

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

January 28, 2018
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAI'I DISTRICT Circle K International

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CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

2017-2018 District Board of Officers
January District Board Meeting
Sunday, January 28, 2018 at 9:00 AM
Kiwanis Professional Center, Rancho Cucamonga, CA

Agenda

- I. **Call to Order** – Lawrence Sahagun, District Governor
- II. **Flag Salute** – Mark Catolos, Sunset Lieutenant Governor
- III. **Opening Thoughts** – Jennifer Hoang, Communications and Marketing Chair
- IV. **Introduction of Guests** – Katelyn Duch, District Secretary
- V. **Approval of Agenda**
- VI. **Approval of Minutes**
 - A. Friday, November 3, 2017 – District Board Meeting
 - B. Sunday, December 3, 2017 – Special District Board Meeting
- VII. **Approval Items**
 - A. Amendments to the District Bylaws – Katelyn Duch, District Secretary
 - B. Amendments to the District Operating Procedures – Katelyn Duch, District Secretary
 - C. District Fundraising Initiatives 2018-2019 – Ivan Hoz, District Treasurer
 - D. District Service Initiatives 2018-2019 – Samantha Ruiz, Service Chair
 - E. President's Retreat 2018 – Katelyn Duch, District Secretary
 - F. Spring Training Conference North 2018 – Ana Chavez, Kiwanis Family and Foundation Chair
 - G. Spring Training Conference South 2018 – Helen Nguyen, Membership Development and Education Chair
- VIII. **Board Reports**
 - A. Chair Reports
 - 1. Communications and Marketing Chair – Jennifer Hoang
 - 2. District Convention Chair – Kim-Mai Hoang
 - 3. Fall Training Conference Chair – Lindon Tran
 - 4. Kiwanis Family and Foundation Chair – Ana Chavez
 - 5. Member Recognition Chair – Esther Wang
 - 6. Membership Development and Education Chair – Helen Nguyen
 - 7. Service Chair – Samantha Ruiz
 - 8. Technology Chair – Denny Cao

- B. Lieutenant Governor Reports
 - 1. Capital – David Duy Ngo
 - 2. Central Coast – Bill Truong
 - 3. Desert Oasis – Max Rico
 - 4. Foothill – Diana Mora
 - 5. Golden Gate – Ryan Tsao
 - 6. Magic Kingdom – Manuel Santiago
 - 7. Metro – Joshua Nepomuceno
 - 8. Paradise – Jesus Aguilar
 - 9. Sunset – Mark Catolos
- C. Treasurer – Ivan Hoz
- D. Secretary – Katelyn Duch
- E. Director, Service Leadership Programs – Bruce Hennings
- F. Comments from Kiwanis Dignitaries
- G. District Administrator – Camille Goulet
- H. Governor – Lawrence Sahagun

IX. **Upcoming Events**

- A. District Large Scale Service Project, Hawai'i – Saturday, February 17, 2018
- B. District Large Scale Service Project, North – Saturday, February 17, 2018
- C. District Large Scale Service Project, South – Sunday, February 25, 2018
- D. District Convention – March 23-25, 2018

X. **Announcements**

- XI. **Closing Thoughts** – Manuel Santiago, Magic Kingdom Lieutenant Governor

XII. **Executive Session**

- A. William A. Dunlap Fellowship Award Voting

- XIII. **Adjournment** – Lawrence Sahagun, District Governor

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

January 2018 District Board Meeting Packet

Minutes for Approval

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2017-2018 District Board of Officers
November District Board Meeting
Friday, November 3, 2017 at 1:30 PM
Old Oak Ranch, Sonora, CA

Attendance

Armando Velazquez, District Assistant
Administrator
Bruce Hennings, Director, Service
Leadership Programs
Lawrence Sahagun, District
Governor
Katelyn Duch, District Secretary
Ivan Hoz, District Treasurer
David Duy Ngo, Capital Lieutenant
Governor
Bill Truong, Central Coast Lieutenant
Governor
Max Rico, Desert Oasis Lieutenant
Governor
Diana Mora, Foothill Lieutenant
Governor
Ryan Tsao, Golden Gate Lieutenant
Governor
Manuel Santiago, Magic Kingdom
Lieutenant Governor

Joshua Nepomuceno, Metro
Lieutenant Governor
Jesus Aguilar, Paradise Lieutenant
Governor
Mark Catolos, Sunset Lieutenant
Governor
Jennifer Hoang, Communications
and Marketing Chair
Kim-Mai Hoang, District Convention
Chair
Lindon Tran, Fall Training Conference
Chair
Ana Chavez, Kiwanis Family and
Foundation Chair
Esther Wang, Member Recognition
Chair
Helen Nguyen, Membership
Development and Education Chair
Samantha Ruiz, Service Chair
Denny Cao, Technology Chair

Guests

Bill Carpenter, Fall Training
Conference Advisor
Virginia Carpenter, Fall Training
Conference Advisor

Banna Tesfay, Subregion B Trustee
Melissa Ea, Cal Lutheran University

Executive Summary

The November 3, 2017 District Board Meeting was called to order at 1:30 PM by District Governor Lawrence Sahagun.

The board approved the agenda and the July 16, 2017 District Board Meeting minutes.

The District Large Scale Service Project, Hawai'i locations on the three different islands were approved.

The District Large Scale Service Project, North locations at Roosevelt Middle School, East Oakland Pride Elementary School, and Roots Academy and budget were approved.

The District Large Scale Service Project, South proposal was tabled to discuss at a future special District Board Meeting due to insufficient information.

The 2018 Project Hawai'i location at UH Maui College and budget was approved. The proposal was amended to remove option 2, Tante's Island Gala, because of an emergency with the sponsoring Kiwanis club.

The Transfer for Board Reserve Funds for Governor Travel proposal was not approved because majority vote was not reached.

The Governor's Project for Relief Funds for Las Vegas Tragedy, where clubs would raise funds to donate to the National Compassion Fund with a goal of \$5,000, was approved.

The District Board members gave their board reports.

The November 3, 2017 District Board Meeting was adjourned at 3:20 PM by L. Sahagun.

Minutes

- I. **Call to Order** – Lawrence Sahagun, District Governor – 1:30 PM
- II. **Flag Salute** – Mark Catolos, Sunset Lieutenant Governor
- III. **Opening Thoughts** – Ivan Hoz, District Treasurer
- IV. **Introduction of Guests** – Katelyn Duch, District Secretary

V. Approval of Agenda

District Governor Lawrence Sahagun entertained the motion to approve the agenda.

Moved by District Treasurer Ivan Hoz, and seconded by Metro Lieutenant Governor Joshua Nepomuceno.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

VI. Approval of Minutes

A. Sunday, July 16, 2017 District Board Meeting

L. Sahagun entertained the motion to approve the July District Board Meeting minutes.

Moved by I. Hoz, and seconded by Capital Lieutenant Governor David Duy Ngo.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

VII. Approval Items

A. District Large Scale Service Project, Hawai'i – Samantha Ruiz, District Service Chair

District Service Chair Samantha Ruiz went over what District Large Scale Service Project (DLSSP) Hawai'i entailed, stating that it started last year to further unify the California-Nevada-Hawai'i District. She mentioned that there would be three different locations with four different Hawai'i clubs on the three islands. As they have a wide variety of interest, they will each be doing their own separate projects (10-30 volunteers each).

Paperwork for the event would be managed by a designated club officer, and there would be early and on-site registration since there would be a smaller number of participants.

Pertaining to our District Service Initiative, the theme for this event is the "Colors of Service" to give Hawai'i the liberty to have the different options in choosing their project sites. Hawai'i will also be in charge of the majority of the promotions, but the District Service Committee will release a promotional video as well.

There will be no formal budget required as the Hawai'i clubs will prepare for supplies and food on their own. They will treat lunch as

a social gathering and designate an allocated time to leave and grab their own food. They also do not see the need for us to formally fund for their projects.

L. Sahagun entertained the motion to approve the locations and itinerary for DLSSP Hawai'i.

Moved by Paradise Lieutenant Governor Jesus Aguilar, and seconded by Magic Kingdom Lieutenant Governor Manuel Santiago.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

B. District Large Scale Service Project, North – Samantha Ruiz, District Service Chair

S. Ruiz went over the details for the event. She mentioned that it would be the same date as DLSSP Hawai'i; however, there should not be any concerns. There are three confirmed sites in Oakland where DLSSP North will take place.

She went over the itinerary, stating that opening and closing session would take place at the same location, which would be East Oakland Pride Elementary School. Each location should be within 10-15 minutes of each other. Everyone will have lunch at their respective sites; District Board Officers and District Service Committee members will help deliver lunch.

All project sites are schools, so the focus will be to help improve the environment, such as painting murals and lockers or reorganizing classrooms.

There is an estimate of 200 volunteers, so there will be 80 volunteers at one site and 60 volunteers each at the other two sites.

S. Ruiz said that instead of having breakfast options, there will be snacks provided instead so as to conserve energy because the work will be physically intensive. There is no designated snack time, members can grab when they please.

Registration will be \$5, and this price will help cover food cost. Also, there is no on-site registration unless expected number of volunteers is not met.

The estimated cost for DLSSP North is \$1900 and the expected revenue is \$1000. S. Ruiz said that the committee will be applying for the Tomorrow Fund, and she also spoke with L. Sahagun about transferring money from the Board Reserve Budget to this event.

L. Sahagun entertained a motion to approve the proposal for DLSSP North.

Moved by Central Coast Lieutenant Governor Bill Truong, and seconded by I. Hoz.

In regard to item 3, section 2, which is about on-site registration, D. D. Ngo asked what if a large group of members who have not pre-registered show up? How would the committee handle the situation?

- S. Ruiz said that if we are short of volunteers, then the large group of members can still attend DLSSP.
- However, if volunteers have reached max capacity, then they may be turned away.
 - A reason for doing so is because an increase of volunteers may lead to an increase of supervisors at project sites.
- She recommended for everyone to encourage members to sign up to avoid this situation.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

C. District Large Scale Service Project, South – Samantha Ruiz – District Service Chair

Similar to the other DLSSPs, S. Ruiz went over the overview and itinerary for DLSSP South. She made a clarification for the proposal that there were a few typos. Opening session and closing session will take place at La Quinta High School and lunch will be at the respective project sites, just like DLSSP North.

S. Ruiz mentioned that there is an expectancy of 400 volunteers and a revenue of \$2000 for food and supplies. Tomorrow Fund was granted to last term's DLSSP South; however, since it was cancelled, it could be used for this term's event. The estimated cost for everything is \$2400.

As she went over the project sites, she said everything was not 100% confirmed. Option 1 was no longer an option at the moment; when

writing the proposal, it was. They originally wanted two high school locations with 200 volunteers each, but El Modena High School stated that they do not need 200 volunteers as they have been provided assistance already and suggested that we spread our service to other schools.

Option 2 included the Orange Unified School District, and S. Ruiz received confirmation that the schools within the district would appreciate the assistance. However, no information was provided on what to do.

M. Santiago asked if option 2 was the preferred option.

- S. Ruiz said option 1 was. She mentioned that option 2 was not a unified project because there would be members working at schools whereas some would be restoring wetlands.

Sunset Lieutenant Governor Mark Catolos asked for clarification about the project sites, wondering if they were approved to have 100 volunteers or if there could be more.

- S. Ruiz said that Bolsa Chica Wetlands Restoration was confirmed to have 100 volunteers. Orange Unified School District, on the other hand, had just recently contacted her so there wasn't a lot of information. Though, they had asked for assistance for 10-12 schools, which was a lot.

Director, Service Leadership Programs Bruce Hennings asked about the money carrying over for DLSSP this term.

- S. Ruiz clarified that it was only the Tomorrow Fund carrying over.

L. Sahagun asked if we could approve the proposal with what S. Ruiz provided.

- District Assistant Administrator Armando Velazquez said no, but there could be a special district board meeting.

L. Sahagun asked if we could approve only the budget from the proposal.

- A. Velazquez said no, everything needs to be finalized at the same time.

L. Sahagun entertained a motion to table the DLSSP South proposal and discuss it at a special district board meeting in the future when more information would be provided.

Moved by D. D. Ngo, and seconded by M. Catolos.

M. Santiago asked in the light of the volunteer capacity going over 200 for DLSSP North, is there a system to cut volunteers or is that up to the discretion of the District Service Committee?

- S. Ruiz said that if there are a lot of volunteers close to the registration date, they can contact the volunteer coordinators of the project sites to see if they can be accepted.
- If the capacity is confirmed, they will have to be turned away.
- A. Velazquez suggested having the same process as District Convention, in which each club has a 10-member capacity and a waitlist.
 - S. Ruiz agreed.
- M. Santiago added on and wondered what if the capacity would not be met?
 - S. Ruiz said that they would have to keep promoting the event until the day of.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

D. Project Hawai'i – Ivan Hoz, District Treasurer

I. Hoz explained the proposal, stating that this was the first time the event would happen this term. He coined Project Hawai'i as a large-scale fundraising event in Hawai'i, and that it would be very similar to the District Large Scale Service Projects. Each club in each island will do their own fundraising event on the same day to raise funds for the Pediatric Trauma Program.

In regard to the event held at UH Maui College, it would essentially be Crazy Kompetition for Infants. Because there are not a lot of Circle K members in that club, the event will be open to the whole campus.

For option 2 of the proposal, I. Hoz explained that it would not be able to happen anymore because there was an emergency with the sponsoring Kiwanis club.

I. Hoz moved to amend the proposal to remove option 2 of Project Hawai'i. Seconded by B. Truong.

Amendment Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

I. Hoz moved to approve the price and location for the Project Hawai'i proposal with the amendment of removing option 2, the gala. Seconded by Foothill Lieutenant Governor Diana Mora.

M. Santiago asked for a clarification about the second date.

- I. Hoz clarified and gave the dates, which were January 27th and February 24th.

A. Velazquez asked if there would be first aid kits available.

- I. Hoz said that the school would be providing them.

M. Catolos asked about the reservation cost, and wondered if there would be any other organization on site.

- I. Hoz said the school is waiting on the Project Hawai'i proposal approval to finish up reservations.

B. Hennings asked how would we handle waivers.

- I. Hoz said that it would be essentially the same way we handle waivers with the District events here; however, he believed that there would be more on-site.
 - B. Hennings clarified the process would be sending waivers and checks to the office. Would Hawai'i be doing the same thing?
 - I. Hoz said not exactly, but there would be a deadline for it.

A. Velazquez asked for contacts of at least 1-2 Kiwanians.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

E. Transfer of Board Reserve Budget for Governor Travel – Lawrence Sahagun, District Governor

L. Sahagun explained his proposal and requested for money from the board reserve budget so that he could travel to the events listed later on in the term.

L. Sahagun moved to approve option 1, which was accepting the transfer of \$500 of the Board Reserve to the Governor's Budget. Seconded by I. Hoz.

B. Truong asked if the Board Reserve Budget is not used, where does the money go?

- B. Hennings said that 60% of it goes to scholarships and 40% of it is reserve funds.

A. Velazquez clarified some of the events listed on the proposal, stating that the Governor's travel to KIWIN'S District Convention is covered by next term's Governor's budget, not this term's.

D. D. Ngo asked if there are any other plans to use the Board Reserve Budget.

- M. Santiago said it could be used for DLSSP South.
- A. Velazquez said the budget is typically used for emergencies and only to avoid loss. If we use the budget, then there will be less funding for scholarships.

D. D. Ngo also asked that if this proposal is not approved, then how will L. Sahagun cover costs?

- A. Velazquez said that the next term's budget would cover the majority of his travel.

M. Santiago wondered how much flight costs would be.

- L. Sahagun said that it is around \$130 round trip.

M. Rico asked if L. Sahagun would consider different methods of transportation, such as riding the train.

- L. Sahagun essentially agreed and said that driving would be the best option for him.

L. Sahagun moved to amend option 1 of the proposal and requested for \$200 instead. Seconded by M. Santiago.

Amendment Passed.

7 Ayes (L. Sahagun, D. D. Ngo, B. Truong, M. Rico, D. Mora, M. Santiago, J. Aguilar), 0 Opposed, 4 Abstentions (I. Hoz, R. Tsao, J. Nepomuceno, M. Catolos).

D. Mora asked if proposal is for this term.

- L. Sahagun said yes.
- A. Velazquez said that it may or may not be available.

K. Duch entertained the motion to approve the proposal with the amendment of transferring \$200 of the Board Reserve Budget to the Governor's Budget. Seconded by D. Mora.

Motion Denied; majority was not reached.

6 Ayes (L. Sahagun, I. Hoz, D. D. Ngo, B. Truong, M. Rico, M. Santiago), 0 Opposed, 5 Abstentions (D. Mora, R. Tsao, J. Nepomuceno, J. Aguilar, M. Catolos).

- F. Governor's Project for Relief Funds for Las Vegas Tragedy – Lawrence Sahagun, District Governor
L. Sahagun explained his Governor's project to provide funds for the Las Vegas tragedy, believing that it would unite the District for this fundraising project. The goal is to have each club host a fundraiser for the National Compassion Fund charity and raise \$5000.

L. Sahagun moved to approve option 1 of the proposal, which was to accept this project for the District. Seconded by M. Santiago.

B Truong asked if we would treat this like a District Fundraising Initiative.

- I. Hoz said yes.

M. Rico commented that he whole-heartedly supports this project. I. Hoz added on and said that he and the District Finance and Fundraising committee supports this as well.

M. Catolos asked how would the money be distributed.

- L. Sahagun said that all money would go towards the Las Vegas tragedy.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

VIII. Board Reports

A. Chair Reports

1. Communications and Marketing Chair – Jennifer Hoang
J. Hoang said that the District Communications and Marketing committee have been creating newsletters and working on more episodes for SunnyTV.

There will be more social media posts in the future.

2. District Convention Chair – Kim-Mai Hoang
K. M. Hoang and the District Convention committee finalized the website and Facebook event page information for District

Convention. They will be releasing it on the Monday after Fall Training Conference weekend.

They will be sending out e-mails periodically to the executive board officers for them to be informed about important due dates regarding District Convention.

3. Fall Training Conference Chair – Lindon Tran
L. Tran updated that the Fall Training Conference committee had been working really hard for this weekend. Everything was finalized, they were doing last minute check-ups and preparations.

Lastly, he thanked everyone for their cooperation.

4. Kiwanis Family and Foundation Chair – Ana Chavez
Since the last update, A. Chavez had successfully tabled at Kiwanis Convention. She had been doing a lot of visitations to the point where she might not have a budget anymore.

She emphasized that Kiwanis Family Month is November. Compared to previous years, the District Kiwanis Family and Foundation committee will be posting educational information and have a webinar.

5. Member Recognition Chair – Esther Wang
E. Wang updated that she and the District Member Recognition committee started MR Mondays in August through the CNH Circle K website and Facebook page. They had also released a lot of resources regarding recognition. She had been preparing for the awards at Fall Training Conference.

Lastly, she requested for the Lieutenant Governors to remind their clubs to participate in club spirit.

6. Membership Development and Education Chair – Helen Nguyen
Since the last update, H. Nguyen hosted District Professional Development Conference. She and the District Membership Development and Education committee had been helping with hosting monthly webinars as well.

Lastly, she recorded the first video of the alumni series, which would feature Angelina Chanthanouvong, a previous District

Membership Development and Education Chair. She hoped to release it soon.

7. Service Chair – Samantha Ruiz

Since the last update, S. Ruiz had been working hard on several things, including the District Service Unity Week, webinars, and proposals for the District Large Scale Service Projects.

She and the District Service Committee will be working on the service resource database, which will hopefully be released in the next couple of weeks.

8. Technology Chair – Denny Cao

D. Cao had been working on the website a lot and managing the webinars that occurred within the past months. There will be more things to come as he diligently works on it.

B. Lieutenant Governor Reports

1. Capital – David Duy Ngo

D. D. Ngo successfully chartered Sacramento City College and Lake Tahoe Community College, and he was looking to charter American River College. He was able to visit every club's first general meeting and hosted two Divisional Service Projects and a Fall Capital Large Scale Service Project. He had appointed Spring Capital Large Scale Service Project Chairs, which there would be a committee for. He was proud that San Joaquin Delta College and Folsom Lake College surpassed their totals last month. He had been doing webinars and workshops each month for the Capital Division, and will be hosting a How to Budget Webinar for November. Lastly, he was pushing for leadership and appointing many members to committees. Capital managed to bring 134 members to Fall Training Conference.

2. Central Coast – Bill Truong

Since his last update, B. Truong was able to attend San Luis Obispo for the first time. He gave them a shout out for being able to double their member totals. He successfully re-chartered Cal Lutheran University. Lastly, Central Coast brought 35 members to Fall Training Conference.

3. Desert Oasis – Max Rico

M. Rico hosted a July and October Weekend of Awesomeness, and was planning a November Weekend of Awesomeness. He

was also planning an event with the Foothill Division. On the other hand, he was getting approvals for UC Riverside's Kids Rock Benefit Concert. He had visited Las Vegas for 9 days straight and attended various Kiwanis Family events. College of Southern Nevada and Norco College now have a full executive board, and Crafton Hills College filled up vacancies. He was able to visit all of his active clubs in September and will be pushing for more charters. Lastly, Desert Oasis brought 52 members to Fall Training Conference.

4. Foothill – Diana Mora

D. Mora started off her update saying that the membership for Foothill has increased a lot, and that 60 members would be attending Fall Training Conference. Her priority is to bring Foothill back to the District by having her clubs attend more District events. Since the last update, she hosted a Foothill Executive Board Retreat, Halloween Social, and monthly service projects. She had visited clubs weekly and merchandise was almost sold out. Lastly, in regard to upcoming events, she was planning a joint Divisional Council Meeting with Desert Oasis Division for November, Go West is coming up, and there would be 2 Key to Colleges late November.

5. Golden Gate – Ryan Tsao

R. Tsao gave a quick update and said that he was planning his Large Scale Service Project, his next Divisional Council Meeting would be on November 17th, and Golden Gate brought 80 members to Fall Training Conference.

6. Magic Kingdom – Manuel Santiago

Since his last update, M. Santiago had been attending general meetings and events within his division. There had been a Divisional Service Project and Divisional Council Meeting every month with an average attendance of 60 members. Magic Kingdom Division managed to reach over 10,000 service hours. In regard to Fall Training Conference, there was a lot of spirit items created and there would be 136 members in attendance. Currently he was in the process of chartering Biola University; they brought 11 members to Crazy Kompetition for Infants South, but cannot be chartered by Fall Training Conference due to difficulties. Lastly, he was planning a Thanksgiving Social at his house and Magic Kingdom Café Night in the new year.

7. Metro – Joshua Nepomuceno

Since his last update, J. Nepomuceno had Divisional Service Projects and Divisional Council Meetings in August and September, and attended University of Southern California's Key to College. He was working with Long Beach City College and CSU Dominguez Hills to fill up any vacancies on their board. He was in contact with a student from Santa Monica Community College in hopes of having them being chartered. Lastly, he was working hard on putting together a Kiwanis Appreciation Dinner and Member Induction.

8. Paradise – Jesus Aguilar

Since his last update, J. Aguilar had a successful Hawai'i visitation and he attended all club rush weeks and first general meetings for the clubs in California. He had been in contact with presidents to talk about spring club rush to prepare them. He released a pen-pal system for his division. Lastly, he promoted UC San Diego's Masquerade Ball.

9. Sunset – Mark Catolos

Since the last update, M. Catolos had an extremely successful September Divisional Council Meeting where over 50 members were in attendance including CSU Monterey Bay. He was proud that Foothill College now has a full executive board and clubs had been having interclub service projects. Sunset Division hosted their first ever Key to College. In the light of numerous events in November, the 24 Hour Service Marathon had been pushed back to either January or February. He released a pen-pal system and newsletters for his Division. In regard to CSU Monterey Bay, he was still working on chartering them and so far, it had been going well. Stanford University and Foothill College will be co-hosting the next Divisional Council Meeting. Lastly, all 5 currently chartered clubs were in attendance at Fall Training Conference.

C. Treasurer – Ivan Hoz

Since the last update, he and the District Finance and Fundraising committee finished planning Crazy Kompetition for Infants, in which about 700 members attended and around \$4000 raised for the Pediatric Trauma Program. They had also hosted a couple informational webinars. He had been helping clubs that had problems with the Membership Update Center. Pediatric Trauma Program Week happened recently, and he was working on the other two weeks for the other two District Fundraising Initiatives. He

was working on resources in regard to fundraising and for Treasurers. Lastly, he was really excited for the Governor's Project and reminded everyone that there was Penny Wars at Fall Training Conference.

D. Secretary – Katelyn Duch

Since the last update, K. Duch had been diligently checking clubs' Monthly Report Forms every month to send feedback to the club secretaries or whoever was respectively in charge. She held a webinar about the International and District Documents Webinar with the District Laws and Regulations committee. She continued to regularly send out Wisdom Wednesday e-mails for the secretaries every other Wednesday and started a recognition program, in which she would choose a secretary to spotlight every Sunday and ask them fun and serious questions. Lastly, she would be working with the District Laws and Regulations committee to provide an informational guide about club elections, manuals for the District Documents, and a manual for secretaries.

