

CALIFORNIA-NEVADA-HAWAII DISTRICT  
Circle K International

March 23, 2018  
District Board Meeting Packet

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

### March 2018 District Board Meeting Packet Table of Contents

I.	Agenda	3-4
II.	Minutes	
	A. Sunday, January 28, 2018 – District Board Meeting	6-22
III.	Approval Items	
	A. District Convention 2020 and 2021	24
IV.	Board Reports	
	A. Chair Reports	
	1. Communications and Marketing Chair	26-30
	2. District Convention Chair	31-35
	3. Fall Training Conference Chair	36-38
	4. Kiwanis Family and Foundation Chair	39-42
	5. Member Recognition Chair	43-56
	6. Membership Development and Education Chair	57-59
	7. Service Chair	60-78
	8. Technology Chair	79-81
	B. Lieutenant Governor Reports	
	1. Capital	82-87
	2. Central Coast	88-91
	3. Desert Oasis	92-104
	4. Foothill	105-110
	5. Golden Gate	111-114
	6. Magic Kingdom	115-119
	7. Metro	120-124
	8. Paradise	125-127
	9. Sunset	128-131
	C. Treasurer	132-134
	D. Secretary	135-140
	E. Governor	141-153
V.	Notes	154

**CALIFORNIA-NEVADA-HAWAI'I DISTRICT**  
**Circle K International**

**2017-2018 District Board of Officers**  
**March District Board Meeting**  
**Friday, March 23, 2018 at 12:00 PM**  
**LAX Marriott, Los Angeles, CA**

**Agenda**

- I. **Call to Order** – Lawrence Sahagun, District Governor
- II. **Flag Salute** – Manuel Santiago, Magic Kingdom Lieutenant Governor
- III. **Opening Thoughts** – Esther Wang, Member Recognition Chair
- IV. **Introduction of Guests** – Katelyn Duch, District Secretary
- V. **Approval of Agenda**
- VI. **Approval of Minutes**
  - A. Sunday, January 28, 2018 – District Board Meeting
- VII. **Approval Items**
  - A. District Convention 2020 and 2021 – Bruce Hennings, Director, Service Leadership Programs
- VIII. **Board Reports**
  - A. Chair Reports
    - 1. Communications and Marketing Chair – Jennifer Hoang
    - 2. District Convention Chair – Kim-Mai Hoang
    - 3. Fall Training Conference Chair – Lindon Tran
    - 4. Kiwanis Family and Foundation Chair – Ana Chavez
    - 5. Member Recognition Chair – Esther Wang
    - 6. Membership Development and Education Chair – Helen Nguyen
    - 7. Service Chair – Samantha Ruiz
    - 8. Technology Chair – Denny Cao
  - B. Lieutenant Governor Reports
    - 1. Capital – David Duy Ngo
    - 2. Central Coast – Bill Truong
    - 3. Desert Oasis – Max Rico
    - 4. Foothill – Diana Mora
    - 5. Golden Gate – Ryan Tsao
    - 6. Magic Kingdom – Manuel Santiago
    - 7. Metro – Joshua Nepomuceno
    - 8. Paradise – Jesus Aguilar
    - 9. Sunset – Mark Catolos

- C. Treasurer – Ivan Hoz
- D. Secretary – Katelyn Duch
- E. Director, Service Leadership Programs – Bruce Hennings
- F. District Administrator – Camille Goulet
- G. Governor – Lawrence Sahagun

IX. **Upcoming Events**

- A. KIWIN'S District Convention Sergeant-at-Arms – April 6-8, 2018
- B. Key Club District Convention Sergeant-at-Arms – April 13-15, 2018
- C. Spring Training Conference North at CSU East Bay – April 28, 2018
- D. Spring Training Conference South at Orange Coast College – May 5, 2018

X. **Announcements**

- XI. **Closing Thoughts** – Kim-Mai Hoang, District Convention Chair

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



CALIFORNIA-NEVADA-HAWAII DISTRICT  
Circle K International

March 2018 District Board Meeting Packet

**Minutes for Approval**

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

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

**Attendance**

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

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

**Guests**

Mark McDonald, Executive Director  
and Secretary of the Cal-Nev-Ha  
Kiwanis District  
Margo Dutton, Cal-Nev-Ha Kiwanis  
Foundation President  
Don Hull, District Convention and  
Technology Advisor  
Josephine Chau, CSU Fullerton  
Russel de los Reyes, Cypress College

David Su, Cypress College  
Diego Arellano, Irvine Valley College  
Ellie Bui, Irvine Valley College  
Karl Yabes, Kiwanis Club of  
Westminster  
Donald Franks, UC Berkeley  
Kristin Kim Nguyen, UC Irvine  
Henry Casarez III, UC Riverside  
Sabrina Yang, UC Riverside

## **Executive Summary**

The January 28, 2018 District Board Meeting was called to order at 9:00 AM by District Governor Lawrence Sahagun.

The board approved the agenda with the amendment of removing approval item A, and they also approved the November 3, 2017 District Board Meeting minutes and December 3, 2017 Special District Board Meeting minutes.

The Amendments to the District Operating Procedures, which were the additions of the District Secretary duties under Governor and Secretary, changing Sunburst releases from every other month to seasonal, and removal of having a District Board Meeting at International Convention, were approved.

The District Fundraising Initiative for the 2018-2019 term, Feeding America, was approved.

The District Service Initiative for the 2018-2019 term, Helping Those with Disabilities, was approved.

The President's Retreat 2018 location, French Gulf Campsite, and amended date, July 13<sup>th</sup> to July 15<sup>th</sup>, were approved.

The Spring Training Conference North 2018 location at CSU East Bay and budget were approved. The theme will be board games.

The Spring Training Conference South 2018 location at Orange Coast College and budget were approved. The theme will also be board games.

The District Board members gave their reports.

Cal-Nev-Ha Kiwanis Foundation President Margo Dutton gave an announcement about scholarships provided by Kiwanis.

The January 28, 2018 District Board Meeting was adjourned at 10:28 AM by L. Sahagun.

## Minutes

- I. **Call to Order** – Lawrence Sahagun, District Governor – 9:00 AM
- II. **Flag Salute** – Mark Catolos, Sunset Lieutenant Governor
- III. **Opening Thoughts** – Jennifer Hoang, Communications and Marketing Chair
- IV. **Introduction of Guests** – Katelyn Duch, District Secretary
- V. **Approval of Agenda**  
District Governor Lawrence Sahagun entertained the motion to approve the agenda.

Moved by Magic Kingdom Lieutenant Governor Manuel Santiago and seconded by Golden Gate Lieutenant Governor Ryan Tsao.

District Secretary Katelyn Duch moved to amend the agenda, which was to remove approval item A, Amendments to the District Bylaws.

Amendment Passed.

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

Motion Passed.

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

- VI. **Approval of Minutes**
  - A. Friday, November 3, 2017 – District Board Meeting
  - B. Sunday, December 3, 2017 – Special District Board Meeting
    - L. Sahagun entertained the motion to approve both the November District Board Meeting and December Special District Board Meeting minutes.

Moved by Central Coast Lieutenant Governor Bill Truong and seconded by District Treasurer Ivan Hoz.

Motion Passed.

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

- VII. **Approval Items**
  - A. Amendments to the District Bylaws – Katelyn Duch, District Secretary
  - B. Amendments to the District Operating Procedures – Katelyn Duch, District Secretary
    - K. Duch explained what the District Operating Procedures are, which is a document other than the District Bylaws that serves as guidelines for the District.

She proposed to add a responsibility of the District Secretary, which is chairing the District Laws and Regulations Committee, under Section 341 and 343 of the District Operating Procedures.

Under Section 345, it states that the Publications Editor shall produce publications every other month; however, she proposed to revise the section so that it states the Publication Editor will produce seasonal publications.

Lastly, she proposed to remove holding a District Board Meeting at International Convention because not all District Board members are required to attend the event, and the majority do not.

L. Sahagun entertained the motion to approve the stated changes for the District Operating Procedures.

Moved by I. Hoz and seconded by B. Truong.

Motion Passed.

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

- C. District Fundraising Initiatives 2018-2019 – Ivan Hoz, District Treasurer  
I. Hoz explained what the District Fundraising Initiatives are, which are three organizations that we choose to focus on every term to raise funds for. He went over each option, which were to make no change (to keep the same DFI), Feeding America, SOS Children's Village, WASH Project, and AIDS Healthcare Foundation.

The Finance and Fundraising Committee preferred Feeding America.

L. Sahagun entertained the motion to approve Feeding America as the District Fundraising Initiative for the 2018-2019 term.

Moved by Paradise Lieutenant Governor Jesus Aguilar and seconded by Sunset Lieutenant Governor Mark Catolos.

Motion Passed.

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

- D. District Service Initiatives 2018-2019 – Samantha Ruiz, Service Chair  
District Service Chair Samantha Ruiz explained what the District Service Initiative is, which can help encourage clubs to make

changes in a big way and also unite the members and make an impact on a large scale.

There are three items for approval, which are Helping Those with Disabilities, Serve the Underserved, and Hungry to Serve. S. Ruiz mentioned that the Service Committee had no preference.

M. Catolos moved to approve Helping Those with Disabilities as the District Service Initiative for the 2018-2019 term. Seconded by Desert Oasis Lieutenant Governor Max Rico.

M. Rico commented that he really liked this initiative because it could provide a new challenge for the District to do service projects. He also mentioned that it could help educate members about the struggles that our community faces every day.

District Kiwanis Family and Foundation Chair Ana Chavez added on and said that it would be beneficial to encourage Circle K clubs to reach out to Aktion clubs because we have not had a strong, stable foundation with them. This would be a good push to do so if the initiative was approved.

M. Catolos said that although the other two initiatives are good as well, he felt as though Helping Those with Disabilities is more specific and specialized, so we would be able to see a bigger impact.

I. Hoz, although with a liking towards Helping Those with Disabilities as well, had a concern regarding some events because there were some cases where prior experience or training was needed in order to work with individuals who have disabilities. This might be an issue that we could face.

R. Tsao understood I. Hoz's concern but added on and said that there were some projects founded by the Circle K club at UC Berkeley where they would volunteer at a clinic which required training, however since there was enough interest, the clinic was willing to provide training.

Motion Passed.

10 Ayes (K. Duch, I. Hoz, D. D. Ngo, B. Truong, M. Rico, D. Mora, R. Tsao, J. Nepomuceno, J. Aguilar, M. Catolos), 1 Opposed (M. Santiago), 0 Abstentions.

- E. President's Retreat 2018 – Katelyn Duch, District Secretary  
L. Sahagun presented the proposal instead and explained what President's Retreat is, which is a training event for the Presidents held by the District Board. He explained that this proposal is to secure a location and date for the incoming District Board of the 2018-2019 term. He also stated that the date on the proposal is conflicting.

L. Sahagun moved to approve the proposal and amend the date to July 13 to 15. Seconded by B. Truong.

M. Catolos asked what was conflicting about the date.

- District Administrator Camille Goulet said that the site is already booked.

L. Sahagun clarified that the amended date is after International Convention and prior to District Board weekend, so it may be a little bit conflicting with coming up with solutions on how to handle the event.

R. Tsao asked if there was a second option for the location.

- L. Sahagun replied that there is no second option.
- C. Goulet added that they have tried various venues in the past, some of which had no showers and some that had campsites far from each other. They have driven around and concluded that the French Gulf Campsite is the best site yet.

Motion Passed.

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

- F. Spring Training Conference North 2018 – Ana Chavez, Kiwanis Family and Foundation Chair

A. Chavez explained what Spring Training Conference North is, which is a day full of training for the incoming northern officers. The location this year will be at CSU East Bay, which is a location that has never been done before, but UC Davis will be a backup.

The date and time will be on April 28<sup>th</sup> from 7:00 AM to 5:00 PM per recommendation of the advisors.

Along with Spring Training Conference South Chair, Helen Nguyen, A. Chavez came up several themes and the preferred option is board games.

Early registration will be \$5 and on-site will be \$7. She calculated that there will be a profit of \$200.

L. Sahagun entertained the motion to approve the Spring Training Conference North proposal with the preferred theme of board games and given budget.

Moved by M. Santiago and seconded by Foothill Lieutenant Governor Diana Mora.

Motion Passed.

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

- G. Spring Training Conference South 2018 – Helen Nguyen, Membership Development and Education Chair  
H. Nguyen explained what Spring Training Conference South is, which is essentially the same thing as Spring Training Conference North—to train the newly elected and appointed board officers. A pancake breakfast will be provided by the local Kiwanis.

The location options are Orange Coast College and CSU Fullerton; however, H. Nguyen prefers Orange Coast College because it is easier for her to contact the advisor with booking the rooms.

The date is set for Saturday, May 8<sup>th</sup> from 8:00 AM to 5:00 PM.

As reiterated under Spring Training Conference North proposal, H. Nguyen had come up with several themes and the preferred option is board games.

Early registration will be \$5 and on-site \$7 with a net profit of \$1,500.

L. Sahagun entertained the motion to approve the Spring Training Conference South proposal with Orange Coast College as the preferred location, board games as the preferred theme, and the given budget.

Moved by I. Hoz and seconded by M. Rico.

Motion Passed.

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



## VIII. **Board Reports**

### A. Chair Reports

1. Communications and Marketing Chair – Jennifer Hoang
  - a. The past couple months, J. Hoang and her committee have been releasing District publications, such as the Sunburst. She is currently working on the next Sunburst release and SunnyTV episodes.
  - b. She plans to work on continuing these projects and prepare for the future term.
2. District Convention Chair – Kim-Mai Hoang
  - a. K. M. Hoang reminded everyone that District Convention (DCON) is from March 23 to 25, and that registration has been released. She asked for everyone to remind all the board officers that this is a receive by date, which means that they should be turning in materials beforehand. She and her committee has been doing a lot of promotions, so please check e-mails, websites, and Facebook pages. An e-mail was sent out to submit photos and videos for opening slideshow, and to also join the Media Crew.
  - b. She is currently working on the decorations at every in-person that they have had. Lastly, she asked for everyone to look forward to DCON because the District Convention Committee has been working hard thus far.
3. Fall Training Conference Chair – Lindon Tran
  - a. Since the last District Board Meeting, L. Tran and the Fall Training Conference Committee hosted a successful Fall Training Conference. He released an evaluation form and received more responses compared to last term. He had spent time debriefing the event with his committee to improve areas for next year as well as compiled material for a good foundation.
  - b. He is looking forward to more events till the end of the term.
4. Kiwanis Family and Foundation Chair – Ana Chavez
  - a. A. Chavez has been working on manuals, which will expand over several topics of the Kiwanis Family. Her committee is focusing on updating the Kiwanis Family map, which is a Google map that will plot all the clubs and branches in California-Nevada-Hawai'i.
  - b. She will be attending Kiwanis Mid-Year North and South to table with her committee.

5. Member Recognition Chair – Esther Wang
  - a. As of December 18<sup>th</sup>, E. Wang and the Member Recognition Committee released the District Convention Awards. She is currently hosting weekly office hours to discuss about anything regarding the awards as well. She reminded everyone that there is a Master Records Sheet check-in on the 5<sup>th</sup> of February and the 2<sup>nd</sup> of March. Majority of the awards are due on March 1<sup>st</sup> online, so please make sure the members understand the guidelines really well on how to submit. There are on-site awards, such as Traditional and Non-Traditional Scrapbooks, which will be due on March 23<sup>rd</sup>.
6. Membership Development and Education Chair – Helen Nguyen
  - a. H. Nguyen and her committee have been working on different resources, such as professional development and chartering kit, which will hopefully be approved by the end of the term. She is working on hosting and releasing monthly hosted webinars, which there was one this past week. She released applications for webinars for February, and she worked on the proposal for Spring Training Conference South, which was just approved.
7. Service Chair – Samantha Ruiz
  - a. Since the last District Board Meeting, the Service Committee had been working on various things, the first one being the service project for Fall Training Conference. S. Ruiz worked on submitting the District Service Initiative proposal for the next term.
  - b. She had been working on material for the District Large Scale Service Projects and is not looking to have on-site registration for North or South. Lastly, she and her committee will be working on service resources, which will hopefully be released before DCON.
8. Technology Chair – Denny Cao
  - a. D. Cao had been mainly doing website upkeep and uploading resources among other things. The 20<sup>th</sup> webinar was held this past week compared to the 15 webinars overall total last term.
  - b. He reminded everyone that there is one webinar coming up, and he thanked Donald Franks for the DCON website as well.

B. Lieutenant Governor Reports

1. Capital – David Duy Ngo

- a. D. D. Ngo started off by thanking the gallery for taking the time to be here. On January 10<sup>th</sup>, Lake Tahoe Community College was officially recognized as a chartered club. He will be giving a larger push for service from now until the end of the term. He mentioned that this past weekend, a service project at Chico was televised, and they had reached 446 service hours that day.
- b. For his plans, he said that a divisional webinar about running for office will be held on January 30<sup>th</sup>, a Capital Large Scale Service Project will be held at the end of February with an expected member count of around 120, and he and his Divisional Leadership Team will be making a push for professional development and networking so that the seniors know what they will do after Circle K. A way that can help is by having a professional expo at the Capital Banquet.

2. Central Coast – Bill Truong

- a. Since a long time, B. Truong stated that he released the first Central Coast newsletter. He also continued releasing bi-weekly e-mails for his Presidents. Working behind the scenes, he had been helping his clubs finish the term strong. Lastly, he held a joint Divisional Council Meeting with Desert Oasis after the Kids Rock Concert held at UC Riverside.
- b. He planned to create resources for a successful transition.

3. Desert Oasis – Max Rico

- a. Since the last District Board Meeting, M. Rico held one of the largest divisional event of the year, which was Weekend of Awesomeness. Earlier in January was the Kids Rock Concert hosted by the Circle K club at UC Riverside and there were 338 attendees from all 9 divisions and Kiwanis Family branches. Numbers are still being finalized, but the proceeds will be going towards the Pediatric Trauma Program. The day after, he held a joint Divisional Council Meeting with the Central Coast Division.
- b. For his plans, he will be working on hosting one-on-ones with potential successors for the Desert Oasis Lieutenant Governor position and chartering clubs. He mentioned that a Kiwanian had reached out to him about chartering

a club. Lastly, he invited anyone from the southern divisions to UN Las Vegas's Serenade.

4. Foothill – Diana Mora

- a. Since the last District Board Meeting, D. Mora mentioned that the Foothill Division has been active in terms of holding a joint Divisional Council Meeting with Desert Oasis Division and attending Masquerade Ball held by UC San Diego and Go West hosted by Pasadena City College. She held a December Divisional Council Meeting where she also had a White Phoenix Social, which is a play on White Elephant. The clubs in the Foothill Division have been bonding a lot more and they have been doing consistent interclub events as well. She implemented more member recognition and is trying to get her clubs to recognize their members more at general meetings and other events.
- b. For her plans, she will be doing three new awards at her Divisional Council Meetings, implementing more service events, trying to build a foundation for Kiwanis relations within the division, and hosting a Key to College. Regarding Key to College, D. Mora mentioned that she would appreciate any advice, and that members of Foothill Division will be assisting with workshops and developing leadership.

5. Golden Gate – Ryan Tsao

- a. Since the last District Board Meeting, R. Tsao stated that the division had been busy with successful Divisional Council Meetings. He also mentioned that he had chartered a club. He invited certain individuals to his future events.
- b. Lastly, he encouraged members to view the Golden Gate Division's YouTube channel, and he plans to attend District Large Scale Service Project North and District Convention.

6. Magic Kingdom – Manuel Santiago

- a. M. Santiago mentioned that Biola University got their paperwork a few weeks ago, and that the club held their first meeting early January with around 30 members in attendance. He also said that they received around 70 sign-ups at their club rush. He implemented a new recognition system for the Division, which is Walt of the Week—it spotlights certain members of the Division through Facebook. During the holiday season, he said that

a lot of the clubs did service marathons. He was able to host a Thanksgiving Social for the division at his house, which there was about 60 members in attendance, and he was also able to host a Holiday Social.

- b. For his plans, he will be having a January Divisional Council Meeting and Divisional Service Project later today. There had been a lot of focus on interclubbing within his division, and he mentioned the Frisbee Tournament as an example. For his future events, Magic Kingdom Café Night and February Divisional Council Meeting are quickly approaching. He had been working on a lot of transitional materials and is looking for a new successor. Lastly, he wished everyone good luck on awards.

7. Metro – Joshua Nepomuceno

- a. Since the last District Board Meeting, J. Nepomuceno held a Kiwanis Appreciation Dinner and a Member Induction in November. His November Divisional Council Meeting was online. Yesterday was his Divisional Service Project and they focused on beautifying schools.
- b. He has been working with the Circle K club at UC Los Angeles with their Winter Leadership Camp turned Winter Leadership Retreat event. He will be visiting a lot of the clubs in the Metro Division within the next couple weeks. Lastly, he is planning to have a Metro Weekend in February.

8. Paradise – Jesus Aguilar

- a. J. Aguilar stated that UC San Diego held a very successful Masquerade Ball with funds raised for the American Foundation Suicide Prevention. He mentioned that they had raised a lot more than last year and he praised the Masquerade Ball Chair and the Circle K club. He thanked everyone who attended and gave their support. For him, personally, he had attended Go West and Kids Rock Concert. He hosted the first ever White Pineapple at his December Divisional Council Meeting. The January Divisional Council Meeting had the first ever Divisional Service Auction, and the funds raised will be going towards Kiwanis Family House as well as Hawai'i for travel cost.
- b. He plans to hold one-on-ones with anyone who is interested in the Paradise Lieutenant Governor position. He will be providing his support for San Diego State University's

5<sup>th</sup> Annual Talent Show. Lastly, he is planning a service marathon.

