



Rancho High School Key Club Executive Board Meeting Minutes

Date: 04/29/2020

Location: Via Zoom and Google Hangouts

Secretary: **Lina Abushanab**

- i. Call to Order: 2:03 PM
- ii. Roll Call: Everyone Present
- iii. Reading of Previous Minutes: Resolution 1: [M: Secretary **Lina Abushanab**, S: Vice President **Jazelle Morales**, Vote: 6/6, Result: PASSED]
- iv. E-Board Reports
 - a. President: **Vincent** announced that he attended OTC in which he gained knowledge about time management and how to handle the workload he is assigned as president. He is doing his best to communicate with other people in key club and is currently in a CNH President's group chat. As for RTC goes, right now he is set on letting the RTC committee do their work first and allowing them to make whatever decisions and then once their work is done he will take charge. Something he plans on starting is that he will be planning for Dance Marathon as he expressed he wants to take lead in that this year. For club photos he has purchased green ties and will provide black polos for the board members and he also reminded us to purchase badges. Towards the end he discusses the functions of google groups and makes sure the other board members are familiar with it so we could easily communicate with everyone in the club. To add on, he also reminds us to check our emails daily and explains that he is taking responsibility for his duties by updating the calendar and building the agenda for the next general meeting which he announced will be the 25th of May. Lastly, he informs us on the restrictions of emails and expresses his desire for us to participate in contests this term and goes in depth to discuss the functions of all the contests.
 - b. Vice President: In **Jazelle's** report she informed us that she has helped with the evaluation of the committees. Some new updates she announced was that she also attended OTC in which she was able to learn about more service ideas and how to go about hosting fundraisers. She also joined a Vice President group chat, in which she is able to gain and discuss new ideas with people from other clubs. She mentioned the idea of interclubs and how it would benefit it is as it would allow us to help connect our ties to other regions and form new bonds. She also informs us on the requirements for scholarships and partnerships and what we would have to do in order to get an event or fundraiser approved in which she explained that we must sign a forum event request form first and then ask companies to sponsor us so we can sell their products at school for a fundraiser. Lastly, she discusses RTC prep and recommends board and clts to first work together and then include members after to refrain from any complications and to get in shirts early just in case something goes wrong.
 - c. Secretary: **Lina** has been keeping communication with the committee she is responsible for (Service Project Committee). She has been working on her first MRF and has now completed it and submitted it. In the MRF, she reported 36 hours for the month of April. As far as OTC goes, since she was not able to make it on the original date she has been



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getting updated on everything she missed through the recording that was sent to her.

During the conference it was mainly just an MRF training and they taught us step by step on how to complete it and then the last ten minutes they just went over tips and resources in which she gained some good advice on how to stay organized and what resources are available to her in case she is confused about any of her duties.

- d. Treasurer: **Elizabeth** discusses her experience with OTC in which she learned how to plan a fundraiser and was informed on the rules for the dues. She has been keeping up with her committee chair **Hoda** who is the CLT for the MDR committee. She expressed her excitement for this new term and how much she gained inspiration from OTC and is waiting for her ideas to come to life. As of right now, **Elizabeth** is currently working on finding the best ways to fundraise and coming up ideas for this term.
 - e. Historian: In **Ellanae's** report she announced that she submitted the newsletter for april. Some new things she updated us on are what she learned from attending OTC. In the conference she learned how to make articles and visuals and taught our fellow webmaster about the rules since she was not able to make it to OTC. It also taught her new techniques for the articles and visuals that she will be trying out. Lastly, she provided a little update on her KFR committee and how they were doing so far, in which she discussed their first meeting and all their accomplishments so far.
 - f. Webmaster: The first thing **Chrystal** discussed was about her updates on what she missed during OTC. She got in contact with our fellow historian so she can be updated on everything she missed and is waiting on the video of OTC so she can be updated on anything that wasn't discussed by our Historian. She has also been in contact with the RTC committee and has been getting updates on everything they are planning/ accomplishing. Lastly, she presented the website and showed the board members all the functions.
- v. Old Business:
- a. Resolution 2: Committee Rules
 - [M: Secretary **Lina Abushanab**; S: Vice President **Jazelle Morales**; Vote: 6/6, Result: PASSED]
 - b. So far as a club, we have completed three service events both were service at home. In the service events we created a montage of videos thanking Healthcare Workers in which it was featured in the division. We have also partnered with the American Heart Association where we asked our members to send in a picture of any hobbies they have been doing to keep themselves busy during this quarantine. We have also asked our members to send an Email giving thanks to our advisor, **Ms. Brownridge**.
- vi. New Business:
- a. Establishment of dues
 - i. Figure out a System: We decided to establish a new rule and set a cut off date for



