



Friday Night Session • May 12th

6:10- Call to Order

- Move to clear conference call minutes.
- Motion Passes

6:11- Pledges

6:13- Welcome and Introductions

Board Members Present:

Executive Board: Governor, Secretary, Webmaster, and Bulletin Editor
LTGs: 1, 2, 3, 4, 5, 6, 7, 8, and 9

Administrators

Amy, Aaron, Tawney, and Byron

6:15- Icebreaker: Card Game

6:24- Expectations

1. Be willing to work hard.
2. Be willing to have fun.
3. Be willing to meet new people.

6:28- Guidelines Quiz

- Look up Distinguished Guidelines on Key Club Website
- Will retake quiz tomorrow to do better

6:37- Making Key Club a Priority

KEY POINT: The members are the most important people in our club!
Key Club must be your #1 extracurricular activity.

6:40- Responsibilities of the Board

1. Regional Fall Conference
2. District Convention
3. Committees
4. Back to School Mailer
5. Club Interaction
6. Promotional Packets for DCON/ICON

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7. Miscellaneous: -working with Kiwanis
-other projects (ex: Policy Document)
-sharing information with each other

6:48- Roles of the Board members

Executive (Gov, Sec, Web, and Bulletin Editor), LTGs, Admins, and Intern. Trustee

7:00- District Officer Training Discussion

Aaron: Information for LTG's (represent area clubs, connect the board to the club, collect officer report forms, visit clubs and send out newsletters)

7:32- Icebreakers- Human Knot :) GOOD JOB FRIENDS

7:39- District Officer Training Discussion

7:40 Amy: Information for Governor (figurehead of the district, provides directions, creates an agenda, connects with Kiwanis)

7:47 Amy: Information for Secretary (writes the minutes, keeps record of information for the board)

7:54 Amy: Information for Bulletin Editor (creates quarterly district bulletin and co-manages district social media)

7:59 Amy: Information for Webmaster (maintains website, co-manages district social media)

8:05- Questions

8:17- Administrator Duties

-Amy is the Administrator. Aaron, Tawney, and Byron are the assistants.

8:20- Elizabeth M. asked "Where do I find my information?"

Answer: Key Club Website, Talk to Reshma, Look in Packets

8:25-Communication is KEY

Information should be:

1. Knowledgeable
2. Timely
3. Appropriate Type

Indirect Contact: Newsletters, Emails, Letters

Communication Channels: **Know your audience and know your message!

8:52-The Feedback Process

- Feedback goes BOTH ways!
 - Admins to Board Members-1:1's and Emails
 - Board Members to Admins-1:1's along with any time and any form
 - We must communicate with Admins for our ideas, problems, and anything else we are concerned about.

9:07- Adjourn for Night

9:08- Feedback 1:1's- Executive Board Only (Leo, Samyukta, Tatum, Reshma)



Saturday Session • May 13th

7:50 am- Pictures and Breakfast

8:16 am- Call to Order

8:17 am- Newsletters

Send Newsletters to: club presidents/officers, faculty and Kiwanis advisors, Kiwanis LTG's, Nebraska-Iowa District Board, and administrators

Basic Information:

1. Grab attention with color and graphics
2. Be informative and know materials
3. Utilize resources from other board members

Potential Topics: Contact Information, PCM, Officer Trainings, DCON, ICON, community events, area rallies, fundraisers, international partners, K-Family, Service Projects, Puzzle/Game, club or member spotlight, personal note, pictures, RFC, recruitment, dues, contacts, board electing, ORF's, Running for District Board, workshops, speakers, new/old board, awards, dance/entertainment, quotes, etc.

Brand Guide- Looking at how it is used well

-Examine Madhuri's Newsletter

8:36 am- Retake Guidelines Quiz

8:44 am- Direct/Indirect Contact Tips and Tricks

1. Know your topic- make sure you have researched what you need
2. Use visual aids when necessary but do not let them take away
3. Wear comfortable but appropriate clothing
4. Move/Gesture for a purpose
5. Do not talk immediately- wait until you are there
6. Provide value- don't just go to get what you need
7. Speak Slowly and focus on positive people
8. PRACTICE!!
9. Show up early
10. Always thank when you leave!

