



# MEETING MINUTES

## SUMMER BOARD TRAINING CONFERENCE

SATURDAY, AUGUST 8TH, 2020

# MEETING AT A GLANCE

## ➤ MEETING DETAILS

**Meeting Led By:** Daniel Min, District Governor

**Pledge of Allegiance:** Tristan Allen, D46S LTG

**Key Club Pledge:** Rafael Apodaca, D42W LTG

**Roll Call & Introductions:** Grace Yim, District Secretary

**Call to Order:** 10:45 AM

**Adjournment:** 11:53 AM

**Attendance Report** - See **Appendix A** for complete attendance report

**EXECUTIVES** 3/3   **LT. GOVERNORS** 69/74   **APPOINTEES** 11/11   **QUORUM** YES

Administrator Present YES Doug Gin, District Administrator

Parliamentarian Present YES Alan Quon, Assistant Administrator

International Representative Present YES Emma Chang, Trustee

CNH Kiwanis Key Club Committee 22 / 27

CNH Kiwanis Governor NO   YES CNH Kiwanis Governor Elect

CNH Kiwanis Foundation President-Elect YES   YES CNH Kiwanis Foundation Vice President

Guests 5

## ➤ SUMMATION OF BOARD ACTIONS

- Action: Approval of Amendments to Board Meeting Agenda
- Action: Approval of Parliamentarian
- Action: Approval of Lt. Governor/Committee Appoints
- Action: Standard Board Action: Approval of District Reports
- Action: Approval of District Convention Budget
- Action: Approval of the Strategic Planning Committee Chair Report
- Action: Approval of District Convention Code of Conduct
- Action: Approval of the Strategic Planning Committee
- Action: Declaration of Vacancy for Division 38 East
- Action: Approval of Division 38 West Covering for Division 38 East

# MEETING MINUTES

**MEETING CALLED TO ORDER AT** 10:45 AM

### **Approval of Parliamentarian**

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

[M: Tristan Allen, D46S Lt. Governor | S: Mahima Kodavaki, D16S Lt. Governor | **PASSED**]

### **Approval of Amendments to Board Meeting Agenda**

RESOLVED: That the CNH board approves the following amendments to the board meeting agenda:

- Declaration of Vacancy for Division 38 East

CNH Records: Board Meeting Minutes

- Approval for Division 38 West Covering for Division 38 East
- Strategic Planning Committee Chair Board Report
- Lieutenant Governor/Committee Chair Appointment Moved In Agenda

[M: Shanelle Relucio, D05N Lt. Governor | S: Valeria Herrera, D36W Lt. Governor | **PASSED**]

### **Approval of the Amended Board Meeting Agenda**

RESOLVED: That the CNH board approves the amended board meeting agenda.

[M: Kristen Carpio, D34N Lt. Governor | S: Lion Park, D12W Lt. Governor | **PASSED**]

## **➤ INVOCATION**

Provided by Maya Oishi, Division 22 Makai Lieutenant Governor

Aloha Invincibeas! Normally waking up at 4:30 in the morning on a Saturday Would make me want to cry, but this morning was different. I woke up a little brighter knowing that I had the honor and privilege of addressing all of you at our District Board Meeting and getting the opportunity to make new friends here at Summer Board

As we navigate this new normal, finding new ways to help serve our homes, schools, and communities, I'd like to share something that has truly resonated with me in the midst of this pandemic. A former Hawai'i County Mayor has always said that we can get through anything one shaka and one smile at a time. In Hawai'i the shaka is a greeting and a local style of waving hello often, accompanied by a "howzit" or how's it going. The shaka is made by curling your three middle fingers down and extending your pinky and thumb. Although this is not the first thing that comes to mind when we think of making a difference, a simple smile, a kind word, or even a shaka can lift others spirits in ways that we may not even realize. Think about it! What if we all did a simple act of kindness every day, imagine the domino effect and how bringing positivity and hope can make a difference in challenging times like these.

So, every morning I hope you wake up with the same excitement I woke with this morning, knowing that you have a new opportunity each day to make the world just a little bit better. Strive to do at least 2 simple acts of kindness each day, whether it be for a family member, a friend, or even a stranger.

To my fellow invincibeas, you are the most dedicated and courageous leaders I have ever met, keep serving with the same love and passion for your home, schools, and communities and always remember to get up and make a difference.

## **➤ REMARKS**

### **➤ KIWANIS FOUNDATION PRESIDENT-ELECT REMARKS**

Provided by Craig Wallace, CNH Kiwanis Foundation President-Elect

- Thanks Governor Daniel for inviting him to the Board Meeting
- We are all dealing with new challenges, however, we are also learning new skills
- 4 Various Go Fund Me pages have been set up
  - Circle K scholarship fund with a goal of raising \$30,000
  - John & Elaine Nicholson Memorial Scholarship with a goal of raising \$75,000
  - Fundraiser for Governor Timothy Cuning to cut his hair with a goal of \$1,025
  - Covid-19 Grant fundraiser with a goal of \$5,000

- The YES Campaign is intended to raise unrestricted funds but has been hit with a road block this year due to the circumstances of Covid-19
  - Has asked Key Club to allocate some of their funds towards the YES Campaign
- Thanks Governor Daniel for the opportunity to address the board

### ➤ **CNH KIWANIS GOVERNOR-ELECT REMARKS**

Provided by Gary Gray, Kiwanis Governor-Elect

- Thanks Governor Daniel and the rest of board for inviting him
- The Virtual Kiwanis Convention will be taking place next weekend. They will be having elections, trainings, and board meetings throughout.
- Invites student leaders to join their board meeting with the foundation.
- We are all facing extraordinary challenges, but we must face them and overcome them.
- The virtual meetings have allowed easier access to meetings
- Encourages SLP branches to maintain a strong and positive attitude
- Will be asking all Kiwanis LTGs to build at least 1 new club in their Division
- Looking forward to year full of growth despite the challenges of today

### ➤ **SLP DIRECTOR REMARKS**

Provided by Bruce Hennings, SLP Director

- Thanks the Execs and Leadership Team for all the work they have been doing despite the difficult time we are in.
- In the process of making Pay Pal account for Key Club.
- Fall Rally North and Fall Rally South will be postponed to the spring time.
  - Both Parks have agreed to this
  - Dates have not been confirmed

### ➤ **DISTRICT ADMINISTRATOR REMARKS**

Provided by Doug Gin, District Administrator

- This has been a difficult time for everyone; however, he is proud of the entire District Board for everything they have been doing.
- The District Boards ability to adapt to the new normal has been inspirational and motivational to the adults.
- The pressure on students are enormous, all mentors and adults are always here to help and navigate.
- You are not alone, make sure to always communicate with your mentors.
- Thanks all the adults who are here to help Key Club become the best it can be.
- This is a unique time that has never happened before
- Asks that everyone embrace the new changes, the things we are doing right now will be an improvement for our organization in the future.
- Thanks all the student leaders and adults for making Key Club the best.

