



CNH | KEY CLUB

MEETING MINUTES

SUMMER BOARD TRAINING CONFERENCE

Saturday July, 24th, 2021
Zoom

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Amy Wang

Location: Zoom

CALL TO ORDER: 1:31 PM PDT

ADJOURNMENT: 2:47 PM PDT

Attendance Report - See Appendix A for a complete report

EXECUTIVES 3/3

LT. GOVERNORS 73/75

LT 11/11

GUESTS 6

QUORUM YES

Administrator Present: Doug Gin, District Administrator
 Parliamentarian Present: Alan Quon, Assistant Administrator
 International Representative Present: Aliya Ali, Trustee
24/28 CNH Kiwanis Key Club Committee
 CNH Kiwanis Governor
 CNH Kiwanis Governor-Elect
 CNH Kiwanis Foundation President
 CNH Kiwanis SLP Director

Summation of Board Actions:

- I. Declaration of Division 22 Hikina LTG Vacancy
- II. Approval of LTG Appointee Tatiana Rillera
- III. Approval of District Convention 2022 Budget
- IV. Approval of District Convention Code of Conduct

MEETING MINUTES

MEETING CALLED TO ORDER AT 1:31 PM PDT

Approval of Parliamentarian

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

[M: Joyce Tong, D26S Lt. Governor | S: Irma Zacharias, D37E Lt. Governor | PASSED]

Pledge of Allegiance

Pledge led by provided by D27N Hailey Phan

Key Club Pledge

Pledge led by provided by D05S Sujei Lozano

Declaration of Division 22 Hikina LTG Vacancy

RESOLVED: That the position Division 22 Hikina Lieutenant Governor is vacant

[M: D27S LTG Kirsten De Jesus | S: D08 LTG Miah Chao, PASSED]

Approval of LTG Appointee Division 22 Hikina Tatiana Rillera

RESOLVED: That Tatiana Rillera has been appointed to the position of Division 22 Hikina Lieutenant Governor

[M: D35W Katrina Liang | S: D34N LTG Courtney Tai, PASSED]

1. Installed by Kiwanis District Governor-Elect Margo Dutton

INVOCATION

Information provided by D13S Maryland Heng

Hello, Division 13 South Ninjas, I mean hello CNH Remark-a-bees, my name is Maryland Heng, currently serving as Division 13 South's Lieutenant Governor and I have the honor of presenting the invocation today. I'm pretty sure you all have had a similar introduction at your events and we all have introduced ourselves several times since the beginning of our term. We are slowly leaving our mark on the 2021-2022 term, on our members, officers, advisors, and many others. Even if you don't think you have right now, I guarantee you will feel like you have created a new image of your division by the end of this term.

Leaving a mark can mean so many things, either creating a new record of attendees for your events, being one of those lieutenant governors who have broken the safekey rule multiple times, or finally being the first to win that spirit stick in several years. You all still have so much time to change what kind of mark you leave on your division, either good or bad. It is up to YOU to decide that mark. Started off the term on the wrong foot? Learn to start walking in the right direction. Whatever you decide to do right now will create a new outcome for your whole term. Every Lieutenant governor that comes after you would want to remember you as someone who brought

amazing change to their division, something that made their own term as smooth as it possibly could be and even better. You still have the time to make that mark you are about to leave, one of the best ones, a mark that your future division members would ever remember.

We have all endured the long excruciating pain of ZOOM DCM meetings and virtual service events. To be honest I'm still traumatized from all of those events where I'm the only one awkwardly clapping to myself and the times where people kept asking me to add a virtual poncho as an activity... but anyways, we all have to admit that it truly hurts not being able to personally connect with every single member that you have, due to the limits of a screen. Now that we are slowly going back in person, make the most of what we have lost. HOST those in-person service events, MAKE those magical spontaneous friendships with random key clubbers, SET a new record at those events, and CREATE memories that won't only last long for you but for your whole division as well. Even if you're still doing virtual events, make the most out of them cause anything can be turned into A KEY CLUB MOMENT!

It is time for you all to build up that passion even higher than before and make the fresh new start a better one than two terms ago. You know that one saying, "YOU ONLY LIVE ONCE" well you only have one chance to show how well you can build up your division from the suffering of COVID. Create the opportunities that those from the last term couldn't have and impact your members to the fullest. LEAVE THAT MARK GUYS! You don't want to be the lieutenant governor that people forget about, you want to be that alumnus that key clubbers would still be inspired by for several years. Oh, by the way, did I mention that I was able to meet an IP IP IP IP IP IP LTG the other day at a Kiwanis party? not saying that you should be that one ltg that still gets invited to events even after graduating high school BUT YOU SHOULD DEFINITELY BE THAT COOL LTG WHO STILL GETS INVITED TO KEY CLUB EVENTS.

