

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE AGENDA**

**BOARD COMMITTEE ON
COMMITTEE CHAIRS**

November 19, 2010

International Office, Indianapolis, Indiana USA
Board Room

Committee Members

_____ Ikwo Morris, Chairman
_____ Matt Harper
_____ Stephanie Yuan
_____ XinLei Wang
_____ Mike Downs, Staff Liaison

1. Call to Order
2. Information Items
 - a. Critique and Review Committee Actions
3. Consent Items
4. Action Items
5. Adjournment

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
COMMENTS ON AGENDA ITEMS**

**BOARD COMMITTEE ON
COMMITTEE CHAIRS**

Information Items

a. Critique and Review Committee Actions

The committee chairs have met to discuss the roles of the committees, their options in how to run the meetings, as well as some effective strategies. The Committee will be discuss the completion of agendas, online meeting performance, and other actions taken by the committees.

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE AGENDA**

**BOARD COMMITTEE ON
EXECUTIVE**

November 19, 2010

International Office, Indianapolis, Indiana USA
Board Room

Committee Members

_____ XinLei Wang, Chairman
_____ Ikwo Morris
_____ Annie Lewandowski
_____ Nick Cornell
_____ Will Robertson
_____ Mike Downs, Staff Liaison
_____ Jerry Peuler, Kiwanis Liaison

1. Call to Order
2. Information Items
 - a. Board Performance
 - b. Major Emphasis Program
 - c. International Convention Themes
 - d. Clarification of Duties
 - e. International Council Feedback
 - f. International Convention Election Procedure
3. Consent Items
 - a. Board Liaison Appointment
4. Action Items
 - a. Decertification of Bahamas and Caribbean-Atlantic Districts
5. Adjournment

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
COMMENTS ON AGENDA ITEMS**

**BOARD COMMITTEE ON
EXECUTIVE**

Information Items

a. Board Performance

The Committee will review the performance of each Board member. Topics will include communication, interpersonal relationships, and the quality of resources provided to the respective districts. Upon evaluation, the Committee will take appropriate measures to correct any issues and ensure an efficient governance as well as accountability to district board members.

b. Major Emphasis Program

The Committee will discuss the Major Emphasis Program and its effectiveness. The Committee feels that having the service initiative *Live 2 Learn* has restricted club participation in the Major Emphasis Program. The Committee believes that a focus on children solely based on the guidelines of the Major Emphasis Program would add variety to service. Upon completion of this directive, the Committee will propose a concrete set of changes to the board policies to promote working with children.

c. Key Club International Convention

Staff has tasked the Committee to determine several components of International Convention. The Committee has reached the decision for convention dance themes. Staff after soliciting feedback from the International Council has contracted a speaker and entertainer for the convention. The Committee will continue to review different aspects of convention and present items for voting to the board as necessary.

d. Clarification of Duties

The duty of a trustee to create liaison reports during his or her visit has often been ignored. This effort to clarify and reinforce this obligation represents the idea to bring about a greater level of transparency. To clarify the roles of trustees is part of the first critical issue of the 2005 – 2010 Strategic Plan. Vice-President Ikwo Morris has created a document to help trustees create a liaison report. The report breaks down specific components of a trustee's duties and explains the appropriate manner to execute them.

e. International Council Feedback

The Committee will review the comments from the International Council regarding a completed list of directives and make any suggestions as necessary.

AGENDA WITH COMMENTS
BOARD COMMITTEE ON EXECUTIVE

f. International Convention Election Procedure

The Committee will discuss the election procedure and pin point issues to address as a committee. The overall goal is to make the process efficient whiling ensuring a fair opportunity for candidates to express their platforms.

Consent Items

a. Board Liaison Appointment

After consulting the Director and the Circle-K International President, it was determined that a board member serving as the role of liaison to the Circle-K International Board would be beneficial. The objective is to foster a better relationship between the organizations of the Kiwanis Family. To serve as the liaison means to offer opinions pertaining to the Key Club membership, to converse, and to collaborate with the Circle-K International Board. Better understanding of the two organizations will help us develop a stronger Kiwanis Family. It was determined that Vice-President Ikwo Morris will serve the best in this capacity. This role has several tangible duties.

