

MINUTES OF THE OFFICIAL MEETING OF THE 2016-2017 DISTRICT BOARD OF
TRUSTEES OF THE FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL
9:00 A.M., SUNDAY, AUGUST 14, 2016
Orlando, Florida

Call to Order

Governor Martha Hagan called the board meeting to order at 9:00 AM.

Pledge of Allegiance

Division 19A Lt. Governor Haley Gamez led the Pledge of Allegiance.

Invocation

Division 25A Lt. Governor Daniel Iglesias led the Invocation.

Roll Call

District Secretary Sabrina Flores took roll call and recorded the 2016-2017 Board Members present.

2016-17 Board Members Present

District Governor Martha Grace Hagan	LTG Div. 12 Caitlin Collins	LTG Div. 25C Joshua Gibson
District Secretary Sabrina Flores	LTG Div. 13 Lillian Shirley	LTG Div. 26A Roberto Pupo
District Treasurer Alyssa Frank	LTG Div. 14A Venessa Seymour	LTG Div. 26B Sophia Bazo
District Editor Jada Mohammed	LTG Div. 14B Joe McGonnigal	LTG Div. 26D Jacie Mascarenhas
District Webmaster Yuria Utsumi	LTG Div. 14C Ashley Johns	District Admin. Donna Parton
Executive Assistant Gabriela Charlot	LTG Div. 15A Amanda Laferriere	Assist. District Admin. David McCampbell
DCON Chair Hannah Rosenbaum	LTG Div. 15B Odalis Hernandez	ICON & Finance Admin. Bob Parton
LTG Div. 1 Le'Ondriz Holloway	LTG Div. 16 Sheana Ward	Zone Admin. A Jack Gander
LTG Div. 2A Kaylyn Rhodes	LTG Div. 17 Allan Orr	Zone Admin. B Sam Kerce
LTG Div. 2B Jonathan Toledo	LTG Div. 18 Samantha Gallahan	Zone Admin. C Beverly Baird
LTG Div. 3A Jordan Rogers	LTG Div. 19A Haley Gamez	Zone Admin. D Bob Filichia
LTG Div 3B Rida Darji	LTG Div. 19B Juan Cabrera	Zone Admin. E Jim Powell
LTG Div. 4 Marissa Molloy	LTG Div. 20A Noel Vincent	Zone Admin. F Richard Osso
LTG Div. 5 Leigha Woods	LTG Div. 20B Maria Landron	Zone Admin. G Kerri Gordon
LTG Div. 6 Dawson Oliver	LTG Div. 21 Alyssa Clare	Zone Admin. H Pamela Edwards
LTG Div. 7 Lexia Garay	LTG Div. 22 Jonathan Bastida	Zone Admin. I Elizabeth Kominar
LTG Div. 8 Elena Havemann	LTG Div. 23A Melissa Rowe	Zone Admin. J Richard and Gwen Leys
LTG Div. 9 Lance Moser	LTG Div. 23B Rebecca Yap	Zone Admin. K-25 Lana Nudel
LTG Div. 10A Pareena Sharma	LTG Div. 24A Robin Moscovitch	Zone Admin. K-26 Dawn Campbell
LTG Div. 10B Rabeea Rehman	LTG Div. 24B Caleb Neale	Zone Admin. L Dalton Yancey
LTG Div. 10C Deven Harridan	LTG Div. 25A Daniel Iglesias	Zone Admin. M Margaret Williams
LTG Div. 11 Sophia Byrd	LTG Div. 25B Natalie Antenor	

Absentees

LTG Div. 26C Alyssa Bell

Introduction of Guests

Kiwanis Governor Celia Earle

Kiwanis Governor-Elect Gary Frechette
Kiwanis Treasurer Todd Smith
Vice Governor Designate Stephen Leblanc
CKI District Treasurer Leah Conover
CKI Suwannee Lt. Governor and Sunbelt Liaison Diamond Pichardo
Special Guest Gary Williams
Special Guest Janet Greaves

Adoption of Agenda

Executive Assistant Gabriela Charlot moved to adopt the agenda. Motion was seconded and carried.

Approval of June Board Minutes

Division 15A Lt. Governor Amanda Laferriere moved to approve the June Board Meeting Minutes. The motion was seconded and carried.

Approval of Resignations

Division 25B Lt. Governor Natalie Antenor moved to approve the resignations of Division 3A Lt. Governor Maryann Herrera and Division 26C Lt. Governor Alyssa Bell. Motion was seconded and carried.

Approval of Appointments

Division 21 Lt. Governor Alyssa Clare moved to approve the appointments of Division 3A Lt. Governor Jordan Rogers and ICON Chair Theresa Jean Louis. Motion was seconded and carried.

Installation of Appointments

Kiwanis Governor-Elect Gary Frechette installed Division 3A Lt. Governor Jordan Rogers and Division 19B Lt. Governor Juan Cabrera.