Even if you don't think you would make that much of a difference, never sell yourself short. There are so many people whose lives you can possibly change, my life was changed two years ago by my IP IP LTG. So be that LTG who makes an impact on your members, officers, advisors, and many others as well. Take the time to think after our training about what kind of mark you want to leave. MAKE THAT MARK RE-MARK-A-BEES (get it re-mark XD)

REMARKS

CNH Kiwanis Foundation President Remarks

Information provided by CNH Children's Foundation President Craig Wallace

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

CNH Kiwanis Governor-Elect Remarks

Information provided by CNH Kiwanis Governor-Elect Margo Dutton

1. Thanks Key Club for their service and action in the Kiwanis Family
2. Presents District Governor Amy with Kiwanis Polo
3. Introduces grants up to \$250 for service projects regarding mental health
 - a. Provides ideas for projects on the topic
4. Calls on Kiwanis, Key Club, and SLP to assist in helping find solutions to mental health issues

SLP Director Remarks

Information provided by SLP Director Timothy Cunning

1. Expresses gratitude for Key Club's action in serving their communities and helping to facilitate healing

District Administrator Remarks

Provided by District Administrator Doug Gin

1. Confirms the hosting of Fall Rally North and Fall Rally South
2. Expresses appreciation for Key Club District Officers on behalf of Kiwanis
3. Thanks adult committee and region advisors for localized assistance
4. Looks forward to Winter Board Training and District Convention 2022
5. Emphasizes the need for promotion of District Convention 2022

District Governor Report

Provided by District Governor Amy Wang

Hello Remarkabees!

It's an honor to be before you all again at our second online training conference! You have officially been in office for over 1/4 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 35,000 members must be met this year. As we have mentioned throughout these training conferences, not achieving this goal could lead to a variety of consequences for the district as a whole which directly affect each and every member. As a board, it is our responsibility to take on this challenge and propel the solution into action.

This year must be our comeback for CNH. I am confident that we can recover from the constant membership decline, but I only feel that way because of the trust I have put into each of you as leaders and individuals. I have seen your work and character, and I know that every one of you in this meeting right now is fully capable of reversing this downward trend if you continue to be motivated and passionate about serving the community as you had all promised to do so.

Most of you are returning in person to school next year, so take advantage of this opportunity. Increase your communication with your club officers and help them set membership goals and schedules with tactics that will effectively improve their clubs. Push members to be more involved and spread Key Club's presence throughout your schools and communities. As a district board member, you have such a large platform that comes with your position. Thus, use it effectively to achieve your goals and make a lasting impact with your work. Think about it: what do you want YOUR legacy to be?

I know it is going to be tough. After a year of staying home in front of a screen and suddenly returning to normal functions is going to be a challenge. However, we will all go through this as a community and will overcome every difficulty together. All of your work does not go unnoticed and this experience is something you will remember in your life forever. Ensure that this year is one that you will look back on with pride, and not regret.

Thank you for all of your dedication and time you have put forth so far in this term. You are all such strong individuals that I have the absolute honor of getting to know this term. All of your progress has been amazing and I just know that these upcoming months will be phenomenal. Stay safe and happy, remarkabees!

District Secretary Report

Provided by District Secretary Carter Kawaguchi

Good Afternoon District Board!

I would like to begin by thanking you all for your attendance at this year's Summer Board Training Conference

and for all of the hard work that you have completed for your homes, schools, and communities. It is only through the hard work of our District Board members that the work of the members of the California-Nevada-Hawaii District can be recognized. Serving as liaisons to the division, club, and individual members, our Lieutenant Governors serve relentlessly to create student leaders within their communities and serving as leaders in their respective fields, our leadership team commits their time to growing our district and leading our Lieutenant Governors. so thank you again to all of our District Board members. With that being said, the following will be my District Secretary Report:

MRFs

As should be known by all members of the District Board, this year marks the first that the California-Nevada-Hawaii District has used our new Google Sheets Club and Division Monthly Report Forms. This new service will allow us to take better control of the data within CNH and more accurately record and represent the activity of the membership. As of the most recent MRF submission for the month of June, 73 out of 75 Lieutenant Governors have successfully collected Club MRFs, compiled their information, reflected, and completed the Division MRF for their respective Divisions. Thank you so much for all of your submissions and understanding of the minor setbacks that were experienced with the rollout of these new documents. Furthermore, for this month's submission, I would like to extend special recognition for the 21 Lieutenant Governors who took outstanding initiative and met the newly introduced early-bird deadline:

- D10S
- D13W
- D15N
- D15S
- D02N
- D20
- D23
- D26S
- D30N
- D30S
- D32
- D34N
- D34S
- D35E
- D35W
- D37S
- D37W
- D04N
- D04W
- D05S
- D08

Thank you all!

As of this passing month's MRF submission, the CNH District has served a total of 75,557 hours. This is a 16% increase in the amount of service completed when compared to the previous term. When viewed in comparison to the District Service Hour Goal of 900,000 service hours, we are at about 8.4% of our goal. While we still have quite a distance to go, as we all begin to transition back to in-person school and service, I am confident that we will be able to make steady progress in reaching our goal.

Resources

As of the time of this board meeting, the New Secretary and MRF Manuals are well underway and are expected to be released early to mid-August. These materials should be useful resources for your officers in navigating a unique term and our new MRF documents.

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.

