



CNH | KEY CLUB

MEETING MINUTES

WINTER BOARD MEETING

Saturday January 8th, 2022
Zoom

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Amy Wang

Location: Zoom

CALL TO ORDER: 9:00 AM PST

ADJOURNMENT: 10:34 AM PST

Attendance Report - See Appendix A for complete report

EXECUTIVES 3/3

LT. GOVERNORS 71/75

LT 11/11

GUESTS 7

QUORUM YES

Administrator Present: Doug Gin, District Administrator
 Parliamentarian Present: Alan Quon, Assistant Administrator
 International Representative: Sana Yoosef, Trustee
22/28 CNH Kiwanis Committee
 CNH Kiwanis Governor
 CNH Kiwanis Governor-Elect
 CNH Kiwanis Foundation President
 CNH Kiwanis SLP Director

Summation of Board Actions:

- I. Declaration of Division 19 North Lieutenant Governor Vacancy
- II. Declaration of Division 28 North Lieutenant Governor Vacancy
- III. Declaration of Communications and Marketing Chair Vacancy
- IV. Declaration of District Visual Media Editor Vacancy
- V. Appointment of Ruth Moreno Division 19 North, Lieutenant Governor
- VI. Appointment of Joshua Placido, Division 28 North Lieutenant Governor
- VII. Appointment of Joyce Tong, Communications and Marketing Chair
- VIII. Appointment of Joanne Do, District Visual Media Editor
- IX. District Policy Manual Updates
- X. District Bylaw Dues Increase Amendment Proposal
- XI. Authorization to Use PTP Donations for Dunlap Matching Funds

MEETING MINUTES

MEETING CALLED TO ORDER AT 9:00 AM PST

Approval of Parliamentarian

RESOLVED: That the CNH Board approves Alan Quon as Parliamentarian

[M: Dakota Caton, D46N Lt. Governor | S: Miah Chao, D08 Lt. Governor | PASSED]

Pledge of Allegiance

Pledge led by provided by Raffiele Flores, D22M Lt. Governor

Key Club Pledge

Pledge led by provided by Cassandra Flandre-Nguyen, D30N Lt. Governor

INVOCATION

Information provided by D34S Madeline Cheng

The date is March 30th. Your eyes skirt to the time in the corner of your computer screen, and the time is 3:59 PM. The seconds tick by, 55, 56, 57, 58, 59...4 PM, Pacific Time.

You refresh the portal and see the very words that conceal your fate: View Status Update. With bated breath, you click the button, hoping against hope for animated confetti to burst across your screen.

But when the page loads, there is no confetti to be found. A hollow feeling creeps in as you scan the words “We regret to inform you that...” and you can’t look at the letter any longer.

CNH seniors, both current and future, when the time comes and you open your rejections, your deferrals, and your waitlists, it’s going to feel awful. You’ve given countless painful hours of your life and written 63 essays, so of course this hurts, and of course it feels so monumental to get past it. That’s why I want you to remember a word that has stuck by me ever since the start of the pandemic—pivot.

As leaders, you’ve had to make snap decisions and difficult choices on-the-spot. Your tenacity is so admirable, and you’ve been able to make it this far into your term. You can handle anything that comes your way, and there is always another path for you, one that you can make for yourself. Pivoting is a wonderful thing that can be done by anyone, regardless of your race, gender, or background, so be kind to yourself and allow yourself to pick up those pieces to turn your life around.

Take time to reflect on your progress this term, it's a lot more than you realize. And, take time to enjoy the rest of your life before you graduate high school and have to face adulthood. Many of us are in our second semester of senior year, and are mostly free of trying to appeal to a slew of universities. Focus on the things that matter to you, the side projects you've been wanting to work on, the hobbies that you've been wanting to pick up, and take the time to do things that you want to do for yourself. I recently realized that I don't have any actual hobbies, and am working to change that. So make sure you have some sort of cathartic creative outlet, and yes, it's best if it's something you're not doing for any monetary gain or recognition, like most extracurriculars, but rather something that you can feel free to explore and not worry about having to constantly be the best at.

So try not to rely too much on external validation, on what other people think of you, and if others choose to reject you—they are a fool to do so. You've already been able to do so much, so well, at every school or institution you've been to already. Whatever path you end up taking in the future, you'll be just fine. Just look at how far you've come during this term, and the immense growth you've shown as an individual taking on the role of leader, which is no small feat. Maybe you've never been so tired, but you've also never been so confident. Maybe you've never been so stressed, but you've also never worked this hard and grown so much. Maybe you've never felt so unmotivated, but you've also never been prouder to be yourself, the version that gets to know the wonderful people that you know now.

And know this. Know that you are in the process of becoming the best version of yourself, and you are at a point in your life where you are able to pivot as you are searching for a place to call yours. As leaders, you are the type of people who can build this place yourself. After all, you were born to build.

REMARKS

CNH Kiwanis Foundation President Remarks

Information provided by CNH Children's Foundation President Craig Wallace

1. Expresses impressment for records broken and notable achievements in the past and current term despite pandemic
2. Looking forward to working with Key Club among other SLP groups at in-person events
3. Thanks District Governor Amy for the invitation

CNH Kiwanis Governor Remarks

Information provided via video by CNH Kiwanis Governor Margo Dutton

1. Currently representing CNH at North American Governor's Summit
2. Thanks Governor Amy for her service to our organization
3. Thanks District Board for work despite pandemic

SLP Director Remarks

Information provided by SLP Director Timothy Cunning

1. Thanks Governor Amy for attendance
2. Expresses hopefulness for in-person training

District Administrator Remarks

Provided by District Administrator Doug Gin

1. Commends District Board for adaptability
2. Thanks the District Board for a successful Fall Rally
 - a. \$100,000 raised for Pediatric Trauma Program
 - b. 40% of \$250,000 goal
3. Thanks adult committee for facilitating proper advising
4. Emphasized focus on District Goals including membership, service, CNH Children's Fund,
5. Awards and contests are offered to members as well as local Kiwanis scholarships
 - a. Robert F. Lucas, Distinguished Lieutenant Governor, and Distinguished Leadership Team are awards offered for District Board members
6. Expresses "highest confidence" that District Convention will occur in person

District Governor Report

Provided by District Governor Amy Wang

Hello Remarkabees!

Although we are once again meeting virtually, it is another great honor to officially address all of you. Time has been passing by very quickly, and with only 3 months left of the term, I know that there is so much more we can accomplish.

