



## Rancho High School Key Club Executive Board Meeting Minutes

Date: 6/24/2020

Location: Via Google Meets

Secretary: **Lina Abushanab**

- i. Call to Order: 3:40 PM
- ii. Roll Call: President is absent (Vice President is presiding), Treasurer is absent
- iii. Reading of Previous Minutes: Resolution 1: [M: Webmaster, **Chrystal Ortega**; S: Historian, **Ellanae Manera**; Vote: 4/6; Result: PASSED]
- iv. E-Board Reports:
  - a. President: Not present
  - b. Vice President: **Jazelle** begins to explain her report informing us on all of the things she has kept up with this month which she started by interviewing one member from each committee for the May evaluation report and will have a complete report by the end of the month. She has attended this month's DCM and acquired new info for division updates. As of right now she is looking forward to the next SOS and finding ways to also create new service projects as well which will be towards the designated SOS. A reminder about the summer leadership conferences was told to us and encouraging us all to attend. Emails should be sent to CLT's about their committee evaluations. As far as reminders and announcements goes the next DCM will be held August 19th. The code for the remind belonging to the district is d28n20-21 Since there is a recruitment video being made for our district any club pictures should be sent to our lgt to be included in the video. The officer reflector group link will be sent in order for us to be a part of it and get any updates/ announcements. Recently she has learned about the innocence project which helps w exonerating or freeing the wrongly convicted which she would like to focus on as a fundraiser or service event idea. The theme for DCON- was announced and it is "stargazing in service". There will be a DCON t-shirt design contest for any of us who would like to take part in that.
  - c. Secretary: Since we are currently not in school, a lot of the responsibilities for this position has been limited for **Lina**. For this month her tasks have just consisted of making sure the MRF and minutes for any meetings being held are complete to the best of her ability. In addition to her duties, she has also been focusing on keeping up with the SP committee which she is in charge of administering and helping with whatever concerns they may have. So far they have been doing great and stayed on top of everything which has made her job a lot easier.
  - d. Treasurer: Not Present
  - e. Historian: Not much was said from **Ellanae** but she did inform us of her responsibilities being mainly just making edits to the newsletter to keep up with graphic standards. She has also informed herself on the standards for the competitions and is working on getting everything up to date in order to participate in it.
  - f. Webmaster: Not much was said by our webmaster as well except a couple updates on the RTC committee which she expressed to be doing a phenomenal job and has progressed a lot from the last time we met and is excited to see all the new ideas they come up with.



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### v. Old Business:

- a. Netflix Party- At first this social event was experiencing some technical difficulties and not a lot of the participants could get it working. However, the MDR chair was at the request of everyone who was having those technical problems and working one by one to fix the issue which she ultimately did and from there on it went smoothly and they seemed to have a lot of fun.
- b. Service Project 1: Appreciation is Essential- This was our first service project for the month of June. There were a total of 7 participants and for those who did participate, they did a very good job giving thanks to our essential workers and spreading positivity amongst our community.
- c. Service Project 2: Summer of Safety- This was the second service project for the month of June which had a better turn out with 9 total participants. It was a great way for people to encourage everyone to have fun whilst still promoting safety.

### vi. New Business:

- a. RTC News and Workshops- As of right now there is no set plan for how RTC is going to happen this year due to safety issues. They are convinced that it will go on as normal which we hope to be the case. So far some updates include the workshop forms will be coming out soon and interviews will be performed if interested in having your own workshop, which was highly encouraged by **Jazelle**. The date for the form to be released will be out closer to the RTC date.
- b. Club Leadership Teams Review
  - i. Admins review-
    1. SP- As mentioned previously, the SP Committee has been doing an exceptional job at keeping up with their responsibilities and have created endless amounts of good ideas for future and current service projects. They have a lot of plans lined up way before the due date and there is a lot of effective communication within the group.
    2. RTC- It was explained that **Matthew's** first meeting ensured what everyone's job is in order to keep everyone in task and busy. From that meeting to the next meeting everyone showed a lot of progress and came up with a lot of new and creative ideas that he is excited to share with all of us. So far he has done a great job at delegating all the certain tasks and making sure they are ready for the detailed presentation in July.
    3. KFR- So far **Nazeerah** has been establishing communication with the K-Kids, Falger, and everyone else involved in the Kiwanis family. She is working on establishing a plan on how to maintain a strong connection throughout the year in order for us to stay involved and avoid drifting away.



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4. MDR- Although **Elizabeth** couldn't attend this meeting she did a couple of words to help **Jazelle** and she expressed that **Hoda** is now getting used to taking charge and establishing a little more communication despite a little unwillingness from the members. She said **Hoda** did a good job with her first social event despite the issues she faced and did a good job of not letting it ruin the whole event.
- ii. Vice Presidents review-
1. KFR- Coming from her interviews with the committee members someone expressed that she would like to see more communication. Weekly meetings were mentioned that she thought would help with getting everyone informed better. She also informed us that the chair does not really talk but when she does it's very informative which poses a problem for the committee. Again they called their meeting and interactions "very awkward". The rating for leadership was a 9/10 and explained that **Nazeerah** tries to make everyone feel welcome but would like to get to know each other better.
  2. MDR- The member for this committee said that everything is going well and the club is very inclusive. She did have concerns about the communication as she stated that "right now the communication is well but needs a bit more". There was a misunderstanding in which she stated she thought there was a group chat made without her on instagram but it turns out that she was referring to the Club officers and CLT group chat since **Hoda** had not made a instagram groupchat with her committee. Overall she gave a ranking of an 8 or 9/10 but said that with more meetings and updates it can go up to a higher ranking.
  3. RTC- Not much was said from this member about the committee but they expressed that the progress and group work is going good. They gave a lot of good feedback on communication as they expressed it to be great and is always a two way street. Overall they said it was very welcoming and gave a ranking a 10/10 plus no changes were offered.
  4. SP- This member who was interviewed said that the comfortableness and familiarity is a bit off since not everyone knows each other which she would like to see enhance. However she did say the chair keeps them updated immediately and encourages participation a lot. Overall she gave a ranking a 10/10.
- c. Reward System
- i. Advantages and disadvantages- Some strengths and weaknesses were discussed for the reward system we came up with. Some of the advantages included more



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- productivity since it recognizes outstanding members which encourages members to do better. It can also increase club publicity since people see them getting rewarded so they might want to join in on that and become a member of the club. Some of the disadvantages could be a loss of motivation, not everyone can keep their good streak alive or do enough to earn a reward so it may be discouraging for others.
- ii. Creative reward system ideas- Like we discussed before we came up with punch cards or creating a graph system for virtual meetings as the best way to reward our members for their work.
  - d. Plan for 2020-2021 school year- Not a lot of plans are permanent as of right now but it seems to be that they are planning to only attend school two days with cohorts each day to limit the amount of students that will be attending school. They will also most likely not allow any after school activities which is bad for our club.
  - e. Member recruitment and induction- Like we discussed a lot before, blast emails and an increase in social media presence should be enough to get our member count up. The only plans for our induction as of right now is that if we can not hold it in school we can send leis, through mail, to the new members as part of welcoming them into the club.
- vii. Announcements/ Privilege of the Floor:
- a. It was announced that **Ms. Brownride** received Advisor of the month once again during this month's DCM.
  - b. **Ellanae** also expressed her desire to upload our service projects we have done to our youtube channel as a way to spread our accomplishments more.
- viii. Adviser's Remarks: In this meeting **Ms. Brownridge** gave us details on the plans for next school year that she was able to attain from her staff meeting that I discussed previously in the minutes.
- ix. Next Meeting: July 29th, 2020
- x. Adjournment: 4:24 PM