- D10N
- D10S
- D11
- D12E
- D12S
- D12W
- D13N
- D13S
- D13W
- D14/39
- D15E
- D15N
- D15S
- D15W
- D16E
- D16N
- D16S
- D16W
- D18E
- D19S
- D02N
- D02S
- D21
- D22 Hikina
- D22 Komohana
- D22 Makai
- D23
- D26N
- D26S
- D27N
- D27S
- D28N
- D28W
- D03N
- D30N
- D30S
- D31
- D32
- D33
- D34N
- D34S
- D35E
- D35W
- D36E
- D36W
- D37E
- D37S
- D37W
- D38W
- D04C
- D04E
- D04N
- D04S
- D04W
- D42W
- D44N
- D44S
- D44W
- D46N
- D46S
- D05N
- D05S
- D07S
- D07W
- D8

An impressive 88% of our Lieutenant Governors have maintained 100% On-Time Submission Status. Thank you all for being proactive in your responsibility as Lieutenant Governor. Keep up the great work!

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

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

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

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

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

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

While it was disappointing we have not yet met in person I remain eagerly anticipating the day that we are able to meet in person and grow closer as a District Board, leaders, and friends. Again, thank you and congratulations for your attendance at this year's first board training conference. I look forward to reading your submissions and seeing the amazing work you are all doing.

District Treasurer Report

Provided by District Treasurer Maya Oishi

Good afternoon, Invincibeels!

I hope you are all enjoying SUBTC so far! I know that we had all hoped to meet each other in person, but I am still so excited to see all of your faces here today. Please know that the work you have done and continue to do, does not go unnoticed, and I am so proud of all of you for taking on the challenge of transitioning back to in-person events. Keep working hard and BEEing amazing!

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

Dues Status

As of the most recent dues report, we have 22,911 members and 692 of the 802 clubs have paid dues. If you are an LTG of a suspended club, please try your best to mail in dues and the roster before September 30th. Please feel free to reach out to me if you have any questions or need any assistance in working with your suspended clubs.

Vouching

The fiscal year has begun meaning that you are all able to vouch now. Succeeding Summer Board a vouching manual will be released to assist you in the vouching process. As always, if you have any questions, please contact me!

Treasurers Updates

A club budget template is currently being made and will be distributed to CNH club treasures following Summer Board. As we quickly approach dues season, more material for club officers will be released, dues payment manuals, as well as educational sessions, will be held to support clubs in paying their dues. Please keep in mind that paying dues is crucial in our membership increase.

I hope you all learned a lot this weekend and continue to apply what you learned to the divisions you serve throughout the term. Encourage your clubs to not only raise funds for PTP and our preferred charities but their own clubs as well in order to support club budgets. Please let me know if you have any questions, comments, or concerns, and I will be happy to help!

International Trustee Report

Provided by International Trustee Aliya Ali on behalf of International Trustee Emma Chang

Hello Bees!

Thank you for having me at your Summer Board Training Conference. I am presenting on behalf of IP International Trustee Emma Chang.

Small acts, when multiplied by thousands of people, can transform the world.

This past term CNH has served more than 370,000 hours and raised over \$54,000 dollars; you have shown how you can help transform the world, and I know that YOU CAN DO IT AGAIN remarkabeels!

From July 8-11, the International Council and various District Board members from across Key Club International convened in Orlando, Florida for the second annual Summer Leadership Conference. There, members attended workshops, heard from keynote speakers, and listened to caucus from the candidates for International Office. I am happy to report that there was a successful election of 13 new members of the International Board. The 2021-21 I-Board is led by Int'l President Salma Eldeeb and In't Vice President Melanie Kim with trustees Aliya, Ava, Emily, Anton, Ellie, Lena, Natasha, Cheyenne, Subashree, Kathy, and Sana.

As we transition back to normal, the International Board is thrilled to lead our organization into a new term of service and leadership. Look out for your new sistrict and trustee for this term! This concludes my report.

District News Editor

Provided by District News Editor Victor Nguyen

Newsletters

- 2 issues of the District Newsletter, "What's the Buzz?" have been published as of July 1, 2021. The third issue of the District Newsletter will be posted on August 1, 2021.
- Division Newsletter Feedback has been written and will be completed before the 31st of July.

Submissions

- Articles and Visuals: due the 15th of each month by 6 pm Local time to the Submissions Form Please remember to label the files correctly for better organization.
- Division Newsletters: due the 20th of each month by 6 pm Local time to the Submissions Form by the Division News Editor.
- As of July 20, 2021, the following 57 divisions have submitted 100% on-time for articles, visuals, and newsletters. On-time submissions entail 3 articles, 3 visuals, and 1 newsletter documenting service, recognition, and growth within the division.
 - 02 North, 02 South, 03 North, 04 Central, 04 East, 04 North, 04 South, 04 West, 05 North, 05 South, 07 South, 07 West, 08, 10 South, 11, 12 East, 12 South, 13 North, 13 South, 13 West, 15 North, 15 South, 15 West, 16 East, 16 North, 16 South, 16 West, 19 South, 21, 22 Hikina, 22 Komohana, 22 Makai, 23, 24/29, 26 North, 26 South, 27 North, 27 South, 28 East, 28 West, 30 North, 30 South, 20/32, 34 North, 34 South, 35 East, 35 West, 36 East, 36 West, 37 North, 37 South, 37 West, 38 West, 42 East, 42 West, 43, 44 South, and 46 North.
- Division Updates and DCM Agendas: due the 20th of each month by 6 pm Local time to the Submissions Form.

Manuals and Guides

- The CNH Branding Guide is currently being updated by the District Editors, CM Chair, and D26S LTG and should be completed in the upcoming weeks.
- Manuals and guides for Division News Editors, Club Editors, Articles and Visuals 101, and Newsletters 101 are in the process of being updated and created.