## ➤ DISTRICT GOVERNOR REMARKS

Provided by Daniel Min, District Governor

It is an honor to be before you all again at our very first online Summer Board! You have officially been in office for 1/3 of your term. Time is flying by so quickly and it will not be getting any slower.

As the time of membership recruitment season comes around, our goal of 38,000 members must be met this year. It is crucial that we stop this trend of constant membership decline or else our district will not be heading in the best direction. I know that it is even harder now than ever with the uncertainty of the months ahead, but I believe in you all. Think creatively to solve the issues at hand and I know that you can all be more than capable of making anything work during these times.

Remember during these difficult times the reason why you signed up for this position. Remember that you are serving in this position right now to serve. I know that it must have been hard getting through this summer, but you are not alone. Whatever difficulty that you are facing is only temporary, the regret that you face later for not doing something is permanent. Cherish every single moment that you have and put your full effort into it because you'll regret it once it's over. This is a once in a lifetime experience that you are going to go through so make the most out of what has been offered to you.

Continue to be the best models of you when presenting yourself to others and make sure you guys are always upholding safekey and the core values of Key Club .

You are all literally the most amazing, most hard-working, most enthusiastic people that I have the pleasure of knowing. Continue to keep up your great efforts and I cannot wait to see everything that you'll pull off in these upcoming months.

## ➤ DISTRICT SECRETARY REMARKS

Provided by Grace Yim, District Secretary

Good Morning, everyone!

First and foremost, I would like to thank you for your continued MRF submissions. Serving as a liaison between yourself and divisions and committees is crucial to the success of the district. When you submit accurate and timely MRFs, you do not only recognize clubs and members for their service and leadership but also contribute to the success of the CNH District.

In the month of July, we were able to achieve 100% On-Time MRF Submissions, and words CANNOT explain how ecstatic I was to see that we were able to reach this impressive achievement. This means that all 75 Lieutenant Governors and 10 Leadership Team Members submitted their MRFs by 6 PM on July 10th. Thank you all for your unwavering dedication to your roles, and I hope we can continue to achieve this for the rest of the term!

On that note, the CNH District has served a total of 65,134.22 hours so far. This is approximately 7.24% of our term goal of 900,000. There is still a long way to go, but I'm confident that we'll be able to increase service hours in the coming months and reach 900,000 hours in no time! Keep up the service and remember that Key Club is, above all, a service organization.

As of June 6th, 2020, MRF Feedbacks have been sent out to all 74 Lieutenant Governors for their May MRF submissions. As of July 6th, June MRF Feedbacks have been sent out to 25 random

Lieutenant Governors. MRF Feedbacks for the July MRF submissions has been sent out also. As I mentioned before, MRF feedbacks are to be continuously sent out to Lieutenant Governors every month.

As a quick reminder, I am reading all of your club, personal, and quarterly reflections, so please be in-depth as possible with your descriptions. The better your reflections, the better I will be able to analyze your needs and assist you during the term.

On July 28th, 2020, The Official 2020-2021 CNH Secretaries Manual has been released. There is a total of 8 sections, including a section on AAR. Because I understand that it may be hard for secretaries to refer back to this lengthy manual frequently, I have split each section in a google drive folder to hopefully make it easier for everyone to refer back to each topic more easily. The manual itself and google drive folder are included in my update email along with other resources, so please make sure that all your secretaries have received and read and understood all the contents of the email.

Through the new CNH Secretary Remind I have released in my District Secretary Update Email, I plan to send out submission reminders every month to your Club secretaries, so please make sure all your secretaries have joined. The Club Monthly Report Form is due to the 5th of each month before 6 PM. Though your Division may identify an earlier deadline for the Division you serve, you must abide by district bylaws and recognize on-time submissions by the 5th.

I would like to take this time to recognize board officers for their continued hard work. Congratulations to the following board officers who have maintained a 100% On-Time submission rate. This indicates that Monthly Report Forms, DCM Agendas, and Division Update Forms were submitted by the 6 PM deadline on their respective due dates.

- 2 NORTH
- 2 SOUTH
- 3 NORTH
- 4 CENTRAL
- 4 EAST
- 4 NORTH
- 4 SOUTH
- 4 WEST
- 5 NORTH
- 5 SOUTH
- 7 SOUTH
- 7 WEST
- 8
- 10 NORTH
- 10 SOUTH
- 11
- 12 EAST
- 12 SOUTH
- 12 WEST
- 13 NORTH

- 13 WEST
- 15 EAST
- 15 NORTH
- 15 SOUTH
- 16 EAST
- 16 NORTH
- 16 SOUTH
- 16 WEST
- 19 NORTH
- 21
- 22 KOMOHANA
- 22 MAKAI
- 23
- 26 NORTH
- 26 SOUTH
- 27 NORTH
- 28 SOUTH
- 28 WEST
- 30 SOUTH
- 31
- 34 NORTH
- 34 SOUTH
- 35 EAST
- 35 WEST
- 36 EAST
- 37 EAST
- 37 NORTH
- 37 SOUTH
- 37 WEST
- 38 WEST
- 42 EAST
- 42 WEST
- 43
- 44 NORTH
- 44 SOUTH
- 44 WEST
- 46 NORTH

Thank you for being proactive in your responsibility as Lt. Governor. Keep up the great work! While we are on the subject of recognition, I'd like to recognize the following board officers for responding to my District Secretary Executive Challenge for July.

- 02 NORTH
- 02 SOUTH
- 03 NORTH
- 04 EAST
- 04 NORTH
- 04 SOUTH

- 05 NORTH
- 07 SOUTH
- 8
- 10 SOUTH
- 11
- 12 EAST
- 15 EAST
- 15 NORTH
- 15 SOUTH
- 16 EAST
- 16 SOUTH
- 16 WEST
- 19 NORTH
- 21
- 22 KOMOHANA
- 26 SOUTH
- 28 SOUTH
- 28 WEST
- 30 NORTH
- 31
- 34 NORTH
- 34 SOUTH
- 35 EAST
- 35 WEST
- 37 EAST
- 37 SOUTH
- 37 WEST
- 42 EAST
- 42 WEST
- 46 NORTH
- DTE

Thank you for your active participation! I thoroughly enjoyed reading and responding to your answers, and I look forward to hearing more in the future! Thank you!

### ➤ DISTRICT TREASURER REMARKS

Provided by Yena Suh, District Treasurer

#### **Good morning, Invincibeas!**

I hope you have all had fun at this training conference so far, despite it being virtual. I have truly noticed all the hard work that goes into coordinating events, especially fundraisers, during this time. I hope you all keep up the good work and persevere as the school year begins!

