



MEETING MINUTES

SPRING BOARD TRAINING CONFERENCE

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Diane Dao

Location: Kiwanis District Office

8360 Red Oak St STE 201, Rancho Cucamonga, CA 91730

CALL TO ORDER: 11:02 AM PDT

ADJOURNMENT: 12:44 PM PDT

Attendance Report - See Appendix A for a complete report

EXECUTIVES 3/3

LT. GOVERNORS 78/79

LT 10/11

GUESTS 4

QUORUM YES

Summation of Leadership Team Topics Discussed

- I. Action: Approval of Parliamentarian
- II. Action: Approval of Remote Lieutenant Governor's Appointments
- III. Action: Approval of District Leadership Team Appointments
- IV. Action: Approval of Board Reports
- V. Action: Approval of CNH District Budget 2022-2023
- VI. Action: Approval of PTP Threshold & Yes Initiative Donations
- VII. Action: Approval of SAA Coordinator Appointment
- VIII. Action: Approval of Division 18 Realignment
- IX. Action: Approval of Strategic Planning Committee

MEETING MINUTES

MEETING CALLED TO ORDER AT 11:02 AM PDT

Approval of Parliamentarian

RESOLVED: That the CNH Board approves Mr. Alan Quon as Parliamentarian

[M: Pia Prashanth, D15E Lt. Governor | S: Aliyah Rodriguez, D05S Lt. Governor | PASSED]

Memorial Day Tribute

Information provided by District Administrator Doug Gin

1. Discusses significance and history of Memorial Day
2. Thank you to the veterans in attendance
3. Moment of silence given to honor the veterans who have served our country

Pledge of Allegiance

Pledge led by D37S Minju Kim

Key Club Pledge

Pledge led by D04C Sunny Wang

INVOCATION

Provided by D27N Jamie-Lynn Phan

Good morning CNH District Board!

My name is Jamie Lynn Phan and I am honored to be serving Division 27 North of Region 16 as their 2022-2023 Lt. Governor. I want to firstly thank District Governor Diane Dao for providing me with the opportunity to speak for this board meeting's Inspirational Moment, CNH's version of a TedTalk.

My first TedTalk?! I would not imagine it would happen in front of an audience with matching ties as me. Amongst this sea of golden yellow ties are you all. In order to get to know you all more, I want to ask a question:

Who **are** you and what do you **want**?

This is a quote from the character Uncle Iroh in the animated show *Avatar: The Last Airbender*. Although this phrase was a part of a conversation between two fictional characters, I feel that it has much relevance to us. As the youth of our generation, we are frequently asked this question, in one way or another. *What do you want to do after high school? What are your interests? What do you want to be when you grow up?* A lot of us feel the immense pressure to be constantly proactive about the next big goal, the next big milestone that we will start working towards. We are always pestered with the question "what do you want?" in reference to our future endeavors. As you maintain your consistent hustle trying to map out your future minute by minute, this often leaves no time nor energy for you to try and answer the first part of the question, which is "who are you?".

As I was creating this speech, rereading my lines over and over, I was repeating to myself this question, “who are you?” **Who am I?** I am reminded of my identity as a first-generation Vietnamese-American girl of a single-mother home. I remind myself of the resilience that I have adopted from seeing the strength of my own mom and my ancestors before me. I remind myself of how I learned the importance of giving back to others from my family, and how that inspired me to join Key Club. When I was able to formulate these few sentences to encapsulate my identity and my response to the question, “who are you?”, it made it a tad bit easier for me to think about what I **want** in my future, and thus, what I want to accomplish as an LTG. I want to inspire fellow youth to maintain the same kindness and selflessness that I observed in my mom and grandmas. I want to remind others of the importance of giving back to others, just as I learned from my own family.

Being busy bees as Key Club leaders, I would like to remind you all of a few things. It is absolutely vital that you make the time to explore **your** identity as a young individual. Make the time to indulge in activities that bring you joy outside of this club. Make the time to allow yourself to be in the present moment. Frequently reflect on what you have been able to accomplish by remaining as a resilient and driven individual for so long.

This is a quote from the character Uncle Iroh in the animated show *Avatar: The Last Airbender*. Although this phrase was a part of a conversation between two fictional characters, I feel that it has much relevance to us. As the youth of our generation, we are frequently asked this question, in one way or another. *What do you want to do after high school? What are your interests? What do you want to be when you grow up?* A lot of us feel the immense pressure to be constantly proactive about the next big goal, the next big milestone that we will start working towards. We are always pestered with the question “what do you want?” in reference to our future endeavors. As you maintain your consistent hustle trying to map out your future minute by minute, this often leaves no time nor energy for you to try and answer the first part of the question, which is “who are you?”.

Feeling the immense pressure to always be prepared for the future restricts you from basking in the fruits of your labor and from taking a moment to appreciate the person that you have grown into. As you continue your memorable journey as a Key Club leader for the Division or District that you serve, please do not lose sight of who you are. Before you are a Key Clubber, you are first a human being. So make the time to embrace that identity before you continue your hustle. As you remind yourself of who you are, your purposes for the future will slowly fall in place.

...

Who **are** you and what do you **want**?

After this speech ends, even if you forget who I am, the Division 27 North Lt. Governor, my wish is that you will remember to learn about who **you** are as an individual and what **you** want and then be able to answer **both** parts of Uncle Iroh’s question confidently. Thank you for your time and have a great Spring Board everyone.

REMARKS

CNH Children’s Fund President Remarks

Information provided by CNH Children’s Fund President Gary Jander

1. Thanks board for partnership with the CNH Children's Fund
2. Actions covered:
 - a. Kiwanis Children's fund give \$5 million dollars to local hospitals
 - b. 3 millions dollars to local programs, part of which is to pay for board's training
3. Thanks board for work done for the Pediatric Trauma Program
4. Description of how CNH Children's fund has covered the YES Initiative

CNH Kiwanis Governor-Elect Remarks

Information provided by CNH Kiwanis Governor-Elect Valarie Brown-Klingelhofer

1. Thanks District Board for sacrificing their time to help lead our past, present, and future.
2. Aims on making sure there are more Kiwanis that can help support Lieutenant Governors in the area
 - a. Asks District Board for assistance in helping find Kiwanis clubs to help support you
 - b. Discusses scholarship opportunities for seniors
3. Encourages all District Board members that they are powerful and capable of inciting change
4. Discusses relevancy of pediatric trauma and importance of Pediatric Trauma Program
5. Encourages students to reach out to get the help they need so that they are able to be a model for those you are leading.
6. Thanks District Board for being her hope

