
CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

January 27, 2019
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2018-2019 District Board of Officers
January District Board Meeting
Sunday, January 27, 2018 at 1:00 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Agenda

- I. Call to Order** – Manuel Santiago, District Governor
- II. Flag Salute** – Hever Miranda, Service Chair
- III. Opening Thoughts** – Joshua Nepomuceno, Metro Lieutenant Governor
- IV. Introduction of Guests** – Wayne Cheng, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - A. Friday, November 2, 2018 – District Board Meeting
- VII. Approval Items**
 - A. 2019-2020 District Fundraising Initiative – Shaira Ramirez-Santos, District Treasurer
 - B. 2019-2020 District Service Initiative, Hever Miranda, Service Chair
 - C. Central Coast Realignment – Nicolas Wright, Central Coast Lieutenant Governor
 - D. CNH Emblem Updates – Ryan Hoang, Communications & Marketing Chair
 - E. Crazy Kompetition for Infants North 2019 – Shaira Ramirez-Santos, District Treasurer
 - F. Crazy Kompetition for Infants South 2019 – Shaira Ramirez-Santos, District Treasurer
 - G. District Membership Dues – Shaira Ramirez-Santos, District Treasurer
 - H. Magic Kingdom Name Change – Angela Lagrada, Magic Kingdom Lieutenant Governor & Wayne Cheng, District Secretary
 - I. Presidents' Retreat 2019 – Manuel Santiago, District Governor
 - J. Spring Training Conference North 2019 – Cecilia Nguyen, Fall Training Conference Chair
 - K. Spring Training Conference South 2019 – Calvin Chau, Kiwanis Family & Foundation Chair
- VIII. Board Reports**
 - A. Chair Reports
 - 1. Communications & Marketing Chair – Ryan Hoang
 - 2. District Convention Chair – Jennifer Hoang
 - 3. Fall Training Conference Chair – Cecilia Nguyen
 - 4. Kiwanis Family and Foundation Chair – Calvin Chau
 - 5. Member Recognition Chair – Katelyn Duch
 - 6. Membership Development & Education Chair – Tommy Thach
 - 7. Service Chair – Hever Miranda
 - 8. Technology Chair – Jonathan Chu
 - B. Lieutenant Governor Reports
 - 1. Capital – Joshua Ranario
 - 2. Central Coast – Nicolas Wright
 - 3. Desert Oasis – Mark Fernandez

- 4. Foothill – Richard Tzul
- 5. Golden Gate – Alan Kwok
- 6. Magic Kingdom – Angela Lagrada
- 7. Metro – Joshua Nepomuceno
- 8. Paradise – Jack Miao
- 9. Sunset – Jennifer Tai
- C. Treasurer – Shaira Ramirez-Santos
- D. Secretary – Wayne Cheng
- E. Subregion B International Trustee – Max Rico
- F. Director, Service Leadership Programs – Bruce Hennings
- G. District Administrator – Armando Velazquez
- H. District Governor – Manuel Santiago

IX. Past Events

- A. Fall Training Conference 2018 – Cecilia Nguyen, Fall Training Conference Chair

X. Upcoming Events

- A. District Convention 2019 in Riverside, CA – March 22-24, 2019

XI. Announcements

- XII. Closing Thoughts** – Jennifer Hoang, District Convention Chair

- XIII. Adjournment** – Manuel Santiago, District Governor

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2018-2019 District Board of Officers
November District Board Meeting
Friday, November 2, 2018 at 1:30 PM
Old Oak Ranch Conference Center, Sonoma, CA

Attendance

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

Jack Miao, Paradise Lieutenant
Governor
Jennifer Tai, Sunset Lieutenant
Governor
Ryan Hoang, Communications &
Marketing Chair
Jennifer Hoang, District Convention
Chair
Cecilia Nguyen, Fall Training
Conference Chair
Calvin Chau, Kiwanis Family and
Foundation Chair
Katelyn Duch, Member Recognition
Chair
Tommy Thach, Membership
Development and Education Chair
Jonathan Chu, Technology Chair
Armando Velazquez, District
Administrator

Guests:

Director of Service Leadership
Programs, Bruce Hennings
CNH KIWIN'S District Governor, Nina
Nguyen
CNH Key Club District Governor,
Jonathan Lum

Circle K International Vice President,
Julia Dressler
Northern Assistant District
Administrator, Hebron Viray
Sunset Division Regional Advisor,
Derek Lubich

Executive Summary

The November 2, 2018 District Board Meeting was called to order at 1:30 PM by District Governor Manuel Santiago.

The appointment of Jennifer Hoang as the 2018-2019 District Convention Chair was approved.

The 2019 Feeding America Week was approved with the date planned for the third week of January.

The 2019 Kiwanis Family House Week was approved with the date planned for the first week of March.

The District Board members gave their board reports.

The November 2, 2018 District Board meeting was adjourned at 2:34 PM by District Governor Manuel Santiago.

Minutes

- I. **Call to Order** – Manuel Santiago, District Governor – 1:30 PM
- II. **Flag Salute** – Tommy Thach, Membership Development & Education Chair
- III. **Opening Thoughts** – Katelyn Duch, Member Recognition Chair
- IV. **Introduction of Guests** – Wayne Cheng, District Secretary
- V. **Approval of Agenda**
District Governor Manuel Santiago entertained the motion to approve the agenda.

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

Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- VI. **Approval of Minutes**
 - A. Sunday, July 29, 2018 – District Board MeetingM. Santiago entertained the motion to approve the minutes from the July 29, 2018 District Board meeting.

Moved by Capital Lieutenant Governor Joshua Ranario, and seconded by N. Wright.

Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- VII. **Approval Items**
 - A. Appointment of District Convention ChairM. Santiago entertained the motion to approve Jennifer Hoang as the 2018-2019 District Convention Chair.

Moved by Magic Kingdom Lieutenant Governor Angela Lagrada, and seconded by Metro Lieutenant Governor Joshua Nepomuceno.

Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- B. Feeding America Week – Shaira Ramirez-Santos, District TreasurerDistrict Treasurer Shaira Ramirez-Santos explains that Feeding America is one of our District Fundraising Initiatives for the 2018-2019 term. In order to increase awareness among Circle K members, the District Finance and Fundraising Committee are proposing a social media week where members can participate in both online and in person activities that are related to Feeding America.

Moved by S. Ramirez-Santos, and seconded by N. Wright.
Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- C. Kiwanis Family House Week – Shaira Ramirez-Santos, District Treasurer

S. Ramirez Santos states that Kiwanis Family House (KFH) is another District Fundraising Initiative for the 2018-2019 term, and there is one location in Sacramento. The District Finance and Fundraising Committee are proposing for KFH Week to be held in conjunction with March in March, which is an annual fundraiser for the Kiwanis Family House. KFH Week will be held as a social media week to encourage Circle K members to show support towards this fundraising effort.

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

Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

VIII. Board Reports

A. Chair Reports

1. Communications & Marketing Chair – Ryan Hoang
 1. R. Hoang and the Communications & Marketing Committee have been releasing publications, such as the Sunburst, SunnyTV, and the Biweekly Digest. They are currently working on the district blog, the Sunspot. The Sunspot editor has been working with District Technology Committee to get that up as soon as possible. He mentions that there were concerns about Divisional logos being in violation of International standards, and he is planning to figure that out for next board meeting.
2. District Convention Chair – Jennifer Hoang
 1. J. Hoang is working with the District Convention Committee to put together applications for launch later this month. She asks all board members to be ready to promote the event.
3. Fall Training Conference Chair – Cecilia Nguyen
 1. C. Nguyen states that she had implemented her publicity plan and promoted Fall Training Conference effectively to the District. She thanks all of District Board for attending and assisting her with promotion. She was able to finalize and polish details for Campfire Acts, Workshops, and more.
4. Kiwanis Family and Foundation Chair – Calvin Chau
 1. C. Chau and the District Kiwanis Family and Foundation Committee have been working on a Kiwanis Family Map to show more clubs. They are planning to host a Kiwanis Family and Foundation Panel at Fall Training Conference. He states that November is Kiwanis Family month, and asks everyone to participate.
5. Member Recognition Chair – Katelyn Duch
 1. K. Duch and the District Member Recognition Committee have started Member Recognition Mondays, released the Master Records Sheet, worked on Fall Training Conference awards which will be presented on Sunday morning, coordinated the Fashion Show, T-shirt Spotlight, and the appreciation wall. She states that

awards for District Convention are in the works.

6. Membership Development & Education Chair – Tommy Thach
 1. T. Thach has been working with the District Membership Development & Education Committee to promote Sunny Buddies, host one on ones with Club Vice Presidents of Administration and Club Membership Development and Education Chairs, and work on the Mentorship Program. He and his committee are also prepared for the New Member Installation at Fall Training Conference.
 7. Service Chair – Hever Miranda
 1. H. Miranda and the District Service Committee have been working on releasing the Service Database, hopefully by the end of November. The Regional Service Database is in the works, and it will allow service officers to collaborate and draw from their peers. They are also working on modifying the District Large Scale Service Project to make sure it's more sustainable for future District Service Committees.
 8. Technology Chair – Jonathan Chu
 1. J. Chu and the District Technology Committee have been maintaining the District Website and Resource Center. They are currently building a resource manual to help clubs build their own websites. They are currently looking for software developers to assist them with future projects.
- B. Lieutenant Governor Reports
1. Capital – Joshua Ranario
 1. J. Ranario assisted all clubs in their club rushes and General Meetings. Capital also hosted their annual Fall Capital Large Scale Service Project, where they had two co-chairs lead the committees who prepared for the past month. He also appointed Spring Capital Large Scale Service Project co-chairs to the Capital Divisional Leadership Team. His Division has also prepared various items for Fall Training Conference, such as pins, ribbons, and other spirit items. He is currently working on chartering American River College, who are finalizing their paperwork. The Capital November Divisional Council Meetings will be held at UN Reno after Fall Training Conference. He is preparing for one on ones with his Divisional Leadership Team, Presidents, and other officers.
 2. A. Velazquez asked for clarification regarding the paperwork for American River College. J. Ranario explained that they have reached the necessary requirements to charter, and are finalizing the paperwork with Circle K International.
 2. Central Coast – Nicolas Wright
 1. N. Wright states that Moorpark College was officially chartered on August 15th.
 3. Desert Oasis – Mark Fernandez

1. M. Fernandez hosted two Divisional Council Meetings, held the October Weekend of Awesomeness Weekend from October 19th to 21st, will host the November Day of Awesomeness Day, and is planning to attend UC San Diego's Masquerade Ball. He asks everyone to please attend K-Rock on January 19th at UC Riverside. He states that CSU San Bernardino has five board members, and that he has appointed a new Executive Assistant to his Divisional Leadership Team. Desert Oasis is planning to send 32 members to Fall Training Conference.
 2. M. Santiago asks for definitions for WAW and DAD. M. Fernandez explains that WAW is the Weekend of Awesomeness Weekend and that DAD is the Day of Awesomeness Day.
4. Foothill – Richard Tzul
1. R. Tzul hosted a trainer to prepare Foothill officers for the Fall season, called the Spicy Training Conference. Foothill also had a social at the 626 Night Market to close off the summer. They also had their very first divisional fundraiser which was TV Taping for "Let's Make a Deal", where they raised \$250 for our District Fundraising Initiatives. Although they were unable to receive it in time for Penny Wars at Fall Training Conference, their Regional Advisor, Grace Chi, helped them set up a Kiwanis account. He hosted workshops on resume building and other general skills, and rounded out the season with a Halloween Social, 25 Foothill attendees at Crazy Kompetition for Infants South, and a volunteer event at the Los Angeles AIDS Walk. There are 48 Foothill members attending Fall Training Conference.
5. Golden Gate – Alan Kwok
1. A. Kwok hosted the Quad Divisional Council Meeting, which was a day of Fellowship, Leadership, and Service. They volunteered with Project Peace and helped by beautifying elementary schools in the local area. Afterwards, they held team activities and their respective DCM's at a nearby park. The event had over 170 attendees from Capital, Golden Gate, Sunset, and Central Coast Divisions! The Sept Divisional Council Meeting had 65 attendees, which was the biggest one yet. It was a bonding field day with a brief tour of San Francisco afterwards. For the September Divisional Service Project, they went to Sonoma to participate in a health fair. The October Divisional Council Meeting was held at Crazy Kompetition for Infants North, and the October Divisional Service Project was an Environmental Restoration project in Oakland. He is planning to have a Thanksgiving Divisional Council Meeting on November 10th. He also released his officer handbook which was very well received. The University of San Francisco is officially reactivated with Circle K International, while Napa Valley College, Chabot College and Los Medanos College are currently being rebuilt. He is hoping that by the Spring, they will have more members recruited. He is currently looking to charter a club at Berkeley City College and Santa Rosa City College. Later in the year, Golden Gate is planning to have a Members Retreat.

6. Magic Kingdom – Angela Lagrada
 1. A. Lagrada hosted a Divisional Unity Day in August, along with a Divisional Service Project. Her September Divisional Service Project was Light the Night. Magic Kingdom also had an Officer Unity Day, as well as a Summer Movie Night fundraiser, which was hosted by the Projects Chair, in conjunction with Kiwanis Advisors. Her Division attended Crazy Kompetition for Infants South, and hosted a spirit night to prepare for that. She also held an Executive Board Trainer with Golden West College, and announced that Irvine Valley College now has a full executive board and appointed board. She is currently working with Santa Ana Kiwanis to charter a club at Santa Ana College.
 7. Metro – Joshua Nepomuceno
 1. J. Nepomuceno hosted his August Divisional Council Meeting at CSU Northridge, with the following one at the University of Southern California. Metro recently had their Spirit Week to get members excited for Fall Training Conference. He is currently working with smaller community colleges and struggling clubs to help them rebuild.
 8. Paradise – Jack Miao
 9. Sunset – Jennifer Tai
 1. J. Tai co-hosted the August Avad Divisional Council Meeting. In September, Sunset had a Divisional Social, which was Bark in the Park, as well as a joint Divisional Service Project with Capital to support the Kiwanis Family House. The September Divisional Council Meeting was hosted at Music in the Park, while the Divisional Service Project was Out of the Darkness. She has released a Divisional Newsletter, a Kiwanis Family Newsletter, a Sunset Cheers Video, hosted Key to College, and will host a joint Divisional Council Meeting with Key Clubbers on November 18th. She states that Santa Clara University will hopefully be chartered by next Spring. She announced that CSU Monterey Bay is currently chartering, and they are going through the paperwork.
- C. Treasurer – Shaira Ramirez-Santos
1. S. Ramirez Santos states that the District Finance and Fundraising Committee have successfully implemented and chaired Crazy Kompetition for Infants North and South, cohosted successful Pediatric Trauma Program Weeks, and worked with CNH Key Club and KIWINs since the Membership Update Center was opened on Oct 1st. She has been working with many Club Treasurers to help them submit dues and update their club rosters. She is also helping Treasurers with District event registration such as Fall Training Conference. She has assisted them with budgeting and club bank accounts as well. The Committee is prepared to hold Penny Wars at Fall Training Conference.
- D. Secretary – Wayne Cheng
1. W. Cheng explains that the District Laws & Regulations Committee has been producing many useful resources for club officers in the past few months. They have recently created a guide for the Club Event Report

Form, and are currently working on a guide for the Event Request Form, in hopes of encouraging more clubs to produce large-scale events. He has also been working closely with Club Secretaries to help them complete their Monthly Report Forms and Master Records Sheets for important deadlines prior to Fall Training Conference.

E. Subregion B International Trustee – Max Rico

F. Director, Service Leadership Programs – Bruce Hennings

1. B. Hennings thanks the gallery for attending, and states that dinner will be served at 5:30 PM. He adds that several clubs attending Fall Training Conference still need to pay their registration fees, and that they should be referred to him upon arrival.

G. District Administrator – Armando Velazquez

1. A. Velazquez states that it's the Kiwanis New Year, and he hopes that Lieutenant Governors got a chance to reach out to their counterparts through mail. He advises them to develop the relationship with their Kiwanis Lieutenant Governor counterparts because they will be the successor for half of the year.
2. He mentions that the January District Board Meeting will be held on the final weekend of January. Not every board member will be invited, as only elected officers will be attended, along with some chairs, who will be notified. He reiterates that officers should be booking flights further in advance, because there were some expense issues in July.
3. He considers Fall Training Conference to be just as important as District Convention, as both new and returning members will be attending. He believes that the committee has been doing a great job so far, but the board must be supportive throughout the weekend nevertheless. Prior to Fall Training Conference, a lot of issues arose with registration and deadlines. Because our District is so big, we don't have too much flexibility while working with vendors, so we need earlier deadlines. He states that this year was no different than previous years, and that the deadlines were as late as they possibly could be. The Fall Training Conference Committee did a great job utilizing social media and hosting office hours, but the Lieutenant Governors needed to use their relations to their clubs to pass down information sooner. He hopes that for Fall Training Conference, the board can become more cohesive and work as a single unit.
4. For registration deadlines specifically, he received a lot of questions and comments from clubs wanting to push deadlines back. He explains that Fall Training Conference isn't the only event that exists during that time, as there are numerous Key Club rallies and a convention as well. He states that he was willing to listen to each club, scheduled calls with club officers, and was able to make an arrangement with UC Irvine. He explains that a similar situation will come with District Convention with semester schools, and that while we can give leeway for various clubs, we will not be able to do that for an entire school system. He advises the board to emphasize the importance of deadlines for both their clubs and for themselves. For Program Ads, many arrived late, so they weren't able to be published since it was too much of a burden to the staff. He hopes that everyone understands that he must enforce certain deadlines for the sake of planning and finances. When it comes to

District Convention, there is even less flexibility because of the sheer amount of money being dealt with.

5. He expresses that he had a great time at Crazy Competition for Infants North and South, and thanks District Treasurer S. Ramirez-Santos and the District Finance and Fundraising Committee. He mentions that he is very impressed with everyone and their work so far. Although we have hit road bumps, we are still on track. He asks all of the board officers to look back at their goals and see what they can do in the final four or five months of their term.
6. A. Kwok asks about clubs that are not officially registered with Circle K International attending Fall Training Conference and District Convention in the future. A. Velazquez states that as long as the club has a charter and those that attend have paid their dues, then there's no issue. If there's an inactive club, they need to be marked as active by paying their dues. Anyone who attends Fall Training Conference or District Convention must be a dues paid member of a chartered club. If a club is suspended, they still have their charter. If their members are dues paid, they can still attend District events even if their club is suspended. When it comes to Spring Training Conference North and South or even Crazy Competition, there can be leeway, but not for Fall Training Conference or District Convention
7. A. Kwok asks if a club who has submitted paperwork and is awaiting approval from Kiwanis would be able to attend the aforementioned events. A. Velazquez says that the best option would be to give him the forms personally. There was a similar situation with Moorpark college, where he approved them personally.
8. M. Fernandez asks if CSU San Bernardino, who has a full board but lacks a charter, would be able to attend Fall Training Conference if their paperwork was sent to him. A. Velazquez says no because they're lacking a charter.
9. M. Santiago suggests officers and clubs to just email A. Velazquez if there are any questions.
10. A. Velazquez reiterates that there are two other District Conventions around our own, so deadlines are very important. He thanks the board and hopes that we can put on a great Fall Training Conference for everyone.

H. District Governor – Manuel Santiago

1. M. Santiago explains that he visited Hawai'i clubs with Paradise Lieutenant Governor J. Miao, and visited all the clubs, including the one currently being chartered. They were able to hold workshops on topics that were requested, and started helping them plan for Key to College. They also attended the Kiwanis District Convention, tabled for three days, and met a lot of Kiwanians.
2. He also mentions that there are a lot of large club hosted events that are coming up soon, and to keep an eye out for Pasadena City College's Go West, UC San Diego's Masquerade Ball, UC Riverside's K-Rock, etc.
3. He thanks the gallery for attending, especially KIWIN's and Key Club Governors Nina and Jonathan.

IX. Past Events

- A. Crazy Kompetition for Infants, North & South – Shaira Ramirez-Santos, District Treasurer

1. S. Ramirez Santos thanks everyone who attended and supported Crazy Kompetition for Infants North and South. There were over 250 attendees at North, and over 400 attendees at South. They successfully raised over \$4000 which was donated to the Pediatric Trauma Program! The events were very well received and attendees had a lot of fun.

X. Upcoming Events

- A. Kiwanis Family Month – November 1-30, 2018

1. C. Chau makes a correction to the dates, which are actually November 5th-30th.
2. He states that it's a social media week, and asks everybody to please participate. He hopes this week will showcase all branches of the Kiwanis Family.

XI. Announcements

- A. M. Fernandez reminds everybody that UC Riverside's annual K-Rock is on January 19th, and asks everyone to attend and advertise to their clubs.
- B. S. Ramirez Santos reminds everybody that Masquerade Ball, hosted by UC San Diego, is an annual fundraiser that will be supporting Feeding America this year. The event will be held at the Reuben H. Fleet Science Center in San Diego.
- C. J. Dressler thanks everybody for making her feel welcome. She said that she is very impressed by the Fall Training Conference Committee so far. She invited everybody to the 2019 International Convention in Orlando Florida, and recommends that everyone fundraises for it if they'd like to attend.
- D. R. Tzul announces that Foothill is still selling enamel pins.

- XII. Closing Thoughts** – Cecilia Nguyen, Fall Training Conference Chair

- XIII. Adjournment** – Manuel Santiago, District Governor – 2:34 PM

Respectfully Submitted:

Wayne Cheng, 2018-2019 District Secretary

Date

Manuel Santiago, 2018-2019 District Governor

Date

Armando Velazquez, 2018-2019 District Administrator

Date

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

January 2019 District Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

2019-2020 DISTRICT FUNDRAISING INITIATIVE Proposal

JANUARY 2019 Board Meeting

Respectfully Submitted by **SHAIRA RAMIREZ-SANTOS, DISTRICT
TREASURER**

OVERVIEW

Each year, the CNH Circle K District focuses its fundraising efforts toward three distinct charitable causes, called our District Fundraising Initiatives (DFIs). These charities often align with Kiwanis vision, address a concern in modern society, or represent causes that are important to our membership. Currently, the Cal-Nev-Ha District Operating Procedures establish that the Pediatric Trauma Program and the Kiwanis Family House are two pre-selected DFIs every year. The 2016-17 District Board allowed for the third DFI to be a rotating charity to be proposed by the District Finance and Fundraising Committee and approved by the District Board every year in order to promote global and modern causes that the membership would like to support.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Consideration of a new 2019-2020 District Fundraising Initiative

ITEM #1: 2019-2020 DISTRICT FUNDRAISING INITIATIVE

The District Finance and Fundraising Committee would like to present three 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:

Option 1: The Trevor Project

The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) young people under the age of 25. Funds donated to the Trevor Project are used to expand our advocacy efforts, train crisis counselors, and strengthen their crisis services.

Pros:

- Supports and promotes mental health
- DFI education will not be limited to charity itself but can also encompass mental health and LGBTQ education

Option 2: AIDS Healthcare Foundation

AIDS Healthcare Foundation is a Los Angeles-based global nonprofit provide of HIV/AIDS 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.