8:59 am- How to Plan a Workshop

Must Know:

- What is your purpose?
- Who is your audience?
- What are the specifics of the situation?
- What technological devices do you have?
- How much time will you have? ** very important

Other Important information:

1. Brainstorm the workshop topic
2. Research behind it
3. Narrow your scope (what is important/useful/etc.)
4. Outline your presentation- BE ORGANIZED
5. Make your topic understandable and useful. Don't display mastery.
6. Build attendees' confidence
7. Draw interest (ask questions, have stories, create visuals)
8. Beware of too much information, terms, or acronyms.

9:20 am-Interpersonal Interactions

- Be confident, authentic, open, kind, inclusive, and appropriate

Conversation Starters

With Key Clubbers: "How is convention going, I love your shirt, are you running for board, how are you doing, what club events do you have coming up, where are you from, what's your name, what's your favorite key club activity, what grade are you in, what do you like about key club, what is your favorite _____, sports, instruments, other involvements, etc."

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With Kiwanians: "What do you enjoy about Kiwanis, how did you get involved, what fundraisers have you done, what are your favorite service projects, any advice for key club, how is the convention going, where you a member of key club, would you like to come to our workshop"

Phone Calls

1. Introduce yourself
2. Ask if it is a good time to talk- tell them how much time you need
3. Speak Slowly
4. Remove background noises

9:39 am- Break

9:52 am- **Icebreaker-** Human Bingo :) I got the dub!

10:05 am- What we plan?

1. District Convention
 - largest event we host throughout the year
2. Regional Fall Conference
 - held in the fall in four regions
 - will be held in Lincoln, Omaha, Des Moines, and Cedar Rapids
3. Officer Trainings
 - held independently as LTG's (exec. board should help)
 - typically done in summer/or fall
 - group or individual club
 - in person or online
4. Presidential Council Meeting
 - held independently
 - throughout the year is important (4 is an ideal goal)
5. Area Rally
 - activity with all members of an area involved
 - can be various activities (Ex: bowling, service project, etc.)

10:14 am- Event Planning

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

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

10:37 am -**Ice breakers:** Lava Game and Tape Game

10:37 am-**FeedBack 1:1's** for Carter, Grace, Elizabeth W, Aschtian, and Bianca

11:22 am- Personal Branding

- Much like a business, people have their own brand
- WE MUST PROJECT A POSITIVE BRAND!
- What do you want people to think about you when they meet you?
- Think about what you are saying (Sarcasm, wild stories, side comments, etc.)

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- Think about what you are doing (non-verbals, tone, be authentic and real)
- Find ways to be *valuable*.
- Build your presence (make people know you exist and leave them with a good first impression- Ex: good newsletters, good publications, etc.)
- Continue to Learn (become a key club expert, don't ever stop learning though)
- Admit when you don't know something- BE HONEST
- Be consistent (think about how you act in all areas: social media, in person, etc.)

11:45 am- Lunch

12:10 pm- Board Activity: Lego Game

12:20 pm- Board Activity Reflection

- Why did your group succeed vs. why did your group fail?

12:23 pm- Kiwanis Branding Workshop

- Tatum and Reshma decide groups and numbers.

- People volunteer for groups:

Introduction with Game: Erik and Elizabeth M.

Logos and Seal: Tatum, Reshma, and Aschtian

Fonts: Kelly and Bianca

Colors: Elizabeth W. and Leo

Photography: Samyukta and Dawson

Questions and Wrap Up: Grace and Carter

12:57 pm- Break up into small groups to work

1:30 pm- Meet Back up

Introduction: -found logos to use

- need to put information into power point

- research why we should use brand book

Fonts: -found which fonts are acceptable

- primary fonts vs. back up fonts

- need to put information into power point

Colors: -found which colors are okay

- determined why these colors are important

Photography: -found the information needed

- need to place it into power point

Questions: -learned some research

- will need to learn all information

1:45 pm- Work Time for brand book workshop

2:00 pm- Parliamentary Procedure with Trail Mix

-Reshma explains the activity.

- Tatum moves to put sour patch kids into the trail mix.

Erik seconds.

The motion passes.

- Grace amends the motion to open the sour patch kids and pour them into the box.

Kelly seconds.

The motion passes.

- Erik moves to put half the popcorn into the trail mix.

Elizabeth seconds.

