



CNH | KEY CLUB

MEETING MINUTES

DISTRICT BOARD | SUBTCL

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Justin Kuo

Location: District Office

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

CALL TO ORDER: 10:30AM PDT

ADJOURNMENT: 11:31AM PDT

Attendance Report - See Appendix A for a complete report

EXECUTIVES 3/3 **LT. GOVERNORS** 68/78 **LT** 11/11 **GUESTS** 4 **QUORUM** YES

Summation of Board Decisions

- **Action: Approval of Parliamentarian [PASSED]**
- **Action: Approval of Remarks [PASSED]**
- **Action: Approval of International Trustee Remarks [PASSED]**
- **Action: Approval of DCON 2024 Budget**

MEETING MINUTES

MEETING CALLED TO ORDER AT 10:30AM PDT

Approval of Parliamentarian

RESOLVED: That the CNH Board approves Marshall Roberson as Parliamentarian
[M: Sukhraj Gill, D14 Lt. Governor | S: Sunyodh Sandhu, D27S Lt. Goernor | PASSED]

Pledge of Allegiance

Pledge led by provided by D04N Valerie Tran

Key Club Pledge

Pledge led by provided by D12S Sidney Nguyen

INVOCATION

Provided by D03N Irene Kim

Good morning UnstoppaBEEES! My name is Irene Kim and I proudly serve the Division 3 North polar bears as their Lieutenant Governor. I am so happy and honored to be delivering this speech to you all today.

I have a secret: sometimes I dread opening up the monthly DMRF Corrections email. When I click on it, my heart drops into my stomach, and I start sweating profusely. I can't help it! It is like a constant reminder that I'm not perfect...and I hate not being perfect.

To all the perfectionist LTGs out there like me, what we have to learn to accept is that failure is the KEY to growth. Once I stepped back from the perfectionists' mindset, I realized that the monthly emails were there to help improve my division and provide the most updated and accurate information—not to undermine my skills as a leader. They're even sent by a past LTG who went through the exact same things that we are: periods of difficulty, learning, and growth.

INVOCATION (CONT.)

Part of why I'm so happy to be here today is because I get to talk to people who have dedicated themselves to growth in the same way. I'm sure that there are people in this room right now who have felt that same feeling of getting hung up on trying to be perfect, and I hope that you can all realize that—it's okay to make mistakes! You've all worked so hard to get where you are, and I know you're all going to work even harder for the remainder of your term.

Even though we're already a quarter of the way done, we still have so much to learn. So, be proud, believe in yourself, embrace the mistakes, and let's keep growing.

REMARKS/REPORTS

CNH Children's Fund Remarks

Provided by Kiwanis Governor-Elect Carole Ferris

1. Notes her service as a part of the CNH Children's Fund
2. Emphasizes the importance of CNH Key Club's contributions to the foundation
 - a. The funds that are raised change lives and make a difference in our communities (bike safety, trauma programs, etc.)
3. Expresses excitement for seeing what we will accomplish

Kiwanis Governor-Elect Remarks

Provided by Kiwanis Governor-Elect Carole Ferris

1. Remarks how the energy of the district board is inspiring and encourages her to become involved in helping our organization however she can
 - a. Wants our Kiwanis to be involved as well
2. Notes the importance of Kiwanis presence in Key Club
 - a. We need to work together to make that happen
3. Discusses that the district board is free to reach out to her for any help

SLP Director Remarks

Provided by SLP Director Timothy Cunning

1. Thanks the district board for being at Summer Board and wishes us all an enjoyable weekend

REMARKS/REPORTS (CONT.)

District Administrator Remarks

Provided by District Administrator Doug Gin

1. Emphasizes how now is the time to implement the training we've received
 - a. Execute your plans and start the school year strong
 - i. District membership goal of 32,000 dues-paid members
 - ii. Get new members to join the club
 - b. Assist clubs in paying their dues on-time
 - i. Strive for the Early-Bird deadline of November 1st, 2023
 - ii. MUC opens on October 1st, 2023
 1. A whole month to print the invoice and update rosters
 - iii. Dues can be paid for additional new members after December 1st, 2023
 1. If a member pays dues, it is the club's responsibility to submit them
 2. Dues payment is an ongoing process
 - c. Work towards division fundraising goals as well
 - i. Look forward to seeing at Fall Rally North/South
 - ii. DSEC Abigail Jensen will represent Hawai'i at both events
 - d. Plan for District Convention
 - i. Start promoting early, at coming Region Training Conferences
2. Expresses the importance of appreciating our Region Advisors for their dedication and allowing this conference to be possible
 - a. It is because we believe in the district board as leaders
3. Thanks the board for their commitment as District Officers

District Governor Report

Provided by District Governor Justin Kuo

Buzz buzz bad bees!

I cannot believe that we find ourselves here together yet again, it feels like Spring Board Training Conference was just yesterday! In just the short 3 months we have spent together, I truly am so grateful to have created so many endless memories with you all. Being able to serve you all as your District Governor is the biggest honor I could've ever imagined, and so I say thank you. Thank you for your constant dedication to serving your clubs, your communities, and the people around you. Your hard work and commitment to our organization does not go unnoticed, so continue throughout these summer months and for the rest of your term to give your 100 percent!

REMARKS/REPORTS (CONT.)

So far this term, we have surpassed our number in service hours than that of the number at Summer Board 2022. It's clear that your passion and dedication to serving and helping your clubs grow is unparalleled, and I am so glad to be here along the journey. However, there is still much to do. Club Rush season is just around the corner, and this is our biggest chance to attract as many members to our organization as possible. It's up to you to train your officers on the process of getting more people interested in Key Club, so help guide them and be a resource at all times so that your clubs can continue to grow. New horizons are just around the corner, and with that extra push from yourselves, you'll find that anything we want to achieve can be possible.

This weekend, please continue to pay close attention to the wonderful workshops and informational sessions we have planned and don't be afraid to ask questions. This is your chance to gain valuable knowledge and how to best serve your divisions, so take advantage of this opportunity to serve your members. In addition, I encourage you all to try something that I always push myself to do at these conferences. Make it a goal to talk to at least 3 new people this weekend. I know it may sound scary for some and easy for others, but truly, the relationships you will make on this District Board will last a lifetime. My closest friends I am glad to say were Lt. Governors along my side, so maybe you'll find that the person sitting next to you will be your new Best Friend Forever!!

