



NEBRASKA - IOWA DISTRICT KEY CLUB

• **SPRING BOARD TRAINER** •

May 4-6, 2018 • Ashland, NE • 2018-19 District Board



Friday Night Session • May 4

6:39 PM - Call to Order

6:40 PM - Governor's Welcome

6:42 PM - Introduction of the Board and Administrators

Board Members Present

Executive Board: Tatum, Samyukta, Tina

Lt.Gs: Isabella (Area 2), Rachelle (Area 1), Shelby (Area 7), Molly (Area 3), Anisha (at-large)

Board Member Not in Attendance

Executive Board: Alex - excused

Lt.Gs: Jessica (Area 6) – excused, Aubree (Area 4) – arriving late, Liliana (at-large) – arriving late

Administrators Present

Byron Tabor, Dan Voss, Cara Houk

6:51PM - Expectations for the Weekend

- Be willing to work
- Be willing to have fun
- Be willing to work with everyone and contribute
- Be Here Now Box for phones
- Parking Lot
- Admin Contact Info

6:53 PM - Making Key Club a Priority

- Student-led organization so it's your responsibility

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- Should be your #1 extra curricular

6:54 PM - Who is the most Important?

MEMBERS!!!!!! :)

6:55 PM - What the District Board Does

High-Level of the roles of the NE-IA District Board

- Regional Fall Conferences (RFCs)]
- District Convention (DCON)
- Committees
- Back to School Mailing
- DCON Promotion and Registration Packets
- ICON Promotion and Registration Packets
- Club Interactions and Visits
 - Try to visit clubs in your area at least twice in the year
 - Important to let them know that district board exists and who they can connect if they need info
 - Go to their big events/general meetings and pre-plan visits
- Miscellaneous Assignments
 - Support Kiwanis
 - Special Projects
 - Support other Board Members
 - Ask Executive Board Members and Lt.Gs at-large for help or if you have any questions

7:13 PM - Roles of the Board Members

Executive (Governor, Secretary, Bulletin Editor, Webmaster), Lt.G, Admins, International Trustee, and Admins

7:24 PM - District Officer Training

- Make sure to take a look at the duties/requirements especially for those applying for Robert F. Lucas Distinguished Lt.G
- K-Family
 - K-Kids - elementary school level
 - Builder's Club - middle school level
 - Key Club - high school level
 - Circle-K - college level
 - Kiwanis - adult
 - The grandpas who give us Christmas money whenever we want :)
 - Aktion club - adults w/ disabilities

7:44 PM - Kiwanis District Convention

Jan has not replied back to emails yet,
Assume we are doing something
We have done workshops this past couple years
(Ex. Branding, social media)

7:46 PM - Ice Breaker

Building airplanes
Molly and Isabella are the winners!

8:29 PM - Administrator Duties

- Take care of Budget, Administrative duties, and interact with advisers
- Emails will be passed along between Admins and Governor
- Call if something is very sensitive or immediate

8:35 PM - Parking Lot Cleanup

Governor/District Project

1. ~~Homeless Shelters~~
 2. ~~HACAP~~
 3. ~~Children's Hospital~~
 4. ~~Meal Packing~~
 5. Foster Care
 - Cedars in Nebraska
 - 100 people who care, Families Helping Families in Iowa
 - Different service projects vs. raising money
 - Making fleece blankets and raising funds for foster kids
- Pick foster homes from Lincoln, Omaha, Des Moines, and Cedar Rapids

Define Service Hour

- ½ K-Family activities and ½ any service project
- Minimum 25 hours in Kiwanis family activities

~ Vote on all of these tomorrow ~

8:57 PM - Introduction to 1:1's: The Feedback Loop

- We must voice our concerns to Admins so will have 1:1 short meetings with Admin at most/every district board meetings
- Immediate feedback if possible
- Important to bridge communication between board member to administrator
- Feedback goes BOTH ways!

