KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
COMMITTEE CABINET

Committee Members
__ Raeford Penny, Chairman
__ Rachel Benoit
__ Avery Hitchcock
__ Kelsie Hoppes
__ Amanda Spice, Staff Liaison

1. **Call to Order**

2. **Consent Report**

   a. November Board Meeting Minutes

3. **Action Report**

4. **Information Report**

5. **New Business**

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
COMMITTEE CABINET

Consent Report

a. November Board Meeting Minutes

The Committee has reviewed the November Key Club International Board Meeting minutes and has determined that they are accurate and representative of the opinions of the board.

Recommendation #1: That the Key Club International Board approves the November Key Club International Board Meeting minutes.

Action Report

Information Report

New Business

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
COMMUNICATIONS

Committee Members
__ Rachel Benoit, Chairwoman
__ Casey O'Neill
__ Zack Waldorf
__ Eric Yoon
__ Amanda Spice, Staff Liaison

1. **Call to Order**

2. **Consent Report**

3. **Action Report**

4. **Information Report**

   a. Key Club App
   b. Key Club Weekly Emails
   c. Key Club International Twitter Chat
   d. Preferred Charities

5. **New Business**

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
COMMUNICATIONS

Consent Report

Action Report

Information Report

a. Key Club App
   The committee has worked with the Kiwanis staff on finalizing the Key Club app changes; which included the redesign of various features that will slowly start coming out as updates. The changes should be rolled out at least once a month or every two months depending on the update.
b. Key Club Weekly Emails
   The committee, in unison with the Kiwanis staff, has worked to determine the content of the Key Club weekly emails.
c. Key Club International Twitter Chat
   The committee and Kiwanis staff have worked to determine if another Key Club International Board Twitter chat is feasible and what aspects could be improved.
d. Preferred Charities
   The committee is in the process of researching Key Club's relationships with preferred charities, and what aspects can be improved upon to have a more impactful partnership.

New Business

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EDUCATION AND DEVELOPMENT

Committee Members
__ Kelsie Hoppes, Chairwoman
__ Alberto Berrizbeitia
__ Renisha Daley
__ Roshni Chandwani
__ Charli Lehman, Staff Liaison

1. **Call to Order**

2. **Consent Report**

3. **Action Report**

4. **Information Report**

   a. International Board Webinar
   b. Guidebook Structure and Grammatical Edits
   c. District Video Compilation
   d. Youth Opportunities Fund Recipient Reports
   e. Interactive Web Calendar

5. **New Business**

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EDUCATION AND DEVELOPMENT

Consent Report

Action Report

Information Report

a. International Board Webinar
   The committee has been creating and will be presenting an online webinar that will inform membership about the duties of international board members and other information from the international level.
b. Guidebook Structure and Grammatical Edits
   The committee has read and reviewed the entire guidebook in search of grammatical elements and any formatting errors. Necessary changes have been noted to change.
c. District Video Compilation
   The committee explored the different possibilities for districts to share clips of their conventions and service projects with international, then turning it into one compiled video. Feasibility and methods of the project are still being determined.
d. Youth Opportunities Fund Recipient Reports
   The committee, along with the Youth Opportunities Fund Judging Committee, has been working to formulate questions to ask Youth Opportunities Fund Grant recipients. The committees are now finalizing questions within the survey, and the survey will be sent out soon.
e. Interactive Web Calendar
   The committee has been looking at providing a calendar on the Key Club website that would post important dates (DCONs, dues deadlines, goal benchmarks, etc.). Currently, format and necessity is being evaluated to determine the set up.