Executive Committee Reports

Governor Martha Hagan

Over the past several months since LTC, I have been extremely busy! I've worked closely with committees to ensure they are staying on track to complete their directives. I also assisted in the organizing of DCON subcommittees. I sent out quarterly reports to all 42 LTGs and tracked their self-evaluation responses. I attended International Convention in Atlanta, Georgia and Leadership Conference in Indianapolis, Indiana where I met our trustee, Clifford Young and began to work with him. I appointed several new Lieutenant Governors and worked to train them as well as I appointed a new ICON Chair. I also attended Kiwanis DCON where I helped give a workshop to Kiwanians, attended several board meetings, foundation board meetings, and the house of delegates.

In addition to all of those things, I have responded to all emails, calls, and text messages, reviewed and responded to all Lt Governor Reports, talked to most committee chairs about their roles, and attended multitudes of conference calls. I also volunteered frequently with my home club and in my community as well as attended many Kiwanis Meetings of clubs across South Florida. Please let me know if you need help with anything. Keep up the amazing work. It makes me so proud to be able to serve such a wonderful board. This concludes my report.

Secretary Sabrina Flores

Since June Board I have completed and published the June Board Meeting minutes. I have also been working on sending out check up emails as I monitor each of your divisions. I have continued to update the district hours and data sheet with late pride reports and new OIFs. I have updated the OPR contents page and helped the education committee with revising the Secretary and OPR Contents training PowerPoint. I attended ICON and sent out the ICON hours break down and also attended Kiwanis DCON and calculated and sent out the hours to that as well. I helped conduct the Editors and Treasurers workshop in Division 20A and 20B's officer training as well as attended Division 23A's online secretary training. In addition, I created and sent out the August Club Secretary newsletter.

In the coming months, I will be sending out the August Board Meeting Minutes, updating the District Board data sheet and the directory, continue to update the district hours from pride reports. I also will continue helping all LTGs turn in their club's OIFs. If any you have questions please let me know how I can further assist you. This concludes my report

Treasurer Alyssa Frank

Since last board meeting I have worked with Mr. Parton in approving vouchers. I have requested club budgets to be sent to my email in order for me to review them and provide my feedback. I believe this will help Key Clubs to be more successful in their planning for the year. I have sent out paid dues reports to the district along with updating the budgets with the current financials. I have assisted Lieutenant Governors with their treasurer workshops and answered any questions they may have.

In regards to the website, I have updated the FLOF and YOF page. Also, I am in the process of updating the past YOF presentation and FLOF application. We have set the deadline that FLOF applications will be reviewed from October 1st to June 1st.

A goal of mine is to push early bird dues, so I have requested that each Lieutenant Governor urges at least 1/3 of the clubs in their divisions to submit early bird dues for this year. I have reached out to club treasurers in need of help with submitting dues. By doing so I hope to allow the dues process to become easier for many struggling clubs. For this board meeting I created 2 presentations that will be posted to the Florida Key Club website that clubs will have access to. As of June 30th, 2016 the Florida District of Key Club International Assets, Liabilities, and Equity are \$519,903.32. This concludes my report.

Editor Jada Mohammed

Since I my last report at LTC, I have continued to keep up with my editor duties on a daily basis. My time as editor has been spent keeping in contact with club editors and assisting them in their duties. I have continued to produce monthly newsletter checklists and offer assistance to Lieutenant Governors. I also continue to put together and publish KeyFeed, our monthly Executive Newsletter. The second issue of The Sunshine Source was published on August 1st and I am already working on our next issue. At International Convention, I was active in taking pictures for our social media pages. I keep our Facebook, Twitter, and Instagram pages updated on a regular basis with picture submissions from LTGs and clubs, as well as with pictures taken by myself. Along with these duties I assisted the elections committee with updating the District Editor application, actively serve as advisor to my committees, and assist other committees with their use of graphic standards.

During the upcoming months, I plan to continue staying on top of my current responsibilities as well as assisting Webmaster Yuria with keeping the website updated, working on new ways to advertise our social media accounts, and continuing to offer my professional advice to those on the board who need it. This concludes my report.

Webmaster Yuria Utsumi

Since June board, I have worked on general tasks such as fixing OPR & email issues, updating the FDKCI page, and helping board members with technology-related issues. I have also updated pages for various committees, assisted committees with updating applications, and edited and shared DCON video clips. I also made and shared a website assignment spreadsheet with the board which sets guidelines and deadlines for updating pages on the FDKCI website.

Recently, I published two new pages: the Public Relations page and the committee chair contact information page, which will help clubs identify who to contact for committee-related issues. I have also put up a featured pages display on the home page, which features 3 of FDKCI's webpages at a time. I also worked with the Public Relations committee in drafting the Key Club blog page, which will be published in the coming months. I have also made changes to the Documents & Resources page, which now features collapsible headings for easier navigation.

