

MINUTES REPORT FORM

for the Texas-Oklahoma District of Key Club International

The Key Club of **James Martin** High School met on **September 1, 2021** at Time **James Martin High School**.

Michelle Nguyen is the meeting Chairperson, **Erica Tran** is the meeting Secretary, and the Adult Advisor is **Briana Lavelle**. The following members were present at this meeting: **138**. The following members were not present: **66**. **No one** was a guest at this meeting.

The Meeting Minutes are as follows (additional sheets are attached as necessary):

Introductions:

President Michelle Nguyen begins the meeting at 12:45 starting off with the Key Club pledge. After the pledge, the members sat down carefully listening to the information while munching on their free pizza. President Michelle Nguyen explains the importance of this general meeting and how Key Club will work out this year.

What is Key Club?

President Michelle Nguyen first starts off with introducing herself and all the members clapped and cheered for their president. Unfortunately, Web-Master Chloe Ortega was unable to attend the meeting due to her classes, so President Michelle Nguyen kindly introduced Web-Master Chloe Ortega in her place. President Michelle Nguyen also introduced Advisor Briana Lavelle who was in the back handling members dues. After introductions, President Michelle Nguyen answers the big question "What is Key Club?" stating that it is a service organization dedicated to serving the community, Martin High School, and Arlington. President Michelle Nguyen informs that there are going to be new service opportunities every week for members to take advantage of and to meet new people. President Michelle Nguyen adds that there will be two meetings every month and that Martin Key Club will be requiring all members to earn at least 8 meeting credits to qualify for a stole. After her quick speech, President Michelle Nguyen hands the microphone to Vice President Ruth Hong.

Upcoming Events:

After receiving the microphone from President Michelle Nguyen, Vice President Ruth Hong greets the smiling members and introduces herself and talks about upcoming events. Vice President Ruth Hong mentions that there is an archery service event coming up as well as a recurring event "Teens Give Back" and provides brief information behind each event. After discussing some upcoming events, Vice President Ruth Hong invites Historian Lauren Sutter to the microphone to discuss her portion of the meeting.

Historian Lauren Sutter first introduces herself and starts off with mentioning the Martin Key Club website that was made by the wonderful Web-Master Chloe Ortega. The Martin Key Club website has all the information needed and is easily accessible for members to locate whatever they need. Historian Lauren Sutter also mentions that there are online service events where members are able to earn service hours. Historian Lauren Sutter also reminds the Key Club members to keep an eye out on our website and to wear their shirts to service events to earn an extra half hour. After discussing upcoming events, Historian Lauren Sutter invites Secretary Alina Almaraz, part of the amazing secretary duo, to the microphone to discuss her portion of the meeting.

Buddy System:

Secretary Alina Almaraz thanks Historian Lauren Sutter and introduces a new system that Martin Key Club is going to implement this year called the “Buddy System”. Secretary Alina Almaraz explains that this is an opportunity to earn double hours with your buddy. An upperclassmen is paired with an underclassmen and they must attend the service event together to earn the double hours. Secretary Alina Almaraz states that this is optional for members but is definitely recommended. After this, Secretary Alina Almaraz introduces Secretary Erica Tran for the next part of the meeting.

Hours/Double Hour Events:

Secretary Erica Tran first greets the crowd and introduces herself then talks about how hours work. Secretary Erica Tran explains that every member must earn at least 100 hours in order to qualify for cords to wear for graduation and encourages that every member volunteers for 25 hours every year to meet the 100 hours requirement. Secretary Erica Tran then introduces a new system where seniors and juniors are able to earn double hours to help aid them towards their 100 hour goal. After talking about hours, Secretary Erica Tran invites Treasurer Ryan Tan to come up and talk about his portion in the meeting.

Dues:

Before talking about dues, Treasurer Ryan Tan says a quick hello and quickly gets right into talking. Treasurer Ryan Tan mentions that dues are \$20 and that \$13 of the dues goes to Texas-Oklahoma and Key Club international. Then the other \$7 will go towards service events that Martin Key Club hosts and the Leadership Convention at the end of the year. Treasurer Ryan Tan adds that new members are still able to join until November 1st and Advisor Briana Lavelle will be accepting dues at the end of the meeting. After discussing dues, Treasurer Ryan Tan passes the microphone to the next officer, Editor Madison Marteny.

Where to Find Info:

Editor Madison Marteny walks up and thanks Treasurer Ryan Tan then introduces herself. Editor Madison Marteny reminds the members to stay up to date and follow the Martin Key Club’s social media to get all the information needed. Editor Madison Marteny mentions that all of the Martin Key Club’s social media handles are located on the agenda for the members to locate the account. Editor Madison Marteny then passes the microphone back to President Michelle Nguyen

Conclusion:

President Michelle Nguyen states that if any of the members missed any information from the meeting, they’re able to look at the meeting agenda and obtain all the important information needed. President Michelle Nguyen then introduces District Treasurer Makayla Hsieh and mentions that she is in charge of all 324 Key Clubs in the district.

District Treasurer Makayla Hsieh thanked all the members for coming and gave a brief introduction on what her role is as the district treasurer. District Treasurer Makayla Hsieh jokes around saying that she is no longer in charge of hours and that it is Secretary Erica Tran’s problem now. District Treasurer Makayla Hsieh then informs the members that if they want a higher leadership position in Key Club, that they should contact her for more information. District Treasurer Makayla Hsieh then invites Public Relations Oforitsenere Bodunrin to introduce herself

Public Relations Oforitsenere Bodunrin greeted the members and explained her role as public relations. Public Relations Oforitsenere Bodunrin states that she is in charge of the graphic designs and helps around with the other officers.

Advisor Briana Lavelle then comes up and introduces herself to the members. Since it was hard to hear in the gym, Advisor Briana Lavelle asked the members if there were any questions for her to answer.

A member then raised her hand and asked, “Will my hours carry-over to the new year if I was in Key Club freshman year and not sophomore year, but then rejoined for junior year?”. Advisor Briana Lavelle then answered, “Yes, we keep a tally of all our members’ hours.” Another member then asked “Where do we buy shirts?”. Advisor Briana Lavelle then answers that members are able to purchase shirts and dues in room 238 where Advisor Briana Lavelle’s classroom is located. Advisor Briana Lavelle then gives a quick shoutout to Member Surain Saigal, Member Thai Nguyen, and Member Savannah Lavelle for helping to pass out pizza for the members. As the meeting slowly comes to an end, Advisor Briana Lavelle instructs the members to take a picture with the respective officers to submit their meeting credits.

President Michelle Nguyen officially adjourned the first general meeting of the 2021-2022 school year at 1:10 PM.

Submitted By:	Erica Tran <i>Erica Tran</i>	on	9/23/21
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