9:02 PM - Adjourn for Night

9:02 PM - Aubrey (Area 4) and Liliانا (at-large) arrived

9:03 PM - Feedback 1:1's (Executive Board Only)

Tatum, Samyukta, Tina



Saturday Session • May 5

8:01 AM - Breakfast

Panera bagels

8:20 AM - Call to Order

8:21 AM - Pledges

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8:10 AM - Communication is KEY

Indirect Contact

- Email
- Newsletters
- Letters

Forms of Communication

- Email
- Face-to-Face
- Social Media
- Telephone
- Letters
- Text
- Newsletters

Communication channel: Know your audience and know your message

8:22 AM - What Channel Should You Use?

Examples

- Contacting Jane Erickson - IP Kiwanis President/Jan Birch - Current NE-IA Kiwanis Governor - phone call (best choice), handwritten letter, email
- Newsletter Distribution - email
- Club not paying dues - emails, phone call, visit the club (in that order)
- Thank the oldest Kiwanian in the world for ICON support - In person, phone call, handwritten letter
- Disagreement with board member and need Admins - face to face meeting w/ Admins and who you're disagreeing with, video call

Quiz time! ☺

Forms of Nonverbal Communication

- Eye contact
- Posture
- Body language
- Surroundings
- Clothing
- Movement
- Expressions

Examples continued

- Fellow board member for photo they took - email, text message, Snapchat
- Great new fundraiser idea for clubs - call, email, newsletters
- Apologize to club president/ club adviser for mistake
 - ❖ Club president - call, email, face to face
 - ❖ Club adviser - face to face

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- Board member hurt feelings and want talk it out - face to face, video chat, call
- Presentation about Key Club to Kiwanis club - visit, schedule before hand, Kiwanis adviser, call
- Promoting DCON - newsletters, social media, face-to-face, club visit, posters, call presidents, EVERY form of communication
- 3:00AM and you have a question for Admin - email, call (later that day)
- Board meeting and board member is extremely ill
 - ❖ Throwing up - get/call admin
 - ❖ Appendix burst - call 911 (FIRST), call admin/get admin

8:57 AM - Tips and Tricks for Indirect and Direct Contact

8:58 AM - Public Speaking

- Research
- Organize
- Anticipate questions
- Good hook
- Use visual aids when needed
- Appropriate clothing
- Move w/purpose
- Be conversational
- Provide value
- Speak slow
- Practice
- Focus on positive people
- Show up early, always say "Thanks!" when you leave

9:10 AM - Workshops

- How to Plan a Workshop
 - Need to have this info:
 - What is your purpose?
 - Who is your audience?
 - What are the specifics of the situation?
 - What technological devices do you have?
 - How much time will you have? ** Very important **
- Other important aspects:
 - Brainstorm the workshop topic
 - Research behind it
 - Narrow your scope (what is important/useful/etc.)
 - Outline your presentation- BE ORGANIZED

9:35 AM - Break

9:42 AM - Continue Workshops

- Make your topic understandable and useful. Don't display mastery.
- Build attendees' confidence
- Draw interest (ask questions, have stories, create visuals)
- Beware of too much information, terms, or acronyms.
- Don't point out mistakes
- Recruit participants
- Incorporate interactions

9:54 AM - Interpersonal interactions

- Be confident
- Be authentic
- Be open
- Be kind
- Be inclusive
- Act as if your mom/grandma is watching you

9:56 AM - Phone Calls

- Introduce Yourself
- Ask if it's a good time to talk
- Speak slowly
- Be aware that you can't see their reactions

9:59 AM - Video/Phone conferences

- Remove background and noise distractions
- Make sure to be a few minutes early
- Speak clearly
- Minimize movements
- Try not to interrupt
- Dress appropriately
- Mute unless you are talking
- Pay attention

10:09 AM - Break

10:24 AM – Newsletters

Send Newsletters to:

- Club presidents/officers
- Faculty and Kiwanis advisors
- Kiwanis LTG's
- Nebraska-Iowa District Board
- Administrators

Basic Information:

- Grab attention with color and graphics
- Be informative and know materials
- Utilize resources from other board members

Potential Topics:

- Contact Information
- PCM

- Officer Trainings
- DCON
- ICON
- Community events
- Area Rallies
- Fundraisers
- International Partners
- K-Family
- Service Projects
- Puzzle/Game
- Club or member spotlight
- Personal note
- Pictures
- RFC
- Recruitment
- Dues
- Contacts
- Officer/Board election
- ORFs
- Workshops
- Speakers
- New/old board
- Awards
- Quotes
- Etc.