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- seniors on when they could join our club and still qualify for a chord or stool.
- ii. Make sure to get Early Bird Patch
- b. Budget Allocations:
- i. Maximum budget for RTC excluding shirts: \$75
 - ii. Projected budget for three scholarships for fall rally and RTC admissions: \$600
- c. Club Goals
- i. A summary of some of the main goals we came up with include: 70 paid members, 45 RTC attendees, 20 attendees to Fall Rally, and \$600 funds raised for PTP and \$300 for CMN.
 - ii. Discuss/Amend
 1. Resolution 3: Club Goals
[M: Secretary **Lina Abushanab**, S: Historian **Ellanae Manera**, Vote 6/6, Result: PASSED]
 - iii. Strategic Planning for 2020-2021 Year
 - a) Senior Chords Requirement for 2020-2021 Year
 - Dues will be paid by October. Requirements for new seniors include: they must attend RTC, attend at least 3 dcm's, and accomplish 25 service hours.
 - b) Member Recruitment (2020-2021 School Year)
 - Ideas on how to recruit more members: Promote on social media, recruit more underclassmen, send out interest forms, Give potential members baked goods with key club symbols on them to get our name out there.
- d. Club Leadership Team Review
- i. From Admins
 1. SPC- So far the SP committee is doing great. **Melika**, the chair, held her first meeting with the committee members in which 7/8 members attended. An overview on how it went is essentially **Melika** first went over all the duties of each position in the committee so what the vice chair was responsible for and etc and she announced who she appointed those positions to and explained why she appointed those positions to certain people. I remember for **Yajahira** who was appointed editor, **Melika** stated that she gave her that position because she had the most experience in key club out of all the members so she thought she would be the best for that role. I thought it was a very thought out reasoning which portrayed her as a good leader and decision maker. Next she moved on to her goals and objectives and made sure to ask and include her committee in that and we all got a chance to discuss what we wanted to see and what we wanted to accomplish. One of the suggestions was on



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how much we wanted to make at the end of the term and they came to the agreement that we wanted to fundraise a minimum of \$3000. A few more goals were made right after and then came to a quorum. Another thing she discussed was about the SOS project which is ultimately like the service project of the month that we will be focusing on. She explained specifically how that would work and stated that each month we would have two service projects (minimum of one service project per month) that will involve local organizations and ideally each session would last for one hour and take place at least three times a week. She then went over the roster flyer that she was making and how she needed each of our pictures so she could put in the flyer with all of our positions and names on them. Lastly she discussed some committee bonding ideas so her committee would feel more inclusive.

2. KFR- **Ellanae** reported that the KFR Committee held a couple of meetings and in those meetings, the CLT, **Nazeerah**, appointed their officers and discussed their goals and objectives.
 3. RTC- The administrator for this committee, **Chrystal**, expressed her opinion on how well the committee is doing. In the meeting that was held by their CLT, he discussed each position that was going to be appointed and exactly what their duties were. He later announced who he appointed those positions to. He has already expressed his desire to start to plan for RTC as early as possible. **Chrystal** also made it a point that the committee has communicated occasionally and there were some concerns about how exams would affect their ability to plan for things but still declared that they do their best to get as much done.
 4. MDR- **Elizabeth** is the administrator for this committee and she discussed how the CLT's (**Hoda**) first meeting went. In the meeting **Hoda** discussed the duties of each member and appointed positions. She also expressed that she is remaining in contact with her members and turning in all her stuff on time and is accomplishing all her responsibilities as CLT.
- ii. From President and Vice President
1. President discussed the RTC Committee and KFR Committee.
 - "Review of the RTC Committee: Overall, RTC committee's chair, **Matthew**, is efficiently quick to delegate tasks and to keep in touch with his members. He is seen to be very focused as he is primed to strive towards the committee's success. We would like for **Matthew** to contribute to his members by familiarizing them more with each other



