



MEETING MINUTES

SUMMER BOARD TRAINING CONFERENCE

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Diane Dao

Location: Kiwanis District Office

8360 Red Oak St STE 201, Rancho Cucamonga, CA 91730

CALL TO ORDER: 10:54 AM PDT

ADJOURNMENT: PM PDT

Attendance Report - See Appendix A for a complete report

EXECUTIVES 3/3

LT. GOVERNORS 74/79

LT 11/11

GUESTS 6

QUORUM YES

Summation of Leadership Team Topics Discussed

- I. Action: Approval of Parliamentarian
- II. Action: Approval of Board Reports
- III. Action: Approval of DCON 2023 Code of Conduct
- IV. Action: Approval of DCON 2023 Budget

MEETING MINUTES

MEETING CALLED TO ORDER AT 10:54 AM

Approval of Parliamentarian

RESOLVED: That the CNH Board approves Mr. Alan Quon as Parliamentarian
[M: D28S Jessica Ryn | S: D35E Chloe Hartanto | PASSED]

Pledge of Allegiance

Pledge led by provided by D34N John Hillyard

Key Club Pledge

Pledge led by provided by D15N Gerard Day

INVOCATION

Provided by D22 Komohana Carly Miyamoto

Aloha Irreplaceabees! Some of you may know me as the culprit who designed some of your district merch. But, to formally introduce myself, my name is Carly Miyamoto, and I serve as the Lieutenant Governor of Division 22 Komohana on the island of Oahu.

Just earlier this week, days before I got on my nearly 6 hour long flight to Ontario, as I was starting to load my suitcase with all the p up essentials, I looked over the schedule, rooming arrangements, and packing list for the 11th time. Despite already opening the packet at least 10 times beforehand, only then I took a closer look at the Board Meeting Agenda. Where I saw my name in size 9 Century Gothic alongside dozens of dots leading to Invocation. With this huge honor and privilege of addressing you all in this manner, I felt anxious and excited, but mostly anxious.

At that moment, I had no idea what I was going to say to you all that would motivate or inspire you. Nevertheless, I didn't want to procrastinate too much on writing this out. So I started. On a fresh, blank document, I began my first few words. Aloha Irreplaceabees!

The more I went back and forth with myself, the more I recited my first few lines over and over. Aloha Irreplaceabees, aloha irreplaceabees, aloha irreplaceabees, can you imagine saying that ten times fast? But aloha is more than just a hello or a goodbye.

I know for me especially, it's easy to forget what aloha means. The word has tons of different meanings, much more than I'll mention today, and you can define aloha however you wish. I won't go in depth with all the cultural and historical significance the word and things surrounding it has.

Aloha. More than just a greeting, it means to be compassionate, to be caring, to be considerate. It is the mutual thought and affection that extends warmth in care with no obligation in return. It is the essence of relationships in which each person is important. Aloha isn't something that is spoken, it is something that must be experienced, and something that should be shared.

Irreplaceables, as THE irreplaceable CNH district board of the 2022-2023 term, I urge you to always act with aloha. Although I won't force you to start off all your greetings and all your emails with the word "aloha" nor will you need to say aloha in every sentence, however, I urge you to define your own meaning of aloha. I urge you to inspire those around you with your kindness, sincerity, and warmth. I urge you to show your appreciation to not only those in this room, to those you serve, to those who advise and mentor you, and most importantly, to those you cherish. We have one quarter of the term under our belts already, keep serving your homes, schools, and communities with the same compassion, devotion, and aloha.

Mahalo!

REMARKS

CNH Children's Fund President Remarks

Information provided by CNH Children's Fund President Gary Jander

1. Defines focus of YES initiatives and YES Campaign to district board
2. Encourages District Board to continue to make a difference in their community
3. Discusses Pediatric Trauma Program and leadership training as some of focuses of YES initiative
4. Thanks District Board for their support and efforts for the YES Campaign

CNH Kiwanis Governor-Elect Remarks

Information provided by CNH Kiwanis Governor-Elect Valarie Brown-Klingelhoef

1. Expresses gratefulness to District Board for welcoming her today
2. Emphasizes danger of Pediatric Trauma Program and the difference that District Board makes in preventing such incidents
3. Explains how Kiwanis will provide resources as needed to District Board to support their cause and efforts
4. Emphasizes significance of all of District Board's efforts
5. Encourages District Board to increase involvement between Key Club and District Board

District Administrator Remarks

Provided by District Administrator Doug Gin

1. Encourages District Board to reflect on their months of service prior and the months to come
2. Emphasizes how District Board is transitioning from a preparatory phase to an execution phase
3. Emphasizes how District Boards priority should first their personal well-being, school, and family, and how Key Club should fall within the top or the most prioritized extracurricular
4. Encourages District Board to make the most of their personal time
5. Expresses thanks for advisors in the room for their support for our leaders, members, and divisions
6. Emphasizes the importance of communication with advisors
7. Calls upon District Board to promote and encourage attendance at District events coming up such as Fall Rally and DCON
8. Expresses gratitude to executive team for their work for the last four months

District Governor Report

Provided by District Governor Diane Dao

Hello Irreplaceabees!

It's an honor to see you all again at Summer Board Training Conference! You have officially been in office for over 1/4 of your term. Time is flying by so quickly and it will not be getting any slower.

As the time of membership recruitment season comes around, our goal of 35,000 members must be met this year. As we have mentioned throughout these training conferences, not achieving this goal could lead to a variety of consequences for the district as a whole which directly affect each and every member. As a board, it is our responsibility to take on this challenge and propel the solution into action.

This year must be our year for CNH. I am confident that that every one of you in this meeting right now is fully capable of maintaining our upward trend if you continue to be motivated and passionate about serving the community as you had all promised to do so.

Most of you are returning to school soon, so take advantage of this opportunity. Increase your communication with your club officers and help them set membership goals and schedules with tactics that will effectively improve their clubs. Push members to be more involved and spread Key Club's presence throughout your schools and communities. As a district board member, you have such a large platform that comes with your position. Thus, use it effectively to achieve your goals and make a lasting impact with your work. Think about it: what do you want YOUR legacy to be?

I know it is going to be tough, but we will all go through this as a community and will overcome every difficulty together. All of your work does not go unnoticed and this experience is something you will remember in your life forever. Ensure that this year is one that you will look back on with pride, and not regret.

Thank you for all of your dedication and time you have put forth so far in this term. You are all such strong individuals that I have the absolute the honor of getting to know this term. All of your progress has been amazing and I just know that these upcoming months will be phenomenal. Stay safe and happy, IrreplaceabEEs, and get ready to cheer your heart out at Fall Rally!