Pros:

- Widespread cause
- Benefits people of all age groups
- May lead to beneficial sexual education

Option 3: W.A.S.H. Project

The W.A.S.H. (Water, Sanitation, and Hygiene) Project is Circle K International's five-year signature project in partnership with UNICEF. It aims to increase access to safe drinking water within the country of Haiti by supporting emergency water access interventions for people in drought-affected areas

Pros:

- Already adopted by Circle K at the international level
- DFI education will not be limited to the charity itself but can encompass hygiene and sanitation education

The Finance & Fundraising Committee endorses Option 1: The Trevor Project for Item 1: 2019-2020 District Fundraising Initiative.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Service Initiative 2019-2020 Proposal (Draft)

January 2018 Board Meeting

Respectfully Submitted by **Hever Miranda, 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: Education*
- *Item #2: Community Health/Health Disparities*
- *Item #3: Malnutrition/Food Security*
- *Item #4: Caring for our Creatures*

ITEM #1: Education

Importance: *Education is one of the building blocks of an equitable, democratic society. It is also a stepping stone for many to higher paying jobs and a more economically stable future. Serving children in low-income areas and helping them meet basic education needs in order to succeed and take the step towards higher education in the future.*

Possible Service Project Ideas:

- **School supply kits**
- **Science fairs**
- **Campus clean-ups**
- **Donation drives**
- **Tutoring/Mentoring programs**
- **Read alouds**
- **Book Drives**

ITEM #2: Community Health/Health Disparities

Importance: Access to healthcare in the United States continues to be out of reach for many people, specially some of society's most vulnerable members. This DSI would encourage CKI members to help place access to medical attention closer to the people who need it the most.

Possible Service Project Ideas:

- Community Health Fairs/Education programs
- Advocacy on campus (mental health, nutrition)
- Volunteering at community health centers
- Volunteering at blood drives
- Immunization campaigns
- Volunteering with organizations like the Red Cross

ITEM #3: Malnutrition/Food Security

Importance: Food insecurity is an issue faced by 1 in 8 Americans, or around 40 million Americans. Of those 40 million, an estimated 12 million are children. Food insecurity does not exist in a vacuum and low-income families exposed to food insecurity may have other issues such as medical costs, low wages, and lack of access to affordable housing. However, addressing a basic need such as nutrition is key to allowing families to address other issues.

Possible Service Project Ideas:

- Hosting food drives
- Volunteering at a foodbank
- Volunteering with Feeding America, Meals on Wheels, etc.
- Helping establish or care for community gardens

ITEM #4: Caring for Our Creatures

Importance: Wild, companion, work, or food animals all have the capacity to suffer as humans do. Because of this, various federal, state, and local laws protect the wellbeing of animals, establishing the importance of caring and protecting them and their ecosystems. This DSI would encourage CKI members to work with organizations around them to care for animals in various ways wherever they may be found. Members will be informed about the challenges and difficulties that exist in organizations and animal shelters that work to protect and care for animals that are found stray and/or abandoned by their owners. The other aspect of this DSI, which focuses on wildlife conservation will, on the other hand, increase one's awareness in how their ecological footprint and daily life choices can impact wildlife. For instance, a small choice such as choosing to drink with plastic straws can affect threaten wildlife because these plastic

materials inevitably end up in the ocean, where they are consumed by sea animals. Through community service work and education, members will gain a better understanding and be more mindful toward their choices.

Service Project Ideas:

- **Pet toys:** Utilizing old t-shirts, a feasible tabletop service project is creating pet toys and donating them to local animal shelters.
- **Animal Shelters/Banks:** At animal shelters and banks, volunteers are able to interact with animals through providing care. Some shelters may also have an animal blood bank, which is a source for veterinarians when blood is needed for animals who are undergoing intensive care.
- **Trail/Habitat Restorations:** Volunteers can participate at habitats such as beaches and trails that require restoration clean-up. By removing dangerous materials and restoring the environment, they are making the environment safe for animals to thrive in.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Central Coast Realignment Proposal

January 2019 Board Meeting

Respectfully Submitted by **Nicolas Wright, Central Coast Lieutenant Governor**

EVENT OVERVIEW

The Central Coast Division has grown tremendously over the past few years. While many clubs began joining this wonderful division, two of them in particular aren't technically part of Central Coast: University of California, Merced and California Polytechnic State University, San Luis Obispo.

According to the California-Nevada-Hawai'i District Operating Procedures: "Central Coast Division includes Kiwanis Divisions 5, 18, 29, 33, and 42."

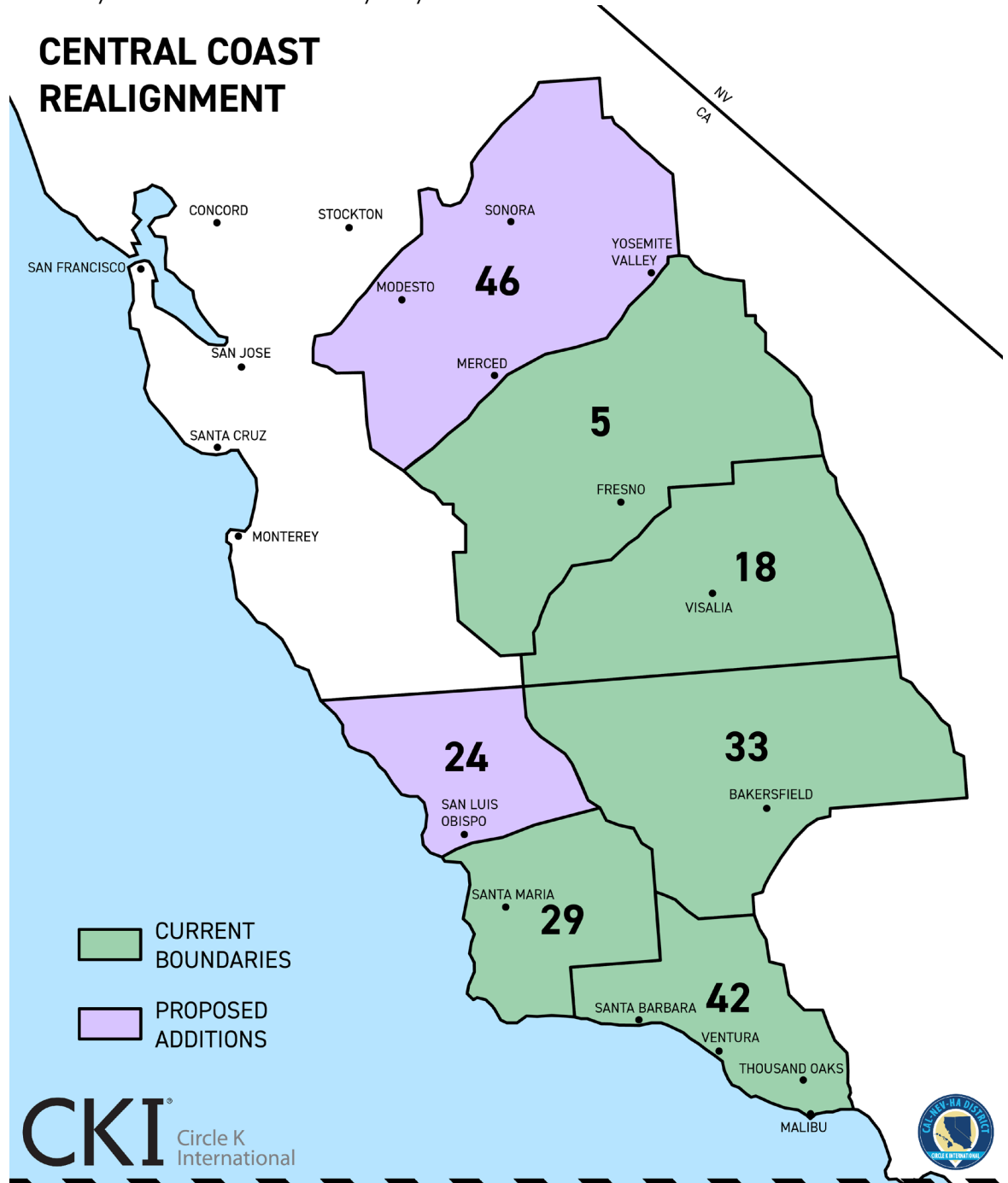
There are two currently chartered clubs that have been designated to the Central Coast Division but have not yet been officially included through the District Operating Procedures.

- University of California, Merced's sponsoring Kiwanis club (Merced) is in Kiwanis Division 46 and isn't listed under any CNH Circle K division in the District Operating Procedures.
- California Polytechnic State University, San Luis Obispo's sponsoring Kiwanis club (San Luis Obispo Noon) lies in Kiwanis Division 24, so the club should technically be part of Sunset division. However, due to historical involvement in the Central Coast Division (1953-2008) prior to the Golden Gate/Sunset split in 2009, it was included in the Central Coast Division when the club chartered again in 2017.

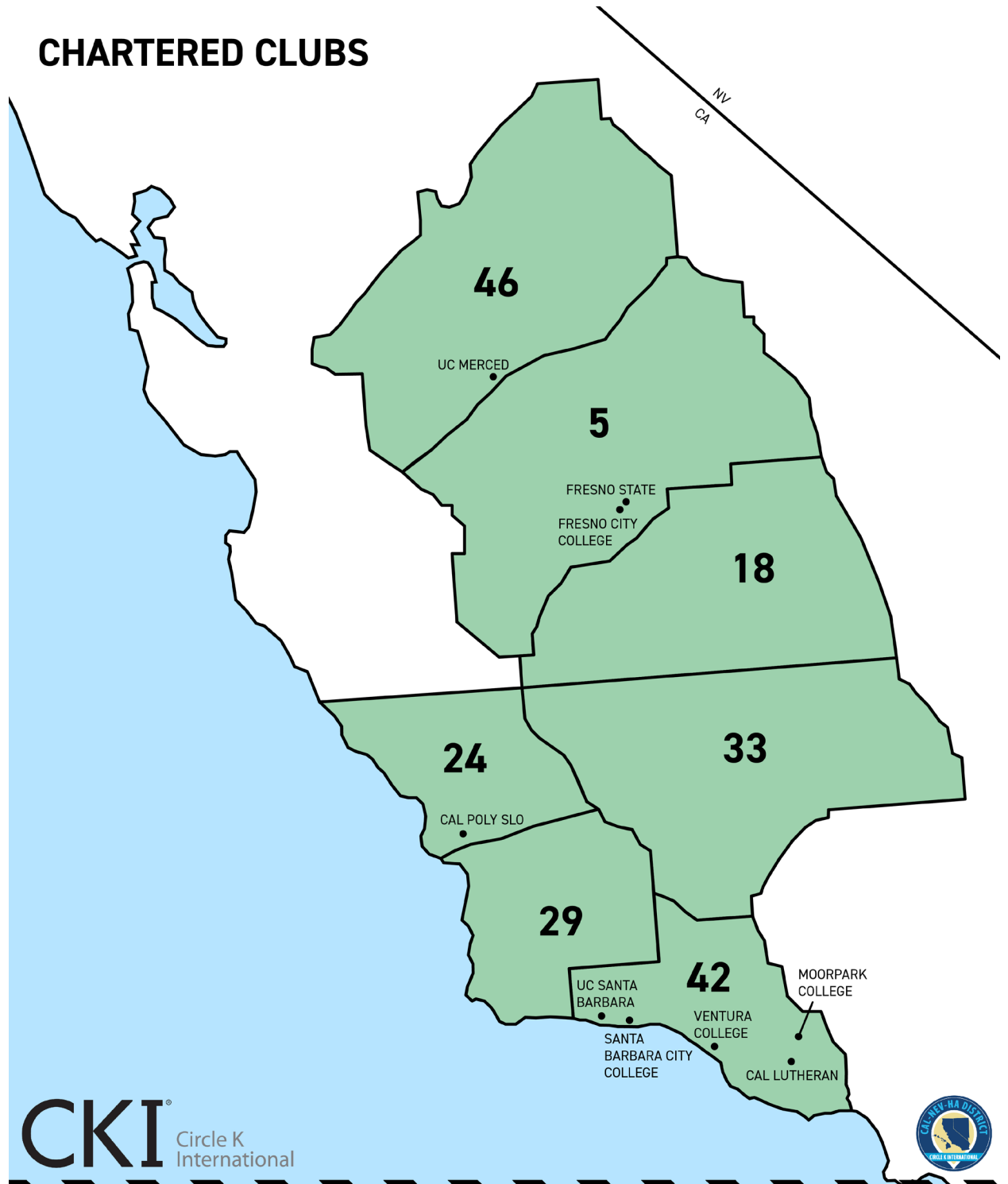
This proposal ensures these two clubs are officially brought into the boundaries of the Central Coast Division through the changing of a few words in the District Operating Procedures.

Attached below are three maps, each detailing how the proposed change will affect current clubs and possible charters. In the "Possible Charter" map, all possible colleges and universities affected by the change have been listed. For reference, a few important total drive times are listed below:

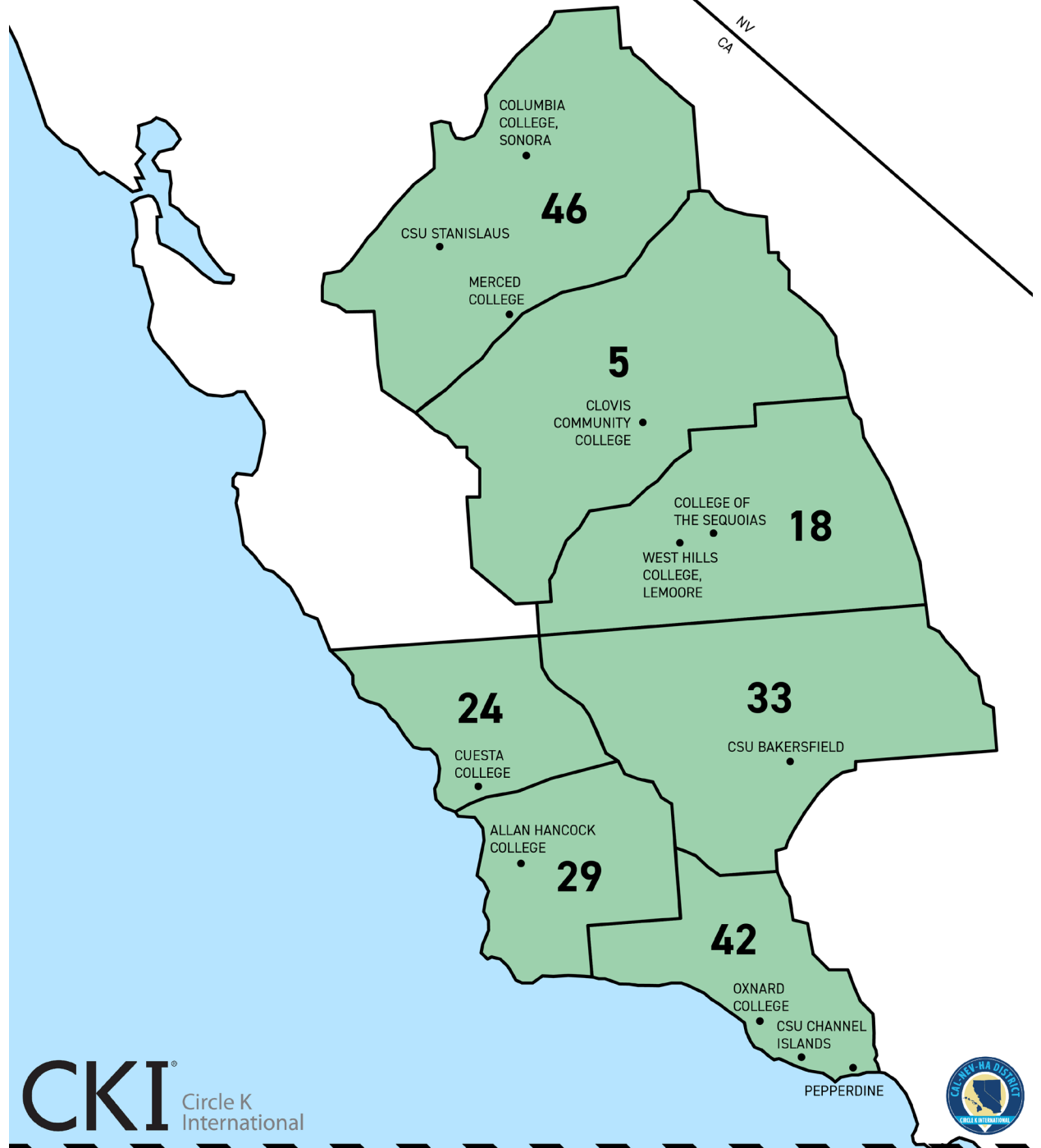
- Cal Poly SLO → UC Santa Barbara: 1hr 40min
- Cal Poly SLO → UC Santa Cruz: 2hr 50min
- Cal Poly SLO → CSU Monterey Bay: 2hr 30min



CHARTERED CLUBS



POSSIBLE CHARTERS



ITEMS FOR APPROVAL

- Item #1: Removal of Kiwanis Division 24 from Sunset Division
- Item #2: Addition of Kiwanis Division 24 and 46 to Central Coast Division

ITEM #1

Change line 239 in the California-Nevada-Hawai'i District Operating Procedures from:

Sunset Division

Sunset Division includes Kiwanis Divisions 12, 24, and 43, as well as those portions of Division 34 that are not included in the Golden Gate Division.

to:

Sunset Division

Sunset Division includes Kiwanis Divisions 12 and 43, as well as those portions of Division 34 that are not included in the Golden Gate Division.

ITEM #2

Change line 232 in the California-Nevada-Hawai'i District Operating Procedures from:

Central Coast Division

Central Coast Division includes Kiwanis Divisions 5, 18, 29, 33, and 42.

to:

Central Coast Division

Central Coast Division includes Kiwanis Divisions 5, 18, 24, 29, 33, 42, and 46.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CNH EMBLEM UPDATES Proposal

JANUARY 2019 Board Meeting

Respectfully Submitted by **RYAN HOANG, COMMUNICATIONS & MARKETING**

EVENT OVERVIEW

In order to bolster and reinvigorate our brand identity, the Communications & Marketing committee has worked on updates to the current Cal-Nev-Ha District emblems. Some factors played a role and were considered in the process of redesigning these emblems, such as the Circle K International Brand Guide and considerations of each application for the design.

If approved, all approved items will be implemented at the start of the 2019-2020 term.

ITEMS FOR APPROVAL

- CNH Circle K Emblem
- CNH Circle K Divisional Emblems

ITEM #1

Although the current CNH Circle K Emblem is tried and true, there are some issues with the logo and certain applications, most notably print media. Because of the colorway and the thin lines, the Emblem cannot be printed without sacrificing image quality. The new design addresses these issues by simplifying the emblem and creating a more powerful image.

Current Version



Proposed Update



ITEM #2

The main concern with the current divisional emblems is that the current logos violate the Circle K International Brand Guide. Page 6 of the current CKI brand guide states that they do not allow the creation of new logos based on any element their current logos. Another concern is that the emblems are clearly outdated and do not reflect present day design language.

In order to address this concern, the new emblems will take elements from the current CNH emblem, such as shape and font. Alongside this, all colors used are graphic standard colors, which will promote the color identity of CNH. By using these elements, the emblems are connected visually and reflect the CNH and Circle K International brand without any conflict. Many of the updated designs took many elements from the current emblems, as distinguishing divisions from each other were a main priority.

**Some designs tentative and will undergo requested changes and updates prior to the start of the 2019-2020 term and will be finalized before March 22nd, 2019.*

***Magic Kingdom also not included in preview below due to rebranding. Will be finalized before March 22nd, 2019.*

Current Versions



Proposed Update



CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CRAZY KOMPETITION FOR INFANTS NORTH 2019 Proposal

JANUARY 2019 Board Meeting

Respectfully Submitted by **RENDELL LOPEZ, CKI NORTH CHAIR**

EVENT OVERVIEW

Crazy Kompetition for Infants is an annual fundraising event hosted by the California-Nevada-Hawai'i District of Circle K International. It benefits the Pediatric Trauma Program (PTP), one of our active District Fundraising Initiatives, and serves as one of the first District events of the new academic year. The Crazy Kompetition Chairs, with the help of the Finance and Fundraising Committee, have worked diligently in order to organize this event so that members are provided with a memorable and meaningful District fundraiser that will effectively increase awareness and support of PTP.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Event Location and Date

ITEM #1: EVENT LOCATION

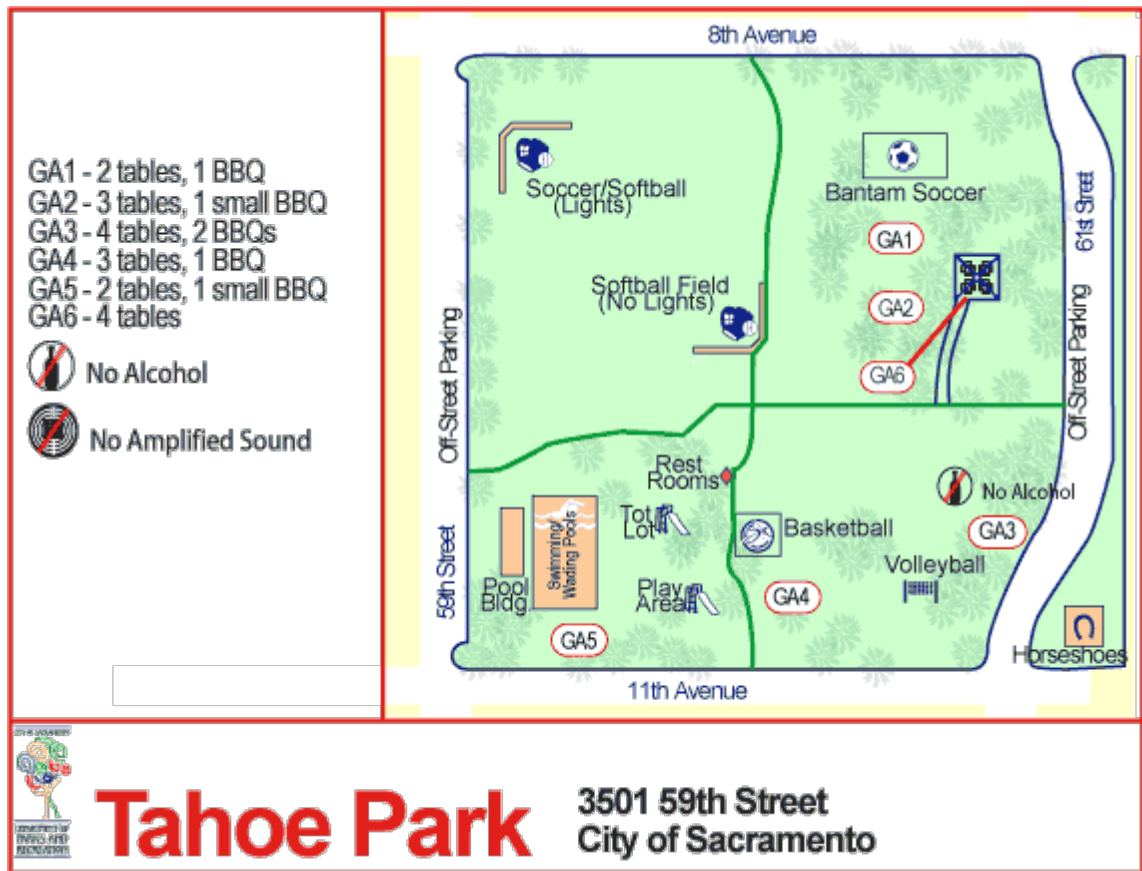
Option 1: Tahoe Park, Sacramento, CA

Reservation Cost: \$100 (for GA 1, 2, and 6)

\$25 GA1, \$25 GA2, \$45 GA6, \$5 Application Fee

Pros:

- Successfully hosted CKI North for the past three years
- Lots of available parking spaces
- Large field area with few obstructing trees
- Restrooms readily available
- Areas for shade and benches for sitting



Option 2: North Laguna Creek Park, Sacramento, CA

Reservation Cost: \$90 (for GA 1 and surrounding field)

\$45 GA1, \$40 50 People Buffer, \$5 Application Fee

Pros:

- Gazebo area seats 100 (good for PTP workshop)
- Sizeable grassy area for games and activities
- Restrooms readily available



ADDITIONAL INFORMATION

Proposed Dates

- Saturday October 5, 2019
- Saturday, October 12, 2019

Event Itinerary

06:00AM – Arrive for Setup, Pick up Donations
 08:00AM – Registration Begins
 08:45AM – Judges Meeting
 09:00AM – Opening Session / Roll Call
 09:30AM – Round One
 10:00AM – Round Two
 10:30AM – Round Three
 11:00AM – Break
 11:15AM – Round Four
 11:45PM – Round Five
 12:15PM – Round Six

12:45PM – Lunch and Divisional Council Meetings

02:15PM – Semi-Finals

02:45PM – Finals

03:15PM – Closing Session

03:30PM – Clean Up

Event Structure

- The entire park will have 6 different areas in which to hold the games—one game per area.
- Each group will then go to each area and play the respective area's game.
- Judges will be facilitating and scoring each game, and points will be given to each team depending on how well they do in the games.
- After playing each game, groups will rotate to the next area and play that respective area's game.
- Once all the groups have had the chance to play each game, teams will be dismissed for lunch. During lunch, points will be tallied.
- After lunch, the 4 highest-scoring teams will compete; the winning 2 teams will then compete in the final game.

