

## Nebraska-Iowa Key Club District Board Board Trainer Agenda May 13-15

➤ Attendance: Anjali, Christina, Adriena, and Gracie absent

### Friday Night:

- Call to Order & Pledges
  - Introduction of all Board Members
- Welcome & Introduction to the Board and Administrators, Email Login, Expectations, and Making Key Club a Priority
  - Blake & Hannah are not in district email
  - Big Events: Plan Fall Rally & DCON
- Icebreaker
- What the District Board Does
  - Plan district events
- Different Roles on the Board
  - Governor: oversees the entire board and is there to help out
  - Secretary: takes minutes during each meeting & publishes minutes, and gives a secretary report at the beginning of each meeting
  - Bulletin Editor: updates social media accounts and grades LTG newsletters
  - Co-Webmasters: edits district website and LTG area map
  - Nebraska & Iowa At-Large: stays active on the board and steps in when needed
  - LTG's: responsible for supporting and growing the clubs within his or her division and serving as a liaison between the district and the club
- Methods of Communication, Personal Branding, Public Speaking, Social media
  - Do more in-person visits-less Zoom calls unless very far away
    - More verbal communication overall

- Go over all board positions and responsibilities
- Be professional when sending emails
- Video call etiquette: remove distractions and speak clearly
  - Camera on!
- PowerPoint Rules: concise (bullet points)
- Public Speaking: organize speech and use visual aids if appropriate
- Personal Branding: be aware of how you will be perceived and engage yourself with others
- Social Media: use your personal social media accounts to represent Key Club and its values
- ICON
  - Your local Kiwanis clubs will help you!
    - Contact Tracey, and she will help you with the financial aspect!
- Executive Reports
  - Executive Board gives an update at the beginning of each meeting
- Committee Google Form
  - Filled out google form to list preferences of what committees they want to be a part of
- Adjourn
- Board bonding time

### **Saturday:**


- Breakfast
- Todd Thompson
  - Youth director
    - Masonic Eastern Star Children's Home
  - Farm-animal assigned to each child to teach them life skills
- How to plan events
  - Plan ahead of time and stick to one date to avoid confusion
- Newsletters/Canva Training/Brand Guides
  - Follow brand guides for colors and fonts
  - Executive board members send out first of each month
  - Bulletin Editor sends newsletter out on the 15th of each month with content for LTG's newsletter
  - LTG's send newsletter to Bulletin Editor to grade and send out to clubs by the 1st of the next month
  - Made a mock newsletter to practice
- District Bylaws and Policies, Rules of Order, Parliamentary Procedure

- Bylaws are voted on at DCON
- Aye/Nay (yes/no) when voting for or against a motion
- Icebreaker
- K-Family, International Structure and Partners
  - K-Family makes International Spotlight for Newsletters
  - Youth Opportunities Fund Grant-clubs can apply (\$100-\$2000)
- Chartering Clubs
  - identify possible Kiwanis club sponsor and need at least 15 members to create the new club
- Resources: email/drive, how to contact clubs, ORFs, GoogleChat etc
  - CC Tracey and Keerthana in all emails!
  - Can schedule send emails
  - Contacting clubs: email, follow-up email, phone call, group chat
  - Google Drive tutorial:
    - Majority of the year involves using the Drive, so get comfortable using it!
  - ORF's: collected at beginning of year from all officers
    - Secretary compiles all the forms
    - Good to get them in before August!
  - Make sure to check Google Chat and emails every day!
- **August Board Meeting**
  - **Location: Iowa City**
  - **August 12-14**
- 12:00pm-1:00pm- Lunch
- Website and Social Media Discussion
  - Theme: consistent color scheme the whole year
  - Color scheme: page 17 of 2018 Brand Guide
    - 94829c, cbc42d, 7d90aa, 8bcfba, f5b419
- Fall Rally
  - First main event with all Key Club members and district board
  - Promote promote promote!
  - Location: Adventureland
    - Backup location: Spare Time Des Moines
- Back to School Mailer
  - Sent out to all clubs in the beginning of the year
  - Each person is assigned to at least 1 page
- Committee Introductions
  - Event Planning: Create District Event timeline and helps plan Fall Rally and DCON, and works with PPP for event promotion

- Shreya (chair), Carissa, Hannah, Gracie, and Wenjun
  - PPP: Create promotional materials for district events and work to increase attendance at district events
    - Carissa (chair), Shreya, Christina, and Hannah
  - Service: Plan service projects for board meetings and district events
    - Wenjun (chair), Aasmitha, Gracie, and Christina
  - K-Family: Write International Spotlights each month for newsletters, and promote interaction between branches of K-Family
    - Cassidy (chair), Taylyn, Aasmitha, and Adriana
  - Membership & Dues: Promote the payment of membership dues
    - Anjali (chair), Taylyn, Michael, Adriana, and Blake
  - Sponsorships: Train board to on how to ask for sponsorships for big events such as DCON
    - Michael (chair), Blake, Anjali, and Cassidy
- Committee Meetings
  - One chair is assigned to each committee
    - Oversees and is the “spokesperson” for the group, and schedules meetings
  - One secretary is appointed within the committee
    - Takes minutes for the meeting
  - All members attend meetings and work together to accomplish a set of goals
- Personal Goals Discussion
- Activity (Create vision board)
- Pictures!!
- 1:1 Meetings
  - Keerthana will meet with each board member 1:1 every other month on a Zoom call
- Distinguished Binder
  - Document and requirements can be found on international website
  - Have it done BEFORE DCON and apply for the Distinguished Award!
  - Guideline for the year
  - Make a folder in your Drive with subfolders and upload all the information into it
- Work Time (Newsletters, emails, etc)/ Individual meeting with each board member. (+Ron meets with webmasters)
- DCON Planning
  - Theme: Wizarding World of Service (Harry Potter theme)
  - Split into 4 houses

- Workshops involving those houses
    - Start looking for related decorations so it's cheaper
  - Dinner
  - Monthly Report Form
    - Google form asking about what you have done over the month and your goals for the following month
    - Fill out form monthly by the 10th
    - Executive board give feedback by the 15th of the month
  - Adjourn
  - 8:30pm-11pm Carnival!

### **Sunday:**

- Breakfast
- Governor's Project
  - Service project that lasts throughout the term
- DCON Planning
  -  DCON Planning
- Key Leader (Tracey)
  - October 28-30 at Camp Carol Joy Holling
  - 3-day leadership camp for high school and graduating 8th grade students
- Questions/Q&A with past board members (zoom)
- Budget (Tracey)
  - 2 budgets
    - Administrative and Key Club Budgets
  - Fill out expense voucher for mileage if you travel more than 3 hours for any board meeting
- Adjourn