

MINUTES OF THE OFFICIAL MEETING OF THE 2017-2018 DISTRICT BOARD OF
TRUSTEES OF THE FLORIDA DISTRICT OF KEY CLUB INTERNATIONAL
ROSEN CENTRE RESORT
ORLANDO, FLORIDA
9:00 A.M., SUNDAY, JANUARY 7, 2018

Call to Order:

Governor Felanté Charlemagne called the board meeting to order 9:00 AM.

Invocation:

Division 18 Lt. Governor Gabe Layne led the Invocation.

Pledge of Allegiance:

Division 20B Lt. Governor Chantal Landron led the Pledge of Allegiance.

Roll Call:

District Secretary Joshua Gibson took roll call and recorded the 2017-2018 Board Members present.

2017-18 Board Members Present:

District Governor Felanté Charlemagne	LTG Div. 14A Sofia Bove	LTG Div. 26D Greysshell Bent
District Secretary Joshua Gibson	LTG Div. 14B Thomas Turner	DCON Chair Rebecca Yap
District Treasurer Angel Aguilar	LTG Div. 14C Gustavo Fernandez	District Admin. Donna Parton
District Editor Lamiya Kudrati	LTG Div. 15A Michelle Bonilla	Assist. District Admin. Sam Kerce
District Webmaster Dominic Martinez	LTG Div. 15B Noah Roth	ICON & Finance Admin. Bob Parton
Executive Assistant Jessica Mendoza-Velasco	LTG Div. 16 Ailish Tierney	Zone Admin. A Jack Gander
LTG Div. 1A Ana Rios	LTG Div. 17 Tara Garner	Zone Admin. B Marcus Williams
LTG Div. 1B Campbell Taylor	LTG Div. 18 Gabe Layne	Zone Admin. C Beverly Baird
LTG Div. 2A (VACANT)	LTG Div. 19A Monica Ruiz	Zone Admin. D Bob Filichia
LTG Div. 2B Carly Hanson	LTG Div. 19B Lisa Dong	Zone Admin. E Jim Powell
LTG Div. 3A Nicholas Ocampo	LTG Div. 20A Mohan Peddada	Zone Admin. F Richard Osso
LTG Div. 3B Charitha Moparthy	LTG Div. 20B Chantal Landron	Zone Admin. G Gary Frechette
LTC Div. 4 Jenna Coleman	LTG Div. 21 Vanessa Paneque	Zone Admin. H Pamela Edwards
LTG Div. 5 Taylor Hansford	LTG Div. 22 Cassidy Carlson	Zone Admin. I Elizabeth Kominar
LTG Div. 6 Danielle Gonzalez	LTG Div. 23A Siried Vizuite	Zone Admin. J Richard & Gwen Leys
LTG Div. 7 Sohayla Eldeeb	LTG Div. 23B Bailey Campbell	Zone Admin. K-25 Lana Nudel
LTG Div. 8 Rowen Nardini	LTG Div. 24A Robin Moscovitch	Zone Admin. K-26 Dawn Campbell
LTG Div. 9 Emily Burris	LTG Div. 24B Ahmad Hamid	Zone Admin. L Dalton Yancey
LTG Div. 10A Robert Witten	LTG Div. 25A Eduardo Martinez	Zone Admin. M (ABSENT)
LTG Div. 10B David Bruno	LTG Div. 25B Elizabeth Feldman	Admin. of Conferences Heather Locke
LTG Div. 10C Valeria Rios	LTG Div. 25C Angie Pinilla	
LTG Div. 11 Alexandra Stedman	LTG Div. 26A Kyle Castellanos	
LTG Div. 12 Baylie King	LTG Div. 26B (VACANT)	
LTG Div. 13 Jessica Ferrante	LTG Div. 26C Lauren Hutchings	

Absentees:

Zone Admin M Margaret Williams

Introduction of Guests:

Kiwanis Governor Todd Smith
Kiwanis Governor-Elect Steve LeBlanc
CKI District Governor Pheobe Sartori
CKI District Secretary Diamond Pichardo
CKI Citrus LTG Josephine Di Russi
CKI Member Derek Stewart
Kiwanian Anne Marie Stopper

Adoption of Agenda:

District Webmaster Dominic Martinez moved to adopt the agenda. Motion was seconded and carried.

Approval of August Board Minutes:

Division 10A Lt. Governor Robby Witten moved to adopt the August Board Meeting minutes. Motion was seconded and carried.