Brand Guide: Make sure your newsletters follow the brand guide!!!!

10:57 AM – Newsletter Expectations

- Look at Sample newsletters
- Distinguished Lt.G Requirements
- Make sure to send Newsletters to Alex by the 20th of every month!!!
- Newsletters are due on the first of each month by midnight

11:01 AM - How to Plan Events

- District Convention
 - Most IMPORTANT event
 - Friday - Sunday (not the weekend of March 15-17 or March 29-31)
 - Planned by the District Board
 - Tentative date for DCON (March 8-10) Board members must be here March 7
 - In Nebraska, either Omaha or Lincoln
- 2. Regional Fall Conference now called Fall Rally
 - Midyear District event
 - 2.5 - 4 hours long
 - Fun activity and location such as Adventureland
 - Called "Fall Rally"
 - 1 hour meeting w/ theme of being a leader
 - Sunday in September, not 2nd or 23rd
- 3. Officer Training
 - Lt.G meet with Presidents and officers from clubs to train them
 - Typically done in Summer and/or Fall
 - Group or individual club
 - In person or online
- 4. PCMs (Presidential Council Meetings)

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- Meeting of Area's presidents
- Held independently
- Try to set a goal (2-4x a year)
- Do a service project or a fun activity together

5. Area Rallies

- Meeting of clubs in area, all members invited
- Held independently
- In person
- Can be various different activities (ex. bowling, service project, etc.)

11:27 AM - How to Plan Events

- Define your purpose: list what you want to accomplish/decide how you will add value
- Brainstorm: topics, activities, locations, how many people will be there, etc.
- Know what resources you will need (chairs, projector, Wi-Fi, tables, etc.)
- Consider costs
- Set the date early and stick to commitment
- Work together- if something worked: Share it! ... if something didn't work: share it.
- Provide accurate directions and a way for people to reach you
- Arrive early
- Be prepared and organized
- Be flexible, friendly, and inclusive

Potentially Free Locations: Library, park, school, non-profit or foundation, restaurant meeting room, city or country buildings, nursing home, bank/public business

11:36 AM - Break

Board Activities, Feedback 1:1's
Areas 1-4 (Rachelle, Isabella, Molly, Aubree)

11:45 AM - Lunch

12:26 PM - Parking Lot Cleanup

DCON date - Feb. 28 - Mar. 3
Winter Board meeting - Jan. 4-6

12:28 PM - Personal Branding

- No longer representing just yourself you represent the organization
- Build a strong and appropriate personal brand/ digital footprint
- Much like a business, people have their own brand
- WE MUST PROJECT A POSITIVE BRAND!
- What do you want people to think about you when they meet you?
- Think about what you are saying (Sarcasm, wild stories, side comments, etc.)

- Think about what you are doing (non-verbal cues, tone, be authentic and real)
- Think about what you wear and how you physically present yourself
- Find ways to be valuable.
- Build your presence (make people know you exist and leave them with a good first impression- Ex: good newsletters, good publications, etc.)
- Continue to Learn (become a key club expert, don't ever stop learning though)
- Admit when you don't know something- BE HONEST
- Ask for help, it's OK! We are all here to help you succeed
- Be consistent (think about how you act in all areas: social media, in person, etc.)