I know things have been more than difficult. With the circumstances in our world that are constantly changing and circumstances that always seem to be unexpected, you have put in so much effort to work during this unique year. However, you have powered through for so long, and I know you have the ability to keep up. You came into this term with a vision and a specific set of goals. Now, it is time to be remembered by them. Each term is an opportunity for you to establish your legacy. Lead your division to the new heights that you had envisioned and end the year off strong.

We are currently at 25,300 dues-paid members and I hope you are all extremely proud of yourselves for being able to achieve that amount together as a district. Around this time last year, we were only at approximately 18,000 members. As shown, the circumstances of this school year have allowed us to move upwards and create a large amount of progress. However, we are still far from our goal, which is the necessary amount to solve our membership crisis. As we end off these last 3 months, keep in mind that this is more than enough time to reach our goal of 35,000 members. Many clubs have not even paid yet, or only have single digits membership totals. It is vital to ensure each club utilizes its maximum potential to submit dues for as many members as possible, so I urge you to push through and help us reach our goal.

35,000 seems like a lot, but I know you can make it happen. If every Lieutenant Governor and club do their part to reach their goals, it's more than obtainable. This district board is comprised of the most talented and hardworking individuals that I have ever met. The leadership and dedication you all show are truly unique and you are each a guiding light in your own communities during these difficult times. Let's make the most out of these last few months, and reach all our goals during this term that is full of hope and marks a new beginning for our district.

I am always here to support you, so please reach out if you ever need any assistance. I thank you all for everything you do to make a difference in your communities and the leadership you have shared with us.

Thank you again and I look forward to seeing you all in person at District Convention.

District Secretary Report

Provided by District Secretary Carter Kawaguchi

Good Morning District Board!

Congratulations on making it through another year. Which for many of you, will be the last you spend in Key Club. I hope that you take this new year as not only a new opportunity to grow and develop as a leader but to reflect on where you have come thus far. No matter the extent of the effort you have put into Key Club, you have made a contribution to serving your home, school, and community. With such a challenging year as the last two, you are certain to have regrets, I know I have mine. But what matters is that you have continued to persevere and serve as members of the California- Nevada-Hawaii District. With that being said, the following will be my District Secretary Report:

MRFs

Every month, the Lieutenant Governors of California-Nevada-Hawaii have compiled information, reflected, and completed the Division MRF for their respective Divisions. Serving as a representation of the work that the members of the division you serve has completed, the DMRF is an imperative pillar to the documentation of our district. In the past few months, there has unfortunately been an increase in late and missing submissions. Thus, in the remainder of the term, I ask that all Lieutenant Governors submit their missing submissions for previous months. Though the due date has passed, the information still is just as important and needs to be submitted for the proper recognition of the division you serve.

As of January 8th, 2022, the CNH District has served a total of 247,133 hours according to the current state of Monthly Report Forms. I would like to express a special congratulations to the top 5 divisions in terms of service hours:

- 22 Makai - 10,538 hours
- 28 West - 11,648 hours
- 12 South - 12,643 hours
- 04 North - 12,809 hours
- 30 South - 24,317 hours

Thank you for these divisions' exemplary service. When compared to the District Service Hour Goal of 900,000 service hours, we are at about 27.5% of our goal. With only a quarter left of the term, though reaching our goal may seem challenging, all Lieutenant Governors should make an effort to enable their divisions to serve as many hours as possible in the short amount of time we have left. With the rise of the Omicron variant as well, I encourage you all to find more virtual and COVID-19-safe ways to serve such as those seen in the presentation yesterday.

Resources

At the time of this board meeting, the Secretary Manual and Secretary Training episode of What's Poppin have both been well-completed and prepared for release. Due to logistical issues in the past months, the resources have been delayed in their release. These resources along with a Treasurer's guide from District Treasurer Maya are set to be released this month with assistance from the to-be installed District Visual Media Editor Joanne Do.

Submissions and Due Dates Reminders

I would like to take this time to recognize board officers for their continued hard work and commitment to the position of Lieutenant Governor. Congratulations to the following board officers who have maintained a 100% On-Time submission rate, This indicates that the Monthly Report Forms, DCM Agendas, and Division Update Forms were submitted by their respective due dates. Thank you so much to the following 29 Lieutenant Governors who have maintained 100% On-Time Submission Status.

- D02N
- D02S
- D03N
- D04C
- D04E
- D04W
- D05N
- D05S
- D07W
- D08
- D10N
- D12W
- D13S
- D15E
- D15W
- D22H
- D22K
- D22M
- D23
- D26N
- D32
- D34N
- D35E
- D35W
- D36E
- D37W
- D38W
- D44W
- D46N

Thank you all for being proactive and fulfilling all of your responsibilities as Lieutenant Governor. Keep up the great work!

As a reminder, The following submissions and reports are due by the 10th of every month by 6:00 PM Local Time:

- Division Monthly Report Forms
- Training Conference Reports (the following month after each training conference)

The following submissions and reports are due by the 15th of every month by 6:00 PM Local Time:

- Articles to the CNH Articles Archive
- Visuals to the CNH Visuals Archive

The following submissions and reports are due by the 20th of every month by 6:00 PM Local Time:

- DCM Agendas to CNH Archive
- Division Update Form
- Division Newsletter to CNH Newsletter Archive

It is again disappointing we have not yet met held an in-person training conference. However, despite this, I believe you have all become leaders capable of accomplishing great things in the quarter left of our term and beyond. Again, thank you and congratulations for your attendance at this year's final board training conference. I look forward to seeing an amazing conclusion to the term and seeing you all at DCON 2022!

District Treasurer Report

Provided by District Treasurer Maya Oishi

Good morning, RemarkaBees!

I hope you have all been enjoying your Winter Board experience even though we are all still sitting at home. Please know that we are extremely proud of every one of you and that your hard work does not go unnoticed. With only a few months until DCON please continue to do your best and prepare your successor to serve an amazing term just as you have.

And with that, the following is my Treasurer's report:

Dues Report

As of the most recent dues report, we have 25,300 members and 535 of the 749 clubs have paid dues. If you are a Lieutenant Governor of a delinquent club, please make sure this status is taken care of. Remember that you and your elect need to be dues-paid members by DCON. So the sooner dues are paid the better. I am excited to announce that we have 5 NEW clubs:

- Academy of the Canyons
- Fairmont Prep. Academy
- Golden Sierra Jr. and Snr. High School
- Tarbut V'Torah Community Day School
- West Lake Charter

PTP Update

After both Fall Rally North and South, I am pleased to share that CNH has raised \$107,633 for PTP. Please keep in mind that our goal is \$250,000 for PTP so please encourage your division to continue working towards this goal.