In the coming weeks, I will work with committees to ensure all of their pages have the most up-to-date information and with the Public Relations and DCON committees to draft and publish the DCON page. I will also make other updates to the website. This concludes my report.

Executive Assistant Gabriela Charlot

Since LTC I've worked on a few things, I've been continuing to send reminders about the monthly pride reports to LTGs and I have kept the LTG tracking sheet up to date. I have also been able to send out the first LTG reports to Lieutenant Governors and Zone Administrators using the point system, and have been answering question pertaining to this. I have also collected the information for this first issue of Keyfeed that included board members' birthdays. In addition, I have updated a few PowerPoints for the education committee and continued to work with my own committees by keeping in contact with them and guiding them. This concludes my report.

ICON Report

Martha informed the board of the newly elected International President Devin Sun and International Vice President Mary Grace Lewis. She was excited to announce Florida's own past Lt. Governor Drew Valenti was elected as International Trustee. She described the great experience at ICON and encouraged the board to attend the next ICON in San Antonio.

Old Business

Martha Grace spoke on Kiwanis DCON and how the 8 participants volunteered and learned more about Kiwanis.

New Business

Division 7 Lt. Governor Lexia Garay moved to approve committee reports (Exhibit A). Motion was carried and seconded.

Division 25C Lt. Governor Joshua Gibson moved to approve the 2016-2017 Operations and Endowment budgets (Exhibit B). Motion was carried and seconded.

Leaders of Leaders awards were presented to District Webmaster Yuria Utsumi, District Treasurer Alyssa Frank, Division 14C Lt. Governor Ashley Johns, Division 20A Noel Vincent.

International Trustee Remarks

Governor Martha informed the board she would send International Trustee Clifford Young's remarks via email.

Kiwanis Governor Remarks

Kiwanis Governor Celia Earle was happy to see the board and thanked the Kiwanis DCON attendees for volunteering and being active in the Kiwanis family. She empowered the district board to continue being servant leaders in their homes, schools, and communities.

Kiwanis Governor-Elect Remarks

Kiwanis Governor-Elect Gary Frechette gave his remarks and is excited to begin his term and set sail on the Love Boat. He challenged the district board to strengthen Kiwanis Family relations by attending Kiwanis meetings and being active with their Kiwanis counterparts. He promised the board that when he enters his year as Kiwanis Governor he will be committed and he expects the same commitment from the board.

Kiwanis Treasurer

Kiwanis Treasurer Todd Smith reminded the board they are the leaders of the now. He urged the board to choose to not be a good leader, but a great leader. He hopes to continue to see the board live by the Key Club Values. He also thanked those at the Kiwanis DCON for volunteering at the Caring Corner.

Circle K Governor Remarks

Governor Martha informed the board she will send out Circle K Governor Jackie Aranibar remarks video via email.

Zone Administrators' Remarks

Zone Administrator Sam Kerce urged the board to participate directly on the club level to get inspired and not get lost in administrative work. He reminded the board to never give up and work hard throughout the year.

District Administrator's Remarks

District Administrator Donna Parton is so proud of the board's work and journey. She welcomed the newly appointed to the board and thanked them for their commitment. She is excited about the board's future progress. In addition, she thanked the Zone Administrators for their incredible work. Mrs. Parton thanked Kiwanis Governor Celia Earle for being an outstanding governor, Kiwanian, and woman.

Key Club Pledge

Division 4 Lt. Governor Marissa Molloy led the Key Club Pledge.

Benediction:

Division 25B Lt. Governor Natalie Antenor led the Benediction.

Adjournment

District Governor Martha Hagan adjourned the meeting at 10:09 A.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sabrina Flores". The signature is written in black ink and is positioned above the printed name.

Sabrina Flores
District Secretary

EXHIBIT A – Committee Reports

Awards Committee Report (Chair: Joshua Gibson)

Since the June Board Meeting the Committee has reviewed and edited all the applications, fixing errors and any faults found within the applications. The Committee has held two conference calls since the June board meeting, and plans to conduct one in the weeks following the August Board Meeting. The Committee confirmed that the deadline for pre-DCON applications will be on March 7th at 11:59PM and the judging of applications will take place on March 11th. It was decided that the applications will be moved to a PDF fillable format which will make the applications easier and accessible for all users. The making of blurbs and information for the sunshine source article was delegated between members and would change after each month. This transition will cause there to be a redesign of all applications which will be completed after the August board meeting, individuals changing the application designs will change the applications that they had edited before. The idea of trophy designs being changed is still in discussion and will be decided upon at a later time.

District Education and Leadership Conference (DCON) Committee Report (Chair: Hannah Rosenbaum)

Since June Board meeting the DCON Committee has been working with approval of theme, making rough drafts of logos, reviewing the dress code rules and enforcement. We have also been looking at adding a Snapchat geofilter/frame for branding value and began work on the logistics on the DCON website. Additionally, the DCON Committee has implemented strategic plans to promotion both KCKC and SZR rally in videos.

