

## Makeup Summer Board Meeting

Red Eye Coffee Express

7301 South 900 East

Midvale, Utah 84047

July 9, 2011 @ 2pm

### MEMBERS IN ATTENDANCE

- Raichelle Aniceto (Governor)
- Jessie Lam (Secretary/Treasurer)
- Andy Ding (Webmaster)
- Calvin Chhour (Bulletin Editor)
- Rachel Ridge (LTG Division 1)
- Jessica Zhu (LTG Division 8b)

### CALL TO ORDER

Utah-Idaho Governor (2011-2012) Raichelle Aniceto calls the Makeup Summer Board Meeting to order on July 9, 2011 at 2:15pm in the meeting room at the Red Eye Coffee Express shop to discuss and plan the duties of each committee, request international trustees and the fall training rally as well as to assign committees for the District Convention and recap on summer tasks.

### COMMITTEE DUTIES & ASSIGNMENTS

The board establishes that each committee chair is officially part of the Utah-Idaho district board and must attend all forthcoming meetings and major events, including the official summer board meeting in August. The committee chair must also conduct their own meetings within their committee and email all agendas to the secretary-treasurer of Utah-Idaho.

### KIWANIS RELATIONS

The Kiwanis Relations Committee must contact all Kiwanis clubs in Utah-Idaho as well as collect their contact information and create a Utah-Idaho Kiwanis directory. The committee chair will run a workshop at the Fall Training Rally as well as at the District Convention concerning K-Family clubs as well as Key Club and Kiwanis events. The Kiwanis Relations Committee must coordinate with all the Lieutenant Governors and their corresponding Kiwanis clubs. The Kiwanis Relations Committee will also discuss raising Utah-Idaho Key Club International dues for future funds.

## MAJOR EMPHASIS & GOVERNOR PROJECT

The Major Emphasis & Governor Project Committee above all other commitments will also have to plan and organize a Governor Project. Governor Raichelle Aniceto suggests that making care packages for foreign underprivileged countries is a good idea. Calvin (Bulletin Editor) and Rachel (LTG 1) suggest the store MPS for bargain price materials. The committee chair, Kaylee Anderson, needs to speak with Rachel and Calvin concerning this matter.

Jessica Zhu (LTG 8b) brings up the Halloween Lights Out Benefit Stomp for UNICEF. Kaylee Anderson and Jessica Zhu must coordinate and organize details for this subject especially for the FTR presentation.

## FUNDRAISING

Aside from usual duties, the Fundraising Committee must hold at least 3 service projects throughout the year to increase funds for the overall Utah-Idaho district as well as International Convention 2012, the Utah-Idaho District Convention 2012 and the Fall Training Rally 2012. Committee Chair, Jackie Nguyen, also has the authority to appoint one committee member onto her committee if she so chooses.

Webmaster Andy Ding suggests the following proposal:

Proposed: That the Committee Chair of the Fundraising Committee will plan and hold a workshop at the Fall Training Rally as well as the Utah-Idaho District Convention.

Governor Raichelle Aniceto entertains a motion to vote. Webmaster Andy Ding so moves the motion. Bulletin Editor Calvin Chhour seconds the motion. The motion passes and the Committee Chair of Fundraising Committee will be required to organize and hold a workshop at the Fall Training Rally and Utah-Idaho DCON.

## AUGUST OFFICIAL BOARD MEETING

Governor Raichelle Aniceto discusses the logistics of the official Summer Board Meeting that will be held in conjunction with the Kiwanis International District Convention. The Utah-Idaho District Board Key Clubbers have been asked to perform unique talents at the aforementioned Kiwanis DCON. The Kiwanis District Convention as well as the Utah-Idaho Summer Board Meeting will be held in Pocatello, Idaho from August 5-6<sup>th</sup>. Official logistics will be postmarked soon.

