



Rancho High School Key Club Executive Board Meeting Minutes

Date: 07/22/2020

Location: Via Google Meets

Secretary: **Lina Abushanab**

- i. Call to Order: 2:05 PM
- ii. Roll Call:
 - President Vincent Esconde - Present
 - Vice President Jazelle Morales - Present
 - Secretary Lina Abushanab - Present
 - Treasurer Elizabeth Godfrey - Present
 - Historian Ellanae Manera - Present
 - Webmaster Chrystal Ortega - Excused Absence
 - Ms. Ellen Brownridge (Faculty) - Tardy
- iii. Reading of Previous Minutes: Skipped
- iv. E-Board Reports
 - a. President: His first order of business that was discussed was that he attended a CNH president meeting which was very informative. **Vincent** has been focused on new upcoming projects with other committees and taking inspiration from their ideas. His last reminder to us was that fundraising and the promotional video should our main focus as of right now
 - b. Vice President: Recently she has been feeling sick but is starting to feel a bit better. On Monday, July 13th she filled in for Elizabeth during MDR's first committee meeting of the month. During the meeting the committee discussed the 2020-21 school year plan and how we, as a club, should reach out to incoming and existing members. They even covered projects such as the anonymous messaging hotline and brought up a few project ideas relating towards socials. She chimed in during some parts of the conversation to get the members more involved as only one member was engaged in the conversation. Besides that she has been very busy with personal stuff lately.
 - c. Secretary: Attended the RTC Presentation on the 20th in which a lot of the plans for that were announced and is excited for all the progress the committee has made. Aside from that, not much has been required for **Lina** other than keeping up with the Service Projects Committee and focusing on the Monthly Report Forms that will be due by the end of this month so she will be collecting all the service hours soon. Lastly, her other duties such as completing all the minutes have been taken care of.
 - d. Treasurer: Not much has been required from **Elizabeth** but she has been working on ideas for fundraising but is having a difficult time as she is confused on how to collect the funds.
 - e. Historian: So far **Ellanae** has uploaded the July newsletter and has also set up the next couple of months newsletter so all she has to do is put in the flyers and update the table of contents. She noticed as she was taking a look at the historian duties email that was sent out that it said to come up with the marketing plan which she started working on but she has to fix it up a little before presenting it.



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- f. Webmaster: Not Present
- v. Old Business:
 - a. Summer of Safety- It was noted as very successful and it got a lot of good feedback from other clubs.
 - b. Upcycling Project- The president described it as really fun and had a few participants in which they were able to learn how to take old/ recyclable materials and make a newly refurbished item and repurposing the item.
 - c. First Quarter Reflection- Questions asked: 1) How do you feel you personally did this quarter?, 2) How do you feel the E-board did?, and lastly 3) How do you feel the club did?
 - i. Secretary-1) **Lina** feels as though she completed all her responsibilities with her best effort and has completed them on time with as much detail as possible. 2) The E-board did amazing this quarter and has really stepped up from last year. 3) The club has grown a lot despite the circumstances and has completed more service hours than expected and she expects it to only grow from here on out.
 - ii. Treasurer- 1) **Elizabeth** believes she did alright since there hasn't been much for her to do but for the things she has done she has done it on time. 2) The board has been doing really good in her opinion and has been adjusting to the new environment pretty well and have been coming up with a lot of creative ideas. 3) As for the club as a whole, recruitment has been difficult but she still believes they've done good with all the limitations they've experienced.
 - iii. Historian- 1) **Ellanae** feels as though she has been getting used to everything and trying to continuously improve. 2) She expresses how much she loves that the board has been staying in contact and continuing to update each other. 3) She believes that the club has had a good amount of participation considering it's summer.
 - iv. Vice President- 1) **Jazelle** personally thinks she did alright. She felt like she could have done more because she's thinking about all the past projects and ideas she came up with that had a lot of potential but didn't go through with. 2) As a board she said we did amazing. She appreciated the help and support she received while she filled in for the President position. She also states that we were quick to adjust and set a great example for our members and overall loves the teamwork. 3) For the club, she says it's been alright but wishes there could be more members involved in service projects and such.
 - v. President- 1) Throughout the first quarter **Vincent** thinks he did pretty okay as President. Things he suggested he can work on is definitely being more lenient and giving people more time to do work. He believes he can do a better job updating the club calendar. 2) As an executive board he thinks we did a terrific



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job publicizing our club, he thinks we have finally built a strong foundation to work with. Our communication with the members and with each other has been strong as well. 3) As a Club, he said we made pretty good strides amid social unrest. He thanks Ms.Brownridge and members of the Club Board for their hard work.

