



## Summer Board Meeting

Clarion Inn – Jade Conference Room  
1399 Bench Road  
Pocatello, Idaho 83201  
August 6<sup>th</sup>-7<sup>th</sup> 2011

### MEMBERS IN ATTENDANCE

- Raichelle Aniceto (Governor)
- Jessie Lam (Secretary/Treasurer)
- Weiyi Le (LTG Division 2B)
- Taten Albright (LTG Division 4)
- Megan Thompson (LTG Division 5)
- Jesse Yarbrough (LTG Division 8c)
- Kaylee Anderson (MEP Committee Chair)
- Julie Nguyen (Kiwanis Relations Committee Chair)
- Michael Sims (District Administrator)
- James Rabe (District Administrator Assistant)

### MEMBERS IN SPIRIT (SKYPE)

- Andy Ding (Webmaster)
- Calvin Chhour (Bulletin Editor)
- Rachel Ridge (LTG Division 1)
- Amy Burggraaf (LTG Division 8a)
- Jessica Zhu (LTG Division 8b)

### MEMBERS ABSENT

- Lonny Vandenberg (LTG Division 2a)

### CALL TO ORDER

Utah-Idaho Governor Raichelle Aniceto calls the Summer Board Meeting to order on Saturday afternoon to discuss logistics of the 2011-2012 District Convention as well as to review Fall Training Rally plans and assignments.

## BOARD REVIEW

The board introduces themselves to each other and discusses current updates that are going on in their individual districts.

## COMMITTEE CHAIR REVIEW

Each present Committee Chair member that was physically present reviews and presents their plans for the upcoming year.

### **KAYLEE ANDERSON**

*Major Emphasis/Governor's Project Committee Chair*

### **LIGHTS OUT BENEFIT STOMP**

Kaylee first discusses the annual UNICEF "Lights Out" stomp hosted by all of Division 8(A, B and C). She and Lieutenant Governor of Division 8b, Jessica Zhu, will be planning this event together.

### **BASIC LOGISTICS**

Kaylee announces that the date of the Lights Out stomp to be on Friday, October 28, 2011 from 7-10 pm. She says that the committee and any other Key Club members from Division 8 will set and clean up an hour before and after the stomp.

### **VENUE**

In regard to a venue for the stomp, she discusses the Marriott, Jewish Community Center, Rice Eccles Stadium or possibly the Red Lion hotel where last year's District Convention was hosted.

### **DJ AND MUSIC**

Kaylee and Jessica plan to use the same DJ that played at the last stomp because he was decently priced. Jessica will call and contact the DJ to see if he is available.

### **TICKETS AND PRICING**

Kaylee opens the floor up to debate regarding the pricing of the tickets for the benefit stomp. The members must keep in mind that they cannot equal out because proceeds must go to UNICEF and Project Eliminate, however they do not want to overprice the tickets either so that membership at the event will not be limited.

Rachel Ridge, Lieutenant Governor of Division 1 suggests doing a package deal as to increase membership. She suggests the following package deal on tickets:

- 1 ticket for \$9
- 2 tickets for \$16
- 3 tickets for \$21

This ensures that if people decide to go in groups they can get the tickets at a lower price so that more members may attend the event. Governor Raichelle Aniceto entertains to make a motion to vote. Secretary/Treasurer Jessie Lam moves the motion. Lieutenant Governor Taten Albright seconds the motion. The motion is voted on by the board and passes. The ticket prices of the Lights Out benefit stomp will be as listed above.

### *EVENT PUBLICITY*

Julie Nguyen agrees to take up the responsibility of publicizing the event as she is a member of one of the Division 8 schools. She suggests that posters should be made. The board decides to use the same poster as last year however, change the date and information on it once the information has been confirmed. She also reminds the board that any poster that is to be posted on school walls must be first approved by the administration of t school, a long tedious process.

### *DRESS CODE*

The board decides that even though it is a Halloween dance, costumes should be optional, similar to the policy last year. However, they have decided to add the policy that all costumes should be school appropriate to prevent any issues.

