[**California Young Professionals Kiwanis**](http://www.CAYPKiwanis.org)

**2011-2012 Board Retreat Meeting Agenda**

**Sunday, August 21, 2011 – 3pm.**

1. Introductions: V.K., Emi F., Natalie, Norma, Nina, Grace, Hazel, Emi K.
2. President’s Goals
3. Bigger service projects, even if it means lower quantity. For example, we will still have PYHO, though we should look into more with LA community.
4. Bigger fundraise
5. Contact members to give a more personal touch.
6. October 2012 is our 5 year anniversary. Goal of 50 members and this year, I want to incorporate projects with the number 5 in it.
7. Banquet
	1. Potential Dates – **October 8**, September 24, October 15.

Oct. 8 is the best for Nina. Emi F cannot make it on Oct. 8 not Oct. 15. Natalie also prefers Oct. 8. Grace also pointed out that CKI South is on Oct. 15, but that shouldn't really impact our decision. V.K. will email the Bellflower Kiwanis for Oct. 8.

* 1. Location – **Bellflower Kiwanis Hall** (free location) or Restaurant

Bellflower advantages: it's free; have enough room to host service projects; lower cost with catering (Mondo's restaurant); and suitable for Casino night.

Restaurant advantages: nicer; though for food, we must cap at $20, otherwise people won't want to pay that much for food.

Emi F: we can look at membership base and see what location is central; maybe have a keynote speaker from the Kiwanis Family to be at banquet.

V.K.: Peter Yu has a set with poker chips.

Nina: I bought the same set, though I don't have chips.

Natalie: we can also have poker tables.

V.K.: last year, we had catering by Mondo and the board brought desserts/sides/drinks.

Idea: Set up different costs for members/non-members

Emi F: I'm thinking that we should have trial membership of 3 months. We won't enter them on International, but they would have club membership benefits. People after graduation are most interested in networking, perhaps we can have networking events and partner with different Circle Ks. I'm a member of the National Association of Asian American Professionals and CAYP can partner with this group.

V.K.: I got this from Natalie's presentation at CKI DCON, we can have a professional blog for work, grad school, traveling. Perhaps members can have access to all this info.

We may hold off on inviting Circle K members to these networking events due to the issue with drinking.

Holiday social with toy drive (free admission with toys brought), maybe 1 new toy or 1 new book/3 used books, or 5 canned food non-perishable items or pay $5. This can apply for admission to the networking socials. Or we have networking socials at a bar or hotel bar, so it doesn't cost us money.

* 1. Service project?

See below under Section 5.

1. Treasurer – Grace Chi
	1. Main costs for the year / main sources of income.

Our main costs are paying out membership dues to International and district as well as funding key projects, such as the Kiwanis Division 1 Rose Float lunch and Carthage Pullmans for graduating Circle Ks. Our main sources of income remain membership dues that we keep, our fundraisers, and banquet, if we break even and have some amounts left over. I didn't get a chance to print out the proposed budget, so I will send out for comments later.

We have a PayPal account and I'm trying to sort out access because we've been locked out of the account for years. I'm running into some problems because the account was created by Mondo and under his name, so PayPal needs a change in authorized person to talk to me. I was recently approached by a company that is similar to PayPal but combines dues payments, online store, donations page, and the ability to sell tickets and conferences online at one central location. Fees are similar to PayPal, if not a little cheaper. We'll look into working with them.

* 1. Our Dues structure

Currently, dues are free for former SLP members for two years and $125 for regular members. What I've discovered is that there are three components to dues to International and district: actual dues, magazine costs, and general insurance. What is actually free is the "dues." However, our club is still on the hook for paying the magazine cost and general insurance portion for all new members. Essentially, for each new member, we have to fork out $25 for them. It may make more sense to charge new members $25 to cover that and to weed out any member who is not serious about our club.

1. Service – Natalie Platon
	1. Service project ideas for next few months.

Natalie: What's the age range of our members?

V.K.: 22- 28 on average.