Moreover, I have worked with Governor Martha and Assistant Administrator David on both the subcommittee plans, directives, and reviewed of the project plan dates. I have contacted individual chairs as well to ensure deadlines are being met and have held weekly calls with Assistant Administrator David.

District Large Scale Service Project (DLSSP) Committee Report (Chair: Rabea Rehman)

The DLSSP committee has successfully booked the dates and locations of all three of the events occurring this Key Club year. The shifts of our first event occurring in the Feeding Northeast Florida facility on November 5th have also been finalized. We now must plan for the refreshments and complete our blurb before the next deadline so that we can advertise the event to reach our goal of 100 volunteers.

In regards to the other two facilities, we are working on the shifts and food that will be available for the volunteers. The committee has already worked with Palm Beach who has agreed on providing the food for Key Clubbers who will be volunteering on January 14th, 2017. They will also be creating the flyer for the event, which will be distributed to Kiwanis and Key Clubbers. We hope to have this event finalized by the January board meeting.

Finally, our last event with Feeding South Florida will be taking place on March 18th, 2017. In the process of finalizing the shifts we have changed our goal of 300 volunteers to 200 because they will be unable to fill more than 100 people to a shift. Presently, we are registering our team to the facility so that our reservations can be established.

Education Committee Report (Chair: Odalis Hernandez)

Currently, the Education Committee has been busy with doing the final edits and revisions to the KCKC PowerPoints. The following is a list of the PowerPoints that are being completed: President, Vice

President, President & Vice President, Secretary, Treasurer, Editor, Committee Chairs & Class Directors, Webmaster, Membership 101, Membership 201, Leadership 101, Membership Growth, Fundraising, Running for Higher Office, DCON, and New Faculty Advisor.

At August Board, these PowerPoint topics will be presented to the Board as the topics that will be available for them to present as workshops for their KCKCs. It will be left up to them to decide which specific topics they choose to present. By August 18th, all of the previously mentioned PowerPoints, plus the Governor's Project PowerPoint, will be shared via email to the rest of the Board so that they will have them ready for everyone's respective KCKCs. Moreover, at August Board, the committee will begin working on SZR tasks (deciding on PowerPoint topics and assigning slideshows) since all KCKC business should be finished.

Endowment Committee (Chair: Caleb Neale)

The Endowment Committee has held multiple conference calls and discussed fundraising ideas such as grant application, Kiwanis Family Day, fundraising incentives and marketing tools such as a mission statement and advertising programs. The Endowment Committee will be engaging in many fundraising programs throughout the coming year in order reach our \$1,000,000 goal. Fundraisers will also be conducted at DCON this coming year to increase brand awareness to relevant members of the Key Club student body.

Governor's Project Committee (Chair: Noel Vincent)

Before the August Board Meeting the Governor's Project Committee and I planned to create a logo for this year's Governor's Project: Feeding Our Future. After putting weeks of work, we have gone through around ten logos and currently have finalized a logo that is being looked at by the CKI Graphic Designer. The Guide Book remains unfinished as we wait for the CKI Graphic Designer to get back to Governor Martha. If anyone has any ideas for Feeding Our Future Service Projects they would like to see published in the guidebook, please see one of the Committee Members as soon as possible. This Feeding Our Future Guide Book is modeled after last year's Key Goes Green Guide Book in format. The Committee will also have a PowerPoint Presentation for Lieutenant Governor's to use during the officer trainings during their KCKCs and other events. This PowerPoint will go over the topics of the Handbook in a format that is easier to present to large groups of people while the handbook is better for individuals to read. Governor's Project Week will be announced in the next few weeks. If anyone has any ideas for the Governor's Project Week please let us know. There are over 3 million food insecure people living in our own Florida District. The members on this board represent the 22,000 people who can work to bring down that number.

Kiwanis Family Relations Committee (Chair: Rebecca Yap)

The Kiwanis Family Relations Committee has set out a survey to all Lieutenant Governors asking them to rate their relationships with all branches of the Kiwanis Family. The responses have been compiled into a color-coded excel sheet that will be used to decipher what areas need help. We also plan on constructing a directory of all clubs in each branch that will be maintained throughout the year and for the years to come.

Legal, Elections, and Credentials Committee (Chair: Alyssa Clare)

After June Board, our Committee has revised all the campaign rules and election regulations. We have contacted members of the executive board to update their minimum responsibilities in the election forms. The Election Rules and Regulations document will be submitted at August Board for board

approval. A PowerPoint has been created for club use on how to effectively run club elections.

