
CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

April 28, 2019
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

April 2019 District Board Meeting Packet

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2019-2020 District Board of Officers
April District Board Meeting
Sunday, April 28, 2019 at 1:30 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Agenda

- I. Call to Order** – Wayne Cheng, District Governor
- II. Flag Salute** – Olivia Chang, Fall Training Conference Chair
- III. Opening Thoughts** – Ryan Tan, Foothill Lieutenant Governor
- IV. Introduction of Guests** – Jennifer Sandoval, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - A. Friday, March 22, 2019 – District Board Meeting
 - B. Saturday, March 23, 2019 – House of Delegates
 - C. Sunday, March 24, 2019 – Transitional Board Meeting
- VII. Approval of Items**
 - A. Approval of Chair Appointments
 - B. Adoption of 2019-2020 District Board Goals
 - C. Approval of District General Fund Budget
 - D. Crazy Kompetition for Infants South Location
 - E. Continuation of the Five-Year Plan
 - F. California-Nevada-Hawai'i Presidents' Retreat 2019 – Angela Lagrada, Presidents' Retreat Chair
 - G. Circle K International Convention – Steve Lopez, Onto International Convention Chair
 - H. 2019-2020 Governor's Project – Wayne Cheng, District Governor
- VIII. Consideration for Endorsement of Candidates for International Office**
- IX. Board Reports**
 - A. Chair Reports
 - 1. Club Building & Revitalization Chair – Joshua Nepomuceno
 - 2. Communications & Marketing Chair – Erica Wei
 - 3. District Convention Chair – Nora Lovell
 - 4. Fall Training Conference Chair – Olivia Chang

5. Kiwanis Family and Foundation Chair – Roselyn Duong
 6. Member Recognition Chair – Bruce Casenaz
 7. Membership Development & Education Chair – Braden Lem
 8. Service Chair – Anna Se
 9. Technology Chair – Chris Lam
- B. Lieutenant Governor Reports
1. Capital – Joey Pontillas
 2. Central Coast – Ashley Kil
 3. Citrus – Katherine Hoang
 4. Desert Oasis – Andy Nguyen
 5. Foothill – Ryan Tan
 6. Golden Gate – Darian Sein-Lwin
 7. Metro – Eduardo Castillo
 8. Paradise – Aaron Zepeda
 9. Sunset – Jonash Poyaoan
- C. Treasurer – Kevin Ru
- D. Secretary – Jennifer Sandoval
- E. Subregion B International Trustee – Max Rico
- F. Director, Service Leadership Programs – Bruce Hennings
- G. District Administrator – Armando Velazquez
- H. District Governor – Wayne Cheng

X. Upcoming Events

- A. Spring Training Conference North in Davis, CA – Saturday, May 4th, 2019
- B. Spring Training Conference North in Fullerton, CA – Sunday, May 5th, 2019
- C. Circle K International Convention in Orlando, Florida – June 26-29, 2019

XI. Announcements

XII. Closing Thoughts – Joshua Nepomuceno, Club Building and Revitalization Chair

XIII. Adjournment – Wayne Cheng, District Governor

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

April 2019 Board Meeting Packet

Minutes for Approval

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2018-2019 District Board of Officers
March District Board Meeting
Friday, March 22, 2018 at 9:00 AM
Riverside Convention Center, Riverside, CA

Attendance

Manuel Santiago, District Governor
Wayne Cheng, District Secretary
Shaira Ramirez-Santos, District
Treasurer
Joshua Ranario, Capital Lieutenant
Governor
Nicolas Wright, Central Coast
Lieutenant Governor
Mark Fernandez, Desert Oasis
Lieutenant Governor
Richard Tzul, Foothill Lieutenant
Governor
Alan Kwok, Golden Gate Lieutenant
Governor
Angela Lagrada, Magic Kingdom
Lieutenant Governor

Joshua Nepomuceno, Metro
Lieutenant Governor
Jennifer Tai, Sunset Lieutenant
Governor
Jennifer Hoang, District Convention
Chair
Cecilia Nguyen, Fall Training
Conference Chair
Calvin Chau, Kiwanis Family and
Foundation Chair
Tommy Thach, Membership
Development and Education Chair
Jonathan Chu, Technology Chair
Armando Velazquez, District
Administrator

Guests:

Max Rico, Subregion-B International
Trustee
Paradise Division Regional Advisor,
Patricia Ryder

Kiwanis District Executive Director &
District Secretary, Mark McDonald
Kiwanis District Governor-Elect,
Timothy Cunning

Executive Summary

The March 22, 2019 District Board Meeting was called to order at 9:00 AM by District Governor Manuel Santiago.

The CNH Circle K Emblem Updates were approved.

The 2018-2019 District Board Resolutions were amended and approved.

The District Board Members gave their reports.

Minutes

- I. **Call to Order** – Manuel Santiago, District Governor
- II. **Flag Salute** – Ryan Hoang, Communications & Marketing Chair
- III. **Opening Thoughts** – Nicolas Wright, Central Coast Lieutenant Governor
- IV. **Introduction of Guests** – Wayne Cheng, District Secretary
- V. **Approval of Agenda**
District Governor Manuel Santiago entertained the motion to approve the agenda.

Moved by Desert Oasis Lieutenant Governor Mark Fernandez, and seconded by Central Coast Lieutenant Governor Nicolas Wright.

Motion passed.

10 Ayes (unanimous), 0 opposed, 0 abstentions.

VI. **Approval of Minutes**

- A. Sunday, January 27, 2019 – District Board Meeting
M. Santiago entertained the motion to approve the minutes from the Sunday, January 27, 2019 District Board Meeting.

Moved by N. Wright, and seconded by Metro Lieutenant Governor Joshua Nepomuceno.

Motion passed.

10 Ayes (unanimous), 0 opposed, 0 abstentions.

VII. **Approval Items**

- A. CNH Circle K Emblem Updates – Ryan Hoang, Communications & Marketing Chair
 - 1. Communications & Marketing Chair Ryan Hoang explains that to be in agreeance with the International brand guide, he wanted to drop divisional emblems from the California-Nevada-Hawai'i style guide to allow divisions to have their own endorsed seal, as shown in Item 2. He decided to move into icons, which would be much easier to implement through the style guide. Item 1 is an update to the CNH Circle K Emblem, which is mostly noise removal that makes the emblem much cleaner.

M. Santiago entertained the motion to approve Item 1, the update of the CNH Circle K Emblem.

Moved by District Treasurer Shaira Ramirez-Santos, and seconded by Magic Kingdom Lieutenant Governor Angela Lagrada.

Motion passed.

10 Ayes (unanimous), 0 opposed, 0 abstentions.

M. Santiago entertained the motion to approve Item 2, the update of the Individual Divisional Logos.

Moved by N. Wright, and seconded by A. Lagrada.

District Administrator Armando Velazquez asks R. Hoang about the differences from the logos in the original proposal in January to the ones being proposed now. R. Hoang said that he received a lot of feedback from the original proposal in January, and thought that these would be longer lasting.

Motion passed.

7 Ayes (N. Wright, M. Fernandez, R. Tzul, A. Lagrada, J. Tai, S. Ramirez-Santos, W. Cheng), 1 opposed (J. Ranario), 2 abstentions (A. Kwok, J. Nepomuceno).

B. 2018-2019 District Board Resolutions – Wayne Cheng, District Secretary

1. District Secretary Wayne Cheng read an amended version of the the 2018-2019 District Board Resolutions.

M. Santiago entertained a motion to amend the Resolution as stated.

Moved by W. Cheng, and seconded by N. Wright.

A. Lagrada said that Resolution #5 is very rough and wasn't completely thought out, and that we should not include it.

A. Velazquez reminds the board that the Resolutions are not binding, so they do not need to be rewritten or amended.

M. Santiago entertained the motion to remove Resolution #5 from the 2018-2019 District Board Resolutions

Moved by A. Lagrada, seconded by Golden Gate Lieutenant Governor A. Kwok.

Motion passed.

10 Ayes (unanimous), 0 opposed, 0 abstentions.

M. Santiago entertained a motion to amend the Resolutions as stated.

Moved by W. Cheng, and seconded by N. Wright.

Motion passed.

10 Ayes (unanimous), 0 opposed, 0 abstentions.

M. Santiago entertained a motion to approve the amended 2018-2019 District Board Resolutions.

Moved by W. Cheng, and seconded by N. Wright.

Motion passed.

10 Ayes (unanimous), 0 opposed, 0 abstentions.

VIII. Board Reports

A. Chair Reports

1. Communications & Marketing Chair – Ryan Hoang
 1. R. Hoang said that since January District Board Meeting, the Communications & Marketing Committee has been updating and maintaining social media presence.
2. District Convention Chair – Jennifer Hoang
 1. J. Hoang thanked everyone for attending District Convention, and is preparing with her committee for this weekend. She asks District Board to all cooperate so that we can be prepared for the weekend.
3. Fall Training Conference Chair – Cecilia Nguyen
 1. C. Nguyen said that since the January District Board meeting, the Spring Training Conference North committee has been finalizing the event website, and other details.
4. Kiwanis Family and Foundation Chair – Calvin Chau
 1. C. Chau has been working with the monthly Kiwanis Family Report Form and advertising the CNH Kiwanis Foundation Scholarship, which will be given to recipients on Saturday night of District Convention. The committee has also been tabling at Kiwanis Mid-Year North and South. The Spring Training Conference South committee has also been working on the event website and other details.
5. Member Recognition Chair – Katelyn Duch
6. Membership Development & Education Chair – Tommy Thach
 1. T. Thach said that since the January District Board meeting, he's working to get everyone finished with the District Pen Pal system, and is collaborating with the Communications & Marketing committee to host spotlight interviews with alumni. They also had a couple of webinars during February.
7. Service Chair – Hever Miranda
8. Technology Chair – Jonathan Chu
 1. J. Chu stated that the Technology committee has been maintaining the District Website and is in the process of creating the Spring Training Conference websites. The Monthly Report Form portal has been delayed to the next term because there's still a lot of testing that the committee need to do. The District Convention mobile app is available on the Google Play store.

B. Lieutenant Governor Reports

1. Capital – Joshua Ranario
 1. J. Ranario said that since January District Board meeting, Capital hosted their Spring Capital Large Scale Service Project, with the Capital End of the Year Banquet later this month with the new Capital Lieutenant Governor-Elect. American River College will be

suggested to charter next term. He states that it's been an amazing term and he's proud to have served this year.

2. Central Coast – Nicolas Wright
 1. N. Wright says that Central Coasts' next Divisional Council Meeting will be held on March 30th. He's proud to announce that the Circle K club at CSU Channel Islands was officially chartered, and that his banquet will be hosted at UC Santa Barbara.
3. Desert Oasis – Mark Fernandez
 1. M. Fernandez welcomes everyone to Desert Oasis. The College of Southern Nevada and CSU San Bernadino should be reactivating next month, and he is completing the last set of Weekend of Awesomeness Weekend's. The Key Club Sergeant-At-Arms Chair should update him this upcoming week. He thanks everybody for attending UC Riverside's Kids Rock Concert, and invites everybody to the Desert Oasis Banquet in late May.
4. Foothill – Richard Tzul
 1. R. Tzul said that Foothill volunteered at the Los Angeles Food Bank, which provided fresh produce and meals to the less fortunate. His primary focus has been Phoenix Café Night, which raised over \$400 for the Kiwanis Family House. He hosted his final Divisional Council Meeting on the same night. East Los Angeles College has been rechartered. He thanks everybody for a great term on District Board.
5. Golden Gate – Alan Kwok
 1. A. Kwok hosted a joint Divisional Service Project and Divisional Council Meeting with Division 2 Kiwanis, Division 2 North & South Key Club, and Berkeley Kiwanis. Members' Retreat was brought back this year, and they had a lot of bonding/nature activities. The March Divisional Service Project was a 12 hour service marathon with over 30 attendees and 4 different projects throughout the day. They volunteered at the Out of the Darkness walk, community garden, and did tabletop service projects. The Golden Gate End of the Year banquet will be held in April, tentatively on April 19-21.
6. Magic Kingdom – Angela Lagrada
 1. A. Lagrada says that Magic Kingdom had their February Divisional Council Meeting and final Magic Kingdom Café Night. Their Kiwanis Family Unity Day had a really great turnout. Moving forward, the Magic Kingdom name will be changed which will take effect on April 1st. She is planning to host Citrus Trainer for new officers. "Magic Kingdom Forever: The Last Banquet" will be at Chapman University.
7. Metro – Joshua Nepomuceno
 1. J. Nepomuceno says that Metro's Divisional Service Project was Operation Gratitude. He is set to have a Metro Trainer on April 6th at University of Southern California for incoming officers. Since KIWIN'S District Convention Sergeant-At-Arms is on April 5th – 6th, he asks Lieutenant Governors to please advertise because they need

volunteers.