Games/On-Site Fundraiser

The District Finance & Fundraising Committee will determine the games (preliminary, semi-final and final) as well as a possible on-site fundraiser during the course of the summer.

Food

Food and snacks will be provided at the event. Breakfast will consist of donations or purchases from Noah's Bagels and Costco. Lunch will consist of donations or purchases from various companies around the local area as well as contributions from Kiwanis Clubs. Lunch will be served by Kiwanians and the District Board. Costco, Trader Joes, or the like will provide bottled water. Vegetarian options will be made available.

Registration and Team Information

Each team will consist of 6 people, with the possibility of one alternate member. Early registration will be due (received) by a time that is to be determined by Bruce Hennings. Price for registration will be determined based on which budget is selected above.

Judges

Judges will be chosen prior to the event. If not enough people volunteer, schools will be asked to provide judges. We may also ask local Kiwanians or District Board members, as well as the Finance & Fundraising Committee members to be judges. All judges will receive emails prior to the event, detailing each game and the rules and scoring associated with it. A video will be made for each of the games showing how to play the games, how to score the games, and what some common mistakes are that require

teams to restart the game or a subsection of it. All judges will receive a cheat sheet reviewing the rules and common questions about the rules. Each judge will be required to show up 15 minutes before the close of registration (08:45AM) for a judges meeting where all games and scoring will be discussed and reviewed in detail.

Committee Suggestions

The Finance & Fundraising Committee endorses Option 1: Tahoe Park for Item 1: Location of Crazy Kompetition for Infants South, as well as Saturday, October 12, 2019 for the proposed date.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CRAZY KOMPETITION FOR INFANTS SOUTH 2019 Proposal

JANUARY 2019 Board Meeting

Respectfully Submitted by **RYAN LUONG, CKI SOUTH CHAIR**

EVENT OVERVIEW

Crazy Kompetition for Infants is an annual fundraising event hosted by the California-Nevada-Hawai'i District of Circle K International. It benefits the Pediatric Trauma Program (PTP), one of our active District Fundraising Initiatives, and serves as one of the first District events of the new academic year. The Crazy Kompetition Chairs, with the help of the Finance and Fundraising Committee, have worked diligently in order to organize this event so that members are provided with a memorable and meaningful District fundraiser that will effectively increase awareness and support of PTP.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Event Location and Date

ITEM #1: EVENT LOCATION

Option 1: Ralph B. Clark Regional Park, Buena Park, CA

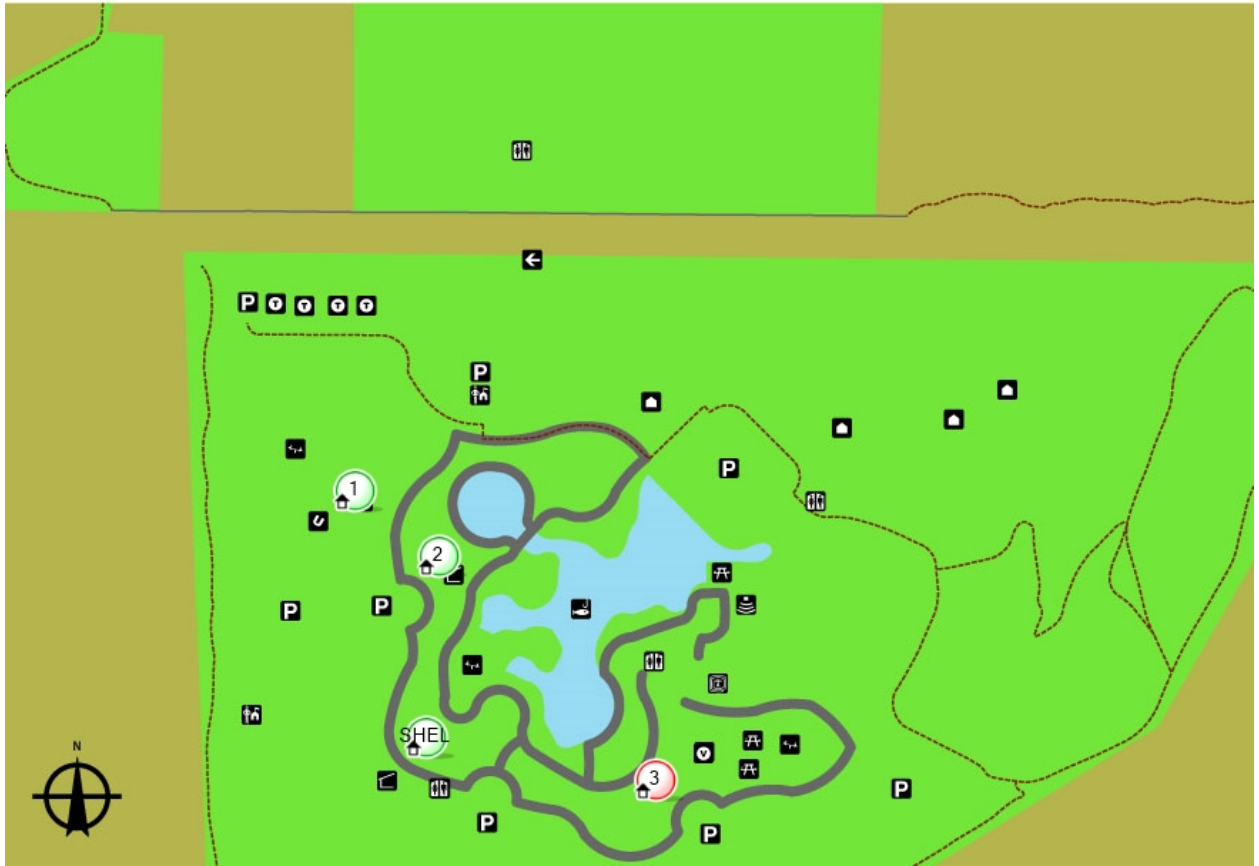
Reservation Cost: \$300 (for Shelter SHEL)

Pros:

- Successfully hosted CKI South 2018 at this location
- Large field area available for diverse types of games
- Large gazebo area to accommodate big crowds (good for PTP workshop)
- Restrooms and water readily available
- Areas for shade and benches for sitting (good for DCMs)
- Playground available for downtime

Cons:

- \$5 parking on weekends
- Much more expensive to rent



Option 2: Stanton Park, Stanton, CA

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

Pros:

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

Cons:

- Lack of shaded areas
- Lack of areas for water



ADDITIONAL INFORMATION

Proposed Dates

- Saturday, October 12, 2019
- Saturday, October 19, 2019

Event Itinerary

06:00AM – Arrive for Setup, Pick up Donations
08:00AM – Registration Begins
08:45AM – Judges Meeting
09:00AM – Opening Session / Roll Call
09:30AM – Round One
10:00AM – Round Two
10:30AM – Round Three
11:00AM – Break
11:15AM – Round Four
11:45PM – Round Five
12:15PM – Round Six
12:45PM – Lunch and Divisional Council Meetings
02:15PM – Semi-Finals
02:45PM – Finals
03:15PM – Closing Session
03:30PM – Clean Up

Event Structure

- The entire park will have 6 different areas in which to hold the games—one game per area.
- Each group will then go to each area and play the respective area's game.
- Judges will be facilitating and scoring each game, and points will be given to each team depending on how well they do in the games.
- After playing each game, groups will rotate to the next area and play that respective area's game.
- Once all the groups have had the chance to play each game, teams will be dismissed for lunch. During lunch, points will be tallied.
- After lunch, the 4 highest-scoring teams will compete; the winning 2 teams will then compete in the final game.

Games/On-Site Fundraiser

The District Finance & Fundraising Committee will determine the games (preliminary, semi-final and final) as well as a possible on-site fundraiser during the course of the summer.

Food

Food and snacks will be provided at the event. Breakfast will consist of donations or purchases from Noah's Bagels and Costco. Lunch will consist of donations or purchases from various companies around the local area as well as contributions from Kiwanis Clubs. Lunch will be served by Kiwanians and the District Board. Costco, Trader Joes, or the like will provide bottled water. Vegetarian options will be made available.

Registration and Team Information

Each team will consist of 6 people, with the possibility of one alternate member. Early registration will be due (received) by a time that is to be determined by Bruce Hennings. Price for registration will be determined based on which budget is selected above.

Judges

Judges will be chosen prior to the event. If not enough people volunteer, schools will be asked to provide judges. We may also ask local Kiwanians or District Board members, as well as the Finance & Fundraising Committee members to be judges. All judges will receive emails prior to the event, detailing each game and the rules and scoring associated with it. A video will be made for each of the games showing how to play the games, how to score the games, and what some common mistakes are that require teams to restart the game or a subsection of it. All judges will receive a cheat sheet reviewing the rules and common questions about the rules. Each judge will be required to show up 15 minutes before the close of registration (08:45AM) for a judges meeting where all games and scoring will be discussed and reviewed in detail.

Committee Suggestions

The Finance & Fundraising Committee endorses Option 1: Ralph B. Clark Regional Park for Item 1: Location of Crazy Kompetition for Infants South, as well as Saturday, October 19, 2019 for the proposed date.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

DISTRICT MEMBERSHIP DUES Proposal

NOVEMBER 2018 Board Meeting

Respectfully Submitted by **SHAIRA RAMIREZ-SANTOS, DISTRICT
TREASURER**

EVENT OVERVIEW

Each year, the CNH Circle K District Board operates with a General Budget that allows them to conduct regular business and provide memorable experiences to members of the District. The General Budget is primarily supplied by the dues paid by members of our District. With approximately 3,000 members paying \$9 each, the District is able to yield about \$27,000. However, our District continues to grow every year as we welcome newly chartered clubs and new members into our organization, and it becomes more difficult to meet the high-quality standards that our District sets. By increasing dues by \$1, roughly \$3,000 can be generated from the CNH Circle K membership in order to help cover these costs.

ITEMS FOR ENDORSEMENT

The following items seek endorsement from the District Board:

- Item #1: Revision to Article X – Revenue, Section 1

ITEM #1: REVISION TO ARTICLE X – REVENUE, SECTION 1

The following change to the CNH District Bylaws, Article X: Revenue, Section 1 would be made:

Section 1. Each member club shall pay to the Cal-Nev-Ha district annual dues of ~~nine dollars (\$9.00 U.S.)~~ **ten dollars (\$10.00 U.S.)** for every active member, except honorary members. New members joining existing clubs between April 15 and September 30 shall pay the sum of ~~four dollars and fifty cents (\$4.50 U.S.)~~ **five dollars (\$5.00 U.S.)**. Members of new clubs chartered during the administrative year shall have their district dues waived for that administrative year. The amount of the District dues shall be determined by a two thirds (2/3) vote of all delegates at District Convention. In no case shall the District dues exceed ten dollars (\$10.00 U.S >) per annum per member.

Option 1: Increase membership dues by \$1 for a total of \$10 per member.

Pros:

- More money available for District board officers to support their respective clubs and members
- Provide more opportunities for member recognition
- Allows for potential expansion of District committees
- Establishes foundation for future District expansion

Cons:

- Becomes more expensive to be a member of CNH Circle K
- Increased costs can potentially impact clubs that rely on membership dues for operation

Option 2: Maintain current membership dues at a total of \$9 per member.

Pros:

- More affordable club/membership dues

Cons:

- Becomes more difficult for District board to adequately and effectively support the membership of the District

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

MAGIC KINGDOM NAME CHANGE Proposal

JANUARY 2019 Board Meeting

Respectfully Submitted by **ANGELA LAGRADA, MAGIC KINGDOM LT.**
GOVERNOR & WAYNE CHENG, DISTRICT SECRETARY

PROPOSAL OVERVIEW

Magic Kingdom is a division that coincides with Kiwanis Division 30 and Kiwanis Division 4 in the Orange County area and reaches into the Los Angeles County. We have 10 clubs. Our division name was taken from the happiest place on earth that resides in the heart of our division – Disneyland in Anaheim, California. However, due to copyright concerns, it has come time to change the name of this division to avoid potential legal issues.

ITEMS FOR APPROVAL

- Change Magic Kingdom Division Name
- Changes to District Operating Procedures

ITEM #1: Change to the Magic Kingdom Division Name

The Magic Kingdom Division Name change will be in effect starting April 1st, 2019. The options as suggested by Magic Kingdom members are as follows:

- Magic Empire
- Citrus
- Seaside

Option 1: Magic Empire

In reminisce of Magic Kingdom, Magic Empire is similar in that we still hold onto the magic of CKI and our division. We decided on the name Empire because, like kingdoms, we are a very mighty territory.

Option 2: Citrus

A majority of Magic Kingdom Division falls under Orange County. Orange County was named after the abundance of orange trees. It was named to encourage immigration to

the county by suggesting a semi-tropical paradise-a place where anything can grow, and Magic Kingdom is truly a place where anyone can grow.

Option 3: Seaside

Magic Kingdom is home of several beach cities. All of the clubs in the division are only miles away from the sea. This name also pays homage to a bakery popular among the division's members.

ITEM #2: Changes to the District Operating Procedures

This change in division name will also have an effect on the District Operating Procedures, line 236. "Magic Kingdom Division" will be replaced with the new name that is voted upon as approved in item 1.

Kiwanis Division 41 has been absorbed into Kiwanis Division 4. 41 in line 236 will also be removed.

236 ~~Magic Kingdom~~ (New name) Division

~~Magic Kingdom~~ (New name) Division includes Kiwanis Divisions 4, 30, and 41.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

2019 Presidents' Retreat Location & Date Proposal

January 2019 Board Meeting

Respectfully Submitted by **Manuel Santiago, District Governor**

EVENT OVERVIEW

This event is for the 2019-2020 term.

Presidents' Retreat is an annual 3-day event where the Presidents of CNH Circle K get together to bond, learn about one another's club issues, and find pathways to achieve the goals they've set. Alongside the 2019-2020 District Board, this event aims to strengthen the bond of the Club Presidents in CNH, as well as provide a weekend of CKI education and information.

For the past few years, the event has been held at Lake Isabella at the French Gulch Campsite.

ITEMS FOR APPROVAL

- *Location*
- *Date*

ITEM #1: Location

French Gulch Campsite - Cost: \$385 per night

- Pros:
 - We have held this event here before and are familiar with the campsite
 - Somewhat Central to CNH
 - Accommodates up to 100 attendees
- Cons
 - No bathrooms

ITEM #2: Date

July 19-21, 2019 **or** July 26-28, 2019 (two available dates for July for the campsite)

Will update in the final: dates for Kiwanis Convention, CKIx, and recommended dates from Bruce and Mondo!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Spring Training Conference North 2019 Proposal

January 2019 Board Meeting

Respectfully Submitted by **Cecilia Nguyen, Fall Training Conference 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

- 1) UC Davis
 - a) Plusses
 - i) Centralized area for workshops
 - ii) all rooms within one building
 - iii) Free Parking
 - iv) Has been previous location for past STC(s)
 - v) Big lunch area
 - vi) People can be housed if live far away
 - b) Deltas
 - i) Long drive
- 2) CSU East Bay
 - a) Plusses
 - i) Centralized location for Northern clubs
 - ii) Free parking

- iii) Large main auditorium
- b) Deltas
 - i) Rooms can be spread out from each other
 - ii) Multiple campuses can be confusing

ITEM #2: Date and Time

DATE: Saturday, May 4th, 2019

TIME: 7AM-5PM

TENTATIVE SCHEDULE

- 7:00AM - 8:00AM: Committee & District Board Arrival for Setup
- 8:00AM - 9:00AM: Registration Begins
- 9:00AM - 9:15AM: Opening Session/Roll Call
- 9:20AM - 10:00AM: Workshop Session #1
- 10:05AM -10:45 AM: Workshop Session #2
- 10:50AM - 11:30AM: Workshop Session #3
- 11:35AM - 12:15PM: Service Project
- 12:20PM - 1:20PM: Lunch/Divisional Council Meetings
- 1:25PM - 2:05PM Workshop Session #4
- 2:10PM - 2:50PM: Workshop Session #5
- 2:55PM - 3:35PM: Workshop Session #6
- 3:40PM - 4:00PM: Closing Session
- 4:00PM - 5:00PM: Cleanup and Departure
-

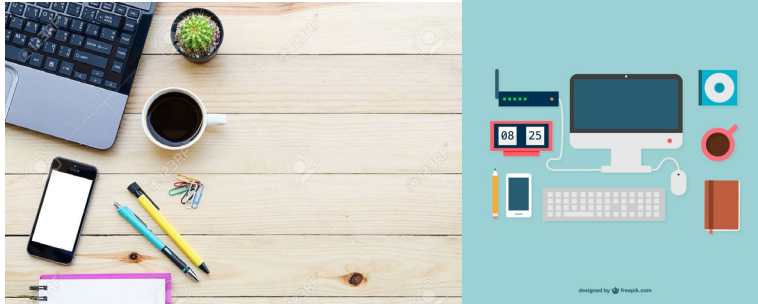
ITEM #3: Theme

Option 1: Office Supplies

- LOGO: Stapler in jello, hole puncher with CKI's tenets, paper clip



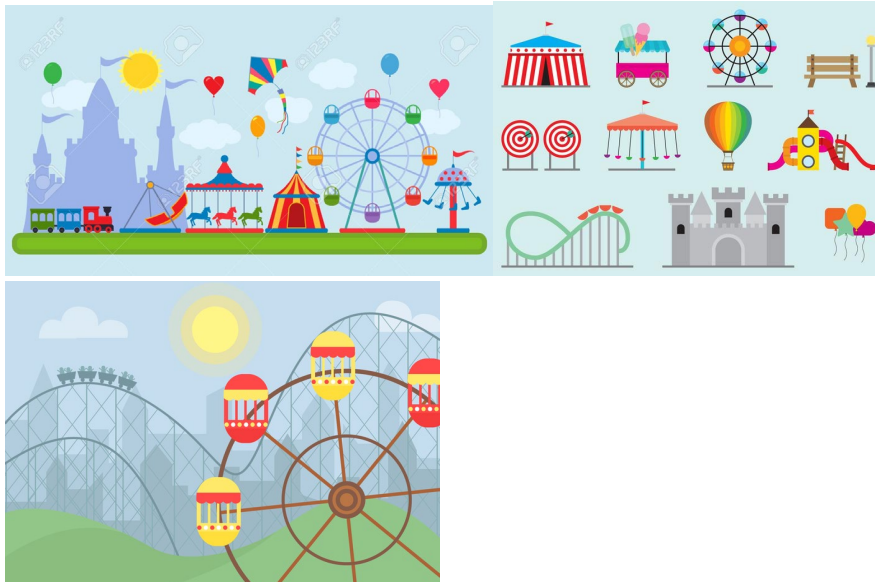
- TAGLINE: Staples of Leadership, Staples of Circle K
- DECORATIONS/GRAPHICS:



-
- MISC.: #PrinterWednesday, #TypoTuesday, using post its/lined paper/graph paper for announcements

Option 2: Amusement Park

- LOGO: Rollercoaster, ferris wheel, balloon animal, theme park tickets
- TAGLINE: The Thrill of Service, The Thrill of Leadership, Where Leadership is a Great Adventure
- DECORATIONS/GRAPHICS:



-
- MISC.: Bright, vibrant colors for decorations, continues vibrancy from FTC/DCON themes, cotton candy, raffle tickets

Option 3: Plants/Succulents

- LOGO: Succulent, type of plant
- TAGLINE: Planting Seeds of Leadership
- Room Names: Different Types of Plants/Flowers

Chair's preference is Office Supplies

ITEM #4: Cost & Budget

Early Registration fee: \$5.00

Late 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 (32 x \$10.75)		\$344
Dietary Needs Food		\$30
Tangerines		\$20
Granola Bars		\$45
Water		\$50
Plasticware		\$20
Garbage bags		\$8
Bagels/Muffins		\$35
Juice		\$30
Cups		\$20
Cream Cheese		\$12
MISC		
Host Gifts		\$40
Decorations		\$25
SERVICE PROJECT		
Supplies		\$70
TOTAL	\$1100	\$861
NET PROFIT	\$249	

*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 2019 Board Meeting

Respectfully Submitted by **Calvin Chau, Kiwanis Family & Foundation Chair**
& Spring Training Conference South 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 southern 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

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
- Location used last year

Cons:

- Fewer lecture halls

2) CSU Fullerton

Pros:

- Centralized area for workshops
- Free parking
- Previous location used for past STC(s)

Cons:

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

ITEM #2: DATE AND TIME

Date: Saturday, May 11th, 2019

Time: 8am – 5pm

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: Plants/Succulents

- Logo: Succulent or type of plant or flower
- Tagline: Planting seeds of leadership
- Room Names: Different types of plants or flowers

Option 2: Office Supplies Theme

- Logo: Stapler in Jell-o, hole puncher with CKI's tenets, paper clip
- Tagline: Staples of CKI/Service/Leadership
- Room Names: Different Office supplies

Option 3: Amusement Park

- Logo: Roller Coaster, Ferris Wheel, Balloon Animal, Theme park Tickets
- Tagline: Where Leadership is a Great Adventure, The Thrill of Service
- Room Names: Different Rides

**Chair's preference is Option 2*

ITEM #4: COST AND 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	\$30
Garbage Bags	\$10
Food Service Gloves	\$10
Misc.	
Host Gifts	\$50
Decorations	\$40
Snapchat Filter	\$20
TOTAL	\$1,510

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

July 2018 District Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Communications & Marketing Board Report
January 2019 Board Meeting
 Respectfully Submitted by **Ryan Hoang**

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

Date	Events Attended	Service Hours	Other Hours
11/02/18	Fall Training Conference		
11/08/18	OCC CKI General Meeting		1
11/10/18	Walk4ALz	2.5	
11/15/18	OCC CKI General Meeting		1
11/28/18	OCC CKI General Meeting		1
11/14/18	CNH C&M Committee Meeting		1
11/28/18	CNH C&M Committee Meeting		1
12/19/18	CNH C&M Committee Meeting		1

Total Service Hours since Last Board Report: 2.5

Total Service Hours since April 1st, 2018: 129.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/19/18	Erica Wei, Johnathan Chu	CNH Scholarship Apps	E-Mail
11/12/18	Tommy Thach	Alumni Spotlight	Facebook Messenger
12/27/18	Jennifer Hoang, Nhi Truong, Erica Wei	DCON Social Media Posts	Facebook Messenger
12/22/18	Erica Wei, Minh Ton, Joanne Kim, Johnathan Chu	Sunspot Release	Facebook Messenger

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

a. Total Achievements

1. Released Sunspot
2. Maintained Social Media presence
3. Held 1-on-1s with committee members
4. Created proposed updates to CNH emblems
5. Finished videos to be uploaded to the youtube channel

b. Top 5 Plans

1. Put more effort in supporting SunnyTV and Sunburst releases
2. Rework and streamline Style Guide

3. Reach out to more C&M related chairs
4. Help reach out to external media to publicize DLSSP
5. Promote use of Sunspot and Sunburst submissions

III. Resources Needed

1. Need help getting material to use in all publications/ social media platforms (Sunspot, Sunburst, Twitter, Instagram, SunnyTV, etc.)
2.
3.
4.
5.

