

## **RKC (Rosemead Kiwanis Club) Satellite Meeting Minutes – 08/15/2015**

### **Overview:**

### **Attendance:**

Muscatel Builders Club: Amery Perez, Ashley Tran

RHS Key Club: Timothy Hu, Jenny Koug, Kelly Lien

Kiwanians: Pat Foltyn, Art Landing, Elizabeth Landing, Mario Manzano, Ron Robertson, Luis Danny Salas, Van Trac, Sue Yamamoto

### **Opening sequence:**

Pledge of Allegiance: Ron Robertson

Invocation: Elizabeth Landing

### **Announcements**

Ron Robertson

- Plugged the upcoming breakfast fundraiser at Applebee's, noting that complimentary tickets were available for interested Key Club members. RSVP deadline is September 5, 2015
- Announced further success of the ELIMINATE project - \$100 million mark has been reached

Sue Yamamoto distributed flyers for

- Upcoming Jersey Subs discount day to benefit the Friends of the Library
- An art contest linked to the Rosemead Heath fair – the latter event also a Key Club service opportunity

Pat Foltyn announced that:

- Saturday, September 19, will be a Key Club officers training day for Region 13 at a location to be announced;
- There is an immediate need to make reservations for rose float service – a process which involves both selection of a date and designating the number of persons (preferably by name) who will be participating.

It was noted that this advance designation requirement favors clubs with long range planning and member contact procedures in place. Such procedures are a practical necessity for those clubs outside the San Gabriel Valley area who have to estimate transportation requirements during the summer; even without transportation concerns such procedures help maximize participation by local Key Club members.

Mario Manzano announced that the evening of September 19, 2015 would be the RKC installation with Key Club officers invited.

## Program:

The meeting focused on discussion of certain points in five reports distributed for all participants. These included:

- Minutes of our two previous satellite meetings (which are also available on the RKC website) – included are discussions of tangible value of being part of Key Club and a possible new member orientation process for consideration by the RHS Key Club board.
- Draft version of RHS Key bylaws and related commentary between the RHS Key club advisor and the RKC Administration Committee. This material was originally furnished for discussion in February and again in May.
- Key Club service bulletin including more detail on committees included in bylaws as well as service committee issues peculiar to a mega-sized (over 100 members) Key Club. Included is a suggested service committee structure with names uniquely suited to RHS Key. Also included is a discussion of a potential Member Handbook and suggested new member orientation process including possibly parents.
- Proposal for a Membership Contact Network (MZN) to address communications issues in a mega-sized (over 60 members) Key Club
- Reprint of SLP (sponsored leadership program) guidance from seminar sponsored by Kiwanis international with supplemental commentary. This material especially focuses on the role of the sponsoring Key club and was included to help in creating a sponsor advisor (as opposed to faculty advisor) section of the bylaws.

Mario Manzano, Rosemead Kiwanis club (RKC), President noted that the Club is trying to improve the relationship between the RHS Key Club and the sponsoring Kiwanis and bring the roles of both into conformity with the requirements of the RHS Key club bylaw.

Currently the bylaws are not being adhered to. This has been an oversight out of ignorance rather than intent. It appears that neither RHS Key nor the RKC has in some years even been aware of their contents, which we now both understand are to be reviewed, changed as needed, and re-adopted annually by both groups in concert with the RHS principal or his designate. Kiwanis, specifically the RKC in concert with KCI Division 10 South, is trying to resolve/correct this situation. Here some of the issues Mario stated need to be addressed:

**1) Joint planning meetings** ideally, the Kiwanis and Key Club officers need to meet 3x/year to go over standards/requirements in being a Key Club. This should include an officers expectations meeting for Key Club officer candidates BEFORE the annual Key club election.

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**2) Service hour requirement** Key Club members needs to know what is expected of them – the stated bylaws require fifty hours of service to remain a Key Club member in good standing but no consequences are stipulated in the bylaws or elsewhere for not meeting this requirement. Neither is there any systematic process for generating sufficient service hour opportunities to facilitate meeting of this requirement.