8. Sunset – Jennifer Tai
 1. J. Tai says that since the January District Board Meeting, UC Santa Cruz hosted a successful Key to College, and Sunset hosted their March Divisional Service Project and Divisional Council Meeting. They finished elections for all of the clubs. Their End of the Year Banquet is set for May. She thanks everybody for a great year.
- C. Treasurer – Shaira Ramirez-Santos
 1. S. Ramirez-Santos say that since the January District Board meeting, her committee has been hosting Kiwanis Family House Week which had a great turnout through social media. The Finance and Fundraising committee will be having two fundraisers at District Convention and the funds will be divided and donated evenly across all of the District Fundraising Initiatives. One fundraiser is to sell ribbon leis on-site, and the other is a divisional fundraiser to pie District Board officers at Spring Training Conferences North and South.
 1. A. Velazquez asks if the Spring Training Conference North and South venues approve of the pieing. S. Ramirez-Santos says that she has not asked yet.
- D. Secretary – Wayne Cheng
 1. W. Cheng reiterates that the online Monthly Report Form portal needs to be delayed since the product is unstable and still has a lot of bugs that need to be smoothed out. However, it should be released in 2020. He helped the CNH Secretaries with their Distinguished awards and their final Monthly Report Form submission in March. He thanks all of board for an amazing term.
 1. A. Velazquez asks W. Cheng to clarify on the release period of the online portal. W. Cheng says that it will hopefully be released in Spring 2020 for the 2020-2021 Secretaries.
- E. Subregion B International Trustee – Max Rico
 1. M. Rico says that he and the International Board are preparing Governor Administrator Training Conference for the new Governors. A. Velazquez and the Governor-Elect will be receiving more information about that. The Circle K International Convention is in late June in Orlando Florida. March Water Madness is happening now.
- F. Director, Service Leadership Programs – Bruce Hennings
 1. B. Hennings thanks all of the guests for attending, especially the three Kiwanis guests who arrived very early. He is proud of J. Hoang for working so hard for District Convention.
- G. District Administrator – Armando Velazquez
 1. A. Velazquez thanks the guests again for attending so early, and hope that it's the only hiccup of the weekend. District Convention program ads were sent in on time, which was much better than in Fall. He asks everybody to please do their best to help M. Santiago and J. Hoang to make sure that this weekend runs smoothly. He reminds everyone that we have a Transitional Board Meeting and District Officer Training on Sunday. He asks everyone to be supportive to their successors in the coming months. Our attendance numbers for District Convention were

really strong, but the average number of members per club has gone down. He echoes Circle K International Convention and hopes that many people can attend, as it's a joint event with the Kiwanis Convention. He says that Kiwanians can register for both events for just an additional \$50. He says that it's been a pleasure to work with everyone for this term.

H. District Governor – Manuel Santiago

1. M. Santiago spoke at Kiwanis Service Leadership Programs workshops at Kiwanis Mid Year South, mostly about the state of CNH Circle K. He has been working with Elections Chair Ethan Chen and A. Velazquez to make sure that elections will run smoothly this weekend. He hopes that everyone is prepared for this weekend. He states that International Awards have been released, and that they are due on April 19th at 9:00 AM Pacific Standard Time.

IX. Past Events

X. Upcoming Events

- A. Spring Training Conference North 2019 in Davis, CA – May 4, 2019
- B. Spring Training Conference South 2019 in Fullerton, CA – May 5, 2019

XI. C. Chau and C. Nguyen states the Spring Training Conferences North and South dates and locations, and expects the 2018-2019 District Board to attend. Workshop applications will be due on March 26, and early registration will be due on April 19th. She asks board members to promote Spring Training Conference as much as possible.

XII. Announcements

- A. CNH Kiwanis Governor-Elect Timothy Cuning stated that he was happy to attend District Convention. He and all of the Kiwanians appreciate all the work that is done by the District Board.

XIII. Closing Thoughts – Jonathan Chu, Technology Chair

XIV. Adjournment – Manuel Santiago, District Governor – 10:37 AM

Respectfully Submitted:

Jennifer Sandoval, 2019-2020 District Secretary Date

Wayne Cheng, 2019-2020 District Governor Date

Armando Velazquez, 2019-2020 District Administrator Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

65th District Convention
House of Delegates
Saturday, March 23, 2019
Riverside Convention Center, Riverside, CA

Executive Summary

The House of Delegates was called to order at 2:32 PM by District Governor Manuel Santiago.

The House of Delegates Standing Rules, Agenda, and Report of Credentials Committee on Certification of Delegates were all unanimously approved.

Wayne Cheng, San Francisco State University, was elected as the 2019-2020 District Governor.

M. Santiago gave his 2018-2019 End of the Year Report.

Jennifer Sandoval, Sacramento State University, was elected as the 2019-2020 District Secretary

District Secretary Wayne Cheng gave his 2018-2019 End of the Year Report.

There was no valid election for the position of District Treasurer.
An appointment will be made by the District Governor-Elect.

District Treasurer Shaira Ramirez-Santos gave her 2018-2019 End of the Year Report.

Joey Pontillas, University of Nevada, Reno, was elected as the 2019-2020 Capital Lieutenant Governor

Ashley Kil, Moorpark College, was elected as the 2019-2020 Central Coast Lieutenant Governor

Katherine Hoang, Orange Coast College, was elected as the 2019-2020 Citrus Lieutenant Governor

Andy Nguyen, University of California, Riverside, was elected as the 2019-2020 Desert Oasis Lieutenant Governor

There was no valid election for the position of Foothill Lieutenant Governor.

An appointment will be made by the District Governor-Elect.

There was no valid election for the position of Golden Gate Lieutenant Governor.
An appointment will be made by the District Governor-Elect.

Eduardo Castillo, University of California, Los Angeles, was elected as the 2019-2020 Metro Lieutenant Governor.

Aaron Zepeda, University of California, San Diego, was elected as the 2019-2020 Paradise Lieutenant Governor.

Jonash Poyaoan, University of California, Santa Cruz, was elected as the 2019-2020 Sunset Lieutenant Governor.

The District Membership Dues Proposal was approved by the House of Delegates with a supermajority vote.

The House of Delegates approved the Resolutions.

The House of Delegates was adjourned by M. Santiago at 5:21 PM.

Minutes

- I. **Call to Order** – Manuel Santiago, District Governor – 2:32 PM
- II. **Flag Salute** – Alan Kwok, Golden Gate Lieutenant Governor
- III. **Opening Thoughts** – Hever Miranda, Service Chair
- IV. **Review of Parliamentary Procedure** – Camille A. Goulet, Parliamentarian
- V. **Adoption of Standing Rules of the House of Delegates**

Moved by Mark Fernandez, UC Riverside, and seconded by Nicolas Wright, Cal Poly San Luis Obispo.

Motion unanimously approved.

VI. **Approval of the Agenda**

Moved by N. Wright, and seconded by M. Fernandez.

Motion unanimously approved.

VII. **Report of Credentials Committee on Certification of Delegates**

Elections Chair Ethan Chen reported that there were a total of 103 delegates representing 46 clubs. There were 46 clubs with 2 delegates, 0 clubs with 1 delegates, and 11 delegates at large. Majority vote was 52 votes, super majority with 2/3 of the house was 69, and unanimous vote was 103.

Moved by N. Wright, and seconded by Joshua Ranario, University of the Pacific.

VIII. **Governor Election**

Robert Irao, University of the Pacific, nominated Joshua Ranario, University of the Pacific, for the position of District Governor.

Jessica Olivas, UC Merced, nominated Monica Willemz, San Jose State University, for the position of District Governor

Anne Le, Orange Coast College, nominated Wayne Cheng, San Francisco State University, for the position of District Governor.

Elections proceeded through ballot voting.

Wayne Cheng, San Francisco State University, was elected the 2019-2020 District Governor.

IX. Governor's End-of-the-Year Report

District Governor M. Santiago thanked everyone in the gallery for attending House of Delegates. He also would like to thank everyone who supported him throughout the year, including advisors, friends, and Circle K in general. He talked about how this year shaped him into the leader that he became. He learned a lot from the situations that came up this term, and hopes that everyone else can learn from them too. He believes that CNH will flourish in the future.

X. Secretary Election

Alex Trinh, Cypress College, nominated David Su, Cypress College, for the position of District Secretary.

Casey Kieng, Sacramento State University, nominated Jennifer Sandoval, Sacramento State University, for the position of District Secretary.

Josephine Chau, CSU Fullerton, nominated Dylan Huynh, Orange Coast College for the position of District Secretary.

Ivan Moreno, Golden West College, moved to suspend the house rules to allow Dylan Huynh to caucus. Seconded by Scott Le, UN Reno.

Supermajority reached.

Motion passed.

Elections proceeded through ballot voting.

Jennifer Sandoval, Sacramento State University, was elected the 2019-2020 District Secretary.

XI. Secretary's End-of-the-Year Report

District Secretary W. Cheng reviewed the past term, talking about how it was a pleasure to serve the CNH Secretaries and the Laws and Regulations Committee. One of his biggest goals was to create a sense of community so that Secretaries could talk to and assist their counterparts throughout the year. Additionally, the Laws and Regulations committee made leaps and bounds this year due to the abundance of new resources that they were able to create.

Lastly, he reported the totals of the District, which were 83,600 service hours, 98,281 leadership hours, and 92,438 fellowship hours.

XII. Treasurer Election

Miyu Noguchi, Orange Coast College, nominated YeonSoo Kim, Orange Coast College, for the position of District Treasurer.

Anne Le, Orange Coast College, nominated Adolfo Alan Garduno, Orange Coast College, for the position of District Treasurer.

Jessica Olivas, UC Merced, moved to suspend house rules to allow YeonSoo Kim to caucus. Seconded by Zachary Schneider, CSU Fresno.

Majority reached.

Motion passed.

Scott Le, UN Reno, moved to have a 5 minute recess among all of the delegates. Seconded by Ryan Tan, Pasadena City College.

Majority reached.

Motion passed.

Elections proceeded through ballot voting.

There was no valid election. The District Treasurer position will be appointed by the District Governor-elect.

XIII. Treasurer's End-of-the-Year Report

District Treasurer Shaira Ramirez-Santos began by stating that being a Treasurer is not an easy job. She thanks all of her Treasurers and Fundraising Chairs for their hard work through the term. She also thanked the Finance and Fundraising committee for supporting her throughout the term, and helping her succeed.

Lastly, she reported the fundraising totals for the District, which were \$15,989 for the Pediatric Trauma Program, \$25,944 for Feeding America, \$24,402 for the Kiwanis Family House, and \$23,908 for alternative charities.

XIV. Capital Division Lieutenant Governor Election

David Nguyen, Sacramento City College, nominated Nicayo Ramos, Sacramento City College, for the position of Capital Lieutenant Governor.

Eric Munoz, UN Reno, nominated Joey Pontillas, UN Reno, for the position of Capital Lieutenant Governor.

Casey Kieng, Sacramento State University, nominated Brandon Capulong, Sacramento State University, for the position of Capital

Lieutenant Governor.

Athena Pang, UC Davis, nominated Joshua Ranario, University of the Pacific, for the position of Capital Lieutenant Governor.

Scott Le, UN Reno, moved to have a five minute recess for Capital delegates to confer before casting their ballots. Seconded by Athena Pang, UC Davis.

Majority reached.

Motion passed.

Elections proceeded through ballot voting.

Joey Pontillas, UN Reno, was elected the 2019-2020 Capital Lieutenant Governor.

XV. Central Coast Division Lieutenant Governor Election

Areeb Rizbi, Moorpark College, nominated Ashley Kil, Moorpark College, for the position of Central Coast Lieutenant Governor.

Areeb Rizbi, Moorpark College, moved for the candidate to be elected by unanimous acclamation. Seconded by Weston Montgomery, Cal Poly San Luis Obispo.

Majority reached.

Motion passed.

Elections proceeded through a vote of unanimous acclamation.

Ashley Kil, Moorpark College, was elected as the 2019-2020 Central Coast Lieutenant Governor.

XVI. Desert Oasis Division Lieutenant Governor Election

Kaylie Truong, UC Riverside, nominated Andy T. Nguyen, UC Riverside, for the position of Desert Oasis Lieutenant Governor.

Elections proceeded through ballot voting.

Andy T. Nguyen, UC Riverside, was elected as the 2019-2020 Desert Oasis Lieutenant Governor.

XVII. Foothill Division Lieutenant Governor Election

Amanda Wong, East Los Angeles College, nominated Jocelyn

Zaragoza, Pasadena City College, for the position of Foothill Lieutenant Governor.

Junha Gu, Claremont Colleges, nominated Emily Reale, Pasadena City College, for the position of Foothill Lieutenant Governor.

Elections proceeded through ballot voting.

There was no valid election. The Foothill Lieutenant Governor position will be appointed by the District Governor-elect.

XVIII. Golden Gate Division Lieutenant Governor Election

Huy Nguyen, CSU East Bay, nominated Darian Sein-Lwin, CSU East Bay, for the position of Golden Gate Lieutenant Governor

Huy Nguyen, CSU East Bay, moved for the candidate to be elected through unanimous acclamation.

Motion failed.

Elections proceeded through ballot voting.

There was no valid election. The Golden Gate Lieutenant Governor position will be appointed by the District Governor-elect.

XIX. Magic Kingdom Division Lieutenant Governor Election

Anne Le, Orange Coast College, nominated Katherine Hoang, Orange Coast College, for the position of Citrus Lieutenant Governor.

Anne Le, Orange Coast College, moved for the candidate to be elected through unanimous acclamation.

Elections proceeded through a vote of unanimous acclamation.