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

#### **Suspended Clubs**

As of the most recent dues report, we have 34,446 members and 740 of the 784 clubs have paid dues. Of the original 54 suspended clubs, 10 have been resolved and are now in good standing. Thank you to the LTGs of the following divisions for helping their clubs resolve the suspended status:

- D15E



- D18E
- D19N
- D26N
- D32
- D37N
- D38W

If you are an LTG of a suspended club, please try your best to mail in dues and the roster before September 30th. A Suspended Clubs Resources Google Drive folder has been shared to aid you in the process and I am also here to help.

### **Vouching**

I released a Vouching Manual as part of the July Executive Newsletter. Please remember to vouch for any expenses from serving your division or CNH district. Thank you to the following LTGs who have submitted a voucher:

- D02N
- D02S
- D08
- D16S
- D26S

### **Treasurers Updates**

Club treasurers were added to the Google Reflector Group and two treasurer update emails were sent out. The first email included the Treasurers' Manual along with other introductory resources. The second email included the Fundraising Manual and the Treasurer Resources Google Drive. I am aiming to send out the third update email with the Dues Manual by the end of August!

### **Closing**

As the training conference ends tonight, please continue to apply what you learned to the divisions you serve throughout the term. I hope you all especially help our district come together in fundraising for the Pediatric Trauma Program so that we can successfully reach our goal. As always, if you have any questions, comments, or concerns, please let me know and I will be happy to help!

## **➤ INTERNATIONAL TRUSTEE REPORT**

Provided by Emma Chang, Trustee

Good morning everyone! It is an honor to be with you all this morning and hear all of the productive ideas you have for this year. As of now, the International Board has passed on several proposals to Kiwanis International Staff in regards to adjusting and expanding the Youth Opportunities Fund requirements, revisions to the 2021-2025 International Strategic Plan, and addressed various concerns on the diversity and equity of our organization. We are also working within committees and task forces to accommodate for the challenges of the pandemic and further work to provide support for each district.

Outside of this, I am entirely here to serve you! With International matters, school, or personal, I want to support you in any way I can so please feel free to reach out or shoot me a message at any time. There are a lot of challenges ahead, but based on everything I have seen so far, there is nothing in your way from your service and I know you all will be able to make it happen, especially with the best executives, advisors, and members. Nothing about your role is easy, but your adaptability and courage is incredibly inspiring and admirable so please stay positive and stay safe. Thank you for having me!

## ➤ BOARD BUSINESS

### **Unanimous Approval of Appointed Board**

RESOLVED: That the CNH board approves of the following appointments:

**Division 24/29 Lieutenant Governor**, Sasha Avakyan

**Strategic Planning Committee Chair**, Irin Shim

[M: Cheryl Bai, D34S Lt. Governor | S: Javier Nunez, D13W Lt. Governor | **PASSED**]

### **Installation of Appointed Board**

Kiwanis Governor-Elect Gary Gray installs the Appointed Board members.

## ➤ REPORTS

### ➤ **DISTRICT NEWS EDITOR**

Provided by Nancy Duong, District News Editor

#### **Newsletter**

- 3 issues of the CNH District Newsletter has been published as of August 1st
- Division Newsletter feedback is currently being written and all feedback will be given by mid-August

#### **Reminders**

- Articles and Visuals
  - Due by the 15th of every month by 6:00PM to their respective archives
- Division Newsletters are due by the 20th of each month by 6:00PM to [cnh.newsarchive@gmail.com](mailto:cnh.newsarchive@gmail.com)
  - 41 divisions have 100% on-time submissions for articles, visuals, and newsletters as of July 20, 2020
    - 2N, 2S, 3N, 4E, 4N, 4S, 5N, 7S, 8, 10N, 10S, 11, 12E, 12W, 13S, 15E, 15S, 16E, 16S, 16W, 19N, 21, 22M, 26N, 26S, 27N, 28S, 28W, 30N, 34N, 34S, 35E, 35W, 37E, 37N, 37S, 37W, 42E, 42W, 44W, and 46N
- Division Updates and DCM agendas are due by the 20th of each month by 6:00PM.

### ➤ **DISTRICT TECHNOLOGY EDITOR**

Provided by Luis Herrera, District Tech Editor

#### **District Technology Team**

Over the past month, I finalized the individuals who will work alongside me being part of the District Technology Team. Since their appointment, they have provided feedback to more than 80 club/division websites, and are starting to help over 70 clubs/divisions get websites started.

#### **CyberKey**

Since the beginning of the term, I began fixing all the broken links scattered around the CyberKey. As of today, almost all of the links that were once broken have now now been replaced with functioning links. I've also been communicating with the other committees to update & add sections on the CyberKey. Moving forward, I plan to make some edits on the CyberKey with the help of my DTT to improve its use of navigation and aesthetics.

## **Social Media**

Lastly, I've been updating Instagram with posts created by our lovely committee chairs and editors.

### ➤ **DISTRICT VISUAL MEDIA EDITOR**

Provided by Austin Nguyen, District Visual Media Editor

#### **Video Updates**

With the success of our first video of the term being released mid-July, I will be planning more ideas for Buzzin' Breaks and Miscellaneous Topics. The next episode of What's Poppin' will be released in September and will feature every member of the District Board, more info will be released soon. I have also worked with the CM Committee on a Key Club Promotional Video that will be released within the next few days for district use.

#### **DVMT Applications**

Applications for the District Visual Media Team have been posted on the Cyberkey. I am planning to select 10 to 14 members. The results will be released around the end of August.

#### **Media Requests**

After the members of the DVMT have been selected, I will release the Media request form for the entire District Board for media requests. This could be for example a DCON Promotional video, or bee graphics for SP related Instagram Posts. This will be assigned to the DVMT and will need approval from CM Chair Britney.

### ➤ **COMMUNICATIONS AND MARKETING**

Provided by Britney Sun, Communications and Marketing Chair

#### **Communication**

The following emails have been sent to the members of the Communications and Marketing Committee since Spring Board, including: Monthly Updates for the months of June and July, Task Assignments, and Individual Task threads. Inter-committee collaboration has occurred through JOH planning and usage of the publications request form.

#### **Committee Meetings**

There have been two committee meetings since Spring Board; calls have focused on planning for future marketing campaigns and reflection on tasks and progress as a committee.

#### **Marketing**

The first marketing campaign created by the CM Committee is now taking place in the months of August and September. All promotional items and overlays will be uploaded in the upcoming weeks for club usage on the CNH Cyberkey and various social media platforms. This year, we plan to incorporate an Instagram filter and video contest to generate more member engagement. As the campaign progresses, we will closely monitor the effects of these ideas.

#### **Social Media**

Since the launch of our improved website, the committee has worked to replace outdated Cyberkey banners and graphics on our Twitter, Facebook, and YouTube.

## **Graphics**

There has been a total of 8 info guides created by the committee included in either the newsletter or Membership Recruitment Resource Folder. Subjects range from the following: Virtual Bonding, Benefits of Bee-ing a Key Clubber, Club Building, etc.