Marketing Committee (Chair: Roberto Pupo)

Before the August Board Meeting, the marketing committee completed a Blurb that focused on promoting the Key Club website. The committee also made a Sunshine Source Article with the theme of #Bethekey, which described the service trip to Peru that several Key Clubbers from the Florida District went on. In addition to all this a rough draft was created for the marketing document that will be sent to each Lieutenant Governor. This document discusses certain activities that each Lieutenant Governor can engage in in order to more effectively spread the message about membership growth and various important Key Club events like KCKC and DCON. Furthermore, this document includes sections that advise Lieutenant Governors to be more avid users of social media and more frequently include the #Bethekey slogan in their emails, social media accounts, newsletters, etc. Another document is also in the process of being finished; this document will describe in detail the Key Club mascot that this committee plans on incorporating into the district and the contest that will be used to determine which clubs and divisions will be able to get the mascot shipped to them. Lastly, the marketing committee created a one and a half minute long video for DCON that will be aired at KCKC.

Membership Development Committee (Chair: Maria Landron)

The Membership Development Committee has focused on creating a resource to help clubs increase membership as well as focusing on Key Club Week. Besides this the Membership Development Committee creates blurbs for LTGs to use in their newsletters as well as articles for The Sunshine Source.

The committee has created a PowerPoint for clubs to use for ideas to increase their membership. It discusses topics such as posters, recruitment tables and Key Club Week. The PowerPoint was the first document created by the committee and it was created by committee chair, Maria Landron. The Membership Development Committee has also created a detailed resource with ideas for clubs to use for Key Club Week. The resource will contain multiple ideas for each day and is one of the most detailed tools for Key Club Week within Key Club International.

Public Relations Committee (Chair: Ashley Johns):

Since June Board Meeting, the Public Relations Committee has created a page on the district website, have assisted DCON Chair Hannah in making the DCON webpage, provided Webmaster Yuria with updates needed for the website, created a document explaining press releases and how to make them, and have started to work on a Key Club Blog Spot for the district website. We have had three conference calls where we discussed the finalization of committee directives, different projects we are interested in pursuing this year, created our 2016-2017 Committee timeline that was submitted to Governor Martha, and discussed how we want the Key Club Blog Spot to operate.

Before January Board Meeting, we would like to create a document and presentation about how to utilize social media as a way clubs can announce themselves to their communities. Social media is a major part of our lives now and it is a tool that all clubs should use. We will publish the Key Club Blog Spot for the use of the district and encourage the district to use it by publishing blurbs, submitting articles for The Sunshine Source, having the district board promote it in their divisions, and more. We will also create a rough draft of the DCON Program Ad Book, publish the DCON webpage, and create a document with ways for clubs to promote DCON to their club members.

Scholarships Committee (Chair: Pareena Sharma)

Since DCON the Scholarships Committee has worked towards completing our directives and

updating outdated material. In the month of June, the Scholarships Committee worked on getting the Scholarship Recipient Forms turned in before the deadline for those who won a 2015-16 Scholarships. For recipients that had not submitted their forms in by June 17th, we personally contacted them through email and phone calls to insure they were aware of the June 30th deadline. Currently, the committee is working towards increasing fluent communication with prospective applicants. We have created a Scholarships Committee Remind 101 account for Key Clubbers interested in applying. Using remind will utilize us to quickly update Key Clubbers about scholarships and if any students have questions or concerns they can immediately message the committee through remind. In terms of advertising scholarships, the committee intends to reach out to all the Lieutenant Governors and request that Key Club Scholarships are advertised at all Zone KCKCs using brief material the committee has composed.

In addition, the committee has revised the 2015-16 Scholarships Application and has revised any discrepancies or out of date content. Also, during our first conference call the committee came to a consensus to move the due date of all Scholarships Applications to February 16th. Making them due on this day should give the committee ample time to review and carefully select our 2016-17 Key Club Scholarship winners for the upcoming DCON. In coming days, the Scholarships Page will be updated. Our overall goal as a committee is to yield more scholarship applicants this year than last through communicating with Key Clubbers and their Lieutenant Governors.

Service and Major Emphasis Committee (Chair: Marissa Molloy)

The Service and Major Emphasis committee, since the June Board Meeting, has conducted several conference calls, in which the ways we planned to divide up the Service Directory was discussed, as well as our plan for promoting the Service Fair at DCON. The updated 2016-2017 Service Directory has since been completed and has been sent for revisions and approval. Along with the directory, the 12 Days of Service flyer has also been revised more in terms of this year's Governor's Project for the district website. This committee plans to meet again at the August Board Meeting, in order to further discuss the plan in several regards to the Service Fair, as well as in formulating a plan to meet the required deadlines for DCON.

Trick-or-Treat for UNICEF Committee (Chair: Jonathan Bastida)

Since June Board Meeting my committee and I have created guides, one for the Eliminate project and another for Trick-or-Treat for UNICEF, for clubs to help them on when to start collection and sending the dues, fundraising ideas beside trick-or-treating, education regarding UNICEF and The Eliminate Project, and to further improve the publicity of Trick-or-treat for UNICEF week. These guides include helpful hints and links so they can successfully carry out service projects.