1. Attend the Circle-K International Board Service and Kiwanis Family Relations Committee on a monthly basis.
2. Attend any other occasional committee meetings as requested.
3. Present a brief report of the committee work to the Key Club International Board.

Action Items

a. Decertification of Bahamas and Caribbean-Atlantic Districts

The Committee will discuss issues regarding number of clubs and members within the Bahamas and Caribbean-Atlantic Districts. Both district have fallen below the acceptable limits as contained within the Key Club governing documents for the past three years. The Committee will review membership information and make recommendation for action by the full Board at the February 2011 meeting.

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE AGENDA**

**BOARD COMMITTEE ON
LEADERSHIP**

November 19, 2010

International Office, Indianapolis, Indiana USA
Board Room

Committee Members

_____ Matt Harper, Chairman
_____ Caleb Lapsley
_____ Lisa Nicholson
_____ Will Robertson
_____ Ashley Williams
_____ Nancy Zhang
_____ Amelia Miller, Staff Liaison

1. Call to Order
2. Information Items
 - a. Key Club Magazine
 - b. Joint Kiwanis and Key Club Board meetings
 - c. Key Club Week 2010
 - d. Connecting Leaders
 - e. Online Service Directory
 - f. Branding
 - g. Club Mailing Schedule
 - h. Club Officer Training Materials
 - i. Lieutenant Governor Manual
 - j. Committee Responsibilities
3. Consent Items
4. Action Items
5. Adjournment

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
COMMENTS ON AGENDA ITEMS**

**BOARD COMMITTEE ON
LEADERSHIP**

Information Items

a. Key Club Magazine

The convention discussion relating to print/publish debate was one that stirred up many strong feelings among Key Clubbers from all parts of the organization. In approaching this issue, the Committee researched practically every possible combination of printing and virtually publishing the KEY CLUB Magazine; instead of making the blanket decision many delegates feared. The Committee will discuss with Staff the options available for the 2011-12 year and the financial ramifications of any decision.

b. Joint Kiwanis and Key Club International Board meetings

Emails were solicited from the Key Club International Council and, upon receiving several helpful responses, a final report and recommendation was created. The Committee will discuss the findings and then it will be circulated to the International Council via the established reflector.

c. Key Club Week 2010

In order to turn Key Club Week into the premier recruitment event it was created to be, Trustee Nicholson built heavily on a Key Club Week manual that'd been started by the Leadership Committee of 2008-2009. The Committee will review resources that were available this year and plan with Staff for Key Club Week 2011 with recommendations for additional resources.

d. Connecting Leaders

The Committee, since the July meeting, has been working to connect leaders of Key Club International and those of other Kiwanis organizations. The Committee has researched the best ways to encourage a positive relationship between officers at the Club, District, and International levels of Key Club with their counterparts in Circle K and Kiwanis. A report and possible resources will be discussed at this meeting.

e. Online Service Directory

One of the most commonly requested resources is a directory of service project ideas for clubs. During this first quarter, the Committee has developed such a guide to include not just titles, but descriptions and tips to make sure every service attempt is a successful one. The Committee will work with Staff to finalize this directory and prepare it for distribution on the Key Club website.

AGENDA WITH COMMENTS
BOARD COMMITTEE ON LEADERSHIP

f. Branding

Ever wanted to buy a Key Club hoodie, wristband, or backpack? The Committee surfed every page of the Kiwanis Family Store looking for possible additions to our lineup and areas of improvement for our items and ecommerce site. The list will be discussed and passed along to the Kiwanis International Staff responsible for Key Club merchandise. It should be noted that Key Club has not oversight of offerings in the store and therefore recommendations are all that can be made.

g. Club Mailing Schedule

In the past, mailings to clubs have been very indefinite, and for good reason. Communications Specialist Amanda Spice creates mailings on a regular schedule to include all resources necessary at the time. The Committee will analyze each mailing as it is sent and provide a final recommendation at the close of our year as to the benefit of the mailings.

h. Club Officer Training Materials

The Committee spent considerable time researching how officers are trained in various Districts across the Key Club International organization. It is our hope that future years will hold a globally standard PowerPoint presentation and matching handouts for use in informing club officers in every part of the world of their basic duties. The Committee will work with Staff to determine appropriate resources as well as cost implications for training materials.