9. Sunset – Mark Catolos

- a. Since the last District Board Meeting, the clubs in the Sunset Division have been busy planning for winter and spring recruitment. M. Catolos is continuing the Sunset Pen-Pal System and mentioned that his Spirit and Social Chair closed the forms for the second to last rotation. Due to unforeseen circumstances, he stated that CSU Monterey Bay may not be able to charter this spring; this may be a situation that his successor will have to take care of. He is looking to charter a club, in which the chartering president, who attended San Jose State University's events before, seemed excited about. For the 24-hour service marathon he was planning, there were complications due to venue cost, so he would have to re-evaluate the event. It will be the last push for service hours, and the event will be called "Sunset Weekend of Service." He mentioned that San Jose State University's biggest fundraiser was Christmas in the Park, in which they helped their sponsoring Kiwanis club and received a portion of the funds raised. They also hosted the December Divisional Council Meeting, where there was a barbecue social and a Divisional Service Project. January Divisional Council Meeting was hosted by Foothill College where they went on a hike in the south bay area.
- b. For his plans, he will be helping the clubs with elections. The date for the February Divisional Council Meeting is tentative, but it will be hosted by UC Santa Cruz. Lastly, with his Divisional Leadership Team, he approved the date for his end of the year banquet, which will be May 12<sup>th</sup>.

C. Treasurer – Ivan Hoz

- a. Since the last District Board Meeting, I. Hoz had been doing audits. He had been helping clubs who are having issues with the Membership Update Center, and also working with the Treasurers and Fundraising Chairs with anything that they need. He mentioned that the Penny Wars at Fall Training Conference was very successful.
- b. He will be working on transitional documents for the next District Treasurer and Finance and Fundraising Committee, updating resources for the District Fundraising Initiatives and

creating new ones as well, and lastly preparing for the on-site fundraiser at DCON.

D. Secretary – Katelyn Duch

- a. K. Duch had been diligently checking the clubs' Monthly Report Forms and providing feedback to each and every one of them. She was able to bond more with her Laws and Regulations Committee and had been compiling material to create an elections guide.
- b. She plans to release an approved guideline of club elections, host a week or two of one-on-ones with anyone who is interested in the District Secretary position, and will continue to check the clubs' Monthly Report Forms until the end of the term.

E. Director, Service Leadership Programs – Bruce Hennings

- a. B. Hennings thanked Lindon Tran and the Fall Training Conference Committee for hosting a successful Fall Training Conference. He will be looking forward to working with K.M. Hoang for DCON. He also gave a good note to District Convention and Technology Advisor Don Hull, which may look to be a successful DCON.
- b. He reminded everyone about the scholarships deadline, which is February 20<sup>th</sup>. Lastly, he appreciated everyone for putting the room back together later.

F. Comments from Kiwanis Dignitaries

- a. Kiwanis Foundation President Margo Dutton thanked everyone for their support and what we had done for the foundation and Pediatric Trauma Program.

G. District Administrator – Camille Goulet

- a. C. Goulet added onto scholarships and stated that it requires an official transcript, not an unofficial one. It must be sent directly from the school to the Kiwanis Professional Center. Candidates' Education Sessions (CES) are coming up with the first one being at Kiwanis Mid-Year North in Sacramento and the second one at Kiwanis Mid-Year South in Pomona. She will be running CES North whereas District Assistant Administrator Armando Velazquez will be running CES South. Regarding these events, C. Goulet would appreciate if the retiring board members attend so that the students can ask questions. They may not be asking questions for next term, but the terms after

that. Lastly, she mentioned that she had invited past International Board Officers so they could provide their input.

- b. Key Club and KIWIN'S District Conventions are coming up, and we are acting as their Sergeant-at-Arms. She stated that in order to attend this event, you are either a workshop host or a Sergeant-at-Arms, and she encouraged everyone to please be a Sergeant-at-Arms for these events. Lastly, she thanked the District Board Officers who turned in letters for their successors.

H. Governor – Lawrence Sahagun

- a. L. Sahagun started off by stating that he rode a bike on the float for the Rose Parade. He will be at both CES North and South in conjunction with Kiwanis Mid-Years. He looked forward to awards judging with E. Wang. He invited the officers to please help clubs with their elections.
- b. Lastly, he is looking forward to the end of the term, where there is still room for improvement, and to both District Large Scale Service Projects and District Convention.

IX. **Upcoming Events**

A. District Large Scale Service Project, Hawai'i – Saturday, February 17, 2018

- a. S. Ruiz stated that this event will be all over the Hawaiian Islands with 4 different clubs doing 3 different projects. Two of the clubs will be interclubbing.

B. District Large Scale Service Project, North – Saturday, February 17, 2018

- a. S. Ruiz reminded everyone about District Large Scale Service Project North. Registration is due really soon on February 1<sup>st</sup>. There is no on-site registration, and she also reminded everyone about the locations.

C. District Large Scale Service Project, South – Sunday, February 25, 2018

- a. S. Ruiz also reminded everyone about District Large Scale Service Project South. She mentioned that Kiwanis Mid-Year South is the day before, which is why DLSSP South is held on a Sunday. Registration is due by February 8<sup>th</sup>, which is a receive-by date. She also asked for electronic copies of registration because there are multiple sites and she will need an accurate head count. All the information can be found via e-mail, website, or Facebook.



D. District Convention – March 23-25, 2018

- a. K. M. Hoang reminded everyone about the event and the theme, which is road trip. She mentioned that there had been some inconsistencies with registration, so please read the guide carefully because there is a lot of information on how to register for both DCON and the hotel. There will be a lot of workshops, caucuses, potential leaders, and professional expo. Lastly, she asked for everyone to look out for the promotions and to share them.

X. **Announcements**

M. Dutton encouraged members to please apply for scholarships because about one-third of the funds go to members of the board.

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

XII. **Executive Session**

A. William A. Dunlap Fellowship Award Voting

XIII. **Adjournment** – Lawrence Sahagun, District Governor – 10:28 AM

Respectfully Submitted:

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Katelyn Duch, 2017-2018 District Secretary Date

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Lawrence Sahagun, 2017-2018 District Governor Date

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Camille Goulet, 2017-2018 District Administrator Date

CALIFORNIA-NEVADA-HAWAII DISTRICT  
Circle K International

March 2018 District Board Meeting Packet

**Approval Items**

# CALIFORNIA-NEVADA-HAWAII DISTRICT

## Circle K International

**District Convention 2020 and 2021 Proposal**  
**March 2018 Board Meeting**

Respectfully Submitted by **Bruce Hennings, Director, Service Leadership Programs**

### ITEMS FOR APPROVAL

- *Circle K Bids*

### ITEM #1

Site	Dates	Room Rate	Food & Beverage	Parking	Rebate	Suites	Comps	Staff Rooms	Attrition	AV	
LAX Marriott	03/26/2020 - 03/29/2020	\$144.00	\$131.00 (inclusive)	\$20.00	\$10.00	5 @ Group Rate	1 to 50	7	80%	\$5,500.00	2018 Budget
		\$72.00 per person								\$3,300.00	2016 Actual
Riverside	03/26/2020 - 03/29/2020	\$165.00	\$125.00 (inclusive)	\$12.00	\$10.00	5 @ Group Rate	1 to 50	20	80%		
		\$82.50 per person									
LAX Marriott	03/25/2021 - 03/28/2021	\$149.00	\$143.00 (inclusive)	\$20.00	\$10.00	5 @ Group Rate	1 to 50	7	80%		
		\$74.50 per person									
Riverside	03/18/2021 - 03/21/2021	\$174.00	\$135.00 (inclusive)	\$14.00	\$10.00	5 @ Group Rate	1 to 50	20	80%		
		\$87.00 per person									
Sheraton LAX	03/25/2021 - 03/28/2021	\$195.00 - \$295.00	Did not provide info		\$0.00	??	No	No	80%		

CALIFORNIA-NEVADA-HAWAII DISTRICT  
Circle K International

March 2018 District Board Meeting Packet

**Board Reports**

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Communications and Marketing Chair** Board Report

**March 2018** Board Meeting

Respectfully Submitted by **Jennifer Hoang**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
01/26/18 – 01/28/18	January District Board Weekend		24
01/28/18	Magic Kingdom DCM	2	1
02/03/18	Magic Kingdom Café Night		4
02/11/18	Magic Kingdom DCM		1
02/24/18	Candidate's Education Session South		1.5
02/25/18	District Large Scale Service Project South	9	
02/28/18	CNH Circle K's Spring Seeding: Transitioning into the New Term Webinar		1
02/28/18	Member Recognition Office Hour		1
03/01/18	CSUF Circle K Meeting		1
03/07/18	OCC Circle K Meeting		0.5

Total Service Hours since Last Board Report: 11

Total Service Hours since April 1<sup>st</sup>, 2017: 100.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
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01/29/18	Andy Nguyen	DCON Shirt	E-mail
01/29/18	Communications & Marketing Committee	CNH Facebook Page Banner	Slack
01/30/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
01/30/18	Andy Nguyen	Touring Tuesday	E-mail
01/31/18	Kim-Mai Hoang, Tiffany Nguyen	DCON Social Media Reminder	E-mail
01/31/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Zoom
02/03/18	Communications & Marketing Committee	Sunny TV Episode 6 Proof	Slack
02/04/18	Esther Wang, Tiffany Nguyen, Denny Cao	MR Monday	Messenger
02/05/18	Esther Wang, Tiffany Nguyen, Denny Cao	MR Monday	Messenger
02/05/18	Tiffany Nguyen, Banna Tesfay, District Board	Bi-Weekly Digest	E-mail
02/05/18	Communications & Marketing Committee	Meeting Agenda	E-mail
02/05/18	Communications & Marketing Committee	Committee Meeting	Zoom
02/06/18	Kimberly Ubungen	Publication Guide	E-mail
02/06/18	Kim-Mai Hoang, Tiffany Nguyen	DCON Social Media Reminder	E-mail
02/08/18	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, Patti Ryder	Chair MRF	E-mail
02/09/18	James Malabanan	UNLV Newsletter	E-mail
02/09/18	Communications & Marketing Committee	Sunburst Proof Read	Slack
02/11/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
02/12/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
02/12/18	Esther Wang, Tiffany Nguyen, Denny Cao	MR Monday	Messenger

02/14/18	Yen Vo	Sunny TV End Card	E-mail
02/18/18	Sara Chen	Sunburst Newsletter	E-mail
02/15/18	Tiffany Nguyen, Banna Tesfay, District Board	Bi-Weekly Digest	E-mail
02/15/18	Kim-Mai Hoang, Tiffany Nguyen	DCON Social Media Reminder	E-mail
02/16/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
02/18/18	Ivan Hoz, Tiffany Nguyen	American Foundation for Suicide Prevention Week Event Page	E-mail
02/19/18	Esther Wang, Tiffany Nguyen	Bi-Weekly Digest	E-mail
02/19/18	District Committee Chairs	DCON Program Information	Slack
02/20/18	Braden Lem	DLSSP Press Release	Slack
02/20/18	Andy Nguyen	Touring Tuesday	E-mail
02/21/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
02/22/18	Lawrence Sahagun, Max Rico, Kim-Mai Hoang, Samantha Ruiz, Yen Vo	Sunny TV Episode 7	Messenger
02/23/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
02/24/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
02/26/18	Lawrence Sahagun	DCON Program	E-mail
02/26/18	Communications & Marketing Committee	Committee Meeting	Zoom
02/27/18	Lawrence Sahagun, Kim-Mai Hoang	DCON Program	E-mail
02/27/18	Helen Nguyen, Denny Cao	February Webinar Event Page	E-mail
02/27/18	Andy Nguyen	Touring Tuesday	E-mail
02/28/18	Communications & Marketing Committee	Tasks & Meeting Reflection	E-mail
03/01/18	Kim-Mai Hoang	DCON Program	E-mail



03/02/18	Braden Lem	DLSSP Press Release	Slack
03/02/18	Ryan Hoang, Kimberly Ubungen	DCON Program	Messenger
03/02/18	Esther Wang, Denny Cao	MR Resources	Messenger
03/04/18	Lawrence Sahagun	DCON Program	E-mail
03/05/18	Communications & Marketing Committee	Committee Meeting	Slack
03/05/18	Ryan Hoang	CNH Facebook Page Banner	E-mail
03/07/18	Communications & Marketing Committee	CNH Facebook Page Banner	Slack
03/08/18	Andy Kim, Kim-Mai Hoang	DCON Social Media Reminder	E-mail
03/09/18	Jesus Martinez, Tiffany Nguyen	DCON Social Media Reminder	E-mail

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1.District Convention Program
2.Sunny TV Episode 6
3.Sunny TV Episode 7
4.Sunburst Winter Issue
5. Bi-Weekly Digests

### b. Top 5 Plans

1. Have a successor.
2. Release Sunny TV Episode 9
3. Sunburst Issue 5

## III. Resources Needed

1. N/A
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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.*

- <b>Education:</b> I have continued to work with my committee on creating a Publication Guide to help future officers learn how to set up a publication of their own. The information is put together and we're working on making the graphics for it. We've also continued adding on to the CNH Style Guide and updating information on it. Something we have recently added is a folder of presentation templates that already has graphic standards on it.
--

- <b>Support:</b> I am still encouraging C&M Network members to fill out spotlight form and the Internal Relations Chair is continuing with spotlighting the members each week. When newsletter editors send in their newsletters, I continue to give them notes on how to improve. This is only in relations to graphic standards because everything else is up to their artistic choice. Also, network members continue to ask for assistance with quick questions.
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- <b>Consistency:</b> My committee and I are continuing the term with a consistent schedule for the Bi-Weekly digest. I have also worked with my committee to return the Sunny TV schedule and Sunburst Schedule to become more consistent. As of now Sunny TV is coming out every 2-3 weeks and the past two issues of Sunburst have only been about a month apart. I hope to continue these consistencies to the end of the term.
---

- <b>Awareness:</b> I have worked with one of my external relations chairs to edit and send out press releases for District Large Scale Service Project North and South. We're also trying to get information to write at least one press release for DLSSP Hawai'i since the event occurred on more than one of the Hawai'ian islands. I'm also looking into how to get more of our articles submitted to Kiwanis publications.
--

V. **Announcements**  
N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

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

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

Date	Events Attended	Service Hours	Other Hours
1/29/18	District Convention Committee Meeting		1
2/5/18	District Convention Committee Meeting		1
2/11/18	Serenade		4
2/12/18	District Convention Committee Meeting		1
2/16/18	Winter Install		2
2/19/18	District Convention Committee Meeting		1
2/24/18	District Convention Committee Meeting		1.5
2/25/18	DLSSP South	9	

**Total Service Hours since Last Board Report: 9**  
**Total Service Hours since April 1<sup>st</sup>, 2017: 48**

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method
02/01/18	DCON Committee	Important Tax Information	Email
02/01/18	Don Hull, Tommy Thach, Shaira Ramirez-Santos	Workshop Hosts	Email

02/02/18	Don Hull	Purchase Orders	Email
02/04/18	Jonathan Amaral	Hotel Registration	Email
02/04/18	Lawrence Sahagun, Clifford Kaunang	SAA Speech	Email
02/05/18	Lawrence Sahagun, Ivan Hoz, Annika Liu	Club Sales Email	Email
02/06/18	Jennifer Hoang, Jesus Martinez	Registration Countdown	Email
02/06/18	Bruce Hennings	Name badges	Email
02/06/18	Don Hull, Sienna Nguyen	Honors Reception Purchase Orders	Email
02/08/18	Erick Jason Reyno	Delegate Registration	Email
02/10/18	Lawrence Sahagun	Opening Speech	Email
02/10/18	Bruce Hennings, Don Hull, Jesus Martinez	Early Registrationm	Email
02/12/18	Bruce Hennings	DCON Tshirt	Email
02/12/18	UCMerced	Hotel Registration	Email
02/13/18	Don Hull	Program	
02/13/18	Don Hull	Convention Rooms	Email
02/13/18	Don Hull, Camille Goulet, Lawrence Sahagun, Bruce Hennings	Program Printing Schedule	Email
02/15/18	Bruce Hennings	DCON Waivers	Email
02/15/18	Jennifer Hoang, Jesus Martinez	Regular registration reminder	Email
02/16/18	Bruce Hennings	Circle K Tshirt	Email
02/19/18	Camille Goulet, Lawrence Sahagun, Don Hull, Bruce Hennings	DCON Souvenirs	Email
02/22/18	Bruce Hennings, Don Hull	Hotel Check in	Email
02/23/18	Lawrence Sahagun	Convention Rooms	Email
02/23/18	Bruce Hennings	DCON Checks	Email

02/24/18	Don Hull	DCON Program	Email
02/26/18	Bruce Hennings, Jesus Martinez	Regular Registration	Email
02/27/18	Kim Vo	Hotel Registration	Email
03/1/18	Jennifer Hoang	Welcome message	Email
03/1/18	Don Hull	Purchase Order	Email
03/2/18	Bruce Hennings	Member switched	Email
03/3/18	Nancy Huang	UCSD Switch	Email
03/3/18	Sara Checn	Sunburst	Email
03/4/18	Bruce Hennings	Reimbursement Vouchers	Email
03/5/18	Jesus Martinez, Don Hull, Camille Goulet	Snapchat filter	Email
03/5/18	Bruce Hennings, Don Hull, Jesus Martinez, Camille Goulet	Hotel Reservation/CKIDCON Questions	Email

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Program finished!
2. Registration ended, and lots of member attending!
3. Promotions released every week!
4. Good progress on our beautiful decorations/entertainment activities.
5. Workshop hosts decided and contacted.

### b. Top 5 Plans

1. Execute DCON wonderfully, hopefully.
2. Be organized and available at all times at DCON.
3. Do whatever I can for people to enjoy DCON!
4. Make sure my committee feels proud of themselves!

5. Send out a DCON evaluation form.
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### III. Resources Needed

1. Please help me at DCON.
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2. Please be nice.
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3. Please be patient.
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4. HAVE FUN AT DCON.
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### IV. District Officer Assessment

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

- Plan and execute a successful DCON: Doing pretty well so far! DCON is coming up! Or it's happening now by the time this is being read through. Everyone involved with DCON has worked SOO HARD and has dedicated an IMMENSE amount of time to ensure this event is followed through in the best way possible. I am happy with the progress we've made this term for DCON. From now until DCON, I will continue to check up on my committee chairs, District Board, and DCON logistics to make sure things go smoothly! I'm preparing as much as I can, so we don't freak out too much during the event!
---

- Be an active and supportive District Board member: I definitely think I could have reached out, but I really tried my best to be supportive to the District Board! I supported Diana at Phoenix Café Night, and I offered whatever I could to help Samantha with DLSSP! Of course, I wish I could have done more for others on the board, but we're all so busy, so it's hard to reach out! Hopefully, I can help more after DCON since I'll be relatively more free! Our term will technically be over, but there's still STC!
---

- Encourage committee members to work efficiently, but also feel like a family at the same time: This has been strong since the beginning! There has definitely been some ups and downs, but my committee has stood strong by each other's side. I'm so happy with the group I've put together because I think we've all grown so much as a team! I hope to stay in contact with them even after this term!
---

- Expand my network and knowledge: I've met a lot of different people this term, so that counts as networking! I wish I met more, but again, I was very busy, and work prevented me from attending home club events. As for knowledge, I learned so
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much by working as DCON Chair. There's so much to organize and learn as you go along with the position, but I love it! I love event planning, and I really think the skills I've learned this term will help me with my profession in the future!

V. **Announcements**  
N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Fall Training Conference Chair** Board Report  
**March 2018** Board Meeting  
Respectfully Submitted by **Lindon Tran**

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

Date	Events Attended	Service Hours	Other Hours
1/26/18-1/28/18	January District Board Weekend		24
2/5/18	UCLA CKI GM		1
2/25/18	DLSSP South	8	
3/1/18	UCLA CKI GM		1
3/3/18	Invisible Art, Visible Artists Seminar	3	
3/8/18	UCLA CKI GM		1

Total Service Hours since Last Board Report: 11  
Total Service Hours since April 1<sup>st</sup>, 2017: 50.5

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method
1/13/18	Peter Nguyen	KIWIN's Awards Judging	email
1/21/18	Peter Nguyen	KIWIN's Awards Judging	Email
2/10/18	Samantha Ruiz	DLSSP South – leaving late/arriving early	FB messenger



3/5/18	Sara Chen	Sunburst	email
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## II. Work Progress (Achievement & Plans)

### a. Total Achievements

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

### b. Top 5 Plans

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

## III. Resources Needed

1. Budget/Reimbursement form help
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## IV. District Officer Assessment

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

- Plan a successful FTC! Done!
- Work with committee to minimize problems from previous years' FTC and implement new and innovative ideas.