It appears (based on practices of other Clubs) that avenues for resolution of this problem can include inclusion of declared service outside of Key Club directly sponsored activities and possibly administrative service hours on behalf of the club. Partial or even total exemption from meeting full requirements can also be allowed for purpose felt to be suitable by the club – illness, care of a relative, working to support family etc. These issues need to be clarified and appropriate language included in the bylaws.

- 3) Advisor requirements** Rosemead Key Club currently has 200+ members, which means that there should be a requirement for both a faculty and Kiwanis advisor for every "x" number of members. Currently no such requirement exists in the draft version of the bylaws. Mario asked the RHS Key Club officers to think about how to resolve this situation and discuss at the next meeting.
- 4) Chaperones** The RHS Key club needs Kiwanis advisors who ideally can also function as chaperones. These advisors have to be fingerprinted by the school district, be rayed and undergo a background check m. Parents can also be chaperones but must go thru the same district approval process.
- 5) Meeting times** KCI requires designation in the individual Key Club by-laws of meeting requirements and conformity thereto; EMUSD requirements also must be considered. The long-established practice of lunch hour meetings during the school year and off-campus meetings in Rosemead Park during the summer is not in conformity with the language of the draft bylaws; it may also be out of compliance the EMUSD's faulty advisor participation requirements. This needs to be clarified and modified as appropriate.
- 6) Convention** – The RKC must be given a definite number of who are expected to attend DCON in advance (preferably with down payment by December) so that he RKC can set aside sufficient funds for those who have committed to attend. This is also critical in making optimal transportation arrangements.
- 5) Activities** - Any club social or overnight event (such as DCON) MUST have qualified chaperones and must be gender specific.
- 6) Committees** – the RHS Key Club needs to set up committees (as a by-law requirement) for various administrative and service project functions. The exact structure is up to the discretion of the Key Cub as long as it conforms to the bylaws of the Key Club. Right now, there doesn't appear to be any formal structure or process for setting committees up.

The Key Club president or VP should be directly involved with committees. It was noted that it is impractical for the Club officers and a few associates to meet the stated objectives of a 200+ member cub. This requires the involvement of the full membership. In turn, the Committee heads and members need to be regularly updated on what is happening and helped to organize.

**Conclusion:** Mario asked the officers to read the draft bylaw and related materials, discuss and get approval, then report back at September's satellite meeting. The RKC Administration Committee and other Kiwanians as desired will be available for advice and counsel in this process.

### **Other matters:**

**Financial Literacy Program** - Van Trac reported that financial literacy programs from Bank of America are available at both high school and middle school levels. Respective clubs need to designate special committees to explore this area further.

Orientation/handbook – not addressed in the meeting for lack of time is a potential Key Club member handbook being worked on by the RKC with Mr. Quick and the need for a systematic process of

### **Service Opportunities**

**Youth Summit** - Pacific Clinic sponsors this yearly Spring event and has monthly preparatory meetings. Someone from the RHS Key Club, possibly a member of the suggested projects evaluation committee or in the alternative the head of a Youth Summit project sub-committee, should be designated to attend these planning meetings. The RKC is a co-sponsor of the event and Key Club involvement is desired; attendance with a Key Club specific booth is also a proactive way to promote the Key Club.

**Rosemead Connections** – This is a potential source for securing service opportunity referrals for all of our Key Clubs, It meets from 6:00 -7:30 on the last Thursday of each month. .

**After school program literacy nights** – this is a developing program involving evening meetings with parents; it has potential for involvement by all SLP groups

**Beach cleanup event** – this is being held as an RHS Key Club project on 8/22 in Santa Monica. However, chaperones are needed to accompany them. Ron Roberson, a EMUSD certified Kiwanian offered to help for this specific activity but stressed the need for others to qualify for helping at DCON

### **Next Meeting**

The next K-family satellite meeting is slated for Wednesday, September 16, 2025 at 4:00 pm. Location as usual will be the Rosemead Library Conference Room

--- Prepared from notes taken by Kiwanian Sue Yamamoto and other sources.