Tatum, Erik, and Grace abstain.

The motion passes.

—continue playing game—

2:25 pm- Eat trail mix and draw numbers for activity.

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2:29 pm- Team Building Activity

3:02 pm- Reflection

3:05 pm- District Bylaws

3:10 pm- K-Family

K-Family: Key Club, Circle K, Aktion Club, Kiwanis, Builder's Club, and K-Kids

3:12 pm-International Structure

International Board > International Council> Trustees> Sister Districts> Governor> Executive Board> Lieutenant Governors

3:14 pm- International Partners

**These are actual charities that raise money.

Preferred Charities (for all of K-Family): Children's Miracle Network, UNICEF Hospital, and March of Dimes

Service Partners (for Key Club): The Thirst Project

**These are organizations that we partner with.

Vision Partners (for all of K-Family): Nickelodeon, US Army

Co-Sponsors (for Key Club): Rustic Pathways

3:18 pm- Resources

How to get to the: Key Club Website, Brand Guide, etc.

3:25 pm- Feedback 1:1's (Dawson, Kelly, Erik, Bianca, and Elizabeth M.)

3:25 pm- Board Activities and Writing Notes (Green Glass Door/Ski Mountain/Simon Says/Slap Game/Ships and Sailors, Going Camping, Trust Circle etc.)

5:00 pm- Committees

Group N

1. **Service Committee**

(Chair: Tatum • Reshma, Kelly, and Leo)

- plan service projects
- responsible for promoting service to the key club members
- update and promote the district service booklet
- responsible for projects and workshop about service at DCON
- create articles for district bulletin and newsletters

2. **Membership and Expansion Committee**

(Chair: Carter • Erik, Elizabeth M. Dawson)

- supports clubs in raising numbers
- call struggling clubs and ask them if they need help
- call improving clubs and praise them. ask them what they did.
- send out flyers for recruitment
- promote dues
- reactivate/charter new clubs
- create articles about membership recruitment
- communicate with Kiwanis

3. **International Partners Committee**

(Chair: Samyukta • Aschtian, Bianca, Elizabeth and Grace)

- work to promote international projects and partners
- send information to LTG's and other board members so they can send them along to their clubs
- promote ICON 2017 and ICON 2018
- Responsible for ICON logistics
- works with international trustee

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- create detailed articles and examples of projects with international partners
- develop registration packet for ICON attendee
- welcome flier/registration
- schedule major dates/events of tour and convention
- suggested packing list
- Highlights of ICON (important things to know)

Group I

1. DCON Planning Committee

(Chair: Erik • Reshma, Carter, Bianca)

- in charge of creating the DCON theme objective
- will be in charge of planning the key note speaker
- create and execute a plan to present to the board on how to best promote DCON
- in charge of raising DCON attendees
- create welcome flier/registration has been received
- create general schedule
- create suggested packing list for DCON
- Highlights of DCON (important things to know)
- Create any recommendations for changes in activities, entertainment, schedule, etc.

2. K-Family Committee

(Chair: Grace • Kelly, Leo, Elizabeth M)

- will work with k-kids, circle k, Kiwanis, builder's club, and Aktion on joint directives/projects
- work with local clubs in promoting/ assisting with interfamily events
- send a mailer to clubs with local k-family clubs in their area and tell them how to plan an event
- maintain/update the K-Family directory
- create articles on the k-family as a whole and individual levels for the district Bulletin and LTG newsletters

3. District Policy Committee

(Chair: Dawson • Tatum, Samyukta, Aschtian, Elizabeth W.)

- will create the District Policy Document
- will update the District Policy Document
- Present proposed policy document to the board for ratification)

5:17 pm- Take Break until pizza arrives

5:32 pm- Dinner

5:47 pm- Fire drill ;)

6:11 pm- N Committees

Break up into groups and decide what needs to be done.

6:35 pm- Reports- N Groups

1. Service

- August Board Meeting Project: school supply drive
 - Exec. Board: Bring 2 folders and 2 notebooks
 - LTG's: Bring box of pencils/pens and package of loose leaf paper
- November Board Meeting Project: Christmas Toys
 - Exec. Board: Bring gift for ages 6-12 years
 - LTG's: Bring gift for ages 12-17 years

2. Membership and Expansion

- appointed expansion to Carter and Erik
 - look for new charter club locations
 - contact Kiwanis advisers, schools, etc.
- appointed membership retention to Dawson and Elizabeth M.
 - collect contact info
 - talk to failing clubs

3. International Partners

- worked on flyers
- decided who would work on what
- started working on ICON registration packet

7:00 pm- I committees

Break up into groups and decide what needs to be done.