District Technology Editor

Provided by District Technology Editor Hannah Su

Since the last board meeting, I focused on launching the District Technology Team and updating our technology with the requests made by the District Leadership team. I am currently working with CNH KIWIN'S District Bulletin Editor on a potential collaboration.

District Technology Team

I have sent out templates for LTGs to use to promote both the District Technology Team and District Visual Media team. I also sent out graphic and email templates for clubs to reach more members and encourage them to apply. DTT results will be sent out to the members who applied and accepted members' LTGs by the end of next week.

District Visual Media Editor

Provided by District Visual Media Editor Alina Ho

Good evening, RemarkaBEEs!

My name is Alina Ho and I proudly serve as your CNH District Visual Media Editor for the 2021-2022 term.

Video Updates

Between the last District board meeting of May 28th, and now, I am in the process of finalizing the first What's Poppin episode and will be releasing it in early August.

DVMT

Working with DVME Advisor Mr. Chang, the 2021-2022 District Visual Media Team (DVMT) Application was finalized and sent out, with a total of 65 applicants. After a round of interviews and much deliberation with Mr. Chang, the DVMT has been finalized and results were sent out to all applicants. Since the release of the results, an introductory email has been sent out, as well as information about the first meeting which will be held Saturday, July 31st.

Communications and Marketing

Provided by Communications and Marketing Committee Chair Catherine Nguyen

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. Core calls are beginning to be conducted for the month of August.

Committee Meetings

There have been two committee meetings since Spring Board; calls have focused on planning for future marketing campaigns as well as discussions of how to improve upon the membership decline.

Projects

The committee has worked to replace the Instagram highlights and create new ones. The updated Instagram highlights will allow more accessibility for members to gain education materials. There have been a total of 4 info guides created by the committee included in either the newsletter or Membership Recruitment Resource Folder. Subjects range from the following: Virtual Bonding, Preparing for Club Rush, Club Building, etc.

Marketing

The first marketing campaign created by the CM Committee will be 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 extend our video contest to Tiktok in order to generate more member engagement. As the campaign progresses, we will closely monitor the effects of these ideas.

District Convention

Provided by District Convention Chair Hilary Wong

Good afternoon, CNH Bees!

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

The following is my second DCON committee board report:

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 4 North Lieutenant Governor Katie Doan.

DCON 2022 Budget

The DCON 2022 budget has been reviewed by the District Convention Committee.

Theme Logo Design Contest

The DCON Committee will be releasing the theme logo design contest on July 26, 2021. We will be accepting submissions until August 14, 2021, at 6 PM local time. The committee will then select the winning design and the winner will be contacted to make any minor edits. Once the contest is released, please encourage your members to be involved on the district level by submitting a theme logo design.

Resources

The DCON Committee is currently creating the following guides that will be uploaded on the Cyberkey in August: DCON General Overview & FAQ and DCON Fundraising Guide. Please share with your clubs when it is released.

Thank you.

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Victoria Nguyen

Kiwanis-CNH District Calendar + Form

The KFF Committee has been working on creating a District Calendar, which will consist of Kiwanis-affiliated events alongside CNH District Events. This will be a public resource to the entire CNH District and will be managed by the KFF Committee throughout the entire term. I have created a Google Form, where each committee chair and the executives can input dates of events that are held for the entire District. We have collected the dates and are ready to input them on the Calendar (Google Calendar). We hope to be able to publish it before the end of August.

Updating Kiwanis Family & Foundation Tab | CyberKey

I have and will continue to assign my committee task groups creating new manuals and guides to update the Kiwanis Family & Foundation Tab on CyberKey, where it is very outdated. So far, a new preferred charities guide has been created, but I do plan on releasing more guides/manuals regarding Key to College, Key Leader, Building Relations with Kiwanis Family, etc.

Communication

I have been personally communicating with other KFF Chairs, and hope to plan future events to engage and strengthen our Kiwanis bonds.

Membership Development and Education

Provided by Membership Development and Education Chair Shanelle Relucio

Hello remarkaBEEs!

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

Officer and Training Resources

Officer Presentations were sent out in June and Region Training Conference presentations are currently being updated. New Region Training Conference Presentations will be created that address Inclusivity and Mental Health. However, the MDE Committee is open to any other suggestions regarding presentation topics. A Training Conference Guide will also be released for Lt. Governors who need additional assistance in their planning process.

Tasks

During June, members of the MDE Committee worked on Spotlight on Education Program Videos for Presidents, Vice Presidents, Secretaries, Treasurers, and Editors. We are planning to release them in early August. Currently, we are working on Officer Booklets for Presidents, Vice Presidents, and Editors.

Submissions

The MDE Committee has submitted two highlights in the District Newsletter: The July Submission included a Committee Introduction as well as information regarding Officer Training Conference and general Officer Advice. The August Submission included information regarding Member Recruitment as well as Key Club testimonials from District Board members Noah Steinmetz, Taylor Bennett, and April Lonh.

Meetings

The MDE Committee has held a total of two meetings since Spring Board.

Upcoming Directives

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

- Our CNH Pen pal Program with new monthly Pen pal Challenges
- A District-Wide Key Club 101 on September 12th at 4 PM
- newBEE packages for all Officers and Members

Closing

The MDE Committee is excited to continue fostering education within our District. Thank you.