E. Director, Service Leadership Programs – Bruce Hennings

B Hennings confirmed there were 699 members in attendance for Fall Training Conference. He thanked L. Tran and the Fall Training Conference committee for working really hard for this weekend, especially Tiffany Nguyen, the Registration Chair, and Bill and Virginia Carpenter, the Fall Training Conference advisors.

F. District Assistant Administrator – Armando Velazquez

Throughout the meeting, A. Velazquez noticed some signs and reminded everyone to be as attentive as possible for this weekend. He recommended the officers to take naps and rest up as much as they could. He reminded us that we were a representation of the District. In regard to Fall Training Conference, he urged for us to stay behind and help clean up so that we could all leave as soon as possible. Daylights saving time does not apply until we all leave the campsite.

This was the time where members would be thinking about running for office for the next term, and he asked us for all to keep an eye out to see who would be interested in our positions. We have the responsibility of finding a really good successor. He will be running both sessions of Candidates Training Session North and South.

He spoke about social media posting rules, stating that a lot of clubs unintentionally broke the social media policy regarding Event

Report Forms. To make it clear, social media policy is in regard to any type of invitation sent out beyond the Division and outside of Circle K. If we are sending out an Event Report Form, this is where social media policy applies. Use of social media website can be used, but cannot be public. Everything must be private including the event page, like page, and just about everything else that was created for the event. There is a proposal sent to the District Kiwanis Board about this matter and they are currently waiting for results. Until then, the policy still applies.

G. Governor – Lawrence Sahagun

L. Sahagun mentioned that he had a very busy schedule and he thanked everyone for their hard work. He had been staying close with the committees and attempting to provide his assistance as much as he could. President's Retreat had 80 members in attendance, which was a higher rate than before, and he was glad that the presidents seemed to enjoy the event. He had appointed Ad-Hoc Chairs for the following events: Spring Training Conference North and South, Key Club District Convention, and KIWIN'S District Convention. A. Chavez, H. Nguyen, D. D. Ngo, and K. Duch were appointed for the respective events.

IX. Upcoming Events

X. Announcements

XI. **Closing Thoughts** – Lindon Tran, Fall Training Conference Chair

XII. **Adjournment** – Lawrence Sahagun, District Governor – 3:20 PM

Respectfully Submitted:

Katelyn Duch, 2017-2018 District Secretary

Date

Lawrence Sahagun, 2017-2018 District Governor

Date

Camille Goulet, 2017-2018 District Administrator

Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2017-2018 District Board of Officers
Special District Board Meeting
Sunday, December 3, 2017 at 12:00 PM
YouTube Live

Attendance

Camille Goulet, District Administrator
Lawrence Sahagun, District
Governor
Katelyn Duch, District Secretary
Ivan Hoz, District Treasurer
David Duy Ngo, Capital Lieutenant
Governor
Bill Truong, Central Coast Lieutenant
Governor
Max Rico, Desert Oasis Lieutenant
Governor
Diana Mora, Foothill Lieutenant
Governor
Ryan Tsao, Golden Gate Lieutenant
Governor
Manuel Santiago, Magic Kingdom
Lieutenant Governor
Joshua Nepomuceno, Metro
Lieutenant Governor

Jesus Aguilar, Paradise Lieutenant
Governor
Mark Catolos, Sunset Lieutenant
Governor
Jennifer Hoang, Communications
and Marketing Chair
Kim-Mai Hoang, District Convention
Chair
Lindon Tran, Fall Training Conference
Chair
Ana Chavez, Kiwanis Family and
Foundation Chair
Esther Wang, Member Recognition
Chair
Helen Nguyen, Membership
Development and Education Chair
Samantha Ruiz, Service Chair
Denny Cao, Technology Chair

Guests

19 individuals viewed the live broadcast

Executive Summary

The December 3, 2017 Special District Board Meeting was called to order at 12:00 PM by District Governor Lawrence Sahagun.

The District Board approved the meeting agenda to discuss approval item District Large Scale Service Project, South.

The District Large Scale Service Project, South locations at Veteran's First, La Quinta High School, and/or El Modena High School and budget were approved.

The December 3, 2017 Special District Board Meeting was adjourned at 12:26 PM by L. Sahagun.

Minutes

I. Call to Order – Lawrence Sahagun, District Governor – 12:00 PM

II. Approval of Agenda

District Governor Lawrence Sahagun entertained the motion to approve the agenda.

Moved by Capital Lieutenant Governor David Duy Ngo, and seconded by Magic Kingdom Lieutenant Governor Manuel Santiago.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

III. Approval Item

A. District Large Scale Service Project, South – Samantha Ruiz, District Service Chair

District Service Chair Samantha Ruiz went over the items and proposal for the event in full detail. She explained what District Large Scale Service Project (DLSSP) was, stating that it was a day to bond with other divisions while also giving back to the community on a large-scale basis. While going over the itinerary, she emphasized that District Board Officers and District Service Committee members were to arrive at least an hour and a half early.

She went over the project sites and said that there are three locations to look over, which were Veteran's First, La Quinta High School, and El Modena High School. We will be providing services

like housing, cleaning, and cooking for Veteran's First whereas La Quinta High School and El Modena High School will have a renovation focus, such as painting, repairing, or picking up trash. Staff will be at all locations to supervise our service.

The budget was explained, stating that the reason for it was to provide water, food, and tools. Registration has increased to \$6 to accommodate for the costs of food and water. S. Ruiz also mentioned that DLSSP South was granted the Tomorrow's Fund last term; however, because it was cancelled, we are able to use the fund for this term.

S. Ruiz stated that we would have opening and closing session at Veteran's First, so it would be acting as the main site among the three sites. All project sites should be within 15 minutes of each other. Lunch (pizza, sandwiches and salads for vegans, and various snacks) will take place at the individual sites; District Board Officers or District Service Committee members will deliver food to the sites. In addition to the budget, the District Service Committee has a list of companies to ask donations from, given that the company they are asking from will not affect the donations given to other Circle K projects.

She went over the project sites in detail with what we are tasked to do. Veteran's First is expected to have 200-300 volunteers and La Quinta High School is expected to have 75-100 volunteers. She mentioned that there will be better insight as to how many members will be the 2-3 sites within the next week.

District Administrator Camille Goulet asked if S. Ruiz was planning on assigning members to the project sites and not mixing them.

- S. Ruiz said yes. Similar to last year, there will be a driver's form and each car will be traveling to the site together. There will not be members switching cars.

L. Sahagun entertained a motion to approve Veteran's First, La Quinta High School, and/or El Modena High School as the locations and the budget.

Moved by Desert Oasis Lieutenant Governor Max Rico and seconded by District Treasurer Ivan Hoz.

D. D. Ngo noticed that DLSSP South would fall on a Sunday and wondered why it was not a Saturday instead, as there would be members who would have prior commitments on Sundays.

- S. Ruiz said that she talked about the proposal with C. Goulet for a while, and after noticing that Kiwanis Mid-Year falls on the 24th and that we are looking for Kiwanis support, it would be beneficial to have it on the 25th.

D. D. Ngo asked if it is possible for members from the Capital Division to attend DLSSP South.

- S. Ruiz said that we would have to ask for approval from L. Sahagun and C. Goulet by the January District Board Meeting.
- C. Goulet added on that they must get permission from her, a confirmation from their sponsoring Kiwanis club, and an appropriate travelling and housing plan.

Central Coast Lieutenant Governor Bill Truong asked if 400 members is a hard capacity.

- S. Ruiz said no, it is an estimate. Coordinators at Veteran's First are more than willing to have more volunteers, but she will get a better idea of the number of participants as they work with registration and the date gets closer. She mentioned that if there are near 400 members who sign up two weeks from the event date, then she will consider planning for the event to be larger.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions.

IV. **Adjournment** – Lawrence Sahagun, District Governor – 12:26 PM

Respectfully Submitted:

Katelyn Duch, 2017-2018 District Secretary

Date

Lawrence Sahagun, 2017-2018 District Governor

Date

Camille Goulet, 2017-2018 District Administrator

Date

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

January 2018 District Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Amendments to the District Operating Procedures Proposal
January 2018 Board Meeting
Respectfully Submitted by **Katelyn Duch, District Secretary**

EVENT OVERVIEW

The District Operating Procedures is one of the important documents that serve as a guideline for our District. This term the District Board and the District Laws and Regulations Committee have reviewed them closely to recommend changes to the House of Delegates so that they are up to date and are consistent with how we serve for the District. **Please note that the items listed below are subject to approval by the Kiwanis Policy Committee and the Kiwanis Board before they become effective.**

ITEMS FOR APPROVAL

- **Item 1:** District Operating Procedures: Addition of Section 341.9
- **Item 2:** District Operating Procedures: Addition of Section 343.11
- **Item 3:** District Operating Procedures: Revision of Section 345.4
- **Item 4:** District Operating Procedures: Removal of meeting at International Convention in Section 350

ITEM #1

Seeing how the District Secretary has been the chair for the Laws and Regulations Committee for the past few terms, it would be reasonable to officially deem the officer as the chair of the committee. The District Secretary revises the District Bylaws and District Operating Procedures and since that is one of the responsibilities of the Laws and Regulations Committee, it only makes sense to have the District Officer as the chairperson.

Propose to add the following:

341.9 Appoint convention chairs, committee chairs, and other committee members. The chairperson of the Finance and Fundraising Committee shall be the District Treasurer as specified in the District Bylaws. Additionally, the chairperson of the Laws and Regulations Committee shall be the District Secretary.

ITEM #2

In the District Operating Procedures under Section 344, Treasurer, it is stated that this officer would be the chairperson for the Finance and Fundraising Committee. Seeing how the District Secretary has been the chair for the Laws and Regulations Committee for the past few terms, it would be reasonable to add a sub-section under Section 343, Secretary, so that it reflects that the Secretary would be the chairperson for the Laws and Regulations Committee.

Propose to add the following sub-section:

343.10 Chair the Laws and Regulations Committee to review the official documents of Circle K International, including but not limited to: District Bylaws, District Operating Procedures, International Bylaws, and International Policy Code, in order to ensure that these documents are up to date and consistent.

ITEM #3

The following is stated in the District Operating Procedures, Section 345.4 under Publications Editor:

345.4 The Publications Editor shall produce a publication every other month comprising of articles submitted by members of the District Board of Officers and committee chairs.

Propose to revise the section so that it states:

345.4 The Publications Editor shall produce seasonal publications ~~every other month~~ comprising of articles submitted by members of the District Board of Officers and committee chairs.

ITEM #4

The following is stated in the District Operating Procedures under Section 350, Meetings:

The Circle K District Board of Officers will hold at least six meetings annually. Such meetings will be: (1) immediately following their election at the District Convention; (2) within one month thereafter for the purpose of training; (3) during the summer and not later than the Kiwanis District Convention; (4) at the International Convention; (5) at the Fall Training Conference; (5) at least one month prior to the District Convention; and (6) immediately prior to the District Convention. Other meetings may be held only with the approval of the Kiwanis District Circle K Administrator.

Propose to remove the meeting at International Convention because not all of the District Board of Officers attend the event, and no meeting had been held for the past few terms.

350 Meetings

The Circle K District Board of Officers will hold at least six meetings annually. Such meetings will be: (1) immediately following their election at the District Convention; (2) within one month thereafter for the purpose of training; (3) during the summer and not later than the Kiwanis District Convention; ~~(4) at the International Convention; (5) (4)~~ at the Fall Training Conference; (5) at least one month prior to the District Convention; and (6) immediately prior to the District Convention. Other meetings may be held only with the approval of the Kiwanis District Circle K Administrator.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Fundraising Initiatives 2018-2019 Proposal

January 2018 Board Meeting

Respectfully Submitted by **Ivan Hoz, District Treasurer**

OVERVIEW

The District Fundraising Initiatives are charities selected by the District Board and often align in Kiwanis vision, address a concern in modern society, or represent causes that are important to our membership. The 2016-2017 CNH Circle K District Board made the Kiwanis Family House, and the Pediatric Trauma Program permanent, while the Third DFI remains open for possible rotation. This term's rotating DFI is the American Foundation for Suicide Prevention. We will discuss the possible rotation of the American foundation for Suicide Prevention for one of the other proposed charities.

ITEMS FOR APPROVAL

- Item 1: Consideration of a new 2017-2018 District Fundraising Initiative.

ITEM #1: Consideration of a New 2018-2019 DFI

The Finance and Fundraising Committee would like to present four options for the district board to choose as suggested District Fundraising Initiatives for next year. Partnership with this cause will last for one administrative year. The options are as follows:

- No Change
- Feeding America
- SOS Children's Village ^[L]_[SEP]
- WASH Project
- AIDS Healthcare Foundation

^[L]_[SEP]

Option 1: No Change

The District Fundraising Initiatives remain Unchanged from the 2017-2018 term.

Option 2: Feeding America

For 35 years, Feeding America has responded to the hunger crisis in America by providing food to people in need through a nationwide network of food banks. Today, Feeding America is the nation's largest domestic hunger-relief organization—a powerful and efficient network of 200 food banks across the country. As food insecurity rates hold steady at the highest levels ever, the Feeding America network of food banks has risen to meet the need. We feed 46 million people at risk of hunger, including 12 million children and 7 million seniors.

Pros:

- Located throughout the states of the District [L][SEP]
- Benefits people of all ages, children, families, elders, etc. [L][SEP]
- Members can volunteer at Feeding Americas if in their city. [L][SEP]
- Impacts communities directly. [L][SEP]

Cons: [L][SEP]

- none [L][SEP]

Option 3: SOS Children's Village

SOS Children's Village is a non-governmental and non-denominational organization that functions through 117 SOS Children's Village associations. The Children's Villages are communities where children who have lost parents, or are in danger of losing their family, can live with a community of children in similar situations. SOS Children's Village's mission is to provide children in need with a mother, a home, brothers and sisters, and a supportive community to grow in. SOS Children's Village is located in the United States, as well as throughout the world.

Pros: [L][SEP]

- Benefits children [L][SEP]
- It helps create a better community, which is what Circle K hopes to accomplish. [L][SEP]
- Located both in the United States and abroad [L][SEP]

Cons: [L][SEP]

- Not in Cal-Nev-Ha District [L][SEP]

Option 4: WASH Project

Since 1990, UNICEF and partners have played a key role as 2.6 billion people gained access to safe drinking water. WASH aims to provide education, awareness, and funding to supply clean drinking water and sanitation education to schools and children in underdeveloped regions.

Pro: [L][SEP]

- Already adopted by Circle K at the international level. [L][SEP]
- it is a potential charity that can be creatively advertised. [L][SEP]
- DFI education will not be limited to the charity itself, but instead will also encompass the hygiene education aspect as well. [L][SEP]

Cons: ☐ ☐

- None. ☐ ☐

Option 5: Aids Healthcare Foundation

AIDS Healthcare Foundation is a Los Angeles-based global nonprofit provider of HIV prevention services, testing, and healthcare for HIV patients. AHF currently claims to provide medical care and services to more than 600,000 individuals in 15 U.S. states and 36 countries worldwide.

Pro: ☐ ☐

- Wide spread cause ☐ ☐
- Benefits people of all age groups
- May lead to beneficial sexual education

Cons: ☐ ☐

- None. ☐ ☐

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Service Initiative 2018-2019 Proposal

January 2018 Board Meeting

Respectfully Submitted by **Samantha Ruiz, District Service Chair**

EVENT OVERVIEW

The District Service Initiative, also known as DSI, is a district-wide service initiative that unites members all across the CNH District under one common service goal in order to raise awareness about an important cause and make a large positive impact within our communities with respect to this cause. Each year, the DSI is proposed by the District Service Committee and approved by the District Board for the next Circle K term. The DSI encourages members throughout California, Nevada, and Hawai'i to participate in service projects and other service-related activities related to this initiative throughout the duration of the Circle K year.

ITEMS FOR APPROVAL

- Item #1: Helping Those With Disabilities
- Item #2: Serve the Underserved
- Item #3: Hungry to Serve

ITEM #1: Helping Those With Disabilities

Importance: Nearly 1 in 5 people within the United States are living with disabilities. While disabilities can range in severity and impact people's lives in a wide variety of ways, possessing any disability, no matter how severe, can drastically impact a person's access to important employment and educational opportunities as well as other factors that contribute to maintaining a good quality of life. Everyday, people with disabilities can struggle to participate in various activities that those without disabilities often take for granted, such as being able to listen and take notes during a classroom lecture, utilizing the stairs when an elevator and/or ramp are unavailable, and being able to clearly communicate with the people around you. Although the world has become a lot more inclusive of those with a wide range of disabilities as time has progressed, and many people with disabilities are able to live happy, full lives, it is still important for us to continue raising awareness about the struggles that people with disabilities face in order to give them greater access to resources that can further increase the quality of their lives. This District Service Initiative will encourage Circle K members all throughout California, Nevada, and Hawai'i to raise awareness about the obstacles that those live with disabilities face with the hopes of creating a more inclusive world that will allow these people an opportunity to further thrive in all aspects of their lives

in spite of their disabilities and provide direct assistance to those living with a wide range of disabilities through their participation in service projects.

Possible Service Project Ideas:

- **Volunteer with children with disabilities:** Many communities have specific organizations that work with children with various learning and physical disabilities, such as those with hearing and vision impairments, mental health conditions, and limited or otherwise impaired mobility. Circle K members can get involved by volunteering with organizations that provide assistance to children with disabilities.
- **Meals on Wheels:** Meals on Wheels is a nationwide program involving various non-profit programs all across the country that provides support to seniors who are limited in their mobility or are otherwise homebound. Meals on Wheels provides nutritious meals, a quick safety check, and human-connection to these homebound seniors. In some areas, this program may also deliver pet food, home repair services, and transportation. Circle K members can get involved by hosting a fundraiser and donating the proceeds to Meals on Wheels and/or delivering meals and otherwise helping provide services to these homebound seniors.
- **Volunteer at a walk/run that raises awareness for a specific disability:** Throughout the year, many organizations host walks/runs all over the country in support of various disabilities, such as Multiple Sclerosis, Alzheimer's, strokes, and much more. Circle K members can get involved by participating in the walk/run itself or by signing up to help make the event possible by handing out water to participants, helping set up and clean up the equipment used at the event, and various other tasks.
- **Wounded Warrior Homes:** Wounded Warrior Homes provides transitional housing and other support services to single post-9/11 veterans suffering from Traumatic Brain Injury (TBI) and Posttraumatic Stress Disorder (PTSD). The support that these veterans receive through this organization allows them to flourish in a positive environment that treats their injuries and helps them return to civilian lives after their time in combat. Circle K members can get involved by hosting a fundraiser and donating the proceeds to Wounded Warrior Homes and/or by helping provided the various services that these veterans need.
- **Get familiar with the resources your school provides and see how you can get involved and/or improve these resources:** Some schools have programs in which they ask for volunteers to take notes in a class and submit them to their school's disability resource center so that they can be given to students who cannot take their own notes for various reasons. While the Americans with Disabilities Act does mandate certain accommodations for people with disabilities, your school can still be lacking in certain resources that can make your campus a more inclusive space for all people, such as automatic door openers that allow people with limited mobility to open doors. Circle K members can get involved by making themselves aware of what their school has to offer and seeing how they can improve their current circumstances through service.

ITEM #2: Serve the Underserved

Importance: There are many people living within our communities who are economically disadvantaged and/or particularly susceptible to chronic health conditions and other various ailments but do not have access to the resources that they need in order to improve their circumstances and better their quality of life. These people are part of the vulnerable population within the United States, and they typically include those that are economically disadvantaged, racial and ethnic minorities, the uninsured, low-income children, the elderly, the homeless, and those with chronic health conditions, such as HIV and severe mental illness. These vulnerable populations are typically in greater need of various basic resources that are essential in maintaining overall health, such as regular access to health care and nutritious food, but they have significantly less access to these resources than those who are not apart of these vulnerable populations. The primary purpose of this District Service Initiative is to raise awareness about the vulnerable populations living within the United States and encourage Circle K members all across CNH to participate in service projects that will drastically improve the lives of those who are a part of these populations through their efforts.

Possible Service Project Ideas:

- **Working with housing shelters/other housing programs that help people who have trouble finding affordable, stable housing:** Many communities have organizations who provide transitional and other long term housing to those in need, whether these people are homeless or are in otherwise need of shelter. These organizations also often provide other resources that can help people get on their feet and grant them access to greater opportunities, such as access to public transportation and employment resources. Circle K members can get involved by volunteering with organizations who provided these services to those in need.
- **Working with those who have been victims of domestic violence:** Both children and adults are susceptible to becoming victims of domestic violence, and those who have experienced this kind of abuse can suffer long term physical and psychological effects. Many communities have organizations that provide services to those who have experienced domestic violence, such as temporary housing, crisis intervention, safety planning, and applying for Protective Orders. Circle K members can get involved by volunteering at shelters, hosting donation drives and donating the supplies to shelters, supporting legislation that helps victims, and by raising awareness about the prevalence of domestic violence as well as resources for those who have experienced it.
- **Helping foster families and children in the foster care system:** Every city has their own foster care system and/or various organizations that help children within the foster care system that welcome the assistance of volunteers. Circle K members can get involved by hosting donation drives and donating the supplies to foster children, volunteering with foster children, and/or hosting a fundraiser and donating the proceeds to an organization that supports foster youth.
- **Helping the homeless/those living in poverty:** Every city has their own population of homeless people or those who are otherwise living in poverty. Many communities

also have organizations who provide services to these people, such as a place temporary/transitional housing, a cooked meal, and hygiene products. Circle K members can get involved by volunteering at a homeless shelter, hosting donation drives of food, hygiene products, and other needed supplies and donating them to those in need, and/or hosting a fundraiser and donating the proceeds to an organization that provides services to those living in poverty.

- **Volunteering with the elderly:** Many communities have organizations that cater specifically to the older population and provide services that encourage good health and well-being, such as access to physical activity classes, crafting projects, and human interaction. Circle K members can get involved by participating in service projects that work directly with the elderly population, such as going to a senior center and instructing them on how to create a craft project of their choice or otherwise interacting with them.

ITEM #3: Hungry to Serve

Importance: 1 in 6 people in America face hunger, and 49 million Americans struggle to put food on the table. This means that, every single day, people are worried that they won't have enough food to feed themselves or their families, and many of them may have to skip meals or consume inexpensive food that has little to no nutritional value just for the sake of keeping their bellies full. As we have learned through the 2017-2018 DSI, Be the Change: Personal Health, eating food that is high in nutrients on a regular basis is an essential part of maintaining good physical health. People who experience food insecurity often have to focus on the cost effectiveness, rather than the nutritional value, of the food that they buy in order to ensure that themselves and their families are fed as often as possible. This limited access to regular, healthy meals can have a drastic negative impact on both adults and their growing children. This District Service Initiative will encourage members all across California, Nevada, and Hawai'i to participate in service projects that raise awareness about the prevalence of food insecurity as well as help provide food to those in need.

Possible Service Project Ideas:

- **Hosting a food drive:** Many organizations who work to provide food to those who experience food insecurity accept donations of various non-perishable goods. Circle K members can host a food drive and collect donations of non-perishable goods from members of their club, local communities, and others and donate them to an organization that will give this food to those in need.
- **Volunteering at a foodbank:** Many communities have food banks that provide food for free or at a low cost to those experiencing food insecurity. Circle K members can get involved by hosting a food drive and donating the collected food to a local food bank and/or volunteering at the food bank themselves and completing activities such as sorting and organizing food.
- **Volunteering at a soup kitchen:** Many communities have soup kitchens that accept volunteers year-round to make and/or serve to those who are in need of a warm, cooked meal. Circle K members can get involved by volunteering at their local soup kitchens and serving a meal to those in need.

- **Assembling a meal to be donated to those in need:** In addition to a warm, cooked meal, those experiencing food insecurity may also benefit from a meal on-the-go. Circle K members can support this cause by assembling on-the-go meals consisting of items such as a sandwich, chips, and a drink and donating them to those in need.
- **Volunteer at a community garden that provides fresh fruits and vegetables to those in need:** Some communities have community gardens where those experiencing food insecurity can receive free or low-cost fresh fruits and vegetables while learning the importance of eating nutritious meals. These gardens may be found as part of a local organization or on a college campus. Circle K members can get involved by volunteering at a local community garden and/or starting one of their own and donating the crops to those in need.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

President's Retreat 2018 Location and Date Proposal

January 2018 Board Meeting

Respectfully Submitted by **Katelyn Duch, District Secretary and Lawrence Sahagun, District Governor**

EVENT OVERVIEW

This event specifically is for the 2018-2019 term.

President's Retreat is an annual three-day and two-night event held and organized as a collaborative effort from the District Board for the benefit of the CNH Presidents.

This location for the event is very accommodating for the size of our District and is geographically central to the District.

Due to Fall Quarter/Semester systems beginning as soon as early August. This event should be held giving the president's time to prepare with their new knowledge and skills.