Katherine Hoang, Orange Coast College, was elected as the 2019-2020 Citrus Lieutenant Governor.

XX. Metro Division Lieutenant Governor Election

Michelle de Dios, CSU Northridge, nominated Steve Lopez, CSU Northridge, for the position of Metro Lieutenant Governor.

Jennifer Sung, University of Southern California, nominated Eduardo Castillo, CSU Long Beach, for the position of Metro Lieutenant Governor.

Joshua Nepomuceno, CSU Northridge, moved to suspend the house

rules to allow Eduardo Castillo to caucus. Seconded by Jennifer Sung.

Majority reached.

Motion passed.

Elections proceeded through ballot voting.

Eduardo Castillo, CSU Long Beach, was elected as the 2019-2020 Metro Lieutenant Governor.

XXI. Paradise Division Lieutenant Governor Election

Erica Wei, UC San Diego, nominated Aaron Zepeda, UC San Diego, for the position of Paradise Lieutenant Governor.

Ryan Luong, UC San Diego, moved for the candidate to be elected through unanimous acclamation. Seconded by Jakob Woo Ming, CSU San Marcos

Elections proceeded through a vote of unanimous acclamation.

Aaron Zepeda, UC San Diego, was elected as the 2019-2020 Paradise Lieutenant Governor

XXII. Sunset Division Lieutenant Governor Election

Alan Baez, San Jose State University, nominated Monica Willemz, San Jose State University, for the position of Sunset Lieutenant Governor.

Darrion Nguyen, UC Santa Cruz, nominated Jonash Poyaoan, UC Santa Cruz, for the position of Sunset Lieutenant Governor.

Ian Mallari, San Jose State University, nominated Justin Magadia, San Jose State University, for the position of Sunset Lieutenant Governor.

Jeffrey Chang, De Anza College, moved to suspend house rules to allow Jonash Poyaoan to caucus. Seconded by Anoop George, UC Santa Cruz.

Majority reached.

Motion passed.

Jennifer Tai, San Jose State University, moved to allow a 10 minute recess for all delegates. Seconded by Jeffrey Chang, De Anza College.

Majority not reached.

Motion failed.

Jeffrey Chang, De Anza College, moved to allow a 5 minute recess for all delegates. Seconded by Jennifer Tai, San Jose State University.

Majority not reached.

Motion failed.

Elections proceeded through ballot voting.

Jonash Poyaoan, UC Santa Cruz, was elected as the 2019-2020 Sunset Lieutenant Governor.

XXIII. Endorsements for International Offices

XXIV. District Membership Dues Proposal

S. Ramirez-Santos explained that the dues proposal would assist our District Board in expansion if approved.

S. Ramirez-Santos moved to approve the District Membership Dues Proposal.

Majority reached.

Proposal passed.

XXV. Resolutions

Whereas, the special guests to our Convention have taken time out of their busy schedules to come and support our District at its District Convention, and whereas, they have been an integral part in making this a successful convention, now therefore be it resolved that this House of Delegates recognizes our special guests for their support and willingness to help.

Whereas, CNH Kiwanis Governor Rocci Barsotti has been a tremendous support to our District, and whereas, we sincerely appreciate his care, be it resolved that this House of Delegates recognizes his support to the Circle K organization and all of the Kiwanis Family.

Whereas, Kiwanis District Secretary and Executive Director Mark McDonald, the District Office Staff, and the Kiwanis District Board have been a tremendous support to our District, and whereas, we sincerely appreciate their hard work and efforts, be it resolved that this House of Delegates recognizes them for their support and dedication to the Circle K organization.

Whereas, Director of Service Leadership Programs Bruce Hennings has been a constant source of support, day and night, for this District, and whereas, many of the District-sponsored activities depend on his work, now therefore, be it resolved that this House of Delegates extends its appreciation for his commitment and dedication.

Whereas, the Kiwanis District Committee for Circle K has been a tremendous support to our District, and whereas, the members have done a superb job mentoring our District Board officers and all Circle K members, now therefore be it resolved that this House of Delegates recognizes the members of the Kiwanis District Committee of Circle K, including District Administrator Armando Velazquez, for their hard work, dedication, and support.

Whereas, CNH Kiwanis Foundation President Roy Talley and the Kiwanis CNH Foundation have been a tremendous support to our District, and whereas, we sincerely appreciate their leadership and scholarship role in our District, now therefore be it resolved that this House of Delegates recognizes them for their unwavering support towards the Circle K Organization.

Whereas, District Convention Chair Jennifer Hoang, Convention Advisor Don Hull, Assistant Convention Advisor Ronald Liu, and the District Convention Committee members have done an amazing job with the 2019 District Convention, and whereas they have put countless hours behind the scenes to meet and plan this historic convention so that we can have an efficiently run, organized and enjoyable weekend, now therefore, be it resolved that this House of Delegates recognizes and thanks the District Convention Committee members for their hard work and effort.

Whereas, the District Committees of Cal-Nev-Ha Circle K have put countless hours behind the scenes in order to provide clubs and their members with exceptional educational resources and successful District events, therefore be it resolved that this House of Delegates recognizes and thanks the District Committees for their hard work and dedication.

Whereas, the members of the District Board of Officers have committed to making this year dedicated to the members of Cal-Nev-Ha Circle K, and whereas they have worked many hours with our clubs to bring out the best of this District and excel in all aspects of service, leadership, and fellowship, now therefore, be it resolved that this House of Delegates recognizes the 2018-2019 Cal-Nev-Ha District Board of Officers for its work.

Moved by Wayne Cheng, San Francisco State University, seconded by Mark Fernandez, UC Riverside, to accept the resolutions as stated.

Motion passed.

XXVI. Announcements

A. Velazquez reminds all elected officers to meet in the front of the room after the close of House of Delegates.

XXVII. Benediction – Jennifer Tai, Sunset Lieutenant Governor

XXVIII. Adjournment – Manuel Santiago, District Governor – 5:21 pm

Respectfully Submitted:

Jennifer Sandoval, 2019-2020 District Secretary Date

Wayne Cheng, 2019-2020 District Governor Date

Armando Velazquez, 2019-2020 District Administrator Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2018-2019 District Board of Officers
March Transitional District Board Meeting
Sunday, March 24, 2019
Riverside Convention Center, Riverside, CA

Attendance

Manuel Santiago, Immediate Past District Governor
Wayne Cheng, Immediate Past District Secretary
Jennifer Sandoval, District Secretary
Shaira Ramirez-Santos, Immediate Past District Treasurer
Joshua Ranario, Immediate Past Capital Lieutenant Governor
Joey Pontillas, Capital Lieutenant Governor
Nicolas Wright, Immediate Past Central Coast Lieutenant Governor
Ashley Kil, Central Coast Lieutenant Governor
Mark Fernandez, Immediate Past Desert Oasis Lieutenant Governor
Andy Nguyen, Desert Oasis Lieutenant Governor
Richard Tzul, Immediate Past Foothill Lieutenant Governor
Alan Kwok, Immediate Past Golden Gate Lieutenant Governor
Angela Lagrada, Immediate Past Magic Kingdom Lieutenant Governor

Guests:

Rocci Barsoti, CNH Kiwanis Governor
Timothy Cuning, CNH Kiwanis Governor-Elect
Bruce Hennings, Director of Service Leadership Programs
Bob Larsen, Director of CNH Kiwanis County Foundation

Katherine Hoang, Citrus Lieutenant Governor
Joshua Nepomuceno, Immediate Past Metro Lieutenant Governor
Aaron Zepeda, Paradise Lieutenant Governor
Jennifer Tai, Immediate Past Sunset Lieutenant Governor
Jonash Poyaoan, Sunset Lieutenant Governor
Jennifer Hoang, District Convention Chair
Cecilia Nguyen, Fall Training Conference Chair
Calvin Chau, Kiwanis Family and Foundation Chair
Katelyn Duch, Member Recognition Chair
Tommy Thach, Membership Development and Education Chair
Jonathan Chu, Technology Chair
Armando Velazquez, District Administrator

Camille Goulet, Parliamentarian
Jennifer Que, Past Governor
Don Hull, District Convention & Technology Advisor
Ronald Liu, Assistant Desert Oasis Regional Advisor & Assistant District Convention Advisor
Grace Chi, Foothill Regional Advisor

Scott Smith, Citrus Regional Advisor
Yaret Smith, Assistant Citrus Regional
Advisor
Maria Garcia-Barajas, Metro
Regional Advisor

Minutes

- I. **Call to Order** – Manuel Santiago, Retiring District Governor – 1:03 PM
- II. **Flag Salute** – Manuel Santiago, Retiring District Governor
- III. **Opening Thoughts** – Manuel Santiago, Retiring District Governor
- IV. **Introduction of Guests** – Wayne Cheng, Retiring District Secretary
- V. **Transitional Issues**
 - A. District Administrator Armando Velazquez said that between District Convention and April District Officer Training Conference, Lieutenant Governors should be training their successors and passing on all of their information and resources. For the officers who don't have a successor, their divisions are still their responsibilities. He asks for everyone to be advisors to their successors.
 - B. Foothill Lieutenant Governor Richard Tzul asks for clarification to see if April District Officer Training Conference is the final weekend of April. A. Velazquez said that it is.
- VI. **Comments from the Incoming Kiwanis District Governor-Elect**
 - A. CNH Kiwanis District Governor-Elect Timothy Cuning says that Circle K is the premiere collegiate service program in the world. He mentions that while there are always highs and lows of each term, we have to focus on positives. He hopes that everyone enjoys their time on District Board.
- VII. **Spring Training Conferences**
 - A. Fall Training Conference Chair, Cecilia Nguyen, and Kiwanis Family and Foundation Chair, Calvin Chau, reminded everyone that Spring Training Conference North and South will take place on May 4th and May 5th. They ask officers to encourage newly elected board members and general members to attend. They also emphasized the workshop deadline of March 26th.
- VIII. **Key Club and KIWIN'S Sergeant-at-Arms**
 - A. Metro Lieutenant Governor Joshua Nepomuceno reminds everyone that KIWIN'S Sergeant-At-Arms volunteering will be on April 5th and 6th. He encourages everyone to sign up and attend.
 - B. Desert Oasis Lieutenant Governor Mark Fernandez reminds everyone that Key Club Sergeant-At-Arms volunteering will be on April 12th to 14th. Desert Oasis, Metro, Foothill, and Citrus are approved to attend.
- IX. **Comments from the Incoming District Governor**
 - A. Incoming District Governor Wayne Cheng formally congratulated all of the newly elected District Board officers for earning their positions on the board. He is excited to work with everyone this year.
- X. **Other Business**
 - A. A. Velazquez said that the board will go into District Officer training, so the new board and Kiwanis Committee will stay while everybody else is free to leave.
- XI. **Announcements**
- XII. **Closing Thoughts** – Manuel Santiago, Retiring District Governor
- XIII. **Adjournment** – Manuel Santiago, Retiring District Governor – 1:18 PM

Respectfully Submitted:

Jennifer Sandoval, 2019-2020 District Secretary Date

Wayne Cheng, 2019-2020 District Governor Date

Armando Velazquez, 2019-2020 District Administrator Date

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

April 2019 Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2019-2020 General Budget Proposal

APRIL 2019 Board Meeting

Respectfully Submitted by **KEVIN RU, DISTRICT TREASURER**

EVENT OVERVIEW

Each year, the CNH Circle K District Board operates with a General Budget that allows them to conduct regular business and provide memorable experiences to members of the district. The General Budget is primarily supplied by the dues paid by members, and it encompasses expenses for both elected and appointed district board members, Spring Training Conference, President's Retreat, and various other administrative expenditures. Although the General Budget is being proposed today, it is still tentative and may be subject to revisions that will require further approval at the July District Board Meeting.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: 2019-2020 General Budget

ITEM #1: General Budget

Please see the attached sheet for the proposed 2019-2020 General Budget.