Vouching

Many of you have not paid for your district board attire and have not vouched for it so please pay as soon as possible and vouch for the polo and tie. Remember to use your budget wisely.. If you have any questions on vouching, please let me know or refer to the vouching manual provided.

Treasurers Update

This month a treasurer's manual will be released along with a secretary, president, and vice president manual created by District Sec. Carter and the MDE committee. As we approach DCON we would like to devote more time and fundraising efforts to support the YES Campaign. Please work with your division to try and raise funds for the YES Campaign and keep your eyes out for a district fundraiser. Remember that funds raised for the YES campaign allow for the district to provide more scholarships for our members.

Closing

As we approach the end of the term I would like to commend you all for your dedication and hard work, but it does not end here, continue to strive to finish the year off strong! DCON is just months away and I couldn't be more excited to celebrate a year of success with you all. Thank you all for everything and I conclude my board report.

International Trustee Report

Provided by International Trustee Sana Yoosef

1. Commends CNH for organization
2. International Engagement Rally
3. Youth Opportunities Fund
 - a. March 1st 11:59 EST is the next due date for the grant
 - b. More information is available on the Key Club International website and in the International Trustee Newsletter
4. New Service Partner: Collegewise
 - a. Resources are to be available in the upcoming term
5. Thirst Project Campaign
 - a. Upcoming joint campaign with Key Club International to be held in April
6. Global Relations Committee Report
 - a. Translating Key Club materials to increase international accessibility
7. Executive Committee Report
 - a. ICON 2022
 - b. Updating Lieutenant Governor resources
 - i. Available on the Key Club International Website
8. Monthly office hours
 - a. Last Wednesday in January
 - b. Information can be found in the International "Sistrict" Instagram and newsletter
9. Trustee Sana is to host a webinar series to be released in late January

District News Editor

Provided by District News Editor Victor Nguyen

Newsletters

- 8 issues of the District Newsletter, "What's the Buzz?" have been published as of January 1, 2022. 3 more issues will be published by DCON 2022.
- The second and final round of Division Newsletter Feedback was completed on October 31st, 2021.

Submissions

- Articles and Visuals: due the 15th of each month by 6 pm Local time to the Submissions Form. Please remember to label the files correctly for better organization.
- Division Newsletters: due the 20th of each month by 6 pm Local time to the Submissions Form by the Division News Editor.
- As of December 20, 2021, the following 37 divisions have submitted 100% on-time for articles, visuals, and newsletters. On-time submissions entail 3 articles, 3 visuals, and 1 newsletter documenting service, recognition, and growth within the division.

- | | |
|------------|---------------|
| • 02 North | • 16 North |
| • 02 South | • 16 South |
| • 03 North | • 21 |
| • 04 East | • 22 Hikina |
| • 04 North | • 22 Komohana |
| • 04 West | • 22 Makai |
| • 05 South | • 23 |
| • 07 South | • 24/29 |
| • 07 West | • 26 South |
| • 08 | • 27 North |
| • 10 South | • 30 North |
| • 11 | • 30 South |
| • 12 South | • 35 East |
| • 13 North | • 35 West |
| • 13 South | • 36 East |
| • 15 North | • 37 South |
| • 15 South | • 38 West |
| • 15 West | • 42 East |
| • 16 East | |

For comparison, this is a 20-division decrease since Summer Board Training Conference 2021 but is a 1-division increase since Winter Board Training Conference 2021 of the last term. Please continue to encourage your Division News Editor to submit their work as they can be recognized later on. Their submission status will affect yours as well so keep that in mind.

Alongside these submissions and as Secretary Carter has mentioned, Division Updates and DCM Agendas are due the 20th of each month by 6 pm Local time to the Submissions Form.

Manuals and Guides

- The CNH Branding Guide has been updated by myself with the help of CM Chair Joyce Tong. Please check out the new guidelines so that you can promote to the division you serve as they prepare for upcoming contests.
- A Division News Editor manual was released on August 19th, 2021.
- Manuals and guides for Club Editors, Articles and Visuals 101, and Newsletters 101 are also in the process of being updated and created.

District Technology Editor

Provided by District Technology Editor Hannah Su

I have been working on multiple guides including the Guide to the CyberKey and an updated Tech Editor's guide which should be coming out after final revisions this week. I have also been updating our technology with the requests made by the District Leadership team.

District Technology Team

We have finished the revision of the website and while we ran into a few issues, we hope to finish a few pages by the end of the month while starting on DCON website preparations.

District Visual Media Editor

Provided by District Visual Media Editor Joanne Do

Introduction

Hi, my name is Joanne Do and I proudly serve as the CNH District Visual Media Editor for the remaining 2021-2022 term! I'm currently a junior from Evergreen Valley High School. Previously, I was one of Division 12 South's Public Relations Coordinators. I'm also a part of the District Visual Media Team and worked on many graphics. Specifically graphics with the themes of back to school and Fall Rally! I'd also help Victor with his newsletter monthly.

Committee Meetings

So far in the DVMT, we had two rounds of graphics and video editing. We'd be split into groups and work on our topics, whether it being either to create graphics or edit videos.

Projects

For the upcoming few months, I'd like to get back on track with working with the DVMT to create more graphics and videos. The DVMT will also continue with Buzzin' Breaks and What's Poppin videos. Our goal is to release a What's Poppin video before DCON.

Communications and Marketing

Provided by Communications and Marketing Committee Chair Joyce Tong

Good morning, Remarkabees!

My name is Joyce Tong and I proudly serve as the CNH Communications and Marketing Chair for the remainder of the 2021 to 2022 term.

Introduction

An introductory email has been resent to all members of the Communications and Marketing committee regarding meeting information, a secretary application, and various basic tasks.

Appointment

After thoroughly reviewing committee secretary applications, Division 43 Lieutenant Governor has been appointed as committee secretary.

Communication

The following emails have been sent to the members of the Communications & Marketing since Summer Board, including: semi-weekly updates and task threads for the months between November and December.

Teleconferences

The CM Committee has held one teleconference following Summer Board Training Conference. Discussion includes marketing campaign planning as well as a review of tasks.

Marketing Campaigns

The CM Committee is currently the #JoinOurHive membership recruitment campaign. We currently have 91 overlay requests, with a mandatory request from each member on the district board. We intend to organize a TikTok Video Contest shortly.

District Convention

Provided by District Convention Chair Hilary Wong

Good morning, CNH Bees!