In all seriousness, I am truly grateful for every single one of you. Thank you for being here and putting a smile on your face every time you walk in this room, I truly could not ask for a better District Board to serve. Help us reach our goals of 32,000 dues paid members, 400,000 service hours, and 200,000 dollars raised for our preferred charities by putting in that effort to improve upon last term's numbers. I know this term is ours for the taking, thank you and have a great Summer Board!

District Secretary Report

Provided by District Secretary Abigail Jensen

Aloha Unstoppabees!

I hope you all are having a great morning, and the following is my district board report!

Service Hours

As of the July 5th, 2023 Monthly Report Form submission date, the CNH District has served 52,687 hours, which is approximately 13.2% of our goal of 400,000 service hours by DCON 2024. Based on the division goals collected at Spring Board, if every division reaches their division service hour goal, we will be well over our district service goal. With that being said, please be sure to work with your clubs to encourage the planning of projects and an active membership in order to reach your division service hour goals and furthermore, our district goal.

REMARKS/REPORTS (CONT.)

I also want to take this opportunity to recognize members of the District Board who have gone above and beyond and have already completed 50 service hours so far in the term. Their names are shown on the screen, please hold your applause.

- Division 2 South Sean Phu
- Division 4 East Rachel An
- Division 16 Oasis Maria Gilani
- Division 22 Komohana Sarah Ganiko
- Division 46 North Sophia Marogi
- District News Editor Willa Lim
- DCON Chair Angelina Nguyen

Remember that as members of the District Board, you all are expected to reach 50 service hours by Winter Board Training Conference in January 2024, although you are always encouraged to go above and beyond and serve as role models for other members to do the same.

Resources

Throughout the past few months, several different resources for both Lt. Governors and club secretaries have been released through our district's Google Group reflectors. Be sure to utilize and encourage the use of the following: the Club MRF Manual, Project Report Form template, MRF Q&A Form, July and August AAR Kits, Volume 2 of the Secretaries Series, Secretary Call Agenda Templates, and Club MRF Feedback Templates. I am working to have these resources available on platforms other than email, but please feel free to contact me with any questions regarding these resources.

Division Monthly Report Form Feedback

For the past two Division Monthly Report Form submissions, I have sent out DMRF Correction & Suggestion emails to all Lt. Governors who submitted DMRFs. Please be sure to check out the points I included, and make any necessary revisions. I will continue with these revisions throughout the rest of the term on a quarterly basis.

Submission Reminders

As a reminder, here are the submissions to take note of:

- Division Monthly Report Forms and Training Conference Report Forms due on the 10th of every month at 6:00PM local time
- Articles & Visuals to the CNH Archive due on the 15th of every month at 6:00PM local time
- Division Newsletters, Division Council Meeting Agendas, and Division Update Forms due on the 20th of every month at 6:00PM local time

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 from the beginning of the term until now. Their names will now be shown on the screen, please hold your applause.

REMARKS/REPORTS (CONT.)

- Division 2 North
- Division 3 North
- Division 4 Central
- Division 4 East
- Division 4 North
- Division 4 South
- Division 4 West
- Division 5 North
- Division 5 South
- Division 7 North
- Division 7 South
- Division 8
- Division 10 North
- Division 12 South
- Division 12 West
- Division 13 North
- Division 13 South
- Division 13 West
- Division 15 East
- Division 15 North
- Division 15 South
- Division 15 West
- Division 16 East
- Division 16 North
- Division 16 Oasis
- Division 16 South
- Division 16 West
- Division 18
- Division 19 North
- Division 20
- Division 21
- Division 22 Hikina
- Division 22 Komohana
- Division 22 Makai
- Division 23
- Division 26 North
- Division 27 North
- Division 27 South
- Division 28 East
- Division 28 North
- Division 28 South
- Division 28 West
- Division 30 North
- Division 31
- Division 33
- Division 39
- Division 43
- Division 44 North
- Division 44 South
- Division 44 West
- Division 45
- Division 46 North

Closing

After this conference, we will not be reunited as a whole board for five months, until Winter Board in January. With this being said, use this time to focus on what needs to be done: supporting your officers and clubs, completing your submissions, and making the most out of this crucial time in the term. If you have any questions, comments or concerns about monthly submissions, please feel free to discuss them with me anytime this weekend or reach out to me another way! I hope you all have a wonderful Summer Board Training Conference and a great rest of your day, thank you!

District Treasurer Report

Provided by District Treasurer Chloe Wu

What's BUZZIN' Unstoppabees!

Can you believe it? We're already 3 months into this term! Time continues to fly by, so I am so grateful to be here at Summer Board relishing these moments with you all and creating memories. I hope you have 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!

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

REMARKS/REPORTS (CONT.)

Goals

As of the most recent report, we have raised a total of \$7,770.60 for PTP & the YES! Initiative. This means we are 3% of the way to our District Goal of \$200,000 for PTP and the Yes! Initiative. I know that this percentage may seem discouraging because of how miniscule it is, but keep in mind we are just starting off, so I have confidence that we can achieve our goal if we continue fundraising throughout the entire term! With this being said, please support and encourage your clubs through the fundraising process as we return back to school.

Dues Report

As of the most recent dues report, we have 30,701 members and 716 of the 751 clubs have paid dues. If you are a Lieutenant Governor of a suspended club, please make sure this suspension status is taken care ASAP because the MUC will be closing soon. 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 if you are working early on to get clubs to pay dues on time! Though the MUC won't be open until September, you can still get a head start by educating your members on what dues are and its importance as soon as school is in session!

Vouching

Just recently, I sent out an email with the new vouching worksheet and vouching manual for this term so please use those materials to support you during the vouching process. I also recommend starring the email I sent so that you can refer back to it in the future. Furthermore, during this training conference, I will be hosting a workshop where we will walk through the process of properly filling out the vouching worksheet and submitting it. This way, once Summer Board is over, you may all begin to vouch for items. If you ever need any assistance while vouching, please feel free to reach out to me.

REMARKS/REPORTS (CONT.)

