

Michigan District of Circle K International
Summer District Board Meeting

Saturday, July 16, 2011
Kiwanis District Office in Mason, MI
3:00pm

- I. Call to Order **3:10pm**

- II. Role Call **3:10pm**
 - A. Governor **Tyler Johnson** (Chairman) - **Present**
 - B. Secretary **Cindy Chau** - **Present**
 - C. Bulletin Editor **Muffy Lavens** - **Present**
 - D. Club Building Chair **Swati Bajpayee** - **Present**
 - E. Kiwanis Family Relations Chair **Alex Novo** - **Absent**
 - F. Service Chair **Saira Khan** - **Present**
 - G. Technology Chair **Jonathan Pevarnek** - **Absent**
 - H. District Convention Chair **Mark Fairbrother** - **Present**
 - I. Ontario International Convention Chair **Megan Pratt** - **Present**
 - J. Adrian College Representative - **Cameron McDaniel Present**
 - K. Albion College Representative - **Absent**
 - L. Baker College Cadillac Representative - **Absent**
 - M. Central Michigan University Representative - **Sarah Naples Present**
 - N. Davenport University Representative - **Absent**
 - O. Eastern Michigan University Representative - **Emily VanWormer Present**
 - P. Ferris State University Representative - **Absent**
 - Q. Grand Valley State University Representative - **Shelby Fazio Present**
 - R. Hillsdale College Representative - **Absent**
 - S. Michigan State University Representative - **Andrew Smith Present**
 - T. Northwood University Representative - **Adam Matzke Present**
 - U. Oakland University Representative - **Rebecca Murphy Present**
 - V. University of Michigan Representative - **Nathan Beaty Present**
 - W. Wayne State University Representative - **Nita Valikodath Present**
 - X. Administrator **Tifanie Dallen** - **Present**
 - Y. Assistant Administrator **Lori Stillwell** - **Absent**
 - Z. East Regional Advisor **David Knapp** - **Present**

Number of voting members present: 12

Number of voting members absent: 2 (Below charter-strength: Albion, Baker, Davenport)

Total present: 18

III. Board meeting overview 3:13pm

- A. Voting - **Chairs not allowed to vote**
- B. Quorum
- C. Parliamentary Procedure

IV. Approval of Agenda 3:16pm

I entertain a motion to approve the agenda - **Tyler Johnson**, District Governor

So moved - **Andrew Smith**, Michigan State University

Second - **Cameron McDaniel**, Adrian College

Motion Passed

V. Activity 3:17pm

We played Name Hot Potato; the point of this game was to give people a chance to learn each other's names.

VI. Updates 3:25pm

A. Club Representatives

Adrian - Refer to Updates sheet

Eastern - Refer to Updates sheet

GVSU - Focus on recruiting new members since most of the club members graduated, helping freshmen move in, Campus Life Night, will have board meeting first week of August

MSU - E-board meeting July, revamping chair system, signed up for 2 recruitment fairs, new website, working on helping plan the MI District Kiwanis Convention (if needed, they can find you place to stay for the convention)

Northwood - Refer to Updates sheet

Oakland - Refer to Updates sheet

UM - Refer to Updates sheet

Wayne Goals - Refer to Updates sheet

Goals: 750 service hours, 50 active members (100 members total), socials once a month, international outreach, October 18 6-9pm RALLY NIGHT - Wayne State Kick-Off Event

B. Committees

Club Building Chair, Swati Bajpayee

Summer Directives - Jan/April 2012 goals - promoting district events, getting in touch with clubs

Feedback Results: people want help with recruitment; more service fundraising, and social activities

Focus – encourage clubs to interact with one another, create database to share ideas and best practices, plan district events that involve multiple clubs, competition with fundraising, create district video

Sneak Peeks: bi-weekly newsletter for PR committees; ideas from Circle K International page; “buddy system” – every person bring a buddy to every meeting

Service Chair, Saira Khan

Goals: provide incentives and resources so 8+clubs complete projects with 3+ CKI service partners by end of the CKI year, de-briefing document, complete CKI Service Video (have everyone take video clips and committee will edit the video), raise money for the

ELIMINATE Project

ELIMINATE Project: have representative from each chapter to be a point of contact, trending topics on Facebook/Twitter, flash mob dance

- Would like to host a big fundraising event in March/April – ideas NEEDED!