My name is Hilary Wong and I proudly serve as CNH District Convention Chair for the 2021-2022 Term.

The following is my third DCON committee board report:

Teleconferences

Since Summer Board Training Conference, the DCON Committee has conducted four committee meetings. Meeting minutes have been recorded and shared by Division 4 North Lieutenant Governor Katie Doan.

DCON Registration

DCON registration is now open. Please notify and encourage your clubs to register their members before February 11, 2022 to meet the on-time registration deadline. Late registration deadline is February 25, 2022.

Resources

The DCON Committee has uploaded two guides on the Cyberkeys: DCON General Overview & FAQ and DCON Fundraising Guide. Please share them with your clubs. More guides will be available soon including a Preparation Guide and Advisor/Chaperone Guide. Promotional graphics have been created and will be uploaded for social media and the DCON Promotional banner has been made.

Thank you.

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Victoria Nguyen

Kiwanis-CNH District Calendar

The CNH District Calendar is now up and available on the CNH CyberKey. This calendar will have all District-Wide events from District Convention and Webinars to even deadlines for scholarships and awards. There will be a publication graphic that will be posted on the CNH Key Club Instagram and I highly encourage you to repost it whether it be on your Division page or personal page! This Calendar is to help members foresee future events while also being able to look back at past events and have the exact time and date for that event for their own references.

Updating Kiwanis Family & Foundation Tab | CyberKey

I will be working with DTE, Hannah Su soon, to have guides and manuals made by the KFF Committee. These guides and manuals consist of how to strengthen bonds with this Kiwanis Family to how to charter and sponsor K-Kids and Builder's Club. Once the CyberKey KFF Tab is updated, there will be promotional graphics released to have our members informed, so please be on the lookout.

Key Leader Update

Key leader is a 3-day, 2-night camp or retreat where students come together and participate in workshops as well as team-building activities. This year, Key Leader is now happening in person! Key Leader will take place in Julian, California (San Diego Area), at Camp Cedar Glen, from March 11th - 13th, 2022. The cost per student participant will be \$250, a student facilitator (a Key Leader graduate entering 11th or 12th grade) will be \$200, and an adult chaperone will be \$200 as well. Please reach out to your sponsoring Kiwanis' for any donations if you are tight on money, they should be more willing to help, but please make sure to respectfully ask. As COVID cases are rising, please be sure to keep up with the website or contact them at cedarglen@cnhkeyleader.com to see if there are any possible cancellations.

CNH Foundation Scholarship

The CNH Foundation Scholarship is now available. This scholarship will be available to all graduating, dues-paid Key Club members. Please keep in mind this scholarship is also open to KIWIN'S and Circle K members as well, so be sure to put as much information as possible while filling out the application. The scholarship's deadline will be Friday, February 18th, 2022, which is a little over a month, and I highly suggest you start right now, as it is a long process!

Membership Development and Education

Provided by Membership Development and Education Chair Shanelle Relucio

Introduction

Hello RemarkaBEEs!

I hope that you are all enjoying the beginning of 2022 and Winter Board so far. The Member Development and Education has been working diligently in order to help assist the members within your division. With that, I will present my Board Report.

Officer and Training Resources

Region Training and Candidate Training Conference Presentations have been completely updated and brand-new officer guidebooks are on their way for approval to be posted on the CNH CyberKey. The Member Development Committee presented a District-Wide Key Club 101 in order to inform new members about opportunities within Key Club.

Tasks

For the past few months, the Member Development and Education Committee has been working on a variety of tasks regarding training conferences, the District-Wide Key Club 101 Webinar, the CNH Pen-Pal Program and resources for officers and members.

Submissions

The MDE Committee has submitted five highlights in the District Newsletter:

- The September submission advertised the September District-Wide Key Club 101 Webinar.
- The October submission advertised the new District Pen-Pal program.
- The November submission included an infographic regarding Candidate Training Conference information.
- The December submission advertised District Convention Presenter applications.
- The January submission advertised the extension of District Convention Presenter applications.

Meetings

The MDE Committee has held a total of five meetings since Summer Board.

Upcoming Directives

The MDE Committee is looking forward to upcoming projects such as:

- newBEE packages
- Spotlight on Education Week featuring educational videos
- District Convention Presenters
- CNH Pen-Pal Bingo Challenges

Closing

The MDE Committee is excited to continue fostering education within our District and ending the year off strong. Thank you.

Member Recognition

Provided by Member Recognition Chair Rachael Zheng

Teleconferences

Since Summer Board Training Conference, the MR Committee has held four teleconferences. Meeting minutes were documented and shared by D04W Lieutenant Governor Diane Dao.

Contest Dues Report Deadline

The Member Recognition Committee conducted a vote during our committee meeting to finalize the dues report we will be using for contests. The dues report on December 15th was approved by the committee to be used for contests this term, but as the most recent dues report sent out by International was on December 22nd, that will be the one used this term instead. 510 clubs within the Cali-Nev-Ha District will be eligible to apply for our contests.

Website Judging

Two reviews of the websites have been reviewed by 8 website judges. The judges consist of 5 members of the MR Committee, 1 member from the CM Committee, and 2 from the District Technology Team. The final review will happen in mid-January.

Publications and Resources

The following topics have been promoted through publications that are submitted to the District Newsletter:

1. MR Committee Overview
2. Contest Overview
3. Contest Showcases
4. Member Recognition Program
5. District Judging Committee Applications

The following resources have been uploaded to the CNH CyberKey:

1. 2021-2022 Division Judging Manual
2. CNH Certificate Archive
3. District Judging Committee Applications

Tasks

Five task emails have been sent since August and the Lt. Governors have been split into four different sub-committees:

1. District Judging
2. MRP
3. Division Judging
4. Medals, Certificates, and Backstage Passes

Each sub-committee has been assigned tasks up until DCON 2022. Additionally, there has been tasks related to graphics and resources that have been delegated.

Directives

The following are some of the official directives that have been completed since August:

1. Review all international recognition programs and submit any suggested revisions to the International Board
2. Design the awards for District Recognition Programs and ensure that they are ordered in time for District Convention
3. Help formalize the Distinguished Lt. Governor criteria
4. Create rubrics and tutorials for district/division judges
5. Create and promote recognition certificate templates
6. Create and promote MR resources, including videos/manuals on E-Portfolios, Division/District Contests, Member Recognition Program, etc.
7. Effectively promote the deadlines of recognition programs to the membership
8. Adjust award requirements to fit the standards during this quarantine

Promotion of Contests

A "Spotlight on Contest" week was hosted on the CNH Instagram from January 3rd to January 7th to promote all the contests that we offer.