## **➤ DISTRICT CONVENTION**

Provided by Harin Lee, District Convention Chair

### **Committee Meetings**

Since Spring Board Training Conference, the DCON Committee has conducted 2 monthly committee meetings. Meeting minutes have been documented and shared by Division 34 North Lieutenant Governor Kristen Carpio.

### **Budget**

The DCON 2021 budget has been approved by the District Convention Committee. The on-time registration fee will be \$223, due by February 26th, 2021 and the late registration fee will be \$263 due by March 12th 2021.

### **Theme Logo Design Contest**

The DCON Committee has voted on the design for the DCON 2021 logo. The committee has selected the winning design and the winner will be contacted shortly to make minor edits before the final design is released.

### **Resources**

The DCON Committee has created the following guides that will be uploaded on the Cyberkey shortly: DCON General Overview & FAQ and DCON Fundraising Guide. Please share these resources with the clubs you serve to help them prepare for DCON 2021.

## **➤ KIWANIS FAMILY AND FOUNDATION**

Provided by April Nguyen, Kiwanis Family and Foundation Chair

### **Teleconferences**

The KFF committee has had three committee meetings since Spring Board Training Conference. Meeting minutes are recorded and sent to the committee by Committee Secretary, Jarlene Clavido.

### **Core Calls**

Core calls are going to begin and will be scheduled.

### **Pediatric Trauma Program Week**

PTP Week will be October 12-16. The committee is currently planning the themes and activities for the week.

### **Region Assignments**

Each committee member has been assigned 1-2 regions. Their objective is to personally reach out to the respective Lt. Governors to ensure that they are keeping up with Kiwanis relations.

### **Task Groups**

The Key Leader Task group has been removed from the Task Group Focus because of the cancelation of Key Leaders due to COVID-19.

## **Publications**

The committee has created useful publications to be put on the Cyberkey to guide the Key Club to improve Kiwanis Relations and inform about our preferred charities. The topics of the publications include:

- College 101
- Kiwanis Family
- Kiwanis Family Map
- Builder's Club Manual
- Preferred Charities
- Pediatric Trauma Program

## **➤ MEMBERSHIP DEVELOPMENT AND EDUCATION**

Provided by Melanie Garcia, Membership, Development, and Education Chair

### **Teleconferences**

Since Spring Board Training Conference, the MDE committee has held two teleconferences. Meeting minutes were recorded and distributed via email by Division 37 West Lieutenant Governor Aria Phan.

### **Projects**

The MDE committee is in the process of approving 6 videos to upload to the Cyberkey in order to help both members and officers throughout the term. We are also updating PowerPoints and are about halfway done with completing "Presenter PowerPoints". Once all PowerPoints are updated, they will be sent to the District Board and uploaded to the Cyberkey.

### **CNH Information Library**

The MDE committee is hard at work to creating an accessible resource to help members and officers. We have released a CNH Information Library Interest form that closes today at midnight. It was released with the purpose of getting input from across the district on what resources they would like to see. We have also begun working on guides to assist clubs during this difficult time, specifically on membership recruitment and how to operate virtually.

### **Spotlight on Education**

The MDE committee is at work with reactivating the Spotlight on Education program to give insight on different monthly focuses in the District Newsletter and guides on the CyberKey.

We have established the following calendar going forward:

- August: Recruitment
- September: Region Training Conference
- October: Member Retention
- November: Kiwanis Family
- December: Recognition
- January: District Convention
- February: Preferred Charities
- March: Finishing the Term Strong
- April: Taking a Chance in Key Club

## ➤ MEMBER RECOGNITION

Provided by Antonio Quesada, Member Recognition Chair

### **2020-2021 Contest Guidelines**

The Contest guidelines for the 2020-2021 term have been reviewed, edited, and uploaded onto the Cyberkey. Changes have been made to make it possible for these uncertain times. Additionally, the MR committee and I were able to have the forms be fillable in Google Drive.

### **Member Recognition Program**

A meeting was held to discuss the service hour criteria for the Member Recognition Program. The conclusion came to changing the gold and platinum service hours down by 25 hours to allow for more members to reach these levels of recognition.

### **Promotion**

The MR Committee has been able to create multiple visuals to promote our recognition Program. This included: MRP Visual, Guidelines Promotion Visual, and Website Contest Visual.

### **Division and Club Recognition Guidebook**

A new guidebook has created to aid Lt. Governors and clubs in finding ways to recognize their members, officers, and advisors throughout the term. It will soon be posted on the cyberkey.

## ➤ POLICY, INTERNATIONAL BUSINESS, AND ELECTIONS

Provided by Ilene Thaopreseuth, Policy, International Business, and Elections Chair

### **Introduction**

International Trustee Emma Chang from the CNH KIWINS' District is officially apart of the Policy, International Business and Elections Committee.

### **Policy Manual**

The PIE Committee has completed the initial revision of the District Policy Manual. The final version will be presented to the District Board at Winter Board Training Conference.

### **Teleconferences**

Since Spring Board Training Conference, the PIE Committee has held two teleconferences. Meeting minutes were compiled and shared into a collective Google Drive folder by D34S Lieutenant Governor Cheryl Bai.

### **Tasks**

The PIE Committee has completed the following manuals and guides, which will be posted on the CyberKey:

- District Elections Guide
- Club Elections Guide
- Elections Guide
- Bylaws and Policies 101
- Procedures Manual
- Tips for Running for Office

## **Publications**

The following publications were created for the District Newsletter:

For the month of June:

- Introducing the PIE Committee
- Promotion of the PIE Google Reflector
- Promotion of the Updated District Policy Manual

For the month of July:

- ICON Recap
- Goodbye from International Trustee Indigo Parlin

## **➤ SERVICE PROJECTS**

Provided by Tobi Yao, Service Projects Chair

### **Appointment**

Division 24/29 Lieutenant Governor, Sasha Avakyan, was appointed to the Service Projects Committee.

### **Teleconferences**

Since Spring Board Training Conference, the Service Projects Committee has held two teleconferences and the meeting minutes were documented and shared by Division 5 North Lieutenant Governor, Shanelle Relucio.

### **Spotlight on Service Program**

Since Spring Board Training Conference, guides and promotional materials have been completed for the following months and themes:

- June: "Health and Safety"
- July: "BEE Clean, CNH!"
- August: "Children's Education"
- September: "Pediatric Trauma Program"
- October: "UNICEF"

The completed guides have been released on the CNH Cyberkey. Informational pages for June, July, and August and highlights for the June and July Spotlight on Service Program submissions have been featured in the District Newsletter.