Significant changes made to the budget are as follows:

1. Board Travel to Hawaii (Line Item 10.597.01)
In order to adjust to budget constraints, Hawaii visitation will only be conducted by a single district board member who shall be the Governor.
2. Hawaii Students Travel to DCON (Line Item "NEW")
The budget for this line item shall be reduced with consideration of a greater focus in District support for recruitment and retention of Hawaii clubs. The remaining funds will be more evenly allocated towards subsidizing Hawaii members' travel costs to District Convention.
3. Service Project Expenses (Line Item 10.693.05)

		2019-20	2018-19	2018-19
		Budget	YTD	Budget
	CASH RECEIPTS			
10.401.0	District Per Capita 2500 x \$10.00	\$25,000.00	\$21,094.00	\$27,000.00
10.417.0	International Convention (2019 Orlando)	\$400.00	\$600.00	\$600.00
10.418.0	President's Retreat	\$2,800.00	\$2,555.00	\$2,800.00
10.419.0	Spring Training Conference	\$3,000.00	\$0.00	\$3,000.00
10.440.20	Investment Income	\$250.00	\$153.53	\$250.00
	Total General Fund Receipts	\$31,450.00	\$24,402.53	\$33,650.00
	DISBURSEMENTS			
	Administrative			
10.541.0	Computer Software, Small Equipment & Webinars	\$200.00	\$18.34	\$300.00
10.542.0	Telephone	\$400.00	\$81.38	\$500.00
10.542.05	Web Site	\$150.00	\$62.43	\$200.00
10.544.0	Office Supplies	\$300.00	\$241.71	\$120.00
10.546.0	Postage & Shipping	\$200.00	\$119.63	\$150.00
10.548.0	Printing	\$500.00	\$192.14	\$500.00
10.566.0	Annual Audit	\$250.00	\$174.65	\$500.00
10.579	Bank Charges	\$25.00	-\$25.00	\$25.00
10.699.03	Service Leadership Dept. Expense (KDO Expenses)	\$5,500.00	\$5,150.00	\$5,500.00
	Total Administrative	\$7,525.00	\$6,015.28	\$7,795.00
	Officer & Board			
10.582.0	Governor Travel & Administrative	\$2,000.00	\$327.49	\$2,300.00
10.588.0	Exec Board Travel (April-June 2018) (Travel to STC's)	\$750.00	\$0.00	\$400.00
10.591.0	Secretary Travel & Administrative	\$750.00	\$440.40	\$750.00
10.592.0	Treasurer Travel & Administrative	\$750.00	\$271.53	\$750.00
10.595.0	Spring Training Conference	\$2,500.00	\$25.00	\$2,500.00
10.597.01	Board Travel to Hawaii (Governor Only)	\$1,500.00	\$1,020.59	\$2,500.00
10.597.03	Incentive Program (Pins)	\$500.00	\$0.00	\$500.00
10.598	President's Retreat Expense	\$2,400.00	\$2,121.03	\$2,400.00
NEW	Hawaii Students Travel to DCON	\$1,500.00	\$0.00	\$2,350.00
10.650.0	Board Reserve	\$1,000.00	\$0.00	\$1,000.00
	Total Officer & Board	\$13,650.00	\$4,206.04	\$15,450.00
	Committee Expense			
10.681.0	Board Meeting Expense	\$0.00	\$0.00	\$50.00
10.682.0	MD&E Chair	\$100.00	\$0.00	\$150.00
10.684	Foundation Training Funds Reimb.	\$500.00	\$0.00	\$500.00
10.685	Kiwanis Committee Expense	\$2,750.00	\$2,637.17	\$2,250.00
10.690.0	Kiwanis Family Relations Chair	\$400.00	\$391.61	\$400.00
10.692.0	International Convention	\$1,400.00	\$809.14	\$1,400.00
10.693.0	Service Chair	\$250.00	\$0.00	\$250.00
10.693.05	Service Project Expenses	\$200.00	\$0.00	\$150.00
10.695.0	Tech Editor	\$150.00	\$145.43	\$150.00
10.697	Communications and Marketing Chair Expense	\$150.00	\$0.00	\$150.00
10.694.0	Membership Recognition Chair	\$150.00	\$0.00	\$150.00
10.698.0	Miscellaneous Expense	\$0.00	\$0.00	\$0.00
	Lt. Governor's Budgets	\$4,500.00	\$948.29	\$4,500.00
	Total Committee Expense	\$10,550.00	\$4,931.64	\$10,100.00
	Total Budgeted Disbursements	\$31,725.00	\$15,152.96	\$33,345.00
	Net Budgeted Revenue Over <Expense>	-\$275.00	\$9,249.57	\$305.00
		2019-20	2018-19	2018-19
		Budget	YTD	Budget

	<i>Interfund Transfers</i>			
10.910.00	District Convention Profits	\$2,500.00	\$0.00	\$0.00
10.911.00	F.T.C. Profits	\$2,500.00	\$3,762.89	\$0.00
	<i>Net Revenue Over <Expense></i>	\$4,725.00	\$13,012.46	\$305.00
	<i>Lt. Governor's Travel & Office</i>			
10.601.0	Capital	\$500.00	\$0.00	\$500.00
10.602.0	Central Coast	\$500.00	\$381.25	\$500.00
10.606.0	Desert Oasis	\$500.00	\$0.00	\$500.00
10.607.0	Foothill	\$500.00	\$100.00	\$500.00
10.609.0	Golden Gate	\$500.00	\$160.96	\$500.00
10.604.0	Magic Kingdom	\$500.00	\$268.80	\$500.00
10.603.0	Metro	\$500.00	\$0.00	\$500.00
10.605.0	Paradise	\$500.00	\$37.28	\$500.00
10.608.0	Sunset	\$500.00	\$0.00	\$500.00
	Total Lt. Gov. Travel & Office	\$4,500.00	\$948.29	\$4,500.00

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

CRAZY KOMPETITION FOR INFANTS SOUTH 2019: LOCATION Proposal
APRIL 2019 Board Meeting
Respectfully Submitted by **KEVIN RU, DISTRICT TREASURER**

EVENT OVERVIEW

Crazy Competition for Infants (CKI) is an annual fundraising event hosted by the California Nevada-Hawai'i District of Circle K International. It benefits the Pediatric Trauma Program (PTP), one of our active District Fundraising Initiatives, and serves as one of the first District events of the new academic year. While CKI South was originally proposed and approved at the January District Board Meeting, due to initial approved park, Ralph B. Clark Regional Park, being unavailable for the date of October 19th, a new park will need to be approved.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Event location

ITEM #1: EVENT LOCATION

Stanton Park, Stanton, CA

Reservation Cost: \$60 (\$30 for 6 hours x 2)

Pros:

- Successfully hosted CKI South for a number of years
- Gazebo available for registration, meetings, food, etc.
- Large grassy area for games and activities
- Parking available at parking structure next to park

Cons:

- Lack of shaded areas
- Lack of areas for water



CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

President's Retreat 2019 Budget Proposal April 2019 Board Meeting

Respectfully Submitted by **Angela Lagrada, President's Retreat Chair**

EVENT OVERVIEW

President's Retreat (PR) is the California-Nevada-Hawaii'i District annual summer event at the French Gulch Marina in Lake Isabella, CA. The event is a 3 day, 2 night training and bonding retreat for Presidents or designated leaders from all CNH Circle K clubs. It is comprised of educational workshops, fellowship opportunities and is aimed to foster a support system for club presidents to be successful, confident and supported in their role as leaders of their club. It is also the event in which the District leaders - presidents, district board and certain district advisors are able to create stronger relations.

ITEMS FOR APPROVAL

- Item #1: Budget

ITEM #1: Budget

	Income	Expense
Registration		
\$35 Registration Fee x 80 attendees	-	\$2,800
Venue Fee	\$700	-
Binders	\$210	
Mason Jars	\$100	
Utensils & plates	\$66	
Souvenirs	\$350	
Ice/Dry Ice	\$50	

Gloves & Hygiene Products	\$15	
Water Refills	\$30	
Paper & Printing*	\$150	
Misc	\$50	
Food		
Eggs	\$35	
Meat	\$250	
Vegetables	\$100	
Snacks	\$100	
Cheese	\$100	
Condiments	\$50	
Vegan & Vegetarian Options	\$50	
Muffins	\$30	
Bread	\$40	
Buns	\$15	
Total	\$2,546	\$2,800
Net Profit	\$254	

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

Circle K International Convention (CKIx) 2019 Proposal
APRIL 2019 Board Meeting

Respectfully Submitted by **STEVE LOPEZ, ONTO INTERNATIONAL
CONVENTION CHAIR**

EVENT OVERVIEW

The annual Circle K International Convention (CKIx) is the largest event of the year for Circle K members. This year, CKIx will take place in Orlando, Florida, from June 26th – 29th. The event consists of a Day of Service, various workshops, International Board elections, team activities, fellowship nights, and more.

ITEMS FOR APPROVAL

- Spirit Pack Theme
- Pin Design
- Spirit Pack Pricing

ITEM #1: Spirit Pack Theme

Option 1: Flight – Celebrating New Heights (CNH)

Front:



Back:



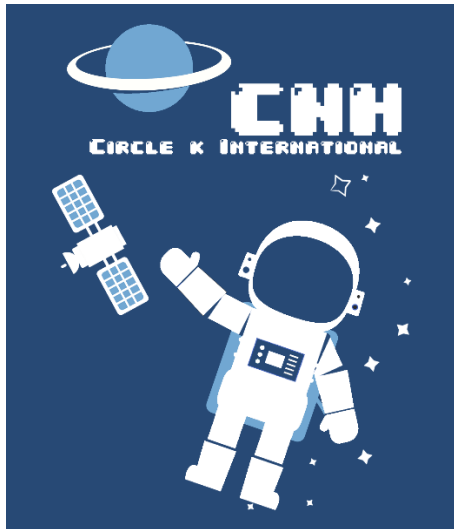
Option 2: Sunny – It's always Sunny in CNH
Front:



Back:



Option 3: Planets – Planets together for CNH
Front:



Back:



ITEM #2: Pin Design

Option 1:



Option 2:



ITEM #3: Spirit Pack Pricing

The spirit pack includes everything approved in the above items. The cost is used to cover expenses. The suggested price for spirit packs is \$18.

EXPENSES			
Spirit Pack Items	Quantity	Price per item	Price total
T-shirt	30	\$10	\$300
Ribbon	100	\$0.25	\$25
Pin	50	\$0.80	\$40
Ribbon Lei	50	\$0.40	\$20
Other Expenses			
Shipping			
Total Expenses			

Profits will be donated to the District Fundraising Initiatives.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2019-2020 GOVERNOR'S PROJECT Proposal

APRIL 2019 Board Meeting

Respectfully Submitted by **WAYNE CHENG, DISTRICT GOVERNOR**

EVENT OVERVIEW

The Children's Defense Fund is a nonprofit child advocacy organization that works to prevent child abuse, promote educational programs for underprivileged kids, and ensure their access to quality health care. Every child, regardless of their family's race or economic background, deserves a chance to succeed and thrive in this country.

One of the CDF's biggest programs is the Beat the Odds (BTO), which is present in California, as well as a number of other states in America. This program honors and supports high school students who have overcome tremendous adversity, excelled in academics, and gave back to their communities.

For more information about the Children's Defense Fund, please visit www.childrensdefense.org

ITEMS FOR APPROVAL

- *Accept the charity as the Governor's Project*
- *Fundraising Goal*

ITEM #1 - Approval

Option 1: Approve the Children's Defense Fund as the 2019-2020 Governor's Project

- Pros:
 - The Children's Defense Fund is in line with the Kiwanis initiative to Serve Children
- Cons:
 - This effort may take away possible funds from the three District Fundraising Initiatives

Option 2: Decline the Project

- Pros:

- More money will go to the District Fundraising Initiatives
- Cons:
 - The CNH District will not be supporting this initiative.

ITEM #2 – Fundraising Goal

Option 1: Raise \$5000 as a District by the 2020 District Convention

- Incentives and awards will be later determined by the District Governor and the District Finance & Fundraising Committee

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

April 2019 Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

CLUB BUILDING & REVITALIZATION CHAIR Board Report

APRIL 2019 Board Meeting

Respectfully Submitted by **JOSHUA NEPOMUCENO**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/22/19	District Convention 2019	0	24
04/05/19	KIWIN'S DCON Sergeant-At-Arms	0	11
04/06/19	Metro Trainer	0	7
04/06/19	KIWIN'S DCON Sergeant-At-Arms	0	7

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2019: 0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/03/19	18-19 Metro Presidents	March DCM MERF	Email
04/03/19	Eddie Castillo	Monster Union Handbook	Email
04/03/19	Eddie Castillo	Metro SM Access	Email
04/04/19	Maria Garcia-Barajas	Metro Trainer	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Get Appointed

b. Top 5 Plans

1. Determine Committee Structure
2. Refine committee role
3. Appoint Committee
4.
5.

III. Resources Needed

1.
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1.
2.
3.
4.
5.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

COMMUNICATIONS & MARKETING Board Report

April Board Meeting

Respectfully Submitted by **ERICA WEI**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/1/19	Guiltea Cravings Social Fundraiser		2.5
4/4/19	Matsuri Festival Booths	5	
4/8/19	General Body Meeting #1		1.5
4/10/19	Board Game Night/TapEx Fundraiser		3
4/15/19	General Body Meeting #2		1.5
4/22/19	General Body Meeting #3		1.5
4/29/19	General Body Meeting #4		1.5

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2019: 5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/11/19	Patti Ryder	Introductions	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed as Communications & Marketing Chair
2.
3.

4.
5.

b. Top 5 Plans

1. Restructure how the C&M Committee uses the C&M Network to allow for better support and communication for members
2. Actively facilitate and promote CNH's online presence on all platforms including social media, YouTube, <i>The Sunspot</i> , and <i>The Sunburst</i>
3. Eliminate any skill-gap barriers between PR-related board members by creating and releasing resources, tutorials, and any other needed items for motivation
4. Update and utilize the District Style Guide to encourage all members on the District Board to help maintain the CNH brand/graphic standards
5.

III. **Resources Needed**

1.
2.
3.
4.
5.

