

NOVEMBER 2019 EDITION OF

Secretary's Summary

ISSUE 1 : VOLUME 7

Carolinas District Board,

I hope you all had a great time at Fall Rally! It was fantastic seeing you all again, and I already can't wait to meet again in January. The past month was a busy time in regards to collecting contact information, with the 100% cycle ending less than a week ago. Although the cycles and Robert F. Lucas contact information deadlines are over, there's still a lot of work that can be done!

With your collected information, it's time to start reaching out to clubs about dues. The dues season has already arrived, with the Early Bird deadline coming up on November 1. Even more pressing, the regular dues deadline is December 1. Make sure your clubs are informed about these deadlines, and keep a close eye on the Active Membership Reports to ensure that dues have been paid!

In addition to dues, make sure to use this time to collect any additional contact information. Even though the cycles are over, you should still be striving for 100%! And as always, please reach out if you need any help.



Yours in service,

Adam Horne

District Social Media



@carolinaskeyclub



@carolinakeyclub



@carolinaskeyclub

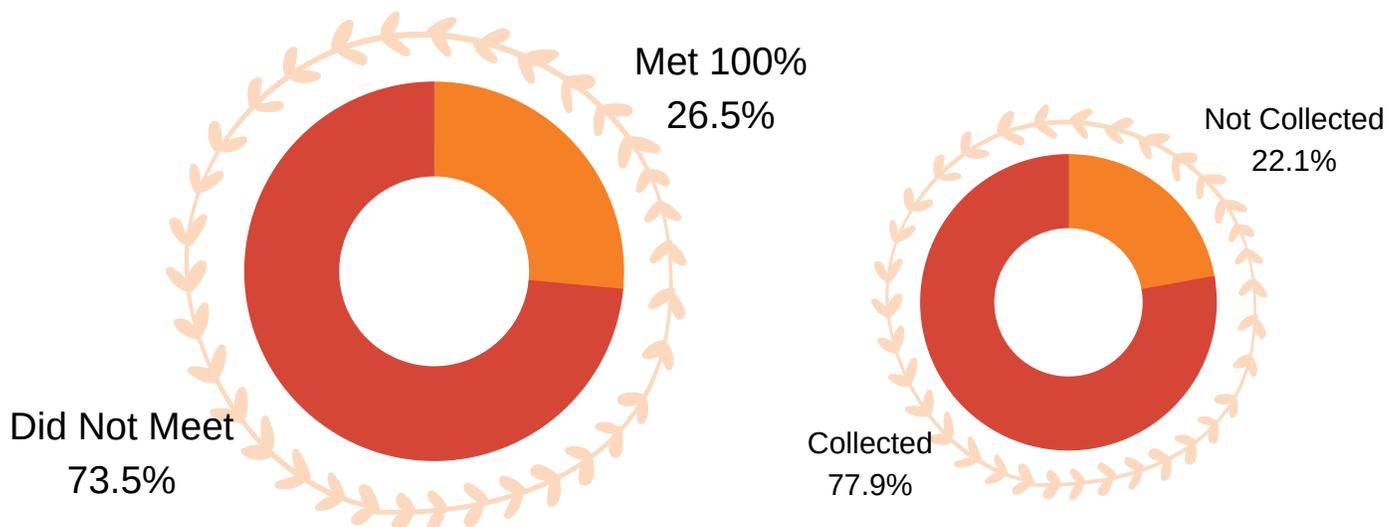


@carolinaskci

Fall Rally Cycle Summary

The Fall Rally contact information cycle ended on October 13. The goal of this cycle was to collect 100% of the information in a Division.

The breakdown of this cycle is:



Nine Lieutenant Governor's made the cycle, for a percentage of just over 25%. The number of people with 100% has nearly doubled in the past couple of months, which is fantastic! In the same time-period, the total percentage of information gathered has increased by almost 20%. Great job everyone!

Although the cycles are now officially over, the work is not done. These numbers can be improved upon, with the ultimate goal being 100% information collected. I'll be working with you in the following months to make sure that this number goes up as much as possible.

Dates to Remember

Nov 1

Newsletters sent
out to Editor
Gaby.

Nov 1

Early Bird
deadline for
dues.

Nov 5

Lieutenant
Governor Monthly
reports due

Nov 4-8

Key Club International
celebrates Key Club
Week.

The Carolinas Directory

The Carolinas Directory will be distributed to District Board members within the following week. This publication shows the updated contact information for the District as of October 15th. It also shows the sponsoring Kiwanis Club, City, and State of each club, and has removed any disbanded clubs as of the most recent Active Membership Report. Make sure to read over the directory once distributed in order to ensure that all information is correct. Although I highly encourage you all to read it, please *do not distribute this to clubs*. The directory is only meant for the District Board; it serves no benefit to your clubs and may be seen as an invasion of privacy. I will be making addendums to this document over the following months, so make sure to keep up the effort in collecting information!

Prematurity Awareness Month

November is an important month for one of our service partners, March of Dimes. The month is dedicated to raising awareness for prematurity, a condition that impacts over 15 million babies per year.

Some ways you can contribute to the cause are:

Hosting a Division-Wide Function in which you raise money for March of Dimes.

The function could be centered around a variety of fun activities, with the central focus being on babies.

Educating your clubs about Prematurity Awareness Day on November 17th.

Talking about March of Dimes in your newsletters, at meetings, or through emails.

Minute Writing Tips

Writing minutes is crucial to holding an effective meeting, whether between presidents, your division, or your committee. Minutes are important as they provide a recap of the meeting to look back on and documentation of who was in attendance. Here are some tips to help make your minutes as effective as possible:

Always record the date and time of the meeting, call to order, and adjournment.

Always record who led the meeting, who's in attendance, and if there are any special guests such as Kiwanians.

If any motions were passed, mark who entertained the motion, moved it, and seconded it.

Don't include irrelevant details such as what type of food was eaten during the break. Only include information that would be important to look back on.

Summarize everything discussed, don't just write it word for word! A thirty minute presentation doesn't need multiple pages worth of minutes; a paragraph or two will suffice.

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