<p>FTC is done! FTC committee has a list of pros/deltas from this year and will provide them as a foundation for next year's committee.</p>
<p><b>- Provide a memorable committee experience and foster an environment where committee members can bond, have fun, and grow.</b></p> <p>The committee experience this year was pretty memorable, and I've definitely been seeing a lot of meaningful connections made. I think everyone had a reall fun time on committee!</p>
<p><b>- Increase transparency and communication.</b></p> <p>Being as transparent as possible with committee, especially now. Communication and transparency throughout the term were always visible and there, I think!</p>
<p><b>- Support other District Board members to the best of my capabilities.</b></p> <p>I'm always here to help and support my fellow District Board members and have tried to complete any requests for help they might've had.</p>

V. Announcements  
N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Kiwanis Family and Foundation Chair** Board Report  
**March 2018** Board Meeting  
Respectfully Submitted by **Ana Chavez**

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/13/2018	UC Riverside Kid's Rock Concert	0	4
1/16/2018	CSU East Bay Kiwanis Takeover	0	2
1/16/2018	Berkeley Kiwanis Meeting	0	1
1/20/2018	Foothill Key to College (East)	6	1
1/23-25/18	January District Board Meeting	0	24
2/3/2018	UC Berkeley & Davis Service Social	2.5	3.5
2/3/2018	Loaves and Fishes Soup Kitchen	3	0
2/10/2018	Kiwanis Midyear North	7.5	1
2/10/2018	Candidate's Education North	0	1.5
2/10/2018	UCB Pageant K	0	3
2/15/2018	Sonoma State First Gen Meeting	0	3
2/16/2018	Kiwanis Service In	2	1.5
2/17/2018	DLSSP North	10	1
2/24/2018	Midyear South	9	1
2/24/2018	Candidate's Education South	0	1.5
2/24/2018	Foothill Phoenix Café	0	3
2/25/2018	DLSSP South	9	1

2/26/2018	Multimedia Committee Meeting	0	1
2/26/2018	Single Service Committee Meeting	1	0
2/28/2018	Spring Transitioning Webinar	0	1
3/3/2018	UC Davis Key to Life	0	6

**Total Service Hours since Last Board Report: 50**

**Total Service Hours since April 1<sup>st</sup>, 17: 278**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/10/18	Mondo, Camille, and Katelyn	STC North Proposal	Email
1/14/18	Lawrence Sahagun	Dunlap Award Nominations	Email
1/14/18	Rita Germain	Social Media Booth at Midyear North	Email
1/18/18	District KFF	Kiwanis Family Map Assignment reminder	Email
1/20/18	DA Doug Gin	Region 13 Conclave	Email
1/23/18	Stephanie Ruiz	Kiwanis Family International Graphic	Email
1/24/18	Donald, Shaira, and Ryan	DCON Transportation	Messenger
1/29/18	Tiffany Nguyen	STC Graphic	Email
1/31/18	Annie Chen	January District Committee Meetings	Email
2/5/18	Camille Goulet	Rescheduling phone call	Email
2/6/18	STC North Committee	When Is Good	Messenger
2/7/18	District KFF Committee	Biweekly meeting	Google Meets
2/8/18	Mariella Batacan	Committee DLSSP South Registration	Email
2/19/18	Jennifer Hoang	Committee List	Slack
2/21/18	Mondo	STC North Updates	Email
2/21/18	Mondo	AV Assist at Midyear South	Email

2/21/18	District KFF Committee	Biweekly meeting	Google Meets
2/22/18	Webinar Hosts	Key to Life Webinar	Email
2/23/18	Helen Nguyen	STC Registration and Workshop Forms	Email
2/26/18	Webinar Hosts	Key to Life Webinar	Google Hangouts
2/26/18	Camille and Lawrence	Kiwanis Family Manuals	Email
2/26/18	Annie Chen	February District Committee Meetings	Email
2/27/18	Peter Nguyen	KIWIN'S Awards	Email
3/3/18	Lawrence, Mondo, and Camille	STC North & South	Email
3/6/18	Peter Nguyen	KIWIN'S Award needed	Messenger
3/7/18	Manny Ilasco	DCON Confirmation	Email
3/7/18	District KFF Committee	Biweekly meeting	Google Meets

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

**a. Total Achievements**

1. Tabled successfully at Midyear North/South
2. Finished Manuals
3. Kiwanis Family Map has been updated
4. Hosted Key to Life Webinar

**b. Top 5 Plans**

1. Release any completed files on my drive
2. Compile files for my successor for an easy transition
3. Host a successful STC North

**VIII. Resources Needed**

N/A
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**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.*

<b>- Create, distribute, and announce resources that will assist clubs in improving their Kiwanis Family relations</b>
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• Finished last webinar and will be leaving a brochure file for Key Club recruitment for my successor to distribute</li></ul> |
|---|

<b>-Provide educational material on the Kiwanis CNH Foundation</b>
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• Foundation presenter secured for a Circle K District Convention workshop and will be assisting Friday with the booth if needed.</li></ul> |
|---|

<b>-Attend large and small-scale Kiwanis Family events across the district</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• Successfully have attended Kiwanis Family events in the North and South to support clubs in these last few months</li></ul> |
|---|

<b>-Assist clubs with their membership by reaching out to Key Club/KIWIN'S members</b>
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• Provide advice to my successor to better recruit Key Club and KIWIN'S seniors at their respective District Conventions.</li></ul> |
|---|

**X. Announcements**

- APPLY FOR STC WORKSHOPS!!!

# CALIFORNIA-NEVADA-HAWAII DISTRICT

## Circle K International

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

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

Date	Events Attended	Service Hours	Other Hours
1/16/18	Reality Changers	4	
1/21/18	Paradise January DCM + Service Auction		3
1/22/18	UCSD Week 3 General Meeting		1
1/23/18	Reality Changers	4	
1/26/18-1/27/18	January District Board Weekend		24
1/28/18	January District Board Meeting		1.5
1/29/18	UCSD Week 4 General Meeting		1
1/29/18	Pre-Meeting Dinner at the Bistro		1
1/30/18	Reality Changers	4	
1/31/18	Technical Skills (for Awards) Webinar		1
2/3/18	Feeding San Diego	3	
2/5/18	SLSSP Chipotle Fundraiser		1
2/5/18	UCSD Week 5 General Meeting		1
2/6/18	Reality Changers	4	
2/9/18-2/10/18	Paradise Division 24 Hours Service Marathon	23.5	

2/12/18	UCSD Week 6 General Meeting		1
2/13/18	Reality Changers	4	
2/17/18	UCSD Single Large-Scale Service Project		7
2/20/18	Reality Changers	4	
2/24/18	Candidates Training Session South		1.5
2/24/18	Phoenix Café Night		3
2/25/18	District Large Scale Service Project South	9	
2/26/18	Pre-Meeting Dinner at the Bistro		1
2/26/18	UCSD Week 8 General Meeting		1
2/27/18	Reality Changers	4	
3/5/18	UCSD Week 9 General Meeting		1
3/6/18	Reality Changers	4	
3/11/18	UCSD Key 2 Life		1.5

**Total Service Hours since Last Board Report: 67.5**

**Total Service Hours since April 1<sup>st</sup>, 2017: 254.75**

**b. People you have contacted:**

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/11/18	Armando Velazquez	Weekly check-in	Phone
1/12/18	Lawrence Sahagun	Cutoff for G.E.M. awards	Facebook
1/14/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post tomorrow	Slack
1/14/18	Jack Wang	Graphic for Technical Skills Webinar	Facebook
1/14/18	Lawrence Sahagun	DCON awards certificate design	Facebook
1/14/18	Tyler Tran	Link for awards office hours	Facebook



1/14/18	Jennifer Hoang, Denny Cao	Reminder to schedule MR Monday post	Facebook
1/15/18	Serena Mann	DCON awards certificate design	Facebook
1/16/18	Jack Wang, Tyler Tran	February MRP recipients spreadsheet	Slack
1/16/18	Jack Wang	Feedback on graphic for Technical Skills Webinar	Facebook
1/16/18	Lawrence Sahagun	Giving MRP certificates and pins at DCON	Facebook
1/16/18	Kim-Mai Hoang	Moving scrapbooks at DCON	Facebook
1/17/18	Lawrence Sahagun	DCON awards manual	Facebook
1/17/18	Kim-Mai Hoang	Template for DCON awards slides	Facebook
1/17/18	Donald Franks	Template for DCON awards slides	Facebook
1/17/18	Serena Mann	Reminder to submit DCON manual	Facebook
1/18/18	Armando Velazquez	Weekly check-in	Phone
1/20/18	Jennifer Hoang, Denny Cao	Reminder to schedule MR Monday post	Facebook
1/20/18	Amanda Liao	Final MRS deadline	Facebook
1/21/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post tomorrow	Slack
1/21/18	Lawrence Sahagun	Registering for DCON	Facebook
1/21/18	Serena Mann	Feedback for DCON manual	Facebook
1/22/18	Lawrence Sahagun	Comments on awards speakers doc	Facebook
1/22/18	CNH club executive board officers	DCON awards tips, weekly office hours, and reminders	E-mail

1/24/18	Henry Casarez	Issue with MR Mondays February selections	Facebook
1/24/18	Allan Le	Issue with MR Mondays February selections	Facebook
1/24/18	MR Committee	Meeting #21	
1/25/18	Lawrence Sahagun	Sample design of DCON awards certificate	Facebook
1/25/18	Serena Mann	Feedback on DCON awards certificate design	Facebook
1/25/18	Joshua Nepomuceno	Awards questions (Distinguished Divisional Excellence application)	Facebook
1/25/18	Armando Velazquez	Weekly check-in	Phone
1/28/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post tomorrow	Slack
1/29/18	Tyler Tran	Webinar rehearsal time	Facebook
1/2018	Lawrence Sahagun	Online submission system for awards	Facebook
1/31/18	Serena Mann	February MR Monday selections for graphics	Facebook
1/31/18	Bradley Ventayen	Awards question (endorsement sheet)	Facebook
1/31/18	Denny Cao, Tyler Tran	Webinar rehearsal reminder and sign-in sheet link	Facebook
1/31/18	Armando Velazquez	Awards speakers	Text
2/1/18	Lawrence Sahagun	Travel arrangement for awards judging	Facebook
2/1/18	Katelyn Duch	Sign-in sheet for Technical Skills webinar	Facebook
2/1/18	Casey Kieng	Awards question (size of scrapbook)	Facebook

2/1/18	Armando Velazquez	Weekly check-in	Phone
2/2/18	Lawrence Sahagun	Changes in awards speakers	Facebook
2/2/18	Tyler Tran	Issue with an MRS file	Facebook
2/2/18	Andrew D'Incognito	Issue with MRS	Facebook
2/2/18	Lawrence Sahagun, Camille Goulet, Armando Velazquez	Item for approval (awards online submission system)	E-mail
2/2/18	Armando Velazquez	Technical Skills (for Awards) webinar attendance list	E-mail
2/4/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post tomorrow	Slack
2/4/18	Serena Mann	Reminder to upload February MR Monday week 1 graphic	Facebook
2/4/18	Jennifer Hoang, Denny Cao	February MR Monday drive	Facebook
2/4/18- 2/6/18	Officers in charge of the MRS	Confirmation e-mail for MRS February check-in	E-mail
2/5/18	Lawrence Sahagun	Clarification on online submission system guide	Facebook
2/5/18	Serena Mann	Progress check on formatting issues for DCON awards manual	Facebook
2/5/18	Tyler Tran	Remind a club to mark their members as committee members if applicable	Facebook
2/5/18	CNH club executive board officers	Bi-weekly DCON awards tips, office hours, and reminders	E-mail
2/6/18	MR Committee	2/7/18 Meeting Agenda	Slack
2/6/18	Lawrence Sahagun	International MRF	Facebook

2/6/18	Lt. Governors	List of clubs that submitted an MRS for February check-in	Facebook
2/7/18	MR Committee	Meeting #22	Google Hangout
2/7/18	Lawrence Sahagun	Link to online submission system guide	Facebook
2/7/18	Serena Mann	Feedback on DCON awards manual	Facebook
2/7/18	Tyler Tran	Late MRS files	Facebook
2/8/18	MR Committee	List of tasks	Slack
2/8/18	Jack Wang	MR Mondays recipients spreadsheet	Facebook
2/8/18	Armando Velazquez	Weekly check-in	Phone
2/8/18	Lawrence Sahagun, Camille Goulet, Armando Velazquez	Items for approval (DCON awards manual and online submission system guide)	E-mail
2/10/18	Serena Mann	Reminder to upload February MR Monday week 2 graphic	Facebook
2/10/18	Weijin Xu	Awards question (Outstanding Club Website Award)	Facebook
2/10/18	Lawrence Sahagun, Katelyn Duch, Ivan Hoz, Camille Goulet, Armando Velazquez	Member Recognition Chair January MRF	E-mail
2/11/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post tomorrow	Slack
2/11/18	Josephine Chau	Awards question (including events that are not CERFed)	Facebook
2/11/18	Jennifer Hoang, Denny Cao	Reminder to schedule MR Monday post	Facebook

2/11/18	Angela Lagrada	Awards question (event attendance record)	Facebook
2/12/18	Tyler Tran	Reminder to finish compiling MRP recipients	Slack
2/12/18	Lt. Governors	Email sent for online submissions system to presidents	Facebook
2/12/18	Casey Kieng	Awards question (formatting issue)	Facebook
2/12/18	David Su	Awards question (nominees of specific awards)	Facebook
2/12/18	Deny Cao	DCON awards manual	E-mail
2/12/18	CNH club presidents	Awards online submission system	E-mail
2/13/18	Tyler Tran	Reminder to finish compiling MRP recipients	Facebook
2/13/18	Diana Mora	Awards questions (Distinguished Divisional Excellence application)	Facebook
2/14/18	Duyen Diep	MRS problem	E-mail
2/15/18	Armando Velazquez	Weekly check-in	Phone
2/16/18	Lawrence Sahagun	Updating DCON awards budget	Facebook
2/17/18	Jack Wang	Questions about MRP recipients for February check-in	Facebook
2/18/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post tomorrow	Slack
2/18/18	Jennifer Hoang, Denny Cao	Reminder to schedule MR Monday post	Facebook

2/18/18	Serena Mann	Reminder to upload February MR Monday week 3 graphic	Facebook
2/19/18	Katelyn Duch	Definition of a service hour per CKI policy	Facebook
2/19/18	Jennifer Hoang	Bi-weekly digest	E-mail
2/19/18	Lawrence Sahagun	Updated DCON awards certificate template	Facebook
2/19/18	CNH club executive board officers	Final bi-weekly DCON awards tips, office hours, and reminders	E-mail
2/20/18	MR Committee	2/21/18 Meeting Agenda	Slack
2/20/18	Jack Wang, Tyler Tran	MRP recipients for February and March deadline	Facebook
2/20/18	Tyler Tran	Issue with an MRS file	Facebook
2/20/18	Casey Kieng	Awards question (Distinguished Club Improvement)	Facebook
2/20/18	David Su	Awards question (endorsement sheet)	Facebook
2/21/18	MR Committee	Meeting #23	Google Hangout
2/21/18	Lawrence Sahagun	List of dues-paid members in district for MRP	Facebook
2/21/18	Katelyn Duch	March District Board Meeting report deadline	Facebook
2/22/18	Alex Kwong	Awards question (event attendance record)	Facebook
2/22/18	Armando Velazquez	Weekly check-in	Phone
2/23/18	Jennifer Hoang, Denny Cao	Reminder to schedule MR Monday post	Facebook

2/24/18	David Su	Awards question (listing events)	Facebook
2/24/18	Jian Ting Tan	Issue with MRS	E-mail
2/25/18	Casey Kieng, Henry Casarez, Allan Le	Reminder to share MR Monday post tomorrow	Slack
2/25/18	Joshua Nepomuceno	Awards office hours	Facebook
2/25/18	Matthew Kawakami	Awards question (committees)	Facebook
2/26/18	Erica Wei	Awards question (letter of recommendations)	Facebook
2/26/18	Casey Kieng	Awards question (merging MRS attachment on application)	Facebook
2/26/18	Jesus Aguilar	Awards question (addressing letter of recommendations)	Facebook
2/26/18	Nicolas Wright	Awards question (Outstanding Club Website Award)	Facebook
2/26/18	CNH club presidents	Awards deadline reminder and preparing for submission	E-mail
2/26/18	Kyler Tagupa	Awards question (deadline to release club newsletter)	E-mail
2/27/18	Josephine Molina	Awards question (special meetings)	Facebook
2/27/18	Annie Tran	Awards question (attaching supplements)	Facebook
2/27/18	Jack Miao	Awards question (deadlines)	Facebook
2/27/18	Tracy Liu	Awards questions (merging supplements and listing events)	Facebook

2/27/18	Helen Nguyen	Awards question (articles written)	Facebook
2/27/18	Josephine Chau	Awards question (event attendance record)	Facebook
2/27/18	Duyen Diep	Awards question (saving files as PDFs)	E-mail
2/27/18	Tracy Liu	Issue with MRS	E-mail
2/28/18	Katelyn Duch	Change in definition of an interclub	Facebook
2/28/18	Lt. Governors	Distinguished Divisional Excellence application deadline reminder	Facebook
2/28/18	Erica Wei	Awards question (missing workshops/webinars in MRS)	Facebook
2/28/18	Michelle Liu	Awards question (order of supplements)	Facebook
2/28/18	David Ngo	Awards office hours link	Facebook
2/28/18	Renz Lane	Awards question (formatting issue)	Facebook
3/1/18	Lawrence Sahagun	Recipients for G.E.M. award	Facebook
3/1/18	Lawrence Sahagun	Possibility of extending Oratorical Contest deadline	Facebook
3/1/18	Donald Franks	International G.E.M. divisions	Facebook
3/1/18	Katelyn Duch	List of 100% MRF On-Time recipients	Facebook
3/1/18	Lt. Governors	Reminder to check-in with clubs for awards submission	Facebook
3/1/18	Tyler Tran	Folder of club MRS	Facebook
3/1/18	Mark Catalos	Awards from last term	Facebook



3/1/18	Ivan Hoz	List of G.E.M. recipients	Facebook
3/1/18	Stephanie Ruiz	Awards question (supplements not merging)	Facebook
3/1/18	Hanano Yamazaki	Awards question (link to online submission system)	Facebook
3/1/18	Wayne Cheng	Awards question (trouble opening supplements)	Facebook
3/1/18	Kevin Ngo	Awards question	Facebook
3/1/18	Hever Miranda	Awards question	Facebook
3/1/18	Armando Velazquez	Weekly check-in	Phone
3/1/18-3/2/18	Club presidents	Confirmation e-mail for awards applications	E-mail
3/1/18-3/3/18	Officers in charge of the MRS	Confirmation e-mail for MRS final deadline	E-mail
3/2/18	District Board	Extension of Oratorical Contest deadline	Slack
3/2/18	Lawrence Sahagun	Resources for judges	Facebook
3/2/18	Katelyn Duch	Folder of LTG MRFs	Facebook
3/2/18	Tyler Tran	Service spotlight question	Facebook
3/2/18	Mark Catalos	Missing MRS file	Facebook
3/2/18	Jennifer Hoang, Denny Cao	Promotional post for Oratorical Contest deadline extension	Facebook
3/2/18	Armando Velazquez	Extending Oratorical Contest deadline	Text
3/2/18	Denny Cao	Oratorical Contest application	E-mail
3/3/18	Serena Mann	Blank awards certificate template	Facebook
3/3/18	Tyler Tran	MRS files received	Facebook

3/3/18	Awards judges	DCON awards judging assignments	E-mail
3/4/18	Jack Wang, Tyler Tran	List of dues-paid members in district for MRP	Facebook
3/4/18	Armando Velazquez	Updated patches order	E-mail
3/5/18	Arlene Anguiano	Definition of a service hour per CKI policy	Facebook
3/5/18	Serena Mann	Feedback on certificate template	Facebook
3/5/18	Armando Velazquez	Judging update	Phone
3/5/18	Armando Velazquez	Judging update	Text
3/7/18	Jack Wang	MRP slides for DCON	Facebook
3/7/18	Armando Velazquez	Awards certificates and medals	Text
3/7/18	Jack Wang	DCON slides template	E-mail
3/8/18	Jack Wang, Tyler Tran	MRP recipients for DCON	Facebook

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Held a successful Technical Skills (for Awards) webinar.
2. Finished all Master Records Sheet check-ins and worked with Administrative Executive Assistant Jack Wang and MRP/MRS Coordinator Tyler Tran to compile DCON recipients.
3. Released the District Convention awards manual, the awards online submission system, and online submission system guide.
4. Finalized judging sheets and worked with my advisor, Armando Velazquez, to release judging assignments in a timely manner.
5. Held awards office hours twice a week leading up to the deadline and sent out bi-weekly emails reminding club officers about deadlines.

### b. Top 5 Plans

1. Finish MRP and awards slides for District Convention.
2. Finish awards speeches for District Convention.
3. Make all awards and MRP certificates, print everything, and have it all organized before going to District Convention.
4. Remind officers about the Outstanding Traditional/Non-Traditional Scrapbook deadlines.
5. Have everything go smoothly at District Convention.

### III. Resources Needed

1. N/A
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### 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>- Be a resource for the rest of the District Board and the Member Recognition Committee by actively communicating with them. Serve as a liaison between the MR Advisor and the District Board + MR Committee. Be proactive and hold myself to the standards I expect of others by completing all duties on time.</p> <p>Progress: I have worked with the Lt. Governors to ensure that clubs submitted awards applications on time. I have also worked with committee liaisons to continuously promote deadlines, resources, and the webinar we had at the end of January.</p>
<p>- Release awards, manuals, and the MRS by the end of August. Promote these resources as a way for clubs to maximize their achievements.</p> <p>Progress: Completed. All resources were released by mid-February. These include the Master Records Sheet (MRS), MRS guide, MRS example file, all awards files, DCON Awards manual, General Recognition manual, the awards online submission system, and online submission guide.</p>
<p>- Attend DCMs and actively promote the different forms of recognition we have in the district.</p> <p>Progress: I have attended DCMs for all nine divisions, either in-person or online. I have worked with the Lt. Governors to promote the different types of recognition at the club and district levels.</p>

- Recognize members at the district level using methods like Member Recognition Mondays and use this to encourage clubs and divisions to implement their own recognition programs.

Progress: Completed, as of the end of February. Overall, the recognition program was very successful, by the amount of "likes" and comments posts received on the district Facebook page. Lt. Governors tended to choose members who were nominated, which created less bias in whom they wanted to recognize personally. Per Lt. Governors' feedback, a sheet has been recreated to keep track of those who have been recognized so members are not repeatedly recognized. Through the summer and winter one-on-ones, club officers have been educated on the district recognition programs and have also had the opportunity to reflect on their club's recognition programs.

- Be transparent as a district board officer by increasing personal interactions with clubs and divisions. Actively go to events at the club and divisional level that encompass all three of the tenets.

Progress: I have attended club events at least twice a week. I also attended the Paradise Division January DCM and Service Auction, as well as the Paradise Division 24 Hours Service Marathon. I have also reached out to many new members that joined this quarter and have enjoyed getting to know them at club events like pre-meeting dinners.

V. **Announcements**

N/A.

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Membership Development & Education Chair** Board Report

**March 2018** Board Meeting

Respectfully Submitted by **Helen Nguyen**

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

**a. Events you participated in:**

Date	Events Attended	Service Hours	Other Hours
1/28/18	Magic Kingdom January DCM		2
1/29/18	Spring Welcome Tables Day 1	2	
1/30/18	Spring Welcome Tables Day 2	2	
1/31/18	OCC CKI General Meeting + Nominations		1
2/3/18	Magic Kingdom Café Night		1
2/7/18	OCC CKI General Meeting + Elections		2
2/11/18	Magic Kingdom February DCM		1
2/13/18	OCC CKI Spring Club Rush	2	
2/25/18	DLSSP South	8	
2/28/18	OCC CKI General Meeting		1
2/28/18	Chapman University CKI General Meeting		1
3/7/18	OCC CKI General Meeting		1

**Total Service Hours since Last Board Report: 10**

**Total Service Hours since April 1<sup>st</sup>, 2017: 97**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/23/18	DMD&E Committee	Updates + Meeting	Email
1/30/18	DMD&E Committee	Updates + Meeting	Email
1/31/18	Jeff Dimsdale	STC at OCC	In person
2/9/18	Jeff Dimsdale	Kiwanis support for STC South	Text
2/13/18	Jeff Dimsdale	Kiwanis Board Meeting	E-mail/Text
2/24/18	Jeff Dimsdale	STC at OCC	In person
2/27/18	Jennifer Hoang, Denny Cao	February Webinar	E-mail/ Facebook Messenger
2/28/18	Bruce Hennings	STC South	E-mail
3/2/18	Peter Yu	DMD&E Updates	E-mail

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

a. Total Achievements

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

a. Top 5 Plans

1. Review and finish resources to release before end of term.
2. Prepare and compile files for future MD&E Successor for the next term.

3. Promote and successful host Extravaganza at District Convention 2018.
4. Release at least one alumni video before the end of the term.
5. Plan and promote a successful Spring Training Conference South 2018

XIII. **Resources Needed**

n/a

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.*

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

XV. **Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAII DISTRICT

## Circle K International

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

I. Your activities since last Board Meeting

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
01/13/18	Kids Rock Concert		5
01/26-28/18	January District Board Weekend		24
02/10/18	UNLV CKI 11 <sup>th</sup> Annual Serenade	11	
02/17/18	District Large Scale Service Project North	9	
02/24/18	CNH Candidates' Education Session South 2018		1.5
02/25/18	District Large Scale Service Project South	9	
02/28/18	UNLV CKI Meeting		1

Total Service Hours since Last Board Meeting: 29

Total Service Hours since April 1<sup>st</sup>, 2017: 61

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
01/09/18	Robert Chirk	DLSSP Updates	Phone Call



01/11/18	Camille Goulet, Robert Chirk, Katelyn Duch, Ivan Hoz, and Lawrence Sahagun	Draft of January Board Report and 2018-2019 DSI Proposal	Email
01/11/18, 01/12/18, 01/15/18	Robert Chirk	DLSSP South Updates	Email
01/12/18, 01/14/18, 01/18/18	Stan Chesworth	DLSSP South Updates-confirmation of projects and supply list	Email
01/14/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee Meeting #23 Information	Email
01/15/18	Chloris Li, Lawrence Sahagun	DLSSP Promo Video Final Draft 1	Email
01/15/18	Eric Yan	Tomorrow Fund	Email
01/16/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan	DLSSP Reminders, DCON Workshop Reminders, DLSSP Information, committee member attendance at each DLSSP, travel and housing arrangements for DLSSP, DLSSP promotion, updates for DLSSP donations, driver form and registration due dates, 2018-2019 DSI proposal updates, Service Database Updates, Jackets and gift exchange, and assignments	Google Hangouts
01/16/18	Robert Chirk	DLSSP South: Itinerary/Supply List for Thomas House Family Shelter	Email

01/16/18	Robert Chirk	DLSSP Updates	Phone Call
01/16/18	Deanne Tate	DLSSP South Updates: Confirmation of details for Veterans First OC	Email
01/16/18	Flor Peralta	DLSSP South: Confirmation of details for Thomas House Family Shelter	Email
01/19/18	Thuy Tran	DLSSP North registration due date	Facebook Messenger
01/17/18, 01/18/18	Robert Chirk	DLSSP South Updates: Veterans First OC changes/additional information	Email
01/20/18	Robert Chirk	DLSSP South Updates: New information from coordinators at Thomas House Family Shelter and Veterans First OC	Email
01/21/18	Flor Peralta	DLSSP South: Information about painting plus other projects	Email
01/21/18	Lawrence Sahagun	William A Dunlap Fellowship Awards	Email
01/21/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee Meeting #24 Information	Email
01/22/18	Flor Peralta	DLSSP South: Finalization of project details	Email, phone call
01/22/18	Robert Chirk	DLSSP South Updates: Thomas House Family Shelter and Veterans First OC	Email
01/23/18	Robert Chirk	DLSSP Updates	Phone Call

01/23/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan	DLSSP Reminders, DCON Workshop Reminders, confirmation of attendance at DLSSP and final travel and housing arrangements, committee roles at DLSSP, DLSSP supplies, DLSSP promotion updates, and assignments	Google Hangouts
01/25/18	Camille Goulet	Carnival games for DLSSP South	Email
01/25/18	Flor Peralta	DLSSP South: request for more information about committee projects	Email
01/25/18, 01/27/18	Deanne Tate	DLSSP South: Confirmation of painting activities	Email
01/27/18	Camille Goulet	DLSSP Briefing Presentation	Email
01/27/18, 01/28/18	Robert Chirk	DLSSP South Updates: Thomas House and Veterans First OC- changes in planned activities and supplies	Email
01/29/18	CNH District Board and all CNH executive board officers	DLSSP North registration due date reminders	Email
01/29/18	Thuy Tran	DLSSP North check information and corrected registration form due date	Facebook Messenger
01/29/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee Meeting #25 Information	Email

01/29/18	Flor Peralta	DLSSP South Updates: Confirmation of new supply and activity needs	Email
01/30/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	DLSSP reminders, DCON Workshop Reminders, 2018-2019 DSI proposal updates, DLSSP travel and housing arrangements, DLSSP preparation activities, DLSSP registration, DLSSP North Briefing, and assignments	Google Hangouts
01/30/18	Robert Chirk	DLSSP Updates	Phone Call
01/30/18	Reneer Balingit	DLSSP North 2018 Registration and Waiver Forms	Email
01/30/18	Jonathan Amaral	Check information for DLSSP South	Email
01/30/18	Robert Chirk	DLSSP South painting projects at Thomas House Family Shelter	Text message
01/30/18	DCON Graphics	DCON overlay	Email
01/30/18	Robert Chirk	Purchasing Information for DLSSP North and South, DLSSP 2018 Excel Sheet	Email
01/30/18	Stan Chesworth	DLSSP South: Confirmation of activities and supplies for Veterans First OC	Email
01/30/18	Jennifer Sung, Lawrence Sahagun	DLSSP South site assignments	Facebook messenger
01/31/18	DLSSP Registration	DLSSP North 2018 Service & KFF Committee Registration	Email

01/31/18, 02/02/18, 02/03/18, 02/04/18, 02/05/18	Robert Chirk	Supplies for DLSSP South and purchasing card information	Email
02/01/18	CNH District Board and CNH executive board officers	DLSSP North electronic registration and driver form reminders	Email
02/02/18	Stan Chesworth	DLSSP South: Follow up of activities and supplies for project	Email
02/02/18	Thuy Tran	DLSSP North carpool for Sacramento State	Facebook Messenger
02/03/18	Melia Takakusagi	DLSSP Hawaii updates	Facebook messenger
02/04/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee Meeting #26 Information	Email
02/04/18, 02/06/18	Camille Goulet	DLSSP North and South Purchasing Information needed for purchasing cards	Email
02/04/18	Alicia Sieu	DLSSP South group leader information	Facebook Messenger
02/05/18	Numfon Vilay	DLSSP North registration forms for UN Reno	Facebook Messenger
02/05/18	Thuy Tran	DLSSP North carpool for Sacramento State	Facebook Messenger

02/05/18	Russel De Los Reyes	DLSSP South- registration soft copy	Facebook Messenger
02/05/18	Amanda Liao	Charitable fundraising and service hours	Facebook Messenger
02/06/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	DLSSP reminders, DLSSP registration and driver forms, DCON workshop reminders, DLSSP North information, DLSSP South info and briefing, addressing member questions regarding DLSSP, and assignments	Google Hangouts
02/05/18	Bruce Hennings	Confirmation of DLSSP North waiver pick up day and time	Email
02/05/18	CNH District Board and CNH executive board officers	DLSSP South registration due date reminders	Email
02/05/18	CLU Circle K	DLSSP South soft copy registration forms	Email
02/05/18	Andrew Kang	Onsite registration for DLSSP South	Facebook Messenger
02/05/18	Jonathan Amaral	DLSSP South soft copy registration forms	Email
02/06/18	Robert Chirk	DLSSP Updates	Phone Call
02/06/18	Sopheak Suy	DLSSP South soft copy registration forms	Email
02/06/18	Michelle Cheng	DLSSP South inquiry	Email
02/07/18	Jasmine Darling	DLSSP South- late registration	Facebook Messenger
02/07/18	Jone Bacinskaite	DLSSP South registration/waiver	Email

		inquiry for UCLA member	
02/07/18	Robert Chirk	DLSSP South Updates: Thomas House Family Shelter	Text message
02/07/18	Lawrence Sahagun	Updated check from Mt. Sac for DLSSP	Facebook Messenger
02/07/18	Tate Yeung	Late registration for DLSSP South	Facebook Messenger
02/06/18-02/07/18	Junior Musigdilok	Late registration for DLSSP South + check information for DLSSP South	Facebook Messenger
02/08/18	Nicolas Wright	Late registration for DLSSP South	Facebook Messenger
02/09/18	Luis Sastre	DLSSP South registration forms	Email
02/09/18	Bruce Hennings	DLSSP North & South Registration: confirmation of payments and registration received at the district office	Email
02/09/18	Mariella Batacan	DLSSP South Registration information for CSULA	Email
02/09/18	CNH District Board and CNH executive board officers	Electronic registration and driver form reminders	Email
02/09/18	Flor Peralta	Scheduling a phone call to finalize DLSSP South details at Thomas House Family Shelter	Email
02/09/18-02/10/18	Jone Bacinskaite	DLSSP driver form and updated carpool for UCLA	Facebook Messenger
02/09/18, 02/13/18	Melia Takakusagi	DLSSP Hawaii Registration and waiver forms	Email

02/10/18	Camille Goulet, Robert Chirk, Katelyn Duch, Ivan Hoz, and Lawrence Sahagun	January Chair MRF	Email
02/10/18	Robert Chirk	Tomorrow Fund Updates	Email
02/10/18, 02/12/18	Lindon Tran	DLSSP South information	Facebook Messenger
02/11/18	Lawrence Sahagun	DLSSP North Site Email- Request for approval	Email
02/11/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee Meeting #27 Information	Email
02/11/18	CNH District Board, District Service Committee, DLSSP North drivers, and club presidents	DLSSP North Site Assignments	Email
02/12/18	Alicia Sieu	Updated information for DLSSP South group leaders	Facebook Messenger
02/12/18	Thuy Tran	Swapping members for DLSSP North	Facebook Messenger
02/13/18	DLSSP Registration	DLSSP Hawaii Waivers and registration forms	Email
02/13/18	Robert Chirk	DLSSP Updates	Phone Call
02/13/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	DLSSP reminders, DLSSP registration and driver forms, DCON workshop reminders, DLSSP North- last minute important information, DLSSP South updates, and assignments	Google Hangouts



02/14/18, 02/15/18	Flor Peralta	Scheduling a phone call to discuss final details for DLSSP South	Email
02/14/18	Lawrence Sahagun	DLSSP North Info Packet- Request for approval	Email
02/15/18	Camille Goulet	Picking up purchasing cards and other supplies for DLSSP North and South	Email
02/15/18	Casey Kieng	Updated carpool arrangements for DLSSP North	Facebook Messenger
02/15/18	Mark Catolos	DLSSP North payment for Foothill College	Facebook Messenger
02/15/18	Erin Liao	DLSSP North payment for Foothill College	Facebook Messenger
02/15/18	CNH District Board and Service Committee	DLSSP North Information	Email
02/15/18	Robert Chirk	Updated DLSSP North and South budgets + resolving DLSSP North purchasing issues	Email, text message
02/16/18	Tiffany Huang	Updated carpool information for DLSSP North	Facebook Messenger
02/16/18	Ilsia Gonzalez	Swapping members for DLSSP North	Facebook Messenger
02/16/18	Jimbrey Chua	Swapping members for DLSSP North	
02/16/18	Camille Goulet	Updated purchasing information for DLSSP North and South as a result of Tomorrow Fund results	Text message
02/16/18	Lawrence Sahagun	Last minute information for DLSSP North	Phone call

02/16/18	Robert Chirk	Updated DLSSP North and South budgets as a result of the Tomorrow Fund and project changes	Text message
02/17/18	Robert Chirk	DLSSP North- Onsite project information	Text message, in person
02/17/18	Ana Chavez, David Duy Ngo, Gavin Li, Lawrence Sahagun, and Tracy Liu	DLSSP North lunch	Facebook Messenger
02/17/18	Ana Chavez, Gavin Li	DLSSP North onsite information such as general event itinerary and when to have members back at EOP	Facebook Messenger
02/17/18	Ana Chavez, Anna Se, Cameron Yuki, Gavin Li, Henry Pham, James Seto, Java Villano, Lawrence Sahagun, Manny Ilasco, Ryan Tsao, Stephanie Ruiz, and Thanh Thanh Thai	DLSSP North site lead information throughout the day	Facebook Messenger
02/18/18	Robert Chirk	DLSSP Hawaii	Text message
02/18/18	Flor Peralta	Updated information about project supplies	Email
02/19/18, 02/20/18, 02/23/18	Stan Chesworth	Confirmation of arrival time on the day of DLSSP South	Email
02/19/18	Bruce Hennings	Confirmation of pick up time for DLSSP South waivers and registration forms	Email
02/19/18, 02/20/18	Mariella Batacan, Henry Pham	DLSSP South information	Facebook Messenger

02/09/18	Matthew Kawakami, Esther Wang, Lawrence Sahagun	UCSD LSSP event	Facebook Messenger
02/19/18	Robert Chirk	Picking up waiver and registration forms for DLSSP South from the District Office + DLSSP Hawaii waivers	Text message
02/19/18	Lawrence Sahagun	DLSSP South Site Email- Request for approval	Email
02/19/18	Camille Goulet	Children's games for DLSSP South	Email
02/19/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee meeting #28 Information	Email
02/20/18	Jessa Li	Updated DLSSP South carpool for UNLV	Facebook Messenger
02/20/18	Robert Chirk	DLSSP South Updates + Recap of DLSSP North	Phone Call
02/20/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	DCON workshop reminders, DLSSP North debriefing, DLSSP South- last minute important info, and DCON tabletop service project	Google Hangouts
02/20/18, 02/21/18	Flor Peralta	DLSSP South: Confirmation of all project supplies and site visit on 02/23	Email
02/20/18, 02/21/18	Andrew Kang	Arriving late to DLSSP South + carpool changes	Facebook Messenger
02/21/18	Robert Chirk	Picking up waiver and registration forms for	Text message

		DLSSP South from the District Office	
02/21/18, 02/25/18	CNH District Board, District Service Committee, DLSSP South drivers, and club presidents	DLSSP South Site Assignments	Email
02/21/18	Samantha Shen, Emily La	DCON donation updates	Facebook Messenger
02/21/18	DLSSP Registration	Change in UCSD carpool arrangements for DLSSP South	Email
02/22/18	Robert Chirk	Kiwanis advisors for DLSSP South	Text message
02/22/18	Joshua Nepomuceno, Helen Nguyen	DLSSP South information	Facebook Messenger
02/23/18	David Duy Ngo	Information from FTC service project	Facebook Messenger
02/23/18	Robert Chirk	DLSSP South: questions about what supplies to purchase	Text message
02/23/18	Natalie Julien	DLSSP South site visit and last minute preparations	In person
02/24/18	Natalie Julien	DLSSP South site visit and last minute preparations	In person
02/24/18	DLSSP Registration	DLSSP South changes for UCSB and inquiry about supplies to bring on the day of DLSSP South	Email
02/24/18	Robert Chirk	DLSSP South: status of food and supply purchasing	Text message

02/24/18	Lawrence Sahagun	Last minute information for DLSSP South	In person
02/24/18	CNH District Board and Service Committee	DLSSP South Information	Email
02/24/18-02/26/18	Ana Chavez, Mark Catolos, Ivan Hoz, Manuel Santiago, and Diana Mora	Presentation for January District Board Weekend	Facebook Messenger
02/25/18	Ivan Hoz and Chloris Li	Information for Veterans First OC	Email
02/25/18	Members of CNH District Board and Service Committee	Onsite information for DLSSP South	In person, Facebook messenger, text message, phone call
02/25/18	Robert Chirk	DLSSP South: onsite project information	Text message
02/26/18	Camille Goulet	Receipt copies for Tomorrow Fund Reimbursement	Email
02/26/18	Bruce Hennings	Refunds for DLSSP South	Email
02/26/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee Meeting #29 Information	Email
02/26/18, 02/27/18, 03/01/18, 03/06/18, 03/11/18	Samantha Shen, Chloris Li	DCON workshop	Facebook Messenger
02/27/18	Flor Peralta	Thank you message in regards to DLSSP South	Email
02/27/18	Hever Miranda, Henry Pham, Emily La, Samantha Shen, Arlene	DCON workshop reminders, DLSSP South debriefing,	Google Hangouts

	Anguiano, Mariella Batacan, and Chloris Li	DCON tabletop service project ideas, Service Resource Database Updates/Future Plans, successor information, and assignments	
02/27/18	Katelyn Duch	DLSSP South 2018 hours	Email
02/27/18	Robert Chirk	Rescheduling this week's phone call	Text message
02/28/18	Andy Kim	DLSSP South recap video	Facebook Messenger
03/01/18	Robert Chirk	DLSSP South Recap + things to keep in mind for next year's District Service Chair	Phone Call
03/01/18	Bruce Hennings, Camille Goulet	Tomorrow Fund Reimbursement Information	Email
03/03/18	Bruce Hennings	Refunds for DLSSP South	Email
03/04/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Samantha Shen, Arlene Anguiano, Mariella Batacan, and Chloris Li	Service Committee Meeting #29 Information	Email
03/04/18	Sara Chen	Sunburst Winter Quarter Information	Email
03/06/18	Zena Amran, Hever Miranda, Gavin Li, Henry Pham, Emily La, Arlene Anguiano, Mariella Batacan, and Chloris Li	DCON workshop reminders, final plans for DCON tabletop service project, DCON committee attendance, Service Resource Database, post DCON Hangout, successor information, and remaining assignments	Google Hangouts

03/06/18	Heather McAlister	Tomorrow Fund reimbursement information	Email
03/08/18	Camille Goulet	Notice of special board meeting	Email
03/09/18, 03/11/18	Chloris Li	Service Resource Database	Facebook Messenger, Email

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. The District Service Committee and I hosted three successful DLSSP events.
2. The DSI for the 2018-2019 term was proposed and approved at the January District Board Meeting.
3. The DCON tabletop service project has been planned.
4. All Service Committee meetings are finished for the remainder of the term. Nice job this year, Service Committee!
5. Several Service Committee members are involved in hosting DCON workshops to help educate our members.

### b. Top 5 Plans

1. Finalize the Service Resource Database and release it before DCON.
2. Execute the tabletop service project at DCON.
3. Have several Service Committee members help host various workshops at DCON.
4. Find a successor.
5. Help execute STC South 2018 alongside Helen and other District Board members.

## III. Resources Needed

1. N/A
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#### IV. District Officer Assessment

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

-Goal: "I want to bridge the gaps between myself and other service officers and the gaps between service officers by providing them with various resources and opportunities throughout the year for all of us to get to know one another. I

will do this by making use of the VPS/Service Chair Facebook Group, a Divisional Service Liaison system that will be led by myself and my committee members, creating a Facebook Page that encourages members throughout the District to engage in service-related topics, splitting service officers into designated groups in order to facilitate further group bonding and discussion throughout the year, and hosting regular opportunities for one-on-ones and office hours."

-Evaluation: In order to bridge these gaps, I have hosted two rounds of one-on-ones with service officers, made use of both the VPS/Service Chair Facebook Group and emails to communicate important information, released an Anonymous Service Submission Form to give service officers another medium to ask me and the Service Committee any questions that they may have, and created a service officer jacket. I also implemented a service officer bonding system, which was released first at the executive board workshop at FTC and later via email for those who

did not attend. I hope that everyone who participated found it to be helpful. I'm also hopeful that I'll be able to bond with the service officers who attend DCON in two weeks.

- Goal: "I want to improve the Service Database by regularly updating the one on the CNH website and adding a video component to it. These videos will be called the Service Video Series, and they will contain various segments related to service, such as videos about the DSI, ISI, and tabletop projects. I also want to create a Divisional Service Database that contains a list of organizations and



<p>their contact information for all of the schools within a given division so that incoming service officers can look at the organizations that past service officers in their division have worked with in order to gain inspiration for organizations that they can work with during their terms. These materials will serve to further educate service officers and members on how they can improve their communities through service.”</p> <p>-Evaluation: This goal is still a work in progress. The database has finally been entirely converted into PDF documents, and we are working on finishing the last rounds of edits prior to sending it to Lawrence for approval. The database should be posted onto the CNH website before DCON at this rate.</p>
<p>-Goal:“I want to have a DSI-related Service Unity Week before CKI North and South this year in order to educate members about the DSI and the service we do as a district right at the beginning of the fall term. I will work with my committee and Camille over the summer to plan and finalize all of the details for Service Unity Week and propose the event at the July District Board Meeting.”</p> <p>- Evaluation: This goal has been completed! The second annual Service Unity Day/Week was successful. We got a lot of member participation and were able to host our second successful webinar of the term. I hope that the members found it meaningful and learned more about the importance of our DSI through their participation in this event.</p>
<p>- Goal: “I want to have three successful DLSSP events. I’m hoping that we can increase participation at all three DLSSP’s from this past year by planning DLSSP over the summer and beginning of fall term and getting everything approved by the November District Board Meeting. This will help us finalize details far ahead of time so that there will hopefully be no last minute changes that need to be made that may confuse members or limit clubs’ attendance. It will also help us prepare effective advertisement material and utilize this material effectively. If possible, I would like to try to get DLSSP South and DLSSP Hawaii at one project site this year in order to promote further bonding amongst clubs. I</p>

want to work with G-bus to fundraise money so that the clubs in Hawaii can afford to travel to one island for DLSSP.”

- Evaluation: Overall, I think that all of these events went very well. I hope everyone who attended had a great time and that they found the experience to be both meaningful and impactful.

- Goal: “I want to increase the total number of service hours in the district from last year and ensure meaningful service all throughout the district by supporting, helping, and guiding all service officers throughout the year. This will be achieved by regularly updating and advertising the Service Database and hosting bi-monthly one-one- ones and/or office hours for service officers to attend.”

-Evaluation: I think that the service officers in our District did a great job at planning service events and encouraging their members to attend service events. Although the numbers were not quite where we originally anticipated, I am truly so happy for all of the service we did this year and I hope that our members fostered a deeper love for service through their involvement this year.

V. **Announcements**

N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

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

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
01/20/18	UTC Social		3
01/21/18	Paradise January DCM/UCSD Service Auction		3
01/25/18	Post-GBM Bowling Social		2
01/26-28/18	District Board Weekend/Meeting		24
02/02/18	Bond-fire		4
02/03/18	Mission Beach Cleanup	3	
02/22/18	GAG Kiwanis Takeover		2
02/25/18	DLSSP South	8	

**Total Service Hours since Last Board Report: 11**

**Total Service Hours since April 1<sup>st</sup>, 2017: 94**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
02/12/18	Esther Wang	DCON awards manual	Email
02/15/18	Don Hull	Host payment	Email

02/18/18	Ivan Hoz	AFSP week info	Email/Messenger
02/24/18	Don Hull	Website update	Email

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. More webinars
2. Some last couple of documents uploaded
3. DCON prep

### b. Top 5 Plans

1. Get stuff ready for successor
2. Retirement

## III. Resources Needed

1. None
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## 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.*

<b>- Attend DCMs and GBMs to get people's input on the website</b> Attended some GBMs and DCMs, talked with some people personally about their opinions and what can be improved.
<b>- Have more posts on the website and use that to spread information and market the website</b> Sunburst and MR Mondays are full swing on the website along with some other things like upcoming District events
<b>- Provide resources that are easily accessible by anybody whenever they need it</b> Resources that are done are already up on the website
<b>- Archive and categorize posts and downloads; also place downloads on the website</b>

Done

**V. Announcements**

**Just preparing for my successor and wrapping things up in terms up updates and last minute resources and webinars.**

# CALIFORNIA-NEVADA-HAWAII DISTRICT

## Circle K International

**Capital Lieutenant Governor** Board Report  
**March 2018** Board Meeting  
 Respectfully Submitted by **David Duy Ngo**

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

Date	Events Attended	Service Hours	Other Hours
01/20/18	Capital Schools' Interclub Project	11	
01/25/18	UCLA General Meeting		2
1/26-28/18	District Board Weekend		20
01/28/18	Magic Kingdom January DCM		2
01/29/18	UC Merced General Meeting		1
01/30/18	Capital Division Webinar: Running for Office		2
02/02/18	General Meeting		2
02/02/18	IHOP, Delta vs. UOP		1
02/10/18	UC Davis Pageant		3
02/16/18	SuperFish Social + Work Party	3.5	3.5
02/17/18	DLSSP	9	
02/22/18	UOP's elections		1
02/23/18	General Meeting		1
02/24/18	CLSSP + DCM	5	
02/24/18	UOP's 24Hr Service Marathon	2	
3/3/2018	UC Davis's Key to Life		5

3/10/2018	Sac State's March in March	2	2
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**Total Service Hours since Last Board Report: 33.5**

**Total Service Hours since April 1<sup>st</sup>, 2017: 118.5**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/16/2018	Tom Leahy	Key Club DCON SAA	Email
1/17/2018	Dan Germain	Kiwanis Mid-Year North Volunteers	Email
1/17/2018	Salvation Army of Chico	Venue for Capital Service Marathon	Phone Call
1/22/2018	Alayna Nguyen	Running For Office Webinar	Email
1/25/2018	Jared Samonte	Board Meeting	Text
1/27/2018	Andy Alba	January DCM Agenda and Prep	Email
1/30/2018	Tiffany Hoang	Key to Life Forms	Email
1/30/2018	Kristine Gibson	Division 27 Kiwanis DCM Details	Email
1/31/2018	Rae Whitby-Brummer	UC Davis Key to Life ERF	Text
2/1/2018	Rae-Whitby Brummer	Project Valentine ERF Approval	Email
2/2/2018	Tiffany Hoang	Key to Life Forms Follow Up	Email
2/4/2018	Kate Blickle	Lt. Governor Budget for SLPs	Email
2/6/2018	Lauro Solomo	Spring CLSSP ERF	Email
2/6/2018	Tristy Medina	LTCC MRF Clarification	Email
2/6/2018	Jonathan Amaral	DCON Registration Confirmation	Email

2/6/2018	Mikey Nguyen	DCON Registration Confirmation	Email
2/6/2018	Tom Leahy	Key Club DCON Interest Sheet	Email
2/7/2018	Laird Smith	Funding for DCON	Phone Call
2/8/2018	Jefferey Dimsdale	Things I Wish I Knew Webinar Feedback	Email
2/9/2018	Thomas Wilson	Kiwanis Crab Feed Slideshow	Email
2/10/2018	Victor Chan	Key Club DCON SAA Contact	Email
2/10/2018	Alex Hin	D27S Key Club Photos	Email
2/12/2018	Omar Sanchez	DCON Registration Confirmation	Email
2/12/2018	Kate and Rob Blickle	Lt. Governor Budget for SLPs	Email
2/13/2018	Alice Tollefsen	Convention Check for Chico CKI	Email
2/14/2018	Camille Goulet, Patrick Ballecer, Joe Lee, Derak Lubich	Key to Life ERF for UC Davis	Email
2/15/2018	Laurence Bertalino	Reimbursement Check	Email
2/15/2018	Dan Lane	Reimbursement Check	Text
2/21/2018	Omar Sanchez	DCON Registration Issues	Phone Call
2/22/2018	Bruce Hennings	LTCC and Chico Check Extensions for DCON	Email
2/23/2018	Tristy Medina	LTCC Email Contacts	Email
2/23/2018	Alice Tollefsen	Convention Check for Chico CKI	Email
2/23/2018	Julie	DCON Registration	Text
2/24/2018	Rae-Whitby Brummer	Convention Check for Chico CKI	Email



2/28/2018	Ben Reddish	Recommendation Letter	Email
3/7/2018	Sharon Racine	Kiwanis Event Reminder	Text
3/8/2018	Kristine Gibson	Capital EOTYB Invitation to D27 Kiwanis	Email
3/9/2018	Eduardo Torres	Key Club DCON SAA Info	Email
3/9/2018	Dianne Montalbo	Capital EOTYB Invitation and Guest Speaker	Phone Call
3/10/2018	Austin Stephens	President One on Ones	Phone Call

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Great Capital Division Large Scale Service project on February 24 <sup>th</sup> (113)
2. Great Divisional Project at DLSSP North
3. Introduced 5-year plan to every club in the division to set a good foundation to the years to come.
4. Every club to date has elected a full executive board
5. Capital Division End of the Year Banquet is planned to develop professionalism for our members.

### b. Top 5 Plans

1. Finalize Capital Division End of the Year Banquet
2. Fully implement the 5 year plan with the all of the clubs as transitioning activity between outgoing and incoming board.
3. Push the professional development webinar this month to prepare for DCON's Professional Expo.
4. Successfully transition between old board and new board.
5. Bring up Capital Division spirit to DCON.

## III. Resources Needed

1. A hug from District Governor
2. Reach out from District Board to help build up smaller clubs.
3. Funding from the Kiwanis sponsors to help me finish this term strong.

#### 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><b>- To further enhance professional and leadership development within our members.</b></p> <p>On 17<sup>th</sup> of February we're going to hold a professional webinar to help our members to help them network with others to help them prepare for profession expo at DCON. It is to be held by Christine Almendras to help expand our network a lot more. With every executive board election I have enforced Robert's rule of order to get our members to be familiar with procedures.</p> <p>In addition, the Capital End of the Year Banquet invites all Kiwanis and Alumni to come aid in the professional networking session.</p>
<p><b>- To build up new, chartering, and smaller clubs by establishing a stronger foundation with the respective board and member base.</b></p> <p>All small clubs have surpassed their yearly service total from last year. In addition, the executive board elections were enforced to follow parliamentary procedure so general members are familiar with proper procedure. Membership growth for smaller clubs is at its all time high right now.</p>
<p><b>- To push divisional unity amongst clubs through more intimate relationships. I want to emphasize to all of our clubs, regardless or seniority or size, that all of the clubs within Capital are a resource to each other.</b></p> <p>We had an amazing turnout (113) members from Capital Division at February DCM and Capital LSSP. Our Division Leadership team, diverse as it is recognized from their individual schools. Our interclubs have been very active this month, with clubs</p>

visiting each other's elections and service events as a huge push to end the term strong.
<p><b>- More meaningful workshops at division gatherings such as DCMs.</b></p> <p>We have not done many workshops this time around for DCMs, however we supplement it with webinar, like professional networking. The Capital Division End of the Year Banquet has invited a guest speaker to present a local charity and will also feature me giving a talk on Servant Leadership.</p>
<p><b>- To further enhance Kiwanis family relations between sponsoring Kiwanis and clubs and myself.</b></p> <p>All Kiwanis Cubs in region 16 have been invited to Capital End of the Year Banquet. Lawrence and I have also visited the Kiwanis Club of Chico. In addition, I have been making frequent visits to Kiwanis DCMs and Kiwanis Family Events. We strive to keep our Kiwanis family relationship with everyone.</p>

## V. Announcements

I just want to congratulate District Board and all of CNH for such an amazing year!  
It has been rough for many of us, but come DCON, it will all be worth it!  
It's finish this term strong! I cannot wait to see who my successor will be!

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Central Coast Lieutenant Governor** Board Report

**March 2018** Board Meeting

Respectfully Submitted by **Bill Truong**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
01/18/2018	UCSB Winter GM 1		1
01/24/2018	Interclub with SLO	2	
02/01/2018	UCSB Winter GM 3		1
02/01/2018	Krispy Kreme Fundraiser	1	
02/07/2018	Cal Poly SLO Elections		2
02/08/2018	UCSB Winter GM 4		1
02/10/2018	Progressive Dinner		3
02/13/2018	Waffle Pop Fundraiser		2
02/15/2018	UCSB Winter GM 5 and Elections		2
02/17/2018	DLSSP North	5	
02/18/2018	Central Coast February DCM		1
02/21/2018	Circle K Nacho Fundraiser		2
02/24/2018	Candidates Education Session South		1.5
02/24/2018	Foothill Phoenix Café Night		3
02/25/2018	DLSSP South	9	
02/28/2018	Spring Seeding Webinar		1

03/03/2018	S&T Mesa Day	5	
03/08/2018	UCSB Winter GM 8		1

**Total Service Hours since Last Board Report: 22**

**Total Service Hours since April 1<sup>st</sup>, 2017: 138**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
01/13/2018	CNH Execs	Board Report	Email
01/16/2018	Central Coast Presidents	Turtle Talks 11	Email
01/24/2018	Henry Casarez	February MR Mondays	Email
01/25/2018	Denny Cao, David Duy Ngo, Helen Nguyen, Max Rico, Ryan Tsao	Board Presentation	Messenger
01/26/2018	Lawrence Sahagun	District Board Goals	Email
01/30/2018	Patrick Ballecer	Updates	Messenger
01/31/2018	Central Coast Presidents	Turtle Talks #12	Email
02/01/2018	Roselyn Romero (KC 42W LTG) and Grace Nguyen (KC 42W LTG Elect)	South Coast Kiwanis Club for KC Charters	Email
02/01/2018	Arlene Anguiano	DLSSP North Registration	Email
02/01/2018	Lawrence Sahagun	DCON Scripts	Email
02/03/2018	Central Coast Secretaries	January DCM CERF/Sign In	Email
02/05/2018	Cal Lutheran Execs	Business	Messenger
02/10/2018	CNH Execs	January MRF	Email
02/18/2018	Cenco Presidents	February PCM	Hangouts
02/18/2018	Lawrence Sahagun	DCON Scripts	Email

02/18/2018	David Duy Ngo	Writing Said DCON Scripts	Facebook Call
02/22/2018	Central Coast Secretaries	February DCM Sign-in and CERF	Email
02/28/2018	Patrick Ballecer	Updates	Messenger
03/01/2018	Nicolas Wright, Howard Wang	Letters of Recommendation	Email
03/01/2018	Esther Wang	Distinguished Award	Email
03/02/2018	Central Coast Presidents	Turtle Talks #13	Email
03/03/2018	CNH Execs	February MRF	Email
03/04/2018	Central Coast 18-19 Presidents	Getting them ready for the horrors of presidency	Messenger

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Help the division find their successors!
2. Prepare for the upcoming term.
3. Helped individual clubs with personalized questions they may have had.

### b. Top 5 Plans

1. Get the division ready for DCON!
2. Prepare my successor with resources and tools they will need!
3. Get hyped for DCON
4. DCON
5. DCON

## III. Resources Needed

1. Time
2. Yerba Mates

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.*

<b>Club Stability</b> We have gained two schools this year, and although most clubs have lost members, this year, their losses were not totally significant. They only lost about 20% of their last years numbers max, and the rest of the clubs have actually increased. We did end up losing one school this year, but it was a case of wrong timing with the school and their Kiwanis club.
<b>Club Transparency</b> I have continued the bi-weekly emails and have asked presidents to link club pages to the divisional page so that everybody can see what each other's clubs are doing.
<b>Increase Divisional Unity/Spirit</b> We have cheers ready for DCON! We are also preparing spirit packs to be released before District Convention.
<b>Introduce a Divisional Calendar and Newsletter</b> Overall, we did a good job releasing a newsletter during the term. I hope my successor can use it as a guide to release another one during their term!
<b>Promote Interclubbing within the Division</b> Several Central Coast schools have been interclubbing with each other! Especially UCSB and Cal Poly SLO. They have developed a great relationship.

V. **Announcements**

N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

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

XVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
01/12/18	Hot Chocolate Social		2
01/13/18	Therapeutic Riding Center Service	1.5	
01/13/18	10 <sup>th</sup> Annual Kids Rock Concert	1.5	5
01/14/18	E/A Board Workshop		1
01/14/18	Desert Oasis – Central Coast Joint DCM		1
01/16/18	Winter Info Night		1
01/18/18	Raising Cane's Fundraiser		2
01/19/18	Ice Skating Social		2
01/20/18	Amy's Farm for Hope	2.5	
01/23/18	CKI at UCR General Meeting		1.5
01/26/18- 01/28/18	January District Board Weekend		20
01/29/18	CKI at UCR Board Meeting		1
01/30/18	CKI at UCR General Meeting		1
01/31/18	CNH CKI Human Trafficking Webinar		1
02/01/18	Winter Big Little Social		0.5



02/03/18	Key to Life	1	4
02/05/18	CKI at UCR Board Meeting		1
02/06/18	CKI at UCR General Meeting		4
02/08/18	February PCM		0.5
02/10/18	UNLV CKI 11 <sup>th</sup> Annual Serenade		4
02/10/18	Silver Mesa Rec Center Beautification	2	
02/11/18	February DCM + Workshop		2
02/11/18	Valentine's Day Gram Workday	4	
02/12/18	CKI at UCR Board Meeting		1
02/13/18	CKI at UCR General Meeting		1.5
02/16/18	Winter Install		2
02/17/18	Our House Youth Shelter	2	
02/18/18	CSULB CKI Service Marathon	2	
02/19/18	CSULB CKI GM + Nominations		1
02/20/18	CKI at UCR General Meeting		1.5
02/23/18	Andy's MoM Dinner		2
02/24/18	Family Brawl		2
02/26/18	CKI at UCR Board Meeting		1
02/27/18	CKI at UCR General Meeting		1.5
03/05/18	CKI at UCR Board Meeting		1
03/06/18	CKI at UCR General Meeting		1.5
03/09/18	DCON Cheer Workshop		1.5
03/09/18	Mintees Thai Food Dinner Social		2
03/10/18	R'Garden Planting Day	2	
03/10/18	UNLV CKI's 10 <sup>th</sup> Annual March Melody		4

**Total Service Hours since Last Board Report: 18.5**

**Total Service Hours since April 1<sup>st</sup>, 2017: 247.25**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
01/10/18	Lawrence Sahagun, Camille Goulet, Katelyn Duch, Linda Marx	January Board Report	Email
01/10/18	Erica Apostolos	Newsletter blurb correction	Facebook
01/10/18	Jasmine Ballar	Key to College hours	Facebook
01/10/18	Calvin Chau	January WAW info	Facebook
01/12/18	Linda Marx	January WAW Responses	Email
01/12/18	Celina Ngo	Division hats	Facebook
01/12/18	Sabrina Yang, Jason Terrazas	K-Rock signups	Facebook
01/03/18	Esther Wang	Division hats	Facebook
01/10/18	Shomari Sterling, John Kim	January DCM attendance	Facebook
01/11/18	Desert Oasis Presidents	January PCM	Zoom
01/12/18	Hogun Lee	Desert Oasis MoM	Facebook
01/12/18	Jerjon Santos Reyes	CSN updates	Facebook
01/12/18	Banna Tesfay	K-Rock	Facebook
01/12/18	Desert Oasis DLT	DCM icebreaker	Facebook
01/13/18	Jason Terrazas	K-Rock preparations	Facebook
01/13/18	Sara Chen	DO spirit pack	Facebook
01/13/18	Gina Aguilar	K-Rock attendance	Facebook
01/13/18	Ashraya Kalavakunta	DO newsletter blurb	Facebook
01/14/18	John Kim	DCM attendance	Facebook
01/14/18	Gina Aguilar	Crafton updates	Facebook
01/14/18	Nathan Heger	Key to Life info	Facebook

01/14/18	Desert Oasis DLT	Desert Oasis Grant funds	Facebook
01/14/18	Jason Terrazas	DCM location	Facebook
01/14/18	Desert Oasis DLT	DLT meeting scheduling	Facebook
01/15/18	Peter Bautista	CKI at UCR tabling	Facebook
01/16/18	Hogun Lee	Dec/Jan WAW pictures	Facebook
01/16/18	Kiran Rawtani	CNH CKI scholarship	Facebook
01/16/18	Potential Successor 3	One-on-one	Google Hangouts
01/26/18	Potential Successor 3	Answers to questions	Facebook
01/17/18	Shomari Sterling	CNH district fee	Facebook
01/17/18	Anisa Escobedo	Potential club charter at College of the Desert	Facebook
01/18/18	Ashraya Kalavakunta	DLT meeting time	Facebook
01/18/18	Diana Mora	Foothill Key to College	Facebook
01/19/18	Jerjon Santos Reyes	CSN CKI advisors	Facebook
01/19/18	Desert Oasis DLT	January DLT meeting	In Person
01/19/18	Potential Successor 1	One-on-one	Google Hangouts
01/20/18	Lawrence Chan	DLSSP North	Facebook
01/21/18	Linda Marx	Weekly Call	Phone
01/21/18	Lawrence Sahagun	Dunlap Award	Email
01/22/18	Erica Apostolos	UCR Newsletter Blurb 3	Email
01/22/18	Nathan Heger	Key to Life workshop	Facebook
01/22/18	Ashraya Kalavakunta	CSN CKI contact list	Facebook
01/22/18	Jennifer Sung	Potential presidency	Facebook
01/23/18	Levi Alberto	CKI at UCR info	Facebook
01/23/18	Jerjon Santos Reyes	CSN CKI tabling	Facebook

01/23/18	Shawn Holloway	Desert Oasis Grant	Facebook
01/24/18	Henry Casarez III	MR Mondays	Email
01/24/18	Bonnie Chan	CNH CKI webinar	Facebook
01/25/18	Hogun Lee	Faces of Desert Oasis	Facebook
01/26/18	Nathan Heger	January DCM info	Facebook
01/26/18	Desert Oasis DLT	Desert Oasis Grant app	Facebook
01/26/18	Potential Successor 1	Advice	Facebook
01/27/18	Charlene Sullivan	K-Rock CERF	Email
01/27/18	Lawrence Chan	DLSSP North	Facebook
01/27/18	Sabrina Yang, Jason Terrazas	K-Rock CERF	Facebook
01/27/18	Richard Tzul	District board meeting	Facebook
01/28/18	Desert Oasis DLT	Desert Oasis Grant app	Facebook
01/28/18	Jessa Li	DCON registration	Facebook
01/28/18	Linda Marx	Weekly Call	Phone
01/28/18	James Malabanan	Newsletter signup form suggestions	Facebook
01/28/18	Potential Successor 3	Club nominations	Facebook
01/28/18	Potential Successor 1	Club nominations	Facebook
01/29/18	Desert Oasis DLT	DOG office hours	Facebook
01/28/18	Calvin Chau	LTG nominations	Facebook
01/29/18	Ashraya Kalavakunta	February WAW banner	Facebook
01/29/18	Jacob Lockhart	Desert Oasis Grant	Facebook
01/29/18	Hogun Lee	DOG publicizing	Facebook
01/29/18	Jennifer Nguyen, Vivian Chu	Past LTG literatures	Facebook
01/29/18	Diana Mora	Division hats	Facebook
01/29/18	Peter Bautista	Desert Oasis Grant	Facebook

01/29/18	Erica Apostolos	Division hats	Facebook
01/30/18	Vanessa Kumnoonsate	Desert Oasis Grant	Facebook
01/30/18	Steve Lopez	LTG info	Facebook
01/31/18	Nina Schatz	Desert Oasis Grant	Facebook
01/31/18	Charlene Sullivan	January WAW CERF's	Facebook
01/31/18	Mark Fernandez	New DFI and DSI	Facebook
01/31/18	Nathan Heger	Key to Life post	Facebook
01/31/18	Potential Successor 1	Answers to questions	Facebook
01/31/18	Desert Oasis	DOG office hours	Google Hangouts
01/31/18	Desert Oasis DLT	Faces of Desert Oasis	Facebook
01/31/18	Desert Oasis Grant Applicants (13)	Confirmation Emails	Email
01/31/18	Winnie Lam	Public speaking advice	Facebook
01/31/18	Jesus Martinez	DCON overlay	Facebook
01/31/18	Desert Oasis DLT	Division budget	Facebook
01/31/18	Calvin Chau	Letter of rec	Facebook
02/01/18	Desert Oasis DLT	DOG submissions	Facebook
02/01/18	Ashraya Kalavakunta	DOG recommendations	Facebook
02/01/18	Hogun Lee	DOG recommendations	Facebook
02/01/18	Kelly Lien	DOG recommendations	Facebook
02/01/18	Desert Oasis Grant Results (13)	DOG Results	Email
02/01/18	Marisa Charoensri	DLSSP registration	Facebook
02/01/18	Nathan Heger	Key to Life 2017 matrix	Facebook
02/02/18	Ashraya Kalavakunta	February WAW banner	Facebook
02/02/18	Vanessa Kumnoonsate	Desert Oasis Grant	Email
02/04/18	Linda Marx	Weekly Call	Phone

02/04/18	Cammie Lam	Phone interview tips	Facebook
02/04/18	Potential Successor 1	Literature and MRP	Facebook
02/06/18	Ana Chavez	CKI at UCR elections	Facebook
02/06/18	Calvin Chau	CKI at UCR elections	Facebook
02/07/18	Jennifer Hoang, Tiffany Nguyen	Biweekly Digest	Email
02/07/18	Nathan Heger	Kiwanis DCM info	Facebook
02/07/18	Calvin Chau	Awards workday	Facebook
02/07/18	Potential Successor 1	Club endorsements	Facebook
02/08/18	Desert Oasis DLT	Shirt deadlines	Facebook
02/08/18	Shomari Sterling, John Kim, Sarah Estrada	State of chartering club at La Sierra University	Facebook
02/08/18	Charlene Sullivan	February WAW info	Facebook
02/08/18	Desert Oasis Presidents	February PCM	Zoom
02/08/18	Calvin Chau	Feb WAW responses	Facebook
02/08/18	Sara Chen	Sunburst submissions	Facebook
02/08/18	Sabrina Yang, Jason Terrazas	Member of the month plush	Facebook
02/09/18	Jesus Martinez	February WAW info	Facebook
02/09/18	Desert Oasis DLT	DCM updates	Facebook
02/09/18	Hogun Lee	FODO blurbs	Facebook
02/09/18	Ryan Hoang	Shirt design info	Facebook
02/09/18	Isabella Salcedo	FODO blurb	Facebook
02/09/18	Alejandro Colin	FODO blurb	Facebook
02/09/18	Alex Park	Division shirts	Facebook
02/10/18	Gina Aguilar	Crafton updates	Facebook
02/10/18	CNH District Board	Special board meeting	Zoom
02/10/18	Ivan Hoz	Club reactivation info	Facebook

02/11/18	Lawrence Sahagun, Camille Goulet, Katelyn Duch, Linda Marx	January MRF	Email
02/11/18	Jessica Ango	DCON info for DCM	Facebook
02/11/18	Christine Dinh	DCON info for DCM	Facebook
02/11/18	Jerjon Santos Reyes	DCM attendance	Facebook
02/11/18	Diana Mora	DCM time change	Facebook
02/12/18	Dylan Huynh	OCC Key to College	Facebook
02/12/18	Hogun Lee	DCON slideshow submissions	Facebook
02/13/18	Vanessa Kumnoonsate	Spirit packs	Facebook
02/13/18	Dylan Huynh	OCC Key to College	Facebook
02/14/18	Ryan Hoang, Charlene Sullivan	February DCM CERF	Email
02/14/18	OCC Online Key to College	Youtube Live	Youtube
02/14/18	Hogun Lee	Feb WAW attendance	Facebook
02/14/18	Erica Apostolos	Newsletter blurb	Facebook
02/14/18	Desert Oasis DLT	CSUSB CKI update	Facebook
02/15/18	Hogun Lee	Future spirit packs	Facebook
02/17/18	Shomari Sterling	CNH CKI DCON info	Facebook
02/17/18	Charlene Sullivan	DCM totals	Facebook
02/18/18	Lawrence Sahagun	DCON Scripts	Email
02/18/18	Linda Marx	Weekly Call	Phone
02/19/18	Desert Oasis Presidents	Happy Presidents' Day	Facebook
02/20/18	Gina Aguilar	Crafton Club Rush	Facebook
02/20/18	Junior Musigdilok	Dues info question	Facebook
02/21/18	Marisa Charoensri	CSULB website	Facebook
02/21/18	Gina Aguilar	CKI Flyer	Email
02/21/18	Desert Oasis DLT	Faces of Desert Oasis	Facebook

02/21/18	Hogun Lee	Division shirts	Facebook
02/22/18	Sean Adversalo	Winter Install 2017 numbers	Facebook
02/22/18	Calvin Chau	Division award	Facebook
02/22/18	Nathan Wong	Winter Install numbers	Facebook
02/22/18	Jennifer Sung	USC CKI elections	Facebook
02/23/18	Sienna Nguyen	Kiwanis Mid-Year	Facebook
02/23/18	Phetsamone Maokhamphiou	Graphic Design workshop presentation	Facebook
02/24/18	Diana Mora	Phoenix Cafe Night	Facebook
02/25/18	Shawn Holloway	Meeting attendance	Facebook
02/25/18	Diana Mora	DLT badges	Facebook
02/26/18	Eddie Castillo	CSULB CKI elections	Facebook
02/26/18	Potential Successor 1	Enrollment verification	Facebook
02/26/18	Jessica Ango	Serenade totals	Facebook
02/27/18	Andy Nguyen	DO Shirt Design	Email
02/27/18	Creative Marx	Division Shirts	Email
02/27/18	James Malabanan	UNLV Newsletter Blurb	Facebook
02/27/18	Junior Musigdilok	DCON room search	Facebook
02/27/18	Potential Successor 1	Advisor signature	Facebook
02/27/18	Calvin Chau	Awards submissions	Facebook
02/27/18	Andy Nguyen	Shirt design suggestions	Facebook
02/28/18	Erica Apostolos	UCR Newsletter Blurb 4	Email
02/28/18	Potential Successor 1	Form submissions	Facebook
02/28/18	Creative Marx	Division Shirts	Email
02/28/18	Erica Apostolos	Newsletter award info	Facebook
02/28/18	James Malabanan	UNLV Newsletter Blurb	Email



02/28/18	Desert Oasis DLT	Faces of Desert Oasis	Facebook
02/28/18	Charlene Sullivan	UNLV CKI MRS	Facebook
02/28/18	Hogun Lee	Faces of Desert Oasis	Facebook
03/01/18	Lawrence Sahagun	March Water Madness	Email
03/01/18	Lawrence Sahagun, Esther Wang	Divisional Excellence Award	Email
03/01/18	Junior Musigdilok	DCON payment	Facebook
03/02/18	Ivan Hoz	Norco CKI status	Facebook
03/03/18	Lawrence Sahagun, Camille Goulet, Katelyn Duch, Linda Marx	February MRF	Email
03/03/18	Sara Chen	Serenade pictures	Facebook
03/03/18	Potential Successor 1	DCON literature	Facebook
03/04/18	Linda Marx	Weekly Call	Phone
03/04/18	Linda Marx	Division Shirts	Email
03/04/18	Sara Chen	Sunburst info	Facebook
03/05/18	David Luu	SunnyTV	Facebook
03/06/18	Creative Marx	Division Shirts	Email
03/06/18	Jackie Do	Division shirts slide	Facebook
03/06/18	Hogun Lee	Faces of Desert Oasis	Facebook
03/06/18	Kim-Mai Hoang	Packet Stuffing	Email
03/06/18	Nathan Wong	Division shirts	Facebook
03/06/18	Anisa Escobedo	Division shirts	Facebook
03/06/18	Melodee Navarro	Division shirts	Facebook
03/06/18	Alex Amaya	Division shirts	Facebook
03/07/18	Diana Mora	Division shirts	Facebook
03/07/18	Desert Oasis DLT	Division shirts	Facebook
03/07/18	Creative Marx	Division Shirts	Email

03/07/18	Desert Oasis DLT	Faces of Desert Oasis	Facebook
03/07/18	Hogun Lee	Desert Oasis MoM	Facebook
03/07/18	Potential Successor 1	One-on-one	Google Hangouts
03/08/18	Andy Nguyen	Shirt design vector	Facebook
03/08/18	Camille Goulet	Meeting Attendance	Email
03/08/18	Diana Mora	March Melody	Facebook
03/08/18	Manuel Santiago	March Melody	Facebook
03/08/18	Sandy Tsan	CNH Style Guide	Facebook
03/08/18	Potential Successor 2	DCON Literature	Facebook
03/08/18	Julia Dressler	Pictures for International post	Facebook
03/08/18	Richard Tzul	DCON delegate registration	Facebook
03/08/18	Creative Marx	Shirt Design	Email
03/09/18	Yen Vo	SunnyTV pictures	Facebook
03/09/18	Alex Park	Division shirts	Facebook

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

**a. Total Achievements**

1. Hosted a successful January WAW
2. Joint DCM with Central Coast
3. Division with club with most members at DLSSP
4. Hosted a successful February WAW
5. Created and ordered division shirts

**b. Top 5 Plans**

1. End the term off strong and retire at DCON
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2. Create resource manual for successor
3. Prepare Gmail/Drive for successor
4. Final report on progress of potentially chartering clubs
5. Multiple one-on-ones with successor to prepare them once they're elected

#### XVIII. Resources Needed

1. N/A
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#### XIX. 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><b>-Increase small club membership</b></p> <p>At the beginning of my term the clubs at CSN, CHC, and Norco had little to no members. They are all still low on membership and not dues-paid, but new officers have brought new life to each club. They continue to look for members this spring semester.</p>
<p><b>-Increase small club participation in division events</b></p> <p>Smaller clubs have slowly begun to be more present in division events. The first ever Crafton-UCR service happened in November, and Crafton members attended K-Rock. CSN members will be in attendance at March Melody as well. And thanks to livestreaming DCM's this term, Crafton members have attended multiple DCM's online. DO Pen Pals was also re-established and has worked to create bonds across all clubs.</p>
<p><b>-Establish a division newsletter</b></p> <p>This goal is complete! Newsletter &amp; Graphics EA Ashraya has released Volume 1, Issue 1 of the Desert Digest as of last fall. After a six-year absence the Desert Oasis newsletter is back. Issue 2 will be out this month!</p>
<p><b>-Reactivate Cal State San Bernardino CKI</b></p> <p>It's been nearly a full year and I still have no CSUSB students interested for sure in reactivating the club. Even after speaking at the Kiwanis Division 36 DCM and contacting the club's advisors, past officers, every Key Club D15 LTG and president, every Key Club D36 LTG and president, the Key Club division 47 LTG and presidents, and dozens of other Kiwanians, I have yet to find a solid lead. My DLT and I wanted to recruit on campus ourselves like we did for Norco and CSN, but CSUSB's policies require us to have a student of the campus with us when recruiting. The club has</p>

<p>unfortunately been deemed inactive after not submitting dues by November 30<sup>th</sup> for the second consecutive year. I still look to reactivate it, though. Recently I learned that a current Crafton Hills College CKI officer will be transferring to CSUSB in the fall, and she may be interested in reactivating. So there may be hope!</p>
<p><b>-Increase D.O.'s inter-division participation</b></p> <p>Since my last board report Desert Oasis has hosted a joint DCM with Central Coast. We also hosted February WAW, in which members from Magic Kingdom and Foothill were present in Serenade (which they were ERF'd for). Later in February over a dozen members from Desert Oasis attended Foothill's Phoenix Cafe Night. The next day we attended the District Large Scale Service Project, and our division will make their presence known at District Convention as well.</p>

- XX. **Announcements**  
*Thank you all for a great term!*

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Foothill Lieutenant Governor** Board Report  
**March 2018** Board Meeting  
Respectfully Submitted by **Diana Mora**

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

Date	Events Attended	Service Hours	Other Hours
01/30/18	CSULA Tabling	3	
2/01/18	Diamond Bar Young Professionals Charter		3
02/03/18	Foothill Key to College (West)	6	
02/03/18	Crystal Kiwinis Training Conference	3	
02/06/18	Mt. Sac Gen. Meeting		1
02/08/18	CPP Gen. Meeting		1
02/10/18	UNLV Sernande		3
02/11/18	Desert Oasis February DCM	2	
02/13/18	ELAC Tabling	7	
02/13/18	CSULA Gen Meeting		1
02/15/18	ELAC Tabling	5	
02/16/18	Kiwanis 35 Heart & Sole	6	
02/20/18	PCC Gen Meeting		1
02/20/18	CSULA Gen Meeting		1
02/22/18	CPP Gen. Meeting		1
02/22/18	Kiwanis Mid Year South Set Up	4	

02/24/18	Kiwanis Mid Year South	9	
02/24/18	Foothill Feb. DCM		1
02/24/18	Phoenix Cafe Night	4	
02/25/18	District Large Scale Service Project (South)	10	
02/27/18	PCC Gen. Meeting		1
03/01/18	CPP Gen Meeting		1
03/06/18	CSULA Elections/Meeting		2
03/08/18	CPP Gen Meeting		1

**Total Service Hours since Last Board Report: 59**

**Total Service Hours since April 1<sup>st</sup>, 2017: 101**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
01/28/18-3/25/18	District Board (CNH Executive board, LTG's, committee chairs)	Division merchandise, cheers, shoutout vids, interaction, joint meetings/ office hrs/ DCM's, president interaction, District events, webinars, DCON (Registration, Talent Acts, Workshop hosts), FTC (Registration, Carpool, scheduling etc)	FB Messenger, text, Zoom, inperson, emails
01/28/18-3/25/18	Division Lead. Team (Richard Tzul, Sara Chen, Jocelyn Zaragoza, Kevin Tu, Jonah Vales, Juste Simanauskaitè, Ryan Tan)	DCM's PCM's/ DLT meetings one-on one's, division growth/unity, school visitations, kiwanis relationships	FB Messenger, text, Zoom, inperson, emails
01/28/18-3/25/18	Foothill Presidents	DCM's, PCM's, one on one's, general meetings, club board,	FB Messenger, text,

		school administration, budget, lost/addition of officers, tabling, District Events (DLSSP South, DCON) Carpools, Interclubbing	zoom, inperson , skype, google hangouts, Phone Calls, emails
01/28/18-3/25/18	Grace Chi	Key Club & Kiwinis Involvement, Kiwanis Relations, issues, club status', division events, Key to Colleges, Phoenix Cafe Night, growth to struggles, D35 Kiwanis & Young Professionals, networking and district events	phone calls, in person's, text, email
01/28/18-3/25/18	Foothill E-Boards	administration, check ups, club status, improvements/growth, difficulties, approaching members, board & general meetings, DCM's, service, lost & addition of new board members,(CKI South, Fall Training Conference) Carpools, Interclubbing	FB Messenger, text, zoom, in-person, skype, google hangouts, Phone Calls, emails
01/28/18-3/22/18	Region 13 Key Club Lieutenant Governors & Key Club Region Advisors	Key to Colleges (East/West)	phone calls, in person's, text, email

1/28/18- 2/03/18	Crystal & Goldstone Kiwnis LTG's /Region Advisors	Key to Colleges (East/West)	phone calls, in person's, text, email
2/03/18	Crystal & Goldstone Kiwnis	Key to Colleges (West)	FB Messeng er/ In- Person
2/03/18	Key Club: D10 South	Key to Colleges (West)	In- Person
01/28/18- 3/25/18	Foothill A-Board's	Status, e-board updates, fundraising, foothill/district events, involvement, webinars	FB Messeng er, zoom, in- persone mails
01/28/18- 3/25/18	Foothill Clubs: Sponsoring Kiwanis	Inter Clubbing, networking sponsoring, service event, Kiwanis Mid-year south, Key to Colleges	In Person , emails
01/28/18- 3/25/18	2017-2018 District Committee (Kiwanis Family & Foundation, DCON, Service, C&M, MR etc.)	Webinars, Kiwanis Mid Year South, DCON, DLSSP South, Promotions, Sunny Tv, Awards, Events, networking , designs	FB Messeng er, text, Zoom, inperson , emails

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1.Bridge the relationships amongst the division throughout division to district events !
2. Built a foundation of seasonal socials amongst the division



3. Implement the significance of recognition ( Club of the Month) and the importance of impactful service/DSI (Service of the Month)
4. Provide variety of merch for members and build spirit amongst clubs
5. Start the foundation for and executed Foothill's 1st division Key to College

b. Top 5 Plans

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

III. **Resources Needed**

1.N/A
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IV. **District Officer Assessment**

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

<p>-Goal#1 Primarily, I plan to focus on renovating the Foothill Family identity by executing a companionable atmosphere.</p> <p>Progress: Throughout the past term, Foothill Family identity increased within the Kiwanis Family (Kiwin's, Key Club, Kiwanis &amp; CNH CKI). Event attendance increased such as Phoenix Cafe Night, Socials and joint service events.</p>
<p>-Goal #2 Develop ambition and incentive with the Foothill Division with the key concept of the "Phoenix Purpose"</p> <p>Progress: Phoenix Purpose was demonstrated through events and divisional monthly awards. Before events, the significance of their service and reason for the</p>

<p>event is recognized. Members are encouraged towards serving further once learning regarding the impact they are providing.</p>
<p>-Goal #3 Reinforcing solidarity with Foothill President's, E-Board's and clubs by strengthening relationships throughout west and east regions</p> <p>Progres: Foothill President's, Boards and clubs continually assist another . From elections to service events, the relationship between Foothill members is close. There has been various interclubs, foothill joint projects and the significance is apparent!</p>
<p>-Goal#4 Educate members regarding the CNH-District and assist the growth of leadership involvement.</p> <p>Progress: District reminders, consistent posts, and webinars assisted immensely with communicating with the Foothill Division. Transparency improved through E-Board members, Key to Colleges, and DLSSP South!</p>
<p>-Goal #5 Further relationships and communication with Kiwanian Branches within the division.</p> <p>Progress: Relations strenghen immensely after the Key to Colleges and Kiwanis DCM's. The Circle K branch identification amongst the Foothill Division is evident as the LTG's recognize our presence and invite us to events (service, socials,etc)</p>

V. **Announcements**  
N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Golden Gate Lieutenant Governor** Board Report

**March 2018** Board Meeting

Respectfully Submitted by **Ryan Tsao**

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

**a. Events you participated in:**

Date	Events Attended	Service Hours	Other Hours
1/16/2018	PCM #17		1
1/17/2018	Golden Gate Talent Act Rehearsal 1		2
1/19/2018	Golden Gate Talent Act Rehearsal 2		2
1/23/2018	DLT Meeting #17		1
1/25/2018	Golden Gate January DCM		1
1/30/2018	PCM # 18		1
2/4/2018	UC Berkeley Family Photoshoot		0.5
2/6/2018	UC Berkeley Family Social		1
2/6/2018	UCB Spirit & Social Committee meeting		1
2/6/2018	DLT Meeting #18		1
2/10/2018	SFSU Key to College		5
2/10/2018	Candidates Education Session North		1.5
2/10/2018	UCB Pageant K		1.5
2/10/2018	Golden Gate February DCM		1
2/11/2018	February DSP: Randall Museum	4	
2/15/2018	Sonoma State University: 1st GM		3
2/17/2018	DSLLP North	9	1
2/20/2018	PCM #19		1

2/22/2018	SFSU Executive Board Elections		5
2/24/2018	UCB: Project Peace	3	
2/26/2018	DLT Meeting #19		
2/27/2018	UCB Executive Board Elections		4
3/4/2018	UCB Family Feud Social		2
3/6/2018	UCB 6th GM and Professional Development Workshop		1
3/6/2018	PCM #20		1

**Total Service Hours since Last Board Report: 16**

**Total Service Hours since April 1<sup>st</sup>, 2017: 126.5**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/2/2018	Joe Lee	Graduation stoles	Email
1/15/2018	Presidents, EA	PCM #17 Reminder	Email
1/17/2018	Don Buchanan	DCM Waivers	Email
1/18/2018	Divisional Leadership Team	January Reminders	Email
1/21/2018	Mattin Delavar	Spring Newsletter	Email
1/21/2018	Austin Frenes	DCM graphic	Email
1/24/2018	Joe Lee, Camille Goulet	SFSU ERF	Email
1/31/2018	Presidents, EA	PCM #18 Reminder	Email
2/1/2018	Ana Chavez	Bylaw amendments	Email
2/2/2018	GG Secretaries	DCM Attendance	Email
2/6/2018	Divisional Leadership Team	DLT Meeting #18 Reminder	Email
2/7/2018	Nathan Robinson	Randall Museum Project	Email
2/9/2018	Emmanuel Escobal	DSP details	Email
2/12/2018	Chris Tung, Joe Lee	DCON Rides	Email

2/20/2018	Presidents, EA	PCM #19 Reminder	Email
2/23/2018	Linh Nguyen	Letter of Recommendation	Email
2/24/2018	Presidents, Secretaries	Term Divisional Attendance	Email
2/25/2018	Austin Frenes	DCM minutes	Email
2/25/2018	Divisional Leadership Team	DLT Meeting #19 Reminder	Email
3/1/2018	Esther Wang, Lawrence Sahagun	Awards	Email
3/5/2018	Presidents, EA	PCM #20 Reminder	Email

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

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

### b. Top 5 Plans

1. Check in with regional advisor more often to check up on prior goal progress
2. Continue to assist smaller clubs with spring recruiting, ensure larger clubs are retaining members
3. Solidify plans for end of the year banquet

## III. Resources Needed

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

## IV. District Officer Assessment

*Please list the goals you submitted as an individual officer the beginning of your term,*

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

- Execute interdivisional social/dcm (completed)
- Execute quad dcm (completed)
- Visit each school once per semester (5/6 active schools visited so far with another school chartered in the meantime)
- Execute interdivisional social/dcm (completed)

**V. Announcements**

N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Magic Kingdom Lieutenant Governor** Board Report

**March 2018** Board Meeting

Respectfully Submitted by **Manuel Santiago**

I. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/28/18	January DB Meeting		1.5
1/28/18	January DCM		4
1/30/18	Welcome Tables	1	
2/1/18	UCI Elections		4
2/3/18	Magic Kingdom Café Night		6
2/5/18	Biola Meeting		1
2/7/18	OCC Meeting		1.5
2/10/18	UNLV Serenade		4.5
2/11/18	February DCM		1
2/13/18	Cypress Elections		1
2/14/18	OCC Meeting		1
2/15/18	CSUF Elections		4
2/19/18	CSULB Meeting		1
2/21/18	OCC Meeting		1
2/24/18	Candidates Education Session South		3
2/25/18	DLSSP South	8	

2/28/18	Chapman Elections		1
2/28/18	Chapman T-Milk Social		1

**Total Service Hours since Last Board Report: 9**  
**Total Service Hours since April 1<sup>st</sup>, 2017: 168.67**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/30/18	Lawrence Sahagun	DCON rooming questions	E-mail
1/30/18	Rochelle Salvador	MRF	E-mail
1/31/18	Vy Nguyen	Walt of the week	E-mail
2/2/18	UCI Newsletter Chairs	Newsletter	E-mail
2/3/18	Angela Lagrada	MK Café Night	E-mail
2/3/18	Jonathan Francisco	MK Café Night	E-mail
2/4/18	Kim-Mai Hoang	Cheering her on for DCON	E-mail
2/7/18	Crystal Flores	MRF	E-mail
2/7/18	Ethan Chen	MRF	E-mail
2/7/18	Tommy Thach	MRF	E-mail
2/7/18	Yessenia Ozuna	MRF	E-mail
2/7/18	Marvin Bolainez	MRF	E-mail
2/7/18	Annie Tran	MRF	E-mail
2/7/18	Andrew Kang	MRF	E-mail
2/7/18	Don Nguyen	MK DLT	E-mail
2/7/18	Helen Chavez	MK DLT	E-mail
2/7/18	Ivy Dang	MK DLT	E-mail
2/7/18	JJ Ramirez	MK DLT	E-mail



2/8/18	Jessica Ango	Serenade	E-mail
2/10/18	Vy Nguyen	DCON Slideshow Submissions	E-mail
2/10/18	MRF Crew	MK MRF	E-mail
2/11/18	Lawrence Sahagun	DCON Script Parts	E-mail
2/11/18	Kiwanisland	Booking	E-mail
2/19/18	Jesus Martinez	DCON overlay	E-mail
2/24/18	Melissa Chavarro	DCON SAA reminders	E-mail
2/28/18	Andrew Kang	MRF	E-mail
2/28/18	Rochelle Salvador	MRF	E-mail
3/1/18	Esther Wang, Lawrence Sahagun	Divisional Excellence	E-mail
2/3/18	MRF Crew	MK MRF	E-mail
2/8/18	Don Hull	Information inquiry	E-mail
3/8/18	Camille Goulet	Attendance	E-mail
3/9/18	Kiwanisland	Booking	E-mail

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Successfully held MK Café Night and February DCM!
2. Continuing new member spotlight, the response overall is really good!
3. BIOLA IS OFFICIALLY CHARTERED! Although they aren't attending, they are already doing so much as a club, and I am so proud of their hard work!
4. Transitional items are almost finished being organized!
5. DIVISIONAL EXCELLENCE WAS SUBMITTED AND I AM SCREAMING!

### b. Top 5 Plans

1. Successfully transition between terms!
2. Finish planning all final MK events(Spirit nights, MKLSSP, DCM, banquet)

3. PLAN BANQUET, SATURDAY JUNE 2 <sup>ND</sup> , RESERVE YOUR TICKETS NOW PEOPLE
4. SHOW OFF OUR DIVISIONAL UNITY AT DCON 2018!!!! MAGIC KINGDOM, LETS GO!
5. Hold meetings with the incoming advisors and new Lieutenant Governor for Magic Kingdom to help with transition between terms.

### III. Resources Needed

1. I am actually out of space for the email that gets handed down from LtG to LtG, but I can just figure this out on my own.
2. Sleep
3. MORE TIME
4. Love
5. High fives and ka-chows!

### IV. District Officer Assessment

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

-Divisional Resource Database: Yes, this update has pretty much been the same. It's already done.
-Divisional Calendar: I just need to update it more often, okay.
-Seasonal Weekend of Magics: Didn't really happen due to scheduling conflicts with the other clubs in the division, but I think it's better to prioritize the club events, and work them into the divisional agenda.
-MK Officer Retreat: I am just having the officers fill out a transitional note thing for their successors.
-Buddy and Recognition System: The buddy system died down a bit, but for the most part, clubs are doing a lot of interclubbing, so that's really great. Also, the Recognition System needs to start up again.

### V. Announcements

**MAGIC KINGDOM BANQUET IS PROJECTED TO BE ON  
JUNE 2<sup>ND</sup>, 2018. SAVE THAT DATE NOW.**

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Metro Lieutenant Governor** Board Report  
**March 2018** Board Meeting  
Respectfully Submitted by **Joshua Nepomuceno**

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

Date	Events Attended	Service Hours	Other Hours
01/18/18	USC General Meeting		1
01/25/18	UCLA General Meeting		2
01/26/18	January District Board Weekend		12
01/31/18	Technical Skills Webinar		1
02/12/18	February PCM		.75
02/14/17	CSUN GM/Elections		1.5
02/17/18	February DSP: Kiwanis, Kids & Cops	6.27	
02/17/18	February DCM		1
02/22/18	USC Elections		2.5
02/23/18	CSUNxPIERCExUCLA MiniGolf Social		4
02/24/18	Operation Gratitude	1.5	
02/25/18	DLSSP South	9	
02/26/18	CSULB General Meeting/ Elections		2

**Total Service Hours since Last Board Report: 16.77**  
**Total Service Hours since April 1<sup>st</sup>, 2017: 48.77**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
01/23/18	Peter Yu	Division 13 Kiwanis Kids & Cops	Email
01/24/18	Allan Le	MR Mondays	Email
01/26/18	Metro Presidents & DLT	Upcoming Metro Events	Email
01/24/18	Metro Presidents & DLT	January DCM Agenda	Email
01/29/18	Peter Yu, Armando Velazquez, Ed Scheenberger	Kiwanis Kids & Cops	Email
02/08/18	Metro Presidents & DLT	February PCM & Metro Weekend	Email
02/08/18	Michelle De Dios	Waivers	Email
02/08/18	Metro Presidents & DLT	February DSP & DCM Info	Email
02/12/18	Metro Presidents & DLT	February PCM Reminder	Email
02/16/18	DSP Attendees	February DSP & DCM Info	Email
02/20/18	Ed Schneeberger, Armando Velazquez, Patricia Paris	Kiwanis Kids & Cops	Email
02/26/18	Ed Schneeberger, Patricia Paris	Kiwanis Kids & Cops Attendees	Email
02/26/18	Metro Presidents, Secretaries, DLT,	February PCM, DCM, & DSP MERF	Email
02/28/18	Steve Lopez	Questions	Messengers

03/01/18	Vincent Chuong, James Cortes	Meeting Minutes	Email
03/01/18	Vincent Chuong	Secretary Duties	Messenger
03/03/18	Lawrence Sahagun	Candidates	Messenger
03/03/18	Ivan Hoz	DFI Checks	Messenger
03/03/18	Lahiru Kodituwakku	DCON Rooms	Messenger
03/04/18	Michelle Liu	Spirit Items	Messenger
03/05/18	Michelle De Dios	SAA Forms	Messenger
03/05/18	Junior Musigdilok	SAA Forms	Messenger
03/08/18	Metro Presidents & DLT	Banquets	Facebook Group Page
03/09/18	Michelle Herwono	CONFIDENTIAL	Email
03/09/18	Khoa Vinh	Metro Trainer	Messenger
03/06/18	Laarni Castro	Upcoming Term	Messenger

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Provide support to Division 13 Kiwanis' One Day Project
2. Host a January DSP

### b. Top 5 Plans

1. Find a Successor
2. Plan Metro Trainer
3. Attend all club Banquets
4. Plan Metro Banquet
5. Assist in transitions

### III. Resources Needed

1.N/A
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### 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><u>-Maintain Active Communication with Presidents and DLT through bi-weekly reports, consistent 1-on- 1s, random check-ins, and etc.</u></p> <p><b>Progress:</b> Communications with Presidents &amp; DLT has increased compared to last. I've sent out reminder emails and emails with more dense information than before.</p> <p><b>Problems/Solutions:</b> N/A</p>
<p><u>-Focus on Membership Development by providing an unforgettable quality divisional experience to members</u></p> <p><b>Progress:</b> I feel like the Divisional Service Projects that have been put out these past couple months have helped with this goal. From what I saw, members were interacting with one another as well as just creating an overall experience for themselves.</p> <p><b>Problems/Solutions:</b> N/A</p>
<p><u>-Promote Interclub Relations by emphasizing the importance to not just Executive Board Officers, but to all members of Metro in hopes of unifying the division.</u></p>

**Progress:** I'm not entirely sure if it was my doing or just a push for MRP, but interclubs this past couple of months of increased.

**Problems/Solutions:** N/a

-Establish Kiwanis Family Relations on a divisional level

**Progress:** For our February DSP, we volunteered at Kiwanis Division 13's Kiwanis, Kids & Cops event which turned out to be a big success. Our presence as Circle K was known and could be seen. Definitely provided us an opportunity to show the Kiwanians how much we support them.

#### V. **Announcements**

N/A



## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Paradise Lieutenant Governor** Board Report  
**March 2018** Board Meeting  
Respectfully Submitted by **Jesus Aguilar**

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

Date	Events Attended	Service Hours	Other Hours
01/27/18	January District Board Weekend		20
01/29/18	UCSD CKI Meeting		2
02/01/18	SDSU CKI Meeting		2
02/05/18	UCSD CKI Meeting		2
02/08/18	SDSU CKI Meeting		2
02/15/18	SDSU CKI Meeting		2
02/22/18	GAG Kiwanis Takeover		2
02/22/18	SDSU CKI Meeting		2
03/01/18	SDSU CKI Meeting		2
03/03/18	SDSU CKI Talent Show		4
03/08/18	SDSU CKI Meeting		2
03/10/18	UCSD Key 2 Life		2

**Total Service Hours since Last Board Report: 0**  
**Total Service Hours since April 1<sup>st</sup>, 2017: 113.5**

- b. People you have contacted:

Date	Person(s)	What was discussed?	Method
02/02/18	William Chhit	DCON/DLSSP Forms	Messenger
02/02/18	Kevin Liu	Service Marathon	Messenger
02/02/18	Nicolet Ramirez	LTG Crying Session	Messenger
02/02/18	Anh Vo	Service Auction	Messenger
02/04/18	Poi Kim	Talent Show	Messenger
02/06/18	Patti Ryder	Catch up and Banquet	In-Person
02/07/18	Nancy Huang, Anna Paguio	DCON Hotel Rooms	Messenger
02/09/18	Chloris Li	Service Marathon	Messenger
02/19/18	Nathan Banlusak	Letter of Recommendation	Messenger
02/23/18	Jayme Dela Cruz	Newsletter	Messenger
03/02/18	Jesus Martinez	Hotel Registration	Messenger
03/02/18	Olivia Mercado/Hanano Yamazaki	Hotel Registration	Messenger
03/05/18	Clifford Kaunang	SAA Questions	Messenger
03/07/18	Sara Chen	DLSSP Hawaii Article	Messenger
03/08/18	Aaron Zepeda	UCSD Key 2 Life	Messenger

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Brought back Paradise Service Marathon
2. First ever division service auction

### b. Top 5 Plans

1. Plan EOTY Banquet
2. Compile Folders/Documents for Successor
3. Attend EOTY Banquets

4. Compile new elected / appointed board contact info
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**III. Resources Needed**

1. N/A
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**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.*

-Division Calendar

I've created something that my successor can continue to use and utilize more. Even if they don't decide to keep the TeamUp calendar, I hope that they will continue to create a year plan of all DCMs and events for their term.

-Division Leadership Team

Although some members of my Division Leadership Team have become inactive, those who are still active, have contributed a lot. For example, thanks to my Service Chair, Chloris Li, we were able to bring back the Paradise Service Marathon and it was a relatively successful event. I will have tips ready for my successor about appointing and managing a DLT because I believe I fell short on that.

-Kiwanis Family Relations

I believe that I did a very good job with Kiwanis Family Relations. I was able to become very close to some of the Key Club LTGs and make myself visible and known to local Kiwanis. Although clubs could improve their own Kiwanis family relations, I believe I was able to create a foundation for next year.

-Paradise Board Trainer

Still planning for a board training for the new boards once they've all been elected/appointed and will work my successor to co-host this trainer. I will also be creating a meeting with Patti, my successor, and the incoming presidents sometime in April to just discuss Paradise and some issues we can address.

-Hawai'i Visitation

I already have my tips and planning documents ready for my successor.

**V. Announcements**

N/A

## CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

**Sunset Lieutenant Governor** Board Report  
**March 2018** Board Meeting  
Respectfully Submitted by **Mark Catolos**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/29/18	DLT Meeting		2
2/1/18	Foothill College General Meeting		1
02/10/18	Kiwanis Midyear North	1.5	1
02/10/18	Candidate Training Session North		1
02/12/18	President's Council Meeting		2
02/16/18	SFSU'S Project Valentine		3.5
02/21/18	Kiwanis Division 12 DCM		1.5
02/24/18	Sunset February DCM	2	3
02/26/18	Kiwanis Division 43 DCM		2

**Total Service Hours since Last Board Report: 3.5**

**Total Service Hours since April 1<sup>st</sup>, 2017: 122**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
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1/29/18	Sunset DLT	DLT Meeting	Google Hangouts
2/3/18	Hui (UCSC), Andy (SJSU), Joe (SJSU)	Service	Google Hangouts
2/6/18	Feng (Stanford)	DCON Registration	Text
2/11/18	Flo (De Anza Kiwanis)	De Anza College Circle K	Email
2/12/18	Sunset Presidents	President's Council Meeting	Google Hangouts
2/12/18	Hui (UCSC)	Sunset February DCM	Facebook Messenger
2/14/18	Feng (Stanford)	Dues, Board Elections	Phone Call
2/14/18	Lanie (Los Altos Kiwanis)	Kiwanis Region 17 RTC	Email
2/16/18	Flo (De Anza Kiwanis)	De Anza College Circle K	Email
2/16/18	Derek (Sunset RA)	Kiwanis Region 17 RTC	Email
2/19/18	Feng (Stanford)	DCON Hotel	Text Message
2/23/18	Jennifer (SJSU)	Elections	In Person
2/23/18	Feng (Stanford)	Dues	Facebook Messenger
2/26/18	Serena (UCSC)	Awards	Facebook Messenger
2/28/18	Vicky (De Anza)	Executive Board	Google Hangouts
2/28/18	Zoe (SJSU)	Master Record Sheet	Facebook Messenger
2/28/18	Erin (Foothill)	Awards Submission	Facebook Messenger
3/1/18	Jennifer (SJSU)	Awards	Facebook Messenger

3/1/18	Jaslene (Foothill), Erin (Foothill)	Awards	Facebook Messenger
3/2/18	Feng (Stanford)	DCON Rooming	Facebook Messenger
3/2/18	Jaslene (Foothill)	DCON Hotel	Facebook Messenger
3/2/18	Serena (UCSC)	DCON Hotel	Facebook Messenger
3/4/18	Zoe (SJSU)	CERFs	Facebook Messenger
3/5/18	Jennifer (SJSU)	DCON SAA	Facebook Messenger
3/5/18	Jaslene (Foothill)	DCON SAA	Facebook Messenger

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

a. Total Achievements

1. Successfully finished DCON Registration
2. Assisted clubs in awards
3. Successful February DCM
4. Increased dues paid members for De Anza College
5. Assisted clubs in board elections

b. Top 5 Plans

1. Organize Sunset End of the Year Banquet
2. Hopefully have West Valley College chartered
3. Train my successor
4. Have a successful DCON
5. Compile my legacy drive

**XXIII. Resources Needed**

1. N/A
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**XXIV. District Officer Assessment**

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

- Create more divisional interclubs within the division. We have clubs who attend events hosted by others in the division.
- Unify our division further in terms of spirit at District events. I'm having my Spirit and Social Chair work with educating clubs on our cheers.
- Improve/start a member recognition program for Sunset Division. We aim to utilize the currently existing MR Mondays to spotlight members who deserve the recognition.
- Improve Stanford's interaction with the rest of the division. We see them more at our DCMs.
- I would like to help improve the member retention of our clubs. I helped my clubs with increasing dues-paid members and spring recruitment.

