

**CALIFORNIA-NEVADA-HAWAII DISTRICT**  
**Circle K International**

**2018-2019 District Board of Officers**  
**April District Board Meeting**  
**Sunday, April 22, 2018 at 1:30 PM**  
**Kiwanis Professional Development Center, Rancho Cucamonga, 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

Jack Miao, Paradise Lieutenant Governor  
Jennifer Tai, Sunset Lieutenant Governor  
Ryan Hoang, Communications & Marketing Chair  
Andy Nguyen, 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  
Hever Miranda, Service Chair  
Jonathan Chu, Technology Chair

**Guests:**

Bruce Hennings, Director of Service Leadership Programs  
Camille Goulet, Member of the Kiwanis District Committee  
Scott Smith, Magic Kingdom Regional Advisor  
Ronald Liu, Desert Oasis Regional Advisor  
Jennifer Que, Immediate Past District Governor  
Amy Cao, CSU Fullerton  
Henry Pham, CSU Fullerton  
Ivan Hoz, CSU Fullerton  
Jennifer Hoang, CSU Fullerton  
Josephine Chau, CSU Fullerton

Raphael John Pacquing, CSU Fullerton  
David Su, Cypress College  
Katelyn Ung, Cypress College  
Andrew Kang, Golden West College  
Anne Le, Orange Coast College  
Dylan Huynh, Orange Coast College  
Helen Nguyen, Orange Coast College  
Ivy Dang, Orange Coast College  
Johnny Le, Orange Coast College  
Katherine Hoang, Orange Coast College  
Ngoc Nguyen, Orange Coast College  
Ana Chavez, UC Berkeley  
Aaron Zepeda, UC San Diego  
Wesley Wu, UC San Diego

## **Executive Summary**

The April 22, 2018 District Board Meeting was called to order at 1:30 PM by District Governor Manuel Santiago.

The 2018-2019 Chair appointments were approved.

The continuation of the Five-Year Plan for 2018-2019 was approved.

The 2018-2019 District Board Goals were adopted.

The 2018-2019 District Board Budget was approved.

The budget and proposal for the 2018 California-Nevada-Hawaii Circle K President's Retreat were approved.

The budget, recommended theme, and proposal for California-Nevada-Hawaii Circle K District's attendance to Circle K International Convention (CKIx) were approved.

The District Board voted to endorse Ivan Hoz, CSU Fullerton, as a candidate for Subregion B Trustee.

The District Board voted to endorse Annika Yip, UC Santa Barbara, as a candidate for International Trustee at Large.

The District Board gave their board reports.

The April 22, 2018 District Board Meeting was adjourned at 2:41 PM by District Governor M. Santiago.

## **Minutes**

- I. Call to Order** – Manuel Santiago, District Governor – 1:30 PM
- II. Flag Salute** – Mark Fernandez, Desert Oasis Lieutenant Governor
- III. Opening Thoughts** – Alan Kwok, Golden Gate Lieutenant Governor
- IV. Introduction of Guests** – Wayne Cheng, District Secretary
- V. Approval of Agenda**  
District Governor M. Santiago entertained the motion to approve the agenda for the April 22, 2018 District Board Meeting.

Moved by Metro Lieutenant Governor J. Nepomuceno, and seconded by Paradise Lieutenant Governor, J. Miao

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

**VI. Approval of Minutes**

- A. Friday, March 23, 2018 – District Board Meeting
- B. Saturday, March 24, 2018 – House of Delegates
- C. Sunday, March 25, 2018 – Transitional Board Meeting

M. Santiago entertained the motion to approve the minutes from the March 23, 2018 District Board Meeting.

Moved by Desert Oasis Lieutenant Governor M. Fernandez, and seconded by Central Coast Lieutenant Governor N. Wright.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

M. Santiago entertained the motion to approve the minutes from the March 24, 2018 District Board Meeting.

Moved by N. Wright, and seconded by Magic Kingdom Lieutenant Governor A. Lagrada.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

M. Santiago entertained the motion to approve the minutes from the March 25, 2018 District Board Meeting.

Moved by J. Miao, and seconded by N. Wright.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

**VII. Approval Items**

- A. Approval of Chair Appointments

M. Santiago entertained the motion to approve the 2018-2019 Chair appointments.

Moved by A. Lagrada, and seconded by M. Fernandez.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

- B. Confirmation of Continuation of the Five-Year Plan for 2018-2019

M. Santiago entertained the motion to approve the continuation of the Five-Year Plan for the 2018-2019 term.

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

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

C. Adoption of 2018-2019 District Board Goals

District Secretary W. Cheng summarized the goals stating that this year, the District Board aims to improve the District's external image, emphasize professional development, promote impactful service, create a streamlined resource system, improve membership recruitment, retention, and overall experience, and enhance Kiwanis Family relations.