Executive Committee Reports:***Governor Felanté Charlemagne (Late Submission)***

Since August Board, I have attended Zone C's, D & L's, E & M's, and K's KCKC. I attended Kiwanis DCON where I delivered 5 different speeches, served as the Master of Ceremonies, and assisted in the facilitation of the convention wherever needed. I attended Aktion Club International Conference where I facilitated a Leadership Session and the Presidents and Vice Presidents workshop. I completed DCON Subcommittee Assignments with DCON Chair Rebecca. I've been facilitating our Executive Committee Conference Calls as well as advising the Registration, Scripts and Staging, and Legal, Elections and Credentials Committee. I attended CKI's Winter Board Meeting and I worked on our ICON logistics with Secretary Joshua and Mr. Parton. This concludes my report.

Secretary Joshua Gibson

Since August Board meeting, I have updated the district board data sheet as well as the district board directory. I have also worked on the district hours' spreadsheet, club officer directory, and the secretary handbook, the handbook will be distributed in the upcoming months once it has the new OPR info. The Handbook will include secretary duties, deadlines, award info, tips, resources, OPR info, and much more. I have also been sending new clubs the proper resources and adding them as addendums to the club directory. I have worked on and will be sending out a monthly newsletter for January. This newsletter will include up to date secretary info and duties. I have also been responding to emails regarding OIFs and OPRs as well as helping people complete them. I attended the Zone I, J, and K KCKCs as well as Kiwanis DCON, CKI Winter Board Meeting, and many more events that took place in Zone K. I will be working on the end of year report template, as well as other new resources. This concludes my report.

Treasurer Angel Aguilar (Late Submission)

Since our August 2017 Board Meeting, I have made progress on both matters regarding membership dues and financial literacy, alongside attending to other financial responsibilities. I have reviewed and approved 2 FLOF grants, totaling \$1159.91. I have assisted club treasurers and faculty advisors in submitting their dues before the deadline. As of December 20th, 2017, the Florida District has 17,953 paid members for the 2017-2018 year. Congratulations and thank you to you all for your continued efforts on growing the mighty, mighty Florida District. I have completed the coordination of Wells Fargo financial literacy presentations for our Key Club Kick-off Conferences. In all but three conferences, Wells Fargo representatives gave a brief presentation on budgeting and credit and supplied attendees with materials for financial preparation. Mr. Statuto, the Market Relations director for Wells Fargo, would like to extend a note of appreciation to the Florida District for your cooperation and a successful collaboration. I have continued to work with him and am happy to report that Wells Fargo will again be collaborating with us to promote financial literacy at DCON! I will be giving a financial literacy workshop, with Wells Fargo providing supplementary materials. This concludes my report.

Editor Lamiya Kudrati

Since August Board Meeting, I have produced 5 issues of KeyFeed, reviewed and edited dozens of MEBs, created this year's DCON logo, and communicated with editors across the district in an effort to assist them in their day to day applications. A majority of my time has been dedicated the editors of the district, and tending to any of their questions regarding their position, running for higher office, and most importantly, how they can efficiently implement the Key Club graphics into their clubs' social media and editorials. In addition to such, I have updated the district's several social media accounts, going on to create seasonal posts to highlight the work of clubs all across the district. This concludes my report.

Webmaster Dominic Martinez

Since our last board meeting, I have been hard at work on the second iteration of the FLKCI member platform. This update will allow the District Board to directly view club report information, move Officer Information Forms onto the new platform, and begin the transition to individual user accounts for all members. These individual accounts will be used with new features in the future, such as community service hours tracking, calendars, notifications, and more. I have also collaborated with the Public Relations committee on two major projects; the Key-nnect forum and the FLKCI blog. The Key-nnect forum will be a place for Florida District Key Clubbers to talk to each other, exchange information, and interact with the District Board. The FLKCI blog will feature interesting articles and help promote education about Key Club, especially in regards to being a District Board member. For my last major project – the new District Website – I have created a small demo, but that project has been put on hold until the completion of the new Member Platform. In addition to these major projects, I have also fulfilled my regular duties as District Webmaster and an Executive Board member. I have assisted clubs and District Board members with technology – especially with the new Pride Report system, updated resources and pages on the website, and created the 2018 DCON page. I also attended 3 KCKCs and the CKI Winter Board meeting, where I created the 2018 CKI District Convention logo. This concludes my report.

