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# **CALIFORNIA-NEVADA-HAWAII DISTRICT**

## **Circle K International**

May 2, 2021  
District Board Meeting Packet

# **CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

## **Circle K International**

### May 2021 District Board Meeting Packet Table of Contents

I.	Agenda.....	4
II.	Minutes for Approval.....	6
	a. Sunday, January 24, 2021 – January District Board Meeting .....	7
	b. Saturday, March 20, 2021 – 67 <sup>th</sup> House of Delegates .....	23
	c. Sunday, March 21, 2021 – March District Board Meeting .....	37
III.	Approval Items .....	50
	a. California-Nevada-Hawai'i Presidents' Retreat 2021 – Sandra Cheng, Presidents' Retreat Chair .....	51
	b. 2021-2022 District Governor's Project – Ryan Kenneth Tan, District Governor .....	54
IV.	Board Reports.....	57
	a. Chair Reports	
	i. Administration and Operations Chair – Jamie Ly .....	58
	ii. Communications & Marketing Chair – Ricky Sparrow .....	61
	iii. District Convention Chair – Hanna Lam.....	66
	iv. Fall Training Conference Chair – Jason Liu .....	69
	v. Kiwanis Family & Foundations Chair – Emily Reale .....	72
	vi. Member Recognition Chair – Vanessa Lee .....	78
	vii. Membership Development & Education Chair – Anne Le .....	82
	viii. Service Chair – Jeevan Bhullar.....	85
	ix. Technology Chair – Renz Lane .....	89
	x. Presidents' Retreat Coordinator – Sandra Cheng.....	92
	b. Lieutenant Governor Reports	
	i. Capital – Aaron Piña.....	95
	ii. Central Coast – Brian Nito .....	99
	iii. Citrus – Johnny Le.....	104
	iv. Foothill – Ping Tram.....	110
	v. Golden Gate – Kim Hinojos .....	114
	vi. Metro – Matthew Kim.....	118
	vii. Paradise – Justin Luc .....	121
	viii. Sunset – Joey Duong .....	125

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c. District Treasurer – Joyce Wu .....	129
d. District Secretary – Douglas Shimizu .....	132
e. District Governor – Ryan Kenneth Tan .....	136
V. Notes .....	140

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

**2021-2022 District Board of Officers**  
**May District Board Meeting**  
**Sunday, May 2<sup>nd</sup>, 2021 at 9:00 AM**  
**Zoom**

**Agenda**

- I. Call to Order** – Ryan Kenneth Tan, District Governor
- II. Flag Salute** – Joey Duong, Sunset Lieutenant Governor
- III. Opening Thoughts** – Sandra Cheng, Presidents' Retreat Coordinator
- IV. Introduction of Guests** – Douglas Shimizu, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
  - A. Sunday, January 24, 2021 – January District Board Meeting
  - B. Saturday, March 20, 2021 – 67<sup>th</sup> House of Delegates
  - C. Sunday, March 21, 2021 – March District Board Meeting
- VII. Approval of Items**
  - A. 2021-2022 District Board Goals – Ryan Kenneth Tan, District Governor
  - B. Approval of 2021-2022 District Chairs, District Treasurer, and Lieutenant Governor Appointments – Ryan Kenneth Tan, District Governor
  - C. Approval of the District General Fund Budget – Joyce Wu, District Treasurer
  - D. California-Nevada-Hawai'i Presidents' Retreat 2021 – Sandra Cheng, Presidents' Retreat Chair
  - E. 2021-2022 District Governor's Project – Ryan Kenneth Tan, District Governor
- VIII. Board Reports**
  - A. Chair Reports
    - 1. Administration and Operations Chair – Jamie Ly
    - 2. Communications & Marketing Chair – Ricky Sparrow
    - 3. District Convention Chair – Hanna Lam
    - 4. Fall Training Conference Chair – Jason Liu
    - 5. Kiwanis Family & Foundations Chair – Emily Reale
    - 6. Member Recognition Chair – Vanessa Lee
    - 7. Membership Development & Education Chair – Anne Le
    - 8. Service Chair – Jeevan Bhullar

9. Technology Chair – Renz Lane

10. Presidents' Retreat Coordinator – Sandra Cheng

B. Lieutenant Governor Reports

1. Capital – Aaron Piña

2. Central Coast – Brian Nito

3. Citrus – Johnny Le

4. Desert Oasis – Aerrow Cruz

5. Foothill – Ping Tram

6. Golden Gate – Kim Hinojos

7. Metro – Matthew Kim

8. Paradise – Justin Luc

9. Sunset – Joey Duong

C. District Treasurer – Joyce Wu

D. District Secretary – Douglas Shimizu

E. Director, Service Leadership Programs – Timothy Cunning

F. District Administrator – Patricia Ryder

G. District Governor – Ryan Kenneth Tan

**IX. Past Events**

A. District Convention – Kyle San Jose, Immediate Past District Convention Chair

**X. Upcoming Events**

A. CNH Spring Training Conference Online – May 8<sup>th</sup>-9<sup>th</sup>, 2021

**XI. Announcements**

**XII. Closing Thoughts** – Jamie Ly, Administration and Operations Chair

**XIII. Adjournment** – Ryan Tan, District Governor

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# **CALIFORNIA-NEVADA-HAWAII DISTRICT**

## **Circle K International**

May 2021 Board Meeting Packet

### **Minutes for Approval**

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

January 24, 2021  
District Board Meeting Minutes

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

## **Minutes for Approval**



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

**2020-2021 District Board of Officers**  
**January District Board Meeting**  
**Sunday, January 24, 2021 at 2:00 PM**  
**Zoom**

**Attendance**

Katherine Thy Hoang, District  
Governor  
Ryan Kenneth Tan, District Secretary  
Brandon Dimapasoc, District  
Treasurer  
Darienne Vilorio, Capital Lieutenant  
Governor  
Hyun Jin Kim, Central Coast  
Lieutenant Governor  
Douglas Shimizu, Citrus Lieutenant  
Governor  
Vanessa Meza-Perez, Desert Oasis  
Lieutenant Governor  
Emily Reale, Foothill Lieutenant  
Governor  
Dennis Lim, Golden Gate Lieutenant  
Governor  
Matthew Ujemov, Metro Lieutenant  
Governor  
Justina Voong, Paradise Lieutenant  
Governor  
Jonnie Nguyen, Sunset Lieutenant  
Governor

Joey Duong, Communications &  
Marketing Chair  
Nicolas Wright, Club Building &  
Revitalization Chair  
Kyle San Jose, District Convention  
Chair  
Aaron Lee, Fall Training Conference  
Chair  
Miyu Nakajima, Kiwanis Family and  
Foundation Chair  
David Su, Member Recognition Chair  
Amy Bryant, Membership  
Development and Education Chair  
Kim Hinojos, Service Chair  
Matthew Kim, Technology Chair  
Armando Velazquez, District  
Administrator

**Guests:**

Gary Gray, CNH Kiwanis District  
Governor  
Margo Dutton, CNH Kiwanis District  
Governor - Elect  
Timothy Cuning, Director of Service  
Leadership Programs  
Bruce Hennings, Outgoing Director  
of Service Leadership Programs

Camille Goulet, Parliamentarian &  
District Convention Advisor  
Mark McDonald, CNH Kiwanis  
Executive Director & District  
Secretary  
Patrick Ballecer, Central Coast  
Division Regional Advisor  
Scott Smith, Citrus Division Regional  
Advisor & District Secretary Advisor

Yaret Casillas Citrus Division Assistant  
Regional Advisor  
Linda Marx, Desert Oasis Division  
Region Advisor  
Maria Garcia-Barajas, Metro Division  
Regional Advisor  
Patricia Ryder, Paradise Division  
Regional Advisor  
Peter Yu, Southern Assistant District  
Administrator & Membership  
Development & Education Advisor  
Jennifer Que, Kiwanis Club of Costa  
Mesa  
Brian Nito, CSU Channel Islands  
Olivia Chang, CSU Long Beach  
Nathan Cortez, CSU Long Beach  
Tommy Thach, CSU Long Beach  
Steve Lopez, CSU Northridge  
Ping Tram, Pasadena City College  
Stefanie Peddijanto, Pierce College  
Brandon Capulong, Sacramento  
State  
Pinky Ho, San Diego State  
Dallas Daynard, UC Davis  
Lila Masson, UC Davis  
Kaitlyn Rausa, UC Davis  
Karishma Sira, UC Davis  
Samantha Wang, UC Davis  
Alana Kahawai, UH Manoa  
Aerrow Cruz, UN Las Vegas

## **Executive Summary**

The January, 2021 District Board Meeting was called to order at 2:00 PM by District Governor Katherine Thy Hoang.

The Board approved the January 24, 2021 agenda.

The Board approved the November 15, 2020 Minutes.

The Board approved the December 27, 2020 Minutes.

The Board had a ten-minute discussion about the Laws & Regulations Committee Research Paper (Conclave). No action was taken.

The 2021-2022 District Fundraising Initiative was approved with Project C.U.R.E to be the 2021-2022 District Fundraising Initiative.

The 2021-2022 District Service Initiative was tabled.

The 2021 Online District Convention Itinerary was approved.

The Rotating District Fundraising Initiative Week was withdrawn.

The Amendments to the District Operating Procedures were approved.

The Bylaw Amendments were adopted.

The approval to cancel In-Person District Convention was canceled.

District Convention 2024 is approved to be in Riverside Convention Center.

The dates for Spring Training Conference 2021 were approved to be on May 08<sup>th</sup>-May 09<sup>th</sup>. In addition, the 2020-2021 Spring Training Conference Chair is Aaron Lee.

The Adoption of the 2020-2021 District Board Resolutions were tabled

The District Board Members gave their reports.

The January 24<sup>th</sup>, 2021 District Board Meeting was adjourned at 4:30 PM by K. Hoang.

## Minutes

- I. **Call to Order** – Katherine Thy Hoang, District Governor
- II. **Flag Salute** – Aaron Lee, Fall Training Conference Chair
- III. **Opening Thoughts** – Douglas Shimizu, Citrus Lieutenant Governor
- IV. **Introduction of Guests** – Ryan Kenneth Tan, District Secretary
- V. **Approval of Agenda**

District Governor Katherine Thy Hoang entertains to approve the January 24 agenda.

Moved by Foothill Lieutenant Governor Emily Reale and seconded by Desert Oasis Lieutenant Governor Vanessa Meza-Perez.

Motion passed.

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

## VI. **Approval of Minutes**

- A. Sunday, November 15<sup>th</sup>, 2020 – Fall District Board Meeting

District Governor Katherine Thy Hoang entertains a motion to approve the November 15, 2020 minutes.

Moved by District Secretary R. Tan, seconded by Foothill Lieutenant Governor Emily Reale.

Motion passed.

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

- B. Sunday, December 27<sup>th</sup>, 2020 –December Special District Board Meeting

District Governor Katherine Thy Hoang entertains a motion to approve the December 27<sup>th</sup>, 2020 minutes.

Moved by Metro Lieutenant Governor Matthew Ujemov, seconded by Citrus Lieutenant Governor Douglas Shimizu.

Motion passed.

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

## VII. **Discussion of Items**

- A. Laws & Regulations Committee Research Paper (Conclave) – Ryan Kenneth Tan, District Secretary

District Secretary Ryan Kenneth Tan explains the process accompanied with creating the committee's research paper. The process of selecting a topic, researching, getting data, and the obstacles the committee had to undergo to produce California-Nevada-Hawai'i Circle K's first research paper. He ends off the conversation with the hopes of new research topics in the future and hopes that this project can continue.

## **VIII. Approval of Items**

### **A. 2021-2022 District Fundraising Initiative – Brandon Dimapasoc, District Treasurer**

1. Will approve the 2021-2022 District Fundraising Initiative.

District Governor Katherine Thy Hoang entertained the motion to approve the Project C.U.R.E as the 2021-2022 District Fundraising Initiative.

Moved by District Secretary Ryan Tan and seconded by Foothill Lieutenant Governor Emily Reale.

Motion passed.

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

### **B. 2021-2022 District Service Initiative – Kim Hinojos, Service Chair**

1. Tabled

### **C. 2021 Online District Convention Itinerary**

1. Kyle San Jose explains the Itinerary for the upcoming Online District convention to allow for more communication and transparency between his board and District Board. The itinerary included all the aspects of District Convention from House of Delegates, Professional Expo, etc.

District Governor Katherine Thy Hoang entertains the motion to approve the 2021 Online District Convention Itinerary.

Moved by Desert Oasis Lieutenant Governor Vanessa Meza-Perez, seconded by Capital Lieutenant Governor Darienne Vilorio.

Motion passed,

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

D. Rotating District Fundraising Initiative Week – Brandon Dimapasoc, District Treasurer

1. Withdrawn.

E. Amendments to the District Operating Procedures – Ryan Kenneth Tan, District Secretary

1. Will be approving Amendments to the District Operating Procedures inconsistencies and updating any outdated terminology and policies.

District Governor Katherine Thy Hoang entertains the motion to approve the Amendments to the District Operating Procedures.

Moved by Foothill Lieutenant Governor Emily Reale, seconded by Capital Lieutenant Governor Darienne Vilorio.

Motion passed.

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

F. Approval of the Adoption of Bylaw Amendments – Ryan Kenneth Tan, District Secretary

1. Will be approving to adopt the Bylaw Amendments so that it can be presented to the House of Delegates at District convention. Some of the amendments include adding a District Council, District Board officers allowed to be on District committees, and new standing committees.

Approval of the adoption of Bylaw Amendments was moved by District Secretary Ryan Kenneth Tan, seconded by Citrus Lieutenant Governor Douglas Shimizu.

Motion passed.

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

G. Approval to cancel In-Person District Convention 2021 – Ryan Kenneth Tan, District Secretary

1. Moved by District Secretary Ryan Kenneth Tan, seconded by Metro Lieutenant Governor, Matthew Ujemov.

Motion passed.

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

H. District Convention 2024 – Ryan Kenneth Tan, District Secretary

1. Will be approving to use the Riverside Convention Center for the District Convention 2024 venue.

Moved by District Secretary Ryan Kenneth Tan, seconded by Desert Oasis Lieutenant Governor, Vanessa Meza-Perez.

Motion passed.

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

I. Spring Training Conference 2021 – Katherine Thy Hoang, District Governor

1. K. Hoang explains why she has chosen to appoint Fall Training Conference Chair, Aaron Lee to be the 2021 Spring Training Conference Chair.

District Secretary Ryan Kenneth Tan entertains the motion to approve Aaron Lee as the Spring Training Conference 2021 Chair.

Moved by District Governor K. Hoang and seconded by Foothill Lieutenant Governor Emily Reale.

Motion passed.

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

J. Approval of 2020-2021 District Member Recognition Chair – Katherine Thy Hoang

1. K. Hoang explains why she has chosen to appoint Luke Barrella as the new Member Recognition Chair after the resignation of David Su.

District Secretary Ryan Kenneth Tan entertains the motion to approve Luke Barrella as the 2020-2021 District Member Recognition Chair.

Moved by Central Coast Lieutenant Governor Hyun Jin Kim and seconded by Citrus Lieutenant Governor Douglas Shimizu.

Motion passed.

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

- K. Adoption of 2020-2021 District Board Resolutions – Katherine Thy Hoang, District Governor
  - 1. Tabled.

## **IX. Board Reports**

### **A. Chair Reports**

- 1. Club Building & Revitalization – Nicolas Wright
  - 1. N. Wright explains that his committee and himself has been working on evaluating the 52 clubs and released the District Health Report which evaluated clubs. N. Wright explains further how his committee has also sent out prescriptions to the clubs that are struggling or at risk to have a point of contact but also to help their symptoms. N. Wright further reports that his committee and himself is evaluating universities and colleges that do not have a Circle K to provide strategic planning and recruitment. They have done resources such as the Satellite Club guide and also the Chartering Manual. N. Wright concludes by reporting that his committee and himself will be hosting some webinars in the future!
- 2. District Convention – Kyle San Jose
  - 1. K. San Jose explains how he is super excited for District Convention and his committee is just working out some logistics. K. San Jose further explains how his committee will incorporate their weather theme.
- 3. Fall Training Conference – Aaron Lee
  - 1. A. Lee explains that Fall Training Conference was a success, and his committee was happy with the results of the event. A. Lee further thanks his committee and District Board for a successful weekend and he is excited for next year and is excited for Spring Training Conference!
- 4. Kiwanis Family & Foundations – Miyu Nakajima
  - 1. M. Nakajima states that she has had meetings with each division's liaison, the Lieutenant Governor, and their Regional Advisor to discuss Kiwanis Family expectations and goals for the 2020-2021 term. M. Nakajima has sent Kiwanis Family Report Forms and is currently working on further logistics of the Kiwanis Family Month.



5. Member Recognition – Luke Barrella
  1. L. Barrella states that the Member Recognition committee has established a timeline for the committee. L. Barrella has also released a feedback form regarding to former and current club executive boards regarding the Membership Recognition Program, District Awards, and other additional feedback. The Member Recognition Committee reviewed and drafted suggested changes for Membership Recognition Program and District Awards.
6. Membership Development & Education – Amy Bryant
  1. A. Bryant states that the MD&E committee has just concluded the CNH Sunny Buddies form A. Bryant has been working on the current resources and looking at new manuals and resources that can help clubs in issues they may face during their term. A. Bryant is looking at some potential webinars that will help clubs recruit and new members/transfers ease into college life. A. Bryant concludes by stating that their committee is currently helping with the planning of District Professional Development Conference!
7. Service – Kim Hinojos
  1. K. Hinojos states that the Service committee has been hard at work in providing webinars for the district. K. Hinojos thanks everyone who was able to attend the webinar! Her committee has been working on their District Large Scale Service Project proposals! K. Hinojos concludes by saying thank you the six out of eight service committee members who were able to attend! “Thank you for coming you incredible ducks!”
8. Technology – Matthew Kim
  1. M. Kim states that he has completed one-on-ones with the technology committee and helped start updating the CNH website alongside his Website Specialist. He expands that he has had each Project Lead educate their Project team about the two projects that we will be working on this year, that being the CNH Mobile app and the MRF Portal. M. Kim concludes by stating that he has officially started progress on projects that are the MRF Portal, Mobile App, and the redesign of the website!