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during meetings. We applaud **Matthews'** effort to educate members on Key club functions and point of orders. We ask that you stay on top of it, leading a committee is almost the same as leading a club. We are extremely proud of your work.”

- Review of the KFR Committee: “The KFR committee chairwoman, **Nazeerah**, has contributed her efforts to formally inform members of expectations, initiating action for what is to come. Both members feel welcomed to the committee but there seems to be a bit of tension amongst the group. We would like to see that tension be put at ease with engaging icebreakers while also seeing the chairwoman take initiative in breaking the “awkwardness” during meetings. In addition, take time into consideration when delegating meetings and try to engage everyone in contributing their own ideas. Have everyone speak to get the pace going for future goals and assignments. But despite that, we are very glad to see chairwoman **Nazeerah** care for the committee by being organized and diligent.”
- 2. Vice President discussed SP and MDR Committee
 - Review of SPC: “Based on the responses, it is clear that the chairwoman of the service project committee, **Melika**, has taken action to be heavily involved with the members, taking the time to introduce members to the new chain of committees and reminding them of assigned tasks. She is open to the ideas presented by her members which shows her appreciation of their participation. The President and I would like to see growth in areas concerning member education and following graphic guidelines for documents and such. But besides that, we are happy to have seen the organization and function of the SP committee.”
 - Review of the MDR Committee: “MDR committee’s Chairwoman, **Hoda**, has presented her uplifting spirit with the members of her committee. She encourages them to get involved in discussions, which she initiates, to plan and get a head start for the upcoming year. Though she is a very kind and understanding leader, there seems to be a bit of authoritative lacking. We are looking forward to **Hoda** having more authority over making a stance in the group while improving on group communication which seems to be a concern to one member.”
- 3. Resolution 4: [M: Historian **Ellanae Manera**, S: Treasurer **Elizabeth Godfrey**, Vote: 6/6, Result: PASSED]

iii. Committee Goals Approval

1. Resolution 5: Committee Goals



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- SP Committee- [M: Secretary **Lina Abushanab**, S: Vice President **Jazelle Morales**, Vote: 6/6, Result: PASSED]
- RTC Committee- [M: Secretary **Lina Abushanab**, S: Vice President **Jazelle Morales**, Vote: 0/6, Result: NOT PASSED]
- MDR Committee- [M: Historian **Ellanae Manera**, S: Webmaster **Chrystal Ortega**, Vote 2/6, Result: NOT PASSED]
- iv. KFR Committee- Non-Contributory (Did not turn in goals on time)
- e. Executive Meeting Schedules
 - i. We came to a census that board meetings will be held on the last wednesday of each month and the meeting with CLT's will be held every second wednesday of each month.
- vii. Announcements/ Privilege of the Floor:
 - a. The president announced that the division events and international convention are cancelled due to the outbreak of COVID-19. There is a new district executive and our new district board consists of Governor Daniel Min, Secretary Grace Yim, and Treasurer Yena Suh.
 - b. **Vincent** also gave thanks to all of us for all the hard work and reminded us to keep communicating and keep checking in with CLT's.
- viii. Adviser's Remarks: Not much was needed to be said by **Ms. Brownridge** but she did wish us all well and thanked us for the appreciation Emails.
- ix. Next Meeting: Wednesday, May 27, 2020 (subject to change), joint meeting with CLT's May 6th
- x. Adjournment: 4:22 PM

- END OF MINUTES -