We are working on making a specific timeline that clubs can follow for dues dates of Trick-or-Treating money is due, where to send it, and when and how club officers should promote TOTFU to their clubs. We have meet on various occasions to work on ideas and discuss certain dates for deadlines. We want to push for further involvement and organization for schools when promoting TOTFU. We hope to finish updating the website by the end of august board.

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
2016-2017 OPERATING BUDGET

Approved by Florida District of Key Club 08/14/2016
Approved by the Florida District of Kiwanis 08/04/2016

			Comments for 2016-2017	2016-2017 Budget	Category Totals
Income					
601	DUES				
	601.1	District Dues	22,000 members x \$3.50	\$ 77,000.00	
Total 601 DUES					\$ 77,000.00
603	DISTRICT CONFERENCE (DCON)		2000 attendees		
	603.1	Single Registration		\$ 600.00	
	603.10	DCON Sponsorships		\$ 500.00	
	603.11	DCON Adult Reception Sponsor	From Kiwanis clubs and other sources	\$ 500.00	
	603.4	DCON Registration	\$275 / 330 / 370 / 575	\$ 601,045.00	
	603.6	Program Book Advertising		\$ 13,000.00	
	603.15	FLOF Registration Offset	From FLOF previous years, held in Endowment Fund	\$ 14,000.00	
Total 603 DISTRICT CONFERENCE (DCON)					\$ 629,645.00
604	INTERNATIONAL CONVENTION		100 @ \$850.00 minus subsidies - see below		
	604.8	Registration Fee	Governor - Less \$850 subsidy	\$ -	
	604.8	Registration Fee	Secretary - Less \$500 subsidy	\$ 350.00	
	604.8	Registration Fee	Treasurer - Less \$500 subsidy	\$ 350.00	
	604.8	Registration Fee	Other Bd - Less 33 x \$200 subsidies	\$ 21,450.00	
	604.8	Registration Fee	Asst Adms (chaperones) - Less 10 x \$500 subsidies	\$ 5,000.00	
	604.8	Registration Fee	All others - quads	\$ 54,400.00	
Total 604 INTERNATIONAL CONVENTION					\$ 81,550.00
605	FOUNDATION GRANTS		From FKF for Board training	\$ 20,500.00	
Total 605 FOUNDATION GRANTS					\$ 20,500.00
608	INTEREST				
	608.2	RJ DCON Loss Interest		\$ 1,400.00	
	608	INTEREST - Other		\$ -	

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
2016-2017 OPERATING BUDGET

Total 608 INTEREST				\$ 1,400.00
Total Income				\$ 810,095.00
Expense				
703	DISTRICT CONFERENCE (DCON)		2000 paid attendees	
	703.1	DCON Housing	(see worksheet)	\$ 266,865.00
	703.13	Name Badges/Ribbons/holders		\$ 1,000.00
	703.14	Program & Candidates Book Printing	includes ballot printing	\$ 7,500.00
	703.15	Workshop Materials		\$ 50.00
	703.16	Awards/Trophies/Certificates		\$ 4,500.00
	703.2	Group Meal Package	\$143.84 X 2K + \$1860 Sun Brkfst minus \$5K credit	\$ 284,540.00
	703.22	Speakers & Entertainment		\$ 3,000.00
	703.25	Decorations Stage/Table	backdrop + flowers head table	\$ 150.00
	703.26	DCON Mailing		\$ 200.00
	703.27	Miscellaneous	hotel rekeying, etc.	\$ 700.00
	703.29	Sergeant-at-Arms	wrist bands, spirit stick	\$ 200.00
	703.3	Adult Reception		\$ 500.00
	703.37	Dances		\$ 500.00
	703.38	Advisors' & Key Club Committee Gifts	\$5 x 300	\$ 1,500.00
	703.41	DCON Online Payment Charges		\$ 3,800.00
	703.42	Signage		\$ 200.00
	703.43	App fee		\$ 249.00
	703.7	Governor Reception		\$ 500.00
	703.8	Souvenirs	T-shirts \$4.50 x 2000+\$2000 pins	\$ 13,000.00
	703.92	A-V Outsource Services	Anticipated in new AV agrmment; includes rooms	\$ 48,000.00
	703.97	G. Harold Martin Fellows	4 x \$250	\$ 1,000.00
	703.991	Kiwanis DCON Support	Kiwanis district office support	\$ 6,000.00
	703.992	DCON College Scholarships	Min \$1000; from ad sales	\$ 5,000.00
Total 703 DISTRICT CONFERENCE (DCON)				\$ 648,954.00
704	INTERNATIONAL CONVENTION		San Antonio, Texas, 2017	
	704.1	ICON Convention Housing	See ICON Worksheet	\$ 26,500.00
	704.2	Transportation	See ICON Worksheet	
	704.4	Food	See ICON Worksheet	\$ 10,000.00
	704.8	T-shirts/pins/souvenirs/other	See ICON Worksheet	\$ 1,300.00
	704.xx	Tour expenses	See ICON Worksheet	\$ 15,000.00
	704.62	ICON Online Payment Charges	See ICON Worksheet	
	704.6	ICON Registration to KCI	See ICON Worksheet	\$ 20,000.00
Total 704 INTERNATIONAL CONVENTION				\$ 72,800.00
705	EXECUTIVE OFFICER EXPENSES			
	705.1	Governor DCON Subsidy		\$ 275.00
	705.13	Governor Fall and Spring Rallies		\$ 1,500.00

