



## Rancho High School Key Club Executive Board Meeting Minutes

Date: September 30, 2020

Location: Via Google Meets

Secretary: **Lina Abushanab**

- i. Call to Order: 2:33 PM
- ii. Roll Call:
  - President Vincent Esconde - Present
  - Vice President Jazelle Morales - Absent
  - Secretary Lina Abushanab - Present
  - Treasurer Elizabeth Godfrey - Present
  - Historian Ellanae Manera - Present
  - Webmaster Chrystal Ortega - Absent
  - Ms. Ellen Brownridge (Faculty) - Present
  - Mr. Pete Falger (Kiwaniis)- Present
- iii. Reading of Previous Minutes: Resolution 1: [M: **Lina Abushanab**, Secretary; S: **Vincent Esconde**, President; Vote: 4/6; Result: PASSED]
- iv. E-Board Reports
  - a. President: **Vincent** has mainly been in charge of overseeing dues reports and membership application which is what our primary focus is right now.
  - b. Vice President: Was not present.
  - c. Secretary: Lately, **Lina** has been mainly focused on finishing the MRF as there were a lot of new members to be added as well as service hours/ updated info. Since she was not able to attend the last general meeting, she has been informing **Jazelle** on what to do for minutes in regards to sending it out.
  - d. Treasurer: Since it is dues month, **Elizabeth** has been collecting emails from people who have submitted proof of paying their dues. She has also been updating the finance sheet, putting images in drive, and thinking of possible fundraisers specifically in restaurants.
  - e. Historian: Besides the publication of last month's newsletter, **Ellanae** has nothing else to report.
  - f. Webmaster: **Chrystal** has been working on the website making sure that everything is updated for the website competition. She sent out emails regarding updates made to the website to our advisors. She has also been making sure to advertise events and our meeting to get a higher attendance. Lastly, she also tried her hardest to attend each event to take pictures for our newsletter. (Report was emailed)
- v. Old Business:
  - a. RTC- Since we don't have the means to buy matching shirts for everyone the YOF fund was mentioned to maybe help us with that aspect. It is a grant that key club provides, but it may be a service project grant so it might be directed towards the Service Projects Committee. As far as the event as a whole goes, officers are encouraged to keep advertising and spreading the news on social media.
  - b. Member application and Dues- So far we have received 24+ applications, majority of officers and 6 members have paid for their dues already but we are definitely aiming for



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- more. In order to keep track of everyone who has paid, we will be asking the banker to send a list of paid members if possible.
- c. Interclub ideas- The most interested high schools that want to collaborate are ECTA and Las Vegas High School. The board is thinking of hosting a social event such as a netflix party while making cards for organizations alongside the support of other schools as well.
  - d. Fundraiser with Kiwanis- Since bingo is technically considered gambling, a new idea has to be made for a fundraiser, Falger suggested a book drive event.
- vi. New Business:
- a. Next meeting- Based on the last meeting it seemed as though members enjoyed themed meetings so we are planning to continue that, either harry potter or spongebob. The next general meeting will be October 21st and we will be incorporating icebreaker's once again to give members an opportunity to get to know one another.
  - b. Committees- All posts from the committee's should be approved by **Jazelle** before sent to **Chrystal**, and proposals and CRF's should be sent to **Jazelle** as well, and CC'd to **Vincent**
  - c. Club elections- We will begin to touch on this subject in October, and go more in depth in November since we are all seniors and are in need of future candidates that will serve as officers for the new term.
  - d. Winter Banquet- We would like to format it similarly to the talent show just to make it as personal as it can get for the members and the rest of the details will most likely be planned by our MDR Chair.
  - e. Mid Term Reports- They will be due before the winter banquet and it includes writing in a document of what we have done during our term, accomplishments, and etc.
- vii. Announcements/ Privilege of the Floor:
- a. Through the use of remind, **Vincent** has been sending out daily positive reminders.
  - b. **Vincent** will be emailing a draft about member dues to **Elizabeth** as well as working on making a post about it to encourage more people to pay.
- viii. Adviser's Remarks: No remarks were made.
- ix. Next Meeting: Wednesday, October 28th, 2020
- x. Adjournment: 3:05 PM