- vi. Advisor- 2) **Ms.Brownridge** revealed to us that she thought we're doing a great job so far and have made the best out of the situation we're in. 3) As a club she says that we've been way more organized and have created more service projects compared to last year.
- vii. Feedback Google Form- We had 78.9% of our club respond. Some of the results we got back included having 68.4% of the participants rating the E-board 10/10, 52.6% gave a rating of 10/10 for their overall experience in key club, the majority (89.5%) of them said their favorite part about key club is meeting new people, and 73.7% said they love everything about key club when asked what their least favorite thing was.

vi. New Business:

- a. KFR Resignation and Appointment-
 - i. Have decided that **Nazeerah** will not receive medallion. Resolution 2: [M: Vice President, **Jazelle Morales**; S: **Elizabeth Godfrey**, Treasurer; Vote: 5/6; Result: PASSED].
 - ii. The interview for the new kfr chair will be postponed- Resolution 3: [M: President, **Vincent Esconde**; S: Historian, **Ellanae Manera**; Vote: 5/6; Result: PASSED].
- b. RTC 20' Modifications- We believe RTC most likely will happen virtually. As far as the RTC plan goes the board is a bit confused on the different color yoshis and feels as though everyone should be unified. Decided to make the head bands optional. If masks are required tie dying white cloth masks is how it should be designed. If we go with long sleeve shirts we should make the design on the sides to be checkerboard print. There are a couple modifications that need to be made on the shirt design.
- c. Promotional Video- The board should just follow the script and there should be three separate videos sent to ellanae for instagram takeover in total.
- d. Interclub Ideas- We thought of making the August SOSP and interclub event as well as contacting Las Vegas High School back since they reached out to us.
- e. August SOSP- The plan of action for this SOSP will be that members sign up to attend an online webinar through a Zoom hosted by **Melika Cummmings** [Service Project Committee Chair]. Prior to the webinar, a document of the objective of the webinar will be shared as well as an overview of topics will be sent through an Instagram Ad. This is to encourage members to attend the workshop while preparing for the topics at hand and



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how this webinar will involve career/college exploration and encourage others to participate. This is a group activity. All members will fill out an interest form as well as select from the given date or time. This is a voluntary activity. Schools to contact that could take part in this event: Clark, Las Vegas, ECTA, Centennial, LVA (maybe).

Resolution 4: [M: Secretary, **Lina Abushanab**; S: Vice President, **Jazelle Morales**;
Vote: 5/6; Result: PASSED]

- f. Fundraising- **Vincent** came up with a dare card that people pay for but needs to find a way to get a venmo set up in order to raise money but a problem is posed with that as a lot of people don't really have a bank or debit card. Another fundraising idea could be a virtual bingo night with the kiwanis family.
 - g. Recruitment/ Interest Form- Interest form will be sent out.
 - h. CCSD Reopening Plan- Come up with more virtual ideas, create a google classroom and promote using remind. The MDR Committee is planning a talent show for a social that can get members to join our club. Another idea for a social would be to follow a bob ross tutorial video.
- vii.** Announcements/ Privilege of the Floor:
- a. International/ District/ Division Updates- There is now a new international council, the district team emails us once a month, no updates for division, next DCM is around august 17th and is still in the process of building the dlt.
 - b. Division/ District Contest Information- Remember to check contest guidelines, **Ellanae** should find a way to do virtual bingo.
 - c. Board Bonding- Roblox or virtual gaming
- viii.** Adviser's Remarks: Everything that needed to be said was already said previously and she expressed how many great things we're doing and all the progress we have made and also reminds us to continue doing good.
- ix.** Next Meeting: Board Meeting- Wednesday, August 26 2020 (subject to change), CLT+Board Meeting- August 12th
- x.** Adjournment: 3:30 PM