Policy, International Business, and Elections

Provided by Policy, International Business, and Elections Chair Aimee Han

District Policy Manual

The PIE Committee has completed all edits of the District Policy Manual, which have been sent to me and Mentor Mrs. Qualm. The final version of the District Policy Manual will be presented to District Board for approval at Winter Board Training Conference.

Committee Teleconferences

Since Summer Board Training Conference, the PIE Committee has held four teleconferences. Meeting minutes have been recorded and compiled by Committee Secretary D13N Lieutenant Governor Julia Saguin.

Core Calls

Quarter 2 Core Calls have been conducted with all 10 Lieutenant Governors on the Committee.

Elections Webinar

The PIE Committee hosted an Elections Webinar hosted in mid-December where we presented elections procedures, different officer positions, and more. We had an attendance number of over 100 members. Resources regarding the Elections Webinar will be distributed to respective members and officers.

Service Projects

Provided by Service Projects Chair Jennifer Cheung

Appointment

Division 28 North Lieutenant Governor, Joshua Placido, was appointed to the Service Projects Committee

Teleconferences

Since Summer Board Training Conference, the Service Projects Committee has held four teleconferences, and the meeting minutes were documented and shared by Division 31 Lieutenant Governor, Liza Matthews.

SOSP Materials

Since Summer Board Training Conference, guides and promotional materials have been completed and posted on the CNH Cyberkey and Instagram platform respectively for the following months and themes:

Informational pages for the September, October, November, December, and January Spotlight on Service Program and highlights for the August, September, October, and November Spotlight on Service Program have been submitted to the District Newsletter.

Servetember

The Servetember Initiative submissions have been reviewed, and the clubs that completed the 7 required items on the bucket list have been recognized in the December issue of the District Newsletter.

Strategic Planning

Provided by Strategic Planning Chair Noah Steinmetz

Good Morning District Board Members!

I am so glad to ring in the New Year with you all, and I am looking forward to closing out this term on a high note!

Introduction of CNH Member Survey

Over the past 3 months, the STP committee has been working hard to publicize and facilitate the filling-out of a comprehensive membership survey form throughout CNH.

General Demographics

To date, we have had 3,771 members out of the total district of 25,300, fill out the form, 72.4% of which are non-officer members. All of these responses are verified to be one per individual, as there are no duplicate email addresses. We have also found that of the responses the membership makeup is 71% female and 62.2% Asian American.

Additional Preliminary Remarks

Beyond this, we have seen a trend in members wanting greater focus on awards and college opportunities in Key Club, and they seek greater recognition for those that achieve. Members also indicated that they heavily rely on online payment platforms like Venmo, and want the dues process made easier. We have also found that much of the CNH district relies solely on Social Media for receiving information from the district (roughly 65% of the responses).

Moving Forward

None of these summaries would have been possible had it not been for the tireless work of the STP committee in publicizing and cleaning up the data. Moving forward we will be presenting a more in-depth look at the preliminary data tomorrow, and will formally be submitting our recommendations for future terms to the board at DCON. We are also planning on continuing this form into the new year.

Closing

As we have worked with this form, we have seen firsthand the diversity, reach, and strength that CNH has and that can only be attributed to this very board. I thank you all for your time and hope you have a great rest of your morning.

Approval of Reports

RESOLVED: That the CNH Board approves all executive, appointed, and committee reports [M: D04W LTG Diane Dao | S: D16E LTG Vanessa Saerang, PASSED]

NEW BUSINESS

Declaration of Division 19 North LTG Vacancy

RESOLVED: That the position of Division 19 North Lieutenant Governor is vacant
[M: D04N LTG Katie Doan | S: D04W LTG Diane Dao, PASSED]

Declaration of Division 28 North LTG Vacancy

RESOLVED: That the position of Division 28 North Lieutenant Governor is vacant
[M: D34N LTG Courtney Tai | S: D04W LTG Khanh Tran, PASSED]

Declaration of Communications and Marketing Chair Vacancy

RESOLVED: That the position of Communications and Marketing Chair is vacant
[M: D38W Kotomi Tucker | S: D12W LTG Joshua Perez, PASSED]

Declaration of District Visual Media Editor Vacancy

RESOLVED: That the position of District Visual Media Editor is vacant
[M: D22M LTG Madhav Collins-Doijode | S: D35W LTG Katrina Liang, PASSED]

Approval of LTG Appointee Division 19 North Ruth Moreno

RESOLVED: That Ruth Moreno has been appointed to the position of Division 19 North Lieutenant Governor
[M: D13S Maryland Heng | S: D37E LTG Irma Zacarias, PASSED]

Approval of LTG Appointee Division 28 North Joshua Placido

RESOLVED: That Joshua Placido has been appointed to the position of Division 28 North Lieutenant Governor
[M: D28E Reagan Carroll | S: D26S LTG Joyce Tong, PASSED]

Approval of Communications and Marketing Chair Appointee Joyce Tong

RESOLVED: That Joyce Tong has been appointed to the position of Communications and Marketing Chair
[M: D04E LTG Ashley Park | S: D02N LTG Nathan Tang, PASSED]

Approval of District Visual Media Editor Appointee Joanne Do

RESOLVED: That Joanne Do has been appointed to the position of District Visual Media Editor

[M: D37S LTG Anna Nguyen | S: D27N LTG Hailey Phan, PASSED]

Installment of Appointed District Board Officers

Provided by Kiwanis District Governor-Elect Valarie Brown-Klingelhoef

Approval of District Policy Manual Updates

RESOLVED: That the District Policy Manual Updates (See Appendix B) made by the Policy, International Business, and Elections Committee are approved

[M: D22H LTG Tatiana Rillera | S: D10N LTG Chelsea Cheng, PASSED]

1. All updates are available in Appendix B

Approval of District Bylaw Dues Increase Amendment Proposal

RESOLVED: That the District Bylaw Dues Increase Amendment Proposal is approved

[M: D11 LTG Raffiele Flores | S: D04N LTG Katie Doan, PASSED]

1. The next 3 years in CNH, dues will be raised by \$0.50 each year
2. The dues increase reflects inflation and a decrease in dues paid members
3. As Presented in the Bylaws:
 - a. Current bylaw language:
Article XI: REVENUE

Section I. Each member club will pay to the district for each and every member the sum of \$4.50 per annum as district dues. These dues will accrue on October 1 and will be remitted to the CNH Key Club District Office by the individual club not later than December 1 of each year.