District Administrator Remarks

Provided by District Administrator Doug Gin

1. Thanks District Board for their work on behalf of SLP Director Mr. Timothy Cunning
2. Thanks District Board for taking the time to be here today.
3. Emphasizes that District Board, as a result of their position, be mindful of the things they do as a District officer in public and private matter- including social media
4. Expressed excitement to be able to gather at SBTC again for the first time after 2 years
5. Admin team understands that since the pandemic, there are additional means to conduct training, such as vouching process
 - a. Training during conference will be moved to be a single topic timing to instead make room for more relationship building to make a more efficient use of our time
6. Addresses how many of District Board are planning OTC, thinking about RTC, and even Fall Rally in the future.
 - a. Asks District Board to consider the future of their division and leadership
7. District Convention will be taking place in Ontario this year, later in the month of April than usual
 - a. Encourages that District Board promotes District Board to possibly help fundraise members and advisors to attend DCON.
8. Thanks advisors for helping LTGs travel and transport to this event during Memorial Day weekend, and thanks parents and advisors for being here today
9. Emphasizes how predecessors have chosen to recognize late RA Advisor Patricia Cridland for the Dunlap award, even when struggling with poor health.
 - a. Emphasizes how Ms. Cridland exemplifies how much adults give up and sacrifice to help all of DB to become the best leaders that they can and the best training that they can.
 - b. Advises District Board to thank their RAs once again for all that they have done
10. Advises District Board to please reach out about any struggles that they have to RAs

District Governor Report

Provided by District Governor Diane Dao

Good morning, NewBees!

With pride and confidence for our district, the 2022-2023 term has been off to a great start. Even during the busiest time of the year, with the closing of the school year and state, AP, and IB testing, your passion for service has not been affected. With the changes being made compared to the previous terms, each and every one of you has faced new challenges but your spirit has persevered throughout everything. CNH, we look forward to a bright future and a new beginning with this term. As a district, there is a lot to be done during this special year. However, in order to achieve our goals, we must work together hand in hand and put forth our best efforts to push CNH to continue in an upward trend. For the first time in years, we are in membership growth.

As District Board for the 2022-2023 year, it is our responsibility to keep CNH growing throughout our term. Take the time to think about your own personal goals and what milestones you would like to accomplish as a leader during this term. What legacy will you create in your own schools and communities? How will you make a lasting impact as a leader? You must set a clear vision for yourself and take action to accomplish it.

As a given, you will face many new obstacles this year. It is each of our own responsibilities to overcome these challenges and seek assistance as necessary. Without teamwork and cooperation, we can not make consistent progress. We must adopt an attitude of working more proactively than we ever have before. During such a transitory time, how will you incite change? What actions will you take to remove patterns that delay progress and examine growth from new perspectives?

31,099 to 35,000. That is a large number to achieve considering our past progress. However, with the information that you have received today, make membership your biggest priority within your club and division. Through working on the restructuring of the Strategic Planning Committee, scheduling core calls with Lieutenant Governors, and compiling new resources on the District Level, these actions will benefit us in ensuring everyone has a clear understanding and plan to target this pressing issue.

It is our job to utilize every factor to attain our District goals as a team. With the ambition, drive, and determination of each of you, it is more than possible to accomplish anything that may be considered to be difficult. I promise that your work and efforts have not gone unnoticed, no matter how little it may seem to you. Each individual today is a vital component of our district, and we need you to help achieve our mission of spreading service. We look forward to a year full of unexpected situations, but I know at the end we will accomplish so much. Thank you all for your utmost dedication, and I can not wait to see everything this term has in store alongside everyone.

District Secretary Report

Provided by District Secretary Ashley Park

Good Morning District Board!

The following will be my first District Secretary Report:

MRFs

The updated Division Monthly Report Form, Club Monthly Report Form and respective submission Google forms have been distributed through district board through email and two training sessions. The NEW Club Monthly Report Form Google submission form was included with this, in order to help simplify the MRF process for Lieutenant Governors by consolidating key information needed to fill out the Division Monthly Report Form. As of the most recent MRF submission for the month of May, 68 out of 80 Lieutenant Governors have successfully collected Club MRFs.

At this time, we are currently at 2% of our goal of 850,000 service hours, with 19,092 service hours.

Resources

With the new MRFs, I am currently in the process of completing new training materials for the Club MRFs including a manual and new presentations. Additionally, the annual CNH Secretaries Manual is currently underway with updated sections on the MRFs and submissions, as well as a project to launch a monthly video series for club secretaries in order to provide further guidance through the year. These resources should enable our members to be more properly educated and trained to allow us to serve and lead to our fullest potential.

Division Update Form

The Division Update Form has been updated for the 2022-2023 term to be more holistic and has been distributed to the District Board. This form is to be completed by all Lieutenant Governors every month by the 20th at 6:00 PM Local Time. For the May submission of the Division Update Form, 67 out of 80 Lieutenant Governors have submitted their Division Update Form on time.

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.

- Division 2 North
- Division 2 South
- Division 3 North
- Division 3 South
- Division 4 Central
- Division 4 East
- Division 4 North
- Division 4 South
- Division 4 West
- Division 5 North
- Division 5 South
- Division 7 North
- Division 7 South
- Division 7 West
- Division 8
- Division 10 North
- Division 10 South
- Division 11
- Division 12 South
- Division 12 West
- Division 13 North
- Division 13 West
- Division 14
- Division 15 East
- Division 15 North
- Division 15 South
- Division 15 West
- Division 16 North
- Division 16 South
- Division 16 West
- Division 18 East
- Division 19 North
- Division 19 South
- Division 21
- Division 22 Komohana
- Division 22 Makai
- Division 26 North
- Division 26 South
- Division 27 North
- Division 27 South
- Division 28 North
- Division 28 South
- Division 28 West
- Division 30 South
- Division 32
- Division 34 North
- Division 34 South
- Division 35 East
- Division 35 West
- Division 36 East
- Division 37 East
- Division 37 North
- Division 37 South
- Division 37 West
- Division 38 East
- Division 38 West
- Division 39
- Division 42 East
- Division 42 West
- Division 43
- Division 44 North
- Division 44 West
- Division 46 North

An impressive 78.8% of all of our Lieutenant Governors have achieved 100% On-Time Submission Status, with this number having the potential to increase given our new LTGs serving remotely having been given extended deadlines for their first submissions. Thank you all for being proactive in your responsibility as Lieutenant Governor. Keep up the great work!

As a reminder, the following submissions 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). However, if the training conference has taken the 1st-4th of the month, the TCR is due THAT month.

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

Thank you for completing your duties accordingly and getting your submissions on time. Please be sure to continue upholding these duties, and if you have any questions, comments, or concerns, please reach out.

