



# NEBRASKA - IOWA DISTRICT KEY CLUB

## • JANUARY BOARD MEETING •

January 4-6, 2018 • Lincoln, NE • 2018-19 District Board



### Friday Night Session • January 4

#### **4:20 PM - Call to Order and Pledges**

##### *Board Members Present*

Executive Board: Tatum, Samyukta, and Alex  
Lt.Gs: Anisha (Area 1), Isabella (Area 2), Molly (Area 3), Liliana (Area 4), Kylie (Area 5), Hannah (Area 6), Shelby (Area 7)

##### *Board Members Not in Attendance*

Executive Board: Tina

##### *Administrators Present*

Dan Voss, Cara Houk

##### *Administrators Not in Attendance*

Byron Tabor

#### **4:41 PM – Approve Minutes from Board Trainer**

- Samyukta motions to pass board November minutes
- Shelby seconds
- Motion passes

#### **4:22 PM – Governor Welcome**

Most fun! Lots of Bonding!

Final Preparation

#### **4:24 PM – Sponsorships**

\$220 for DCON currently

Call or Email 5 different businesses before end of board meeting

#### **4:25 PM – Workshop Work Time**

Workshops Set 1 – 4:26 PM-4:21 PM

*Continued on Next Page*

Workshops Set 2 – 4:45 PM-5:00 PM

Workshop Set 3 – 5:07 PM-5:20 PM

**5:21 PM – Explain Tour and Going Through Workshop**

**5:25 PM – Workshops Run Through**

Helpful Hints to Being an Officer

Feedback:

- Make it longer by rotating around positions
- Be specific about how to run
- Make sure you talk about different peoples experiences
- Time: 18:21

**5:48 PM – Materials List for Workshop**

**6:00 PM – Hotel Tour**

**6:32 PM – First Round Workshops**

Searching for Service After High School

Feedback:

- Good examples
- Multiple rounds of icebreaker
- Time: 18:30 + 6 for Travis

Investigating Clues Over Nations - ICON

Feedback:

- Add pictures/mention firework
- Make quiz longer
- Add more info in PP
- Add in an icebreaker
- Time: 11:49

**7:15 PM – Escape Room Workshops**

What

Feedback:

- Make the website link smaller
- Explain workshop if attendees figure out escape room too fast
- Time: 18:51

Where

Feedback:

- If extra time then make another puzzle or activity
- Time: 20.49

Why

Feedback:

- Give more clear hints/less complicated
- Less objects with four
- Explain that they are finding the reason
- Time: 29:29

**9:02 PM – Third Round of Workshops**

Taking the Mystery Out of Key Club

Feedback

- Ice breaker between the information
- Almost memorize info/print notes/look at them on your phone
- Time: 18:14

#### Seeking Out A Successful Year

Feedback

- Use second icebreaker
- One icebreaker at the beginning and one at the end
- Time: 13:34

#### Cracking the Code to Leadership

Feedback

- Include tips for how to lead/develop leadership skills
- Time: 20:21

**10:14 PM – Adjourn for the Night**



#### Saturday Session • January 5

**8:00 AM – Breakfast**

**8:15 AM – Call to Order**

**8:16 AM – Foster – International Trustee Update**

**8:18 AM – N Committees – K-Family, International Partners, Public Relations**

**8:37 AM – N Committee Reports**

K-Family

- Asking Kiwanis about DCON sponsorships

International Partners

- Work on articles
- Set up conference call

Public Relations

- Bracelets for DCON
- Lt.G visit form
- Promotion Lt.Gs to visit all clubs before DCON

**8:39 AM – I Committees – Event Planning, Service, Membership and Dues**

**9:00 AM – I Committee Reports**

Event Planning

- Decorations
- Materials list
- Lincoln bureau will provide banners, pens, pads, etc. for no extra cost

Service

- Contact International Partners

Membership and Dues

- Promoting membership during 2<sup>nd</sup> semester

*Continued on Next Page*

- If dues are not turned in by Feb. 1<sup>st</sup> then clubs and members will be suspended and cannot attend DCON

**9:23 AM – Sponsorships**

In sponsorship form in drive  
Contact 5-10 business  
Explanation of levels for donations/sponsors  
Make sure business send .png form of logos

**9:26 AM – Feedback (1:1) and Work Time**

Samyukta, Alex, Tatum, Bella, Liliana, Kylie, Molly, Shelby, Anisha

**12:07 PM – Lunch**

**12:39 PM – DCON Schedule Run Through**

**1:02 PM – DCON Script Run Through**

**2:01 PM – Promotional Video Work Time**

**3:44 PM – DCON Budget**

Total: \$19,000  
Lt.Gs get 15 people each brings cost down to \$180 per student  
75 students w/chaperones = \$220  
Most likely price per person will be about \$200-\$220  
Hotel rooms – 4 to a room for 2 nights = \$63 per student  
Food and Beverage  
Audio/Visual - \$500  
Room Rental/Speakers  
Misc. (lanyards, pins, booklets, etc)