12:45 PM - Scavenger Hunt ☺

2:01 PM - Kiwanis DCON

August Board Meeting - August 10-12
Buddies at Kiwanis Miracle League Park on Friday
Potentially DG and SLP Panel
SLP Panel - Alex, Isabella, Shelby

2:10 PM - Outlining a Workshop

DCON Workshop

- 3 sets of 3
- Pooled by topic

Basic of workshops

- Once you figure out platform you're going to use figure out how to split the presentation and information
- Name workshop as something interesting
- Delegate different parts to different people
- Make it interactive! (Ex. Quizlet Live, Kahoot, Polls, Prezi, Storyboard, GoAnimate, Nearpod)
- Ex) International Partners Workshops
- Split by category (ex. Co-sponsor, Preferred Charities, Vision Partners, etc.)
 - Categories:
 - Co-sponsor: Squads Abroad, KCorps
 - Preferred Charities: March of Dimes, UNICEF, Children's Miracle Network
 - Vision Partners: Landscape Structures, Nickelodeon, US Army, Project Happiness
 - Service Partners: Thirst Project
- Split by each service partner

2:35 PM - Transition to Tatum

2:36 PM - District Bylaws and Policy Document

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District Bylaws and Policy Document help lead our district and tell us how to do things according to Nebraska - Iowa Key Club procedures

Helps aid a completely new group of District Board members and Advisers

Changes need to be made to Areas and Positions on the Board in current Policy Document

2:39 PM - Robert's Rules of Order

Overview of making a motion

1. "I move to ..." - to make a motion
2. "I second." - every motion needs a second
3. Governor will "open floor for discussion"
4. Voting
 - I - favor
 - Nay - opposed
 - Abstention - don't want to vote

Practice

- Shelby: ~~I move to add marshmallows in the trail mix~~
 - Tina: I second.
 - Feedback: Make sure to make motion extremely specific
 - Shelby Amends: I move to amend the main movement to "I move to taking the marshmallows out of the bag and dumping only half of the bag in"
 - All those in favor. All those opposed. Motion passed.
- Aubrey: I move to add 1/3 of the bag of the M&Ms
 - Shelby: Second.
 - Tina Amends: I move to amend the motion by adding "Open bag and dump into Jimmy Johns bag"
 - Motion: To open bag and add 1/3 of the bag of the M&Ms into the Jimmy Johns bag
 - Motion passes
- Liliana: I move that Tatum opens the bag of almonds and dump 1/2 into the Jimmy John bag/
 - Anisha: Second
 - Motion passes

~ continue playing game ~

- "I move to table this motion until (specific time/date)" - if need to set a motion to be voted on at a different time because want to do something or know something first before voting

3:22 PM - K-Family

- K-Kids

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- Builder's Club
- Key Club
- Circle-K
- Kiwanis
- Aktion Club
 - Extremely important to how Key Club runs
 - Try to collaborate with these branches

3:25 PM - International Structure

Sister Districts (For us Illinois - Eastern Iowa, California-Nevada-Hawaii
Kiwins 2017-2018)

Key Club International President (William Sims)

International Vice (Minyoung Kim) President

Trustees (11 on International Board) - Current Trustee: Emily Rice

3:28 PM - Partners

- Co-sponsors: Squads Abroad, KCorps
- Preferred Charities: March of Dimes, UNICEF, Children's Miracle Network
- Vision Partners: Landscape Structures Inc., Nickelodeon, US Army, Project Happiness
- Service Partners: Thirst Project

3:33 PM - Chartering Clubs

- Receive approval from high school principal
- Gather 15 members who aren't seniors
- Elect officers and adopt what the bylaws say
- Charter club with Key Club International and pay applicable fees
- Try to have Kiwanis Club that will support new club
- DO NOT neglect already existing clubs

3:45 PM - Resources

- Download Slack Group Chat
- Website
 - Use keyclub.org and nebraskaiowaclub.org
- Schedule
 - Make sure to join nebrwagovernor@gmail.com Google calendar
- Google drive has a ton of resources
- New District Email
 - Change personal settings
 - Orient emails
- Packet
 - Personalized to you
 - Make sure to use this to keep yourself organized
 - Contains:
 - Agenda

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- Parliamentary Procedure Cheat Sheet
- Kiwanis Partners
- YOF Grant
- Nebraska-Iowa Report Card
- District Emails
- Email Etiquette
- A Day in the Life of an N-I Lt.G
- Distinguished guidelines