IV. District Officer Assessment

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

- Increase representation of smaller clubs/chapters and underrepresented regions in district publications/social media by reaching out to members in those regions for articles, pictures, and videos.
- Provide and promote resources for clubs to revitalize their publications by assigning committee members tasks to either publicize or create resources.
- Bring transparency between the international level of Circle K and the CNH District by consistently contacting International Board Members about updates to publicize.
- Increase Circle K and the Kiwanis Family's presence in public non-Kiwanis affiliated media through consistent and well-prepared press releases.
- Increase internal communications within the Circle K District through different platforms by maintaining a social media schedule and consistency between posts in a singular platform.

V. Announcements

Please write "N/A" if there are no announcements to be made.

Total Service Hours since Last Board Report: 25.5 Hours

Total Service Hours since April 1st, 2018: 34.5 Hours (As a District Chair)

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/9/18	Bruce Hennings. Don Hull, Ronald Liu	DCON T-Shirts	E-mail
10/13/18	Don Hull, Ronald Liu	DCON Logistics	E-mail
10/13/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Logistics	E-mail
10/20/18	Don Hull, Ronald Liu, Clifford Kaunang	DCON Logistics	E-mail
10/21/18	Don Hull, Ronald Liu, Bruce Hennings	DCON Logistics	E-mail
10/22/18	Don Hull, Ronald Liu, Bruce Hennings	Meeting Minutes	E-mail
10/25/18	Manuel Santiago, Cecilia Nguyen	Call to DCON	E-mail
10/29/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Approval Items	E-mail
11/2/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Logistics	E-mail
11/6/18	Bruce Hennings, Trina Krider, Don Hull, Ronald Liu	DCON Registration	E-mail
11/7/18	Ryan Hoang, Nhi Truong	DCON Theme Reveal Promo Video	E-mail
11/7/18	Sopheak Suy	DCON Funding Assistance	E-mail
11/10/18	Wayne Cheng, Manuel Santiago, Armondo Velazquez, Shaira Ramirez-	Chair MRF	E-mail

	Santos, Don Hull, Ronald Liu		
11/13/18	DCON Committee	Committee Meeting	Zoom
11/14/18	Don Hull, Ronald Liu	Pictures for DCON Website	E-mail
11/16/18	Bruce Hennings, Armondo Velazquez	DCON Registration	E-mail
11/25/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Approval Items	E-mail
11/27/18	Don Hull, Ronald Liu	Professional Expo	E-mail
11/30/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Approval Items	E-mail
11/30/18	Bruce Hennings, Trina Krider, Manuel Santiago, Armondo Velazquez, Don Tran	DCON Registration	E-mail
12/4/18	DCON Committee	Committee Meeting	Zoom
12/5/18	Bruce Hennings	DCON Inquiries	E-mail
12/10/18	Bruce Hennings	DCON Inquiries	E-mail
12/12/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Approval Item	E-mail
12/13/18	Bruce Hennings	DCON Registration	E-mail
12/16/18	DCON Committee	Committee Meeting	In-Person
12/16/18	DCON Committee	Meeting Minutes	E-mail
12/20/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Committee Appointment	E-mail
12/23/18	Don Hull, Don Tran	Registration Run Through Call	Phone
12/28/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez, Ryan Hoang	DCON Approval Item	E-mail
12/30/18	Don Hull	Program Ads	E-mail
12/31/18	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez, Ryan Hoang	DCON Approval Item	E-mail
1/2/19	Don Hull, Ronald Liu, Manuel Santiago,	Program	E-mail

	Armondo Velazquez, Bruce Hennings		
1/3/19	DCON Committee	Committee Meeting	Zoom
1/8/19	Don Hull, Ronald Liu, Manuel Santiago, Armondo Velazquez	DCON Approval Items	E-mail
1/8/19	District Board	DCON Updates	E-mail
1/13/19	DCON Committee	Committee Meeting	In-Person

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released DCON website
2. Created various promotional videos for opportunities relating to DCON
3. Finalized event souvenirs
4. Released applications for opportunities available to members
5. Put together resource to help clubs promote DCON (To be sent to club Executive Board members)

b. Top 5 Plans

1. Announce Workshop Hosts
2. Finalize Professionals
3. Finish up DCON logistics and admin work
4. Promote District Convention (Early Registration Due Feb 15 th)
5. HAVE A GOOD TIME AT DISTRICT CONVENTION 2019: FARM FRESH SERVICE

III. Resources Needed

1. Submissions to participate in DCON spotlight #FarmFreshFridays. Information can be found on the District Convention Event Page and Website, or feel free to contact me about participating.
2. Applicants for District Convention Talent Acts, encourage each other to share your talents with the District at DCON 2019! Application can be found on the DCON website and feel free to reach out to myself or Angelica Ubungen with your questions.
3. Applicants for District Convention Media Team, help the DCON committee document the weekend so the District can look back at the event or see what they missed out. Share your photography/videography talent with us! If you're interested the form

can be found on the DCON event page or website, contact myself or Nhi Truong with any questions.
4. Volunteer to be a Sergeant at Arms for your club! For anyone new to SAAing, more information will be released so keep your eyes open.
5. Most important resource needed is members attending District Convention! DCON cannot be successful without the help of the members of our district so please help the DCON committee and the District Board out by promoting the event to your clubs or even your friends across the district to attend!

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.

-
-
-
-
-

V. Announcements

Please write "N/A" if there are no announcements to be made.

Important DCON Deadlines [Follow the calendar on our event page to stay on top of the deadlines!]

[EXTENDED] Talent Show apps due: Friday, February 1st @ 10:00PM PST

Media Team due: Friday, February 2nd @ 11:59PM PST

Early Registration due: Friday, February 15th

Regular Registration due: Friday, February 22nd

SAA Registration due: Thursday, February 28th @ 10:00PM PST

Hotel Registration due: Friday February 21st

Last day to switch names: Friday, February 21st

Last day to swap rooms: Wednesday, March 20th

Announcements regarding deadlines can be found in "Resource Needed" because we need your help to have a bountiful harvest at DCON!

Check out the District Convention 2019 Website @ dcon.cnhcirclek.org

If you have any questions, feel free to reach out to me(dcon@cnhcirclek.org) or anyone on the committee (information can be found on event page and website).

Thank you, and see y'all at the farm!

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

FALL TRAINING CONFERENCE CHAIR Board Report

January Board Meeting

Respectfully Submitted by **CECILIA NGUYEN**

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/21	UCB CKI Cake Off		3
10/27	UCB CKI Fall Cazadero	5	
10/27	UCB CKI Halloweenfest Setup	4	
10/28	Fall Single Service: Halloweenfest	4.5	
12/01	UCK CKI Fall Semester Banquet		3
12/04	UCB CKI Study-A-Thon		3
12/05	UCB CKI Barnes & Nobles Gift Wrapping	4	
12/06	UCB CKI Barnes & Nobles Gift Wrapping	6	
12/08	Kiwanis Holiday Auction	6	
12/12	UCB CKI Barnes & Nobles Gift Wrapping	16	

Total Service Hours since Last Board Report: 45.5

Total Service Hours since April 1st, 2018: 70

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/17/18	FTC Committee	FTC Preparation	Zoom

10/21/18	FTC Logistics Team	FTC Preparation, finalizing details	Zoom
10/22/18	Virginia	Check in	In Person
10/24/18	FTC Committee	Further FTC Preparation	Zoom
10/23/18	Mondo, Bruce, Printing Resources	Final Program Edits	Email
10/21/18	District Board & FTC Committee	Volunteer shift schedule & transportation	Email
10/21/-11/1/18	Various Presidents, Bruce, Numfon	FTC Registration payment	Email, messenger
10/25/18	C&M Committee	CKI Instagram post	messenger
10/27-10/30/18	Various D-Board & FTC Committee members	Transportation to FTC	messenger
10/21/18	Bruce, Numfon	Registration Supplies	Email
10/31/18	FTC Committee & Dboard	FTC Itinerary/Schedule, Ice Breaker, Preparation	Zoom
10/27/18	Bruce, Tricia	Picking up SAA, Certificates, & Workshop supplies	Email
10/30/18	Bruce, Christina from Old Oak	Viber App, Amphitheater & Chapel lights	Email
10/30/18	Tommy	MD&E Certificates	Email
10/31/18	Board Reflectors	Registration Update	Email
10/31/18	Christine	Registration & Lobby Layout	Email
11/2/18	Christine	Sound Equipment	Email
11/2/18	Board Reflectors	Final Reminders	Email/Facebook
11/14/18	Board Reflectors	Thank You + Eval Form	Email/Facebook
11/14/18	FTC Committee	FTC Debrief	Zoom
11/21/18	FTC Committee	FTC Debrief	Zoom

11/25/18	Board Reflectors	Eval Form Reminder	Email
11/28/18	FTC Committee	FTC Debrief	Email

VII. Work Progress (Achievement & Plans)

a. Total Achievements

1. HOSTED FTC WOWOW
2. Sent out FTC evaluation form and received many insightful responses!
3. Committee discussed plusses & deltas and areas of improvement, and we were able to come up with extensive lists on how to improve FTC
4. Finished and sent in all committee reimbursements
5. Looking forward to DCON!

b. Top 5 Plans

1. Preparing for end of the term activities with the committee
2. Collecting all successor letters from committee
3. Support other district events
4. Plan an awesome STC North with the STC North Committee!

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.

1. PLAN A SUCCESSFUL FTC

Very proud of the committee and all that we have been able to accomplish! I think everyone worked hard to make sure that they performed they best they could and I'm glad to hear many positive reactions post-FTC. Special shout out to all of the District board members who played a huge part in making sure things ran smoothly! Also, thank you to all of the advisors, especially, Bruce

and the Carpenters, for helping me along the way and giving me support!
Thanks everyone who had a great time!

2. Work with committee to minimize problems form previous years' FTC and implement new and innovative ideas

This committee has worked to improve from last year's FTC. We've been referencing a lot of last year's work and have tried to improve based on what our predecessors have told us. In addition, we have incorporated a lot of new elements such as changing up the structure of team activities, introducing a new activity for returning members, and finding other ways to boost our promotion for the event!

3. Increase Transparency and Communication

I always give updates to my committee during our committee meetings, and I always make sure to stay honest. Likewise, I try to update District Board with anything I need from them and anything that is relevant to them. I have communicated with Bruce a lot with questions that I may not know much about or unsure of in order to always provide accurate information to clubs, etc.

4. Support other District Board members to the best of my capabilities.

I'm always here to help and support my fellow District Board members and have tried to complete any requests for help they've might've had. I am looking forward to future district events so that I can contribute and be of help to them. In addition, I also hope to plan and make transitions easier for club board members by planning a successful STC North 2019.

X. **Announcements**

Thanks everyone for coming to FTC <3 I LOVE YOU ALL! Shout out to FTC Committee, District Board, all the Kiwanians, MY FAMILY AND FRIENDOS <3

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Kiwanis Family and Foundation Board Report

January 2018 Board Meeting

Respectfully Submitted by **Calvin Chau**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/4/18	Fall Training Conference	10	24
11/5/18	UCR Board Meeting		1
11/7/18	UCR General Meeting		1.5
11/8/18	District KFF Committee Meeting		1
11/9/18	Fall Installation		3
11/10/18	K-Rock Sports Day		3
11/14/18	UCR General Meeting		1.5
11/14/18	Building and Maintaining Websites Webinar		1
11/15/18	District KFF Committee Meeting		1
11/17/18	November Day of Awesomeness Day	1	3
11/17/18	November Desert Oasis DCM		1
11/19/18	UCR Board Meeting		1
11/20/18	Kiwanis Dinner		2
11/20/18	UCR General Meeting		1.5
11/21/18	Interacting with SLPs Webinar		1
11/28/18	UCR General Meeting		1.5
11/29/18	District KFF Committee Meeting		1
11/29/18	Society of Extraordinary Women Gala	1.5	
12/1/18	Service Insomnia	10	2
12/5/18	Cirque-Du-Solads Family Social		3
12/18/18	District and International Documents Webinar		1
12/20/18	District KFF Committee Meeting		1
12/27/18	District KFF Committee Meeting		1

1/7/19	Spring Training Conference South Committee Meeting		1
1/14/18	Winter Info Night		1
1/15/18	District KFF Committee Meeting		1

Total Service Hours since Last Board Report: 22.5

Total Service Hours since April 1st, 2018: 205

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/9/18	Jonathan Chu	Website Updates	Facebook / E-mail
11/13/18	Manuel Santiago	Kiwanis Family Month Approvals	E-mail
11/13/18	Camille Goulet	Kiwanis Family Month Approvals	E-mail
11/13/18	Armando Velasquez	Kiwanis Family Month Approvals	E-mail
11/15/18	Cecilia Nguyen	Fall Training Conference Close-Out	E-Mail
11/20/18	Wayne Cheng	CERFs	E-Mail
11/25/18	Camille Goulet	Advisor Check-In	Phone Call
12/5/18	Manuel Santiago	Spring Training Conference	Facebook
12/9/18	Camille Goulet	Advisor Check-In	Phone
12/23/18	Camille Goulet	Advisor Check-In	Phone
12/30/18	Katelyn Duch	Awards	E-Mail
12/31/18	Max Rico	International Updates	E-Mail
1/6/18	Camille Goulet	Advisor Check-In	Phone
1/7/18	Manuel Santiago	Spring Training Conference	Facebook
1/12/18	Cecilia Nguyen	Spring Training Conference	Google Hangouts
1/14/18	Manuel Santiago	Kiwanis Mid-Year	Facebook

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

a. Total Achievements

1. Successfully completed Kiwanis Family Activity at FTC
2. Successfully executed and closed Kiwanis Family Month Contest
3. Successfully executed "Interacting with SLPs" Webinar
4. Updated the Kiwanis Family Month to include CKI clubs
5. Maintained communication with Kiwanis Family Chairs

b. Top 5 Plans

1. Prepare for Kiwanis Mid-Year Tabling
2. Kiwanis Family Chair Apparel
3. Kiwanis Family Manual Revamp
4. Continue Communication and Recognition of Kiwanis Family Chairs
5. Monthly KFRFs

III. **Resources Needed**

1. Mid-Year tables and Contact Info of Kiwanis
2. Tabling Materials
3.
4.
5.

IV. **District Officer Assessment**

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

<ul style="list-style-type: none"> - Utilize the Monthly Kiwanis Family Report Forms (KFRF) to further identify what clubs need and discuss with my Committee Liaisons how to provide the help every need through the available resources every month. <ul style="list-style-type: none"> o Distributed Monthly KFRFs and Reviewed with Liaisons

<ul style="list-style-type: none"> ○ As a Committee we help each other in finding better ways to personalize questions and cater to each division's needs. <p>Will continue to evaluate club KFRFs and improve on Committee presence and personalization to further help clubs</p>
<ul style="list-style-type: none"> - Educate the District about the various Kiwanis Family branches by hosting bi-monthly webinars, which can be done in conjunction with Key Clubs or Kiwanis, to inform the members of the opportunities available and the many Kiwanis Family branches. <ul style="list-style-type: none"> ○ Completed "Interacting with SLPs" Webinar <p>Liaisons are working with Chairs to understand what their needs are and how to further bring them together</p>
<ul style="list-style-type: none"> - Promote Inter-club events amongst clubs and the Kiwanis Family Branches by utilizing my committee and the resources available to ensure that all Kiwanis Family Chairs and Representatives are aware of the opportunities and to keep them accountable through monthly check-ups. <ul style="list-style-type: none"> ○ Updated the Kiwanis Family Map on the Website to include CKI Clubs ○ Liaisons are continuing relations with their Kiwanis Family Representatives <p>Will continue to update Kiwanis Family Manuals we have not updated yet</p>
-
-

V. Announcements

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Membership Development & Education Chair Board Report

January 2019 Board Meeting

Respectfully Submitted by **Tommy Thach**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/2/2018	FTC	10	24
11/11/2018	MK DCM		1
11/14/2018	Webinar		1
11/15/2018	OCC CKI Meeting		1
11/21/2018	Webinar		1
11/22/2018	OCC CKI Meeting		1
11/29/2018	OCC CKI Meeting		1
12/18/18	Christmas Gift Wrapping With OCC CKI	7	
12/19/18	Christmas Gift Wrapping With OCC CKI	5	
12/20/18	Christmas Gift Wrapping With OCC CKI	2	
12/20/18	Costa Mesa Kiwanis Meeting		1
12/29/18	Go West		8
1/1/19	OCC CKI New Years Party		3
1/10/19	OCC CKI Meeting		
1/11/19	OCC CKI Board Meeting + Scrapbook Party		2
1/12/19	Key Club Conclave Region 3	6	

Total Service Hours since Last Board Report: 30

Total Service Hours since April 1st, 2018: 127.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
Every Monday	Peter Yu	MD&E Mentorship System, Resources, 1-on-1s, etc.	Phone Call
Every Other week	District MD&E Committee	Meetings regarding MD&E Mentorship System, Resources, 1-on-1s, etc.	Zoom Hangouts
11/5/18	District MD&E Committee	1-on-1's	Phone Calls, Zoom, Google Hangouts, ETC.
11/8/18	Richard Tzul	Motivating members to attend events	E-mail
11/10/18	Shaira Ramirez-Santos, Manuel Santiago, Wayne Cheng, Peter Yu	MRF Submission	E-mail
11/14/18	Peter Yu, Eric Pierce	Mentorship System	E-mail
11/19/18	Erica Wei, Peter Yu	Webinars	E-mail
11/19/18	All District Chairs	Information regarding webinars	Messenger
11/27/18	Amanda Liao	E-mail regarding committee position	E-mail
11/18/18	Hever Miranda	Service Webianr Check-up	Messenger
11/22/18	OCC CKI MD&E Committee	Committee meeting	In-person
12/1/18	Manuel Santiago, Armando Velazquez	Webinars	E-mail
12/6/18	District MD&E Committee	Jackets	E-mail
12/9/18	Wayne Cheng	Check-up on L&R Webinar	Messenger

12/9/18	Katelyn Duch	Re-scheduling MR DCON Awards Webinar	E-mail
12/10/18	Shaira Ramirez-Santos, Manuel Santiago, Wayne Cheng, Peter Yu	MRF Submission	E-mail
12/20/18	Nathan Wong	Approvals for Winter Sunny Buddies	E-mail
12/20/18	Nathan Wong, Kristin Kim Nguyen, Amber Ly	Approvals for MD&E E-mails	E-mail
12/20/18	Manuel Santiago, Armando Velazquez	Permission to interview an alumni/kiwanian	E-mail
12/23/18	Metro MD&E Represenatives	District MD&E Updates and 1-on-1's	E-mail
12/25/18	Shannon Lee	Resources	E-mail
12/26/18	Peter Yu	Webinar Check-in	E-mail
1/2/19	Manuel Santiago, Armando Velazquez	Webinars	E-mail
1/2/19	Manuel Santiago, Armando Velazquez	Webinars	E-mail
1/2/19	Metro MD&E Represenatives	District MD&E Updates and 1-on-1's	E-mail
1/2/19	Several mentors from mentorship system sign-ups	Asking for permission to pair 2 mentees	E-mail
1/5/19	Peter Yu	General Member Handbook Approval	E-mail
1/9/19	Metro MD&E Represenatives	District MD&E Updates and 1-on-1's	E-mail
1/9/19	MD&E Liaisons	Sending out e-mails	E-mail
1/10/19	Monica Willemsz, Andy Nguyen	Status of Mentorship System	E-mail

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Have finished Mentorship Pairings!

2. Have finished second round of sunny buddies and will be working on 3 rd /final round of sunny buddies.
3. Have finished outlines for Fellowship Systems, Large Scale Event Planning, Resume Templates, and General Member Handbook. Will begin on working on manuals for the resources.
4. Been working on the Alumni Spotlight with C&M Committee as a collaboration
5. Have finished rough draft of District Professional Resource Database and plan on finalizing and releasing by February

b. Top 5 Plans

1. Have another set of 1-on-1's with VPA's, MD& Chairs, and District MD&E Committee members for Winter/Spring.
2. Work on more professional resources
3. Work on professional Webinars project
4. Complete and distribute general member handbook + other resources
5. Have more interaction for last round of sunny buddies

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.

<ul style="list-style-type: none"> • Create group of MD& E chairs on Facebook, develop a network with them, and be a resource for them in case they need any assistance. <ul style="list-style-type: none"> ○ Completed but will work harder to interact much more since we have been lacking engagement posts
<ul style="list-style-type: none"> • Work with clubs and develop a plan for entire term regarding recruitment, retention, and create a support system <ul style="list-style-type: none"> ○ Liaisons have been communicating with their respective clubs and have been giving tips/tricks on many MD&E topics as well as life hacks. Liaisons have hosted 1-on-1's and have hosted joint office hours.
<ul style="list-style-type: none"> • Create & Release Professional Resource Database

<ul style="list-style-type: none"> ○ Have been working with my professional development coordinator and will be releasing it hopefully by February
<ul style="list-style-type: none"> • Create & Release Mentorship System <ul style="list-style-type: none"> ○ Completed and hopefully pairs will be complete and be sent out by the January District Board Meeting
<ul style="list-style-type: none"> • Host monthly webinars for district <ul style="list-style-type: none"> ○ Have been doing this! Trying our best to start a new webinar series called “Think About It” as well as working on professional webinars.