- b. Proposed bylaw amendment language:
Article XI: REVENUE

Section I. Each member club will pay to the district for each and every member based upon the below district dues schedule:

Prior to October 1, 2022 the district dues will be \$4.50 per annum

From October 1, 2022 to September 30, 2023 the district dues will be \$5.00 per annum

From October 1, 2023 to September 30, 2024 the district dues will be \$5.50 per annum

From October 1, 2024 and going forward the district dues will be \$6.00 per annum

These dues will accrue on October 1 and will be remitted to the CNH Key Club District Office by the individual club not later than December 1 of each year.

Authorization to Use PTP Donations for Dunlap Matching Funds

RESOLVED: That PTP Donations are approved to be used for Dunlap Matching Funds

[M: 43 LTG Suyeon Hwang | S: D12E LTG Charitha Gangi, PASSED]

1. Dunlap Awards are given to Kiwanis who have exhibited exemplary service, leadership, and commitment to the Kiwanis organization

1. Encourages Kiwanis members to recommend nominees by matching a portion of the Dunlap award
2. Does not affect funds raised for the Pediatric Trauma Program

Motion to Adjourn

**RESOLVED: That the CNH Board moves to adjourn the District Board Meeting
[M: D22K LTG Christian Andres | S: D04E Ashley Park Lt. Governor, PASSED]**

MEETING ADJOURNED AT 10:34 AM PST

Respectfully Submitted By:



Carter Kawaguchi
District Secretary
2021-2022



Amy Wang
District Governor
2021-2022



Doug Gin
District Administrator
2021-2022

APPENDIX A: ATTENDANCE

Attendance for this meeting was completed by District Secretary Carter Kawaguchi

EXECUTIVE COMMITTEE

DISTRICT GOVERNOR Amy Wang
DISTRICT SECRETARY Carter Kawaguchi
DISTRICT TREASURER Maya Oishi
DISTRICT ADMINISTRATOR Doug Gin

LIEUTENANT GOVERNORS

DIVISION 2 NORTH Nathan Tang
DIVISION 2 SOUTH Valentina Phung
DIVISION 3 NORTH Hyejin Yun
DIVISION 3 SOUTH Aaron Miranda
DIVISION 4 EAST Katie Nam
DIVISION 4 CENTRAL Ashley Park
DIVISION 4 NORTH Katie Doan
DIVISION 4 SOUTH Jessica Nguyen
DIVISION 4 WEST Diane Dao
DIVISION 5 NORTH Simone Sandhey
DIVISION 5 SOUTH Sujei Salas
DIVISION 7 NORTH Agnes Kong - **ABSENT**
DIVISION 7 SOUTH Sammi Le
DIVISION 7 WEST Li Teh
DIVISION 8 Miah Chao
DIVISION 10 NORTH Chelsea Cheng
DIVISION 10 SOUTH Theresa Huynh
DIVISION 11 Raffiele Flores
DIVISION 12 EAST Charitha Gangi
DIVISION 12 SOUTH Enya Do
DIVISION 12 WEST Joshua Perez
DIVISION 13 NORTH Julia Saguin
DIVISION 13 SOUTH Maryland Heng
DIVISION 13 WEST Vanessa Sandoval
DIVISION 14/39 Maliny Khuon
DIVISION 15 EAST Zoe Quitasol
DIVISION 15 NORTH Chriselle Yutuc
DIVISION 15 SOUTH April Lonh
DIVISION 15 WEST Ashley Ma
DIVISION 16 EAST Vanessa Saerang
DIVISION 16 NORTH Katy Shin
DIVISION 16 SOUTH James Kwon
DIVISION 16 WEST Kelly Chen
DIVISION 18 EAST Taylor Bennett
DIVISION 18 WEST
DIVISION 19 NORTH Ruth Moreno
DIVISION 19 SOUTH Anika Chandrasekaran
DIVISION 20
DIVISION 21 Audrey Freeman
DIVISION 22 HIKINA Tatiana Rillera

DIVISION 22 KOMOHANA Christian Andres
DIVISION 22 MAKAI Madhav Collins-Doijode
DIVISION 23 Ana Inukai
DIVISION 24/29 Marlen Gonzalez
DIVISION 26 NORTH Ethan Bungay
DIVISION 26 SOUTH Joyce Tong
DIVISION 27 NORTH Hailey Phan
DIVISION 27 SOUTH Kirsten De Jesus - **ABSENT**
DIVISION 28 EAST Reagan Carroll
DIVISION 28 NORTH Josh Placido
DIVISION 28 SOUTH Snow Ma
DIVISION 28 WEST Samuel Ma
DIVISION 30 NORTH Cassandra Flandre-Nguyen
DIVISION 30 SOUTH Christina Nguyen
DIVISION 31 Liza Matthews
DIVISION 32 Calista Putri
DIVISION 33 Julio Gutierrez
DIVISION 34 NORTH Courtney Tai
DIVISION 34 SOUTH Madeline Cheng
DIVISION 35 EAST Marcus Fang
DIVISION 35 WEST Katrina Liang
DIVISION 36 EAST Khanh Tran
DIVISION 36 WEST Frida Monreal
DIVISION 37 EAST Irma Zacarias
DIVISION 37 NORTH Leyna Pham
DIVISION 37 SOUTH Anna Nguyen
DIVISION 37 WEST Kennedy Parker
DIVISION 38 EAST
DIVISION 38 WEST Kotomi Tucker
DIVISION 39
DIVISION 42 EAST Neharika Logeshwaran
DIVISION 42 WEST Daniella Viorato - **ABSENT**
DIVISION 43 Suyeon Hwang
DIVISION 44 NORTH Amy Vo
DIVISION 44 SOUTH Raelynn esguerra
DIVISION 44 WEST Ameera Moua - **ABSENT**
DIVISION 45
DIVISION 46 NORTH Dakota Caton
DIVISION 46 SOUTH Emma Jacquay
DIVISION 47

APPOINTED BOARD

DISTRICT NEWS EDITOR Victor Nguyen
DISTRICT TECHNOLOGY EDITOR Hannah Su
DISTRICT VISUAL MEDIA EDITOR Joanne Do
COMMUNICATIONS AND MARKETING Joyce Tong
DISTRICT CONVENTION Hilary Wong
KIWANIS FAMILY & FOUNDATION Victoria Nguyen
MEMBERSHIP DEVELOPMENT & EDUCATION Shanelle Relucio
MEMBER RECOGNITION Rachael Zheng
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Aimee Han
SERVICE PROJECTS Jennifer Cheung
STRATEGIC PLANNING Noah Steinmetz