Treasurer Updates

I have finished revising both the Treasurers Manual and Dues Manual for the 2023 to 2024 term. These manuals have been released to treasurers this month in my Treasurer's Update Email and can also be found on the CyberKey. The Treasurer's Manual will contain all the information needed for a Treasurer to successfully operate throughout their term, while the Dues Manual will contain information to help all officers navigate through dues season successfully. 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. I have also pushed out a newly created fundraiser idea and fundraiser report form. The fundraiser idea form will allow anyone in CNH to turn in ideas for potential fundraisers which will in turn be added to the Fundraising Manual and a Fundraising Database that I am currently working on alongside SP Committee. Moreover, the fundraiser report form is a form that treasurers and Lieutenant Governors need to fill out following a restaurant fundraiser so that checks arriving in are accurately matched to the division that hosted it. Please ensure that you are constantly communicating with your officers to fill out this report form. Lastly, to support club treasurers in their role I have created a new club budget template for their use.

Closing

I hope you all are learning 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. As we are preparing to enter back into the school term, it is also crucial to begin educating your members on dues. As always, I am beyond proud of you guys and am astounded by your dedication. Please let me know if you ever need any support or have any questions, comments, or concerns, and I will be happy to help! Thank you!

District News Editor

Provided by District News Editor Willa Lim

Buzz buzz Unstoppabees!

I hope you are all doing well, as follows is my board report:

Newsletters

2 issues of "The Honey Scoop" have been released for the months of June and July. On August 1st, the August newsletter will be released, so be sure to check it out after Summer Board. Division Newsletter Feedback has been completed and a feedback form will be released to Division News Editors to improve future District feedback.

REMARKS/REPORTS (CONT.)

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 will not be counted. Also, please remember that submitting screenshots or fliers will not be accepted. **Newsletters** are due on the **20th of each month by 6 PM**.

Since June 20, 2023, the following 39 divisions have achieved on-time articles, visuals, and newsletter submissions. On-time submissions entail 3 articles, 3 visuals, and 1 newsletter documenting service, recognition, and growth within the division.

- Division 2 North
- Division 3 North
- Division 4 Central
- Division 4 East
- Division 4 North
- Division 4 West
- Division 5 North
- Division 7 North
- Division 7 South
- Division 10 North
- Division 12 South
- Division 13 North
- Division 13 South
- Division 13 West
- Division 14
- Division 15 East
- Division 15 North
- Division 15 South
- Division 16 North
- Division 16 South
- Division 19 North
- Division 19 South
- Division 21
- Division 22 Hikina
- Division 22 Komohana
- Division 23
- Division 26 North
- Division 27 South
- Division 28 East
- Division 28 West
- Division 30 North
- Division 35 East
- Division 35 West
- Division 39
- Division 44 North
- Division 44 South
- Division 44 West
- Division 46 North

With the help of SP Chair Annabel, the Articles Submission Form has been updated as part of a project called the Event Expo. Drop-down bars have been added to categorize the type of event, if the event was hosted in-person or online, and cost. It also includes drop-down bars if the event aligns with the SOSP, Governor's Project, and more. It is important to fill out these drop-down bars so that the DTT can sort through them and include them on the Cyberkey. The link will be found in my next submission reminder email so please use this form from now on.

Manuals and Guides

I will work with DVME Chloe and her DVMT to release a Buzzin' Break. Along with the video, I will release an updated Division News Editor manual. I will also be working on releasing an Editor's Webinar with DVME Chloe and DTE Katherine. Please be on the lookout for these updates.

That concludes my Board Report, thank you.

REMARKS/REPORTS (CONT.)

District Technology Editor

Provided by District Technology Editor Kathrine Geng

What's Buzzin' CNH?

Hope you're all excited for summer olympics! My board report is as follows.

Cyberkey Analytics

During the months of June and July, the Cyberkey received 20,705 total page views and 4,917 users. The top 5 pages with the most traffic are the Home page with 5788 views, the Newsletter page with 1309 views, Divisions with 1268, Meet the District Board with 1131, and finally the Graphics and Marketing page with 1012 views.

Cyberkey Updates

These past few months, I've been working on a few updates to the Cyberkey. The Home page has been completely redesigned - there is now a new image carousel with pictures from ICON, bee background, bee cursor, various sections such as What's the Buzz, District Goals, and Contact Us. Additionally, the Newsletter page has also been updated with a new flip feature that allows you to read all the District newsletters on the Cyberkey itself. I have also been working on a new Divisions page with updated clubs + mascots, which will be viewable soon!

Digital Media Request Form

This month, me, Mr.Chang, and the other Digital leaders have been working on a Digital Media Request Form for the District Board. Once it is finalized, you'll be able to submit any graphic, video, or Cyberkey requests through this form. For the Cyberkey section specifically, please submit any change requests at least a week in advance.

District Technology Team

Since Spring Board, the District Technology Team has been officially appointed and I've assigned them their first set of tasks. They have been working on creating 2 newsletter spreads (one for Meet the DTT and the other for an introduction to the Cyberkey), designing the Meet the District Board page & LTG headshots, archiving old information from the previous term, designing an instagram post about Cyberkey updates, and inputting articles into the Cyberkey. Since it is nearing the end of July, their work will be viewable soon (including the Meet the District Board page which will be updated in a few days once headshot designs are complete). The Cyberkey Updates instagram post will also be posted tomorrow so please look out for that!

Thank you so much! Please continue to publicize the Cyberkey to all your clubs, and let me know if you have any other questions, comments, or concerns!

REMARKS/REPORTS (CONT.)

District Visual Media Editor

Provided by District Visual Media Editor Chloe You

What's Poppin' Busy Bees!! I hope this weekend has served you well so far! What follows is my second District Board Report.

Spotlight on Educational Programs

I have been contacting MDE Chair Lina Tran to discuss the editing process of the SOEP Series. The series ended yesterday, posted consistently on Youtube from July 24-July 28. Please share these resources with your officers while giving recognition to the editors and graphic designers who create this video! I proudly give recognition to DVMT members Alice Kim, Kai Malonzo-Khoe, Cassie Nguyen, Dean Segundo-Datiun, and Anh Nguyen who contributed to the creation of the SOEP Series.

Membership Growth

The Membership Growth Committee and MG Chair Henrina Zhang and I have been working together to produce two Instagram Reels series. The first series titled Fundraising 101 was posted on Reels from July 18-July 21st and was edited by DVMT members Andre Nguyen and Jenna Chung. The second MG Reels series titled Club Rush 101 is currently in production and is being filmed at Summer Board.

