted from being used in any part of the Key Club District's budgets.

## **ARTICLE XII AMENDMENTS**

**Section 1.** Amendments to these Bylaws shall be made only at Conventions District Conferences by two-thirds (2/3) vote of delegates present; provided, however, no amendment shall be presented for adoption without the approval of the District Key Club Administrator present at the Convention District Conference. All proposed amendments must be submitted to the District Administrator sixty (60) days prior to opening of Convention District Conference. The District Administrator shall then send a copy of all proposed amendments to the presidents of each club no later than thirty (30) days prior to the opening of Convention District Conference.

## **ARTICLE XIII ADMINISTRATIVE YEAR**

The administrative year for this District shall compromise the period beginning with the first day following the annual Convention District Conference to the last day of the next succeeding annual Convention District Conference.

## Proposed Amendment 2:

### Clarification in How Unspent FLOF Funds May Be Used

*Executive Committee recommends this amendment be endorsed by the board.*

#### ARTICLE X REVENUE

**Section 3.** One dollar (\$1.00) of each District dues shall be designed for the Florida Opportunity Fund (FLOF).

- d. Funds remaining in the FLOF account at the end of the fiscal year may be designated ~~for college scholarships, and/or for convention attendance assistance for members who show financial need.~~ by the Key Club District Board of Trustees for any one or more of the following:
  - i. College scholarships.
  - ii. Reduction of registration costs of the annual District Conference.
  - iii. Establishment of an endowment whose purpose shall be defined by the Florida District of Key Club Board of Trustees and consistent with the district's mission.
  - iv. Contributions to such established endowment(s).