Executive Assistant Jessica Mendoza-Velasco

Since August board meeting, I have sent out September LTG progress reports as well as updated the tracking sheet for November and December progress reports to go out in conjunction with Governor Felante's self-evaluation report. I have been working with my committees by attending their conference calls and have worked on the Scripts committee. I have also created a survey with a series of questions for the DCON speaking roles and organized the speaking roles into an excel sheet. In addition, I am tracking Spring Zone Rally logistics. I will be sending Lieutenant Governor tracking reports at the end of this month and will continue to work on scripts for DCON. This concludes my report.

Old Business:

There was no old business to discuss.

New Business:

Approval of Resignations:

Division 24B Lt. Governor Ahmad Hamid moved to approve the resignation of Division 26C Lt. Governor Connor O'Neil and Division 26B Lt. Governor Leidy Pereira. Motion was seconded and carried.

Approval of Appointment:

Division 25A Lt. Governor Eduardo Martinez moved to approve the appointment of Division 26C Lt. Governor Lauren Hutchings. Motion was seconded and carried.

Division 20B Lt. Governor Chantal Landron moved to approve the DCON Sub-Committee appointments. Motion was seconded and carried.

Installation of Appointment:

Kiwanis Governor-Elect Todd Smith installed Division 26C Lt. Governor Lauren Hutchings

Approval of Committee Recommendations (Exhibit A):

Division 23B Lt. Governor Bailey Campbell moved to approve the committee recommendations. Motion was seconded and carried.

Approval of Proposed Amendments (Exhibit B):

Division 3B Lt. Governor Charitha Moparthy moved to approve the proposed amendments. Motion was seconded and carried.

Leader of Leaders:

The following individuals received the Leaders of Leaders Award:

- Division 7 Lt. Governor Sohayla Eldeeb
- Division 10A Lt. Governor Robby Witten
- Division 21 Lt. Governor Vanessa Paneque
- Division 24B Lt. Governor Ahmad Hamid
- DCON Chair Rebecca Yap

International Trustee's Remarks:

Florida District Board,

Unfortunately, I am unable to be in attendance with you this weekend, however, I would still like to touch base with you all. I am so proud of all that you have accomplished throughout your terms, I still receive a few MEBs in my inbox every month, and I greatly appreciate being able to see what you're doing in your divisions. You all know by now that my main priority as a trustee is to serve your district as a liaison to the International Board; therefore, these are the most recent events that you should be aware of: Trustee, Audrey Dilgarde, has resigned from her position on the International Board. In her place, the board elected to invite Hannah Nivar, runner-up from International Convention to serve her assigned districts and committees. Nhung Tran was elected to fill the vacancy on the Executive Committee. The Youth Opportunities Fund Committee granted over \$69,000 in this year's funding cycle—if you know of a club that applied, be sure they're on the lookout for their award notice. Halo Movement's first cycle commenced, with 11 clubs receiving grants! There will be another cycle in the spring, so watch my International Updates! Spread the word about Thirsty Thirty—a very simply initiative from Thirst Project that is explained fully in my most recent update!

I hope you have an incredible experience this weekend and stay warm (it's been below zero for days in Illinois)! If you have any questions about the information in this update, or would like to receive more in detail information, please do not hesitate to reach out to me by email or text message! I'm here to serve you for the remainder of your term, and you are my top priority! Most of this information is also available in my December update!

Yours in Service and Friendship,
Jared Dutko
Trustee, Key Club International

Kiwanis Governor's Remarks:

Kiwanis Governor Todd Smith remarked how happy he is to be with everyone at the board meeting. He stated that it is a new year, and to look back at the past, but also to look forward and to plan what you want to accomplish this year and in your life. He proposed a couple challenges, the first being to have a life goal of envisioning yourself as a Kiwanian in the future whether it be as a faculty advisor, zone administrator, or even as a Kiwanis Governor. The second goal is short term, to help recruit someone to join Kiwanis before DCON. Help spread the word about Kiwanis and Key Club. Lastly, he stated that we are doing workshops across the state, so please attend. If you recruit one Kiwanian, he will personally come and install them at their Kiwanis meeting.