Join Our Hive

CM Chair Joshua Santhirasegari and I have been communicating about creating graphics, GIFS, and filters for the Join Our Hive campaign. My DVMT is in the process of creating JOH graphics and GIFS which will be utilized on our Instagram and other promotional materials.

Service Project

I am filming the Service Project Committee during Summer Board for SERVEtember. The series will consist of 1 Youtube video and 4 Instagram Reels. The editing will be done by the District Visual Media Team.

What's Poppin Episodes

EPIISODE 1 - MEET THE LEADERSHIP TEAM

This episode will be released in mid-August

EPIISODE 2 - MEET THE DISTRICT BOARD

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

REMARKS/REPORTS (CONT.)

Buzzin Break

The first episode of Buzzin' Break features CM Chair Josh's Editor Tutorial and is planned to be released in August, edited by DVMT members Alara Yilmaz and Lauren Vo. In September, the second episode of Buzzin' Break will consist of District Secretary Abigail's MRF Overview. Future episodes of Buzzin' Break are currently in production with District Treasurer Chloe Wu and District Governor Justin Kuo.

Analytics

INSTAGRAM

Since the Spring Board training conference, our Instagram page has become more active, as a result of a consistent posting schedule. Compared to my last report of our Instagram analytics, we have reached **18.2K** more accounts, with a **53%** increase of non-follower's reached through our Instagram posts. This is amazing news since it showcases that an increase in consistent posting can also increase our viewer count and the audience that is reached by our posts. Our current following on Instagram is **10.6K**.

YOUTUBE

Looking at the analytics on Youtube starting from SBTC to now, we have gotten an increase of **1,801** views. Our total watch time since then has been **42.8 hours**. Our highest engagement video is the Key Club promotional video with an increase of **238** views, with the SOEP Series Key Club RIZZ video being second with an increase of **100** views.

TIKTOK

We have received a total amount of **3.7K** views since SBTC. We have also gotten **254** profile views. Hopefully, with more consistent video series and posts on TikTok, we can increase this number. This is why I highly recommend you submit any TikTok or Reels you film here at SUBTC into the google drive I shared in an email last week.

Thank you so much for listening to my board report! I hope you have a Bumblin' great time at the rest of our training conference. Buzz out!

Communications & Marketing

Provided by Communications & Marketing Chair Joshua Santhirasegari

What's Bumbling CNH!

I hope everyone has been having a restful summer and a wonderful time at Summer Board. The following is my board report:

REMARKS/REPORTS (CONT.)

Communication

To help assist the Leadership Team and district committees, the editors and I have developed a CNH Digital Leaders Request Form that will allow us to create and publish content for the district. This form will be accepting requests in the coming weeks and we hope it will establish strong communication between committees regarding content production.

To further aid communication, each district committee has received a CM member as a liaison to help relay information and plans for content that CM can assist in creating and marketing. The liaisons will also develop marketing plans and ideas, as well as remind other committees to utilize the request form if they would like CM to create content.

Committee

As for communication within the CM committee, emails and messenger reminders have been used to assign June and July tasks which are now being submitted to the CM shared google drive. Update emails have also been sent including information on the two CM meetings that have been held since spring board. To better improve the quality of CM tasks and meetings, a feedback form was also opened so that CM members could give their input.

Projects

A marketing guidance form and manual is currently in the works of being created by DTE Katherine and I. The goal of this form is for us to give feedback on club or division websites, as well as develop marketing plans to help members publicize events. In addition, the manual will go over how to market events and what tactics work effectively in engaging members.

I have also filmed a Buzzin Break episode on how to draw bee graphics for DVME Chloe You which is currently being edited by the District Visual Media Team.

Mr. Chang and I have also decided to create a bee comic strip and increase inclusivity of Hawaii on the district's social media through the comic and educational posts which will be made in the coming months.

Marketing

The CM committee has updated the Club building/Marketing Manual and created a Key Club Promotional Video which will be available on the Cyberkey and Key Club Public Drive.

REMARKS/REPORTS (CONT.)

In addition, our first marketing campaign of the term “Join our Hive” has been created for club rush season and will last throughout August and September. As a part of this campaign, a variety of fillable member recruitment and club marketing resources have been created such as sticker designs, informational instagram graphics, flyers, brochures, and a member recruitment guide! In addition, Chloe's lovely DVMT has provided us with a variety of graphics, gifs, and eventually filters for Join our Hive!

Instagram posts and story overlays have also been created by CM so that members can publicize Key Club on their social media. You can request these by emailing overlay@cnhkeyclub.org and including your name, division, position, and reason for requesting an overlay. Please use #JoinOurHive and #cnhkeyclub and tag the district Instagram account @cnh_keyclub if you decide to post about or use any of the resources mentioned above!

Conclusion

I cannot wait to see everyone use these resources and request an overlay in the following months. I wish you a successful club rush season and of course if you have any questions regarding club rush or marketing in general, feel free to reach out to me!

District Convention

Provided by District Convention Chair Angelina Nguyen

What's buzzin', Unstoppabees!

I hope you all are doing well, and enjoying Summer Board so far! Without further ado, I will present my 2nd board report:

Completed Tasks

Throughout the month of June, the committee was able to communicate to various KeyNote Speakers and Guest Performers for DCON where we voted upon during our June Committee Meeting. Currently, SAA Coordinator, Brianna Ton is working on releasing the SAA applications on August 16th. Along with that, the committee reviewed and edited the Code of Conduct. Lastly, we have completed the ribbon designs, selected the logo design, and created scripts to promote and fundraise for District Convention.

REMARKS/REPORTS (CONT.)

July Committee Meeting

The DCON Committee's meeting occurred on Friday, July 28th, 2023 at 8:30 P.M. We first reviewed the tasks due such as the Old Board Dinner, Guest Performer, Ribbons, and promotional scripts. Then we took time to reflect and debrief about International Convention of what areas we liked, areas of improvement, and what we should implement in DCON 2024. The tasks that have been delegated are booklets that include: "What is DCON?" And "How to Fundraise for DCON," further communication with our KeyNote Speaker and Guest Performer, and the September Newsletter Spread.