New Business

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EXECUTIVE

Committee Members
__ Raeford Penny, Chairman
__ Rachel Benoit
__ Roshni Chandwani
__ Michelle Petersen
__ Zack Waldorf
__ Amanda Spice, Staff Liaison
__ Elizabeth Tezza, Kiwanis International Board Counselor

1. **Call to Order**

2. **Consent Report**

   a. 2017 Key Club International Convention Location

3. **Action Report**

   a. Amendment to Key Club International Bylaws
   b. Amendment to Key Club International Bylaws
   c. Amendment to Key Club International Bylaws

4. **Information Report**

   a. Annual Achievement Report Survey
   b. Key Club International Campaign Guidelines

5. **New Business**

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EXECUTIVE

Consent Report

a. 2017 Key Club International Convention Location

The committee has evaluated possible locations for the 74th Key Club International Convention, and has studied feasibility, entertainment, costs.

Recommendation #1: That the Key Club International Board approves the location for the 74th Key Club International Convention to be San Antonio, TX.

Action Report

a. Amendment to Key Club International Bylaws

Honorary membership in a Key Club is given to individuals who have made a significant impact on a Key Club. We believe this distinction should be bestowed on members of the community who should be recognized for their continued support of a club. Additionally, the award of an honorary membership is a privilege in itself, and therefore, honorary members will not have the privileges of a regular Key Club member.

Recommendation #2: That the Key Club International Board endorses the following change to Article VIII. Section 6 (Club Members) of the Key Club International Bylaws:

Section 6. Any person**, not in high school or an educational equivalent,** who has performed some distinguished public service may be elected an honorary member of a club for a period of one year. **Honorary members shall pay no dues and shall not be entitled to any privilege of a Key Club member**. ~~**Honorary members shall pay no dues but shall be entitled to all the privileges of full club membership except those of voting and holding office.**~~

b. Amendment to Key Club International Bylaws

Due to the healthy status of the Youth Opportunities Fund, which earns sufficient interest to appropriately fund annual grant requests, the Key Club International board recommends that the practice of automatically transferring $0.50 of each individual member's dues to the Youth Opportunities Fund be ended.

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EXECUTIVE

Recommendation #3: That the Key Club International Board endorses the following change to Article XXII. Section 1 (Revenue) of the Key Club International Bylaws:

Section 1. Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of six dollars and fifty cents (US$6.50), being membership dues and subscription to the Key Club International publication, for every member, but not including honorary members. ~~**Fifty cents of the dues of each member shall be deposited into the Youth Opportunities Fund to create an endowment to fund grants to clubs and scholarships**~~. Dues shall be payable during a period of at least 60 days according to a schedule set forth in Key Club International Board Policies and defined for each nation taking into account academic calendar and financial practices of the nation. There shall be no other fees or assessments of clubs.

c. Amendment to Key Club International Bylaws

Due to budget shortfalls and the addition of K-Kids, Builders Club and Key Leader to the Key Club International budget, we believe a dues increase will alleviate budget constraints increase the Key Club International reserves to a level equal to one year's operating costs, in accordance with nonprofit management best practices, and provide opportunities for achieving strategic goals based on the 2011 Key Club International strategic plan (see Exhibit A).

Recommendation #4: That the Key Club International Board endorses the following change to Article XXII. Section 1 (Revenue) of the Key Club International Bylaws:

Section 1. Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of ~~**six dollars and fifty cents (US$6.50)**~~ **nine dollars (US$9.00)**, being membership dues and subscription to the Key Club International publication, for every member, but not including honorary members. Fifty cents of the dues of each member shall be deposited into the Youth Opportunities Fund to create an endowment to fund grants to clubs and scholarships. Dues shall be payable during a period of at least 60 days according to a schedule set forth in Key Club International Board Policies and defined for each nation taking into account academic calendar and financial practices of the nation. There shall be no other fees or assessments of clubs.

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
EXECUTIVE

Information Report

a. Annual Achievement Report Survey

The committee has examined the Annual Achievement Report and identified portions which are ambiguous or may lack importance in regards to determining club excellence. The committee has written questions to be sent out in a survey at a later time.

b. Key Club International Campaign Guidelines

The committee has begun to examine the current Key Club International Campaign Guidelines and will make changes in the topics of social media, attendance at out of district events, guidelines for punishments, due process, and actions which do not coincide with Key Club's core values.