### *DECORATIONS*

In regard to decorations, Kaylee notes that the Marriott, if the stomp is held there, can take care of the dance floor. However she isn't sure if she is able to put up decorations or if it is necessary. Mike Sims, District Administrator, will call the hotel to see if decorations are even allowed and let Kaylee know.

### *PURPOSE*

The purpose of the Lights Out benefit stomp is to raise awareness of the UNICEF Eliminate Project through division 8 high schools. Kaylee plans to raise 1800 dollars combined with Trick or Treat for UNICEF efforts.

### *THREADS OF HOPE*

Kaylee has decided to create an ongoing project in order to fundraise for Project Eliminate as well as for the board. She has ordered Threads of Hope bracelets. She says that these bracelets are very popular amongst Key Club members and nonmembers alike. She has ordered 500 bracelets and says it is possible to send back ones that aren't sold. She suggests that each Lieutenant Governor get a bundle and continuously sell them to their presidents. Contact Kaylee if you need any Threads of Hope bracelets.

### *GOVERNOR'S PROJECT*

Kaylee and Raichelle decide that the Governor's Project will happen during the Utah Fall Training Rally 2011 on October 15, 2011. They have decided that sending school supplies to the Philippines or 3<sup>rd</sup> world countries would help. Kaylee says that there are two non-profit organizations that can help with this: Building Tomorrow as well as Green Eyes in Africa.

She discusses that NPS has cheap boxes of food that can be sent. This could also be a school wide service project through different schools or a possible competition between different high school Key Clubs. In regard to backpacks, Mike Sims suggests that handmade draw string bags would be a good idea. It is also possible to get the material donated.

Raichelle Aniceto entertains a motion to make shoes and supplies for Green Eyes for Africa as the official Governor's Project 2011. Jessie moves the motion, Kaylee seconds the motion and the motion passes with the following logistics:

Companies will donate the fabric to make backpacks; websites will help teach the board members to help teach others on how to make the backpacks. Jesse Yarbrough proposes a donation session between different schools to see who can donate the most materials organized by the Lieutenant Governors. The following items need to be collected for the project and brought to the Fall Training Rally:

- School supplies
- Shoes
- Backpack materials

Possible incentives for the school that brings the most donation materials could be the following:

- Spirit stick
- Ice cream social
- Renting out Classical Skating
- Hollywood Connection
- Raging Waters
- Movie in the Park (Possible Kiwanis event)

## **JULIE NGUYEN**

*Kiwanis Relations Committee Chair*

## **DIRECTORY**

Secretary Jessie Lam and Julie Nguyen will work together to create a Utah-Idaho directory. All Lieutenant Governors should be sending information regarding their club officers to Jessie and Julie. Kiwanis clubs included. Specifically for Kiwanis Clubs the following information regarding the clubs are needed:

- Faculty Advisor contact info (phone number and email)
- Kiwanis Advisor contact info (phone number and email)
- Schools sponsored by Kiwanis club and corresponding division
- Kiwanis meeting location, time, date and how often

## KEY CLUB WEEK

In regard to Key Club Week, Julie Nguyen is in charge of helping out Key Clubbers integrate Kiwanis into their projects and events. A picnic is suggested for the Kiwanis One Day. Julie will help Jessie and Andy during the Key Club Week workshop.

## KIWANIS CARNIVAL

Julie Nguyen plans on holding a Kiwanis and Key Club carnival during the spring time. She requests help from the Fundraising Committee (Jyoti Sharma) to help generate funds for this project. She plans to have things such as bounce houses and assign different Kiwanis clubs to different aspects of the carnival.

Raichelle Aniceto requests tentative dates and prices and a rough plan by Fall Board Meeting.

## FALL TRAINING RALLY DUE DATES

All finalized Fall Training Rally materials are due to Jessie and Raichelle on August 13. For Kaylee, it is now August 16. These include electronic packets for LTGs as well as the Governor's project.