District Secretary Report

Provided by District Secretary Ashley Park

Introduction

Hello Irreplaceabees. Thank you all for your attendance here today at this year's Summer Board Training Conference. I cannot believe that a quarter of our term has already passed and that we only have three left in front of us. For the last quarter, you have all been working hard to take care of your homes, schools, and communities, and it is through your efforts that we have made the progress that we have. Your commitment to your position and this organization is evident in the way that you have served your divisions and regions, and though few may understand the efforts and sacrifices that you have made, we recognize them here today. With that being said, the following will be my District Secretary Report:

MRFs

As of the most recent MRF submission for the month of June, 72 out of 79 Lieutenant Governors have successfully collected Club MRFs, compiled their information, reflected, and completed the Division MRF for their respective Divisions. Thank you so much for all of your submissions.

As of this month's MRF submission, the CNH District has served a total of 63,107 hours, meaning we are currently at 7.42% out of 850,000 service hour goals. Though we still have ways to go, I am confident that we can reach our goal by District Convention. Please continue to assist your clubs with service events and resources and monitor them closely to ensure accurate documentation of their hours.

Directory

The CNH Officer Directory has been updated since our last board meeting and has been used to create the new 2022-2023 Officer Reflector Groups. Though many of your officers have been admitted into these groups through your submission to the directory form, if any updates occur in your club leadership, please direct new officers to cnhkeyclub.org, or cyberkey, where they can find the link to join their respective position reflector groups.

Resources

Since our last meeting, the 2022-2023 Secretary Manual has since been completed and approved. Additionally, with the help of District Visual Media Editor Helena Teung-Ouk and their District Visual Media Team Members, we were able to produce the first episode of the Secretary Series, which covers the tasks of the MRF on a month to month basis. The latest video covers the task of the August MRF submission, and the video and secretary manual were sent out yesterday, July 29th, to you all as well as our CNH secretaries, vice-presidents, and presidents.

Additionally, the Buzzin Break MRF breakdown video is currently being edited, once again to the credit of District Visual Media Editor Helena and her team, which will be uploaded on Youtube channel following its completion.

Submissions and Due Dates Reminders

I would like to take this time to recognize the following 54 board officers for their continued hard work and commitment to the position of Lieutenant Governor. Congratulations to the following board officers who have maintained a 100% On-Time submission rate, This indicates that the Monthly Report Forms, DCM Agendas, and Division Update Forms were submitted by their respective due dates.

- Division 2 North
- Division 2 South
- Division 3 North
- Division 3 South
- Division 4 Central
- Division 4 East
- Division 4 North
- Division 4 West
- Division 5 North
- Division 5 South
- Division 7 North
- Division 7 South
- Division 7 West
- Division 8
- Division 10 North
- Division 10 South
- Division 12 South
- Division 12 West
- Division 13 North
- Division 13 South
- Division 14
- Division 15 East
- Division 15 South
- Division 15 West
- Division 16 South
- Division 18
- Division 19 North
- Division 19 South
- Division 21
- Division 22 Komohana
- Division 22 Makai
- Division 26 South
- Division 27 North
- Division 27 South
- Division 28 South
- Division 28 West
- Division 34 North
- Division 34 South
- Division 35 East
- Division 35 West
- Division 36 East
- Division 37 North
- Division 37 South
- Division 37 West
- Division 38 East
- Division 38 West
- Division 42 East
- Division 42 West
- Division 43
- Division 44 North
- Division 44 West
- Division 46 North

As of now, 68% of our Lieutenant Governors have maintained 100% On-Time Submission Status. Thank you all for being proactive in your responsibility as Lieutenant Governor. Keep up the great work!

The following submissions and reports are due by the 10th of every month by 6:00 PM Local Time:

- Division Monthly Report Forms
- Training Conference Reports (the following month after each training conference)

The following submissions and reports are due by the 15th of every month by 6:00 PM Local Time:

- Articles to the CNH Articles Archive
- Visuals to the CNH Visuals Archive

The following submissions and reports are due by the 20th of every month by 6:00 PM Local Time:

- DCM Agendas to CNH Archive
- Division Update Form
- Division Newsletter to CNH Newsletter Archive

As we begin hosting Region Training Conferences and Fall Rally preparations, you may find yourselves in uncharted territory. Please let me know if you have any questions, comments, or concerns in the next few months, as I am always ready to help. That concludes my Board Report.

District Treasurer Report

Provided by District Treasurer Marcus Fang

Buzz buzz Irreplaceabees!

I am BEEyond excited to see all of your smiling faces at our second in-person board meeting. I hope you enjoyed the first day of Summer Board Training Conference and are looking forward to our annual summer olympics in a couple of hours. I know I am! Thank you so much for all of your hard work throughout the first quarter of the term!

And with that, the following is my second Treasurer's report:

Goals

As of the most recent division update form responses and MRF data we have raised a total of \$29,804.35 for PTP, \$637.47 for the YES! Initiative, and \$5362.70 for other charities. This means we are 13.53% of the way to our District Goal of \$225,000 for PTP and the Yes! Initiative. Keep up the great work Buzzing Bees and I am sure we will be able to reach our goal!

Dues Report

As of the most recent dues report, we have 31,311 members and 692 of the 757 clubs have paid dues. If you are a Lieutenant Governor of a suspended club, please make sure this suspension status is taken care of before September 30, 2022. Please also remember that all Lieutenant Governors should strive to meet the December 1st deadline for on-time dues, so please begin working with your clubs early on in order to prevent them from becoming a delinquent club later on. I would need to mail all delinquent clubs a letter and it would save much time and money for me if you are working early on to get clubs to pay dues on time!

Vouching

The fiscal year has begun meaning that you are all able to vouch now. I hosted a vouching webinar on July 17th, 2022 at approximately 9:00 PM where I went over the entire process of vouching. On July 18th, 2022 at approximately 10:00 AM I also sent out a recording of this webinar and a vouching manual in case any District Board member would like to revisit my tutorial or needs further assistance with the vouching process. Furthermore a new tracking spreadsheet was created so that any District Board member may keep track of their voucher through the vouching process. This was also included in the email aforementioned. I recommend starring this email for further use and please reach out to me if you have any questions at all regarding the vouching process.

Treasurer Updates

I have finished creating a Treasurers Manual for the 2022 to 2023 term and this will be released August 1st. It will contain all the information needed for a Treasurer to successfully operate throughout their term. Additionally, a new and revised version of the PTP/YES! Initiative Donation Form has been created and is now up on the Cyberkey. Please inform your officers about this new form so they may submit their funds using the correct form.

Closing

I hope you all learned a lot this weekend and continue to apply what you learned to the divisions you serve throughout the term. Encourage your clubs to not only raise funds for PTP and our preferred charities but their own clubs as well in order to support club events. Please let me know if you have any questions, comments, or concerns, and I will be happy to help! Thank you!

International Trustee Report

Provided by International Trustee Shanelle Relucio

Hello Irreplaceabees! My name is Shanelle Relucio and it is my honor to be serving as one of your International Trustees. I want to congratulate all of you on being Lieutenant Governors, because it is no easy feat. With that, I would like to present my Board Report.