Promotion

The first graphic that was released was revealing the DCON 2024 theme: "Enchanted Year of Service" with assistance from CM Chair Joshua Santhirasegeri. At the beginning of July, we promoted the DCON logo design contest where we received 6 phenomenal submissions which got voted upon by the committee. Lastly, we have been working on promotional scripts which cover: What is District Convention?, Why You Should Attend DCON, and How to Fundraise which will be recorded throughout Summer Board.

DCON Budget

Prior to Summer Board Training Conference, I have had a meeting to go over the budget with District Treasurer, Chloe Wu and Mr. Gin where we went over the logistics and now are awaiting its approval.

Closing Remarks

I hope you all had an ENCHANTED first quarter filled with MAGIC. If you have any further questions regarding the budget or District Convention, do not hesitate to reach out to me. I hope you have a phenomenal rest of your Summer Board and that concludes my board report.

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Kenneth Nguyen

What's buzzin UnstoppaBEEES!?

If you guys don't know who I am, my name is Kenneth Nguyen and I proudly serve as your Kiwanis Family and Foundation Chair for this term. I hope you all are staying cool on this hot day in the ranch and as follows is my board report:

REMARKS/REPORTS (CONT.)

Meetings

The KFF committee has had 2 meetings since Spring Board where we discuss a recap of the previous month, upcoming events and tasks, as well as a check in how they're doing personally, as an LTG, and as a committee member. After each committee meeting, LTGs are put into breakout rooms where they meet with their subcommittees to discuss their tasks for the month.

Miracle Treat Day

Miracle Treat Day was Thursday, July 27th at participating Dairy Queens in the US and Canada to raise money for the Children's Miracle Network. It was promoted with a graphic, an instagram reel, and a district wide email. If you have any pictures or videos from miracle treat day, please send them to me via instagram, email, or messenger.

Key Leader

We are currently working on promoting the 2 upcoming Key Leader camps in the fall. Registration for Camp Jones Gulch and Camp Cedar Glen is now open so we'll be releasing several graphics to promote and educate members on Key Leader, an informational video, Instagram reels, and an Instagram live within the upcoming month. The Camp at Key Leader presentation was released with information on what and when Key Leader is with the rest of the OTC presentations which can also be used as an RTC presentation so please include this presentation as you plan your RTCs.

KIWIN'S and Circle K

I'll be meeting with the KIWIN'S KFF Chair to discuss bringing back the KIWIN'S x Key Club pen pal program where members from both districts will be paired to complete challenges each month. The Circle K KFF Chair and I also plan on re-releasing the Mentorship Discord Server where Key Club members can ask Circle K members questions about the college application process, college life, young adult life, etc. We aim to release both during the Fall so be on the lookout.

District Calendar and Kiwanis Family Map

The Map/Calendar/Publicity subcommittee will be working on updating the District Calendar with district wide events and deadlines that will be available on the CNH Cyberkey. The Kiwanis Family Map on the Cyberkey will also be updated with realigned Key Club divisions, regions, sponsoring Kiwanis Clubs. We will collaborate with KIWIN'S and Circle K to update the KIWIN'S, Circle K, K-Kids, Builders Club, Aktion Club, and Kiwanis Clubs across the District. This will be a resource for LTGs and officers to charter potential Kiwanis Family clubs.

This concludes my board report and I look forward to seeing you all at Summer Olympics.

REMARKS/REPORTS (CONT.)

Membership Development and Education

Provided by Membership Education and Development Chair Lina Tran

My name is Lina Tran and I proudly serve as the Membership Development & Education Committee chair. The following is my board report for our Summer Board Training Conference:

Meetings & Core Calls

Since the Spring Board, the MDE Committee has held a total of 3 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 in addition to the creation of new ones 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 more convenient for them.

SOEP Videos

The MDE committee has been dedicated and working very hard to provide resource videos for the Spotlight on Education Program. All of these videos were made in collaboration with DVME Chloe You and the DVMT. As of yesterday, all five episodes have been released on the CNH Youtube channel from topics ranging from Key Club Rizz to Building Your Own Ohana. As we enter back into the school year, these videos should be re-advertised to prospective officers and members.

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 re-advertised to prospective officers during election season. These manuals are scheduled to be shared and released in the middle of August. All manuals are expected to be available on the Cyberkey.

Member Google Group Reflector

The MDE Committee has also been able to develop a CNH District member Google reflector group, allowing members to be at the forefront of all the exciting happenings in our District as they will be receiving updates from the Committee Chairs and Executives throughout the term.

REMARKS/REPORTS (CONT.)

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 Henrina Zhang

Hey CNH!

It's so great to see all of you at Summer Board Training Conference and I hope you all are enjoying your summer! My name is Henrina Zhang and I serve as the 2023-2024 CNH Membership Growth Chair. The following is my Board Report:

MG Video Series

MG Committee has released a four part video series showcasing various aspects of fundraising and how they can be used to grow membership and club activity. These episodes included benefits of fundraising, preferred charities, how to advertise, and ideas for fundraising. Thank you for everyone's hard work and we hope that something new was learned about fundraising!

MG Committee is also working on producing a 3 part video series regarding Club Rush, which will be released prior to Club Rush season. The episodes will consist of how to engage interest, how to promote Key Club, and where to find information about Key Club. We hope to help enhance every club's Club Rush knowledge so they can successfully attract members and grow their clubs.

Manuals

MG Committee has been working hard to create an Advisors 101 Manual educating members, faculty, and Kiwanis advisors of their roles, duties, and relationships with each other. It caters towards all three audiences, and there are various tips and advice for both members and advisors on how to approach their responsibilities and strengthen their connections to further grow their club. MG Committee is working to finalize the details, and will release the manual in the near future.

We are also in the process of creating a chartering and reactivation manual for members in hopes of providing more resources and support in navigating this complicated process.

REMARKS/REPORTS (CONT.)

CNH Membership Survey

Lastly, the MG Committee is planning on releasing a membership survey towards the beginning of the term in order to collect data on CNH's membership. We will be compiling this information to create a strategic plan specifically catered towards CNH.

That concludes my board report and thank you for listening. I hope you all have an amazing time at Summer Board!

Membership Recognition

Provided by Membership Recognition Chair Chloe Hartanto

What's good Unstoppa-bees!