Jessie requests that scripts be sent to her as soon as possible as well as workshop materials and descriptions.

## FUTURE MEETING DATES

Raichelle Aniceto discusses the future board meeting dates for the board to set in stone. She also discusses other major Key Club events. The following dates are voted and set upon. All board meetings are mandatory however a few other events are not mandatory but highly suggested that board members attend if possible.

- Fall Board Meeting (Utah) - September 23-25
- Megan's Idaho Fall Training Rally - October 8
- Utah Fall Training Rally - October 15
- Division 8 Lights Out Benefit Stomp - October 28
- Taten's Idaho Fall Training Rally - November 12
- Winter Board Meeting (Utah) - January 13-15
- Spring Board Meeting (Idaho, DCON Venue) - February 17-19
- District Convention 2011 - March 29-April 1
- International Convention 2012 - July 4-8

## KEY CLUB WORKSHOP ETIQUETTE REVIEW

Raichelle discusses different aspects of giving a good workshop to the Lieutenant Governors for future reference. James Rabe, District Administrator Assistant adds the important points:

- If you have not written your materials or prepared them, write the ending first, then the beginning and end with the middle; start with the end in mind
- You're the expert. Don't read off your power point

Raichelle reminds everybody that all these power points must be in Key Club graphic standards!

## BREAK

Raichelle Aniceto releases the board for the night at 9:10 pm for dinner. The meeting will commence the next day.

## DISTRICT CONVENTION COMMITTEE REVIEW

### **TATEN ALBRIGHT & MEGAN THOMPSON**

*District Convention 2012 Host Committee Chair*

It is up to Taten and Megan to create the Host Committee down in Idaho for the District Convention. They use Raichelle's committee template as a guideline to create the standards. Their specific duties include but are not limited to:

- Finding entertainment for District Convention that corresponds with the theme
- Door decorations that include school name, personal name, etc;
- Host chair(s) must attend the Spring Board Meeting
- Host chair must organize at least 4 meetings with their corresponding committee, preferably 1 per quarter
- Host committee must correspond with theme implementation committee
- Host club must greet and help with basic registration as well as any welcome activities including the meet and greet

Raichelle entertains a motion to make the previously stated directives and purpose the official DCON host committee duty description. Jessie moves the motion. The motion is seconded by Kaylee Anderson. The motion passes.

The official release date of the applications for committees will be on August 20<sup>th</sup>.

## **JULIE NGUYEN & WEIYI LE**

### *Contests and Awards Committee*

Julie Nguyen and Weiyi Le are currently working on editing the grading and rules for the contests and awards that will take place at the District Convention. They must also locate judges for the contests as well as the talent competition and must edit the rubric for those.

In regard to Distinguished Officer awards, Jessie and Raichelle will locate rubrics for those used in the past and give them to Julie and Weiyi. This includes other awards including the Single Service Award as well.

Raichelle requests that the rules be out by the Fall Training rally so that everyone can prepare for the competitions early if they so choose.

In regard to prizes, Julie and Weiyi must correspond with Rachel and Jessica (theme implementation) to see if wands and certificates may be a plausible award.

## **JESSE YARBROUGH & KAYLEE ANDERSON**

### *Activities Coordinator Committee*

#### **SCAVENGER HUNT**

Jesse and Kaylee want to keep a scavenger hunt similar to last year, however create objects that correspond with the theme. They suggest hiding a Golden Snitch worth the most points. They also debate on whether or not doing points based on what you find is plausible. Jessica Zhu suggests that creating clues and hints to finding actual theme implemented items might be fun and more challenging to the members.

#### **QUIDDITCH MATCH**

Jesse and Kaylee also suggest a Quidditch Match where one of the board members could be a golden snitch with beaters being blow up bats. Possible water balloons to be the bludger and a designated person to be the keeper. Every member would also have a broom to use. They suggest this depending on the space they have to work with as well as hotel rules, clearing the ballroom might be a possibility. They suggest a buy-in per team with an entry fee of \$15. They also suggest for the theme implementation committee to sell beans as well as butter beer.