7:40 pm- Reports- I groups

1. DCON

- Narrowed them to 3 choices
 1. Harry Potter
 2. Beaches/Luau
 3. 90's- Eliminated after NO votes

- Erik moves to have a Magic Themed DCON with Harry Potter sub-theme.
- Kelly seconds the motion.
- The motion passes.

- Going to work to get a speaker: Jim Verlengia
- Magician was mentioned
- Eliminate trivia night.
- Move talent show to Saturday night
- Watch movie on Friday night

- Samyukta moves to approve the schedule changes for DCON.
- Carter seconds the motion.
- The motion passes.

2. K-Family

- Kelly: create articles for bulletins and newsletters
- Leo: update K-Family directory
- Elizabeth: promote K-family involvement
- Grace: will work on mailer
- work to further build relationships within the branches

3. Policy Document

- We obtained the policy document from last year.
- All read through the policy document by: **June 1st**
- Aaron will find comments from last year.
- Individually determine what needs to be added (2-3 items)
- Meet with each other to discuss changes.
- Meet with Aaron and Amy a week in advance to make sure our changes are acceptable and listen to advice/feedback he has.

8:00 pm- Tour Hotel

8:19 pm- District Board Goals

1. Charter 2 new clubs.
2. Increase dues-paying members to 2,500

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3. 200 total Instagram followers and posting once a week
4. 150 total Twitter followers and post/retweet once a week
5. build member resources on Website
6. 350 Facebook Likes
7. 40% of Clubs pay early bird (22)
8. Update the website after a change has been made (up to one week)
9. Have 90 people attend RFC's throughout all areas
10. Have 70 people attend District Convention
11. Every area represented
12. Elect a board member from every area at DCON
13. Have 12 applicants for Single Service and Major Emphasis Program each.
14. Have 50 clubs pay dues by January/February Board Member
15. Perfect board attendance

- Grace moves to approve the District Board goals.
- Bianca seconds the motion
- The motion passes.

9:06 pm- Worktime

10:01 pm- Adjourn for Night



Sunday Session • May 14th

8:04 am- Call to Order

8:04 am- Fall Conference/Area Rallies

Divide up in to Areas

Lincoln- Tatum, Erik, Elizabeth M, Leo

Omaha- Dawson, Kelly, Aschtian, Bianca

Des Moines- Grace, Elizabeth W.

Cedar Rapids- Carter, Reshma, Samyukta

Theme is: SERVICE

-Executive Board will plan curriculum and create power point.

Service Project Ideas (Go around room and suggest one idea)

1. Park Clean Up
2. Dog Toys
3. Nursing Home
4. Tie Blankets
5. Puffy Paint Socks
6. Plant Flowers
7. Book Drive
8. Food Pantry
9. Ronald McDonald House
10. Soup Kitchen
11. Volunteer at a Local Organization
12. Make Cards for Veterans
13. Rake Leaves
14. Distribute Popcorn

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- 15. Bake Sale
- 16. Food Drive
- 17. T-shirt Drive
- 18. Meals to go Messages
- 19. Miracle League
- 20. Meal Packing
- 21. Hats and Mitten Drive
- 22. Trash Cleanup
- 23. Walk/Race for a cause
- 24. TOT for UNICEF
- 25. candy buckets for kids
- 26. Penny Wars

8:50 am- Break up into Respective Locations

9:20 am- Report Information

Lincoln Information

Date: October 8th
Location: Tabitha Elder Care Continuum
Start Time: 1:00-4:00

- Bingo, Meeting, and Yard Work Group
- Amy will talk to Tabitha and schedule it
- Snacks- Variety of sweet snacks

Omaha Information

Date: October 21st
Location: Nursing home or Omaha's children museum
Start Time: 1:00-4:00