District Treasurer Report

Provided by District Treasurer Marcus Fang

Buzz buzz Newbees!

I am so excited to see all of your faces today at our first board meeting and the first in-person Springboard Training Conference in 2 years! Thank you all for your dedication and resilience as I know that adjusting to your role as a Lt. Governor can be extremely challenging and difficult. I'm beyond grateful to serve alongside such wonderful LTGs and leaders, you truly make CNH so special.

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

Goals

After discussion with Governor Diane and Secretary Ashley, we agreed that our goal to fundraise for the Pediatric Trauma Program and YES! Initiative would be set to \$225,000. Like previously mentioned before, the threshold for PTP donations is \$150,000. This means that once \$150,000 is raised for PTP, any other donations will be put towards the YES! Initiative. This goal was created after considering the total amount fundraised during the immediate past term and the total membership of our district. I hope that our collective efforts will allow us to reach this fundraising goal.

Dues Report

As of the most recent dues report, we have 31,099 members and 686 of the 835 clubs have paid dues. If you are a Lieutenant Governor of a suspended club, please make sure this suspension status is taken care of before September 30, 2022. Please also remember that all Lieutenant Governors should strive to meet the December 1st deadline for on-time dues, so please begin working with your clubs early on in order to prevent them from becoming a delinquent club later on. I would need to mail all delinquent clubs a letter and it would save much time and money for me if you are working early on to pay dues on time!

Vouching

After going over our district budget I hope you are all comfortable and aware of your own division's budget. Remember to keep all receipts necessary for vouching at hand until you can vouch on July 1, 2022, which marks the beginning of the fiscal year. Although there was no official training on vouching hosted at this training conference, Zoom webinars will be hosted in the future. Additionally, improved vouching manuals or guides will be released as well.

Closing

I hope you have all learned and retained what was shared today in order to help you serve your division to the best of your ability. Please know that I am a resource and will always be here to support you. Thank you!

Approval of Remote Lieutenant Governor's Appointments

RESOLVED: That the CNH Board approves the appointment of the Lieutenant Governors

[M: Jessica Ryn D28S | S: Sara-Marie Nuesa D38W, PASSED]

1. The following appointees have been selected to serve as Remote Lieutenant Governors:
 - a. Division 20 Lieutenant Governor, Morgan Fu
 - b. Division 31 Lieutenant Governor Madeline Lam
 - c. Division 33 Lieutenant Governor Mahek Kapadia
 - d. Division 39 Lieutenant Governor Brighton Quintana
 - e. Division 45 Lieutenant Governor, Arthur Gafurov
 - f. Division 46 South Lieutenant Governor, Anna Friess
 - g. Division 47 Lieutenant Governor, Daniel Lee

Approval of District Leadership Team Appointments

RESOLVED: That the CNH Board approves the appointment of the District Leadership Team

[M: Chloe Hartanto D35E | S: Ryan Leung D44W, PASSED]

1. The following appointees have been selected to serve on the District Leadership Team:
 - a. District News Editor, Joanne Do
 - b. District Technology Editor, Ashlyn Wong
 - c. District Visual Media Editor, Helena Teung-Ouk
 - d. Communications & Marketing Chair, Amber Zhao
 - e. District Convention Chair, Anh Nguyen
 - f. Kiwanis Family & Foundation Chair, Alyssa Kline
 - g. Membership Growth Chair, Khanh Tran
 - h. Membership Development & Education Chair, Joshua Placido
 - i. Member Recognition Chair, Suyeon Hwang
 - j. Policy, International Business, & Election Chair, Miah Chao
 - k. Service Projects Chair, Karen Vo

District News Editor

Provided by District News Editor Joanne Do

Newsletters

Continuing on with the following months till the term ends, I will create for newsletters and have them posted on the 1st of every month through Issuu and the Cyberkey. On June 1st we will have our 1st newsletter post and this will continue throughout the year with postings on the 1st of the month on ISSUU and the Cyberkey. In my last newsletter, it will include a DCON recap. Each newsletter will have a dedicated flyer that also lists the table of contents, so potential readers can choose which sections they would want to read. LT members will be required to submit spreads for each newsletter in the color of their committee to make them easily distinguishable.

Submissions

On the 1st of each month, I'll send an email reminding LT members about their submissions. The deadline of their newsletter spread submissions are on the 20th of each month at 6 PM. By the request of both Mr. Roberson and I, these spreads must be approved by the appropriate committee mentor BEFORE submitting. Articles and Visuals are due on the 15th of each month at 6 PM. Division Newsletters are due on the 20th of each month at 6 PM. Both of these submissions may be submitted by either the DNE or LTG. For Articles and Visuals, please submit a minimum of 3 articles and 3 visuals. Finally, I'll also be sending out an email to the District Board regarding submissions along with the instructions on how to submit.

Promotion

The flyer for the District Newsletter will be posted on CNH's Instagram and will be sent through email. In the email, it will also include a Google Slide that advertises the Newsletter so that club officers can copy and paste it into their meeting slides. Please also promote the District Newsletter on your Division's social media and DCMs.

Communication

In order to get the most participation in newsletter submissions from all committees, I will be discussing with each chair ideas that they can include that are relevant to the time being. Along with that, I'll be giving out reminders to all chairs about their upcoming submissions at least once per month BEFORE they are due.

District Technology Editor

Provided by District Technology Editor Ashlyn Wong

Hello everyone! I am beyond excited to meet all of you this weekend and work with you over the next term.

Club/Division Website Submissions Form

I am currently in the process of recording each club and division website through a Google Form submissions link which has recently been publicized. The deadline to submit this form is June 5, 2022, and a notice has been sent out to the Lieutenant Governors, Club Presidents, and Editors (the link is located at <https://tinyurl.com/cnhwebsites>). I plan to update the "Divisions" page on the Cyberkey and use this information to help me understand how to better aid the club and division editors in creating their websites.

Cyberkey Updates

In addition, I have been making notes on what I would like to add or change to the Cyberkey in the coming term, and I will be working on becoming more familiar with the Cyberkey over the summer. DVME Helena and DNE Joanne have both agreed to create banners to make the Cyberkey look more visually appealing as well. In addition, I will be aiming to fix small bugs, organize the information more clearly, add new bee graphics, create uniformity, and update the 2022-2023 term goals, District Board introductions, etc. If you have any suggestions or changes that you would like to see on the website, feel free to contact me and let me know!