#### **YULE BALL**

In regards to the dance, Jesse and Kaylee and the board agree upon a Yule Ball, with formal attire. Raichelle says that all members may not want to bring a long dress (especially for girls) therefore the long dress formal aspect is optional so that short dresses may be acceptable as well. However, all board members should be dressed according to the Yule ball standards. This includes a black tie affair as well as poofy long dresses.

## MEET AND GREET

For the meet and greet, Jesse suggests passing an imaginary ball of energy, perhaps something with a patronus theme. Kaylee also suggests the “Oonga” game however with Harry Potter spells. Grouping with houses to generate points may be a fun option as well. The board discusses how the split could be done. If this is the case a meet and greet tug-a-war would be fun to include all members and force them to work together.

In regard to separating houses the following suggestions are made:

- Random stickers handed out at entrance
- House typed on nametag
- All 4 in one room should be in the same house, arranged by room

Competition between houses may be fun and also easy to have mini games. Random things throughout the convention could give each house certain points. Leaving notes that force members to correspond with board members such as “Mike has a note” and Mike’s note directing them to something Harry Potter related. Jesse also suggests hiding random Harry Potter trading cards throughout the hotel and finding cards resulting in point accumulation. The House Cup could be a final prize.

## DISTRICT CONVENTION PLANNING

### WORKSHOPS

Raichelle decides on adding a 4<sup>th</sup> workshop from the Fall Training Rally for the District Convention. The first 3 will be the same (see previous minutes for specific workshop assignments). The 4<sup>th</sup> workshop will be as follows:

Graphic Standards – Calvin & Andy  
Communication (Ugli Orange) – Jesse & Kaylee  
Leadership – Raichelle  
Fundraising – Jyoti

### SCHEDULE

The tentative schedule for the District Convention schedule is discussed and listed below:

#### FRIDAY

3:00 - 6:30..... Registration  
5:30 - 6:00..... Sergeant at Arms and Candidate Meeting  
6:00 - 7:00..... Meet and Greet  
7:30 - 9:30..... Opening Session  
9:30 - 11:00..... Caucusing  
11:10 - 11:40..... Nominating Conference (if needed)



## SATURDAY

7:30 - 8:00.....	Breakfast
8:00 - 9:00.....	General Session
9:10 - 9:40.....	First Round of Workshops (general)
9:50 - 10:50.....	Caucusing
11:00 - 12:00.....	Scavenger Hunt
12:00 - 1:00.....	Lunch Session
1:10 - 1:55.....	Second Round of Workshop (training)
2:00 - 2:45.....	Third Round of Workshop (fun)
2:50 - 3:10.....	Fourth Round of Workshops (general)
3:20 - 4:20.....	Service Project
4:30 - 5:30.....	Competitions (Movie during this time)
5:30 - 6:30.....	Quidditch Match
7:00 - 9:30.....	Recognition Session
10:00-11:30.....	Dance (Yule Ball)
12:00.....	Curfew

## SUNDAY

7:30 - 8:30.....	Interdenominational/LDS Service (HOST COM)
8:30 - 10:00.....	House of Delegates
10:00 - 12:00.....	Farewell Session/Brunch
12:00 - 12:45.....	New/Old Board Meeting
1:00.....	Departure

## ATTENDANCE GOAL

Raichelle discusses the drop in attendees from the last 4 years. The 2011 convention had 165 attendees. Each LTG estimated how many they can realistically bring to the District Convention.

- Amy Burgraaf - 25 members
- Jessica Zhu - 45 members
- Division 2A - 7 members
- Rachel Ridge - 10 members
- Taten Albright (4) - 15 members
- Megan Thompson - 20 members
- Weiyi Le - 25 members
- Jesse Yarbrough - 25 members
- Division 6A - 30 members
- Division 6B - 5 members
- Division 9 - 1 members

Conservative estimate: 208 members

Realistic goal: 250 members

Super goal = 300 members, add 10 to each member drive.