ITEMS FOR APPROVAL

- Location
- Date

ITEM #1

Location

- French Gulch Campsite
 - Location for past CNH President Retreat Events.
 - Cost: \$350 per night
 - Pros
 - Central to Cal-Nev-Ha
 - Good cost
 - Accommodates up to 100 attendees.
 - Cons
 - Hot

ITEM #2

Proposed Date and Time

- Friday, July 27, 2018 – Sunday, July 29, 2018
 - Pros
 - Recommended date from Advisers
 - Gives Board enough time to prepare after appointment of chair
 - Gives Presidents ample time to use this event to prepare for Fall
 - Cons
 - Very busy month for board, but hey it's best for the District!
- Note
 - Weekend prior is District Board Weekend
 - Weekend following will be Kiwanis Convention

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Spring Training Conference North 2018 Proposal
January 2018 Board Meeting

Respectfully Submitted by **Ana Chavez, Kiwanis Family and Foundation Chair**
and Spring Training Conference North Chair

EVENT OVERVIEW

Spring Training Conference (STC) is the district's first annual event of the new term. Comprising of workshops and panels, it offers the necessary training for newly elected and appointed board officers to be successful and confident in their positions. Furthermore, members will have the opportunity to meet and interact with Circle K members from clubs belonging to the northern half of our district. STC exemplifies our organization's three tenets and benefits the personal growth of all members to be better servant leaders to their club and communities.

ITEMS FOR APPROVAL

- Item #1: Location
- Item #2: Date & Time
- Item #3: Theme
- Item #4: Cost & Budget

ITEM #1: Location

The site of Spring Training Conference North will be at CSU East Bay, Hayward, CA.

- Pros
 - Centralized location for Northern clubs
 - Free parking
- Cons:
 - Campus has not hosted before

Under the circumstance that the room reservation is not approved by the facility management of CSU East Bay, UC Davis has agreed to host Spring Training Conference 2018. Room reservations for Geidt Hall and Rooms 1001, 1002, 1003, 1006, and 1007 would be submitted immediately if CSUEB notifies chair of not being approved to host.

ITEM #2: Date & Time

Date: Saturday, April 28th, 2018

Time: 7AM – 5PM

TENTATIVE SCHEDULE

07:00AM-08:00AM: Committee and District Board Arrival for Setup
08:00AM-09:00AM: Registration Begins
09:00AM-09:15AM: Opening Session / Roll Call
09:20AM-10:00AM: Workshop Session #1
10:05AM-10:45AM: Workshop Session #2
10:50AM-11:30AM: Workshop Session #3
11:35AM-12:15PM: Service Project
12:20PM-01:20PM: Lunch/Divisional Council Meetings
01:25PM-02:05PM: Workshop Session #4
02:10PM-02:50PM: Workshop Session #5
02:55PM-03:35PM: Workshop Session #6
03:40PM-04:00PM: Closing Session
04:00PM-05:00PM: Cleanup and Departure

ITEM #3: Theme

Option 1: Library

- Logo: books, pages, pens, pencils
- Tagline: Be the author of your story
- Room Names: Adventure, Thriller, Comedy, etc. (Genres)

Option 2: Board Games

- Logo: Dice, spaces, chess pieces
- Tagline: Making Your Turn Count
- Room Names: Different Classical Board Games

Option 3: Superheroes

- Logo: Comic book wording and style
- Tagline: Be the Heroes of Leadership
- Room Names: Batcave, Star Labs, Avengers' Tower, JL Watchtower

**Chairs' preference is Option 2: Board Games*

ITEM #4: Cost & Budget

Early Registration fee: \$5.00

On-Site Registration fee: \$7.00

	INCOME	EXPENSE
REGISTRATION		
Early (150 attendees @\$5)	\$750	

Late (50 attendees @\$7)	\$350	
Printing		Free*
Raffle Prizes		\$50
Wristbands		\$12
Tape/Pens		\$20
Nametags		\$10
FOOD**		
Costco Pizza (35 x \$10.75)		\$376.25
Dietary Needs Food		\$30
Tangerines		\$10
Bananas		\$10
Granola Bars		\$45
Water		\$60
Plasticware		\$15
Garbage bags		\$8
Bagels/Muffins		\$35
Juice		\$30
Cups		\$20
Cream Cheese		\$12
MISC		
Host Gifts		\$40
Decorations		\$25
Snapchat Filter		\$20
SERVICE PROJECT		
Supplies		\$70
TOTAL	\$1,100	\$898.25

NET PROFIT	\$201.75
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*Free printing sources

**May be donated by Noah's Bagels, Costco, etc.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Spring Training Conference South 2018 Proposal
January 2018 Board Meeting

Respectfully Submitted by **Helen Nguyen, District Membership Development
& Education Chair and Spring Training Conference South Chair**

EVENT OVERVIEW

Spring Training Conference (STC) is the first annual District event of the new Circle K term. This event provides the necessary training for newly elected and appointed board officers, and it also teaches general members about how they can get more involved in our organization. STC exemplifies our organization's three tenets and benefits the personal growth of all members to be better servant leaders to their club and communities.

ITEMS FOR APPROVAL

- Item #1: Location
- Item #2: Date & Time
- Item #3: Theme
- Item #4: Cost & Budget

ITEM #1: LOCATION

1) Orange Coast College

Pros:

- Club Advisor (past Dean of Students) will facilitate the communication between the campus and Circle K
- Centralized area for Workshops
- Free Parking
- Previous location for past STC(s)

Cons:

- Fewer lecture halls than previous year's location

2) CSU Fullerton

Pros:

- Centralized area for workshops
- Free parking
- Location used last year

Cons:

- Few large, open areas adjacent to building for general sessions

ITEM #2: DATE AND TIME

Date: Saturday, May 5th, 2018

Time: 8 am – 5 pm

TENTATIVE SCHEDULE

- 07:00AM – 08:00AM STC South Committee and District Board Arrival & Event Set Up
- 08:00AM – 08:45AM Attendee Arrival and Registration
- 08:45AM – 09:15AM Opening Session and Division Roll Call
- 09:20AM – 10:05AM Workshop Session #1
- 10:10AM – 10:55AM Workshop Session #2
- 11:00AM – 11:45AM Workshop Session #3 and Lunch Set-Up
- 11:45AM – 12:30PM Lunch and Prepare for DCMs
- 12:30PM – 02:00PM Division Council Meetings/Division Activities
- 02:05PM – 02:50PM Workshop Session #4
- 02:55PM – 03:40PM Workshop Session #5
- 03:45PM – 04:00PM Closing Session
- 04:00PM – 05:00PM Event Clean-up and Departure

ITEM #3: Theme

Option 1: Library

- Logo: books, pages, pens, pencils
- Tagline: Be the author of your story
- Room Names: Adventure, Thriller, Comedy, etc. (Genres)

Option 2: Board Games

- Logo: Dice, spaces, chess pieces
- Tagline: Making Your Turn Count
- Room Names: Different Classical Board Games

Option 3: Superheroes

- Logo: Comic book wording and style
- Tagline: Be the Heroes of Leadership
- Room Names: Batcave, Star Labs, Avengers' Tower, JL Watchtower

**Chair's preference is Option 2: Board Games*

ITEM #4: Cost & Budget

Early Registration fee: \$5.00

On-Site Registration fee: \$7.00

EXPECTED REVENUE (BASED OFF LAST YEAR'S PROPOSAL)

• Registration	
\$5 x 450 Attendees	\$2,250
\$7 x 50 Attendees	\$350
TOTAL	\$2,600

EXPECTED EXPENSES

• Registration	
Manila Envelopes	\$20
Name Tags	\$30
Wristbands	\$20
Sharpies	\$10
• Breakfast	
Pancakes +Sausages	Not to Exceed \$200
Orange Juice	\$100
Coffee	\$50
Cups	\$20
• Lunch	
Costco Pizza	\$500
Dietary Needs Food	\$100
Chips	\$100
Fruit Snacks	\$100
Water	\$100
Utensils	\$100
Garbage Bags	

Food Serving Gloves	\$100
	\$30
	\$10
	\$10
• Misc.	
Host Gifts	\$50
Decorations	\$40
Snapchat Filter	\$20
TOTAL	\$1,510

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

January 2018 District Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Communications & Marketing Chair Board Report

January 2018 Board Meeting

Respectfully Submitted by **Jennifer Hoang**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/29/17	Online District Board Meeting		1
11/3 – 11/5	Fall Training Conference	10	23
11/18/17	CNH KIWIN'S Fall Rally South SAA	5	
11/22/17	We Give Thanks	2	
11/24/17	Orange Coast College Thanksgiving Social		1.5
11/25/17	Magic Kingdom Friendsgiving Social		3
11/25/17	CNH Kiwanis Family Webinar		1

Total Service Hours since Last Board Report: 17

Total Service Hours since April 1st, 2017: 89.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/24/17	C&M Network	Sunny Sundays	E-mail
10/25/17	C&M Committee	Meeting Agenda	E-mail
10/25/17	C&M Committee	Committee Meeting	Zoom

10/25/17	Sara Chen	Committee Update	E-mail
10/26/17	Bruce Hennings	CNH Stickers	E-mail
10/27/17	Justin Crofoot	International President Spotlight	E-mail
10/28/17	Sara Chen	District Update	E-mail
10/28/17	Sara Chen	District Contacts	E-mail
10/29/17	C&M Network	Sunny Sundays	E-mail
10/31/17	District Board	Bi-Weekly Digest	E-mail
11/9/17	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, Patti Ryder	Chair MRF	E-mail
11/10/17	MyLynn Huynh, Yvon Tran	UCI CKI Summer Newsletter	E-mail
11/12/17	Sara Chen	Sunburst	E-mail
11/14/17	District Board	Bi-Weekly Digest	E-mail
11/14/17	C&M Committee	Meeting Agenda	E-mail
11/14/17	Eric Yan, Yen Vo	International Vice President Spotlight	E-mail
11/15/17	C&M Committee	Committee Meeting	Zoom
11/15/17	Yessenia Ozuna	Saddleback College Cover Photo	E-mail
11/26/17	Sienna Nguyen	DCON Promotion	E-mail
11/29/17	District Board	Bi-Weekly Digest	Slack
12/3/17	C&M Network	Sunny Sundays	E-mail
12/3/17	C&M Committee	Meeting Agenda	E-mail
12/5/17	Don Hull	Kiwanis CNH Foundation Scholarship Promotion	E-mail
12/6/17	C&M Committee	Committee Meeting	Zoom
12/7/17	Kimberly Ubungen	Graphics Size Chart	E-mail

12/7/17	District Board, Banna Tesfay	Bi-Weekly Digest	E-mail
12/7/17	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, Patti Ryder	Chair MRF	E-mail
12/14/17	Braden Lem	Press Release Updates	Slack
12/16/17	Lawrence Sahagun, Denny Cao	Candidate Application Materials	E-mail
12/16/17	District Board	Sunburst Submission Promo	Slack
1/3/18	C&M Committee	Committee Meeting	Zoom
1/4/18	District Committee Chairs	Committee Updates	Slack
1/7/18	Kimberly Ubungen	CNH Banner	E-mail
1/7/18	C&M Network	Sunny Sundays	E-mail
1/8/18	Sara Chen	Message from Chair for Sunburst	E-mail
1/9/18	District Board, Banna Tesfay	Bi-Weekly Digest	E-mail
1/10/18	Sara Chen	Committee Update	E-mail
1/10/18	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, Patti Ryder	Chair MRF	E-mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Publications Guide Draft
2. Additional tabling resources
3. Sunburst Vol.57 Issue 2
4. New graphic standards presentation templates
5. Released two episodes of Sunny TV and President's Retreat Lip dub

b. Top 5 Plans

1. Sunburst Vol.57 Issue 3 & 4
2. Release Publication Guide
3. Continue Sunny TV and Event Recaps
4. Increase activity on all CNH social media platforms
5. Increase posts on the Sunspot blog

III. **Resources Needed**

1. Encourage members to submit articles to Sunburst/Sunspot.
2. Video submissions to Sunny TV for event recaps and update videos.
3. Followers on Instagram, Snapchat and Twitter; Likes on Facebook page; Subscribers on CNH Circle K YouTube.
4. Sharing CNH content to club level
5. Bi-Weekly Digest Sign Ups and Submissions.

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.

- Education: The Communications & Marketing Committee and I have been working on the publication guide, we're currently working on explaining how to set up a publication on different platforms. We also released a form for webinar suggestions because the people who know which webinars would help them the most are the chairs in the C&M Network. There is also work going into additional resources for tabling.
- Support: I am continuing to send out e-mails to the members in the Communications & Marketing Network and spotlighting them in the Communications & Marketing Network page. So far, the chairs in the divisional chats have been using it to ask the committee and each other for help. We hope to make sure these efforts continue and are always asking the chairs what else we can do to help through a feedback form that's attached in the Sunny Sundays e-mails.

- **Consistency:** The schedule of the Bi-Weekly digest has remained consistent throughout the term. For anyone that is interested in checking it out, they can find it on the CNH website and social media or subscribe and be a part of the e-mail list. The Sunny TV posting schedule is working to become more consistent as well as the Sunburst. There should be a release in another episode of Sunny TV and issue of Sunburst by February.

- **Awareness:** The external relations chairs have been continuing to work on press releases of district events and submitting them to local news outlets of the event and the Kiwanis magazine. They have also updated the old press release request form from the previous term and released it to help any clubs that would like to help to create a press release for their events.

V. **Announcements**

Follow CNH Circle K social media!

Facebook: www.facebook.com/cnhcirclek/

Instagram: @CNHCircleK

Twitter: @CNHCircleK

Snapchat: @CNHCKI

YouTube: www.youtube.com/user/cnhSUNBOX

Stay up to date with CNH and subscribe to the weekly digest, you can find the sign-up link on the CNH Circle K Facebook page!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Convention Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Kim-Mai Hoang**

- I. Your activities since last Board Report
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/5/17	Fall Training Conference	10	23
11/9/17	District Convention Committee Meeting		1
11/9/17	MRP Webinar		1
11/20/17	District Convention Committee Meeting		1
11/27/17	District Convention Committee Meeting		1
12/2/17	City of Riverside Winter Wonderland	4	
12/4/17	District Convention Committee Meeting		1.5
12/9/17	Santa Claus Inc.	3	
12/11/17	District Convention Committee Meeting		1
12/17/17	District Convention Committee Meeting		3.5
12/18/17	Isaiah's Rock	3	
12/20/17	Isaiah's Rock	3	

Total Service Hours since Last Board Report: 23
 Total Service Hours since April 1st, 2017: 39.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/8/17	Judy Nguyen, Don Hull	Program Ad Form	Email
11/8/17	Bruce Hennings	DCON Program Vendor	Email
11/9/17	Andy Nguyen, Don Hull	DCON Logo	Email
11/11/17	Don Hull	Souvenirs	Email
11/12/17	Khoa Vinh	Talent Show	Email
11/12/17	Lesley Wong, Carolyne Villaescusa, Jessica Ango	Talent Show	Email
11/13/17	Don Hull	DCON website	Email
11/15/17	Don Hull	Keynote speaker	Email
11/17/17	Don Hull	DCON Program Ad Form	Email
11/18/17	Don Hull	DCON Minutes	Email
11/18/17	Sienna Nguyen, Don Hull, Lawrence Sahagun	Senior Sundays	Email
11/19/17	Lesley Wong, Carolyne Villaescusa, Jessica Ango	Talent Show	Email
11/19/17	Sienna Nguyen	1-1	Google Hangouts
11/21/17	Don Hull	DCON December In-Person	Email
11/21/17	Bruce Hennings	Code of Conduct and Waiver	Email
11/26/17	Shaira-Ramirez Santos, Tommy Thach, Lawrence Sahagun	Workshops Email draft	Email
11/26/17	Sienna Nguyen	Senior Sunday	Email
11/27/17	Clifford Kaunang, Don Hull, Andy Nguyen	SAA Video outline/script	Email
11/28/17	Jesus Martinez, Bruce Hennings	DCON Registrations	Email

12/3/17	Sienna Nguyen	Honors Reception Graphics	Email
12/4/17	Jessica Ango, Don Hull	Talent Show graphics	Email
12/5/17	Winnie Lam, Bruce Hennings	Souvenirs	Email
12/5/17	Nick Stringfellow, Chad Vo, Peter Yu	Professional Expo	Email
12/7/17	Bruce Hennings	DCON Hotel Rooms	Email
12/7/17	Don Hull	Decoration Supplies	Email
12/7/17	Shaira Ramirez-Santos, Tommy Thach, Don Hull	Workshops Graphics	Email
12/8/17	Bruce Hennings	Purchase Orders	Email
12/9/17	Jessica Ango, Camille, Goulet	Talen Show Graphics	Email
12/10/17	Sienna Nguyen	Senior Sunday	Email
12/12/17	Christine Dinh	VIP Business Cards	Email
12/16/17	Jessica Ango	Talent Show Rubric	Email
12/16/17	Don Hull	DCON Booths	Email
12/16/17	Jesus Martinez, Don Hull	Packing List approval	Email
12/18/19	Andy Kim, Don Hull	Promotions	Email
12/21/17	Andy Kim, Don Hull, Lawrence Sahagun, Camille Goulet	Travel video	Email
12/22/17	Annika Liu, Don Hull	Holiday Promotion	Email
12/23/17	Annika Liu, Lawrence Sahahun, Camille Goulet	Holiday Promotion	Email
12/23/17	Jessica Ango, Don Hull	Promotion Project	Email
12/24/17	Annika Liu, Don Hull	Holiday Promo Graphic	Email
12/26/17	Donald Franks, Don Hull, Camille Goulet, Lawrence Sahagun	Promotion	Email
12/27/17	Nick Stringfellow, Camille Goulet, Don Hull	Professional Expo	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Finalized DCON Logo
2. Launched DCON early
3. Effective decoration workdays
4. Finished Promotional Calendar up until DCON
5. Finished our first giveaway contest!

b. Top 5 Plans

1. Continue with promotions.
2. Get DCON and hotel registrations released.
3. Continue working on decorations.
4. Order souvenirs.
5. Organize all aspects of DCON.

III. Resources Needed

1. Registration for DCON and hotel.
2. Everyone be ready for DCON, okay.

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.

- Plan and execute a successful DCON: I think it's been going really well so far. The only thing we haven't released is registration, but we're waiting for the hotel to get back to Bruce before we can release the forms. Now, we're getting decorations together, fixing up the DCON schedule/rooms, and looking over the volunteer sheet. Hopefully DCON runs smoothly because my committee has been working hard to make sure we fix anything before the DCON weekend!
- Be an active and supportive District Board member: I've been reaching out to more of the District Board to help me out with DCON. I also want to make sure that if I

need them for anything, my instructions are clear and they're aware of their duties in advance. Most of them have been helping me out really quickly, which helps because the approval process takes a really long time for my committee. I want to continue to show the board that I am willing to help them if I have time! Hopefully they'll be open to helping me when I need it as well.

- Encourage committee members to work efficiently, but also feel like a family at the same time: With it getting closer to DCON, I have been a little stricter with things, so my chairs don't take too much advantage me or the time we have. There are things that could have been done earlier, but I trust my chairs will work hard for me in the end. I host workdays, so we can all work on our DCON responsibilities all together before or after our in-persons, and that has been going pretty well so far.

- Expand my network and knowledge: I have been talking to a lot more people through email in order to get things done for DCON. I feel more comfortable with the Kiwanians I have been in contact with since the beginning of the term. It makes it easier to communicate with them since I have worked with them a little longer. I feel like I'm learning something new every day with DCON because each position is something different, and I really have to adapt because some positions are things I've never dabbled with until now. I've been asking questions to make sure things are going well and my ideas are realistic based on each position. I've also been trying to attend more services and events to meet more people since Winter Break gave me more time to do so! Hopefully I'll be able to come out more in the Winter Quarter!

V. Announcements

GO TO DISTRICT CONVENTION 2018!
PROMOTE DISTRICT CONVENTION! CHECK OUT OUR WEBSITE AND FACEBOOK PAGE!
PARTICIPATE IN OUR PROMOTIONS IF YOU CAN!
SHARE, LIKE, COMMENT!
MAKE IT CKI APPROPRIATE THOUGH!
LET ME KNOW IF YOU HAVE ANY QUESTIONS! ;D
Please don't be scared.
We're all just very excited.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Fall Training Conference Chair Board Report

January 2018 Board Meeting

Respectfully Submitted by **Lindon Tran**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/21/17	Mulholland Middle School Beautification	4.5	
10/22/17	UCLA CKI Family Revs		3
10/23/17	FTC Committee Meeting #23		1
10/30/17	FTC Committee Meeting #24		1
11/4-11/6	Fall Training Conference	13	23
11/9/17	UCLA CKI GM		1
11/13/17	FTC Committee Meeting #25		1
11/16/17	UCLA CKI GM		1
11/20/17	FTC Committee Meeting #26		1
11/29/17	UCLA CKI Service Committee Meeting	1	
11/29/17	Homeless Bag Toiletry Making	3	
12/2/17	Shop for Success	6	
12/7/17	Air House White Elephant		2

Total Service Hours since Last Board Report: 27.5

Total Service Hours since April 1st, 2017: 39.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/23/17	Virginia	Saturday morning speaking session	Email
10/23/17	Justin Magadia	Proof of Purchase or Receipt for FTC Reg.	Email
10/23/17	Scott & Daniel from Printing Resources	Final Program edits	Email
10/24/17	District Board & FTC Committee	Volunteer shift schedule & transportation	Email
10/24/17	Bruce	Amphitheater Lights	Email
10/24/17	Sara Chen	Sunburst Committee Update	Email
10/26/17	Mark Catolos	Transportation of SJSU members to FTC early	Email
10/26/17	Bruce, Tiffany Nguyen	Registration supplies	Email
10/26/17	Bruce	Workshop Rooms	Email
10/26/17	Lawrence	Program Ad Payments	Email
10/27/17	Laura Belmont	Transportation	Email
10/27/17	Tricia Crawford	Projector Pick-up	Email, Phone Call
10/28/17	Jasmine Barruga	Inquiry of Promoting on FB Event Page	Email
10/29/17	Robert Chirk	First Aid Kit	Email
10/30/17	Bruce	Viber App	Email
10/31/17	Bruce, Christine	Chapel Lights	Email
10/31/17	Esther	Awards Judging	Email
10/31/17	Board Reflectors	Registration Update	Email
11/2/17	Christine	Sound Equipment	Email

11/2/17	Camille	DJ Request	Email
11/2/17	Christine	Registration & Lobby Layout	Email
11/3/17	Board Reflectors	Final Reminders	Email
11/12/17	Board Reflectors	Thank You + Eval Form	Email
11/16/17	Bruce	Team List	Email
11/22/17	Board Reflectors	Eval Form Reminder	Email
12/11/17	Tommy, Shaira	DCON District Committee Panel	Email
1/8/18	Sara Chen	Sunburst Committee Update	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. HOSTED FTC! WHOO
2. Sent out FTC eval form and received more responses than last year!
3. Committee discussed pros & deltas and areas of improvement, and we were able to come up with a very extensive list.
4. Committee hosted Secret Santa exchange!
5. Looking forward to DCON!

b. Top 5 Plans

1. Choose raffle winners from FTC evaluation form
2. Complete reimbursements
3. Preparing for end of the term activities with the committee
4. Collecting ALL successor letters from committee
5. Support other district events!