4:45 PM - Service Project: Pick Up Trash

5:12 PM - Resources Continued

Monthly Report Form

- Feedback from Executive Board to other Board members
- Due every 15th of the month
- Should receive feedback about MRF every 20th of the month

Slack Group Chat

- Create account and join 18-19 Board Slack Group Chat
- Easier way to manage multiple account through one channel and one group so easy collaboration
- Create new channels for each new group you want to create

5:35 PM - Board Polo

Maroon

Different Nebraska-Iowa Key Club Logo

** Trademarked logo so make sure company ordering t-shirts @ is licensed to print them **

5:37 PM - Activities/Work time, Feedback 1:1'S

Areas 6-At Large (Shelby, Liliانا, Anisha)

6:12 PM - Dinner

Godfather's Pizza

6:41 PM - Distinguished Guidelines

- Distinguished Executive Board positions turned in to Admins during GATC
- Robert F. Lucas for Lt.Gs judged by NE-IA District Admins
- Tatum goes over in detail the expectations of the Robert F. Lucas Distinguished Lt.G criterias
- Lt.Gs should create binders this year

7:12 PM - Ice Breaker

Tape Game ☺

7:25 PM - Committees

N Committees

- K-Family Chair
 - Chair: Tina
 - Members: Jessica, Samyukta, and Liliانا

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- International Partners
 - Chair: Bella
 - Members: Anisha, Molly, and Aubree
- PR and District Participation
 - Chair: Shelby
 - Members: Alex and Rachelle

I Committees

- Event Planning
 - Chair: Samyukta
 - Members: Bella and Jessica
- Service Chair:
 - Chair: Alex
 - Members: Rachelle and Anisha
- Membership and Dues
 - Chair: Molly
 - Members: Tina, Shelby, and Liliana

7:45 PM - N-Committees and Reports

K-Family

- Updated the Nebraska-Iowa District Area map
- Present how to use Area map
- Clubs in each Area document in drive
- Set conference call

PR and District Participation

- Help keep visits organized by creating form
- Every time visit club make sure signed and filled out and return back to committee
- Making promotional videos for Fall Rally about Des Moines Adventureland and Leadership

International Partners

- Which month spotlight each partner
- Who will write what article
- Use in monthly newsletter
- Promoting ICON - Instagram promotion
- Flyer for ICON Promotion
- ICON After Registration Packet w/ district tour, schedule, and packing list

8:17 PM - I-Committees and Reports

Event Planning

- Regional Fall Conference Schedule
- DCON Ideas
 - Mystery - Escape Room
 - Dr. Seuss
 - Around the World

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- Space
- Create Presenting Guide
- 2 Ice Breakers ideas per person
- Set up conference call in June
- Leadership Presentation
- Social media promotion and articles for events

Service

- Distributed tasks given by Alex in presentation
- Conference call in mid June
- Fundraising/ Fundraising Ideas
 - Toys for Tots Walk and create blanket for this
 - Have stores donate and contact clubs about Red Barrels

Membership and Dues

- Chartering more K-Kids and Builder's Clubs
- Target incoming freshmen
- Encourage clubs to visit Middle Schools
- Promoting dues
- Talking about at Fall Rally
- Early-Bird earlier than actual early bird and try to make mandatory
- Club visits before dues are due

8:20 PM - Determine District Goals

1. Charter 2 new clubs
2. Revive 5 inactive clubs (get them to say anything to your emails or communicate with you)
3. 250 Instagram followers, Instagram post every week
4. 200 Twitter followers
5. 325 Facebook likes
6. 40% of clubs to pay early-bird dues
7. 90% of clubs to pay by December 1st
8. Update the website after a change has been made (up to one week)
9. 80 people attend RFC
10. 75 people attend DCON (not including DB)
11. Have every area represented at both RFC and DCON
12. Elect a board member from every area at DCON
13. Have 10 applicants for Single Service and Major Emphasis Program each.
14. No resignations from the board
15. Have a top-notch board talent :)

9:16 PM - Adjourn for Night

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Sunday Morning • April 6

8:00 AM – Breakfast

Buffet ☺

8:52 AM - Call to Order

8:53 AM - Fall Rallies

Shelby: I move change Regional Fall Conference to Fall Rally

Aubree seconds.

