

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

**BOARD COMMITTEE ON
EXECUTIVE**

November 24, 2010

Phoenix, Arizona

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. Vice President Duties
3. Consent Items
 - a. Decertification of Bahamas and Caribbean-Atlantic Districts
4. Action Items
5. Adjournment

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

**BOARD COMMITTEE ON
EXECUTIVE**

Information Items

a. Board Performance

The Committee carefully reviewed the performance of members of the Board of Trustees. Topics included communication, interpersonal relationships, and the quality of resources provided to the respective districts. Upon evaluation, the Committee took appropriate measures to correct any issues and ensure an efficient governance as well as accountability to district board members.

b. Vice President Duties

The Committee concluded that the duties as outlined in the Bylaws are very vague and that we should look into expanding the section to include more specific duties. Two potential duties that were mentioned were secretarial duties, such as compilation of reports, and Kiwanis Family relations liaison. It was decided that Vice President Ikwo would be most suitable in leading this directive and will present a progress report at the meeting.

Consent Items

a. Decertification of Bahamas and Caribbean-Atlantic Districts

The Committee discussed issues regarding number of clubs and members within the Bahamas and Caribbean-Atlantic Districts. Both districts have fallen below the acceptable limits as contained within the Key Club governing documents for the past three years. The Committee received a report from the Caribbean-Atlantic Governor regarding the state of her district. The Committee concluded that the issues were geographical distance, cultural differences, and costs of transportation. It would be optimal to support two areas within the current district framework. After further review, the Committee recommends that the Board of Trustees vote to maintain the district designation for Bahamas and Caribbean-Atlantic.

KEY CLUB INTERNATIONAL
BOARD GOVERNANCE COMMITTEE

MEETING AGENDA

Thursday, February 24, 2011 Kiwanis International Headquarters

Phoenix, Arizona, USA

Members Present:

Ikwo Morris, Chairwoman

David Velasquez

Matt Harper

XinLei Wang

1. Call to Order
2. Action Items
3. Information Items –
 - a. Inter-Committee Communication
 - b. Committee Chair Evaluation
 - c. Role of Trustees and Governors
 - d. Cost benefit analysis
 - e. Transfer of Information
4. Consent Items
5. Adjournment

KEY CLUB INTERNATIONAL BOARD GOVERNANCE COMMITTEE

MEETING AGENDA

Information Items-

- a. Inter-committee communication - the committee will assess the effectiveness of the monthly status updates on committee activity, submitted at the end of every month.
- b. Committee Chair Evaluation – the committee had discussed a technique to keep committee members awake during the meeting. We will discuss the necessity for this directive and brainstorm more innovative ways in which to accomplish this task.
- c. Roles of Trustees and Governors – The committee has agreed to review each and every detail outlined in the Guidebook as the duties of Trustees and Governors and over the course of time, concoct a list of all changes that can and should be made to better express the duties of a Trustee/Governor.
- d. Cost Benefit Analysis – the committee discussed the ways in which money could be better spent to improve the learning experience of an International Board member. We agreed that it would be wisest if training could shed some more light on what to do on District Visits, or how to create an international standard newsletter etc., via more practical means. This practical application of helpful lessons would be best scheduled in the couple of days prior to LeadCon, that is, board training. The committee also agreed that perhaps some measure of direction could be given to the President and Vice-President, perhaps through an online course, prior to Board Training. The committee also discussed the effectiveness of GATC and agreed that perhaps some more practical sessions could be utilized there as well as opposed to personal development sessions.
- e. Transfer of Information – which has now developed into a project, the committee has agreed that perhaps each current board member can file everything they ever did as a trustee that helped along the course of the year. When all Trustees have submitted the “good, bad and ugly” parts of their trustee year, we will assort them and compile them so as to form a stack of basic ‘Trustee 101’ information; Vice-President Ikwo Morris will work on the layout of the amalgamation of this information. The four committee chairs will also do an additional couple of pages based on their committee which, upon the choice of committee chair, the newly elected President will hand it to them so as to add it to the basic compilation of pointers which every trustee would have received. We also agreed to put a CD on the inside of this ‘compilation of pointers’ which would have step-by-step guides on how to create a PowerPoint, or how to prepare an international standard newsletter etc.. The committee will discuss delegation of tasks so as to make sure we have the package together and done by the end of May 2011.