Kiwanis Governor-Elect's Remarks:

Kiwanis Governor-Elect Steve LeBlanc hoped everyone was happy today and endorsed everything Kiwanis Governor Todd said. He told the board to speak to their CKI counterparts and to consider joining CKI in the future. He then began to talk about how family has been a concept on his mind this weekend and will be his Governor theme next year. He told everyone that life can be fragile and can change in an instant, so when you leave the board meeting go hug your family and tell them that you love them. He ended by thanking everyone for having him.

CKI Governor's Remarks:

CKI Governor Phoebe shared how exciting it is to be at the board meeting today and is amazed by all that the board has accomplished. She stressed that every zone invite their CKI counterpart. She stated that this board will be the future of CKI and Kiwanis. She also mentioned how CKI is unique compared to the other parts of the Kiwanis Family. She ended by thanking everyone for having her at the board meeting.

Zone Administrator's Remarks:

Zone C Administrator Beverly Baird: She reminded everyone to smile whenever possible, cause every smile makes a difference.

Zone B Administrator Marcus Williams: He thanked Anne Marie, Mr. Gander, his Lt. Governors, and everyone else who has helped to make his year successful.

Zone A Administrator Jack Gander: He thanked the board for all the hard work they have done this year and looks forward to all that they will continue to do these upcoming months.

District Administrator's Remarks:

District Administrator Donna Parton invited the adults to stand, and asked the board to thank them for being our mentors and examples of true leadership. She thanked Zone Admin B Marcus Williams for being here today on his birthday and she thanked the twins for traveling all the time and being great. She thanked Heather for setting the board up at the Rosen Shingle properties for their board meetings this year and thanked Lauren for jumping in as a Lt. Governor at the end of the year. She welcomed her to the board, giving her a frog. She stated to the board that they know what they need to do between now and DCON and that whatever college the graduating members go to, to be proud of themselves and whichever college they attend. She reminded the board that they are the mentors to their clubs and they need to finish strong, both the board members and their clubs. Most importantly, she encouraged everyone to continue to make a difference, that they have made a difference in her life and in the lives of each other including those around them. She finished by asking them to be lifelong servants and leaders and to continue to be the cheerleaders for Key Club.

Key Club Pledge:

Division 7 Lt. Governor Sohayla Eldeeb led the Key Club Pledge.

Benediction:

Division 9 Lt. Governor Emily Burris led the Benediction.

Adjournment:

District Governor Felanté Charlemagne adjourned the meeting at 10:06 AM.

Respectfully Submitted,



Joshua Gibson

District Secretary

EXHIBIT A- Committee Reports

Awards Committee Report (Chair: Eduardo Martinez)

Since the August Board Meeting the Committee has uploaded all updated applications to the Florida District website as well as updated the Awards & Contests webpage. The posted awards applications are currently available for informational purposes for the clubs to see the awards' requirements and plan for what they want to submit. The Florida District and the Committee is considering implementing a new awards management software platform OpenWater Awards, that is an all-in-one software platform designed to streamline and simplify our entire awards program. All tasks – by entrants, judges, chairs and administrators – are handled in one unified, fully integrated solution. A Demo of the capabilities was conducted on December 06, 2017. The financial feasibility will be finalized during this Board meeting.

District Educational & Leadership Conference (DCON) Committee Report (Chair: Rebecca Yap)

Awards Sub-Committee (Chair: Eduardo Martinez)

The Committee held 6 conference calls since the August Board Meeting, and plans to conduct another following the January Board Meeting. We published a blurb for the MEBs and prepared a promotional video. The Committee is focused on promoting awards to more people as well as making sure applications are filled out and submitted correctly. The Committee is working on ways to advertise awards through different social media outlets for example making profile picture filters promoting the awards and contests, and sending out friendly reminders on Twitter and Instagram. The making of blurbs and information for the monthly electronic bulletins has been assigned equally between the Committee members. As a reminder the deadline are as follows: March 5, 2018 - February Pride Reports and any updates to previous reports, March 7, 2018 - Pre-DCON Awards and Contests, and April 5, 2018 - DCON Awards and Contests. In preparation to DCON, the Committee will ensure the fillable version of the applications are posted on the website. We will be ordering the various club office's pins, banner patches, and the trophies.