### **Serve-tember**

Promotional materials have been created for SERVEtember and the bucket list has been finalized as the following:

- Attend or host a service event with another branch of the Kiwanis Family
- Host a service event with another school in your Division.
- Host a "Kiwanis Family House" Service or Educational Event.
- Record videos of members and advisors answering "What does service mean to you?"
- Host a PTP service project.
- Raise \$1 for PTP for every member of your club
- Submit to the Spotlight on Service Program for September

An introduction to Serve-tember and the Serve-tember bucket list was released in the August District Newsletter.



## At-Home Service

The Service Projects Committee has provided resources for at-home service project ideas including the At-Home Service Guide and At-Home Service Projects List.

## Black Lives Matter Info Guide

The Black Lives Matter Info Guide was released to provide detailed information about what clubs can do to support the Black Lives Matter Movement while maintaining Key Club's nonprofit status. The guide includes a list of organizations clubs can donate to and find educational resources, ways to spread awareness, fundraising ideas, and other additional educational resources including books, podcasts, movies, and tv series. It has been released on the CNH Cyberkey.

## ➤ STRATEGIC PLANNING

Provided by Irin Shim, Strategic Planning Chair

The Strategic Planning Committee will not be creating a traditional Strategic Plan focused on growth and continuity this term. Instead, we plan on creating an environment to encourage conversation and critical thinking in the years to come. We will provide stakeholder analysis, specific surveys, and analyzed data to provide preliminary suggestions to the next Bee Team. We ask that you be open-minded.

On that note, the Strategic Planning Committee will be tackling the following conversations:

- The re-districting of the Cal-Nev-Ha District
- Merging Cal-Nev-Ha Key Club and Cal-Nev-Ha Kiwins
- Redesigning District Convention, examples may include but are not limited to shifting the purpose from electing executives to recognition, event name change, and shorter timeline.

Once again, on behalf of SPC, I ask you all to remain open-minded and objective. We fully understand these conversations will be controversial and we do not take that lightly. The preliminary plan will be proposed at Winter Boards 2021 and again at District Convention 2021.

If you have any pressing questions, comments, concerns, or opinions, you are more than welcome to reach out to either myself or anyone on the Strategic Planning Committee. Thank you for listening.

## Approval of Board Reports

RESOLVED: That the CNH board approves all executive, appointed, and committee reports.

[M: Monica In, D46N Lt. Governor | S: Adriana Alvarado, D33 Lt. Governor | **PASSED**]

## ➤ NEW BUSINESS

### Approval of District Convention Budget

RESOLVED: That the CNH board approves the District Convention Budget.

[M: Rafael Apodaca, D42W Lt. Governor | S: Rachael Zheng, D02N Lt. Governor | **PASSED**]

### Approval of Strategic Planning Committee Chair Report

RESOLVED: That the CNH board approves the board report provided by the SPC Chair Irin Shim.

[M: Hilary Wong, D35E Lt. Governor | S: Marcus McNulty, D16E Lt. Governor | **PASSED**]

### Approval of District Convention Code of Conduct

RESOLVED: That the CNH board approves the Code of Conduct for District Convention 2021.

[M: Anran Ren, D19S Lt. Governor | S: Edeline Ong, D26N Lt. Governor | **PASSED**]



### **Board Approval of The Strategic Planning Committee**

RESOLVED: That the CNH board approves of the Strategic Planning Committee Appointees.  
[M: Sebastian Flores, D27N Lt. Governor | S: Amy Wang, D30N Lt. Governor | **PASSED**]

### **Declaration of Vacancy for Division 38 East**

RESOLVED: That the CNH board approves of the declaration of vacancy for D38E.  
[M: Carter Kawaguchi, D42E Lt. Governor | S: Jannika Reyes, D16W Lt. Governor | **PASSED**]

### **Division 38 West Covering for Division 38 East**

RESOLVED: That the CNH board approves of D38W covering for D38E.  
[M: Isaiah Ou, D07S Lt. Governor | S: Vivian Du, D04N Lt. Governor | **PASSED**]

### **Motion to Adjourn**

[M: Rachael Zheng, D02N Lt. Governor | **PASSED**]

**MEETING ADJOURNED AT 11:53 AM**

**Respectfully Submitted By:**



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Grace Yim  
District Secretary  
2020-2021

Daniel Min  
District Governor  
2020-2021

Doug Gin  
District Administrator  
2020-2021

# APPENDIX A: ATTENDANCE

Attendance for this Board meeting was completed by District Secretary Grace Yim

## ➤ EXECUTIVE COMMITTEE

**DISTRICT GOVERNOR** Daniel Min  
**DISTRICT SECRETARY** Grace Yim  
**DISTRICT TREASURER** Yena Suh  
**DISTRICT ADMINISTRATOR** Doug Gin

## ➤ LIEUTENANT GOVERNORS

**DIVISION 2 NORTH** Rachael Zheng  
**DIVISION 2 SOUTH** Jarlene Clavido  
**DIVISION 3 NORTH** Rachel Kwon  
**DIVISION 3 SOUTH** Chrystal Masaooy - **LATE**  
**DIVISION 4 EAST** Vincent Vu  
**DIVISION 4 CENTRAL** Jacob Rice  
**DIVISION 4 NORTH** Vivian Du  
**DIVISION 4 SOUTH** Derek Ma  
**DIVISION 4 WEST** Mai Vu  
**DIVISION 5 NORTH** Shanelle Relucio  
**DIVISION 5 SOUTH** Edward Rosario  
**DIVISION 7 NORTH** Nathan Tran  
**DIVISION 7 SOUTH** Isaiah Ou  
**DIVISION 7 WEST** Hollie Truong  
**DIVISION 8** Aimee Han  
**DIVISION 10 NORTH** Nicole Setiabudi  
**DIVISION 10 SOUTH** Jerica Fang  
**DIVISION 11** Kayla Benozza  
**DIVISION 12 EAST** Emily Vu  
**DIVISION 12 SOUTH** Andrew De Guzman  
**DIVISION 12 WEST** Lion Park  
**DIVISION 13 NORTH** Luisa Arellano  
**DIVISION 13 SOUTH** Vyanh Tran - **ABSENT**  
**DIVISION 13 WEST** Javier Nunez  
**DIVISION 14** Chaylin Polines - **ABSENT**  
**DIVISION 15 EAST** Lia Busby  
**DIVISION 15 NORTH** Katherine Nguyen  
**DIVISION 15 SOUTH** Emily Lu  
**DIVISION 16 EAST** Marcus McNulty  
**DIVISION 16 NORTH** Samara Stamps  
**DIVISION 16 SOUTH** Mahima Kodavaki  
**DIVISION 16 WEST** Jannika Reyes  
**DIVISION 18 EAST** Brenda Manyvanh  
**DIVISION 18 WEST**  
**DIVISION 19 NORTH** Ryan Son  
**DIVISION 19 SOUTH** Anran Ren  
**DIVISION 20** Kaitlin Sneed - **ABSENT**  
**DIVISION 21** Gina Roberg  
**DIVISION 22 HIKINA** Jennifer Cheung  
**DIVISION 22 KOMOHANA** Hollie Rader