M. Santiago entertained the motion to approve the adoption of the 2018-2019 District Board goals.

Moved by District Treasurer S. Ramirez-Santos, and seconded by N. Wright.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

D. Approval of Annual Budget

S. Ramirez-Santos summarized the annual budget and stated that travel for Hawaiian students will be sponsored and subsidized, the number of District Board members doing a visitation to Hawaii will be decreased to two board members, and the Kiwanis Committee expense is increased due to the size of the committee.

M. Santiago entertained the motion to approve the annual budget.

Moved by J. Miao, and seconded by J. Nepomuceno.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

E. California-Nevada-Hawai'i President's Retreat 2018 – Ana Chavez,  
President's Retreat Chair

President's Retreat Chair A. Chavez explained what President's Retreat entails, and that she was seeking approval for the items on her proposal.

M. Santiago entertained the motion to approve the 2018 California-Nevada-Hawaii President's Retreat.

Moved by M. Fernandez, and seconded by S. Ramirez-Santos.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

- F. Circle K International Convention – Ivan Hoz, Onto International Convention Chair  
Onto International Convention Chair I. Hoz explained what International Convention was, and reviewed the proposal items, including the theme, pin design, ribbon leis, and spirit pack pricing. He recommended the music theme.

M. Santiago entertained the motion to approve the theme of music.

Moved by N. Wright, and seconded by J. Miao.

Motion passed.

7 ayes (W. Cheng, J. Ranario, M. Fernandez, A. Lagrada, J. Nepomuceno, J. Miao, J. Tai), 4 opposed (S. Ramirez-Santos, N. Wright, R. Tzul, A. Kwok), 0 abstentions.

M. Santiago entertained the motion to approve pin design #1.

Moved by N. Wright, and seconded by J. Miao.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

M. Santiago entertained the motion to approve the ribbon lei, with the theme of music.

Moved by A. Lagrada, and seconded by J. Ranario.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

M. Santiago entertained the motion to approve spirit pack pricing, which was suggested to be \$15.

Moved by N. Wright, and seconded by J. Ranario.

Motion passed.

11 ayes (unanimous), 0 opposed, 0 abstentions.

**VIII. Consideration for Endorsement of Candidate for International Office**

M. Santiago entertained the motion to endorse Ivan Hoz, CSU Fullerton, for Subregion B Trustee.

Moved by J. Miao, and seconded by N. Wright.

The District Board voted by written ballot.

The candidate received endorsement for International Office.

M. Santiago entertained the motion to endorse Annika Yip, UC Santa Barbara, for International Trustee at Large.

Moved by J. Miao, and seconded by N. Wright.

The District Board voted by written ballot.

The candidate received endorsement for International Office.

**IX. Board Reports**

**A. Chair Reports**

- a. Communications & Marketing Chair – Ryan Hoang
  - a. R. Hoang has contacted his predecessor and past C&M members to get advice on how he should proceed with the committee this term. He also facilitated tasks that still need to be completed from the previous term. He is also finalizing committee applications to be released.
- b. District Convention Chair – Andy Nguyen
  - a. A. Nguyen has contacted his advisors and went over the pros and cons of District Convention 2018 and goals for District Convention 2019. He is creating his committee application to be released.
- c. Fall Training Conference Chair – Cecilia Nguyen
  - a. C. Nguyen has created a line of communication with advisors, and contacted the past three Fall Training Conference chairs to learn more about committee structures and to learn how they navigated through their term. She also edited the committee applications to better cater and serve the positions. She is looking forward to holding interviews and appointing applicants to the Fall Training Conference committee.
- d. Kiwanis Family and Foundation Chair – Calvin Chau
  - a. C. Chau has been talking to advisor Camille Goulet to see what the District Board can do with Kiwanis Family relations. He stated that over the course of District Officer Training

Conference, our Board produced goals for enhancing Kiwanis Family relations. He has talked to his past two predecessors and is considering various committee structures. He is currently working on committee applications to be released.