KIWANIS COMMITTEE

DISTRICT ADMINISTRATOR Doug Gin*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Alan Quon*
SPECIAL ASSISTANT Marek LeBlanc*
SPECIAL ASSISTANT Pete Ballew
DISTRICT SLP DIRECTOR Timothy Cuning
IP DISTRICT SLP DIRECTOR Bruce Hennings - **ABSENT**
REGION 1 Lisa Watson *
REGION 2 Carolyn Qualm*
REGION 2 Majid Azimi
REGION 3 Elaine Pong
REGION 3 Kathy Kendrick
REGION 4 Scott McGuffin - **ABSENT**
REGION 5 Hanna Santee*
REGION 6 Michael McStroul

REGION 7 Doug Ridnor - **ABSENT**
REGION 8 Jackie Acosta
REGION 9 Victor Chan*
REGION 10 Stacie Marotta - **ABSENT**
REGION 11 Carole Farris
REGION 12 David Hillman - **ABSENT**
REGION 13 Patricia Cridland-Morse
REGION 14 Michelle Sakurada
REGION 15 Tricia Shindledecker*
REGION 16 Bruce Mercado
REGION 17 Rachel Shanley-Giguere* - **ABSENT**
REGION 17 Valarie Brown-Klingelhoef
REGION 18 Charlene Masuhara*
REGION 18 Joshua Chang*

*Signifies an Executive/Chair/Editor Mentor

GUESTS

INTERNATIONAL TRUSTEE Sana Yoosef
CNH CHILDREN'S FOUNDATION PRESIDENT Craig Wallace
CNH KIWANIS DISTRICT SECRETARY Mark McDonald
BELLFLOWER KIWANIS CLUB Elsie Nash
LAKE FOREST KIWANIS CLUB John Pong
SAN GABRIEL KIWANIS CLUB Pat Foltyn
R10 ASSISTANT Brent Wingett

APPENDIX B: DISTRICT POLICY MANUAL UPDATES

The District Policy Manual Updates were presented by the Policy, International Business, and Elections committee.

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105.1 Key Club Executive Committee Travel

All procedures noted below are the responsibility of the Officer requesting travel to initiate.

All travel outside of the home Region of the individual members of the Executive Committee, except as noted below, must be approved in advance in writing or electronic mail by the District Administrator. This request must include all travel arrangements including dates, times, details of transportation, and purpose of travel. Specific approval, e.g. hard copy of e-mail must be in possession of the officer when traveling. Exceptions include:

- a. District Board Meetings
- b. (Governor Only) Kiwanis Family District Conventions and International Meetings
- c. Key Club District and International Conventions
- d. Special Events excepted *announced* by the District Administrator in writing. (1/20)

105.2

No more than two Executive Officers may travel to each Region Training Conference except under special circumstances with permission granted by the District Administrator. (2/02)

105.3

The Governor shall travel to one event in each state of the District. The Executive Officers may travel to one event in each state of the District with permission of the District Administrator and if personal schedules, the Executive Officers' budgets, and events permit. (1/20)

105.4

Those in Appointed Positions may not travel outside of their home Regions without specific approval of the District Administrator and Region Advisor. This approval must be in writing and in the possession of the member at all times during the travel period. (1/20)

105.5 Key Club Lt. Governors Travel

A Lt. Governor may not travel outside the home Division unless attending Regional activities. to Key Club Events outside his/her division unless he/she completes and is granted permission with an Attendance Request Form. Region activities require advance approval by the Region-Advisor assigned to the Lt. Governor. Exceptions include:

- a. District Board Meetings
- b. Key Club District and International Conventions
- c. District Committee Meetings
- d. Region Training Conferences
- e. Special Events excepted *announced* by the District Administrator in writing (1/20)

105.6 Overnight Functions

a. Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the District Administrator. The organizer of the function shall complete at least three weeks in advance of the event and obtain written authority before the event is publicized. The request shall indicate the date, location and purpose of the event, the responsible adult in charge, and the anticipated clubs attending. The District Code of Conduct must be enforced at all events.

b. The submitted Event Request Form Attendance must be approved in advance by the Region Advisor, and the District Administrator, or a designated alternate.

c. Extended trips by Club members of more than 24 hours outside the home Division must be approved by the Faculty or Kiwanis Advisor in writing.

Reports

- a. Reports listed below must be completed and submitted to the California-Nevada-Hawaii District Archive and Region Advisor by 6:00 pm on the 10th of every month during their term.
- b. The following reports are to be submitted.
 - Division Monthly Report Forms
 - Training Conference Reports (To be submitted only on the months that had training conferences)

Communication

- a. The Lt. Governor shall publish at least 10 publications per term to keep the Division and all other interested persons informed of Division, District, and International activities.
- b. The Lt. Governor shall communicate with Region Advisor at least twice per month.
- c. The Lt. Governor shall communicate with their assigned District Committee at least once per month.
- d. The Lt. Governor shall communicate with each club in the Division every month.

Promotion

- a. The Lt. Governor shall carry out the programs of the Governor, the District Executive Committees, and Key Club International.
- b. The Lt. Governor shall promote the organization of new Key Clubs in the Division and assist sponsoring Kiwanis Clubs in establishing the new club.

Meetings & Conferences

- a. The Lt. Governor shall organize and hold at least 10 Division council meetings.
- b. The Lt. Governor shall organize and hold an Officer Training Conference (OTC) for the Club Officers serving in the Lt. Governor's Division.
- c. The Lt. Governors in a Region or nearby geographical area and the respective Region Advisors shall arrange and conduct a Region Training Conference for the Club Officers and members within the included Divisions in between the months of September and October.

Division Leadership Team

Each Lt. Governor may be accompanied by a team of division leaders, also known as the Division Leadership Team (DLT). It may consist of an Executive Assistant(s), number based on total home clubs, as well as one Division News Editor and task coordinators based on the Lt. Governor/Division's needs. The Lt. Governor may release application after District Convention.