**DIVISION 22 MAKAI** Maya Oishi  
**DIVISION 23** Helena Alquiza  
**DIVISION 24/29** Sasha Avakyan  
**DIVISION 26 NORTH** Edeline Ong  
**DIVISION 26 SOUTH** Caroline Label  
**DIVISION 27 NORTH** Sebastian Flores  
**DIVISION 27 SOUTH** Colin Kang  
**DIVISION 28 EAST** Lorelei Casilian  
**DIVISION 28 NORTH** Jaden Talon - **ABSENT**  
**DIVISION 28 SOUTH** Feliza Cunanan  
**DIVISION 28 WEST** Minie Chauhan  
**DIVISION 30 NORTH** Amy Wang  
**DIVISION 30 SOUTH** Jennifer Vo  
**DIVISION 31** Kathleen Nguyen  
**DIVISION 32** Justin Hou  
**DIVISION 33** Adriana Alvarado  
**DIVISION 34 NORTH** Kristen Carpio  
**DIVISION 34 SOUTH** Cheryl Bai  
**DIVISION 35 EAST** Hilary Wong  
**DIVISION 35 WEST** Catherine Nguyen  
**DIVISION 36 EAST** Chelsea Widjaja  
**DIVISION 36 WEST** Valeria Herrera - **LEFT**  
**DIVISION 37 EAST** Lynne Do  
**DIVISION 37 NORTH** Guile Hua  
**DIVISION 37 SOUTH** Haley Tran  
**DIVISION 37 WEST** Aria Phan  
**DIVISION 38 EAST**  
**DIVISION 38 WEST** Aidan Sidikpramana  
**DIVISION 39**  
**DIVISION 42 EAST** Carter Kawaguchi  
**DIVISION 42 WEST** Rafael Afodaca  
**DIVISION 43** Caitlenn Frofunga  
**DIVISION 44 NORTH** Jade Nguyen  
**DIVISION 44 SOUTH** Jackie Wong  
**DIVISION 44 WEST** Sarvesh Krishan  
**DIVISION 45**  
**DIVISION 46 NORTH** Monica In  
**DIVISION 46 SOUTH** Tristan Allen  
**DIVISION 47**

## ➤ APPOINTED BOARD

**DISTRICT NEWS EDITOR** Nancy Duong  
**DISTRICT TECHNOLOGY EDITOR** Luis Herrera  
**DISTRICT VISUAL MEDIA EDITOR** Austin Nguyen  
**COMMUNICATIONS AND MARKETING** Britney Sun  
**DISTRICT CONVENTION** Harin Lee  
**KIWANIS FAMILY & FOUNDATION** April Nguyen  
**MEMBERSHIP DEVELOPMENT & EDUCATION** Melanie Garcia  
**MEMBER RECOGNITION** Antonio Quesada  
**POLICY, INTERNATIONAL BUSINESS, & ELECTIONS** Ilene Thaopraseuth  
**SERVICE PROJECTS** Tobi Yao  
**STRATEGIC PLANNING** Irin Shim

## ➤ KIWANIS COMMITTEE

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

\*Signifies an Executive/Chair/Editor Mentor Guests

**REGION 6** Neil Atkinson - **ABSENT**  
**REGION 7** Doug Ridnor - **ABSENT**  
**REGION 8** Jackie Acosta\*  
**REGION 9** Victor Chan\*  
**REGION 10** Stacie Marotta  
**REGION 11** Carole Farris  
**REGION 13** Patricia Cridland  
**REGION 14** Michelle Sakurada - **ABSENT**  
**REGION 15** Tricia Shindledecker\*  
**REGION 16** Bruce Mercado  
**REGION 17** Rachel Shanley\*  
**Region 17** Valerie Klingelhofer  
**REGION 18** Charlene Masuhara\*  
**REGION 18** Josh Chang\*

## ➤ GUESTS

**INTERNATIONAL TRUSTEE** Emma Chang  
**KIWANIS GOVERNOR-ELECT** Gary Gray  
**REGION 3 ASSISTANT ADVISOR** John Pong  
**REGION 13 ASSISTANT ADVIOR** Pat Foltyn  
**FLORIDA DISTRICT ADMINISTRATOR** Donna Parton