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
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	705.2	Secretary DCON Subsidy		\$	275.00	
	705.3	Treasurer DCON Subsidy		\$	275.00	
	705.4	Webmaster DCON Subsidy		\$	275.00	
	705.5	District Editor DCON Subsidy		\$	275.00	
	705.6	Executive Assistant DCON Subsidy		\$	275.00	
Total 705 EXECUTIVE OFFICER EXPENSES						\$ 3,150.00
706	ADMINISTRATOR EXPENSES					
	706.1	Administrator Annual Expense		\$	6,000.00	
	706.2	Administrator Fall and Spring Rallies	Including committee travel	\$	2,500.00	
	706.4	Administrator GATC		\$	700.00	
	706.6	Committee Training Retreat		\$	3,000.00	
Total 706 ADMINISTRATOR EXPENSES						\$ 12,200.00
707	LIEUTENANT GOVERNOR EXPENSES					
	707.1	LTG / Chair DCON Subsidy	\$275 X 43 (includes DCON chair)	\$	11,825.00	
	707.2	District Committee Expense Allowance		\$	1,000.00	
Total 707 LIEUTENANT GOVERNOR EXPENSES						\$ 12,825.00
709	BOARD MEETINGS & CONFS					
	709.2	January Board Travel		\$	4,500.00	
	709.21	January Board Housing		\$	4,500.00	
	709.22	January Board Meals		\$	4,500.00	
	709.23	January Board Supplies		\$	200.00	
	709.41	RLT Travel		\$	1,000.00	
	709.4	RLT Supplies		\$	1,000.00	
	709.3	LTC (June) Travel		\$	4,500.00	
	709.31	LTC (June) Housing		\$	4,500.00	
	709.32	LTC (June) Meals		\$	4,500.00	
	709.33	LTC (June) Supplies		\$	2,500.00	
	709.1	August Board Travel		\$	4,500.00	
	709.11	August Board Housing		\$	4,500.00	
	709.12	August Board Meals		\$	4,500.00	
	709.13	August Board Supplies		\$	200.00	
Total 709 BOARD MEETINGS & CONFS						\$ 45,400.00
711	KIWANIS FAMILY MEETINGS					
	711.5	Kiwanis Convention Registration	Meals for 8 board members	\$	1,000.00	
Total 711 KIWANIS FAMILY MEETINGS						\$ 1,000.00
800	GENERAL ADMINISTRATION					
	805	Stationery		\$	50.00	
	807.1	Internet Fees		\$	360.00	
	808	Bank Charges	See Endowment Fund Budget	\$	500.00	
	809	Kiwanis Office Support		\$	6,000.00	
	810	Accountant Fees		\$	1,000.00	

FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL, INC.
2016-2017 OPERATING BUDGET

	811	District Board Badges	\$6.50 x 50	\$	325.00	
	812	District Board Pins		\$	400.00	
	813	District Board Shirts	\$30 x 67	\$	2,010.00	
Total 800 GENERAL ADMINISTRATION						\$ 10,645.00
Total Expense						\$ 806,974.00
Income minus Expense						\$ 3,121.00

Florida District of Key Club International, Inc.

A 501 (c) (3) Charitable Organization

2016-2017 Endowment Fund Budget

Line Item			Budget
1010	Donations	\$12,845.28	\$ 10,000.00
1050	Interest	\$5.33	\$ 6,000.00
1060	Dividend	2,663.37	\$ 6,000.00
1070	Cap Gains	121.66	
1080	Increase/Decrease in FMV	\$11,533.00	
1100	Florida Opportunity Fund (FLOF)		\$ 22,000.00
1200	\$1.00 Per Member Annual Revenue		\$ 22,000.00
2010	Ellie Gander Scholarship	\$4,934.00	\$ 1,000.00
2020	Donna & Bob Parton Scholarship	\$6,914.29	\$ 1,200.00
3010	Grants Received	\$0.00	\$ 5,000.00
3020	DCON Revenue	\$0.00	\$ 10,000.00
3030	Fundraising Events	\$2,157.43	\$ -
3040	Other 2		\$ -
	Total	\$41,174.36	\$ 83,200.00
5010	End Fnd Scholarship	\$7,000	\$ 14,000.00
5020	FLOF DCON Offset	\$0.00	\$ 14,000.00
5030	FLOF Grants to Clubs	\$0.00	\$ 10,000.00
6010	Ellie Gander Scholarship	\$0.00	\$ 1,000.00
6020	Donna & Bob Parton Scholarship	\$0.00	\$ 1,000.00
6030	Governor's Project Scholarship	\$1,000	\$ 1,000.00
6040	Key Club Member of the Year Scholarship		\$ 1,000.00
7010	Constant Contact - Email Software	\$0.00	\$ 1,450.00
7020	Marketing Survey	\$99.00	\$ 5,000.00
7030	Recognitions	\$1,603.23	\$ 1,000.00
7040	Printing	\$280.00	\$ 1,200.00
7050	KC Bank Charges	\$0.00	\$ 3,000.00
7060	Investment Advisor Fees	\$2,478.26	\$ 2,000.00
7070	Credit Card Reader Expenses	\$0.00	\$ 500.00
7080	Fundraising Events	\$3,202.46	\$ 2,000.00
7090	Online Transaction Fees	\$874.09	\$ 700.00
7100	Other 2		\$ -
	Total	\$16,537	\$ 58,850.00
	Profit / Loss	\$24,637.32	\$ 24,350.00