## ATTENDANCE DRIVE INITIATIVES

### *POSTERS*

Andy and Calvin must create posters and flyers to promote District Convention by the Fall Board Meeting for all Lieutenant Governors to distribute.

### *INVITATIONS*

Rachel and Jessica are to order Hogwarts invitations and type a formal invitation with District Convention information so that all Lieutenant Governors have the resource. This must be completed by the Fall Board Meeting.

### *SAVE THE DATE*

Raichelle suggests sending out Save the Date cards formatted in Hogwarts invitations, possibly mail to last year's non senior attendees. Jessie suggests, because of postage, just creating some and distributing them to the LTGs to distribute to the Presidents.

### *NEWSLETTERS*

Lieutenant Governors should be constantly discussing the District Convention in their newsletters. Also, when club presidents are getting contact information for their members they should be collecting the following information:

- Name
- Address
- Phone- text y/n
- Email
- Birthday
- Grad year

## UTAH-IDAHO KEY CLUB MEMBERSHIP GROWTH

### CURRENT STATUS

Raichelle discusses the current status of the Utah-Idaho Key Club membership. We have 2278 paid members and 59 paid clubs. Realistically, Raichelle wants to increase the members by 200 people, a 10% increase.

### MEMBERSHIP GROWTH INITIATIVES

Raichelle suggests sending out letters to freshmen and sophomores to formally join Key Club. The letter can include reasons to join such as scholarships, awards, resumes and possible a graduation cord. A statistic card could be included in the letter so that parents could push their child to join. The letter could also include what opportunities Key Club can provide for the student. This would not make the club exclusive, but give it an elite status. They can get quotes from admission advisors from colleges in Utah regarding what Key Club is. The letter can include the following:

- Quotes from admissions advisors
- What Key Club is
- Possible opportunities
  - Leadership positions
  - Awards
  - Service opportunities
  - Scholarships
- Basic club info
  - Club meeting info
  - Card from the club president
  - Opening social invitation (save the date!)
    - Free to bring guests

It is also suggested that setting up a booth at all events is crucial for membership drive. This includes a club rush if high schools have one.

## OPENING SOCIALS

Raichelle suggests that all Lieutenant Governors attend the opening socials of their corresponding schools. Communicating with the president of the school is crucial. If a letter or invitation is used, live up to the standard of the invitation.

At the opening social it is advised to introduce the members to what Key Club is, but not to do a Key Club 101. Keep the meeting simple and list a few benefits, what the individual member can get out of joining Key Club such as a t-shirt and attending District Convention.

Always have food at socials to increase attendance. These can range from gallons of ice cream, root beer floats or pizza. This can also be used as incentives. At opening socials is the best time to get contact info for members, talk about regular meetings and what members want out of the club.

## UTAH-IDAHO KEY CLUB DIRECTORY

### INFORMATION NEEDED

The following information is needed for the Utah-Idaho Key Club directory. All information for officers is required:

- Name
- Birthday
- Address
- Phone number, texting y/n
- Email address

For Kiwanis Advisors and Faculty advisors:

- Name
- Phone, texting y/n

- Email

For Kiwanis:

- Meeting location
- Meeting time
- How often meetings occur

For each school:

- Name of the school
- Address of the school
- Room meetings are held
- When each meeting is held and how often

## DUE DATE

Please send all information for the clubs to Jessie Lam and Julie Nguyen by September 24, Fall Board Meeting so that a Key Club directory can be created and distributed by Fall Training Rally. Get as much information as possible and as accurate as possible.

## DISTRICT BOARD REMINDERS

### ROBERT F. LUCAS AWARD

Raichelle encourages all Lieutenant Governors to go for this award, it is possible! Do not forget to visit your clubs at least once and frequently keep in communication with them.