Education Sub-Committee (Chair: Gabe Lane)

The Education DCON Subcommittee has already completed a large sum of obligations. The committee has already decided on and created the SZR workshops available for the 2018 SZR year. We have also decided on all of the DCON workshops, which workshops will be roomed with one another, as well as all of the presenters that will be facilitating the workshops. Moderators have also been selected to facilitate the workshop sessions. Currently, the Education Committee is continuing in our process of creating all of the SZR and DCON workshops, getting them approved, and releasing them to the District Board. DCON workshops do not have to be finalized until February, however, we plan to have them done soon. Eventually, all District Board members will have the workshops they need to prepare for SZR and DCON. By February

10, we will have rooms assigned for the DCON workshops and it will be submitted for the program book. By March 1, the Education Committee will have workshop evaluation forms completed as well as the procedures for them. During DCON, the committee will work with CKI to set up projectors and prepare all of the workshops.

Endowment Sub-Committee Report (Chair: Robby Witten)

The Endowment Committee has been designing and purchasing Endowment Fund merchandise for DCON, which will include lanyards, shirts, pins, and Key Club merchandise, which will include fanny packs, pop sockets, and mugs. We have also completed our fundraising plan and started work on Endowment signage and creating schedules for the DCON booth. Like last year, we have planned an ice cream social, LTG auctions, and Executive committee drawing for DCON. We have finished our brochure that we plan on including in every registration bag at DCON to spread the word about the Endowment. Between now and DCON, we will publish the brochure on the Florida District website and send it out via Constant Contact, we will design and buy Endowment merchandise to be sold at DCON, and we will co-develop a scholarship to honor Malcolm Lewis's contributions to the organization of Key Club. Additionally, we will create the first edition of our Endowment Newsletter that will be published tri-annually with one edition before School starts, one edition when DCON registration opens, and one edition just before DCON. These newsletters will be sent to all members and advisors through Constant Contact. This concludes my report.

Legal, Elections, and Credentials Sub-Committee Report (Chair: Vanessa Paneque)

The committee updated the Delegate Certification Form to be sent out with DCON information. A Google form was created to make the turn-in process easier. Key Clubbers will now receive a wristband for House of Delegates to ensure that the delegates do not lose their way to enter. Furthermore, the Legal Committee has created a "Club Officer Positions" tab on the floridakeyclub.org website to encourage leadership on all levels of Key Club, not just District level. This tab will have a club elections PowerPoint template and a club officer application template. A total of three amendments to the Florida District Bylaws will be presented and discussed with the District Board at January Board Meeting. Lastly, we will be using excel to check off candidate information and update results as we approach election season.

Marketing Sub-Committee Report (Chair: Bailey Campbell)

The Marketing Committee has completely updated the program ads section of the Florida district website, finished designing the general, Builder's Club, and Kiwanis One Day DCON invitations, and created and budgeted the Snapchat Geofilter for DCON. They have finished the SZR DCON video and continue to work with Rebecca to help create the SZR DCON promotional presentation. The Marketing Committee will continue to ask the elections, awards and talent, and service fair chairs if they need any marketing assistance. We continue to push for the sale of program ads, and we continue to work with the Public Relations Committee in promoting the new blog platform for Key Clubbers to use along with the use of #BeTheKey.

Public Relations Sub-Committee Report (Chair: Sohayla Eldeeb)

As a sub-committee, Public Relations has updated the DCON webpage onto the website incorporating the DCON video and theme. In addition, the committee created and modified blurbs for MEBs in regards to registration of DCON and promoting the conference. These blurbs have been sent out each month. The Kiwanis letter for DCON for membership usage has been designed and sent out along with an official invitation (created with Marketing) to all of the K-Family branches. I attended all of the Marketing conference calls to ensure good communication between the two committees, and collaborated on the snapchat filter and the #BETHEKEY campaign. The committee is now working towards completing the DCON program book and updating the website monthly. To accomplish this, we have looked over examples of past program books and discussed distribution of the pages. Furthermore, the committee is continuously working with Marketing on promoting the resources for DCON and registration. In addition to working with Marketing, we are working with Scholarships on developing resources for usage including a flyer and letter to display the importance of scholarships. The committee is preparing for the launch of Key'P up and will begin collecting different stories to post. The committee will work diligently to promote the blog and its usage throughout the district with members. Lastly, the committee will prepare an update for the Key-nnect forum.