# APPENDIX B: DCON BUDGET

## 2020-21 Key Club DCON Budget

	2020-21 Budget (Ontario)	2019-20 Budget (Reno)	2019-20 Actual (Reno)	2018-19 Budget (Ontario)	2018-19 Actual (Ontario)	Notes to DCON Budget:
<b>Income</b>						<b>2021 Budget Information</b>
21.401.01 On Time Registration (2019 (Ontario) Actual 1856) 1400 @ \$223.00	\$312,200.00	\$312,200.00	\$324,908.00	\$341,504.00	\$338,856.00	Number of Budgeted Paid Registrations 1475
21.401.03 Late Registration (2019 (Ontario) Actual 200) 75 @ \$263.00	\$19,725.00	\$19,725.00	\$20,534.00	\$44,800.00	\$64,159.00	Number of Complimentary Registrations 127 (127 Comps include: 89 Old Board, 11 VIP's & 27 Kiwanis Committee)
21.410.00 Hotel and City Rebates (1,000 rooms x's \$10.00)	\$10,000.00	\$13,000.00	\$0.00	\$14,000.00	\$10,640.00	Total Registrations 1602
21.404.05 Old Board Dinner	\$0.00	\$3,500.00	\$1,470.00	\$3,000.00	\$3,425.00	2019 (Ontario) Actuals: 2,056 Paid, 129 Comps, Total 2,185 2020 (Reno) Actuals: 1,799 Paid, 127 Comps Total would have been 1,926
<b>Total Income</b>	<b>\$341,925.00</b>	<b>\$348,425.00</b>	<b>\$346,912.00</b>	<b>\$403,304.00</b>	<b>\$417,080.00</b>	
<b>Disbursements</b>						<b>Important Dates</b>
21.506.00 Adult Attendee Background Checks (80) Faculty + (50) Parents = 130 x's \$26.00	\$3,380.00	\$1,750.00	\$1,564.00	\$3,500.00	\$3,244.05	On Time Convention Registration (Received By) 2/26/2021
21.508.00 Audio Visual (General Sessions)	\$55,000.00	\$53,000.00	\$491.60	\$50,000.00	\$49,131.98	Housing Deadline (Received by) 3/12/2021
21.509.00 Audio Visual (Seminar Rooms) (Includes various "changeover" fees)	\$12,000.00	\$6,000.00	\$0.00	\$16,000.00	\$17,305.10	Member Recognition (Contests) Deadline (Received By) 3/12/2021
21.510.00 Audit Fees	\$2,500.00	\$2,500.00	\$2,476.61	\$3,500.00	\$3,942.15	Late Convention Registration Deadline (Received By) 3/12/2021
21.512.00 Awards	\$4,000.00	\$4,000.00	\$3,985.19	\$5,000.00	\$3,518.81	(No registrations will be accepted after March 12, 2021)
21.520.00 Band or D.J. (Includes ASCAP Fees)	\$2,000.00	\$2,000.00	\$324.40	\$2,500.00	\$1,309.00	Meal prices in 2020 (Reno) \$114.39 Registration would be \$190/230
21.522.12 Board Training (Meals) (80 LTG-Elects + 2 Trainers)	\$1,500.00	\$1,750.00	\$0.00	\$1,350.00	\$1,355.63	Meal prices in 2019 (Ontario) \$91.00 Registration was: \$184/224
21.522.20 Board Officer Pins, etc. (From Key Club International)	\$450.00	\$450.00	\$0.00	\$575.00	\$382.34	Meal prices in 2018 (Reno) \$106.42 Registration was: \$174/214
21.530.02 Comp. Meals, Old Board (90) <b>New Board pays registration</b>	\$9,180.00	\$10,524.00	\$0.00	\$8,375.00	\$7,462.00	Meal prices in 2017 (Anaheim) \$115.93 Registration was: \$196/236
21.530.04 Comp. Meals, Kiwanis Committee (27)	\$2,754.00	\$3,203.00	\$0.00	\$2,730.00	\$2,366.00	<b>Meals</b>
21.530.06 Comp. Meals, VIP's (11)	\$1,122.00	\$1,716.00	\$0.00	\$1,275.00	\$1,113.40	Saturday Breakfast \$19.00
21.530.07 Comp. Housing (Board Old & New)	\$19,469.00	\$16,000.00	\$0.00	\$15,073.00	\$15,500.66	Saturday Lunch \$29.00
21.530.08 Comp. Housing (Kiwanis Committee)	\$5,850.00	\$5,000.00	\$0.00	\$5,692.00	\$3,241.20	Saturday Dinner \$35.00
21.530.09 Comp. Housing (VIP's)	\$1,485.00	\$1,000.00	\$0.00	\$1,010.00	\$1,292.69	Sunday Breakfast \$19.00
21.533.00 Convention Center Rental (includes Wifi for everyone)	\$35,000.00	\$1,000.00	\$0.00	\$41,707.00	\$40,409.45	(This reflects a net decrease of \$12.39 over 2020) <b>Total \$102.00</b>
21.554.00 Convention T-Shirts 1600 x's \$5.75 <b>Includes tax and freight (4 color front &amp; back)</b>	\$9,200.00	\$11,500.00	\$13,752.49	\$14,000.00	\$11,033.84	Signed Room Block: 1339 rooms: Attrition 80% (1071 rooms)
21.550.00 Decorations	\$0.00	\$0.00	\$0.00	\$0.00	\$151.33	2019 (Ontario) Actual Pickup (1064 rooms) (BH disputed this number)-Registrations were 2,229
21.565.00 Hospitality Programs (Ice Cream Social) Estimated 225 attendees	\$5,000.00	\$2,500.00	\$0.00	\$6,000.00	\$6,000.92	2020 (Reno) Actual Pickup (1294 rooms)-Registrations were 1,926
21.576.02 Meals, (Saturday Breakfast) 1475 x's \$19.00	\$28,025.00	\$36,709.00	\$0.00	\$37,008.00	\$37,458.00	<b>Housing for Key Club Old &amp; New Boards</b>
21.576.03 Meals, (Saturday Dinner) 1475 x's \$35.00	\$51,625.00	\$82,608.00	\$0.00	\$61,680.00	\$62,430.00	Old Board (DoubleTree)
21.576.06 Meals, (Saturday Lunch) 1475 x's \$29.00	\$42,775.00	\$48,184.00	\$0.00	\$51,400.00	\$52,025.00	2 Room Nights minus 6 1/75 Comps = 66 Room Nights @ \$171.15 \$11,296.00
21.576.05 Meals, (Sunday Brunch) 1475 x's \$19.00	\$28,025.00	\$27,536.00	\$0.00	\$37,008.00	\$36,378.00	New Board (Gateway)
21.576.08 Board Lunch (Friday Box Lunch) 200 x's \$25.10	\$6,310.00	\$5,020.00	\$0.00	\$6,000.00	\$5,895.76	15 Room Nights (Staff Rate) @ \$114.21 = \$1,714.00
21.576.09 Meals (Water Service)	\$3,400.00	\$1,000.00	\$0.00	\$3,000.00	\$2,865.72	5 Room Nights minus 6 1/50 Comps = 39 Room Nights @ \$165.61 = \$6,459.00
21.671.00 Name Badge Processor	\$0.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	<b>Total Comp Board Housing Rooms \$19,469.00</b>
21.575.00 Board Dinner	\$0.00	\$3,500.00	\$0.00	\$3,000.00	\$3,943.65	<b>Kiwanis Committee Housing</b>
21.585.00 Bad Debts	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	Key Club Administrator (Comp Suite @ DoubleTree) \$0.00
21.662.00 Pre-Convention Planning	\$1,000.00	\$1,000.00	\$388.09	\$1,500.00	\$1,894.01	26 Committee Members x's 3 nights = 78 Room Nights x's \$75.00 = \$5,850.00
21.666.00 Printing	\$500.00	\$500.00	\$2,114.73	\$4,000.00	\$205.66	<b>Total Committee Housing \$5,850.00</b>
21.670.00 Registration Supplies	\$1,500.00	\$1,425.00	\$504.19	\$1,200.00	\$1,131.89	<b>Comp. Housing for VIP's to Include:</b> Cost
21.670.05 Registration Software	\$75.00	\$75.00	\$0.00	\$75.00	\$109.00	Kiwanis Governor & Spouse (Pres. Suite @ DoubleTree) \$342.30
21.672.00 Rental (Truck + Fuel)	\$500.00	\$450.00	\$0.00	\$450.00	\$361.98	Kiwanis Governor-Elect & Spouse (Comp Suite @ Gateway) \$0.00
21.676.00 Ribbons	\$0.00	\$450.00	\$292.19	\$750.00	\$377.41	Kiwanis Executive Director (Comp Suite @ Gateway) \$0.00
21.680.00 Refunds DCON 2020	\$0.00	\$0.00	\$346,912.00	\$0.00	\$0.00	Kiwanis Foundation President (Staff DoubleTree) \$228.42
21.686.00 Souvenir Item 1600 Pins	\$2,500.00	\$2,000.00	\$2,689.97	\$8,500.00	\$2,854.69	Kiwanis Foundation Executive Director (Staff Room DoubleTree) \$228.42
21.690.01 Speakers (Speaker Fee, 2 nights housing, travel)	\$2,500.00	\$4,000.00	\$0.00	\$0.00	\$0.00	Circle K DA (Staff Room DoubleTree) \$228.42
21.690.02 Speakers (Other)-Music/Entertainment	\$0.00	\$0.00	\$0.00	\$2,500.00	\$1,390.11	Circle K Governor (Or Representative) (Staff Room DoubleTree) \$228.42
21.706.00 Staff Housing, Meals & Travel (BH)	\$1,000.00	\$1,500.00	\$168.96	\$1,450.00	\$645.29	KWIN'S Administrator (Staff Room DoubleTree) \$228.42
21.706.05 Staff (BH Successor) Travel only, housing is comped	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	KWIN'S Governor (House with KC Board Members) \$0.00
21.730.00 Telephone Expense	\$500.00	\$500.00	\$200.94	\$750.00	\$437.74	Exec's Parents (Comp Reg.; No Comp. Housing) \$0.00
20.865.00 Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$679.00	<b>11 Total VIP's (for VIP meal budget)</b>
<b>Total Disbursements</b>	<b>\$340,375.00</b>	<b>\$342,450.00</b>	<b>\$377,965.36</b>	<b>\$400,658.00</b>	<b>\$382,143.46</b>	<b>Total VIP Comp. Housing Expense \$1,484.40</b>
<b>Net Excess of Income over Disbursements</b>	<b>\$1,550.00</b>	<b>\$5,975.00</b>	<b>(\$31,053.36)</b>	<b>\$2,646.00</b>	<b>\$34,936.54</b>	