III. Resources Needed

1. Budget/Reimbursement form help

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>- Plan a successful FTC!</p>
--

<p>Only about two more weeks to plan! I'll be spending these next few weeks checking in with committee members, finalizing plans, etc.</p>
--

<p>- Work with committee to minimize problems from previous years' FTC and implement new and innovative ideas.</p>

<p>The committee has been working to improve from last year's FTC. We've been referencing last year's work a lot and trying to improve based on what our predecessors have told us. We've aimed to minimize issues and problems!</p>
--

<p>- Provide a memorable committee experience and foster an environment where committee members can bond, have fun, and grow.</p>
--

<p>This one has been pretty successful! We've had two successful in-person meet-ups. This committee reminds me of my first year on committee, where everyone had a connection with each other and everyone seemed to have fun. Our committee chat is active, and I see them interacting with each other and having an amazing time.</p>

<p>- Increase transparency and communication.</p>
--

<p>I always give updates to my committee during committee meetings, and I try not to hide anything. Likewise, I try to update District Board with anything I need from them and anything that is relevant to them. I've been communicating with Bruce a lot about questions, so that I'm always providing accurate information to clubs, etc.</p>

<p>- Support other District Board members to the best of my capabilities.</p>
--

<p>I'm always here to help and support my fellow District Board members and have tried to complete any requests for help they might've had. After FTC, I will have more time to focus on this goal and really support them to the best of my abilities.</p>

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Kiwanis Family and Foundation Chair Board Report

January 2018 Board Meeting

Respectfully Submitted by **Ana Chavez**

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/3-5/17	Fall Training Conference	10	23
11/9/2017	Berkeley Kiwanis Meeting	0	1.5
11/10/2017	Cal vs. UC Riverside B-Ball Concessions	6	0
11/11/2017	Division 2 Key Club x Jade KIWIN'S DCM	0	2
11/18/2017	CSUF Key to College	6.5	0
11/19/2017	UC San Diego Masquerade Ball	0	3.5
11/19/2017	Interfamily Cookoff	0	2
11/25/2017	CNH Kiwanis Family Webinar	0	1
11/29/2017	UCB De-Stress with Bubble Ball!	2	0
11/29/2017	UCB Public Relations Committee Meeting	1	0
11/29/2017	UCB Kiwanis Family Committee Meeting	0	1
12/2/2017	UC Berkeley Fall Banquet	0	5
12/3/2017	Golden Gate December DCM & Broomball	0	3.5
12/3/2017	Kiwanis Service-In	4	1.5
12/4/2017	Study-a-thon	5	0
12/6/2017	Barnes & Noble Giftwrapping: El Cerrito	7	0

12/7/2017	SFSU General Meeting	0	3
12/11/2017	Barnes & Noble Giftwrapping: El Cerrito	2.5	0
12/12/2017	Barnes & Noble Giftwrapping: El Cerrito	12	0
12/13/2017	Barnes & Noble Giftwrapping: Emeryville	6	0
12/14/2017	Barnes & Noble Giftwrapping: Emeryville	3	0
12/16/2017	Barnes & Noble Giftwrapping: Emeryville	4.5	0
12/16/2017	Key Club Division 2 DCM	0	3
12/23/2017	Isaiah's Rock	7	0
01/11/2018	Kiwanis Division 30 DCM	0	2

Total Service Hours since Last Board Report: 76.5

Total Service Hours since April 1st, 17: 254.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/2/2017	Lawrence Sahagun, Camille Goulet, and CNH KFF Counterparts	CNH CKI Kiwanis Family Month Plan	Email
11/2/2017	Jennifer Hoang & Tiffany Nguyen	Kiwanis Family Biweekly Digest & Social Media Event Page	Email
11/2/2017	Denny Cao	Webinar procedure clarity for CNH Kiwanis Family branches	Email
11/4/2017	DKFF Committee	FTC Kiwanis Family Panel	Email
11/6/2017	CNH Kiwanis Family Chairs & Respective Advisors	CKI chosen as the hosting branch for the webinar	Email
11/7/2017	Darin Ngo	FTC Program Link Request	Email
11/13/2017	Key Club & KIWIN'S District Governors	Kiwanis Family Month: Kudos Tuesday	Email

11/13/2017	CNH Kiwanis Foundation President & Director	Kiwanis Family Month: Kudos Tuesday	Email
11/14/2017	DKFF Committee	Weekly meeting to discuss assignments and provide updates	Webcam
11/21/2017	DKFF Committee	Weekly meeting to discuss assignments and provide updates	Webcam
11/25/2017	Kiwanis Literacy Club of Southern California	Information about their mission and projects to educate CKI on	Messenger
11/26/2017	Camille Goulet	Call Schedule	Email
11/27/2017	DCON Workshop Chairs	District Committee Panel	Email
11/28/2017	Eric Munoz	Kiwanis Family Map Assignment Breakdown	Email
11/28/2017	Presidents & Secretaries	CNH Kiwanis Family Webinar Attendance List	Email
11/28/2017	DCON Workshop Chairs	Workshop Application	Email
12/4/2017	RA Victor Chan & Div. 2 LTG Angela Wong	Div. 2 Key Club DCM Attendance Request	Email
12/4/2017	Berkeley Kiwanis	Kiwanis Fundraiser Graphics & Advertisement Plan	Email
12/4/2017	Camille Goulet	Call Schedule	Email
12/8/2017	Darian Sein-Lwin	STC North location	Email
12/22/2017	CNH CKI Executive Boards	KIWIN'S Pre-Judging Sign-Up Form	Email
12/22/2017	Donald Franks	STC North Chair Transition	Messenger
12/26/2017	Lawrence Sahagun	STC North Updates	Email
12/27/2017	DKFF Committee	Weekly meeting to discuss assignments and provide updates	Webcam

12/27/2017	Diana Mora	Foothill Key to College	Messenger
12/29/2017	Kim-Mai	DCON Travel Promo Video Submission	Messenger
12/30/2017	Esther Wang	Distinguished Kiwanis Family Award	Messenger
1/8/2018	Darian Sein-Lwin	STC North location final details	Email
1/8/2018	Sara Chen	Sunburst Fall Edition	Email
1/9/2018	STC North Committe, Lawrence Sahagun, Mondo Velazquez, and Camille Goulet	Progress on STC North	Email
1/10/2018	Lawrence Sahagun, Mondo Velazquez, and Katelyn Dutch	January Board Proposal	Email
1/11/2018	DKFF Committee	New committee meeting time slot	Webcam
1/11/2018	Jennifer Hoang	Kiwanis Family Articles/Photos	Messenger

VII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Hosted a multi-branch webinar
2. Finished Manuals
3. Executed Kiwanis Family Month
4. Chair and liaisons visitations and assistance with events

b. Top 5 Plans

1. Table successfully at Midyear North/South
2. Update the Kiwanis Family Map
3. Create a recruitment brochure for Key Club/KIWINS that is more CNH Circle K based
4. Have liaisons attend more Kiwanis Family DCMs

5. Execute a successful STC

VIII. Resources Needed

- | |
|---|
| 1. Spring Training Conference graphics after approval |
| 2. Any Kiwanis Family event dates |

IX. 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.

- Create, distribute, and announce resources that will assist clubs in improving their Kiwanis Family relations <ul style="list-style-type: none">• Winter/Spring will have a stronger focus in establishing resources that can last several years. Webinars will be resuming and the Kiwanis Family Map will be released onto the website next month.
-Provide educational material on the Kiwanis CNH Foundation <ul style="list-style-type: none">• Secured a Foundation representative for Crazy Kompetition for Infants North/South and Fall Training Conference. Incorporating the Kiwanis CNH Foundation onto the updated version of the Kiwanis Family Map. Currently will be emphasizing for Circle K members to apply for their scholarships.
-Attend large and small-scale Kiwanis Family events across the district <ul style="list-style-type: none">• Successfully have attended Kiwanis Family events in the North and South to support chairs and clubs. Liaisons have also been making a strong effort in representing the district level at DCMs, SLP events, and club K-Fam events.
-Assist clubs with their membership by reaching out to Key Club/KIWIN'S members <ul style="list-style-type: none">• A new brochure will be released prior to the end of the term of which clubs can print out to recruit graduating members of Key Club and KIWIN'S. Additionally, we want to encourage clubs in the upcoming months to recognize and support graduating members in hopes that they will connect them to their college's Circle K club.

X. Announcements

- Apply for scholarships and encourage interclubbing!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Member Recognition Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Esther Wang**

- I. Your activities since last Board Report
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/24/17	Reality Changers	4	
10/29/17	New Member Install		4
10/30/17	UCSD Week 5 General Body Meeting		1.5
10/31/17	Reality Changers	4	
11/3/17	November District Board Meeting		1.5
11/3/17-11/5/17	Fall Training Conference	10	23
11/6/17	UCSD Week 6 General Body Meeting		1.5
11/7/17	Reality Changers	4	
11/9/17	Membership Recognition Program Webinar		1
11/13/17	UCSD Week 7 General Body Meeting		1.5
11/14/17	Reality Changers	4	
11/17/17	Big/Little Reveal		2
11/19/17	20 th Annual Masquerade Ball	12	3
11/21/17	UCSD Week 8 General Body Meeting		1.5
11/27/17	Pre-Meeting Dinner at 64 Degrees North		1

11/27/17	UCSD Week 9 General Body Meeting		1
11/28/17	Reality Changers	4	
12/3/17	December 2017 Special District Board Meeting		.5
12/4/17	UCSD Week 10 General Body Meeting		2
12/5/17	Reality Changers	4	
12/12/17	Reality Changers	4	
1/9/18	Reality Changers	4	

Total Service Hours since Last Board Report: 54

Total Service Hours since April 1st, 2017: 187.25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/22/17	Denny Cao, Jennifer Hoang	Reminder to schedule MR Monday post	Facebook
10/22/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post and nomination form in divisional groups	Facebook, Slack
10/23/17	Casey Kieng, Henry Casarez, Allan Le	MR Monday spreadsheets updated with nominations	Facebook
10/23/17	Sara Chen	District committee update for the Sunburst	E-mail
10/24/17	Casey Kieng	Question regarding Distinguished Appointed Board Officer Award	Facebook
10/26/17	Serena Mann	FTC awards certificates	Facebook
10/26/17	Casey Kieng, Henry Casarez, Allan Le	MR Monday selections deadline extension	Facebook
10/26/17	Armando Velazquez	Weekly check-in: Preparation for FTC	Phone

10/27/17	Casey Kieng	Question regarding the Outstanding Club T-Shirt Award	Facebook
10/27/17	Casey Kieng, Jack Wang	Mistake in MRP slide	Facebook
10/27/17	Henry Casarez	Question regarding officers applying for both Distinguished MD&E Award and Distinguished Appointed Board Officer Award	Facebook
10/27/17	MR Committee	Check MRP slides	Slack
10/29/17	Serena Mann	Test printing FTC awards certificates	Facebook
10/30/17	MR Committee	Reminder for 11/1/17 meeting and possibility of rain at FTC	Facebook
10/30/17	FTC Fashion Show participants, MR Committee	Logistics for FTC Fashion Show	E-mail
10/30/17	MR Committee	11/1/17 meeting agenda	Slack
10/31/17	Cameron Yuki	Change in FTC fashion show participant	E-mail
10/31/17	Lindon Tran	Changes in awards judging rooms	E-mail
11/1/17	Jack Wang	FTC Fashion Show music	Facebook
11/1/17	Denny Cao, Jennifer Hoang	MR Monday graphics and blurbs for November	Facebook
11/1/17	Armando Velazquez	Update on awards judging rooms	E-mail
11/1/17	Club presidents	Outstanding Club T-Shirt Award application deadline reminder	E-mail

11/1/17	MR Committee	Meeting #16	Google Hangout
11/2/17	Denny Cao, Jennifer Hoang	MRP webinar event info and description	E-mail
11/5/17	Denny Cao, Jennifer Hoang	Reminder to schedule MR Monday post	Facebook
11/5/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post in divisional groups	Slack
11/6/17	Denny Cao	Winners of Outstanding Club Video Award	E-mail
11/9/17	Armando Velazquez	Weekly check-in: Feedback for FTC	Phone
11/9/17	Katelyn Duch	Supplements needed for awards judging	Slack
11/10/17	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, Armando Velazquez	Member Recognition Chair October MRF	E-mail
11/12/17	Denny Cao, Jennifer Hoang	Check-in to make sure all the MR Monday posts are scheduled	Facebook
11/12/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post and December nomination form in divisional groups	Facebook, Slack
11/14/17	MR Committee	Reminder for 11/16/17 meeting and to remind LTGs early for MR Monday selections	Facebook
11/15/17	Lawrence Sahagun, Camille	Awards judging date	E-mail

	Goulet, Armando Velazquez		
11/15/17	MR Committee	11/16/17 meeting agenda and past meeting CERFs	Slack
11/16/17	Armando Velazquez	Weekly check-in: MRP webinar and DCON awards	Phone
11/16/17	MR Committee	Meeting #17	Google Hangout
11/19/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post and December nomination form in divisional groups	Facebook, Slack
11/22/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to remind LTGs to turn in MR Monday selections	Slack
11/24/17	Serena Mann	Selections ready for December MR Mondays	Facebook
11/26/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post and MRS deadline in divisional groups	Slack
11/27/17	Shaira Santos, Tommy Thach	District Committees Panel at DCON	E-mail
11/28/17	Club presidents and secretaries	Master Records Sheet deadline reminder	E-mail
11/28/17	Lawrence Sahagun	Issue with opening awards files	Facebook
11/29/17	Alejandro Colin	Question regarding the MRS (dates of events that should be inputted into the MRS)	E-mail
11/29/17	MR Committee	11/30/17 meeting agenda	Slack
11/30/17	Lawrence Sahagun, Camille Goulet, Armando Velazquez	Items for Approval: District Convention 2018 Awards Applications	E-mail

11/30/17	Armando Velazquez	Weekly check-in: DCON awards approval	Phone
11/30/17	MR Committee	Meeting #18	Google Hangout
11/30/17-12/6/17	Club officers in charge of the MRS, Tyler Tran	Confirmation of receipt of MRS files	E-mail
12/3/17	Serena Mann	December MR Mondays week 1 graphic	Facebook
12/3/17	Denny Cao, Jennifer Hoang	MR Monday graphics and blurbs for December	Facebook
12/3/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post in divisional groups	Slack
12/5/17	Club presidents and secretaries	Master Records Sheet deadline reminder	E-mail
12/5/17	Lawrence Sahagun	Number of MRS files received	Facebook
12/5/17	Andrew D'Incognito	MRS extension due to fire	Facebook
12/6/17	Lawrence Sahagun	Supplements needed for awards judging	Facebook
12/7/17	Kim-Mai Hoang	Room requests for Oratorical Contest and Scrapbook Spotlight	Facebook
12/7/17	Jack Wang	District Committees Panel at DCON	Facebook
12/7/17	Lawrence Sahagun	Divisions in club size for GEM awards	Facebook
12/7/17	Armando Velazquez	Weekly check-in: DCON awards feedback	Phone
12/8/17	Shaira Santos, Tommy Thach	Selection for District Committees Panel at DCON	E-mail

12/10/17	Serena Mann	December MR Mondays weeks 2-4 graphics	Facebook
12/10/17	Denny Cao, Jennifer Hoang	Reminder to schedule MR Monday post	Facebook
12/10/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post and January nomination form in divisional groups	Facebook, Slack
12/11/17	Lawrence Sahagun	Release date of DCON awards applications	Facebook
12/13/17	Jack Wang	Change formats of DCON award applications from MAC to PC	E-mail, Facebook
12/13/17	Ana Chavez	Number of KMRFs for the term	Facebook
12/13/17	Lawrence Sahagun	Clarification on feedback for changes in format on awards applications, January webinar	Facebook
12/14/17	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, Armando Velazquez	Member Recognition Chair November MRF	E-mail
12/14/17	Casey Kieng, Henry Casarez, Allan Le	Remind to contact LTGs for MR Monday selections and selection deadline	Slack
12/14/17	MR Committee	Update on release of DCON awards	Facebook
12/14/17	Lawrence Sahagun	Reminder to send November international MRFs	Facebook
12/14/17	Stephanie Ruiz	Question regarding release date of DCON awards applications	Facebook

12/15/17	Tiffany Hoang	DCON awards applications release date	E-mail
12/16/17	Denny Cao	DCON awards applications in PC and MAC formats	E-mail
12/17/17	Denny Cao, Jennifer Hoang	Reminder to schedule MR Monday post	Facebook
12/17/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post, release of DCON awards, winter one-on-ones in divisional groups	Facebook, Slack
12/18/17	Club executive board officers	Release of DCON awards applications and winter one-on-ones	E-mail
12/18/17	District board	Release of DCON awards and promotion of release	Slack
12/18/17	Denny Cao	Issue with awards download link	Facebook
12/18/17	MR Committee	12/21/17 meeting agenda	Slack
12/18/17	Casey Kieng	Question regarding Returning General Member of the Year Award	Facebook
12/18/17	Allan Le	Question regarding who can apply for Distinguished Appointed Board Officer Award	Facebook
12/18/17	Tyler Tran	Check-in on feedback for MRS files	Facebook
12/18/17	Serena Mann	Question regarding answering questions in first/third person for awards applications	Facebook
12/18/17	Casey Kieng	Question regarding Distinguished Vice President Award application	Facebook

12/18/17	Dylan Huynh	Question regarding officers applying for both Distinguished Kiwanis Family Relations Award and Distinguished Appointed Board Officer Award	Facebook
12/19/17	Lawrence Sahagun	Time conflicts for scrapbook awards judging and caucus at DCON	Facebook
12/20/17	Casey Kieng, Henry Casarez, Allan Le	Help with contacting LTGs for MR Monday selections	Slack
12/21/17	Jack Wang	MRP spreadsheet for December	Facebook
12/21/17	Armando Velazquez	Weekly check-in: DCON awards promo and logistics for judging	Phone
12/21/17	MR Committee	Meeting #19	Google Hangout
12/23/17	Lawrence Sahagun	District Board lipsync	Facebook
12/24/17	Josephine Chau	Question regarding the Distinguished Kiwanis Family Relations Award	Facebook
12/24/17	Denny Cao, Jennifer Hoang	Reminder to schedule MR Monday post	Facebook
12/24/17	Lawrence Sahagun	District Board lipsync	E-mail
12/24/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post, release of DCON awards, and winter one-on-ones in divisional groups	Facebook, Slack
12/26/17	Jennifer Hoang	Info for DCON Awards promotion post	Facebook
12/26/17	Tommy Thach	MR workshop at DCON	Facebook

12/28/17	Henry Casarez	Question regarding using district board officers as letter of recommendation on awards	Facebook
12/28/17	Lawrence Sahagun	Clarification regarding using district board officers as letter of recommendation on awards	Facebook
12/28/17	Armando Velazquez	Weekly check-in: Progress check on DCON awards logistics	Phone
12/29/17	Serena Mann	January MR Monday graphics	Facebook
12/30/17	Sean Adversalo	Question regarding writing in first/third person on awards	Facebook
12/31/17	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post in divisional groups	Slack
12/31/17	Denny Cao, Jennifer Hoang	MR Monday graphics and blurbs for January	Facebook
1/3/18	MR Committee	In-person itinerary and packing list	Slack
1/3/18	Wesley Wu	Error in MRS file (not all members show up in Individual Members list	E-mail
1/3/18	Josephine Molina	Explanation of color coding in MRS for awards	E-mail
1/4/18	Armando Velazquez	Weekly check-in: Progress check on DCON awards logistics	Phone
1/5/18	Sara Chen	District committee update for the Sunburst	E-mail
1/5/18	Lawrence Sahagun	DCON awards speaker assignments doc	E-mail, Facebook

1/5/18	Tyler Tran	Link for MR/Awards office hours	Facebook
1/6/18	Tommy Thach	MR workshop at DCON	Facebook
1/7/18	Denny Cao, Jennifer Hoang, Helen Nguyen	Date for Technical Skills (for Awards) webinar	Facebook
1/7/18	Denny Cao, Jennifer Hoang	Reminder to schedule MR Monday post	Facebook
1/7/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post, MR/Awards office hours, and webinar demo suggestion form in divisional groups	Facebook, Slack
1/8/18	Serena Mann	Check-in on awards manual	Facebook
1/8/18	Club executive board officers	Winter one-on-ones, webinar demo suggestions, MR/Awards office hours, and February MRS check-in	E-mail
1/8/18	MR Committee	MR/Awards office hours schedule and awards-related questions from members	Slack
1/8/18	Lawrence Sahagun	Updated DCON awards speaker assignments doc based on general session	Facebook
1/8/18	Lawrence Sahagun	Email to officers for released resources and upcoming webinar	Facebook
1/9/18	Lawrence Sahagun	December international MRFs	Facebook
1/10/18	MR Committee	Meeting #20	Google Hangout

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Held a successful Membership Recognition Program webinar.
2. Made sure everything went smoothly at Fall Training Conference.
3. Released all District Convention awards and had 100+ downloads for both the PC and MAC versions.
4. Hosted winter one-on-ones for club officers and received feedback/questions that helped with the planning of the Technical Skills (for Awards) webinar.
5. Started preparations for District Convention and awards judging, including creating judging sheets, assigning awards presentation speaking roles,

b. Top 5 Plans

1. Release the District Convention Awards manual.
2. Work with MRP/MRS Coordinator Tyler Tran to give feedback for the February Master Records Sheet Check-In and utilize lists of recipients submitted by club officers to compile the most accurate list of MRP recipients for District Convention.
3. Finalize the DCON Awards Online Submission system and make sure it is user-friendly. Release it to club presidents by the beginning of February.
4. Continue promoting resources, such as the weekly MR/Awards office hours and Technical Skills webinar, so members understand how to fill out and submit awards applications.
5. Finish all preparations for awards judging, happening in the beginning of March, and District Convention.

III. **Resources Needed**

1. N/A

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.

- Be a resource for the rest of the District Board and the Member Recognition Committee by actively communicating with them. Serve as a liaison between the

<p>MR Advisor and the District Board + MR Committee. Be proactive and hold myself to the standards I expect of others by completing all duties on time.</p> <p>Progress: I have worked with committee liaisons and encouraged communication with Lieutenant Governors so receiving MR Monday selections on time is less of an issue. I have also updated Lawrence consistently on my progress with District Convention awards and have asked for help with tasks that I need Lawrence to complete.</p>
<p>- Release awards, manuals, and the MRS by the end of August. Promote these resources as a way for clubs to maximize their achievements.</p> <p>Progress: I released the District Convention awards in mid-December and have sent out emails to club officers whenever I release resources, such as winter one-on-ones and office hours. I have also reached out to District Board officers, especially Lieutenant Governors, to promote these resources at DCMs.</p>
<p>- Attend DCMs and actively promote the different forms of recognition we have in the district.</p> <p>Progress: I have been unable to attend DCMs since the last district board meeting because I was focused on releasing DCON awards, finals, and traveling over Winter Break. So far, I've attended Divisional Council Meetings for 8 of the 9 divisions and have promoted MR Mondays, awards and MRS deadlines. I plan on attending DCMs in the upcoming months, both in-person and online, and have committee members promote DCON awards and MRS deadlines, office hours, etc. at their respective DCMs.</p>
<p>- Recognize members at the district level using methods like Member Recognition Mondays and use this to encourage clubs and divisions to implement their own recognition programs.</p> <p>Progress: I have released a nomination form every month and worked with committee liaisons to promote it in the divisional Facebook groups. The nominations were also shared with Lieutenant Governors, who have utilized the nominations during the selection process. I have also worked with my committee liaisons to host winter one-on-ones for club officers to learn about DCON awards and reflect on their club's recognition programs.</p>
<p>- Be transparent as a district board officer by increasing personal interactions with clubs and divisions. Actively go to events at the club and divisional level that encompass all three of the tenets.</p> <p>Progress: I have actively attended my club's events since the last district board meeting, including all general body meetings and the weekly service project, Reality Changers. Unfortunately, I have not been able to attend divisional events, but I plan on attending Paradise's January DCM.</p>

V. Announcements

The District Member Recognition Committee will be hosting our last webinar of the term on January 31st at 9PM. The topic is technical skills (for awards). The last Master Records Sheet check-in is on February 5th and the final submission is due by 11:59PM on Friday March 2nd. All files should be submitted to member-recognition@cnhcirclek.org and be in Microsoft Excel format. Lastly, District Convention award applications are due at 11:59PM on Thursday March 1st. For more information on how applications should be submitted and what files are acceptable, refer to the cover page of each award application.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Membership Development & Education Chair Board Report

January 2018 Board Meeting

Respectfully Submitted by **Helen Nguyen**

XI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/03-11/05	Fall Training Conference 2017		23
11/09	OCC CKI Fall General Meeting		1
11/11	OCC CKI Health Fair	4	
11/16	OCC CKI Fall General Meeting		1
11/25	MK November DCM + Potluck		4
11/30	OCC CKI Fall General Meeting		1
11/30	7Leaves Social		.5
12/17	MK December DCM		.5
01/11	Board Games Social		2
01/11	UCI CKI 1 st Winter General Meeting		

Total Service Hours since Last Board Report: 4

Total Service Hours since April 1st, 2017: 83

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
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12/03/17	DMD&E Committee	Next Meeting	Email
12/07/17	CNH CKI E-Board Officers	Kiwanis Foundation Scholarships	E-mail
12/25/17	Lawrence	Christmas Video	Facebook Messenger
01/04/18	Lawrence, Ana	STC	Facebook Messenger
01/10/18	Ana Chavez	STC	Facebook Messenger + In person
01/11/18	Jeff Dimsdale	STC venue option at OCC	In person

XII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully planned and help District Professional Development Conference 2017.
2. Hosted at least one Member Hosted Webinar per month.
3. District MD&E Committee started hosting weekly office hours.
4. Hosted a CKI 101 Webinar with the District MD&E Committee.
5. Created the first Alumni Series Video of the term.

a. Top 5 Plans

1. Release the Alumni Series Video #1 and application.
2. Create and release resources for clubs.
3. Create and release more professional development resources for members.
4. Have more general members apply to host a webinar.
5. Plan and promote a successful Spring Training Conference South 2018

b. Resources Needed

n/a

XIII. 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.

-Act as a resource to Vice Presidents of Administration and Membership Chairs The MD&E Committee has helped with promoting office hours so officers are able to ask us questions and voice their concerns.
-Successfully plan and host District Professional Development Conference We were able to have a great event that was cohesive with Kiwanis Convention. Many people had the opportunity to learn something new from the event.
-Host monthly educational webinars for our District Since the beginning of my term, we have been able to release monthly applications for Member Hosted Webinars and have held AT LEAST one webinar per month.
-Create customized plans for each club of the District to help ensure their goals are met. MD&E Committee Representatives have been providing one-on-ones for their respective clubs to help each individual clubs with concerns or resources.