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

**BOARD COMMITTEE ON
LEADERSHIP**

February 25, 2011

JW Marriott Desert Ridge Resort
Phoenix, Arizona, USA

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 Reports
 - a. Key Club Magazine
 - b. Key Club Guidebook
 - c. Achievement Report
 - d. Addition of a Service Partner and Seasons of Service
 - e. Branding
3. Consent Items
 - a. Theme and Major Emphasis Program and Service Initiative
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 committee has investigated the logistics of publishing KEY CLUB, the International magazine, electronically instead of printing it. Options will be presented to the Board, but the committee has elected to postpone a final vote pending the results of Key Club International's recent communications survey.

b. Key Club Guidebook

Recommendations have been submitted to the Key Club International support staff in hopes of making the Guidebook an easily-accessible and outstandingly useful electronic resource for our members.

c. Achievement Report

The committee created a Task Force on the Annual Achievement Report made up of several members of the International Council with varying backgrounds in our organization. Following an evaluation of our organization's values and expectations, changes to the report will be drafted and submitted to the Board of Trustees for approval.

d. Addition of a Service Partner and Seasons of Service

These two directives, joined into one, serve to make Key Club International's partnerships more understood, accessible, and approachable by members and their clubs. Adding a service partner allows us to boost excitement for service and amplify our affect on the world around us. Placing the then-four partners into a "Seasons of Service"-like regiment would then allow for greater organization and international brand management. Organizations are being investigated for a future launch.

e. Branding

Improving the offerings of the Key Club store can reduce unlawful use of the Key Club trademarks while building our brand and keeping our members happy. The committee has opened lines of communication with the Kiwanis International Board of Trustees, and will begin investigation into partnering with outside garment manufacturers so options can be

presented to the Kiwanis staff. Since all store merchandise – including Key Club’s – is managed by Kiwanis International, recommendations will be submitted following Kiwanis’ own investigation on the matter.

Consent Items

a. Theme and Major Emphasis Program and Service Initiative

To clarify the meaning of “Major Emphasis Program” and solidify its role in Key Club International and its Districts, the committee will present changes to International Board Policy. An investigation on the replacement of the Live 2 Learn service initiative will conclude in time for a final recommendation to the Board.

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE AGENDA

BOARD COMMITTEE ON
VOICE

February 25, 2011

JW Marriott Desert Ridge Resort
Phoenix, Arizona, USA

Committee Members

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

1. Call to Order

2. Information Items

- a. Key Club International Convention Promotional Video 2012
- b. The Key Chain
- c. Resource Guide
- d. Club Website Templates
- e. Convention Promotion (Phoenix)
- f. Webinars
- g. Translations

3. Consent Items

4. Action Items

5. Adjournment

COMMENTS ON AGENGA ITEMS

BOARD COMMITTEE ON VOICE

Information Items

a) Key Club International Convention Promotional Video 2012

At its previous meeting, the Committee decided to create a promotional video outline for the 2010 International Convention. The Committee has created this outline and is awaiting on feedback from Staff. The outline and any revisions will be reviewed by the board in order to prepare production details for the following year.

b) The Key Chain

The Secretary, Treasurer, Bulletin Editor/Webmaster, and K-Family Relations Chair Google groups are currently in use by districts and have provided a method of inter-communication. As a result of this success, a Google group for Convention Chair and a Google group for Policy/Bylaw Proposals have been created. The Committee will continue to promote these groups in order to increase membership, while providing topics of discussion within the groups.

c) Resource Guide

The Committee is in the process of developing a resource guide for the Key Club International Website in order to inform members of available resources. The resource guide will list the downloadable resources in an organized and concise document.

d) Club Website Templates

In order to facilitate the creation of club websites, the committee is currently reviewing Kiwanis website resources and adapting these resources for Key Club. In addition to these added resources, the committee is researching the possibility of creating website design flies. The design flies would provide webmasters with a basic website overlay, which would aid the process of developing a website and establish uniformity among club websites.

e) Convention Promotion (Phoenix)

In preparation for the Key Club International Convention in Phoenix, Arizona, the Committee is discussing various methods of promotion, including the use of Facebook. The Committee will continue to search for innovative ways of promoting the convention and attracting members to attend.

f) Webinars

The committee has decided to host a webinar on "How to host a dance marathon for Children's Miracle Network." The committee has chosen a facilitator and is awaiting the approval of the powerpoint presentation by Staff and CMN representatives. Once CMN has approved the presentation's content, further information on the webinar will be distributed to the districts.

g) Translations

At its previous meeting, the Committee decided that a method for determining the need for translations is necessary. Therefore, the Committee has developed a translations application. The preliminary version of the application has been created and is being further developed based on the feedback of the board and Staff. In addition, the Committee will discuss the process of allotting money in the budget for translations. This will allow future boards to address the topic of translations and utilize the allotted money at the discretion of the board and Staff. Lastly, the Committee and Staff have agreed to translate the Key Club recruitment poster into French and are expecting to have 100 copies available by March.