Member Recognition

Provided by Member Recognition Chair Rachael Zheng

Teleconferences

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

2021-2022 Contest Guidelines

The official contest guidelines for the 2021-2022 term have been reviewed, edited, and uploaded onto the CyberKey. Changes have been made to assist members in the comprehension of the guidelines and rubrics. All of the guidelines have been officially transferred from Microsoft Word to Google Slides to assist future MR Committee Chairs and members when revising the guidelines. Similar to last year, the MR Committee and I were able to have the forms be fillable on Google Slides. The Year in Review (Digital) Contest has been officially recognized by Key Club International as an International contest. With this, the MR Committee has decided to officially remove the Year in Review (Non-Traditional) Contest as a CNH District Contest.

Member Recognition Program

With this year being UNICEF's last year as one of our preferred charities, this will also be our last year with "Lives Saved From MNT" as a category in the Member Recognition Program. MR Mentor Mrs. Masuhara and I have decided that next year's MR Chair and Committee will be responsible for determining the new category that aligns with the new preferred charity: Erika's Lighthouse.

Promotion

The MR Committee has been able to create multiple graphics to promote our recognition programs. The graphics have included topics such as MRP, Contest Guideline Release, and Website Contest. We will soon be working on creating short videos, Instagram reels, and possibly a webinar to further promote our contests.

Member Recognition Coordinator Guidebook

A new guidebook has been created to aid Lt. Governors in providing a solidified foundation for a division Member Recognition Coordinator's tasks. The guidebook has been sent out to the entire District Board and has been released on the CyberKey as well.

Certificate Template Archive

The Certificate Template Archive has been edited to provide new and updated certificate templates. These

templates can be used for any occasion and have been released on the CyberKey.

Policy, International Business, and Elections

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

District Policy Manual

The PIE Committee has completed the initial round of edits of the District Policy Manual, which have been sent to me and Mentor Mrs. Qualm. Further review will be needed before the final version is presented to the District Board at Winter Board Training Conference.

Committee Teleconferences

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

Committee Calendar

A Committee Calendar has been started on Google Calendar to provide Committee members with a clear outline of important dates and deadlines. The calendar contains the dates and meeting information of Committee teleconferences, task deadlines, Committee members' birthdays, and more. This calendar will be updated on a regular basis.

CNH PIE Google Reflector

Instead of creating a separate Google Reflector related to PIE business, it has ultimately been decided that PIE-related emails will be sent to Officer Reflector Groups on a monthly basis. These email updates will promote the adherence of District policies and bylaws by summarizing a few parts of the District Policy Manual every month, inform officers of international business, and highlight key moments in the term in which clubs should be focusing on PIE-related items (for example, January through March emails will cover club elections).

Tasks

The following publications were created for and published in the District Newsletter:

- For the month of June:
 - Meet the PIE Committee
 - What is the PIE Committee?
 - Promotion of the CNH PIE Google Reflector
- For the month of July:
 - Summer Leadership Conference 2021 Recap
 - Goodbye from International Trustee Emma Chang

Service Projects

Provided by Service Projects Chair Jennifer Cheung

Teleconferences

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

Spotlight on Service Program

After Spring Board Training Conference, the following SOSP guides and promotional materials have been completed:

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

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

Serve-tember

Planning and newsletter materials for SERVEtember have been completed, and the bucket list has been finalized as the following:

1. Attend or host a service event with another branch of the Kiwanis Family
2. Host a service event with another school in your Division.
3. Host a service project with 20% of the club's members in attendance
4. Host a "Promoting a Healthier Lifestyle " Service or Educational Event.
5. Record videos of members and advisors answering the question, "What does service mean to you?"
6. Raise \$1 for PTP for every member of your club
7. 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.

Other Tasks

The Service Projects Committee has created a Transitioning into In-Person Service Projects Guide as well as an SOSP calendar to showcase and explain each of the SOSP themes.

Strategic Planning

Provided by Strategic Planning Chair Noah Steinmetz

Good Evening District Board Members!

It feels like just yesterday I was speaking in front of all of you at Spring Board Training Conference. I also cannot believe that this term is just buzzing by.

Chartering

As for these past two months the Strategic Planning Committee has been hard at work on a multitude of initiatives. Including our work on chartering, as we have completed an updated guide to aid individuals seeking to reactivate and charter new clubs, complete with a map of over 200 potential schools for chartering to take place.

EA Webinar

Secondly, we have developed plans for an LTG/EA Growth Webinar, which will be held on August 22nd and will cover the multitude of ways that LTGs and EAs can work hand in hand to grow their divisions and subsequently our mighty district.

Data Collection

Thirdly, we have completed our Demographics Collection form that we plan to implement in a pilot program in a select number of divisions, that will be released to the entire district in the coming months.

Closing

Even though this is our second time seeing each other virtually, I am filled with hope and excitement that I will get to see you all soon. In the meantime, I hope you all are staying safe, and taking this summer to spend time with your loved ones!