International Convention

During International Convention, members from CNH and all over the world had the opportunity to tour Washington D.C. attend workshops, meet speakers like Dexter Darr, Sal Khan, Lex Gillette, and Senator Bill Nelson, vote on amendments, and elect the new International Board. With that I am proud to announce the successful election of the New I-Board:

President - Lillian Thai, Vice President - Layla Nguyen, Trustees Ahmed Eldeeb, Taylor Petrofski, Hope Roundcount, Shuban Tiwari, Ayano Tamura, Shanelle Relucio, Leo Shen, Kavya Siriam, Shreya Mukuntham, Drew Reetz, Ava Stamatakis

LEADCON

From August 2-7th the International Council will be participating in leadership training in Indianapolis, Indiana at the Key Club headquarters. There we will be assigned our committee and figure out which Sistricts, or three districts, each trustee will be paired with.

Closing

Thank you for all that you do for CNH Key Club, I am wishing you all a successful term, thank you.

District News Editor

Provided by District News Editor Joanne Do

Newsletters

As you may know, two issues of the Bumble Times have been released for the months of June and July. Coming on August 1st, will be the August newsletter. So be sure to keep an eye out for it and read it whenever you can after Summer Board.

Submissions

Articles and Visuals are due on the **15th of every month by 6 PM**. Please remember to submit a minimum of 3 articles and 3 visuals. Otherwise, your submissions won't be counted. Also, please keep in mind that screenshots and fliers will not be accepted either.

Newsletters are due on the **20th of each month by 6 PM**. Starting this August, the newsletter submissions will be reactive instead of proactive. News Editors and Lt. Governors will be sending in their Division's newsletter that was released in the beginning of the month they are submitting. To clarify, on August 20th, you or your DNE will be submitting your Division's **completed** August newsletter.

As of June 20, 2022 and July 20, 2022 respectively, the following 51 divisions have submitted **100% on-time** for articles, visuals, and newsletters. On-time submissions entail 3 articles, 3 visuals and 1 newsletter documenting service, recognition and growth within the division.

- 2 North
- 2 South
- 3 North
- 3 South
- 4 Central
- 4 East
- 4 North
- 4 South
- 4 West
- 5 North
- 5 South
- 7 North
- 7 West
- 8
- 10 North
- 10 South
- 11
- 12 South
- 13 North
- 13 South
- 14
- 15 North
- 15 West
- 16 South
- 18 East
- 19 North
- 20
- 21
- 23
- 26 North
- 26 South
- 27 North
- 27 South
- 28 North
- 28 South
- 28 West
- 30 North
- 33
- 34 North
- 35 East
- 35 West
- 37 North
- 37 South
- 38 East
- 42 West
- 43
- 44 North
- 44 West
- 46 North
- 46 South
- 47

Division Updates and DCM Agendas: **due the 20th of each month by 6pm Local time** to the Submissions Form.

Manuals and Guides

I worked with Helena and her DVMT in order to make a Buzzin' Break on Newsletter Production, which will be released on August 21, 2022.

Along with the video, I will be releasing an updated newsletter production manual.

The CNH Graphic Standards manual has been slightly modified by the editors and CM Chair.

District Technology Editor

Provided by District Technology Editor Ashlyn Wong

Hello everyone! I hope you are all doing well and staying healthy, as follows is my second board report:

District Technology Team

Since the last board meeting, the 2022-2023 District Technology Team (DTT) application was released, interviews were held, and the results were sent out to all applicants as well as the District Board. We have published an Instagram filter for International Convention, provided feedback to club/division websites, and brainstormed new ideas for the rest of the term.

Cyberkey Updates

I have made changes to the Cyberkey based on committee requests. I have updated the Divisions page with each club and division based on this term's roster, and incorporated club/division website links. I have created a "Meet the District Board" page, in which members can view self introductions from the executives and leadership team, as well as view the lieutenant governors and adult board. In addition, I have made tweaks to the overall aesthetics of the site, menu organization, URL names, home page and specific page banners, and added an archive. I am currently working on adding a page for articles, where each region will have at least one article published every month from the submitted articles and visuals.

Marketing Guidance Form

(CM & DTE) Communications & Marketing Chair Amber and I have created a Google Form for officers to request feedback and advice on various promotional materials and websites. My team and I have worked toward replying to each of these requests as mentioned previously.

Cyberkey Updates Form & Digital Media Request Form (Digital Leaders)

The Digital Leaders (CM, DNE, DTE, DVME) have created a Digital Media Request Form for Leadership Team members to request promotional materials such as Instagram post graphics, videos, and Cyberkey pages. This has been released in PDF format for Chairs to submit. I have also created a Cyberkey Updates form to request for certain text and link changes, etc.

Instagram Filters (DTT & DVMT)

A few members of the Visual Media Team and Technology Team have been collaborating to create promotional Instagram filters. We plan to release four filters for Club Rush this month, and we are in the process of planning one for Fally Rally as well.

District Visual Media Editor

Provided by District Visual Media Editor Helena Teung-Ouk

What's Poppin' District Board, my name is Helena Teung-Ouk and I serve as your District Visual Media Editor for the 22-23 term, what follows is my District Board Report.

SPOTLIGHT ON EDUCATIONAL PROGRAMS

I have consistently been contacting MDE Chair Joshua Placido to discuss the editing process of the SOEP Series. They are coming out during these days of Summer Board, so please share these resources to your officer while giving recognition to the editor and graphic designers who create this video! Most of the DVMT Member did work on this entire series, so recognition to, Anh Nguyen, Joshua Santhirasegari, Dorna Mohajeri, Wendy Dinh, Madeline Khoo, Pauline Nguyen, Kayli Chiu, Vera Faith Del Rio, Halo Medina, and Desiree Valdez, Bea Paulino, and Annie Huang.

KIWANIS FAMILY HOUSE FOUNDATION

I am filming KFF Committee, to get a Promo video out for Key Leader, while also getting a promotional video about preferred charities edited by my DVMT, this series is called MYCUP. The editors of the video is DVMT Anh Nguyen + DVMT Alara Yilmaz

MEMBERSHIP GROWTH

Membership Growth is filming their tiktoks/reels privately and sending the clips to me to be edited by Halo Medina and myself. The series is regarding Finding Advisors.

DISTRICT CONVENTION

My DVMT is in the process of creating DCON bees to be used during DCON, and District Convention Chair Anh Nguyen and I have been communicating about the discussion of the DCON videos and the works of that will be happening soon.

SERVICE PROJECT

I am also filming the Service Project Committee during the SUBTC for Serv-tember. The editing will be done by the Committee.

WHAT'S POPPIN EPISODES

EPISODE 2 - MEET THE DISTRICT BOARD

I filmed you guys during SBTC, and the second episode of What's Poppin' is in production.