Scholarships Sub-Committee Report (Chair: Robin Moscovitch)

From now until DCON, scholarship committee plans to increase applicant yield, by working with the Public Relation Committee to inform possible applicants regarding scholarship opportunities. We are creating a new blurb every month for LTG's to put into their MEBs. We also plan on getting the applications judged by four Kiwanians and 2 CKI board members. The endowment committee will be working with us on a new scholarship called the Malcolm Lewis Scholarship. This concludes my subcommittee report.

House Sub-Committee Report (Chair: Michelle Bonilla)

The House Committee has worked effortlessly on the meet and greet, service fair, and volunteer count. The meet and greet details are still being edited and approved. The service fair is being set up and work is being done to ensure everything is ready. The volunteer count is still being figured out as they are still waiting on responses from other Committee Chairs.

Registration Sub-Committee Report (Chair: Ahmad Hamid) (Late Submission)

Since the establishment of the Registration DCON Sub-committee, we have been hard at work to accomplish the directives assigned to us. Several documents to ease the process of registration have been created and uploaded by the committee including a packing list. In conjunction with that, we constructed a step by step registration guide which is now on the DCON webpage. The DCON shirt was designed and approved by the Registration and Executive Committees. We are also in the process of finalizing the bus welcoming system, text notification system, and shirt distribution system. Prior to DCON the registration committee will be finalizing the pin design, bag design, and badge design/accessories.

Sargent at Arms Sub-Committee Report (Chair: Chantal Landron)

The committee has held two conference calls since becoming a sub-committee and we have updated all required forms, having finalized and uploaded them. These forms include the code of conduct, permission to leave, medical authorization, and background check. We have also determined the necessary amount of wrist bands necessary and will soon be ordering them and in the future we will be assembling group volunteers to work at DCON.

Scripts and Staging Sub-Committee Report (Chair: Jessica Mendoza)

Since August board meeting, I have had conference calls to discuss the speaking roles for DCON and to assign them. I have created and sent out a survey to the district board to give them the option of choosing the roles they would like to speak. The survey also included a section that asked if they would like to be a stage manager or assistant and host/hostess. It required them to explain their qualifications. In addition, I have organized a sheet that contains each individual speaking part. I will begin editing the actual scripts for DCON. This concludes my report.

Talent and Oratory Sub-Committee Report (Chair: Cassidy Carlson)

Since August Board we finalized the oratorical contest blurb and finalized the talent show blurb, both having been sent to Lamiya and Rebecca to send to the clubs and be posted on social media. We are currently working on promoting the talent show to clubs by posting blurbs on social media and through MEBs. As well as creating the plan for judging/voting for the talent show by basing it off last year's model and going from there. We will also be creating the plan for judging/voting for the Oratorical Contest which will also be based off of last year's model due to its good reviews. All details will be finalized at JBM. We are planning to create a DCON registration and tryout plan for the Talent Show, conduct orator tryouts and decide finalists to give orations, conduct talent tryouts and decide finalists to perform talents, submit oratory finalist to scripts, and submit talent finalists to scripts.

Education Committee Report (Chair: Gabe Layne)

The standing Education Committee has worked diligently to improve the workshops of the Florida District of Key Club International. Throughout past months, the committee has significantly improved the appeal of all workshops. With the new template, FLKCI promotes professionalism and unification with our education. The committee reviewed information on all KCKC workshops and implemented review games to the officer workshops to encourage complete understanding of material associated with all officer positions and the Governor's Project. We will continue to improve our District through the Education DCON Subcommittee.

Endowment Committee Report (Chair: Robby Witten)

Since August Board Meeting, the Endowment Committee has been hard at work. We have held 11 conference calls, published four blurbs, created an Endowment awareness video that will be shown at DCON, and created two more videos that show the step by step donation process. We have worked tirelessly to create an Endowment brochure that will be distributed at DCON, published on the Florida District website, and sent to all Key Clubbers in the district through Constant Contact. We have surpassed our original goal of raising \$75,000, and the term

has not finished yet. Most importantly, we have half of a million dollars in the Endowment fund which is the halfway point in our five-year-plan.

Governor's Project Committee Report (Chair: Jenna Coleman)

Since the establishment of the Governor's Project Committee, all guideline responsibilities have been met. These responsibilities include creating and advertising the Governor's Project Guidebook, brainstorming a hashtag for the H.E.A.L.T.H. Project, and establishing Governor's Project Week to be held January 22nd-26th. All of the following can be found on the Florida District website. In addition, the Governor's Project Committee has worked in conjunction with the Awards and Scholarship Committee to customize the award requirements to the H.E.A.L.T.H. Project. Also, the Governor's Project Committee has worked alongside the Education Committee to create accurate, informational presentations for Key Club Kickoff Conference and Spring Zone Rally. In addition, the Governor's Project Committee has completed all monthly reports on time. In the future, the committee plans to keep all documents including the Governor's Project Guidebook updated. Also, at this year's Florida District Education and Leadership Conference the committee will facilitate a Governor's Project booth at the service fair.