- a. *Only dues-paid members may serve on the Division Leadership Team.*
- b. *Applications and interviews for DLT appointments are required.*
- c. *Region Advisors should have input in the DLT selection process to ensure it adheres to Kiwanis Guidelines and Policies.*
- d. *DLT officers must sign the Service Agreement.*
- e. *Resignations/Re-appointments must mirror the District Due Process Clause for removing a District officer.*
- f. *Region Advisors should be notified and have input in the DLT removal process before the official removal.*
- g. *If a division officer may no longer serve in his/her position, the Lt. Governor may appoint with approval from the Region Advisor(s).*
- h. *Division News Editor (DNE) – Assists the Lt. Governor to publish monthly newsletters.*
- i. *Executive Assistant (EA) – Supports the Lt. Governor; specific directives will be created by the Lt. Governor at the start of the term. They may be one Executive Assistant per every five dues-paid clubs in good standing in the Division.*

Elections

The Lt. Governor shall hold a Conclave, in which the succeeding Lt. Governor is elected. The Lt. Governor will then train the elect and ensure that the Division duties and important information are turned over to the new Lt. Governor.

116.22 Replacement of Lt. Governors

- t. Collaborate with District Coordinators, Editors, and Committees to provide resources for the District.

117.27 Communications & Marketing Committee (CM Committee)

The Communications & Marketing Committee will focus on positive, purposeful promotion of the California-Nevada-Hawaii District and the Key Club organization, provide resources for club and district use, provide training materials for the Board, officers and members to use and access; promote the Graphics Department, and research and develop proposals for further district consideration. The Communications & Marketing Committee will also assist other committees with creating publications.

- a. Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.
- b. Conduct responsible marketing campaigns in order to externally promote externally the programs and activities of the California-Nevada-Hawaii Key Club District and Key Club International
- c. Provide informational guides for the many different club and member resources and materials created by the district.
- d. To create and oversee special promotional projects for and at district events.
- e. Develop innovative membership recruitment, and membership retention materials. (1/20)

117.28 Membership Growth Committee (MG Committee)

- a. *Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.*
- b. *Develop resources, educational materials, and guides for Key Clubs to increase membership through improved marketing and new member onboarding.*
- c. *Develop resources, educational materials, and guides on how to build and charter new Key Clubs.*
- d. *Create manuals on how to reactivate suspended or inactive clubs.*
- e. *Create a strategic plan by the end of the year regarding the main issues of growth within CNH.*
- f. *Collect data on trends within the district regarding membership's opinions and attitudes regarding Key Club and identify new student demographics who are willing to consider joining Key Club. From this information, new marketing and recruitment strategies are to be developed by the committee.*

117.3 Committee Operation

117.31 Meetings

Each Standing Committee shall meet at least once each month using District sponsored technology or other methods as approved by the Governor and/or District Administrator. Committee meetings shall be held at least once in conjunction with every District Board meeting. Additional meetings may be called by the Chair as necessary during the year. The Committee Secretary shall provide notice of committee meetings to each member of the committee, Executive Committee and Kiwanis Advisor/s at least two weeks prior to the scheduled meeting (this applies only to meetings not held at District Board meetings). The Committee Chair will also provide an agenda of the meeting at least 24 hours prior to the meeting. (1/20)

117.32 Work Accomplishment

Each committee shall create an action plan and set goals to carry out the Executive Committee directives for the year, discuss procedures, and make assignments for the actual work to be done during the year. Work shall primarily be done during the periods between Committee meetings. They should be done using the district committee reflectors, telephone, or other approved methods. If a committee member fails to perform assigned tasks their actions shall result in disciplinary action or removal from office. (1/20)

117.33 Chair Duties

The Chair of each Standing Committee is appointed by the Governor with the approval of the District Administrator. The Chair should become familiar with the directives of the Committee and discuss the plans for the year with the Mentor who is assigned by the District Administrator. (2/10)

- e. The Secretary shall be the District Secretary.
- f. In the event that the District Governor is a candidate for office or absent, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office or absent, the District Governor shall appoint a replacement.
- g. The Tellers shall be members of the PIE Committee.
- h. The candidates will be introduced to the Conference and voted on in the following order: Governor, Secretary, Treasurer, and individuals that are seeking International Endorsement. There will be no speeches or questions. When all the candidates for a given office have been introduced, the delegates shall mark the ballot for that office and the ballots collected and counted by the Policy, International Business & Elections Committee. (2/10)
- i. At the conclusion of the voting and selection for a given office, a candidate not selected for that office may ask to be considered a candidate for International Endorsement. If that occurs, the candidate will reappear and be introduced with the International Endorsement. If the candidate declares at the beginning of the conference not to run for Endorsement, the person may remain in the Conference after the voting for that person's office. If the Key Club member is a delegate, the individual shall receive a ballot for all subsequent offices to appear. If the Key Club member is not a delegate, the individual may remain in the visitor section. (2/10)

121.7 House of Delegates

The House of Delegates provides a forum for the candidates for each office to present their final message to the District delegates. At the conclusion of balloting for District offices, the Committee Chair will present any proposed District Bylaw changes that have been approved for presentation to the delegates. A majority vote by the delegates is needed for adoption of Bylaw additions or revisions. Finally, the Committee Chair will present the Convention Resolutions for approval by the House of Delegates. (2/10)

- a. The membership of the House consists of the delegates-at-large and two delegates from each club in attendance. The Governor shall be the Chair. The District Secretary shall be the Secretary. In the event that the District Governor is a candidate for office, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office, the District Governor shall appoint a replacement.
- b. When the Governor begins the House of Delegates, delegate entry and exit will only be allowed during periods between candidate presentations. If a delegate leaves the House, the delegate's ballot will be surrendered to a member of the Policy, International Business & Elections Committee. The ballot will be returned upon reentry with offices invalidated for all candidates that have already appeared regardless of when the delegate left the room.
- c. A spectator section will be provided which is separate from the delegate seating area for non-delegate Key Club members and adults. Silence must be maintained at all times during the House of Delegates. Entry and exit of spectators will only be allowed during periods between candidate presentations.
- d. When each candidate has completed their presentation to the House, they must remain in the House and sit in the delegate section if they are a delegate and be given a ballot for their office and all subsequent offices. If a candidate is not a delegate, the candidate must remain in the spectator section.
- e. When the marking of the ballots is complete, the ballots will be collected by the PIE Committee and remain in their custody until counted and destroyed. ~~Ballots must be counted in a manner allowing only the PIE Committee members who are not candidates for office and the committee advisor(s) to know the final results.~~ *Ballots must be counted in a manner allowing only the PIE Mentor(s), District Administrator, and Director of Service Leadership Programs to know the final results. Other Kiwanis members may be informed of the final results at their discretion.* Those results will be placed in individually sealed envelopes and handed to the person announcing the results at the designated time.
- f. The PIE Committee chair will collect the Governor's (Chair's) ballot and keep that ballot separate during the counting process. That ballot will only be used in the event of a tie. All ballots must be destroyed at the completion of the convention.