V. **Announcements**

Please sign up for webinars, sunny buddies, and mentorship system!!!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Member Recognition Chair 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
10/15/18	CSU Long Beach CKI 5 th General Meeting		1
10/20/18	Crazy Kompetition for Infants South		7
10/21/18	CSU Long Beach CKI Urban Community Outreach	4	
10/21/18	District Member Recognition Committee Meeting #15		1
10/27/18	CSU Long Beach CKI Awake-a-Thon		4
11/2/18-11/4/18	CNH CKI Fall Training Conference 2018	10	24
11/9/18	CSULB CKI Barbarian Family Social		5
11/11/18	CSU Long Beach CKI Urban Community Outreach	3	
11/17/18	UC San Diego CKI's Masquerade Ball		3
11/23/18	Orange Coast College CKI's Annual Thanksgiving Party		2
12/2/18	CSU Long Beach CKI's Key to College		3

Total Service Hours since Last Board Report: 17

Total Service Hours since April 1st, 2018: 38

b. People you have contacted:

Date	Person(s)	What was discussed?	Method

10/19/18	Manuel Santiago, Wayne Cheng, Armando Velazquez, Garvey Su	November Board Report Final Draft	E-mail
10/19/18	Patrick Cuaresma	CSU Long Beach CKI Key to College Workshop	E-mail
10/22/18	Ryan Hoang	October Member Recognition Monday Week 4	E-mail
10/26/18	Manuel Santiago, Armando Velazquez, Garvey Su	Fall Training Conference Member Recognition Slide Presentations	E-mail
10/27/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	15 th Member Recognition Committee Meeting Recap	E-mail
10/29/18	Manuel Santiago, Armando Velazquez, Garvey Su	Fall Training Conference Awards Certificates	E-mail
11/1/18	CNH CKI Executive Board Officers	Fall Training Conference Outstanding Club T- Shirt Application Reminder	E-mail
11/5/18	Ryan Hoang	November MR Monday Week 1	E-mail
11/6/18	Ryan Hoang	FTC Recognition Recap Post	E-mail
11/10/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Armando Velazquez, Garvey Su	October MRF	E-mail
11/12/18	Ryan Hoang	November MR Monday Week 2	E-mail
11/19/18	Garvey Su	Catch Up and Updates	In-Person
11/19/18	Ryan Hoang	November MR Monday Week 3	E-mail

11/19/18	District Member Recognition Committee	Updates	Slack
11/25/18	Ryan Hoang	November MR Monday Week 4	E-mail
11/27/18	Nicolas Wright, Mark Fernandez, Richard Tzul	December MR Monday Submissions	E-mail
11/28/18	CNH CKI Presidents, Secretaries, Member Recognition Officers	MRS 2 nd Check-in Reminder	E-mail/ Facebook
12/2/18	Ryan Hoang	December MR Monday Week 1	E-mail
12/2/18	Armando Velazquez, Garvey Su	DCON Scrapbook Award Question	E-mail
12/8/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Armando Velazquez, Garvey Su	November MRF	E-mail
12/9/18	Ryan Hoang	December MR Monday Week 2	E-mail
12/16/18	Ryan Hoang	December MR Monday Week 3	E-mail
12/24/18	Ryan Hoang	December MR Monday Week 4	E-mail
12/30/18	Nicolas Wright, Mark Fernandez, Richard Tzul	January MR Monday Submissions	E-mail
12/31/18	CNH CKI Executive Board Officers, District Board	Release of DCON Awards	E-mail
12/31/18	District Member Recognition Committee	Updates	Slack/ Messenger
1/2/18	Manuel Santiago, Armando Velazquez, Garvey Su, Erica Wei, District Member Recognition Committee	DCON Awards Webinar Outline	E-mail/ Slack

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Release of 2018-2019 District Convention Awards. |
| 2. Successfully hosted workshop and fashion show at Fall Training Conference with District Member Recognition Committee. |

b. Top 5 Plans

- | |
|--|
| 1. Construct rubrics for judges for DCON Awards. |
| 2. Continue MR Mondays. |
| 3. Host Awards Webinar on January 23, 2019. |
| 4. Have a Spring Recognition Week in February. |

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.

- Improve Awards

The District Convention Awards have been released on December 31, 2018 with the changes that have been passed at the July District Board Meeting. From here on out, the District Member Recognition Committee and I will answer any questions that members may have about them.

- Be Transparent to the District with the District Member Recognition Committee

Divisional Liaisons have been diligently posting every Monday for MR Mondays. A social media week is planned in the spring. DCON Awards Webinar is on January 23, 2019.

We will continue to do so until the end of term.

- Improve Master Records Sheet and Deliver Thorough Feedback

Master Records Sheet was released in August with a brand new tab to keep track of interclubs. As the 2nd check in date was on December 5th, the MRP/MRS Coordinator will be providing thorough feedback.

We will continue to provide feedback for every check-in until the last one, which is March 2nd.

- Increase Communication with Member Recognition Officers

Administrative Executive Assistant started posting in September every other week about tips that the officers can use. The District Member Recognition Committee and I started to host office hours early December.

We will continue to be a resource for these officers and post on the Facebook group page every now and then about the resources they can use and whatnot.

- Support District Board in Their Endeavors

I plan to attend some upcoming divisional events as well as events outside of my division.

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Service Chair Board Report

December Board Meeting

Respectfully Submitted by **Hever Miranda, Service Chair**

XI. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/05/18	District Service Committee Meeting		1
11/26/18	District Service Committee Meeting		1
12/10/18	District Service Committee Meeting		1
01/07/19	District Service Committee Meeting		1

Total Service Hours since Last Board Report: 6 hours

Total Service Hours since April 1st, 2018: hours

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/05/18	Service Committee	Officer service jackets, planning for resource database	Facebook Messenger, Skype
11/26/18	Service Committee	DCON workshop, tabletop project	Facebook Messenger, Skype
12/10/18	Service Committee	Webinar planning, DCON tabletop and workshop	Facebook Messenger, Skype
01/07/19	Service Committee	DCON workshop, tabletop, meeting schedule change	Facebook Messenger, Skype

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

a. Total Achievements

1. Finalized Service Database Edits
2. Finalized Regional Directory sheets
3. DCON workshop team chosen
4. DCON tabletop planning started
5. DSI proposal completed

b. Top 5 Plans

1. Pass DSI proposal at Jan. board meeting
2. Ready DCON workshop
3. Ready DCON tabletop
4.
5.

XIII. **Resources Needed**

1.
2.
3.
4.
5.

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.

- Increase resources available to service officers throughout the district: Changes to the Service Resource Database have been finalized within the committee, planning for committee-member hosted webinars will commence this month. Regional Database is completed and submission forms are ready to be published.
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XV. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Technology Board Report
 January 2018 Board Meeting
 Respectfully Submitted by **Jonathan Chu**

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

Date	Events Attended	Service Hours	Other Hours
10/18/18	UCLA Circle K General Meeting		1.5
10/16/18	UCLA Circle K GraphTech Committee Meeting		1
10/20/18	Crazy Kompetition for Infants South	9	
10/23/18	UCLA Circle K GraphTech Committee Meeting		1
10/25/18	UCLA Circle K General Meeting		1.5
10/30/18	UCLA Circle K GraphTech Committee Meeting		1
11/2/18-11/4/18	Fall Training Conference	10	24
11/6/18	UCLA Circle K GraphTech Committee Meeting		1
11/8/18	UCLA Circle K General Meeting		1.5
11/13/18	UCLA Circle K GraphTech Committee Meeting		1
11/15/18	UCLA Circle K General Meeting		1.5
11/20/18	UCLA Circle K GraphTech Committee Meeting		1
12/19/18-12/22/18	Technology Committee In-Person		

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Total Service Hours since Last Board Report: 19

Total Service Hours since April 1st, 2018: 30.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/7/19	Katelyn Duch	DCON Awards Manual	Email
1/5/19	Don Hull	DCON Purchase Orders	Email
12/27/18	Armando Velazquez, Bruce Hennings, Don Hull	cnhcirclek.org domain host	Email
12/31/18	Katelyn Duch	DCON Awards	Email
12/17/18	Don Hull	DCON post	Email
12/1/18	Armando Velazquez, Dan Germain	Email phishing	Email
11/14/18	Francis Train, Sandy Tsan	Building and Maintaining Websites Webinar	Email, Google Hangouts
11/14/18	Albert Dang	Technology Committee Appointment	Email
11/8/18	Wayne Cheng	ERF Manual	Email
11/5/18	Manuel Santiago, Armando Velazquez, Don Hull	Website Webinar & Website Manual Approval	Email
10/22/18	Don Hull	District Website	Email

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

a. Total Achievements

1. Released Website Manual & Graphic Standards
2. Hosted Building and Maintaining Websites Webinar
3. Began work on DCON App
4. Further progress on Online MRF System
5. Several changes to District Website and Resource Center

b. Top 5 Plans

1. Complete DCON App in time for the event
2. Complete Online MRF System and begin real testing
3. Migrate cnhcirclek.org to Google Domains
4. Prepare materials for next year's committee
5. Continue making improvements to District Website

III. **Resources Needed**

1.
2.
3.
4.
5.

IV. **District Officer Assessment**

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

<p>- Maintain communication with District Board regarding website, resources, webinars, etc.: Uploaded and updated many resources on the resource center and hosted a number of webinars, including one of our own.</p>
<p>- Increase use of the website as a platform for communication with District: The resource center is much more user-friendly than the old download system. Website displays all DLT's, Presidents, and Committee Members, giving more recognition and encouraging better communication.</p>
<p>- Establish a strong precedent for future Technology Committees: Have made progress on several projects and saved work which will all serve as a reference point in the future.</p>
<p>- Develop creative projects that improve the efficiency & operation of CNH:</p>

Completed a working draft of the Online MRF System and have evaluated its design and usability. DCON App is now in progress as well to make information more accessible at our largest District Event.
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- Increase usability & aesthetic of all District Website, Event Websites: Made several minor improvements to District Website, Resource Center.

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CAPITAL DIVISION LIEUTENANT GOVERNOR Board Report

JANUARY 2019 Board Meeting

Respectfully Submitted by **JOSHUA RANARIO**

I. Your activities since last Board Report

a. Events you participated in:

	Events Attended	S e r v i c e H o u r s	O t h e r Hours
10/20 /2018	Fall Capital Large Scale Service Project Capital Division of CNH Circle K	5	0
10/23 /2018	Circle K General Meeting University of the Pacific Circle K	0	1
10/23 /2018	Post-Meeting Yogurt Social University of the Pacific Circle K	0	2
10/23 /2018	Capital Division Leadership Team Meeting #15 Capital Division of CNH Circle K	0	1
10/25 /2018	President Council Meeting #5 Capital Division of CNH Circle K	0	2
10/27 /2018	Stockton Elementary School Service University of the Pacific / Delta College Circle K	2	0
10/27 /2018	Murder Mystery Night University of Nevada, Reno Circle K	0	3 . 5
10/28 /2018	Capital Spirit Pack Work Party Capital Division of CNH Circle K	0	1 1

10/30 /2018	Circle K General Meeting University of the Pacific Circle K	0	1
10/30 /2018	Capital Division Leadership Team Meeting #16 Capital Division of CNH Circle K	0	1
10/31 /2018	Circle K General Meeting University of California, Davis Circle K	0	1
11/01 /2018	Capital Spirit Pack Work Party Capital Division of CNH Circle K	0	6
11/02 - 04/18	Fall Training Conference 2018 CNH Circle K District Event	1 0	24
11/06 /2018	Circle K General Meeting University of the Pacific Circle K	0	1
11/06 /2018	Capital Division Leadership Team Meeting #17 Capital Division of CNH Circle K	0	1
11/09 /2018	New Member Installation Banquet Sacramento State Circle K	0	4 . 5
11/10 /2018	Capital November Divisional Service Project Capital Division of CNH Circle K	2	0
11/10 /2018	Capital November Division Council Meeting Capital Division of CNH Circle K	0	1 . 5
11/10 /2018	Capital November Divisional Social Capital Division of CNH Circle K	0	3
11/13 /2018	Circle K General Meeting University of the Pacific Circle K	0	1
11/13 /2018	Capital Division Leadership Team Meeting #18 Capital Division of CNH Circle K	0	1
11/16 /2018	New Member Installation Banquet University of the Pacific Circle K	0	5
11/17 /2018	New Member Installation Banquet University of California, Davis Circle K	0	3
11/18 /2018	New Member Installation Banquet University of Nevada, Reno Circle K	0	5
11/20 /2018	Capital Division Leadership Team Meeting #19 Capital Division of CNH Circle K	0	1

11/22 /2018	Turkey Trot Service Event Sunset Division of CNH Circle K	5	0
11/27 /2018	Circle K General Meeting University of the Pacific Circle K	0	1
11/27 /2018	Capital Division Leadership Team Meeting #20 Capital Division of CNH Circle K	0	1
11/30 /2018	New Member Installation Banquet San Joaquin Delta College Circle K	0	4
12/01 /2018	Santa's Gift of Service / December DCM Sacramento State Circle K	6 . 5	1
12/01 /2018	Post iTea Social Sacramento State Circle K	0	2
12/04 /2018	Circle K General Meeting / Holiday Social University of the Pacific Circle K	0	2
12/04 /2018	Capital Division Leadership Team Meeting #21 Capital Division of CNH Circle K	0	1
12/05 /2018	Circle K General Meeting / White Elephant University of Nevada, Reno Circle K	0	2
12/07 /2018	Circle K General Meeting San Joaquin Delta College Circle K	1 . 5	0
12/07 /2018	Ice Skating Social University of the Pacific / Delta College Circle K	0	2
12/14 /2018	Ice Skating Social #2 University of the Pacific Circle K	0	2
12/15 /2018	Spruce Up Saturday Sacramento State Circle K	3	0
12/15 /2018	Kiwanis Family House Workday Sacramento State Circle K	2	0
12/15 /2018	Ricardo Aficial's Workshop (Workday) Sacramento State Circle K	1	0 . 5
12/19 /2018	President Council Meeting #6 Capital Division of CNH Circle K	0	2

12/29 - 31/18	Go West 2018 Pasadena City College Circle K	1 2	0
01/12 /2019	Capital January DCM / Professional Development Capital Division of CNH Circle K	0	7

Total Service Hours since Last Board Report: 48.5 Service Hours
Total Service Hours since April 1st, 2017: 185.5 Service Hours

b. People you have contacted:

	Person(s)	What was discussed?	Method
10/19/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Thank You & Updates	Email
10/19/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Promotions Request and Friendly Reminders	Email
10/19/2018	Bruce Mercado (Stockton Kiwanis Club President)	Children's Museum Volunteer Opportunity [10/21/18]	Email
10/20/2018	Joey Pontillas (Capital Executive Assistant), Darienne Vilorio (UCD), Tiffany Huang (UOP)	Spring CLSSP Co-Chair Application Results	Email
10/21/2018	Athena Pang (UCD President)	[10/21/2018] UCD CKI Board Newsletter	Email
10/21/2018	Natalie Lu (Internal Relations Chair of the District C&M Committee)	[C&M Network] Sugary Sundays #5	Email
10/21/2018	Wayne Cheng (District Secretary)	[CKI] November District Board Meeting Agenda	Email
10/22/2018	Casey Kieng (Sacramento State President)	Weekly Board Email #27 (10/22/18)	Email
10/22/2018	Howard Wang (Central Coast Executive Assistant)	October DLT Minutes	Email

10/23/2018	Dan Germain (Capital Division Regional Advisor)	William Jessup Circle K Start-Up	Email
10/23/2018	Wayne Cheng (District Secretary)	[CKI] November 2018 District Board Meeting Packet	Email
10/23/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 183]	Email
10/23/2018	Capital Division Leadership Team	Capital Division Leadership Team Meeting Minutes, Check-In Question/ Updates	Facebook Group
10/24/2018	Tiffany Huang (Spring CLSSP Co-Chair)	Vector Designs for Capital Pins	Email
10/24/2018	David Duy Ngo (Stockton Kiwanis Club Member)	Vector Designs for DLT Jacket	Email
10/24/2018	Dan Germain (Capital Division Regional Advisor), Manuel Santiago (District Governor), Shaira Ramirez-Santos (District Treasurer)	Kiwanis Family House Week 2019	Email
10/24/2018	Eric Munoz (UNR President)	[Nevada CKI Board] Board Meeting #10 Agenda	Email
10/24/2018	Shaira Ramirez-Santos (District Treasurer)	[FTC] Divisional Sales	Email
10/24/2018	Shaira Ramirez-Santos (District Treasurer)	[CKI] Crazy Kompetition for Infants North CERF	Email
10/25/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Volunteer Shifts & Joint Online Meeting	Email
10/25/2018	Manuel Santiago (District Governor)	[CNH Circle K] Fall Training Conference - Script Parts	Email
10/25/2018	Katherine Hoang (Fall Training Conference Committee Programs Chair)	[FTC] CKI Program Advertisement Confirmation	Email

10/25/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to put money aside for Fall Training Conference Penny Wars	Facebook Messenger
10/26/2018	Shaira Ramirez-Santos (District Treasurer)	[CKI] Call for District Dues and International Fees	Email
10/28/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Opening Slideshow Submissions	Email
10/28/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Transportation and Housing	Email
10/28/2018	Casey Kieng (Sacramento State President)	Weekly Board Email #28 (10/28/18)	Email
10/29/2018	Tan Tran (San Joaquin Delta College President)	Delta College CKI T-Shirt Design Vectors	Email
10/29/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Friendly Reminders + More!	Email
10/29/2018	Shaira Ramirez-Santos (District Treasurer)	[FTC] Club/ Divisional Sales Information	Email
10/29/2018	Jasmine Her (Fall Capital Large Scale Service Project Co-Chair)	Fall Capital Large Scale Service Project CERF	Email
10/29/2018	Kevin Ngo & Ethan Wynne (Fall Training Conference Team Activities Co-Chairs)	[FTC 2018] Market Mayhem Judging Material Overview	Email
10/29/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] *Action Required* Registration Confirmation	Email
10/30/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] *ACTION REQUIRED* Drivers List	Email
10/30/2018	Eric Munoz (UNR President)	[Nevada CKI Board] Board	Email

		Meeting #11 Agenda	
11/01/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 184]	Email
11/01/2018	Erica Wei (Social Media Coordinator of CNH District Communications & Marketing Committee)	[CNH Circle K] Biweekly Digest 11.1.18	Email
11/01/2018	Katelyn Duch (District Member Recognition Chair)	[CKI]: FTC 2018 Outstanding Club T-Shirt Award Application Reminder	Email
11/01/2018	Dan Germain (Capital Division Regional Advisor), Rita Germain (Sacramento City Advisor), Shaira Ramirez-Santos (District Treasurer)	Fall Training Conference Sales Forms / Signatures	Email
11/01/2018	Carlos Skidmore (Sacramento State Public Relations Chair)	Fall Monthly Newsletter #3	Email
11/02/2018	Katelyn Duch (District Member Recognition Chair)	[FTC]: Fashion Show Information	Email
11/02/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Today's THE Day	Email
11/03/2018	Tony Montalbo (District Trustee Region 16)	RTC 11-10-2018	Email
11/04/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Final Fall Training Conference Penny Wars Results	Facebook Messenger
11/06/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to register for the Capital November DCM/DSP	Facebook Messenger
11/06/2018	Nora Lovell (Fellowship Committee Member)	Spirit Pack Expenses	Email

11/06/2018	Leanna Fong (Capital Divisional Secretary)	Capital LTG October MRF 1819	Email
11/08/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 185]	Email
11/08/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to register for the Capital November DCM/DSP	Facebook Messenger
11/10/2018	Eric Munoz (UNR President)	[CAPITAL DIVISION] November DCM + DSP Information	Email
11/10/2018	Jonathan Chu (District Technology Chair)	[Action Required] Divisions on Resource Center	Email
11/11/2018	Natalie Lu (Internal Relations Chair of Communications and Marketing Committee)	[C&M Network] Sugary Sunday #6	Email
11/13/2018	Henry Tran (SFSU VPA), Dan Germain (Capital Regional Advisor)	Event Request Form: 2019 SFSU Project Valentine	Email
11/13/2018	Joey Pontillas (Capital Executive Assistant)	Capital Professional Development Event 2019	Email
11/15/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 186]	Email
11/15/2018	Robert Irao (UOP President)	[UOP Circle K] New Member Installation Banquet 2018 Information	Email
11/15/2018	Tiffany Huang (Spring Capital Large Scale Service Project Co-Chair)	New Member Installation Banquet 2018 Slideshow	Email

11/15/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	General health reminders necessary due to the high Air Quality Index from the Camp Fire	Facebook Messenger
11/19/2018	Thanh Thanh Thai (UCB VPS)	Invitation to UC Berkeley Circle K's Fall Banquet	Email
11/19/2018	Dan Germain (Capital Division Regional Advisor), Cameron Pun (Go West 2018 Chair)	Go West! Approval Request	Email
11/19/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Thank You & Evaluation Form	Email
11/20/2018	Erica Wei (Social media Coordinator of CNH District Communications & Marketing Committee)	[CNH Circle K] Biweekly Digest 11.15.18	Email
11/20/2018	Casey Kieng (Sacramento State President)	Weekly Board Email #29 (11/20/18)	Email
11/21/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 187]	Email
11/25/2018	Natalie Lu (Internal Relations Chair of Communications and Marketing Committee)	[C&M Network] Sugary Sundays #7	Email
11/25/2018	Richard Tzul (Foothill Lieutenant Governor)	Interdivisional Social	Email
11/26/2018	Dan Germain (Capital Regional Advisor), Richard Tzul (Foothill Lieutenant Governor)	[CKI] Interdivisional Social Capital x Foothill	Email
11/28/2018	Katelyn Duch (District Member Recognition Chair)	[CKI]: Master Records Sheet 2nd Check-In Reminder	Email
11/28/2018	Shaira Ramirez-Santos (District Treasurer)	[CKI] Dues-Paid Status of Clubs	Email
11/29/2018	Manuel Santiago (District Governor)	[CNH Circle K District Board] Additional Chair Appointments	Email

11/29/2018	Manuel Santiago (District Governor)	[CNH Circle K District Board] Spicy Board Christmas Lip Dub	Email
11/29/2018	Erica Wei (Social Media Coordinator of CNH District Communications and Marketing Committee)	[CNH Circle K] Biweekly Digest 11.29.18	Email
11/30/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to register for Santa's Gift of Service/ Capital December DCM	Facebook Messenger
11/30/2018	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Evaluation Form Closes TODAY	Email
12/02/2018	Capital Division Presidents	Go West Registration Forms	Facebook Group
12/02/2018	Jennifer Sandoval (Capital Fellowship Co-Chair)	2018 Capital PenPal System	Email
12/03/2018	Capital Division Leadership Team	Capital Division Leadership Team Meeting Minutes, Holiday Lip-Dub Lyrics	Facebook Group
12/04/2018	Capital Division Presidents	Spring Training Conference North Feedback	Facebook Group
12/04/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to register for Go West 2018	Facebook Messenger
12/04/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Message from Chico State CKI to come out and volunteer with the Tzu Chi Foundation to help those	Facebook Messenger

		affected by the Camp Fire	
12/05/2018	Cameron Pun (Go West 2018 Chair)	Capital Members in Attendance for Go West 2018	Email
12/05/2018	Katelyn Duch (District Member Recognition Chair)	[CKI]: 2nd Master Records Sheet Check-In Tonight	Email
12/05/2018	Capital Division Presidents	Capital Carpool for Go West 2018, Go West Registration Information	
12/06/2018	Jackquelyne Orozco (UNR Secretary)	Capital Holiday Lip-Dub Videos	Email
12/06/2018	Ryan Tan (PCC President)	Go West Registration Packet	Email
12/06/2018	Amy Bryant (Capital Membership Development & Education Chair)	Capital Holiday Lip-Dub Videos	Email
12/06/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to register for Go West 2018	Facebook Messenger
12/07/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 188]	Email
12/08/2018	Leanna Fong (Capital Divisional Secretary)	Capital LTG November MRF 1819	Email
12/09/2018	Natalie Lu (Internal Relations Chair of CNH District Communications and Marketing Committee)	[C&M Network] Sugary Sundays #8	Email
12/10/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Announcement of supporting UCSD CKI by purchasing their CKI Windbreaker	Facebook Messenger