XIV. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Service Chair Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Samantha Ruiz**

- I. Your activities since last Board Report
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/01/17	CKI South Survival Guide: Webinar		1
10/04/17	UNLV CKI 5 th General Meeting		1
10/07/17	K-1 Day	2.5	
10/14/17	Crazy Kompetition for Infants: South	3	
10/18/17	Service in 60: Stress Balls	1	
10/18/17	Let's Talk About Mental Health: Webinar		0.45
10/25/17	UNLV CKI 8 th General Meeting		1
10/30/17	UNLV Board Meeting		1
11/01/17	UNLV CKI 9 th General Meeting		1
11/03-05/17	Fall Training Conference 2017: Into the Wild	16	23
11/29/17	UNLV CKI 12 th General Meeting		1

Total Service Hours since Last Board Report: 22.5

Total Service Hours since April 1st, 2017: 32

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/24/17	Sara Chen	Sunburst: District Committee Updates	Email
10/24/17	Robert Chirk	DLSSP Updates	Phone Call
10/26/17	Lawrence Sahagun	Call to DLSSP 2018	Email
10/29/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Information about committee meeting the following week	Email
10/30/17	Robert Chirk	New info for DLSSP South	Email
10/31/17	Robert Chirk	DLSSP Updates	Phone Call
11/04/17	Robert Chirk and Henry Pham	DLSSP South	In person
11/05/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Information about committee meeting the following week	Email
11/06/17	Robert Chirk	DLSSP South Updates	Text message, Phone Call
11/07/17	Robert Chirk and Henry Pham	DLSSP South Updates	Email
11/07/17	Robert Chirk	DLSSP Updates	Phone Call
11/07/17-11/09/17	Caitlin Revie	Volunteer inquiry for February 2018-potential project site for DLSSP South	Email

11/08/17	Robert Chirk	DLSSP South Updates: American Family Housing Info and Grandmas House of Hope	Email, Text message
11/09/17	Josh Koh	DLSSP Hawai'i updates	Email
11/10/17	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Robert Chirk, and Camille Goulet	October Chair MRF and Executive Board Updates	Email
11/11/17	Hever Miranda, Gavin Li, Henry Pham, Arlene Anguiano, and Mariella Batacan	DLSSP registration and waiver information	Email
11/12/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Info for service committee meeting #17	Email
11/13/17	Flor Peralta	Volunteer inquiry for February 2018-potential project site for DLSSP South	Email
11/14/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Service Committee Meeting #17: tabletop service project at FTC, Service Resource Database updates, DLSSP updates, committee assignments	Google Hangouts
11/14/17	Sebastian Podiono	Welcome message	Email
11/14/17	Robert Chirk	DLSSP Updates: American Family Housing and Veterans First OC	Phone Call, text message
11/16/17	Robert Chirk	DLSSP South Updates	Email

11/17/17	Robert Chirk	Finalizing DLSSP South project details for the revised proposal due later that day	Text message
11/17/17	Deanne Tate	DLSSP South potential project details	Email
11/17/17	Lawrence Sahagun, Katelyn Duch, Robert Chirk, and Camille Goulet	DLSSP South 2018 Proposal for December Board Meeting	Email
11/19/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Information for DLSSP registration specific meeting	Email
11/21/17	Robert Chirk	DLSSP Updates	Phone Call
11/21/17	Zena Amran, Hever Miranda, Arlene Anguiano, Mariella Batacan, Henry Pham, Chloris Li	DLSSP Registration specific committee meeting	Google Hangouts
11/22/17	Bruce Hennings	Registration form, fee, and waiver due date for DLSSP	Email
11/26/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Info for service committee meeting #18	Email
11/28/17	Robert Chirk	DLSSP Updates	Phone Call
11/28/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Service Committee Meeting #18: DLSSP updates- registration and project site info, special board meeting, donations, promotional video, Service Resource	Google Hangouts

		Database updates, Regional Database info, committee gift exchange, committee assignments	
11/30/17	Robert Chirk	December 2017 Special District Board Meeting sign up form, forms for DLSSP Hawai'i, pictures of Veterans First OC	Email, text message
11/30/17	Deanne Tate	Info about Veterans First OC	Email
11/30/17	Robert Chirk and Lawrence Sahagun	Tomorrow Fund Applications	Email
11/30/17	Robert Chirk	DLSSP North Proposal-project supplies	Email
11/30/17	Robert Chirk and Armando Velazquez	Budget changes for DLSSP South 2018 Proposal	Email
11/30/17	Robert Chirk	Budget changes for DLSSP South 2018 Proposal	Phone Call
12/01/17	Robert Chirk	Confirmation of Veterans First OC Site Visit	Text message
12/02/17	Robert Chirk, Armando Velazquez, Camille Goulet, Lawrence Sahagun, and Katelyn Duch	DLSSP South 2018 Proposal with updated budget	Email
12/03/17	CNH Circle K District Board	DLSSP South 2018 Proposal with updated budget	Email
12/03/17	CNH Circle K District Board	DLSSP South 2018 Proposal	Zoom/ Youtube Live
12/03/17	Hever Miranda and Robert Chirk	Link for special district board meeting	Email

12/03/17	Robert Chirk	Next steps in the planning process for DLSSP South	Email
12/03/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Info for service committee meeting #19	Email
12/04/17	Jeanne Carter	Confirmation of DLSSP South project site and project info	Email
12/04/17-12/05/17	Denise Halstead and Jeff Nadeau	Confirmation of DLSSP South project site and project info	Email
12/04/17	Robert Chirk, Lawrence Sahagun, and Camille Goulet	Committee member updates	Email
12/05/17	Robert Chirk and Gavin Li	DLSSP North Meeting	Zoom conference call
12/05/17	Robert Chirk	General DLSSP updates, forms for DLSSP Hawai'i	Phone call, text message
12/05/17	Robert Chirk	Thomas House Family Shelter info from DLSSP South 2016	Email
12/05/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Service Committee Meeting #19: DLSSP reminders, updated DLSSP proposal with new budget, registration information, DLSSP promotional video, Regional Database Updates, Committee bonding, committee gift exchange, and	Google Hangouts

		committee assignments	
12/06/17	Robert Chirk and Deanne Tate	Confirmation of on-site visit for the upcoming weekend	Email
12/08/17	Robert Chirk	Potential donors for DLSSP	Text message
12/09/17	Robert Chirk	DLSSP South updates from onsite visit at Veterans First OC	Text message, phone call
12/10/17	Lawrence Sahagun and Camille Goulet	Request for approval of DLSSP event page banners	Email
12/12/17	Desert Oasis service officers	Regional Service Database form	Email
12/12/17	Robert Chirk	DLSSP Updates	Phone Call
12/13/17	Flor Peralta	Volunteer Inquiry for February 2018 Follow up- potential site for DLSSP South	Email
12/13/17-12/14/17	Robert Chirk	Information for Thomas House Family Shelter, potential site for DLSSP South	Text message
12/14/17	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, and Robert Chirk	November MRF and executive board updates	Email
12/14/17	Flor Peralta	Thomas House Shelter Volunteer Opportunities for DLSSP South 2018	Email
12/15/17	Robert Chirk	Registration, waiver, and driver forms for DLSSP	Text message
12/16/17	Robert Chirk	DLSSP registration, waiver, and driver forms	Email
12/17/17	Chloris Li	DLSSP promo videos	Email

12/17/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Info for service committee meeting #20	Email
12/19/17	Service Officers	Official service lookout partner pairs	Email
12/19/17	Camille Goulet, Robert Chirk, and Lawrence Sahagun	DLSSP registration, waiver, and driver forms- final drafts, request for approval	Email
12/19/17	Robert Chirk	DLSSP Updates	Phone Call
12/21/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Completed meeting minutes for committee agenda the week prior	Email
12/22/17	Bruce Hennings	Confirmation of due dates for DLSSP registration forms, fees, wand waivers as well as request for approval of the final drafts of all forms	Email
12/23/17	Chloris Li	Updated DLSSP promo videos	Email
12/24/17	Eric Yan	Tomorrow Fund	Email
12/24/17	Lawrence Sahagun	Lip Sync Videos	Email
12/25/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Info for service committee meeting #21	Email
12/27/17	Robert Chirk	DLSSP Updates	Phone Call

12/27/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Committee Meeting #21: DLSSP updates, Regional Database, 2018-2019 DSI, next week's committee meeting time, committee gift exchange, and committee assignments	Google Hangouts
12/27/17-01/05/18	Flor Peralta	Request for Thomas House Family Shelter site visit and project updates	Email
12/28/17	Lawrence Sahagun	Request for approval of DLSSP email	Email
12/29/17	Julian Perez	Question about service Lookout Partner pairs	Email
12/29/17	Jennifer Hoang	Info for DLSSP Facebook event pages	Email
12/30/17	CNH Circle K District Board and executive board officers	DLSSP North, South, and Hawai'i information	Email
12/31/17	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Info for service committee meeting #22	Email
01/02/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	Service Committee Meeting #22: DLSSP information, 2018-2019 DSI, committee bonding, and committee assignments	Google Hangouts

01/03/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, Chloris Li	DLSSP promotion and DSI information	Email
01/03/18	Robert Chirk	DLSSP Updates	Phone Call
01/08/18	Sara Chen	Sunburst Fall Edition-service committee updates	Email
01/08/18	Chloris Li and Lawrence Sahagun	DLSSP promo video-request for approval and suggestions for edits before release	Email
01/09/18	Deanne Tate	Veterans First OC service project follow up	Email
01/09/18	Jennifer Hoang	DLSSP info for the bi-weekly digest	Email
01/09/18	Robert Chirk	La Quinta High School timeline for DLSSP South, Thomas House address, general updates regarding all DLSSP events	Email, Phone Call
01/10/18	Flor Peralta	Thomas House Family Shelter- potential project ideas and updates	Email
01/10/18	Stan	Inquiry regarding Veterans First OC- clarification on project timeline and needed supplies	Email
01/10/18	Camille Goulet, Robert Chirk, Lawrence Sahagun, Katelyn Duch, Ivan Hoz	December MRF and executive board updates	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. My committee and I hosted a successful Service Unity Week/Day in October. We got a lot of member participation and were able to host our second successful webinar of the term. |
| 2. DLSSP North, South, and Hawai'i were all approved by the beginning of December. All of the promotional material was released via Facebook, email, and the CNH website before the first of the year. |
| 3. The service officer bonding system, Service Lookout Partners, was officially implemented at the executive board workshop at FTC and released via email to the officers who were unable to attend FTC. |
| 4. The forms for the Regional Service Database were sent to all of the service officers in each division via email. |
| 5. My committee and I hosted a successful service project at FTC. |

b. Top 5 Plans

- | |
|---|
| 1. Host three successful DLSSP events in February. |
| 2. Finish converting the Service Resource Database google documents in a pdf manual per Lawrence's request and then upload them onto the CNH website prior to DCON. |
| 3. Release the Regional Service Database prior to DCON so that incoming service officers have a basis on which to start planning service projects for their clubs. |
| 4. Propose the DSI for the 2018-2019 term and get it approved by the District Board at the January District Board Meeting. |
| 5. Plan and execute the onsite service project at DCON. |

III. Resources Needed

- | |
|--|
| 1. Blank Proposal Form |
| 2. Support and assistance from District Board and District Service Committee members |

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.

- Goal: "I want to bridge the gaps between myself and other service officers and the gaps between service officers by providing them with various resources and opportunities throughout the year for all of us to get to know one another. I will do this by making use of the VPS/Service Chair Facebook Group, a Divisional Service Liaison system that will be led by myself and my committee members, creating a Facebook Page that encourages members throughout the District to engage in service-related topics, splitting service officers into designated groups in order to facilitate further group bonding and discussion throughout the year, and hosting regular opportunities for one-on-ones and office hours."

- Evaluation: In order to bridge these gaps, I have hosted two rounds of one-on-ones

with service officers, made use of both the VPS/Service Chair Facebook Group and emails to communicate important information, released an Anonymous Service Submission Form to give service officers another medium to ask me and the Service Committee any questions that they may have, and created a service officer jacket. Instead of a Divisional Service Liaison system, I have decided to implement a service officer bonding system, which was released first at the executive board workshop at FTC and later via email for those who did not attend. From what I saw at FTC, the bonding system helped service officers begin to open up to one another, and I hope they continue to do so throughout the rest of the term.

- Goal: "I want to improve the Service Database by regularly updating the one on the CNH website and adding a video component to it. These videos will be called the Service Video Series, and they will contain various segments related to service, such as videos about the DSI, ISI, and tabletop projects. I also want to create a Divisional Service Database that contains a list of organizations and their contact information for all of the schools within a given division so that incoming service officers can look at the organizations that past service officers in their division have worked with in order to gain inspiration for organizations that they can work with during their terms. These materials will serve to further educate service officers and members on how they can improve their communities through service."

- Evaluation: So far, the only progress that has been made with regards to the Service

Resource Database is that all of the old and new documents have been written and edited by the Service Committee. We had all of the forms ready to go as google documents and were ready to be uploaded onto the CNH website, but Lawrence told me that he would like them converted into a PDF manual, which is going to take a lot longer. I am hoping we can get the manual onto the CNH website before DCON. The Regional Service Database forms were released in December. Over the next few months, we will compile all of this information and hopefully implement it prior to DCON. We will not be able to convert our resources to video format, but I am hoping we can at least make a video about next year's DSI to share with members at the DSI workshop at DCON.

- Goal: "I want to have a DSI-related Service Unity Week before CKI North and South

this year in order to educate members about the DSI and the service we do as a district right at the beginning of the fall term. I will work with my committee and Camille over the summer to plan and finalize all of the details for Service Unity Week and propose the event at the July District Board Meeting."

- Evaluation: This goal has been completed! The second annual Service Unity Day/Week was successful. We got a lot of member participation and were able to host our second successful webinar of the term. I hope that the members found it meaningful and learned more about the importance of our DSI through their participation in this event.

- Goal: "I want to have three successful DLSSP events. I'm hoping that we can increase

participation at all three DLSSP's from this past year by planning DLSSP over the summer and beginning of fall term and getting everything approved by the November District Board Meeting. This will help us finalize details far ahead of time so that there will hopefully be no last minute changes that need to be made that may confuse members or limit clubs' attendance. It will also help us prepare effective advertisement material and utilize this material effectively. If possible, I would like to try to get DLSSP South and DLSSP Hawaii at one project site this year in order to promote further bonding amongst clubs. I want to work with G-bus to fundraise money so that the clubs in Hawaii can afford to travel to one island for DLSSP."

<p>- Evaluation: The proposals for DLSSP North, South, and Hawai'i were all approved by</p> <p>the beginning of December. Although this process did not go as originally expected, I am just happy that everything eventually got approved, and we can</p> <p>move forward with all of these events. Over the next month, it's time to really get everything into gear and make sure everything is ready! I will be able to report more about this goal after these events.</p>
<p>-Goal: "I want to increase the total number of service hours in the district from last year and ensure meaningful service all throughout the district by supporting, helping, and guiding all service officers throughout the year. This will be achieved by regularly</p> <p>updating and advertising the Service Database and hosting bi-monthly one-on-ones and/or office hours for service officers to attend."</p> <p>- Evaluation: The Service Database hasn't been released yet, so we haven't been able to advertise this as a resource to help service officers throughout their term. I have hosted two rounds of formal one-on-ones and had many individual meetings with service officers throughout the term in order to help them. Instead of hosting formal office hours or one-on-ones on a regular basis, I have made myself available via email and Facebook, and I answer any questions or concerns that officers have.</p>

V. Announcements

District Large Scale Service Project (DLSSP) North, South, and Hawaii information is officially live via Facebook and the CNH Website! DLSSP North will be on February 17,

2018 in Oakland, CA, DLSSP South will be on February 25, 2018 in Orange County, CA, and DLSSP Hawai'i will be on February 17, 2018 all over the Hawaiian Islands. For more information regarding project sites, registration, and more, please head on over to Facebook and/or the CNH website or reach out to myself or any other member of the District Service Committee. See y'all next month!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Technology Chair Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Denny Cao**

- I. Your activities since last Board Report
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/23/17	UCSD GBM		2
10/25/17	Communications and Marketing Committee Meeting		2
10/25/17	College Survival Webinar		1
10/26/17	SDSU GBM		2
11/02/17	SDSU GBM		2
11/03-11/05/17	Fall Training Conference	10	23
11/03/17	November District Board Meeting		2
11/09/17	SDSU GBM		2
11/09/17	MRP Webinar		1
11/11/17	Explore SD		6
11/16/17	SDSU GBM		2
11/19/17	UCSD Masquerade Ball	2	1
11/25/17	Kiwanis Family Webinar		1
11/30/17	SDSU GBM		2
12/01/17	Allen Elementary Snow Ball Winter Dance	4	

12/02/17	SDSU Family Game Comp		4
12/07/17	SDSU GBM		2
12/08/17	Pewter Fam Social		4
12/08/17	Gift Wrapping at Barnes and Noble	4	
12/09/17	Gift Wrapping at Barnes and Noble	5	

Total Service Hours since Last Board Report: 25

Total Service Hours since April 1st, 2017: 81

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/25/17	College Survival Webinar hosts	Webinar logistics	Facebook
10/26/17	Katelyn Duch	Dboard packet uploading	Email
10/29/17	Donald Franks	DCON website setup	Facebook
11/02/17	Esther Wang	MRP webinar info	Email
11/02/17	Ana Chavez	KFam webinar info	Email
11/02/17	Don Hull, Bruce Hennings	Website upkeep	Email
11/02/17	Esther Wang	MRP edits	Facebook
11/06/17	Donald Franks	DCON website launch	Facebook
11/06/17	Esther Wang	Outstanding Club videos	Facebook, Email
11/07/17	Jennifer Hoang	Post planning	Facebook
11/07/17	Esther Wang	FTC awards	Facebook
11/07/17	Ivan Hoz	Fundraising totals information	Facebook
11/09/17	MRP Webinar Hosts	Webinar logistics	Facebook
11/12/17	Don Hull	DCON website on actual website upkeep	Email

11/12/17	Forwardmx.io	Troubleshooting email problems	Email
11/18/17	Ana Chavez	Webinar planning	Facebook
11/20/17	Jennifer Sandoval	Tech chair advising	Facebook
11/23/17	Ana Chavez	Webinar planning	Facebook
11/25/17	Kiwanis Family Webinar hosts	Webinar logistics	Facebook
11/27/17	Kim-mai Hoang	Purchase orders	Facebook
12/01/17	Sara Chen	Sunburst post	Facebook
12/03/17	Katelyn Duch	Special board meeting	Facebook
12/04/17	Camille Goulet	Candidate information	Email
12/04/17	Sara Chen	Sunburst post	Facebook
12/05/17	Manuel Santiago	Downloads	Facebook
12/05/17	Don Hull, Bruce Hennings	Scholarships information	Email
12/05/17	Jennifer Hoang	Scholarships info	Facebook
12/07/17	Don Hull	Email change	Email
12/10/17	Don Hull	POR form	Email
12/11/17	Don Hull, Bruce Hennings	Billing info	Email
12/12/17	Lawrence Sahagun	Kiwanis Magazine	Email
12/16/17	Esther Wang	DCON awards apps	Email
12/16/17	Lawrence Sahagun	Candidate apps	Email
12/17/17	Don Hull	Email forwarding	Email
12/18/17	Don Hull	Purchase order form	Email
12/18/17	Esther Wang	DCON awards	Facebook
12/19/17	Jennifer Hoang	DCON awards	Facebook
12/19/17	Lawrence Sahagun	Service agreement	Email
12/22/17	Sara Chen	Sunburst edits	Facebook

12/23/17	Kim-Mai	DCON promotion	Email
12/24/17	Don Hull	Corrections on website	Email
12/26/17	Don Hull	Emails	Email
12/27/17	Jennifer Hoang	DCON award posts	Facebook
12/31/17	Samantha Ruiz	DLSSP forms	Facebook
01/01/18	Don Hull	Email forms	Email
01/01/18	Don Hull	Invoices	Phone
01/02/18	Katelyn Duch	Meeting minutes	Email
01/03/18	Bruce Hennings	Invoices	Phone
01/04/18	Bruce Hennings	Invoices	Phone
01/04/18	Joseph Le	Invoice information	Facebook
01/05/18	Don Hull, Bruce Hennings	Invoices	Email, Phone
01/06/18	Don Hull	Updates on website	Email
01/08/18	Don Hull	Calendar updates	Email
01/08/18	Lawrence Sahagun	Candidate Training info	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. DCON launch
2. Meet the DBoard page is near completion
3. Uploaded more resources
4. POR form is getting there and is pretty usable now

b. Top 5 Plans

1. Office hours
2. Release more pages
3. Streamline

III. Resources Needed

1. N/A

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.

- Attend DCMs and GBMs to get people's input on the website
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While it is still mainly in the Paradise division, I've been asking people for feedback on the website. I've also been able to get some responses from people via messages.

- Have more posts on the website and use that to spread information and market the website

Been promoting things like scholarships, Sunburst, DCON, DLSSP, etc via posts on the website. Pretty good.
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- Provide resources that are easily accessible by anybody whenever they need it
--

Apps for events and awards are on the website, a lot of things are also accessible on the DCON website.

- Archive and categorize posts and downloads; also place downloads on the website
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Basically done, now just categorizing as I go now.
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V. Announcements

Website is still up, but this time the DCON website is also up. Couple of webinars have been hosted, with more upcoming. Resources and downloads are on the website for upcoming events and for general use.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Capital Lieutenant Governor Board Report

January 2018 Board Meeting

Respectfully Submitted by **David Duy Ngo**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/3-5/17	Fall Training Conference	2	23
11/10/2017	T4 Social		3
11/10/2017	UOP's New Member Installation Banquet		5
11/11/2017	November DCM		1
11/11/2017	UNR's NMIB		5
11/17/2017	Sac State's NMIB		4
11/18/2017	Gift of Giving	7	
11/18/2017	UCD NMIB		4
11/25/2017	Magic Kingdom November DCM		3
12/1/2017	San Joaquin Delta College's NMIB		3
12/2/2017	Chico's NMIB		3
12/3/2017	December District Board Meeting		0.5
12/8/2017	Folsom Lake College's NMIB		4
12/16/2017	Bread of Life	6	
12/16/2017	December DCM		2
12/19/2017	Sac State's Soup Kitchen	2	

12/28/2017	Go West	6	4
1/10/2017	UC Davis's Soft General Meeting		2

Total Service Hours since Last Board Report: 23

Total Service Hours since April 1st, 2017: 88

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/7/2017	Rae Whitby-Brummer	Key Club Question	Text
11/10/2017	Diana Mora	Advising and Questions	Facebook
11/11/2017	Lauro Solomo	NMIB Questions	Facebook
11/14/2017	Rae Whitby-Brummer	ERF Review	Text
11/14/2017	Joshua Ranario and Zahin Rahman	CLSSP Committee Selection	Facebook
11/14/2017	Samantha Ruiz	Service Chair Showcase	Facebook
11/14/2017	Max Rico	K-Rock ERF Status	Facebook
11/14/2017	Diana Mora	Complaining about life	Facebook
11/15/2017	Rae Whitby-Brummer	Go West Approval	Email
11/15/2017	Helen Nguyen	Committee Application Reference	Facebook
11/16/2017	Sara Huang	Christmas in the Park	Facebook
11/17/2017	Antonio Gonzales	NMIB Questions	Facebook
11/17/2017	Ralph Gamboa	NMIB Rides	Facebook
11/17/2017	Kiwanis International Office	Chico State MUC Issues	Phone Call
11/22/2017	All of the Capital Pen Pals	Match Making	Facebook
11/22/2017	Manuel Santiago	Magic Kingdom DCM Details	Facebook
11/22/2017	Abby Lok and Allen Lor	Delta Service Marathon Check Up	Facebook

11/22/2017	Jonathan Amaral	Delta 24 Hour Service Project	Facebook
11/22/2017	Casey Kieng	MR Spotlights	Facebook
11/23/2017	Alayna Nguyen and Calvin Lu	Capital Pen Pal System Execution	Facebook
11/25/2017	Rae Whitby-Brummer	Go West and KROCK approval	Text
11/27/2017	Rae Whitby-Brummer	Christmas in the Park Approval and questions	Email
11/27/2017	Diana Mora	Go West	Facebook
11/28/2017	Rae Whitby-Brummer	K-Rock Approval	Email
11/28/2017	Rae Whitby-Brummer	Go West and KROCK approval	Text
11/29/2017	Tiffany Hoang	DCM Details	Facebook
11/30/2017	Mickey Rosal and Shirley Siu and Alayna Nguyen	Webinar Preparations	Facebook
11/30/2017	Jonathan Amaral	December DCM Planning	Facebook
11/30/2017	Dylan Huynh	Key To College Webinar	Facebook
12/2/2017	Laarni Castro	Chico NMIB Plans	Facebook
12/4/2017	Maggie Duran	UC Davis CKI Beauty Pageant	Facebook
12/4-1/1/2018	Tate Yeung	Literally just Go West every day	Facebook
12/6/2017	Jared Samonte	MRF Feedback	Text
12/7/2017	Scott and Laarni	CSU Chico Payment	Email
12/14/2017	Members of CSU Chico	Go West Reminder	Facebook
12/14/2017	Members of Lake Tahoe Community College	Events Reminder	Facebook
12/15/2017	Kim Hoang	Division 27 North Key Club DCM	Facebook
12/15/2017	Samantha Ruiz	Service Chairs Emails	Facebook
12/15/2017	Bruce Mercado	December DCM Details	Facebook