- Sponsorships – collaborate with other orgs

- **LINK FOR TAP PROJECT WILL BE EMAILED**

(<http://www.youtube.com/watch?v=TtOQda0aKIc&feature=related>)

K-Family Chair, Muffy Lavens presenting for Alex Novo

Goals: focus on Key Club collaborations

Current Activities – work to get Circle Kers to attend Key Club’s Fall Rally; create survey to get feedback, October Hunger Month

Technology Chair, Tyler Johnson presenting for Jonathan Pevarnek

- Working on online MRFs; club websites; event signups

Onto International Convention Chair, Megan Pratt

- Dealt with registration, hotels, transportation, sub-region and district dinners

- Next year in NEW ORLEANS!

2012 DCON Chair, Mark Fairbrother

- DCON will be held February 17-19 at the Comfort Inn

- Send feedback and ideas to Mark at fairb1me@cmich.edu

C. Executive Board

District Governor Tyler Johnson – Refer to updates sheet

District Secretary Cindy Chau – Refer to updates sheet

District Bulletin Editor Muffy Lavens – Refer to updates sheet

D. Administrators

District Administrator Tifanie Dallen – Refer to updates sheet

East Regional Advisor Dave Knapp

- Moving to electronic system for expense vouchers, organizing back finances

VII. International Convention Recap 4:20pm

- A. General overview
- B. New International Board
 - CKI President: Steven Spriggs
 - CKI VP: Melanie Walter
 - Subregion C Rep: Daniel Tsang
- C. Amendments - satellite clubs, dues for international clubs (lower GDP than US) lowered
- D. Awards
 - 1. University of Michigan: 1st Place Club Achievement, Gold Division
 - 2. Wayne State University: 5th Place GEM, Emerald Division
 - 3. Rachel Webster: Distinguished District Editor
 - 4. University of Michigan: 1st Place Single Service, Gold Division
- E. Large Scale Service Project
 - Cindy explained what LSSP was and how much of an amazing time she had there. Go to LSSP in New Orleans next year!
- F. District spirit
 - Ideas? monkeys and trees, provide incentives, flash mob dance at ICON/DCON, skits at main events at ICON, district chants
- G. Feedback from clubs
 - Biggest concern regarding ICON was money; pointed out that we can fundraise throughout the entire year; one club contact Kiwanis Club for support this year

VIII. Alcohol Policy Discussion 4:32pm

- A. Timeline
- B. Club opinions
 - **Adrian:** bringing it in not good idea; possible exception: DCON dinner?
 - **Central:** don't want it to be part of club; however, some fundraisers are at places that have alcohol
 - **Eastern:** can be present at places like a golf course; don't want to bring it in
 - **GVSU:** not necessary; could separate older and younger members, especially at district events
 - **MSU:** should be allowed after Circle K events (not wait 24 hours after the event)
 - **Northwood:** allowing alcohol not good idea
 - **Oakland:** possible exception: events with Kiwanis club
 - **UM:** asked if possible for individual clubs to have own policy; defer to sponsoring Kiwanis club
 - **Wayne:** not opposed to keeping it as it always was
- C. Kiwanis opinion

- Not for consumption of alcohol at Circle K events

IX. District Event Hosts Decision 4:42pm

A. Candidate speeches

Representatives from each school who applied gave a 2-minute speech, in alphabetical order by school.

B. Vote (12 people vote)

Ballot vote

Adrian College will be hosting Snowpia

Northwood University will be hosting Lovepit

X. Two Things 4:57pm

Everyone to list at least two things they are concerned and/or excited about.

Adrian: recruitment, enthusiasm

Central: DCON, concerned about funding (if enough to pass to next year's member), connections with members

Eastern: concern and drive - keeping members active and having something to do on regular basis, create passionate committees

GVSU: recruitment, getting members to attend K-family events

MSU: young members, financial concerns

Northwood: working with all 4 service partners/ELIMINATE, recruitment

UM: focus on improving Service Day to handle everyone, concerns: developing 4 new committees

Wayne: recruitment - 100 member goal, more members involved in district and Key Club, hosting 1st 24 Hours of Service event

XI. Break 5:05pm

I entertain a motion to go to a ten-minute break - **Tyler Johnson**, District Governor

So moved - **Adam Matzke**, Northwood University

Second - **Andrew Smith**, Michigan State University

Motion Passed

- XII. Discussion 5:15pm
 - A. Goals
 - B. Recruitment

Governor Tyler Johnson made a Powerpoint presentation regarding goals and recruitment. The slides are available upon request.

- XIII. District Vision 5:30pm

- A. Activity

Swati and Andrew volunteered for this activity ☺ They were each given a water bottle and were instructed to drink out of the bottle, not using parts of their arm. The point of the activity was to get people to realize that they can always ask for help.

Nita Valikodath - asked about monthly group chats

- B. Ideas

Representatives and chairs were given five minutes to think about how each of the following could help their clubs. Ideas were then shared.

- 1. District Officers

Answer questions listed on MRFs; personally attend club meetings and make presentations; Helping Hand: feature article written by a President/Rep from different club with tips about anything in each issue

- 2. Committees

Club building success spreadsheet was a good idea; communicate with club committees

- 3. Other clubs

Share knowledge (ex: Northwood wants requirements for members, share ideas?)
MSU has extensive database with old documents and are willing to share!
Generally be responsive with people
Incorporate district goals with club goals

Social Interclubs

- 4. Kiwanis branches

Find out about events ahead of time; highlight Kiwanian as a guest speaker at club meetings; have a more active advisor

- 5. Other districts

See bulletins from other districts; service social with other clubs from different districts; communicate/get feedback from other districts; attend other district events

- C. Recruitment

\$50 allocated for each club for recruitment purposes

- D. Structure change Continue discussion about lieutenant governors? Yes
- XIV. Fall Leadership Training Conference 5:55pm
 - A. Progress update Nickelodeon theme event and have members split into groups to do service, social activities, etc.
 - B. Thoughts from clubs
Thoughts about name change: easier transfer for Key Clubbers who are used to name of “Fall Rally”; more appealing for freshmen; more leeway to change structure of event
For future, think about hosting this event the same time as Key Clubbers?

I entertain the motion to change the name of Fall Leadership Training Conference to Fall Rally – **Tyler Johnson**, District Governor
So Moved – **Cameron McDaniel**, Adrian College
Second – **Nathan Beaty**, University of Michigan
Motion Passed
- XV. Miscellaneous Approval 6:02pm
 - A. University of Michigan bylaw changes
I entertain a motion to approve the University of Michigan’s bylaw changes – **Tyler Johnson**, District Governor
So moved – Adam Matzke, Northwood University
Second – Andrew Smith, Michigan State University
Motion Passed
 - B. District budget
I entertain a motion to approve the district budget – **Tyler Johnson**, District Governor
So moved – **Nathan Beaty**, University of Michigan
Second – **Andrew Smith**, Michigan State University
Motion Passed

Reimbursements: \$10/meeting based on mileage, can submit up to \$15 for this meeting
- XVI. Administrative 6:11pm
 - A. Treasurer vacancy Applications are due July 29
 - B. Monthly report forms MRFs are now online; Cindy will make accounts for club reps
 - C. Governor phone chats These will continue; look for a Doodle
 - D. Incentive plan Tyler is working on an incentive plan for this year
 - E. Award applications These will be updated to be more in line with international awards
 - F. Michigan CKI T-shirts ELIMINATE Fundraiser idea- Key Club and Circle Kers will submit shirt designs, and the MI District Kiwanis House of Delegates will vote on a design. The shirt with the winning design will be mass-produced and sold with proceeds to go to the ELIMINATE Project.
 - G. October Hunger Awareness Month Will collaborate with Key Club

XVII. Upcoming Events 6:18pm

- A. July 19 to 23 – Summer Art Fair Rovers at the University of Michigan
- B. July 22 to 24 – Large Scale Service Project at Minnesota Dakotas District
- C. Sunday, July 24, 8:00am – Golf Outing at Eastern Michigan University \$75 flat rate
- D. August 25 to 28 – Kiwanis District Convention
- E. Friday, August 26, 6:00pm – Lugnuts Baseball Game with Michigan Kiwanis Price: \$15
- F. Saturday, August 27, 1:00pm – Kids Against Hunger at Northwood University

XVIII. Kiwanis Remarks 6:20pm

Dave Knapp, East Regional Advisor – Part of his role is to make sure Kiwanians are a part of Circle K – make sure to approach him or Tifanie if help is needed!

Tifanie Dallen, District Administrator – Can help if you have problems (e.g. need advice to handle conflict)

Question about Kiwanis Directory: New one out in September –ask Tifanie if you have any questions!

XIX. Open Floor 6:24pm

Andrew Smith – Go to MI District Kiwanis DCON!