i. Lieutenant Governor Manual

After brainstorming the major areas of a Key Club Lt. Governor's duties to his District and to Key Club International, each member of the committee developed outlines for resources that can be compiled to aid Lt. Governors not in their training, but in the successful completion of their terms in office. The Committee will work with Staff to have these resources included on the flash drives sent to each Lt. Governor.

j. Committee Responsibilities

In order to make the committee as efficient as possible, it was determined that a new leadership structure more reflective of the nature of sub-committees will be used beginning in the second quarter. After reviewing performance on past directives for each of the committee's members, Trustee Nancy Zhang has been selected to serve as Leadership Development sub-committee chair, and Trustee Lisa Nicholson has been selected to serve as Kiwanis Family Relations sub-committee chair. Chairman Matt Harper will oversee the sub-committee on Service Planning.

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE AGENDA**

**BOARD COMMITTEE ON
VOICE**

November 19, 2010

International Office, Indianapolis, Indiana USA
Board Room

Committee Members

_____ Stephenie Yuan, Chairman
_____ Nicholas Cornell
_____ Annie Lewandowski
_____ Robert Peck
_____ David Velasquez
_____ Amanda Spice, Staff Liaison

1. Call to Order
2. Information Items
 - a. The Key Chain
 - b. Key Club International Convention Promotional Video
 - c. Website Templates
 - d. Key Club Week
 - e. Key Club International Website
 - f. Webinars
 - g. Translations
3. Consent Items
4. Action Items
5. Adjournment

**KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
COMMENTS ON AGENDA ITEMS**

**BOARD COMMITTEE ON
VOICE**

Information Items

a. The Key Chain

Four Google groups have been created to assist Executive District Board officers in their duties to increase inter-communication and support. There is one Google group for each district officer position (Secretary, Treasurer, Bulletin Editor/Webmaster) and one K-Family Relations Chair group. Originally sprung from Governor Nick DePorzio's idea of "The Key Chain", these Google groups are still increasing in membership. The Committee is working toward teaching members to make more use of it by creating a structure to the group or list of topics for discussion. The Committee will discuss methods to increase use of the groups.

b. Key Club International Convention Promotional Video

At its previous meeting, the Committee decided to have a promotional video outline ready-to-present by the November board meeting. The Committee will work with Staff to create a promotional video to highlight the Phoenix convention.

c. Website Templates

The Committee has reviewed the fact that many clubs want to create their own club website, but are in need of a tech-savvy person to help them create it. The Committee has compiled a list of tabs to include on the website and what type of information to include under each. The list will be edited and approved by Staff before moving forward. The Committee will continue to work with Staff and research what need to be included related to website-building tools.

d. Key Club Week

To help clubs better understand Key Club Week and how to celebrate it, the Committee produced an article that could be used by district, division, and club officers in any forum. To publicize Key Club Week, a Facebook group was created with over 1,000 Facebook users attending in just a few days of notice, the Facebook group was highly effective in publicizing the event. The Committee also tasked Brian Chen, a member at Mission San Jose High School, to design a flyer that could be distributed to Key Clubbers around the world via internet. After receiving just a few edits, he came up with a simple design that was still eye-catching and vibrant. Within a few days, it circulated around Facebook and made it as hundreds of Key Clubbers' profile pictures. The Committee will discuss with Staff needs for Key Club Week 2011.

e. Key Club International Website

The Committee is tasked with visiting the website several times a week to provide tips and ideas to Staff and to identify any errors. The Committee is working to determine how to make keyclub.org the first Google search item on the list that comes up when searching "Key Club."

AGENDA WITH COMMENTS
BOARD COMMITTEE ON VOICE

f. Webinars

The first webinar of the 2010-2011 Key Club International year was facilitated by past Florida District Lieutenant Governor Matthew Davis on October 21, 2010. With over 200 sign-ups and 100 attendees, it was very successful. The Committee will discuss the pros and cons of the webinar and determine a plan of action for moving forward. The Committee will work with Staff to determine the next webinar including topic, facilitator, and date. .

g. Translations

Upon receiving a report from Eastern Canada District Governor Sanjay Zimmermann, the Committee weighed the pros and cons of translation and decided to not translate materials at this point in time. The Committee will discuss what process should be used in determining when materials should be translated and in which language(s).