12/17/2017	Ryan Tsao and Leanna Fong	Go West Rides	Facebook
12/18/2017	Allen Lor	Go West Registration	Email
12/18/2017	Bruce Mercado	Kiwanis Meeting Clarification	Facebook
12/19/2017	Dan and Rita Germain	Kiwanis Mid-year North	Email
12/19/2017	Sarah Ko	Fall CLSSP Article Submission	Facebook
12/20/2017	Casey Kieng	MR Spotlights	Facebook
12/21/2017	Sara Chen	Article Submissions and Technical Difficulties	Facebook
12/21/2017	Alex Kwong	Article Revision	Facebook
12/25/2017	Capital Presidents	Christmas Clips	Facebook
12/26/2017	Alex Kwong	Go West Rides	Facebook
12/27/2017	Leanna Fong	Go West Rides	Facebook
12/27/2017	Capital VPS/SVPs	Term Reflection, Service Gameplan, and Interclub week	Google Hangouts
12/27/2018	Ryan Tsao	Go West Rides	Facebook
12/30/2017	Dylan Huynh and Melissa Chavarro	Key to College Presentation	Facebook
12/31/2017	Darienne Vioria	CLSSP Spring Fundraiser	Facebook
1/2/2018	Ryan Tsao	Advising regarding an issue	Facebook
1/3/2018	Lawrence and Camille	DCON Program Ad Extension	Email
1/3/2018	Dan Germain	Email Reminder	Text
1/3/2018	Jonathan Amaral	Advising	Facebook
1/3/2018	Capital Secretaries	MRF Reminder	Facebook
1/4/2018	John Brummer	American River College Updates	Facebook
1/4/2018	Josephine Molina	MRF Stuff I guess...	Facebook

1/5/2018	Dan and Rita Germain	Kiwanis Mid-year North	Email
1/5/2018	Robert Irao	UOP MRF Revision	Email
1/5/2018	James Hoong	Issues and Advising	Facebook
1/6/2018	Lucas Saechao	Divisional Calendar	Facebook
1/7/2018	UN Reno Board	Board Meeting	Google Hangouts
1/7/2018	Alayna Nguyen	Janaury Webinar Planning	Facebook
1/8/2018	Calvin Lu	Fellowship Ideas	Phone Call
1/8/2018	Tiffany Hoang	UC Davis CKI Beauty Pageant	Facebook
1/9/2018	James Hoong and Stephanie Tran	C&M Discussion and DCON Spirit Packs	In-Person
1/9/2018	Capital Treasurers	DCON Spirit Packs	Facebook
1/9/2018	Sac City College Board	Board Meeting	Google Hangouts
1/9/2018	Kim-Mai Hoang	DCON Questions	Facebook
1/9/2018	Spring CLSSP Committee	Meeting	Google Hangouts
1/10/2018	Maggie Duran	UC Davis CKI Beauty Pageant	Facebook
1/11/2018	Dan and Rita Germain	Kiwanis Mid-year North	Email
1/11/2018	Tom Leahy	Key Club DCON SAA	Email
1/11/2018	Thuy Tran	KROCK Rides	Facebook
1/11/2018	Division Leadership Team	DLT Meeting and Updates	Google Hangouts

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. I am extremely proud of the smaller clubs! By next month, all of the smaller clubs (UOP, Delta, Chico, Folsom Lake) will have surpassed their service hour total from last year! Some clubs will have reached the highest in their history!
2. Including the upcoming DSPs (January and Spring CLSSP) and the Pen Pal System, Capital will have satisfied all three tenets of Service, Leadership, and Fellowship as a division!
<p>To list a few:</p> <p>Service – June DSP, August DSP, Fall CLSSP, January DSP, Spring CLSSP</p> <p>Leadership – All of our divisional committees, regular webinars and workshops</p> <p>Fellowship – Capital Pen Pal System</p>
3. Lake Tahoe Community College has been recognized by International as an official chartered club on January 5 th , 2018!
4. Successfully attended every New Member Installation Banquet!
5. Unity between clubs is strong! Capital has shown a great diversity and turnout of our members at events outside of the division like Go West! Members are also highly encouraged to make visitations to club meetings and events outside of their own!

b. Top 5 Plans

1. Shift Capital's main focus towards Professional Development via workshops and networking opportunities.
2. Push for a more service-oriented mindset amongst the clubs and members.
3. Continue to build the smaller and newly chartered clubs.
4. Start planning the Capital End of the Year Banquet.
5. Encourage members to run for both executive board and District Board.

III. Resources Needed

1. District Board reach out to encourage clubs to go to DLSSP and DCON!
2. Some clubs still need training when it comes to using the MUC and working on the MRF/MRS. Depending on the time we have, let's prepare them for the next term!
3. A smooth DCON experience.
4. One of the divisions will hold a "How to Run for Board" Webinar. It would be great if some District Board makes some time to speak on behalf of their position.
5. a hug.

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.

- To further enhance professional and leadership development within our members.

One of my proudest achievements is when the Division Leadership Team and Committees consists of both unique newer and returning members! We have recently appointed the Spring Capital Large Scale Service Project Committee (SCLSSP), which consists of 8 members, including the co-chairs. For many, this is their first time working on a project of this size.

Within both SCLSSP and January DSP, committee members learn and execute valuable skills in terms of communication with organizations, a teamwork. These transferable skills will greatly benefit the members in the future.

In addition, the DLT actively reaches out to general members whenever we need an extra hand. The idea is to encourage more exposure to leadership opportunities so members can gain teamwork and leadership experience.

From January and on, there will be a shift in direction for the Division to push for professional development to prepare everyone for the future.

- To build up new, chartering, and smaller clubs by establishing a stronger foundation with the respective board and member base.

Lake Tahoe is finally chartered on January 5th, 2018!

I have had some meetings with smaller clubs and boards to address current issues and how we can move forward from there. In addition, the DLT and I have put more attention to their needs in training and resource.

The January DCM and DSP will take place in Chico to establish more of a divisional presence to their campus. We hope that this effort will greatly improve recruitment and retention for the club.

At this time, my goal is to become more of a resource to the newer club boards and their successors.

- To push divisional unity amongst clubs through more intimate relationships. I want to emphasize to all of our clubs, regardless of seniority or size, that all of the clubs within Capital are a resource to each other.

Capital has become closer as this term went on by. Whenever we have a presence at an outside event, it is as if we are one unit or family! The members are all open and approachable and we really embrace the idea of inclusiveness to everyone.

The rate of interclubs has increased and with the Capital Pen Pal System, we have encouraged more intimate relationships with members meeting for even the first time!

- More meaningful workshops at division gatherings such as DCMs.

There were no workshops for the DCMs of November and December. However, we have webinars to make that up!

For the DCMs in January, February, and March, we plan to have workshops pertaining to professional development.

- To further enhance Kiwanis family relations between sponsoring Kiwanis and clubs and myself.

I have continued to maintain my relationships and visitations with the Kiwanis and Key Clubs within Division 27, 7, and 44. However I need to extend my reach for the remaining divisions within the Chico, Reno, and Tahoe areas.

Other than that, in addition to the Key to Colleges, Tracy Liu and I have been hosting CapiKeyWins and CapiKey weeks that consist of joint service and webinars!

I hope to continue and improve Circle K's relationships with the Kiwanis Family overall!

V. Announcements

A few announcements I would love to share:

- a. Capital's January DSP (Jan 27th) may be televised and covered on the local news! Details on how you can watch it will come as time gets closer.
- b. Congratulations to the appointed Spring Capital Large Scale Service Project Committee! Looking at this team, I am really excited to see what they can and will accomplish!
 - i. Mikey Nguyen (FLC)
 - ii. Darienne Vilorio (UCD)
 - iii. Nora Lovell (UCD)
 - iv. Marcus Magno (Sac State)
 - v. Brittany Tran (UOP)
 - vi. Lauro Solomo II (UNR)
- c. Capital Division's "How to Run for Board" Webinar is projected to take place on January 30th, 2018 and is open to anyone to watch. Keep an eye out!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Central Coast Lieutenant Governor Board Report

January 2018 Board Meeting

Respectfully Submitted by **Bill Truong**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/22/17	Service-a-thon	6	
10/26/17	Fall GM #3		1
10/27/17	Fall Beach BBQ		1
10/27/17	Cal Poly SLO CKI Member Installs		2
10/28/17	Montecito Orange Harvest	2	
10/29/17	Halloclean	4.5	
11/03/17	Fall Training Conference 2017	10	12
11/09/17	Fall GM #5		1
11/09/17	Zodos Bowling Social		3
11/11/17	KTC – Turquoise Division (SAA)	3	1
11/12/17	Central Coast November DCM		1
11/17/17	UCSB Member Installs		3
11/19/17	UCSD Masquerade Ball	1	3
11/20/17	Karaoke Night		1
11/30/17	Last GM of Fall Quarter		1
12/05/17	UCSB MRP Webinar		1

12/16/17	Central Coast December DCM		1
12/17/17	Downtown SJ Christmas in the Park	12	
12/29/17	Go West hosted by PCC CKI	6	4
1/13/18	K-Rock Benefit Concert hosted by UCR CKI		4
1/14/18	Central Coast & Desert Oasis Joint January DCM		1

Total Service Hours since Last Board Report: 42.5

Total Service Hours since April 1st, 2017: 116

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/20/17	Katelyn Duch	Board Report	Email
10/24/17	Sophia Uemura	T-Shirt Design	Email
10/24/17	CenCo DLT	DLT Meeting	Hangouts
10/25/17	Celina Chanthanouvong	T-Shirt Order Form	Email/FB
10/26/17	Henry Casarez	MR Monday November	Email
10/26/17	Sopheak Suy	Picture	Email
10/29/17	Besart Mujeci	Spirit Packs	Email
10/30/17	Celina Chanthanouvong	Club Spirit Cheers	Email
11/09/17	Kellie Maul/Michael Jensen	Fresno City Updates	Email
11/12/17	Nicolas Wright	WF Ball Banner	Email
11/14/17	Alex Tellez	SBCC Updates	Email
11/22/17	Henry Casarez	Mr. Monday December	Email
11/22/17	Kathleen Albidrez	Fresno City College Actions	Email
11/28/17	Ilsia Gonzalez	President One on One	Google Hangouts
12/04/17	CenCo Secretaries	DCM Sign In Sheet	Email

12/12/17	Nicolas Wright	President One on One	Zoom
12/13/17	Max Rico	DCM Details	Messenger
12/18/17	Lawrence Sagahun	Monthly Update	
12/22/17	Lizbet Silva	Presidents One on One	Google Hangouts
12/29/17	CenCo Presidents	Turtle Talks #10	Email
01/08/18	Max Rico	Cereal First DCM Details	Messenger
01/08/18	Patrick Ballecer	DCM ERF	Messenger
01/10/18	CNH Execs	MRF + Monthly Update	Email
01/11/18	Sopheak Suy	Presidents One on One	Facetime

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Almost to 100% member retention!
2. Increased divisional bonding (and showed it at FTC)
3. Almost all clubs have installed new members.

b. Top 5 Plans

1. Reach out to potential CKI Charters (Moorpark)
2. Search for a successor
3. Enjoy the rest of the term for how much time I have left
4. Help clubs with transfer of power and elections
5. Continue to be a resource to my clubs

III. Resources Needed

1. all the love and support from District Board
2. Time

3. Election resources to help clubs with encouraging members to run for positions
4. Sleep
5. some more MD&E resources

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.

Club Stability I have met with almost all presidents in order to recap their fall quarters and what improvements they can do for the quarter.
Club Transparency I have continued the bi-weekly emails and have asked presidents to link club pages to the divisional page so that everybody can see what each other's clubs are doing.
Increase Divisional Unity/Spirit Central Coast was noticeably louder at FTC!
Introduce a Divisional Calendar and Newsletter We released the first Central Coast Newsletter in the month of November! We will try to release another one before the term ends.
Promote Interclubbing within the Division UCSB visited SLO's banquet, and several CenCo schools will be attending Winter Fantasy Ball at SLO later this month.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Max Rico**

- I. Your activities since last Board Report
 a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/19/17	Kiwanis Club of Riverside Luncheon		1
10/21/17	Huffy Paint Socks Service	2	
10/21/17	My Play Club	3	
10/23/17	CKI at UCR Board Meeting		1
10/24/17	CKI at UCR General Meeting		1.5
10/27/17	Ghost Walk	2	
10/28/17	Habitat for Humanity	3	
10/28/17	Big/Little Social 1		2
10/30/17	CKI at UCR Board Meeting		1
10/31/17	CKI at UCR General Meeting		1.5
11/03/17-11/05/17	Fall Training Conference	10	23
11/06/17	CKI at UCR Board Meeting		1
11/07/17	CKI at UCR General Meeting		1.5
11/08/17	Big/Little Social 2		1
11/09/17	Kiwanis Club of Riverside Luncheon		1

11/09/17	November PCM		1
11/10/17	K-Rock TV Taping		5
11/11/17	Ronald McDonald House Service	2.5	
11/12/17	K-Rock Flag Football Tournament		2.5
11/13/17	CKI at UCR Board Meeting		1
11/14/17	CKI at UCR General Meeting		1.5
11/16/17	K-Rock Workday	1	
11/16/17	R'Pantry	1.5	
11/17/17	Thanksgiving Basket Packing	2.5	
11/17/17	Fall Install		3.5
11/18/17	November Day of Awesomeness Day		3
11/19/17	Masquerade Ball		3
11/21/17	CKI at UCR General Meeting		1.5
11/27/17	CKI at UCR Board Meeting		1
11/28/17	CKI at UCR General Meeting		1.5
11/30/17	Kiwanis Club of Riverside Luncheon		1.5
11/30/17	K-Rock Workday	1	
11/30/17	R'Pantry	1.5	
11/30/17	Mintees Family Social		0.5
12/02/17	UNLV CKI Key to College	8	
12/02/17	UNLV CKI Fall Banquet		3
12/03/17	December District Board Meeting		1
12/05/17	Kiwanis Club of Uptown Riverside Luncheon		1
12/07/17	Kiwanis Club of Riverside Luncheon		1
12/07/17	R'Pantry	1.5	
12/11/17	Santa Claus Inc	4	

12/14/17	December PCM		1
12/16/17	Junior Achievement of Southern Nevada	3.5	
12/16/17	Desert Oasis Academy Part 2		4.5
12/16/17	Las Vegas Strip Scavenger Hunt		3
12/17/17	Desert Oasis Academy Part 3		2
12/17/17	December DCM and Workshop by DLT		1
12/17/17	White Cactus		0.5
12/27/17	K-Rock Workday	1	
12/29/17- 12/31/17	Go West	10	4
01/03/18	Sandwich Making and Distribution with USC	5	
01/05/18	Meals on Wheels with CSULB	1.5	
01/06/18	OC Food Bank with CSULB	2	
01/07/18	Urban Community Outreach with CSULB	3.5	
01/09/18	K-Rock Workday	2	
01/11/18	January PCM		1

Total Service Hours since Last Board Report: 72

Total Service Hours since April 1st, 2017: 230.75

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/22/17	Katelyn Duch	Crafton CKI emails	Facebook
10/24/17	Raymond Dai	Spirit pack drawstrings	Email
10/24/17	MARCO Promotional Products	Spirit pack ribbon changes	Email
10/24/17	Bag World Promo	Drawstring design changes	Email
10/24/17	MARCO Promotional Products	New design approval	Email

10/24/17	Manuel Santiago	DO cheers	Facebook
10/24/17	Jennifer Hoang	K-Rock Info	Facebook
10/25/17	Henry Casarez III	MR Mondays	Email
10/25/17	Ryan Hoang, Charlene Sullivan	Raising Cane's Fundraiser CERF	Email
10/25/17	Bradley White-Findeisen	CKI at CMC charter	Email
10/25/17	Linda Marx	Kiwanis Division 28 meeting times	Email
10/25/17	Cleveland Spaight	CKI at CMC charter	Facebook
10/25/17	Michelle Cang	Masquerade Ball post	Facebook
10/25/17	Michelle Liu, Sarah Choung	FTC rides	Facebook
10/25/17	Isabella Salcedo	CSN CKI vice president interview	Phone
10/25/17	Isabella Salcedo	CSN CKI VP offer	Text
10/26/17	Alejandro Colin	MRF info	Facebook
10/27/17	Ashraya Kalavakunta	Spirit pack graphic	Email
10/27/17	Annika Liu	Spirit packs	Facebook
10/27/17	Stephanie Ruiz	FTC drops	Facebook
10/27/17	Jesus Aguilar	M-Ball info	Facebook
10/28/17	Tyler Ma	Spirit packs	Facebook
10/28/17	John Kim	Spirit packs	Facebook
10/28/17	Stephanie Ruiz	FTC drops	Facebook
10/28/17	Alexander Park	Spirit packs	Facebook
10/29/17	Isabella Salcedo	Email creation	Facebook
10/29/17	Lindon Tran	FTC replacement info	Facebook
10/30/17	Linda Marx	D-Board packet + November DAD ERF followup	Email
10/30/17	William Sowers	Cane's Fundraiser check pickup time	Email

10/30/17	Russel De Los Reyes	Empty FTC spot	Facebook
10/30/17	Samantha Ruiz	FTC board meeting	Facebook
10/30/17	Stephanie Ruiz	FTC drops	Facebook
10/31/17	Andrew Chang	FTC attendance	Facebook
10/31/17	Lindon Tran	FTC replacement info	Facebook
11/01/17	Linda Marx	November DAD ERF	Email
11/01/17	Nathan Heger, Lawrence Chan	November DAD ERF	Email
11/02/17	Vanessa Kumnoonsate	DO cheer sheet	Facebook
11/03/17	Desert Oasis DLT	Division cheer sheets	Email
11/03/17	Desert Oasis DLT	Spirit pack material	Email
11/04/17	Daniel Wahyu	Spirit packs	Facebook
11/05/17	Erick Reyno	Penny Wars	Facebook
11/06/17	Becky Whatley	CKI at LSU charter	Email
11/06/17	Stephanie Ruiz	FTC info	Facebook
11/06/17	Laura Dang	Spirit packs	Facebook
11/06/17	Tommy Thatch	DCON workshop info	Facebook
11/06/17	Jennifer Hoang	James Malabanan	Facebook
11/06/17	Jonathan Martinez-Carrera	Norco CKI updates	Facebook
11/09/17	Winnie Lam	ERF examples	Email
11/09/17	Cleveland Spaight	CKI at CMC charter	Email
11/09/17	Nena Torrez	Kiwanis Division 36 DCM info	Email
11/09/17	Sean Adversalo	November PCM	Facebook
11/10/17	Jesus Aguilar	M-Ball service auction	Facebook
11/12/17	Linda Marx	November DAD signups	Email
11/12/17	Garrick Liang	KCOR W-9	Email

11/13/17	Josephine Molina	FTC dance footage	Facebook
11/14/17	Nena Torrez	CKI at CSUSB reactivation	Email
11/14/17	L Jean Reese	Chaffey College CKI charter	Email
11/14/17	Various applicants	CSN CKI treasurer interview scheduling	Text
11/14/17	L Jean Reese	CKI resources	Text
11/15/17	Kevin Nguyen	WLC Facebook post	Facebook
11/15/17	Jonathan Martinez-Carrera	Norco CKI meeting	Facebook
11/15/17	Chloris Li	M-Ball info	Facebook
11/16/17	Levi Alberto	CKI meeting info	Facebook
11/16/17	Ia Faye Sison, Calvin Chau	December WAW	Facebook
11/17/17	L Jean Reese	CKI resources	Email
11/18/17	Nena Torrez	CKI at CSUSB reactivation	Email
11/18/17	Jesus Aguilar	M-Ball service post	Facebook
11/19/17	Jerjon Reyes, Linda Marx	CKI dues info	Email
11/22/17	Henry Casarez III	MR Mondays	Email
11/23/17	Ia Faye Sison	December WAW ERF	Email
11/26/17	Ryan Hoang, Charlene Sullivan	November DAD and DCM CERF's	Email
11/27/17	Linda Marx	December WAW ERF	Email
11/28/17	Sabrina Yang, Jason Terrazas	Tomorrow Fund info	Email
11/28/17	Jackie Do	December WAW banner	Email
11/29/17	Calvin Chau, Kelly Lien	December WAW itinerary	Email
12/03/17	Jackson Schaub	CSN CKI treasurer interview	Google Hangouts

12/03/17	Jackson Schaub	CSN CKI treasurer results	Email
12/05/17	Jackson Schaub	Treasurer info	Email
12/14/17	December WAW team leader applicants	Results	Email
12/15/17	Linda Marx	December WAW signups	Email
12/20/17	Henry Casarez III	MR Mondays	Email
12/25/17	Lawrence Sahagun	Christmas lip dub	Email
01/04/18	Linda Marx	Crafton update + January WAW ERF	Email
01/05/17	Erica Apostolos	Newsletter blurb	Email
01/05/17	Ashraya Kalavakunta	January WAW banner	Email
01/09/17	Julia Vizcaino	CKI at CSUSB reactivation	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Hosted a successful December WAW
2. Helped to advertise K-Rock across CNH
3. Oversaw an interclub service with UCR and Crafton
4. Helping CSN CKI to reestablish itself
5. Reaching out to Kiwanians to charter new clubs

b. Top 5 Plans

1. Help to promote Serenade and February WAW
2. Host one-on-ones for members interested in my position
3. Compile resources for my successor
4. Promote DLSSP and DCON
5. Host a successful January WAW

III. Resources Needed

1. N/A

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.

-Increase small club membership

At the beginning of my term the clubs at CSN, CHC, and Norco had little to no members. They are all still low on membership, but new officers have brought new life to each club and they are looking to grow this semester. Norco and CSN had zero members in mid-September but now both have dedicated officers looking to reestablishing their clubs. As these clubs continue to recruit, my DLT and I help where we can, such as when we helped Norco and Crafton table on their campuses.

-Increase small club participation in division events

Smaller clubs have slowly begun to show more interest in attending division events, and actually attending as well. Members from Crafton Hills College CKI were present for parts of October WAW and will now be attending K-Rock as well. Members from CSN CKI will attend February WAW in Las Vegas as well. Members from our club at Norco College and our future club at La Sierra University will attend January WAW as well. In November Crafton Hills College also hosted their first interclub service with UCR!

-Establish a division newsletter

This goal is complete! Newsletter & Graphics EA Ashraya has released Volume 1, Issue 1 of the Desert Digest as of this September. After a six-year absence the Desert Oasis newsletter is back. Issue 2 will be out this month!

-Reactivate Cal State San Bernardino CKI

It's been over 9 months and I still have no CSUSB students interested in reactivating the club. Even after speaking at the Kiwanis Division 36 DCM and contacting the club's advisors, past officers, every Key Club D15 LTG and president, every Key Club D36 LTG and president, the Key Club division 47 LTG and presidents, and dozens of other Kiwanians, I have yet to find a solid lead. My DLT and I wanted to recruit on campus ourselves like we did for Norco and CSN, but CSUSB's policies require us to have a student of the campus with us when recruiting. The club has unfortunately been deemed inactive after not submitting dues by November 30th for the second consecutive year. I still look to reactivate it, though. Recently I was given my most promising lead yet, and am awaiting a response from this student.