Des Moines Information

Date: October 1st
Location: Courage League
Start Time: 1:00-4:00

Cedar Rapids Information

Date: October 8th
Location: Cottage Grove or Key Point
Start Time: 1:00-4:00

9:28 am- Back to School Mailer

- Carter moves to keep the Back to School Mailer
- Samyukta seconds the motion.
- The motion passes.
 1. Reshma will write an introduction.
 2. Samyukta will create Board Contact Information
 3. ORF will be added
 4. Elizabeth W. will make Levels of Key Club document
 5. Dawson will make "What is Key Club and When are dues?"
 6. Aschtian and Bianca will highlight certain International Partners
 7. Tatum will finish and attach service document. (Add Online Resources)
 8. Grace will make K-Family handout.
 9. Samyukta will create ICON information.
 10. Erik, Kelly, Grace, and Carter will make flyers for their specific RFC.
 11. Kelly will look at PCM vs. Area Rally and determine if it needs changing.

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12. Erik will create DCON
13. Reshma will create a How to Run for District Board
14. Elizabeth M. will do awards.
15. Admins will do Registration Packet

9:54 am- Meeting Dates

- Kiwanis DCON: August 4-6th in Coraville, Iowa
- October/November: Saturday, November 4th in Omaha
- Tatum moves to have costumes at board meeting.
- Kelly seconds the motion.
- The motion passes.
 - January/February: February 2nd-4th in either Des Moines or Iowa
 - DCON: March 15-18th in West Des Moines, Iowa

10:03 am- Board Uniforms

- Polos: will be purple with yellow thread
- Determine fun shirts.
- Kelly moves to have fun board T-Shirts
- Erik seconds the motion.
- The motion passes.
 - Determine shirt color.
- Erik moved to have burgundy T-Shirts
- Kelly seconds the motion.
- The motion passes.
- **Everyone should make a board shirt by Conference Call
- **Due: JUNE 1ST
 - Determine ICON shirt: Fuchsia
- Everyone attending should turn in shirt design by May 21st: ONE WEEK TO DECIDE

10:16 am- Personal Goals

Area 9/Carter

1. Charter at least one new club
2. Have contact information for all clubs
3. Visit all clubs twice
4. Achieve the Robert F. Lucas award guidelines
5. Comply with due dates
6. Raise membership in Area 9 by 50 new members

Area 8/Grace

1. Have at least 2 Area Rallies
2. Get clubs to become more responsive
3. Visit every club at least 3 times
4. Charter at least one new club
5. Complete all responsibilities

Area 7/Elizabeth W

1. Comply with due dates
2. Host two area rallies
3. Visit each club twice
4. Get all club information

Area 6/Aschtian

1. Get clubs to go to DCON and get one member to run for board
2. Get all club information
3. Get clubs to be more responsive

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4. Hold two area rallies
5. Expand membership
6. Comply with due dates
7. Make sure all clubs pay dues

Area 5/Bianca

1. Visit all clubs twice
2. Get all clubs to turn in early bird dues
3. Raise membership by 50 people
4. Have one person from each club at DCON
5. Qualify for Robert F. Lucas
6. Comply with Due Dates

Area 4/Dawson

1. Work Hard
2. Hold a PCM
3. Finish and Ratify Policy document
4. Hold 2 area rallies
5. Work to save dying clubs
6. Improve DCON attendance from area
7. Have majority of clubs pay early bird dues
8. Help clubs raise money

Area 3/Kelly

1. Newsletters on time
2. ORFs on time
3. Dues on time
4. Expand membership
5. Host 2 area rallies
6. Service projects with K-Family
7. Attend 4 Kiwanis meetings

Area 2/Erik

1. Charter 2 new clubs
2. Hold a fall and spring area rally
3. 3 PCM's
4. Increase membership by 10%
5. At least 2 club visits for all schools
6. Get Seward to attend a District Event
7. Get schools to cooperate
8. Work in conjunction with K-Family
9. Get as many contacts as possible
10. Qualify for Robert F. Lucas
11. Maintain existing clubs
12. Comply with Due dates

Area 1/Elizabeth M.

