The University of Akron Circle K Club
Officer Meeting
November 19, 2003
University of Akron Student Center, Ballroom D

Board Members Present:
Bridget Buchtel, President
Shannon Franz, Secretary
Jessica Miranda, Treasurer
Heather Knicely, Editor
Andrea Macy, Communications Chair
Steve Schwarten, Donations Chair
Stephanie Heston, Fundraising Chair

Elizabeth Hoge, Kiwanis Family Chair
Jason Smith, Membership Chair
Mark Butzier, Publicity Chair
Maria Krauss, Service Chair
Christina Adkins, Social Chair
Brent Jarosi, Technology Chair

Board Members Absent:
Jennifer Hahn, Vice President
Jessica Travis, Scrapbook Chair

President Buchtel called the meeting to order at 8:01 pm.

8:01 – Goals, Buchtel:
She passed out goals to the officers who then read, commented, and returned them.

8:06 – Idea Box Concerns, Buchtel:
She read comments from our last meeting and asked for ideas, or concerns. The notes comments were in regards to elections, service events, and increased Circle K awareness.

8:09 – DCON, Buchtel:
Email Buchtel ASAP, no later than our next meeting, if you are interested in going to Districts. It will be nice to have representation there since we are applying for awards. Do not sign up if you are not 100% sure you can go. We are planning to put a bid in to host Districts. We need a chairperson so that we can send the bid in by January 29, 2004. Macy elaborates on the tasks of the chairperson explaining that this member will be responsible for attending Board meetings, representing our chapter, and presenting the bid with Buchtel. Our club and the District Board will help the chairperson. Macy asserts that holding this convention will pull our club closer and in return make us stronger. Both Adkins and Smith have claimed an interest in this position.

8:14 – Tree Fest, Buchtel:
There will be a lot of "interclubbing" at this event. Ohio Northern, John Carroll, Bowling Green, Dayton, and Baldwin Wallace will be in attendance. Be sure to wear black pants and a white blouse. Krauss mentioned that there would be a $2 parking fee, which will be going to charity. She sent a sign up sheet around.
8:18 – Committee Chairs, Buchtel:
Hahn will be in charge of the chairs. She is the contact person, so ask her for help if needed. By each Sunday, you are to email her in regards to what you did during the past week for your office. By the 5th of every month, the Treasurer and Secretary needs to send 1/2 page of what have done and what you plan to do. A financial committee has been established so that the Donations Chair, Fundraising Chair, and Treasurer can work together.

8:20 – Contingency Fund, Buchtel:
We need to think of the events and expenses to put into our EAF application. We have decided on a Florida Keys theme, but we still need to figure out a location. We will be inviting nearby Key Clubs, but we still will be charging for admission. We will send invitations out a month in advance and we will also be writing letters to the parents of the Key Club members to inform them of our activity. If you have any more ideas, email Miranda by next week!

8:34 – Jennifer, Buchtel:
She thinks that our banquet will most likely be during the April 23, 2004 weekend. It will be a nice dinner and awards ceremony with hopefully a District Board Member speaker. We will pass the pins and hand out certificates. If you have any suggestions or ideas, let Hahn know.

8:36 – Shannon, Buchtel:
Welcome Franz, the new Secretary.

8:36 – Jessica, Buchtel:
Turn in the rough draft of the Contingency Fund to Buchtel by November 25, 2003

8:37 – Maria:
She will bring the Christmas cards to the Children’s Hospital this Friday and she is looking into the Humane Society and the Animal Protection League. She welcomes any suggestions for new service events that we can do during weekdays and weekends.

8:37 – Jason, Buchtel:
Possibly think about games that we could play such as Jeopardy or Hollywood squares. Smith and Buchtel will meet sometime soon to discuss recruitment ideas.

8:38 – Brent, Buchtel:
Update calendar for November dates and make sure to bring your camera to events so that we can put them in our scrapbook! This includes meetings, service activities, and socials.

8:38 – Heather:
No new information.
8:39 – Mark, Buchtel:
Make recruitment fliers to place around campus, including residence halls. He said that he already checked into Zip mail.

8:41 – Elizabeth, Buchtel:
Contact Steve Walker and Kiwanis about service events. Buchtel will be sending you a key club directory.

8:42 – Christina, Buchtel:
Suggestions for the January social are needed. Some ideas that came up were ice skating and sledding. There will be a Christmas Party at Adkin’s house the Friday before finals week. Buchtel will send out directions.

8:46 – Steve, Buchtel:
Start the list of places to find donations and check into sports teams for prizes.

8:49 – Stephanie:
She called the library and St. Bernards. She will begin volunteering there and hopefully the club will participate as well next semester. Buchtel will help Heston with the Bowl-A-Thon, but suggestions and ideas are welcome!

8:49 – Buchtel:
Due to an event with Athletics, our first meeting next semester will most likely be moved from Wednesday, January 14, 2004 to Monday, January 12, 2004. You will be notified of further changes and information regarding this meeting.

8:50 – Macy:
She said that we had 240 hours of service for the month of October. Good job everyone!

8:50 – Buchtel:
She said that the change drive raised $314.77 and that we worked a total of 52 hours! This will probably be the event that we will use for the Single Service Award.

8:50 – Miranda:
She passed around sheet to get student ID numbers for the EAF application. Email her your number if you did not receive this sheet.

8:51 – Publicity Fair, Buchtel:
She claimed that the fair went okay, but a better location would most likely make it more successful.

8:51 - Reminders - Buchtel:
Tree Festival – Sunday, November 23, 2003, 10:30–6 pm
Next meeting – Wednesday, December 3, 2003, 8 pm (Bring Secret Santa Gifts!)
Christmas Party – Friday, December 5, 2003 at Adkin’s house
Nursing Home – Saturday, December 6, 2003. Meet in Spanton lot at 1:20 pm
President Buchtel adjourned the meeting at 8:52 pm.

Respectfully Submitted,
Shannon Franz
University of Akron Circle K Club