I hope you are all having a wonderful time at our lovely Summer Board Training Conference! The following is my board report.

Region Assignments

On June 7th, each committee member was tasked to send their assigned regions an email to Lieutenant Governors where they requested feedback for the Member Recognition Committee and sent out Division Certificate Templates to use for recognition. Committee members will continue to reach out to their assigned regions monthly with resources provided by our committee.

Automatic Awards

After discussion with the Member Recognition Committee, we have decided to implement an additional automatic award which will occur during the following term. This award will revolve around the Spotlight on Service Program and recognize clubs who participate through a BEE-List shown at District Convention and a patch for their club banner.

Awards Budget

As mentioned earlier today, the Awards Budget for District Convention has been raised by \$1000 in order to counteract the cost of inflation and increase the quality of awards given.

Member Recognition Program

The Member Recognition Program guidelines were released on July 14th with a new Member Recognition Program Checklist released on the following day. This checklist is a Google Sheet made to allow members to view their progress and shows the amount of requirements remaining for a certain level of recognition.

REMARKS/REPORTS (CONT.)

Contest Revisions

The official contest guidelines for the 2023-2024 term have been reviewed, edited, and uploaded onto the CyberKey later today. Changes have been made to assist members in the comprehension of the guidelines and rubrics. E-Portfolio templates have also been reviewed and edited for applicants to utilize when applying for contests. The guidelines are set to be officially released on August 4th through an Instagram graphic.

CNH Contest Archive Google Classroom

Google Classrooms for each contest category have been made. A Google Form to request an invite link to these classrooms will be released to applicants later this year on September 14th. The classrooms will be used to assign contests and will continue to be the method in which contests are submitted.

Closing

On behalf of the Member Recognition Committee, we hope that you encourage your members to apply to contests later this year! Thank you.

Policy, International Business, and Elections

Provided by Policy, International Business, and Elections Chair Sophia Nguyen

What's Buzzin' Bookie Bears!

I hope you're all enjoying your time in our beloved Rancho Cucamonga and with that, the following is my board report.

International Convention

After attending ICON and closely observing the House of Delegates alongside several PIE Committee members, we have identified key aspects of their election process that can be integrated into our own procedures. We have also assembled suggestions and gathered feedback from multiple International Board candidates to enrich future experiences.

Additionally, with great pleasure, congratulations to Alyssa Kline for her successful election as an International Trustee. Congrats, New-BEE!

REMARKS/REPORTS (CONT.)

District Policy Manual

The PIE Committee has completed the initial round of revisions on specific sections of the District Policy Manual, as assigned. These revisions were guided by the recommended edits compiled by the Kiwanis District Board in the previous term, which served as a valuable framework for determining necessary changes. Currently, I am reviewing the submitted revisions and making additional contributions to areas that require attention. However, feedback and further review are still necessary before the final version is presented to the District Board at Winter Board Training Conference.

District Bylaw Amendment Proposals

As we proceed with the revision of the District Policy Manual, we will also engage in discussions concerning potential bylaw amendments. These discussions will involve the active participation of both the PIE Committee and the respective adult mentors, ensuring a well-rounded perspective. Furthermore, I am collaborating closely with the CNH KIWIN'S District Secretary and their Elections, Policies, & Bylaws Committee to reassess the proposed amendment from our district that did not pass during ICON. To recap, the proposed amendment would accommodate the establishment of multiple Key Clubs within a high school or community-based organization, under specific circumstances. We aim to address any concerns, refine the proposal, and improve its chances of successful approval in the future.

Educational Materials

The PIE Committee's focus has been centered on developing educational materials for the CNH District. To accomplish this, two subcommittees have been established — one dedicated to creating manuals and the other to producing a video series to be released later in the term.

Closing Remarks

Wishing you all the best of luck on preparing for the upcoming academic school year. With that, my board report is concluded. Thank you!

Service Projects

Provided by Service Projects Chair Annabel Lee

What's Servin' UnstoppaBEEs!

My name is Annabel Lee and I proudly serve as your Service Projects Chair for the 2023-2024 term. The following is my Board Report for Summer Board Training Conference.

REMARKS/REPORTS (CONT.)

Spotlight on Service Program

In the past few months the Spotlight on Service Program has been promoted through email, Instagram, and the District Newsletter. Each month the manuals are posted on the CyberKey and SOSOP submissions for recognition are due the 5th of the following month. The SOSOP currently recognizes clubs through the District Newsletter, however we are expanding this to Instagram and email.

SERVEtember

Resources for the SERVEtember initiative are currently being completed and will be released prior to September to allow clubs proper planning time. The SERVEtember 2023 bucket list has been finalized and promotional videos are currently being filmed.

RTC Service Expos

One of the goals of the Service Projects Committee is to aid and support every region in hosting a Service Expo at their Region Training Conference. Over the next few months, I will be working directly with the RTC chairs to provide resources and answer questions regarding how to host a Service Expo.

Service Resources

The SP Committee is working to finish and approve the following resources in time for the beginning of the school year. These service resources include the following:

- Intro to Service Projects Kit
- Step-By-Step Service Projects Manual
- Service Projects Database
- Governor's Project Kit

In addition, the Virtual Service Rules are currently being developed and proposed. When finalized these resources will be posted on the CyberKey and advertised through Instagram and a District-wide email.

Closing Remarks

As always, feel free to contact me with any questions regarding service, especially concerning any of the District-wide service initiatives. I look forward to continuing to work alongside my wonderful committee members and mentors in ensuring that service is at the center of Key Club. Thank you.

REMARKS/REPORTS (CONT.)