**4:07 PM – Board Bonding**

- 7 hours later - ;)

**11:00 PM – Adjourn for the Night**



**Sunday Morning • January 6**

**8:00 AM – Breakfast**

**8:13 AM – Call to Order**

**8:14 AM – Icebreaker**

**8:51 AM – Promotion and Visits**

Goal is to attempt to visit all the clubs by February  
Skype or record a video for meetings if unable to attend a meeting  
Find a replacement for your position

**8:56 AM – PreCON**

Starts Thursday night before DCON Nine Workshops  
Let your teachers and school know

**8:57 AM – DCON Pamphlet**

Workshop Descriptions

*Continued on Next Page*

Round 1: Alex, Tatum, and Samyukta

Round 2: Kylie, Liliana, and Shelby

Round 3: Anisha, Molly, and Alex

Pamphlet due February 1st

**9:01 AM – Personal Goals**

Area 1/Anisha

1. 2 trips to Area 1
2. MRFs and newsletters on time
3. Complete workshop descriptions
4. Get 5 more sponsors
5. Finish Robert F. Lucas binder
6. Conference Call of International Partners
7. Workshop revisions

Area 2/ Isabella

1. Visit half my clubs by end of Jan
2. Newsletter out by 12 pm
3. Conference Call of International Partners
4. Get at least 5 sponsorships
5. Start Robert F. Lucas binder
6. 15 more service hours
7. Get all my clubs to pay dues by Jan 31st

Area 3/Molly

1. Connect with the rest of my clubs
2. 15 people to DCON
3. \$300 of sponsorships
4. Find replacement(s)
5. Finish Robert F. Lucas
6. Complete workshop description
7. Complete service hours

Area 4/Liliana

1. All clubs paid dues
2. 1 member from each club at DCON
3. 15 members at DCON form own club
4. Send out things on time
5. Do a fundraiser
6. Partnership with other clubs
7. Advertise how to run for a board position

Area 5/Kylie

1. Send a video to my clubs
2. 5 – 10 people from Spirit Lake to DCON
3. Get clubs to pay dues
4. Work on Robert F. Lucas binder
5. Get 3 sponsorships

*Continued on Next Page*

6. Call clubs about active participation
7. Improve escape room workshop

Area 6/Hannah

1. 15 people to attend DCON
2. Find replacement(s)
3. Visit/video call all clubs
4. Work on Robert F. Lucas binder
5. Implement board suggestion in workshops
6. Get to know lines/script for workshops
7. Have all clubs turn in dues

Area 7/Shelby

1. 15 people to attend DCON
2. Complete Robert F. Lucas binder
3. Visit every club – promo vide/flyers/registration form
4. Verbal confirmation from at least one person for replacement
5. Ask local Kiwanis and club to fundraise for DCON
6. Don't miss any deadlines
7. 5 sponsors, at least \$20

Bulletin Editor/Alex

1. Complete platform
2. Contact 10 additional businesses for sponsorships
3. Update social media with CLUE themed posts
4. Publish bulletins by 20<sup>th</sup> of each month
5. Work on ICON Workshop
6. Start and complete distinguished
7. Contact service/vision partners for DCON

Secretary/Samyukta

1. Work on Distinguished Secretary binder
2. Minutes are out week after board meeting
3. Create one more addendum to club directory
4. Go on 2 club visits w/Shelby
5. Send out club secretary newsletter promoting DCON
6. Fix workshops
7. Fill out 2 awards from for my club
8. Finish the DCON pamphlet
9. Send out master list of materials for DCON
10. Make DCON amazing!

Governor/Tatum

1. At least 80 students at DCON
2. Create Gov. update for bulletin
3. Distinguished binder 75% complete by DCON
4. Visit 3 clubs
5. Don't miss a single deadline

*Continued on Next Page*

6. Leave lots of advice for incoming Gov. for smooth transition
7. Complete promo video by Jan. 10
8. Increase communication with DAs for final months
9. Dream goal - \$2000 in sponsorships
10. Complete awards for my club

**9:21 AM – Accountability and Send Off**

Don't forget about Key Club and keep the same energy  
 Hold yourself accountable to your goals  
 Hold yourself to a high standard  
 Be good for you and the attendees  
 15 people from your area to DCON  
 Work on service hours  
 If you do have to run against someone from the board, don't be afraid  
 You can still get appointed to a position on the District Board

**9:25 AM – Work on Workshop Description**

**9:43 AM – Board Pictures**

**9:52 AM – Final Comments**

Make sure to dress responsibly at DCON  
 Make sure to bring board pins and nametags  
 Fill out sponsorship spreadsheet and send it in the group chat  
 Keep working hard and everyone has been doing a great job!

**9:58 AM – Adjourn Meeting**