XX. Adjournment 6:25pm

I entertain a motion to adjourn this meeting – **Tyler Johnson**, District Governor

So moved – **Andrew Smith**, Michigan State University

Second – **Adam Matzke**, Northwood University

Motion Passed

Michigan District of Circle K International Summer District Board Meeting

Updates

Governor Tyler Johnson

Since International Convention, I have been working hard to make sure everyone stays updated and has work to do over the summer. Some items I have been focusing on include:

- Phone chats with interested representatives, committee chairs, and executive board
- Email responses to questions and monthly reports
- July newsletter
- Application materials for vacant District Treasurer Position
- New contacts for clubs at Western Michigan and Washtenaw Community College
- Ideas for summer board meeting and Fall Leadership Training Conference
- Promotion of Leadership Academy and CKI committee applications
- Personal application for CKI Service Committee
- Communication with Daniel, our new representative
- Plans for collaboration with other districts in Subregion C

There's a lot more than that, though, so if you ever have questions about what's going on or how you can help, just let me know!

Secretary Cindy Chau

- Summer Directory
- Also keeping spreadsheets with contact info updated
- Collecting Bylaws
- Working with Jonathan to fix any problems with online MRFs
- MRF input corrections
- District chain email
- Write articles for club and district bulletins
- Start outlining for secretary newsletter - out in August?
- Trying to find people to go to Minn-Dak DLSSP
- Website button designs
- FB Updates

- LSSP Committee Applications
- Respond to chair MRFs
- Going to Meals on Wheels/Sequoia Place projects!

Bulletin Editor Muffy Lavens

This summer I've complete the first issue of The Helping Hand and have started working on the second issue, that will be a special edition focusing on LSSP and ICON. I hoping to have it out a couple days after the Summer Board Meeting. I also created a survey to get feedback on The Helping Hand so that future issues can be more tailored to what people want. Finally, I started contacting bulletin editors to try and get a social of some type going so that all (or at least most) of the editors can meet and know who they'll be working with this year.

Club Building Committee

The club building committee would first and foremost like to welcome Tierra Jones and Shane Joychan, the two new committee members. So far we have been working to get in touch with all of the clubs across Michigan and collect feedback on how the district board can better serve the clubs. We have yet to hear back from all of the clubs. However, this has been an extremely productive and worthwhile task thus far. We have also been trying to come up with new recruitment strategies and new ideas for inter-club points that we can use among the clubs throughout the year. We have also been coming up with new ideas to better communicate between the clubs. We are looking forward to a great year!

Kiwanis Family Relations Committee

All of the members of Kfam have clubs that they're going to contact, but some of the clubs haven't found a Kfam committee chair yet. The members that do have a Kfam chair to contact have contacted them.

We are working on the surveys to have clubs fill out to determine how many interclubs each club has been to, what factors are involved in going to an interclub, and how often interclubs exist between the Circle K and Kiwanis. They surveys will be sent out in fall once the Kfam chairs have been decided, and everyone is back in school.

One of the most important goals we have is to get Circle K involved with Key Club's Fall Rally. Michael Manning has been working really hard to keep us informed about what the status is with Circle K involvement, and at the very least, we would like to have a workshop dedicated to the importance of Circle K and Key Club and community service in general that the Committee would plan together.

Service Committee

The Michigan District Service Committee has been working on establishing a proper foundation for promoting service throughout the upcoming year. We have been working on our Summer Directives which includes generating ideas and goals for the upcoming year; which include having all clubs participate in Service Week 2012, provide updated incentives and resources so that 8+ clubs complete projects with 3+ CKI service partners by April 2012, raise a certain amount of money (as to be decided by District E-board) for the Eliminate project; ideas to promote service reflection, including completing a CKI Service Video by April 2012, potentially hosting a potluck for reflection and generating ideas for the ELIMINATE project. While we are still brainstorming ideas for the upcoming year, we hope to respond to club's needs in what they need from District Service Committee to better promote service within the district. We are always open to ideas, suggestions and hearing about your love for service!

Adrian College

Our school year ended with 22 members, 15 of which we expect to return once classes start back up. One of our main goals this year is to increase membership to 30, a somewhat lofty goal considering the campus size and involvement. However, we want to branch out to new members of the Adrian College community, and if we succeed, 30 members is not an unreasonable number. If we can form a more cohesive strategy, we would appreciate any support that the District or other clubs could give us to raise awareness about Circle K on campus. We do have other plans in mind, such as large scale chalking, putting up banners in our student center, and arranging 2 info nights to try to appeal to as many people as possible.