Approval of Reports

RESOLVED: That the CNH Board approves all executive, appointed, and committee reports
[M: D04N LTG Katie Doan | S: D12W LTG Joshua Perez, PASSED]

NEW BUSINESS

Approval of District Convention 2022 Budget

RESOLVED: That the District Convention 2022 Budget is approved as presented (See Appendix B)

[M: D38W LTG Kotomi Tucker | S: D35E LTG Marcus Fan, PASSED]

1. On-Time Registration is estimated to be \$215.00 and Late Registration is estimated to be \$255.00
2. Goal of 1500 paid registrants (1350 on-time and 150 late)
3. Total expected income: \$349,000.00

Approval of District Convention 2022 Code of Conduct

RESOLVED: That the District Convention 2022 Code of Conduct is approved as presented (See Appendix C)

[M: D12S LTG Enya Do | S: D22M LTG Madhav Collins-Doijode, PASSED]

1. Expectations have been moved to the top of the document
2. Updates to Dress Code
 - o Clothing formality for each day expressed
 - o Opaque leggings are now not permitted
3. Signatures
 - o Now requires both parent and attendee signatures
4. Contact Information
 - o Contact information has been updated with the current SLP Director Timothy Cuning
5. An additional dress code is put in place for those who will be on the main stage

Motion to Adjourn

RESOLVED: That the CNH Board moves to adjourn the District Board Meeting

[M: D33 LTG Julio Gutierrez | S: D26N Ethan Radley Bungay Lt. Governor, PASSED]

MEETING ADJOURNED AT 2:47 PM PDT

Respectfully Submitted By:



Carter Kawaguchi
District Secretary
2021-2022



Amy Wang
District Governor
2021-2022



Doug Gin
District Administrator
2021-2022

APPENDIX A: ATTENDANCE

Attendance for this meeting was completed by District Secretary Carter Kawaguchi

EXECUTIVE COMMITTEE

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

LIEUTENANT GOVERNORS

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

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

APPOINTED BOARD

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

KIWANIS COMMITTEE

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

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

*Signifies an Executive/Chair/Editor Mentor

GUESTS

INTERNATIONAL TRUSTEE Aliya Ali
CNH KIWANIS GOVERNOR-ELECT Margo Dutton
CNH CHILDREN'S FOUNDATION PRESIDENT Craig Wallace
BELLFLOWER KIWANIS CLUB Elsie Nash
LAKE FOREST KIWANIS CLUB John Pong
SAN GABRIEL KIWANIS CLUB Pat Foltyn

APPENDIX B: DCON 2022 BUDGET



The CNH District Budget for District Convention 2022 was presented by District Convention Chair Hilary Wong

		2021-22	2020-21	2020-21	2018-19	2018-19
		Budget	Actual	Budget	Actual	Budget
		(Reno)	(Virtual)	(Virtual)	(Ontario)	(Ontario)
Income						
21.401.01	On Time Registration 1350 @ \$215.00	\$290,250.00	\$13,694.86	\$8,000.00	\$338,856.00	\$341,504.00
21.401.03	Late Registration 150 @ \$255.00	\$38,250.00	\$3,149.89	\$1,200.00	\$64,159.00	\$44,800.00
21.410.00	Hotel and City Rebates	\$10,000.00	\$0.00	\$0.00	\$10,640.00	\$14,000.00
21.420.00	Sponsorships	\$7,500.00	\$10,090.00	\$0.00	\$0.00	\$0.00
21.404.05	Old Board Dinner	\$3,000.00	\$0.00	\$0.00	\$3,425.00	\$3,000.00
	Total Income	\$349,000.00	\$26,934.75	\$9,200.00	\$417,080.00	\$403,304.00
Disbursements						
21.506.00	Adult Attendee Background Checks	\$3,500.00	\$0.00	\$0.00	\$3,244.05	\$3,500.00
21.508.00	Audio Visual (General Sessions)	\$50,000.00	\$0.00	\$0.00	\$49,131.98	\$50,000.00
21.509.00	Audio Visual (Seminar Rooms)	\$12,000.00	\$0.00	\$0.00	\$17,305.10	\$16,000.00
21.510.00	Audit Fees	\$3,000.00	\$3,070.98	\$2,500.00	\$3,942.15	\$3,500.00
21.512.00	Awards	\$5,000.00	\$3,415.39	\$4,000.00	\$3,518.81	\$5,000.00
21.520.00	Band or D.J. (Includes ASCAP Fees)	\$1,500.00	\$0.00	\$0.00	\$1,309.00	\$2,500.00
21.522.12	Board Training (Meals) (74 LTG-Elects + 2 Trainers)	\$1,500.00	\$0.00	\$0.00	\$1,355.63	\$1,350.00
21.522.20	Board Officer Pins, etc. (From Key Club International)	\$400.00	\$379.96	\$450.00	\$382.34	\$575.00
21.530.02	Comp. Meals, Old Board (92) <i>New Board pays registration</i>	\$10,000.00	\$0.00	\$0.00	\$7,462.00	\$8,375.00
21.530.04	Comp. Meals, Kiwanis Committee (25)	\$3,000.00	\$0.00	\$0.00	\$2,366.00	\$2,730.00
21.530.06	Comp. Meals, VIP's (15)	\$1,500.00	\$0.00	\$0.00	\$1,113.40	\$1,275.00
21.530.07	Comp. Housing (Board Old & New)	\$16,689.00	\$0.00	\$0.00	\$15,500.66	\$15,073.00
21.530.08	Comp. Housing (Kiwanis Committee)	\$5,625.00	\$0.00	\$0.00	\$3,016.20	\$5,692.00
21.530.09	Comp. Housing (VIP's)	\$1,168.00	\$0.00	\$0.00	\$1,517.69	\$1,010.00
21.533.00	Convention Center Rental	\$0.00	\$0.00	\$0.00	\$40,409.45	\$41,707.00
21.540.00	Credit Card Fees	\$0.00	\$673.98	\$0.00	\$0.00	\$0.00
21.554.00	Convention T-Shirts 1840 x's \$6.00 <i>Plus Freight</i>	\$14,000.00	\$0.00	\$0.00	\$11,033.84	\$14,000.00
21.550.00	Decorations	\$0.00	\$0.00	\$0.00	\$151.33	\$0.00
21.565.00	Hospitality Programs (Ice Cream Social)	\$6,500.00	\$0.00	\$0.00	\$6,000.92	\$6,000.00
21.576.02	Meals, (Saturday Breakfast) 1500 x's \$20.00	\$30,000.00	\$0.00	\$0.00	\$37,458.00	\$37,008.00
21.576.03	Meals, (Saturday Dinner) 1500 x's \$49.00	\$73,500.00	\$0.00	\$0.00	\$62,430.00	\$61,680.00
21.576.06	Meals, (Saturday Lunch) 1500 x's \$28.00	\$42,000.00	\$0.00	\$0.00	\$52,025.00	\$51,400.00
21.576.05	Meals, (Sunday Brunch) 1500 x's 26.52	\$39,780.00	\$0.00	\$0.00	\$36,378.00	\$37,008.00
21.576.08	Board Lunch (Friday Box Lunch) 200 x's \$28.00	\$5,600.00	\$0.00	\$0.00	\$5,895.76	\$6,000.00
21.576.09	Meals (Water Service)	\$3,300.00	\$0.00	\$0.00	\$2,865.72	\$3,000.00
21.660.00	Postage	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00
21.671.00	Name Badge Processor	\$0.00	\$0.00	\$0.00	\$2,100.00	\$2,100.00
21.575.00	Board Dinner	\$3,000.00	\$0.00	\$0.00	\$3,943.65	\$3,000.00
21.585.00	Bad Debts	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
21.662.00	Pre-Convention Planning	\$4,000.00	\$140.58	\$0.00	\$1,894.01	\$1,500.00
21.666.00	Printing	\$200.00	\$0.00	\$200.00	\$205.66	\$4,000.00
21.670.00	Registration Supplies	\$1,200.00	\$15.40	\$200.00	\$1,131.89	\$1,200.00
21.670.05	Registration Software	\$75.00	\$54.88	\$75.00	\$109.00	\$75.00
21.672.00	Rental (Truck + Fuel)	\$1,000.00	\$163.23	\$0.00	\$361.98	\$450.00
21.676.00	Ribbons	\$0.00	\$0.00	\$0.00	\$377.41	\$750.00
21.680.00	Refunds DCON 2020	\$0.00	(\$950.00)	\$0.00	\$0.00	\$0.00
21.686.00	Souvenir Item 1850 Pins	\$2,625.00	\$0.00	\$0.00	\$2,854.69	\$8,500.00
21.690.01	Speakers (Speaker Fee, 2 nights housing, travel)	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00
21.690.02	Speakers (Other) Music/Entertainment	\$0.00	\$0.00	\$0.00	\$1,390.11	\$2,500.00
21.706.00	Staff Housing & Travel (Tim)	\$1,450.00	\$0.00	\$0.00	\$645.29	\$1,450.00
21.730.00	Telephone Expense	\$500.00	\$296.63	\$500.00	\$437.74	\$750.00
20.865.00	Depreciation	\$0.00	\$679.00	\$0.00	\$679.00	\$0.00
	Total Disbursements	\$347,112.00	\$8,140.03	\$8,925.00	\$382,143.46	\$400,658.00
	Net Excess of Income over Disbursements	\$1,888.00	\$18,794.72	\$275.00	\$34,936.54	\$2,646.00