Kiwanis Family Relations Committee Report (Chair: Ahmad Hamid) (Late Submission)

Since January Board, the Kiwanis Family Relations Committee has emphasized the importance of fine-tuning documents and assisting clubs with their own branches. After working closely with FLCKI Kiwanis Family Chair, Jennifer Moscovitch, a Florida District Branch Contact Sheet has been created, and we will be hosting a K-Family Question and Answer between the two branches to give project idea advice and further explain our committees' goals.

Legal, Elections, and Credentials Committee Report (Chair: Vanessa Paneque)

Since August Board Meeting, the Legal committee has revised and uploaded the 2018-2019 District Board candidate forms on the floridakeyclub.org website. In addition to this, we have added a signature line to the Election Rules and Regulations that has also been uploaded to the website. This will ensure that all candidates have read the rules and regulations and will abide by them.

Marketing Committee Report (Chair: Bailey Campbell)

The Marketing Committee worked on multiple projects to further advertise Key Club to its members. This included working on and completing a DCON Video, coming up with new ideas for social media, and creating an example KCKC flyer along with a resource explaining the best methods and timeline to follow for LTGs to adequately advertise for KCKC. The Marketing Committee also worked closely with the Public Relations Committee to promote the use of certain hashtags on social media. We continue to work with the idea of using #BeTheKey as an advertising platform at DCON. As committees dissolved, the Marketing Committee remained a standing committee so they could shift their focus on to DCON.

Membership Development Committee Report (Chair: Gustavo Fernandez)

Since August Board Meeting and before the DCON Sub-Committee split, the Membership Committee finalized all the documents that we were given as objectives at the beginning. We finalized the documents and made sure they were ready including color options as well as font finalizations. We made sure to include all the documents from membership growth to the information for clubs that are just starting up. All the documents and objectives that were given were completed and finalized.

Public Relations Committee Report (Chair: Sohayla Eldeeb)

Since August Board and before becoming a DCON subcommittee, the Public Relations Committee has had several conference calls to ensure a focus on launching the new blog platform as well as incorporating our ideas into updating the website. Several of these updates have included the Governor's Project page, the featured page, and designing the new DCON webpage. This included making a new tab for DCON to create an accessible and viewable location. Under this tab, a printable PDF of the FAQs was created. The committee mainly focused on planning the blog, Key'P Up with Key Features, and launching an update to Key-nnect (a forum for key clubbers). As a committee, we looked over the software that will be used for the blog and analyzed several examples to ensure a successful launch. Moving forward, each committee member was assigned in creating a description and example for each blog post including inspirational stories, behind the scenes, advisor acknowledgments, etc. All of the information was combined into an outline booklet to be shown at January Board. The blog's launch date will be after January Board. Key-nnect was also examined and planned out. The committee is very excited to improve the communication and outlook of our district with these platforms.

Scholarships Committee Report (Chair: Robin Moscovitch)

Since August board scholarship committee held multiple conference calls, created a logo for the committee, and published informational blurbs that were sent out in the MEBs. We have made the applications a fillable format to make applying easier. We have updated the scholarship documents on the website. We are up to date on our tasks, and we are in the process of creating new goals to continue to measure our committee's growth and accomplishments for the remainder of the year. We have also create summaries of each individual scholarship to inform potential applicants as to what qualifications they meet. This concludes my report.

Service & Major Emphasis Committee Report (Chair: Lisa Dong)

We have produced a complete service directory for the 2017-2018 year and updated the definition of a service hour. In addition, with the help of our Webmaster, we were able to create a creative committee logo. An Instagram account has also been created to promote the impact of service and our major emphasis partners - @flkcservice. I am currently working promotional materials for the Service Fair such as flyers and graphics. I am also in the process of working with different organizations and companies to secure at least 10 exhibitors for the service fair

and I aim to have this by early February. My current goal is to heavily promote the service fair by working with the Marketing Committee to spread the word.