INSIDE THE HIVE

First episode is also in production, and I am requesting as you should have received an email about filming at subtc, to please do so, as without video clips there is nothing to be shown. I highly encourage this as a way to show what the District Board is like and what we do as a group.

BUZZIN BREAK

The first episode of Buzzin Break is Joanne's Editor and this is plan to be released in August, edited by DVMT Chloe You + DVMT Halo Medina, and in September, will be the second episode of Buzzin Break which consist of DSEC Ashley's MRF Overview edited by DVMT Dorna Mohajeri + DVMT Wendy Dinh, the third episode is currently in the process of being discuss with DTRES Marcus Fang.

DIGITAL LEADERS

The Digital Leaders are working very hard to get all the promotional materials out to you guys! DVMT Pauline Nguyen + DVMT Cece Yu have both made filters to be used during the time of Club Rush. With this we do have a CM Key Club Promotional video coming very soon, edited by me! With this we are working on promotion for Fall Rally, DVMT Halo Medina + DVMT Chloe You, and I am working on getting a Fall Rally Promo video out to you guys! While also having an editor webinar happening on August 11th @ 6PM.

Communications and Marketing

Provided by Communications and Marketing Committee Chair Amber Zhao

Communication

In order to better assist the district committees, the editors and I released a CNH Digital Leaders Request Form regarding any media creation and publication. The form is especially helpful for organization and planning of any marketing campaigns that district committees want to conduct on the CNH social media platforms. Also communicating with other district committees are CM committee members who relay projects and updates on the other committees during CM meetings. They also serve to remind committees about filling out the digital leaders request form.

Committee

Regarding communication within the CM Committee, emails and messenger reminders have been used to assign first and second June and July tasks. Feedback and drafts for those tasks are submitted within the email thread. Additionally, June and July update emails are sent to the committee regarding monthly committee meetings which CM has had two since spring board. A feedback form was opened to the committee members for opinions, comments, and suggestions on their experience in the CM committee.

Projects

In collaboration with DTE Ashlyn Wong, we released a CNH Marketing Guidance Form which allows division and club members to ask questions and get feedback regarding websites and marketing. I will continue to answer the responses in the form throughout the rest of the term. The form can be found in an earlier email sent out to the district and is linked on a post in the CNH instagram as well. I have also created a new Instagram highlight on the CNH instagram for district goals. Along with sharing the specific goals for service hours and money raised, a story with progress on those goals will be posted as a story and saved in the highlights at the end of every month.

Based on the requests of the DCON committee and graphics from the DVMT, I created two Instagram posts for the DCON theme reveal, one being teaser graphics and the other being the theme reveal. In addition, I also created a graphic for DCON logo contest submissions. I am continuing to work on requests for Instagram posts by other district committees such as MDE. The promotional post for the SOEP series was posted on Instagram today.

Marketing

The CM committee has updated the Club building/Marketing Manual which will be available on the Cyberkey as a resource. CM also assisted DVME Helena in creating a Key Club Promotional Video. The first marketing campaign created for club rush by the CM Committee will be taking place in the months of August and September. All promotional items will be uploaded for club usage on the CNH CyberKey and various social media platforms. You can also find a marketing folder containing those membership recruitment resources in the CNH Key Club public drive. Within the folder, you will be able to find resources such as sticker and pin designs, fillable informational pamphlets, infoguides, flyers, and even a marketing guide. Overlays of two different types have also been created by CM as part of the "Join Our Hive" campaign. Members are able to request for an Instagram story or an Instagram post overlay by emailing overlay@cnhkeyclub.org. Make sure to include your name, division, position, and your reason for requesting an overlay.

For both the membership recruitment resources and the overlays, please use the #JoinOurHive and #cnhkeyclub and tag the district Instagram account @cnh_keyclub if you decide to post about or use either of the resources.

In addition, a TikTok marketing campaign will take place in August for club rush and September for Fall Rally. The execs will be filming a question that members are then able to stitch. The digital leaders will be creating a TikTok for stitching directions in the upcoming weeks.

Conclusion

I look forward to seeing all of you utilize the resources that the CM committee has created, and I hope to see all of your TikToks in the coming weeks. I want to wish you all the best of luck for club rush!

District Convention

Provided by District Convention Chair Anh Nguyen

Hi CNH irraplacea-bees! My name is Anh Nguyen and I serve as your DCON chair for the 2022-2023 term and here is my board report. During the beginning of each month I sent out an update with district and committee updates and in order to assign tasks for that month where the committee is separated into teams for different assignments.

Committee Meeting

In the past months the DCON committee held monthly meetings to go over assignments and tasks as well as what our goals are as we approach DCON. We began discussing the choosing of ribbons for DCON 2023, and decorations for the convention center.

Theme Reveal

We had a theme reveal post on instagram to reveal the theme of Sea of Service for the 2023 DCON in Ontario California with graphics from District CM chair Amber Zhao and her team in order to bring excitement and attraction towards the CNH instagram and DCON.

Logo Design Contest

We released a logo design contest for DCON on the cnh instagram for a new logo to be on the pin, t shirt, and other DCON related merchandise where we received 4 submissions and are currently in the process of choosing the logo.

Video Series and Bees

We have sent in DCON bee ideas to District Visual Media Editor Helena to send to her team to make fun and creative DCON Bees. We have also finalized the Video Series timeline up until DCON in order to educate members on what DCON is and bring in more attendees through guides. The DCON committee began scripting all the videos in preparation for filming and are beginning to film the videos this weekend to be posted after all Fall Rally's.

DJ/ Keynote Speaker

We are finalizing a list for the possible DJ's and Keynote speakers for DCON looking at possible hypnotists or influencers, .

DCON Budget

I had a meeting with Mr Gln, the execs, and Mr Cunning in order to go over the DCON budget where we reviewed and edited it for the projected number of attendees and are awaiting its approval.

This finalizes my board report for the Summer Board Training Conference thank you.

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Alyssa Kline

Miracle Treat Day

On Thursday, July 28th, Children's Miracle Network hosted an annual, nation-wide fundraiser with Dairy Queen. For each Blizzard purchased, \$1 or more is donated to a nearby CMN Hospital. In order to promote Miracle Treat Day 2022, the KFF Committee designed a graphic and promotional video posted on the CNH Instagram.

Key Leader

With Key Leader approaching and Camp Cedar Glen registration open now, KFF has prepared and will continue to prepare several promotional resources. In July, we released an introductory graphic and Instagram reel, while preparing additional "How to Pay for Key Leader" resources that will be released in August. I have also completed a new Key Leader RTC presentation and CNH Cyberkey page, both of which will be announced and released in August. The cyberkey page will compile ALL of the Key Leader resources for 2022, and all promotional materials will be downloadable and accessible for officers to repost on Club/Division Instagrams and distribute to their members. Further, a Key Leader Instagram Live has been approved for August 27th, and an additional Key Leader video will be filmed this weekend throughout SuBTC.