New Business

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON
MEMBERSHIP DEVELOPMENT

Committee Members
__ Avery Hitchcock, Chairman
__ Madison Kemker
__ Michelle Petersen
__ Maria Palazzolo
__ Elizabeth Tezza, Kiwanis Board Counselor

1. **Call to Order**

2. **Consent Report**

3. **Action Report**

   a. Amendment to Key Club International Bylaws

4. **Information Report**

   a. Dues Research
   b. Key Club International Subcommittee

5. **New Business**

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

BOARD COMMITTEE ON MEMBERSHIP DEVELOPMENT

Consent Report

Action Report

a. Amendment to Key Club International Bylaws

The definition of high schools and their equivalent educational institutions in regards to grade levels varies. In order to give everyone equal opportunity to further leadership capabilities, the proposed amendment limits members to holding offices in Key Club International for a maximum of four years.

Recommendation #1: That the Key Club International Board endorses the following change to Article VIII. Section 1 (Club Members) of the Key Club International Bylaws:

Section 1. The membership of individual Key Clubs shall consist of students from the four upper classes (or the five upper classes in the Canadian Provinces where high school is of a five year duration) of the high school in which they are enrolled (or in ungraded schools whose members shall be of age comparable to the four upper classes of high school), interested in service and qualified scholastically by school district requirements for extracurricular activities and of good character. **Members may only hold office at any level of Key Club International for a maximum of four years.** No potential member will be denied the chance of membership in Key Club due to previous service experience or lack thereof.

Information Report

a. Dues Research

The committee did further research into the impacts of a dues increase working alongside Kiwanis Staff.

b. Key Club International Subcommittees

The committee looked into the productivity of subcommittees in an effort to figure out directives for permanent subcommittees.

New Business

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

Committee Members
__ Raeford Penny, Chairman
__ Rachel Benoit
__ Alberto Berrizbeitia
__ Roshni Chandwani
__ Renisha Daley
__ Avery Hitchcock
__ Kelsie Hoppes
__ Madison Kemker
__ Casey O'Neill
__ Maria Palazzolo
__ Michelle Petersen
__ Zachary Waldorf
__ Eric Yoon
__ Elizabeth Tezza, Kiwanis Board Counselor
__ Amanda Spice, Staff Liaison
__ Charli Lehman, Staff Liaison

1. **Call to Order**

2. **Consent Report**

3. **Action Report**

   a. Amendment to Key Club International Board Policies
   b. Translation Fund for Caribbean Atlantic

4. **Information Report**

   a. Key Leader Letter to Kiwanis International Board

5. **New Business**

KEY CLUB INTERNATIONAL BOARD OF TRUSTEES
BOARD COMMITTEE REPORT

Consent Report

Action Report

a. Amendment to Key Club International Board Policies

Rationale: Due to the expansion of Key Club International into areas that do not speak English as a primary language, an expansion of the minimum annual budget of the translation fund is needed to help these non-English speaking clubs and for the future expansion of Key Club International.

Recommendation #1: That the Key Club International Board endorses the following change to C. Key Club International Board of Trustees; 11. Key Club International Support for Translations; B. of the Key Club International Board Policies:

b. Key Club International shall annually budget a minimum of ~~**$2,500**~~ **$3,000** to translate materials. The funds budgeted for translation shall be used when the Key Club International Board decides there is demonstrated need. The Key Club International Board is not required to spend all funds budgeted for translations in any given year.

b. Translation Fund for Caribbean Atlantic

The Key Club Translation fund as outlined in Section 2: Key Club International Board Policies; 11. Key Club International Support for Translations provides a budget of $2,500 for translations of Key Club materials from English to such said requested district for the benefit of the membership and the organization as a whole.