Trick-or-Treat for UNICEF Committee (Chair: Jessica Ferrante)

Since August Board, this committee has held two conference calls in the month of October to discuss our goals for the remainder of the year. We came up with final methods to suggest for clubs to fundraise for the cause, and established our final focus points. Just after ABM we were in our final stages of KCKC, and the committee really wanted to promote TOT for UNICEF at each of the KCKCs yet to be held. We created a power point for people to use as well as a flyer to distribute, describing the fine and most important details of TOT for UNICEF. Regarding the end of year due date, we kept in mind that clubs should be encouraged to submit their funds about a week before school let out for the winter holidays to ensure that there were no mix ups and that it was more than on time to receive the patch from UNICEF. The most important thing we wanted to keep up with throughout the end of the year was to keep up with reminders to continue fundraising until our mid-December deadline.

EXHIBIT B- Proposed Amendments

Amendment Proposal 1:

ARTICLE X REVENUE

Section 1. Each member shall pay annual District dues of ~~five dollars and fifty cents~~ six dollars ~~(\$5.50)-(\$6.00)~~.

Section 2. One dollar (\$1.00) of each District dues shall be designated for the Florida Key Club Endowment Fund, whose purpose is to provide college scholarships and funds to reduce the cost of the annual District Education and Leadership Conference (DCON).

Section 3. One dollar (\$1.00) of each District dues shall be designated for the Florida Opportunity Fund (FLOF).

a. It will be the primary purpose of the Florida Opportunity Fund to provide grants to clubs in good standing with the District and with Key Club International to assist in covering the cost of service projects, except as otherwise provided for in these Bylaws.

b. All FLOF funds shall be segregated in an interest bearing account.

c. Lieutenant governors may also apply for FLOF grants to fund divisional projects. In the case of a lieutenant governor applying for a grant, the respective zone administrator shall fill out the part of the application that is intended for the lieutenant governor's comments.

d. The FLOF grant cycle shall begin October 1st and end September 30th in accordance with the Kiwanis year.

e. Funds remaining in the FLOF account at the end of the fiscal year may be designated by the Key Club District Board of Trustees for any one or more of the following:

- i. College scholarships.
- ii. Reduction of registration costs of the annual District Conference.
- iii. Establishment of an endowment whose purpose shall be defined by the Florida District of Key Club Board of Trustees and consistent with the district's mission.
- iv. Contributions to such established endowment(s).

f. The District Governor will appoint a committee that will decide how money is allocated. The Florida Opportunity Fund shall be otherwise governed by policies and procedures approved by the Board of Trustees at their Fall Board Meeting.

Section 4. Fifty cents (\$0.50) will go towards zone expenses.

- a) The money will be distributed proportionately across all zones in accordance with the number of dues paid members from each zone.
- b) Zone expenses may include:
 - I. Zone wide events
 - II. Expenses related to division council meetings
- c) Money expended for these and any other purpose described outside of this section must be approved by the District Administrator in consultation with the Executive Committee.

Amendment Proposal 2:

**ARTICLE V
OFFICERS**

Section 4.

- a) Each Lieutenant Governor shall be elected at a Divisional Caucus held as a part of the spring rally. If a valid election cannot be held at the spring rally, a Lieutenant Governor may be elected at a Divisional Council Meeting (DCM) at which the Assistant Administrator or his/her designee is present. If a tie results, or a quorum is not attained, the Division shall reconvene at the District Conference to elect the Lieutenant Governor. A quorum shall be defined as one-third (1/3) of the Division's dues paid clubs. The District Governor shall appoint the Lieutenant Governor, with the approval of the District Board of Trustees, if no Lieutenant Governor has been elected by the close of the annual District Conference.
- b) The District Governor, the District Secretary, and the District Treasurer, shall be elected at the annual Florida District Education and Leadership Conference.
- c) All members in good standing shall be eligible to run for any District Office and to have their names placed in nomination from the floor during the first general session of the annual District Conference. Upon the conclusion of the first general session, nominations shall be permanently closed. All candidates so nominated shall have the same privileges of participating in caucuses, preparing and displaying campaign literature, and speaking before the House of Delegates.
- d) No candidate shall be permitted to ~~publish campaign literature or~~ distribute items which will support their campaign. No money may be spent on one's campaign. All other election and campaign rules shall be established by the Florida District Board of Trustees no later than the Fall Board Meeting.