12/12/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder of the CNH Circle K District Twitter Confessions	Facebook Messenger
12/13/2018	Erica Wei (Social Media Coordinator of CNH District Communications and Marketing Committee)	[CNH Circle K] Biweekly Digest 12.13.18	Email
12/14/2018	Ryan Tan (PCC President)	Go West Registration	Email
12/14/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	District Convention 2019 Facebook Event Page Released	Facebook Messenger
12/17/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 189]	Email
12/17/2018	Capital Division Presidents	Capital Division Go West Carpool Arrangements, President One-on-Ones, Holiday Lip-Dub Submissions, Capital Pen Pal System, Save the Dates	Facebook Group
12/17/2018	Capital Division Leadership Team Members	Go West Registration Reminder, Capital DLT One-on-Ones, Holiday Lip-Dub Submissions, Save the Dates	Facebook Group
12/18/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Announcement of Capital Division Statistics in terms of overall fundraising and total hours	Facebook Messenger

12/19/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to attend the District Laws & Regulations: District and International Documents Webinar	Facebook Messenger
12/19/2018	Capital Division Presidents	Capital President Council Meeting - Meeting Minutes and Check-In Question / Updates	Facebook Group
12/22/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder to support Metro Division at their Online December DCM	Facebook Messenger
12/22/2018	Leanna Fong (Capital Divisional Secretary)	Capital Holiday Lip-Dub Recording	Email
12/23/2018	Jasmine Her (Fall Capital Large Scale Service Project Co-Chair)	Capital Holiday Lip-Dub Recording	Email
12/23/2018	Chase Kalik (LTCC President)	Capital Holiday Lip-Dub Recording	Email
12/23/2018	Natalie Lu (Internal Relations Chair of CNH District Communications and Marketing Committee)	[C&M Network] Sugary Sundays #9	Email
12/24/2018	Robert Irao (UOP President)	Capital Holiday Lip-Dub Recording	Email
12/24/2018	Casey Kieng (Sacramento State President)	Capital Holiday Lip-Dub Recording	Email
12/25/2018	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Capital Holiday Lip-Dub Video and Holiday Greetings	Facebook Messenger

12/27/2018	Erica Wei (Social Media Coordinator of CNH District Communications and Marketing Committee)	[CNH Circle K] Biweekly Digest 12.27.18	Email
12/27/2018	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 190]	Email
12/29/2018	Ryan Tan (PCC President)	Go West 2018	Email
12/30/2018	Wayne Cheng (District Secretary)	[CKI] Call to January 2019 District Board Meeting	Email
12/31/2018	Katelyn Duch (District Member Recognition Chair)	[MR]: Release of 2018-2019 District Convention Awards	Email
01/01/2019	Wayne Cheng (District Secretary)	[CNH District Board] January District Board Meeting	Email
01/02/2019	Jennifer Sandoval (District Member Recognition Committee Northern Liaison)	[MR]: Capital MR Monday Spreadsheet	Email
01/02/2019	Leanna Fong (Capital Divisional Secretary)	Capital Division Monthly Report (November)	Email
01/02/2019	Leanna Fong (Capital Divisional Secretary)	Capital Division Monthly Report (December)	Email
01/02/2019	Nicayo Ramos (Sacramento City President)	Professional Development Event	Email
01/02/2019	Capital Division Presidents	Announcement of 2018-2019 DCON Awards being released	Facebook Group
01/03/2019	Shaira Ramirez-Santos (District Treasurer)	[FiFun] Divisional FB Page Post Request	Email
01/03/2019	Armando Velazquez (District Administrator)	January Board Travel	Email
01/04/2019	Ryan Tan (PCC President)	Go West [Finale]	Email

01/06/2019	Natalie Lu (Internal Relations Chair of CNH District Communications and Marketing Committee)	[C&M Network] Sugary Sundays #10	Email
01/07/2019	Nicayo Ramos (Sacramento City President)	Professional Development Event Information	Email
01/08/2019	Manuel Santiago (District Governor)	[CNH Circle K District Board] Updates and Information	Email
01/08/2019	Eric Munoz (UNR President)	[Nevada CKI] UC Riverside's CKI's Kids Rock Concert Approval	Email
01/08/2019	Eric Munoz (UNR President)	[Nevada CKI] Election Dates	Email
01/08/2019	Jennifer Hoang (District Convention 2019 Chair)	[DCON 2019] Updates + Action Required	Email
01/08/2019	Leanna Fong (Capital Divisional Secretary)	Capital LTG December MRF 1819	Email
01/08/2019	Nicolas Wright (Central Coast Lieutenant Governor)	Central Coast Realignment Clarification	Facebook Messenger
01/08/2019	Nicolas Wright (Central Coast Lieutenant Governor)	Central Coast Realignment Proposal	Email
01/08/2019	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	DCON Workshop Host Application Deadline Reminder	Facebook Messenger
01/08/2019	Celena Yee (UCD Secretary)	[Circle K International at UC Davis: The Happenings 191]	Email
01/08/2019	Capital Division Presidents, Vice Presidents of Administration, Vice	DCON Workshop Host Application	Facebook Messenger

	Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Extension	
01/09/2019	Capital Division Presidents, Vice Presidents of Administration, Vice Presidents of Service, Treasurers, Secretaries, and Division Leadership Team Members	Reminder about the Overcoming Failure Webinar	Facebook Messenger
01/10/2019	Wayne Cheng (District Secretary)	[CNH District Board] January District Board Meeting Timeline	Email
01/10/2019	Capital Division Presidents	Date confirmation for March DCM / Capital End of the Year Banquet	Facebook Group
01/11/2019	Cecilia Nguyen (Spring Training Conference North Chair)	Invitation to join STC North 2019	Email
01/13/2019	Cecilia Nguyen (Spring Training Conference North Chair)	[STC North] Introductions & More [Action Items Required]	Email
01/13/2019	Capital Division Presidents	Carpool Arrangements for UCR CKI's K-Rock	Facebook Messenger

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Communicated and now finalizing the reactivation process for Truckee Meadows Community College alongside their reactivating president, Maliyah Anderson. Also communicated and now finalizing the chartering process for American River College alongside their chartering president, Dave Garcia. Both should be officially chartered as of District Convention 2018.
2. Physically visited all nine clubs within my division for their general meetings, club events, fundraisers, socials, etc. While at these events, I have made an effort to meet and get to know the members of each respective club while establishing a physical presence and build a support system for them.
3. Established contact and communication for Capital Division members with other divisions and members across the Cal-Nev-Ha District. Capital brought 95 members to the August Quad DCM, over 60 members to the Capital x Sunset

Interdivisional Service Project, over 30 members to Pasadena City College's Go West, and a few to UC Riverside's K-Rock. Many members have been encouraged to participate in CNH Sunny Buddies and have become more engaged not only on the division, but also on the CNH District level.

4. Improved divisional presence for all Capital schools at divisional events (including DCM's, DSP's, and overall providing support for all other schools within our division). Interclub and divisional unity has grown stronger as shown through numbers on the MRF.

5. Scheduled election dates with Capital Presidents so majority, if not all, are scheduled on different days to allow for divisional support in attendance. All remaining Capital Division Council Meetings have been scheduled and added to the Capital Division Google Calendar; majority of remaining events for the term have been scheduled ahead of time.

b. Top 5 Plans

1. Continue finalizing the reactivation and chartering process for Circle K International clubs at Truckee Meadows Community College and American River College respectively. Both clubs already have the respective sponsoring Kiwanis and faculty advisors and club members; some verifications and paperwork are yet to be finished but as soon as those are done, Capital will now have 11 clubs within our division's borders.

2. Encourage attendance at District Convention 2019 and have presence from all clubs within Capital Division. All clubs are encouraged to submit DCON Awards.

3. Coordinate interdivisional events between Capital Division and the other Northern Divisions of CNH Circle K International. These will hopefully fall upon dates that are open for both divisions and will be planned accordingly in order to provide CNH Circle K members of the North more opportunities to build a larger network of connections.

4. Provide more leadership opportunities by having more Capital Division Webinars and workshops at divisional events in order to promote more leadership aspects for our members, as well as promote more information regarding our District Service Initiative and all aspects of Circle K International.

5. Enhance our Capital Division image and presence within the district by utilizing our division's social media outlets and Capital Communications & Marketing Committee. The goal is also to lead by example in order to promote more service and communication throughout our division.

III. **Resources Needed**

1. Overall District Board member attendance and physical presence at Capital Division Events. As noted by my Capital Presidents and Division Leadership Team members, we would like to see a presence from District Board members whether this be attending events or reaching out to individual clubs.

2. Necessary materials for smaller/newly charter Circle K clubs to help them establish their club's foundation. These resources are primarily needed for attracting new members for membership, how to assist appointed board members (and executive board members) in their respective positions.

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 1: Establish a stronger foundation and divisional presence for all smaller and chartering clubs.

Further develop each club's connection with the division and have more divisional events held on their respective campuses to build a larger support system upon greater divisional unity. Each club will be paired up with another every month for interclub planning. This would require personal outreach from not only the Lieutenant Governor, but the executive board and its appointed board members as well. I will continue to train and oversee the progress of each board and their respective club; as all improvements will be documented and become evident in the MRF's member count and event tags.

GOAL 2: Nurture and amplify divisional unity between all Capital Schools through more intimate relationships.

In reality, distance is a factor but we do not have to let it affect our divisional unity. I want to emphasize that each club in Capital Division is part of a larger family beyond the club level and are an essential resource to each other in further growth and development. Each DCM, I will assign a school an "interclub buddy" and I want to encourage each school to have at least one service interclub or social interclub of some kind with their respective interclub buddy. Each club will teach their interclub buddy's cheer to their respective club to further enhance divisional unity vibe and culture for each club in Capital Division.

GOAL 3: Emphasize and build upon the aspect of professionalism and leadership development within our clubs and our members.

Build upon Circle K Alumni and Kiwanis relations through workshops and networking events. Clubs will organize more workshops at their general meetings, weekly or bi-weekly as they see fit for their respective club, on various topics that appear to interest members. As college students seeking future careers and brighter futures, Circle K should be our stepping stone. Various committees and opportunities on the Division Leadership Team offer many opportunities to develop leadership skills. One

leadership retreat will be planned for the term to further develop upon the aspect of professionalism.

GOAL 4: Amplify interdivisional bonding through more intimate interdivisional relationships.

Give members the opportunity to make new friends and build new connections with those outside of Capital Division and spark interest in growing in leadership towards the district level and beyond. In addition to the August Quad DCM between the Northern California Divisions of Sunset, Golden Gate, Capital, and Central Coast, have more interdivisional service events and socials. This will become evident through the MRF event tags.

GOAL 5: Redefine expectations for our tenets of service, leadership, and fellowship

Through more divisional service events organized by our Capital Division VPS's and Divisional Service Chair, more leadership opportunities through committees and DLT, and more fellowship opportunities coordinated by appointed fellowship chairs and committee, the overall experience of Circle K for members will be enhanced in providing a home and a family for all members of this organization.

V. Announcements

- The **Capital Division Communications and Marketing Committee**, led by Lucas Saechao (Sacramento State) and Ryan Yee (Sacramento State), has been promoting and creating social media outlets for our division. Stay connected at the following:
 - Instagram: @CapitalCKI
 - Youtube Channel: Capital Division of CNH Circle K
- The **January Capital Division Council Meeting** is scheduled for **Saturday, January 12th**. This DCM will be held in conjunction with a Professional Development Event (PDE), organized by the PDE Chair, Nicayo Ramos (Sacramento City).
 - The event will take place on University of California, Davis's Campus in Giedt Hall from 9AM-4PM.
 - Various workshops will be held by Kiwanis and Circle K Members.
- The **Capital Division Fellowship Committee**, led by Jennifer Sandoval (Sacramento State) and Zahin Rahman (Sacramento State), has been planning the Capital Large Scale Social which will take place on **Friday, January 25th** (the day before the 24-Hour Service Marathon).
 - More details to be released as the event nears.

- The **Capital 24-Hour Service Marathon** will be held on **Saturday, January 26th** by the Capital 24-Hour Service Marathon Committee; headed by the Capital Division Service Chair, Jonathan Amaral (SJDC).
 - Tentative Location: Sacramento, CA
 - More details to be released as the event nears.
- The **February Capital Division Council Meeting** is scheduled for Saturday, February 23rd. This DCM will be held in conjunction with the Spring Capital Large Scale Service Project, headed by Capital Division Leadership Team Members Tiffany Huang (UOP) and Darienne Vilorio (UCD).
 - Tentative Location: Sacramento, CA
 - More details to be released as the event nears.
- The **March Capital Division Council Meeting** is scheduled for Saturday, March 30th. This DCM will be held in conjunction with the **Capital End of the Year Banquet**, organized by the Capital Division Leadership Team.
 - Tentative Location: Stockton, CA
 - More details to be released as the event nears.
 - *Note that the DCM itself will be led by the 2019-2020 Capital Division Lieutenant Governor Elect and 2019-2020 Capital President Elects as a point of transitioning between terms.*
- All clubs within Capital Division will be holding **Club Elections and Nominations** in the next few weeks. The dates for said elections and nominations for each club can be found on the **Capital Division Google Calendar**.
- Please contact the Capital Lieutenant Governor, Joshua Ranario, or a respective club president if you have any questions, comments, and/or concerns.
 - **Capital Lieutenant Governor:**
Joshua Ranario / joshua@uopcirkle.org
 - **Chico State President:**
Jarod Mica / jmica@mail.csuchico.edu
 - **Sacramento State President:**
Casey Kieng / caseykieng.cki@gmail.com
 - **Folsom Lake College President:**
Marc Magpily / flcpresident.cki@gmail.com
 - **Lake Tahoe Community College President:**
Chase Kalik / chase9793@yahoo.com
 - **Sacramento City College President:**
Nicayo Ramos / scc.president.cki@gmail.com
 - **San Joaquin Delta College President:**
Tan Tran / Tanvtran1312@gmail.com

- **University of California, Davis President:**
Athena Pang / athenapang.cki@gmail.com
- **University of Nevada, Reno President:**
Eric Munoz / president@nevadacki.com
- **University of the Pacific President:**
Robert Irao / robert@uopcirkle.org

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Central Coast Lieutenant Governor Board Report

January 2019 Board Meeting

Respectfully Submitted by **Nicolas Wright**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/29/18	Trick-or-Treat for UNICEF	2	
10/29/18	SAA Webinar		1
10/29/18	Divisional Leadership Team Meeting		1
10/30/18	Trick-or-Treat for UNICEF	2	
10/30/18	Turtle Tuesdays		1
10/31/18	Cal Poly General Meeting		1
10/31/18	FTCxDBoard Meeting		1
11/02/18	Fall Training Conference	10	24
11/04/18	Central Coast November DCM		1
11/07/18	Cal Poly General Meeting		1
11/09/18	Cal Poly Member Mixer		2
11/10/18	27 th Annual AIDS Walk	2	1
11/11/18	Magic Kingdom Online November DCM		1
11/13/18	Turtle Tuesdays		1
11/14/18	Cal Poly General Meeting		1

11/14/18	Building & Maintaining Websites Webinar		1
11/16/18	UCSB Member Installations		2
11/17/18	UCSD Masquerade Ball		4
11/19/18	Divisional Leadership Team Meeting		1
11/27/18	Turtle Tuesdays		1
11/28/18	Cal Poly General Meeting		1
12/04/18	Caption This!	2	
12/05/18	Cal Poly General Meeting		1
12/18/18	Turtle Tuesdays		1
01/02/19	Divisional Leadership Team Meeting		1
01/08/19	CKI Hangout		3

Total Service Hours since Last Board Report: 18

Total Service Hours since April 1st, 2018: 69.5 + 18 = 87.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/19/18	Melissa Carpenter	Turquoise KIWIN'S Training Conference CERF	Email
10/25/18	Patrick Ballecer	Divisional sales at FTC	Email
10/26/18	Weston Montgomery	Club t-shirts	Email
10/27/18	Melissa Carpenter	Pumpkins in the Park CERF	Email
10/29/18	Shaira Ramirez-Santos, Cecil Nguyen	Central Coast division sales at FTC	Email

10/30/18	Central Coast Presidents	Turtle Talks #21	Email
10/30/18	Amanda Liao, Katelyn Duch	November MR Monday Selections	Email
10/31/18	Central Coast Secretaries	October DLT Meeting #2 CERF + Attendance	Email
10/31/18	Central Coast Secretaries	October 30 Turtle Tuesdays CERF + Attendance	Email
10/31/18	Central Coast Secretaries	October Coastal Coolness CERF + Attendance	Email
10/31/18	Melissa Carpenter	CERFs	Email
11/08/18	Central Coast Presidents	Masquerade Ball	Email
11/10/18	Wayne Cheng, Armando Velazquez, Shaira Ramirez-Santos, Manuel Santiago, Patrick Ballecer	Central Coast October LTG MRF	Email
11/15/18	Applicants	Central Coast DLT Applications	Email
11/16/18	Quan Vandinh, Alyssa Tinoco, Patrick Ballecer	Central Coast DLT Appointments	Email
11/16/18	Central Coast Club Officers and DLT	Central Coast DLT Appointments	Email
11/20/18	Central Coast Presidents	Turtle Talks #22	Email
11/27/18	Central Coast Presidents, Treasurers, and Secretaries	International Dues	Email
12/01/18	Katelyn Duch	December MR Monday Selections	Email
12/04/18	Central Coast Secretaries	November DCM CERF + Attendance	Email
12/04/18	Central Coast	November DLT Meeting	Email

	Secretaries	CERF + Attendance	
12/04/18	Melissa Carpenter	CERFs	Email
12/10/18	Wayne Cheng, Armando Velazquez, Shaira Ramirez-Santos, Manuel Santiago, Patrick Ballecer	Central Coast November LTG MRF	Email
12/17/18	Melissa Carpenter	Caption This! CERF	Email
12/18/18	Weston Montgomery	Club Shirts	Email
12/18/18	Melissa Ea	One-on-one	Google Hangouts
12/18/18	Central Coast DLT	Updates	Email
12/19/18	Alyssa Tinoco	Spirit updates	Email
12/19/18	Heather Vo	Treasurer duties and issues	Email
12/24/18	Nathan Wong	Liaison transition	Email
12/25/18	Nathan Wong, Tommy Thach	Sunny Buddies Challenge	Email
12/31/18	Sopheak Suy	One-on-one	Google Hangouts
12/31/18	Sopheak Suy	Key to College Manual	Email
12/31/18	Areeb Rizvi	One-on-one	Google Hangouts
01/01/19	Weston Montgomery	Boba fundraiser	Email
01/02/19	Alysha Cabarrubias	Masquerade Ball article	Email
01/02/19	Weston Montgomery	One-on-one	Google Hangouts
01/03/19	Daniela Alvarez	One-on-one	Google Hangouts

01/05/19	Alysha Cabarrubias	Caption This! article	Email
01/06/19	Christ Basilan	Rose Float images	Email
01/06/19	Sophia Uemura	One-on-one	Phone
01/07/19	Katelyn Duch	January MR Monday Selections	Email

II.

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

a. Total Achievements

1. Released Divisional Leadership Team Applications
2. In the process of chartering Moorpark College
3. Reached out to struggling clubs, will set a plan of action with them
4. Created and released a Key to Presidency manual
5. Looking into chartering at CSU Channel Islands and CSU Bakersfield

b. Top 5 Plans

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

IV. **Resources Needed**

1. A supportive District Board
2. Food
3. More food

- | |
|---------------------------------|
| 4. Even more food |
| 5. All of the food in the world |

V. **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/revive struggling clubs

8/10 clubs are at a stable position, up from 5 at the beginning of the term. Fresno City College and Santa Barbara City College are still struggling. I have not been able to get in contact with anyone from Fresno City College. On the other hand, the sponsoring Kiwanis and the CKI at UCSB are helping table and recruit new members for the club at Santa Barbara City College. They are stuck due to a lack of faculty advisor.

Promote interclubbing

I have begun to promote interclubbing at a larger level with Turtle Squads. Two clubs are paired up and are buddies for 2-3 months at a time. There is a list of challenges they can complete together to compete against the other squads. In the end, the pairing with the most points get a special prize! My southern clubs (Ventura College, CSU Channel Islands, Cal Lutheran, and Moorpark College) have been regularly interclubbing with each other these past few months. The middle and northern clubs have yet to interclub, but there are plans in the works with Cal Poly and UCSB.

Charter 2 clubs at a minimum

- Moorpark College

They officially chartered on August 15th! They have had a few rough patches and changes within their board, but things are back to normal and seem to be steadying out.

- CSU Channel Islands

They have found an e-board already but cannot start a club on campus until

late January due to university administrative issues. Continued recruitment has begun since the academic year started. The Thousand Oaks Kiwanis will sponsor them.

- Merced College

The potential chartering president had doubts on chartering earlier in the fall and decided not to charter. Then very recently decided that they would want to charter still, so work is being done to get them back on track. The Merced Kiwanis will sponsor them.

Introduce a divisional website, calendar, Instagram

I have released a divisional website at www.centralcoastcki.weebly.com as well as an Instagram at www.instagram.com/centralcoastcki. My DLT and I are regularly updating and posting on both of these forms of media. We recently appointed a new Technology Chair to run the website, and they have been doing an excellent job of updating it and adding new features and functionality. We also just recently sent out our third newsletter of the term, named Tea with Cenco.

Increased divisional unity/spirit

Since the beginning of the term, we have hosted four divisional events in June, August, September, and October. Members from all over the division attended these events, and those from southern clubs finally got to meet and get to know members from northern clubs. The DLT and I updated old cheers and released new ones in mid-October. We also made videos that illustrate the cheers, but our newly appointed Spirit Social Chair is working on making better quality ones. Spirit packs were sold at FTC, and plans are in the works to sell them at DCON as well.