IV. **District Officer Assessment**

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1.
2.
3.
4.
5.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Convention Chair Board Report

April 2019 Board Meeting

Respectfully Submitted by **Nora Lovell**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/03/19	UCD CKI Soft General Meeting		1
4/04/19	Davis Kiwanis meeting		1
4/10/19	UCD CKI General Meeting		1
4/11/19	Davis Kiwanis Meeting		1
4/13/19	UCD Picnic Day Fundraiser	2	
4/17/19	UCD CKI General Meeting		1
4/18/19	Davis Kiwanis Meeting		1
4/24/19	UCD CKI General Meeting		1
4/25/19	Davis Kiwanis Meeting		1

Total Service Hours since Last Board Report: 2

Total Service Hours since April 1st, 2019: 2

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/09/19	Armando Velazquez, Wayne Cheng	DOTC	Email
4/10/19	Camille Goulet	Introduction	Email
4/14/19	Camille Goulet	Beginning Steps	Phone

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed on to 2019-2020 District Board
2.
3.
4.
5.

b. Top 5 Plans

1. Appoint Committee
2. Establish lines of communication between me and my advisors
3. Gather member feedback on DCON to improve event
4. Establish timeline for the term to help stay on track
5.

III. Resources Needed

1.
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. TBD

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Fall Training Conference Chair Board Report

April 2019 Board Meeting

Respectfully Submitted by **Olivia Chang**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/08/19	CSULB CKI General Meeting		1
04/08/19	CSULB CKI Banquet Committee Meeting		1
04/10/19	International Expansion(ASPAC) Committee Meeting		1
04/11/19	USC CKI General Meeting		1
04/15/19	CSULB CKI Banquet Committee Meeting		1
04/19/19	Help Me Help You	2	
04/20/19	CSULB CKI End of the Year Banquet		4
04/24/19	Veteran's Bingo	2	

Total Service Hours since Last Board Report: 4

Total Service Hours since April 1st, 2019: 4

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/14/19	Kathleen Panganiban	STC South Workshop – Recruitment and Retention	Google Hangouts
04/21/19	Cecilia Nguyen	Transitional Meeting	Google Hangouts

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Met with Cecilia Nguyen about transitional materials and resources :)
2. Review committee application from past years
3.
4.
5.

b. Top 5 Plans

1. Release committee applications and be prepared to answer any questions members may have.
2. Appoint a passionate and strong committee that is dedicated to planning another great FTC experience for members.
3. Create a master schedule of important tasks/deadlines leading up to FTC and add on to it as the term goes on.
4. Evaluate past resources and prepare any new resources to be created.
5. Develop individual and committee goals/objectives through committee meetings and one-on-ones with committee members once appointed.

III. Resources Needed

1. N/A
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Effectively plan and work with my committee to create another great FTC experience for members.

I plan on appointing a passionate and dedicated committee as well as creating a strong, positive support system where we can communicate well with one another and work together to plan a successful FTC. I will make sure to guide and check in with members to make sure they are following their timelines as well as implement new ideas and improvements from past years. I plan on serving as a

bridge between FTC committee and District Board to ensure that we are in good communication and collaborating well together since everyone plays a role and is important in the success of this event.

2. Create an enjoyable and meaningful committee experience, and build a genuine committee relationship.

I plan on creating a comfortable, fun environment for my committee members where they will be able to constantly grow and improve. I hope to create a meaningful experience for my committee members to be able to take away some unforgettable memories that they will cherish for years to come. I hope to become a strong support system for my committee, and hope that they will be able to support and care for one another as well.

3. Promote and maintain a strong communication system.

I plan on maintaining constant communication with District Board throughout the whole term and helping wherever I can. I will work to be as transparent, clear, and open as possible when communicating with everyone. I hope to establish effective communication with not only my committee, District Board, Bill & Virginia Carpenter, Bruce, and Armando, but also club board officers and members throughout Circle K.

4. Be a resource to members across CNH.

I hope to be there for members to come to for anything that they may need, whether it be advice, information, or just someone to talk to.

5. Stay organized and carry out responsibilities efficiently.

I plan on creating a stable and effective timeline. I will actively work to keep up with deadlines consistently and efficiently to the best of my abilities. I will prepare resources ahead of time, and delegate tasks and assignments productively.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Kiwanis Family and Foundation Board Report
April 2019 Board Meeting
Respectfully Submitted by Roselyn Duong

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/4/19	Sacramento State General Meeting		1
4/10/19	East Sacramento Kiwanis General Meeting		1
4/12/19	Sacramento State End of the Year Banquet		5
4/18/19	Sacramento State General Meeting/Service	1	1
4/20/19	East Sac Kiwanis Pancake Breakfast & Easter Egg Hunt	5	
4/24/19	East Sacramento Kiwanis General Meeting		1

Total Service Hours since Last Board Report: 6

Total Service Hours since April 1st, 2019: 6

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/1/19	Calvin Chau	Questions in regards to District Kiwanis Family and Foundation	Phone Call
4/1/19	Ana Chavez	Questions in regards to District Kiwanis Family and Foundation	FB Messenger
4/10/19	Hebron Viray	Introductions, Key Club DCON, Goals/ Future plans	Phone Call
4/15/19	Seng Khang	More advice from a past Kiwanis Family and Foundation Chair, to get the perspectives of 3 past District Kiwanis Family and Foundation Chairs	In-Person

4/16/19	Calvin Chau	Compilation of what was accomplished this past term, timeline, and deltas	FB Messenger/ Docs
4/16/19	Joey Pontillas / Rendell Lopez	Questions in regards to Key Club LTG, events with SLPs, and attending general meetings	Conference Call

VII. Work Progress (Achievement & Plans)

a. Total Achievements

1.
2.
3.
4.
5.

b. Top 5 Plans

1. Utilize Social Media and graphics to spread awareness of the different Kiwanis branches and how to get involved with our SLPs (i.e. through service ideas w/ links to manuals, creating different folders of pictures with working with different branches) by working with other District Board Officers.
2. a) Ensure that every school has a Kiwanis Family Chair or Representative and spread the importance of utilizing the KFRFs and other resources. b) After ensuring that each school as a representative, encourage and help clubs attend Kiwanis Meetings and events in order to create more of a CKI presence with Kiwanis.
3. Create a FAQ page and send it out at the beginning of fall. This document will contain frequently asked questions, and links to the manuals the past DKFF committees have finalized.
4. Utilize Group Page and individual Division Chats to give chairs and representatives a safe space to collaborate among each other, as well as having liaisons maintaining the activities within the group page and chats by incorporating occasional interactive questions such as "Many of you have experienced past Key to Colleges, what do you think worked best or was unique about that Key to College?" or even submitting a google form for the chairs and representatives for us to address their own questions for us, which we can then post anonymously, or with their name (if given permission).
5. "Think Tank" Sessions – Sessions where board officers of CKI and SLPs get together to discuss their respective positions and bounce ideas off each other. Possibly even brainstorm ideas of collaborations between the different branches.

Create either an event on its own in different regions, or incorporate them within already existing Key to Colleges.

VIII. Resources Needed

1. Knowledge of any restrictions (i.e. Visiting SLPs, hosting workshops at SLP events, restrictions District-wise, driving restrictions, etc)
2.
3.
4.
5.

2. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1.
2.
3.
4.
5.

3. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Member Recognition Chair Board Report

April 2019 Board Meeting

Respectfully Submitted by **Bruce Casenaz**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/01/19	Irvine Valley College General Meeting		1
04/11/19	CSU Fullerton General Meeting		1.75
04/12/19	CSU Fullerton EOTY Banquet		4
04/15/19	CSU Long Beach General Meeting		1
04/18/19	CSU Fullerton General Meeting		1.5
04/19/19	7/10 Split		3
04/20/19	La Mirada Kiwanis Pancake Breakfast + Duck Race	6	
04/20/19	Magic Kingdom EOTY Banquet & Citrus April DCM		4

Total Service Hours since Last Board Report: 6

Total Service Hours since April 1st, 2019: 6

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/28/19	Natalie Mann	General MR advice	Messenger
04/01/19	Kevin Lee	GradImages	E-Mail & Messenger
04/01/19	Douglas Shimizu	Secretary resources	Messenger & In Person
04/10/19	Katelyn Duch	Scheduling transitional meeting	Messenger

04/10/19	Garvey Su	Scheduling term overview call	E-Mail
04/10/19	Wayne Cheng	DOTC Attendance	Messenger
04/11/19	Garvey Su	Overview of the term	Call
04/11/19	Armando Velasquez	DOTC Attendance	E-Mail
04/15/19	Wayne Cheng	DOTC Attendance	Messenger
04/16/19	Katelyn Duch	Transitional meeting	Call

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Be appointed
2. Discussed a few things with my advisor and predecessor in preparation for this term
3.
4.
5.

b. Top 5 Plans

1. DISTRICT.
2. COMMITTEE.
3. APPLICATIONS!!!
4. Review awards and take note of which may need to be overhauled
5. Improve recognition throughout the district regardless of whether or not it is related to CKI

III. Resources Needed

1. Close collaboration with the district board when needed from both ends.
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of

your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Establish a Club & Divisional Recognition Database that can be used as references for clubs throughout the district (member and event recognition)
2. Instill a sense of pride on a district scale for individual, club, and divisional accomplishments
3. Emphasize that the Member Recognition Committee is a resource in recognition programs, awards, the Master Record Sheet, etc.
4. Awards. Awards. Awards. (Make sure everything is relevant and up-to-date with the district)
5. Member Recognition Week ???

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Membership Development & Education Board Report

April 2019 Board Meeting

Respectfully Submitted by **Braden Lem**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/06/19	UKS' 22 nd Annual Culture Night		4
04/10/19	Crafts and Ice Cream Night		1
04/11/19	Spam Musubi Fundraiser	1	
04/11/19	UCLA Circle K's Spring 2019 Week 2 GM		1
04/13/19	UCLA Bruin Day Tabling		2.5
04/18/19	UCLA Circle K's Spring 2019 Week 3 GM		1
04/25/19	UCLA Circle K's Spring 2019 Week 4 GM		1

Total Service Hours since Last Board Report: N/A

Total Service Hours since April 1st, 2019: 1

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/10/19	Tommy Thach (IP District MD&E)	MD&E Chair overview and advice	Facebook
04/11/19	Peter Yu (District MD&E Advisor)	Introduction; phone meeting scheduling	E-Mail
04/11/19	Ryan Fang (UCLA CKI MD&E)	Member retention; family system/mentorship ideas	In Person
04/12/19	Peter Yu (District MD&E Advisor)	Introductions; goals preview	Phone
04/13/19	Tommy Thach (IP District MD&E)	MD&E Chair duties	Phone

04/13/19	Erica Wei (IP District MD&E Workshops & Webinars)	Position duties and advice	Facebook
04/14/19	Nathan Wong (IP District MD&E Executive Assistant)	Position duties and advice	Facebook
04/15/19	Angeli Indran (IP UCLA CKI AVP)	Position duties and advice	Facebook
04/15/19	Nora Lovell (IP UCD CKI AVP)	Position duties and advice	Facebook
04/15/19	Amir Patel (IP UCLA CKI MD&E)	Position duties and advice	Facebook

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Contacted Tommy Thach and Peter Yu to jumpstart MD&E duty training and develop a plan and goals for the 2019–2020 term.
2. Began conversing with club's MD&E chair to get an idea of resources they would want as the term progresses.
3. Looked at past committee's MD&E files to develop a rough timeline of the term's deadlines and major projects.
4.
5.

b. Top 5 Plans

1. Construct realistic and manageable goals for the MD&E Committee with my advisor and make a plan-of-action for each one.
2. Individually contact past and current MD&E officers about favored resources, needed support, and personal connection building.
3. Consolidate past resources (manuals, workshops, projects) to prepare for the 2019–2020 term.
4.
5.

III. Resources Needed

1. N/A
2.

3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. N/A
2.
3.
4.
5.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Service Chair Board Report
April 2019 Board Meeting
Respectfully Submitted by **Anna Se**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
N/A	N/A		

Total Service Hours since Last Board Report: N/A

Total Service Hours since April 1st, 2019:N/A

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/10/19	Robert Chirk	Setting up a meeting time to decide goals for the term	E-mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Getting appointed

2.

3.

4.