- e. Member Recognition Chair – Katelyn Duch
  - a. K. Duch appreciates the opportunity to serve on District Board again, this time as the Member Recognition chair. She has been communicating with predecessors to see how the District Board can improve the committee from last year. She also met the new advisor, Garvey Su, and talked with Armando Velazquez to discuss her goals for the term. She is currently revising the committee applications for this term.
- f. Membership Development & Education Chair – Tommy Thach
  - a. T. Thach has contacted the immediate past Membership Development & Education Chair to talk about the pros and cons of last term. He has also contacted advisor Peter Yu to have a meeting to talk about his goals for the term. He is currently working on committee applications to be released.
- g. Service Chair – Hever Miranda
  - a. H. Miranda has been in contact with his predecessor to transition into the position. He contacted his advisor for help in appointing people to the committee. He is currently revising committee applications to be released.
- h. Technology Chair – Jonathan Chu
  - a. J. Chu has met with Technology Advisor Don Hull, and immediate past Technology Chair Denny Cao, to get situated with his position. He is planning on starting a District Technology Committee, with six or seven people to maintain the website. He also plans to create event websites for all District Events, host webinars, and to do special projects. He explains that Lieutenant Governors have expressed interest in wanting to edit pages on the website for their divisions. He explains that in the past, the Technology Chair has usually been a regular participant of the Communications & Marketing committee. He is willing to attend their first few meetings to see if there is a need for him to attend. Lastly, he plans to collaborate with all District Chairs and Lieutenant Governors.

## B. Lieutenant Governor Reports

- a. Capital – Joshua Ranario

- a. J. Ranario stated that Capital Division has been very active recently. He said that they provided 40 Sergeant-At-Arms volunteers at the CNH Key Club District Convention, which was headed by Calvin Tang, UC Berkeley, and Eric Munoz, UN Reno. He is in the process of meeting each Club President and having one on ones, where he has already met with 5 of 9. He released and closed applications for his Divisional Leadership Team, and received 20 total applications. He also had the honor of installing the incoming Club Boards of Sacramento State University and UN Reno. His top five plans are: to continue chartering American River College, coordinate officer training sessions, assist in finalizing transitional phases for clubs, and preparing for Spring Training Conference North. He announced that Capital Division has 101 registered attendees for Spring Training Conference North. His next Divisional Council Meeting will be on May 19<sup>th</sup>, at Lake Tahoe Community College.
- b. Central Coast – Nicolas Wright
  - a. N. Wright has released applications for his Divisional Leadership Team, and interviewed all of his applicants. In total, he received twelve applications, and appointed ten applicants. He hosted his Divisional Council Meeting on April 15<sup>th</sup>, which had 35 members in attendance. He has had one on ones with all Club Presidents in his division, and is currently reaching out to struggling clubs. He also released a Presidency manual to assist them in the beginning of the term. He is also speaking with his Regional Advisor on a weekly basis.
- c. Desert Oasis – Mark Fernandez
  - a. M. Fernandez got in contact with his Regional Advisor and Assistant Regional Advisors, and contacted his predecessors for advice. He has also contacted all of the Club Presidents from all five clubs in the Desert Oasis Division, and had one on ones with each President. He was able to release applications for his Divisional Leadership Team, which closed yesterday. He has also been holding office hours to make himself readily available to his members. He implemented Slack as the primary and official form of information and communication for Club Presidents. He hosted a workshop for UC Riverside's Executive Board trainer, and is currently acquainting himself with other Kiwanis Family branches within the Desert Oasis Division. He is planning to work with Desert Oasis Regional Advisor Ronald Liu to try and reactivate inactive clubs within the Division. He would like to travel to different clubs in California or Nevada to observe



and see if there's anything different he can do. He states that Desert Oasis will be having the first Weekend of Awesome, held in Las Vegas at UN Las Vegas from April 27-29. He has approved the dates for Weekend of Awesome for the rest of the year.

d. Foothill – Richard Tzul

- a. R. Tzul has held workshops to train new board officers, and to encourage professional development. His first Divisional Council Meeting also served as his first President Council Meeting. He was able to release applications for his Divisional Leadership Team, and is currently in the process of hosting interviews. His Divisional Leadership Team will be announced at Spring Training Conference South. He announced that 45 members from Foothill have registered for Spring Training Conference South. He recently attended the Division 35 Kiwanis Divisional Council Meeting, and has been in frequent contact with Regional Advisor Grace Chi, and immediate past Foothill Lieutenant Governor Diana Mora, as well as Club Presidents in his Division.

e. Golden Gate – Alan Kwok

- a. A. Kwok has had in-person meetings with Club Presidents and Regional Advisor Joe Lee. He also released applications for his Divisional Leadership team, and received 15 applications to eventually appoint 9. His Divisional Leadership Team will be announced at the Golden Gate Division End of the Year Banquet. He is currently in the process of reactivating Circle K at Napa Valley College and possibly Los Medanos College as well. Sonoma State University is currently in the process of chartering for the 2018-2019 term. He plans on creating an officer manual for all club officers to assist them in their responsibilities, teach them about fundraising, and introduce ideas of recruitment and retention. He plans on hosting a Divisional trainer so that all officers can receive proper training. He is hosting his first Divisional Leadership Team meeting this week to have them adjust to their positions. He states that his April Divisional Council Meeting will be held at Spring Training Conference North.

f. Magic Kingdom – Angela Lagrada

- a. A. Lagrada attended the CNH KIWIN'S District Convention to volunteer as a Sergeant At Arms. She held her first President Council Meeting, which had the attendance of 8/10 Presidents. She also hosted her first Divisional Leadership Team meeting, which was very effective, and she looks

forward to working with them. She has been in contact with the past three Magic Kingdom Lieutenant Governors, and recently visited several clubs in her Division. She states that attended the Division 30 Kiwanis Divisional Council Meeting. She announced that the 10<sup>th</sup> and final President of Magic Kingdom was recently elected, and that she has been in communication with Magic Kingdom Regional Advisor, Scott Smith. She has been releasing bi-weekly emails, and her first Divisional Council Meeting and Divisional Service Project is next week, where they will be volunteering for the March of Babies, with over 50 registered members. Lastly, she is planning to host a Magic Kingdom trainer, a one day conference to teach members and officers about general skills.

g. Metro – Joshua Nepomuceno

- a. J. Nepomuceno successfully hosted his April Divisional Council Meeting, as well as his first President Council Meeting, to set expectations for Club Presidents and the Regional Advisor. He released applications for his Divisional Leadership Team, the deadline of which was extended to April 23<sup>rd</sup>. He has planned out his May Divisional Service Project, and is looking to create a trainer similar to District Officer Training Conference for Metro Division's club officers. He is working with his Regional Advisor to create measurable goals for his individual clubs.

h. Paradise – Jack Miao

- a. J. Miao has established connections with all schools in Paradise Division, and is currently in the process of chartering Circle K at West Oahu College. He also attended Division 37 Key Club Divisional Council Meeting, and hosted his own Divisional Council Meeting on April 15<sup>th</sup>, which was a Divisional fundraiser for Hawaiian students to attend Fall Training Conference. He also announced his Divisional Leadership Team. His next Divisional Council Meeting will be held at Spring Training Conference South on May 5<sup>th</sup>. He has been coordinating with his Regional Advisor and Public Relations Chair to recognize Paradise members on a weekly basis. He is currently planning his Hawaii visitation.

i. Sunset – Jennifer Tai

- a. J. Tai has been reaching out to her Key Club counterparts to bridge the gap between Service Leadership Programs. She has also been setting goals with Club Presidents individually, and has been training each club's Executive Board. She stated that she is also communicating with her Regional Advisor, Derek Lubich, as well as past Club Presidents to find

possible areas of improvement. She released and closed applications for her Divisional Leadership Team, and is currently in the interview process. She is currently helping 4 different colleges charter Circle K clubs, including CSU Monterey Bay, West Valley College, Santa Clara University, and Evergreen College. She is planning to visit all of the clubs in her Division throughout the term.

C. Treasurer – Shaira Ramirez-Santos

- a. S. Ramirez-Santos has been getting to know Club Treasurers and Fundraising chairs through hosting one on ones, to see what resources what they need. She has also released the Treasurer and Fundraising manual, which helped them transition into the new term. Today, she prepared and proposed the general budget for the 2018-2019 District Board, which was approved. She is prepared to release committee applications for the Finance and Fundraising committee, and is also preparing a proposal for Crazy Kompetition for Infants North and South for the July District Board Meeting.

D. Secretary – Wayne Cheng

- a. W. Cheng has been updating the Club Event Report Form and the Monthly Report Form, as well as a tutorial video for Club Secretaries to utilize. He has also updated the master contact sheet for CNH club officers, and held office hours to assist Secretaries with their first MRF submission. He plans to host one on ones for Secretaries throughout Spring, to get to know them individually. He is also currently in communication with Kiwanis International to get more information on the Membership Update Center.

E. Director, Service Leadership Programs – Bruce Hennings

- a. Thanked the guests for attending the April District Board Meeting, and reminded the District Board members to submit board vouchers. He appreciates the help of the board members to clean up the room after the meeting concludes.

F. District Administrator – Armando Velazquez

- a. Thanked all of the Circle K volunteers for serving at the CNH KIWIN'S and Key Club District Conventions. He would also like to thank Camille for being the designee for the CNH KIWIN'S District Convention. Recently, he attended Governor Administrator Training Conference with Manuel, and stated that it was very enlightening. He will see everyone at Spring Training Conferences. He reminded the District Board to submit their goals to International by May 15<sup>th</sup>.
- b. Thanked everyone for their participation over the weekend, especially all of the presenters and CNH Key Club/KIWIN'S

members and District Board for our productive weekend.

G. District Governor – Manuel Santiago

- a. Thanked everyone in the gallery for attending and supporting our first District Board meeting for the term. He also thanked the Kiwanis foundation and Kiwanis committee for guiding and helping our board develop our goals. He states that the past two weeks have been very busy, with the release of chair applications and the appointment process. He is very excited to work with the District Board members this term.
- b. This past weekend, we worked on our District Goals to approve the continuation of the Five-Year plan, and created policy goals to see what we wanted to as a board this term.
- c. He attended Governor Administrator Training Conference, from April 5<sup>th</sup> to 8<sup>th</sup>, and got to meet all of the other District Governors. A lot of other Governors are interested in how CNH functions. He is excited to see the other Governors again at CKIx. Recently, he represented CNH Circle K at Key Club District Convention, and got to speak to all attendees about Circle K.
- d. He announced that we will be releasing District Committee applications, and tells everyone to keep an eye out because it's a great opportunity.

**X. Upcoming Events**

A. Spring Training Conference North in Hayward, CA – Saturday, April 28, 2018

- a. A. Chavez reminded everyone that Spring Training Conference North is on April 28<sup>th</sup>, and that District Board members must arrive at 7:00 AM. She announces that there are currently 200 early registered attendees, and that the volunteer sheet will be released tonight for northern District Board members.

B. Spring Training Conference South in Costa Mesa, CA – Saturday, May 5, 2018

- a. H. Nguyen reminded everyone that Spring Training Conference South is on May 5<sup>th</sup>, and that she will be releasing volunteer sign up sheets for District Board, who will meet at 7:00 AM. She noticed that there was a decrease in early registration, and urges officers to let their home clubs know.

C. Circle K International Convention in Chicago, Illinois – July 4-8

- a. I. Hoz reminded everyone that CKIx registration ends May 1<sup>st</sup>, and the cost is \$250, and by June 1<sup>st</sup>, the cost will be \$300. He recommends for people to register as soon as possible to pay less. He expresses that International Convention is similar to our District Convention, in that people get recognized, you can attend workshops, and there is a Day of Service throughout Chicago. He

thanked the District Board for approving the spirit packs.

**XI. Announcements**

**XII. Closing Thoughts** – Angela Lagrada, Magic Kingdom Lieutenant Governor

**XIII. Adjournment** – Manuel Santiago, District Governor – adjourned 2:41PM