8/23/2020

# APPENDIX C: DCON CODE OF CONDUCT

## CNH | KEY CLUB

### Code of Conduct | District Convention | 2020

**Every convention attendee must complete this form and submit to the club chaperone. All forms are submitted by the chaperone at District Convention to receive all registration materials.**

**Purpose:** To ensure a safe and purposeful event with expected behaviors consistent with the high ideals of Key Club, the CNH Key Club student leaders with Administration approval have developed this code of conduct as an effective way to clearly state our organization's position on the expected attire, housing accommodations, behaviors, and overall general conduct by all individuals in attendance at District Convention.

**Terminology:** For the purposes of this code of conduct, the following terminology and definitions will apply.

- **"Attendees"** will apply to all individuals attending District Convention including but not limited to: Key Club members, adults (advisors and chaperones), and invited guests
- **"Curfew"** is the designated time that all Key Club members will remain in their assigned rooms from midnight to 5:00 am.
- **"Convention Area Curfew"** is the designated time that all Key Club members must be out of the convention area.

#### "Spirit Attire"

- **Shoes:** athletic, casual, or dress shoes that cover the heel. **AVOID:** sandals flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (jeans, slacks, khakis, etc.) or skirts (must reach top of the knee or below). **AVOID:** shorts, leggings, Capris, transparent styles, etc.
- **Tops:** Unaltered t-shirts, sweatshirts, button down dress shirts, blouses or collared shirts that cover the stomach, back, torso, and shoulders. **AVOID:** Logos other than those of the Kiwanis Family or any transparent styles.

#### "Convention Casual Attire"

- **Shoes:** athletic, casual, or dress shoes that cover the heel. **AVOID:** sandals and flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length and unaltered pants (jeans, slacks, khakis, etc.). **AVOID:** shorts, ripped jeans, leggings, Capris, etc.
- **Tops:** Unaltered convention t-shirts.

#### "Business Casual Attire"

- **Shoes:** casual or dress shoes that cover the heel. **AVOID:** sandals, flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition (slacks, khakis, etc.) or skirts and dresses (must reach the top of the knee or below). **AVOID:** jeans, shorts, leggings, Capris, etc.
- **Tops:** Button down dress shirts, blouses, or collared shirts. **AVOID:** Tops that show stomach, chest and back.

**Expectations:** Attendees are expected to adhere to the following conduct.

#### Dress Code

- Attendees are expected to abide by the designated dress code for the entire event. Members of the current Board, new Board, and Kiwanis Committee will adhere to the dress code established by the Governor and Administrator.
  - Friday: Spirit Attire, Business Casual option
  - Saturday: Business Casual, Business Professional option
  - Sunday: Convention Casual
- Any clothing items deemed to be out of compliance with the defined styles or inappropriate to this event will not be allowed.

#### Lodging

- Attendees must stay at one of the CNH approved convention hotels and must sleep in their assigned room.
- "Hospitality Rooms" are not permitted.
- No Key Club member is allowed on hotel balconies.
- Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member at any time. Violation will result in the immediate dismissal from the convention.
- All members are expected to abide by the curfew established by the District Administrator.



## Code of Conduct | District Convention | 2020

### Responsible Behavior

- All attendees will respect the authority of the Sergeant-at-Arms committee, Key Club Administrators and designated staff.
- All attendees will abide by all government laws and regulations.
- Attendees may not possess, use, or consume any tobacco, marijuana, e-cigarettes, or vaping products, alcoholic beverages, any drugs or other controlled substance (with the exception of medication prescribed for the attendee), or any weapons, firecrackers, or anything of a dangerous nature.
- Attendees will respect the property of others, conference facility and lodging facility. Any damage caused by an attendee must be paid for by that attendee. No signs or materials may be placed or affixed to any hotel or convention center window or wall.
- Attendees will not act in any way unbecoming of a Key Club or Kiwanis Family member.
- Attendees are expected to abstain from any activity of a sexual nature.
- Attendees are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
- Attendees will wear their convention name badge and convention wristband at all convention events.
- Attendees have a duty to report infractions of this code of conduct in order to maintain the purpose and safety of this event.
- Attendees must be escorted by a chaperone when going to and from the convention area to hotel rooms.

### Enforcement

- Violations of this Code will result in notification to the District Administrator and chaperone.
- Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances, vandalism, theft, gross insubordination, violence or lodging violations may result in immediate dismissal from the event.
- Within 30 days of the conclusion of the convention, notification of violation of this code by any member(s) disciplined may be made in writing by the District Administrator to the school, sponsoring Kiwanis club, parents of the member(s), and the Kiwanis Executive Director.
- It may be determined by the District Administrator, Service Leadership Programs Director and the Kiwanis Executive Director, that an entire club is in violation of this code of conduct. If so, that club will be suspended from attending the following district convention.

### THIS SECTION MUST BE COMPLETED!

Key Club of \_\_\_\_\_ Division \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Region \_\_\_\_\_

I have read the foregoing Code of Conduct and I agree to abide by it. Further, we agree to release and indemnify the Cali-Nev-Ha District of Key Club International and the Cal-Nev-Ha District of Kiwanis International from any liability for bodily injury or other damage arising out of my breach of this Code of Conduct.

Attendee Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Attendee Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

CNH District Office Address: 8360 Red Oak Street #201, Rancho Cucamonga, CA 91730-0608  
Bruce Hennings, Director of Service Leadership Programs: Bruce@cnhkiwanis.org