Preferred Charities Video Series

The preferred charities subcommittee has spent July writing and preparing a new video series titled "MYC UP". The video series will consist of 5 videos posted from September 5th to September 9th. In each video, a KFF Committee member will get "MYC'd UP" to teach you about one of CNH's preferred charities. Hence, the acronym "MYC UP", which stands for March of Dimes, YES! Initiative, Children's Miracle Network, UNICEF, and PTP. All scripts have been completed, and filming will conclude in August.

KIWIN'S and Circle K

Key Club and KIWIN'S KFF Committees met on July 25th over Zoom for a joint committee meeting and to collaborate on a joint pen-pal program releasing in August. I have also been working personally with KIWIN's and Circle K KFF Chairs, Katrina and Raffi, to collect data for a joint KFamily calendar and District map.

Chartering KFamily Clubs

A new RTC presentation for chartering a KFamily club has been created and will be released along with an updated Kiwanis Family presentation and new Key Leader presentation. A chartering KFamily club help form has also been created. It will give all members and officers an opportunity to ask any questions concerning the chartering process for Builder's or K-Kids and receive personal responses. It will be open throughout the entire term. Frequently asked questions will also be addressed on the CNH Instagram.

Monthly Tasks: District Calendar and Newsletter

The KFF subcommittee has continued to update the District Calendar for at least 2-3 months ahead. The KFF newsletter spread for August featured a spotlight on KIWIN'S, Builder's Club, and K-Kids, as well as an interview of members from the three Kiwanis Families.

Automatic Awards

MR Chair Suyeon and I have collaborated to revise the requirements for the Kiwanis Family Award. We have consequently requested to remove the 1:10 ratio requirements while maintaining a requirement of 21 events hosted or attended by Kiwanis. In addition, we are working to produce educational resources for all automatic awards, including the Kiwanis Family Award and UNICEF Patch, ranging from edited videos to a presentation here at SubTC.

Membership Development and Education

Provided by Membership Development and Education Chair Joshua Placido

Introduction

My name is Joshua Placido and I proudly serve as the Membership Development & Education Committee chair.

Meetings & Core Calls

Since the formation of the MDE committee, we have held 4 meetings thus far. At the end of Quarter 1, committee core calls were held with each member in order to gauge what they needed in both committee and division affairs.

OTC Presentation Revisions

Last month, the MDE committee revised all presentations for Officer Training Conference. It was advised to all divisions that they were free to ask their presenters to create their own presentations if it was most convenient for them.

SOEP Videos

The MDE committee has been dedicated and working very hard to provide officer training videos for the Spotlight on Education Program. The intention is for clubs to show these videos to prospective officers in order to appoint any open positions they may have. During election season, these videos should be readvertised to prospective officers for the following term.

A Key Club 101 video has also been created in order to aid clubs in educating their newer members, especially as we enter Club Rush season. All of these videos were made in collaboration with DVME Helena and the DVMT. Through their editing and video production skills, these videos are in the middle of being released, with the last one scheduled to be posted on Sunday. The Key Club 101 video will be posted soon after.

Manual Creation

The MDE committee is currently in the process of creating and finalizing manuals for current club officers. Like the SOEP officer videos, these manuals should be readvertised to prospective officers during election season. These manuals are scheduled to be shared and released in the beginning of August.

We are also in the process of creating a brand new manual called the NewBEE Advisor Manual. The subcommittee assigned this task is currently relaying ideas with the MG committee who is also creating similar resources. All manuals are expected to be available on the Cyberkey.

District Penpal System

The MDE committee is working to create a retainment plan for the District Penpal system in order to encourage members to stay in contact with their penpal. This system is still under development and should be released and promoted before the end of August.

Closing Remarks

I have been extremely proud of my members and all of the amazing work that they have been doing. I see nothing but success in the future of both my members and the committee itself, and I continue to look forward to working with them every day. Thank you.

Membership Growth

Provided by Membership Growth Chair Khanh Tran

Good Morning District Board!

As I scroll through Instagram, I'm always so impressed by what each of you are accomplishing. We are truly living up to our name of the "IRREPLACE-BEES" because I can't imagine this term would be the same without all of your hard work, so thank you! With that being said, the following is my board report as Membership Growth Chair:

Committee Meetings

As of last night, the Membership Growth Committee has conducted 6 meetings, taking place on a bi-weekly schedule to discuss new initiatives as to how we, as CNH, can attract new members and strengthen our clubs as a whole. This quarter, we've decided to create new resources and manuals about fundraising for your members, chartering/reactivation, and finding and guiding advisors. The remainder of my board report will elaborate on our progress with these three topics.

Fundraising Manual

As you all will soon hear during our second Round Robin, the MG Committee has witnessed the phenomenon of club members being the sole participants in our clubs' fundraisers. This, in turn, has led to Key Club generating an exclusive reputation, especially for lower-income communities who do not have financial access nor mobility to participate in events such as Fall Rally, DCON, or ICON due to the high registration and transportation costs. As such, we have developed some guiding principles for clubs to start fundraising to the public community by providing a variety of fundraiser ideas. This information will be relayed in a manual which is scheduled to be released by the first of September, so please be sure to publicize it to your club officers in preparation for the school year.

Chartering/Reactivation Manual

Since last year's release of the chartering/rechartering manual, the MG Committee observed that resources about reviving clubs are still confusing given the numerous forms and procedures which need to be filled out and followed through Key Club International. As such, we plan to update the current chartering and rechartering manual to include more information on the logistics of going through the form itself, providing insight on how different populations (such as officers, faculty advisors, or Kiwanis Clubs) can recharter their club. This manual is scheduled to be released by October 1st, 2022.

Advisors Manual

Given its international standing as an organization, following safety protocol is extremely important, and our advisors provide direct support to what we can accomplish. As such, to help more advisors (both faculty and Kiwanis) become more familiar with their duties and responsibilities, we have created a manual intended not only for members to read, but also advisors themselves. For this project, we have decided on collaborating with the MDE Committee since this focus prioritizes education of advisors.

Advisors Video Series

When it comes to finding advisors, the MG Committee found it appropriate to create a 5 episode video series which members before school starts. This will give some insight into our more detailed manual, but in a more interactive format for their convenient viewing. These videos will be filmed during SuBTC and will be posted on our social media between August 14th - August 19th.

Once more, thank you all much for your hard work and dedication within this organization. Since we're on the precipice of our school year starting, I can empathize with you by saying that you may be stressed with summer homework that's due or other extracurriculars. No matter what, I hope you feel solace in knowing that you have a support system here within CNH since you all are "IRREPLACEA-BEES"! Thank you.

Member Recognition

Provided by Member Recognition Chair Suyeon Hwang,

Communication

All committee tasks were assigned through the committee google classroom. Occasional updates have been posted through the committee messenger group chat.