1. Work on committees
2. Extend membership
3. Submit everything on time
4. Update officer contact information
5. Focus on responsive clubs
6. Have a PCM
7. Visit or Skype all clubs at least once

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8. Qualify for Robert F. Lucas

Webmaster/Leo

1. Update website and keep it updated
2. Post on social media once a week
3. Increase follows, likes, and friends

Bulletin Editor/Samyukta

1. Increase member resources and accessibility
2. Revamp website
3. Promote DCON
4. Ratify the Policy Document
5. Send out all Bulletins
6. Monitor Social Media
7. 2 club visits
8. 2 area rallies
9. Qualify for Distinguished Bulletin Editor
10. Work with trustee to promote international partners
11. Increase membership recognition in bulletin

Secretary/Tatum

1. Turn in all minutes within 3 days of the meeting
2. Complete and update service booklet
3. Be accountable and helpful to the rest of the board
4. Go on at least 4 club visits
5. Meet all guidelines for Distinguished officer
6. Organize ORF's well
7. Ratify the Policy Document

Governor/Reshma

1. Maintain a full board
2. Send out all board newsletters
3. Send out Board meeting agendas/packing lists a week in advance
4. Give Fantastic speeches
5. Improve Kiwanis-Key Club relationship
6. Complete all committee tasks
7. Have a successful RFC and DCON

10:45 am- Accountability

Area 9/Carter

1. ICON/Board T-shirt Design
2. Working with committees
3. Finish RFC Flyer
4. Finish Branding Workshop Questions
5. Host and Take Minutes during conference call for committee

Area 8/Grace

1. Finish flyers for BTSM
2. Confirm RFC location
3. Finish ICON agenda
4. Study and Become an expert on the Kiwanis Brand Book

Area 7/Elizabeth W

1. Board T-shirt Design
2. Committee Responsibility
3. RFC details

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4. Make flyers for BTSM
5. Practice presentation for Kiwanis workshop

Area 6/Aschtian

1. Board T-shirt Design
2. Flyers for BTSM
3. June/July newsletter completed and turned in on time
4. Club contact information updated
5. Practice for branding workshop
6. Communicate with committees
7. Finalize plans for RFC

Area 5/Bianca

1. ICON/Board shirt design
2. Gain contact info for clubs
3. Practice presentation for workshop
4. Finalize RFC plans
5. Work with committees
6. Finish BTSM flyers

Area 4/Dawson

1. Submit shirt design
2. Complete flyer for BTSM
3. Work with committees
4. Plan RFC
5. Finish part for workshops
6. Get comments on Policy Document

Area 3/Kelly

1. RFC Flyer
2. Proofread PCM flyer
3. T-shirt design
4. Contact Children's Museum
5. Finish upcoming newsletters
6. Practice presenting workshop slides

Area 2/Erik

1. RFC flyer
2. DCON Flyer
3. Organizing DCON committee meetings
4. T-Shirt Design
5. Work shop practice
6. Begin chartering process for clubs

Area 1/Elizabeth M.

1. BTSM flyer
2. Get contact for unresponsive clubs
3. Start scheduling PCM's
4. Find out Kiwanis meetings in Area 1 and attend
5. Update officer contact information
6. Workshop practice

Webmaster/Leo

1. Update website with Bios
2. Update website with photos from Trainer and ICON
3. Committee duties (K-Family Directory)

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4. Work on brand book color slides
5. Work with Samyukta on social media

Bulletin Editor/Samyukta

1. International Partners flyer
2. ICON Registration packet
3. Contact page and ICON flyer for BTSM
4. Policy document (Read and change)
5. T-shirt design
6. Practice workshop
7. Send out Bulletin
8. RFC plans are finalized
9. New page on website for newsletters and bulletin
10. Conference Call with committees
11. Minutes for International Committee meeting

Secretary/Tatum

1. Board/ICON shirt design
2. Send out minutes and submit them to International in next three days
3. Make newsletters over the summer
4. Policy Document committee duties
5. Have a **lit** ICON
6. BTSM duties
7. Practice my workshop

Governor/Reshma

1. Send out June and July newsletter
2. Have an executive board RFC meeting
3. Meet with Branding workshop members and practicing
4. Board/ICON t-shirt design
5. Governor letter for the BTSM
6. How to Run for Board article for BTSM
7. Prepare speech for Kiwanis DCON
8. Finalize location for RFC
9. August Board Meeting agenda and packing list one week prior
10. Attend LeadCon and ICON
11. Committee Meetings with DCON and Service

11:18 am- Wrap Up and Thank You

11:20 am- Adjourn the Board Trainer