District Technology Team

Lastly, the District Technology Team applications have been finalized with Mr. Chang, and I will be releasing them along with the publicity materials on Sunday, May 29, 2022. Applications will be due on June 12, 2022, and new team members and their respective LTGs will be notified of the results shortly after interviews are finished. Be sure to encourage the members of your division to apply for Tech Team if they are interested in expanding their skills in web design and becoming more involved with the CNH District. DVME Helena and I will also be hosting a joint QNA on CNH Instagram Live on June 4, 2022 at 6:00PM PT, in which we will be answering questions about both the Tech Team and the Visual Media Team. Publicity materials will be sent out for the Instagram Live on May 30, 2022, following the release of applications.

That's all for now, but feel free to contact me if you have any other questions, comments, or concerns! And be sure to publicize the website submissions to your division and club editors, as well as the Tech Team applications which will be released tomorrow (Sunday, May 29)!

District Visual Media Editor

Provided by District Visual Media Editor Helen Teung-Ouk

DVMT APPS

Application for the District Visual Media Team is scheduled to be released on May 29th, 2022. The due date for application will be due on June 12th, and then interviews will go on the following week after. However during the week where applications are released, DTE Ashlyn Wong and I will be hosting a Q&A IG Live on June 4th 2022 @ 6PM, this is to anyone who has any questions about the teams, application, or qualification. Please encourage your members to apply, if they have any type of artistic ability or want to learn, please do encourage your members!

WHAT'S POPPIN EPISODES

EPISODE 1 - DISTRICT GOALS + MEET THE LT

This is planned to be released in July on the CNH Channel for the first episode of What's Poppin'. The District will be speaking about our Goals and officially introducing them to the members while also officially introducing the District Leadership Team that consists of Chairs and Editors. They will get to learn a little bit more about the Execs and the LT.

EPISODE 2 - MEET THE DISTRICT BOARD

Throughout the SBTC I have been filming a lot of you guys in your region to show you off to represent the District Board of CNH. And you guys as LTGS are considered District Board, you guys have been grouped into regions and are present through that.

These 2 episodes of What's Poppin are currently in production.

INSIDE THE HIVE

For the 2022-2023 terms I have decided to initiate a new series called, Inside the Hive. I sent an email and constant reminder text to have you vlog. The submission for all the clips are due June 1st 2022. This is posted almost as a teaser for the "Meet the DB" What Poppin' Video. Tentative to post, after first What's Poppin'.

BEHIND THE BUZZ'

My partnership with the CM Committee or Chair Amber Zhao, will be helpful in terms of gathering information to document these case studies into a video form that will be into a series. This will be real life examples from you, aka the LTGs or clubs about their accomplishments. Examples could be the \$1,000 raise for PTP or a lot of members from divisions on MRP. This is to document the process of how the clubs or divisions were able to reach this level. The videos are going to be more in depth, and based off the case studies mentioned in the manual.

Communications and Marketing

Provided by Communications and Marketing Committee Chair Amber Zhao

An introduction email has been sent out to the Communications and Marketing Committee which included chair and editor introductions, applications for committee secretary, and a skills and interest form. This form will allow me to get more insight on each of the Committee members' strengths and abilities to ensure more effective completion of tasks. CM committee members were also assigned to other committees in the district to contact and communicate with. Throughout the term, they will contact committee chairs to ensure that CM is meeting the needs of the other committees.

Committee

After the first meeting, the CM committee had a bonding where luggage tags were passed around in a circle to create personalized tags for each CM member committee.

Appointment

After thoroughly reviewing committee secretary applications, Division 04 Central Sunny Wang has been appointed as committee secretary.

Projects

Throughout the term, CM will be revamping the communications and marketing manuals so it follows graphic standards and is updated with the newest information. With the updates, the committee will also include case studies of real life success stories from divisions and clubs regarding communications and marketing.

Marketing

The committee plans to utilize Tiktok as a way to advertise, educate, and connect with members. I plan to assign specific TikTok videos to the regions, leadership team, and executives in order to cover educational topics such as key club core values, preferred charities, club rush, etc. There will also be creative and trendy videos about various CNH events in order to market district events in a more fun and engaging manner.

District Convention

Provided by District Convention Chair Anh Nguyen

District Board Introduction:

Hi my name is Anh Nguyen and I proudly serve as the District Convention Chair for the 2022-2023 term. I was an Executive Assistant for Division 4 West last term.

Committee Introduction:

I sent out an introduction email with my secretary application, getting to know you form, and the LT directives in order for my committee to understand the roles and responsibilities of our committee. Alongside this email was the agenda for the very first committee meeting with questions that I asked everyone to come prepared with answers with in order to discuss.

Committee Secretary:

I appointed Sania Usmani as our committee secretary from Division 30 Suns.

First Committee Meeting:

We discussed ways we could improve district convention based on our past experiences with DCON, more specifically our most recent DCON in terms of schedules, foods, logistics, and more. We introduced ourselves to each other through ice breakers and designated two people to design our committee t-shirts. Our monthly meeting date was also finalized.

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Alyssa Kline

Our committee has started to get to know each other and get organized. We have established communication through Messenger, an email thread, and Instagram. We decided for our monthly committee meetings to be the first Monday of each month at 8:01 pm, as well as solidified an overview schedule of our term. This included tentative core call dates and big events we wanted to focus on planning/promoting. Committee members have been tasked to fill out an introductory strengths/weaknesses and goals Google Form for me to get to know them better and gauge how I can best assist them throughout the term.

Appointed Secretary

D04S Lieutenant Governor Elena Cheung was appointed as our KFF Committee Secretary and began her duties– taking notes at our first committee meeting– on Friday, May 27th.

Setting Goals

Based on the Kiwanis Family and Foundation Directives, I have set quantitative goals for the term that we will work towards reaching as a committee. The following are our main goals:

- 35 K-Kids/Builder's Clubs founded District-wide
- 80-90 Key Leader Attendees
- 5-7 Educational Guides on the Kiwanis Family
- 5 Educational Trainings on the Kiwanis Family
- TBD Scholarship Applicants
- 10 Newsletters

In the next month, we will be focusing on updating and outlining the District Calendar, planning and providing summer trainings, and publicizing some upcoming Kiwanis events, including:

- Dairy Queen's Miracle Treat Day: Each year, Dairy Queen works in collaboration with the Children's Miracle Network to host the Miracle Treat Day. For each blizzard purchased, Dairy Queen donates a dollar to a local Children's Miracle Network Hospital. This year, Miracle Treat Day takes place on Thursday, July 28th. We have decided to create a promotional video skit to publicize the event and are currently brainstorming other ways to publicize.

- Summer Webinars: It is my goal to host several webinars throughout Summer that will introduce the chartering process for K-Kids/Builder's Clubs. Throughout June, we will plan and prepare trainings, manuals, and other materials (released in July/August) to help LTGs become confident and ready to begin new K-Kids/Builder's Clubs by the beginning of the school year.