Natalie: I was thinking of visiting a veteran's hospital, near Long Beach, playing bingo, talking to them, provide entertainment. I'm not sure if members are comfortable going to visit veterans. A lot of them don't have families.

Emi K.: I have a contact at the veterans' hospital on Wilshire.

Natalie: For an environmental project, similar to one I've done at UCI, we can have arts and crafts and workshops at a nature preserve. Angela Tseng has done one before. I just don't know if there are nature preserves in LA.

As for working with disabled kids, it's more challenging, but a very positive experience. One thing I've done was with translating board games into Braille. We can also visit a center for those with Down Syndrome.

V.K.: Emi works with autistic kids and April or May is National Autism month. You can work with her on ideas.

* 1. Banquet Service Project.

Natalie: For the banquet service project, there are two possibilities. One is to have the Kiwanians develop their own short story and have the more artistic members draw it out and donate these stories to Boys and Girls Club or some other similar organization. I did this at DCON; it was difficult at first if they’re doing it individually, but as a group it was more successful. It's more getting the story created than finishing it.

The other idea is sanitation kits for the homeless. We can appeal to the other Kiwanians or businesses for specific items. We'll include fleece scarves, rather than blankets, because they use less materials. We can give the kits to homeless shelters. The kits will be packaged in a Ziploc bag and we can add in a note for personalization.

* 1. Standard Projects – Children’s Institute, Thanksgiving Feeding, Rose Float.

Natalie: For Thanksgiving, we can do the same We Give Thanks event as last year. Do we help serve too?

Grace: We assist Stephanie Hsu, one of the founding members, with volunteer logistics, like organizing the volunteers who help that day. We don't serve the food because there are so many volunteers that day. A lot of people volunteer just at Thanksgiving. I used to go to the Pasadena Thanksgiving event and you would have to line up for hours to serve a 30 minute shift and then get in line again for another shift.

Natalie: For Halloween, older kids are hard to scare. There are haunted houses at the Boys and Girls club, YMCA, etc.

Emi K.: Zully's place has a Haunted House set up for Halloween that we volunteer at.

V.K. December 5 is the Holiday Toy Give-a-way in either Silver Lake or Koreatown.

Natalie: On Valentine's Day, we can make cards for senior citizens. They love those things. We can pair it up with a social and do it the week before Valentine's Day.

Major project would be a school renovation. I did one last year in San Diego in March when I was District Service Chair. 100 volunteers plastered up and painted different walls in the school and made educational posters. I'd want to replicate that project with a school in LA and look into it happening in March.

V.K.: From mid-September to end of October, we have Step Up tutoring project with Children's Institute. The new location in Silver Lake is more than willing to accommodate us for projects. We can do projects that actively promote physical activity. Possible project is a spelling bee, maybe a couple weeks after the reading program ends.

The Good Shepherd Shelter project is on Sept. 10. We haven't done anything with them for over a year. They have some shrubs they need help planting. If this works out, the coordinator says we can do further projects. They have a school on site and we can't take kids out. If we have more than 6 people, we would need to bring some more supplies. Kids might not be involved with this.

V.K.: I do want us to apply for grants from Kiwanis

* 1. Timeline of Service Events

October - Sanitation kits, Children's Institute Halloween event

November - Veterans, Thanksgiving project

December - Toy Drive and Networking Social, Rose Float, Children's Institute Holiday Giveaway

January - Kids

February - Valentine's Day cards, Networking Social

March - School renovation

April - Autism project, Easter Egg

May - PYHO

1. The Eliminate Project – Hebron Viray
	1. How to raise the money? Letter writing campaign? (If we do a 5K, we could raise funds for Eliminate)
	2. Educating members online and through printed materials.

V.K.: We all get tetanus shots when we are kids, but in a lot of foreign countries they don't. You need two shots and each cost $1.80. Kiwanis is looking to eliminate it in 15 years. We are looking at $500, raising it from our club levels. We can use the LA Kiwanis Foundation to gather donations for those who want tax deductions.

1. Fundraising – V.K. Shah
	1. Successful vs. unsuccessful fundraisers.
	2. Can we get one big fundraiser instead of several that seem to make $100 - $150?

V.K.: Good thing we didn't sell Dodger's games tickets. We only make $5 each ticket. Angels' games had some fees going to PayPal. We got $100 from March Madness and $150 from Mulligan's.

Fantasy football - need to be up to date on games weekly. Members interested in football would only want to do it. I'm thinking of having 2 leagues: $25 and $5 buckets. Each bucket needs 6 people at least. It's easier with football because there are only 10 games, while harder with basketball and baseball because more games. We can have prizes for 1st and 2nd place.

Another idea is the volleyball tournament (honoring John Woodall). Armando and Peter have brought it up before.

Someone from Antelope Valley Kiwanis mentions a duck rally.

Nina: How about a bowling tournament? We can have prizes and people will pay for their own shoe rentals.

Natalie: Fountain Valley also does tournaments - talk to Randy Golden.

Nina: Movie night social with drinks. We can charge for entrance.

Natalie: Poker tournament.

V.K.: let's look into bowling and fantasy football for now.

1. Membership – Antonio Arellano
	1. As soon as members complete online interest form, phone them.
	2. Acknowledge members – professional weeks (teachers week, pharmacist week, nurses week), birthdays, special occasions.

Group ideas include: send postcards for birthday or holidays. Acknowledge members and let them know they're on our radar. We can also bring up an upcoming event.

V.K.: There's a program called animoto.com that create a photo slideshow from your photos and add music and u can upload it as a YouTube video. You can put the video directly on weebly.

1. Website/Facebook/LinkedIn/YouTube – Nina Tran
	1. PayPal payments online?

Nina will collaborate with Grace on this.

* 1. Article and CERF submissions online.
	2. Add professional’s blog?

Emi: We have a group on LinkedIn.

Nina: You can use ping.fm to link in all your twitter, facebook, and other social media sites together.

Nina: Please upload photos to Picasa. We also need the password to the CAYP server; otherwise it'll link into mine and the link would look like caypkiwanis.ninatran.com.

V.K.: The blog idea came from Natalie's presentation at CKI DCON.

Nina: We need to target non-former SLP and gain more exposure. We can use meet-ups, which is free to anyone who signs up, but not free for the organizers. There are professional groups at meet-ups, so we can find them and work with them. I also want to improve the sign-up sheets; currently, anyone can delete the info and Google forms don't allow us to add info about ride situations as freely as a facebook event wall.

V.K.: After a big event, I usually send articles and 5 photos to CNH magazine, international blog, etc. We should continue to do that.

1. Club communication – V.K. Shah
	1. Weekly email updates with agendas and meeting minutes.
	2. Text message reminders
	3. Phone tree for major events.

V.K.: We have conference calls because it’s a formality for Kiwanis International, even though not a lot of members call in. We'll continue with the text message reminders and use the phone tree for bigger events.

1. Newsletters / Brochure – V.K. Shah

V.K.: We won honorable mention for the brochure. I'd like us to have a newsletter, and now it should be easier with Nina's system.

1. Secretary – Emi Kiyoizumi
	1. Online CERFS
	2. Separate CERFS for Circle K events? Keep them really simple to send out to the active members that are involved with Circle K.
	3. Distinguished Kiwanians

Emi K: We use Google docs for our CERFs. I send out a link and you fill in a form that's easy to complete. I'm thinking of a simpler form for people like Patrick and Camille to submit their hours for Circle K events they attend. We have some people who have met the requirements for Distinguished Kiwanian. We have until October to turn in the forms, so we may be able to get more people to be Distinguished.

1. Socials – J.P. Weaver
	1. Mini socials throughout the month.
	2. Bigger social events? Keep events under $20.

Emi K (J.P. could not attend): Some ideas J.P. had included bowling, Disneyland (as a social or fundraiser), USC football game, dim sum/dumplings, chicken and waffles, food truck festivals, and the LA County Fair.

1. KIWIN'S – Emi Fukuoka
	1. How can we be more involved in their school? Should we do a training session with their board?
	2. Fall Rally South – November 12 – Knotts Berry Farm.

Emi F: I'll talk to Paul Duplessis, KIWIN'S DA, and the KIWIN'S VP, Whitney, regarding membership. I also want to have a training session for them in November, to focus on honing their leadership skills. I'm involved with CAUSE (Center for Asian Americans United for Self Empowerment) and the President, Charlie Woo, has connections to local politicians. I'm also involved with Toastmasters and that can benefit the kids. I'll continue with the token system from previous years.

V.K.: Since most of them are seniors, we would want to have the event earlier so they don't drop off. We should also push the KIWIN'S scholarships since they might not be aware of it earlier on. Zully's work is offering an internship that KIWIN'S can apply for. Maybe we look into the Hope of America award. LACES school has strict rules about school fundraisers, maybe even with off-campus ones. Their school also has College Night, where alumni come back to talk to the students. We can see if we can participate there.

Emi F: we can have college tours, charge for admission and the money go towards the KIWIN'S.

Grace: The idea may not be probable if the school already has clubs like the California Scholarship Federation that arrange such tours, and schools might not be happy with us charging $$.

Nina: Not a lot of students know how to write a decent resume. We can do a project with that.

Emi K: When JP was running the resume workshop at DCON, some of the questions CKI members were asking made you realize they don't know some things either.

V.K.: I noticed KIWIN'S don't do service events until December.

Grace: If they want to decorate Rose Floats this year, they need to start early in requesting dates.

V.K.: Their school calendar is online with active dates (College Knowledge night, finals).

1. Northern California – Monica Alegre & Hazel Koons
	1. Possible service events or socials in October, Christmas, Kiwanis One Day, and Summer.
	2. You can work with local clubs or team up with other organizations.
	3. Recruit graduating and former Circle K members.

Hazel: I don't have anything planned yet.

V.K.: I want to do something around October up there. It can be with the Kiwanis Family House, the Ronald McDonald House, or another Kiwanis club. Kiwanis One Day for sure, we want a project. Maybe a December social, for networking, invite graduated Circle K members. Since Monica is a little farther away, we can have two projects up north. Two events in a year will be fantastic.

1. Orange County – Norma Vithayanonth
	1. Mini socials
	2. Service events

Norma: for the mini socials, I would send out emails and people can bring a co-worker. For the service events, there's the hope/dream project. I work with Big Brother/ Big Sister and we can do something with them. I'll coordinate projects with Peter and his Orange County club.

1. Conference Call & Board Meetings – V.K. Shah
	1. How can we improve conference call meetings?
	2. How should we do future board meetings? In person, after conference calls?

V.K.: We talked about this before last year and we’re not sure how to improve attendance at conference calls.

Emi K.: When I send out our minutes, I've gotten responses from people before, some of whom aren't official members in our club, saying thanks for the minutes. So it looks like at least people are still getting updated about events even if they aren't attending conference calls.

1. Kiwanis Family – V.K. Shah
	1. Divisional Council Meetings every month. Our new Lt Gov Ron Davis hasn’t set the date for them yet.
	2. Santa Monica Kiwanis is very active club, Culver City is semi active, Downtown Los Angeles and Fairfax are mildly to non-active. Phil-am and Phil-am Metro are mixed with keeping in touch with the Division. Malibu seems non-existent, although I think they still do their Chili Cook Off.
	3. Kiwanis Doctor Program

LTG wants every club to sponsor a club training for the Kiwanis Doctor program, a program meant for small towns that don't have a big hospital. The sponsorship would include advertising and bringing snacks while the Kiwanis doctor gives the presentation.

1. By Laws Adjustments
	1. Raise Dues for former SLP members under 25. Currently they pay $0, but we could have them pay our club dues of $25. All other dues stay the same.

Board agreed to raise dues for new members to $25, from the current $0.

1. Final Comments