**XXV. Announcements**

**N/A**

# CALIFORNIA-NEVADA-HAWAII DISTRICT

## Circle K International

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

I. Your activities since last Board Meeting

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/13/18	UCR CKI K-Rock		6
1/20/18	iDig Long Beach	3	
1/25/18	Café Rio Social		1.5
1/25/18	General Meeting		1
1/28/18	January Variety day DCM	1	1
1/28/18	January District Board Meeting		1.5
2/1/18	General meeting		2
2/3/18	MK Café Night		4
2/15/18	General Meeting Elections		4
2/25/18	District Large Scale Service Project South	9	

**Total Service Hours since Last Board Report:**

**Total Service Hours since April 1<sup>st</sup>, 2017:**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
01/31/18	CNH Executive Boards	Sales Tax	Email



02/02/18	Samantha Ruiz	DLSSP	Email
02/04/18	Camille Goullet	Club Dues	Email
02/04/18	Kim-Mai Hoang	DCON	Email
02/05/18	Kim-Mai Hoang, Lawrence Sahagun, Camille Goullet	Supply Sales	Email
02/06/18	Karl Dash	Kiwanis DCM	Email
02/16/18	Kim-Mai Hoang	DCON Sales	Email
02/19/18	Adran Cubas	AFSP Graphics	Email
02/22/18	Folsom Lake College	DCON Payment	Email
02/25/18	Samantha Ruiz	DLSSP Information	Email
02/27/18	UCSD	DCON Sales	Email
03/1/18	Lawrence Sahagun	WASH Webinar	Email
03/1/18	Karl Dash	Kiwanis DCM	Email
03/02/18	Armando Velazquez	GEM Awards	Email
03/09/18	Karl Dash	Kiwanis DCM	Email

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Began transition guides for future FiFun Committee
2. Finalized supplies for DCON on site Fundraiser
3. Feeding America is the new DFI
4. Preparing for AFSP Week

### b. Top 5 Plans

1. Execute a successful DCON Fundraiser
2. Finalize transition packets for ne FiFun Committee
3. Prepare transitional material for new District Treasurer

4.Aid Clubs with supply sales
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5.Help clubs finish strong
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### III. Resources Needed

1.Money please
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### 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.*

<b>-Monthly update of office hour schedule</b>
--

With Crazy Komp my schedule has been a bit hectic. But now that that is over the office hour schedule will go back to normal! Office hours are up for two weeks out of every month. They are updated at the beginning of each month and are accessible to treasurers and fundraising chairs as well as any other member if interested.
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<b>-Fundraising Database</b>
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The Fundraising Database has been growing, however slowly. Will do a last push for it and then hand it off to next term.
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<b>-Hawai'i Fundraiser</b>
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The Fundraisers occurred and the money was turned in to the district.
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### V. Announcements

# CALIFORNIA-NEVADA-HAWAII DISTRICT

## Circle K International

**District Secretary** Board Report  
**March 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
1/3/18	CKI at UC Riverside's K-Rock Concert		5
1/20/18	CSU Fullerton CKI's iDig Long Beach	3	
1/28/18	January District Board Meeting		1.5
1/28/18	Magic Kingdom January Divisional Council Meeting and Book Doctor	2	1
1/30/18	Orange Coast College CKI's Spring Welcome Tables Day 2	2	
1/31/18	Orange Coast College CKI's Nominations Meeting		1
2/7/18	Orange Coast College CKI's Elections Meeting		2.5
2/14/18	Orange Coast College CKI's General Meeting		1
2/14/18	Orange Coast College CKI's Virtual Key to College		2
2/19/18	CSU Long Beach CKI's General Meeting		1
2/21/18	Orange Coast College CKI's General Meeting		1
2/24/18	Candidate's Education Session South 2018		1.5
2/25/18	District Large Scale Service Project South 2018	9	

2/28/18	Orange Coast College CKI's General Meeting		1
2/28/18	Chapman CKI's Elections Meeting		0.5
2/28/18	Chapman CKI's Social		1
3/7/18	Orange Coast College CKI's General Meeting		1
3/7/18	Orange Coast College CKI's 7 Leaves Social		0.5

**Total Service Hours since Last Board Report: 16**

**Total Service Hours since April 1<sup>st</sup>, 2017: 115.7**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/12/18	Lawrence Sahagun and Camille Goulet	District Bylaws and District Operating Procedures Amendments Proposal	E-mail
1/14/18	Lawrence Sahagun and Camille Goulet	District Bylaws and District Operating Procedures Amendments Proposal Final	E-mail
1/14/18	Lawrence Sahagun and Camille Goulet	January District Board Meeting Agenda Draft	E-mail
1/15/18	Lawrence Sahagun	January District Board Meeting Agenda	Messenger
1/16/18	CNH District Board, Executive Board Officers, Kiwanis Dignitaries	January District Board Meeting Agenda	E-mail
1/17/18	Lawrence Sahagun and Camille Goulet	January District Board Packet Draft	E-mail
1/18/18	Denny Cao	January District Board Packet Upload	Messenger/ E-mail
1/19/18	CNH District Board, Executive Board	January District Board Packet	E-mail

	Officers, Kiwanis Dignitaries		
1/24/18	Sarah Anne (Biola University)	Secretary Outreach	Messenger
1/28/18	CNH District Board, Secretaries, Presidents	January District Board Meeting Attendance List	E-mail
1/29/18	Camille Goulet	January District Board Meeting Goals Presentation Notes	E-mail
1/31/18	Lawrence Sahagun and Camille Goulet	District Secretary January Monthly Report Form	E-mail
1/31/18	CNH CKI Secretaries	Wisdom Wednesday #19	E-mail
2/1/18	CNH District Board, Secretaries, Presidents	Technical Skills (for Awards) Webinar Attendance List	E-mail
2/1/18	Camille Goulet	CNH Circle K Bylaws Amendments Draft	E-mail
2/1/18	CNH District Board, Executive Board Officers, Laws and Regulations Committee	CNH Circle K Bylaws Amendments	E-mail
2/9/18	Lawrence Sahagun	District Secretary Notes for CES North	Messenger
2/19/18	Arlene Anguiano	DLSSP North Service Hours	Messenger
2/21/18	CNH CKI District Board, Secretaries, Presidents	District Large Scale Service Project North 2018 Attendance List	E-mail
2/22/18	Lawrence Sahagun	March District Board Meeting Due Date	Messenger
2/22/18	CNH CKI District Board	March District Board Meeting Due Dates	E-mail
2/23/18	Lawrence Sahagun and Camille Goulet	Call to District Convention 2018 Draft	E-mail
2/23/18	Camille Goulet	Updated District Operating Procedures	E-mail

2/24/18	Mikie Phouthavong (KIWIN'S DCON SAA Chair)	KIWIN'S DCON SAA	Messenger
2/25/18	CNH CKI District Board, Secretaries, Presidents	CNH Candidates' Education Session North & South 2018 DERFs	E-mail
2/26/18	CNH CKI District Board, Executive Board Officers, Kiwanis Dignitaries	Call to District Convention 2018	E-mail
2/28/18	CNH CKI District Board, Secretaries, Presidents	District Large Scale Service Project South 2018 Attendance List	E-mail
2/28/18	CNH CKI Secretaries	Wisdom Wednesday #20	E-mail
3/1/18	Lawrence Sahagun and Camille Goulet	January District Board Meeting Minutes Draft	E-mail
3/2/18	Esther Wang	Clubs' February Monthly Report Forms	E-mail
3/4/18	Esther Wang	Lieutenant Governors' February Monthly Report Forms	E-mail
3/5/18	Arlene Anguiano	Service Resource Database Service Hour Question	Messenger

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Provided last feedback of the term for clubs' Monthly Report Forms.
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### b. Top 5 Plans

1. Help transition successor into the term.
2. Hand them a drive of files to start off with!
3. Successfully act as chair for Circle K Sergeant-at-Arms at KIWIN'S District Convention in April.

### III. Resources Needed

1. N/A
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### IV. District Officer Assessment

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

#### **- Communicate with District Board about Club Monthly Report Forms**

I still update the Google spreadsheet with whatever the clubs answered in the District Board Communication and Feedback section. District Board Officers who do check the sheet look it over for any questions that they can answer. Some Lieutenant Governors have been looking over the clubs' MRFs themselves and provided feedback on their own, which I do appreciate, and I hope they continue to do so in the future.

The last MRF of the term was turned in on March 1<sup>st</sup>.

#### **- Secretary Involvement**

Although not as often now, I still do the *Sleepytary Sunday*, in which I recognize a secretary from all 9 Divisions in alphabetical order. It came in full cycle already!

#### **- Increase Communication with CNH Secretaries**

My communication with the secretaries remain the same, or lack thereof, as there had been adjustments to the start of the semester or quarter. I try not to bombard them with too much e-mails and workload in fear of them not checking their e-mails during the period of getting used to their classes and whatnot. I still communicate through the Facebook group page as well as through my Wisdom Wednesday e-mails to update them about District events and what to expect from here on out for the term.

I plan to send out one more last Wisdom Wednesday before the end of term.

#### **- Educate Clubs and Officers about District Documents**

The Creative Executive Assistant of the District Laws and Regulations Committee successfully completed a manual about the District Bylaws. It will be sent in for approval very soon and hopefully will be uploaded by the end of term for all the

members to read. It will be an aesthetically pleasing manual and hopefully will be able to clear up any questions they might have had when reading the official documents.

**- Provide Support to District Board**

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

V. **Announcements**

Wow, last board packet!



## CALIFORNIA-NEVADA-HAWAII DISTRICT

### Circle K International

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

XXVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
1/28/18	Winter Board Weekend		30
1/29/18	UC Merced General Meeting		1
1/30/18	CSU Chico Tabling		1
1/31/18	CSU Chico General Meeting		1
2/01/18	University of the Pacific General Meeting		1
2/03/18	UN Reno Day of Tenants	4	4
2/07/18	UC Davis General Meeting		
2/08/18	Sac State General Meeting		1
2/08/18	Sac State iTea Social		2
2/09/18	Kiwanis Midyear North	8	8
2/10/18	Candidates Training Conference North		2

2/10/18	UCD Service Marathon Night Time	3	3
2/14/18	UCD Elections		2
2/15/18	Sac State General Meeting		1
2/15/18	Sac State Pieology Social		2
2/17/18	District Large Scale Service Project North	9	
2/17/18	District Large Scale Service Project Shoppin'	3	
2/20/18	Sac State Soup Kitchen	2	
2/22/18	Sac State General Meeting		1
2/22/18	Sac State Leatherbys Social		2
2/22/18	Sac State Saferides	1	1
2/23/18	Kiwanis Midyear South	8	8
2/24/18	Candidates Training Conference South		2
2/24/18	Foothill Pheonix Café Night		4
2/25/18	District Large Scale Service Project South	9	
2/25/18	All the time spent editing DCON Program		50
2/28/18	Spring Seeding New Term Webinar		2
2/28/18	Candidate Training Office Hours		2
2/28/18	Sac State Service Workparty		3
3/01/18	Sac State Elections		4
3/01/18	Sac State Pho Social		2
3/01/18	KIWINS Awards Judging	5	

3/04/18	District Awards Judging		10
3/07/18	Key to Life Webinar		1
3/08/18	Sac State General Meeting		1
3/08/18	Sac State In-n-out Social		2
3/09/18	San Joaquin Delta Elections		2
3/09/18	Sac State Badminton Social		2
3/10/18	Sac State 4 <sup>th</sup> Annual KFH March in March	4	
3/10/18	Sac State Tea Fundraiser & Uno		5
3/13/18	Sac State Soup Kitchen	2	
3/15/18	Sac State General Meeting		1

**Total Service Hours since Last Board Report: 48**

**Total Service Hours since April 1<sup>st</sup>, 2017: 220**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
1/27/18	LTG's	Monthly MRF Questions	Email
1/27/18	Mondo and Erick	Elections	Email
1/30/18	District Board	DCON Caucus Leaders	Email
1/30/18	Bruce Hennings	DCON Board Comps	Email
1/30/18	Trina Krider	Midyear Scripts	Email

1/30/18	Don Hull	Graphics	Email
1/30/18	D-Board & DCON Com	Thursday Housing	Email
1/30/18	Diana Mora	Phoenix Café Night ERF	Email
1/30/18	Robert Davis	Hawaii Voucher	Email
1/31/18	CNH Presidents	Weekly Email	Email
1/31/18	USC Officers	DLSSP South	Email
1/31/18	Don and Mondo	DCON	Email
2/01/18	Bruce Hennings	Flight Request	Email
2/01/18	Camille	Gifts	Email
2/01/18	Ana Chavez	KFam Manuals	Email
2/01/18	Christine Dinh	VIP graphics	Email
2/01/18	Samantha Ruiz	DLSSP Updates	Email
2/03/18	Ryan Hoang	MRF Feedback	Email
2/04/18	Ralph Gamboa	January CERFs	Email
2/04/18	Margo Dutton	Dunlaps & Foundation	Email
2/05/18	Jennifer Hoang	Committee Meeting Inv	Email
2/05/18	Kim-Mai Hoang	Club Sales Email	Email
2/05/18	Esther Wang	Online Awards Sub	Email
2/05/18	Tiffany Chhea	District Visit Request	Email
2/05/18	DCON Workshop Hosts	Graphic Request	Email
2/06/18	DLSSP Reg Chairs	Don't Forget Me	Email

2/08/18	CNH Presidents	Weekly Email	Email
2/08/18	Michelle Herwono	Questions	Email
2/09/18	Don Hull	DCON Namebadge	Email
2/10/18	Kim-Mai Hoang	DCON Opening Speech	Email
2/10/18	Diana Mora	MRF Feedback	Email
2/10/18	Armando Velaquez	DCON Assistance	Email
2/11/18	Camille Goulet	Delegate Certification	Email
2/12/18	Banna Tesfay	Meeting	Email
2/13/18	Alice Tollefsen	CSU Chico DCON Help	Email
2/13/18	Don Hull	DCON Program	Email
2/14/18	Samantha Ruiz	DLSSP Info Packet	Email
2/15/18	Camille Goulet	DCON Budget Changes	Email
2/15/18	Angelica ROSE Garcia	DCON Presentation	Email
2/15/18	CNH Presidents	Weekly Email	Email
2/15/18	Program Vendor	Printing Quotes	Email
2/16/18	District Board	New Social Media Policy	Email
2/19/18	Samantha Ruiz	GET WRISTBANDS	Email
2/19/18	Sara Chen	Sunburst Approval	Email
2/19/18	Camille Goulet	Souvenirs	Email
2/19/18	UCR Newsletter Chair	Message Request	Email
2/21/18	Armando Velaquez	DCON HoD SAA's	Email

2/21/18	CNH Presidents	Weekly Email	Email
2/22/18	DCON Workshop Hosts	Graphic Approval	Email
2/22/18	Karen Gibbs	Governors Awards	Email
2/24/18	Annika Liu	DCON Graphics	Email
2/24/18	Esther Wang	Awards Graphic	Email
2/24/18	Russel De los Reyes	DCON Attendance	Email
2/24/18	Nancy Huang	DCON Reg Issues	Email
2/24/18	Darian Sien Lwin	DCON Reg Issues	Email
2/24/18	Sopheak Suy	DCON Reg Issues	Email
2/24/18	Darin Ngo	DCON Reg Issues	Email
2/25/18	Bruce Hennings	DCON Reg Issues FIXED	Email
2/26/18	Kyler Tagupa	Letter of Rec	Email
2/26/18	Vivian Chu [Key Cub]	DCON Workshop Host	Email
2/26/18	Ralph Gamboa	February CERFs	Email
2/27/18	Don Hull	Program	Email
2/27/18	CNH Executive Boards	Delegate Certification	Email
2/28/18	Jennifer Hoang	Program	Email
2/28/18	Bruce Hennings	DCON Paid Programs	Email
2/28/18	Nick Strongfellow	Expo Hosts	Email
2/28/18	CNH Secretaries	Webinar Attendance	Email
3/01/18	Sara Chen	Sunburst Message	Email

3/01/18	CNH Presidents	Weekly Email	Email
3/01/18	Katelyn Duch	January Board Minutes	Email
3/01/18	Numfon Vllay	Awards	Email
3/01/18	Reginal Sellote	Awards	Email
3/01/18	Kyler Tagupa	Awards	Email
3/03/18	Sienna Nguyen	DCON HR Approval	Email
3/03/18	Interested Candidates	Turn in your forms!	Email
3/04/18	Helen Nguyen	MDE Extravaganza	Email
3/04/18	Ivan and Jesus	DCON Audit	Email
3/04/18	Bruce Hennings	Final Program	Email
3/04/18	Ana Chavez	STC Approval	Email
3/05/18	Erick Reyno	Candidate Booklet	Email
3/06/18	Bruce Hennings	Updated Dues Budget	Email
3/06/18	Don Hull	Program Ads	Email
3/07/18	Jesus Martinez	Snapchat Filter	Email
3/07/18	Kim-Mai Hoang	Post-DCON Assessment	Email
3/09/18	Casey Kieng	Most Updated Bylaws	Email
3/10/18	CNH Presidents	Weekly Email	Email

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

a. Total Achievements

1.Successful Winter Board Weekend!
2.District Large Scale Service Projects
3.Candidate Training Information
4.Attended both Kiwanis Midyear North and South
5.District Convention Attendance
6.Helped clubs hold elections
7.Wrote Sunburst Articles on time
8.Succession planning with the Board

b. Top 5 Plans

1. Make DCON 2018 Amazing!
2. Help Successor Transition
3. Attend KIWIN's District Convention
4. Attend Key Club District Convention
5. Execute Two Spring Training Conferences
6. Get Distinguished at CKIx2018

XXVIII. **Resources Needed**

1. Go to STC!
2. Help with SAA



3. More time in Circle K.
4. Graduate schools to accept me
5. To successors: Do your best!

**XXIX. 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><b>Goal #1: Run an Effective District Board FOR Clubs</b></p> <p>- COMPLETED: After sending monthly board updates to the district, and having a close working relationship between the board officers and their club counterparts, I am glad that the image for the district board is very much club focused on how we can serve these members.</p>
<p><b>Goal #2: Physical Transparency with District Board to divisions</b></p> <p>-COMPLETED: I am positive that every division has had a district board officer attend multiple DCM's. Officers on the board have recently attended different club elections to ensure properness and efficiency!</p>
<p><b>Goal #3: Overall Increase in District Totals</b></p> <p>-COMPLETED: Aside from membership totals, which is not a significant loss than the last year. The quality of our membership has hit a very honorable scale in regard to hours and funds raised per member from last year. I would say that this goal is successful since most of this district is actually made of new members. I am looking forward to these members to become officers and bring this district higher!</p>
<p><b>Goal #4: Closer Working Relationship with CNH Circle K Kiwanis Committee</b></p> <p>-COMPLETED: Definitely better than the last year! Hopefully with newer and younger advisers coming in next year, Circle K officers will become even closer. I</p>

was glad to see new incoming committee members attending the Candidates Training Sessions.

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

-COMPLETED: Want to say club overall have a stronger with service this year and have built a very strong foundation for the next term. The Masthead is in full effect so in the future I hope that other organizations can see CNH Circle K to be more respectable and trustworthy to work with. The District Website also has a lot more direct traffic from others not just our members to help spread our vision and contacts amongst clubs around the District.

**Goal #6: Strong Effective Promotion for District Events**

-COMPLETED: Attendance Results are as followed:

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

- District Large Scale Service Project North
  - o Estimated Budget: 150
  - o Actual Attendance: 180
- District Large Scale Service Project South
  - o Estimated Budgeted: 300
  - o Actual Attendance: 350 [CAPPED], 430 Registered
- Candidates Training Conference North
  - o Estimated Budget: 10
  - o Actual Attendance: 40
- Candidates Training Conference South
  - o Estimated Budget: 30
  - o Actual Attendance: 50
- District Convention 2018
  - o Over 700 people registered!!
- CNH Webinars
  - o District has an overall increase in webinar attendance to 150+

All events that required a preregistration was given more than a month in advance of advertising to collect signups. I am overall very happy with how many people we ended up having at these events and still look forward to Spring Training Conferences!

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

- ALMOST COMPLETED: Listed below

- Capital
  - o If anything I visit you guys TOO much 😊
- Central Coast
  - o [Attended] UC Merced General Meeting
  - o [Planning] Some banquet that fits my schedule!!

- Desert Oasis
  - o [Attended] UCR and Desert Oasis 2017 End of year Banquets
  - o [Attended] UCR Kids Rock Concert
- Foothill
  - o [Attended] PCC Go West
  - o [Attended] Phoenix Café Night
- Golden Gate
  - o [Attended] Chabot College and Golden Gate Banquet
  - o [Attended] September DCM and Professional Trainer
  - o [Attended] UC Berkeley Installation Banquet
- Magic Kingdom
  - o [Attended] UC Irvine General Meeting
  - o [Attended] CSU Fullerton Summer General Meeting
  - o [Attended] OCC Milkbox Fundraiser
  - o [Attended] January DCM and Book Doctor Service
- Metro
  - o [Attended] CSU Long Beach Monthly Summer Service Social
  - o [Attended] CSU Northridge Boba Fundraiser
  - o [Attended] UCLA General Meeting and Nominations
- Paradise
  - o [Attended] SDSU Dinner and UCSD General Meeting
  - o [Attended] Hawaii Visitation
  - o [Attended] Dinner with Babysitters and Esther!!
- Sunset
  - o [Attended] SJSU End of the Year Banquet
  - o [Attended] June DCM Joint DCM and Summer BBQ
  - o [Attended] September DCM and UC Santa Cruz Beach Social

XXX.    **Announcements**

I've enjoyed each day being able to serve this District. Thank you for your support and congratulations CNH Circle K for another great year.

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## **CALIFORNIA-NEVADA-HAWAII DISTRICT**

### **Circle K International**

**2017-2018 District Board of Officers  
March District Board Meeting  
Friday, March 23, 2018 at 12:00 PM  
LAX Marriott, Los Angeles, CA**

#### **Notes**