## SUGARHOUSE KIWANIS

Governor Raichelle Aniceto brings up a forthcoming service project held by the Sugarhouse Kiwanis that is in need of volunteers. The Sugarhouse Kiwanis will be hosting a pancake breakfast and need volunteers to help cook pancakes as well as bus tables. Raichelle assigns the task of finding and planning volunteers to Lieutenant Governor Jessica Zhu of division 8b. Any individuals interested in participating should contact Jessica Zhu. This event will take place on July 25 from 6am-11am in Sugarhouse.

## INTERNATIONAL TRUSTEE REQUESTS

The present board discusses the international trustees that were elected at the Key Club International Convention 2011 as well as which ones they request. Raichelle Aniceto will be attending the Leadership Conference in Indiana where she will put forth the requests made by the Utah-Idaho District Board for the International Trustee 2011-2012.

## FALL TRAINING RALLY

The board now changes subjects and focuses on planning all logistics of the Fall Training Rally 2011 that will fall on the date of Saturday October 15, 2011.

### LOCATION

Governor Raichelle Aniceto suggests that the Fall Training rally be held in the Red Lion Hotel in downtown Salt Lake where the previous Utah-Idaho District Convention of 2010 was held. Rachel Ridge, Lieutenant Governor of Division 1 also says that it is appropriate to look into the rating of hotels to ensure they have the capability to accommodate the needs of the club. Rachel Ridge will look into the different possible venues and their ratings for the Fall Training Rally as well as the upcoming District Convention.

### ATTENDEE ESTIMATE

The UI District Board discusses the status of their individual clubs to estimate how many possible Key Clubbers will attend the Fall Training Rally. It is decided that on the conservative side an estimate of around 75-85 members will attend the Fall Training Rally.

### SCHEDULING & EVENTS

The scheduling and logistics for the Fall Training Rally was discussed and established as followed:

- Opening Session (30m)
  - Governor's Hello - Raichlle Aniceto (5m)
  - Introduction of Guests/LTGs (+ school roll call)/Committee Chairs - Raichelle Aniceto (5m)
    - Committee Chairs will come to the front with the rest of the board while committee members will stand up to be acknowledged.
  - Icebreaker (15m)
  - Workshop Description and KC Week Introduction - Rachel Ridge (5m)
- 5 Minute Break
- General Workshops (30m)
  - Key Club Week - Jessie, Andy, Julie
  - Major Emphasis Programs - Jesse, Rachel, Kaylee
  - District Convention - Amy, Lonny, Raichelle
  - Fundraising/Leadership - Jackie, Jessica, Wei yi
- 5 Minute Break
- Fun Workshops (30m)

- Icebreakers – Raichelle, Weiyi, Lonny
- Yoga – Jessie, Jessica
- Polynesian Dancing – Rachel, Kaylee, Jyothi
- Photography – Calvin, Andy
- 5 Minute Break
- Closing Session (60m)
  - Magic Show & Lunch (30m)
  - ICON slideshow & presentation – Jessie (5m)
  - March for Babies slideshow & presentation – Dani (5m)
  - District Convention 2010 presentation & discussion – Raichelle (5m)
  - Kiwanis Events – Julie (2.5m)
  - Major Emphasis Program events – Kaylee (2.5)
  - Fundraising events – Jackie (2.5m)
  - Light’s Out announcements and presentation – Kaylee, Jessica (5m)
  - District Convention 2011 – Rachel (3m)
- 5 minute break
- Training Workshops (30m)
  - President and Vice Presidents – Raichelle, Amy
  - Secretary/Treasurers – Jessie, Rachel, Jessica
  - Bulletin Editors and Webmaster – Calvin, Andy
  - Key Club 101 – Lonny, Weiyi
  - Key Club and Kiwanis Advisors – Mike, Julie
- 5 Minute break
- Service Activities (45m)
  - Care packages
  - Writing cards
  - Tying blankets

An exact time and schedule for the Fall Training Rally will be set in the near future with the appropriate times. Secretary-Treasurer Jessie Lam will format the schedule and send it to Webmaster Andy Ding and Bulletin Editor Calvin Chhour to format and fit in the official Fall Training Rally program.