Task Group Assignments

I have split up and solidified four different Task Groups for the term: Publicity, Kiwanis Family Joint Activities, Preferred Charities/Scholarships, and Newsletter/Calendar. Their tasks/focuses include the following: Every other month, task groups will be challenged with collaborating with another task group either within the committee or in another committee on District Board in order to increase communication and collaboration. Committee members have been assigned a Google Form so that I could take into account task group preferences. The Google Form is due by Wednesday, June 1st, ensuring that task groups will be solidified by Saturday, June 4th. I have also created a Task Group Accountability Google Sheet to check off task assignment completion per LTG in preparation for the District MRF.

KFF T-Shirt Design Submission

We have begun brainstorming lots of ideas for our committee food theme! We discussed and outlined the basic information that we want on our committee t-shirt design. Committee members will fill out a Google Form to submit their T-Shirt Design no later than Monday, June 13th.

Membership Development and Education

Provided by Membership Development and Education Chair Joshua Placido

Introduction

My name is Joshua Placido and I proudly serve as the Membership Development & Education committee chair.

Secretary Appointment

After careful deliberation and review, Lina Tran of Division 04 North has been appointed as secretary for the MDE committee.

First Committee Meeting

During our first committee meeting, we evaluated strengths of members to delineate and delegate tasks to complete directives effectively. We discussed all committee directives to provide an overview of the tasks that will be delegated throughout the year, with a concentration on the Spotlight on Education Program by creating videos on club positions during the summer.

Committee Teleconferences

The committee has decided that we will be holding our monthly committee meetings on the second Monday of each month at 8:00pm PST.

Tasks

All committee members have completed a task of reviewing the accessibility and relevance of various officer materials and resources on the Cyberkey. We have discussed revising different officer resources and providing another digestible resource for rechartering clubs and new club advisors. We have also discussed revising Officer Training Conference presentations in the coming month in order to distribute the materials by the end of June. Another task email will be sent out regarding the development and revision of these officer training materials and Officer Training Conference presentations. We have also come to the resolution that OTC presentations will not be released in time for certain regions; it will then be up to the lieutenant governors to allow their own presenters to create their own presentations instead.

Committee T-Shirts

We have discussed the requirements of committee T-Shirts and referenced past designs. T-Shirt designs will be due no later than June 12th.

Closing Remarks

I am really looking forward to working with my committee members, MDE mentor Mr. Tobias, and the rest of the District Board to develop our membership and educate members about Key Club. Thank you.

Membership Growth

Provided by Membership Growth Chair Khanh Tran

Good morning District Board!

First off, congratulations to you all on your participation in the first in-person Spring Board Training Conference in two years! Although I could not be there with you all physically, I thank you for your commitment to this organization and taking the time to learn about your role and what it entails. Please take this opportunity to meet new people, make new friends, and have fun! That said, the following will be my first Membership Growth Chair Board Report:

Committee Secretary

The Committee Secretary position is vital to ensure a committee's success in recording. Committee Secretary Applications have been released with the submission deadline being June 4th, 2022. I encourage all Membership Growth Committee members to shoot their shot at this opportunity as you'll not only better your documenting and graphical skills, but also be more directly involved in the direction of this committee.

Committee Survey Form

To better understand the directives of this committee, the Membership Growth members have been assigned to respond to questions pertaining to the resources they believe must be updated/implemented, common issues they've witnessed within the district or their own division, and to what extent they utilize the "task coordinator" position. Using this information, we will then discuss and develop our subcommittee focuses.

Once more, thank you for attending your first training conference! Your dedication and efforts are recognized and appreciated, so please continue your pursuits toward your service goals! I am so excited to see how each and every one of you will do with your term. If you have any further questions, comments, concerns, or just need someone to talk to, please feel free to reach out. Thank you.

Member Recognition

Provided by Member Recognition Chair Suyeon Hwang,

Communication

Prior to SBTC, an introductory email was sent to the committee covering committee basics, a questionnaire form, committee secretary applications, and the committee's first meeting. A google classroom was made for the committee and will be used to make announcements, assign tasks, and share materials. The committee's first meeting was held yesterday in a hybrid setting to ensure everyone in the committee could attend. For future meetings, a scheduling form was sent out to determine the optimal date/time.

Appointment

After careful review of submitted applications, Division 22 Makai Lieutenant Governor Abigail Jensen was appointed as the committee secretary.

Directives and Goals

Directives were sent by the district executives and have been read by the member recognition committee. Necessary changes have been noted and will be requested to the district executives soon. The committee reviewed the results of last year's contests and set goals for this term. It also reviewed the last member recognition committee's promotion strategies and discussed which promotion strategies to utilize this year.

Contests

Upon reviewing contest results, the committee took time to discuss potential causes for the low number of submissions and have shared what could be done to resolve common obstacles in the submission process. Due to the expiration of MNT's partnership with key club, the committee has discussed and will further discuss Erika's Lighthouse alternatives to the MNT "Lives Saved" requirement on the MRP rubric at the next committee meeting. Pairs of lieutenant governors will be formed and given a number of contest guidelines to revise so that updated contest guidelines can be accessed on the CNH cyberkey by SuBTC.

Region Assignments

Each lieutenant governor in the committee has been assigned and asked to send an introductory email to 2 regions. They will be expected to communicate and relay information regarding member recognition on a monthly basis.

Policy, International Business, and Elections

Provided by Policy, International Business, and Elections Chair Miah Chao

Good morning, District Board!

My name is Miah Chao and I am beyond honored to serve you as your Policy, International Business, and Elections Chair. I cannot believe that we are all finally here, at the first in person board meeting in over two years, and I hope you are all enjoying a wonderful start to your term. With that, I will present my first board report:

Communication

An introduction email was sent out to the PIE Committee on May 19th, which included a personal introduction, the committee secretary application, a spreadsheet to share basic information and learn about each other, and a first task, in which the PIE Committee members were assigned to familiarize themselves with and gain a general overview of the CNH Policy Manual and what it entails.

Committee Secretary Appointment

After careful review of applications, Mrs. Qualm and I have appointed Anna Friess from Division 46 South as the Committee Secretary. We have clearly addressed the expectations and duties of the responsibilities she has as Committee Secretary.

Committee Directives

I have reviewed the 2022-2023 Committee Directives with Mrs. Qualm over a call earlier this week. An additional email was sent to Governor Diane and Mr. Gin for clarification on one of the directives. We designed goals and realistic objectives to fulfill each of the directives, as well as discussed a rough timeline of when these tasks will be put into action. These goals include developing a "Slice of PIE" short video series to spread awareness of policies, election guidelines, and other information, revisiting all outdated manuals and revamping them to make them more clear and concise, and lastly, continuing to revise and update the CNH Policy Manual.

