



Rancho High School Key Club Executive Board Meeting Minutes

Date:

Location:

Secretary: **Lina Abushanab**

- i. Call to Order: 2:30 PM
- ii. Roll Call:
- iii. President Vincent Esconde - Present
- iv. Vice President Jazelle Morales - Present
- v. Secretary Lina Abushanab - Present
- vi. Treasurer Elizabeth Godfrey - Present
- vii. Historian Ellanae Manera - Present
- viii. Webmaster Chrystal Ortega - Present
- ix. Ms. Ellen Brownridge (Faculty) - Present
- x. Reading of Previous Minutes: Resolution 1: [M: **Elizabeth Godfrey**, Treasurer; S: **Chrystal Ortega**, Webmaster; Vote: 6/6; Result: PASSED]
- xi. E-Board Reports
 - a. President: To start off with, **Vincent** has already given out the club board materials such as our green ties and designated binders. He has talked to ECTA and they seem interested to join in on our talent show for a fundraiser. The specific details of the event will be explained more in the new business. Moving onto our next important event he has announced that there have been 80 members who signed up for our general meeting which is a really good turn out and he would like for us to aim for 100. He has it scheduled so that Friday will be the run through for the general meeting to make sure everything will run smoothly during the actual meeting.
 - b. Vice President: **Jazelle** reported that she has created a community service log for our members to print. She thought this will be a good way to save our members time from creating one on their own when they turn in their hours. She hopefully plans to have it accessible in our google classroom. She unfortunately missed The MDR committee's meeting from last week but told the chair, **Hoda**, to discuss with her members about creating a google form asking types of questions that'll make us get to know our new and current members. Then in the beginning of August, I contributed by helping a hand to **Chrystal** in reviewing the articles and visuals, which she will be doing monthly before the due date.
 - c. Secretary: Since we have a general meeting coming up and we have had many people sign up for it **Lina** was delegated the task to email the google meet code to every student who has signed up which has been her main priority so far. With the due date for the MRF coming up, she is also planning to work on that and finalize it by the end of the month.
 - d. Treasurer: So far **Elizabeth** has been focused on planning for our first fundraiser which will be a bingo night with our Kiwanis. She has been trying to search for virtual bingo cards in order for it to work out smoothly and make it as digital as possible.
 - e. Historian: In **Ellanae's** report she stated that he hasn't been doing much except for



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working on the newsletter and helping Nevaeh with the crf. As well as working on the newsletter for this month.

- f. Webmaster: **Chrystal** didn't have much to say except that she was preparing for the website competition and getting everything ready for that and she was also coming up with ideas for the articles and visuals.

xii. Old Business:

- a. RTC: The only updates we know is that Fall Rally South has been moved to the spring. Approval of shirt design, Resolution 2: [M: **Vincent Esconde**, President; S: **Chrystal Ortega**, Webmaster; Vote: 6/6; Result: PASSED]
- b. Contest guidelines- The date for the submissions for the contest are posted on the website and **Vincent** highly encourages us to apply.
- c. Interclub ideas- We are planning to change the talent show date to the beginning of September. It will be hosted by us and with ECTA and Las Vegas High School. **Brownridge** has informed us that we should hold off on asking students for money so instead they will be able to pay as much as they want instead of a set amount. Prizes will be determined by voting which will be done by the people who watch the talent show. **Vincent** would like it to be as interactive as possible. Our plan on how it's going to be done includes the participants to film a video of their talent and then present it instead of performing it live. Our back up plan will be a live stream if it doesn't work out as we planned. Resolution 3: [M: **Lina Abushanab**, Secretary; S: **Elizabeth Godfrey**, Treasurer; Vote: 6/6; Result: PASSED].
- d. Club fair (Reflection)- During the club fair we recruited a lot of people especially freshman and had a lot of people fill out the interest form for the meeting so overall it had a good turnout.
- e. First meeting- During the first meeting we plan it to do a little different, instead of asking how our members feel we will have them ask how the execs feel since it's online and there may be too many members to do that. We will then review communications with us and the best ways to keep in touch. After that we will talk about what key club is and everything involved with key club. **Vincent** has decided his charity choice which will be the innocence project. Then tea time will come next and **Jazelle** suggested that we include example questions on slides to give members a topic to talk about to hopefully have more participation. Lastly we will end off with a kahoot and the prize will be announced.
- f. Fundraiser w/ kiwanis: There is two options on how we could make bingo cards the first one is we might make them through canvas but **Elizabeth** did find a website that is virtual bingo and it allows you to design the card to personalize it and also allows you to email it to whoever is signed up for the event. It has an automatic calling system so **Elizabeth** will be able to call out the numbers and can check the id number on the card to



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verify if they actually got a bingo. Number of rounds will be determined on how long each game lasts. Kiwanis will be collecting funds on our behalf and once we get a confirmation of their paid bingo card it can be sent out to them. As for the prizes we have decided that the winner will be able to pick the charity they want us to donate to.

xiii. New Business:

a. Member application process

i. Plan of Operations: The Treasurer and Secretary must work hand in hand to complete the MUC and MRF to keep track of all paid members. The President and Vice President will be the proof readers and make sure everything is complete and the information matches each other. The webmaster and Historian are to assist with anyone who needs help and complete anything that other execs may not be able to do.

b. Miss-Flo-Cal Sistrict: As you know we have elected our new international council. Our International President is Alex Drahos from the Nebraska-Iowa-District and our International Vice President is Caroline Bushnell from the Rocky Mountain District. Alongside them are the International Trustees, CNH District is represented by Trustee Emma Chang from the CNH Kiwins District. Alongside CNH she represents the Louisiana-Mississippi-West Tennessee District and the Florida (Cayman Islands, Turks and Cacos) District. As a whole we make up the MissFloCal Sistrict (Sister District).

c. Division: We now have a DLT, District: Fall Rally has been moved to the Spring for the South.

xiv. Announcements/ Privilege of the Floor:

a. Flagged a person who signed up for a meeting since he didn't show up in the active directory so that will be under review.

b. As of right now all we know is that they are separating RTC into two sessions one being a workshop session and the other part being a spirit session.

c. **Chrystal** needed approval to sign up for the contest by **Brownridge** which she received.

d. **Vincent** tells us to print out a physical copy of our contest form and keep it in our club binders to stay organized and have everything in one spot.

e. We will be changing the shirt fee to \$12 per **Santee's** request. Approval of Shirt fee- Resolution 4: [M: **Chrystal Ortega**, Webmaster; **Ellanae Manera**, Historian; Vote: 6/6; Result: PASSED]

xv. Adviser's Remarks: **Ms. Brownridge** had been waiting on an email from the banker to get an update on our budget and what we have in the club account as of right now.

xvi. Next Meeting: Wednesday, August 26 2020 (subject to change)

xvii. Adjournment: 3:48 PM