Each board member or past committee chair who is speaking at the Fall Training Rally need to type up what they are going to say at the session. These scripts must be emailed to Jessie Lam by August 5 so that a script book can be created for the Fall Training Rally.

## DRESS CODE

Raichelle Aniceto and the rest of the board agrees to set the official dress code for the Fall Training Rally as business professional for all board members including committee chairs with black and red colors. The rest of the attendees will be dressed in business casual attire, colors to their choosing.

## BUDGET & REGISTRATION COST

Taking in all aspects of the fall training rally into consideration the board decides that not including the venue, the budget for the conference will be as follows: lunch/food - \$50, shirts - \$340, printing - \$50. The board hopes they can get the entertainment magic show to be performed for free, as well as hope

that printing costs can be lowered if the majority of prints are done in black and white. Jessica Zhu also states that her father might be able to get free sub sandwiches or obtain them for a fair price. She will look into them and let the board know on the status of the sandwiches.

After taking into account all costs and budgets of the Fall Training Rally, the board establishes that the registration fee per individual for the Fall Training Rally will be \$12 a person including a Fall Training Rally t-shirt and lunch included.

## FUNDRAISING

For a fundraiser during the Fall Training Rally, Raichelle Aniceto suggests a Threads of Hope table to be present during registration, breaks and any other down time during the rally. This task is assigned to Kaylee Anderson, Chair of Major Emphasis & District Project Committee to contact and order bracelets from the Threads of Hope company, she will need to order 250 bracelets. The proposal for the bracelets will not only be for the Fall Training Rally but for the Light's Out Benefit Stomp as well. The table will be manned by Kaylee and Jackie.

Because of the many materials needed for the Fall Training Rally Service Activities, Jackie and Kaylee in conjunction with the board must talk to other stores to see if any materials may be donated. Utah-Idaho needs materials to create school care-packages for underprivileged children in foreign countries. This would include things such as backpacks and school supplies. For a different service activity, Raichelle suggests tying the edges of blankets to send in as well. The only underlying issue to the suggestion is acquiring materials. Kaylee & Jackie are put in charge of this to see if they can obtain materials from companies for the service project. If they have any other better ideas for service activities or projects then they should let Raichelle and Jessie know so that it can be worked out.

Chair of the March of Dimes Committee, Dani Vondrak will also have a table during the breaks, downtime and registration to sell remaining shirts from the March of Dimes service project.

## SUPPLIES & SET UP

The following supplies are needed for the Fall Training Rally:

- Colored paper for cards
- Scissors & Glue for cards
- Fabric
- School supplies
- 4 projectors
- 3 sound systems
- Stapler
- Light's Out Poster
- Registration tables
- March of Dimes table
- Threads of Hope table
- Magician

At the Fall Training Rally, the following people will be in charge of setting up and managing the task during registration and any other down time:

- Registration Table – Jessie Lam & Mike Sims
- Handing out programs – Amy Burrgraaf
- FTR Shirt Table – Rachel Ridge
- Threads of Hope Table – Jackie Nguyen & Julie Nguyen
- March of Dimes Table – Kaylee Anderson & Dani Vondrak

## THE PROGRAM

The program for the Fall Training Rally will need to have sponsors and ads in, especially to help make income for the Utah-Idaho board. It is now up to the Fundraising Committee Chair and her committee to organize the way the ads will be collected. If she needs any advice or tips she can talk to Jessie Lam or Jessica Zhu. They have past experience with selling ads for programs.

The program will also need to have a general schedule of the Fall Training Rally printed inside. This will be taken care of by Jessie Lam. Workshop descriptions will follow the general schedule in the program. Each board member in charge of a workshop needs to gather with their corresponding members to write the workshop description and email it to Jessie Lam ([ui.keyclub.sectreas@gmail.com](mailto:ui.keyclub.sectreas@gmail.com)). There will also be a board member page where a picture of each member will be printed and their position listed. This also includes the 3 Committee Chairs. A committee initiative page will also be put into the program where all 3 committees will briefly talk about their plans for the future and list and describe any future events. The schedule and workshop descriptions are due to Jessie Lam by August 5.

## PUBLICITY

A Facebook page for Utah-Idaho will be created and linked to a Facebook invitation to the Fall Training Rally. It is also up to Andy Ding and Calvin Chhour to create a poster and/or flyer to distribute amongst the various schools. In the posters they will need to advertise the magic show and the fun workshops as well as to bring appropriate clothes for the workshops. If they would like to advertise to bring their cameras for a photography workshop then they may do so as well.

## DCON COMMITTEES

DCON HOST - Megan Thompson & Taten Albright

The committee is in charge of publicity around the area as well as setting up the venue a few days before. They may appoint one person to be a part of this committee. The person must live in the same state as the venue.

THEME IMPLEMENTATION – Rachel Ridge, Jessica Zhu & Amy Burrgraaf

The committee is in charge of decorations (must correspond with host committee) as well as determining prizes that correspond with the theme. They will need to name rooms accordingly as well as the workshops. The Theme Implementation Committee will work closely to many of the other committees to ensure that they are following the theme.

**CAUCUSING/ELECTIONS COMMITTEE** – Jessie Lam, Raichelle Aniceto & International Trustee  
This committee is in charge of organizing the caucus flow, creating the candidates booklet, counting votes and managing House of Delegates. They are there to ensure a smooth caucusing.

**CONTESTS & AWARDS** – Julie Nguyen, Jackie Nguyen, Weiyi Le  
This committee is in charge of finding prizes (must talk to theme implementation committee) as well as creating the signup sheets for the auditioning of each contest. They will also need to find their own judges and write their own rules and packets. They make go off of rules and packets created last year.

**ACTIVITIES** – Kaylee Anderson, Lonny Vandenberg & Jesse Yarbrough  
This committee is in charge of organizing the Meet & Greet at the beginning of the convention. They are in charge of organizing any activities that will take place during convention. This includes, but is not limited to, miracle walk, miracle minute and service projects.

**GIVEAWAYS** – Jessie Lam, Raichelle Aniceto, Calvin Chhour, Andy Ding  
This committee is in charge of creating and obtaining shirts for the convention as well as registration packets. They will need to create and organize programs for the convention. They also need to design and order pins.

**TRANSPORTATION** – Rachel Ridge (chair) & all other LTGs  
This committee needs to organize a mode of transportation for the Utah participants of the District Convention who need to travel to Idaho.

## SUMMER REMINDERS

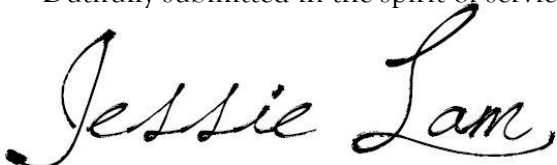
It is reminded to all Lieutenant Governors that a monthly newsletter is required once the school year has officially begun. They will also need to be conducting PCMs and DCMs regularly throughout the year. Whenever they create a newsletter or agenda for each meeting, they should send a copy to Jessie Lam to document and file.

Once the school year starts, all the Lieutenant Governors must email all the contact information for their schools (this includes all the contact information for the officers, faculty advisors and Kiwanis advisors) to Jessie Lam by September 18 so that she can create a district wide directory.

## CLOSING REMARKS

The next meeting will take place in Pocatello, Idaho on August 5-6 for the official summer board meeting. The Makeup Summer Board Meeting is then adjourned by District Bulletin Editor Calvin Chhour on July 9, 2011 at 5:43pm.

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.

Jessie Lam  
Utah-Idaho District Secretary-Treasurer 2011-2012  
Signed and sent: July 13, 2011