5.

b. Top 5 Plans

1. Successfully plan and establish DLSSP this year (DLSSP North/Hawaii/Southeast/Southwest)
2. Increase personal outreach to CNH service officers through committee/resources
3. Improve frequency and quality of current service resources
4. Utilize budget for better quality service-related district events
5. Better promote service on the district level to increase total service hours in CNH

III. Resources Needed

1. Service committee budget decision
2. Discussion with advisor and District Governor regarding current goals
- 3.
- 4.
- 5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Successfully plan and establish DLSSP this year (DLSSP North/Hawaii/Southeast/Southwest) → Work with Advisor on set deadlines to check in on future DLSSP Chairs
2. Increase personal outreach to CNH service officers through committee/resources → Once committee is appointed, discuss strategies to increasing outreach as well as types of resources to release before August
3. Improve frequency and quality of current service resources → Get feedback from current/past service officers and work with future Committee members on creating what they need
4. Utilize budget for better quality service-related district events → Discuss with Advisor and District Governor regarding budget concerns and how much to request for term
5. Better promote service on the district level to increase total service hours in CNH → Work with Advisor and District Board on setting times to promote service and DSI education at district events + throughout the year

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Technology Chair Board Report
April 2019 Board Meeting
Respectfully Submitted by **Chris Lam**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/01/19	District Technology Committee Meeting	0	2
04/02/19	Pizookie Social	0	1.5
04/04/19	UCLA CKI Week 1 General Meeting	0	1
04/05/19	KIWIN'S DCON SAA Shift	3	0
04/06/19	Metro Trainer and DCM	0	6
04/06/19	UKS Culture Night	0	4
04/08/19	Super Smash Bros and Game Night	0	1
04/11/19	UCLA CKI Week 2 General Meeting	0	1
04/11/19- 04/14/19	SEA Admit Weekend Hosting	6	0
04/12/19	Key Club DCON SAA Shift	3	0
04/18/19	UCLA CKI Week 3 General Meeting	0	1
04/25/19	UCLA CKI Week 4 General Meeting	0	1

Total Service Hours since Last Board Report: 12

Total Service Hours since April 1st, 2019: 12

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/10/19	Terrence James Diaz	Introduction to Technology Advisor and planning a meetup	Email

4/16/19	Jonathan Chu	1-on-1 with predecessor for recap and discussion	In-person
4/16/19	Terrence James Diaz	Discuss state and goals of Technology Committee	Call

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Got appointed
2.
3.
4.
5.

b. Top 5 Plans

1. Support the District Board in any goals and endeavors that the Technology Committee is able to. Keep up to date with other committee activities by reviewing meeting minutes and consider possible solutions and/or improvements the Technology Committee can work on.
2. Network with and support the Technology Chairs (and variations of officer positions that involve technology) to increase awareness and utilization of technology throughout the District. Gather information regarding technology use and websites availability, aim to increase both.
3. Develop and publish at least 1 major project for the District. Improve project planning and development by writing thorough specifications for 2018-2019 projects and formalizing the development cycle for future projects. Focus on documentation on high and low level in order to allow non-technical people and future technology members to understand the nature of the project(s).
4. Consider improvements to the District Website for more interactivity and member engagement, possibly a redesign. At a minimum, mimic Facebook/social media posts on the website for a centralized source of information.
5. Provide a space for professional development, especially in regards to technology, for the District. Plan webinars hosted by the Technology Committee.

III. Resources Needed

1. Technology Gmail (and furthermore, access to all Technology accounts)
2. Club Technology Chair information (contact, precedence, who has websites)

3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1.
2.
3.
4.
5.

V. Announcements

I am testing a redesign of the website, building off of mock-ups from the last committee.

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Capital Lt. Governor Board Report
April 2019 Board Meeting
Respectfully Submitted **Joey Pontillas**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/27/19	UN Reno CKI General Meeting	0	1
03/29/19	Reno Sunrisers Kiwanis Meeting	0	1
03/30/19	Capital Division End of the Year Banquet	0	5
04/01/19	UN Reno CKI General Meeting	0	1
04/03/19	Reno Sunrisers Kiwanis Meeting	0	1
04/06/19	UN Reno End of the Year Banquet	0	4
04/12/19	Sacramento State End of the Year Banquet	0	5

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2019: 0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/02/19	Capital Division Presidents	Transition into term, status of transition, upcoming events, deadlines	Zoom Conference Call
04/03/19	Joshua Ranario	Resources for term, Lt. Governor duties	Facebook Video
04/05/19	Tom Leahy	Procedures for interacting with Regional Advisors, Lt. Governor resources	In-person

04/10/19	Capital Division Presidents	Discussion for future one-on-one, status check	Individual Facebook Messenger
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released Divisional Leadership Team applications
2. Created divisional Master Calendar; to be updated
3.
4.
5.

b. Top 5 Plans

1. Host an effective Executive Officer's Training Retreat
2. Host a successful Winter General Member Retreat
3. Increase membership growth among at least half of the division's clubs
4. 15,000 Divisional Service Hours & \$12,000 Divisional Funds Raised
5. Bolster individual club's Kiwanis Family relations

III. Resources Needed

1. Travel budget
2. Overview of progress
3. Assistance with school revitalization
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Host an effective Executive Officer's Training Retreat – planned for June
2. Host a successful Winter General Member Retreat

3. Increase membership growth among at least half of the division's clubs – mentor club's boards regarding innovative activities to spark new interest
4. 15,000 Divisional Service Hours & \$12,000 Divisional Funds Raised
5. Bolster individual club's Kiwanis Family relations

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Central Coast Lieutenant Governor Board Report

April 2019 Board Meeting

Respectfully Submitted by **Ashley Kil**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/22-24/19	District Convention		28
03/24/19	District Board Meeting & Training		3
03/26/19	LTG Training		2
03/30/19	Central Coast March DCM		1
04/06/19	Kiwins DCON SAA	3	
04/07/19	LTG Training		1
04/10/19	Central Coast President One-on-ones		3
04/012/19	Kiwanis Installation Night		3
04/13/19	Central Coast Banquet		5
04/13/19	Parkinson's Walk	3	
04/14/19	Moorpark College CKI Board Meeting		1
04/19/19	Central Coast April DCM		3

Total Service Hours since Last Board Report: 6

Total Service Hours since April 1st, 2019: 6

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/26/19	Patrick Ballecer	Introduction	Email
03/26/19	Central Coast Presidents	Introduction/ tasks	Facebook Messenger
03/27/19	Nicolas Wright	LTG Training	Facebook FaceTime
03/30/19	Bill Troung	Suggestions, feedbacks	Facebook Messenger
04/01/19	Central Coast VPA	Introduction/ tasks	Facebook Messenger
04/01/19	Central Coast VPS	Introduction/ tasks	Facebook Messenger
04/01/19	Central Coast Secretaries	Introduction/ tasks	Facebook Messenger
04/01/19	Central Coast Treasurers	Introduction/ tasks	Facebook Messenger
04/03/19	Patrick Bellecer	Preliminary Plans, suggestions, resources needed, club updates	phone
04/03/19	Joshua Nepomuceno	Kiwins DCON SAA Sign-up	Email
04/05/19	Central Coast Officers/ Kiwanis Advisors	Introduction/ upcoming division updates	Email
04/06/19	Central Coast Presidents	Turtle Talk/ president one-on-ones	Email
04/07/19	Neftali Guerrero (Ventura College President)	Potentially chartering a Circle K at Oxnard College	Facebook Messenger
04/08/19	Tommy Thach	STC South Announcement	Facebook Messenger
04/09/19	Patrick Bellecer	April DCM date Confirmation	iMessage

04/09/19	Xavier Garcia (Keyclub D42W LTG)	Introduction/Possible joint events	Facebook Messenger
04/09/19	Sasha Avakyan (Key Club D42E LTG)	Introduction/Possible joint events	Facebook Messenger
04/09/19	Leslie Serrato (Kiwins Ruby LTG)	Introduction/Possible joint events	Facebook Messenger
04/09/19	Carlos Lantin (Kiwins Sapphire LTG)	Introduction/Possible joint events	Facebook Messenger
04/09/19	Cecilia Wong (Kiwins Turquoise LTG)	Introduction/Possible joint events	Facebook Messenger
04/10/19	Sabrina Hetzler	President one-on-ones	Google Hangout
04/10/19	Samantha Bautista	President one-on-ones	Phone Call
04/10/19	Xochitl Lopez	President one-on-ones	FaceTime
04/10/19	Jordan Ong	President One-on-ones	FaceTime
04/10/19	Floyd Martin (Simi Valley Kiwanis)	Kiwanis Installation Night	Email
04/10/19	Joshua Nepomuceno	DOTC Carpooling	Facebook Messenger
04/10/19	Patrick Bellecer	Quick report	iMessage
04/10/19	Jenny Kong	Questions regarding STC South	Facebook Messenger
04/12/19	Neftali Guerrero	President One-on-ones	Phone Call
04/12/19	Wendy Zhang	President One-on-ones	Phone Call
04/12/19	Central Coast Presidents	Turtle Talk #2	Email
04/12/19	Katy Porter (Kiwanis Division 42 LTG)	Installation/potential chartering clubs	In person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released Divisional Leadership Team Applications
2. Had President one-on-ones
3. Reached out to struggling clubs, will set a plan of action with them
4. Contacted Keyclub and Kiwins LTGs under Central Coast Division
5. Looking into chartering Oxnard College CKI
6. Created April DCM

b. Top 5 Plans

1.Club stability/revive struggling clubs
2. Charter 2 clubs at a minimum
3. Promote Interclubbing
4. Introduce a divisional website, calendar, Instagram
5. Increased divisional unity/spirit

III. Resources Needed

1.A dedicated Divisional Leadership Team
2. A supportive District Board
3. Access of Membership Update Center for Moorpark College

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1.Club stability/revive struggling clubs I have begun reaching out to all of the presidents and having one-on-ones with them to see what their club situations are. I will set a plan of action with those clubs that are either below 15 members or are struggling to form a board. I will also be contacting their sponsoring Kiwanis clubs to see what they have been doing to help and inform them of the plan of action I set.
2. Charter 2 clubs at a minimum I am planning on sending emails to all the kiwanis advisors to see if they can help me with chartering clubs in our division. I had a speech regarding charter at Simi Valley Kiwanis Club to see if they know anyone who wants to charter CKI in this area.

3. Introduce a divisional website, calendar, Instagram

I have started adding events to a divisional calendar but would need to organize a divisional website before sharing it. I plan on my DLT to take the lead on this goal, as I don't have time to maintain them all.

4. Increase divisional unity/spirit

I have begun planning DCMs and divisional events, but would need the advice and support from my DLT to fully complete these. Also, I am adding spirit team to our division this year, where all the spirit chairs from each school form a team and teach or promote cheers to division. I plan on having spirit packs at both FTC and DCON, as well as update the divisional cheers to be more memorable and spirited.

5. Promote interclubbing

I have spoken with all my presidents and suggested who to have regular interclubs with and will continue mentioning it throughout the term. I am also creating a Turtle Squad event that promotes interclubbing with other clubs in the division. I hope my Service Chair can promote interclubs as well. We will be sharing interclubs through our newsletter as a way to show others in the division how fun they can be!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Citrus Lieutenant Governor Board Report
March 2019 Board Meeting
 Respectfully Submitted by **Katherine Hoang**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/05/19	Orange Coast College Senior Day	3	
03/10/19	Magic Kingdom Kiwanis Family		4
03/23-03/25	2019 District Convention		10
03/29/19	Kat's Heart to Heart 1		3
04/02/19	UCI Circle K's First General Meeting		4
04/02/19	UCI Circle K's After- Meeting Social		3
04/04/19	OCC Circle K's First General Meeting		4
04/09/19	Kat's Heart to Heart 2		2
04/10/19	OCC Circle K's Second General Meeting		4
04/10/19	CSUF Circle K's First General Meeting		4
04/13/19	Kat's Heart to Heart 3		2

Total Service Hours since Last Board Report: 3

Total Service Hours since April 1st, 2019: 3

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/29/19	Chad Ruaburo from UCI CKI	We planned out board training and board retreat.	In-person
0/30/19	Meeting with Scott and Yaret Smith	We had a discussion regarding year outlook and expectations of the divisional leadership team.	in-person

04/03/19	Citrus Secretary	Went over the MRF	Facebook Chat
04/03/19	Citrus President	Reminded Presidents of deadlines	Facebook Chat
04/11/19	Scott & Yaret Smith	We reviewed the club and LTG MRF.	Phone Call
04/12/19	OCC CKI Board '19-20	Evaluated their board meeting efficiency	In-person
04/14/19	Gina Dinh	Went over STC registration	In-Person
04/15/19	Citrus Treasurers	Reviewed STC deadlines	Facebook Chat

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully transition between two terms by meeting up with Angela and advisors.
2. Attend 3 Citrus Club General Meeting
3. Host weekly Heart to Heart
4. Remind Presidents of deadlines.
5.

b. Top 5 Plans

1. Help Chair the last Magic Kingdom
2. Revise club board directory page
3. Create a communication channel with different Citrus Board positions
4. Attend Spring Training Conference South
5.

III. Resources Needed

1. Contacts from Whittier College's new board
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Foster more leadership development opportunities for the general members through hosting monthly workshops.
2. Rebrand Citrus through establishing new color palette, mascot and creating a rebranding guide.
3. Give and offer consistent club support by attending every club general meeting at least once per month.
4. Ensure club and board member education and provide training by providing educational collateral materials outside of in-person events.
5. Assist with club retention and recruitment by hosting workshops to train members about recruitment strategies at least once per season (at least 4 within the term)

V. Announcements

Orange Coast College Banquet

- When: May 26th
- Time: To be announced
- Location: Mesa Verde United Methodist Church
 - (1701 Baker St, Costa Mesa, CA 92626)

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report

April 2019 Board Meeting

Respectfully Submitted by **Andy T. Nguyen**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/6/19	UCR Highlander Day		2
4/8/19	UCR Spring Info Night		1
4/10/19	UCR Welcome Week Cha2O Fundraiser		.5
4/12/19	Key Club District Convention	3	
4/13/19	Highlander Day of Service	4	
4/13/19	Key Club District Convention	2	
4/17/19	Kiwanis Region 13 Division 15 DCM		
4/17/19	UCR First General Meeting		1.5
4/20/19	Adopt-a-Street	2	
4/20/19	MRP Poolooza		2.5
4/24/19	UCR Second General Meeting		1.5

Total Service Hours since Last Board Report: 11hrs.

Total Service Hours since April 1st, 2019: 11hrs.