-Increase D.O.'s inter-division participation

Since my last board report Desert Oasis has attended Fall Training Conference, November Day of Awesomeness Day featuring a joint DCM with Foothill, UCSD's Masquerade Ball, Go West, and soon K-Rock and a joint DCM with Central Coast!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Foothill Lieutenant Governor Board Report

January Board Meeting

Respectfully Submitted by **Diana Mora**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/24/17	Mt.Sac General Meeting		1
10/26/17	CPP General Meeting		1
10/27/17	PCC Induction/Mentor Mentee Reveal		3
11/3/17	November District Board Meeting		2
11/3/17-11/5/17	Fall Training Conference	10	23
11/7/17	Mt. Sac General Meeting		1
11/9/17	CPP General Meeting		1
11/10/17	Claremont Laser Tag Social		3
11/14/17	LACC General Meeting		1
11/14/17	CPP/Mt. Sac/ Claremont Ice Cream Social		2
11/16/17	D35 Kiwanis DCM/Social		3
11/16/17	CPP General Meeting		1

11/17/17	CPP Induction/Mentor & Mentee Reveal		2
11/18/17	Day of Awesomeness Day/Joint Foothill & Desert Oasis DCM		4
11/19/17	UCSD Masquerade Ball		3
11/23/17	CSULA General Meeting		1
11/26/17	Western schools: Hollywood Parade	5	
11/28/17	PCC General Meeting		1
11/28/17	CSULA General Meeting		1
12/1/17	Foothill White Phoenix		4
12/5/17	PCC General Meeting	1	
12/29/17	PCC GO WEST		6
12/29/17	Foothill December DCM		1
12/30/17	Kiwanis International President Luncheon		2
1/11/17	CPP General Meeting		1

Total Service Hours since Last Board Report: 16

Total Service Hours since April 1st, 2017: 42

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/20/17-1/11/18	Division Lead. Team (Richard Tzul, Sara Chen, Jocelyn Zaragoza, Kevin Tu, Jonah Vales)	DCM's PCM's/DLT meetings one-on one's, division growth/unity, school visitations, kiwanis relationships	FB Messenger, text, Zoom, inperson, emails
10/20/17 - 1/11/18	Foothill Presidents	DCM's, PCM's, one on one's, general meetings, club board,	FB Messenger, text,

		school administration, budget, lost/addition of officers, tabling, District Events (CKI South, Fall Training Conference) Carpools, Interclubbing	zoom, inperson , skype, google hangouts, Phone Calls, emails
10/20/17 - 1/11/18	Grace Chi	Key Club & Kiwinis Involvement, Kiwanis Relations, issues, club status', division events, Key to Colleges, Phoenix Cafe Night, growth to struggles, D35 Kiwanis & Young Professionals, networking and district events	phone calls, in person's, text, email
10/20/17 - 1/11/18	Region 13 Key Club Lieutenant Governors & Key Club Region Advisors	Region Training Conference, Key to Colleges (East/West), CKI vs. Kiwanis Youth	emails, fb messenger
10/20/17 - 1/11/18	Region 7 Key Club Lieutenant Governors & Key Club Region Advisors	Region Training Conference, Key to Colleges (East/West), CKI vs. Kiwanis Youth	emails, fb messenger
10/20/17 - 1/11/18	Goldstone and Crystal Kiwin's Lieutenant Governors & Region Advisor	Key to Colleges (East/West), CKI vs. Kiwanis Youth	emails, fb messenger
10/20/17 - 1/11/18	Foothill E-Boards	administration, check ups, club status, improvements/growth, difficulties, approaching members, board & general meetings, DCM's, service, lost &	FB Messenger, text, zoom, in-person, skype, google

		addition of new board members,(CKI South, Fall Training Conference) Carpools, Interclubbing	hangouts, Phone Calls, emails
10/20/17 - 1/11/18	District Board Lieutenant Governors	Division merchandise, cheers, shoutout vids, interaction, joint meetings/ office hrs/ DCM's, president interaction	FB Messenger, text, zoom, in-person, skype, google hangouts, Phone Calls, emails
10/20/17 - 1/11/18	District Board Committee Chairs	District events, webinars, DCON (Registration, Talent Acts, Workshop hosts), FTC (Registration, Carpool, scheduling etc)	FB Messenger, in person, zoom
10/20/17 - 1/11/17 - 1/11/18	Foothill A-Board's	Status, e-board updates, fundraising, foothill/district events, involvement, webinars	FB Messenger, zoom, in-person emails
10/20/17 - 1/11/18	Foothill Clubs: Sponsoring Kiwanis	Inter Clubbing, networking sponsoring, PCC Go West, Key to Colleges	In Person , emails
10/20/17- 1/11/18	Jesus Martinez	Foothill Merch, Spirit Items, Advice, PCN, club issues, controversial solutions	In-Person, FB

			messenger, calls
10/20/17-1/11/18	Lawrence Sahagun	Division advice, club controversy, Go West, Kiwanis Luncheon	Zoom, FB messenger, In-person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Bridge the relationships amongst the division throughout division to district events !
2. Built a foundation of seasonal socials amongst the division
3. Implement the significance of recognition (Club of the Month) and the importance of impactful service/DSI (Service of the Month)
4. Provide variety of merch for members and build spirit amongst clubs
5. Start the foundation for and executed Foothill's 1st division Key to College

b. Top 5 Plans

1. Bridge the gap between established and developing clubs
2. Implement the concept of the Phoenix Purpose (Meaningful Service/Events)
3. Execute a Foothill Executive Board Retreat and promote Foothill E-Board unity
4. Strengthen bonds and renovating the Foothill Fam
5. Implementing all three tenants and educating members on the district/divisional level

III. Resources Needed

1. N/A

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>-Goal#1 Primarily, I plan to focus on renovating the Foothill Family identity by executing a companionable atmosphere.</p> <p>Progress: The Foothill Family is apparent throughout any event there are consistent interclubs, socials and welcoming environment among members!</p>
<p>-Goal #2 Develop ambition and incentive with the Foothill Division with the key concept of the "Phoenix Purpose"</p> <p>Progress: New division monthly awards are continually implemented amongst clubs/members through DCM's (Service & Club of the Month). Purpose of events is mentioned before and after the events to implement significance.</p>
<p>-Goal #3 Reinforcing solidarity with Foothill President's, E-Board's and clubs by strengthening relationships throughout west and east regions</p> <p>Progress: Foothill President's, Boards and clubs continually strive to end the term strong. Although many conflicts approached new and returning members are heavily involved amongst division and I'm incredibly thankful for all their hard work.</p>
<p>-Goal#4 Educate members regarding the CNH-District and assist the growth of leadership involvement.</p> <p>Progress: District reminders and consistent posts assist with transparency amongst district! Additionally, the Key to Colleges assisted with inspiring further leadership roles for many members!</p>
<p>-Goal #5 Further relationships and communication with Kiwanian Branches within the division.</p> <p>Progress: Relations amongst Kiwanis increased immensely with Go West and Key to Colleges! The Circle K branch identification amongst the Foothill Region is apparent and foundation of the event assisted with communication!</p>

V. Announcements

Save the Date: Phoenix Cafe Night Feb 24th at the Claremont Colleges
Key to College (West) Feb 3rd

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Golden Gate Lieutenant Governor Board Report

January 2018 Board Meeting

Respectfully Submitted by **Ryan Tsao**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/2/2017	UC Berkeley FTC Workday	0	3
11/3/17-11/5/17	Fall Training Conference	11	23
11/7/2017	UC Berkeley 10th GM		1
11/7/2017	DLT Meeting #14		1
11/14/2017	UC Berkeley 11th GM	0.5	1
11/14/2017	PCM #15		1
11/15/2017	November DCM Workday	0	3
11/16/2017	November DCM Workday	0	3
11/17/2017	November Murder Mystery DCM	0	4
11/19/2017	UC Berkeley Interfam Cookoff	0	2
11/21/2017	UC Berkeley 12th GM + Chipotle Fundraiser		1.5
11/29/2017	UC Berkeley Bubble Ball	2	0
12/2/2017	DVC Fall Banquet + Member Installation	0	2
12/2/2017	UC Berkeley Fall Banquet + Member Installation	0	3

12/3/2017	December DCM: Broomball + White Elephant	0	3.5
12/5/2017	DLT Meeting #16	0	1
12/7/2017	SFSU 8th GM	0	3
12/5-12/6/2017	Barnes and Noble Gift Wrapping	6	0
12/12/2017	PCM #16	0	1

Total Service Hours since Last Board Report: 19.5

Total Service Hours since April 1st, 2017: 110.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/2/17	Stephanie Sentosa	November DCM Venue	Email
11/2/17	Joe Lee	UCB Personal Statement Reading Program	Email
11/2/17	Moment Printing	FTC cheer booklet printing	Email
11/7/17	S. Sentosa, Christina Salgado	November DCM venue	Email
11/7/17	DLT	DLT Meeting #14	
11/8/17	Amanda Masumoto	November DCM FB banner	Email
11/9/17	Ana Chavez	Flight information	Email
11/14/17	Presidents	PCM #15	Google+
11/19/17	Joe Wu	CKI Stole	Email
11/20/17	Mattin Delavar	UCB Fall Newsletter	Email
11/22/17	Thanh Thai	UCB Personal Statement Reading program	Email
11/26/17	Amanda Masumoto	December DCM FB banner	Email

12/5/17	DLT	DLT Meeting #16	Google+
12/11/17	Gavin Li	Potential service project	Email
12/13/17	Anna Se, Skyline Printing	Divisional shirt payment	Email
12/15/17	Fatima Aguilar, others	Sonoma State Univ. Charter	Email
12/20/17	Joe Lee	Monthly Check-in	Google+
12/26/17	Presidents	PCM #16	Google+
1/5/18	Joe Lee, Bronte Sorotsky	SFSU ERF	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Held successful November and December DCMs
2. Successfully facilitated FTC registration and divisional spirit preparations
3. Consistently held weekly PCMs and DLT meetings
4. Attended various small/large scale club hosted events across division

b. Top 5 Plans

1. Check in with regional advisor more often to check up on prior goal progress
2. Finalize and execute divisional talent act
3. Solidify plans for remaining DCM venues and dates (February, March)
4. Solidify dates for remaining DSPs
5. Continue to assist smaller clubs with spring recruiting, ensure larger clubs are retaining members

III. Resources Needed

1. Information/resources for chartering clubs and assisting clubs once chartered
2. Help motivating disillusioned officers

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.

- Execute interdivisional social/dcm (completed)
- Execute quad dcm (completed)
- Visit each school once per semester (4/6 active schools visited so far with another school chartered in the meantime)
- Execute interdivisional social/dcm (completed)

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Magic Kingdom Lieutenant Governor Board Report

January 2018 Board Meeting

Respectfully Submitted by **Manuel Santiago**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/1/17	MK Spirit Night #5		3
11/2/17	OCC General Meeting		1.5
11/3-5/17	Fall Training Conference	10	23
11/9/17	OCC General Meeting		1.5
11/16/17	OCC General Meeting		1.5
11/16/17	CSUF General Meeting		1.5
11/18/17	KIWIN'S Fall Rally South	5	
11/24/17	OCC Thanksgiving Social		4
11/25/17	Magickingdomsgiving		5
11/30/17	OCC General Meeting & Social		2.5
12/17/17	Magic Kingdom DCM & Holiday Social		4
1/11/17	OCC Board Game Night & General Meeting		1.5
1/11/17	UCI General Meeting		1
1/13/17	UCR's K-Rock		4

Total Service Hours since Last Board Report: 15

Total Service Hours since April 1st, 2017: 159.67

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/1/17	T-Shirt Company	Divisional Shirts	Email
11/10/17	MRF Crew	MRF Submission	Email
11/11/17	Peter Yu	Key to College	Email
11/15/17	Vy Nguyen	Event Graphic	Email
11/16/17	Peter Yu	We Give Thanks	Email
11/17/17	Don Hull	Event Graphic	Email
11/22/17	Allan Le	MR Monday Nomination	Email
11/25/17	Serena Mann	Award Certificates	Email
11/26/17	Peter Yu	Winter Fantasy Ball	Email
12/6/17	Mlou Aquino	Sunspot Blog	Email
12/6/17	Serena Mann	Event Graphic	Email
12/15/17	Lawrence & Katelyn	MRF Submission	Email
12/18/17	MRF Crew	MRF Submission	Email
12/19/17	Allan Le	MR Monday Submission	Email
12/25/17	Lawrence Sahagun	Video Clip Submission	Email
1/2/18	Camille & Lawrence	Program Ad Submission	Email
1/10/18	MRF Crew	MRF Submission	Email
1/11/18	Karl Dash	Div 30 Kiwanis DCM	Email

II. **Work Progress (Achievement & Plans)**

a. Total Achievements

- | |
|---|
| 1. Started to plan MK Café night with the Ad Hoc committee formed, led by Judy Nguyen |
|---|

2. Biola is in the process of chartering! They will start to recruit in January and be able to hold meetings afterwards as well!
3. Successfully implemented a new weekly spotlight for members on a divisional level! Gathers a lot of attention on Facebook, which is awesome!
4. Held the first annual Magickingsgiving and December Holiday Social, which were successful!
5. Fall Training Conference was a success for Magic Kingdom, and we were able to bring home many awards and arrive safely home.

b. Top 5 Plans

1. DISTRICT CONVENTION HERE WE GO, potentially add a Divisional Spirit Captain position into the divisional board, prepare spirit items and cheers.
2. SPRING RECRUITMENT, attend club's Club Days, Fairs, and etc. Attend as many first meetings as I can!
3. Plan out final MK events and make the following few months more sentimental to the officers of the term through divisional activities and recaps.
4. Work on transitioning into the next term! This is a very important part of the term since my platform and many things I have planned on doing depends on the next term continuing the ideas and morals of this term and improving upon them in the next term.
5. Be able to hold more divisional events and make divisional activity on the foreground, rather than being placed on the backburner.

III. **Resources Needed**

1. Love
2. Gas for my car
3. Sleep
4. good food
5. more hours in the day

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.

-Divisional Resource Database: I have been updating the database and just been thinking of more things I can put on it! It's a pretty simple thing, and not something I am worrying about. There isn't much traffic on it, but I refer to it often when members ask for something. I also uploaded all the DCM agendas onto the database.
-Divisional Calendar: I am updating the calendar, but would like more club events on there.
-Seasonal Weekend of Magics: For the most part, we haven't held many of these, but when we do, they are really fun and special! I am planning one for this month as well.
-MK Officer Retreat: I will most likely hold this before DCON so we can recap on the term and be able to do sappy board things together. It'll be a lot of fun! I want this retreat to be more of a "Prepping for the next term" rather than a strictly agenda'ed event.
-Buddy System and Divisional Recognition System: Buddy System is going on as usual! We are in the second to last rotation of buddy clubs, so I am kinda sad, but it has been a lot of competitive fun between clubs! I started a new program for recognizing more members called the Walt of the Week! I ask my presidents to nominate members, both board and general or even themselves, who have been very well-rounded in their clubs! It's as prestigious as Member of the Month, but for member of the month, I usually nominate someone who has been super great for more than just that one month!

V. Announcements

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Metro Lieutenant Governor Board Report
January 2018 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
11/01/17	CSUN GM		2
11/3-11/5	Fall Training Conference	10	23
11/11/17	Kiwanis Appreciation & Member Induction Dinner	0	2
11/09/17	UCLA GM	0	2
11/29/17	November DCM	0	1.62
12/03/17	December Special District Board Meeting	0	1
12/08/17	CSUN: Famsgiving	0	4

Total Service Hours since Last Board Report: 10

Total Service Hours since April 1st, 2017: 35

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/23/17	Camille Goulet	Proof of Enrollment	Email
10/25/17	Lindon Tran	Early arrival for members	Email

10/25/17	Donald Howard	Bus Parking for UCLA Key 2 College	Email
10/26/17	Allan Le	November MR Nominations	Email
10/29/17	Nicole Taboada	Pierce Circle K	Email
10/30/17	Camille Goulet	Cal Lu Circle K	Email
10/31/17	District Board, Metro DLT, Metro Presidents	De-Stress	Email
10/31/17	Metro Presidents & DLT	Metro Updates	Email
11/2/17	DiAngelo Soriano	September DCM Pix	Email
11/6/17	Eddie Castillo	Kiwanis Appreciation & Member Induction Graphics	Email
11/8/17	Alyssa Bagamaspad	Chartering Moorpark Circle K	Email
11/8/17	Wyleen Olaes	Urgent KMI updates	Email
11/11/17	Su Bin Lee	Potential Gift Wrapping Fundraiser	Messenger
11/12/17	Clifford Kaunang	DCON/DBoard Buddies	Messenger
11/20/17	Metro Presidents & DLT	November Online DCM	Email
11/21/17	Allan Le	December MR Nominations	Email
11/27/17	Kathie Donner	Chatsworth Holiday Parade	Email
11/30/17	Wyleen Olaes	Undisclosed	Email
12/8/17	Emily Sun	USC Study Sessions	Messenger
12/19/17	Allan Le	January MR Nominations	Email
1/2/18	Vivian Wong	UCLA Hosting DSP	Messenger
1/4/18	Peter Yu	Kiwanis Division 13 Service Event	Email
1/6/18	Kevin Nguyen & Samantha Shen	Winter Leadership Camp Registration	Messenger
1/7/18	Khoa Vinh	President Emails	Messenger

1/9/17	Matthew Kim	District Committee Questions	Messenger
1/11/18	Kevin Nguyen	Winter Leadership Camp	Messenger
1/11/18	Lawrence Sahagun	Transferring Membership	Messenger

II. Work Progress (Achievement & Plans)

a. Total Achievements

i. Metro Spirit Packs for Fall Training Conference
i. Kiwanis Appreciation Dinner & Member Induction
i. Help Promote UCLA's Winter Leadership Camp

b. Top 5 Plans

1. February Metro Weekend
i. Visit <u>all</u> Metro Club Meetings at least once and an event at least once.
i. Prepare Presidents and clubs for elections and transitions
i. Find a Successor

III. Resources Needed

1.N/A

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.

Maintain Active Communication with Presidents and DLT through bi-weekly reports, consistent 1-on- 1s, random check-ins, and etc.

Progress: Truthfully, since the last board report, my communication with Presidents, DLT, Regional Advisor, and everyone else has been sub-par from expectations and very disappointing. Even I, myself, am super disappointed and embarrassed for the lack of communication.

Problems/Solutions: Emails at the very least should be sent out with updates.

<p><u>Focus on Membership Development by providing an unforgettable quality divisional experience to members.</u></p> <p>Progress: Again, these past two months have been very disappointing. No progress in providing that “quality” divisional experience that I’ve hoped for.</p> <p>Problems/Solutions: There are a couple months left in this term and seeing my schedule, I see that I’m [a lot] more free and have a couple chances left to provide this experience. We’re gearing up to have a Metro Weekend in February which would be one of our final pushes to provide this experience.</p>
<p><u>Promote Interclub Relations by emphasizing the importance to not just Executive Board Officers, but to all members of Metro in hopes of unifying the division.</u></p> <p>Progress: Little to no progress partly because of finals and break.</p> <p>Problems/Solutions: Talk to Presidents to potentially have goals with each other to have interclubs. Educate members on the benefits of interclubs.</p>
<p><u>Establish Kiwanis Family Relations on a divisional level</u></p> <p>Progress: Little to no progress.</p> <p>Problems/Solutions: In recent months I have talked to one of the Kiwanis members from Division 19 for a Food Bank event, but due to scheduling problems, it did not work out. I also have talked to my D16 Kiwanis LTG counterpart in potentially doing an event or a workshop for our members in the future.</p>

V. **Announcements**
N/a

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Paradise Lieutenant Governor Board Report

January 2018 Board Meeting

Respectfully Submitted by **Jesus Aguilar**

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/03/17	Fall Training Conference	10	23
11/06/17	UCSD CKI Meeting		2
11/08/17	UCI CKI Meeting		1
11/09/17	SDSU CKI Meeting		2
11/15/17	UCSD CKI M-Ball Workday	5	
11/18/17	Kiwins Fall Rally South	4	
11/19/17	UCSD CKI Masquerade Ball	3	
11/13/17	UCSD CKI Meeting		2
11/16/17	SDSU CKI Meeting		2
11/20/17	UCSD CKI Meeting		2
11/27/17	UCSD CKI Meeting		2
11/30/17	SDSU CKI Meeting		2
12/02/17	SDSU CKI Family Game Competition		4
12/04/17	UCSD CKI Meeting		2
12/07/17	SDSU CKI Meeting		2
12/16/17	December DCM + White Pineapple		2

1/16/17	UCSD CKI Meeting		2
1/21/17	January DCM + Service Auction		4
1/22/17	UCSD CKI Meeting		2
1/25/17	SDSU CKI Meeting		2

Total Service Hours since Last Board Report: 22

Total Service Hours since April 1st, 2017: 113.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/06/17	Josh Koh	Contacting Update	Email
11/11/17	Lawrence, Katelyn	Monthly Updates	Email
11/21/17	Allan Le	MR Mondays	Email
11/21/17	Patti Ryder	Go West ERF	Text
12/06/17	Patti Ryder	UNLV Serenade ERF	Text
12/15/17	Ace Cabato	Shirts + DCM	Text
12/16/17	Francine Gallego	Shirts + DCM	Text
12/19/17	Allan Le	MR Mondays	Email
12/22/17	Jennifer Hoang	Sunburst Article	Email
1/8/17	Vy Nguyen	DCM ARF	Messenger/Email
1/10/17	Samantha Ruiz	DLSSP South	Messenger
1/10/17	Lawrence	DCON Policy	Messenger
1/10/17	Kim-Mai Hoang	DCON Policy	Messenger
1/11/17	Erica Wei	Service Auction	Messenger
1/11/17	Winnie Lam	UCI CKI Change Thru Games	Messenger
1/12/17	Ivan Hoz	Hawaii Reimbursement	Messenger

VII. **Work Progress (Achievement & Plans)**

a. Total Achievements

1. Have shirts ready by FTC
2. Have members arrive and leave FTC safely
3. December DCM and first ever White Pineapple
4. First round of Pen-Pals

b. Top 5 Plans

1. Divisional Service Marathon
2. Elections Webinar
3. Find a successor
4. Get Hawai'i to DCON

VIII. **Resources Needed**

1. N/A

IX. **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.

-Division Calendar The calendar is going to be continuously updated to add upcoming events like the service marathon, DLSSP, and DCON.
-Division Leadership Team I unfortunately haven't been using my DLT as much as I should, but I will be utilizing them to help plan the upcoming service marathon, doing round two of pen-pal, fundraising for DCON and jumpstarting our recognition programs.
-Kiwanis Family Relations I've been doing my best to keep up relations with Key Club by reaching out to Key Club LTGs and providing my assistance to them and inviting them to events. While my Key Club relations and the Key Club relations with my clubs are strong, I will be

working on increasing our Kiwanis relations and reaching out to potential Kiwanis clubs who would like to charter.
-Paradise Trainer I'm going to be setting a date for the Trainer for incoming board members that will be spearheaded by my successor. As well, I will be working on a Paradise Webinar on the topic of running for an elected position, describing tips on giving speeches or surviving caucus, especially since the Candidates Training Conference is inconvenient for many Paradise clubs to attend.
-Hawaii Visitation I've created a guideline sheet on planning Hawaii Visitation for my successor to use so that they can avoid future bumps in the road that I faced with this year's.

X. **Announcements**
N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Sunset Division Lieutenant Governor Board Report

January 2018 Board Meeting

Respectfully Submitted by **Mark Catolos**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/3/17 – 11/5/17	Fall Training Conference	10	23
11/10/17	SJSU Veteran's Day Social		5
11/11/17	Sunset Division November DCM		2
11/14/17	Hawaiian Poke Bowl Fundraiser		1
11/15/17	D12 Kiwanis DCM	1	2
11/14/17	DLT Meeting		1
11/18/17	Key Leader	8	
11/30/17	Christmas in the Park – Kiwanis Food Booth	3	
12/2/17	New Member Tri Installs		4
12/2/17	District Board Update		1
12/3/17	Special District Board Meeting		.5
12/6/17	UCSC New Member Installs		3.5
12/20/17	Kiwanis D12 DCM		1
12/7/17	Christmas in the Park – Kiwanis Food Booth	3	

12/15/17	Christmas in the Park – Kiwanis Food Booth	4	
12/19/17	Christmas in the Park – Kiwanis Food Booth	8	
12/20/17	Christmas in the Park – Kiwanis Food Booth	4	
12/21/17	Christmas in the Park – Kiwanis Food Booth	8	
12/8/17	Sunset Division December DCM	4	1
1/10/18	DLT Meeting		1
1/13/18	Kids Rock Concert		5.5

Total Service Hours since Last Board Report: 44

Total Service Hours since April 1st, 2017: 116

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/1/17	Esther Wang	FTC Fashion Show Info	Email
11/6/17	Mari (UCSC)	UCSC Presidency	Google Hangouts
11/6/17	Lawrence Sahagun	Handling Vacancies	Facebook Messenger
11/7/17	Feng (Stanford) & Erin (Foothill College)	November DCM Planning	Facebook Messenger
11/11/17	Calvin (UCSC)	UCSC Presidency	Google Hangouts
11/12/17	UCSC Board	Club Check-In	Google Hangouts
11/14/17	Feng (Stanford) & Erin (Foothill College)	November DCM Planning	Facebook Messenger

11/15/17	Lawrence Sahagun	Club Memberships	Facebook Messenger
11/16/17	Feng (Stanford) & Erin (Foothill College)	November DCM Planning	Facebook Messenger
11/21/17	Casey (Sac State)	MR Monday Sunset Recipients	Email
11/26/17	Lawrence Sahagun	Club Memberships	Facebook Messenger
11/28/17	Derek Lubich	CKI Installation Banquet	Email
11/29/17	Lawrence Sahagun	Club Memberships	Facebook Messenger
12/5/17	Derek Lubich	West Valley College Update	Email
12/6/17	UCSC Board	Club Check-In	Google Hangouts
12/6/17	Lawrence Sahagun	Advice on vacancies	Facebook Messenger
1/3/18	Lizzy (CSU Monterey Bay)	CSU Monterey Bay Chartering	Facebook Video Call
12/6/17	Lawrence Sahagun	Check-up on clubs	Facebook Messenger
12/18/17	Rex Upp	D12 Kiwanis DCM Updates	Email
12/19/17	Lawrence Sahagun	District Convention	Facebook Messenger

12/28/17	Sabrina (UCR)	Kids Rock	Facebook Messenger
12/28/17	Jason (UCR)	Kids Rock	Facebook Messenger
12/20/17	Casey (Sac State)	Sunset MR Monday Recipients	Email
12/23/17	Lawrence Sahagun	DBoard Christmas Video	Facebook Messenger
1/1/18	Erin (Foothill College)	January DCM	Facebook Messenger
1/8/18	Brian (West Valley College)	West Valley College Chartering	Google Hangouts
1/8/18	Terry Martin	Los Gatos Kiwanis Meeting Attendance	Email
1/8/18	Derek Lubich	Year End Review	Email
1/9/18	Erin (Foothill College)	January DCM	Facebook Messenger
1/9/18	Calvin (UCSC)	UCSC Key to College	Facebook Messenger
1/10/18	Derek Lubich	Kiwanis D34 DCM	Email
1/10/18	DLT	DLT Meeting	Google Hangouts
1/10/18	Brian (West Valley College)	West Valley College Chartering	Facebook Messenger

1/11/18	Feng (Stanford)	Club Check-in	Facebook Messenger
1/11/18	Erin (Foothill College) & Calvin (UCSC)	Calendar confusion	Facebook Messenger
1/11/18	Terry Martin	Los Gatos Kiwanis Meeting Attendance	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Successfully planned both the November, December, and January DCMs
2. Sent more members from Sunset Division to Fall Training Conference
3. Sunset Divisional Penpals is Successful
4. Helped club boards
5. Promoting more divisional unity seems to be going well

b. Top 5 Plans

1. Charter West Valley College Circle K
2. Convince as many members as possible to attend DLSSP N as well as DCON
3. Organize our End of the Year Banquet
4. Prepare for retirement
5. Find a successor

III. Resources Needed

1. N/A

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.