Approval of Reports

RESOLVED: That the CNH Board approves all executive, appointed, and committee reports [M: Anthony Tom, D39 Lt. Governor | S: Kaycee Marie Daez, D19N Lt. Governor | PASSED]

Approval of International Trustee Remarks

RESOLVED: That the CNH Board approves to hear remarks created by International Trustee Alyssa Kline

[M: Kerry Chen, D15S Lt. Governor | S: Jamie Stukas, D08 Lt. Governor | PASSED]

International Trustee

Provided by International Trustee Alyssa Kline

- Expresses the wish to update district board in regards to current International affairs
 - Newly elected KCI President Kyle and Vice President Maria share the values of focusing on membership as CNH has
- Notes that the CNH District is very strong and can get caught up focusing on ourselves, but we should also make the push to think beyond the district level
- Explains how she has been discussing International policy revisions with PIE Chair Sophia
 - At ICON 2023, there were several clubs who suggested their own amendments
 - Policy revisions are a great way to think beyond CNH
 - KCI President Kyle and Vice President Maria were for the KIWIN'S Amendment that was struck down at ICON 2023
- Encourages all of district board to create strong relations with Key Club International
 - Can allow us to pass the KIWIN'S Amendment next ICON

Approval of DCON 2024 Budget

RESOLVED: That the CNH Board approves the DCON 2024 CNH District Budget as stands [See Appendix B]

[M: Sophia Marogi, D46N Lt. Governor | S: Matt Lara, D26N Lt. Governor | PASSED]

Closing Remarks

Provided by District Governor Justin Kuo

- Thank you for being here and dedicating your time to our wonderful district

Motion to Adjourn

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

[M: Kerry Chen, D15S Lt. Governor | S: Maria Gilani, D16O Lt. Governor | PASSED]

MEETING ADJOURNED AT 11:31AM

Respectfully Submitted By:

Abigail Jensen *Justin Kuo* *Doug Gin*

Abigail Jensen
District Secretary
2023-2024

Justin Kuo
District Governor
2023-2024

Doug Gin
District Administrator
2023-2024

APPENDIX A: ATTENDANCE

Attendance for this Board meeting was completed by District Secretary Abigail Jensen

EXECUTIVE COMMITTEE

DISTRICT GOVERNOR Justin Kuo
DISTRICT SECRETARY Abigail Jensen
DISTRICT TREASURER Chloe Wu
DISTRICT ADMINISTRATOR Doug Gin

LIEUTENANT GOVERNORS

DIVISION 2 NORTH Jade Le
DIVISION 2 SOUTH Sean Phu
DIVISION 3 NORTH Irene Kim
DIVISION 3 SOUTH Katelyn Song
DIVISION 4 CENTRAL Tak Nishida
DIVISION 4 EAST Rachel An
DIVISION 4 NORTH Valerie Tran
DIVISION 4 SOUTH Ayati Mishra - **ABSENT**
DIVISION 4 WEST Athena Tan
DIVISION 5 NORTH Isabella Amu
DIVISION 5 SOUTH Matthew Hun
DIVISION 7 NORTH Leya Wu
DIVISION 7 SOUTH Ysa Bentz - **ABSENT**
DIVISION 7 WEST Amelia Gaspar - **ABSENT**
DIVISION 8 Jamie Stukas
DIVISION 10 NORTH Emma Lee
DIVISION 10 SOUTH Alice Sar
DIVISION 11 Jhaena Poblete
DIVISION 12 EAST Esha Bansiya
DIVISION 12 SOUTH Sydney Nguyen
DIVISION 12 WEST Maggie Peng
DIVISION 13 NORTH Elizabeth Gilmore
DIVISION 13 SOUTH Stephen Nguyen
DIVISION 13 WEST Katherine Dinh - **ABSENT**
DIVISION 14 Sukhraj Gill
DIVISION 15 EAST Samantha Baldelomar
DIVISION 15 NORTH Stella Kuang
DIVISION 15 SOUTH Kerry Chen
DIVISION 15 WEST Chloe Wang
DIVISION 16 EAST Devin Brown
DIVISION 16 NORTH Maria Manalastas
DIVISION 16 OASIS Maria Gilani
DIVISION 16 SOUTH Sidney Lin
DIVISION 16 WEST Sebastine Chun
DIVISION 18 Diana Zapico
DIVISION 19 NORTH Kaycee Marie Daez
DIVISION 19 SOUTH Kylie Dela Cruz
DIVISION 20 Andy Dieu
DIVISION 21 Isaiah Newby - **ABSENT**

DIVISION 22 HIKINA Aria Abe
DIVISION 22 KOMOHANA Sarah Ganiko
DIVISION 22 MAKAI Tiffany Wong
DIVISION 23 Isabelle Schinzing
DIVISION 24/29 Cindy Carbajal - **ABSENT**
DIVISION 26 NORTH Matthew Lara
DIVISION 26 SOUTH Ivy Valine
DIVISION 27 NORTH Peter Nguyen
DIVISION 27 SOUTH Sunyodh Sandhu
DIVISION 28 EAST Triston Fuel
DIVISION 28 NORTH Charlette Cameron
DIVISION 28 SOUTH Isabelle Pan
DIVISION 28 WEST Coco Zhang
DIVISION 30 NORTH Kasey Lee
DIVISION 30 SOUTH Austin Alves
DIVISION 31 Filsan Saeed
DIVISION 32 Vanessa Zamora
DIVISION 33 Elizabeth Cruz - **ABSENT**
DIVISION 34 NORTH Rea Angela Vera Cruz
DIVISION 34 SOUTH Carolyn Kao
DIVISION 35 EAST Abbigail Ramos - **ABSENT**
DIVISION 35 WEST Erin Tran
DIVISION 36 EAST Brianna Ton
DIVISION 36 NORTH Nicole Shek - **ABSENT**
DIVISION 36 WEST Caroline Gomar-Martinez
DIVISION 37 EAST Yury Pastor
DIVISION 37 NORTH Brayden Nguyen
DIVISION 37 SOUTH Anthony Nguyen - **ABSENT**
DIVISION 37 WEST Jacob Racela
DIVISION 39 Anthony Tom
DIVISION 42 EAST Mia Kim
DIVISION 42 WEST Gary Nifo
DIVISION 43 Maya Morrow
DIVISION 44 NORTH Lily Yan
DIVISION 44 SOUTH Enya Tran
DIVISION 44 WEST Jennifer Li
DIVISION 45 Lauren White
DIVISION 46 NORTH Sophia Marogi
DIVISION 46 SOUTH Ethan Chang
DIVISION 47 VACANT