B. Lieutenant Governor Reports

1. Capital – Darienne Vilorio

1. D. Vilorio states that she has been having one-on-ones with them to develop their goals and ideas for the term. D. Vilorio further states that 2 of her DLT officers has appointed their committees to help out with Capital's projects. D. Vilorio is excited for the future socials and pen pal systems that will strengthen Capital's fellowship bonds! D. Vilorio concludes by stating that she has started a newsletter to keep everyone in the loop!
2. Central Coast – Hyun Jin Kim
  1. H. Kim stated that she has had her October Divisional Council Meeting. H. Kim further states that she has had her July Divisional Council Meeting and Social on July 31<sup>st</sup> where the social was Codenames. H. Kim has also released Central Coast's 2020-2021 theme which is space/astronauts and will be releasing a design contest to allow her turtles to design and win a free t-shirt! H. Kim ends by inviting the audience for upcoming events!
3. Citrus – Douglas Shimizu
  1. D. Shimizu states that he has been hosting a biweekly series called Citrus Sundays. There has also been more successful Division Council Meetings due to the transition of allowing clubs host the DCMs. D. Shimizu further states he has been having monthly one-on-ones with his presidents and the merch for divisional merch has been sent out. D. Shimizu ends by thanking Citrus for an amazing term so far!
4. Desert Oasis – Vanessa Meza-Perez
  1. V. Meza Perez thanks everyone who attended her DCMs as she appreciates the support. V. Meza Perez has been having DLT Meetings, E board meetings and a lot of Kiwanis meetings. She expands by saying that she has planned for the year for events such as a fundraiser that will go towards sexual assault victims, and a virtual pet show. V. Meza-Perez is currently planning with her Division Leadership Team on their Weekend of Awesomeness Weekend. V. Meza-Perez concludes by saying that she is helping her clubs with their special fundraising events.
5. Foothill – Emily Reale
  1. E. Reale states that she has hosted her Divisional Council Meeting. E. Reale is putting more focus on Kiwanis Family Relations and planning joint projects. E. Reale states that she has sent out and updated Foothill Divisional resource system. E. Reale invites the audience to attend her February

## Divisional Council Meeting.

6. Golden Gate – Dennis Lim
    1. D. Lim fondly informs the audience of his updates from the previous months. He has also been meeting with presidents, DLT members, Regional Advisor and Kiwanis Family Members.
  7. Metro – Matthew Ujemov
    1. M. Ujemov recaps his past events/accomplishments. M. Ujemov states to be on the lookout for an EDMetro Rave in the near future! M. Ujemov concludes by reminding everyone to stay safe, stay hydrated, and make sure to sleep!
  8. Paradise – Justina Voong
    1. J. Voong recaps her past events and achievements. J. Voong further explains the amount of events she has had for the past couple of months and thanks all of Paradise for their support!
  9. Sunset – Jonnie Nguyen
    1. J. Nguyen enthusiastically states his February Divisional Council Meeting and Division Service Project. J. Nguyen is excited for his future projects and socials that his DLT will be organizing!
- C. Treasurer – Brandon Dimapasoc
1. B. Dimapasoc has been busy the past couple months by working with FiFun on proposing a new District Fundraising Initiative for the remainder of the term, the NAACP Legal Defense Fund. B. Dimapasoc has also been updating the Treasurer/Fundraising Manual and it will be released soon! He further expands that FiFun has been working on planning for Pediatric Trauma Program Week and Crazy Kompetition for Infants. He has been keeping up with his weekly Money Mondays newsletters! B. Dimapasoc excitedly looks in the future. B. Dimapasoc thanks everyone for their support at Crazy Komp.
- D. Secretary – Ryan Kenneth Tan
1. R. Tan excitedly reports that the 2020-2021 Laws & Regulations Committee has been doing a lot of big projects. Interclubbing has doubled since last year and there has been an increase in socials. The Laws & Regulations Committee has reviewed the District Operating Procedures and will begin the CNH District Bylaws shortly! R. Tan states that for secretaries, there are 52 clubs

still eligible for MRF On Time Award and 25 clubs for Early MRF Award. R. Tan has made changes to the CERF and MRF by adding the Service Administration tag. He continues to release his weekly MRF Monday newsletters and has begun with one-on-ones with his secretaries. The first Secretary Starlight, a graphic to recognize one outstanding secretary has been released! R. Tan concludes by saying thank you to the secretaries for continuing their hard work and always being so organized despite the hurdles they are given. R. Tan concludes by saying thank you to Eddie Castillo, Diane Zheng, Nora Lovell, Justin Linder, and Sam Salazar for helping him with the 2020-2021 Laws & Regulations Committee project!

E. Director, Service Leadership Programs – Timothy Cuning

1. T. Cuning is happy to be the Director of Service Leadership Programs and is excited to work alongside everyone.

F. District Administrator – Armando Velazquez

1. A. Velazquez shoutouts Timothy Cunnings on his first board meeting as Director of the Service Leadership Programs. A. Velazquez thanks Bruce Hennings for his service in the Kiwanis Family. A. Velazquez congratulates all Circle K members who are active during these times. He continues by congratulating the Fall Training Conference, Fundraising and Finance committee and the board for their hard work. A. Velazquez reiterates that when you spend money that you should be vouching in a timely fashion, if you wait too long you will get no money reimbursed. A. Velazquez clarifies that Event Report Forms are still relevant when interacting with SLPs such as Key Club, KIWINs, K-Kids, etc. but for Circle K general meetings they are not needed but keep advisors in the loop! A. Velazquez reiterates that Venmo is not allowed, but with the PayPal account more opportunities are now available. A. Velazquez cannot believe it's January and reminds the District Board that they are here to serve the club. Congratulates the board on getting this far in their term.

G. District Governor – Katherine Thy Hoang

1. K. Hoang reports to have reached the initial 2020-2021 Governor's Project Goal of \$1,000 towards the Direct Relief Fund. K. Hoang further explains that she has been working with the board on providing guidance to clubs to support the Black Lives Matter movement and to support our Black, Indigenous, People of Color communities. K. Hoang has evaluated new regulations and relevant procedures for further implementation of sexual misconduct cases. K. Hoang concludes by recapping and thanking the hard work of individuals who worked on Fall Training Conference and Crazy Kompetition and the resilience of the California-Nevada-Hawai'i membership.

**X. Past Events**

- A. Kiwanis Family Month – Miyu Nakajima, Kiwanis Family & Foundations Chair
- B. Service Unity Weekend – Kim Hinojos, Service Chair

**XI. Upcoming Events**

- A. CNH District Professional Development Conference – January 25<sup>th</sup>-31<sup>st</sup>, 2021
- B. CNH District Large Scale Service Project – February 21<sup>st</sup>, 2021
- C. CNH Candidate Education Session - TBD
- D. CNH District Convention – March 19<sup>th</sup>-21<sup>st</sup>, 2021

**XII. Announcements**

N/A

**XIII. Closing Thoughts** – Nicolas Wright, Club Building & Revitalization Chair

**XIV. Adjournment** – Katherine Thy Hoang, District Governor – 4:30PM PDT

Respectfully Submitted:

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Douglas Shimizu, 2021-2022 District Secretary

Date

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Ryan Tan, 2021-2022 District Governor

Date

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Patricia Ryder, 2021-2022 District Administrator

Date

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

March 20, 2021  
67th District Convention  
House of Delegates Meeting Minutes

# **CALIFORNIA-NEVADA-HAWAII DISTRICT**

## **Circle K International**

### **Minutes for Approval**



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

**67<sup>th</sup> District Convention**  
**House of Delegates**  
**Saturday, March 20, 2021**  
**Zoom**

**Executive Summary**

The House of Delegates was called to order at 2:10 PM by District Governor Katherine Thy Hoang.

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

Ryan Kenneth Tan, California State University, Fullerton, was elected as the 2021 -2022 District Governor.

District Governor Katherine Thy Hoang gave her 2020-2021 End of the Year Report.

Douglas Shimizu, California State University, Fullerton, was elected as the 2021- 2022 District Secretary

District Secretary Ryan Kenneth Tan gave his 2020-2021 End of the Year Report.

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

District Treasurer Brandon Dimapasoc gave his 2020-2021 End of the Year Report.

Aaron Piña, University of Nevada, Reno, was elected as the 2021-2022 Capital Lieutenant Governor

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

Johnny Le, Orange Coast College, was elected as the 2021- 2022 Citrus Lieutenant Governor

Aerrow Cruz, University of Nevada, Las Vegas, was elected as the 2021- 2022 Desert Oasis Lieutenant Governor

Ping Tram, Pasadena City College, was elected as the 2021- 2022 Foothill Lieutenant Governor

Kim Hinojos, San Francisco State University, was elected as the 2021- 2022 Golden Gate Lieutenant Governor

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

Justin Luc, University of California, San Diego, was elected as the 2021- 2022 Paradise Lieutenant Governor.

Joey Duong, San Jose State University, was elected as the 2021- 2022 Sunset Lieutenant Governor.

The Amendments to the Bylaws was approved by the House of Delegates with a supermajority vote.

- Some of the amendments to the Bylaws where District Board officers are allowed to be on District Committees, a formation of District Council if no District Convention or House of Delegates occur in any given year, amendments to vacancies, and additions to standing committees.

The House of Delegates approved the Resolutions.

The House of Delegates was adjourned by K. Hoang at 5:50 PM.

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## Minutes

**I. Call to Order** – Katherine Thy Hoang, District Governor – 2:10 PM

**II. Flag Salute** – Katherine Thy Hoang, District Governor

**III. Opening Thoughts** – Brandon Dimapasoc, District Treasurer

**IV. Review of Parliamentary Procedure** – Camille A. Goulet, Parliamentarian

**V. Adoption of Standing Rules of the House of Delegates**

Entertained by District Governor, Katherine Thy Hoang, UC Irvine.

Moved by Brandon Capulong, CSU Sacramento, and seconded by Douglas Shimizu, CSU Fullerton.

Motion unanimously approved.

**VI. Approval of the Agenda**

Entertained by District Governor, Katherine Thy Hoang, UC Irvine.

Moved by Douglas Shimizu, CSU Fullerton, and seconded by Nicolas Wright, Cal Poly San Luis Obispo.

Motion unanimously approved.

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

Elections Chair Eduardo Castillo reported that there were a total of 64 delegates representing 27 clubs. There were 25 clubs with 2 delegates, 2 clubs with 1 delegate, and 12 delegates at large. Majority vote was 33 votes, the supermajority with 2/3 of the house was 43, and the unanimous vote was 64.

Moved by Emily Reale, Pasadena City College, seconded by B. Capulong.

Motion unanimously approved.

**VIII. Governor Election**

Chio Saeyang, CSU Sacramento, nominated Joey Duong, San Jose State, for the position of District Governor.

Alexander Caceros, El Camino College, nominated Matthew Ujemov, El Camino College, for the position of District Governor

Britney Chow, CSU Fullerton, nominated Ryan Kenneth Tan, CSU Fullerton, for the position of District Governor.

Elections proceeded through ballot voting.

Ryan Kenneth Tan, CSU Fullerton, was elected the 2021- 2022 District Governor.

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

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

### **X. Secretary Election**

Brandon Capulong, CSU Sacramento, nominated Vanessa Lee, CSU Sacramento, for the position of District Secretary.

Christine Tran, Orange Coast College, nominated Anne Thy Le, Orange Coast College, for the position of District Secretary.

Zamuel Valenciano, El Camino College, nominated Matthew Ujemov, El Camino College, for the position of District Secretary.

Britney Chow, CSU Fullerton, nominated Douglas Shimizu, CSU Fullerton for the position of District Secretary.

N. Wright moved to suspend the house rules to allow Vanessa Lee, Anne Thy Le, Matthew Ujemov, and Douglas Shimizu to caucus. Seconded by B. Capulong.

Supermajority reached.

Motion passed.

B. Capulong, moved to have a seven-minute recess. Seconded by Dana Dimzon, UN Las Vegas.

Supermajority not reached

Motion failed.

Vanessa Meza-Perez, UN Las Vegas, moved to suspend house rules to have a fifteen (15) minute recess. Seconded by Olivia Chang, CSU Long Beach.

Supermajority reached.

Motion passed.

Elections proceeded through ballot voting.

Douglas Shimizu, CSU Fullerton, was elected the 2021- 2022 District Secretary.

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

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

Lastly, he reported the totals of the District, which were 24,053 service hours, 61,529 leadership hours, and 44,452 fellowship hours along with 40 MRF Awards, 17 being Early MRFs and 23 being On Time MRF awards.

## **XII. Treasurer Election**

Chio Saeyang, CSU Sacramento, nominated Ana Espinosa, CSU Sacramento, for the position of District Treasurer.

Douglas Shimizu, CSU Fullerton, moved to suspend house rules to allow Ana Espinosa to caucus. Seconded by C. Saeyang.

Majority reached.

Motion passed.

Elections proceeded through ballot voting.

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

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

District Treasurer Brandon Dimapasoc began by stating that being a Treasurer is not an easy job. He thanks all of her Treasurers and Fundraising Chairs for their hard work through the term. He also thanked the Finance and Fundraising committee for supporting him throughout the term and helping him succeed.

Lastly, he reported the fundraising totals for the District, which were \$11,408 for the Pediatric Trauma Program, \$9,620 for the Kiwanis Family House, \$10,281 for the Environment Defense Fund, \$6,101.10 for NAACP Legal Defense Fund, and \$27,746 for alternative charities.

### **XIV. Capital Division Lieutenant Governor Election**

Jackie Vallo, UN Reno, nominated Aaron Piña, UN Reno, for the position of Capital Lieutenant Governor.

Chio Saeyang, CSU Sacramento, nominated Brandon Capulong, CSU Sacramento, for the position of Capital Lieutenant Governor.

Darienne Vilorio, UC Davis, moved to suspend house rules to allow Brandon Capulong. Seconded by Hyun Jin Kim, Moorpark College.

Majority reached.

Motion passed.

Elections proceeded through ballot voting.

Aaron Piña, UN Reno, was elected the 2021- 2022 Capital Lieutenant Governor.

### **XV. Citrus Division Lieutenant Governor Election**

Douglas Shimizu, CSU Fullerton, nominated Johnny Le, Orange Coast College, for the position of Citrus Lieutenant Governor.

Ryan Kenneth Tan, CSU Fullerton, moved for the candidate to be elected through unanimous acclamation. Seconded by Douglas Shimizu, CSU Fullerton.

Elections proceeded through a vote of unanimous acclamation.

Johnny Le, Orange Coast College, was elected as the 2021- 2022 Citrus Lieutenant Governor.

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## **XVI. Central Coast Division Lieutenant Governor Election**

No nominations were made.

Therefore, there was no valid election for the position of Central Coast Lieutenant Governor. An appointment will be made by the District Governor-Elect.

## **XVII. Desert Oasis Division Lieutenant Governor Election**

Dana Dimzon, UN Las Vegas, nominated Arrow Cruz, UN Las Vegas, for the position of Desert Oasis Lieutenant Governor.

Elections proceeded through ballot voting.

Arrow Cruz, UN Las Vegas, was elected as the 2021-2022 Desert Oasis Lieutenant Governor.

## **XVIII. Foothill Division Lieutenant Governor Election**

Chloe Leung, Pasadena City College, nominated Ping Tram, Pasadena City College, for the position of Foothill Lieutenant Governor.

Elections proceeded through a vote of unanimous acclamation.

Motion failed.

Elections proceeded through ballot voting.

Ping Tram, Pasadena City College, was elected as the 2021-2022 Foothill Lieutenant Governor.

## **XIX. Golden Gate Division Lieutenant Governor Election**

Dennis Lim, San Francisco State, nominated Kim Hinojos, San Francisco State, for the position of Golden Gate Lieutenant Governor

Dennis Lim, San Francisco State, moved for the candidate to be elected through unanimous acclamation. Brandon Abrego, UC Berkeley Seconded.

Motion passed.

Kim Hinojos, San Francisco State University, was elected as the 2021-2022 Golden Gate Lieutenant Governor.

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## **XX. Metro Division Lieutenant Governor Election**

Fernando Gutierrez, Pierce College, nominated Steffanie Peddijanto, Pierce College, for the position of Metro Lieutenant Governor.

Elections proceeded through ballot voting.

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

## **XXI. Paradise Division Lieutenant Governor Election**

Pinky Ho, San Diego State, nominated Justin Luc, UC San Diego, for the position of Paradise Lieutenant Governor.

Pinky Ho, San Diego State, moved for the candidate to be elected through unanimous acclamation. Seconded by Remy Sprague, San Diego State Seconds.

Elections proceeded through a vote of unanimous acclamation.

Justin Luc, UC San Diego, was elected as the 2021- 2022 Paradise Lieutenant Governor

## **XXII. Sunset Division Lieutenant Governor Election**

Brian Ng, CSU Monterey Bay, nominated Joey Duong, San Jose State University, for the position of Sunset Lieutenant Governor.

Matt Holt, De Anza College, moved for the candidate to be elected through unanimous acclamation. Seconded by Kayla Lee, CSU Monterey Bay Seconds.

Elections proceeded through a vote of unanimous acclamation.

Joey Duong, San Jose State, was elected as the 2021 - 2022 Sunset Lieutenant Governor.

## **XXIII. Endorsements for International Offices**

## **XXIV. District Bylaws Amendments**

R. Tan explained that the amendments for Bylaws would assist our District Board in updating and quality of life if approved.

Matthew Ujemov, El Camino College moves to vote Items 1, 2, and 4 as a



block. Seconded by Douglas Shimizu, CSU Fullerton.

Supermajority reached.

Motion passed.

M. Ujemov moves to approve 1, 2, and 4. Seconded by Hyun Jin Kim, Moorpark College.

Supermajority reached.

Items 1, 2, and 4 passed.

District Governor Katherine Thy Hoang, UC Irvine, entertains to move to approve Item 3 of the Bylaw Amendment.

Moved by District Secretary, Ryan Kenneth Tan, CSU Fullerton. Seconded by Nicolas Wright, Cal Poly San Luis Obispo.

Supermajority reached.

Proposal Passed

## **XXV. Resolutions**

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

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

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

Whereas, Director of Service Leadership Programs Bruce Hennings has been a constant source of support, day and night, for this District, and whereas, many

of the District-sponsored activities depend on his work, now therefore, be it resolved that this House of Delegates extends its appreciation for his commitment and dedication.

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

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

Whereas, District Convention Chair Kyle San Jose, Convention Advisor Camille Goulet, Assistant Convention Advisor Ronald Liu, and the District Convention Committee members have done an amazing job with the 2021 District Convention, and whereas they have put countless hours behind the scenes to meet and plan this historic convention so that we can have an efficiently run, organized and enjoyable weekend, now therefore, be it resolved that this House of Delegates recognizes and thanks the District Convention Committee members for their hard work and effort.

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

Whereas, the members of the District Board of Officers have committed to making this year dedicated to the members of Cal-Nev-Ha Circle K, and whereas they have worked many hours with our clubs to bring out the best of this District and excel in all aspects of service, leadership, and fellowship, now therefore, be it resolved that this House of Delegates recognizes the 2020-2021 Cal-Nev-Ha District Board of Officers for its work.

Moved by Brandon Dimapasoc, UC Davis, seconded by Ryan Kenneth Tan, CSU Fullerton, to accept the resolutions as stated.

Majority reached.

Motion passed.

**XXVI. Announcements**

**XXVII. Benediction** – Ryan Kenneth Tan, District Secretary

**XXIII. Adjournment** – Katherine Thy Hoang, District Governor – 5:50 pm

Respectfully Submitted:

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Douglas Shimizu, 2021-2022 District Secretary

Date

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Ryan Tan, 2021-2022 District Governor

Date

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Patricia Ryder, 2021-2022 District Administrator

Date

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

March 21, 2021  
District Board Meeting Minutes

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

## **Minutes for Approval**

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

**2020-2021 District Board of Officers**  
**March District Board Meeting**  
**Sunday, March 21, 2021 at 12:00 PM**  
**Zoom**

**Attendance**

Katherine Thy Hoang, District  
Governor  
Ryan Kenneth Tan, District Secretary  
Brandon Dimapasoc, District  
Treasurer  
Darienue Viloria, Capital Lieutenant  
Governor  
Hyun Jin Kim, Central Coast  
Lieutenant Governor  
Douglas Shimizu, Citrus Lieutenant  
Governor  
Vanessa Meza-Perez, Desert Oasis  
Lieutenant Governor  
Emily Reale, Foothill Lieutenant  
Governor  
Dennis Lim, Golden Gate Lieutenant  
Governor  
Matthew Ujemov, Metro Lieutenant  
Governor  
Justina Voong, Paradise Lieutenant  
Governor  
Jonnie Nguyen, Sunset Lieutenant  
Governor

**Guests:**

Margo Dutton, CNH Kiwanis District  
Governor  
Gary Gray, IP CNH Kiwanis District  
Governor  
Timothy Cuning, Director of Service  
Leadership Programs  
Patricia Ryder, Incoming District  
Administrator

Joey Duong, Communications &  
Marketing Chair  
Nicolas Wright, Club Building &  
Revitalization Chair  
Kyle San Jose, District Convention  
Chair  
Aaron Lee, Fall Training Conference  
Chair  
Miyu Nakajima, Kiwanis Family and  
Foundation Chair  
David Su, Member Recognition Chair  
Amy Bryant, Membership  
Development and Education Chair  
Kim Hinojos, Service Chair  
Matthew Kim, Technology Chair  
Armando Velazquez, District  
Administrator

Camille Goulet, Parliamentarian &  
District Convention Advisor  
Mark McDonald, CNH Kiwanis  
Executive Director & District  
Secretary  
Patrick Ballecer, Central Coast  
Division Regional Advisor  
Scott Smith, Citrus Division Regional  
Advisor & District Secretary Advisor

Yaret Casillas Citrus Division Assistant  
Regional Advisor  
Linda Marx, Desert Oasis Division  
Region Advisor  
Maria Garcia-Barajas, Metro Division  
Regional Advisor  
Peter Yu, Southern Assistant District  
Administrator & Membership  
Development & Education Advisor  
Jennifer Que, Kiwanis Club of Costa  
Mesa  
Brian Nito, CSU Channel Islands  
Olivia Chang, CSU Long Beach  
Nathan Cortez, CSU Long Beach  
Tommy Thach, CSU Long Beach  
Steve Lopez, CSU Northridge  
Ping Tram, Pasadena City College  
Johnny Le, Orange Coast College  
Justin Luc, UC San Diego  
Aaron Pina, UN Reno  
Aerrow Cruz, UN Las Vegas



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## **Executive Summary**

The March 21, 2021 District Board Meeting was called to order at 12:00 PM by District Governor Katherine Thy Hoang.

The Board approved the March 21, 2021 agenda.

The 2021-2022 District Service Initiative was approved to have two permanent DSIs focused on Environment and Community Wellness & Equity and one rotating DSI focused on Caring for Creatures.

The Spring Training Conference 2021 budget, theme, and dates were approved to be on May 08<sup>th</sup> and May 09<sup>th</sup>, 2021.

The adoption of the 2020-2021 District Board Resolutions was approved.

The District Board Members gave their reports.

The March 21, 2021 District Board Meeting was adjourned at 1:48 PM by K. Hoang.

## Minutes

- I. **Call to Order** – Katherine Thy Hoang, District Governor
- II. **Flag Salute** – Luke Barrella, Member Recognition Chair
- III. **Opening Thoughts** – Matthew Kim, Technology Chair
- IV. **Introduction of Guests** – Ryan Kenneth Tan, District Secretary
- V. **Approval of Agenda**

District Governor Katherine Thy Hoang entertains to approve the March 21 agenda.

Moved by Citrus Lieutenant Governor Douglas Shimizu and seconded by Foothill Lieutenant Governor Emily Reale.

Motion passed.

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

- VI. **Approval of Minutes**
  - A. N/A

- VII. **Discussion of Items**
  - A. N/A

- VIII. **Approval of Items**

A. 2021-2022 District Service Initiative – Kim Hinojos, Service Chair

- 1. Will approve the 2021-2022 District Service Initiative.

Moved by Foothill Lieutenant Governor Emily Reale and seconded by Desert Oasis Lieutenant Governor Vanessa Meza-Perez.

Motion passed.

10 Ayes, 1 opposed, 0 abstentions.

- B. Spring Training Conference 2021– Aaron Lee, Spring Training Conference Chair

- 1. Will approve the 2021 Spring Training Conference theme, budget, date, and itinerary.

Citrus Lieutenant Governor Douglas Shimizu moves to approve Items 2 and 3 of the Spring Training Conference Proposal, seconded by Metro Lieutenant Governor.

Motion passed.

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

Citrus Lieutenant Governor Douglas Shimizu moves the amend Item 1 to the weekend of May 08<sup>th</sup> and May 09<sup>th</sup>, seconded by District Secretary Ryan Kenneth Tan.

Motion passed.

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

C. Adoption of the 2020-2021 District Board Resolutions – Katherine Thy Hoang, District Governor

1. Will approve the 2020-2021 District Board Resolutions.

Moved by Metro Lieutenant Governor Matthew Ujemov, seconded by Foothill Lieutenant Governor Emily Reale.

Motion passed,

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

## **IX. Board Reports**

### **A. Chair Reports**

1. Club Building & Revitalization – Nicolas Wright
  1. N. Wright exclaims that the CB&R committee has been hard at work this year by providing resources and guides, an astonishing 10, which have not been published on the website at the moment. However, will be given to the newly elected board. Guidelines for the satellite clubs and have approved three satellite clubs and this year has been a year of trial and error. Thanks his committee for all their hard work.
2. Communications & Marketing – Joey Duong
  1. J. Duong whimsically states that her committee has been hard at work at keeping track of all the communication and social media platforms. Has been creating new platforms such as podcasts to explore new mediums. In the future will be helping with District Convention and their videos. The statement has been approved and is currently under review at the moment. J. Duong sympathetically thanks her committee for all of their hard work.
3. District Convention – Kyle San Jose

1. K. San Jose states that his committee has been working hard to make this weekend memorable as possible. Recaps District Convention at the moment and is super excited for what is to come for the last day of District Convention. K. San Jose is excited with the amazing turn out that District Convention has had! K. San Jose is super proud of his committee and thanks his advisors for their guidance.
4. Fall Training Conference – Aaron Lee
  1. A. Lee says that Fall Training Conference Chair has done nothing since FTC has been done. Recaps the year was great and looks forward to next year. Looking for a successor at the moment and hopes that next year is in person and everyone gets the vaccine, and everyone stays safe.
5. Kiwanis Family & Foundations – Miyu Nakajima
  1. M. Nakajima brags about her committee, since her committee is stacked with previous District Board members and just overall so many experienced members. M. Nakajima talked about how the KFRF and KFF Chairs answered and wanted to impact their LTGs and their overall district. M. Nakajima recaps some of the resources their committee and herself has established this year. Hopes these drive folders will help in the future. M. Nakajima ends with thanking her committee for all of their hard work!
6. Member Recognition – Luke Barrella
  1. L. Barrella reminisces about the year and some of the achievements/accomplishments his committee has done throughout the year. He further states how grateful he is of the overall term and thanks everyone for their patience. L. Barrella ends off by thanking his committee for all of their hard work and all of the sacrifices they have done throughout the year to make awards happen this year!
7. Membership Development & Education – Amy Bryant
  1. A. Bryant states that the MD&E committee has been helping and working tremendously with all aspects of membership development! Will be sending out resources for all MD&E Chairs since they are not published on the website. Thanks all the committee members and her advisors for all of their hard work and overall support for this year!
8. Service – Kim Hinojos
  1. K. Hinojos exclaims of this amazing year and thanks her Service committee for all of their hard work.

9. Technology – Matthew Kim
  1. M. Kim states that he has completed one-on-ones with the technology committee and helped start updating the CNH website alongside his Website Specialist. He expands that he has had each Project Lead educate their Project team about the two projects that we will be working on this year, that being the CNH Mobile app and the MRF Portal. M. Kim concludes by stating that he has officially started progress on projects that are the MRF Portal, Mobile App, and the redesign of the website!

B. Lieutenant Governor Reports

1. Capital – Darienne Vilorio
  1. D. Vilorio states that Capital division has been attending all the district events thus far. Has been hosting office hours, and overall one-on-ones to reach out to her division. D. Vilorio has been working with her SLPs and CLSSP has happened to make this event super memorable. Recaps some of the year's accomplishments and achievements. Thanks her division for their support, her DLT, advisors, Presidents and everything that Capital has done this term!
2. Central Coast – Hyun Jin Kim
  1. H. Kim thanks all of Central Coast for their support!
3. Citrus – Douglas Shimizu
  1. D. Shimizu excitedly exclaims and thanks his DLT for putting on some incredible events this term, Presidents for sticking out this year and working incredibly hard this year, excited for his successor Johnny for their term! D. Shimizu recaps this year's accomplishments and achievements, along with some things that Citrus has been up to!
4. Desert Oasis – Vanessa Meza-Perez
  1. V. Meza Perez loudly states some of the past events that Desert Oasis has done! V. Meza Perez has also stated that she has been successful elections for her schools. She is super excited for the outgoing and incoming board since they are built for success! V. Meza Perez reminisces all of the accomplishments and invites the district out to My Melody. V. Meza Perez thanks her DLT, Presidents, and advisors for all of their help and support this past year!
5. Foothill – Emily Reale
  1. E. Reale quizzically recaps all of the achievements and accomplishments that Foothill has done this year. Recaps the expansion of the Foothill family with LACC, and all the new events that the DLT has produced along with resources.

E. Reale continues by congratulating Ping Tram as being her successor. E. Reale thanks her DLT, Regional Advisor Grace Chi, and Presidents for all of their support!

6. Golden Gate – Dennis Lim

1. D. Lim fondly informs the audience of his updates from the previous months. He has also been meeting with presidents, DLT members, Regional Advisor and Kiwanis Family Members. D. Lim ends by thanking his DLT, Presidents, and advisors for all of their help this term and appreciates all of them a lot!

7. Metro – Matthew Ujemov

1. M. Ujemov thanks his DLT for being the clown board and invites the District to his Metro Banquet. M. Ujemov further states that everyone should have received their amazing Metro merch! M. Ujemov recap the year's accomplishments and achievements that Metro has done such as the first satellite club, resources, office training conference, etc. M. Ujemov concludes with thanking all the support he has had this year.

8. Paradise – Justina Voong

1. J. Voong recaps past achievements and accomplishments that Paradise has done this past year. J. Voong thanks her DLT, Presidents, and advisors for all of their help this term.

9. Sunset – Jonnie Nguyen

1. J. Nguyen enthusiastically recaps this year's achievements and accomplishments, and thanks his DLT, Presidents, and advisor for all of their support this past year. Says this is his highlight of his college career. Invites the district to his divisional banquet.

C. Treasurer – Brandon Dimapasoc

1. B. Dimapasoc has been busy the past couple months by working with FiFun on proposing a new B. Dimapasoc has also been updating the Treasurer/Fundraising Manual and it will be released soon! He further expands that FiFun has been working on planning for Pediatric Trauma Program Week and Crazy Kompetition for Infants. B. Dimapasoc, thanks Kat Hoang and Ryan Tan for all of their support this past year! He has been keeping up with his weekly Money Mondays newsletters! B. Dimapasoc excitedly looks in the future. B. Dimapasoc thanks everyone for their support!

D. Secretary – Ryan Kenneth Tan

1. R. Tan excitedly reports that the 2020-2021 Laws & Regulations Committee has been doing a lot of big projects. Interclubbing has doubled since last year and there has been an increase in socials. The Laws & Regulations Committee has reviewed the District Operating Procedures and will begin the CNH District Bylaws shortly! R. Tan states that for secretaries, there are 52 clubs still eligible for MRF On Time Award and 25 clubs for Early MRF Award. R. Tan has made changes to the CERF and MRF by adding the Service Administration tag. He continues to release his weekly MRF Monday newsletters and has begun with one-on-ones with his secretaries. The first Secretary Starlight, a graphic to recognize one outstanding secretary has been released! R. Tan thanks Kat Hoang and Brandon Dimapasoc for all the support they have given him throughout this year! Uwu. R. Tan concludes by saying thank you to the secretaries for continuing their hard work and always being so organized despite the hurdles they are given. R. Tan concludes by saying thank you to Eddie Castillo, Diane Zheng, Nora Lovell, Justin Linder, and Sam Salazar for helping him with the 2020-2021 Laws & Regulations Committee project!

E. Director, Service Leadership Programs – Timothy Cunning

1. T. Cunning congratulates this board for handling this year with dignity and expresses how difficult this year would be. Big shoutout to Mr. Hennings for all the years of service he has contributed! Excited to work with the new team!

F. District Administrator – Armando Velazquez

1. A. Velazquez congratulates everyone to a successful House of Delegates. Outstanding work to Eddie Castillo and everyone who helped out with House of Delegates. This year was a success since there were numerous years where there were less people elected on the year. Shoutout to Ryan Tan for running an outstanding Candidates' Education Session. Congratulates this year for having a year that will most likely never happen again. Shoutout to Kyle San Jose for such an amazing communication throughout this year, one of the best convention chairs ever and another shoutout to Luke Barrella for just all of his amazing work in such a short time. Reminder to pass along files to their successors and try to find good, qualified candidates. Congrats to the incoming board.

G. District Governor – Katherine Thy Hoang

1. K. Hoang reflects on the past term and all of the challenges happened this year but could not ask for better people to support her this year. Super proud of each and every one this year and hopes we can come out as friends after this

experience. Thanks all the Presidents, District committees, and everyone for being the bare foundation for all of the things they did this year.

**X. Past Events**

- A. CNH District Large Scale Service Project – Kim Hinojos
- B. CNH Candidate Education Session – Ryan Tan

**XI. Upcoming Events**

- A. CNH District Convention – March 19<sup>th</sup>-21<sup>st</sup>, 2021

**XII. Announcements**

N/A

**XIII. Closing Thoughts** – Joey Duong, Communications & Marketing Chair

**XIV. Adjournment** – Katherine Thy Hoang, District Governor – 1:48PM PDT



Respectfully Submitted:

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Douglas Shimizu, 2021-2022 District Secretary Date

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Ryan Tan, 2021-2022 District Governor Date

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Patricia Ryder, 2021-2022 District Administrator Date

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# **CALIFORNIA-NEVADA-HAWAII DISTRICT**

## **Circle K International**

May 2021 Board Meeting Packet

### **Approval Items**

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

## Presidents' Retreat 2021 Proposal

May 2021 Board Meeting

Respectfully Submitted by **Sandra Cheng, Presidents' Retreat  
Coordinator**

## EVENT OVERVIEW

Presidents' Retreat is an annual 3 day, 2 night leadership retreat for CNH club presidents to participate in educational workshops, fellowship activities, and interact with their counterparts and district leaders.

## ITEMS FOR APPROVAL

- Theme
- Date
- Location
- Budget

### ITEM #1: Theme

The theme of Presidents' Retreat is important for setting the tone of the event because it influences the theming of workshops, teams and activities, and the overall experience of our attendees.

The Presidents' Retreat Committee proposes **Disney Parks** as our **top choice** theme. Disney is well known on a global scale for their imaginative storytelling and magical moments for people of all ages. Since we have presidents from all around California, Nevada, and Hawai'i, this theme would demonstrate that presidents can experience an immersive, magical experience at PR wherever they are in the district.

Each theme park has distinctive lands and rides that focus on the narratives of popular Disney characters. Each team at PR can represent a land at one of the Disney Parks. Examples include: Fantasy Land, Cars Land, Toy Story Land, Adventure Land, etc.

## ITEM #2: Date

The proposed dates for this event will be **July 16-18**. These dates were chosen to avoid date conflicts with the 4<sup>th</sup> of July and July District Board Meeting.

## ITEM #3: Location

Presidents' Retreat will primarily be hosted on **Gather.town**, with the exception of divisional bonding and lip dub filming, which will be done in-person.

**Gather.town** is a web-conferencing platform similar to Zoom, but with the added components of a 2D virtual environment. The platform has custom maps for conferences and meeting rooms that can be used to host workshops, fellowship activities, and other gatherings. Users can customize their avatar to their preferences and the ability to move around and interact with other participants in real time. The cost for Gather.town depends on the number of users (user capacity), how long the event lasts (duration), and how many objects are included in the space.



**Divisional Bonding / Lip Dub:** Each LTG/District Chair will host their own in-person divisional bonding within their division. Presidents who are geographically distant from their own divisions can attend the nearest division's gathering to bond with their district counterparts. The Media Chair on the PR Committee will be tasked with coordinating the virtual lip

dub with the support of our district board officers who will be on-site to assist with the recording and submission of all footage.

## ITEM #4: Budget

The budget will primarily be used for Gather.town, souvenirs, and food and water for divisional gatherings.

BUDGET BREAKDOWN				
Production	Item	Unit Price	Quantity	Total
	Gather.town	\$8.00	80	\$640.00
	<b>TOTAL</b>			<b>\$640.00</b>
Souvenirs	Stickers	FREE	80	\$0.00
	Hand sanitizer	\$3.00	9	\$27.00
	Water bottles	\$2.59	24 case / 9 divisions	\$23.31
	<b>TOTAL</b>			<b>\$50.31</b>

  

PR TOTAL BUDGET		
2021 BUDGET	GRAND TOTAL	\$690.31
	REMAINING	\$309.69

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**2021-2022 Governor's Project Proposal**

**May Board Meeting**

Respectfully Submitted by **Ryan Kenneth Tan, District Governor**

## EVENT OVERVIEW

The Governor's Project has been a yearlong fundraising initiative that focuses on a project that the CNH CKI District Governor feels the need to focus on for their term.

**The American Cancer Society** is a nationwide voluntary health organization dedicated to eliminating cancer.

Established in 1913, the society is organized into six geographical regions of both medical and lay volunteers operating in more than 250 Regional offices throughout the United States

*For more information about the American Cancer Society, please visit <https://www.cancer.org/>*

**Peace Over Violence** is a nonprofit 501c3, multicultural, community based and volunteer centered organization dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence.

To achieve this mission our agency manages five departments delivering the services of Emergency, Intervention, Prevention, Education and Advocacy.

*For more information about Peace Over Violence, please visit <https://www.peaceoverviolence.org/about-us>*

**Crisis Text Line** provides free, 24/7, high-quality text-based mental health support and crisis intervention by empowering a community of trained volunteers to support people in their moments of need.

*For more information about Crisis Text Line, please visit  
<https://www.crisistextline.org/about-us/>*

**The Innocence Project**, founded in 1992 by Peter Neufeld and Barry Scheck at Cardozo School of Law, exonerates the wrongly convicted through DNA testing and reforms the criminal justice system to prevent future injustice.

*For more information about The Innocence Project, please visit  
<https://innocenceproject.org/about/>*

## **ITEMS FOR APPROVAL**

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

### **ITEM #1 - Approval**

**Option 1:** American Cancer Society as the 2021-2022 Governor's Project

- Pros:
  - Allows for a new fundraising initiative that has not been explored as a Governor's Project in the past.
- Cons:
  - This effort may take away possible funds from the three District Fundraising Initiatives
  - This society may not be within the district's focus

**Option 2:** Peace Over Violence as the 2021-2022 Governor's Project

- Pros:
  - Allows for a new fundraising initiative that has not been explored as a Governor's Project in the past.
- Cons:
  - This effort may take away possible funds from the three District Fundraising Initiatives
  - This society may not be within the district's focus

**Option 3:** Crisis Text Line as the 2021-2022 Governor's Project

- Pros:
  - Allows for a new fundraising initiative that has not been explored as a Governor's Project in the past.
- Cons:
  - This effort may take away possible funds from the three District Fundraising Initiatives
  - This society may not be within the district's focus

**Option 4:** The Innocence Project as the 2021-2022 Governor's Project

- Pros:
  - Allows for a new fundraising initiative that has not been explored as a Governor's Project in the past.
- Cons:
  - This effort may take away possible funds from the three District Fundraising Initiatives
  - This society may not be within the district's focus

## **ITEM #2 – Fundraising Goal**

*Option 1: Raise \$5000 as a District by the 2022 District Convention*

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



# **CALIFORNIA-NEVADA-HAWAII DISTRICT**

## **Circle K International**

May 2021 Board Meeting Packet

### **Board Reports**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Administration & Operations Chair** Board Report

**May 2021** Board Meeting

Respectfully Submitted by **Jamie Ly**

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/01/21	UCR Foundation of Leadership Workshop		1
03/03/21	UCR General Meeting		1
03/04/21	Kiwanis Advisor Meeting		0.5
03/05/21	UCR Spring Cleaning Workshop		1
03/11/21	Kiwanis Advisor Meeting		0.5
03/19/21	DCON Workshop		1
03/23/21	Kiwanis Advisor x Presidents Meeting		1.5
03/25/21	LTG x UCR E-Board Meeting		1
03/29/21	San Jose State University General Meeting		1
04/13/21	UCR Paper for Water	2	
04/14/21	UCR General Meeting		1
4/14/21	District Governor 1on1		1

**Total Service Hours since Last Board Report: 2**

**Total Service Hours since March 1<sup>st</sup>, 2020: 2**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/01/21	UCR A-Board	DCON Awards	Text/Zoom
03/20/21	Miyu Nakajima	D-Board Information	Text
03/31/21	UCR E-Board	Successors	Zoom
04/05/21 - 04/08/21	Erica Wei	A&O Chair Information	Text
4/12/21	CNH VPAs	Introductions & FB page Usage	FB
4/15/21	CNH VPAs	Introductions & A-Board Roster	Email
4/15/21	Ahtziri Rodriguez	CERF Information	Text
4/17/21	An Nguyen	A-Board Roster Clarification	Text
4/18/21	Emily Reale & An Le	Alumni Network Collaboration	Zoom

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Personal communications with CNH VPAs
2. Discussed ideas for Alumni Network with Miyu, Emily, and Anne
3. Collected information on what resources VPAs would like to see
4. Brainstormed A&O committee positions and responsibilities

### b. Top 5 Plans

1. Appoint A&O Committee
2. Release Aboard transitioning and training resources for VPAs by STC
3. Host brief check-in meetings with all VPAs
4. Plan out a rough timeline for A&O activities for the term
5. Brainstorm an action plan for how to engage the Alumni Network

## III. Resources Needed

1.Past Alumni Network information
2.District MRS - to analyze trends
3. District Chair Committee Application template

#### **IV. District Officer Assessment**

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

1.Facilitate communication and collaboration between CNH VPAs through dedicated posts for advice/chatting on the Facebook Group page and socials each quarter.
2.Provide monthly topical resources after receiving feedback on what VPAs need information and guidance on. These will be released each month on the Facebook Group Page, emailed to the VPAs, and mentioned during quarterly check-in calls.
3.Create a framework for engaging the Alumni Network. By working with the immediate past DKFF Chair, the current DKFF Chair, and the MD&E Chair, we will be initiating connections with CKI alumni and adding them to a directory. We will have progress update meetings every couple of months.
4.Create a solid structure and timeline for A&O successor by evaluating which responsibilities are more work heavy during certain parts of the term and picking out the most impactful ones.
5.Analyze District-wide membership & engagement trends by looking over club and district MRFs each month to see if there are more active time periods during the term, etc.

#### **V. Announcements**

*I emailed all of the VPAs requesting their A-Board roster and will be sharing a master contact sheet with District Board once I receive all of the information! For clubs without VPAs, I emailed their president instead. Some clubs have not or are in the process of appointing their board, so this may take a while.*

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**District Communications and Marketing Chair Board Report**

**May 2021 Board Meeting**

Respectfully Submitted by **Ricky Sparrow**

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/2/21	CNH C&M Meeting		1
3/4/21	Cloudy after Social		1.5
3/4/21	5th GBM		1.5
3/11/21	6th GBM		1.5
3/18/21	7th GBM		1.5
3/19-3/21	DCON		11
4/17/21	APO x CKI		.5

**Total Service Hours since Last Board Report: 0**

**Total Service Hours since March 1<sup>st</sup>, 2020: 0**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
11/09/20	Joey Duong	Transition to C&M Chair; District Board Responsibilities	Messenger

11/10/20	Josh Ranario	Transition to C&M Chair District Board Responsibilities	Discord/Messenger
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## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Successor Letters instructions/ folders have been made for C&M
2. Committee Applications will be ready before DOTC by 4/29
3.C&M Network will be up and running by Monday 4/20

### b. Top 5 Plans

1. Hosting a social media 101 workshop at STC to provide a gateway to the world of C&M
2. Aiding the District with graphic aid by advertising and having the graphic request form open to the District
3. Plan out a timeline for CNH Circle K Week to help engage new members and old while simultaneously helping with recruitment
4. Ensure that past projects (Sunnycast, What is CKI promotional video, Manuals) can be fulfilled for 21-22 term
5.- Have a smooth transition with IP committee and 21-22 Committee by making sure IP submits their successor letter by 4/21

## 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*

1.Coordinate with my publications editor to release (at least 4) District Sunburst Newsletters
------------------------------------------------------------------------------------------------

Discuss with IP chair and IP publications editor on Newsletter timeline. Current timeline for Newsletter being

Sunburst #60 issue 1 August- October

Sunburst #60 issue 2 November- December

Sunburst #60 issue 3 January- February

Sunburst #60 Issue 4 March- April

(Timeline subject to change)

These newsletters' purpose is to recap events as well as showcase certain members across the district! I will be working with my publications editor to release an article submission form as well as go over the framework for the District Newsletter.

2. Creating an engaging, consistent and educational C&M Network where not only committee members but creators/ PR chairs/ historians etc. across the district can post, give advice, and learn more about communications and marketing

Throughout the term my committee and I will be adding members with interests and positions pertaining to C&M. We will consistently update the network with Tutorial Tuesdays/ webinars providing educational contents. My committee and myself (specifically internal relations) will create an inclusive atmosphere by reaching out to c&m board officers in the network to assist with Tutorial Tuesdays/ webinars.

3. Educate/regulate graphic across the district by teaching my committee as well as Divisional C&M Chairs about the essentials

My workshop at STC will open a gateway world of C&M. I will be going over basics and initial intro, I will make sure resources are provided and updated in the group page, I will be hosting a quiz first committee meeting to see what they do and do not know with style guide. Throughout the term I will teach the committee and Divisional C&M chairs the correct form for graphic standards so they can help regulate across the district.

4. Coordinating with IP videographer on what needs to be done for a successful transition for the "What is CKI" Video

This project is different from others as this finished process will be used for Fall/ Spring Recruitment. This promotional video made by IP Videographer will be used to showcase CKI and involvement across the district. I will find the resources left to finish and work with 21-22 Videographer(s) to complete by end of Summer.

5. Release (minimum 5) CNH District Podcast Sunnycast Episodes with collaborations with D-Board, Committees, External Sources, members across the district

I will schedule a 1 on 1 with IP external relations to have a better understanding of the contents and behind the scenes work of the Sunnycast. I will be going over with my External Relations chair what is required, and we will form a vision of how this platform can better aid in CNH external relations,

## **V. Announcements**

a. n/a

### **b. Publications & Social Media:**

- i. CNH Circle K Instagram: [\*\*@cnhcirclek\*\*](#)
- ii. CNH Circle K Twitter: [\*\*@cnhcirclek\*\*](#)
- iii. **CNH Circle K Spotify: The Sunnycast**
- iv. **CNH Circle K Tiktok: @cnhcirclek**
- v. [CNH District Sunburst Newsletter](#)
- vi. [CNH District Sunspot Blog](#)
- vii. [CNH District YouTube Channel](#)

### **c. District Communications & Marketing Committee Contacts:**

Please contact the District Communications & Marketing Chair, Ricky Sparrow, if you have any questions, comments, and/or concerns

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### **d. District Communications & Marketing Committee Contacts:**

Please contact the District Communications & Marketing Chair, Ricky Sparrow, or any of the respective committee members if you have any questions, comments, and/or concerns  
[Rickysparrow.cki@gmail.com](mailto:Rickysparrow.cki@gmail.com)

Internal Relations:

1. n/a

External Relations:

2. n/a

Publications Editor:

3. n/a



Social Media Coordinators:

4. n/a

Videographers:

5. n/a

Graphic Designers:

6. n/a

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**District Convention Chair Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Hanna Lam**

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/19/2021 - 3/21/2021	District Convention	1	1.75
04/05/2021	UCSD GBM		1
04/17/2021	UNLV CKI 13th Annual My Melody		0.5

**Total Service Hours since Last Board Report: 4.25**

**Total Service Hours since March 1<sup>st</sup>, 2020: 4.25**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/05/2021	Kirsten Ireton	Introductions	email
04/14/2021	Kyle San Jose	Knowledge transfer and any questions	In person

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

#### a. Total Achievements

1. Finished my rough drafts for committee applications

2. Did my SMART goals
-----------------------

b. Top 5 Plans

- |                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Have consistent communication and transparency w/ the committee, advisors and district board                                                                          |
| 2. have each committee be more close-knit/know more each other from the different chairs, including the advisor                                                          |
| 3. During the event, have everyone know what is going on through a production schedule                                                                                   |
| 4. Have a majority of tasks prior to the end of summer, such as documents, promotional videos, theme proposal, graphics assets, decorations and souvenirs approved, etc. |
| 5. prevent burnout                                                                                                                                                       |

**III. Resources Needed**

N/A

**IV. District Officer Assessment**

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

- |                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Communications and Transparency<br>I will keep a consistent communication through emails and if I ever need anything from other chairs, I will message them and set up a 1:1 to talk about it                          |
| 2. Become more close-knit<br>Create a funnies and serious group chat in order to have the committee get to know each other                                                                                                |
| 3. Production Schedule<br>Create a timeline of how the event is going to be and have a sample production schedule                                                                                                         |
| 4. Majority of Task Done<br>Create a to-do list for the positions so it will be a checklist and see the progress of people                                                                                                |
| 5. Burnout<br>I wanted to check up on them because when it is appointment, it will be finals week so I would understand their workload in order to know how to approach them and how much work to give them at the moment |

**V. Announcements**

**N/A**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Fall Training Conference Chair Board Report**

**May 2021 Board Meeting**

Respectfully Submitted by **Jason Liu**

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
N/A	N/A	0	0

**Total Service Hours since Last Board Report: 0**

**Total Service Hours since March 1<sup>st</sup>, 2020: 0**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/09/21	Chris Tung	Introductions, and setting up a time for advisor meeting	Email
04/14/21	Aaron Lee	Planning a transition meeting	Messenger
04/15/21	Chris Tung	First Advisor meeting: introductions, discussed goals, challenges with online or in-person event, and concerns/questions	Google Hangouts

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

#### a. Total Achievements

1. Appointed as FTC Chair
2. Had my first advisor meeting

b. Top 5 Plans

1. Update Applications for release date
2. Appoint Committee
3. Establish first meeting and meeting times
4. Start brainstorming ideas with full committee
5. Establish communication and plans with my executive assistants

**III. Resources Needed**

1. N/A

**IV. District Officer Assessment**

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

**1. Successfully plan and execute FTC 2021 with my committee**

I plan to carefully select a group of talented and enthusiastic individuals to help me plan. By being a supporting pillar where my committee can lean on, I hope to supply all the support and knowledge they need in order to successfully complete their tasks and carry out their duties within their respective positions. I would also like to encourage new and all ideas to bring something new to FTC. I also hope to introduce committee with District Board, so they have more time to get to know one another and have another group of supporting individuals much earlier in their terms rather than later. And as always, I will maintain effective communication throughout my term to ensure everything runs smoothly.

**2. Invigorate the new and old CKI members, especially within my committee**

Due to the pandemic, I realized that not many new or old members were able to enjoy their first or last year in CKI. With that, I would work with my committee to plan and incorporate a new event whether it be before or during FTC where it will bring back the CKI spirit before the pandemic. I would also like to carefully plan the formal in-person weekends with meaningful activities for my committee to build new bonds with one another. I want to work hard to get to know each and every individual within the committee and ensure they feel comfortable coming to me with any issues, so they will not be bothered with their experience on committee.

**3. Creating a meaningful bond within committee with good communication**

Incorporate meaningful activities during meetings as well as having sessions where we can all chill before in-persons. I plan to have bonding activities for in-person so we can learn more about another and overall to have meaningful experiences together. I want to maintain good communication with the committee and for them to communicate well and effectively with one another as well.

#### **4. Staying organized and being readily available to support my committee and d-board**

Planning ahead and understanding when assignments are due and knowing when ask for help instead of drowning in high amounts of workload and stress. To get along with my board and offering my assistance whenever possible.

#### **5. Inspiring new and old members of CKI to get more involved and gain new experiences**

During the advertising phase of FTC and the overall event itself, I plan to effectively host activities that will pique the interest of new and old members and hopefully help them find their FTC moment and eventually inspire them to continue on engaging with their home club and the organization. I hope to encourage more individuals to reach out during the event and for them to aim for new positions within and outside their home club.

#### **V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Kiwanis Family & Foundation Chair Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Emily Reale**

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

Date	Name of Event	Service Hours	Other Hours
3/1/21	Foothill DLT Meeting #16		1
3/6/21	Division 35 Kiwanis Governor's Visit		2
3/7/21	LTG 1-on-1		2
3/9/21	PCC CKI General Meeting		1
3/11/21	CPP CKI General Meeting		0.5
3/12/21	District Board x DCON Meeting		1
3/13/21	CPP CKI Elections		2
3/14/21	District DKFF Committee Meeting		1
3/15/21	Foothill DLT Meeting #17		2
3/17/21	Division 15 Kiwanis DCM		1
3/18/21	CPP CKI General Meeting		0.5
3/18/21	Division 10 Kiwanis DCM		1.5
3/18/21	Foothill Elections Meeting		1
3/18/21	Region Advisor 1-on-1		1
3/18/21	DCON Meeting #29		1
3/19/21-3/21/21	District Convention 2021	1	19.75
3/21/21	March District Board Meeting		2.5
3/23/21	PCC CKI General Meeting		1
3/27/21	Foothill March DCM	1.5	1
3/27/21	CPP CKI EOTY Banquet		1
3/28/21	Desert Oasis March DCM		2
3/28/21	Citrus March DCM		1
3/29/21	Foothill DLT Meeting #18		2.25
3/31/21	UNLV CKI Service in 60	0.5	0



<b>3/31/21</b>	UNLV CKI General Meeting		1
<b>4/6/21</b>	PCC CKI General Meeting		1
<b>4/7/21</b>	DKFF 1-on-1		0.75
<b>4/7/21</b>	Sunset DLT Office Hours		1
<b>4/8/21</b>	Division 35 Kiwanis DCM		1.5
<b>4/11/21</b>	LACC CKI General Meeting		1
<b>4/11/21</b>	SJSU CKI General Meeting		1
<b>4/11/21</b>	District KFF Committee Meeting		1
<b>4/15/21</b>	Division 10 Kiwanis DCM		1
<b>4/15/21</b>	Governor 1-on-1		0.75
<b>4/17/21</b>	My Melody		3
<b>4/18/21</b>	LTG 1-on-1		0.5
<b>4/18/21</b>	Alumni Network Meeting		1

**Total Service Hours since Last Board Report: 3**  
**Total Service Hours since March 1<sup>st</sup>, 2021: 3**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
<b>3/1/21</b>	Foothill Presidents, Secretaries, Recognition Officers	MRS & MRP Submission Instructions, Deadline Reminders	Email
<b>3/7/21</b>	Audra Karim	MRS, MRF Submissions + Club Status	Zoom
<b>3/7/21</b>	Heyley Pavon	Contact Reminder	Email
<b>3/8/21</b>	Grace Chi	SDSU Talent Show Check-in	Email
<b>3/9/21</b>	El Camino College CKI	Lung Association Project	Email
<b>3/13/21</b>	Ping Tram	Candidacy Emails	Email
<b>3/15/21</b>	Ping Tram	Literature Needs	Email
<b>3/18/21</b>	Jody Davis	Signatures for Candidates	Email
<b>3/18/21</b>	Foothill Delegates	House of Delegates Procedures	Zoom
<b>3/19/21</b>	Foothill DCON Attendees	DCON Links	Email
<b>3/19/21</b>	LACC Delegates	Delegate Check-in & Links	Email
<b>3/20/21</b>	Foothill Delegates	House of Delegates Updates	Email
<b>3/22/21</b>	Grace Chi, Ping Tram	SLP Dues Payment Irregularities Concern	Email

3/24/21	Patricia Cridland	Speaking Engagement	Email
3/24/21	Patricia Foltyn	New Foothill LTG	Email
3/24/21	Phil Tran	Introducing New LTG	Email
3/25/21	Grace Chi, Ping Tram, Ray McMullen, Malcolm Rickard	Mt. SAC Revitalization Meeting	Zoom
3/25/21	Hyun Jin Kim	Kiwanis Family Questions	Zoom
3/25/21	Joey Duong	Kiwanis Family Questions	Zoom
3/31/21	Ping Tram	Successor Photos	Email
4/1/21	Brandon Dimapasoc	March Vouchers	Email
4/3/21	Ryan Tan	District Board Application	Phone Call
4/4/21	Ping Tram	Exchange of Foothill Tech Passwords	FB Messenger
4/5/21	Ryan Tan	District Board Application	Phone Call
4/6/21	Foothill Presidents	Foothill Awards	FB Messenger
4/7/21	Miyu Nakajima	Liaison Check-in	Zoom
4/8/21	Patti Ryder, Tim Cunnings, Ryan Tan	Enrollment Verification	Email
4/9/21	Kirsten Ireton	Chair Introductions	Email
4/12/21	Miyu Nakajima, Anne Le	Alumni Network Collaboration	Email
4/12/21	Anne Le	STC Workshop	FB Messenger
4/14/21	Patricia Cridland, Patricia Foltyn	Foothill Officer Contact Information	Email
4/15/21	Ryan Tan	Goals, Expectations	Zoom
4/15/21	Jamie Ly	Alumni Network Collaboration	FB Messenger
4/16/21	Lt. Governors	Chair Introduction & Initial Goals	Email

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Established a Kiwanis Family Chair & Rep Facebook Group
2. Created goals and a project timeline for the term
3. Finalized committee applications for release
4. Began meeting with fellow District Board members on future projects

b. Top 5 Plans

1. Meet with all Lt. Governors regarding their division liaisons
2. Appoint the District Kiwanis Family & Foundation committee
3. Release the College Status Form to Key Club, KIWIN'S, and transfer students
4. Revamp the Kiwanis Family Report Form to reflect strength of local Kiwanis Family relationships
5. Support Lt. Governors & Kiwanis Family Chairs in initial outreach

**III. Resources Needed**

1. Contact information for all Kiwanis Family Chairs & Representatives

**IV. District Officer Assessment**

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

**1. Decrease the knowledge and skill gap between Kiwanis Family Chairs & Representatives through the creation of strategic growth plans, assigning added support, and creation of beginner-friendly guides.**

[May]

- Utilize the April and May KFRF to determine the level of contact CKI Clubs have with the other Kiwanis Family branches, focusing on the sponsoring Kiwanis Club
- Revise the 2020-2021 resources for release

[June-July]

- Begin planning and release a step-by-step guide on planning Key to College and Kiwanis One Day events by the end of August
- Have each liaison host a Kiwanis Family Trainer to prepare club officers for Fall Recruitment and Kiwanis Family Month

**2. Increase Kiwanis Family Retention between organizations and institutions by creating effective pathways for enrollment and destigmatizing the other branches of the Kiwanis Family.**

[April]

- Revise the college status form and gain approval from participating branches

[May]

- Release the college status form for Key Club & KIWIN'S graduating seniors and transfer students
- Plan the college prep program resources and educational materials
- Work with Lt. Governors to create a main contact for interested members to reach for support at the college or within the club

[June-July]

- Outreach to members who submitted the college status form through email with resources, webinars, and contact information for their respective college
- Utilize liaisons to survey the academic and organizational needs of Key Club & KIWIN'S
- Collaborate with other committees to release training material targeting integration of interested students into the club and recruiting within the Kiwanis Family

### **3. Improve communication from the committee to the District Board, our Kiwanis Family Counterparts, and the Kiwanis Family Chairs & Representatives**

[April]

- Create letter of introduction templates for Lt. Governors and Kiwanis Family Chairs to introduce themselves to their counterparts
- Meet with Lt. Governors to discuss expectations for divisional liaisons and specific needs within their divisions

[May]

- Release individual report on the April KFRF to each Lt. Governor
- Establish contact between myself, the Kiwanis Committee, and the various Governors and DKFF Chairs. Set expectations for each other and the term.
- First Reale Recap will be sent out to Presidents & Secretaries.

[June-July]

- First quarterly status form on Kiwanis Family relations released to the Kiwanis Committee and DKFF Counterparts

### **4. Establish a community within the Kiwanis Family Chairs & Representatives that encourages collaboration and supports personal growth.**

[April]

- Established the Kiwanis Family Chairs & Reps Facebook Group

[May]

- Liaisons create Kiwanis Family Chair group chats in their respective divisions

[June-July]

- Begin recognition of Kiwanis Family Chairs & Representatives on the Facebook Group page

### **5. Create collaborative projects between the District Kiwanis Family & Foundation Committee and other Kiwanis Family Groups.**

[April]

- Begin tracking the number of KF & IN events tagged per club. Log the 2020-2021 monthly totals and utilize this sheet to examine when clubs will need the most support for the current term.

[May]

- Assist the A&O Chair in creating an alumni & Kiwanis directory for future projects
- Work with District Board to see what projects may require DKFF Committee help.

[June-July]

- Begin collaborative brainstorming with the other Kiwanis Family Districts on hosting Kiwanis Family Month

## V. Announcements

The [April Kiwanis Family Report Form](#) is due on May 5<sup>th</sup>! It should be completed by all clubs regardless of whether you have established a Kiwanis Family Chair or Representative as of yet.

Be on the lookout for our **College Status Form for Transfer Students**! Students who signup will be receiving assistance and advice from past transfer students and will be connected with a representative at their intended transfer institution.

The [Kiwanis Family Chairs & Representatives Facebook Group](#) has been established! Anyone can join but I want to encourage all Kiwanis Family Chairs & Representatives to drop in.

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Member Recognition Chair Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Vanessa Lee**

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

Date	Events Attended	Service Hours	Other Hours
03/02/21	Tabletop Tuesday	1	
03/04/21	After Social - Cloudy with a Chance of Meatballs		1
03/04/21	Sac State CKI Spring Fifth General Meeting		1.5
03/05/21	Secretary One-on-One		1
03/07/21	Sac State CKI Board Meeting #37		1
03/08/21	East Sac Kiwanis Club Meeting		1
03/09/21	MR Committee Meeting #14		0.5
03/11/21	Sac State CKI Spring Sixth General Meeting		1.5
03/12/21	Turkey Movie Social		2
03/13/21	Cards Against Humanity & Movie Night		4.5
03/14/21	Sac State CKI Board Meeting #38		1
03/15/21	Julia's Animal Crossing Social		2
03/16/21	EOTYB Meeting #1		1
03/16/21	MR Committee Meeting #15		1
03/18/21	Raya and the Last Dragon After Social		2
03/18/21	Sac State CKI Spring Seventh General Meeting		1

<b>03/19/21-03/21/21</b>	District Convention 2021	1	13.5
<b>03/23/21</b>	Board Hangout		6
<b>03/25/21</b>	EOTYB Meeting #2		1
<b>03/29/21</b>	MR Committee Meeting #16		1
<b>04/05/21</b>	East Sac Kiwanis Key to Life Day 1		2
<b>04/06/21</b>	Tabletop Tuesday	1	
<b>04/06/21</b>	East Sac Kiwanis Key to Life Day 2		2
<b>04/07/21</b>	East Sac Kiwanis Key to Life Day 3		2
<b>04/08/21</b>	Sac State CKI 9th Spring General Meeting		1.5
<b>04/08/21</b>	9th General Meeting After Social		1.5
<b>04/10/21</b>	Metro Banquet 2021		1.5
<b>04/11/21</b>	Self-Care Sunday #1		1
<b>04/11/21</b>	Sunset LTG Office Hours		1
<b>04/12/21</b>	East Sac Kiwanis Board Meeting		1
<b>04/13/21</b>	Tabletop Tuesday	1	
<b>04/14/21</b>	Capital LTG Office Hours		0.5
<b>04/15/21</b>	Sac State CKI 10th Spring General Meeting		2
<b>04/15/21</b>	Division 7 Kiwanis April DCM		1.5
<b>04/17/21</b>	APO x Sac State Interclub	1	1
<b>04/18/21</b>	Sac State EOTYB 20-21		4
<b>04/19/21</b>	Sac State CKI Board Meeting		1

**Total Service Hours since Last Board Report: 5**  
**Total Service Hours since March 1<sup>st</sup>, 2021: 5**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>04/06/21</b>	Janice Lee	MRP Certificates	FB Messenger / Discord
<b>04/06/21</b>	Luke Barrella	Transfer of MR Chair resources	FB Messenger
<b>04/14/21</b>	Jamie Ly	Gathering clubs' appointed board information	Discord
<b>04/14/21</b>	Leah Reiser	Formstack Inquiries	Email
<b>04/17/21</b>	David Su	Recognition Database Inquiries	FB Messenger

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

### **a. Total Achievements**

- 1. Create an outline of a timeline for the future MR Committee**
- 2. Create a network hub for MR chairs / representatives on FB**
- 3. Reviewing past MR committee applications to prepare for release this term**

### **b. Top 5 Plans**

- 1. Preparing District Committee Application to be released and advertised**
- 2. Run through old Award Rubrics and write down any noteworthy changes that need to be discussed**
- 3. Review past resources and plan out what resources to create alongside the future MR committee**
- 4. Reach out to past MR chairs to discuss possible Recognition Database**
- 5. Discuss with the future MR Committee about revamping and implementing Member Recognition Mondays by August**

## **III. Resources Needed**

**N/A**

## **IV. District Officer Assessment**

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



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

### **1. Improve user experience when applying for awards**

With the transition of awards to Formstack, there have been some notable issues that the past MR Committee faced when releasing them last term. I hope to fix some of the major concerns by releasing a form to past officers that filled out the awards for their feedback and implement these in the upcoming batch of awards this year. Also, test run it by the MR committee before releasing it to the entire District.

### **2. Revamp Member Recognition Mondays**

MR Mondays is definitely a great program in recognizing members throughout the district; however, I do feel like it takes up a lot of time, resources, and people to power. There are months where we may have a dismal number of nominees which puts more pressure on LTGs and their representatives. I believe it needs to be more streamlined, so when my future committee is appointed, I want to brainstorm some ideas and actually implement them by August of this year.

### **3. Increase the number of applicants for District Awards**

There has been an all-time low for award applicants this past term, so to combat this I have a few ideas to implement. To start, I want to adjust the Rubrics for each award to match the current pool of members this term. Along with this, I want to update the respective manuals to include specific instructions and tips for filling out each application. To add on, I would plan webinars alongside my committee to educate members/board on the awards itself.

### **4. Adjustments to MRP**

This term is obviously going to be very unpredictable as was the 2020-2021 term. With the uncertainty of being in person or may stay in for an entire year, but regardless MRP still needs to be looked at and updated. I want to release a feedback form to gauge the best way to edit each section of MRP, so it doesn't lose its value as a recognition program.

### **5. Establish a Recognition Database**

Gather information from clubs throughout the District as well as Divisions on how they operate their recognition systems differently from one another. This will assist clubs and smaller divisions that don't have a recognition system to start one. In order to gather this information, I will personally contact the respective LTGs as well as release a form to release in the MR Network after members are added.

## **V. Announcements**

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

**N/A**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Membership Development & Education Chair Board Report**

**May 2021 Board Meeting**

Respectfully Submitted by **Anne Thy Le**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
03/25/2021	Orange Coast College General Meeting		1.5
03/28/2021	CNH District Technology Meeting		1
04/13/2021	Tech X Committee Meeting		1
04/14/2021	Spring Training Conference Meeting		1
4/17/2021	CNH District MD&E Meeting/Social		1

**Total Service Hours since Last Board Report: 0**

**Total Service Hours since March 1<sup>st</sup>, 2021: 0**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/03/2021	Brian Tran	Secretary Duties	Messenger
03/04/2021	Christine Tran	President Duties	Messenger
03/27/2021	Renz Lane	Technology Committee	Messenger + Zoom

<b>04/12/2021</b>	Peter Yu	MD&E Timeline	Messenger + Phone Call
<b>04/14/2021</b>	Emily Reale	Alumni Network Project	Email + Discord
<b>04/15/2021</b>	Amy Bryant	MD&E Timeline	Messenger + Zoom

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

#### 1. One-on-one with predecessor

#### 2. Introduction to advisor and establishing general timeline

### b. Top 5 Plans

#### 1. Create network for MD&E Chairs & Representatives

#### 2. Review MD&E goals from last term & revamp

#### 3. Review previous committee apps and make rough draft for review

#### 4. Create rough draft of MD&E Timeline

#### 5. Start establishing Alumni project with DKFF

## III. Resources Needed

### 1. Previous MD&E timeline & goals

## IV. District Officer Assessment

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

### 1. Increase Membership by 5%

**[Worknights & One-on-ones]** Teaching the MD&E chair the proper do and don'ts of recruitment is one of the best ways to increase membership. Teaching them and allowing them to go off and try the methods themselves, it's like a spider web that will constantly grow as more and

more people learn and use the same methods. Each school is different to hosting these one-on-one and worknights not only allow us to understand how different recruitment and retention is, but also what is the latest trends.

## **2. Resources**

**[Schedule Updates]** Having a set schedule to update these resources will be one of the best ways to hold us accountable. Rather than constantly pushing out new resources, it's better to enhance the ones we already have to make it applicable to our current situation.

**[Find a better way to push out resources]** Resources are one of the most important things that our district has, but the way we advertise these resources can be improved.

## **3. Professional Development**

**[Revamp DPDC]** Rather than having a week dedicated to professional development, find a better way to constantly include professional development in district events and outside events

## **4. Fellowship**

**[Sunny Buddies]** Revamp the district penpal system to encourage more fellowship throughout the year rather than seasonally. A lot of schools/divisions already have penpal systems, so we need to create/revamp a program where it won't get in the way of those penpal programs

**[Mentorship]** Encourage a mentorship system with current CKI members and Alumni/Kiwanians to encourage alumni retention

## **5. Collaborations**

Work more with different committees to help enhance CKI experience. I.e., working with C&M to create publicity packets, working w/ DKFF for Alumni relations

### **I. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Service Chair** Board Report  
**May 2021** Board Meeting  
 Respectfully Submitted by **Jeevan Bhullar**

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

Date	Events Attended	Service Hours	Other Hours
03/07/21	Sunset DLT Meeting		1
03/19/21	DCON	1	3.75
03/20/21	DCON		5
03/22/21	Sunset DLT Meeting		1
03/28/21	Sunset EOTYB Meeting		0.75
04/12/21	Sunset EOTYB Meeting		0.75
04/16/21	1-1 with Yaret, Committee Advisor		0.75
04/17/21	1-1 with Ryan, District Governor		0.75

**Total Service Hours since Last Board Report: 12.25**  
**Total Service Hours since March 1<sup>st</sup>, 2021: 12.25**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
04/16/21	Yaret Casillas Smith	Committee Structure, Goals, and DLSSP	Phone
04/17/21	Ryan Tan	Goals, Committee, Timeline, and Check-In	Zoom

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

### **a. Total Achievements**

#### **1. Applications are ready to go pending timeline approval**

### **b. Top 5 Plans**

- i. Appoint District Service Committee Members**
- ii. Investigate Guidelines and Procedures for In-Person Events Consistent with Kiwanis and School Policy**
- iii. Organize District Large Scale Service Projects**
- iv. Release resources for Service Officers**
- v. Work with Lt.G's to create contingency plans for DLSSP**

## **III. Resources Needed**

- 1. Information about the different policies of KI, CKI, CNH Kiwanis, & CNH CKI with regarding COVID-19 & In-Person events**

## **IV. District Officer Assessment**

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

#### **1. Create a clear outline of criteria and procedures for hosting in-person events safely for all clubs in CNH.**

Investigate necessary steps for return to in-person by school, establish criteria for in-person events, and organize required legal and liability mitigation processes.

#### **2. Transform and revitalize existing resources in digestible formats in a consolidated and accessible Google Drive.**

Break up large format resources, assess and prioritize restructure, update and send resource to review board, release through consolidated Google Drive.

#### **3. Successfully host DLSSP with innovative projects and a balanced budget.**

Appoint Service Committee and identify structure and timeline for a successful hybrid DLSSP.

#### **4. Create relationships with service partners across CNH to demonstrate our collective impact.**

Identify high activity organizations across the district and organize activity and information.

**5. Increase general member involvement in the review and production of resources for the district through the development and implementation of a review board.**

Promote the project through the Service Officer Facebook page to build up review board and integrate them in the review and release process of resources.

**V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Technology Chair** Board Report  
**May 2021** Board Meeting  
 Respectfully Submitted by **Renz Lane**

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

Date	Events Attended	Service Hours	Other Hours
03/03/21	General Meeting #5		1.5
03/04/21	CSULB CKI Board Meeting		2
03/05/21	Tetris Game Tournament		2
03/05/21	CSULB Tech Committee Meeting		1.5
03/06/21	Metro DCM		0.5
03/12/21	CSULB UI/UX Worknight		
03/10/21	General Meeting #6		1.5
03/11/21	CSULB CKI Board Meeting		
03/17/21	General Meeting #7		1.5
03/19/21 – 03/21/21	CNH Circle K District Convention 2021		?
03/24/21	General Meeting #8		1.5
03/26/21	CSULB Tech Committee Meeting		2
04/07/21	CSULB CKI General Meeting		1
04/08/21	CSULB CKI Successor 1-on-1		3
04/14/21	CSULB CKI General Meeting		1
04/18/21	1-on-1 with District Governor		1



**Total Service Hours since Last Board Report: 0**  
**Total Service Hours since March 1<sup>st</sup>, 2020: 0**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>03/27/21</b>	Anne Le, Matthew Kim, Allison Chu	20-21 Tech Committee Reflections	Zoom
<b>04/06/21</b>	Matthew Kim, Chris Lam, Jonathan Chu	District Chair Predecessor Meeting	FB Messenger
<b>04/17/21</b>	Ramon Rivera	Chair Introduction	Email
<b>04/18/21</b>	Ryan Tan	Goal Setting & Planning	Video Call
<b>04/18/21</b>	Matthew Kim	1-on-1 Scheduling	FB Messenger

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

a. Total Achievements

- 1. Completed and finalized rough outline of personal & project plans**
- 2. Committee application in-progress**
- 3. Consideration of changes to committee structure are underway**
- 4. Researching how the District Website was set-up & created from scratch on WordPress**
- 5. Still need to schedule a predecessor-successor 1-on-1 & document transfer**

b. Top 5 Plans

- 1. Revamping & completing the district website redesign**
- 2. Modernizing the digital presence of the CNH District**
- 3. Providing the data scientists with research projects involving CB&R's work**
- 4. Supporting the TechX initiative spearheaded by the previous Tech Committee**
- 5. Focusing on committee fellowship & teamwork**

### **III. Resources Needed**

- 1. Star Infinity planning/committee tasks, progression of tech projects from last term & any important/useful predecessor documents**
- 2. Access to the district website**

### **IV. District Officer Assessment**

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

#### **1. Revamping & completing the district website redesign**

For this upcoming summer, I am planning on revamping & completing the district website redesign, which includes providing a modern face lift using our branding & graphic standards. I plan on meeting with the future district website specialist to establish an approximate 3-month timeline for the minimum viable requirements & standards for publishing a new district site. From here, we, me, or the website specialist will continue to check-in and make progress with new website features as needed.

#### **2. Modernizing the digital presence of the CNH District**

Another goal is to provide the data scientists with a data science, Microsoft PowerBI project(s) based on CB&R's work. This includes create a hub for viewing the data visuals and metrics via a digital dashboard (Microsoft PowerBI). Having worked with this software program in the best, I plan on meeting with my future data scientists to present this project proposal and get their feedback as well as the feedback of the district secretary before establishing a timeline.

#### **3. Providing the data scientists with research projects involving CB&R's work**

The past software developers from last term and the past District Tech Chair plan on working on the District MRF Portal. The current expectation is to have it completed by the end of the summer; and I plan on checking in with them to monitor the progress of the site.

#### **4. Supporting the TechX initiative spearheaded by the previous Tech Committee**

Another goal of mine is to foster & support the new TechX initiative born out of the previous technology committee. To do so, I plan on monitoring the progress, scope, goals, etc. of the TechX team; and additionally, I also plan to reach out to Chris Lam to determine if the TechX planning team could become an ad-hoc subcommittee under Technology, or if they could function independently of the Technology Committee.

#### **5. Focusing on committee fellowship & teamwork**

Last, but certainly not least, is to foster a spirit of teamwork and collaboration across the various teams of the Technology Committee. To do so, I plan to coordinate any worknights, socials, etc. with my Executive Assistant to encourage each individual member to enjoy their time and get to know their fellow committee members.

#### **V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Presidents' Retreat Coordinator Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Sandra Cheng**

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

Date	Events Attended	Service Hours	Other Hours
3/1/21	CSUF CKI Board Meeting		1
3/4/21	CSUF CKI General Meeting		2
3/8/21	CSUF CKI Board Meeting		1.25
3/9/21	Roaring into Research		1
3/11/21	CSUF CKI General Meeting		1
3/11/21	CSUF CKI Special Elections		1
3/15/21	CSUF CKI Board Meeting		1.5
3/18/21	CSUF CKI General Meeting		1.5
3/19-21/21	District Convention 2021		3
3/22/21	CSUF Board Meeting		1.5
3/23/21	CSUF CKI Roaring into Research	.75	.50
3/25/21	CSUF CKI General Meeting		2.5
3/26/21	Spring Into Service	3	
3/27/21	Self-Care Bear Fair	2	2.25
3/28/21	Citrus March DCM		1
3/29/21	CSUF CKI Board Meeting		2

<b>4/8/21</b>	CSUF CKI General Meeting		2
<b>4/12/21</b>	Heart of Dinner Notes	2	
<b>4/15/21</b>	CSUF CKI General Meeting		2
<b>4/17/21</b>	UCLA CKI 2020-2021 Banquet		1.25
<b>4/19/21</b>	CSUF CKI Board Meeting		2.25

**Total Service Hours since Last Board Report: 7.75**

**Total Service Hours since March 1<sup>st</sup>, 2020: 7.75**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>4/11/21</b>	Ryan Tan	Committee appointments	Messenger
<b>4/12/21</b>	Bruce Casenaz	PR budget question	Messenger
<b>4/14/21</b>	Henry Pham	Transitional meeting	Messenger
<b>4/17/21</b>	Ryan Tan	One-on-one	Zoom
<b>4/17/21</b>	Erica Wei	Compiling resources from previous years and creating new resources for the committee	Zoom
<b>4/17/21</b>	Erica Wei, Garrett Moore, Nathan Dang, Audrey Abbott, Josephine Pham	Discussing theme, date, and location	Messenger
<b>4/17/21</b>	Douglas Shimizu	Proposal clarification	Messenger
<b>4/19/21</b>	Douglas Shimizu	Board Report clarification	Messenger

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

### a. Total Achievements

1. Appointed as Presidents' Retreat Coordinator

2. Appointed ad-hoc committee
3. Discussed event theme, date, and location with committee

b. Top 5 Plans

1. Create a timeline of important tasks/deadlines for the committee and district board to work on leading up to the event
2. Evaluate feedback and resources from previous years to assess areas of improvement
3. Plan and host a successful Presidents' Retreat

**III. Resources Needed**

1. Clarification on any restrictions (i.e., in-person gatherings, budget)
2. Collaborating with district board when needed

**IV. District Officer Assessment**

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

1. Help re-energize presidents and motivate them to get through the term
2. Work closely with district board to host our first district event
3. Support the district board with their goals and projects

**V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Capital Lieutenant Governor Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Aaron Piña**

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

<b>Date</b>	<b>Events Attended</b>	<b>Service Hours</b>	<b>Other Hours</b>
3/1/2021	Full Board Meeting #16		0.5
3/2/2021	ASUN Election Set-Up	2	
3/3/2021	General Meeting #26		1
3/7/2021	Reno Burrito Project	3	
3/8/2021	Full Board Meeting #17		1
3/9/2021	Chill Day in Reno		5
3/10/2021	General Meeting #27		1
3/12/2021	ASUN Election Clean-Up	2	
3/13/2021	Key to College		2
3/13/2021	District Board Meeting		2.5
3/15/2021	Full Board Meeting #18		0.5
3/17/2021	General Meeting #28		0.5
3/19-3/21/2021	District Convention 2021		12
3/25/2021	General Meeting #1		0.5
3/26/2021	E-Board Meeting #2		1.5
3/27/2021	District Board Meeting #1		4

<b>3/28/2021</b>	UNR End of the Year Banquet		5.5
<b>4/1/2021</b>	General Meeting #2		0.5
<b>4/4/2021</b>	Unofficial District Board Meeting		1.5
<b>4/12/2021</b>	Kiwanis Div 44 DCM		1
<b>4/15/2021</b>	Kiwanis Div 7 DCM		1
<b>4/15/2021</b>	Sac State General Meeting		1
<b>4/15/2021</b>	Tabletop Thursday	1	
<b>4/15/2021</b>	General Meeting #4		0.5

**Total Service Hours since Last Board Report: 8**

**Total Service Hours since March 1<sup>st</sup>, 2020: 8**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>03/20/21 - Current</b>	Lawrence Sahagun, David Duy Ngo, Joey Pontillas, Joshua Ranario, Darienne Vilorio	Various information regarding capital division	FB
<b>3/20/21 – Current</b>	Soren Spada, Chio Saeyang, Jackie Vallo	Creation of Capital Presidents Chat & Various updates for Capital/District	FB
<b>03/22/21</b>	Patricia Ryder	Introduction & Vision for future	Call
<b>03/27/21</b>	Joshua Ranario	Past DLT Applications	FB
<b>03/29/21</b>	Dan Germaine, Tom Leahy	Personal Introduction to RAs	Email
<b>03/30/21</b>	Ping Tram	DLT Application Process	FB
<b>04/01/21</b>	Patricia Esparza, Kimly Lewis, Huy Ngyuen, Jeric Tecson	Update on status of clubs currently MIA	FB



<b>04/01/21</b>	Lawrence Sahagun	Past LTG Files	FB
<b>04/05/21</b>	Darienne Vilorio	Transition of LTG	Zoom
<b>04/06/21</b>	Vanessa Lee, Ricky Sparrow, Jason Liu	Welcome to District Board & Capital Leadership Chat Creation	FB
<b>04/08/21</b>	Harshita Rao	Questions Regarding DLT Applications	FB
<b>04/08/21</b>	Austin Thom, Michael Reyes	Status of members at UOP Circle K	FB
<b>04/09/21</b>	Emily Reale	Question regarding KFF Key Club to College Form	FB
<b>04/15/21</b>	Kirsten Ireton	Invitation & communications regarding Kiwanis Div 7 DCM	Email

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

### **a. Total Achievements**

#### **1. Completed & Released DLT Applications**

**2. Engaged members to apply for DLT positions that had not previously considered doing so**

**3. Recruited a new member for home club**

**4. Engaged with Kiwanis Divisions within Capital**

**5. Began the framework for new division campaigns (Discord, Capital\_\_\_\_, etc.)**

### **b. Top 5 Plans**

**1. Appoint DLT & release social media post with top 5 directives for each position**

**2. Begin quarterly 1:1s, and BCMs**

**3. Review CNH District to prepare proposals for July District Board Meeting**

**4. Establish strategic plan for struggling clubs with RAs**

**5. Figure out ways to support greater rapport among district board**

## **III. Resources Needed**

**1. N/A**

## **IV. District Officer Assessment**

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

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

- 1. Increase Dues Paid Members in Capital by 25%, by end of the term. This will be done by utilizing and providing resources to clubs during club rush to improve member recruitment, as well as providing updated resources for member retention of returning members.**
- 2. Host at least (1) Fellowship, Leadership, Service, and Kiwanis Family event per month for the Capital Division by utilizing DLT to implement events throughout the term, as well as encouraging Divisional Inter-clubs facilitated by the Division.**
- 3. Prepare 5 Directives for the term per DLT Position by Appointment of DLT, that will focus on specific goals that I would want the DLT to accomplish. Further, focusing on feedback from past and current officers to incorporate goals that are prevalent to the current term.**
- 4. Draft minimum of (2) proposals for a CNH District Board Meeting, to improve the functioning of the CNH District. This will be done by assessing different functions of other clubs and organizations and incorporating thoughts and processes that may improve the function of the CNH District.**
- 5. Host minimum (1) 1:1 with Presidents & Board Council Meeting for each club per quarter. This will be done by working with presidents to maintain accountability practices, and ensuring that a quarterly system that implements a PCM on the first month of each quarter, a President x LTG 1:1 on the second month of each quarter, and a Board Council Meeting on the third month of each quarter.**

**V. Announcements**

N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Central Coast Lieutenant Governor Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Brian Nito**

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

Date	Events Attended	Service Hours	Other Hours
03/01/21	CSUN Sweet Victory	2	1
03/2/21	CSUN Club Elections		1.2
03/3/21	ECC General Meeting #13		1.1
03/6/21	Metro "February" DCM		1.1
03/6/21	Sunset Gaming Social		2.3
03/6/21	Cal Poly SLO Game Night: Jackbox and Among Us		1.5
03/9/21	CSUN 4th Spring Meeting	0.5	0.4
03/9/21	CSUN, NYU Among Us Social		2
03/10/21	CSULB Spring General Meeting #6		1.6
03/10/21	Sac State Watch Party Wednesday		2.5
03/11/21	Sac State 6th Spring General Meeting		1.4
03/12/21	ECC Alice in Wonderland Game Night		3
03/13/21	ECC Self-Care Saturday - Health and Fitness -		1.4
03/16/21	NYU Freerice Trivia Night	1	

03/17/21	ECC Pot O' Gold - Service and Social Event -	1.5	1.1
03/19/21 - 03/21/21	District Convention 2021: Forecasting Meaningful Service	1	20.6
03/21/21	March District Board Meeting		2
03/22/21	CSUN Redy or Not	2	
03/23/21	CSUN Spring Meeting #5	2	0.6
03/25/21	CSUN Green Dreamz	1.5	
03/25/21	ECC Champions Unite	1.5	
03/26/21	CSUN Bugs Save Lives	1.3	0.75
03/27/21	Foothill March DCM: The Last Flight		0.7
03/27/21	ECC, Moorpark, Pierce, CSULB, Pepperdine, PCC, CSUN Women's History Month Service and Social	3	2.3
03/28/21	CSUN CKI Banquet		0.7
04/01/21	ECC General Meeting #1		1.5
04/07/21	Healthy Selfie Day 2		1
04/07/21	Quackhead Hours		1.5
04/10/21	Cal Poly SLO Zooniverse	1	
04/10/21	EDMetro Banquet		1.5
04/10/21	Quackhead Hours		2
04/15/21	UCSB 3rd General Meeting		0.7
04/15/21	ECC General Meeting #2		0.3
04/17/21	UNLV My Melody	4	
04/19/21	CSUN Habla Conmigo		1.3

04/19/21	Cenco LTG DLT Office Hours		2
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**Total Service Hours since Last Board Report: 22.3**

**Total Service Hours since March 1<sup>st</sup>, 2020: 22.3**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/03/21	Katherine Hoang	Future of CSUCI	Facebook Messenger
03/06/21	Nicolas Wright	Future of CSUCI	Zoom
04/07/21	Patrick Ballecer	LTG/RA Introduction	Facetime
04/14/21	Patrick Ballecer	Weekly Check-in	Phone Call
04/15/21	Patrick Ballecer & Hyun Jin Kim	LTG/RA Advice	Facebook Messenger

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

a. Total Achievements

1. Got appointed as Cenco LTG.
2. Had a meeting with my RA.
3. Had a meeting with my predecessor and RA.
4. Contacted all the clubs within my division.
5. Announced my DLT Applications.

b. Top 5 Plans

1. Plan my April DCM
2. Contact all the clubs in my division of DLT apps.
3. Finish all the forms that I need to submit prior to DOTC.
4. Announce the End of the year Banquet with my predecessor.
5. Have a meeting with my two past predecessors to plan for my term.

### III. Resources Needed

1. Support for my clubs at risk.
2. Support for clubs that need help with recruiting a new board.
3. Support for myself as a newly appointed district board member.
4. Manuals for clubs struggling with recruitment.

### IV. District Officer Assessment

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

<p>1. Increase Divisional Unity and Interaction. I plan to enact a divisional calendar where clubs can post their events along with details, such as forms, links, locations, etc., so other schools around them can advertise to their clubs to interact with each other more. I also plan to host a few DCMs at or near my Northern clubs, if it's safe of course, to make them feel more a part of the division.</p>
<p>2. Create a better connection with the Northern clubs of my division. I plan to utilize my Northern Outreach Chair to help create a better connection with my Northern clubs. I want to get weekly updates from the Northern clubs and establish a solid relationship with them in order to gauge whether they need any help or support from me.</p>
<p>3. Increase Division membership. With the possibility of returning to in-person meetings again sometime this term, I will highly encourage my clubs to seriously focus on recruitment and retention. I will work hard to find resources that will help my clubs in their efforts of recruitment and retention. Through their efforts, I hope to increase memberships throughout the division and welcome every new member with open arms to keep them interested.</p>
<p>4. Increase divisional attendance at Divisional and District events. I plan to attend as many meetings, events, projects, that my clubs host to promote the divisional and district events. I also want to utilize my division's other social media platforms, such as Instagram and Discord, in order to reach the newer members who may not have Facebook.</p>
<p>5. Increase Divisional totals in service hours and DFI funds raised. I plan to utilize my Fundraising Chair in order to plan fundraisers that'll effectively contribute to the DFIs. I also will work alongside my Fundraising Chair to create webinars or resources that we can give to the clubs that may give them ideas on how to the DFIs.</p>

**V. Announcements**  
N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Citrus Lieutenant Governor Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Johnny Le**

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

Date	Events Attended	Service Hours	Other Hours
3/4/21	Orange Coast College 6th Spring General Meeting		1.5
3/5/21	Orange Coast College Board Meeting		2
3/11/21	Orange Coast College 7th Spring General Meeting		1.5
3/12/21	Orange Coast College Last Board Meeting		2
3/19/21	CNH Circle K District Convention 2021: Forecasting Meaningful Service		5
3/20/21	CNH Circle K District Convention 2021: Forecasting Meaningful Service		9.5
3/21/21	CNH Circle K District Convention 2021: Forecasting Meaningful Service		2
3/23/21	Orange Coast College Coast Day		2
3/23/21	Meeting Call with Patty, The CNH District Administrator		1
3/24/21	Meeting with the Citrus Regional Advisor		2
3/27/21	First District Board Hybrid Meeting and Training		6
3/28/21	March: Last Division Council Meeting		1.5



<b>3/31/21</b>	UCI General Meeting		1.5
<b>3/31/21</b>	Meeting with the Citrus Regional Advisors		1.6
<b>4/1/21</b>	Kiwanis Meeting of Costa Mesa		1.5
<b>4/2/21</b>	IVC Informal Board Meeting		2
<b>4/4/21</b>	DCM and Banquet planning with the 20'-21' Term's DLT		1
<b>4/5/21</b>	UC Irvine 2nd General Meeting		1.5
<b>4/8/21</b>	Orange Coast College 1st General Meeting		1.5
<b>4/8/21</b>	CSU Fullerton 1st General Meeting		1.5
<b>4/9/21</b>	Division Leadership Team Application Office Hours		2
<b>4/10/21</b>	Division Leadership Team Application Office Hours		2
<b>4/11/21</b>	1st President Council Meeting		1.1
<b>4/12/21</b>	UC Irvine 3rd General Meeting		1.5
<b>4/14/21</b>	Meeting with the Citrus Regional Advisors		1.5
<b>4/15/21</b>	Orange Coast College 2nd General Meeting		1.5
<b>4/15/21</b>	CSU Fullerton 2nd General Meeting		1.5
<b>4/19/21</b>	Division Leadership Team Applicant Interview		1

**Total Service Hours since Last Board Report: 0**  
**Total Service Hours since March 1<sup>st</sup>, 2020: 0**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>3/20/21</b>	Katherine Hoang	District Convention	Messenger

<b>3/21/21</b>	Katherine Hoang	District Convention	Messenger
<b>3/21/21</b>	Mike Hayes	CKI at Saddleback College's Future	Messenger
<b>3/22/21</b>	Mike Hayes	CKI at Saddleback College's Future	Messenger
<b>3/23/21</b>	Patti	District Goals and In-Person Training	Call
<b>3/27/21</b>	Ryan Tan	District Goals	Messenger
<b>3/27/21</b>	Douglas Shimizu	District Goals	Messenger
<b>3/29/21- 4/17/21</b>	Nicole Suh	CKI at Irvine Valley College's Future	Messenger, Zoom, Discord
<b>3/31/21</b>	Scott and Yaret	Division Recap and Future Goals	Call
<b>4/1/21- 4/17/21</b>	Kim Hinojos	Lieutenant Governor Position and Goals	Messenger
<b>4/1/21</b>	Shain Nolia	CKI at Saddleback College's Future	Messenger
<b>4/2/21</b>	Shain Nolia	CKI at Saddleback College's Future	Messenger
<b>4/2/21</b>	Nancy Ikeda	Irvine Valley College's Board Meeting	Email
<b>4/3/21</b>	Shain Nolia	CKI at Saddleback College's Future	Messenger
<b>4/8/21</b>	Jonathan Anthony Kim	CKI at Cypress College's Future	Messenger
<b>4/8/21</b>	Scott and Yaret	Division Recap and Future Goals	Call
<b>4/8/21</b>	Kathy Kendrick	Introduction and Exchanging Contact	Email
<b>4/9/21</b>	Kathy Kendrick	Introduction and Exchanging Contact	Email

<b>4/10/21</b>	Kathy Kendrick	Introduction and Exchanging Contact	Email
<b>4/10/21</b>	Ryan Tan	District Board Meeting	Messenger
<b>4/11/21</b>	Kathy Kendrick	Introduction and Exchanging Contact	Email
<b>4/12/21</b>	Kathy Kendrick	Introduction	Zoom
<b>4/14/21</b>	Scott and Yaret	Division Recap and Future Goals	Call
<b>4/19/21</b>	Kristi Ryono	Kiwanis Family Foundation	Messenger

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

a. Total Achievements

**1. Exchange Contact information as the new Citrus Lieutenant Governor.**

**2. Introduce myself as the Lieutenant Governor to the Citrus Presidents and members**

**3. Consistent weekly meetings with my Citrus Regional Advisors, Scott and Yaret.**

**4. Release Division Leadership Team Application on the 1st of April and the Deadline on Saturday, 17th of April at 11:59 PM**

**5. Objective is to reach 4 to 6 total appointed for the Division Leadership Team.**

**6. Interviews for the Division Leadership Applicants were successful.**

**7. Support Small and struggling clubs like Irvine Valley College, Saddleback College, Cypress College.**

**8. Attended clubs general meetings and board meetings**

**9. Focus on first Division Council Meeting and revealing the Division Leadership Team.**

**10. Introducing myself to the club and Kiwanis Advisors.**

b. Top 5 Plans

1. Have a full Division Leadership Team by the end of April
2. Have a first Division Leadership Team in April and/or May
3. Start discussing the Division Theme with the Citrus DLT and the Presidents
4. Have a consistent resource for the Presidents and members of future club, division, and district events
5. Plan spiritual unity events and recognition projects

#### I. Resources Needed

1. Past reflection of past DLT terms of projects and to improve on it. Past emails and agendas as a resource
2. Reflections from members in the division for additional help through google form discussion
3. Discuss with the MD&E Chair on resources to inform members of all aspect of Circle K that is needed
4. Discuss with club and Kiwanis Advisors from every club in the division to consider and improvements of the club and division
5. Work with District Chair officers and LTG Counterparts on enhancing resources and projects.

#### IV. District Officer Assessment

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

1. A Full Division Leadership Team be appointed by the end of April to fulfill everyone's project and legacy for the term.
2. Projects to fulfill divisional spirit unity and increase of attendees.
3. Support small and big clubs to participate in club, divisional and district events
4. Increase membership on small clubs and gain more club officers.

I. **Announcements**  
N/A

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Foothill Lieutenant Governor Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Ping Tram**

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

Date	Events Attended	Service Hours	Other Hours
3/1/21	Foothill DLT Meeting #16		1
3/6/21	Division 35 Kiwanis Governor's Visit		1
3/9/21	PCC CKI Welcome Week General Meeting		1
3/13/21	CPP 2021-2022 Election		2
3/14/21	PCC: Toy Story 4 Movie Marathon		1
3/15/21	Foothill DLT Meeting #17		1
3/18/21	Division 10 Kiwanis Meeting		1
3/19/21-3/21/21	District Convention 2021	1	
3/27/21	CPP EOTY Banquet		1
3/27/21	Foothill March DCM	1	1
3/29/21	Foothill DLT Meeting #18		1
4/6/21	PCC CKI General Meeting		1
4/6/21	Sunset DLT Office Hours		1
4/8/21	CPP General Meeting		1
4/8/21	Division 35 Kiwanis DCM		2
4/11/21	LACC General Meeting		1

4/15/21	Pasadena Kiwanis Meeting		1
4/15/21	Division 10 Kiwanis Meeting		1
4/18/21	LACC Elections & social		1.5

**Total Service Hours since Last Board Report: 2**

**Total Service Hours since March 1<sup>st</sup>, 2021: 2**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
3/13/21	Audrey Abbott, Anjolie Bentancourt	DCON Candidacy Form	Email
3/14/21	Jody Davis, Craig Wallace	DCON Candidacy Form, Introduction	Email
3/15/21	Emily Reale	Literature Needs	Email
3/18/21	Patricia Ryder	Lieutenant Governor Candidacy Forms	Email
3/19/21	Katerine Hoang	DCON Caucus, House of Delegates Zoom links	Email
3/20/21	Patricia Ryder	Elections results & upcoming meetings	Email
3/22/21	Patricia Ryder	District & Divisional plans, goals, upcoming meeting	Phone Call
3/22/21	Grace Chi, Emily Reale, Rickard Malcolm, Ray McMullen	Mt. SAC Revitalization Meeting	Email
3/24/21	Emily Reale, Phil Tran	Introducing new Foothill LTG	Email
3/25/21	Grace Chi, Emily Reale, Richard, Ray	Mt. Sac club revitalization	Zoom
03/31/21	Grace Chi	Exchanging contacts, Foothill's future & updates	Phone Call

3/31/21	Emily Reale	Successor Photos	Email
3/31/21	Camille Goulet, Audra Karim, Esmeralda Cruz	Welcoming Foothill LTG	Email
4/5/21	Grace Chi	Claremont Colleges support	Email
4/7/21	Camille Goulet	LACC Email List	Email
4/11/21	Audra Karim, Esmeralda Cruz	LACC Officer Interest Form	Email
4/14/21	Grace Chi, Patricia Cridland, Patricia Foltyn	Foothill Officer Contact Information	Email
4/14/21	Emily Reale	Chair Introduction & Initial Goals	Email
4/18/21	Ryan Tan	Goals, Expectations	Zoom

## II. Work Progress (Achievement & Plans)

### a. Total Achievements

1. Appoint Division Leadership Team
2. Outreach to increase membership to charred clubs
3. Provide education for new members
4. Build relations to Kiwanis
5. Provide greater fellowship and services for the division

### b. Top 5 Plans

1. Reach out to members within Foothill, transferring to Foothill and within the Kiwanis branch
2. Reach out to members within the Kiwanis branch
3. Create resources for new incoming CKI members and provide workshops
4. Work on outreaching to Kiwanis for divisional support and provide members upcoming events along with scholarships
5. Utilize Kiwanis relations and work closely with MD&E, AOS, & Service Chair

## III. Resources Needed

1. Information on satellite club formations
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2.Kiwanis Outreach
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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.*

- |                                                                  |
|------------------------------------------------------------------|
| 1. Build Kiwanis relations for clubs within Foothill Division    |
| 2. Provide resources for officers and general members            |
| 3. Increase divisional unity by building engagement              |
| 4. Build relations with district chairs and Lieutenant Governors |
| 5. Support all members within CNH District & Foothill Division   |

#### **V. Announcements**

Foothill EOTY Banquet will be on May 15th and the theme is slumber party! Come swing by with your pajamas and grab your stuffed animals to hug and/or cry to by going down memory lane on the Foothill 20-21 term with the new LTG.

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Golden Gate Lieutenant Governor** Board Report  
**May 2021** Board Meeting  
 Respectfully Submitted by **Kim Hinojos**

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

Date	Events Attended	Service Hours	Other Hours
04/01/21	Costa Mesa Kiwanis Meeting		1
04/04/21	District Board Meeting		1.5
04/08/21	SFSU General Meeting		1
04/08/21	USFCA Tea Thursday		0.5
04/13/21	South San Francisco Kiwanis Meeting		1
04/13/21	1-on-1 with Golden Gate President: Joanne Cabanlit		1
04/13/21	UC Berkeley General Meeting		1
04/14/21	1-on-1 with Golden Gate President: Sarah Guo		1
04/14/21	CSU East Bay General Meeting		1
04/15/21	SFSU General Meeting		1
04/15/21	USF Tea Thursday: Are you smarter than a 5 <sup>th</sup> grader?		1
04/16/21	Santa Rosa Junior College General Meeting		1
04/16/21	1-on-1 with Golden Gate President: Rebecca Quach		1
04/17/21	USFCA Shrek Marathon		6
04/17/21	Key Club DCM		1

<b>4/18/21</b>	Santa Rosa Junior College Dog Toy Making		1
<b>4/19/21</b>	1-on-1 with Golden Gate President: Elaine Zhou		1
<b>4/20/21</b>	1-on-1 with Ryan Tan		0.5
<b>4/21/21</b>	Kiwanis D24 DCM		1
<b>4/24/21</b>	1-on-1 with Regional Advisor: Joe Lee		0.5
<b>4/24/21</b>	Golden Gate April DCM	0.5	1
<b>4/24/21</b>	Golden Gate Office Hours		1
<b>4/28/21</b>	Golden Gate Office Hours		1

**Total Service Hours since Last Board Report: 0.5**

**Total Service Hours since March 1<sup>st</sup>, 2021: 0.5**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>4/1/21</b>	Sharon Hu	Executive Board	Messenger
<b>4/1/21 – 4/17/21</b>	Johnny Le	Lt.G positions	Messenger
<b>4/3/21</b>	Joe Lee	Setting up a meeting	Email
<b>4/8/21</b>	Lisa DeMattei & George Kranen	Kiwanis Club	Email
<b>4/9/21</b>	Douglas Shimizu	MRF	Messenger
<b>4/11/21</b>	Ryan Tan	DOTC	Messenger
<b>4/12/21</b>	Bill Truong	Golden Gate Social Media	Messenger
<b>4/13/21</b>	Matthew Kim	Golden Gate Social Media	Messenger
<b>4/13/21</b>	Daisy Rosas	Golden Gate Social Media	Messenger
<b>4/13/21</b>	Elaine Zhou	Presidents 1-on-1	Messenger
<b>4/13/21</b>	Joanne Cabanlit	Presidents 1-on-1	Messenger

<b>4/14/21</b>	William Suy	Golden Gate Social Media	Messenger
<b>4/14/21</b>	Jeevan Bhullar	Service	Messenger
<b>4/14/21</b>	Joyce Wu	Service Budget	Messenger
<b>4/14/21</b>	Sarah Guo	Presidents 1-on-1	Messenger
<b>4/14/21</b>	Emily Reale	Chair position	Messenger
<b>4/15/21</b>	Aerrow Cruz	LtG position	Messenger
<b>4/15/21</b>	Vijya Raj	Presidents 1-on-1	Messenger
<b>4/16/21</b>	Rebecca Quach	Presidents 1-on-1	Messenger
<b>4/24/21</b>	Joe Lee	Check In	Zoom

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

### **a. Total Achievements**

#### **1. Announced April Divisional Council Meeting**

#### **2. Hosted President 1-on-1s**

#### **3. Released Divisional Leadership Team applications**

#### **4. Began planning timeline for the term**

#### **5. Released Divisional Theme Suggestion Form**

### **b. Top 5 Plans**

#### **1. Appoint Divisional Leadership Team before mid-May.**

#### **2. Establish monthly President Council Meetings.**

#### **3. Attend at least 3 Golden Gate club events per week.**

#### **4. Organize DCMs 2 months in advance**

#### **5. Train Executive Board Officers**

## **III. Resources Needed**

### **1. N/A**

## **IV. District Officer Assessment**

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

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

- 1. Host monthly President Council Meetings before Divisional Council Meetings.** This will allow for Presidents to share information with their counterparts and plan events with their counterparts. As of now, I have met with each of my Presidents separately to gauge and assess their clubs situations and figure out what they would like out of the PCMs. My goal is to host the first PCM in May.
- 2. Host monthly Divisional Service Projects.** I aim to embed these DSPs into the DCMs each month. Some months will have separate DSPs if they are longer projects. I would like to establish a Divisional service hour goal that the division works together to attain. So far, we have had one 30-minute DSP that the Golden Gate members responded well to.
- 3. Host monthly fundraisers.** I plan to begin planning for these once I have appointed a DLT. The funds raised will be going back to the clubs instead of the division.
- 4. Increase membership count in division.** I aim to achieve this by educating my clubs on recruitment tactics and working with the Membership Development & Education Chair to create a course of action for the division.
- 5. Host workshops at each DCM.** These workshops will be either professional or silly, depending on what the division needs at the time. Further, these workshops will be kept at a maximum of 5 minutes.

**V. Announcements**  
**N/A**

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Metro Lieutenant Governor Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Matthew Kim**

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
04/10/21	EDMetro Banquet		2

**Total Service Hours since Last Board Report: 0**  
**Total Service Hours since March 1<sup>st</sup>, 2020: 0**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
4/6/2021	Matthew Ujemov	Congratulations on appointment and successor responsibilities	Facebook
4/11/2021	Maria Garcia-Barajas	Introducing myself	Email
4/12/2021	Jessica Revilla	Presidents one-on-one	Zoom
4/13/2021	Matthew Ujemov	Predecessor-Successor Meeting	Discord
4/13/2021	Naomi Olpindo	Presidents one-on-one	Zoom
4/14/2021	Haya Ayes	Presidents one-on-one	Zoom
4/14/2021	Briana Rodriguez	Presidents one-on-one	Zoom
4/15/2021	Jonathan Ngo	Presidents one-on-one	Zoom
4/16/2021	Audrey Halim	Presidents one-on-one	Zoom

<b>4/16/2021</b>	John-John Estanislao	Presidents one-on-one	Zoom
<b>4/13/2021</b>	Ricardo Porras	Planning April DCM	Facebook
<b>4/13/2021</b>	Alex Liang	President one-on-one	Facebook
<b>4/13/2021</b>	Kim Eggleston	Helping restart USC Circle K	Email

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

### **a. Total Achievements**

- 1. Had a one-on-one meeting with my predecessor to discuss my plans as Lieutenant Governor and immediate responsibilities**
- 2. Met with all the president in Metro to discuss their club goals and status and to establish the line of communication**
- 3. Started to plan my first DCM**
- 4. Started to work and finalize my DLT application which will be released at my first DCM**
- 5.**

### **b. Top 5 Plans**

- 1. Hold a successor first DCM**
- 2. Appoint my DLT**
- 3. Create a new platform for the officers of Metro**
- 4. Centralized the information of service events that are happening through Metro**
- 5. Meet with the presidents to maximize the summertime**

## **III. Resources Needed**

- 1. N/A**

## **IV. District Officer Assessment**

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

- 1. Unify the division and revive the comradery within the division**
- 2. Open the communication between the officers of clubs and the division**

**3. Vocalize the concern that Metro has and be a proper representation of their voice on the district level**

**4. Promote more inter-officer interaction and networking throughout the division**

**5. Ensure that the division has a safe and smooth transition to an in-person format for the schools that are allowing in-person attendance and activities**

**V. Announcements**

N/A



# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Paradise Lieutenant Governor Board Report**  
**May 2021 Board Meeting**  
 Respectfully Submitted by **Justin Luc**

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

Date	Events Attended	Service Hours	Other Hours
03/01/21	UCSD CKI GBM		1
03/02/21	SDSU CKI GBM		1
03/04/21	D31 Kiwanis DCM		3
03/04/21	UCSD CKI Fam Comp		1
03/05/21	UCSD CKI LSSFP Meeting		1
03/06/21	Paradise Training Conference		4
03/06/21	UCSD CKI Fam Comp Final		0.5
03/07/21	UCSD CKI Board Meeting		1
03/08/21	UCSD CKI GBM		1
03/12/21	KYDS Meeting		1
03/13/21	Metro Officer Training Conference		1.5
03/14/21	KFF Meeting		1
03/19/21- 03/21/21	District Convention		10
03/26/21	La Jolla Kiwanis Meeting		1
03/26/21	KYDS Meeting		1
03/27/21	March District Board Meeting		5

03/29/21	UCSD CKI GBM		0.5
04/01/21	D31 Kiwanis DCM		1.5
04/01/21	UCSD CKI Letters for Literacy	1	
04/02/21	UCSD CKI Speed Dating		1.5
04/04/21	April District Board Meeting		1.5
04/05/21	UCSD CKI GBM		0.5
04/12/21	UCSD CKI GBM		1
04/14/21	D100 MMQ Kiwanis Meeting		1
04/17/21	Ryan Tan 1:1		0.5

**Total Service Hours since last Board Report: 1**

**Total Service Hours since March 1<sup>st</sup>, 2021: 1**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
03/05/21	Armando, Patti, Tim	Kiwanis and SLP Relations	Zoom
03/24/21	Margo Dutton	Respective Term Goals	Zoom
04/01/21	Jennelyn Quinto	DLT Interview	Zoom
04/03/21	Dave Whitacre	Respective Term Goals	In-Person
04/03/21	Justina Voong	LTG Rundown	Zoom
04/06/21	Miyu Nakajima	KFF Resolutions	Zoom
04/17/21	Ryan Tan	District Board Goals	Zoom

## II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released DLT Applications
------------------------------

- |                                      |
|--------------------------------------|
| 2. Proactive in social media         |
| 3. Met with predecessor for feedback |

b. Top 5 Plans

- |                                               |
|-----------------------------------------------|
| 1. Increase Divisional Interaction            |
| 2. Host events with other Kiwanis branches    |
| 3. Reduce overlap of events in the division   |
| 4. Keep alumni updated on Circle K            |
| 5. Make sure officers know what they're doing |

### III. Resources Needed

- |                                       |
|---------------------------------------|
| 1. How to charter and recharter clubs |
| 2. How to sponsor a Builder's Club    |

### IV. District Officer Assessment

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

- |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Increasing Divisional Spirit and Unity</p> <p>I'm planning to first work on establishing a divisional mascot for graphics to grab members' attention and create a divisional identity to recognize. Then making divisional merchandise to represent our division. Finally, just creating opportunities for the division to interact with each other on social media and a leaderboard to incentivize activity.</p> |
| <p>2. Improve Kiwanis Family Relations</p> <p>Gathering contact information and then introducing myself before reaching out to different Kiwanis Family Branches to collaborate on events. As well as finding opportunities to assist other branches and just to increase Circle K presence at their events.</p>                                                                                                         |
| <p>3. Continuous Education for the Division</p> <p>Making sure that if members want education, that I would provide it. To ensure that officers know what they're doing for their term, but also making sure that any prospective leaders are prepared to go for a leadership position if they want to for the future.</p>                                                                                               |
| <p>4. Creating Transparency in the Division</p> <p>Increasing communication and efficiency between clubs and the division in terms of events first and foremost, but also making sure that anyone that needs</p>                                                                                                                                                                                                         |

help will receive it. Also, making sure that there's a safe and open environment for people to voice their opinions especially if they're struggling so that no one is left to deal with problems alone.

#### 5. Establishing an Alumni Network

First, I would reach out to alumni to see who would be interested in Circle K updates and keeping them around if they wanted to participate in any events. If there are no alumni, then I would start keeping in contact with graduating members in the division and keeping them in the loop. Then, I would make sure their contact information can be passed down for the future so that they can give back to Circle K if they wanted to.

### **V. Announcements**

I had my first DCM on Sunday, April 25 at 3:30pm and was able to keep it shorter than 30 minutes as well as having many Kiwanis there since I plugged it at the Governor's Visit for D21 and D37 that was right before my DCM. There I gave CKI updates on club and divisional levels. This included revealing my DLT in which I have Jennelyn Quinto as my executive assistant, Dao Nguyen as my public relations chair, and Kristine Mangahas as my spirit, unity, and social (SUS) chair. Besides this, I'm having a meeting with my DLT next week to get started.

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**Sunset Lieutenant Governor Board Report**  
**April 2021 Board Meeting**  
 Respectfully Submitted by **Joey Duong**

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

Date	Events Attended	Service Hours	Other Hours
03/05/21	SJSU Elections		2
03/07/21	SJSU General Meeting		1
03/13/21	Sunset March DCM		1
03/14/21	SJSU General Meeting		1
03/19/21-03/21/21	CNH District Convention 2021		7
03/21/21	March District Board Meeting		2.5
03/27/21	District Elected Board Orientation Meeting		6
03/27/21	Eastridge Little League Cleanup + Boba Social	1	
03/29/21	SJSU Spring General Meeting		1
04/01/21	UCSC General Meeting #1 Spring Quarter		1
04/03/21	Quackhead Hours (Sunset LTG Office Hours)		1
04/04/21	District Elected Board Meeting #02		1.5
04/05/21	2021-2022 UCSC E-Board Meeting #2		1
04/06/21	Quackhead Hours (Sunset LTG Office Hours)		1
04/07/21	Quackhead Hours (Sunset LTG Office Hours)		1
04/08/21	UCSC General Meeting #2		1

<b>04/09/21</b>	Quackhead Hours (Sunset LTG Office Hours)		2
<b>04/10/21</b>	Quackhead Hours (Sunset LTG Office Hours)		2
<b>04/11/21</b>	SJSU General Meeting 01		1
<b>04/15/21</b>	UCSC General Meeting #3		1
<b>04/19/21</b>	CSUMB CKI Board Meeting		1
<b>04/19/21</b>	Foothill College General Meeting		1

**Total Service Hours since Last Board Report: 1**

**Total Service Hours since March 1<sup>st</sup>, 2020: 1**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>03/23/21</b>	Patti	Introductions	Call
<b>03/28/21</b>	Andre Yu, Erik Bach, Chelsea Mata, Kayla Lee, Evelyn Perez	Introductions, Goals, Expectations, Questions, Comments, Concerns	Zoom
<b>03/29/21</b>	Jonnie Nugget	Sunset Division and last term	Zoom
<b>04/13/21</b>	Brian Ng	DLT	Zoom
<b>04/13/21</b>	Luis Herrera	DLT	Zoom
<b>04/15/21</b>	Stanley Truong	DLT	Zoom
<b>04/17/21</b>	Evelyn Perez	Concern	Zoom
<b>04/05/21, 04/12/21, 04/19/21</b>	Andre Yu, Brian Ng, Erik Bach, Jeevan Bhullar, Jonash Poyaoan, Jonnie Nugget, Judy Lung, Luis Herrera, Matt Holt, Stanley Truong	Banquet	Zoom

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

a. Total Achievements

1. I had a predecessor meeting.
2. I held my first President Council Meeting.
3. I will appoint my DLT by banquet.
4. I will hold individual presidential meetings by end of the month.
5. I will hold my first DCM on Friday, April 23<sup>rd</sup> at 7:30pm.
6. I have increased communication and transparency by constantly updating on resources, upcoming events, etc.
7. I want to increase the visibility and utilization of information and resources from the District, as It can be hard to find for some people.

b. Top 5 Plans

1. I want to assist Sunset in stepping out of its' comfort zone
2. I want to help revitalize and help my growing clubs
3. I will continue having a welcoming and safe environment for all, while maintaining professionalism.
4. I will strengthen the division's foundation such as revisiting bylaws, goals, etc.
5. I will assist in recruiting members, especially as we transition back to in-person.

**VIII. Resources Needed**

1. Club Building Resources
2. Comforting Environment or more reassurance
3. District Support
4. D-Board Professional Chat
5. Reminders for upcoming deadlines

**IX. District Officer Assessment**

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

1. Learn more about my division | I have been supporting and interacting more with members of all my schools.
2. Improve Time Management | I am currently reevaluating life priorities.

**3. Stay consistent with communication | I have been frequently checking in with my Presidents and even started email updates and reminders.**

**4. Strengthen Kiwanis Relations | I have set up a meeting with my RA.**

**5. Work on Mental and Physical Health | Allowing myself at least a five-minute break every day, and making sure I am at least at least eating one meal a day.**

**X. Announcements**

*Follow Sunset's media!*

*Facebook*

*Instagram: sunsetcirclek*



# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**District Treasurer** Board Report  
**May 2021** Board Meeting  
 Respectfully Submitted by **Joyce Wu**

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

Date	Events Attended	Service Hours	Other Hours
03/01/2021	Mission For Development: Graduate School Tips		1
03/03/2021	Mission For Development: Networking/LinkedIn Tips		1
03/04/2021	Mission for Development: How to Get a Job/Internship		1
03/04/2021	UCICKI Week 9 General Meeting		1
03/11/2021	UCICKI Week 10 General Meeting		2
03/11/2021	March District Finance and Fundraising Committee Meeting		1.5
03/19/2021	CNH District Convention 2021		12.25
03/23/2021	March Citrus DLT Meeting		1
03/31/2021	UCICKI Spring General Meeting #1		1
04/05/2021	UCICKI Spring General Meeting #2		1
04/12/2021	UCICKI Spring General Meeting #3		1
04/22/2021	April Citrus DLT Meeting		1
04/25/2021	Citrus April DCM + Banquet		2.5
04/26/2021	UCICKI Spring General Meeting #5		1

**Total Service Hours since Last Board Report: 0**

**Total Service Hours since March 1<sup>st</sup>, 2020: 0**

b. People you have contacted:

<b>Date</b>	<b>Person(s)</b>	<b>What was discussed?</b>	<b>Method</b>
<b>04/12/2021</b>	CNH Treasurers and Fundraising Chairs	Introductions	Facebook
<b>04/16/2021</b>	Joey (CKI Vice President)	Introduction & District Secretary/Treasurer Training	Email
<b>04/19/2021</b>	Kevin Ru	District Treasurer Knowledge	Facebook and Email
<b>04/19/2021</b>	Rachel Ngo (Advisor)	Meeting	Email
<b>04/22/2021</b>	Brandon Dimapasoc	District Treasurer Knowledge Transfer	Zoom
<b>04/27/2021</b>	Anne Le	STC Treasurer Workshop	Facebook
<b>04/27/2021</b>	Rachel Ngo (Advisor)	Goals, Expectations, and Support	Zoom
<b>04/28/2021</b>	CNH Treasurers and Fundraising Chairs	Facebook Group, 1-on-1s and reminders	Email

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

a. Total Achievements

1. Appointed as District Treasurer
2. Had knowledge transfer with two previous District Treasurers
3. Sent out first Treasurers email
4. Created post in 2021-2022 Treasurers and Fundraising Chairs Facebook Group
5. Looked at past budgets to prepare for 2021-2022 General Fund Budget

b. Top 5 Plans

1. Propose district budget for 2021-2022
2. Finalize Finance and Fundraising Committee application and appoint members

3. Hold spring 1-on-1
4. Update TFC resources and database
5. Consistently contact advisors and TFCs as needed

### III. Resources Needed

1. List of Fundraising Chair Emails

### IV. District Officer Assessment

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

#### **1. Create and actively promote new resources tailored to each club to support TFCs (includes new budget templates, excel support, & new strategies for fundraising and recruitment)**

I have reviewed the TFC manual and plan to review it again after FiFun committee is appointed to make changes and release the new manual. I also plan to make new resources after meeting with individual TFCs.

#### **2. Raise awareness and promote education of DFIs and Governors Project through creation of new resources and tools, as well as the execution of DFI weeks.**

With FiFun members, I hope to host engaging workshops and create multimedia resources such as graphics and videos to promote the fundraising initiatives.

#### **3. Encourage community for TFCs by releasing TFC pen pal system and hosting 1-on-1s to maintain communication and idea sharing amongst everyone.**

I have started brainstorming how I want the pen pal system to work and hopefully will be able to release the application after FiFun committee is appointed.

#### **4. Support club fundraising efforts by consistent communication with individual TFCs and creating a fundraising database and event planning guides.**

I will also keep thinking of new resources to provide and work on a calendar of all fundraising events. I will also try to provide ideas for in-person and online fundraisers.

#### **5. Provide a fun a meaningful experience to Finance and Fundraising Committee while encouraging committee members to serve as a resource for TFCs and as DFI ambassadors.**

Appoint FiFun committee members and try to host 1 in person committee meeting. I hope to maintain my presence and be available to the committee throughout the term.

### V. Announcements

N/A.

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**District Secretary** Board Report  
**May 2021** Board Meeting  
 Respectfully Submitted by **Douglas Shimizu**

### I. Your activities since last Board Report

#### a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
3/3/21	STC Committee Meeting		1.75
3/4/21	Spring General Meeting #5		1.25
3/11/21	Spring General Meeting #6		1
3/11/21	CSUF CKI Spring Elections		0.5
3/17/21	STC Committee Meeting #3		0.75
3/18/21	Spring General Meeting #7		0.5
3/19-21/21	District Convention	1	16.75
3/21/21	March District Board Meeting		2.5
3/22/21	CSUF Board Meeting 42		1.25
3/23/21	DLT Meeting 21		1
3/25/21	Spring General Meeting #8		2.5
3/26/21	Spring Into Service	3	
3/27/21	Self Care Bear Fair	2	2
4/8/21	Spring General Meeting #9		1.25
4/12/21	CSUF Board Meeting 01		2.25
4/15/21	Spring General Meeting #10		1

**Total Service Hours since Last Board Report: 6.0**

**Total Service Hours since March 1<sup>st</sup>, 2020: 6.0**

#### b. People you have contacted:

Date	Person(s)	What was discussed?	Method
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<b>3/7/21</b>	Scott and Yaret Smith	Lt. Governor updates and future plans	Phone Call
<b>3/9/21</b>	Victoria Yib	Monthly President Club Call	Zoom
<b>3/9/21</b>	Brandon Kincaid	Monthly President Club Call	Zoom
<b>3/9/21</b>	Alfred Aung	Monthly President Club Call	Zoom
<b>3/9/21</b>	Sandra Cheng	Monthly President Club Call	Zoom
<b>3/10/21</b>	Jessica Gibbons	Monthly President Club Call	Zoom
<b>3/14/21</b>	Scott and Yaret Smith	Lt. Governor updates and future plans	Phone Call
<b>3/21/21</b>	Scott and Yaret Smith	Lt. Governor updates and future plans	Phone Call
<b>3/21/21</b>	Johnny Le	Lt. Governor Knowledge Transfer and Training	Zoom
<b>3/22/21</b>	Patricia Ryder	Goals for District Board, Expectations for the term, Updates regarding the Kiwanis Committee	Phone Call
<b>3/22/21</b>	Ryan Tan, Joyce Wu	Executive board introductions, updates, and goals	Zoom
<b>3/23/21</b>	Ryan Tan, Scott Smith	Secretary Knowledge Transfer	Zoom
<b>3/24/21</b>	Johnny Le, Scott Smith, Yaret Smith	Lt. Governor Knowledge Transfer and Training	Zoom
<b>3/25/21</b>	Luke Barrella, Andrew Yu	Future of the Master Records Sheet	Zoom
<b>3/26/21</b>	Matthew Kim & District Technology Committee	MRF Portal	Zoom
<b>3/27/21</b>	Diane Zheng	Secretary experiences and improvements for next term	Zoom
<b>3/28/21</b>	Scott and Yaret Smith	Lt. Governor updates and future plans	Phone Call
<b>4/4/21</b>	Scott Smith	District Secretary-Advisor updates and future plans	Phone Call
<b>4/9/21</b>	Maria Landron	International data collection and District Secretaries outside CNH	Zoom
<b>4/11/21</b>	Scott Smith	District Secretary-Advisor updates and future plans	Phone Call
<b>4/18/21</b>	Scott Smith	District Secretary-Advisor updates and future plans	Phone Call
<b>4/18/21</b>	Ryan Tan	District Secretary goals and expectations for the term	Zoom

## II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Updated the 2021-2022 Club Event Report Form (CERF) and Monthly Report Form (MRF)
2. Created 2021-2022 Club Board Contact Sheet and District Board Contact Sheet
3. Held office hours for club secretaries leading up to the March MRF deadline
4. Released updated Chair MRF and LTG MRF
5. Began sending out MRF feedback to the club secretaries

b. Top 5 Plans

1. Revise and release the 2021-2022 Laws and Regulations Committee application
2. Begin sending Secretary Sunday and District Board Monday emails
3. Host Secretaries 201 at STC
4. Create more tutorial videos covering secretary resources
5. Host one-on-ones for club secretaries

**III. Resources Needed**

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

**IV. District Officer Assessment**

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

**1. Centralize district resources by creating a legacy database for the District.**

Between the May and July District Board Meeting, I'll be researching different ways to easily track information across many terms, ultimately making it easier for clubs to transfer information, District Board Officers to analyze trends and totals across the district and maintain accurate records across the different levels of CKI.

**2. Expand club secretary resources to include documents and multimedia tutorials.**

While having written manuals with images, step-by-step tutorials, and webinars for the secretaries are helpful, I believe it would be more effective to create a video tutorial series for club secretaries to walk them through each document and

resource that I release. This will eventually be expanded to the district when it comes to District Board meeting proposals and resolutions.

### **3. Utilize the Laws and Regulations Committee to educate members, club officers, and the District Board about District documents and election procedures.**

Throughout this term, I want to create more opportunities for L&R to educate board officers on amending club bylaws and holding elections. I will utilize L&R to update the elections kit from last term and release video tutorials on election procedures. There will be a dedicated position, parliamentarian, on the L&R committee to accomplish this and assist the District Board during the District Board Meetings. L&R will also update district documents and conduct research on conclaves and division realignment.

### **4. Publicize District Board Meeting happenings, District trends and totals, and District committee happenings through social media posts.**

The general membership of CNH CKI is not exposed to or knowledgeable about District Board Meeting proposals or resolutions. Throughout this term, infographics will be released before and after each District Board Meeting regarding these topics. The District trends and totals will also be highlighted on a quarterly basis to highlight how the District is overall progressing toward its goals.

### **5. Ensure the District resources are widely accessible, updated, and consistent through the District social media platforms.**

Collaborate with the Renz (Tech Chair) to ensure the district website is up to date and contains current resources. I will explore the potential of the CNH Solstice mobile application to contain district resources. I will also work to finalize the MRF portal and assist the club secretaries with transitioning to the new platform.

## **V. Announcements**

Early May MRF deadline is tonight at 11:59 PM PT and the on-time MRF deadline is May 5, 2021, at 11:59 PM

# CALIFORNIA-NEVADA-HAWAI'I DISTRICT

## Circle K International

**District Governor** Board Report  
**May** Board Meeting  
 Respectfully Submitted by **Ryan Tan**

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

Date	Events Attended	Service Hours	Other Hours
03/31/21	UCI General Meeting		1
04/01/21	CSUF CKI General Meeting		1
04/01/21	Sacramento State CKI General Meeting		1
04/07/21	UNLV General Meeting		1
04/07/21	Santa Rosa Junior College: Love Letters for Literacy	1	
04/08/21	CSUF CKI General Meeting		1
04/10/21	Metro Banquet		1
04/14/21	CSUEB CKI General Meeting		1
04/23/21	Liberty CKI (NY District): Loving With Liberty		2
04/23/21	Sunset Banquet		1

**Total Service Hours since Last Board Report: 1**  
**Total Service Hours since March 1<sup>st</sup>, 2021: 1**

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
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<b>04/01/21</b>	Ryan Chau	Questions, Comments, Concerns	Phone Call
<b>04/01/21</b>	Marcel Rodriguez	Questions, Comments, Concerns	Phone Call
<b>04/01/21</b>	Jeevan Bhullar	Questions, Comments, Concerns	Phone Call
<b>04/01/21</b>	Hanna Lam	Questions, Comments, Concerns	Phone Call
<b>04/01/21</b>	Ana Espinosa	Questions, Comments, Concerns	Phone Call
<b>04/01/21</b>	Joyce Wu	Questions, Comments, Concerns	Phone Call
<b>04/01/21</b>	Anne Thy Le	Questions, Comments, Concerns	Phone Call
<b>04/01/21</b>	Jason Liu	Questions, Comments, Concerns	Phone Call
<b>04/02/21</b>	Sandra Vang	Questions, Comments, Concerns	Phone Call
<b>04/02/21</b>	Emily Reale	Questions, Comments, Concerns	Phone Call
<b>04/02/21</b>	Laws & Regulations	Meeting	Zoom
<b>04/03/21</b>	Vanessa Lee	Questions, Comments, Concerns	Phone Call
<b>04/03/21</b>	Stefanie Peddijanto	Questions, Comments, Concerns	Phone Call
<b>04/04/21</b>	Brian Nito	Questions, Comments, Concerns	Phone Call
<b>04/04/21</b>	Tiffany Nguyen	Questions, Comments, Concerns	Phone Call
<b>04/04/21</b>	Sarah Dueltgan	Questions, Comments, Concerns	Phone Call

<b>04/04/21</b>	Jamie Ly	Questions, Comments, Concerns	Phone Call
<b>04/04/21</b>	Matthew Kim	Questions, Comments, Concerns	Phone Call
<b>04/04/21</b>	Ricky Sparrow	Questions, Comments, Concerns	Phone Call
<b>04/05/21</b>	Sandra Cheng	Questions, Comments, Concerns	Phone Call
<b>04/05/21</b>	Renz Lane	Questions, Comments, Concerns	Phone Call
<b>04/05/21</b>	Patti Ryder	Advisor Meeting	Phone Call
<b>04/27/21</b>	Patti Ryder	Advisor Meeting	Phone Call

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

### **a. Total Achievements**

#### **1. Appointed the 2021-2022 District Board**

#### **2. Been going to many club's meetings and events**

#### **3. Had all my meetings with Chairs & LTGs & Executives**

### **b. Top 5 Plans**

#### **1. Increase membership (will expand later)**

#### **2. Support the Presidents of CNH CKI**

#### **3. Increase international presence**

#### **4. Make CNH more accessible and equitable**

#### **5. Create more digestible resources**

## **III. Resources Needed**

### **1. N/A**

## **IV. Announcements**

*District Committee Applications are Due May 14<sup>th</sup>!*

I. Announcements

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

**2021-2022 District Board of Officers  
May District Board Meeting**

**Sunday, May 2<sup>nd</sup>, 2021 at 9:00 AM PDT (6:00 AM HST)  
Kiwanis Professional Development Center, Rancho Cucamonga, CA**

**Notes**