-Create more divisional interclubs within the division. I am hoping to start with socials that could be organized with my Divisional Board. We're having events hosted by different clubs to help promote this.
-Improve Stanford's interaction with the rest of the division. Thank you to Stanford in hosting our November DCM. We are seeing them more often.
-Unify our division further in terms of spirit at District events. I'm having my Spirit and Social Chairs work with educating clubs on our cheers. We have also come up with several new cheers.
-Improve/start a member recognition program for Sunset Division. We aim to utilize the currently existing MR Mondays to spotlight members who deserve the recognition.
-I would like to help improve the member retention of our clubs. I'm currently helping my members with Spring recruitment and retention.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Treasurer Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Ivan Hoz**

I. Your activities since last Board Meeting

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/3/17-11/4/17	Fall Training Conference	10	23
11/08/17	OCC General Meeting		1
11/15/17	Fullerton General Meeting		1
11/15/17	Fullerton After Meeting Social		1
11/30/17	OCC General Meeting		1
11/30/17	Fullerton General Meeting		1

Total Service Hours since Last Board Report:
Total Service Hours since April 1st, 2017:

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/22/17	Camille Goulet	FTC Audit, CKI Taxing	Call
11/27/17	LACC	MUC	
12/1/17	Heather McAlister	Club Dues	Email
12/2/17	Camille Goulet	Call Schedule	Email

12/3/17	Samantha Ruiz	DLSSP South	Email
12/4/17	Karl dash	Kiwanis DCM	Email
12/27/17	Sara Chen	Sunburst	Email
01/03/18	Kimberly Figueria	Taxes	Email
01/05/18	Lawrence Sahagun	Weekend Presentations	Email
01/09/18	Jessic Ango	Fundraising	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Began transition guides for future treasurer and committee chairs
2. Planned DCON On site Fundraiser
3. Submitted new DFI for Approval
4. Finalized AFSP Week

b. Top 5 Plans

1. Execute a successful DCON Fundraiser
2. Finalize transition packets for new treasurer and committee chairs
3. Maintain the Treasurer and Fundraising Chair groups
4. Aid Treasurers with any dues and MUC issues.
5. Help clubs finish strong

III. Resources Needed

1. Money please

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.

-Monthly update of office hour schedule

<p>With Crazy Komp my schedule has been a bit hectic. But now that that is over the office hour schedule will go back to normal! Office hours are up for two weeks out of every month. They are updated at the beginning of each month and are accessible to treasurers and fundraising chairs as well as any other member if interested.</p>
<p>-Fundraising Database The Fundraising Database has been released and can be found on the website. Its still growing through club fundraiser submissions!</p>
<p>-Hawai'i Fundraiser The proposal for this event has been turned in to be voted on at the November District Board meeting.</p>
<p>-Fundraising Spotlights The form has been released for the fundraising spotlights! It can be found on the website. We need to incentive involvement with it.</p>

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Secretary Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Katelyn Duch**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/3/17-11/5/17	CNH CKI Fall Training Conference 2017	10	23
11/11/17	Orange Coast College CKI's Health Fair		1
11/16/17	Orange Coast College CKI's Fall General Meeting		1
11/24/17	Orange Coast College CKI's Annual Thanksgiving Party		1.5
11/25/17	Magic Kingdom Division Thanksgiving Social		3
12/27/17	Magic Kingdom Division Holiday Social		1
1/13/17	Circle K International at UC Riverside's K-Rock Concert		5

Total Service Hours since Last Board Report: 10

Total Service Hours since April 1st, 2017: 92.7

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/1/17	Josephine Molina	Crazy Kompetition for Infants South Tags Question	Messenger

11/1/17	District Laws and Regulations Committee	Club Elections Draft	Slack
11/2/17	Wayne Cheng	Monthly Report Form Question	Messenger
11/3/17	Sharlene Lim	October Monthly Report Form Clarifications	Messenger
11/6/17	District Laws and Regulations Committee	Committee Assignments	Slack
11/6/17	Samantha Ruiz	Fall Training Conference Service Project Hours	Messenger
11/6/17-11/9/17	Lindon Tran	Fall Training Conference Attendance Sheet + Hours	Messenger
11/9/17	Samantha Ruiz	Fall Training Conference Service Project Attendance List	Messenger
11/10/17	Esther Wang	Membership Recognition Program Webinar Attendance Sheet	Messenger
11/10/17	Jennifer Hoang, Ivan Hoz, Lawrence Sahagun	End of Month Summary as of October 2017	E-mail
11/11/17	Sahara Velasquez	CERF Question	Messenger
11/11/17	Josephine Molina	Fall Training Conference Sergeant-at-Arms List	E-mail
11/13/17	District Laws and Regulations Committee	Committee Meeting	Google Hangout
11/15/17	Lindon Tran	Fall Training Conference Attendance Sheet	Messenger
11/15/17	CNH CKI Secretaries and Presidents	Membership Recognition Program Webinar Attendance List	E-mail

11/19/17	Camille Goulet	Weekly Phone Call	Phone
11/19/17	Tiffany Nguyen	Fall Training Conference Attendance Sheet	Messenger
11/21/17	Lawrence Sahagun	December Special District Board Meeting Packet	Messenger
11/21/17	Esther Wang	Master Records Sheet Question	Messenger
11/21/17	Lawrence Sahagun and Camille Goulet	December 2017 Special District Board Meeting Drafts	E-mail
11/21/17	CNH CKI District Board	January 2018 District Board Meeting Due Dates	E-mail
11/22/17	District Laws and Regulations Committee	December 2017 Special District Board Meeting Details	Messenger
11/22/17	Denny Cao	Upload December 2017 District Board Packet	E-mail
11/22/17	CNH CKI Secretaries	Wisdom Wednesday #16	E-mail
11/25/17	Alex Kwong	CERFing Question	Messenger
11/26/17	Rochelle Salvador	Sleepytary Sunday	Messenger
11/27/17	District Laws and Regulations Committee	Committee Meeting	Google Hangout
11/27/17	CNH CKI Secretaries	Fall Training Conference Attendance Sheet (ACTION REQUIRED)	E-mail
11/27/17	Tiffany Nguyen	Fall Training Conference Attendance Sheet	E-mail
11/28/17	District Laws and Regulations Committee	Winter In-Person	Slack
11/29/17	Katherine Hoang	December 2017 Special District Board Meeting Banner	Messenger/ E-mail

11/30/17	CNH CKI Secretaries and Presidents	Fall Training Conference 2017 District Event Report Form + Attendance Lists	E-mail
12/2/17	Sahara Velasquez	Monthly Report Form Question	Messenger
12/3/17	CNH CKI Executive Board Officers, Kiwanis Committee, District Board, certain Circle K members	December 2017 Special District Board Meeting Link	E-mail
12/4/17	Alejandro Colin	International Monthly Report Form Question	Messenger
12/5/17	District Laws and Regulations Committee	Winter In-Person	Slack
12/6/17	CNH CKI Secretaries	Wisdom Wednesday #17	E-mail
12/10/17	Lawrence Sahagun	International Policy Code	Messenger
12/10/17	Kim Hinojos	District Bylaws Question	Messenger
12/12/17	Lawrence Sahagun and Camille Goulet	District Secretary November Monthly Report Form	E-mail
12/16/17	Emily Sun	Sleepytary Sunday	Messenger
12/17/17	Camille Goulet	Weekly Phone Call	Phone
12/19/17	Ivan Hoz	November District Board Meeting Notes	Messenger
12/19/17	Lawrence Sahagun and Camille Goulet	November and December District Board Meeting Minutes Drafts	E-mail
12/21/17	CNH KIWIN'S District Governor, District Administrator, District Convention Chair	Circle K Sergeant-at-Arms Chair Introduction	E-mail
12/24/17	Wesley Wu	Sleepytary Sunday	Messenger

12/26/17	District Board	January District Board Meeting Drafts Reminder	Slack
12/26/17	District Laws and Regulations Committee	Committee Meeting	Google Hangout
12/27/17	Annie Tran	CERF Question	Messenger
1/2/18	Denny Cao	Upload November and December District Board Meeting Minutes	E-mail
1/2/18	District Laws and Regulations Committee	Winter In-Person	Messenger
1/2/18	CNH CKI Executive Board Officers	November and December 2017 District Board Meeting Minutes	E-mail
1/4/18-1/5/18	District Laws and Regulations Committee	Winter In-Person	Messenger
1/4/18	CNH CKI Secretaries	Wisdom Wednesday #18	E-mail
1/5/18	Lawrence Sahagun	DCON Elections Guide	Messenger
1/5/18	Lawrence Sahagun and Camille Goulet	Call to January District Board Meeting Draft	E-mail
1/5/18	Claudia Bobadilla	MRF Question	Messenger
1/6/18	District Laws and Regulations Committee	Winter In-Person	In-Person
1/7/18	Camille Goulet	Weekly Phone Call	Phone
1/8/18	Sara Chen	Sunburst Fall Edition Committee Update	E-mail
1/8/18	Lawrence Sahagun and Camille Goulet	District Secretary December Monthly Report Form	E-mail
1/8/18	District Laws and Regulations Committee	Committee Duties	Slack
1/9/18	CNH Executive Board Officers, District Board, Kiwanis Committee	Call to January District Board Meeting	E-mail

1/10/18	CNH CKI Presidents and Lawrence Sahagun	Club Elections Date Form and 2018-2019 Executive Board Contact Information Form	E-mail/Messenger
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II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Continued to provide feedback every month for all clubs' Monthly Report Forms.
2. Bonded more with the District Laws and Regulations committee and started working on compiling information for club elections.

b. Top 5 Plans

1. Release an approved guideline for club elections as well as District Convention elections (House of Delegates) with the District Laws and Regulations committee.
2. Host a week of two of one-on-one with secretaries in case they need to talk about anything related to awards or their duties.
3. Continue to regularly check all club Monthly Report Forms every month and provide feedback.
4. Construct a Secretary manual.
5. Start a file structure for the future District Board to look back on.

III. Resources Needed

1. Sleep

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.

- Communicate with District Board about Club Monthly Report Forms I still update the Google spreadsheet with whatever the clubs answered in the District Board Communication and Feedback section. District Board Officers who do

<p>check the sheet look it over for any questions that they can answer. Some Lieutenant Governors have been looking over the clubs' MRFs themselves and provided feedback on their own, which I do appreciate, and I hope they continue to do so in the future.</p> <p>I will continue to regularly update the Google spreadsheet until the end of term and ask District Board to provide their assistance on any of the questions I cannot answer on my own.</p>
<p>- Secretary Involvement</p> <p>Although not as often now, I still do the <i>Sleepytary Sunday</i>, in which I recognize a secretary from all 9 Divisions in alphabetical order. So far, only Sunset has yet to be recognized, which will be done fairly soon (as I type this report).</p> <p>I will continue to do this until the end of term.</p>
<p>- Increase Communication with CNH Secretaries</p> <p>My communication with the secretaries remain the same, or lack thereof, as there had been finals and holidays the past couple months. I try not to bombard them with too much e-mails and workload in fear of them not checking their e-mails during the period of finals and spending time with families. I still communicate through the Facebook group page as well as through my Wisdom Wednesday e-mails to update them about District events and what to expect from here on out for the term.</p> <p>I will continue to send out e-mails every other Wednesday and start two weeks of one-on-ones for the month of January to talk about anything that the secretaries have any concerns with.</p>
<p>- Educate Clubs and Officers about District Documents</p> <p>The Creative Executive Assistant of the District Laws and Regulations Committee successfully completed a manual about the District Bylaws. It will be sent in for approval very soon and hopefully will be uploaded by the end of term for all the members to read. It will be an aesthetically pleasing manual and hopefully will be able to clear up any questions they might have had when reading the official documents.</p>
<p>- Provide Support to District Board</p>

With District Large Scale Service Project and District Convention coming up, I do plan on showing up and helping out my fellow board officers to the best of my ability.

V. **Announcements**
N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Governor Board Report
January 2018 Board Meeting
 Respectfully Submitted by **Lawrence Sahagun**

XI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/03/17	CNH Circle K Fall Training Conference 2017	10	30
11/09/17	MRP Webinar		1
11/10/17	Sac State: Firewings Social		2
11/16/17	Sac State: Weekly General Meeting		2
11/17/17	Sac State: Giant Orange Social		2
11/17/17	Sac State: New Member Banquet		2
11/18/17	Sac State: Single Service	9	
11/18/17	Sac State: Boba Fundraiser		2
11/18/17	UC Davis: New Member Banquet		4
11/21/17	Sac State: Soup Kitchen	2	
11/27/17	Sac State: Squirrel Family Head 1o1		2
12/02/17	UC Berkeley: New Member Banquet		6
12/03/17	Special District Board Meeting		2
12/08/17	Folsom Lake: New Member Banquet		6
12/19/17	Sac State: Soup Kitchen	2	
12/25/17	Christmas at the Kiwanis Family House	2	

12/29/17	Foothill Division DCM		1
12/30/17	International Kiwanis President Luncheon	1	3
12/30/17	Pasadena City College: Go West	6	6
1/01/18	Rose Float Parade		8
1/13/18	DCON Committee Workparty		4
1/13/18	Desert Oasis DCM		2
1/13/18	UC Riverside: Kids Rock Concert		6
1/14/18	DCON Committee Meeting		6
1/20/18	Division 75 Key Club Conclave	1	3
1/25/18	UCLA: General Meeting		2

Total Service Hours since Last Board Report: 31

Total Service Hours since April 1st, 2017: 142

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/06/17	Bruce, Camille, Joni	Intl Pres Luncheon	Email
11/06/17	Diana Mora	Intl Pres Luncheon	Email
11/11/17	Lindon Tran	FTC Appreciations	Email
11/12/17	Camille Goulet	Weekly Phone Call	Phone
11/14/17	Armando Velasquez	Awards Judging Date	Email
11/15/17	Mari Deluna	UCSC President	Email
11/19/17	Camille Goulet	Weekly Phone Call	Phone
11/20/17	Camille Goulet	Special Board Meeting	Email
11/22/17	Lindon Tran	FTC Evaluation Form	Email
11/22/17	Kiwanis International	Missing Schools Report	Email
11/22/17	Katelyn Duch	Call to Board Meetings	Email

11/22/17	C&M Cinematographers	Sunny TV	Email
11/26/17	KM Hoang	Workshops	Email
11/26/17	Annika & Camille	DCON DJ	Email
11/28/17	Yasmine Ghazipour	Webinar Suggestions	Email
11/28/17	Esther Wang	DCON Awards	Email
11/28/17	Samantha & Robert	Tomorrow Fund	Email
11/29/17	Bruce Hennings	DCON Formstack	Email
11/29/17	Mondo, Camille, Robert	DLSSP South Proposal	Email
12/01/17	Kiwanis International	Chabot CKI Dues	Email
12/01/17	Josh & Mondo	Cerritos Dues Reimburs	Email
12/03/17	Camille Goulet	Weekly Phonecall	Phone
12/04/17	Jill Davidson	CNH Policy Codes	Email
12/04/17	District Board	MRF Extensions	Email
12/05/17	Wayne Cheng	Suit Up	Email
12/06/17	Justin Crofoot	Happy Birthday!	Email
12/06/17	Winnie Tin	Go West Registration	Email
12/06/17	Helen Nguyen	CKI Scholarships	Email
12/07/17	Mondo & Camille	HoD Sessions	Email
12/07/17	Denny Cao	Release of Candidates	Email
12/09/17	Bruce Hennings	Board Weekend Rooms	Email
12/12/17	Camille Goulet	Weekly Phonecall	Phone
12/12/17	Jennifer Hoang	CNH Kiwanis Magazine	Email
12/15/17	Tiffany Hoang [UCD]	DCON Housing	Email
12/16/17	Sac State Executive Board	Graduating!	Email
12/18/17	Camille Goulet	Merchandise Sales	Email
12/18/17	Samantha Ruiz	DLSSP Forms	Email

12/18/17	Esther Wang	International MRF	Email
12/19/17	Marylou Aquino [C&M]	District Board Updates	Email
12/19/17	CNH Executive Boards	Candidate Materials	Email
12/19/17	CNH Executive Boards	District Board Updates	Email
12/26/17	Don Hull	Is this Don Hull	Email
12/26/17	Annika Liu [DCON]	Holiday Promotion	Email
12/26/17	Jessica Ango [DCON]	Promotion Project	Email
12/26/17	KM Hoang	Valentine Promotion	Email
12/26/17	Interested Candidates	HELLO	Email
12/27/17	Ana Chavez	STC North	Email
12/30/17	Shaira and Tommy	Workshop Changes	Email
12/30/17	KM Hoang	SAA Messages	Email
12/30/17	Trina Krider	Kiwanis Midyear Home	Email
12/30/17	Samantha Ruiz	DLSSP Release	Email
12/30/17	Katelyn Duch	Board Meeting Minutes	Email
1/04/18	Julianna Pantoja [KIWINS]	CKI Testimony	Email
1/04/18	Tate Yeung [PCC]	Go West Hours	Email
1/05/18	District Board	January Board Weekend	Email
1/05/18	District Chairs	Board Weekend Present	Email
1/05/18	Jennifer Hoang	Bi-Weekly Digest	Email
1/05/18	Camille & Peter	SAAT Webinar	Email
1/05/18	Armando Velasquez	President Retreat Date	Email
1/06/18	C&M Cinematographers	Sunny TV	Email
1/07/18	Don Hull	Kiwanis Scholarships	Email
1/08/18	Andy Kim [DCON]	Buncha Approvals	Email
1/08/18	KM Hoang	DCON Schedule	Email

1/08/18	Camille Goulet	Weekly Call Schedule	Email
1/08/18	Camille Goulet	Weekly Phone Call	Phone
1/08/18	Armando Velasquez	Candidate Sessions	Email
1/08/18	Katelyn Duch	Call to Board Meeting	Email
1/08/18	Program Buyers	Approvals	Email
1/08/18	Samantha Ruiz	DLSSP Promo Video	Email
1/08/18	Jennifer Hoang	Promotion Requests	Email
1/10/18	Rea Whitby-Brummer	R16 Key Club	Email
1/10/18	Jeff Dimsdale	OCC CKI Club	Email
1/12/18	Peter Nguyen	KIWINS Judging	Email

XII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Fall Training Conference was nice!
2. Attended Go West and rode on the float!
3. Transparency with District Board and Club Officers
4. Release of Candidate Materials for 2018-2019 Term
5. Earned my Undergraduate Degree

b. Top 5 Plans

1. Succession Planning with District Board
2. Create the DCON General Session Scripts
3. Have three grand District Large Scale Service Projects
4. Attend both Kiwanis Midyear North and South
5. Hold both Candidate Training Sessions North and South
6. Have many members register for DCON 2018
7. Help clubs as they hold their elections.

8. Release of Spring Training Conference material.
9. Collection and Judging of District Awards.
10. Write the blurbs for the Sunburst on time.

XIII. Resources Needed

1.Board Members to attend District Events
2. Advertising for all District Events
3. Candidates to submit their forms
4. Registrations from clubs for District Events
5. At least 500 more members paid, but more the merrier #4000MemberCNH

XIV. 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>Goal #1: Run an Effective District Board FOR Clubs.</p> <p>-Progress: I still have been holding monthly updates to the District showing the updates of the board officers via the new CNH Sunspot! The District counterparts have continued to work closely with club officers. I believe this goal is accomplished because we also had many district jackets released at FTC!</p>
<p>Goal #2: Physical Transparency for District Board to Divisions</p> <p>-Progress: The District Chairs have been doing a solid job traveling to different divisions to be a representative of the board. All of the divisions have received significant visits. As clubs have their elections, they should hopefully have a District Board officer at each election present.</p>
<p>Goal #3: Closer Working Relationship with CNH Kiwanis Circle K Committee</p> <p>-Progress: I still have continued efforts to keep a close communication with the Kiwanis Advisers, specifically I have been closer with Mondo, Robert, and Don. I do and plan to continue to plan succession emails with the chairs and advisers. This will keep a close communication with both the adviser, student, and myself.</p>
<p>Goal #4: Overall Increase in District Totals</p> <p>-Progress: Clubs have been outstanding with service totals. Also, we have a much better standing in membership compared to last term. So hopefully by pushing</p>

clubs to have a strong spring, we can see these totals increase. However, we are still short on service, so we are encouraging clubs to go above and beyond in these last few months of the term! At the end of the year 2017, we have 58 clubs paid, and I am expecting this number to be near 70 as the term is about to end so I am very happy!

Goal #5: Direct Clubs towards Professionalism as an effective means for Service

-Progress: Graphic standards and the use of the CNH District Masthead is the strongest it has ever been in any point in history! This will ensure the district has a recognizable branding that other organizations will recognize us as Circle K International, the Service Organization. This strong connection and image will start to have organizations reach out to us for service opportunities and partnerships in club's local areas to build their service plan for the year exponentially as we move on towards the future years. Great job Jennifer, best C&M Chair ever!

Goal #6: Strong Effective Promotions for District Events

-Progress: Attendance results are as followed:

- President's Retreat:
 - Estimate Budgeted: 60 Members
 - Actual Attendance: 80 Members
- District Professional Development Conference
 - Estimate Budgeted: 50 Members
 - Actual Attendance: 84 Members
- Crazy Kompetition for Infants North
 - Estimate Budgeted: 200
 - Actual Attendance: 296
- Crazy Kompetition for Infants South
 - Estimate Budgeted: 360
 - Actual Attendance: 422
- Service Unity Week/Day:
 - Look at all the pretty pictures! #ServiceUnityWeek17
- Fall Training Conference 2017
 - Estimate Budgeted: 650
 - Actual Attendance: 690

Additionally, we have released both District Convention and District Large Scale Service Project events much earlier in comparison to past years. We have high hopes that these will result in great attendance. Look forward to Spring Training and Candidate Training Conferences North and South!

Goal #7: At least two personal visits to each Division

-Progress: Listed Below

- Capital
 - You guys are my residence

- Central Coast
 - o [Planning] UC Merced General Meeting
 - o [Planning] UC Santa Barbara General Meeting
- Desert Oasis
 - o [Attended] UCR and Desert Oasis 2017 End of the Year Banquets
 - o [Attended] UCR Kids Rock Concert
- Foothill
 - o [Attended] Go West
 - o [Planning] Pheonix Café Night
- Golden Gate
 - o [Attended] Chabot College and Golden Gate Banquet
 - o [Attended] September DCM and Professional Trainer
 - o [Attended] UC Berkeley Installation Banquet
- Magic Kingdom
 - o [Attended] UC Irvine General Meeting
 - o [Attended] CSU Fullerton Summer General Meeting
 - o [Attended] OCC Milkbox Fundraiser
- Metro
 - o [Attended] CSU Long Beach Monthly Summer Service Social
 - o [Attended] CSU Northridge Boba Fundraiser
 - o [Attended] UCLA General Meeting and Elections
- Paradise
 - o [Attended] San Diego Dinner social and UCSD General Meeting
 - o [Attended] Hawaii Visitation
- Sunset
 - o [Attended] SJSU End of the Year Banquet
 - o [Attended] June DCM
 - o [Attended] September DCM and UC Santa Cruz Beach Social

XV. Announcements

#4000MemberCNH
100,000 Service Hours

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2017-2018 District Board of Officers
January District Board Meeting
Sunday, January 28, 2018 at 9:00 AM
Kiwanis Professional Center, Rancho Cucamonga, CA

Notes