APPOINTED BOARD

DISTRICT NEWS EDITOR Willa Lim
DISTRICT TECHNOLOGY EDITOR Katherine Geng
DISTRICT VISUAL MEDIA EDITOR Chloe You
COMMUNICATIONS AND MARKETING Joshua Santhirasegari
DISTRICT CONVENTION Angelina Nguyen
KIWANIS FAMILY & FOUNDATION Kenneth Nguyen
MEMBERSHIP DEVELOPMENT & EDUCATION Lina Tran
MEMBERSHIP GROWTH Henrina Zhang
MEMBER RECOGNITION Chloe Hartanto
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Sophia Nguyen
SERVICE PROJECTS Annabel Lee

KIWANIS COMMITTEE

DISTRICT ADMINISTRATOR Doug Gin*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Geoff Tobias*
SPECIAL ASSISTANT Marek LeBlanc
SPECIAL ASSISTANT Pete Ballew
DISTRICT SLP DIRECTOR Timothy Cunning
REGION 1 Lisa Watson*
REGION 2 Majid Azimi
REGION 3 Kathy Kendrick*
REGION 3 Michael Moss
REGION 4 Carmen Gastelum - **ABSENT**
REGION 5 Hanna Santee*
REGION 6 Michael McStroul
REGION 7 Doug Ridnor*
REGION 7 Patricia Larrigan*
REGION 8 Elsie Nash
REGION 8 Jackie Acosta

REGION 9 Victor Chan*
REGION 9 Kent Screechfield
REGION 10 Interim support by Geoff Tobias
REGION 11 Carole Farris*
REGION 12 Ana Kanbara - **ABSENT**
REGION 13 Lon Salgren
REGION 14 Michelle Sakurada
REGION 15 Interim Support by Victor Chan and Kent Screechfield
REGION 16 Bruce Mercado*
REGION 16 Nikko Galanosa
REGION 17 Carissa Yen* - **ABSENT**
REGION 17 Erinn Wong*
REGION 18 Charlene Masuhara*
REGION 18 Joshua Chang*

*Signifies an Executive/Chair/Editor Mentor

GUESTS

EXECUTIVE DIRECTOR OF CNH KIWANIS Mark McDonald
SAN GABRIEL KIWANIS CLUB | D10 KIWANIS LTG Pat Foltyn
GREEN VALLEY KIWANIS CLUB | James Santee
INTERNATIONAL TRUSTEE | Alyssa Kline

APPENDIX B: DCON BUDGET

The DCON 2024 Budget was presented by District Convention Chair Angelina Nguyen

		2023-24 Budget (Sacramento)
Income		
21.401.01	On Time Registration 1218 @ \$250.00	\$304,500.00
21.401.03	Late Registration 150 @ \$285.00	\$42,750.00
21.410.00	Hotel and City Rebates	\$10,000.00
21.420.00	Sponsorships	\$0.00
	District Sales - Advisor Shirt Revenue	\$0.00
21.404.05	Old Board Dinner	\$4,000.00
	Total Income	\$361,250.00
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	\$5,500.00
21.520.00	Band or D.J. (Includes ASCAP Fees)	\$1,000.00
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>	\$11,960.00
21.530.04	Comp. Meals, Kiwanis Committee (30)	\$3,900.00
21.530.06	Comp. Meals, VIP's (15)	\$1,950.00
21.530.07	Comp. Housing (Board Old & New)	\$29,818.02
21.530.08	Comp. Housing (Kiwanis Committee)	\$6,336.78
21.530.09	Comp. Housing (VIP's)	\$1,872.50
21.533.00	Convention Center Rental	\$28,000.00
21.540.00	Credit Card Fees	\$0.00
21.554.00	Convention T-Shirts 1630 x's \$10.00 <i>Plus Freight</i> & \$1500 for additional Advisor Shirts	\$16,500.00
21.550.00	Decorations	\$450.00
21.565.00	Hospitality Programs (Ice Cream Social)	\$1,600.00
21.576.02	Meals, (Saturday Breakfast) 1,363 x's \$24.7	\$33,666.10
21.576.03	Meals, (Saturday Dinner) 1,363 x's \$46.80	\$63,788.40
21.576.06	Meals, (Saturday Lunch) 1,363 x's \$39.00	\$53,157.00
21.576.05	Meals, (Sunday Brunch) 1,363 x's 19.50	\$26,578.50
21.576.08	Board Lunch 200 persons	\$9,000.00
21.576.09	Meals (Water Service)	\$5,000.00
21.660.00	Postage	\$0.00
21.671.00	Name Badge Processor	\$0.00
21.575.00	Board Dinner	\$4,000.00
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)	\$1,200.00
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	\$361,202.30
	Net Excess of Income over Disbursements	\$47.70

Notes to DCON Budget:

2024 Budget Information

Number of Budgeted Paid Registrations	1368
Number of Complimentary Registrations	132
(132 Comps include: 92 Old Board, 15 VIP's & 25 Kiwanis Committee)	

Total Registrations 1500

2023 (Ontario) Actuals: 892 Paid, 125 Comps, 4 SDEvent Pros Total 1,021

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. 8, 2024)

On Time Convention Registration (Received By)	3/6/2024
Housing Deadline (Received by)	3/20/2024
Member Recognition (Contests) Deadline (Received By)	3/11/2024
Late Convention Registration Deadline (Received By)	3/20/2024

(No registrations will be accepted after March 20, 2024)

Meal prices in 2023 (Ontario) \$111.00	Registration was:	\$215/255
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

Meals

Saturday Breakfast	\$24.70
Saturday Lunch	\$39.00
Saturday Dinner	\$46.80
Sunday Breakfast	\$19.50
Total	\$130.00

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) \$237.26

Staff Room Rate (including tax) \$187.25

34 Hotel Rooms x's \$237.26 x's 3 nights =	\$24,200.52
10 (Staff) Rooms x's \$187.25 x's 3 nights =	\$5,617.50
1/50 Comps Applied to (8) Rooms	\$0.00
Total Board Housing Rooms	\$29,818.02

Kiwanis Committee Housing

Key Club Administrator	\$711.78
(25) Committee Members x/s \$75.00 x's 3 nights =	\$5,625.00
Total Committee Housing	\$6,336.78

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)	\$374.50
Kiwanis Foundation Executive Director (Staff Room)	\$374.50
Circle K DA (Staff Room)	\$374.50
Circle K Governor (Or Representative) (Staff Room)	\$374.50
KIWIN'S Administrator (Staff Room)	\$374.50
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	\$1,872.50
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