

# Key Club Officer Meeting Agenda

Monday, November 28, 2022

Room: 509 | Start: 1:32 p.m. | End: 1:45 p.m.

**Present:** Angelina, Susan, Lina, Emily, Ashley, Ella

**Absent:** Ellie

**Advisor:** Mrs. Slowikowski

## Objectives:

1. Officer Check-in
2. Service Events
3. Member Meeting
4. Penguins Before Christmas
5. Second Round of Dues
6. Member of the Month
7. PR Committee
8. Secret Santa
9. Reminders/Wrap Up
10. Topics of Next Meeting

## Timeline:

- ☒ Saturday, 10/22, FALL RALLY NORTH
- ☒ Monday, 10/24, Officer Meeting
- ☒ Monday, 10/26, Member Meeting
- ☒ Monday, 10/31, Officer Meeting
- ☒ Monday, 11/7, Officer Meeting
- ☒ Monday, 11/21, Member Meeting
- ☐ Monday, 11/28, Officer Meeting
- ☐ Friday, 12/2, December Interclub Event
- ☐ Monday, 12/5, Member Meeting
- ☐ Monday, 12/12, Officer Meeting

- ☐ WEdnes, 12/14, Member Meeting
- ☐ 12/23 - 1/8, WINTER BREAK
- ☐ Monday, 1/9, Officer Meeting
- ☐ Monday, 1/16, MLK DAY OFF
- ☐ Wednesday, 1/18, Member Meeting

## Quote of the Meeting

### 1. Officer Check-in (5 Minutes)

- Susan - Monthly check-ins & feedback/suggestion form
- Ellie - Publish meeting minutes and meeting slides (warning)
- Lina - Brainstorm January fundraiser (December one is our social)
  - Try to stray from restaurant ones, think outside the box
- Pubs - Edit and keep website updated, fill out tnt form for PBC
- Emily - try to find a variety or different style of service events
  - 2nd semester we will host service sessions (same as online)

### 2. Service Events (10 Minutes)

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| <ul style="list-style-type: none"> <li>● Emily?</li> </ul> | <ul style="list-style-type: none"> <li>● Nurture Nature               <ul style="list-style-type: none"> <li>○ Gardening at M Ranch</li> <li>○ Sun, 12/11 from 9-12</li> </ul> </li> <li>● Firehouse run               <ul style="list-style-type: none"> <li>○ Multiple shifts                   <ul style="list-style-type: none"> <li>■ Clean up, registration, etc.</li> <li>■ December, 12/17</li> </ul> </li> </ul> </li> </ul> |
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### 3. Member Meeting (10 Minutes)

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| <ul style="list-style-type: none"> <li>● Theme: Winter</li> <li>● Pubs:               <ul style="list-style-type: none"> <li>○ Schoology, email blast, Instagram</li> <li>○ Tnt form by 11/30</li> </ul> </li> <li>● COMPLETE SLIDES BY 12/4</li> </ul> | <ul style="list-style-type: none"> <li>● Slides (susan)               <ul style="list-style-type: none"> <li>○ Welcome (angelina)                   <ul style="list-style-type: none"> <li>■ Bring candy</li> </ul> </li> <li>○ Families (Susan)                   <ul style="list-style-type: none"> <li>■ Point update</li> </ul> </li> <li>○ Service Events (pc)                   <ul style="list-style-type: none"> <li>■ 2-3 new ones</li> </ul> </li> </ul> </li> </ul> |
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<p>(Sunday) @ 11:59</p> <ul style="list-style-type: none"> <li>○ Strikethrough when done</li> </ul>	<ul style="list-style-type: none"> <li>■ Release Online ones <ul style="list-style-type: none"> <li>○ Penguins Before Christmas Recap (angelina)</li> <li>○ MOTM (pubs)</li> <li>○ Attendance form (ellie) &amp; Feedback/Suggestion form (susan) <ul style="list-style-type: none"> <li>■ Include what family q</li> </ul> </li> <li>○ Thank you &amp; socials (pubs) <ul style="list-style-type: none"> <li>■ include november newsletters</li> </ul> </li> </ul> </li> <li>● <b>Wear kc purple shirt!!</b></li> <li>● <b>Angelina bring candy</b></li> </ul>
<p>4. Penguins Before Christmas (10 Minutes)</p>	
<ul style="list-style-type: none"> <li>● Friday, December 2nd from 6-8 PM <ul style="list-style-type: none"> <li>○ Email blast to all <ul style="list-style-type: none"> <li>■ Remember to tell them to bring blankets and wear pjs</li> </ul> </li> <li>○ 12/1 email blast to attendees</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Attendees? <ul style="list-style-type: none"> <li>○ Susan (leave early)</li> </ul> </li> <li>● Decorations? <ul style="list-style-type: none"> <li>○ christmas/fairy lights</li> <li>○ Tinsel on staircase</li> </ul> </li> <li>● Schedule <ul style="list-style-type: none"> <li>○ _PM - ALL OFFICERS ARRIVE</li> <li>○ 5:55 PM - Registration Check ins</li> <li>○ 6:00 PM - Introduction &amp; Movie Starts</li> <li>○ 7:00 PM - service event starts <ul style="list-style-type: none"> <li>■ Decorating boxes</li> </ul> </li> </ul> </li> <li>● Officer Stations <ul style="list-style-type: none"> <li>○ Check Ins - 2 to 3 Officers</li> <li>○ Popcorn - 1 to 2</li> <li>○ goodie bags - 1</li> <li>○ Hot Chocolate - 2</li> <li>○ Face Paint - 2</li> </ul> </li> <li>● To-Dos <ul style="list-style-type: none"> <li>○ All - Get 2+ sign ups and reach out to 5 ppl minimum</li> <li>○ Pubs - Fill out TNT on 11/30 @ 11:59 for at the door sales</li> </ul> </li> </ul>

5. Second Round of Dues (10 Minutes)	
<ul style="list-style-type: none"> <li>● Membership update center is down <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Last member meeting in december <ul style="list-style-type: none"> <li>○ End in end of jan</li> </ul> </li> </ul>
6. Member of the Month (5 Minutes)	
<ul style="list-style-type: none"> <li>● November MOTM <ul style="list-style-type: none"> <li>○ Monthly starting now</li> <li>○ Next semester will also have moty</li> <li>○ 12/6 post graphics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Members <ul style="list-style-type: none"> <li>○ Victoria, Amrita, shreya, and Anya</li> </ul> </li> </ul>
7. PR Committee (5 Minutes)	
<ul style="list-style-type: none"> <li>● Final 6 &amp; Positions <ul style="list-style-type: none"> <li>○ Ellie - send congratulation &amp; rejection emails</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Newsletter Head - Hannah</li> <li>● News letter (2) - Sarah, Mariana</li> <li>● Graphic - Kaylee, Angela</li> <li>● Website (1-2) - Audrey</li> </ul>
8. Secret Santa (5 Minutes)	
<ul style="list-style-type: none"> <li>● Monday, December 12th during Officer Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Drawnames <ul style="list-style-type: none"> <li>○ \$20 Limit</li> </ul> </li> </ul>
9. Reminders/Wrap Up (5 Minutes)	
<ul style="list-style-type: none"> <li>● Reminders: <ul style="list-style-type: none"> <li>○ Event <ul style="list-style-type: none"> <li>■ Day of the week (Month/Day) Time</li> </ul> </li> </ul> </li> <li>● Questions, Comments, and/or Concerns?</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
10.Topics of Next Meeting (Time)	
<ul style="list-style-type: none"> <li>●</li> </ul>	