Motion passes.

- Leadership theme:
 - Icebreakers
 - Everyone comes with 1 icebreaker to August board meeting
 - Presentation for 45 minutes-1 hour

8:55 AM - Back to School Mailer

- Mailed out to all schools
 - Starter pack for Key Clubs
- Tina moves to keep the BTSM and only send it out just online
Shelby seconds.
Motion passes.

Contents

- Governor's Address (new)- Tatum
- Board Contact Information (new)- Samyukta
- ORF Form (transfer and check old) - Molly
- Levels of Key Club (transfer and check old) - Anisha
- What is Key Club and What are Dues (change graphics then transfer) – Tina
- International Partners (read through, edit, transfer) – Isabella
- Service Projects (transfer) – Liliana
- K-Family (redone) – Aubree
- ICON Recap (new) – Alex
- Fall Rally (new) - Shelby
- DCON flyer (new) – Rachelle
- How to Run for Board – Molly
- Awards (new) - Samyukta
- Core Values (new) - Liliana
- Social Media (new) - Jessica

** All BTSM flyers except for DCON Promotion due July 20th **

9:17 AM - Meeting Dates

- July Conference Call - after ICON
- August Meeting - in conjunction w/Kiwanis DCON August 10-12

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- September Fall Rally - 3 weeks possible in September
- October Board Meeting (one day) - Halloween dress up
- December Conference Call
- January DCON Planning - 1st week and 2nd week out
- March DCON - February 28 - March 3

9:27 AM - Parking Lot Clean Up

DCON date

- Shelby moves to have DCON between February 28- March 3 of 2019
- Isabella seconds
- Motion passes

Tatum's April Conference Call with Admins

- Molly moves to approve April Conference Call minutes
- Liliana seconds.
- Motion passes.

District Project

- Liliana moves to make foster care the district project in Cedar Rapids, Des Moines, Lincoln, and Omaha
- Molly seconds.
- Motion passes.

Service Hours

- Anisha moves to make service hours 25 hours K-Family and 25 other service hours
- Aubree seconds
- Discussion: minimum 20 hours K-Family and 30 other, can only count hours you actually do service project
- Shelby moves to amend the main motion by having a minimum of 20 hours of K-Family and 30 hours of other
- Liliana seconds
- Motion passes

9:36 AM - Board Shirts

Board Polos

- Maroon and normal size

Fun Board t-shirt

- We can wear them to Key Club events like Fall Rally
- We pay for them (average \$15)
- Long sleeve and light blue
 - Molly moves to make the board shirts long sleeves and a shade of light blue
 - Aubree seconds.
 - Motion passes.

ICON Shirts

- Do we want ICON t-shirt? – Yes

- Tatum will design by June 1st
- \$30 a piece
- Color: pastel yellow
- Comfort Colors brand

Name Badges

- Wear at all our board meetings
- We will receive them at August Board meeting
- Name Badge always goes on the right side
- Lapel pins with district positions
- Make sure to wear them on your collars when wearing board polos

****Bring at least one "Nice" outfit to every board meeting****

9:52 AM - Overview of Other Board Meetings

- Wear nice at Kiwanis convention
 - Make sure to bring dress pants
 - Kiwanis casual = business casual
 - Bring dress pants and nice clothes for each day
 - Baseball day wear jeans, tennis shoes, and board t-shirts
 - Kiwanis DCON @ Des Moines Holiday Inn
 - Always be ready to help out!
 - Outfits all laid out and make sure to stay on top of things
- Packing lists will be sent out a week in advance

10:01 AM - Board T-shirts Continued

- Everyone must make a design
- Design t-shirts by June 1st
- Keep colors simple but design creative
- Google form and which design gets the most votes is our t-shirt
- What you can include:
 - Moo Moo Mascot
 - 3 colors max
 - Design front and back
 - DO NOT put names on them
 - Must use the brand guide