Recommendation #1: That the Key Club International Board review and consider the translation fund request from the Caribbean Atlantic District.

Information Report

a. Key Leader Letter to Kiwanis International Board

The Key Club International Board has begun to write a letter to the Kiwanis International Board regarding the status of Key Leader under Key Club International. This letter will be sent prior to the January Kiwanis International Board Meeting.

New Business

Exhibit A

Key Club International
Strategic Plan - 2011-2016
Executive Summary

Mission:
"Key Club is an international, student-led organization providing its members with opportunities to perform service, build character, and develop leadership."

Vision:
"We are caring & competent servant leaders transforming communities world-wide."

Eight Critical Issues Identified:

1. Kiwanis/Adult Involvement
2. Finance
3. School Interaction
4. Global Presence & Awareness-Raising
5. PR & Marketing
6. Member Education
7. Organizational Structure
8. Club Excellence

CRITICAL ISSUE 1 – KIWANIS/ADULT INVOLVEMENT

BHAG 1.1
All Kiwanis and faculty advisors are trained, ensuring they have the proper information and organizational expectations to be effective.

Rationale:
A quality member experience is strongly correlated with involved and engaged advisors

Objective1.1.1
Develop, market, and implement a comprehensive training program

BHAG 1.2
Educate & Involve All Parents/Guardians of Members

Rationale:
There is a strong correlation between parental/guardian support and student member success

Objective: 1.2.1
Define the role of the Key Club parent/guardian and develop an engagement program to encourage involvement and support for their student

BHAG 1.3
Every Key Club is supported by a caring, competent, and capable advisor who understands and embraces the role.

Rationale:
Good advisors help to create a good member experience.

Objective 1.3.1
Support and encourage inter-club relationship for peer to peer communication and sharing of best advising practices.

Objective 1.3.2
Utilize technology to capitalize on Kiwanis member resources and expertise

CRITICAL ISSUE 2 – FINANCE

BHAG 2.1
Fund Key Club through external sources

Rationale:
Building finances beyond member dues will serve the members and support the mission and strategy of Key Club International

Objective 2.1.1:
To increase non-dues revenue

CRITICAL ISSUE 3 – SCHOOL INTERACTION

BHAG 3.1
Educate all school teachers, administrators about their local Key Clubs (purpose and programs) and promote stronger partnerships

Rationale:
Intentionally fostered relationships between professionals at schools and Key Club members are mutually beneficial. When administrators/teachers and Key Club members regularly communicate, planning sessions are more productive and meet the needs of both schools and members.

Objective 3.1.1
Educate club leaders and members about schools so they understand the needs of the school, its resources, rules, policies, as well as state laws related to high school clubs

BHAG 3.2
To foster a connection between the Key Club advisor and Kiwanis Club

Rationale:
Key Club members and advisors can benefit from the insights and perspectives of Kiwanians.

Objective 3.2.1
Create a mutually beneficial relationship between advisors and Kiwanis club by connecting and empowering them both groups of stakeholders.

BHAG: 3.3
Make Key Club a school-wide name

Rationale:
Create a “cool factor” that makes Key Club a desirable student club

Objective 3.3.1
Empower local Key Club to publicize their purpose, benefits, and programs

BHAG 3.4
Build a Key Club in every high school and community.

Rationale:
Every community in the world can benefit from the servant leadership aspect of Key Club. Every student has the opportunity to become a servant-leader.

Objective 3.4.1
Actively identify and capitalize upon club chartering opportunities.

CRITICAL ISSUE 4 – GLOBAL PRESENCE & AWARENESS RAISING

BHAG 4.1
Create a strategic growth plan for Key Club International

Rationale:
Healthy organizations have intentional growth plans

Objective 4.1.1
To have a Key Club District in every Kiwanis District

BHAG 4.2
Promote the Key Club value of Inclusion by providing ongoing cultural awareness raising opportunities such as educational modules, resources, podcasts, articles, club highlights
(Note: The strategic planning committee discussed the many identities within an individual such as nationality, physical ability, age, etc.)

Rationale:
While promoting the ethic of care and understanding, continual education about self and others will positively shape leaders

Objective 4.2.1
Create and implement targeted cultural awareness raising initiatives based on the diversity of members in existing club and the KCI expansion plan

BHAG 4.3
Provide a hands-on service trip to promote cultural awareness raising and international service for members

Rationale:
People who experience immersion trips are positively affected as leaders and students, and their global perspective is forever changed

Objective 4.3.1
Leverage Kiwanis International resources to create a KI family international exchange program

CRITICAL ISSUE 5 – PR & MARKETING

BHAG 5.1
Rebrand Key Club as a student-led, servant leadership movement

Rationale:
Key Club International is a mission-driven organization promoting leadership as well as servant leadership and the organization must be promoted as such

Objective 5.1.1
Develop a strategic marketing/communication plan, segment for different target audiences

CRITICAL ISSUE 6 – MEMBER EDUCATION

BHAG 6.1
All members understand the correlation between training and the club experience

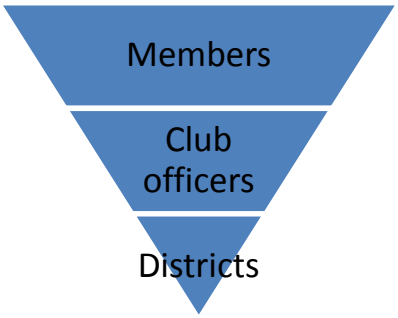
Rationale:
Trained and educated members will gain greater leadership skills and provide better service to others

Objective 6.1.1
Develop on-line, all-time program focusing on member education, responsibilities, leadership skill building and officer training.

BHAG 6.2
Educate, inspire and empower Key Club members at every level

Rationale:
Strengthening student members is the main purpose of KCI. Educated and empowered members will perform service, build character, and develop leadership.

Objective 6.2.1
Redefine the organizational chart to align with the servant-leadership model.



CRITICAL ISSUE 7 – ORGANIZATIONAL STRUCTURE

BHAG 7.1
Examine, explore, and challenge the existing Trustee structure to maximize efficiency and equalize representation.

Rationale:
To best lead and empower the general membership, Key Club desires an organizational structure which is comprised of and serves the members.

Objective 7.1.1
Create a task force to study comparative organizations' governance and representation

CRITICAL ISSUE 8 – CLUB EXCELLENCE

BHAG 8.1
All Key Clubs identify with Key Club International by modeling the Four Core Values and have awareness about KCI resources, opportunities, updates, and accomplishments

Rationale:
Model clubs utilizing the organizational values, goals, and resources will provide better experiences to their members, increase their membership, and provide more service to others.

Objective 8.1.1
Align awards with the Key Club International mission and vision so clubs are working toward organizational goals and values

BHAG 8.2
100% of Key Clubs will be labeled "excelling" according to the organizational assessment rubric.

Rationale:
Excelling clubs utilizing the organizational values, goals, and resources will provide better experiences to their members, increase their membership, and provide more service to others.

Objective 8.2.1
Define what a successful Key Club is and does and create a quantifiable assessment independent of other bodies

Objective 8.2.2
Educate clubs on club excellence

Objective 8.2.3
Reexamine the criteria for all awards based on this club excellence model

BHAG 8.3
Collect contact information for all clubs: advisors and executive boards

Rationale:
In order to effectively communicate and disseminate information to advisors and leaders, current contact information must be obtained.

Objective 8.3.1
Create a club census/roster at the beginning of the year

Objective 8.3.2
Update the database so data is easy to retrieve

Objective 8.3.3
Make the dues process more accessible/easier

Objective 8.3.4
Improve the charter process – make it easier or educate why the process is difficult