### MONTHLY NEWSLETTERS

Raichelle reminds all Lieutenant Governors to start working on their monthly newsletters! These are due on the first of every month. Make sure it is received in:

- Jessie's inbox
- Raichelle's inbox
- Mike and James' inbox
- President's inbox

Committee chairs are also required to create quarterly newsletters that correspond with the district newsletters. These due dates are:

- December 1
- February 20

### GRAPHIC STANDARDS

Raichelle requests that Calvin and Andy have a webinar regarding Graphic Standards. Graphic Standards need to be used for all things Key Club!

### MONTHLY REPORT FORMS

All monthly report forms need to be sent to:

- Jessie Lam ([ui.keyclub.sectreas@gmail.com](mailto:ui.keyclub.sectreas@gmail.com))
- Raichelle Aniceto ([ui.keyclub.gov@gmail.com](mailto:ui.keyclub.gov@gmail.com))
- Mike Sims ([msims1197@yahoo.com](mailto:msims1197@yahoo.com))
- James Rabe ([jamesrabe@gmail.com](mailto:jamesrabe@gmail.com))

### *LIEUTENANT GOVERNOR REPORT FORMS*

These forms will be due on the tenth of each month. For example, the August report form is due on September 10<sup>th</sup>. Please be thorough regarding this!

### *CLUB REPORT FORMS*

The club report forms are due on the first of every month. Please inform your clubs and make sure they get sent through to the district as well.

### *COMMITTEE CHAIR REPORT FORMS*

Committee chairs will also have monthly report forms that will be due. They will receive them from Raichelle. They will be due on the same date as the Lieutenant Governor ones, on the 10<sup>th</sup>.

### *DISTRICT WIDE SERVICE PROJECT*

Raichelle reminds each Lieutenant Governor to start planning their district wide service project. This is extremely crucial especially if the LTG is planning on applying for the Robert F. Lucas award. If any help is needed, do not hesitate to ask Raichelle or Jessie.

### *PCM/DCMS*

All LTGs please send all agendas to Jessie as well as Raichelle. Raichelle has also requested a DCM focusing on the Fall Training Rally. Jessie will be checking up to see if she's received a DCM agenda regarding this, so be sure to actually have one and send Jessie the agenda. Do not forget to have Sign-In sheets for each member to sign as well. Keep this in your binder. Raichelle asks each LTG to have at least one PCM and one DCM before the Fall Training Rally.

### *VISIT SHEETS*

Raichelle has decided on creating Kiwanis visit sheets so that any visits to Kiwanis can be tracked. Please locate these from Raichelle and fill them out whenever a Kiwanis visit has occurred on either side.

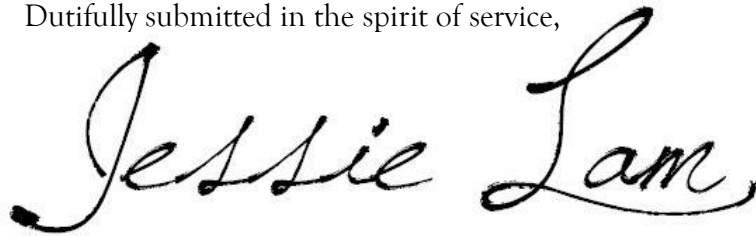
### *MISC*

In regard to emails, it is proper email etiquette to let someone know they have received an email so that the sender is aware that it has been received on the other end. For Jessie and Raichelle, please immediately respond to the email once received so that they are aware you have received it.

## CLOSING REMARKS

The next meeting will take place in Utah on September 23-25 for the Fall Board Meeting. Utah-Idaho Governor 2011-2012 Raichelle Aniceto then adjourns the Official Summer Board Meeting on Sunday, August 7, 2011 at 1pm.

Dutifully submitted in the spirit of service,

A handwritten signature in black ink that reads "Jessie Lam". The signature is written in a cursive, flowing style with a large initial 'J' and 'L'.

Jessie Lam

Utah-Idaho District Secretary-Treasurer 2011-2012

Signed and submitted: August 21, 2011