First Committee Meeting

The PIE Committee's first meeting occurred on Friday, May 27th, 2022 at 9:00 PM, with guests Mr. Azimi and International Trustee Sana Yooseph present. We introduced each member of the committee, went over the Committee Directives, looked at a general overview of the year for the PIE Committee, shared our first impressions of the Policy Manual as well as gave preliminary suggestions, and discussed the task preferences and skills of each committee member so that appropriate tasks can be delegated.

Policy Manual

For the month of June, the PIE Committee will focus on revisiting and updating the CNH Policy Manual. Please note that the 2020 version of the Policy Manual is currently published on the CyberKey, as we are waiting for Kiwanis District Board approval of the changes from the past term. After discussion at our first committee meeting, some of the main changes we will focus on include:

- Adding hyperlinks to the table of contents of the Policy Manual to improve navigation.
- Updating the graphics, organization, and font of the manual to match Key Club International's Policy Manual.
- Revisiting, updating, and publishing the CNH District Bylaws & Policies Reference Guide, which will act as a resource for members to find policies in simple and easy to understand language.
- Identifying and fixing spelling and grammar errors as well as content that needs to be updated.

Committee Teleconferences

It has been established that Committee teleconferences will be held on the 2nd Tuesday of the month at 8 PM PST.

Closing Remarks

As we enter the 2022-2023 term, I am beyond excited to see what we will accomplish together as we continue to build on the foundations set by our predecessors and push CNH to flourish. I look forward to working alongside the PIE Committee, Mrs. Qualm, and each and every one of you throughout the term

Service Projects

Provided by Service Projects Chair Karen Vo

District Board Introduction:

Hey busy bees! My name is Karen Vo and I proudly serve as your CNH Service Projects Chair for the 2022-2023 term.

Communication:

When committee assignments were sent out, I created the SP Committee group chat on Messenger. On May 24, 2022, an introduction email was sent out to the SP Committee where I introduced myself and released my Committee Secretary application. The introduction, meeting agenda, and secretary appointment email were sent to the committee using the committee reflector.

Committee Secretary Appointment:

After careful consideration, Daniel Lee from Division 47 was appointed as SP Committee Secretary.

Team Agreement with SP Mentor:

I met with my committee mentor and we completed the team agreement. We scheduled twice monthly meeting calls.

First Committee Meeting:

We had our first committee meeting at Spring Board Training conference. The newly appointed committee Secretary, Daniel Lee, took the meeting minutes, which will be sent out after the meeting.

Committee Teleconferences:

The committee decided that we will have our monthly committee meeting on the first Saturday of the month at 6 PM.

This concludes my report.

Approval of Reports

RESOLVED: That the CNH Board approves all executive, appointed, and committee reports
[M: Annabel Lee D10N | S: Wafa Suhir D44S, PASSED]

Approval of CNH District Budget 2022-2023

RESOLVED: That the CNH Board approves the 2022-2023 CNH District Budget as stands [See Appendix B]
[M: Henrina Zhang D35W | S: Natalie Fernandez D03S, PASSED]

Approval of PTP Threshold & Yes Initiative Donations

RESOLVED: That the CNH Board approves the PTP Threshold & Yes Initiative Donations
[M: Angelika Kirsten Irada D27S | S: Kai Noah Jugo D13N, PASSED]

Approval of SAA Coordinator Appointment

RESOLVED: That the CNH Board approves the appointment of Sergeant at Arms Caleb Kim, D16N
[M: Natalie Fernandez, D03S | S: Rainielle Santos D16E, PASSED]

Approval of Division 18 Realignment

RESOLVED: That the CNH Board approves the realignment of Division 18
[M: Athena Tan, D04W | S: Sydney Fifield D28S, PASSED]

Approval of Strategic Planning Committee

RESOLVED: That the CNH Board approves the continuation of the Strategic Planning Committee
[M: | D15N Gerard Day: D28N Kamy Winbush-Kline, PASSED]

Motion to Adjourn

[M: Sania Usami, D30S | S: Justin Kuo, D44N, PASSED]

MEETING ADJOURNED AT 12:44 PM PDT

Respectfully Submitted By:



Ashley Park
District Secretary
2022-2023



Diane Dao
District Governor
2022-2023



Doug Gin
District Administrator
2022-2023

APPENDIX A: ATTENDANCE

Attendance for this Board meeting was completed by District Secretary Ashley Park

EXECUTIVE COMMITTEE

DISTRICT GOVERNOR Diane Dao
DISTRICT SECRETARY Ashley Park
DISTRICT TREASURER Marcus Fang
DISTRICT ADMINISTRATOR Doug Gin

LIEUTENANT GOVERNORS

DIVISION 2 NORTH Sophia Nguyen
DIVISION 2 SOUTH Gabriela Tadeo
DIVISION 3 NORTH Minseo Seo
DIVISION 3 SOUTH Natalie Fernandez
DIVISION 4 CENTRAL Sunny Wang
DIVISION 4 EAST Nhi Le
DIVISION 4 NORTH Lina Tran
DIVISION 4 SOUTH Elena Cheung
DIVISION 4 WEST Athena Tan
DIVISION 5 NORTH Jude Nieves
DIVISION 5 SOUTH Aliyah Rodriguez
DIVISION 7 NORTH Kaitlyn Whang
DIVISION 7 SOUTH Katelynn Evans
DIVISION 7 WEST Jennifer Hong
DIVISION 8 Yuna Bi
DIVISION 10 NORTH Annabel Lee
DIVISION 10 SOUTH Chloe Liu
DIVISION 11 Darren Paningbatan
DIVISION 12 EAST Jackie Wang
DIVISION 12 SOUTH Chloe Ha
DIVISION 12 WEST Jordan Chan
DIVISION 13 NORTH Kai Noah Jugo
DIVISION 13 SOUTH Sierianna-Ahlyzah Chea
DIVISION 13 WEST Janelle Sangmoah
DIVISION 14 Arushi Garg
DIVISION 15 EAST Pia Prashanth
DIVISION 15 NORTH Gerard Day
DIVISION 15 SOUTH Chloe Wu - **ABSENT**
DIVISION 15 WEST Yahir Perez
DIVISION 16 EAST Rainielle Santos
DIVISION 16 NORTH Caleb Kim
DIVISION 16 SOUTH Joanna Lauren Camacho
DIVISION 16 WEST Jaren Jimenez
DIVISION 18 Sydney Fifield
DIVISION 19 NORTH Rebecca Son
DIVISION 19 SOUTH Isabelle Nguyen
DIVISION 20 Morgan Fu
DIVISION 21 Chloe Kwan
DIVISION 22 HIKINA Jonathan Jiao