2017 DCON - Orlando, FL

Single/Double Rooms: \$135

Triple/Quad Rooms: \$145

Food: Breakfast - \$18.60; lunch - \$18.60; dinner - \$29.76/\$39.68

(Total: \$143.84) Includes 24% service charge.

Member	Quad	Triple	Double	Single
6 meals (Fri & Sat)	143.84	143.84	143.84	143.84
Rooms	108.75	145.00	202.50	405.00
Costs - Itemized below				
Misc fees	40.70	40.70	40.70	40.70
desired profits	0.00	0.00	0.00	0.00
Probable Cost	293.29	329.54	387.04	589.54
Charge Per Person	275.00	330.00	370.00	575.00

Misc Fees	Total
Misc.	\$81,409
Expected paid registrations	2,000
Misc fee per person	\$41

	All Expenses	Misc Expenses	Non-Misc
703.1	DCON Housing	--	\$266,865
703.12	Comp Registration	\$0	--
703.13	Name Badges/Ribbons/holders	\$1,000	--
703.14	Program & Candidates Book Printing	--	\$7,500
703.15	Workshop Materials	\$50	--
703.16	Awards/Trophies/Certificates	\$4,500	--
703.2	Group Meal Package	\$1,860	\$287,680
703.22	Speakers & Entertainment	\$3,000	--
703.25	Decorations Stage/Table	\$150	--
703.26	DCON Mailing	\$200	--
703.27	Miscellaneous	\$700	--
703.29	Sergeant-at-Arms	\$200	--
703.3	Adult Reception	--	\$500
703.37	Dances	\$500	--
703.38	Advisors' & Key Club Committee Gifts	\$1,500	--
703.41	DCON Online Payment Charges	\$3,800	--
703.42	Signage	\$200	--
703.43	App fee	\$249	--
703.7	Governor Reception	\$500	--
703.8	Souvenirs	\$13,000	--
703.92	A-V Outsource Services	\$38,000	--
703.xx	Hotel A-V & Rigging charges	\$10,000	--
703.97	G. Harold Martin Fellows	\$1,000	--
703.991	Kiwanis DCON Support	\$6,000	--
703.992	DCON College Scholarships from program ads	--	\$1,000
--	Food credit	-\$5,000	--
	Total Misc	\$81,409	\$563,545

Number	Description	Registration Income	Housing Expense	Meal Expense	Misc Expense	2015 Actuals
1648	Quad (412 rooms/night @ \$145)	\$453,200	\$179,220	\$237,048		412
57	Triples (19 rooms/night @ \$145)	\$18,810	\$8,265	\$8,199		11
198	Doubles (99 rooms/night @ \$135)	\$73,260	\$40,095	\$28,480		99
97	Singles (97 rooms/night @ \$135)	\$55,775	\$39,285	\$13,952		96
Total Income		\$601,045				
Total Expense			\$266,865	\$287,680	\$81,409	
	FLOF Carryover for DCON	\$14,000				
	Projected Profit/loss	\$-20,909				

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Requirements for Board Members to Receive DCON Subsidy

1. Board members must have satisfactorily completed their Service Agreement.
2. Board member must be on the board at DCON and must be present during entire conference.
3. Elected board member's successor must be installed at DCON.
4. Only DCON registration expense may be reimbursed (ex. no travel expenses)
5. Only the amount paid by the board member is eligible for reimbursement (ex. not amounts paid by the local Key Club or a Kiwanis club).
6. A minimum total program advertisement sales equal to \$30 per club (charter) within the division must be sold for all board members in that division to receive a subsidy. If less is sold, no subsidy will be given to any board member in the division.
7. Cost of replacing name badges, board shirts, lost officer pins, or other extra expenses incurred by the district will be deducted from the DCON subsidy before reimbursement is given.
8. Board member must submit a RFL or Distinguished District Officer application by DCON.
9. Reimbursements will be made after DCON. Board member will need to pay the registration and then be reimbursed by check after DCON.