Notes to DCON Budget:	
2022 Budget Information	
Number of Budgeted Paid Registrations	1500
Number of Complimentary Registrations	132
<i>(132 Comps include: 92 Old Board, 15 VIP's & 25 Kiwanis Committee)</i>	
Total Registrations	1632
2019 (Ontario) Actuals: 2,126 Paid, 129 Comps, 9 SDEvent Pros Total 2,238	
2018 (Reno) Actuals: 1,904 Paid, 129 Comps, 11 SDEvent Pros Total 2,044	
Important Dates (Registration Opens Monday Jan. 10, 2022)	
On Time Convention Registration (Received By)	2/11/2022
Housing Deadline (Received by)	2/25/2025
Member Recognition (Contests) Deadline (Received By)	2/25/2025
Late Convention Registration Deadline (Received By)	2/25/2025
<i>(No registrations will be accepted after February 25, 2022)</i>	
Meal prices in 2019 (Ontario) \$91.00	Registration was: \$184/224
Meal prices in 2018 (Reno) \$106.42	Registration was: \$174/214
Meal prices in 2017 (Anaheim) \$115.93	Registration was: \$196/236
Meal prices in 2016 (Sacramento) \$134.83	Registration was: \$209/249
Meals	
Saturday Breakfast	\$20.00
Saturday Lunch	\$28.00
Saturday Dinner	\$49.00
Sunday Breakfast	\$26.52
<i>(This reflects a net increase of \$32.52 over 2019)</i>	
Total \$123.52	
Signed Room Block: 1590 rooms: Attrition 80% (1272 rooms)	
2016 Actual Pickup (1479 rooms)	
900 Summit Rooms @ 200.37 + 600 "A Hotel" Rooms @ \$222.97	
Housing for Key Club Old & New Boards	
Rate (including tax) \$222.97 ("A" Rooms)	
Staff Room Rate (including tax) \$116.75	
15 "A" Hotel Rooms x's \$222.97 x's 3 nights =	\$10,034.00
19 (Staff) Rooms x's \$116.75 x's 3 nights =	\$6,655.00
1/50 Comps Applied to (8) Rooms	\$0.00
Total Board Housing Rooms	\$16,689.00
Kiwanis Committee Housing	
Key Club Administrator (Comp Suite)	\$0.00
(25) Committee Members x/s \$75.00 x's 3 nights =	\$5,625.00
Total Committee Housing	\$5,625.00
Comp. Housing for VIP'S to Include:	
	Cost
Kiwanis Governor & Spouse (Comped Luxury Suite)	\$0.00
Kiwanis Governor-Elect & Spouse (Comped Luxury Suite)	\$0.00
Kiwanis Executive Director (Comped Studio Suite)	\$0.00
Kiwanis Foundation President (Staff Room)	\$233.50
Kiwanis Foundation Executive Director (Staff Room)	\$233.50
Circle K DA (Staff Room)	\$233.50
Circle K Governor (Or Representative) (Staff Room)	\$233.50
KIWIN'S Administrator (Staff Room)	\$233.50
KIWIN'S Governor (House with KC Board Members)	\$0.00
Exec's Parents (Comp Reg.; No Comp. Housing)	\$0.00
15 Total VIP's (for VIP meal budget)	
Total VIP Comp. Housing Expense	\$1,167.50

APPENDIX C: DCON CODE OF CONDUCT

The Code of Conduct for District Convention 2022 was presented by Sergeant at Arms Coordinator Raelynn Esguerra



CNH | KEY CLUB

CODE OF CONDUCT | District Convention | 2021

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 Key Club members will stay in their assigned rooms from midnight to 5:00 AM.
- **"Convention Area Curfew"** is the designated time that Key Club members must be out of the convention area.

SPIRIT ATTIRE *Friday (all day)*

- **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 *Sunday (all day)*

- **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 *Saturday (all day except alternate activities)*

- **Shoes:** Casual or dress shoes that cover the heel.
AVOID: athletic shoes, 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, back, and shoulders.

BUSINESS FORMAL ATTIRE *Saturday (all day except alternate activities)*

- **Shoes:** Casual or dress shoes that cover both the heel and toes.
AVOID: athletic shoes, sandals, flip flops, etc.
- **Bottoms:** Worn properly at the waist, ankle length pants in good condition 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 with blazer or suit jacket.
AVOID: tops that show stomach, chest, back, and shoulders.

GOVERNOR'S BALL ATTIRE *Business casual MINIMUM*

- **Shoes:** See Business Casual/Formal. Shoes must be worn throughout **all** of Governor's Ball.
- **Bottoms:** See Business Casual/Formal. Bottoms, including dresses, **cannot** have slits going above the knee.
- **Tops:** See Business Casual/Formal. Tops, including dresses, **cannot** show stomach, chest, back, and shoulders.

ALTERNATE ACTIVITIES OPTION*
*Attendees participating in Alternate Activities may wear **either** Convention Casual Attire or Governor's Ball Attire.*



CNH | KEY CLUB

CODE OF CONDUCT | District Convention | 2021

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

DRESS CODES

- 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.
- Any clothing items deemed to be out of compliance with the defined styles or inappropriate to this event will not be allowed.
- The only exceptions to this dress code are as follows:
 - Religious
 - Injuries/medical impairments
 - And any additional accommodations at the approval of the District Administrator

LODGING

- Attendees **will** stay at one of the CNH approved convention hotels and must sleep in their assigned room.
- "Hospitality Rooms" are not permitted.
- No attendees are 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 District Convention.
- Attendees **will** abide by the curfew established by the District Administrator.
- Attendees **will** respect the lodging facility, conference facility, and property of others. 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.

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 government laws and regulations.
- Attendees **will 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 not** act in any way unbecoming of a Key Club or Kiwanis Family member.
- Attendees **will not** engage in any activity of a sexual nature.
- Attendees **will not** tolerate hazing or any action that creates physical or mental discomfort, embarrassment, harassment or ridicule of others.
- Attendees **will** wear their convention name badge and convention wristband throughout the duration of District Convention.
- Attendees **will** report infractions of this Code of Conduct in order to maintain the purpose and safety of this event.
- Attendees **will** 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 or 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 District Convention, notification of violation of this Code of Conduct by any member(s) 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.



CNH | KEY CLUB

CODE OF CONDUCT | District Convention | 2021

THIS SECTION MUST BE COMPLETED!

Key Club of _____ Division _____
City _____ State _____ Region _____

The undersigned persons have read the foregoing Code of Conduct and agree to abide by it. Further, we agree to release and indemnify the Cal-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