Region Assignments

On July 15th, each committee member has been tasked to send their assigned regions an email informing lieutenant governors of a newly created general member recognition education slideshows that can be used at an upcoming officer or region training conference.

CNH Contest Archive Google Classroom

After multiple discussions of strategies to increase the number of quality submissions, the committee approved of a CNH Contest Archive Google Classroom which would replace former email submissions. For all district and international contests excluding those judged on the division level will now be submitted through google classrooms which are under development in collaboration with Mr. Chang. Due to limitations of applicants and the number of classroom managers, there will be multiple submission google classrooms categorized by officer, member, advisor, club, and division contests. Contests will be listed as individual assignments with its corresponding guidelines and other resources.

Contest Revisions

Committee members were paired up into five groups, each assigned to four to six contests to revise on the following elements: layout, font size, form tables, and grammatical clarity. Upon multiple stages of reviewing and feedback, additional changes were and are being made in areas such as page limit, table size, and judging rubric. With these changes, guidelines now look less compact and its forms are able to be filled without the need of accessing a separate file and transferring it to the E-Portfolio.

E-Portfolio Templates

In addition to contest revisions each group was given the task to create a template that reflects the contest judging rubric to provide a guide for applicants.

Committee Policies

As the request of PIE Chair Miah Chao, the committee revised and submitted committee policies to more accurately state the duties of the Member Recognition committee.

Policy, International Business, and Elections

Provided by Policy, International Business, and Elections Chair Miah Chao

Good afternoon, District Board!
The following is my second report:

Teleconferences

Since Spring Board Training Conference, the PIE Committee has held one teleconference. Meeting minutes have been recorded and compiled by Committee Secretary D46S Lieutenant Governor Anna Friess.

“Policy & Elections” CyberKey Tab

District Technology Editor Ashlyn has created a new “Policy & Elections” tab on the CyberKey in which updated PIE resources will be released. The 2022 District Policy Manual, updated by last term’s PIE Committee, has been posted on this tab, along with the updated District Bylaws document, which includes the dues amendment from DCON 2022. These documents are in the process of receiving final approval from the Kiwanis Board of Trustees.

District Policy Manual & Bylaws

The PIE Committee has completed an initial round of edits of the District Policy Manual. Feedback has been provided and further review will be needed before the final version is presented to the District Board at Winter Board Training Conference. Each of the District Committees have also been requested to submit a set of revised policies which outline their main duties. These policies are currently under review. The Policy Manual and Bylaws documents have been converted to a Google Docs format which now includes updated graphics, fonts, hyperlinks, and more.

New Manuals

Throughout the past month, PIE Committee members have been paired up to create updated manuals: Running for Club Office, Running for District Office, Running for International Office, Hosting a Club Election, and Frequently Asked Questions. Once approved, these manuals will be posted under the “Policy & Elections” tab of the CyberKey.

International Convention 2022

D26N Lieutenant Governor Stephanie Dumlilig and D08 Lieutenant Governor Yuna Bi have created an ICON recap which will be featured in the August District Newsletter, along with a Goodbye Message from International Trustee Sana Yooseph.

Service Projects

Provided by Service Projects Chair Karen Vo

District Board Introduction:

Hey busy bees! My name is Karen Vo and I proudly serve as your CNH Service Projects Chair for the 2022-2023 term, and this starts my board report.

Communication:

The Service Projects committee was separated into subcommittees based on their skill. The different subcommittees are Promotion and Recognition of Service, Service Projects Database, and Seasonal Mystery. We have kept constant communication within these groups utilizing Messenger to update one another on our task progress. During the beginning of each month, I send out an update email regarding any new district updates and the committee tasks for that month.

Recognition and Promotion of Service:

We created a new submission form for this term's SOSP submissions. The July SOSP and calendar had been released and promoted on the CNH Instagram. This past month the respective committee finished the August to November manuals and we plan on completing the release of the rest of this term's manuals during August. To create the SOSP manuals quicker, our committee created a SOSP template to use each month. In future SOSP manuals, we also plan on collaborating with other committees to receive insight and feedback. Recognition for the SOSP participants have also been published on the district newsletter in collaboration with DNE Joanne.

Service Project's Database:

The Service Project's Database committee has completed the project outline and will seek further assistance by mentors to initiate this database.

Seasonal Mystery:

The Seasonal Mystery subcommittee completed the "Maximizing Service: Being a Busy Bee" manual and promotion for this guide is underway.

Assigned Regions:

Everyone in our committee is also responsible for their own assigned regions. By starting this initiative, all the regions and their respective LTG's receive monthly updates from our committee regarding the SOSP, new SP resources, and more. Each month I require the committee members to submit confirmation that they are in communication with their assigned regions.

Core Calls:

This past month I also held committee member core call meetings with the majority of my committee. During the call, we discussed their workload and their thoughts on the committee. These core calls provided valuable insights to how I can improve. For the monthly teleconferences, the SP committee has been meeting regularly to go over updates and tasks. I also held a committee bonding this past week where I was able to bond with my committee members.

SERVE-tember Initiative:

Our committee planned for the SERVE-tember initiative months prior to September to give members time to schedule their events. We created the SERVE-tember newsletter spread and in the process of promoting the flyer on Instagram. During Summer Board, we plan on recording our SERVE-tember promotional video and releasing this video by mid-August.

This recaps my board report for the Summer Board Training Conference and thank you all for listening.

Approval of Reports

RESOLVED: That the CNH Board approves all executive, appointed, and committee reports
[M: D13N Kai Noah Jugo | S: D20 Morgan Fu, PASSED]

Approval of District Convention 2023 Code of Conduct

RESOLVED: That the District Convention 2023 Code of Conduct is approved as presented
(See Appendix B)
[M: D15E Pia Prasanth | S: D36E Kasey Serrano, PASSED]

Approval of District Convention 2023 Budget

RESOLVED: That the District Convention 2023 Budget is approved as presented (See Appendix C)

[M: D12W Jordan Chan | S: D34S Sriya Pillutla, PASSED]

Motion to Adjourn

RESOLVED: That the CNH Board moves to adjourn the District Board Meeting

[M: D10N Annabel Lee, PASSED]

MEETING ADJOURNED AT 12:14 PM

Respectfully Submitted By:



Ashley Park
District Secretary
2022-2023



Diane Dao
District Governor
2022-2023



Doug Gin
District Administrator
2022-2023

APPENDIX A: ATTENDANCE

Attendance for this Board meeting was completed by District Secretary Ashley Park

EXECUTIVE COMMITTEE

DISTRICT GOVERNOR Diane Dao
DISTRICT SECRETARY Ashley Park
DISTRICT TREASURER Marcus Fang
DISTRICT ADMINISTRATOR Doug Gin