10:17 AM - Personal Goals

Area 1/Rachelle

1. Visit and make contact with all of my club
2. Get everything done on time
3. Robert F. Lucas award
4. Collect 20% of clubs dues early bird
5. More of area involved
6. Raises area attendance at Area Rally and DCON
7. Complete officer training with most of my clubs

Area 2/ Isabella

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1. Contact all clubs
2. Seward involved
3. Visit at least once
4. 2 people from each club attend DCON
5. 70% dues early bird
6. Club officer training meeting
7. Perfect attendance for board meeting
8. Everything on time

Area 3/Molly

1. Make at least 2 clubs visits each year
2. Revive at least 3 clubs
3. 50% early bird dues
4. Attend all board meetings
5. Start two new clubs in K-Family
6. Robert F. Lucas awards
7. Contact and response from all clubs

Area 4/Aubree

1. Newsletter on time
2. Accountable
3. ½ dues in by November
4. Robert F. Lucas
5. Confident enough to make a motion
6. Attend all board meetings
7. Get another town in area to attend DCON

Area 7/Shelby

1. Turn in newsletters on time
2. Visit each club at least two times
3. Robert F. Lucas - complete to best of ability
4. Attend every meeting
5. Stay on top of area event
6. President meetings or visits at least twice
7. 50% of clubs pay early bird
8. Don't procrastinate or stress out

Nebraska At-Large/Anisha

1. 100 service hours for this year
2. 10 club visits
3. Qualify for Robert F. Lucas
4. Write 10 newsletters
5. Never miss deadline
6. Bring 2 people from each club in area 2 to DCON and Fall Rally
7. Assist with Nebraska clubs meeting early bird

Iowa At-Large/Liliana

1. 50+ service

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2. Have everything done before deadline
3. Visit and talk to majority of clubs
4. Charter builder's club
5. More members in my club
6. Past members join again
7. 50% of clubs in Iowa go to DCON and Fall Rally
8. 70% of Iowa pay November
9. 90% of my club go to DCON

Webmaster/Tina

1. Promote DCON to school
2. Update website frequently
3. Service hours
4. Perfect attendance
5. Take lots of photos
6. Complete all committee duties
7. Keep Instagram and Facebook active

Secretary/Samyukta

1. Distinguished Secretary
2. Minutes are out 5 days after board meeting
3. Organize and receive 90% of ORF forms
4. Go on 4 club visits
5. Have newsletter go out by the 15th of every month
6. Be accountable and aid the rest of the district board
7. Organize district Flickr
8. Plan RFC and DCON successful as chair of Event Planning committee
9. Complete and update K-Family as well as work on building stronger connection w/ Nebraska-Iowa District Kiwanis
10. Make sure to have all MRF Feedback done on time

Governor/Tatum

1. Maintain good relationships with Kiwanis
2. Send agenda and packing list one week prior
3. Knowledge and resourceful governor
4. Inform board member of good and bad
5. Send report cards in July, Sept., Nov, and Dec.
6. Turn in all MRFs on time
7. Send a monthly newsletter by the 5th of every month
8. Complete distinguished binder
9. 4 club visits

10:53 AM - Nebraska Iowa District Report Card

- Tatum explains how she will grade
 - 90-100 A
 - 80-89 B

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- 70-79 C
- 60-69 D
- 0-50 F
- Average score of the whole board will be sent out every 2 months
- Just a way to keep you guys on top of things

10:58 AM - Accountability and Send Off

- Create checklist for before August meeting
 - Send to Samyukta in Google Doc on drive
- Don't forget that you are a part of District throughout the whole year not just when we are at meetings
- Make sure to send any pictures from this weekend to Tina and Samyukta
- Work on Distinguished Binder throughout the year, not completely at the end
 - Preferably a ½ - 1 inch binder
 - Make sure to be truthful
- As overwhelming as it seems right now, you guys are doing great!! 😊

11:03 AM - Adjourn the Meeting