VI. **Announcements**

Please write "N/A" if there are no announcements to be made.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report

January 2019 Board Meeting

Respectfully Submitted by **Mark Fernandez**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
10/20/18	Crazy Kompetition for Infants South		8
10/20/18	Desert Oasis October DCM		1
10/20/18	Canes Fundraiser		4
10/20/18	Downtown Disney Scavenger Hunt		2
10/23/18	UC Riverside Big and Little Social		2
10/24/18	UC Riverside General Meeting		2
10/25/18	UC Riverside Big and Little Social		2
10/30/18	UC Riverside General Meeting		2
11/2-11/4	CNH CKI Fall Training Conference 2018	10	24
11/7/18	UC Riverside General Meeting		2
11/09/18	UC Riverside Fall Installation		3
11/13/18	UC Riverside Zero X K-Rock Fundraiser		2
11/14/18	UC Riverside General Meeting		2
11/17/18	November Day of Awesomeness Day	1	4
11/17/18	Desert Oasis November DCM		1
11/17/18	UC San Diego 2018 Masquerade Ball		4
11/20/18	UC Riverside General Meeting		2
11/28/18	UC Riverside General Meeting		2
12/01/18	UN Las Vegas Key to College	1	9
12/01/18	UN Las Vegas New Member Installation		4
12/18/18	Isaiah's Rock	3	
12/19/18	Isaiah's Rock	3	

12/20/18	Pasadena City College Christmas Social		3
12/23/18	Desert Oasis December Online DCM		1
12/29-12/31	Pasadena City College's 2018 Go West	12	5

Total Service Hours since Last Board Report: 30

Total Service Hours since April 1st, 2018: 89

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/15/18	Shaira Ramirez Santos	FTC Merch Selling	Email
10/15/18	Cecilia Nguyen	Facebook Post Request	Email
10/15/18	Cecilia Nguyen	Registration Reminders	Email
10/21/18	Erica Apostolos	5 on 1	Email
10/24/18	Shaira Ramirez Santos	Divisional FTC Sales	Email
10/25/18	Manuel Santiago	FTC Script	Email
10/25/18	Shaira Ramirez Santos	DFT Dolls	Email
10/28/18	Cecilia Nguyen	FTC Slideshow	Email
10/28/18	Linda Marx	FTC Divisional Sales	Email
10/28/18	Cecilia Nguyen	FTC Travel	Email
10/30/18	Anjo Brian Armendi	UC Riverside Summer Newsletter	Email
11/01/18	Andrew Anzu Chang	Divisional Bank Account	Email
11/02/18	Cecilia Nguyen	FTC	Email
11/04/18	Kenneth Fernandez	CSN Flyers	Email
11/05/18	Erica Apostolos	October MRF	Email
11/05/18	Ethan Hill	October MRF	Email
11/09/18	Andy Nguyen	DLT Resignation	Email
11/27/18	Cameron Pun	Go West Approval	Email
11/28/18	Shaira Ramirez Santos	Dues Paid Club Status	Email
11/29/18	Manuel Santiago	Appointments	Email

12/29/18	Ryan Tan	Go West	Email
12/02/18	Erica Apostolos	November MRF	Email
12/05/18	Ethan Hill	November MRF	Email
12/06/18	Shirely Siu	CSN Meeting	Email
12/16/18	Shirely Siu, Linda Marx, Alondra Santana	CSN Meeting	Google Hangout
12/17/18	Armando Velazquez	Foothil Duo DCM	Email
12/23/18	Grace Chi	Foothill Duo DCM	Email
01/04/19	Richard Tzul	Foothill Café Night	Email
01/05/19	Ethan Hill	December MRF	Email
01/05/19	Erica Apostolos	December MRF	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1.Appointed two new presidents for CSN and CSUSB.
2.Maintained contact with CSN faculty advisor.
3.Visited Las Vegas for the 3 rd time to support Key to College and New Member Installation.
4.Appointed new Executive Assistant officer.
5.

b. Top 5 Plans

1.Reactivate CSUSB, CSN, and Crafton Hills College.
2.Prepare division for DCON 2019.
3.Gather materials for successor.
4.Plan out remaining WAWs.
5.Attend club rushes and nominations/elections.

III. Resources Needed

1.Club Reactivation Information
2.
3.
4.
5.

IV. District Officer Assessment

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

- Increase Number of Active Clubs: Kept constant communication with inactive/suspended clubs. Appointed two new presidents for CSUSB and CSN. Will be working to reactivate at least two clubs before DCON.
- Assisting E/A Boards: Executive assistant officers have monthly one on ones with club executive officer except Presidents. If requested, I will assist in anyway for my clubs.
- Expand of Kiwanis Family Relationships: Will be rebuilding connections between inactive/suspended clubs with their sponsoring Kiwanis clubs so they can help in the reactivation process.
- Utilizing of Club Buddy System: Created divisional pen pal system to increase bonds between clubs in division.
- DCM Live-Streaming: DCMs are always livestreamed when possible.
- Open Board Meetings: Had a few in the past and will continue to have more in the near future.
- Monthly LTG Report: Stopped due to school but will be bringing it back in early January.
- Bi-Weekly Meetings First and Last of Each Month: Stopped due to school but will continue in January.

V. Announcements

Please write "N/A" if there are no announcements to be made.

- **Will be doing as much as possible to reactivate at least two clubs. Any advice about the process and what to expect is very much appreciated.**
- **#gotokrock**
- **#gotoserenade**
- **#gotomarchmelody**
- **January WAW (18-20)**
- **Planning one/two more personal Vegas trips to assist clubs there either in January or February. Specifically CSN.**
- **Will be attending all Desert Oasis school club rushes.**
- **Planning for EOTY Banquet.**

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Foothill Lieutenant Governor Board Report

January 2019 Board Meeting

Respectfully Submitted by **Richard Tzul**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/06/18	PCC Meeting		1
11/06/18	CSULA Meeting		1
11/07/18	Spice Session (Office/Social Hour)		1
11/08/18	Kiwanis of Pasadena Meeting		1
11/09/18	CPP Induction Night		1
11/10/18	Foothill Green Crew Tree Planting	3	
11/13/18	CSULA Friendsgiving		1
11/14/18	Spice Session		1
11/17/18	Masquerade Ball		3
11/20/18	Isaiah's Rock	0.25	
11/20/18	PCC Meeting		1
11/24/18	November DCM+Potluck		
12/01/18	White Elephant Social		3
12/08/18	Reading to Kids Service (PCC event)	2	
12/19/18	Kiwanis Christmas Boxes	1.5	
12/19/18	Isaiah's Rock	3	
12/20/18	PCC Social		2
12/29/18	Foothill DCM		1
12/29/18-12/30/18	PCC's Go West	7	

Total Service Hours since Last Board Report: 16.75

Total Service Hours since April 1st, 2018: 64.75

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
12/18/18	Grace Chi	December DCM, Phoenix Café Night, LA Food Bank and other divisional matters	Phone Call
12/20/18	Emily Reale, Dzelila Maslesa (Foothill DLT)	January Joint DCM, Foothill skit and other divisional matters	Zoom Video Chat

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

a. Total Achievements

1. We had a solid turnout at FTC
2. We've appointed a new Spirit Committee
3. We've continued having divisional events frequently
4. We scored 3 rd place at Penny Wars
5.

b. Top 5 Plans

1.Be more communicative with my officers, especially presidents
2.Host successful divisional events with a decent turnout from across Foothill
3.Help the clubs as much as possible in these last few months
4.Help facilitate Foothill's DCON skit
5.Encourage and convince officers to apply for DCON awards

III. **Resources Needed**

1.
2.
3.
4.
5.

IV. **District Officer Assessment**

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

- Have Foothill serve our community in a meaningful and impactful way. We will achieve this by hosting at least six divisional service events this term. We've already met our 6 event criteria, and we will host our 8th service project in February by helping at the LA Food Bank.
- Have Foothill propel its spirit. We achieve this by hosting spirit sessions throughout the term where we will practice cheers. We'll also have spirit items at district events that stand out. Our Spirit chair is currently facilitating a Foothill DCON Skit while also managing a committee that will boost Foothill's spirit.
- Strengthen Foothill bonds and networks. I will do this by promoting interclubs, service events in particular. We are in the process of organizing an interclub between "western" schools. We will do the same for the "eastern" schools.
- I will have timely, efficient, and frequent communication with Foothill clubs especially their officers so their concerns, and problems may be addressed quickly and effectively. I will do this by designating my time for my division. I had a presidential council meeting with my presidents, and will soon have a board meeting with LA City College and Claremont Colleges. I will continue this communication up until the end of the term
- Strengthen Foothill unity and intimacy by hosting socials.

Our final social will be in March right before DCON so we may unite as a division prior

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Golden Gate Lieutenant Governor Board Report

January 2019 Board Meeting

Respectfully Submitted by Alan Kwok

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/06/18	UC Berkeley General Meeting	0	1
11/13/18	USF General Meeting	0	1
11/10/18	Golden Gate DCM	0	4
11/14/18	Division 26 Kiwanis DCM	0	2
11/30/18	DVC Circle K Fall Banquet	0	3
12/1/18	USF Winter Banquet	0	4
12/2/18	UCB Fall Banquet	0	3
11/29/18	CSU East Bay General Meeting + Installation	0	2
11/17/18	UC Davis New Member Installation Banquet	0	3
11/9/18	Sac State New Member Installation Banquet	0	4
12/10/18	UC Berkeley Barnes & Noble Gift Wrapping	2	0

b.

Total Service Hours since Last Board Report:2

Total Service Hours since April 1st, 2018:60

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
Weekly	Divisional Leadership Team	DCM's, DSP's, Planning for the Spring	E-mail, FB Messenger, Google Hangouts
Weekly	Golden Gate Presidents	Reminders, District Updates, Club Evaluations, Divisional Events, Planning for Spring	E-mail, Facebook
Weekly or Bi-Weekly	Golden Gate Officers	Divisional & District Updates, Training e-mails, Membership Recruitment for Spring	E-mail & FB Messenger
Weekly	Chartering Club Presidents (Kimi Barga of Saint Mary's & Lisset Miranda of Santa Rosa JC)	Guiding on chartering steps, membership recruitment and helping out with some assignments	Text, FB Messenger, and E-mail
Weekly	Joe Lee (RA)	Updates on Division & LTG-Advisor Check-In	Text & E-mail

c.

II. Work Progress (Achievement & Plans)

a. Total Achievements

- | |
|--|
| 1. Have the rest of the term planned out and started planning and finalizing details for our Member Retreat and Service Marathon happening in March. |
| 2. Made progress with chartering at Saint Mary's College & Santa Rosa Junior College. |
| 3. Created Club Evaluation forms for Golden Gate Clubs. |
| 4. Still working on rebuilding Chabot College & Napa Valley College as our last two clubs in our division that are not dues-paid. |
| 5. |

b.

b. Top 5 Plans

- | |
|--|
| 1. Execute really good divisional events for the rest of the term! |
| 2. Support clubs during Spring Recruitment |
| 3. Attempt to help last 2 chartered clubs become dues-paid |
| 4. Help the 2 chartering clubs submit chartering paperwork ASAP |
| 5. Help officers with elections, transition process, and training |

c.

III. Resources Needed

- | |
|--------|
| 1. N/A |
| 2. |
| 3. |
| 4. |

5.

IV.

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.

-Training & Support

I have been actively asking clubs individually to see where I can assist them in addition to creating resources and training e-mail to help them evaluate their progress, improvement areas, and also sent out training e-mails on various topics such as membership recruitment, etc. I have been helping smaller and struggling clubs plan better for the Spring.

-Divisional Unity

We are regathering everyone for the Spring, which is great! The events during the Spring for Golden Gate are super exciting, as we're having a Member's Retreat and Service Marathon happening on two different weekends in March and a lot of members have expressed a lot of interest and excitement towards them, which is really relieving! Our division has made a lot of progress this term in terms of attendance, willingness to interact with other clubs, however, the work doesn't end here and we look forward to seeing further bonds being created! :-)

-Strengthening our clubs individually

Starting this term with 4 clubs, we have made so much progress. From currently having 7/9 dues paid clubs, we are still working on helping Napa Valley College and Chabot College become dues paid once again. We are also working on having two potential charters at Saint Mary's College of California and Santa Rosa Junior College, where both schools have people being very eager to get the chartering process done and it's looking very promising!

-Membership Experience

This category ties in a lot with Divisional Unity, but our Spring Semester with Golden Gate is looking very promising as we already bookmarked, started planning and promoting our signature divisional events to the division! Many members have been expressing interest in participating and I'm really excited to see these events come together. I have also been working with clubs individually to make sure that they've been planning and preparing for Spring so it is still eventful for members on the club level.

-

V.

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

MAGIC KINGDOM LIEUTENANT GOVERNOR Board Report

JANUARY 2018 Board Meeting

Respectfully Submitted by **ANGELA LAGRADA**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/2/18	November District Board Meeting		2
11/2/18 – 11/4/18	Fall Training Conference	10	24
11/7/18	Chapman CKI Board Meeting		1
11/7/18	Biola University CKI Raising Cane's Fundraiser		1
11/8/18	UC Los Angeles CKI General Meeting		1
11/11/18	CSU Fullerton CKI Key to College Prep	3	
11/11/18	Magic Kingdom November Divisional Council Meeting		1
11/11/18	Magic Kingdom DLT Meeting		1
11/12/18	Biola CKI General Meeting	1	
11/14/18	Chapman University CKI General Meeting		1
11/14/18	CNH Circle K Website Webinar		1
11/15/18	Saddleback College CKI General Meeting		1
11/17/18	KIWIN'S Fall Rally	3.5	
11/17/18	CSU Fullerton CKI Key to College		2
11/20/18	CSU Fullerton CKI Isaiah's Rock Part 1	3	
11/21/18	Magic Kingdom November Divisional Service Project: We Give Thanks	8	
11/26/18	Magic Kingdom DLT Meeting		1
11/29/18	UCLA CKI General Meeting		1

12/1/18	Magic Kingdom December Divisional Council Meeting		1
12/1/18	CSU Fullerton CKI Lip Sync Battle Fundraiser		4
12/5/18	Chapman University CKI General Meeting		1
12/6/18	CSU Fullerton CKI General Meeting		1
12/6/18	CSU Fullerton CKI Social		1
12/7/18	Friendly Food Distribution Center	2.5	
12/8/18	Boys & Girls Club Toy Distribution	3	
12/8/18	Greater Whittier Kiwanis Senior Christmas Dance & Dinner	3	
12/10/18	CSU Fullerton CKI Board Meeting		2
12/13/18	CSU Fullerton CKI General Meeting		1.5
12/22/18	CSU Fullerton Holiday Party		3
12/23/18	Magic Kingdom December Divisional Service Project: Grandma's House of Hope	5.5	
1/7/19	Spring Training Conference South Meeting		.5
1/7/19-1/9/19	CSU Fullerton CKI Snowcial		32
1/10/19	Division 30 Kiwanis DCM		2
1/12/19	Magic Kingdom Divisional Unity Day		2

Total Service Hours since Last Board Report: 32.5

Total Service Hours since April 1st, 2018: 85.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/23/18	Scott & Yaret Smith	State of the division	Phone call
10/24/18	Katherine Hoang	DCON Spirit items and membership	Phone call
10/26/18	Shaira Ramirez-Santos	Reimbursement Forms	Messenger & Email
10/26/18	Cecilia Nguyen, Manuel Santiago	Script	Email
10/28/18	Josephine Chau	President One on One	Phone call
10/28/18	Bruce Casenaz	MR Mondays	Email

10/29/18	Divisional Leadership Team	Various upcoming divisional events	In person
10/30/18	Scott & Yaret Smith	State of the division	Phone call
10/30/18	CSUF CKI Fundraising Committee	Schedule	Email
10/31/18	District Board + Fall Training Conference Committee	FTC Volunteer Shift Debrief	Video call
11/5/18	Mike Hayes	CERFs	Email
11/6/18	Kathy Tran	ERF	Messenger
11/6/18	Magic Kingdom Presidents	November DCM	Messenger
11/7/18	Rochelle Salvador	Club planning and goals	Messenger
11/7/18	Peter Yu	We Give Thanks ERF	Email
11/7/18	Scott Smith	State of the division	Phone call
11/9/18	Scott Smith, Mahmood Bashir	KIWIN'S Fall Rally ARF	Email
11/12/18	Mike Hayes	CERFs	Email
11/23/18	Scott Smith	State of the division	Phone call
11/26/18	Magic Kingdom Divisional Leadership Team	Meeting	Video call
11/27/18	Magic Kingdom Vice Presidents & Vice Presidents of Service	Whittier Kiwanis Senior Christmas Dinner and Dance	Email
11/30/18	Sofia Pineda	Toy Distribution Volunteering	Email
12/5/18	Scott Smith	Advisor call	Phone call
12/9/18	Mike Hayes	CERFs	Email
12/10/18	Magic Kingdom E-Boards, District Executive Board & Advisors	Monthly Report Form	Email
12/11/18	Jennifer Hoang	DCON Graphics	Email
12/14/18	Bruce Hennings	State of Reimbursement	Email
12/27/18	Scott Smith	Advisor call	Phone call
12/27/18	Magic Kingdom Presidents	President Updates	Email

12/30/18	Magic Kingdom Presidents & DLT	DCON Update #2	Email
1/2/18	Magic Kingdom Divisional Leadership Team	Meeting	Video call
1/4/19	Josephine Chau	President one on one	Phone call
1/3/19	Joe Dale	Magic Kingdom Banquet	Email
1/5/19	Manuel Santiago	Magic Kingdom Re-Name	Messenger
1/5/19	Magic Kingdom Advisors, Presidents and DLT	Magic Kingdom Re-Name	Email
1/5/19	Anne Le	Humans of Magic Kingdom	Messenger
1/5/19	Ryan Hoang	CNH Circle K messages	Messenger
1/5/19	Magic Kingdom secretaries	MRF Reminders	Text
1/7/19	Alvin Nguyen	Set up president one on one	Messenger
1/7/19	Katherine Hoang	January DCM	Messenger
1/7/19	Darius Nguyen	Magic Kingdom fundraiser	In person
1/9/19	Brock Knott	Chapman Spring semester	Text
1/10/19	Sandra Cheng	Magic Kingdom updates for newsletters	Messenger
1/10/19	Wayne Cheng	Proposal	Messenger
1/10/19	Kim Hinojos	Magic Kingdom Large Scale Service Project	Messenger
1/10/19	Alvin Nguyen	President One on one	Phone call
1/11/19	Kelly Quach	Social Media password	Messenger
1/11/19	Phillip Chow	January DCM	Text
1/11/19	Ivan Moreno	Club transitioning	In person
1/11/19	Darius Nguyen	DCON Spirit Gear	Messenger
1/12/19	Josephine Chau	Letter of Recommendation	Messenger

1/12/19	Alvin Nguyen	Letter of Recommendation	Messenger
1/12/19	Renz Lane	Letter of Recommendation	Messenger
1/12/19	Kelsey Mae Sherman	Incoming member	Text
1/12/19	Scott Smith	March DCM, ERF request	Text

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Won Penny Wars
2. Brought awareness to divisional buddy competition with Divisional Buddy Week
3. Began series of Magic Kingdom goes to DCON Updates for Presidents
4. Hosted continuous divisional service projects and divisional unity days
5. Attended more service projects over the last 3 months

b. Top 5 Plans

1. Finalize name change for Magic Kingdom Division
2. Assist clubs with elections and transition prep
3. Host Magic Kingdom Café Night
4. Advertise District Convention to all clubs
5. Begin advising heart to hearts with members in Magic Kingdom

III. Resources Needed

1. House of Delegates information to share with clubs as an incentive for smaller clubs to attend DCON.

IV. District Officer Assessment

- **Consistent club support** – attend variety of club-hosted and interclub events during the term including, but not limited to, general meetings, service projects, fundraisers and board meetings. Ensure that clubs and board members know that they are supported.
Progress: Attended a variety of service projects, general meetings and board meetings. Have held one on ones with a few club members around the division.

<p><i>Steps to take:</i> Help clubs with membership recruitment for Spring semester, attend UCI's Mr. CKI, attend Cypress & CSUF Casino Royale, attend Whittier College's Kiwanis Takeover, attend other schools' service projects, attend each club elections if possible.</p>
<p>- Reinstate Magic Kingdom programs – get the members of MK involved and excited about divisional service projects, divisional buddy system, divisional recognition program and divisional committees. <i>Progress:</i> Held continuous divisional service projects over the past few months, held the first Divisional Buddy Week <i>Steps to take:</i> Host a Magic Kingdom Large Scale Service Project, host Café Night and have members assist with the planning and execution of the event</p>
<p>- Divisional education and training – ensure that the board members of MK are trained in subjects such as event planning, effective planning, finding service projects, working as a board while educating them about important aspects of Circle K (i.e. DFIs, DSI, district resources, etc). <i>Progress:</i> Have answered any questions board members come to me with <i>Steps to take:</i> Begin Wakanda Webinars to educate members on a variety of topics</p>
<p>- Club recruitment and retention – help each club with recruitment and retention of members throughout the term to increase club membership sizes overall. <i>Progress:</i> OCC CKI membership increased from the beginning of the term <i>Steps to take:</i> Help smaller clubs with recruitment for Spring by giving them resources, flyers, tabling tips and checking in with recruitment officers</p>

V. **Announcements**

CSU Fullerton and Cypress are hosting a collaborative Casino Royale fundraiser on Friday, February 1st at CSU Fullerton. Admission is \$10 and there will be food!

Magic Kingdom Café Night fundraiser will be Saturday, February 9 at CSU Fullerton.

February Division Council Meeting is Friday, February 15th at UC Irvine.

UC Irvine CKI is hosting their annual Mr. CKI on Friday, February 15th at UC Irvine.

March Division Council Meeting is Saturday, March 16th.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Metro Lieutenant Governor Board Report
January 2019 Board Meeting
 Respectfully Submitted by **Joshua Nepomcueno**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/2/18	Fall Training Conference 2018	3	24
12/1/18	Metro Member Induction		5

Total Service Hours since Last Board Report: 3

Total Service Hours since April 1st, 2018: 23

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/26/18	Belen Bravo	UCLA Key 2 College	Email
10/31/18	Amy Zheng	Metro Member Induction	Email
10/31/18	Metro Presidents	Fall Training Conference Updates	Email
11/6/18	Metro Presidents	Candidacy Interests	Email
11/8/18	Selina Han	UCLA Pillow Fight	Email
11/12/18	Maria Garcia-Barajas	Metro Member Induction	Email
11/24/18	Kathie Donner	Chatsworth Holiday Parade	Email
11/28/18	Amy Zheng	Member Induction	Email
11/29/18	Manuel Santiago	KIWIN's DCON SAA	Messenger
12/5/18	Maria Garcia-Barajas	UNLV'S Serenade & March Melody	Email

1/3/19	Shaira Ramirez-Santos	FiFun Divisional FB Post	Email
1/3/19	Wayne Cheng	Proposals	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1.	Metro Member Induction planned & executed
2.	December DCM
3.	
4.	
5.	

b. Top 5 Plans

1.	Plan remaining term
2.	Metro LTG Candidacy Webinar: What it means to be Metro LTG
3.	Set up Banquet & Metro Trainer Subcommittees
4.	Metro Spirit Week & Rally pt. 2
5.	

III. Resources Needed

1.
2.
3.
4.
5.

IV. District Officer Assessment

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

Maintain active communication with Presidents, Division Leadership, Regional Advisors, and Club members to promote transparency on the divisional level.

Progress: These past couple months made no progress. In fact, it might have undone some work we've done.