LIEUTENANT GOVERNORS

DIVISION 2 NORTH Sophia Nguyen
DIVISION 2 SOUTH Gabriela Tadeo
DIVISION 3 NORTH Minseo Seo
DIVISION 3 SOUTH Natalie Fernandez
DIVISION 4 CENTRAL Sunny Wang
DIVISION 4 EAST Nhi Le
DIVISION 4 NORTH Lina Tran
DIVISION 4 SOUTH Elena Cheung
DIVISION 4 WEST Athena Tan
DIVISION 5 NORTH Jude Nieves
DIVISION 5 SOUTH Aliyah Rodriguez
DIVISION 7 NORTH Kaitlyn Whang
DIVISION 7 SOUTH Katelynn Evans
DIVISION 7 WEST Jennifer Hong
DIVISION 8 Yuna Bi
DIVISION 10 NORTH Annabel Lee
DIVISION 10 SOUTH Chloe Liu
DIVISION 11 Darren Paningbatan - **ABSENT**
DIVISION 12 EAST Jackie Wang
DIVISION 12 SOUTH Chloe Ha
DIVISION 12 WEST Jordan Chan
DIVISION 13 NORTH Kai Noah Jugo
DIVISION 13 SOUTH Sierianna-Ahlyzah Chea
DIVISION 13 WEST Janelle Sangmoah
DIVISION 14 Arushi Garg
DIVISION 15 EAST Pia Prashanth
DIVISION 15 NORTH Gerard Day
DIVISION 15 SOUTH Chloe Wu
DIVISION 15 WEST Yahir Perez
DIVISION 16 EAST Rainielle Santos
DIVISION 16 NORTH Caleb Kim
DIVISION 16 SOUTH Joanna Lauren Camacho
DIVISION 16 WEST Jaren Jimenez
DIVISION 18 Sydney Fifield
DIVISION 19 NORTH Rebecca Son
DIVISION 19 SOUTH Isabelle Nguyen
DIVISION 20 Morgan Fu
DIVISION 21 Chloe Kwan
DIVISION 22 HIKINA Jonathan Jiao

DIVISION 22 KOMOHANA Carly Miyamoto
DIVISION 22 MAKAI Abigail Jensen
DIVISION 23 Pharren Porter
DIVISION 24/29 Howard Sardina
DIVISION 26 NORTH Stephanie Dumalig
DIVISION 26 SOUTH Matthew Ayabe
DIVISION 27 NORTH Jamie Lynn Phan
DIVISION 27 SOUTH Angelika Kirsten Irada
DIVISION 28 EAST McKenzie Shelton-Lott - **ABSENT**
DIVISION 28 NORTH Kamy Winbush-Kline - **ABSENT**
DIVISION 28 SOUTH Jessica Ryn
DIVISION 28 WEST Ann Margaret De Guzman
DIVISION 30 NORTH Alexis Jung
DIVISION 30 SOUTH Sania Usmani
DIVISION 31 Madeline Lam
DIVISION 32 Diana Nguyen
DIVISION 33 Vivian Tran - **ABSENT**
DIVISION 34 NORTH John Hillyard
DIVISION 34 SOUTH Sroya Pillutla
DIVISION 35 EAST Chloe Hartanto
DIVISION 35 WEST Henrina Zhang
DIVISION 36 EAST Kasey Serrano
DIVISION 36 WEST William Lucas
DIVISION 37 EAST Livia Iacobelli - **ABSENT**
DIVISION 37 NORTH Cindy Ngo
DIVISION 37 SOUTH Minju Kim
DIVISION 37 WEST Asia Chan
DIVISION 38 EAST Nichole Shek
DIVISION 38 WEST Kotomi Tucker
DIVISION 39 Brighton Quintana
DIVISION 42 EAST Mijir Chowdarapu
DIVISION 42 WEST Sofia Barajas
DIVISION 43 Nathan Rodriguez
DIVISION 44 NORTH Justin Kuo
DIVISION 44 SOUTH Wafa Suhir
DIVISION 44 WEST Ryan Leung
DIVISION 45 Artur Gafurov
DIVISION 46 NORTH Zoei Quach
DIVISION 46 SOUTH Anna Friess
DIVISION 47 Daniel Lee

APPOINTED BOARD

DISTRICT NEWS EDITOR Joanne Do
DISTRICT TECHNOLOGY EDITOR Ashlyn Wong
DISTRICT VISUAL MEDIA EDITOR Helena Teung-Ouk
COMMUNICATIONS AND MARKETING Amber Zhao
DISTRICT CONVENTION Anh Nguyen
KIWANIS FAMILY & FOUNDATION Alyssa Kline
MEMBERSHIP DEVELOPMENT & EDUCATION Joshua Placido
MEMBER RECOGNITION Suyeon Hwang
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Miah Chao
SERVICE PROJECTS Karen Vo
MEMBERSHIP GROWTH Khanh Tran

KIWANIS COMMITTEE

DISTRICT ADMINISTRATOR Doug Gin*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Alan Quon*
ASSISTANT ADMINISTRATOR Geoff Tobias*
SPECIAL ASSISTANT Marek LeBlanc
SPECIAL ASSISTANT Pete Ballew - **ABSENT**
DISTRICT SLP DIRECTOR Timothy Cuning - **ABSENT**
REGION 1 Lisa Watson *
REGION 2 Carolyn Qualm*
REGION 2 Majid Azimi
REGION 3 Kathy Kendrick*
REGION 3 Michael Moss - **ABSENT**
REGION 4 Michael Ballinger - **ABSENT**
REGION 5 Hanna Santee*
REGION 6 Michael McStroul

*Signifies an Executive/Chair/Editor Mentor

REGION 7 Doug Ridnor
REGION 8 Elsie Nash
REGION 8 Jackie Acosta
REGION 9 Victor Chan*
REGION 9 Kent Screechfield
REGION 10 Interim support by Alan Quon
REGION 11 Carole Farris*
REGION 12 David Hillman
REGION 13 Interim support by Marek LeBlanc
REGION 14 Michelle Sakurada - **ABSENT**
REGION 15 Tricia Shindledecker* - **ABSENT**
REGION 16 Bruce Mercado*
REGION 17 Rachel Shanley-Giguere*
REGION 17 Erinn Wong
REGION 18 Charlene Masuhara*
REGION 18 Joshua Chang*

GUESTS

CNH KIWANIS GOVERNOR-ELECT Valarie Brown-Klingelhofer
CNH CHILDREN'S FUND PRESIDENT Gary Jander
REGION 3 ASSISTANT ADVISOR Elaine Pong
REGION 3 ASSISTANT ADVISOR John Pong
SAN GABRIEL KIWANIS CLUB | D10 KIWANIS LTG Pat Foltyn
GREEN VALLEY KIWANIS CLUB | James Santee

APPENDIX B: DCON 2023 CODE OF CONDUCT | DRESS CODE SECTION

The Dress Code section of the CNH District Convention Code of Conduct 2023 was presented by District Governor Diane Dao