DIVISION 22 KOMOHANA Carly Miyamoto
DIVISION 22 MAKAI Abigail Jensen
DIVISION 23 Pharren Porter
DIVISION 24/29 Howard Sardina
DIVISION 26 NORTH Stephanie Dumalig
DIVISION 26 SOUTH Matthew Ayabe
DIVISION 27 NORTH Jamie Lynn Phan
DIVISION 27 SOUTH Angelika Kirsten Irada
DIVISION 28 EAST McKenzie Shelton-Lott
DIVISION 28 NORTH Kamy Winbush-Kline
DIVISION 28 SOUTH Jessica Ryn
DIVISION 28 WEST Ann Margaret De Guzman
DIVISION 30 NORTH Alexis Jung
DIVISION 30 SOUTH Sania Usmani
DIVISION 31 Madeline Lam
DIVISION 32 Diana Nguyen
DIVISION 33 Vivian Tran
DIVISION 34 NORTH John Hillyard
DIVISION 34 SOUTH Sroya Pillutla
DIVISION 35 EAST Chloe Hartanto
DIVISION 35 WEST Henrina Zhang
DIVISION 36 EAST Kasey Serrano
DIVISION 36 WEST William Lucas
DIVISION 37 EAST Livia Iacobelli
DIVISION 37 NORTH Cindy Ngo
DIVISION 37 SOUTH Minju Kim
DIVISION 37 WEST Asia Chan
DIVISION 38 EAST Nichole Shek
DIVISION 38 WEST Kotomi Tucker
DIVISION 39 Brighton Quintana
DIVISION 42 EAST Mijir Chowdarapu
DIVISION 42 WEST Sofia Barajas
DIVISION 43 Nathan Rodriguez
DIVISION 44 NORTH Justin Kuo
DIVISION 44 SOUTH Wafa Sühr
DIVISION 44 WEST Ryan Leung
DIVISION 45 Artur Gafurov
DIVISION 46 NORTH Zoei Quach
DIVISION 46 SOUTH Anna Friess
DIVISION 47 Daniel Lee

APPOINTED BOARD

DISTRICT NEWS EDITOR Joanne Do
DISTRICT TECHNOLOGY EDITOR Ashlyn Wong
DISTRICT VISUAL MEDIA EDITOR Helena Teung-Ouk
COMMUNICATIONS AND MARKETING Amber Zhao
DISTRICT CONVENTION Anh Nguyen
KIWANIS FAMILY & FOUNDATION Alyssa Kline
MEMBERSHIP DEVELOPMENT & EDUCATION Joshua Placido
MEMBER RECOGNITION Suyeon Hwang
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Miah Chao
SERVICE PROJECTS Karen Vo
MEMBERSHIP GROWTH Khanh Tran- **ABSENT**

KIWANIS COMMITTEE

DISTRICT ADMINISTRATOR Doug Gin*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Alan Quon*
ASSISTANT ADMINISTRATOR Geoff Tobias*
SPECIAL ASSISTANT Marek LeBlanc
SPECIAL ASSISTANT Pete Ballew - **ABSENT**
DISTRICT SLP DIRECTOR Timothy Cuning - **ABSENT**
REGION 1 Lisa Watson *
REGION 2 Carolyn Qualm* - **ABSENT**
REGION 2 Majid Azimi
REGION 3 Kathy Kendrick*
REGION 3 Michael Moss
REGION 4 Michael Ballinger - **ABSENT**
REGION 5 Hanna Santee*
REGION 6 Michael McStroul

REGION 7 Doug Ridnor
REGION 8 Elsie Nash
REGION 8 Jackie Acosta
REGION 9 Victor Chan*
REGION 9 Kent Screechfield
REGION 10 Interim support by Alan Quon
REGION 11 Carole Farris*
REGION 12 David Hillman - **ABSENT**
REGION 13 Interim support by Marek LeBlanc
REGION 14 Michelle Sakurada
REGION 15 Tricia Shindledecker*
REGION 16 Bruce Mercado*
REGION 17 Rachel Shanley-Giguere*
REGION 17 Erinn Wong - **ABSENT**
REGION 18 Charlene Masuhara*
REGION 18 Joshua Chang*

*Signifies an Executive/Chair/Editor Mentor

GUESTS

CNH KIWANIS GOVERNOR-ELECT Valarie Brown-Klingelhofer
CNH CHILDREN'S FUND PRESIDENT Gary Jander
SAN GABRIEL KIWANIS CLUB | D10 KIWANIS LTG Pat Foltyn
GREEN VALLEY KIWANIS CLUB | James Santee

APPENDIX B: DISTRICT BUDGET

The CNH District Budget for 2022-2023 was presented by District Treasurer Marcus Fang

		2022-2023 Budget
CASH RECEIPTS		
10.401.0	District Per Capita (31,000 x \$5.00) 2022-2023	\$155,000.00
10.404	District Sales Items (Gear)	\$0.00
10.420.0	Fund Raising Events	
10.421.0	Fall Rally South Income	\$0.00
	Fall Rally South Expense	\$0.00
	Total Fall Rally South	\$0.00
10.422.0	Fall Rally North Income	\$0.00
	Fall Rally North Expense	\$0.00
	Total Fall Rally North	\$0.00
10.423.0	PTP Fund Raising (Ribbons & Buttons)	
10.423.1	PTP Fund Raising Income (Ribbons & Buttons)	\$0.00
10.423.2	PTP Fund Raising Expense (Ribbons & Buttons)	\$0.00
	Total PTP Fund Raising (Ribbons & Buttons)	\$0.00
10.425.0	PTP Contributions	\$0.00
10.420.0	Total Fund Raising Events	\$0.00
10.440.00	Investment Income	
10.440.10	Interest Income	\$0.00
10.440.20	Dividend Income	\$0.00
10.440.30	Unrealized Loss/Gain	\$0.00
10.440.00	Total Investment Income	\$3,500.00
	Kiwanis Support	
	Total General Fund Receipts	\$158,500.00
DISBURSEMENTS		
Administrative		
10.520.0	District Sales Items Cost (Gear)	\$0.00
10.540.0	Credit Card Service Fees	\$50.00
10.541.0	Computer Software, Small Equipment	\$11,000.00
10.542.02	Telephone	\$3,000.00
10.542.01	Web Conferencing	\$500.00
10.544.0	Office Supplies	\$250.00
10.545.0	Web Site Maintenance	\$0.00
10.546.0	Postage & Shipping	\$1,200.00
10.548.0	Printing	\$1,500.00
10.549.0	Professional Fees-Merrill Lynch	\$150.00
10.566.0	Annual Audit	\$1,200.00
10.579.0	Bank Fees-Cash Short/Over	\$0.00
10.585.0	Bad Debt	\$0.00
10.699.03	Service Leadership Department Expense	\$92,700.00
	Total Administrative	\$111,550.00

		2022-2023 Budget
	Officer & Board	
10.582.0	Governor Travel & Administrative	\$4,000.00
10.591.0	Secretary Travel & Administrative	\$2,700.00
10.592.0	Treasurer Travel & Administrative	\$2,700.00
10.595.01	RTC Travel Leadership Team	\$2,000.00
10.596.0	Exec. Board Training	\$1,000.00
10.597.03	Int'l Convention Travel Support	\$3,000.00
10.597.05	Hawaii Travel Support (to Dist. Conv.)	\$0.00
10.598.0	Key Leader Scholarships (10 per camp x's \$35.00)	\$1,050.00
10.599	Board Gift to Governor	\$150.00
	Travel & Expense Div. 2-47	\$17,125.00
10.650.0	Board Reserve	\$2,000.00
10.651.0	Board Meeting Expenses	\$0.00
	Total Officer & Board	\$35,725.00
	Committee Expense	
10.685.0	Prada Scholarship	\$500.00
10.695.01	Comm. & Marketing	\$100.00
10.696.0	Convention Chair	\$100.00
10.693.0	Kiwanis Family & Foundation	\$100.00
10.691.0	MD&E Chair	\$100.00
	Membership Growth	\$100.00
10.694.0	Membership Recognition	\$100.00
10.697	News Editor	\$100.00
10.692.0	P.I.E. Chair	\$100.00
10.697.03	District Visual Media Editor	\$100.00
10.690.0	Service Project Chair	\$100.00
10.697.01	Tech. Editor	\$100.00
	Strategic Planning Chair	\$0.00
10.698	Miscellaneous Expense	\$0.00
10.699.01	Kiwanis Committee Reimbursement	\$6,000.00
10.699.05	Foundation Training Funds Reimb.	\$3,500.00
	Total Committee Expense	\$11,100.00
	Total Disbursements	\$158,375.00
	Net Budgeted Revenue over (Expense)	\$125.00
	Other Revenue & (Expense)	
10.858.00	Contribution CNH fdn-PTP	\$0.00
10.865	Depreciation Expense	\$0.00
10.885.00	CNH Kiwanis DCON Expenses	\$0.00
10.89	CNH Foundation KC Scholarships	\$0.00
	Total Other Revenue (Expense)	0.00
	Net Budgeted Revenue over (Expense) Plus Other Revenue and (Expense)	\$125.00
	Interfund Transfer	
20.921	District Convention Profit	
	Net Revenue over (Expense)	\$125.00

<i>Lt. Governor's Travel & Office</i>		
10.602.0	Division 2 North	\$225.00
10.602.01	Division 2 South	\$200.00
10.603.0	Division 3 North	\$125.00
10.603.01	Division 3 South	\$175.00
10.604.03	Division 4 Central	\$225.00
10.604.0	Division 4 East	\$250.00
10.604.02	Division 4 North	\$275.00
10.604.04	Division 4 South	\$200.00
10.604.01	Division 4 West	\$250.00
10.605.0	Division 5 North	\$175.00
10.605.01	Division 5 South	\$200.00
10.607.0	Division 7 North	\$125.00
10.607.01	Division 7 South	\$250.00
10.607.02	Division 7 West	\$225.00
10.608.0	Division 8	\$325.00
10.610.0	Division 10 North	\$125.00
10.610.01	Division 10 South	\$250.00
10.611.0	Division 11	\$250.00
10.612.01	Division 12 East	\$250.00
10.612.02	Division 12 South	\$275.00
10.612.0	Division 12 West	\$225.00
10.613.0	Division 13 North	\$325.00
10.613.01	Division 13 South	\$250.00
10.613.03	Division 13 West	\$225.00
10.614.0	Division 14	\$225.00
10.615.01	Division 15 East	\$200.00
10.615.02	Division 15 North	\$200.00
10.615.03	Division 15 South	\$150.00
10.615.04	Division 15 West	\$175.00
10.616.03	Division 16 East	\$225.00
10.616.0	Division 16 North	\$300.00
10.616.01	Division 16 South	\$125.00
10.616.04	Division 16 West	\$150.00
10.618.0	Division 18	\$175.00
10.618.01	Division 18 West	\$0.00
10.619.01	Division 19 North	\$225.00
10.619.0	Division 19 South	\$300.00
10.620.0	Division 20	\$50.00
10.621.0	Division 21	\$275.00
10.622.0	Division 22 H	\$200.00
10.622.01	Division 22 K	\$275.00
10.622.02	Division 22 M	\$225.00
10.623.0	Division 23	\$225.00

10.624.0	Division 24/29	\$175.00
10.626.0	Division 26 North	\$325.00
10.626	Division 26 South	\$275.00
10.627.0	Division 27 North	\$225.00
10.627.01	Division 27 South	\$100.00
10.628.04	Division 28 East	\$200.00
10.628.02	Division 28 North	\$225.00
10.628.01	Division 28 South	\$225.00
10.628.03	Division 28 West	\$250.00
10.630.0	Division 30 North	\$225.00
10.630.01	Division 30 South	\$300.00
10.631.0	Division 31	\$225.00
10.632.0	Division 32	\$200.00
10.633.0	Division 33	\$75.00
10.634.0	Division 34 North	\$400.00
10.634.1	Division 34 South	\$250.00
10.635.0	Division 35 East	\$325.00
10.635.01	Division 35 West	\$350.00
10.636.0	Division 36 East	\$175.00
10.636.01	Division 36 West	\$250.00
10.637.03	Division 37 East	\$225.00
10.637.02	Division 37 North	\$250.00
10.637.01	Division 37 South	\$200.00
10.637.04	Division 37 West	\$250.00
10.638.0	Division 38 East	\$100.00
10.638.01	Division 38 West	\$175.00
10.639.0	Division 39	\$225.00
10.642.0	Division 42 East	\$225.00
10.642.01	Division 42 West	\$200.00
10.643.0	Division 43	\$100.00
10.644.01	Division 44 North	\$200.00
10.644.02	Division 44 South	\$275.00
10.644.03	Division 44 West	\$225.00
10.645.0	Division 45	\$75.00
10.646.0	Division 46 North	\$175.00
10.646.01	Division 46 South	\$225.00
10.647.0	Division 47	\$125.00
	Total Lt. Gov. Travel & Office	\$17,125.00
		\$25.00