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
3/27/19	UCR E-Board	Expectations for the term, deadlines, updates regarding club activity	Google Hangouts
3/31/19	Linda Marx	Expectations for term, updates regarding club activities & work progress	Phone Call
4/2/19	UNLV E-Board	Expectations for the term, updates regarding club activity	Google Hangouts
	Gina Aguilar	Status of Club, how she's been doing	Facebook Messenger
4/4/19	UCR Outgoing E-Board	Feedback regarding previous term including pros & deltas, how the division can improve, how I can grow as a leader, how I can help their successors	In-Person
4/5/19	Andrew Chang	Progress of CSUSB at the end of 18-19 term in regards to re-chartering, other questions related to division, duties as executive assistant	In-Person
4/6/19	Kiwanis Club Presents & Key Club Lieutenant Governors within Desert Oasis	Self-Introduction & Provided Contact Information	E-Mail
4/6/19	Jocelyn Arreola	Introductions & Club Status	Text
4/7/19	Linda Marx	Updates regarding club activities & work progress, December WAW, receipt book necessity, Divisional Bank account	Phone Call
4/8/19	Melissa Ung	Introductions & Meet-up planning	Facebook Messenger
4/8/19	Gina Aguilar	Location of the bell, gavel, & banner for their club	Facebook Messenger
4/8/19	Sabrina Yang & Annika Liu	Asked for advice in regards to potential interview questions for upcoming DLT interviews	Facebook Messenger

4/9/19	UNLV E-Board	Updates regarding club activity, notification for upcoming retreat	Google Hangouts
4/9/19	Robin Dang	Asked for materials regarding previous UCR Board Retreat	Facebook Messenger
4/10/19	UCR E-Board	Updates regarding club activity, May WAW updates	Google Hangouts
4/10/19	Linda Marx	Request for contact information related to CKI club of Norco & Crafton Hills College	Phone Call
4/10/19	Jocelyn Arreola	Updates regarding creation of a Facebook account & Location of bell, gavel, & banner	Text
4/11/19	Melissa Ung	Updates regarding status of possibility to meet-up to discuss club status	Facebook Messenger
4/12/19	Bob Prior & Tim Wallstrom	Norco College Club Status, Location of bell, gavel & banner, Request to formally meet in-person	E-Mail
4/12/19	Bob Erikson & Michelle A. Riggs	Crafton Hills College Club Status, Location of bell, gavel & banner, Request to formally meet in-person	E-Mail
4/12/19	Jocelyn Arreola	Updates regarding location of bell, gavel, & banner	Text
4/14/19	Linda Marx	Updates regarding club activities & work progress	Phone Call
4/15/19	Michelle A. Riggs	Coordinating In-Person Meeting	E-Mail
4/15/19	Patricia Cridlande	Invitation to attend Kiwanis Division 15 DCM	E-Mail
4/16/19	Kaylie Truong	May Weekend of Awesomeness Planning	Facebook Messenger
4/16/19	Gina Aguilar	Coordinating In-Person Meeting	Facebook Messenger
4/17/19	Vanessa Meza-Perez	Coordinating April DCM	Facebook Messenger
4/19/19	Jocelyn Arreola	Updates regarding club registration with campus	Text

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Preparations completed for DLT Interviews
2. Majority of E-Boards are connected with each other
3. April WAW planned with UNLV
4.
5.

b. Top 5 Plans

1. May Weekend of Awesomeness Weekend
2. Desert Oasis E-Board Training Session
3. August Weekend of Awesomeness Weekend
4. Desert Oasis Spring Large-Scale Service Project
5. Appoint DLT

III. Resources Needed

1. Updated Contact Information for Kiwanis Clubs within Desert Oasis
2. Guides or Information for Club Re-Chartering & Re-Activation
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Increase Membership Involvement & Retention: Beginning to develop & brainstorm ideas to help clubs across the division expand & market their clubs to new members, Created outlines for a few future WAWs to include new & exciting events
2. Foster Divisional Unity: In the progress of planning socials to get members connected with each other from across the states & getting board members connected with each other
3. Expanding Kiwanis Family Relationships: Contacted & introduced myself to the Kiwanis & Key Clubs within Desert Oasis, attended Kiwanis DCMs

- | |
|---|
| 4. Re-Branding: Developing new and updated materials & resources to help clubs advertise and market to new members, finished updated flyers for smaller clubs to use |
| 5. Assistance: Provided insight and opinions to club presidents & helped schools with club registration & tabling |

V. Announcements

**Desert Oasis End of the Year Banquet
May 12th, 10AM – 1PM**

**University of California, Riverside End of the Year Banquet
May 12th, Doors open at 5PM**

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

FOOTHILL LIEUTENANT GOVERNOR Board Report

APRIL Board Meeting

Respectfully Submitted by **RYAN TAN**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/02/19	PCC General Meeting 03		1
04/09/19	PCC General Meeting 04		1
04/09/19	PCC AU79 Fundraiser		2
04/11/19	Cal Poly Pomona General Meeting		1
4/11/19	D35 Kiwanis Divisional Council Meeting		2
04/12/19	GOT THE RHYTHM: Dance The Night Away	3	
4/13/19	Festival of Books	9	
04/19/19	PCC Movie Night		3
04/20/19	Get Active: Sport "Coach" for Special-Need Youth	2	
04/20/19	Foothill April Divisional Council Meeting + Trainer		4
04/23/19	PCC General Meeting 05		1
04/26/19-04/28/19	April District Officer Training Conference		

Total Service Hours since Last Board Report: 13

Total Service Hours since April 1st, 2019: 13

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/01/19	Joey Duong, Lisa Wu, Brandon Pang,	Transitions of Powers	In-Person

	Alejandro Quintanar, Briana Rios		
04/08/19	Wayne Cheng	Interview for the Position of MD&E & Foothill Lt.G	Phone Call
04/09/19	Wayne Cheng	Appointment of Foothill Lt.G	Email
04/09/19	Armando Vasquez	Other methods of verification of enrollment	Email
04/10/19	Riddhima Kumar	President's Workshop for Foothill Trainer	Video Call
04/11/19	Grace Chi	Introductions	In-Person
04/12/19	Richard Tzul	Transition	Video Call
04/13/19	Tom Andersen, Isabella Wu, Bill Tema, Gina Fanarda	Introductions	Email
04/16/19	Grace Chi	One-on-One	In-Person
04/16/19	Camille Goulet	How LACC is doing	In-Person
04/20/19	Foothill Presidents	President Council Meeting	In-Person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Getting Appointed as Foothill Lieutenant Governor
2. Released my DLT applications

b. Top 5 Plans

1. Release my DLT application and graphic before the end of the month
2. Have a successful April DCM + Trainer
3. Complete one-on-ones with all my Presidents
4. Successfully plan out the year and ideas
5. Work on a professional webinar for tabling

III. Resources Needed

1. Emails as to what an Lt.G is required to do
2. Template for DLT applications

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Interacting with Foothill's SLPs

During my tenure as Foothill Lieutenant Governor, I want to interact with our SLPs more. Whether that be Kiwanis, Kiwins or Key Club. One of my biggest goals is to create a Kiwanis One Day for my division to partake in during the summer! By doing this I hope to increase membership in the future for Kiwins, Kiwanis and Key Club!

2. Increase Division Unity

Increasing Division Unity by creating a buddy system for my Presidents to interclub and also work together on projects! I think it's counterintuitive that we are the closest division but we have the lowest interclubbing. I want to increase this by services and having more socials during my term.

3. Making DCM's more engaging and interactive

By this I mean that I would like to do more entertaining DCMs by raffles or creating questions that appeals to the members rather than just a board report. I would like to take the time to actually get to know my members on a personal basis which will retain our membership.

4. Creating a Divisional Website

By creating a divisional website this will allow me to not only post up to date things, but have an archive on previous years and have something for my successor to look upon.

5. Form a foundation

I want to create a foundation for future years for Foothill Lt.G. By having a foundation the clubs that are struggling will not be struggling in the future which will allow them to do things they are more interested in!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Golden Gate Lt. Governor Board Report
April 2019 Board Meeting
 Respectfully Submitted by *Darian Sein-Lwin*

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/11/19	CSUEB Tennyson College Expo Tabling	2	

Total Service Hours since Last Board Report: 2

Total Service Hours since April 1st, 2019: 2

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/09/19	Wayne Cheng	Official Appointment of Lt. Governor position	Email
04/10/19	Bruce Hennings	DOTC Flight Reservation	Email
04/10/19	Joe Lee(RA)	Greetings and Introduction to Golden Gate RA	Email
04/12/19	Alan Kwok	LTG Transition 1 on 1	Phone Call
04/12/19	Armando Velasquez	DOTC Logistics	Email
04/12/19	GG Presidents	Golden Gate EOTY Banquet + Possible April DCM logistics	Messenger
04/12/19	GG Presidents	Official Greeting as newly inducted LTG, DCM discussion, and PCM/1on1 Availability	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Got Elected as Lt. Governor
2. Finished Transitional One on One with predecessor
3. Send out all the greeting and introduction emails to RA, Presidents, and etc
4. Book Flight to DOTC
5.

b. Top 5 Plans

1. Transition as clean as possible into the new term despite late appointment.
2. Create a PCM/DLT Online Meeting Schedule
3. Finish DLT Apps/ Elect a DLT
4. Host 1st DCM (April) soon
5. Finish all Board Reports/LTG MRF and attend DOTC

III. Resources Needed

1. N/A
2. Will figure out what resources are needed at DOTC
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Build up club Recruitment and Retention with specific and quantifiable goals
2. Instate a new push with Divisional Unity with a monthly club highlight program
3. Establish an inter-club officer contact and support system between each club's executive boards.
4. Open up a more direct and fluid communication connection between Presidents and DLTs

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Metro Lieutenant Governor Board Report
April 2019 Board Meeting
 Respectfully Submitted by **Eduardo Castillo**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/4/19	CSULB CKI General Meeting		1
03/11/19	CSULB CKI General Meeting		1
03/13/19	Domenico's Fundraiser		1
03/16/19	Metro March DCM		3
3/18/19	CSULB CKI General Meeting		1
03/22-24/19	CNH District Convention		22
3/25/19	CSULB CKI General Meeting		1
03/29/19	CSULB CKI General Meeting		1
04/6/19	Metro April DCM		8
04/8/19	CSULB CKI General Meeting		1
04/11/19	USC CKI General Meeting		1
04/09/19	CNH Key Club DCON Sergeant-At-Arms 2019	5	
04/15/19	CSULB CKI General Meeting		1

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2019: 0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/27/19	Metro Presidents	Introduction and PCM	Email
03/27/19	Regional Advisor	Possible Meeting Time	Email

03/29/19	Regional Advisor	Weekly Meeting	Phone Call
03/31/19	Metro Presidents	PCM Meeting Time and Agenda	Email
04/3/19	Joshua Nepomuceno	LTG Transitional Meeting	Video Call
04/3/19	Assistant Regional Advisor	Possible Divisional Event	Email
04/10/19	Metro Presidents	PCM and Divisional Theme	Email
04/12/19	DLT Applicants	DLT Interview times and Questions	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Hosted a DCM with the past LTG
2. Hosted a PCM with current Metro Presidents
3. Released DLT applications
4. Assisted with past LTG with Metro Trainer
5. Been in contact with Regional Advisor and attending weekly meetings

b. Top 5 Plans

1. Organize and plan the next DCM in May
2. Appoint DLT members and host DLT meeting
3. Decide Divisional theme
4. Conduct one-on-ones with Presidents
5. Release divisional timeline with events planned

III. Resources Needed

1.N/A
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of

your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Increase the effectiveness of DLT
2. Increase attendance of divisional events
3. Host DCMs at club-oriented events
4. Release event plans early enough for preparation
5. Work with neighboring divisions to host events

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

Sunset Lieutenant Governor Board Report

APRIL 2019 Board Meeting

Respectfully Submitted by **Jonash Poyaoan**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/01/2019	Penny's Ice Cream Social	-	2
04/02/2019	PTP Doll and Card Making Table Top	4	-
04/03/2019	Scotts Valley Kiwanis Meeting	-	1
04/04/2019	UC Santa Cruz General Meeting #1	-	1
04/04/2019	Surf City Kiwanis Meeting	-	1
04/11/2019	UC Santa Cruz General Meeting #2	-	1
4/13/2019	UCSC Arboretum Spring Plant Sale	3	-
4/13/2019	Sunset Division April DCM and Social	-	5

Total Service Hours since Last Board Report: 7

Total Service Hours since April 1st, 2019: 7

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
3/26/19	Bruce Hennings	DOTC Flight Itinerary	Email
03/28/19	Armando Velazquez	LTG Candidacy Forms	Email
03/28/19	Ernie Fenn	LTG Candidacy Application - Signature	Email
03/31/19	Jennifer Tai	LTG Transitional Meeting Schedule	FB Messenger