<p>Resolutions: Restablish what we created and maintain it for the remaining of the term.</p>
<p><u>Establish a Large-Scale Signature Event for the Metro Division that promotes Leadership and Fellowship as well as resources and educational value to attendees.</u></p> <p>Progress: We planned and executed Metro Member induction! It turned out amazing thanks to Amy Zheng (UCLA) and her subcommittee for planning it. Member enjoyed it very much.</p> <p>Resolutions: Next up is Professional Expo!</p>
<p><u>Charter, (re)charter, or reactivate inactive clubs within Metro and successful charter two additional clubs while providing any necessary resources and time in order to aid in the creation of a strong club foundation.</u></p> <p>Progress: Little to no progress made on chartering new clubs.</p> <p>Resolutions: Help create a strong foundation for the clubs that are building.</p>
<p><u>Provide clubs resources for external visibility in order to aid in membership recruitment beyond than tabling.</u></p> <p>Progress: Little progress has been made, however we have plans to participate in Division 13's annual Kiwanis Kid & Cops which allowed us to create some external visibility.</p> <p>Resolutions: Create more long lasting resources and ideas for areas in the division who already have that visibility.</p>
<p>Create more effective and engaging social media outlets to educate members on District Events, Fundraising Initiatives, Service Initiatives, and other district functions.</p> <p>Progress: Little no progress.</p> <p>Resolutions: Communicate more my vision for the Social media to both my Marketing & Communications Coordinator and my Graphics coordinator.</p>

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/a

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Sunset Division Lieutenant Governor Board Report

January 2019 Board Meeting

Respectfully Submitted by **Jennifer Tai**

I. **Your activities since last Board Report**

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
11/2-11/4	Fall Training Conference	10	24
11/2/18	District Board Meeting		2
11/8/18	De Anza College Meeting		1
11/8/18	De Anza/Foothill E-board Training		1.5
11/11/18	Magic Kingdom DCM		1
11/12/18	DLT Meeting #17		1.5
11/13/18	Key Club LTG and Sunset LTG Meeting		1
11/14/18	Foothill College General Meeting		1.5
11/14/18	Kiwanis November DCM	0.5	2.5
11/18/18	Joint Division 12E + Sunset DCM		1
11/18/18	SJSU's Key to College	7	2
11/28/18	Christmas in the Park shift	3	

11/29/18	De Anza College General Meeting		1
12/2/18	UCSC Banquet		4
12/4/18	Christmas in the Park shift	3.5	
12/5/18	Christmas in the Park shift	3.5	
12/6/18	De Anza College General Meeting		1.5
12/13/18	Christmas in the Park shift	3.5	
12/16/18	Sunset December DCM + DSP	2.5	1
12/16/18	Sunset December CITP Social		2
12/19/18	Kiwanis December DCM	0.5	2.5
1/16/19	Kiwanis January DCM	0.5	2.5
1/17/19	Sunset January DCM + Social		4
1/19/19	UCR's K-Rock		5

b.
b.
b.

Total Service Hours since Last Board Report: 31

Total Service Hours since April 1st, 2018: 77.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/1/18	Rex Up (Kiwanian)	SJSU's CKI	Email
11/2/18	Jaslene Sung	Foothill updates	Message
11/4/18	Derek Lubich (Kiwanian)	FTC updates	Email
11/4/18	Sunset DLT + Key Club Presidents	Joint November DCM	message
11/4/18	Katelyn, Jennifer	MR Mondays	Email
11/6/18	Sunset DLT	Sunset DLT Email #17	Email

11/10/18	CNH MRFs	LTG MRF	email
11/11/18	Sunset DLT + Key Club Presidents	Joint November DCM	message
11/11/18	Sabrina Huynh (Key Club D12E LTG)	Joint DCM agenda	Email
11/12/18	Kaitlynn Lee	Division 12W updates	Message
11/13/18	Russ Williams (Kiwanian)	LTG Reports for Kiwanis DCM	Email
11/13/18	Sabrina Huynh (Key Club D12E LTG)	Joint November DCM	video call
11/13/18	Lauryn Johnson	Stanford CKI	email
11/16/18	Sabrina Huynh (Key Club D12E LTG)	November Joint DCM with Key Club	message
11/17/18	Lauryn Johnson	Stanford CKI	email
11/17/18	Derek Lubich (Kiwanian)	November Joint DCM with Key Club	email
11/18/18	Derek Lubich (Kiwanian)	November Joint DCM with Key Club	email
11/18/18	Sabrina Huynh (Key Club D12E LTG)	November Joint DCM with Key Club	message

11/19/18	Lauryn Johnson	Stanford CKI	email
11/19/18	Derek Lubich (Kiwanian)	November Joint DCM with Key Club	email
11/19/18	Sunset DLT + Key Club Presidents	Joint November DCM	message
11/27/18	Sunset DLT	Sunset DLT Email #18	email
11/27/18	Derek Lubich (Kiwanian)	Go West approval	email
12/1/18	Deanna Chu	CERFs	email
12/1/18	Katelyn, Jennifer	MR Mondays	email
12/3/18	Derek Lubich (Kiwanian)	Updates	
12/3/18	SJSU Martin Luther King Library	Service Project	email
12/4/18	Derek Lubich (Kiwanian)	Updates	email
12/5/18	Derek Lubich (Kiwanian)	Updates	Email
12/10/18	CNH MRFs	LTG MRF	email

12/13/18	Sunset Presidents	Go West reminder	message
12/15/18	Sunset Presidents	DCM reminder	message
12/16/18	Derek Lubich (Kiwanian)	DCM updates	email
12/17/18	Russ Williams	LTG Reports for Kiwanis DCM	email
12/21/18	Sunset Presidents	Go West reminder	message
12/24/18	Derek Lubich (Kiwanian)	Updates	email
1/1/19	Deanna Chu	CERFs	email
1/5/19	Katelyn, Jennifer	MR Mondays	email
1/6/19	Sunset DLT	Sunset DLT Email #19	email
1/7/19	Bruce, Mondo (Kiwanians)	District Board Weekend	email

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

a. Total Achievements

1. Joint November DCM with Key Club Division 12E
2. Sunset December DCM + DSP + Social
3. Assisted clubs with Winter quarters/Fall semesters remaining plans and goals
4. New spirit items and preparation for members for FTC went well; started Sunset cheers tutorial videos as well
5. Got chartering CSU Monterey Bay CKI club to be more involved at district and divisional level

b. Top 5 Plans

1. Help club board officers with plans for Spring semesters/ Winter quarters
2. Assist clubs with keeping up with the different deadlines for DCON and election process
3. Assist clubs that are working on opening A-board positions
4. Assist Santa Clara University with finalizing their chartering process
5. Work with Palo Altos Kiwanis Club and member that is interested in reviving Stanford CKI to assist that campus's club.

III. Resources Needed

1. Chartering help for new clubs that are struggling to find members/officers
2. Assistance for clubs that are lacking new officers for new term
3.
4.
5.

IV. District Officer Assessment

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

-Build a connected and inter-club support system for club officers both within the club level and division. I have been checking in with the officers of each of the club to see how they have been doing and what support they need to succeed both personally and Circle K wise. I have also been connecting them with their counterparts and helping officers that are struggling to feel supported and motivated. Throughout the term, I have also been checking in with my DLT members to see what support they need as well. I have paired up the DLT members to the corresponding officers to create that support system.

We implemented the Sunset Penpal system throughout the term and it has been allowing members to get to know one another in the division level. Since the start of the term, I have been having Presidents check-ins, club e-board check-ins, and DLT check-ins to see how each of the officers are doing and making sure they feel supported. The officers are bonding with one another within their own home clubs. They know they can reach out to me and the DLT for help and support. The Fall quarters/semester is a rough time where many officers start to feel burnt out. I made sure to check in to see how they are doing and provide any assistance that is needed.

We have also been working on having more transparency within the division and having an area where members can tell us what they feel is going well and what can be improved on as well through the Divisional Suggestions box. I had also been sending emails to my DLT team to keep constant and professional communication as well. Between now to the rest of the term, I will be aiming to continue to have more one-on-ones, check-ins, and help the officers feel more supported and interconnected throughout the division along with other divisions as well. I have also been attending each of the club's various events, general meetings, and board meetings as well.

-Increase the education of Circle K and the different aspects of it.

We have been working on incorporating different ways for members to gain more knowledge of Circle K. Here, we provide educational opportunities at divisional events, such as the DCMs and DSPs, to allow members to gain more knowledge of the different branches and initiatives of Circle K. I have also been bridging the gap between general members and officers of each club to different parts of Circle K as well and getting them involved on different levels. We are also working on new member recruitment and retention opportunities to help the clubs for the Spring semester and Winter quarters. From now to the rest of the term, we hope to work on stronger recruitment and retention opportunities to pass onto the next term. We are planning to have workshops within our division to help educate about the various topics of Circle K. We also have a new membership recognition system, where we have three level of recognition, unlike in the previous year. We have an officer of the month, member of the month, and Club of the month as well. We have a club of the month stick along with new ways to recognize our members throughout the different clubs within our division. I am working with the clubs' board to help them improve and ensure they are educated about the important aspects of Circle K.

-Increase the bonds between the different parts of the Kiwanis Family and our division.

I had been keeping contact with the local Key Clubs within our area along with our respective corresponding Key Club Division LTGs. We recently had our joint November DCM with Key Club Division 12E, where we had over 60 members from both Sunset Division and Key Club D12E and a good amount of Kiwanians were present as well. We were able to bridge the gaps between Key Clubs, Kiwanis clubs, and Circle K, where we had more of the officers and general members interacted more with one another. Our DLT Kiwanis Family Chair started a Kiwanis newsletter at the beginning of her term. From now to the rest of the term, we will be working on more interclub opportunities between the Kiwanis Family and Circle K and branch out as well. I will also continue to communicate closely with the different branches of the Kiwanis Family and have more interclub opportunities and events.

-Renovating the culture of our division by creating a more companionable, empathetic, and supportive system. I have been working on increasing the support system for each of the club and for the members within the division. We are working on encouraging clubs to have more inter-club events between each other and visiting each other general meetings/events. We started a interclub buddies system by pairing up clubs within the division to get to know one another more and support one another. We have been able to get more members to attend other clubs' events as well. We also like to help each of the clubs in getting their members to mingle more and step outside of their own cliques as well. From now to the end of the term, I will continue to increase the support system.

-Increasing the amount of divisional events as a whole and the quality of them. Compared to last term, we have a lot more divisional events going on each month now. We have at least 2 divisional service projects and another type of divisional event each month. We have new and unique divisional service projects and more members have been able to come out as well. We also had successful interdivisional events in the past with different divisions as well. We had interdivisional events each of the NorCal Divisions along with Key Club divisions as well. We also had a good turnout at divisional service events as well. From now to the end of the term, we will focus on feedbacks given to us through the Suggestion Box and work on making the events even better and stronger so that it can last as a tradition for future terms. In addition, we are working on having divisional events along with our DCMs within the different home clubs' areas so that more members are able to come out.

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VI. Announcements

Please write "N/A" if there are no announcements to be made.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Treasurer Board Report
January 2019 Board Meeting
 Respectfully Submitted By **Shaira Ramirez-Santos**

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

Date	Event Attended	Service Hours	Other Hours
11/02/18 -11/04/18	Fall Training Conference	10	24
11/09/18	Sacramento State Banquet		4
11/10/18	Golden Gate November DCM		3
11/17/18	Masquerade Ball	7	2
11/21/18	Interacting with Other SLPs Webinar		1
11/24/18	Cal vs. Colorado Concessions	8	
12/01/18	Sacramento State Santa's Gift of Service	2.5	4
12/01/18	Capital December DCM		1
12/02/18	UC Berkeley Winter Banquet		4
12/05/18	Cal vs. USF Basketball Concessions	5	
Various	Barnes & Noble Gift Wrapping	50	
12/22/18	Metro Online December DCM		1
12/29/18	Foothill December DCM		1
12/29/18 - 12/30/18	Go West	15	5
01/12/18	Capital Professional Development Event		4
01/12/18	Capital January DCM		1
01/19/18	Kid's Rock Benefit Concert		4

Total Service Hours since Last Board Report: 104.5
Total Service Hours since April 1st, 2018: 202

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/02/18	Athena Pang, Shay Jones, Nhut-Linh Le, Aaron Lee, Patrick Hu, Tyler Saunders, Erica Lee, Yeonsoo Kim, Melissa Ea, Alan Baez, Mark Fernandez, Kevin Nguyen, Nicolas Wright, Richard Tzul, Joshua Ranario, Katia Hastings, James Cortes, Nikhila Udupa, William Lam, Jennifer Tai	On-site club and division sales at FTC	Email
11/14/18	Matthew Song	Club funding letter request	Email
11/15/18	Edward Yoon	MUC payment issue	Email
12/03/18	2018-19 CNH LTGs	Divisional Facebook page post request	Email
12/05/18	Weston Montgomery	DCON reimbursement	Email

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

a. Total Achievements

1. Executed successful Penny Wars fundraiser at FTC
2. Released MUC Manual and additional resources for Treasurers
3. Began working on strengthening Fundraising Database
4. Hosted Feeding America Week

b. Top 5 Plans

1. Approve proposals for CKI North and South 2019 at January DBM
2. Finalize and release large-scale event planning guide
3. Host successful Kiwanis Family House Week
4. Execute successful on-site fundraiser at DCON 2019
5. Look for 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.

1. Create and promote resources for treasurers and fundraising chairs in the district to use in order to assist them with their terms, such as budget templates, reimbursement templates, and donation letters.

The Finance and Fundraising Committee and I have released even more resources for treasurers and fundraising chairs, such as a DFI Workshop presentation, a Club Fundraising 101 presentation, a Club Membership Application template, a Reimbursements template, a Donation Letter infographic, and a Dues infographic.

2. Encourage and support club fundraising efforts by creating an event-planning guide, strengthening the Fundraising Database, and reaching out to individual schools in order to provide support and resources for clubs who need assistance.

My Outreach and Resource Chairs continue to work on ways to support club fundraising efforts, with the former finalizing a draft of a large-scale event-planning guide and the latter strengthening the current Fundraising Database to make it more comprehensive and accessible to members.

3. Organize and execute successful Crazy Kompetition for Infants North and South, District Fundraising Initiative Weeks, and on-site fundraisers at District Events by creating realistic timelines and a manageable promotions schedule for each specific event or project.

My committee and I have successfully executed Feeding America Week 2019, and we received a lot of positive feedback. We hope to continue this momentum with Feeding America Week and Kiwanis Family House Week.

4. Develop more recognition for club fundraisers, such as highlighting individual club fundraising events regularly and creating an award for outstanding fundraisers to be presented at District Convention 2019.

Although I was unable to develop an award for outstanding fundraisers to be presented at District Convention 2019, I have implemented a biweekly spotlight for treasurers and fundraising chairs.

5. Provide an enjoyable committee experience for FIFun by encouraging committee bonding, planning at least one in-person committee meeting, and making myself readily available to each of my committee members whenever they may need help.

I held summer one-on-ones with my committee members, and had two in-person meetings with them, where we were able to get to know each other better and bond.

V. **Announcements**

1. Thank you to everyone who participated in Feeding America Week 2019! The Finance and Fundraising Committee and I are grateful for your support. We hope you learned more about Feeding America and can spread this knowledge to other members in the CNH Kiwanis Family!
2. The Finance and Fundraising Committee and I hope to receive the same amount of support for Kiwanis Family House Week 2019, which will be taking place from Monday, March 4 to Friday, March 8.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

DISTRICT SECRETARY Board Report
JANUARY 2019 Board Meeting
Respectfully Submitted by **WAYNE CHENG**

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

Date	Events Attended	Service Hours	Other Hours
11/1/18	Fifth Fall General Meeting		1
11/2/18-11/4/18	Fall Training Conference 2018	10	24
11/8/18	Sixth Fall General Meeting		1
11/10/18	Golden Gate November DCM		4
11/17/18	November DAD	1	4
11/20/18	UC Riverside General Meeting		2
11/29/18	Seventh Fall General Meeting		1
12/2/18	UC Berkeley Fall Banquet		4
12/13/18	Eight Fall General Meeting		1
12/15/18	Golden Gate December DCM		4
12/19/18	District & International Documents Webinar		1
11/17/19	UC Riverside Ding Tea Social		1
11/19/19	UC Riverside Kids Rock Concert		5

Total Service Hours since Last Board Report: 11
Total Service Hours since April 1st, 2018: 57

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
12/2/18	CNH Secretaries	Webinar CERF & Attendance	Email
11/5/18	Armando Velazquez	Weekly Call	Phone
11/26/18	Armando Velazquez	Weekly Call	Phone
12/10/18	Armando Velazquez	Weekly Call	Phone
12/12/18	Armando Velazquez, Manuel Santiago, Erica Wei	Dist. & Intl. Documents Webinar Outline	Email
12/23/18	Camille Goulet	Bi-Weekly Call	Phone
12/30/18	CNH Secretaries	Sunday Emails	Email
1/1/19	CNH District Board	January DBM Deadlines & Timeline	Email
1/3/19	Armando Velazquez	Weekly Call	Phone
1/6/19	Camille Goulet	Bi-Weekly Call	Phone
1/8/18	Armando Velazquez	Weekly Call	Phone
1/14/19	Manuel Santiago	One on One	Phone
1/14/19	Armando Velazquez	Weekly Call	Phone

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

a. Total Achievements

1. Completed the District & International Documents Webinar (12/19).
2. Released a guide for the Event Request Form
3. L&R Committee hosted multiple office hours to answer questions, following the release of any guide/resource
4.

5.

b. Top 5 Plans

- | |
|---|
| 1. Host the Elections Webinar in January |
| 2. Assist Secretaries with the Distinguished Secretary award |
| 3. Possibly host more one on ones with Secretaries in the Spring |
| 4. Ensure that Secretaries finish strong with their final two MRF submissions |
| 5. Prepare necessary documents for DCON 2019 |

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.

- Secretary Divisional Buddy System

Overall, I feel like this was very hit or miss because with some divisions it worked incredibly well, where people would basically chat in it every single day, and in other cases it really fell flat. I still think that this was a good idea because it helped a lot of Secretaries bond with each other via social media, especially during stressful times and around deadlines.

- Transparency between District Board and CNH Members

Although we weren't able to host District-wide office hours prior to meetings, I'm glad that Lt. Governors still did with their members.

- Give the L&R Committee Shape and Direction

I think this is definitely the aspect of my term where I accomplished the most with my committee. We've released numerous resources for club officers to use (CERF Manual, ERF Guide, Documents Webinar, etc.), and the L&R Committee really feels like it's starting to take form.

-Emphasize Education for Club Bylaws & Elections

This goal is finally coming into play as the L&R Committee was able to host a successful District & International Documents Webinar, and is preparing to host an Elections Webinar at the end of January. We've also been collecting Club Bylaws throughout the year, and we've really strengthened our database of bylaws from last year. Overall, I'm incredibly happy with how productive and focused this committee has been.

-More Resources for Secretaries at the beginning of the year

Looking back, I definitely feel that I could've done more for the new Secretaries at the start of the term, but I think they were fairly well equipped to start. I think the most help was given through one on ones, which Secretaries voluntarily signed up for. However, not all Secretaries signed up for those so I definitely feel like I could've released more emails and guides for those who didn't have time for a one on one. For next year, I'd definitely advise the District Secretary to reach out to the Secretaries individually to ensure that everyone is on track.

V. **Announcements**

Please write "N/A" if there are no announcements to be made.

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Governor Board Report
January 2019 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
11/02-04/18	Fall Training Conference	19	16
11/17/18	KIWIN'S Fall Rally South	4	
11/17/18	Masquerade Ball		4
11/23/18	OCC Thanksgiving Social		3
12/29/18	Go West		6.5
12/29/18	International President Luncheon		3
1/18/19	OCC CLSSP	3	
1/19/19	UCR K-Rock Benefit Concert		4

Total Service Hours since Last Board Report: 25

Total Service Hours since April 1st, 2018: 54

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
Weekly	Armando Velazquez	Weekly call	Phone
11/7/18	Jennifer Hoang, Bruce Hennings, Armando Velazquez	DCON Reg Info	Email
11/13/18	Calvin Chau	Webinar info	Email
11/19/18	Bruce Hennings	DCON info	Email
11/20/18	Ryan Hoang	Sunny TV info	Email
11/21/18	Calvin Chau	KFam Month info	Email

11/27/18	Jennifer Hoang	DCON info	Email
11/27/18	Calvin Chau	KFam Month video	Email
11/27/18	Thuyvi Pham	Newsletter	Email
11/27/18	Tommy Thach	Webinar	Email
11/29/18	Armando Velazquez	Chair appointments	Email
11/29/18	District Board	Chair appointments	Email
11/29/18	District Board	Updates and info	Email
12/1/18	Armando Velazquez	Tomorrow fund grant	Email
12/1/18	Jennifer Hoang	DCON graphic	Email
12/12/18	Wayne Cheng	Webinar	Email
12/13/18	Armando Velazquez	January DBWeekend	Email
12/13/18	Jennifer Hoang	DCON website	Email
12/20/18	Tommy Thach	Alumni series	Email
12/20/18	Tommy Thach	Webinar	Email
12/24-27/18	Mahmood Bashir	Intl President Luncheon	Email
12/29/18	Wayne Cheng	Call to DBM	Email
12/29/18	Wayne Cheng	Meeting minutes	Email
12/29/18	Tommy Thach	Webinar	Email
12/29/18	Katelyn Duch	DCON awards	Email
12/29/18	Jennifer Hoang	DCON approval items	Email
1/3/19	Tommy Thach	Email info	Email
1/7/19	Sam Wilson, Kansas CKI	Inquiry about CNH	Email
1/7/19	Patrick Hall	UNICEF Rep @ DCON	Email
1/8/19	District Board	Updates and info	Email
1/8/19	Jennifer Hoang	DCON approval items	Email
1/8/19	Bruce Hennings	January DB Weekend	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Fall Training Conference was successfully held! Thank you to all the FTC Committee, District Board, SAAs, workshop hosts, advisors, and members that made it amazing!
2. Was able to attend the Pasadena Rose Parade, the Kiwanis Int'l President Luncheon, and represent CKI on the Kiwanis Float on New Year's Day!
3. Shout out to Cameron Pun and the Go West Committee for hosting a successful Go West!
4. Appointed ad hoc chairs for KIWIN'S SAA, Elections, and Spring Training Conferences!
5. Happy New Year to everyone! 2018 was a LONG year!

b. Top 5 Plans

1. Planning things for WASH in March and at DCON
2. District Convention!
3. Holding one-on-ones right now!
4. Provide transitional aid with clubs!
5. Find a successor and the next District Board

III. **Resources Needed**

1. District Board, fill out a time slot for a one on one!!
2. n/a
3. Love
4. n/a
5. More time 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.

-District Board Motivation: This time of the year is where everyone is just excited to retire, so I hope to keep everyone going strong! December is the hardest month of the term, with finals on top of holidays, so it's understandable!
-Improving International Relations: I am planning things for WASH and am hoping to get more international related things at District Convention
-Club Building and Revitalization: Since it was dues season for the past few months, I have been contacting, or trying to, clubs who did not pay dues, or have unusually lower numbers!
-Streamlined database: Like in the previous report, the Tech Committee led by Jonathan Chu has completed this task!
-Relations with Hawai'i and Nevada: I am planning visits to Northern California and Nevada for the last leg of the term, since I have more flexibility with my work! I am officially off probation at work(a 4 month probation when you are first hired) and can now have more freedom when it comes to requesting days off and being able to visit farther clubs for multiple day visits! EXCITING!

V. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2018-2019 District Board of Officers
January District Board Meeting
Sunday, January 27th, 2018 at 1:00 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Notes: