
CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

November 2, 2018
District Board Meeting Packet

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

November 2018 District Board Meeting Packet

Table of Contents

I.	Agenda	3-4
II.	Minutes	
	A. Sunday, July 29, 2018 – District Board Meeting	5-22
III.	Approval Items	
	A. Appointment of District Convention Chair	
	B. Feeding America Week	24-25
	C. Kiwanis Family House Week	26-27
IV.	Board Reports	
	A. Chair Reports	
	1. Communications & Marketing Chair	29-32
	2. District Convention Chair	33-36
	3. Fall Training Conference Chair	37-40
	4. Kiwanis Family & Foundation Chair	41-45
	5. Member Recognition Chair	46-53
	6. Membership Development & Education Chair	54-59
	7. Service Chair	60-62
	8. Technology Chair	63-65
	B. Lieutenant Governor Reports	
	1. Capital	66-93
	2. Central Coast	94-107
	3. Desert Oasis	108-113
	4. Foothill	114-117
	5. Golden Gate	118-121
	6. Magic Kingdom	122-128
	7. Metro	129-133
	8. Paradise	134-135
	9. Sunset	136-148
	C. Treasurer	149-152
	D. Secretary	153-156
	E. Subregion B International Trustee	
	F. Governor	157-160
V.	Notes	161

CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

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

Agenda

- I. Call to Order** – Manuel Santiago, District Governor
- II. Flag Salute** – Tommy Thach, Membership Development & Education Chair
- III. Opening Thoughts** – Katelyn Duch, Member Recognition Chair
- IV. Introduction of Guests** – Wayne Cheng, District Secretary
- V. Approval of Agenda**
- VI. Approval of Minutes**
 - A. Sunday, July 29, 2018 – District Board Meeting
- VII. Approval Items**
 - A. Appointment of District Convention Chair
 - B. Feeding America Week – Shaira Ramirez-Santos, District Treasurer
 - C. Kiwanis Family House Week – Shaira Ramirez-Santos, District Treasurer
- VIII. Board Reports**
 - A. Chair Reports
 - 1. Communications & Marketing Chair – Ryan Hoang
 - 2. District Convention Chair – Jennifer Hoang
 - 3. Fall Training Conference Chair – Cecilia Nguyen
 - 4. Kiwanis Family and Foundation Chair – Calvin Chau
 - 5. Member Recognition Chair – Katelyn Duch
 - 6. Membership Development & Education Chair – Tommy Thach
 - 7. Service Chair – Hever Miranda
 - 8. Technology Chair – Jonathan Chu
 - B. Lieutenant Governor Reports
 - 1. Capital – Joshua Ranario
 - 2. Central Coast – Nicolas Wright
 - 3. Desert Oasis – Mark Fernandez
 - 4. Foothill – Richard Tzul
 - 5. Golden Gate – Alan Kwok
 - 6. Magic Kingdom – Angela Lagrada
 - 7. Metro – Joshua Nepomuceno
 - 8. Paradise – Jack Miao
 - 9. Sunset – Jennifer Tai
 - C. Treasurer – Shaira Ramirez-Santos
 - D. Secretary – Wayne Cheng
 - E. Subregion B International Trustee – Max Rico
 - F. Director, Service Leadership Programs – Bruce Hennings
 - G. District Administrator – Armando Velazquez

- H. District Governor – Manuel Santiago
- IX. **Past Events**
 - A. Crazy Kompetition for Infants, North & South – Shaira Ramirez-Santos, District Treasurer
- X. **Upcoming Events**
 - A. Kiwanis Family Month – November 1-30, 2018
- XI. **Announcements**
- XII. **Closing Thoughts** – Cecilia Nguyen, Fall Training Conference Chair
- XIII. **Adjournment** – Manuel Santiago, District Governor

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

2018-2019 District Board of Officers
July District Board Meeting
Sunday, July 29, 2018 at 1:00 PM
Kiwanis Professional Development Center, Rancho Cucamonga, CA

Attendance

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

Guests:

Don Hull, District Convention Advisor
Camille Goulet, Parliamentarian
Scott Smith, Magic Kingdom
Regional Advisor
Yaret Smith, Assistant Magic
Kingdom Regional Advisor
Patty Ryder, Paradise Regional
Advisor
Maria Garcia Barajas, Metro
Regional Advisor
Garvey Su, Member Recognition
Advisor

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

Raphael John Pacquing, CSU
Fullerton
Mike Hayes, CSU Fullerton
David Su, Cypress College
Katelyn Ung, Cypress College
Russel de los Reyes, Cypress College
Alvin Nguyen, Irvine Valley College
Dylan Huynh, Orange Coast College
Johnny Le, Orange Coast College
Ivy Dang, Orange Coast College
Johnny Le, Orange Coast College

Katherine Hoang, Orange Coast
College
Yeonsoo Kim, Orange Coast College
Ngoc Nguyen, Orange Coast
College
Anne Le, Orange Coast College
Steven Ly, Orange Coast College
Francis Tran, Orange Coast College
Jenny Koug, Pasadena City College
Ryan Tan, Pasadena City College
Amanda Liao, Pasadena City
College
Aaron Lee, Pasadena City College
Vincent Chuong, Pierce College
Ana Chavez, UC Berkeley
Kristen Nguyen, UC Irvine
Chris Tran, UC Irvine
Kevin Nguyen, UC Los Angeles
Calvin Ly, UC Los Angeles
Alex Kwong, UC Los Angeles
Michael Christensen, UC San Diego
Vanissa Tsang, UC San Diego
Marné Amoguis, UC San Diego
Aaron Zepeda, UC San Diego
Jonash Poyaoan, UC Santa Cruz

Executive Summary

The July 29, 2018 District Board Meeting was called to order at 1:00 PM by District Governor Manuel Santiago.

The Board approved to withdraw items L and M from the meeting agenda, which were the proposals for Recruitment Retention & Recognition Week and Service Unity Week/Day.

The 2018 CNH Circle K Week was approved with the date planned for the first week of September.

The 2018 CNH Kiwanis Family Month was approved as November.

The 2018 Crazy Kompetition for Infants, North location at Tahoe Park and budget were approved.

The 2018 Crazy Kompetition for Infants, South location at Ralph B Clark Regional Park and budget were approved.

The District Awards proposal was approved. Some notable changes include the addition of the Platinum tier to tier-based awards, changes to the Mei Po Wong Overall Service award, the removal of the Oratorical Contest, and the addition of the Outstanding District Committee Member award.

The 2019 District Convention Budget and Theme proposals were approved with Farm as the theme. Compared to last year, all registration costs will increase by \$5 to accommodate for meals and audio/visual technology.

The 2018 Fall Training Conference Budget and Theme proposals were approved with Grocery Store as the theme. Compared to last year, registration will increase by \$5 to accommodate for various line items.

The Membership Recognition Program proposal was approved with the replacement of the Circle K (CK) tag with the Alumni (AL) tag, and an increase in requirements for the Membership Recognition Program.

The 2018 PTP Week was approved with the date planned for the second week of October.

The updated 2018-2019 District Board Goals were approved.

The District Board members gave their board reports.

The July 29, 2018 District Board Meeting was adjourned at 2:49 PM by M. Santiago.

Minutes

- XIV. Call to Order** – Manuel Santiago, District Governor – 1:00 PM
- XV. Flag Salute** – Joshua Ranario, Capital Lieutenant Governor
- XVI. Opening Thoughts** – Jennifer Tai, Sunset Lieutenant Governor
- XVII. Introduction of Guests** – Wayne Cheng, District Secretary

XVIII. Approval of Agenda

District Governor Manuel Santiago entertained the motion to approve the agenda while removing items L, Recruitment Retention & Recognition Week Proposal, and item M, Service Unity Day/Week Proposal.

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

Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

XIX. Approval of Minutes

A. Sunday, April 22, 2018 – District Board Meeting

M. Santiago entertained the motion to approve the minutes from the April 22, 2018 District Board meeting, with a revision to the attendance to add Armando Velazquez.

Moved by District Secretary Wayne Cheng, and seconded by Foothill Lieutenant Governor Richard Tzul.

Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

XX. Approval Items

A. CNH Circle K Week – Ryan Hoang, Communications & Marketing Chair & Tommy Thach, Membership Development & Education Chair

Communications & Marketing Chair Ryan Hoang and Membership Development & Education Chair Tommy Thach explain that CNH Circle K Week takes place in September with the purpose of increasing exposure for the club, and allowing members to reminisce on their memories. They elaborated on the social media activities that would be occurring each day of the week.

M. Santiago entertained a motion to approve the CNH Circle Week.

Moved by Desert Oasis Lieutenant Governor Mark Fernandez, and seconded by District Treasurer Shaira Ramirez-Santos.

Motion passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

B. CNH Kiwanis Family Month – Calvin Chau, Kiwanis Family and Foundation Chair

Kiwanis Family and Foundation Chair Calvin Chau explains that November is internationally recognized as Kiwanis Family Month. CNH Circle K will be promoting Kiwanis Family Relations, by having themed activities and posts each week to increase member engagement throughout the month. Calvin briefly explains some of the themes, activities, point system, and prizes.

M. Santiago entertained a motion to approve the CNH Kiwanis Family Month.

Moved by Central Coast Lieutenant Governor Nicolas Wright, and seconded by J. Miao.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

C. Crazy Kompetition for Infants, North – Shaira Ramirez-Santos, District Treasurer

S. Ramirez-Santos explains that Crazy Kompetition for Infants North is an annual fundraiser to benefit the Pediatric Trauma Program, which is one of our District Fundraising Initiatives. The District Finance and Fundraising Committee preferred item 1, Tahoe Park, because it has been used for this specific event for the last two years, and has ideal field space/parking.

M. Santiago entertained a motion to approve Tahoe Park as the location.

Moved by S. Ramirez-Santos, and seconded by Golden Gate Lieutenant Governor Alan Kwok.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

S. Ramirez-Santos shares the details for the two options for registration costs for the event, which are to maintain the same price or increase all of the attendance fees by \$1. The District Finance and Fundraising Committee endorse option 1 to maintain the same price.

M. Santiago entertained a motion to approve option 1 of the budget.

Moved by S. Ramirez Santos, and seconded by N. Wright.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

D. Crazy Kompetition for Infants, South – Shaira Ramirez-Santos, District Treasurer

S. Ramirez-Santos explains that Crazy Kompetition for Infants South is held the weekend after Crazy Kompetition for Infants North. She states that her committee has been researching parks in the last couple of months due to a booking for the usual location. William Mason Park and Orange Coast College were unable to be considered. The District Finance and Fundraising Committee endorse option 1,

Ralph B Clark Regional Park, because it has ample space and a large shelter for workshops.

M. Santiago entertained a motion to approve Ralph B Clark as the location.

Moved by S. Ramirez-Santos, and seconded by Magic Kingdom Lieutenant Governor, Angela Lagrada.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

S. Ramirez Santos explains that the budget options will be the same as Crazy Competition for Infants North. The District Finance and Fundraising Committee endorsed option 1 to maintain the same price for attendees.

M. Santiago entertained a motion to approve option 1 of the budget.

Moved by S. Ramirez Santos, and seconded by N. Wright.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- E. District Awards Proposal – Katelyn Duch, Member Recognition Chair
District Member Recognition Chair, Katelyn Duch, explained that there are general changes to the dates and deadlines for awards, a transition from the previous District Service Initiative to the current one, and changes to grammar wording of questions.

M. Santiago entertained a motion to approve item 1, the General Changes for District Awards.

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

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

K. Duch explained that the Master Records Sheet was previously implemented for Club Officer awards, and that it can also be used for the Interclub award.

M. Santiago entertained a motion to approve item 2, the Integration of the Master Records Sheet.

Moved by N. Wright, and seconded by M. Fernandez.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

K.Duch explains that currently, the awards that utilize tier-based scoring are the Mei Po Wong Overall Service Award, Outstanding Total Achievement Award, and each have three scoring divisions (Bronze, Silver, Gold). The District Member Recognition Committee is proposing a fourth division (Platinum), which would allow for more clubs to be recognized.

M. Santiago entertained a motion to adopt the Addition of the Platinum Division to Tier-Based Awards.

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

Motion Passed.

10 Ayes (J. Ranario, N. Wright, R. Tzul, A. Kwok, A. Lagrada, J. Nepomuceno, J. Miao, J. Tai, S. Ramirez-Santos, W. Cheng), 1 Opposed (M. Fernandez).

M. Santiago entertained a motion to add the Consideration of the Distinguished Club and Total Achievement Awards.

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

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

K. Duch explains that with the addition of the Platinum Division for tier-based awards, her committee also proposes that the Distinguished Club and Outstanding Total Achievement awards add an extra membership total category to each award, so that more clubs can apply and be recognized. (Clubs with <40 members must earn at least 50%, Clubs with 41-70 members must earn at least 65%, and Clubs with >71 members must earn at least 80%)

M. Santiago entertained a motion to approve item 4, the changes to the Distinguished Club and Outstanding Total Achievement awards

Moved by S. Ramirez-Santos, and seconded by J. Miao.

N. Wright asks K. Duch about the reasoning for the jump in requirements between Clubs with 41-70 members and clubs with more than 71 members.

K. Duch says that the reason for this is because the changes she proposed would accommodate for smaller clubs by bringing their requirements down.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

K. Duch explains that the Mei Po Wong Overall Service award is currently judged by hours per member. The Member Recognition Committee proposes to judge the award by total service hours, due to large clubs being at a disadvantage with inactive membership bases.

M. Santiago entertained a motion to approve item 5, the change to the Mei Po Wong Overall Service Award.

Moved by M. Fernandez, and seconded by N. Wright.

J. Miao asks K. Duch for clarification about whether this award will include the aforementioned Platinum Division.

K. Duch confirms that the Mei Po Wong Overall Service award will have the Platinum Division.

Motion Passed.

6 Ayes (N. Wright, J. Nepomuceno, J. Miao, J. Tai, S. Ramirez-Santos, W. Cheng), 5 Opposed (J. Ranario, R. Tzul, A. Kwok, A. Lagrada M. Fernandez).

K. Duch and the Member Recognition committee propose to remove the oratorical contest, due to a large decrease in applicants over the previous few years.

M. Santiago entertained a motion to approve item 6, which was the Removal of the Oratorical Contest.

Moved by S. Ramirez-Santos, and seconded by J. Miao.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

K. Duch and the Member Recognition committee propose the addition of a Distinguished District Committee member. She explains that there are over 80 members serving as District Committee officers, contributing a lot to our District. The award would mimic the formatting of the Distinguished Appointed Board Officer award.

M. Santiago entertained a motion to approve item 7, the Addition of the Outstanding District Committee Award.

Moved by J. Miao, and seconded by Sunset Lieutenant Governor, Jennifer Tai.

Motion Passed.

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

F. District Convention Theme Proposal – Andy Nguyen, District Convention Chair

District Convention Chair, Andy Nguyen, explains that District Convention is an annual gathering of our District's members to celebrate a successful year. The District Convention committee has three themes to propose; Farm Science, and Amusement Park, with Farm as their top choice.

M. Santiago entertained a motion to approve Farm as the theme for District Convention 2019.

Moved by N. Wright, and seconded by M. Fernandez.

Motion Passed.

8 Ayes (N. Wright, M. Fernandez, R. Tzul, A. Kwok, A. Lagrada, J. Nepomuceno, J. Miao, J. Tai), 3 Opposed (J. Ranario, S. Ramirez-Santos, W. Cheng), 0 Abstentions

G. District Convention Budget Proposal – Shaira Ramirez-Santos, District Treasurer

S. Ramirez-Santos proposes a change in both early and regular registration prices with an increase of \$5 each, to accommodate for increased costs for audio/visual technology, hotel charges, meals, etc.

M. Santiago entertained a motion to approve the District Convention 2019 Budget.

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

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

H. Fall Training Conference Theme Proposal – Cecilia Nguyen, Fall Training Conference Chair

Fall Training Conference Chair, Cecilia Nguyen, explains that Fall Training Conference is an annual weekend conference, held at Old Oak Ranch, where members can develop their leadership and fellowship. The Fall Training Conference committee has three themes to propose; Comic Book, Space, and Grocery Store, with Grocery Store as their preferred choice.

M. Santiago entertained a motion to approve Grocery Store as the theme for Fall Training Conference 2018.

Moved by S. Ramirez-Santos, and seconded by W. Cheng.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

I. Fall Training Conference Budget Proposal – Shaira Ramirez-Santos, District Treasurer

S. Ramirez-Santos explains that Fall Training Conference fees will also be increasing by \$5 for both early and regular registration, due to inevitable increased costs for several line items.

M. Santiago entertained a motion to approve the Fall Training Conference 2018

Budget.

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

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- J. Membership Recognition Program Proposal – Katelyn Duch, Member Recognition Chair

K. Duch explains that the Membership Recognition Program is an individual recognition system that tracks members' hours throughout the year. Item 1 proposes a replacement of the Circle K (CK) tag with the Alumni (AL) tag, since there is a big similarity between the Circle K tag and the Interclub tag.

M. Santiago entertained a motion to approve item 1, Replace Circle K (CK) tag with Alumni (AL) tag.

Moved by M. Fernandez, and seconded by J. Miao.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

K. Duch states that the Member Recognition committee would like to increase two of the Membership Recognition Program requirements to emphasize Membership Development and Education in the District. They propose an increase of 1 Membership Development & Education event and 1 Alumni event across the board.

M. Santiago entertained a motion to approve item 2, the Additional Requirements Adjustment.

Moved by N. Wright, and seconded by M. Fernandez.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- K. PTP Week Proposal – Shaira Ramirez-Santos, District Treasurer

S. Ramirez-Santos explains that the Pediatric Trauma Program (PTP) is one of our three District Fundraising Initiatives. The Finance and Fundraising committee proposed a PTP Week, which would spotlight the Pediatric Trauma Program to raise awareness through social media activities. This social media week would be co-hosted with CNH Key Club and KIWIN'S for collective support.

M. Santiago entertained a motion to approve the PTP Week.

Moved by S. Ramirez-Santos, and seconded by J. Nepomuceno.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

- L. Recruitment, Retention & Recognition Week – Katelyn Duch, Member
Recognition Chair & Tommy Thach, Membership Development & Education Chair

This item was withdrawn from the agenda when the board approved the motion under “**V. Approval of Agenda.**”

- M. Service Unity Day/Week – Hever Miranda, Service Chair

This item was withdrawn from the agenda when the board approved the motion under “**V. Approval of Agenda.**”

- N. Updated 2018-2019 District Board Goals

W. Cheng read through the District Board Goals and Action plans for the 2018-2019 term.

M. Santiago entertained a motion to approve the Updated 2018-2019 District Board Goals.

Moved by W. Cheng, and seconded by J. Miao.

Motion Passed.

11 Ayes (unanimous), 0 Opposed, 0 Abstentions

XXI. Board Reports

A. Chair Reports

- 1. Communications & Marketing Chair – Ryan Hoang
 - a. R. Hoang has appointed all of the members on the District Communications & Marketing committee, and they have begun working on their respective projects. The committee has released an external media outlet database for clubs to use. They have also been working on the District newsletter, the Sunburst, as well as the District YouTube channel, SunnyTV. The District blog, the Sunspot, is in the frameworks of being recreated.
 - b. The committee is also collaborating with the Membership Development & Education (MD&E) committee to plan CNH Circle K Week by working on press release manuals and publications manuals. They are also planning to host webinars in conjunction with the MD&E committee.
- 2. District Convention Chair – Andy Nguyen
 - a. A. Nguyen hosted his first in-person meeting in July to begin pre-planning for District Convention (DCON), and created documents and applications for the DCON website at the end of Fall Training

Conference.

- b. His committee has been working on themes, graphics, and logos, and will be starting on decorations and souvenirs now that the theme has been approved. Their second in-person meeting will be held at the Riverside Convention Center so that they can familiarize themselves with the venue.
- 3. Fall Training Conference Chair – Cecilia Nguyen
 - a. C. Nguyen and the Fall Training Conference (FTC) committee have been working on the theme, which was just approved. They will continue with their timeline for the creative aspects of FTC, such as the website, decorations, registration guides, and promotional videos.
 - b. She also explains that there will be returning member activities and a reception to provide an incentive for them. Overall, they are very excited for launch in September.
- 4. Kiwanis Family and Foundation Chair – Calvin Chau
 - a. C. Chau states that the Kiwanis Family Report Form has successfully established communication with representatives from clubs all over the District. His committee is currently reviewing the resources created by previous Kiwanis Family & Foundation committees, and they're planning to update those by September, in preparation for Kiwanis Family Month.
 - b. He also expresses that they are working closely with Key Club and KIWIN'S Kiwanis Family Chairs.
- 5. Member Recognition Chair – Katelyn Duch
 - a. K. Duch and the Member Recognition committee have created all of the necessary proposals, and are looking through the awards and Master Records Sheet to release as soon as possible.
 - b. They have begun releasing Member Recognition Mondays for the month of August. K. Duch asks members to nominate individuals from their division who have been active over the summer, so they can be recognized.
 - c. The Member Recognition committee has a webinar planned in August for the Membership Recognition Program and the Master Records Sheet, to review what it is and go over various changes.
- 6. Membership Development & Education Chair – Tommy Thach
 - a. T. Thach and the Membership Development & Education committee have released the District Pen-pal system, Sunny Buddies, and members are starting to do challenges.
 - b. The Membership Development & Education committee is finishing approvals for upcoming webinars, creating the database for professional development, and working on creating informational

resources for clubs.

7. Service Chair – Hever Miranda
 1. N/A
 8. Technology Chair – Jonathan Chu
 - a. J. Chu and the Technology committee have been working on several changes to the District website, such as recreating the resource center, which will be published in the following week.
 - b. They are also working on the Fall Training Conference website to prepare for launch in September.
- B. Lieutenant Governor Reports
1. Capital – Joshua Ranario
 - a. J. Ranario has been providing many opportunities for service, leadership, and fellowship through appointing his Divisional Leadership Team, which consists of twelve members, and four committees. His fellowship co-chairs created an interclub buddy challenge to promote divisional unity.
 - b. He is currently reactivating a Circle K Club in Reno, Nevada, and hosting a training event for Lake Tahoe Community College.
 - c. Moving forward, he is planning to provide future opportunities for divisional involvement, establish more divisional service projects, build upon professionalism with Presidents, and finalize dates for large-scale events such as Key to College and New Member Installation banquets. He is also planning to utilize social media on a larger scale.
 2. Central Coast – Nicolas Wright
 - a. N. Wright and his Divisional Leadership Team have made new divisional cheers, a website, Instagram, and Twitter accounts. He hosted the Coastal Coolness on June 2nd at Cal Poly San Luis Obispo, and is currently chartering Moorpark College, CSU Channel Islands, and Merced College.
 - b. He also congratulates the immediate-past Central Coast Lieutenant Governor, Bill Truong, for winning the Distinguished Lieutenant Governor award at the Circle K International Convention.
 3. Desert Oasis – Mark Fernandez
 - a. M. Fernandez explains that the Crafton Hill College President is excited for the new term, and that the College of Southern Nevada will be having Key Club members join in September.
 - b. He explains that UC Riverside and UN Las Vegas have been very active over the summer hosting multiple joint fundraisers to support K-Rock. Desert Oasis has had two Weekend of Awesomeness Weekends in April. The August Divisional Council Meeting will be

held on August 18th.

- c. He is planning implementing the WASH project, similarly to Paradise division. Nathan Heger has been appointed as the new Kiwanis Family Chair to help connect with more Kiwanis Clubs.
 - d. Overall, he is planning to attend all club rushes, attend Kiwanis Meetings and Divisional Council Meeting to connect with Kiwanians, implement the WASH Project, visit schools in Nevada, and finalize Fall dates for District and Divisional events.
- 4. Foothill – Richard Tzul
 - a. R. Tzul has appointed his Divisional Leadership Team, and they planned the first Divisional Service Project of the year to volunteer at a music festival. He also expresses that the online Divisional Council Meeting over the summer went very smoothly. The Divisional Leadership Team also hosted the Summer Games Social in July, which ran very well.
 - b. The July Divisional Council Meeting was held at Pasadena City College with a 626 Night Market social and trainer. R. Tzul thanks Katelyn and Manuel for being workshop hosts at the trainer. He has started an Instagram account for Foothill, the Phoenix Pen Pal System, and an expanded Member Recognition Program.
- 5. Golden Gate – Alan Kwok
 - a. A. Kwok has found members to reactivate and recharter Napa Valley College, Los Medanos College, and University of San Francisco. He is hoping to reincorporate them into the division. He also co-hosted a joint Divisional Council Meeting with the Sunset division and had a Divisional Service Project with over eighty volunteers. His Dolores Park Picnic May Divisional Council Meeting had thirty attendees.
 - b. He is planning to host a trainer and Divisional Council Meeting in August, a Divisional Welcome Day, a September DCM, and have more visitations at Napa Valley College and Sonoma State University. He hopes to assist at-risk and rebuilding clubs.
- 6. Magic Kingdom – Angela Lagrada
 - a. A. Lagrada thanks the gallery for attending to support the board. She expresses that Magic Kingdom has had a few Divisional Service Projects over the Summer, like an orange grove restoration and a marathon. She and her Divisional Media Team have also started the Humans of Magic Kingdom blog to spotlight members and their stories.
 - b. She is started an interdivisional buddy competition, and hosted the Magic Kingdom trainer in May with about sixty members in attendance. She is currently working with her Divisional Leadership Team to create more new programs for her division and to revitalize old ones. She is planning to have a Divisional Unity Day in

August for the Divisional Council Meeting. Lastly, she congratulates all of the Magic Kingdom members who received an award at the Circle K International Convention.

7. Metro – Joshua Nepomuceno
 - a. J. Nepomuceno has been setting a structure for the Metro division for resources and approvals. He and his Divisional Leadership Team have started the Metro Mingle, which is a weekly online hangout for Metro members. They have also implemented the Monster Union, which is a mentorship program.
 - b. He hopes to revitalize Los Angeles Harbor College with the incoming freshmen. For District Board and Metro, he invites everyone to future events and Divisional Council Meetings.
8. Paradise – Jack Miao
 - a. J. Miao began by giving a special thanks to J. Ranario and the Capital Division, who hosted a fundraiser to donate money towards relief efforts for the active volcano in Hawai'i. J. Miao and his Divisional Leadership Team have introduced the sister school system with San Diego and Hawai'i schools. They have also revamped their social media platforms, starting with Instagram.
 - b. He goes on to congratulate Esther Wang and Denny Cao for receiving the Distinguished Chair award at the Circle K International Convention. He explains that the Divisional theme for Paradise is "Kakou", a Hawai'ian proverb for inclusiveness. They have also started Paradise WASHED, where members can walk/run a 6K or donate \$6 to the WASH Project. J. Miao explains that UA West Oahu only needs ten members and a faculty advisor to be fully chartered, and that BYU Hawai'i is a potential charter in the future. He will be going on a Hawai'i visitation from August 6th through 13th.
9. Sunset – Jennifer Tai
 - a. J. Tai explains that the May Divisional Service Project was the Kiwanis Special Games, and that the June Divisional Council Meeting and Divisional Service Project was a joint beach event with Golden Gate. Her July Divisional Council Meeting was held in conjunction with the Kiwanis Car Show. She and her Divisional Leadership Team created a Pen Pal system for Divisional unity, and release a suggestion box for members to voice their opinions.
 - b. She also releases a biweekly newsletter for Kiwanis Family Chairs, and released a Divisional Newsletter to reveal their theme for the term. Her Member Recognition Chair has been revamping their recognition program to include Clubs, Members, and Officers of the month.

- c. She expresses that Santa Clara University and CSU Monterey Bay are interested in rechartering their clubs, and that she is interested in chartering other clubs as well. She is planning to have more interclub events with Key Club and KIWIN'S, such as a Key to College in the Fall. She has been having weekly calls with her adviser, and is having one on ones with her Divisional Leadership Team and Club Presidents.

C. Treasurer – Shaira Ramirez-Santos

- a. S. Ramirez-Santos is currently working on event planning and outreach to provide resources for Club Treasurers and Fundraising Chairs regarding large scale fundraising/event planning, and fundraising for charity/administrative purposes.
- b. She explains that Crazy Kompetition for Infants North and South, as well as PTP Week, are being planned at full force. She is hoping to release event details in late August.

D. Secretary – Wayne Cheng

- a. W. Cheng has appointed all of the members onto the District Laws & Regulations Committee, and they have began working on major summer projects like the Club Event Report Form Manual, and constructing the 2018-2019 Club Bylaws database. He also hosted one on ones with over 30 Club Secretaries in the Spring, and is planning to have more over the Summer.
- b. He has also been sending out "Secretary Sunday" emails to update his Secretaries biweekly, and plans to update the Club Event Report Form and Monthly Report Form for greater clarification.

E. District Administrator – Armando Velazquez

- a. A. Velazquez thanks the gallery for driving out to Rancho Cucamonga for the meeting. He also thanks Golden Gate Regional Advisor, Joe Lee, and Parliamentarian Camille Goulet for providing workshops and a business etiquette session. He express that the District Board did a lot of critical thinking and reviewed all of the proposals over the weekend.
- b. He explains that the Circle K International Convention was held earlier in July, and our District had twenty seven attendees alongside Key Club and KIWIN'S. He congratulations all of the individuals and clubs who were recognized at the convention, and congratulates Max Rico for becoming the Sub-Region B Trustee.
- c. He states that the Kiwanis District Convention will be in a couple of weeks, and thanks Patti Ryder for being the designee for that event. Lastly, he wishes all of the clubs success in the Fall, and

explains that this is the most important time of the year to recruit new members and grow.

F. District Governor – Manuel Santiago

- a. M. Santiago thanks the gallery for attending, even though the weather is very hot. He hopes that everyone has been staying hydrated and safe over the summer. He thanks Kiwanis for allowing us to work at the District office. Ever since the District Officer Training Conference, the board has successfully held Spring Training Conference and appointed all of the District Committees.
- b. He attended the Circle K International Convention for the first time, and he says that it was a great eye-opener for him, and highly suggest that people attend next year's convention. Presidents' Retreat was very successful in terms of training Club Presidents, and he thanks everyone for supporting the WASH Project. He states that he and Paradise Lieutenant Governor, J. Miao, will be visiting Hawai'i from August 5th through 16th, and will attend the Kiwanis District Convention. He is excited for Crazy Kompetition for Infants North and South, as well as Fall Training Conference 2018.

XXII. Past Events

- A. Circle K International Convention – Ivan Hoz, Onto International Convention Chair
 1. I. Hoz expresses his gratitude for all of the Circle K International Convention attendees. He lists out all of the awards recipients and clubs who were recognized, and states that there was a total of twenty four awards. He also went over the House of Delegates and explained which amendments passed, and that Max Rico was elected as our Sub-Region B Trustee.
 2. He explains that Circle K International Convention 2019 will be held in Florida, and Las Vegas the following year.
- B. CNH Circle K Presidents' Retreat – Ana Chavez, Presidents' Retreat Chair
 1. A. Chavez thanks Peter Yu, Jennifer Hoang, Samantha Ruiz, Diana Mora, and District Board for the assistance. She explains that although the weather conditions were tough, the event was well received by attendees.

XXIII. Upcoming Events

- A. Fall Training Conference in Sonora, CA – November 2-4, 2018
 1. C. Nguyen shares that the Fall Training Conference committee has been working on themes and souvenirs for the official event launch. She reminds everyone that Fall Training Conference will take place from November 2nd to 4th at Old Oak Ranch in Sonora, California.

XXIV. Announcements

- A. M. Santiago thanks the gallery for attending, and asks for members to help clean up the room.

XXV. Closing Thoughts – Calvin Chau, Kiwanis Family and Foundation Chair

XXVI. Adjournment – Manuel Santiago, District Governor – 2:49PM

Respectfully Submitted:

Wayne Cheng, 2018-2019 District Secretary

Date

Manuel Santiago, 2018-2019 District Governor

Date

Armando Velazquez, 2018-2019 District Administrator

Date

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

November 2018 District Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

FEEDING AMERICA WEEK 2019 Proposal

NOVEMBER 2018 Board Meeting

Respectfully Submitted by **KEVIN RU, DFI AMBASSADOR**

EVENT OVERVIEW

Feeding America currently serves as one of the active District Fundraising Initiatives for the California-Nevada-Hawai'i District of Circle K International. Established by the "Father of Food Banking," John van Hengel, FA is the nation's largest domestic hunger relief organization with a focus on feeding the hungry and engaging the nation in the fight to end hunger. Money raised for FA is used towards funding food banks, rescuing billion pounds of food, and pushing for legislation to address the greater issue of hunger in America.

In order to increase membership awareness and education of FA, the District Fundraising Initiative Ambassador, alongside the Finance and Fundraising Committee, has organized one week to recognize and highlight the charity and its cause. The week will be held online through social media and will consist of various activities – taking place both online and in-person – for each day that will teach members about FA and encourage them to show their support for it.

ITEMS FOR APPROVAL

The following items seek approval from the District Board:

- Item #1: Feeding America Week 2019

ITEM #1: FA WEEK

Proposed Date

In order to begin the new year with a renewed focus, the event will be held from Monday, January 14 to Friday, January 18.

Event Structure

FA Week will be promoted largely through social media and the District website. Each day of the week will be dedicated to particular activities that allow members to learn about a different aspect of Feeding America. Further details for each day can be found below.

Monday, January 14 | Map the Gap Monday

- *Food insecurity is a critical issue where individuals lack consistent access to healthy and nutritious food and remains prevalent in virtually every community throughout the United States.*
- *Help support the Feeding America food bank based intervention program by posting a picture of you eating your favorite healthy snack/vegetable. Lack of nutrition is a large aspect of food insecurity so nutritious foods are often the focus of rescuing.*

Tuesday, January 15 | Thrive Tuesday

- *A single dollar can contribute to 10 meals to families in need through Feeding America's nationwide network.*
- *Host fundraiser with your club in support for Feeding America or share your plans for one with #FAWeek19*

Wednesday, January 16 | Wonder Wednesday

- *Feeding America not only feeds the hungry, but also focuses on educating the general public about the greater issue of hunger.*
- *Advocate for change on your campus.*

Thursday, January 17 | Thoughtful Thursday

- *1 in 8 people struggle with hunger in the United States and many are often forced to choose between food and basic needs such as housing, medical fees, utilities, and medical care.*
- *Make a post about something that you can't do on an empty stomach and include a message about how you can help end hunger. Optional: Write about what you can't do on a plate and take a picture of yourself holding it and post it for greater emphasis.*

Friday, January 18 | Food for Friday

- *With over 200 food banks and 60,000 food pantries located throughout the nation, Feeding America delivers 4.3 billion pounds of food each year.*
- *Help power this network by volunteering at your local food pantry/food bank. Alternatively, post a "food for thought" fact you learned this week about FA with #FAWeek19*

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

KIWANIS FAMILY HOUSE WEEK 2019 Proposal

NOVEMBER 2018 Board Meeting

Respectfully Submitted by **KEVIN RU, DFI AMBASSADOR**

EVENT OVERVIEW

The Kiwanis Family House (KFH) serves as one of the active District Fundraising Initiatives for the California-Nevada-Hawai'i District of Circle K International. Established through the collective efforts of Kiwanis volunteers from the Sacramento Area, the KFH provides housing and support to families of individuals staying at the UC Davis Medical Center or Shriner's Hospital in Sacramento, CA. Money raised for the KFH is used towards supporting its daily operations, provide for guests, and reduce or waive rent for low income families.

In order to increase membership awareness and education of PTP, the District Fundraising Initiative Ambassador, alongside the Finance and Fundraising Committee, has organized one week to recognize and highlight the charity and its cause. The week will be held online through social media and will consist of various activities – taking place both online and in-person – for each day that will teach members about KFH and encourage them to show their support for it.

ITEMS FOR APPROVAL

The following items seek approval from the district board:

- Item #1: Kiwanis Family House Week 2019

ITEM #1: KFH Week

Proposed Date

To correspond with the KFH's largest fundraising event, March in March, KFH week will be held from Monday March 4th, to Friday, March 9th. In the past, March in March has typically been held on the first Saturday of March.

Event Structure

KFH Week will be promoted largely through social media and the District website. Each day of the week will be dedicated to particular activities that allow members to learn about a different aspect of the Kiwanis Family House. Further details for each day can be found below.

Monday, March 4 | Memory Monday

- *The KFH has provided housing and support to upwards of 2,000 families each year in its 34 years of service with inspirational stories from many of the guests.*
- *Share your favorite guest story from the KFH website or make a post about a place that has become your home away from home with #KFHWeek2019*

Tuesday, March 5 | Together Tuesday

- *The hospital saves lives; the KFH saves families. Guests are able to stay at the KFH as long as they need in the supportive environment.*
- *Make a post about your Circle K or Kiwanis Family club and how Kiwanis has impacted your own life.*

Wednesday, March 6 | Wishlist Wednesday

- *Every month, the KFH posts a wishlist of needed priority items that individuals and clubs can donate towards. Past examples have included, toiletries, kitchenware and food.*
- *Make a post about something you've always wanted or an activity you've always wanted to try. You can also take a step further and participate in a service activity in your club related to giving back towards others!*

Thursday, March 7 | Triumph Thursday

- *The guests at the KFH have often overcome challenges thanks to the efforts of the KFH which relies heavily on the donations of the Kiwanis Family clubs as a non profit organization.*
- *Host a fundraiser with your club in support of KFH and make sure supporters know where their money is going towards! Alternatively, share your plans for a future fundraiser, or recap an old one.*

Friday, March 8 | Friendship Friday

- *The KFH places a great emphasis on not only providing housing, but also building a community for the guests who stay as they often become extended members of the Kiwanis Family.*
- *Give a shoutout to an individual(s) or group that has been there for you and supported you through a difficult time.*

CALIFORNIA-NEVADA-HAWAII DISTRICT
Circle K International

November 2018 District Board Meeting Packet

Board Reports

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

COMMUNICATIONS & MARKETING Board Report

NOVEMBER 2018 Board Meeting

Respectfully Submitted by **RYAN HOANG**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
7/29/2018	District Board Meeting		2
7/13/2018	President's Retreat		32
7/4/2018	CNH C&M Meeting		1
7/11/2018	CNH C&M Meeting		1
7/18/2018	CNH C&M Meeting		1
7/25/2018	CNH C&M Meeting		1
8/1/2018	CNH C&M Meeting		1
8/14/2018	CNH C&M Meeting		1
8/22/2018	CNH C&M Meeting		1
8/29/2018	CNH Circle K Keeping Up With Graphic Standards Webinar		1
20-Sep	OCC CKI General Meeting		1.5
27-Sep	OCC CKI General Meeting		1.5
5-Sep	CNHCKI C&M Meeting		1
19-Sep	CNHCKI C&M Meeting		1
20-Sep	OCC CKI Goodie Bag Stuffing	2	

Total Service Hours since Last Board Report: 2

Total Service Hours since April 1st, 2018: 127

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/22	Armando Velazquez	District Committee Directives	E-Mail
7/22	Wayne Cheng, Tommy Thach	CNHCKI Week Proposal	E-Mail
8/2	Max Rico	Sunburst Blurb	E-Mail
8/6	Don Hull, Patricia Ryder, Jonathan Chu	Divisional Emblems	E-Mail
8/22	Patricia Ryder, Armando Velazquez	Committee Burn Out Advice	E-Mail
9/18	Jonathan Chu	Press Release Manual	E-Mail

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

a. Total Achievements

1. Finished major framework of Sunspot
2. Held 1-on-1s with committee members
3. Released Newsletter and Press Release guide
4. Hosted a Graphics Webinar and helped with Tabling Webinar
5. Hosted CNH Circle K Week

b. Top 5 Plans

1. Release Sunspot!
2. Rework and streamline Style Guide
3. Revitalize Division logos
4. Reach out to more C&M related chairs
5. Continue to release publications

III. **Resources Needed**

1.
2.
3.
4.
5.

IV. **District Officer Assessment**

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

- Increase representation of smaller clubs/chapters and underrepresented regions in district publications/social media by reaching out to members in those regions for articles, pictures, and videos.
- Provide and promote resources for clubs to revitalize their publications by assigning committee members tasks to either publicize or create resources.

- Bring transparency between the international level of Circle K and the CNH District by consistently contacting International Board Members about updates to publicize.
- Increase Circle K and the Kiwanis Family's presence in public non-Kiwanis affiliated media through consistent and well-prepared press releases.
- Increase internal communications within the Circle K District through different platforms by maintaining a social media schedule and consistency between posts in a singular platform.

V. **Announcements**

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

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

DISTRICT CONVENTION CHAIR Board Report
OCTOBER 2018 Board Meeting
 Respectfully Submitted by **JENNIFER HOANG**

VI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
8/13/18	Online Committee Meeting		1
8/25/18	Orange Coast College Circle K's Kelly's Closet	4	
8/25/18	Foothill Divisional Training Conference	1	6
9/4/18	Online Committee Meeting		1
9/6/18	CSU Fullerton Circle K General Meeting		1
9/10/18	CSU Long Beach Circle K General Meeting		1
9/11/18	Online Committee Meeting		1
9/14/18	Orange Coast College Circle K General Meeting		1
9/22/18	In-Person Committee Meeting		2
9/22/18	Magic Kingdom Divisional Service Project: Light the Night	4	
9/27/18	CSU Fullerton Circle K General Meeting		1
9/28/18	CSU Fullerton Circle K 7/10 Split Fundraiser		3

Total Service Hours since Last Board Report: 9

Total Service Hours since April 1st, 2018:

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
08/24/18	Don Hull	Phone Call	E-mail
08/28/18	Armando Velasquez	Advisor Agreement	E-mail
08/28/18	Don Hull	DCON	Phone
08/29/18	Don Hull, Armando Velasquez, Manuel Santiago	DCON Core Workshops	E-mail
09/01/18	Don Hull	Advisor Agreement	E-mail
09/08/18	Nhi Truong, Don Hull, Ronald Liu	DCON Theme Reveal Script	E-mail
09/10/18	Don Hull, Armando Velasquez, Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos	Chair MRF	E-mail
09/10/18	Don Hull, Armando Velasquez, Manuel Santiago, Ronald Liu	DCON Schedule	E-mail
09/10/18	Christopher Tran, Don Hull, Armando Velasquez, Ronald Liu	DCON Documents	E-mail
09/11/18	Don Hull	DCON	Phone
09/11/18	Don Hull, Bruce Hennings, Ronald Liu	DCON Room Booking	E-mail
09/15/18	Angelica Ubungen, Omar Sanchez	Committee Welcome	E-mail
09/15/18	Don Hull, Armando Velasquez, Manuel Santiago, Ronald Liu	DCON Schedule	E-mail
09/16/18	Jasmine Barruga, Don Hull, Ronald Liu	Professional Exposition Proposal	E-mail
09/25/18	Don Hull, Armando Velasquez, Manuel Santiago	DCON Schedule	E-mail
09/27/18	Don Hull	Phone Call Schedule	E-mail
09/28/18	Angelica Ubungen	DCON Talent Act Application	E-mail
09/28/18	Don Hull	DCON	Phone

10/01/18	Cecilia Nguyen, Katherine Pham	FTC Program Ad	E-mail
10/03/18	Don Hull, Bruce Hennings, Ronald Liu	DCON Shirt Quotes	E-mail
10/07/18	Christopher Tran, Don Hull, Armando Velasquez, Manuel Santiago, Ronald Liu	DCON Documents	E-mail

VII. Work Progress (Achievement & Plans)

a. Total Achievements

1.Finalized DCON Logo and Branding
2.DCON Souvenirs
3.Draft DCON Applications
4.Draft DCON Website
5.Draft list of potential professionals for expo

b. Top 5 Plans

1. Launch the DCON Website
2.Schedule DCON Promotion
3.Schedule DCON Office Hours
4.Work on Decorations
5.Invite Professionals to Pro Expo

VIII. Resources Needed

1.
2.
3.
4.
5.

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.

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-
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X. **Announcements**

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

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

FALL TRAINING CONFERENCE CHAIR Board Report

November Board Meeting

Respectfully Submitted by **CECILIA NGUYEN**

XI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
07/06/18	Oakland First Friday	4	
07/24/18	Berkeley Kiwanis Meeting		1
08/25/18	Quad DCM		8
9/14/18	Emeryville Social		4
10/05/18	Fenton's Social		3
10/05/18	FTC Skit Workday		2
10/06/18	Krazy Komp for Infants North	9	

Total Service Hours since Last Board Report: 13

Total Service Hours since April 1st, 2018: 25

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
Weekly	FTC Committee	FTC logistics, member updates, assignments, and reminders	Email
7/12/18	Campfire Chair	Introduction to Spirit Chairs	Email

7/13/18	FTC Committee	Reminders and Updates	Email
7/24/18	Bill & Virginia	Decoration Supplies	Email
7/29/18	Mondo, Manuel	Committee Directives	Email
7/30/18	Christine from Old Oak Ranch	Drone footage, snack shack, hanging up signs	Email
Monthly	FTC Advisors	FTC Committee Updates, Workshop gifts, words of advice	Email/Phone
7/31/18	FTC Logistics Team	Volunteers, general responsibilities at FTC	Email/Video Call
Bi-Weekly	Executive Assistants	Publicity/Promotions, Committee Check Ins, Updates, Meeting Agenda	Video Call/ Email
9/05/18	Bruce Hennings	Registration	Email
9/04-9/12/18	Ryan Hoang	Facebook Launch	Messenger/Email
9/18/18	Bruce, Josephine, and Tiffany	Souvenir Ordering	Email
10/5	DB + Committee	Script	Email
10/5 – 10/22	Bruce, Mondo, Manuel	Miscellaneous questions about campsite, registration, and approval requests	Email
9/15 – 10/22	Hever, Katelyn, Tommy, Shaira, Ryan	Service project, Fashion Show, Affirmation notes poster, penny wars, C&M booth	Messenger/Email
10/07/18	District Board + Committee	Transportation Weekend Schedule	Email
10/08/18	CNH E-Board Officers	Early registration deadline reminder	Email
10/15 – 10/18/18	Bruce, Manuel, Mondo	Program Approval	Email
10/18/18	Scott, Bruce	Program Printing	Email
10/15 – 10/18/18	Bruce, Manuel, Mondo	Program Approval	Email
10/19/18	Bruce	Miscellaneous Registration questions	Email

XII. Work Progress (Achievement & Plans)

a. Total Achievements

1.Registration & Pre-registration publicity is over! 650 members registered for FTC!
2. Applications are over, campfire skit & talent acts, workshop hosts & team captains have been chosen
3.Hosting final one-on-ones with committee members before FTC begins
4.Going through FTC schedule with committee and working with Logistics team to finalize volunteer sheet

b. Top 5 Plans

1.HAVE A SUCCESSFUL AND SMOOTH FTC
2.Prepare for post-FTC evaluations
3.Prepare thank you's to everyone who supported & helped out
4. Compiling all receipts to prepare for reimbursements post-FTC

XIII. **Resources Needed**

1.Budget/reimbursement form help

XIV. **District Officer Assessment**

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

-PLAN A SUCCESSFUL AND SMOOTH FTC Only about two more weeks to plan! I'll be spending these next few weeks checking in with committee members, finalizing plans, etc
-Work with Committee to minimize problems from previous years' FTC and implement new and innovative ideas This committee has been working to improve from last year's FTC. We've been referencing last year's work a lot and trying to improve based on what our predecessors have told us. We've aimed to minimize issues and problems.
-Provide a memorable committee experience and foster an environment where committee members can bond, have fun, and grow This one has been pretty successful! We've had two great in-person meet ups. Everyone seems to have like such a beautiful and genuine connection with each other and enjoys each other's company. Our committee chat is very active and I see them interacting with each other.
-Increase transparency and communication

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

-Support other District Board members to the best of my capabilities

I'm always here to help and support my fellow DB members have tried to complete any request for help that they might've had. After FTC I will have more time to focus on this goal and really support them to the best of my abilities.

XV. **Announcements**

Thanks everyone for coming to FTC <3

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Kiwanis Family & Foundation Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Calvin Chau**

XVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
07/18/18	UC Riverside's General Meeting		1
07/19/18	District KFF Committee Meeting		1
07/21/18	Desert Oasis July DCM		1
07/29/18	District Board Weekend		25
08/02/18	District KFF Committee Meeting		1
08/04/18	Summer Beach Service and Social	3	
08/15/18	Soup Kitchen	2	
08/16/18	District KFF Committee Meeting		1
08/22/18	Soup Kitchen	2	
08/30/18	District KFF Committee Meeting		1
08/31/18	TV Taping		7
09/06/18	District KFF Committee Meeting		1
09/20/18	District KFF Committee Meeting		1
09/27/18	Crazy Kompetition for Infants Games Webinar		1
10/4/18	District KFF Committee Meeting		1
10/8/18	Info Night		1
10/9/18	Horchata and S'mores Social		1
10/10/18	Cha2O Fundraiser		1
10/11/18	Kiwanis Club of Riverside Luncheon		2
10/11/18	District KFF Committee Meeting		1
10/13/18	Sycamore Highlands Park Paintings	4.5	
10/17/18	UC Riverside's General Meeting		2
10/18/18	District KFF Committee Meeting		1
10/20/18	CKI South		

Total Service Hours since Last Board Report: 18
Total Service Hours since April 1st, 2018: 164.75

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
08/01/18	KIWANIS KFF Chair	Kiwanis Family Month	E-Mail
08/05/18	Camille Goulet	Advisor Check-In	Phone
08/05/18	Wayne Chang	Chair MRF	E-Mail
08/07/18	Max Rico	International Kiwanis Family Relations	Facebook
08/09/18	Armando Vasquez	Kiwanis Foundation Cards	E-Mail
08/19/18	Camille Goulet	Advisor Check-In	Phone
08/23/18	Manuel Santiago	Online Meetings	E-Mail
08/25/18	Cecilia Nguyen	FTC Buddies	E-Mail
08/29/18	Cecilia Nguyen	FTC Publicity Kits	E-Mail
09/01/18	Shaira Ramirez-Santos	CKI North	E-Mail
09/02/18	Camille Goulet	Advisor Check-In	Phone
09/03/18	Wayne Cheng	July Board Meeting Minutes	E-Mail
09/09/18	Camille Goulet	Advisor Check-In	Phone
09/09/18	Cecilia Nguyen	FTC Publicity Kits	E-Mail
09/12/18	Armando Vasquez	Manual Approval	E-Mail
09/12/18	Manuel Santiago	Manual Approval	E-Mail
09/15/18	Key Club KFF Chair	Kiwanis Family Month	E-Mail
09/16/18	Jennifer Chaves	PTP Host for CKI North/South	E-Mail
09/17/18	Angela Lagrada	Key to College Questions	Facebook
09/18/18	Shaira Ramirez-Santos	CKI South	E-Mail
09/19/18	Tommy Thach	Kiwanis Clubs	Facebook
09/21/18	Jonathan Chu	Website	Facebook
09/23/18	Camille Goulet	Advisor Check-In	Phone

09/29/18	Richard Tzul	Kiwanis Family Questions	Facebook
09/30/18	Wayne Cheng	September KFRF Questions	Facebook
09/30/18	Manuel Santiago	FTC Script	E-Mail
10/01/18	Katelyn Duch	Awards Questions	Facebook
10/02/18	Shaira Ramirez-Santos	CKI North/South Updates	Facebook
10/03/18	Cecilia Nguyen	FTC Arrangements	Facebook
10/05/18	Mark Fernandez	FTC Travel Plans	Facebook
10/07/18	Camille Goulet	Advisor Updates	Phone
10/10/18	Armando Velasquez	Kiwanis Family Month Social Media Page Approval	E-Mail
10/16/18	Camille Goulet	Key to College Attendance	E-Mail
10/18/18	Armando Velasquez	Kiwanis Family Month Trailer Approvals	E-Mail

XVII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Updated Kiwanis Family Manuals and the Kiwanis Family Map to include CKI Clubs on the District Website
2. Completed Workshop and Kiwanis Family Activity for Fall Training Conference
3. Prepared for Kiwanis Family Month and Webinar in November
4. Established communication with the Kiwanis Foundation to secure a PTP speaker for Crazy Kompetition for Infants North and South
5. Distributed and Reviewed Monthly KFRFs

b. Top 5 Plans

1. Successfully execute Kiwanis Family Month
2. Check in with Kiwanis Family Representatives planning Key to College or Key to Life events
3. Prepare for Kiwanis Mid-Year North and South
4. Kiwanis Family Webinars

5. Collaboration with other Kiwanis Family Branches

XVIII. Resources Needed

1.
2.
3.
4.
5.

XIX. District Officer Assessment

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

<ul style="list-style-type: none"> - Utilize the Monthly Kiwanis Family Report Forms (KFRF) to further identify what clubs need and discuss with my Committee Liaisons how to provide the help every need through the available resources every month. <ul style="list-style-type: none"> o Distributed Monthly KFRFs and Reviewed with Liaisons o As a Committee we help each other in finding better ways to personalize questions and cater to each division's needs. o Will continue to evaluate club KFRFs and improve on Committee presence and personalization to further help clubs
<ul style="list-style-type: none"> - Educate the District about the various Kiwanis Family branches by hosting bi-monthly webinars, which can be done in conjunction with Key Clubs or Kiwanis, to inform the members of the opportunities available and the many Kiwanis Family branches. <ul style="list-style-type: none"> o Planned Webinar for Kiwanis Family Month o Planning Kiwanis Family Activity and Workshop at Fall Training Conference o Liaisons began implementing activities and ideas to help Kiwanis Family Representatives feel more welcome
<ul style="list-style-type: none"> - Promote Inter-club events amongst clubs and the Kiwanis Family Branches by utilizing my committee and the resources available to ensure that all Kiwanis Family Chairs and Representatives are aware of the opportunities and to keep them accountable through monthly check-ups. <ul style="list-style-type: none"> o Updated the Kiwanis Family Manuals on the Website o Liaisons are continuing relations with their Kiwanis Family Representatives

○ Promotion of Kiwanis Family Month
-
-

XX. Announcements

Kiwanis Family Month is coming soon! During the month of November, plan and participate in events with the various Kiwanis Family Branches. It is a chance to celebrate the great bonds made between Kiwanis, Aktion Club, Key Club, KIWIN'S, Builders Club, and K-Kids! Partake in the CNH District Kiwanis Family Month Social Media event as well from November 5th-30th. Stay tuned to the CNH Page and Event page for a chance to learn more about the Kiwanis Family and why we celebrate our relations!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Member Recognition Chair Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Katelyn Duch**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
7/12/18	District Member Recognition Committee Meeting #7		0.5
7/19/18	District Member Recognition Committee Meeting #8		1
7/19/18	Irvine Valley College CKI SomiSomi Fundraiser		1
7/21/18	Metro Division July Divisional Council Meeting		1
7/26/18	District Member Recognition Committee Meeting #9		1.5
7/27/18-7/29/18	July District Board Weekend		
8/2/18	District Member Recognition Committee Meeting #10		1
8/11/18	Metro Division August Divisional Council Meeting		1
8/16/18	District Member Recognition Committee Meeting #11		1
8/20/18	District Member Recognition Committee In-Person		9
8/22/18	Membership Recognition Program/ Master Records Sheet Webinar		1
8/25/18	Foothill Division Spicy Training Conference		3
9/2/18	District Member Recognition Committee Meeting #13		1
9/10/18	1 st CSU Long Beach CKI General Meeting		1

9/13/18	1 st Orange Coast College CKI General Meeting		1
9/16/18	CSU Long Beach CKI Urban Community Outreach	4	
9/16/18	District Member Recognition Committee Meeting #14		1
9/24/18	3 rd CSU Long Beach CKI General Meeting		1
10/1/18	4 th CSU Long Beach CKI General Meeting		1
10/7/18	CSU Long Beach CKI Urban Community Outreach	3	
10/12/18	CSU Long Beach CKI Member Induction Night		3

Total Service Hours since Last Board Report: 7

Total Service Hours since April 1st, 2018: 21

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/10/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Armando Velazquez, Garvey Su	June Monthly Report Form	E-mail
7/12/18	District Member Recognition Committee	Meeting #7	Google Hangouts
7/13/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Post Committee Meeting Recap #7	E-mail
7/16/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Meeting #8 Agenda	E-mail
7/16/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	MR Monday August Nomination Form	E-mail

7/17/18	Manuel Santiago, Wayne Cheng, Armando Velazquez	MR Committee Directive	E-mail
7/19/18	District Member Recognition Committee	Meeting #8	Google Hangouts
7/21/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Post Committee Meeting Recap #8	E-mail
7/23/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Meeting #9 Agenda	E-mail
7/25/18	District Member Recognition Committee	Awards Proposal	Slack
7/26/18	District Member Recognition Committee	Meeting #9	Google Hangouts
7/30/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Post Committee Meeting Recap #9	E-mail
7/30/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Meeting #10 Agenda	E-mail
7/30/18	Wayne Cheng	Alumni Tag Definition	E-mail
7/30/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez-Santos, Armando Velazquez	July Monthly Report Form	E-mail
7/31/18	District Member Recognition Committee Divisional Liaisons	MR Monday Nominations Spreadsheets	E-mail
8/2/18	District Member Recognition Committee	Meeting #10	Google Hangouts
8/4/18	Manuel Santiago, Armando Velazquez, Garvey Su	MRP/MRS Webinar Rough Draft	E-mail

8/4/18	Manuel Santiago, Armando Velazquez, Garvey Su, Ryan Hoang	August MR Monday Graphics	E-mail
8/5/18	Ryan Hoang, Jonathan Chu	August MR Monday Week 1 Graphic & Blurbs	E-mail
8/9/18	Manuel Santiago, Armando Velazquez, Garvey Su	Master Records Sheet Draft	E-mail
8/10/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Committee Tasks and Reminders	E-mail
8/12/18	Ryan Hoang, Jonathan Chu	August MR Monday Week 2 Graphic & Blurbs	E-mail
8/12/18	Manuel Santiago, Armando Velazquez, Garvey Su	MR Monday September Nomination Form	E-mail
8/16/18	District Member Recognition Committee	Meeting #11	Google Hangouts
8/17/18	CNH CKI Executive Board Officers	MRP/MRS Webinar	E-mail
8/17/18	Manuel Santiago, Armando Velazquez, Garvey Su	Master Records Sheet User Guide	E-mail
8/19/18	CNH CKI Executive Board Officers	Release of Master Records Sheet	E-mail
8/19/18	Ryan Hoang, Jonathan Chu	August MR Monday Week 3 Graphic & Blurbs	E-mail
8/20/18	District Member Recognition Committee	Meeting #12, MRP/MRS Webinar	In-Person
8/26/18	Ryan Hoang, Jonathan Chu	August MR Monday Week 4 Graphic & Blurbs	E-mail
8/28/18	District Member Recognition Committee Divisional Liaisons	MR Monday Spreadsheet	E-mail
8/28/18	Garvey Su	FTC Awards Rubrics	E-mail
8/29/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Meeting #13 Agenda	E-mail
8/29/18	Winnie Lam	MRS Problem	E-mail

9/2/18	Manuel Santiago, Armando Velazquez, Garvey Su, Ryan Hoang	MR Monday September Graphics	E-mail
9/2/18	District Member Recognition Committee	Meeting #13	Google Hangouts
9/2/18	Ryan Hoang, Jonathan Chu	September MR Monday Week 1	E-mail
9/3/18	Manuel Santiago, Armando Velazquez, Garvey Su	FTC Awards	E-mail
9/3/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez- Santos, Armando Velazquez, Garvey Su	August Monthly Report Form	E-mail
9/4/18	CNH CKI Executive Board Officers	Release of 2018 FTC Awards	E-mail
9/8/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Post Committee Meeting Recap #13	E-mail
9/8/18	Ryan Hoang, Jonathan Chu	September MR Monday Week 2	E-mail
9/10/18	Manuel Santiago, Armando Velazquez, Garvey Su	MR Monday October Nomination Form	E-mail
9/13/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	Meeting #14 Agenda	E-mail
9/16/18	District Member Recognition Committee	Meeting #14	Google Hangouts
9/16/18	Ryan Hoang, Jonathan Chu	September MR Monday Week 3	E-mail
9/23/18	Ryan Hoang, Jonathan Chu	September MR Monday Week 4	E-mail
9/30/18	Ryan Hoang	October MR Monday Week 1	E-mail
10/1/18	District Member Recognition Committee	Updates	Slack
10/1/18	CNH CKI Presidents, Secretaries, Member	1 st MRS Check-In Reminder	E-mail/ Facebook

	Recognition Group, District Member Recognition Committee		
10/2/18	Alysha Jean Cabarrubias	MRS Interclub Page	E-mail
10/3/18	Alex Liang	MRS Inquiries	E-mail
10/4/18	Soren Kim	MRS Event Chair	E-mail
10/4/18	Garvey Su	Outstanding Club Website Award	Phone Call
10/5/18	Sarah Yee	MRS Troubleshooting	E-mail
10/5/18	Jennifer Le	MRS Interclub Page	E-mail
10/5/18	CNH CKI Presidents, Secretaries, Member Recognition Group, District Member Recognition Committee	1 st MRS Check-In Final Reminder	E-mail/ Facebook
10/5/18	Garvey Su	Outstanding Club Website Award Applications	E-mail
10/7/18	Ryan Hoang	October MR Monday Week 2	E-mail
10/10/18	Manuel Santiago, Armando Velazquez, Garvey Su	MR Monday November Nomination Form	E-mail
10/10/18	Manuel Santiago, Wayne Cheng, Shaira Ramirez- Santos, Armando Velazquez, Garvey Su	September Monthly Report Form	E-mail
10/12/18	CNH CKI Executive Board Officers	FTC Awards Reminder	E-mail/ Facebook
10/15/18	Garvey Su	FTC Judging	Text Message
10/15/18	Manuel Santiago, Garvey Su	FTC Awards Submissions	E-mail
10/17/18	District Member Recognition Committee, Manuel Santiago, Armando Velazquez, Garvey Su	15 th Committee Meeting Agenda	E-mail

XXII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Release of 2018-2019 Master Records Sheet with Interclub tab.
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2. Release of 2018-2019 Fall Training Conference & rubrics.
3. District Awards and Membership Recognition Program proposals passed at July District Board Meeting.
4. Started up MR Mondays on time with Q&A feature.
5. Administrative Executive Assistant releasing bi-weekly MR Tips.

b. Top 5 Plans

1. Edit 2019 District Convention Awards and construct rubrics.
2. Continue MR Mondays.
3. Host Awards Webinar in December.
4. Recognition Week in Spring.

XXIII. **Resources Needed**

1. N/A

XXIV. **District Officer Assessment**

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

<p>- Improve Awards</p> <p>The District Awards proposal at the July District Board Meeting passed! Awards from now on will include rubrics as well; the Fall Training Conference awards have rubrics for two of them and are only seen by the judges.</p> <p>I will be editing the District Convention awards and construct rubrics so that it will be released on time in December.</p>
<p>- Be Transparent to the District with the Member Recognition Committee</p> <p>Divisional Liaisons have been diligently posting every Monday for MR Mondays. A social media week is planned in the spring.</p> <p>We will continue to do so until the end of term.</p>
<p>- Improve Master Records Sheet and Deliver Thorough Feedback</p> <p>Master Records Sheet was released in August with a brand new tab to keep track of interclubs. As the 1st check in date was on October 5th, the MRP/MRS Coordinator will be providing thorough feedback.</p> <p>We will continue to provide feedback for every check-in until the last one, which is March 2nd.</p>
<p>- Increase Communication with Member Recognition Officers</p>

Divisional Liaisons had hosted one-on-ones and will be doing another one in the upcoming months for a fall one-on-one. Administrative Executive Assistant started posting in September every other week about tips that the officers can use.

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

- Support District Board in Their Endeavors

I plan to attend any divisional events within my division as well as the upcoming District events, such as CKI South and Fall Training Conference.

XXV. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Membership Development & Education Chair Board Report

November 2018 Board Meeting

Respectfully Submitted by **Tommy Thach**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
8/2/18	OCC CKI Summer General Meeting		1
8/11/18	August Magic Kingdom Divisional Unity Day	1	1
8/16/18	OCC CKI Summer General Meeting		1
8/21/18	MRP/MRS Webinar		1
8/25/18	Foothill Spicy Training Conference	1	6
8/26/18	Magic Kingdom August Divisional Council Meeting		1
8/28/18	OCC CKI Welcome Tables	6	
8/29/18	Graphic Standards Webinar		1
9/6/18	IVC CKI General Meeting		1
9/7/18	Tabling Workshop		1
9/12/18	DFI Webinar		1
8/25/18	Foothill Spicy Training Conference	1	6
8/26/18	Magic Kingdom August Divisional Council Meeting		1
8/28/18	OCC CKI Welcome Tables	6	
9/6/18	IVC CKI General Meeting		1
8/25/18	Foothill Spicy Training Conference	1	6
9/6/18	IVC CKI General Meeting		1
9/7/18	Tabling Workshop		1
9/12/18	DFI Webinar		1
9/13/18	OCC CKI Fall General Meeting		1
9/14/18	Magic Kingdom Officer Bonding Day		4
9/19/18	Member Engagement Webinar		1
9/20/18	OCC CKI Fall General Meeting		1

9/20/18	OCC CKI Costa Mesa Goodie Bag Stuffing	2	
9/22/18	Magic Kingdom September Divisional Council Meeting & Divisional Service Project	5	
9/27/18	CKI S/N Games Webinar		1
9/29/18	OCC CKI Dog Beach Day	4	
10/4/18	OCC CKI Fall General Meeting		1
10/4/18	OCC CKI 7Leaves Social		1
10/11/18	OCC CKI Fall General Meeting		1
10/18/18	OCC CKI Fall General Meeting		1
10/19/18	OCC Science Night	3	

Total Service Hours since Last Board Report: 30

Total Service Hours since April 1st, 2018: 100.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/30/18	Peter Yu	Weekly Phone Calls	Phone
7/30-31/18	Kristin Kim Nguyen, Amanda Liao, Amber Ly, Nathan Wong	MD&E Liaison E-mails to be approved	E-mail
7/31/18	Nathan Wong, Sunny Buddy participants	Reminder to send in challenges	E-mail
7/31/18	DMD&E Committee	Weekly MD&E Updates	E-mail
8/1/18	Metro MD&E Representatives	MD&E Liaisons E-mail	E-mail
8/2/18	Randall Belyea	CNH Mentorship System Promotional Paragraphs	E-mail
8/4/18	Richard Tzul	Foothill Spicy Training Conference Workshop Host	E-mail
8/5/18	DMD&E Committee	Weekly MD&E Updates	E-mail
8/5/18	Armando Velazquez, Manuel Santiago	Approvals	E-mail
8/6/18	Peter Yu	Weekly Phone Calls	Phone

8/7/18	MD&E Representatives around district	MD&E Liaison Office Hours	E-mail
8/9/18	Anne Le, Johnny Le	Tet Festival Presentation for Costa Mesa Kiwanis	E-mail
8/8-9/18	Amanda Liao, Kristin Kim Nguyen, Amber Ly, Nathan Wong	MD&E Liaison E-mails to be approved	E-mail
8/13/18	Metro MD&E representatives	MD&E Liaisons E-mail	E-mail
8/13/18	Peter Yu	Weekly Phone Calls	Phone
8/15/18	James Cortes	1-on-1	Google Hangouts
8/15/18	Alyson Brown	1-on-1	Google Hangouts
8/15/18	Junior Musigdilok	1-on-1	Google Hangouts
8/17/18	DMD&E Committee	Weekly MD&E Updates	E-mail
8/19/18	Shannon Lee	Resource Coordinator	E-mail
8/20/18	Peter Yu	Weekly Phone Calls	Phone
8/20/18	Metro MD&E representatives	MD&E Liaisons E-mail	E-mail
8/21/18	Minghua Ong	Resources	E-mail
8/22-24/18	Amanda Liao, Kristin Kim Nguyen, Amber Ly, Nathan Wong	MD&E Liaison E-mails to be approved	E-mail
8/23/18	Armando Velazquez, Manuel Santiago	Approvals	E-mail
8/23/18	Armando Velazquez, Manuel Santiago	Approvals	E-mail
8/23/18	Armando Velazquez, Manuel Santiago	Approvals	E-mail
8/26/18	DMD&E Committee	Weekly MD&E Updates	E-mail
8/27/18	Peter Yu	Weekly Phone Calls	Phone
8/27/18	Randall Belyea	1-on-1	Google Hangouts
8/27-31/18	Nathan Wong, Kristin Kim Nguyen, Amber Ly, Amanda Liao	MD&E Liaison E-mails to be approved	E-mail
9/2/18	District Graphic Designers	Graphics	E-mail
9/2/18	Metro MD&E representatives	MD&E Liaisons E-mail	E-mail

9/4/18	Peter Yu, Randall Belyea	Professional Resource Database	E-mail
9/4/18	Peter Yu	Weekly Phone Calls	Phone
9/6/18	DMD&E Committee	Weekly MD&E Updates	E-mail
9/10/18	Erica Wei	1-on-1	Google Hangouts
9/12/18	Minghua Ong, Shannon Lee	2-on-1	Google Hangouts
9/13/18	Russel De Los Reyes	1-on-1	Google Hangouts
9/13/18	Russel De Los Reyes	E-mail to struggling/recently charted clubs	E-mail
9/13/18	Kristin Kim Nguyen	MK Divisional Workshop	E-mail/Google Hangouts
9/14/18	Nathan Wong, District Graphic Designers	Graphics	E-mail
9/14/18	Armando Velazquez, Manuel Santiago	Approvals	E-mail
9/16/-18/18	Nathan Wong, Kristin Kim Nguyen, Amber Ly, Amanda Liao	MD&E Liaison E-mails to be approved	E-mail
9/18/18	FTC Workshop Hosts	MD&E Panel	E-mail
9/18/18	Armando Velazquez, Manuel Santiago	Mentorship System	E-mail
9/18/18	Metro MD&E representatives	MD&E Liaisons E-mail	E-mail
9/19/19	Francis Tran, Erica Wei, Randall Belyea, Russel De Los Reyes, Natalie Lu	Member Engagement Webinar	E-mail/Google Live
9/20/18	Randall Belyea	Information from LTGS	E-mail
9/20/18	DMD&E Committee	Weekly MD&E Updates	E-mail
9/22-23/18	Nathan Wong, Kristin Kim Nguyen, Amber Ly, Amanda Liao	MD&E Liaison E-mails to be approved	E-mail
9/24/18	Metro MD&E representatives	MD&E Liaisons E-mail	E-mail
9/24/18	District Graphic Designers	Graphics	E-mail
9/26/18	DMD&E Committee	Weekly MD&E Updates	E-mail
10/1/18	Katherine Hoang	Program Ad Creation	E-mail/In-person

10/2/18	Armando Velazquez, Manuel Santiago	Approvals	E-mail
10/2/18	DMD&E Committee	Weekly MD&E Updates	E-mail
10/8- 10/18	Nathan Wong, Kristin Kim Nguyen, Amber Ly, Amanda Liao	MD&E Liaison E-mails to be approved	E-mail
10/11/18	Armando Velazquez, Manuel Santiago	Approvals	E-mail
10/15/18	Peter Yu	Weekly Calls	Phone
10/17/18	Armando Velazquez	Mentorship System	E-mail
10/18/18	Nathan Wong	Sunny Buddies Round 2	Messenger

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

a. Total Achievements

1. Had 1-on-1's with VPA's, MD&E Chairs, and District MD&E Committee members throughout the summer.
2. CNH CKI Mentorship System finalized and released!
3. Sunny Buddies Round 1 completed and Round 2 beginning now! We made a Facebook group page for this round so that we can communicate more with the participants.
4. Finished Member Recruitment & Retention resource and will be working on next set of resources
5. Beginning Alumni Spotlight as a collaboration with C&M Committee

b. Top 5 Plans

1. Finish Vice President of Administration Jackets and distribute at FTC
2. Have another set of 1-on-1's with VPA's, MD&E Chairs, and District MD&E Committee members for Fall.
3. Create and plan some successful professional development events/ideas replacing DPDC this year.
4. Evaluate past resources and plan out what resources to create with committee.
5. Develop professional development resources.

XXVIII. **Resources Needed**

1. Support 😊

XXIX. **District Officer Assessment**

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

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

<ul style="list-style-type: none"> • Create group of MD&E chairs on Facebook, develop a network with them, and be a resource for them in case they need any assistance. <ul style="list-style-type: none"> ○ Complete and will continue to improve this by working with my committee on ways to have more interaction between the MD&E Chairs!
<ul style="list-style-type: none"> • Work with clubs and develop a plan for entire term regarding recruitment, retention, and create a support system <ul style="list-style-type: none"> ○ Liaisons have been communicating with their respective clubs and have been giving tips/tricks on many MD&E topics as well as life hacks. Liaisons have hosted 1-on-1's and have hosted joint office hours.
<ul style="list-style-type: none"> • Create a professional database and mentorship system <ul style="list-style-type: none"> ○ Currently working on the professional database with Randall Belyea, my Professional Development Coordinator on this and will continue to work hard on this to release it by the winter! We have just released the mentorship system to everyone to sign up and will begin pairing!
<ul style="list-style-type: none"> • Host monthly webinars/workshops to educate the district <ul style="list-style-type: none"> ○ Have been doing this! October will not have as much but will pick up during November and the rest of the months with tons! SIGN UP TO HOST WEBINARS!!!!

XXX. **Announcements**

- Thank you all so much for the constant support! I will continue to do my best!
😊
- APPLY FOR THE MENTORSHIP SYSTEM!!!!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Service Chair Board Report

July Board Meeting

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

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
09/03/18	District Service Committee Meeting		1
09/17/18	District Service Committee Meeting		1
09/24/18	District Service Committee Meeting		1

Total Service Hours since Last Board Report: 10 hours

Total Service Hours since April 1st, 2018: 10 hours

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
Every Monday this month save 9/10	Service Committee	DLSSP North planning	Facebook Messenger, Google Hangouts

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

a. Total Achievements

1. Finalized Service Database Edits
2. Finalized Regional Directory sheets
3. Agreed on Committee theme
4. Found more potential DLSSP North Sites
5. FTC Workshop and Tabletop nearly finalized

b. Top 5 Plans

1. Finalize DLSSP sites
2. Publish database by end of November
3. Hold completed webinar by the end of semester

4. Publish Regional Directory forms
5. Begin planning for expanded, centralized system of resources for service officers.

XXXIII. **Resources Needed**

1. Work with Jonathan Chu to update Service Resource Database on District website
2.
3.
4.
5.

XXXIV. **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.

- Host successful DLSSP Events: Planning continues underway for these events, the committee will continue to work on the events throughout the year.
- Increase resources available to service officers throughout the district: Changes to the Service Resource Database have been finalized within the committee, planning for committee-member hosted webinars will commence this month. Regional Database is completed and submission forms are ready to be published.
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XXXV. **Announcements**

N/A

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
10/12/18	Grace Chi	Hall of Fame List	Email
10/2/18	Shaira Ramirez-Santos	Crazy Komp Website	Email
9/29/18	Bruce Hennings	FTC Registration Sheet	Email
9/25/18	Wayne Cheng	District Documents	Email
9/23/18	Wayne Cheng	CERF Manual	Email
9/20/18	Ryan Hoang	Press Release Manual	Email
9/12/18	Calvin Chau	Kiwanis Family Manuals	Email
9/11/18	Don Hull	DCON App	Email
9/4/18	Don Hull	Website Events	Email
9/4/18	Katelyn Duch	FTC 2018 Awards	Email
9/1/18	Wayne Cheng	July District Board Meeting Minutes	Email
8/28/18	Don Hull	FTC Website	Email
8/25/18	Katelyn Duch	MRS Guide	Email
8/19/18	Don Hull	Email Forwarding	Email
8/17/18	Joseph Le	District Website	Email
8/16/18	Dan Germain	Spam Emails	Email
8/12/18	Wayne Cheng	CERF/MRF update	Email
8/9/18	Armando Velasquez	Advisor Photos on Website	Email
8/6/18	Ryan Hoang	Divisional Emblems	Email

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

a. Total Achievements

1. Crazy Komp & FTC Websites Launched
2. Committee, Division, and District Board/Advisors pages redone
3. Hosted successful webinars
4. Draft of in progress MRF System
5. Released first Technology Resources

b. Top 5 Plans

1. Redesign Website Homepage & Navigation
2. Redesign In Progress MRF System
3. Website Webinar
4. Website Manual

5. Keep District Board well-supported with Technology

XXXVIII. **Resources Needed**

1.
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4.
5.

XXXIX. **District Officer Assessment**

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

<p>- Maintain communication with District Board regarding website, resources, webinars, etc.: Uploaded and updated many resources on the resource center and hosted a number of webinars.</p>
<p>- Increase use of the website as a platform for communication with District: The resource center is much more user-friendly than the old download system. Website displays all DLT's, Presidents, and Committee Members, giving more recognition and encouraging better communication.</p>
<p>- Establish a strong precedent for future Technology Committees: Have made progress on several projects which will all serve as a reference point in the future.</p>
<p>- Develop creative projects that improve the efficiency & operation of CNH: Completed a working draft of the Online MRF System and have evaluated its design and usability.</p>
<p>- Increase usability & aesthetic of all District Website, Event Websites: First Crazy Komp website launched, FTC Website looking very aesthetic.</p>

XL. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

CAPITAL DIVISION LIEUTENANT GOVERNOR Board Report

NOVEMBER 2018 Board Meeting

Respectfully Submitted by **JOSHUA RANARIO**

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

a. Events you participated in:

	Events Attended	Service Hours	Other Hours
7/13-15/18	CNH Circle K President's Retreat CNH Circle K District Event	0	32
07/20/18	Capital DLT/July DCM Committee Retreat Capital Division of CNH Circle K	0	6
7/21-22/18	July DCM Member Retreat Capital Division of CNH Circle K	0	16.5
07/23/18	UCD Circle K Board Meeting University of California, Davis Circle K	0	1
07/24/18	Capital Division Leadership Team Meeting #5 Capital Division of CNH Circle K	0	2
7/27-29/18	July District Board Weekend CNH Circle K District Event	0	23.5
07/29/18	July District Board Meeting CNH Circle K District Event	0	1.5
08/03/18	Chico State Circle K Board Meeting Chico State University Circle K	0	1
08/04/18	Land Park Corps Event Sacramento City College Circle K	3	0
08/06/18	UCD Circle K Board Meeting University of California, Davis Circle K	0	1
08/07/18	Night Out for Safety and Liberation University of California, Berkeley Circle K	3	0
08/07/18	Capital Division Leadership Team Meeting #6 Capital Division of CNH Circle K	0	1
08/08/18	Capital President Council Meeting #3 Capital Division of CNH Circle K	0	3
08/11/18	UCD 2nd Summer Gen Meeting/Service Event	4.5	0

	University of California, Davis Circle K		
08/21/18	Capital Division Leadership Team Meeting #7 Capital Division of CNH Circle K	0	1.5
08/24/18	Capital Division Summer Send-Off Social Capital Division of CNH Circle K	0	9
08/25/18	August Quad Division Council Meeting Northern CNH Circle K	3	3.5
08/28/18	Laguna-Elk Grove Kiwanis Meeting Laguna-Elk Grove Kiwanis Club	0	1
08/28/18	Capital Webinar: How to Prep for Fall Capital Division of CNH Circle K	0	1
08/30/18	Circle K Soft General Meeting Sacramento State University Circle K	0	1
08/30/18	Chick-fil-A Post-Meeting Social Sacramento State University Circle K	0	2
09/01/18	Folsom Lake CKI Board Meeting Folsom Lake College Circle K	0	2
09/04/18	Soup Kitchen Service Event Sacramento State University Circle K	1.5	0
09/04/18	Capital Division Leadership Team Meeting #8 Capital Division of CNH Circle K	0	1.5
09/05/18	First Circle K General Meeting University of Nevada, Reno Circle K	0	1
09/06/18	First Circle K General Meeting Sacramento State University Circle K	0	1.5
09/08/18	Land Park Corps Service Event Sacramento State / Sacramento City Circle K	3	0
09/08/18	Post-Service iTea Social Sacramento State / Sacramento City Circle K	0	2
09/09/18	Stockton Greek Festival University of the Pacific Circle K	4	0
09/11/18	First Circle K General Meeting University of the Pacific Circle K	0	1
09/11/18	Post-Meeting T4 Social University of the Pacific Circle K	0	1
09/11/18	Capital Division Leadership Team Meeting #9 Capital Division of CNH Circle K	0	1
09/13/18	Circle K General Meeting Sacramento State University Circle K	0	1.5
09/14/18	Circle K Soft General Meeting	0	1

	San Joaquin Delta College Circle K		
09/14/18	Game Room Social University of the Pacific Circle K	0	2
09/18/18	Circle K General Meeting University of the Pacific Circle K	0	1
09/18/18	Capital Division Leadership Team Meeting #10 Capital Division of CNH Circle K	0	1
09/20/18	Circle K General Meeting Sacramento State University Circle K	0	1
09/22/18	Capital September DCM/DSP Capital Division of CNH Circle K	4	7
09/25/18	Circle K General Meeting University of the Pacific Circle K	0	1
09/25/18	Capital Division Leadership Team Meeting #11 Capital Division of CNH Circle K	0	1
09/26/18	East Sacramento Kiwanis Meeting East Sacramento Kiwanis Club	0	1
09/26/18	Capital President Council Meeting #4 Capital Division of CNH Circle K	0	2
09/28/18	First Circle K General Meeting San Joaquin Delta College Circle K	0	1.5
09/28/18	Fellowship Event: Food Social Capital Division of CNH Circle K	0	1
09/29/18	Capital x Sunset Interdivisional DSP Capital x Sunset Divisions of CNH Circle K	8	2
09/30/18	Sunset September DCM/DSP Sunset Division of CNH Circle K	8	2
10/02/18	Circle K General Meeting University of the Pacific Circle K	0	1
10/02/18	Capital Division Leadership Team Meeting #12 Capital Division of CNH Circle K	0	1
10/03/18	First Circle K General Meeting University of California, Davis Circle K	0	1
10/04/18	Circle K General Meeting Sacramento State University Circle K	0	1.5
10/06/18	CKI North / October DCM CNH Circle K District Event	6	2
10/09/18	Circle K General Meeting University of the Pacific Circle K	0	1
10/09/18	Capital Division Leadership Team Meeting #13	0	1

	Capital Division of CNH Circle K		
10/10/18	Circle K General Meeting University of California, Davis Circle K	0	1
10/11/18	Circle K General Meeting Sacramento State University Circle K	0	1.5
10/13/18	Capital DSP: Parade of Lights Chico State University Circle K	8	0
10/16/18	Circle K General Meeting University of the Pacific	0	1
10/16/18	Capital Division Leadership Team Meeting #14 Capital Division of CNH Circle K	0	1

Total Service Hours since Last Board Report: 56 Service Hours
Total Service Hours since April 1st, 2017: 145 Service Hours

b. People you have contacted:

	Person(s)	What was discussed?	Method
07/12/18	Jennifer Sandoval (Capital Fellowship Co-Chair)	[CDLT-FC] Capital Fellowship Committee Task Reminders	Email
07/13/18	Capital Division Presidents	President's Retreat Carpool Arrangements	Facebook Messenger
07/13/18	Athena Pang (UC Davis CKI President)	[7.13.2018] UCD CKI Board Newsletter	Email
07/14/18	Wayne Cheng (CNH Circle K District Secretary)	[CKI] July District Board Meeting Agenda	Email
07/15/18	Leanna Fong (UC Davis CKI, Capital Divisional Secretary)	July Capital Division Monthly Report	Email
07/16/18	Capital July DCM Committee: Nicayo Ramos (Sacramento City College CKI), Josephine Molina (Folsom Lake College CKI), James Hoong (Sacramento State CKI) Alex Li (UC Davis CKI), Yari Torres	July DCM/Member Retreat Finalizing and Planning	Zoom Call

	(Lake Tahoe CKI), Crystal Ly (University of the Pacific CKI), Katia Hastings (Folsom Lake College CKI), Denny Nguyen (Delta College CKI), Darienne Vilorio (UC Davis CKI), David Nguyen (Sacramento City College), Ryan Su (University of the Pacific CKI), Raul Esteves (UNR CKI Alumni)		
07/16/18	Capital Executives, Presidents, DLT Members, Kiwanis Advisors, Faculty Advisors	[Capital Division] #6 Motivational Monday	Email
07/17/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #13	Email
07/17/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K Presidents] Mood Monday #8 - OPTIMISTIC	Email
07/17/18	Capital Division Presidents	Reminder to stay updated with weekly emails	Facebook Messenger
07/17/18	Capital Division Leadership Team and Presidents	Support Foothill Division, Pasadena City College CKI's Dare Fundraiser	Facebook Messenger
07/17/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 169	Email
07/17/18	Capital Division Leadership Team and Presidents	July DCM/ Member Retreat Carpool Situation	Facebook Messenger
07/17/18	Ryan Yee (Capital Communications & Marketing Co-Chair)	Carpool Arrangements for Capital July DCM	Facebook Messenger
07/18/18	Brandon Garcia (San Joaquin Delta College CKI VPA)	Carpool Arrangements for Capital July DCM	Facebook Messenger
07/18/18	Jennifer Sandoval (Capital Fellowship Co-Chair)	Carpool Arrangements for Capital July DCM	Facebook Messenger

07/19/18	Josephine Molina (Folsom Lake College CKI), Nicayo Ramos (Sacramento City College CKI)	[July DCM] Meeting Recap #7 + Weekend Info	Email
07/19/18	Darienne Vilorio (UC Davis CKI Member Recognition Chair)	Carpool Arrangements for Capital July DCM	Facebook Messenger
07/20/18	Jada Her (Sacramento City College VPA)	Carpool Arrangements for Capital July DCM	Facebook Messenger
07/20/18	Josephine Molina (Folsom Lake College CKI), Nicayo Ramos (Sacramento City College CKI)	[July DCM 2018] Confirmation + Weekend Info	Email
07/20/18	Jonash Poyaoan (UC Santa Cruz CKI VPS)	VPS Contact Information and Summer Volunteer Opportunities	Email
07/20/18	Athena Pang (UC Davis CKI President)	[7.20.2018] UCD CKI Board Newsletter/ Check up questions	Email
07/20/18	Julie Booth (LTCC CKI Kiwanis Advisor)	Logistics of July DCM: Member Retreat	Email
07/20/18	Robert Irao (University of the Pacific CKI President)	[UOP CKI Board] Sappy Sundays #2	Email
07/22/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #14	Email
07/23/18	Jack Miao (Paradise Division Lieutenant Governor)	Paradise Division Newsletter	Email
07/23/18	Capital Division Leadership Team and Presidents	July District Board Meeting Packet Feedback Responses	Email/ Facebook Group
07/23/18	Tan Tran (San Joaquin Delta College CKI President)	July District Board Meeting Packet Feedback	Email
07/23/18	Manuel Santiago (CNH Circle K District Governor)	July District Board Meeting: Idea for Livestream	Facebook Messenger
07/23/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings #170	Email

07/23/18	Amy Bryant (UNR CKI, Capital Divisional MD&E Chair)	July District Board Meeting Packet Feedback	Email
07/23/18	Capital Executives, Presidents, DLT Member, Kiwanis Advisors, Faculty Advisors	[Capital Division] #7 Motivational Monday	Email
07/23/18	Mark Fernandez (Desert Oasis LTG), Jack Miao (Paradise LTG), Shaira Ramirez-Santos (CNH Circle K District Treasurer), Alan Kwok (Golden Gate LTG)	July District Board Proposals	Zoom Hangout
07/24/18	Wayne Cheng (CNH Circle K District Secretary)	[CKI] July 2018 District Board Meeting Packet	Email
07/24/18	Leanna Fong (UC Davis CKI, Capital Divisional Secretary)	July District Board Meeting Packet Feedback	Email
07/24/18	Scott Yuki (D44N Key Club Lieutenant Governor)	Region 16 College Expo	Email
07/24/18	Lucas Saechao (Sacramento State CKI, Capital Divisional C&M Co-Chair)	July District Board Meeting Packet Feedback	Email
07/24/18	Aaron Tse (UC Davis Circle K, Fall Training Conference Committee)	FTC Capital Division Co-Liaison	Email
07/24/18	Armando Velazquez (CNH Circle K District Administrator)	July Board Meeting	Email
07/24/18	Jasmine Her (Sacramento City CKI, Capital Fall CLSSP Co-Chair)	July District Board Meeting Packet Feedback	Email
07/24/18	Jada Her (Sacramento City College VPA)	July District Board Meeting Packet Feedback	Email
07/24/18	Chase Kalik (Lake Tahoe CC CKI President)	July District Board Meeting Packet Feedback	Email
07/24/18	Joey Pontillas (UNR CKI, Capital Division Executive Assistant)	July District Board Meeting Packet Feedback	Email
07/24/18	Eric Munoz (UNR CKI President)	July District Board Meeting Packet Feedback	Email

07/24/18	Zahin Rahman (Sacramento State CKI, Capital Division Fellowship Co-Chair)	July District Board Meeting Packet Feedback	Email
07/24/18	Casey Kieng (Sacramento State CKI President)	July District Board Meeting Packet Feedback	Email
07/25/18	Athena Pang (UC Davis CKI President)	July District Board Meeting Packet Feedback	Email
07/25/18	Jonathan Amaral (San Joaquin Delta College CKI, Capital Divisional Service Chair)	July District Board Meeting Packet Feedback	Email
07/25/18	Alex Kwong (Sacramento City CKI, FTC SAA Chair)	FTC Capital Division Co-Liaison	Email
07/25/18	Eric Munoz (UNR CKI President)	[Nevada CKI Board] Weekly Update #2	Email
07/25/18	Alan Kwok (Golden Gate LTG), Jennifer Tai (Sunset LTG), Nicolas Wright (Central Coast LTG), Armando Velazquez (CNH Circle K District Administrator), Dan Germain (Capital Regional Advisor)	[Quad DCM] Event Request Form	Email
07/26/18	Nicolas Wright (Central Coast LTG)	[Cenco] Posting to Division Facebook Group	Email
07/26/18	Jennifer Sandoval (Sacramento State CKI, Capital Fellowship Co-Chair)	[CDLT-FC] Post Committee Recap #3	Email
07/27/18	Athena Pang (UC Davis CKI President)	[7.27.2018] UCD CKI Board Newsletter	Email
07/28/18	Josephine Molina (Folsom lake College CKI), Nicayo Ramos (Sacramento City College CKI)	July DCM 2018 CERF	Email
07/29/18	Casey Kieng (Sacramento State CKI President), Rita Germain (Sacramento City CKI Advisor)	Weekly Board Email #15 (07/29/18)	Email
07/30/18	Richard Tzul (Foothill LTG)	[Foothill] Posting to Division Facebook Group	Email

07/30/18	Tracy Liu (University of the Pacific)	Circle K Partnership with Stockton Heat Hockey	Email
07/31/18	Ryan Hoang (CNH Circle K District C&M Chair)	Sunny TV Teaser Video	Email
07/31/18	Jennifer Sandoval (Sacramento State CKI, Capital Fellowship Co-Chair)	[MR]: Capital MR Monday Spreadsheet	Email
07/31/18	Jennifer Sandoval (Sacramento State CKI, Capital Fellowship Co-Chair)	[CDLT-FC] Post Committee Meeting Recap #4	Email
07/31/18	Jack Miao (Paradise LTG), Dan Germain (Capital Regional Advisor), Anh Vo (Paradise Division), Tom Leahy (Assistant Capital Regional Advisor)	UCSD's Masquerade Ball ERF	Email
08/01/18	Jennifer Tai (Sunset LTG)	Sunset Division Cheers List	Email
08/01/18	Nicayo Ramos (Sacramento City College CKI President)	Time Management Webinar CERF	Email
08/01/18	Wayne Cheng (CNH Circle K District Secretary)	July 2018 District Board Meeting CERF	Email
08/02/18	Nicolas Wright (Central Coast LTG)	August Quad DCM	Email
08/03/18	Jennifer Sandoval (Sacramento State CKI, Capital Fellowship Co-Chair)	Summer Send-Off Social Facebook Banner	Email
08/03/18	Athena Pang (UC Davis CKI President)	[08.03.2018] UCD CKI Board Newsletter	Email
08/03/18	Alan Kwok (Golden Gate LTG), Jennifer Tai (Sunset LTG), Nicolas Wright (Central Coast LTG), Armando Velazquez (CNH CKI District Administrator), Dan Germain (Capital Regional Advisor), Joe Lee (Golden Gate Regional Advisor), Derek Lubich (Sunset Regional Advisor), Patrick Ballecer (Central Coast Regional Advisor)	[Quad DCM] Event Request Form (8/3)	Email

08/05/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #16 (08/05/18)	Email
08/06/18	Tom Leahy (Assistant Capital Regional Advisor)	Truckee Meadows CC CKI Update	Email
08/06/18	Thanh Thanh Thai (UC Berkeley CKI, VPS)	[UCBCKI] Night Out for Safety and Liberation 08/06/18 Confirmation	Email
08/06/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 171	Email
08/07/18	Nicolas Wright (Central Coast LTG)	[Quad DCM] Registration Confirmation	Email
08/08/18	Capital Executives, Presidents, DLT Members; Kiwanis Advisors, Faculty Advisors	[Capital Division] #8 Motivational Monday	Email
08/09/18	Erica Wei (Social Media Coordinator of CNH C&M Committee)	[CNH Circle K] Biweekly Digest 08.09.18	Email
08/09/18	Amy Bryant (UN Reno CKI, Capital Divisional MD&E Chair)	CKI Capital Webinar Topics	Email
08/10/18	Athena Pang (UC Davis CKI President)	[08.10.2018] UCD CKI Board Newsletter	Email
08/10/18	Wayne Cheng (CNH Circle K District Secretary)	LTG July MRF	Email
08/12/18	Richard Tzul (Foothill LTG)	Foothill DCON Cheers 2018	Email
08/12/18	Robert Irao (University of the Pacific CKI President)	[UOP CKI Board] Sappy Sundays #3	Email
08/13/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #17 (08/13/18)	Email
08/13/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The	Email

		Happenings 172	
08/13/18	Tom Leahy (Assistant Capital Regional Advisor)	Truckee Meadows CC Reactivation Update	Email
08/14/18	Kevin Ngo (Sacramento State CKI, Spirit/Social Chair)	[CKI] Executive Affirmation Letters	Email
08/14/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K District] District Convention Chair Updates	Email
08/15/18	Scott Yuki (D44N Key Club Lieutenant Governor)	2018 Region 16/14 College Expo	Email
08/15/18	Kari Cao (San Joaquin Delta College CKI)	[CKI] Executive Affirmation Letters	Email
08/15/18	Jack Miao (Paradise LTG)	[CKI] Executive Affirmation Letters	Email
08/15/18	Calvin Chau (District Kiwanis Family Foundations Chair)	[CKI] Executive Affirmation Letters	Email
08/17/18	Darienne Vilorio (UC Davis CKI Member Recognition Chair)	[CKI] Executive Affirmation Letters	Email
08/17/18	Athena Pang (UC Davis CKI President)	[08.17.2018] UCD CKI Board Newsletter	Email
08/17/18	Athena Pang (UC Davis CKI President)	UC Davis Executive Board Letters	Email
08/17/18	Katelyn Duch (District Membership Recognition Chair)	[CKI] 2018-2019 Membership Recognition Program/ Master Records Sheet Webinar	Email
08/17/18	Joanne Nguyen (UC Davis CKI Board Officer)	[CKI] Executive Affirmation Letters	Email
08/19/18	Katelyn Duch (District Membership Recognition Chair)	[CKI] Release of 2018-2019 Master Records Sheet Files	Email
08/19/18	Yuna Park (UC Davis CKI Family Head)	[CKI] Executive Affirmation Letters	Email

08/19/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #18 (08/19/18)	Email
08/20/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 173	Email
08/20/18	Katia Hastings (Folsom Lake College CKI Treasurer)	Capital Summer Send-Off Social Google Form Information	Email
08/20/18	Tia Yang (Sacramento State CKI Traditional Scrapbook Chair)	[CKI] Executive Affirmation Letters	Email
08/20/18	Evonne Luu (Sacramento State CKI Non-Traditional Scrapbook Chair)	[CKI] Executive Affirmation Letters	Email
08/20/18	Nicolas Wright (Central Coast LTG)	[Quad DCM] Service Event Details Email Draft	Email
08/20/18	Nicolas Wright (Central Coast LTG)	[Quad DCM] Full Event Details Draft	Email
08/20/18	Capital Executives, Presidents, DLT Members; Kiwanis Advisors, Faculty Advisors	[Capital Division] #9 Motivational Monday	Email
08/21/18	Roselyn Duong (Sacramento State CKI)	[CKI] Executive Affirmation Letters	Email
08/22/18	Aaron Tse (UC Davis Circle K, Family Head)	[CKI] Executive Affirmation Letters	Email
08/22/18	Julissa Ortiz (UC Davis Circle K, Service Chair)	[CKI] Executive Affirmation Letters	Email
08/22/18	Kanza Choudhary (UC Davis Circle K, MD&E Chair)	[CKI] Executive Affirmation Letters	Email
08/22/18	Nicolas Wright (Central Coast LTG)	[Quad DCM] Service Event Details Email Draft	Email
08/22/18	Nicolas Wright (Central Coast LTG)	[Quad DCM] Full Event Details	Email
08/22/18	Willie La (UC Davis Circle K, Family Head)	[CKI] Executive Affirmation Letters	Email
08/22/18	Amy Bryant (UN Reno CKI, Capital	Capital August	Email

	Divisional MD&E Chair)	Webinar	
08/22/18	Nicolas Wright (Central Coast LTG)	[Quad DCM] Ruby Bridges Elementary Service Site	Email
08/22/18	Jonathan Wu (UC Davis CKI Board Officer)	[CKI] Executive Affirmation Letters	Email
08/22/18	Brandon Dimapasoc (UC Davis CKI Fundraising Chair)	[CKI] Executive Affirmation Letters	Email
08/22/18	Nhi Trinh (UC Davis CKI, Family Head)	[CKI] Executive Affirmation Letters	Email
08/22/18	Robert Irao (University of the Pacific CKI President)	[CKI] Executive Affirmation Letters	Email
08/22/18	Kyle Lee (UC Davis CKI, Kiwanis Family Chair)	[CKI] Executive Affirmation Letters	Email
08/23/18	Erica Wei (Social Media Coordinator of CNH C&M Committee)	[CNH Circle K] Biweekly Digest 08.23.18	Email
08/23/18	Ricardo Aficial (Sacramento State CKI, Kiwanis Family Chair)	[CKI] Executive Affirmation Letters	Email
08/23/18	Jennifer Tai (Sunset LTG)	[Quad DCM] Housing Information	Email
08/23/18	Jasmine Her (Sacramento City CKI, Capital Fall CLSSP Co-Chair)	[CKI] Executive Affirmation Letters	Email
08/23/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K District] District Convention Chair Appointment	Email
08/23/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K District] District Convention Chair Appointment & Other Updates	Email
08/23/18	Katia Hastings (Folsom Lake College CKI Treasurer)	Capital Summer Send-Off Social	Email
08/23/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K District Board] Online Board Meet Ups - WhenIsGood	Email

08/23/18	Celena Yee (UC Davis CKI Secretary)	[CKI] Executive Affirmation Letters	Email
08/23/18	Sienna Nguyen (Sacramento State CKI Alumni)	[CKI] Executive Affirmation Letters	Email
08/24/18	Tracy Liu (University of the Pacific CKI)	[CKI] Executive Affirmation Letters	Email
08/24/18	Lawrence Sahagun (Sacramento State CKI Alumni)	[CKI] Executive Affirmation Letters	Email
08/24/18	Athena Pang (UC Davis CKI President)	Quad DCM Ride Arrangements	Email
08/24/18	Athena Pang (UC Davis CKI President)	[08.24.2018] UCD CKI Board Newsletters	Email
08/24/18	Leanna Fong (UC Davis CKI, Capital Divisional Secretary)	[CKI] Executive Affirmation Letters	Email
08/24/18	Alex Kwong (Sacramento City CKI, FTC SAA Chair)	[CKI] Executive Affirmation Letters	Email
08/24/18	Lila Masson (UC Davis CKI Board Officer)	[CKI] Executive Affirmation Letters	Email
08/24/18	Jasmine So (UC Davis CKI, Fall CLSSP Co-Chair)	[CKI] Executive Affirmation Letters	Email
08/24/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[CKI] Executive Affirmation Letters	Email
08/24/18	Eric Munoz (UN Reno CKI President)	[CKI] Executive Affirmation Letters	Email
08/24/18	Thuy Tran (Sacramento State Circle K)	[CKI] Executive Affirmation Letters	Email
08/25/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] District Board x FTC Committee Buddy Pairing	Email
08/25/18	Jennifer Sandoval (Sacramento State CKI, Capital Fellowship Co-Chair)	CDLT-Fellowship Committee Minutes	Email
08/26/18	Natalie Lu (Internal Relations Chair)	Sugary Sundays #1	Email
08/26/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #19 (08/26/18)	Email
08/27/18	Celena Yee (UC Davis CKI)	Circle K	Email

	Secretary)	International at UC Davis: The Happenings 174	
08/27/18	Tracy Liu (University of the Pacific CKI)	Stockton Heat Group Night	Email
08/27/18	Robert Irao (University of the Pacific CKI President)	[UOP CKI Board] Sappy Monday #4	Email
08/28/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[CKI] Crazy Kompetion for Infants	Email
08/28/18	Randall Belyea (Professional Development Chair)	[CNH CKI MD&E] Professional Development Instructions	Email
08/28/18	Nicolas Wright (Central Coast LTG)	Quad DCM CERF + Attendance	Email
08/29/18	Alex Kwong (Sacramento City CKI, FTC SAA Chair)	[FTC] Launch	Email
08/31/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Pre-Launch Publicity Kit #1	Email
08/31/18	Dan Germain (Capital Regional Advisor)	TMCC Update	Email
08/31/18	Athena Pang (UC Davis CKI President)	[08.31.2018] UCD CKI Board Newsletter	Email
09/01/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[CKI] Crazy Kompetion for Infants	Email
09/01/18	Aaron Zepeda (Masquerade Ball Marketing Co-Director)	Masquerade Ball 2018	Email
09/02/18	Wayne Cheng (CNH Circle K District Secretary)	[CNH CKI] July District Board Meeting Minutes	Email
09/02/18	Alex Kwong (Sacramento City CKI, FTC SAA Chair)	[FTC] Upcoming Launch Publicity Follow-Up	Email
09/02/18	Jennifer Sandoval (Sacramento State CKI, Capital Fellowship Co-Chair)	CDLT-Fellowship Committee Minutes	Email

09/02/18	Howard Wang (Central Coast Executive Assistant)	August DCM Minutes & DLT Minutes	Email
09/03/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #20 (09/03/18)	Email
09/03/18	Alex Kwong (Sacramento City CKI, FTC SAA Chair)	[FTC] Theme Reveal Video and Launch Delay	Email
09/03/18	Wayne Cheng (CNH Circle K District Secretary)	July Club MRF Feedback	Email
09/04/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 175	Email
09/04/18	Katelyn Duch (District Membership Recognition Chair)	[CKI]: Release of 2018 Fall Training Conference Awards	Email
09/05/18	Aaron Tse (UC Davis CKI, Family Head, FTC Committee)	Fall Training Conference Launch	Email
09/05/18	Eric Munoz (UN Reno CKI President)	Treasurer Resignation	Email
09/06/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] District Board x FTC Committee Buddy Pairings	Email
09/06/18	Erica Wei (Social Media Coordinator of CNH C&M Committee)	[CNH Circle K] Biweekly Digest 09.06.18	Email
09/06/18	Scott Yuki (D44N Key Club Lieutenant Governor)	Region 16/14 College Expo	Email
09/07/18	Athena Pang (UC Davis CKI President)	[09.07.2018] UCD CKI Board Newsletter	Email
09/07/18	Jennifer Tai (Sunset LTG)	Capital x Sunset Interdivisional Service Project Plans	Email
09/07/18	Leanna Fong (UC Davis CKI, Capital Divisional Secretary)	Capital LTG August MRF	Email
09/09/18	Natalie Lu (Internal Relations)	Sugary Sundays #2	Email

	Chair)		
09/10/18	Jennifer Hoang (District Convention Chair)	[Reference] DCON Committee	Email
09/09/18	Robert Irao (University of the Pacific CKI President)	[UOP CKI Board] Sappy Sundays #5	Email
09/10/18	Aaron Lee (Fall Training Conference Campfire Skits Chair)	[FTC] Campfire Skits Update	Email
09/10/18	Manuel Santiago (CNH Circle K District Governor)	Expense Report Deadlines for CNH Foundation	Email
09/10/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #21 (09/10/18)	Email
09/10/18	Leanna Fong (UC Davis CKI, Capital Divisional Secretary)	August Capital Division Monthly Report	Email
09/10/18	Robert Irao (University of the Pacific CKI President)	Circle K International First General Meeting and Welcome Week	Email
09/10/18	Carlos Skidmore (Sacramento State CKI Public Relations)	Monthly CKI Newsletter	Email
09/10/18	Wayne Cheng (CNH Circle K District Secretary)	LTG August MRF	Email
09/11/18	Richard Zamora (UC Davis CKI Kiwanis Family Chair), Dan Germain (Capital Regional Advisor)	Key to College	Email
09/11/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Launch, Registration, and More!	Email
09/11/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 176	Email
09/11/18	Robert Irao (University of the Pacific CKI President)	Circle K International Important Links	Email

09/12/18	Eric Munoz (UN Reno CKI President)	[Nevada CKI Board] Board Meeting #6 Agenda	Email
09/12/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Request to Post on Divisional FB Page	Email
09/12/18	Angela Pham (American River College)	Circle K International: American River College	Email
09/12/18	Jennifer Tai (Sunset LTG), Dan Germain (Capital Regional Advisor), Derek Lubich (Sunset Regional Advisor)	Capital x Sunset Interdivisional Service Project ERF	Email
09/12/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Post Launch Publicity Kit #2	Email
09/13/18	Robert Irao (University of the Pacific CKI President)	Circle K Welcome Week Day 4 Reminder	Email
09/13/18	Richard Zamora (UC Davis CKI Kiwanis Family Chair), Dan Germain (Capital Regional Advisor)	Key to College ERF Signed by Kiwanis Advisor	Email
09/13/18	Lawrence Sahagun (Sacramento State CKI Alumni)	Key Club / CKI Alumni DJ Contact	Email
09/14/18	Robert Irao (University of the Pacific CKI President)	Circle K International Movie Night & Service Event	Email
09/17/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #22 (09/17/18)	Email
09/17/18	Athena Pang (UC Davis CKI President)	[9.14/15.2018] UCD CKI Board Newsletter	Email
09/17/18	Emily Lansing (UNR CKI Kiwanis)	UNR Key to College	Email

	Family Relations Chair)		
09/17/18	Wayne Cheng (CNH Circle K District Secretary)	[L&R] Laws and Regulations Facebook Page	Email
09/18/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 177	Email
09/18/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[Crazy Komp] Event Promotions and Friendly Reminders	Email
09/19/18	Capital Executives, Presidents, DLT Members; Kiwanis Advisors, Faculty Advisors	[Capital Division] #10 Motivational Monday	Email
09/20/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] FTC Buddy Pairings Round 2	Email
09/20/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[Crazy Komp] Divisional FB Page Post Request	Email
09/20/18	Erica Wei (Social Media Coordinator of CNH C&M Committee)	[CNH Circle K] Biweekly Digest 09.20.18	Email
09/20/18	Amy Bryant (UN Reno CKI, Capital Divisional MD&E Chair)	Capital September Webinar	Email
09/21/18	Athena Pang (UC Davis CKI President)	[09.21.2018] UCD CKI Board Newsletter	Email
09/23/18	Tony Montalbo (District Trustee Region 16)	RTC 11-10-2018	Email
09/23/18	Natalie Lu (Internal Relations Chair)	Sugary Sundays #3	Email
09/23/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #23 (09/23/18)	Email
09/24/18	Capital Executives, Presidents, DLT Members; Kiwanis Advisors, Faculty Advisors	[Capital Division] #11 Motivational Monday	Email
09/25/18	Robert Irao (University of the Pacific CKI President)	Circle K International 3rd	Email

		General Meeting + Events	
09/25/18	Wayne Cheng (CNH Circle K District Secretary)	[CNH District Board] August Club MRF Feedback	Email
09/25/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 178	Email
09/26/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[CKI] District Event Registration and Dues FAQs	Email
09/26/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[Crazy Komp] CKI North Volunteer Shifts	Email
09/26/18	Richard Zamora (UC Davis CKI Kiwanis Family Chair), Dan Germain (Capital Regional Advisor)	Change in Key to College Information	Email
09/26/18	Dan Germain (Capital Regional Advisor)	UCSD Masquerade Ball	Email
09/26/18	Jennifer Sandoval (Sacramento State CKI, Capital Fellowship Co-Chair)	[MR]: Capital MR Monday Spreadsheet	Email
09/27/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Request to Post on Divisional FB Page	Email
09/27/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[CKI] Crazy Kompetition for Infant Judge Confirmation	Email
09/28/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Program Ad Form Reminder	Email
09/29/18	Athena Pang (UC Davis CKI President)	[09.29.18] UCD CKI Board Newsletter	Email

09/30/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #24 (09/30/18)	Email
10/01/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 179	Email
10/01/18	Robert Irao (University of the Pacific CKI President)	Circle K International Membership + 4th General Meeting Information	Email
10/01/18	Katelyn Duch (District Membership Recognition Chair)	[CKI] Master Records Sheet 1st Check-In Date Reminder	Email
10/01/18	Kaylie Truong (Kids Rock Concert Chair 2018-2019)	11th Annual Kids Rock Concert Invitation to Capital	Email
10/01/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K District Board] Fall Training Conference Scripts & Speaking Parts	Email
10/01/18	Armando Velazquez (CNH Circle K District Administrator)	Kiwanis New Year and FTC Attendance	Email
10/01/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K Presidents] Mood Monday - COLD	Email
10/01/18	Capital Executives, Presidents, DLT Members; Kiwanis Advisors, Faculty Advisors	[Capital Division] #12 Motivational Monday	Email
10/02/18	Athena Pang (UC Davis CKI President)	FTC Program AD-UC Davis	Email
10/02/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[Crazy Komp] Last Call to Attend Crazy Komp	Email
10/02/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Request to Post on Divisional FB Page	Email

10/02/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Opening Slideshow Submission and Media Crew Sign Ups	Email
10/03/18	Wayne Cheng (CNH Circle K District Secretary)	Call to Fall Training Conference 2018	Email
10/03/18	Rendell Lopez (CKI North Chair)	[CKI] Judge's Schedules Released	Email
10/04/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Registration Reminders & FAQs	Email
10/05/18	Katelyn Duch (District Membership Recognition Chair)	[CKI] Master Records Sheet 1st Check-In Date FINAL Reminder	Email
10/05/18	Athena Pang (UC Davis CKI President)	[10.5.2018] UCD CKI Board Newsletter	Email
10/07/18	Leanna Fong (UC Davis CKI, Capital Divisional Secretary)	Capital LTG September MRF	Email
10/07/18	Natalie Lu (Internal Relations Chair)	[C&M Network] Sugary Sundays #4	Email
10/07/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #25 (10/17/18)	Email
10/08/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] District Board Early Arrival Reminders	Email
10/08/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 181	Email
10/09/18	Capital Executives, Presidents, DLT Members; Kiwanis Advisors, Faculty Advisors	[Capital Division] #13 Motivational Monday	Email
10/10/18	Cecilia Nguyen (Fall Training	[FTC] Request to	Email

	Conference Chair)	Post on Divisional FB Page	
10/10/18	Eric Munoz (UN Reno CKI President)	[Nevada CKI Board] Board Meeting #8 Agenda	Email
10/10/18	Dan Germain (Capital Regional Advisor)	Chico State Circle K to Fall Training Conference	Email
10/11/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[FiFun] Divisional FB Page Post Request	Email
10/11/18	Carlos Skidmore (Sacramento State CKI Public Relations)	CKI Fall Newsletter #2	Email
10/11/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] FTC Buddy Pairings Round 3	Email
10/12/18	Katelyn Duch (District Membership Recognition Chair)	[CKI] Fall Training Conference 2018 Awards Reminder	Email
10/14/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[FiFun] [PTP Week] Make It Known Monday	Email
10/14/18	Casey Kieng (Sacramento State CKI President)	Weekly Board Email #26 (10/14/18)	Email
10/15/18	John Brummer (Kiwanis Club of Carmichael)	[CKI] American River College	Email
10/15/18	Eric Munoz (UN Reno CKI President)	[Nevada CKI Board] Board Meeting #9 Agenda	Email
10/15/18	Shaira Ramirez-Santos (CNH Circle K District Treasurer)	[FTC] Club Sales Information and Contract	Email
10/15/18	Manuel Santiago (CNH Circle K District Governor)	[FTC] ACTION REQUIRED Transportation and Weekend Schedule	Email
10/15/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Reques to Post on Divisional Facebook Page	Email
10/15/18	Cecilia Nguyen (Fall Training	[FTC] Late	Email

	Conference Chair)	Registration & Waitlist Reminders	
10/15/18	Manuel Santiago (CNH Circle K District Governor)	[CNH Circle K Presidents] Mood Monday - INSIGHTFUL	Email
10/16/18	Cecilia Nguyen (Fall Training Conference Chair)	[FTC] Opening Slideshow Submissions EXTENSION & Media Crew Sign Ups	Email
10/16/18	Katelyn Duch (District Membership Recognition Chair)	[FTC] T-Shirt Fashion Show Submission	Email
10/16/18	Celena Yee (UC Davis CKI Secretary)	Circle K International at UC Davis: The Happenings 182	Email
10/18/18	Jada Her (Sacramento City College, VPA)	Third General Meeting for CKI	Email
10/18/18	Wayne Cheng (CNH Circle K District Secretary)	[CNH District Board] November District Board Meeting Deadlines	Email

II. Work Progress (Achievement & Plans)

a. Total Achievements

1. Communicated and now finalizing the reactivation process for Truckee Meadows Community College alongside their reactivating president, Maliyah Anderson. Also communicated and now finalizing the chartering process for American River College alongside their chartering president, Dave Garcia. Both should be officially chartered as of District Convention 2018.
2. Physically visited all nine clubs within my division for their general meetings, club events, fundraisers, socials, etc. While at these events, I have made an effort to meet and get to know the members of each respective club while establishing a physical presence and build a support system for them.
3. Finally appointed a complete Capital Division Leadership Team of 16 members including myself. Recently just appointed two Spring Capital Large Scale Service Project Co-Chairs (CLSSP) and just had our Fall Capital Large Scale Service

Project. The co-chairs for Fall CLSSP have shared their experiences and what they have learned with the Spring CLSSP Co-Chairs to get them ready to appoint their divisional committee.

4. Improved divisional presence for all Capital schools at divisional events (including DCM's, DSP's, and overall providing support for all other schools within our division). Interclub and divisional unity has grown stronger as shown through numbers on the MRF. Officially have 140 Capital Division members registered for Fall Training Conference 2018

5. Established contact and communication for Capital Division members with members of Golden Gate Division, Sunset Division, and Central Coast Division. Capital brought 95 members to the August Quad DCM and over 60 members to the Capital x Sunset Interdivisional Service Project. Many members have been encouraged to participate in CNH Sunny Buddies and have become more engaged not only on the division, but also on the CNH District level.

b. Top 5 Plans

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

2. Plan a professional development event/leadership retreat for all Capital Division members where the primary focus will be to establish definite leadership and professionalism. This event is to be held in conjunction with the Capital January DCM and planned through the Capital Division Leadership Team and Capital Presidents.

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

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

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

III. Resources Needed

- | |
|---|
| 1. Overall District Board member attendance and physical presence at Capital Division Events. As noted by my Capital Presidents and Division Leadership Team members, we would like to see a presence from District Board members whether this be attending events or reaching out to individual clubs. |
| 2. Necessary materials for smaller/newly charter Circle K clubs to help them establish their club's foundation. These resources are primarily needed for attracting new members for membership, how to assist appointed board members (and executive board members) in their respective positions. |
| 3. District Board Workshops/Webinars on various topics that can promote the development of professionalism. This can also promote a presence of District Board to the members of CNH Circle K International, while promoting various topics regarding leadership and professionalism. |

IV. District Officer Assessment

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

GOAL 1: Establish a stronger foundation and divisional presence for all smaller and chartering clubs.
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Further develop each club's connection with the division and have more divisional events held on their respective campuses to build a larger support system upon greater divisional unity. Each club will be paired up with another every month for interclub planning. This would require personal outreach from not only the Lieutenant Governor, but the executive board and its appointed board members as well. I will continue to train and oversee the progress of each board and their respective club; as all improvements will be documented and become evident in the MRF's member count and event tags.

GOAL 2: Nurture and amplify divisional unity between all Capital Schools through more intimate relationships.
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In reality, distance is a factor but we do not have to let it affect our divisional unity. I want to emphasize that each club in Capital Division is part of a larger family beyond the club level and are an essential resource to each other in further growth and development. Each DCM, I will assign a school an "interclub buddy" and I want to encourage each school to have at least one service interclub or social interclub of some kind with their respective interclub buddy. Each club will teach their interclub buddy's cheer to their respective club to further enhance divisional unity vibe and culture for each club in Capital Division.
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GOAL 3: Emphasize and build upon the aspect of professionalism and leadership development within our clubs and our members.
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<p>Build upon Circle K Alumni and Kiwanis relations through workshops and networking events. Clubs will organize more workshops at their general meetings, weekly or bi-weekly as they see fit for their respective club, on various topics that appear to interest members. As college students seeking future careers and brighter futures, Circle K should be our stepping stone. Various committees and opportunities on the Division Leadership Team offer many opportunities to develop leadership skills. One leadership retreat will be planned for the term to further develop upon the aspect of professionalism.</p>
<p>GOAL 4: Amplify interdivisional bonding through more intimate interdivisional relationships.</p> <p>Give members the opportunity to make new friends and build new connections with those outside of Capital Division and spark interest in growing in leadership towards the district level and beyond. In addition to the August Quad DCM between the Northern California Divisions of Sunset, Golden Gate, Capital, and Central Coast, have more interdivisional service events and socials. This will become evident through the MRF event tags.</p>
<p>GOAL 5: Redefine expectations for our tenets of service, leadership, and fellowship</p> <p>Through more divisional service events organized by our Capital Division VPS's and Divisional Service Chair, more leadership opportunities through committees and DLT, and more fellowship opportunities coordinated by appointed fellowship chairs and committee, the overall experience of Circle K for members will be enhanced in providing a home and a family for all members of this organization.</p>

V. Announcements

- The **Capital Division Communications and Marketing Committee** has been promoting and creating social media outlets for our division. Stay connected at the following:
 - Instagram: @CapitalCKI
 - Youtube Channel: Capital Division of CNH Circle K
- Clubs of Capital Division have their **New Member Installation Banquets** on the following dates (*Dates are subject to change if needed and approved by the respective executive board*):
 - Friday, November 9th: Sacramento State University
 - Friday, November 16th: University of the Pacific
 - Saturday, November 17th: University of California, Davis
 - Sunday, November 18th: University of Nevada, Reno
 - Friday, November 30th: San Joaquin Delta College

- The **November Capital Division Council Meeting** is scheduled for Saturday, November 10th. This DCM will be held by the Circle K International Club of University of Nevada, Reno. A Divisional Service Project and Large Scale Social event will all be held in conjunction for a weekend full of Capital CKI.
 - More details regarding location will be announced as the event nears.
- The **December Capital Division Council Meeting** is scheduled for Saturday, December 1st. This DCM will be held by the Circle K International Club of Sacramento State. This DCM will follow Sacramento State Circle K's annual "Santa's Gift of Service", where CKI members will help lead as Team Leaders and lead various service events for Key Club members of Sacramento.

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Central Coast Lieutenant Governor Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Nicolas Wright**

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

Date	Events Attended	Service Hours	Other Hours
7/13-15/18	Presidents' Retreat		32
7/17/18	Turtle Tuesdays		1
7/18/18	Adopt a Block	1	
7/18/18	UC Riverside Summer General Meeting		1
7/19/18	IVC/OCC Joint General Meeting		3
7/21/18	Central Coast DLT Summer Retreat		11
07/24/18	Turtle Tuesdays		1
07/27-29/18	July District Board Weekend		24
07/29/18	July District Board Meeting		2
07/31/18	Capital Division Time Management Webinar		1
08/07/18	National Night Out	2	
08/08/18	Divisional Leadership Team Meeting		1
08/21/18	Turtle Tuesdays		1
08/25/18	Quad DCM	3	4

08/28/18	Turtle Tuesdays		1
08/29/18	Keeping up with Graphic Standards Webinar		1
08/30/18	Divisional Leadership Team Meeting		1
08/31/18	Moorpark Officer Training		1
09/02/18	KIWAN'S Club Rush Webinar		1.5
09/11/18	Turtle Tuesdays		1
09/12/18	District Fundraising Initiatives Webinar		1
09/18/18	Turtle Tuesdays		1
09/19/18	Kiwanis Division 24 Installation Dinner		2
09/19/18	Member Engagement Webinar		1
09/22/18	WOW Morro Bay Beach Cleanup	1	
09/23/18	Cal Poly Club Showcase		6
09/25/18	Divisional Leadership Team Meeting		1
09/26/18	Cal Poly First General Meeting		1
09/27/18	Caption This!	2	
09/27/18	Farmer's Market Social		2
09/27/18	Crazy Komp Games Webinar		1
09/28/18	UC Merced Boba Social		1
09/29/18	Central Coast September Central Coolness	2	4
10/02/18	Turtle Tuesdays		1
10/03/18	Cal Poly General Meeting		1
10/06/18	Crazy Kompetition for Infants North	9	

10/08/18	Divisional Leadership Team Meeting		1
10/10/18	Cal Poly General Meeting		1
10/10/18	Presidents' Council Meeting		1
10/13/18	Central Coast October Coastal Coolness		3
10/13/18	Turquoise KIWIN'S Training Conference	1	
10/16/18	Turtle Tuesdays		1
10/17/18	Cal Poly General Meeting		1
10/20/18	Crazy Kompetition for Infants South	9	
10/21/18	Prado Day Center	2	
10/24/18	Cal Poly General Meeting		1
10/27/18	Pumpkins in the Park	3	
10/31/18	Cal Poly General Meeting		1

Total Service Hours since Last Board Report: 35

Total Service Hours since April 1st, 2018: 71.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
07/13/18	Central Coast Secretaries	June DLT Meeting CERF + Attendance	Email
07/16/18	Central Coast Presidents, Remelli Huynh	Presidents' Retreat Photos	Facebook Messenger
07/17/18	Central Coast Secretaries	July DLT Meeting #1 CERF + Attendance	Email
07/17/18	Manuel Santiago, Armando Velazquez	July District Board Meeting Travel Plans	Email

07/17/18	Tyler Bosser (Past PNW Key Club Governor)	PNW Key Club Alumni Network and Events	Facebook Messenger
07/17/18	Diana Meyer	Chartering a club at Cuesta College	Email
07/17/18	Central Coast Presidents	Turtle Talks #10	Email
07/17/18	Jonash Poyaoan (UC Santa Cruz VPS)	VPS Contact Information and Summer Volunteer Opportunities	Email
07/17/18	Fresno City College E-Board	Introduction and Contact Info	Email
07/17/18	Melissa Carpenter (Cal Poly SLO), Alysha Cabarrubias (USCB), Anne Le (OCC), Julia Salcedo (CSUN), Braden Lem (UCLA), Deanna Chu (SJSU)	Turtle Tuesdays CERF + Attendance	Email
07/21/18	Jonash Poyaoan	Summer service in Merced	Email
07/21/18	Julian Perez	Summer service in Merced	Facebook Messenger
07/21/18	Central Coast Presidents	Sunburst submissions	Facebook Messenger
07/21/18	Alysha Cabarrubias	Sunburst submissions	Facebook Messenger
07/22/18	Mariance Baylen, Alysha Cabarrubias, Melissa Carpenter, Ryan Tan, Patrick Ballecer	Central Coast DLT Summer Retreat CERF	Email
07/23/18	Noah Ratley	Board requirements	Facebook Messenger
07/24/18	Jack Miao	Chartering questions	Facebook Messenger
07/24/18	Sopheak Suy	Club bylaw questions	Facebook

			Messenger
07/24/18	Wayne Cheng	Club bylaw questions	Facebook Messenger
07/25/18	Manuel Santiago, Armando Velazquez	Updated July District Board Meeting Travel Plans	Email
07/25/18	Scott Yuki (Division 44 North Key Club Lieutenant Governor)	Tabling at Key Club Region 16 College Expo	Email
07/26/18	Patrick Ballecer	Letter of Recommendation Request	Email
07/26/18	Manuel Santiago	Letter of Recommendation Request	Email
07/26/18	District Board, Central Coast DLT, and Central Coast Presidents	Updated policy for posting to Division Facebook Page	Email
07/26/18	Melissa Carpenter (Cal Poly SLO), Le Nguyen (Cypress), Ivan Moreno (Golden West), Sarah Yee (Mt. SAC), Ryan Tan (PCC), Braden Lem (UCLA), Erica Apostolos (UCR)	July 24 Turtle Tuesdays CERF + Attendance	Email
07/26/18	Floyd Martin	Chartering at Moorpark	Email
07/26/18	Julian Perez	Merced College contacts	Facebook Messenger
07/26/18	Fresno City College E-Board	Reaching out again	Email
07/26/18	Diana Meyer	Potential charter at Cuesta College	Email
07/26/18	Alysha Cabarrubias	Sunburst submissions	Facebook Messenger

07/26/18	Wayne Cheng	MRF and CERF questions	Facebook Messenger
07/26/18	Areeb Rizvi	MRF and CERF	Email
07/26/18	Nicole Strampe, Patrick Ballecer	Chartering at Cuesta College	Email
07/27/18	Central Coast Presidents	Turtle Talks #11	Email
07/27/18	Areeb Rizvi, Floyd Martin	Chartering at Moorpark	Email
07/31/18	Central Coast Presidents	Turtle Talks #12	Email
07/31/18	Central Coast DLT	August DLT Meeting #1	Email
07/31/18	Noah Ratley	MRF, MRS and CERF	Email
07/31/18	Central Coast Presidents	Updated Presidency Manual	Email
08/01/18	East Fresno Kiwanis	Fresno City College issues	Email
08/01/18	Fresno City College CKI	Help with issues	Email
08/02/18	Erica Wei	June Coastal Coolness Spotlight	Email
08/02/18	Amanda Liao	August MR Monday Picks	Email
08/03/18	Manuel Santiago	Letter of Recommendation Request	Email
08/03/18	Alan Kwok, Jennifer Tai, Josh Ranario, Armando Velazquez	Quad DCM ERF	Email
08/07/18	Central Coast Presidents	Turtle Talks #13	Email
08/09/18	Central Coast Secretaries	August DLT Meeting #1 CERF + Attendance	Email
08/09/18	Alvin Nguyen	Central Coast President Photos	Email
08/10/18	Wayne Cheng, Armando	July LTG MRF	Email

	Velazquez, Shaira Ramirez-Santos, Manuel Santiago, Patrick Ballecer		
08/13/18	Weston Montgomery	One-on-one	Google Hangouts
08/15/18	Moorpark College CKI Board	Officer Training and one-on-ones	Email
08/19/18	Central Coast Presidents	Turtle Talks #14	Email
08/19/18	Areeb Rizvi, Armando Velazquez	Moorpark College CKI is officially chartered	Email
08/22/18	Various people	Quad DCM Service Event Details	Email
08/22/18	Various people	Quad DCM Full Event Details	Email
08/22/18	Various people	Quad DCM Sylvia Mendez Site	Email
08/22/18	Various people	Quad DCM Emerson Elementary Site	Email
08/22/18	Various people	Quad DCM Ruby Bridges Site	Email
08/23/18	Aaron Zepeda	Masquerade Ball Permission to post on division page	Email
08/23/18	Sydney Skorpen	One-on-one	Google Hangouts
08/23/18	Mikyla Maglente	One-on-one	Google Hangouts
08/24/18	Weston Montgomery	CKI Transfer Students attending Cal Poly	Email
08/24/18	Tyra Saelee	Welcome to the Central Coast!	Email

08/24/18	Sophia Uemura	CKI Transfer Students attending UCSB	Email
08/24/18	Winnie Tin	Welcome to the Central Coast!	Email
08/24/18	Lawrence Chan	Welcome to the Central Coast!	Email
08/24/18	Kerry Wang	Welcome to the Central Coast!	Email
08/24/18	Central Coast Secretaries	August 21 Turtle Tuesdays CERF + Attendance	Email
08/24/18	Northern Presidents	Tabling at Key Club Region 16 College Expo	Email
08/24/18	Central Coast Presidents	Turtle Talks #15	Email
08/28/18	Kevin Ngo, Josephine Molina	FTC promos	Email
08/28/18	Randall Belyea	Professional Development	Email
08/28/18	Various secretaries	Quad DCM CERF + Attendance	Email
08/28/18	Central Coast Secretaries	August 28 Turtle Tuesdays CERF + Attendance	Email
08/30/18	Amanda Liao	September MR Monday Picks	Email
08/31/18	Moorpark College CKI Board	Officer Training	Google Hangouts
09/01/18	Moorpark College CKI Board	Additional Training Items	Email
09/02/18	Central Coast Secretaries	August DLT Meeting #2 CERF + Attendance	Email
09/02/18	Central Coast Presidents	Turtle Talks #16	Email
09/02/18	Key Club D44N LTG Scott Yuki	Region 16 College Expo	Email

09/05/18	Various leadership in Kiwanis Family	[CKI]: Call to Central Coast September DCM	Email
09/06/18	Central Coast DLT	Spirit & Social Chair Resignation	Email
09/07/18	Central Coast DLT	DLT Buddies	Email
09/07/18	Central Coast Presidents	Turtle Squads	Email
09/08/18	Central Coast Presidents	Turtle Talks #17	Email
09/07/18	Ruffina Silva	Chartering at Pepperdine	Email
09/09/18	Muhammad Ali Iqbal	One-on-one	Google Hangouts
09/10/18	Wayne Cheng, Armando Velazquez, Shaira Ramirez-Santos, Manuel Santiago, Patrick Ballecer	August LTG MRF	Email
09/11/18	Central Coast Executives and DLT	FTC Weekly Email #1	Email
09/12/18	UC Merced Board	Central Coolness Housing	Email
09/12/18	Central Coast Secretaries	Important Deadlines for MRS	Email
09/12/18	Central Coast Secretaries	September 11 Turtle Tuesdays CERF + Attendance	Email
09/12/18	Aqsa Iqbal	One-on-one	Google Hangouts
09/13/18	Ruffina Silva	Chartering at Pepperdine	Email
09/14/18	Sopheak Suy	Corgi graphic	Email
09/14/18	Central Coast Secretaries	Introducing MRF Feedback	Email
09/14/18	Marianne Baylen	Club MRF Feedback	Email

09/14/18	Melissa Carpenter	Club MRF Feedback	Email
09/14/18	NormaJane Soto	Club MRF Feedback	Email
09/14/18	Alysha Cabarrubias	Club MRF Feedback	Email
09/14/18	Diana Cano	Club MRF Feedback	Email
09/17/18	Wayne Cheng	L&R post	Email
09/17/18	Norm Cone (Division 24 Incoming LTG)	Installation Dinner RSVP	Email
09/17/18	Kiwanis Club of Santa Barbara	Tabling for Santa Barbara City College	Email
09/22/18	Central Coast Presidents	Turtle Talks #18	Email
09/22/18	Central Coast Secretaries	September 18 Turtle Tuesdays CERF + Attendance	Email
09/22/18	Central Coast Executives and DLT	Crazy Komp Weekly Email #1	Email
09/22/18	Central Coast Executives and DLT	FTC Weekly Email #2	Email
09/22/18	Weston Montgomery	CKI Fliers	Email
09/22/18	Central Coast Treasurers and Fundraising Chairs	FiFun Resources	Email
09/25/18	Central Coast Executives and DLT	October Coastal Coolness Service Signups	Email
09/27/18	Central Coast DLT	Updated Tasks and Deadlines	Email
09/27/18	Howard Wang, Tate Yeung	Spirit Pack Graphics	Email
09/28/18	Amanda Liao	MR Monday October Selections	Email
09/28/18	Central Coast Secretaries	September DLT Meeting CERF + Attendance	Email

09/28/18	Attendees	September Central Coolness	Email
09/28/18	Melissa Ea, Katrina Delos Reyes	September Central Coolness Housing	Email
09/28/18	Sabrina Hetzler	September Central Coolness Housing	Email
09/28/18	Daniela Alvarez	September Central Coolness Housing and Attendee List	Email
10/01/18	Central Coast Secretaries	September Central Coolness and DCM CERF + Attendance	Email
10/02/18	Central Coast Presidents	Turtle Talks #19	Email
10/02/18	Central Coast Executives and DLT	FTC Weekly Email #3	Email
10/02/18	Central Coast Executives and DLT	Crazy Komp Weekly Email #2	Email
10/04/18	Alysha Cabarrubias	LTG Letter and Division Hours for Newsletter	Email
10/07/18	Manuel Santiago, Cecil Nguyen	FTC Speeches	Email
10/09/18	Jessica Naranjo (Turquoise KIWIN'S LTG)	CKI 101 Workshop	Email
10/10/18	Emily La	DSI Graphic	Email
10/10/18	Wayne Cheng, Armando Velazquez, Shaira Ramirez-Santos, Manuel Santiago, Patrick Ballecer	September LTG MRF	Email
10/12/18	Attendees	October Coastal Coolness	Email
10/12/18	Wayne Cheng, Armando Velazquez, Manuel	November LTG Board Report DRAFT	Email

	Santiago, Patrick Ballecer		
10/16/18	Central Coast Presidents	Turtle Talks #20	Email
10/16/18	Howard Wang	Cenco Cheers	Email
10/17/18	Central Coast Executives and DLT	Announcing Turtle Gear	Email
10/18/18	Aaron Zepeda	Masquerade Ball	Email
10/18/18	Various secretaries	October 2 Turtle Tuesdays CERF + Attendance	Email
10/18/18	Central Coast Secretaries	October DLT Meeting #1 CERF + Attendance	Email
10/18/18	Central Coast Secretaries	October Presidents' Council Meeting CERF + Attendance	Email
10/18/18	Various secretaries	October 16 Turtle Tuesdays CERF + Attendance	Email
10/18/18	Central Coast Presidents	Cenco Cheers	Email
10/19/18	Wayne Cheng, Armando Velazquez, Manuel Santiago, Patrick Ballecer	November LTG Board Report FINAL	Email

II.

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

a. Total Achievements

1. Chartered Moorpark College
2. Helped all clubs run their first meetings and assist with recruitment
3. Released Summer Newsletter (<i>Tea with Cenco</i>)
4. Released spirit packs for Fall Training Conference
5. Updated and released even more cheers!

b. Top 5 Plans

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

IV. **Resources Needed**

1. A supportive District Board
2. Food
3. Food
4. Food
5. More support

V. **District Officer Assessment**

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

<p>Club stability/revive struggling clubs</p> <p>8/10 clubs are at a stable position, up from 6 at the beginning of the term. Fresno City College and Santa Barbara City College are still struggling. I have not been able to get in contact with anyone from Fresno City College. On the other hand, the sponsoring Kiwanis and the CKI at UCSB are helping table and recruit new members for the club at Santa Barbara City College.</p>
<p>Promote interclubbing</p> <p>I have begun to promote interclubbing at a larger level with Turtle Squads! Two clubs are paired up and are buddies for 2-3 months at a time. There is a list of challenges they can complete together to compete against the other squads. In the end, the pairing with the most points get a special prize! My southern clubs (Ventura College, CSU Channel Islands, Cal Lutheran, and Moorpark College) have been regularly interclubbing with each other. There is still work to be done in the middle and northern clubs.</p>
<p>Charter 2 clubs at a minimum</p> <ul style="list-style-type: none"> - Moorpark College They officially chartered on August 15th! They have had a few issues internally with their board, but things seem to be on the up-and-up recently. - CSU Channel Islands

<p>They have found an e-board already, but cannot start a club on campus until January due to administrative issues. Continued recruitment has begun since the academic year started. The Thousand Oaks Kiwanis will sponsor them.</p> <ul style="list-style-type: none"> - Merced College <p>They have the minimum required number of members to start a club and are filling out the paperwork to be approved by their school. The Merced Kiwanis will sponsor them.</p> <ul style="list-style-type: none"> - Pepperdine University <p>Was looking to charter in the fall, but no news as of recent. Not looking like they will be chartering this year.</p>
<p>Introduce a divisional website, calendar, Instagram</p> <p>I have released a divisional website at www.centralcoastcki.weebly.com as well as an Instagram at www.instagram.com/centralcoastcki. My DLT and I are regularly updating and posting on both of these forms of media. We recently added a divisional calendar to the website over the summer to bring more usefulness to our members. We also just recently sent out our second newsletter of the term, named <i>Tea with Cenco</i>.</p>
<p>Increased divisional unity/spirit</p> <p>Since July Board Meeting, we have hosted two divisional events in September and October. Members from all over the division attended this event. Members from southern clubs finally got to meet and get to know members from northern clubs. The DLT and I have updated old cheers and released new ones in mid-October. We also made videos that illustrate the cheers. Spirit packs have been announced and consist of a shirt, embroidered hat, drawstring bag, ribbons, pin, and bandana.</p>

VI. **Announcements**

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

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Desert Oasis Lieutenant Governor Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Mark Fernandez**

XLI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
07/13/18	President's Retreat		32
07/14/18	Presidents Council Meeting		2
07/15/18	Desert Oasis Regional Advisor Weekly Call		1
07/17/18	Spirit and Social Chair One on One		1
07/17/18	Executive Assistant of the East One on One		1
07/17/18	Divisional Kiwanis Family Chair One on One		1
07/18/18	Communications and Marketing Chair One on One		1
07/18/18	UC Riverside Summer Meeting #1		1
07/21/18	Desert Oasis July Online DCM		1
07/22/18	Desert Oasis Regional Advisor Weekly Call		1
07/22/18	Desert Oasis Assistant Regional Advisor Call		1
07/26/18	Desert Oasis Divisional Leadership Team Meeting		2
07/27-07/29	July District Board Meeting		25
07/31/18	Desert Oasis EAoW&E and Spirit and Social Chair Meeting		1
08/05/18	Desert Oasis Regional Advisor Weekly Call		1
08/06/18	Oasis Hour		1
08/08/18	Oasis Hour		1
08/10/18	UC Riverside "Lets Make a Deal" K-Rock Fundraiser		6
08/11/18	UC Riverside President One on One		2
08/14/18	Uptown Kiwanis General Meeting		1
08/15/18	Crafton Hills President One on One		1

08/16/18	UNLV President One on One		1
08/17/18	Desert Oasis Leadership Team Board Meeting		1
08/18/18	Desert Oasis August Online DCM		1
08/19/18	Desert Oasis Regional Advisor Weekly Call		1
08/20/18	Oasis Hour		1
08/22/18	CNH Circle K: MRS & MRF Webinar		1
08/22/18	Oasis Hour		1
08/25/18	Foothill's Spicy Training Conference		
08/29/18	CNH Circle K: Keeping Up with Graphic Standards Webinar		1
09/03/18	Desert Oasis President Council Meeting		2
09/05/18	Desert Oasis Leadership Team Board Meeting		2
09/04-09/06	Vegas Visit (UNLV First General Meeting)		1
09/07/18	UC Riverside Board Retreat		1
09/13-09/16	Vegas Visit (College of Southern Nevada Faculty Advisor Visit, UNLV Welcome Week Events, and Kiwanis Division 28 Installation)	6	11
09/22/18	Desert Oasis September Online DCM		1
09/26/18	Crafton Hills College Club Rush		4
09/29/18	Santa Ana River Clean-Up with KRCB	4	
10/02/18	Desert Oasis Leadership Team Board Meeting		2
10/03/18	Crafton Hills College First General Meeting		1
10/07/18	UNLV President One on One		1
10/08/18	UC Riverside President One on One		1
10/08-10/13	UC Riverside Welcome Week	5	9
10/17/18	UC Riverside First General Meeting		2
10/19/18	Desert Oasis Cheer and Team Building Session		3

Total Service Hours since Last Board Report: 15

Total Service Hours since April 1st, 2018: 59

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
07/08/18	Charlene Sullivan	Desert Oasis June DCM Attendance Sheet	Email
07/08/18	Charlene Sullivan	ICON CNH Awards	Slack
07/10/18	Ana Chavez	Presidents Retreat	Email
07/11/18	Ana Chavez	Presidents Retreat Volunteer Shifts	Email
07/15/18	Linda Marx	Weekly Phone Call	Phone
07/19/18	Amy Kobayashi, Jason Terrazas, Andy Nguyen	Desert Oasis FODO	Slack
07/20/18	Desert Oasis DLT	DLT Board Meeting Time and Date	Slack
07/22/18	Linda Marx	Weekly Phone Call	Phone
07/24/18	Armando Velazquez	July District Board Meeting Travel Arrangements	Email
07/29/18	Linda Marx	Weekly Phone Call	Phone
07/31/18	Nina Schatz	Desert Oasis Spirit Packs	Email
07/31/18	Shaira Ramirez Santos	MRF Feedback	Email
08/01/18	Amanda Liao	MD&E Committee Liaison	Email
08/01/18	Anjo Brian Armendi	UC Riverside CKI Newsletter	Email
08/02/18	Linda Marx	Weekly Phone Call	Email & Phone Call
08/03/18	Richard Tzul	STC Workshop Application	Email
08/05/18	Linda Marx	Weekly Phone Call	Phone
08/12/18	Linda Marx	Weekly Phone Call	Phone
08/15/18	Linda Marx	Kiwanis Division 28 Installation	Email
08/19/18	Linda Marx	Weekly Phone Call	Phone
08/21/18	Richard Tzul	STC Matrix and Floor Plan	Email
08/26/18	Linda Marx	Weekly Phone Call	Phone
09/02/18	Linda Marx	Weekly Phone Call	Phone
09/06/18	Linda Marx	CSN Information	Email
09/09/18	Camille Goulet	Fine Dining Workshop	Email
09/09/18	Linda Marx and Kenneth Fernandez	CSN Faculty Advisor Meeting	Email

09/10/18	Linda Marx	Important September Dates	Email
09/13/18	Linda Marx & Viven Brock	CSN Club Rules and Regulations	Email
09/16/18	Linda Marx	Weekly Phone Call	Phone
09/22/18	Amy Kobayashi, Charlene Sullivan, and Andy Nguyen	September Online DCM	Slack
09/24/18	Linda Marx	Weekly Phone Call	Phone
09/27/18	Shaira Ramirez Santos	CKI South Judge	Email
09/27/18	Desert Oasis DLT	Desert Oasis FODO	
10/01/18	Andrew Anzu Chang	Executive Assistant of the West Application	Email
10/01/18	Linda Marx	Phone Call	
10/05/18	Katelyn Duch	MRS Check-in Reminder	Email
10/05/18	Charlene Sullivan	CSN R&R Committee	Slack
10/07/18	Tracy Vallejo	Future General Meeting Date and Time	Email
10/07/18	Linda Marx	Weekly Phone Call	Phone
10/07/18	Nena Torrez	CSUSB CKI Reactivation and Potential FTC Attendance	Email
10/08/18	David Austin	W9 Form	Email
10/08/18	Alan Kwok	Re-Chartering Paperwork	Email
10/08/18	Linda Marx	CSN CKI Flyer	Email
10/10/18	Wayne Cheng	November District Board Meeting Deadlines	Email
10/11/18	Shaira Ramirez Santos	CKI South Volunteer Shifts	Email
10/14/18	Linda Marx	Weekly Phone Call	Phone

XLII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Completed beginning steps to reactive CSUSB, Crafton Hills, and CSN.
2. Assisted CSUSB to gather full board of Executive Officers.
3. Assisted Crafton Hills and CSUSB with tabling.

4. Assisted Crafton Hills College with first general meeting.
5. Coordinated Division Spirit Pack and T-Shirt development and purchase.
6. Finalized plan for October WAW.
7. Contacted all Kiwanis clubs that sponsors clubs within Desert Oasis.

b. Top 5 Plans

1. Prepare division for both October and November events (WAWs, DAD)
2. Prepare for District events (CKI South & FTC)
3. Support inactive/suspended clubs (CSUSB, Crafton Hills College, and CSN)
4. Plan out remainder of the year.
5. Gather documents and files together for successor.

XLIII. **Resources Needed**

1. Inactive/Suspended Club Resources
2.
3.
4.
5.

XLIV. **District Officer Assessment**

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

<ul style="list-style-type: none"> • Increase Number of Active Clubs: Over the summer, it has gotten easier to work the inactive and suspended since many steps have been taken to build up their clubs with the number of officers and members in CSUSB and Crafton Hills College. In terms of CSN, I have spoken to both the faculty and Kiwanis advisors to help assist in the growth of the club. I have also learned about the massive interest from the students of CSN who want to build up the club on campus.
<ul style="list-style-type: none"> • Assisting E/A Boards: Made great progress by utilizing EA to have one on ones with every E-board officer aside from the President every month. Both Executive Assistants schedule their respective one on ones with each E-Board officers in their region and take the time to answer any questions they may have for them regarding the division or the District. In terms of having one on ones with the A-boards, decided to let the VPAs to their own devices when it

comes to maintaining their appointed boards. I do keep an eye on the Appointed board officers by asking their respective E-boards on their progress.
<ul style="list-style-type: none"> Expand of Kiwanis Family Relationships: Have been able to attend Kiwanis general meetings and DCMs in the past months. I will continue to contact Kiwanians, Key Clubbers, and other Kiwanis Family branches within Desert Oasis jurisdiction to work on opportunities to collaborate with them throughout my term by working with my Divisional Kiwanis Family Chair. My divisional Kiwanis Family Chair also created a sheet with all of the information of all the Kiwanis clubs within Desert Oasis' jurisdiction that will be shared with my successor.
<ul style="list-style-type: none"> Utilizing of Club Buddy System: Not much progress since inactive/suspended club representatives not having schedules that will allow them to attend events from UCR or UNLV. Will be working with DLT and Regional Advisor to support clubs as much as we can throughout the term. Will be utilizing WAWs as much as possible to connect the clubs within my division. Will develop the inactive/suspended clubs as much as possible so that next term will present the opportunity to interclub within the division.
<ul style="list-style-type: none"> DCM Live-Streaming: Live-streamed DCMs multiple times since beginning and utilized Youtube for the first time to host first ever online DCM. Since the last board report, I have hosted 4 online DCMs. Will continue to use resources like Youtube and Facebook whenever the opportunity shows itself.
<ul style="list-style-type: none"> Open Board Meetings: Since beginning to have Divisional Leadership Team Board meetings, I have hosted one open board meeting for the members of my division. Will be scheduling open board meetings throughout my term to continue to allow members to get an insight to how this year's DLT works or to see what we are planning.
<ul style="list-style-type: none"> Monthly LTG Report: Consistently released monthly report forms on divisional Facebook page and will continue to release them in order to maintain a high level of transparency in the division.
<ul style="list-style-type: none"> Bi-Weekly Meetings First and Last of Each Month: Consistently have been able to have one on ones and President Council Meetings at least twice every month. Will be working on creating a set schedule to allow meetings to be planned out ahead of time for the convenience of people attending.

XLV. Announcements

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

- **Raising Canes Fundraiser Thanks**
- **Divisional Spirit Pack & T-Shirt Restocking**
- **November DAD Foothill Attendance**
- **UC Riverside K-Rock Benefit Concert**
- **Leftover WAW dates**

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Foothill Lieutenant Governor Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Richard Tzul**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
08/07/18	National Night Out	2	
08/09/18	Chino Kiwanis Concert	2	
08/13/18	Huntington Golf Service	1	
08/13/18	Huntington Beach Social	4	
08/18/18	LA Taco Festival	3	
08/25/18	Spicy Training Conference	1	6
08/27/18	Monterey Park Kiwanis Golf Tournament	3	
8/31/18	626 Night Market Social		4
09/15/18	Arroyo Seco Service Project	2	
09/28/18	Fundraiser TV Taping		4
09/29/18	Divisional Council Meeting		5
9/30/18	Kiwanis Division 35 Installation Dinner		3
10/13/18	Spooky Spicy Social		4

Total Service Hours since Last Board Report: 48

Total Service Hours since April 1st, 2018: 48

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
08/01/18	Grace Chi	Divisional matters	Phone call
08/15/18	Grace Chi	Divisional matters	Phone Call
08/28/18	Grace Chi	Divisional matters	Phone call
09/12/18	Grace Chi	Divisional matters	Phone call
9/27/18	Grace Chi	Divisional matters	Phone call
10/10/18	Grace Chi	Divisional Matters	Phone call

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

a. Total Achievements

1.We now have a legitimate Kiwanis account to hold our funds
2.We had our first couple of fundraisers
3.We've planned our service events in a timely & organized fashion
4. Our DCM's have normally been versatile and have multiple things going on
5. Our t-shirt design has been received well

b. Top 5 Plans

1.To continue hosting impactful service projects
2.Build unity & fellowship among our division
3.Welcome and incorporate new members
4. Have a good turnout at district events
5.Prepare for events ahead of time

XLVIII. **Resources Needed**

1.
2.
3.
4.
5.

XLIX. **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>- Have Foothill serve our community in a meaningful and impactful way. We will achieve this by hosting at least six divisional service events this term. Progress: By the end of November we have had already hosted our 6 service projects! But we won't stop there!</p>
<p>-- Have Foothill propel its spirit. We achieve this by hosting spirit sessions throughout the term where we will practice cheers. We'll also have spirit items at district events that stand out. Progress: We've released applications for the spirit chair position</p>
<p>--Strengthen Foothill bonds and networks. I will do this by promoting interclubs, service events in particular. Progress: Foothill clubs are frequently inviting the rest of the division to their own events!</p>
<p>---I will have timely, efficient, and frequent communication with Foothill clubs especially their officers so their concerns, and problems may be addressed quickly and effectively. I will do this by designating my time for my division. Progress: I respond quickly whenever a member of Foothill reaches out to me. If I can't find the answer to their question, I point them to someone who will be able to accommodate them.</p>
<p>--Strengthen Foothill unity and intimacy by hosting socials. Progress: We have our third social event coming up! The Halloween themed social will be the biggest one yet!</p>

L. **Announcements**
N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Golden Gate Lieutenant Governor Board Report

November 2018 Board Meeting

Respectfully Submitted by **Alan Kwok**

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

a. Events you participated in:

	Events Attended	Local Hours	Travel Hours
8/23/18	CSU East Bay Meeting	0	1
8/25/18	Quad-DCM	3	4
8/27/18	SFSU Tabling	0	1.5
8/30/18	USF Tabling	0	1
8/30/18	UCB Info Session	0	1
9/4/18	USF Dinner Social		1
9/6/18	SFSU Open House	0	1
9/10/18	DVC Tabling	0	1
9/10/18	UCB New Member's Mixer		1.5
9/11/18	Sonoma State General Meeting	0	1
9/12/18	DVC Info Session	0	1.5
9/14/18	UCB Emeryville Social	0	2.5
9/20/18	USF First General Meeting	0	1
9/20/18	SFSU First General Meeting	0	1
9/22/18	September DCM	1	3.5
9/29/18	Division 32 Kiwanis LTG Installation	0	2
9/29/18	September DSP	5.5	
10/04/18	CSU East Bay Meeting	0	1

10/6/18	CKI North & October DCM	0	9.25
10/13/18	UC Berkeley Concessions	9	
10/16/18	UC Berkeley Meeting		1
10/18/18	UC Davis Big & Little Social		1
10/18/18	Sac State Meeting		0.75
10/20/18	October DSP	2.5	

Total Service Hours since Last Board Report: 21

Total Service Hours since April 1st, 2018: 55

b. People you have contacted:

	on(s)	was discussed?	od
Weekly	Presidents	Divisional & District	Messenger
Weekly	DLT	Meetings, Tasks, Graphics, Voting, Divisional Events, Apparel, Themes	Messenger, E-mail, Zoom
Weekly	Officers in Division	Club Spotlight, Divisional Events, Divisional News, District News, International News, Club Officer Training	G-mail

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

a. Total Achievements

1. Reactivated University of San Francisco. Worked on rebuilding the division altogether and worked with inactive clubs on restarting the clubs.
2. Visited a lot of my clubs during the beginning of Fall!
3. Formed a better bonds w/ my Presidents!
4. Set a greater importance and value of divisional events for the division.
5. Improved divisional unity and set greater attendance and involvement at divisional events

b. Top 5 Plans

1. Work on rebuilding Napa Valley College, Chabot College, and Los Medanos College.
2. Continue to improve divisional unity and maximize attendance at divisional events
3. Recharter Santa Rosa Junior College and Saint Mary's College .
4. Work with clubs to re-evaluate club goals and incorporate them further to the rest of the term.
5. Help clubs plan for Spring.

III. **Resources Needed**

1. Coffee & Sleep & Time
2.
3.
4.
5.

IV. **District Officer Assessment**

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

Training & Support: I released a 57-page Officer Handbook which covers all the in and outs of being an officer in Circle K. I believe it was very well received. I also send weekly LTG updates & training e-mails for officers. Since there are also a lot of new officers coming in during the Fall for some clubs, I hope to train and orientate them into our organization.
Building & Expansion: USF is finally reactivated!!! All of our previously inactive clubs have people in them to help rebuild!! I've been working with them on that and although everyone is at different stages, I really hope to make a positive impact to

help all the clubs grow. We are also looking into rechartering Saint Mary's College and Santa Rosa Junior College!
Divisional Unity: Although this is still a working process, our unity as a division has improved and is gradually doing so. People are participating more at divisional events and the attendance is getting better.
Membership Experience: A lot of Golden Gate members have been going to divisional events and have expressed how they appreciate our events. We have been having good turnouts at our divisional events I hope to plan further with the DLT to provide more great experiences on the divisional level for rest of Fall and the rest of the term.

V. **Announcements**

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

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

MAGIC KINGDOM LIEUTENANT GOVERNOR Board Report

NOVEMBER 2018 Board Meeting

Respectfully Submitted by **ANGELA LAGRADA**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
7/3/18	Fullerton Kiwanis Fireworks Sale	1	
7/8/18	CSU Fullerton CKI Kiwanis Family BBQ		4
7/12/18	CSU Fullerton CKI Summer General Meeting		1
7/13/18 – 7/15/18	President's Retreat		32
7/18/18	Captain MK: The First Spike July Divisional Council Meeting & Divisional Fundraiser		6
7/19/18	IVC CKI with OCC CKI Summer General Meeting		2
7/19/18	IVC CKI Somi Somi Fundraiser		2
7/26/18	Magic Kingdom & Golden Gate Office Hours		1
7/28 – 7/30/18	July District Board Weekend		9.5
8/9/18	CSU Fullerton CKI Bonfire		2
8/11/18	Magic Kingdom Day of Unity	1	1
8/18/18	CSU Fullerton CKI Plane Pull Service Project	4	
8/20/18	CSU Fullerton CKI Board Meeting		2
8/25/18	CSU Fullerton CKI Food Distribution Service Project	3	
8/26/18	August Divisional Council Meeting		1.5
8/30/18	CSU Fullerton CKI General Meeting		2
8/30/18	CSU Fullerton CKI The Hat Social		1
9/4/18	Cypress College CKI General Meeting		1.5
9/5/18	CSU Fullerton CKI Discoverfest		1.5
9/6/18	CSU Fullerton CKI General Meeting		2
9/6/18	CSU Fullerton CKI Wingstop Fundraiser		1

9/8/18	Brea Kiwanis Angels' Shopping Spree	3	
9/10/18	CSU Fullerton CKI Board Meeting		2
9/11/18	CSU Fullerton CKI Taco Social		1
9/12/18	Chapman University CKI General Meeting		.5
9/13/18	Orange Coast College CKI General Meeting		1.5
9/13/18	CSU Fullerton CKI General Meeting		1.5
9/13/18	CSU Fullerton CKI The Loop Social		1
9/14/18	CSU Fullerton CKI Seaside Social		2
9/15/18	Magic Kingdom Officer Bonding Day		4.5
9/15/18	Magic Kingdom Summer Movie Night Fundraiser		5
9/16/18	CSU Fullerton CKI Pool BBQ Social		4
9/17/18	CSU Fullerton CKI FTC Skit Committee Meeting		.5
9/18/18	Golden West College CKI General Meeting		.5
9/20/18	CSU Fullerton CKI Skit Dance Subcommittee Meeting		1
9/20/18	Irvine Valley College CKI Special Elections		1
9/20/18	CSU Fullerton CKI General Meeting		1
9/20/18	CSU Fullerton CKI Café Rio Social		1
9/22/18	Magic Kingdom September Divisional Council Meeting		1
9/22/18	Magic Kingdom September Divisional Service Project: Light the Night	3	
9/22/18	Magic Kingdom Denny's Social		2
9/24/18	CSU Fullerton CKI FTC Skit Committee Meeting #2		1
9/24/18	Biola University CKI General Meeting		.5
9/27/18	CSU Fullerton CKI FTC Script Committee Meeting #1		1
9/27/18	CSU Fullerton CKI General Meeting		1.5
9/28/18	CSU Fullerton CKI 7/10 Split		3
9/29/18	CSU Fullerton CKI Family Day		4
10/4/18	CSU Fullerton CKI General Meeting		2
10/4/18	CSU Fullerton CKI Big/Little Mixer		2
10/8/18	CSU Fullerton CKI Board Meeting		2
10/11/18	Division 30 Kiwanis DCM		1
10/11/18	CSU Fullerton CKI Chick-fil-A Social		1
10/12/18	CSU Fullerton Skit Recording & Practice		4
10/18/18	CSU Fullerton CKI General Meeting		1.5
10/18/18	CSU Fullerton CKI Whole Foods Social		1
10/19/18	Cypress CKI Friendly Food Distribution Service Project	3	

Total Service Hours since Last Board Report: 18

Total Service Hours since April 1st, 2018: 43

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/1/18	Josephine Chau	President Heart to Heart	Video call
7/2/18	Magic Kingdom Presidents	Bi-weekly email	Email
7/2/18	District Board	President's Retreat	Video call
7/3/18	Scott Smith	Advisor call	Phone call
7/5/18	Magic Kingdom DLT	Meeting	Video call
7/5/18	Magic Kingdom Constituents	Bi-weekly updates	Email
7/9/18	District Board	President's Retreat	Video call
7/10/18	Alvin Nguyen	President Heart to Heart	Video call
7/11/18	Magic Kingdom DLT	Meeting	Video call
7/12/18	Ana Chavez	President's Retreat	Video call
7/13/18	Scott & Yaret	Advisor call	Phone call
7/16/18	David Su	President Heart to Heart	Video call
7/17/18	Magic Kingdom Presidents	Bi-weekly email	Email
7/19/18	Magic Kingdom Constituents	Bi-weekly updates	Email
7/22/18	Kelsey Sherman	President Heart to Heart	Phone call
7/23/18	Scott & Yaret Smith	Advisor Call	Phone call
7/26/18	Magic Kingdom DLT	Meeting	Video call
7/30/18	Division 30 & Division 4 KIWIN's & Key Club	Magic Kingdom University	Email
7/30/18	Scott & Yaret Smith	Advisor Call	Phone call
8/1/18	Bruce Casenaz	Member Recognition Monday	Email
8/1/18	Josephine Chau	President Heart to Heart	Video call
8/2/18	Magic Kingdom Presidents	Bi-weekly email	

8/14/18	Magic Kingdom Executive Boards	CKI South Updated Date	Email
8/14/18	Magic Kingdom Executive Boards	Tentative Overview of the Year	Email
8/20/18	Jonathan Rivera & Russel de los Reyes	Light the Night divisional service project	Email
8/20/18	Josephine Chau	President Heart to Heart	In person
8/20/18	Magic Kingdom Presidents	Bi-weekly email	Email
8/20/18	Magic Kingdom Media Team	Graphic design	Message
8/20/18	Scott & Yaret Smith	Updated schedule	Email
8/29/18	Scott & Yaret Smith	Advisor call	Phone call
9/3/18	Magic Kingdom DLT	Meeting	Video call
9/3/18	Magic Kingdom Constituents	Bi-weekly updates	Email
9/4/18	Magic Kingdom Presidents	Bi-weekly email	Email
9/4/18	Armando Velasquez, Scott Smith, CNH Executives, Peter Yu, Magic Kingdom DLT	Magic Kingdom DLT Meeting Minutes	Email
9/5/18	Ivan Moreno	President Heart to Heart	In person
9/5/18	Scott & Yaret Smith	Advisor call	Phone call
9/10/18	CNH Executives, Armando Velasquez & Scott Smith	August MRF	Email
9/10/18	Magic Kingdom Executive Boards	August MRF	Email
9/11/18	Division 30 Counterparts	Call to Magic Kingdom DCM	Email
9/12/18	Magic Kingdom Board Officers	Call to Magic Kingdom Bonding Day	Email
9/16/18	Russel de los Reyes	GWC Recruitment Flyer	Email
9/25/18	Bruce Casenaz	MR Mondays	Email
9/25/18	SLP Advisors	Magic Kingdom University ERF	Email
10/1/18	Magic Kingdom Presidents	Bi-weekly email	Email

10/1/18	Magic Kingdom DLT + Scott Smith	DLT Meeting	Email
10/4/18	Region 3 LTG's & Jet KIWIN'S LTG	Magic Kingdom University	Email
10/7/18	Tolby Lam	MRF & MRS	Messenger
10/8/18	Sabrina Martinez	Board badges	Messenger
10/8/18	Magic Kingdom Presidents	Divisional Recognition Form	Email
10/9/18	Michael Fields	Division 30 Kiwanis + DCM Updates	Email
10/9/18	Patrick Voong	Magic Kingdom T-Shirts	Email & messenger
10/9/18	Armando Velazquez	Chartering Clarification	Email
10/10/18	Rhonda	Santa Ana College Chartering Paperwork + Foundational Information	Email & messenger
10/10/18	Alicia Rivera	Biola September MRF	Email
10/10/18	Anne Le	OCC September MRF	Email
10/10/18	CNH Executives, Armando Velasquez, Scott Smith	September MRF	Email
10/10/18	Magic Kingdom Executive Boards	September MRF	Email
10/12/18	SLP Counterparts + Advisors	Magic Kingdom University	Email
10/19/18	Dylan Huynh	One on One	Phone call
10/19/18	David Su	President Heart to Heart	In person

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

a. Total Achievements

1. Had 140 members at September divisional service project
2. Had 80 in attendance at September divisional council meeting
3. Hosted first divisional board bonding day
4. Hosted first Magic Kingdom Unity Day
5. Hosted first Movie Night Fundraiser

b. Top 5 Plans

1. Host an executive board trainer for Golden West College Circle K

2. Consistently check in on presidents about progress with goals
3. Attend more service projects
4. Re-assess original goals and adjust realistically
5. Assist Chapman University with club-hosted event planning

LIII. Resources Needed

1. How to charter a club

LIV. District Officer Assessment

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

<ul style="list-style-type: none"> - Consistent club support – attend variety of club-hosted and interclub events during the term including, but not limited to, general meetings, service projects, fundraisers and board meetings. Ensure that clubs and board members know that they are supported. <i>Progress:</i> I've visited 7/10 clubs in the past few months at their general meetings, fundraisers and a few inter-club events. I have help heart to heart sessions with 6/10 presidents. I've been emailing the presidents with upcoming events and include little tidbits of advice. <i>Steps to take:</i> Attend Saddleback CKI, Whittier CKI and UC Irvine CKI general meetings and service events. Finish heart to heart sessions with presidents. Begin consistent phone call check ins with each president to ensure that they are progressing with their goals.
<ul style="list-style-type: none"> - Reinstate Magic Kingdom programs – get the members of MK involved and excited about divisional service projects, MK pen-pal system, divisional buddy system, divisional recognition program and divisional committees. <i>Progress:</i> appointed divisional Media Team <i>Steps to take:</i> brainstorm divisional programs that members can get involved and enjoy, get Magic Kingdom website up and running, create CKI South re-cap video to put on Magic Kingdom YouTube channel
<ul style="list-style-type: none"> - Divisional education and training – ensure that the board members of MK are trained in subjects such as event planning, effective planning, finding service projects, working as a board while educating them about important aspects of Circle K (i.e. DFIs, DSI, district resources, etc). <i>Progress:</i> hosted Magic Kingdom Bonding Day to help facilitate discussion between board members and get them hyped and prepared for Fall recruitment season, given weekly Wonderful Words Wednesdays on Magic Kingdom Officer Facebook page with leadership and life advice

<p><i>Steps to take:</i> host a trainer for GWC CKI new executive board, give direct feedback to secretaries about the MRF for accurate record-keeping</p>
<p>- Club recruitment and retention – help each club with recruitment and retention of members throughout the term to increase club membership sizes overall.</p> <p><i>Progress:</i> sent presidents a short recruitment guide about tabling, met new members from clubs</p> <p><i>Steps to take:</i> attend club-hosted events and meet more new members, connect presidents and membership chairs with resources that the MD&E Committee releases</p>

LV. **Announcements**
N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

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

LVI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
07/12/18	Metro Mingle Ft. Amy Zheng		1
07/13/18	Presidents Retreat 2018		16
07/21/18	July DCM		1.5
07/27/18	District Board Weekend		16
08/09/18	Metro Mingle ft. Ericka Monleon		1
07/29/18	District Board Meeting		2
08/11/18	August DCM		6
08/22/18	Metro Mingle ft. Leslie Adame		1
09/05/18	CSUN General Meeting #1		2
09/10/18	CSU Long Beach General Meeting #1		1
09/10/18	CSU Long Beach Zero Express Social		1
09/08/18	September DSP & DCM	2	2
09/12/18	CSUN General Meeting #2		2
09/12/18	Pierce General Meeting #1		2
09/19/18	CSUN General Meeting #3		2
09/26/18	CSUN General Meeting #4		2
09/26/18	BJ's Fundraiser		1.75
09/30/18	MD&E Committee Office Hours		1
10/03/18	CSUN General Meeting #5		2
10/10/18	CSUN General Meeting #6		2
10/10/10	CPK Fundraiser		2

Total Service Hours since Last Board Report: 2

Total Service Hours since April 1st, 2018: 18

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
07/11/18	Metro Presidents	Presidents' Retreat	Email
07/12/18	Metro DLT, Presidents, Maria Garcia-Barajas	July DCM Briefing Sheet	Email
07/16/18	Ericka Monleon, Marketing & Communications Coordinator	July DCM Graphics	Email
07/17/18	Vincent Chuong, Executive Assistant	July DCM Agenda	Email
07/17/18	Fernando Aguilar	LA Harbor College Circle K Rebuilding	Email
07/17/18	Maria Garcia-Barajas, Dorothy Ross, Jim	Status of LA Harbor College	Email
07/17/18	Maria Garcia-Barajas	LA Harbor College Kiwanis Advisors	Email
07/17/18	Ryan Fang, Graphics Coordinator	DCM Agenda	Email
07/18/18	Maria Garcia-Barajas	Compton Initiative	Email
07/18/18	Kim Vo, Aaron Dela Rosa	Monster Union Handbook	Email
07/21/18	Metro Presidents & DLT	Metro TV Taping Fundraiser	Email
07/24/18	Metro Presidents & DLT	August DCM Briefing Sheet	Email
07/24/18	Metro Presidents & Secretaries	Old MRFs	Email
07/26/18	Katelyn Duch	16-18 EOMs	Email
07/27/18	Erick Reyno	14-16 EOMs	Email
07/30/18	Patrick Ballecer	August DCM ERF for CenCo	Email
07/26/18	Armando Velasquez	2001-2018 Membership Numbers	Email
08/03/18	Bruce Cesanaz	August MR Nominees	Email
08/14/18	Richard Tzul	Potential Service Project	Email
08/30/18	Metro DLT & Presidents	PCM Reminder	Email
08/31/18	Metro Presidents, DLT, Regional Advisor	Call to September DSP & DCM	Email

09/03/18	Metro DLT	DLT Meeting followup	Email
09/04/18	Ryan Fang, Vincent Chuong	Divisional Merch Briefing Sheet	Email
09/07/18	Maria Garcia-Barajas	Missed Call	Email
09/08/18	Vincent Chuong	September DCM Agenda	Email
09/14/18	Amy Zheng	Member Induction Briefing/Task Sheet	Email
09/20/18	Metro Presidents, DLT, Regional Advisors, District Administrator	Divisional Inventory	Email
09/21/18	Maria Garcia-Barajas	Region 8 RTC	Email
09/25/18	Manuel Santiago	District Analytics: Y/Y Service hours	Email
09/27/18	Amy Zheng	Member Induction Questions	Email
09/28/18	Olivia Chang, Eddie Castillo	Awake-a-thon ERF supplements	Email
09/29/18	Katelyn Duch, Bruce Cesanaz	September Nominees	Email
10/05/18	Maria Garcia-Barajas	UCLA Personal Statement ERF	Email
10/05/18	Maria Garcia-Barajas, Garvey Su	Group Venmo Admin, Policies, Procedures, Divisional Account Balances	Email
10/08/18	Metro Presidents, DLT	Metro Merch Sales Briefing sheet	Email

LVII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Roll out Metro Merch Sales
2. Aid in ERF submissions in the division
3. Establish Briefing sheets as a source of effective communication
4.
5.

b. Top 5 Plans

1. Plan and Execute Metro Member Induction 2018
2. Plan and Execute Metro Professional Expo & Kiwanis Appreciation 2019
3. Holiday Divisional Fundraiser
4.

5.

LVIII. **Resources Needed**

1.

2.

3.

4.

5.

LIX. **District Officer Assessment**

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

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

Progress: We've reestablished the monthly board packet to become more quarterly. We have also created the Briefing sheet outlining any every information that a president would need in order to effectively communicate to their members what the event is.

Resolutions: Bi-Weekly emails.

Establish a Large-Scale Signature Event for the Metro Division that promotes Leadership and Fellowship as well as resources and educational value to attendees.

Progress: We have recently been working on planning the Metro Member Induction, which had a huge overhaul in program compared to the previous year.

Resolutions: We have yet to start planning Professional Expo, but that is still awhile away.

Charter, (re)charter, or reactivate inactive clubs within Metro and successful charter two additional clubs while providing any necessary resources and time in order to aid in the creation of a strong club foundation.

Progress: We have found someone to rebuild LA Harbor College. On the other hand, little to no progress made on chartering new clubs.

Resolutions: Help create a strong foundation for the clubs that are building.

Provide clubs resources for external visibility in order to aid in membership recruitment beyond than tabling.

Progress: Little progress has been made, but the progress that were made were meant for the northern Circle K clubs of Metro to gain visibility within the Kiwanis Family.

Resolutions: Create more long lasting resources and ideas for areas in the division who already have that visibility.

Create more effective and engaging social media outlets to educate members on District Events, Fundraising Initiatives, Service Initiatives, and other district functions.

Progress: Little no progress.

Resolutions: Communicate more my vision for the Social media to both my Marketing & Communications Coordinator and my Graphics coordinator.

LX. **Announcements**

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

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Paradise LTG Board Report
October 2018 Board Meeting
 Respectfully Submitted by **Jack Miao**

LXI. Your activities since last Board Report

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
	808 Beach Clean up	2	
	Hilo Lunch Relief	2	
	SDSU Table Top	1	
	SDSU Boba Social		1
	UCSD Mball work day	2	
	SDSU GBM		1
	UCSD Bonfire		3
	SDSU GBM		1
	August DCM		1
	SDSU GBM		1
	September DCM	1	1

Total Service Hours since Last Board Report: 23

Total Service Hours since April 1st, 2018: 29

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
09/17/2018	Patti Ryder	RTC	In Person
09/20/2018	Cecilia Nguyen	FTC	Messenger
09/21/2018	Shaira Ramirez-Santos	Dues question	Messenger
09/21/2018	Hanano Yamazaki	Spirit packs	Messenger
9/27/2018	Aaron Zepeda	News Letter	Messenger

LXII. Work Progress (Achievement & Plans)

a. Total Achievements

1. ~\$100 raised for WASH project
2. Newsletter released
3. Spirit Packs planned
4. FineApple Fridays
5. Increased SD and Hawaii involvement

b. Top 5 Plans

1. Release Spirit packs for sale
2. October DCM/CKI South/ FTC
3. November Fundraiser
4. Mball
5. Increased club and Kiwanis visitations

LXIII. Resources Needed

1. none

LXIV. 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.

- Increased Newsletter output
-Increased club sizes
-Better interclub relations

LXV. Announcements

Go to MBall

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Sunset Division Lieutenant Governor Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Jennifer Tai**

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

Date	Events Attended	Service Hours	Other Hours
7/8/18	DLT meeting #6		1
7/13-7/15	President's Retreat		32
7/16/18	Kiwanis General Meeting		1.5
7/18/18	Kiwanis July DCM	0.5	1.5
7/20/18	Golden Gate DCM + kite/food social		6
7/21/18	July DCM + DSP Dog toys	4	1.5
7/22/18	July DSP: Saratoga Car show	4	
7/22/18	DLT Meeting #7		2
7/23/18	District Board Meeting		2
7/23/18	District Board Weekend		23.5
7/25/18	Sunset Office Hours		1
7/30/18	UCR Circle K tabling		2
8/7/18	Sunset DLT meeting #8		1.5

8/15/18	Kiwanis DCM	1	3
8/23/18	Sunset DLT Meeting #9		1
8/25/18	Quad DCM	3	4
8/28/18	SJSU CKI tabling		1
8/28/18	SJSU games social		1.5
8/28/18	Central Coast Office Hours		1
9/3/18	DLT Meeting #10		1
9/5/18	Kiwanis Club of SJ President Installation dinner		1
9/15/18	Sunset Division: Bark in the Park Social		2.5
9/16/18	DLT meeting #11		1.5
9/19/18	Kiwanis September DCM	0.5	3
9/23/18	Division 34 Kiwanis LTG Installation		3
9/29/18	Capital + Sunset DSP	8	5
9/30/18	Sunset DCM + DSP: Music at Skypark	7.5	2.5
9/30/18	DLT Meeting #12		1.5
10/1/18	Kiwanis Division 12 LTG installation dinner		3
10/4/18	UC Santa Cruz first general meeting		2
10/6/18	CKI North		8
10/7/18	DLT Meeting #13		1.5
10/8/18	Foothill College first general meeting		1
10/14/18	DLT Meeting #14		1
10/17/18	Kiwanis October DCM	0.5	2

10/18/18	De Anza College First General Meeting		1
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b.

Total Service Hours since Last Board Report: 29

Total Service Hours since April 1st, 2018: 46.5

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/17/2018	Derek Lubich	Lt. Gov-elect installation	email
7/20/18	Sunset DLT	Sunset DLT #9 email	email
7/24/18	Derek Lubich	Regional Advisor one on one	email
7/25/18	Scott Yuki	Region 16 College Expo	email
7/31/18	Deanna Chu	July CERFs update	email
7/31/18	Derek Lubich	August Quad DCM	email
8/1/18	Joshua Ranario	Cheers	email
8/3/18	Sunset DLT	Sunset DLT #10	email
8/4/18	Derek Lubich	In-person updates	In-person

8/5/18	Armando Velazquez	Quad DCM ERF update	email
8/8/18	Natalie Sarmiento	Stanford Circle K	email
8/10/18	Nathan You	MRF assistance	email
8/10/18	CNH-MRFs	July LTG MRF	email
8/12/18	Sunset Presidents	Sunset Presidents Email	email
8/13/18	Rex Upp	August Kiwanis DCM powerpoint	email
8/13/18	Jonash Poyaoan	Check-in one on one	online
8/16/18	Monica Willemsz	check-in; one on one	online
8/16/18	Thaw Mint	check-in; one on one	online
8/17/18	Nicolette Cruz	Check-in; one on one	Online
8/18/18	Anthony Ngo	Check-in; one on one	in-person
8/18/18	Derek Lubich	Quad DCM information update	email

8/22/18	Sunset DLT	Sunset DLT email #11	email
8/23/18	Capital/Central Coast members	Quad DCM housing information	email
8/24/18	Derek Lubich	Quad DCM information update	email
8/27/18	Alvin Nguyen	Updating websites	email
8/28/18	Justin Magadia	one on one	email
8/30/18	Jennifer Sandoval and Katelyn Duch	September MR Mondays	email
8/30/18	Sunset DLT	Sunset DLT #12	email
8/30/18	Kathi Tran	Division 12 events	email
8/31/18	Jonash Poyaoan	FTC Sunset Division Liaison Introduction	email
8/29/18	Deanna Chu	August CERFs	email
9/1/18	Aaron Zepeda	Masquerade Ball 2018	email

9/1/18	Erica Wei	Circle K Sunset IG post	Message
9/1/18	John Richter	Kiwanis 34 LTG Installation Dinner	email
9/2/18	Jonash Poyaoan	FTC Sunset Division Liaison Follow up email	email
9/5/18	Sunset DLT	Sunset DLT email #14	email
9/5/18	Michael Vang	CSU Monterey Bay chartering process; bylaws	email
9/5/18	Michael Vang	one on one	Online
9/11/18	District Board meeting	updates	online
9/8/18	Capital-Sunset Joint DSP ERF	Capital-Sunset Joint DSP	email
9/8/18	John Fukasawa	Kiwanis Club of San Jose Installation Dinner	email
9/8/18	Derek Lubich	Regional Advisor In person one on one	email
9/10/18	CNH-MRFs	August LTG MRF	email

9/12/18	Monica Willemsz	One on one	in person
9/12/18	Thaw Myint	September DSP	email
9/15/18	Derek Lubich	RA one on one	in person
9/15/18	Joyce Meyer	Kiwanis Club	email
9/16/18	Sunset DLT	Sunset newsletter	email
9/16/18	Zuberi Zubaby Johnson	Stanford Circle K	Message
9/17/18	Alan Baez	one on one	in person
9/17/18	Circle K C&M Committee	SunnyTV Ep.1	email
9/17/18	Wayne Cheng	Laws & Regulations Facebook page	email
9/24/18	Sunset DLT	DLT email #14	email
9/31/18	Jennifer Sandoval and Katelyn Duch	Sunset MR Monday Spreadsheet	email

10/1/18	FTC program ad	Advertisement design order	email
10/4/18	Michael Vang	Chartering updates	message
10/7/19	Karen	Circle K officers badges	email
10/9/18	Sunset DLT	Sunset DLT #15	email
10/9/18	Alexander Moran	chartering updates	Messages
10/9/18	Michael Vang	Chartering updates	Messages
10/9/18	Vicky Duong	FTC updates	message
10/9/18	Alan Baez	FTC updates	Messages
10/8/18	Anthony Ngo	FTC updates	Messages
10/8/18	Darrion Nguyen	FTC updates	Messages

10/10/18	South Bay Walk	Volunteer event	email
10/10/18	CNH-MRFs	September LTG MRF	email
10/16/18	Rex Upp	October DCM	email
10/16/18	Armando Velazquez, Manuel Santiago, Cecilia Nguyen	Chartering club updates	email
10/18/18	De Anza Circle K E- board	check-in; debrief	in person

c.
d.

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

a. Total Achievements

1. Joint September Division Service Project with Capital Division
2. September Division Social and September DCM+DSP
3. Assisted clubs with Fall recruitment strategies and check-in with officers with their Fall plans
4. Visited clubs' first general meetings and tabling/club day
5. Assisted chartering clubs with their paperworks

b.

b. Top 5 Plans

1. Help each of the clubs prepare for Fall Training Conference and meeting the respective deadlines

2. Help the clubs with their Fall events, especially for those that recently started the quarter system
3. Assisting the chartering clubs of CSU Monterey Bay and Santa Clara University with finalizing their paperwork along with working with Palo Altos Kiwanis Club for Stanford Circle K
4. Plan November joint DCM with Key Club Division 12E
5. Work with Palo Altos Kiwanis Club to assist Stanford University

c.

III. Resources Needed

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

IV.

IV. District Officer Assessment

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

-Build a connected and inter-club support system for club officers both within the club level and division. I have check in each of the officers both in DLT and clubs level to see what support they need to succeed both personally and Circle K wise. I have paired up the DLT members to the corresponding officers to create that support system. The Sunset Penpal system is also doing well in allowing members to get to know one another in the division level. I have been having Presidents check-ins, club e-board check-ins, and DLT check-ins to see how each of the officers are doing and making sure they feel supported. The officers are bonding with one another within their own home clubs. They know they can reach out to me and the DLT for help and support. We are working on having more transparency within the division and having an area where members can tell us what they feel is going well and what can be improve on as well through the Divisional Suggestions box. I had also been sending emails to my DLT team to keep constant and professional communication as well. Between now to the rest of the term, I will be aiming to continue regular one-on-ones, check-ins, and help the officers feel more supported and interconnected throughout the division along with other divisions as well. I have also been attending each of the club's various events and meetings as well.

-Increase the education of Circle K and the different aspects of it. We have been working ideas on member recruitment and retention opportunities to help the clubs when they start off in the Fall. Our clubs are using new tactics for their Fall Welcome Week and recruitment along with their general meetings. So far, they have been successful. From now to the rest of the term, we hope to work on stronger recruitment and retention opportunities to pass onto the next term. We are planning to have workshops within our division to help educate about the various topics of Circle K. We also have a new membership recognition system, where we have three level of recognition, unlike in the previous year. We have an officer of the month, member of the month, and Club of the month as well. We have a club of the month stick along with new ways to recognize our members throughout the different clubs within our division. I am working with the clubs' board to help them improve and ensure they are educated about the important aspects of Circle K.

-Increase the bonds between the different parts of the Kiwanis Family and our division. I had been keeping contact with the local Key Clubs within our area along with our respective corresponding Key Club Division LTGs. Our DLT Kiwanis Family Chair has been working on her Kiwanis newsletters. I had been working to bridging the gap and transitions from Key Club to Circle K with the local Key Clubs around the areas. We are also working on interclub opportunities as well. We had also been working on inter club service events with our Kiwanis clubs. Right now, we are planning our November joint DCM with our counterpart Key club divisions for the Key to College. From now to the end of my term, I will continue to communicate closely with the different branches of the Kiwanis Family and have more interclub opportunities and events.

-Renovating the culture of our division by creating a more companionable, empathetic, and supportive system. I have been working on increasing the support system for each of the club and for the members within the division. We are working on encouraging clubs to have more inter-club events between each other and visiting each other general meetings/events. This is an area we would like to focus more on where we want to help clubs to have more collaboration outside of divisional events. We would also like to help each of the clubs in getting their members to mingle more and step outside of their own cliques as well.

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

we are working on having divisional events along with our DCMs within the different home clubs' areas so that more members are able to come out.

V.

VI. Announcements

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

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Treasurer Board Report
November 2018 Board Meeting
Respectfully Submitted By **Shaira Ramirez-Santos**

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

a. Events you participated in:

Date	Event Attended	Service Hours	Other Hours
08/04/18	Land Park Volunteer Corp	3	3
08/07/18	Night Out for Safety and Liberation	3.5	1
08/10/18	Gaming Tournament Fundraiser		1
08/13/18	Charity Golf Tournament	4	
08/18/18	Desert Oasis Online August DCM		1
08/25/18	Quad DCM	3	3
08/30/18	UC Berkeley Info Session		1
09/01/18	Cal vs. UNC Concessions	10	
09/04/18	UC Berkeley General Meeting		1
09/06/18	Welcome Week Table-Top Service Project	2	
09/07/18	Big C Hike		1.5
09/08/18	Battle Royale		1.5
09/09/18	Solano Stroll	3	
09/11/18	UC Berkeley General Meeting		1
09/18/18	UC Berkeley General Meeting		1
09/22/18	Lake Merritt Clean Up	1	
09/22/18	Golden Gate September DCM		3
09/22/18	Capital September DSP: Folsom Live	4	
09/25/18	UC Berkeley General Meeting		1
09/29/18	Cal vs. Oregon Concessions	9.5	
10/05/18	Fenton's Social		1
10/06/18	Crazy Kompetition for Infants North	8	
10/07/18	UC Berkeley Key to College	5	
10/09/18	UC Berkeley General Meeting		1
10/12/18	FTC Skit Workday		1
10/13/18	Cal vs. UCLA Concessions	8	

10/16/18	UC Berkeley General Meeting		1
10/20/18	Crazy Kompetition for Infants South	8	
10/27/18	Fall Cazadero	4	3
10/27/18	Halloweenfest Set-Up	2	
10/28/18	Halloweenfest	6	

Total Service Hours since Last Board Report: 84

Total Service Hours since April 1st, 2018: 100

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
08/01/18 - 08/31/18	2018-19 Treasurers and Fundraising Chairs	Summer 1-on-1s	Google Hangouts
08/01/18	Jacob Lockhart	Tax policies, club sales	Email
08/01/18 - 09/30/18	Jonathan Chu	Crazy Komp event website	Email
08/02/18	Robert Chirk, Armando Velazquez, Ryan Luong, Rendell Lopez	Crazy Komp park locations	Email
08/08/18	Armando Velazquez	Crazy Komp updates	Phone call
08/28/18	2018-19 CNH LTGs	Request for assistance with promoting Crazy Komp	Email
08/31/18	Robert Chirk, Ryan Luong, Rendell Lopez	Crazy Komp updates	Google Hangouts
09/01/18	2018-19 CNH Executive Board Officers	Crazy Komp launch announcement	Email
09/16/18	Robert Chirk	Crazy Komp first aid kit	Email
09/16/18	Camille Goulet	Crazy Komp game supplies	Email
09/18/18	Dan and Rita Germain	Crazy Komp North lunch	Email
09/25/18	Tyler Saunders	Tax policies, club sales	Facebook Messenger
09/26/18	2018-19 CNH Executive Board Officers	District event registration and dues FAQs	Email
09/26/18	Kailani Plant	International and district dues	Email
09/26/18	Robert Chirk, Ryan Luong, Rendell Lopez	Crazy Komp updates	Email
09/27/18	Joy Xie	Crazy Komp North early registration	Facebook Messenger
09/27/18	Olivia Chang	Example event waiver	Email
10/02/18	Ruby Del Castillo	DFI donation submission	Email
10/03/18	Cecilia Nguyen	Penny Wars promo	Email

10/05/18	Bruce Hennings	Crazy Komp North waivers and registration forms	Email
10/07/18	Tyler Saunders	FTC registration	Facebook Messenger
10/08/18	Sahara Velasquez	Crazy Komp North press release	Facebook Messenger
10/08/18	Steve Sudduth	Kiwanis donation to Crazy Komp South	Email
10/09/18	2018-19 CNH Presidents and Treasurers	FTC early registration reminders and FAQs	Email
10/11/18	2018-19 CNH LTGs	Request to post on divisional Facebook pages	Email
10/11/18	Aaron Lee, Jonathan Ichino, Patrick Hu, Nhut-Linh Le, Yeonsoo Kim, Erica Lee	Crazy Komp South and FTC early registration	Facebook Messenger
10/11/18	Scott Smith	Crazy Komp South logistics	Phone call
10/13/18	2018-19 CNH LTGs	Request to post on divisional Facebook pages	Email

LXVII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Executed successful Crazy Kompetition for Infants North and South
2. Co-hosted Pediatric Trauma Program Week with CNH Key Club and KIWIN'S
3. Hosted successful DFI and Crazy Komp Games webinars
4. Released additional resources for TFCs
5. Began MUC Manual for Treasurers

b. Top 5 Plans

1. Approve proposal for KFH and FA Weeks at November DBM
2. Execute successful Penny Wars fundraiser at FTC
3. Release MUC Manual and additional resources for TFCs
4. Finalize and release large-scale event planning guide
5. Look for a successor

LXVIII. Resources Needed

1. N/A

LXIX. **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. Create and promote resources for treasurers and fundraising chairs in the district to use in order to assist them with their terms, such as budget templates, reimbursement templates, and donation letters.</p> <p>I have released Master Budget Sheet and Fundraising Master Sheet templates and am currently working with my newly appointed Resource Chairs on the Finance and Fundraising Committee in order to develop and release new resources.</p>
<p>2. Encourage and support club fundraising efforts by creating an event-planning guide, strengthening the Fundraising Database, and reaching out to individual schools in order to provide support and resources for clubs who need assistance.</p> <p>My newly appointed Outreach and Resource Chairs are currently in the process of working toward ways to support club fundraising efforts, with the former creating a preliminary outline of a large-scale event-planning guide and the latter editing the current Fundraising Database to make it more comprehensive and accessible to members.</p>
<p>3. Organize and execute successful Crazy Kompetition for Infants North and South, District Fundraising Initiative Weeks, and on-site fundraisers at District Events by creating realistic timelines and a manageable promotions schedule for each specific event or project.</p> <p>I was able to complete my first round of one-on-ones in April. I plan on releasing sign-ups for summer one-on-ones soon in order to help TFCs plan and prepare for the coming academic year.</p>
<p>4. Develop more recognition for club fundraisers, such as highlighting individual club fundraising events regularly and creating an award for outstanding fundraisers to be presented at District Convention 2019.</p> <p>My monthly emails include a spotlight for club and divisional fundraisers in order to recognize their efforts and the funds raised for either charitable or administrative purposes.</p>
<p>5. Provide an enjoyable committee experience for FIFun by encouraging committee bonding, planning at least one in-person committee meeting, and making myself readily available to each of my committee members whenever they may need help.</p> <p>I recently completed positional meetings with my committee, during which we were able to establish expectations, discuss goals, and prepare a comprehensive timeline for the rest of the year.</p>

LXX. **Announcements**

1. Thank you to the Finance and Fundraising Committee and District Board for all their help in planning, promoting, and executing Crazy Kompetition for Infants, and much appreciation to all those who attended either North or South!

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Secretary Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Wayne Cheng**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
8/25/18	Quad DCM		5
8/29/18	SFSU Tabling		2
9/12/18	DFI Webinar		1
9/20/18	First Fall General Meeting	1	3
9/22/18	Golden Gate September DCM		1
9/27/18	Second Fall General Meeting		1
10/4/18	New Member Installation		1
10/6/18	Crazy Kompetition for Infants North	9	
10/11/18	Third Fall General Meeting		1
10/18/18	Fourth Fall General Meeting		1
10/20/18	Crazy Kompetition for Infants South	9	

Total Service Hours since Last Board Report: 18

Total Service Hours since April 1st, 2018: 46

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
7/30/18	Katelyn Duch	Alumni Tag Definition	Email

8/5/18	Armando Velazquez, Manuel Santiago	April District Board Meeting Minutes and Policy Goals	Email
8/6/18	Armando Velazquez	Weekly call	Phone
8/11/18	CNH District	Updated CERF & MRF Files	Email
8/13/18	Armando Velazquez	Weekly call	Phone
8/13/18	Manuel Santiago	District Chair Application	Email
8/16/18	Andy Nguyen	CERF Manual	Email
8/19/18	Camille Goulet	Bi-weekly call	Phone
8/20/18	Armando Velazquez	Weekly call	Phone
8/27/18	Armando Velazquez	Weekly call	Phone
8/29/18	Erica Wei	CNH Webinar Sign-ins	Email
9/3/18	Armando Velazquez	Weekly call	Phone
9/9/18	Camille Goulet	Bi-weekly call	Phone
9/10/18	Armando Velazquez	Weekly call	Phone
9/17/18	Armando Velazquez	Weekly call	Phone
9/23/18	Camille Goulet	Bi-weekly call	Phone
9/24/18	Armando Velazquez	Weekly call	Phone
9/26/18	Manuel Santiago, Armando Velazquez	November DB Meeting Deadlines	Email
10/1/18	Armando Velazquez	Weekly call	Phone
10/7/18	Camille Goulet	Bi-weekly call	Phone
10/8/18	Armando Velazquez	Weekly call	Phone

LXXII. Work Progress (Achievement & Plans)

a. Total Achievements

1. Released the new CERF and MRF files to CNH Secretaries
2. Hosted one on ones with 30+ Secretaries over the summer
3. Created the Laws & Regulations Facebook page and released the CERF Manual
4.
5.

b. Top 5 Plans

1. Continue with the Event Request Form (ERF) Resource
2. Host Fall one on ones with Secretaries
3. Host the District & International Documents Webinar in November
4. Have the L&R Committee hold office hours following each major resource
5. Release a resource regarding club/district elections in the Winter

LXXIII. **Resources Needed**

1. Lt. Governors, please update the Executive Board contact sheet whenever there is a vacancy, change, etc.
2.
3.
4.
5.

LXXIV. **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>Secretary Divisional Buddy System</p> <p>I'm very happy to say that a lot of Secretaries have been using the divisional group chats a lot more in the past few months! I'm still very confident in this system because I've been seeing a lot of constructive support between Secretaries and they're getting to know each other very well.</p>
<p>Promote transparency between District Board and the CNH General Membership</p> <p>Before the July District Board meeting, all of the Lt. Governors hosted multiple office hours for their divisions to explain the various proposals we had, so that members would have an accurate idea of what would possibly be changed.</p>
<p>Give the Laws & Regulations Committee shape and direction</p> <p>This last month, we were able to create our official Facebook page, where we released multiple resources for Club Officers. Along with that, we also developed a road map for ourselves for the rest of the year, and we're planning to have one major project each month, with two side-projects that we would publish bi-weekly.</p>
<p>Emphasize education for Club Bylaws and Elections processes</p> <p>One thing the L&R Committee has begun doing is a Bylaws Fun Fact, where we take a line from the District Bylaws/Operating Procedures that the average member might not be aware of, and we post a graphic explaining it on our Facebook page. We've been posting these bi-weekly, and they've been received quite well by our District</p>
<p>More Resources for Secretaries at the beginning of the term</p>

At the beginning of the year, I was able to release video resources for the Secretaries to guide them through the basics of their responsibilities. For the rest of the year, I'll be emphasizing the requirements for the Distinguished Secretary award so that they're aware of the criteria they should be following.

LXXV. **Announcements**

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

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

District Governor Board Report
November 2018 Board Meeting
 Respectfully Submitted by **Manuel Santiago**

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

a. Events you participated in:

Date	Events Attended	Service Hours	Other Hours
7/19/18	OCC x IVC General Meeting		1
7/19/18	IVC SomiSomi Fundraiser		1
7/26-28/19	District Board Weekend		
8/9-16/18	Hawai'i Visit		various
8/9-12/18	CNH Kiwanis DCON		8
8/25/18	Kelly's Closet	4	
8/25/18	Spicy Training Conference	1	6
9/10/18	CSULB Meeting		1
9/14/18	OCC Meeting		1
9/21/18	CSUF Meeting		132
9/22/18	Light the Night: MK DSP	4	
9/28/18	CSUF 7/10 Split		3
10/1/18	CSULB Meeting		1
10/4/18	OCC Meeting		1

Total Service Hours since Last Board Report: 9

Total Service Hours since April 1st, 2018: 29

b. People you have contacted:

Date	Person(s)	What was discussed?	Method
Weekly every Tuesday	Armando Velazquez	Weekly update call	Phone call

8/1/18	Jack Miao	Flight info	Email
8/1/18	Max Rico	Suburst info	Email
8/3/18	Nicolas Wright	Application info	Email
8/3/18	Tommy Thach	Approval email	Email
8/5/18	Katelyn Duch	MRS Webinar	Email
8/5/18	Katelyn Duch	MR Mondays	Email
8/5/18	C&M Cinematographers	SunnyTV	Email
8/5/18	Trina Krider	Kiwanis DCON info	Email
8/5/18	Wayne Cheng	Goals info	Email
8/6/18	Jack Miao	Flight info	Email
8/8/18	Angela Largrada	OC Book Festivaql	Email
8/8/18	Creative Marx	Quote info	Email
8/12/18	Katelyn Duch	MR Monday	Email
8/12/18	SLP Governors & Admins	FTC attendance	Email
8/13/18	Wayne Cheng	Lip dub	Email
8/13/18	Wayne Cheng	District chair apps	Email
8/13/18	Katelyn Duch	MRS draft	Email
8/14/18	Armando Velazquez	Chair app	Email
8/14/18	Jonathan Chu	Chair app	Email
8/14/18	CNH District	District Convention Chair	Email
8/15/18	Don Hull	DCON Chair updates	Email
8/16/18	Rick Pinson	Club newsletter inquiry	Email
8/16/18	Patrick Hall	Visitation request question	Email
8/16/18	Jeff Dimsdale, Liz Parker	Meeting minutes	Email
8/23/18	Tommy Thach	Webinar approvals	Email
8/23/18	CNH District	DCON chair appointment	Email
8/23/18	CNH District Board	General updates	Email
8/28/18	Bruce Hennings	FTC needs	Email
8/29/18	Cecilia Nguyen	Approvals	Email
8/29/18	Don Hull & Jennifer Hoang	Workshop list	Email
8/29/18	Wayne Cheng	July DB Meeting Minutes	Email
8/31/18	Shaira Ramirez-Santos	Crazy Komp info	Email
9/1/18	Don Hull, Jonathan Chu	Website derails	Email
9/3/18	Cecilia Nguyen	Approval items	Email
9/3/18	Katelyn Duch	Awards rubric	Email
9/4/18	Cecilia Nguyen	FTC Planning	Email
9/5/18	Creative Marx	Order inquiry	Email
9/6/18	Ryan Hoang	CNHCKI Week	Email

9/8/18	FTC Comm. EAs	Social media videos	Email
9/11/18	Cecilia Nguyen	Approval email	Email
9/11/18	Katelyn Duch	Approval email	Email
9/11/18	Calvin Chau	Approval email	Email
9/11/18	Michael Fields	Kiwanis installation RSVP	Email
9/11/18	Ryan Hoang	Approval email	Email
9/13/18	Peter Montoya	OC Book Festival volunteers	Email
9/13/18	Jennifer Hoang	Approval email	Email
9/18/18	Cecilia Nguyen	Approval email	Email
9/19/18	Shaira Ramirez-Santos	Travel approval	Email
9/21/18	Tommy Thach	Approval email	Email
9/26/18	Cecilia Nguyen	Approval email	Email
9/26/18	Wayne Cheng	November meeting deadlines	Email
9/26/18	Cameral Bernal	KIWIN'S Fall Rally SAA	Email
9/28/18	Cecilia Nguyen	Approval email	Email
10/2/18	Wayne Cheng	Call to FTC	Email
10/2/18	Cecilia Nguyen	Approval email	Email
10/2/18	Cecilia Nguyen, Armando Velazquez, Bruce Hennings	FTC registration inquiries	Email
10/2/18	Ryan Hoang	Approval email	Email
10/2/18	Michelle Hong	CSUF CKI Newsletter	Email
10/3/18	Ryan Hoang	CNH CKI Lip Dub	Email
10/4/18	Bruce Hennings	FTC food inquiry	Email
10/10/18	SLP Governors	FTC inquiries	Email
10/11/18	Katelyn Duch	Approval email	Email
10/13/18	Calvin Chau	Approval email	Email

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

a. Total Achievements

1. Successfully visited the CKI clubs of Hawai'i, as well as attend Kiwanis Convention
2. Lots of progress and big thinking made at July District Board Weekend
3. Successful Crazy Kompetition for Infants events were held!
4. Pre-planning for FTC is going smoothly for the most part!
5. Many webinars are being held!

b. Top 5 Plans

1. Hold an amazing Fall Training Conference!
2. Attend Go West & the Pasadena Rose Float Parade
3. Plan a District-wide WASH Week!
4. Continue to push for recruitment throughout the District
5. Host more one on ones this winter!

LXXVIII. **Resources Needed**

1. More hours in the day!
2. Energy!
3. Sleep
4. Money
5. Love

LXXIX. **District Officer Assessment**

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

-District Board Motivation: Due to a resignation, the moral was lowered, but ever since an appointment, we have been revitalized! District Board is always working hard and it is not easy to be a DB member! But they are all working hard to keep up with their responsibilities and I am happy that we are all bonding really well together!
-Improving External Relations: WASH Week in the works!
-Club Building & Revitalization: Webinars and one-on-ones have been held with clubs who are building or in the process of being revitalized. Still working with the MD&E Committee to focus on this topic!
-Streamlining Resource Center: The District Resource Database is up thanks to the amazing Technology Committee!!
-Relations with Hawai'i & Nevada: Hawai'i club visits went well! My winter stops include Nevada, so I hope to be able to visit them!

LXXX. **Announcements**

N/A

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

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

Notes: