



Rancho High School Key Club Executive Board Meeting Minutes

Date:

Location:

Secretary: **Lina Abushanab**

- i. Call to Order: 2:10 PM
- ii. Roll Call: Everyone is Present
- iii. Reading of Previous Minutes: Resolution 1: [M: **Lina**, Secretary; S: **Chrystal**, Webmaster; Vote: 6/6; Result: PASSED]
- iv. E-Board Reports
 - a. President: As it has already been announced that he is temporarily going on a leave of absence his duties have been filled with delegating certain tasks to each Board member and sending emails of their tasks and what each one should be mindful of/ accomplish during his absence. Not only has he sent out Emails to his fellow board members but as well as the CLT's to ensure that they stay on top of everything as well. As of right he is more focused on the RTC committee as they just have been given the task to create a well thought out plan by July that will then be presented to the Board after doing so. With our new bonding event coming up he has been working with our MDR chair on advertising for our first ever Netflix party via online. Some of the things they are working on is trying to find different ways to advertise it that would gain a lot more participation. **Vincent** then draws our attention towards the new SOSP which will be about health and safety. For this SOSP he would like to include more video type service events that promote any safety procedure or health and wellness PSA's. With his absence he has now given permission for the SP chair to apply for grants with of course the permission from our advisor and Vice President, acting as our President for now. He also mentions the importance of staying connected within ourselves and the club members which is why it is crucial to focus on our responsibilities in regards to google reflectors. There is now an updated version for the cyber keyboard in which he then suggests we should navigate through it and familiarize ourselves with it. In regards to the Division/ District contest info we should always familiarize ourselves with competitions and requirements to win. Reminds us to keep up to date with monthly reports and weekly check-ins with the CLT's. He then notifies us to take a look at the shared drive and reminds us to check it every so often and update the folders. Lastly he reveals that the most important aspect for the June-July strategy is to keep communication as much as possible.
 - b. Vice President: Not much was said as she is right now looking for service events but this time she is finding it a little difficult to look for new ways and ideas for service events. Since she is also taking the role of President, she has been keeping in touch with **Vincent** on everything she is now in charge of for the following months and is getting used to the responsibilities and tasks she has now been handed.
 - c. Secretary: Since **Lina** has been keeping up with her responsibilities and duties there is not a lot of updates to inform the Board members with. After completing the meeting minutes and the Monthly Report Form for the month of May, she is focusing more on helping out her fellow Board members and also keeping the Service Projects Committee



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on task and aiding them with any questions/ concerns they might have. Lastly, she has taken a look at the E-mail **Vincent** has sent out and is making sure she is on top of everything he has planned out for her.

- d. Treasurer: Not much updates came from **Elizabeth** either but she did inform us on her committee and that they are running smoothly as of right now and taking on the responsibilities of the Netflix Party which they seem to be handling pretty well. The committee she is an administrator for is the MDR committee and as of right now she is planning to get updates from the Chair after she holds her second meeting of the Month. As far as budgeting goes, she has not yet gotten breakdowns from the funds but will be working on that in the near future.
 - e. Historian: So far **Ellanae** has kept up with all her duties as she just got done publishing the newsletter for this month. She has been mainly focusing on her committee as well in which she states they have had their two monthly meetings and is making sure they get educated on any scholarship opportunities/ funds. Lastly she mentioned that she is trying to adhere to guidelines for the competition to ensure that she will meet all the requirements.
 - f. Webmaster: First **Chrystal** discusses updates on the RTC committee and expresses her concern with how much they have been withholding the plan for RTC but she will get on top of that to ensure everything is running smoothly. As of right she is mainly working on updating the website for a more friendly user theme and completing her articles and visuals on time.
- v. Old Business:
- a. Project eliminate- This project was very successful in which we had 18 members participate and send in a video in support of the Eliminate Project.
 - b. Teacher Appreciation- We got a lot of good feedback from teachers and faculty and got word that they really appreciated the pictures that were sent in.
 - c. Club budget- Postponed as of right now
- vi. New Business:
- a. CLT Discussion
 - i. SP Committee: So far **Melika** has done a phenomenal job in making sure she is taking care of all her responsibilities and coming up with plenty of service events and SOSOP ideas. She held her two monthly meetings, maintained a good amount of communication within her committee and had a lot of ideas bounced around and shared with each other. She has already created flyers for 4 service projects which describes what they are about and what it requires from the members.
 - ii. RTC Committee: **Matthew** is holding his second monthly meeting on Friday in which he will discuss numerous ideas on how to execute this year in regard to planning for RTC, he will also mention budgets and will delegate certain tasks



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towards each member of the committee. However, the administrator of this committee feels as though they have been lacking in a way and needs more communication going in order to get things done in time after a break was taken to focus on AP exams. **Lina** also added that he has gotten done training his secretary and editor and all of the responsibilities they will be in charge of.

- iii. MDR Committee: Today **Hoda** is holding her second meeting of the month in which she will discuss with the members her plans for the netflix party and ways to advertise for it. She has already created a google form in which people can sign up for it and has already started to spread it amongst the members. She has gotten better at communicating and it sounds like she is doing pretty good so far.
- iv. KFR Committee: Since AP exams were not too long ago, she has not gotten much done as she was mainly focused on that but she will be working on educating herself more on any opportunities that are involved with the Kiwanis Family. So far she has done a good job at communications with her members and doing her monthly meetings.

b. Strategic Plan for the 2020-2021 School Year

- i. As of right now we are not sure if it will be possible to hold meetings after school and if that is the case, we plan on holding some of them outside of school at a nearby location that people can attend.
- ii. Member Recruitment: For the new upcoming school year we have decided in order to recruit as many members as possible it would be very beneficial to create a video for the school announcement and continues advertising on social media. If possible, we can also reach out to the Rancho High School Instagram for advertisement and shout outs. Another option would be to maybe have them reach out to the administration at our school and have them send in a blast email to all the students. Lastly, we came up with the idea of delegating one officer to go to an ICC meeting to get our name out there and promote our club.

c. RTC: As of right now we are not certain on the possibilities with RTC it may not proceed as normal. However, we still want to have the committee come up with a strategic plan and present it to the Board members in a thorough presentation. As part of the setup for RTC we can have board members create templates for props or have it prepared beforehand to minimize the time spent on creating props by the members.

d. Pen-Pal System: We are thinking of participating in a Pen-Pal System that will keep us in touch with clubs from another state and will do so using a sign up created by a google form. A more detailed plan for this will come in the month of July. The information we do know however is that it will involve clubs from california and we will be contacting CNH group chats on ideas of how to make it work.

vii. Announcements/ Privilege of the Floor:



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- a. As the school year is closing off and we are beginning to prepare the new school year **Vincent** announces that it is very important to maintain effective communication with one another especially during his leave. We should always be working on new ideas we can do that involves service events, fundraising, or even member recruitment.
- b. Since each Board member is an administrator of one committee **Vincnet** will forward the email that list of the CLT duties to ensure that they are on track and keeping themselves busy.
- viii. Adviser's Remarks: Advisor not Present
- ix. Next Meeting: June 24th for board meeting, June 10th for joint meeting
- x. Adjournment: 3:07 PM