03/31/19	STC North Committee	STC North 2019 Meeting	Zoom
04/01/19	Sunset Division Presidents	President Obligations within Sunset Division	FB Messenger
04/01/19	Sunset Division VPAs	VPA Obligations within Sunset Division	FB Messenger
04/01/19	Sunset Division VPSs	VPS Obligations within Sunset Division	FB Messenger
04/01/19	Sunset Division Secretaries	Secretary Obligations within Sunset Division	FB Messenger
04/01/19	Sunset Division Treasurers	Treasurer Obligations within Sunset Division	FB Messenger
04/03/19	Jennifer Tai	LTG Transitional Meeting	Google Hangout
04/07/19	Past Sunset DLT	Sunset Division End of the Year Banquet	Zoom
4/10/19	Ian Mallari	LTG and President One-on-One	Zoom
4/10/19	Jeffrey Chang	LTG and President One-on-One	Zoom
4/12/19	Selena Suen	Foothill Club Updates	FB Messenger
4/12/19	Past Sunset DLT	Sunset Division End of the Year Banquet and April DCM	FB Messenger
4/12/19	Tiffany Huang	STC Workshop	FB Messenger
4/12/19	Jennifer Tai	LTG MRF and Board Report	FB Messenger
4/12/19	UCSC E-Board	April DCM Logistics	FB Messenger
4/13/19	Alfredo Rivero	LTG and President One-on-One	Zoom
4/15/19	Jeevan Bhullar	DLT Application Interview	Zoom
4/15/19	Bill Truong	DLT Application Interview	Zoom

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Created new Sunset Division Google Drive
2. Created new spreadsheet for the newly appointed DLT
3. Created new spreadsheet and drive for Executive Board Members
4. Created new DLT application and event page
5. Planned April DCM

b. Top 5 Plans

1. Spring Training Conference 2019
2. Sunset End of the Year Banquet
3. Sunset Division Leadership Team 2019-2020
4. President One-on-Ones
5. Work with CBR Chair on Stanford University, Foothill College, and Santa Clara

III. Resources Needed

1. CBR Chair
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

<p>1. Promote Transparency with Clubs and Division</p> <p>To promote transparency, I have created a division wide calendar for board members to edit and include their events in the upcoming months during their to term to prevent conflicting events within the division. I created a more organized google drive with master sheets for all the executive board positions and they will have easier access to resources.</p>
<p>2. Promote Inclusivity between the Club Board Members</p> <p>To create a stronger relationship with the board members and their respective counterparts, I created a spreadsheet with get to know you better questions to give each board member a better understanding on how everyone works and how they are as a human within CKI.</p>
<p>3. Build stronger relationships with Sunset DLT</p> <p>I intend of designating personal time for DLT to get to know each other better such as retreats and in persons. From physical interaction and communication, I believe it will offer a better perspective on how the individuals will work with each other and how they will be able to come into tangible medium and have a successful term.</p>
<p>4. Exposure of DLT within Sunset Division</p> <p>I believe there is a low presence of the DLT among the board and general members of the division. To combat this, I will be implementing active participation and conversation among each of the individuals through message,</p>

one-on-one meetings, as well as general exposure and energetic participation during club and divisional events.

5. Increase Division Funding

Since each division is not a given a budget for division wide expenses, I intend on utilizing the divisional fundraising chair and ensuring that they either plan monthly or bi-weekly fundraisers in the San Jose area considering most of the schools of the division are near that area. I would want to the fundraising chair to accumulate at least \$500 by the end of August and \$900 by the end of October.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Treasurer Board Report
April 2019 Board Meeting
Respectfully Submitted by **Kevin Ru**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/02/19	Pizookie Social		1.5
04/04/19	UCLA Spring 1 st General Meeting		1
04/06/19- 04/07/19	UCLA Dance Marathon	26	
04/10/19	Spam Musubi Cooknight	6	
04/11/19	UCLA Spring 2 nd General Meeting		1
04/13/19	PS Science Service Squad	3	
04/14/19	LA Times Book Festival	5	
04/15/19	Spiritship Committee Meeting		1
04/15/19	Service Committee Meeting	1	
04/15/19	Kiwanis Family Committee Meeting		1
04/16/19	Fundraising Committee Meeting	1	
04/18/19	UCLA Spring 3 rd General Meeting		1
04/19/19	Campus Clean Up	2	
04/20/19	CSULB End of the Year Banquet		3

Total Service Hours since Last Board Report: 44

Total Service Hours since April 1st, 2019: 44

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
------	-----------	---------------------	--------

04/09/19	Shaira Ramirez-Santos	District Treasurer Files	Facebook Messenger
04/10/19	Julia Dressler	District Sec/Treas Tidbits Email	Email
04/12/19	Garvey Su	Goals & Expectations	Phone
04/15/19	Robert Chirk	Crazy Kompetition for Infants	Phone
04/15/19	Wayne Cheng, Jennifer Sandoval	2019-2020 Budget	Phone
04/15/19	Shaira Ramirez-Santos	Predecessor Notes	Phone
04/17/19	Wayne Cheng, Armando Velasquez Bruce Hennings,	2019-2020 Budget	Phone

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed as District Treasurer
2. Prepared for 2019-2020 General Budget creation
3.
4.
5.

b. Top 5 Plans

1. Finalize and approve General Budget by DOTC
2. Create the FiFun committee application and appoint a strong team
3. Finalize the location of Crazy Kompetition for Infants South
4. Update the TFC manual & Fundraising Database
5. Hold spring one-on-ones

III. Resources Needed

1. List of Fundraising Chairs
2. TFC emails
3.
4.

5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Create and actively promote resources to assist TFCs with their term such as continuing the MUC manual and financial templates.

I have been updating the Treasurer & Fundraising Chair manual and plan to have it released by DOTC.

2. Raise awareness and promote education of the DFIs through the creation of new resources and execution of successful DFI education weeks.

With the DFI Ambassador and Finance and Fundraising Committee I hope to create engaging workshops, infographics, and other resources to actively promote and educate on the DFIs. I hope to also continue On-Site Fundraisers at District events to promote the DFIs such as at STC.

3. Support club fundraising efforts by providing resources such as an updated Fundraising Database, event planning guides and personally reaching out to individual clubs.

I have begun updating the Fundraising Database and hope to work with the Finance and Fundraising Committee to again create new resources and helpful guidelines to assist Treasurers/Fundraising Chairs in their fundraising. I intend to release one-on-one signup sheets by DOTC as well to support the TFCs.

4. Encourage a community for TFCs by creating and releasing a TFC pen pal system earlier in the term to facilitate communication and idea sharing among all TFCs.

Once the Finance and Fundraising Committee has been appointed, I plan on releasing signups for the TFC Pen Pal system and encourage participation and have FiFun members facilitate conversation as well.

5. Provide a meaningful and fulfilling experience for the Finance and Fundraising Committee and have more defined roles in the committee to help encourage productivity and support for TFCs.

I plan to hold at least one in person meeting with the committee once it has been appointed and be consistently present and available throughout the term.

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Secretary Board Report
April 2019 Board Meeting
 Respectfully Submitted by **Jennifer Sandoval**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/02/19-04/05/19	District Secretary Office Hours		10
04/09/19	Spring 9 th General Meeting		1.5
4/08/19	18-19 Board Meeting		1
04/08/19	District Chair/LTG/Treasurer Discussion Meeting		2
04/11/19	Spring 10 th General Meeting		1.5
04/11/19	Firewings Fundraiser Social		1
04/12/19	Sac State CKI End of the Year Banquet		6

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2019: 0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/01/19	CNH Secretaries, CNH Presidents, CNH District Board	Release of 2019-2020 MRF & CERF	Email
04/01/19	Scott Smith	Weekly Call	Phone

04/02/19	Kaitlyn Chieh	KFRF Question	Email
04/03/19	CNH Secretaries	District Convention 2019 DERF & MRF Manual	Email
04/05/19	Jacqueline (IVC CKI Secretary)	Transfer of MRF content from 1819 MRF to 1920 MRF	Email
04/05/19	Remy Sprauge	International MRF Question	Email
04/08/19	Armando Velazquez	DOTC Logistics & Flight Information	Email
04/08/19	CNH District Board	Release of 2019-2020 Board Report, Proposal Form, & LTG MRF	Email
04/08/19	Scott Smith	Weekly Call	Phone
04/09/19	Armando Velazquez, Wayne Cheng	District Board & Advisor Contact Information Rosters	Email
04/10/19	Scott Smith	Update on Secretary MRF & District Board Meeting Timeline	Email
04/13/19	Armando Velazquez, Wayne Cheng	April District Board Meeting Agenda Approval	Email
4/15/19	Scott Smith	Weekly Call	Phone
4/15/19	Club Secretaries, Club Presidents	CNH KIWIN'S DCON & CNH Key Club DCON SAA Hours	Email
4/15/19	CNH District Board, CNH Club Executive Boards, CNH CKI Kiwanis Committee	April 2019 District Board Meeting Agenda	Email
4/15/19	Wayne Cheng, Kevin Ru	2019-2020 Budget	Phone

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Updated 2019-2020 Club Event Report Form & Monthly Report Form
2. Created 2019-2020 Executive Board Contact Sheet
3. Held week-long office hours for Secretaries during the week the March MRF was due
4. Released updated Board Report, Board Proposal Form, and LTG MRF

5. Began sending out MRF Feedback and reached out to STC N/S Workshop Co-Hosts for Secretary 201 Workshop

b. Top 5 Plans

1. Plan for release of 2019-2020 Laws & Regulations Committee application
2. Review & refine LTG/Chair MRFs as well as Club MRFs
3. Begin sending Bi-Weekly Secretary Sunday emails
4. Successfully host Secretary 201 Workshops at STC N/S and post powerpoint slides to Facebook Groups
5. Collect Appointed Board contact information to help District Chairs reach out to the members of CNH

III. Resources Needed

1. Lt. Governors – Please continue to update the Executive Board contact sheets and make sure the information is accurate

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

Provide constant communication and support for Club Secretaries

I plan on utilizing different platforms to improve communication and support for Cub Secretaries. First, I would like to continue to have a positive presence through Facebook posts & updates and making myself as available as possible to answer quick questions over Messenger. I would like to host monthly office hours on the 4th and 5th of each month to provide support & a space for Secretaries to bond with each other. I would like to also improve relations between secretaries through Messenger group chats. I also plan to communicate through bi-weekly Secretary Sunday emails. Through these emails, I will provide quick updates, reminders, and information about secretarial duties.

Improve club & district communication

I'd like to improve club & district communication mainly through the use of the Club MRFs. By utilizing the District Board feedback section on the MRF, the District Board will be able to see a wider range of audience's concerns, comments, etc. By acting as a liaison between the clubs and the District Board, I hope to create a more connected environment.

Improve upon the Laws & Regulations Committee by increasing exposure through liaisons and providing more resources for growing clubs

By reflecting on the progress of the previous term and understanding each committee members' duties, I hope to shape the committee to have more structure and direction in areas that were seen as lacking.

Regularly review and update District Documents

While the District provides several resources and official documents that are readily available, these resources are often neglected by both the general membership and the District Board. This term, I hope to review and update District Documents including manuals regarding the duties of a Secretary (i.e. CERF Manual, MRF Manual, etc.), the District Operating Procedures, etc. I would mostly like to focus on updating the District Operating Procedures by giving it a table of contents, highlighting relevant sections, etc.

V. Announcements

Please don't hesitate to reach out to me if you need help in any way!
I look forward to working with all of you! 😊

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

DISTRICT GOVERNOR Board Report
APRIL 2019 Board Meeting
 Respectfully Submitted by **WAYNE CHENG**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
4/5/19 – 4/7/19	KIWIN'S District Convention 2019		15
4/11/19 – 4/13/19	Governor Administrator Training Conference		15
4/18/19	General Meeting		1
4/25/19	General Meeting		1

Total Service Hours since Last Board Report: 0

Total Service Hours since April 1st, 2019: 0

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/1/19	Armando Velazquez	Weekly Call	Phone
4/8/19	Armando Velazquez	Indianapolis Flight	Email
4/9/19	Armando Velazquez	Weekly Call	Phone
4/10/19	CNH District	Appointment of District Chairs	Email
4/16/19	Lt. Governors	CKIx Promotion	Email
4/17/19	Bruce Hennings, Armando Velazquez, Kevin Ru	Budget Call	Phone

4/22/19	Armando Velazquez	Weekly Call	Phone
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Appointed the District Chairs
2. Held one-on-ones with the District Board officers
3. Attended Governor Administrator Training Conference in Indianapolis
4.
5.

b. Top 5 Plans

1. Assist with planning Spring Training Conferences and serve as the liaison between previous board and current board.
2. Get in the flow of communication with the District Board
3. Host preliminary one on ones w/ Board officers
4. Finalize District Goals and Action Plans
5.

III. Resources Needed

1. N/A
2.
3.
4.
5.

IV. District Officer Assessment

Please list the goals you submitted as an individual officer the beginning of your term, evaluate your progress on these goals, and identify what you will do between now and the end of your term in support of these goals.

1. Overall Membership Growth for the CNH District
2. Increase in Service hours across the District
3. Greater support & resources for Vice President officers

4. Seasonal evaluations & Goal Planning for Lt. Governors
5. Greater CKI publicity/outreach to CNH Key Club & KIWIN'S

V. Announcements

Circle K International Convention – June 26-29 @ Orlando Florida

Presidents' Retreat 2019 – July 19-21 @ Lake Isabella

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

**2019-2020 District Board of Officers
April District Board Meeting
Sunday, April 28, 2019 at 1:30 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA**

Notes