We are also planning our March of Dimes formal. This event will be held on November 11, 2011 starting at 7PM to promote awareness for MOD and raise money for the cause as well. There will be hors d'oeuvres served, a DJ, a silent auction, and if possible, a representative from the March of Dimes. Everyone is welcome to come. Along with the District, campus faculty and Adrian Community members (including our sponsoring Kiwanis) will be invited. We hope everyone can make it!

Central Michigan University

During our E-board retreat in May, we planned the year out tentatively, including a spaghetti dinner in the fall, a cookies in a jar sale for Christmas, discussed ways we could become more involved in district events, and selected a D-CON chair. We also have decided that we are going to create a group system where each e-board member is assigned to a select number of members and will be sure to check in and guide the members throughout their Circle K experience. Our hope is that we will be able to make members feel more welcome and increase retention.

Eastern Michigan University

EMU CK loses about 75% of it's members due to summer break, but luckily, the majority of our most-dedicated group remain in the Ypsi-Ann Arbor area. In the past few months, we have spent our summer doing small-scale service projects with community organizations such as Wild Swan Theatre, Ann Arbor YMCA, Great Lakes Rabbit Sanctuary, and Give 365. We also donated 24 boxes of books to Better World Books, participated in the March for Babies, and lead a site for the Ypsi P.R.I.D.E. (clean up) Day. We had one pot-luck social on June 23rd, and plan to have a social at a waterpark on July 28th, and go to a Tigers game on August 16th. Our fundraising goals will hopefully be met after this month when we hold our first-ever community wide golf outing at Eagle Crest in Ypsilanti on the 24th, planned by our fundraising chair, Adam Janez. With the money we raise, we plan to defer annual dues and activity costs, and start ordering tee shirts for the fall. Our new Kiwanis advisor has been extremely helpful and responsive to our ideas, and has become a great asset in our E-Board team. We have met each MRF goal since the start of my presidency, and look forward to our retreat on August 14th to finalize budgeting and our year-long goal.

Northwood University

- Preparing for the possibility of hosting Lovepit – service partners, locations, food, theme, social, etc.
- Planning Kids Against Hunger event which is set for Saturday August 27th from 1PM – 4PM on Northwood's campus in the Hach Center. All are welcome!
- 4 members attended ICON
- Promoting CKI during freshman orientations
- Only have a handful of members in Midland for the summer – little volunteering here and there. Worked at Dow Run/Walk and will be helping out with the National Junior Disability Championships (July 16th – 23rd) at SVSU!
- Mud Volleyball Tournament is tentatively scheduled for September 24th starting at 11AM or noon.

Oakland University

Oakland University Circle K is working on volunteer projects with Shelby Parks and Rec, Michigan Animal Rescue League, trying to get a Habitat for Humanity day for this/next month. We recently had a Stoney Creek interclub. We had three members go to ICON and LSSP (and they had a great time). Each of our board members is picking a service partner to make sure they know everything about that service partner so we can do huge projects involving that service partner. We are currently collecting pop can tabs to donate to the Ronald McDonald house as one of our little projects over the summer.

University of Michigan

We're still active in the summer, and have a variety of weekly projects available up on our calendar. Personally, I've been working on recruiting new volunteers, helping find new types of service, and working with other student organizations on events for this upcoming year. As a club, we're currently adjusting to a new committee structure-we now have 13 standing committees (five service [Hunger & Housing, Health, Elderly, Children, Environment], four external [PR, Kiwanis Family Relations, Fundraising, Int'l Relations], and four internal [Membership Development, Technology, Historian, LEAD]. We're hoping this will lead to a greater variety of projects, an increase in number of projects, as well as more meaningful service. In the meantime, the Leadership Team is planning our fall mass meetings, and we're about to get the ball rolling with Circle K Service Day (November 12-13,2011), so mark your calendars!

Wayne State University

Wayne State Circle K has chosen the following goals for the year:

- Work to promote CKI within WSU
- Recruitment during Festifall
- Rally Night-tentatively thinking end of October (will be decided by August)
- International outreach
- Member requirement to attend one district event
- Summer Fundraiser-District is invited
- Hold WSU CKI's first 24 hours of service

District Administrator Tifanie Dalen

- Finalizing the DCON hotel contract
- Meeting regularly with the e-board
- Attended the June 4th Kiwanis District Board meeting - presented Bylaw and Policy Code changes for board approval and introduced Tyler to the Kiwanis board
- Attended the Kiwanis Chair training on June 11th
- Met with Tyler and Aditya to prepare the tentative district budget for 2011-2012
- Attended ICON
- Prepared for the Summer board meeting