APPENDIX C: DCON 2023 BUDGET

The CNH District Convention Budget 2023 was presented by Anh Nguyen

		2022-23 Full Budget (Ontario)
Income		
21.401.01	On Time Registration REDUCED 1100 @ \$230.00; FULL 1350 @ \$215.00	\$290,250.00
21.401.03	Late Registration REDUCED 150 @ \$260.00; FULL 150 @ \$255.00	\$38,250.00
21.410.00	Hotel and City Rebates	\$10,000.00
21.420.00	Sponsorships	\$0.00
21.404.05	Old Board Dinner	\$4,625.00
	Total Income	\$343,125.00
Disbursements		
21.506.00	Adult Attendee Background Checks	\$0.00
21.508.00	Audio Visual (General Sessions)	\$25,000.00
21.509.00	Audio Visual (Seminar Rooms)	\$12,000.00
21.510.00	Audit Fees	\$3,000.00
21.512.00	Awards	\$6,000.00
21.520.00	Band or D.J. (Includes ASCAP Fees)	\$2,000.00
21.522.12	Board Training (Meals) (74 LTG-Elects + 2 Trainers)	\$600.00
21.522.20	Board Officer Pins, etc. (From Key Club International)	\$400.00
21.530.02	Comp Meals, Old Board (92) <i>New Board pays registration</i>	\$10,212.00
21.530.04	Comp. Meals, Kiwanis Committee (30)	\$3,330.00
21.530.06	Comp. Meals, VIP's (15)	\$1,665.00
21.530.07	Comp. Housing (Board Old & New)	\$22,485.12
21.530.08	Comp. Housing (Kiwanis Committee)	\$6,169.23
21.530.09	Comp. Housing (VIP's)	\$1,814.10
21.533.00	Convention Center Rental	\$35,000.00
21.540.00	Credit Card Fees	\$0.00
21.554.00	Convention T-Shirts 1630 x's \$10.00 Plus Freight & \$1500 for additional Advisor Shirts	\$17,800.00
21.550.00	Decorations	\$500.00
21.565.00	Hospitality Programs (Ice Cream Social) Is \$1600 the correct price?	\$3,200.00
21.576.02	Meals, (Saturday Breakfast) 1500 x's \$21.00	\$31,500.00
21.576.03	Meals, (Saturday Dinner) 1500 x's \$37.00	\$55,500.00
21.576.06	Meals, (Saturday Lunch) 1500 x's \$32.00	\$48,000.00
21.576.05	Meals, (Sunday Brunch) 1500 x's 21.00	\$31,500.00
21.576.08	Board Lunch (Friday Box Lunch) 40 x's \$32.00	\$1,280.00
21.576.09	Meals (Water Service)	\$3,300.00
21.660.00	Postage	\$0.00
21.671.00	Name Badge Processor	\$0.00
21.575.00	Board Dinner	\$4,625.00
21.585.00	Bad Debts	\$0.00
21.662.00	Pre-Convention Planning	\$2,500.00
21.666.00	Printing	\$200.00
21.670.00	Registration Supplies	\$1,800.00
21.670.05	Registration Software	\$75.00
21.672.00	Rental (Truck + Fuel)	\$500.00
21.676.00	Ribbons	\$500.00
21.680.00	Refunds DCON 2020	\$0.00
21.686.00	Souvenir Item 1850 Pins	\$3,700.00
21.690.01	Speakers (Speaker Fee, 2 nights housing, travel)	\$3,500.00
21.690.02	Speakers (Other)-Music/Entertainment	\$0.00
21.706.00	Staff Housing & Travel (Tim)	\$1,450.00
21.730.00	Telephone Expense	\$500.00
20.865.00	Depreciation	\$700.00
	Total Disbursements	\$342,305.45
	Net Excess of Income over Disbursements	\$819.55

Notes to DCON Budget:	
2023 Budget Information	
Number of Budgeted Paid Registrations	1500
Number of Complimentary Registrations	132
(132 Comps include: 92 Old Board, 15 VIP's & 25 Kiwanis Committee)	
Total Registrations	1632
2022 (Reno) Actuals: 750 Paid, 125 Comps, 3 SDEvent Pros Total 878	
2019 (Ontario) Actuals: 2,126 Paid, 129 Comps, 9 SDEvent Pros Total 2,238	
Important Dates (Registration Opens Monday Jan. 9, 2023)	
On Time Convention Registration (Received By)	3/3/2023
Housing Deadline (Received by)	3/17/2023
Member Recognition (Contests) Deadline (Received By)	
Late Convention Registration Deadline (Received By)	3/17/2023
(No registrations will be accepted after March 17, 2023)	
Meal prices in 2022 (Reno) \$123.52	Registration was: \$215/255
Meal prices in 2019 (Ontario) \$91.00	Registration was: \$184/224
Meal prices in 2018 (Reno) \$106.42	Registration was: \$174/214
Meal prices in 2017 (Anaheim) \$115.93	Registration was: \$196/236
Meals	
Saturday Breakfast	\$21.00
Saturday Lunch	\$32.00
Saturday Dinner	\$37.00
Sunday Breakfast	\$21.00
Total	\$111.00
Signed Room Block: 672 rooms - Sheraton Only	
2022 Actual Pickup (729 rooms)	
Total Room Block - All Hotels = 1,307	
Housing for Key Club Old & New Boards	
Rate (including tax) \$181.41	
Staff Room Rate (including tax) \$132.71	
34 Hotel Rooms x's \$181.41 x's 3 nights =	\$18,503.82
10 (Staff) Rooms x's \$132.71 x's 3 nights =	\$3,981.30
1/50 Comps Applied to (8) Rooms	\$0.00
Total Board Housing Rooms	\$22,485.12
Kiwanis Committee Housing	
Key Club Administrator	\$544.23
(25) Committee Members x/s \$75.00 x's 3 nights =	\$5,625.00
Total Committee Housing	\$6,169.23
Comp. Housing for VIP'S to Include:	
	Cost
Kiwanis Governor & Spouse (Comped Luxury Suite)	\$0.00
Kiwanis Governor-Elect & Spouse (Comped Luxury Suite)	\$0.00
Kiwanis Executive Director (Comped Studio Suite)	\$0.00
Kiwanis Foundation President (Staff Room)	\$362.82
Kiwanis Foundation Executive Director (Staff Room)	\$362.82
Circle K DA (Staff Room)	\$362.82
Circle K Governor (Or Representative) (Staff Room)	\$362.82
KIWIN'S Administrator (Staff Room)	\$362.82
KIWIN'S Governor (House with KC Board Members)	\$0.00
Exec's Parents (Comp Reg.; No Comp. Housing)	\$0.00
15 Total VIP's (for VIP meal budget)	
Total VIP Comp. Housing Expense	\$1,814.10