

Remember to include any speakers and the subject of his/her presentation.
BE DETAILED!!

MINUTES REPORT FORM

for the Texas-Oklahoma District of Key Club International

Be sure to include any motions made during the meeting. Also, include committee reports.

The Key Club of **Allen** High School met on **August 24th** at **3:45 PM** at **Allen High School, Mrs. Crank's room;**

Meghna Paul is the meeting Chairperson, **Shree Ganesh** is the meeting Secretary, and the Adult Advisor present is **Nancy Hodson**. The following members were present at this meeting: **9**. The following members were not present: **1**. **0** were guests at this meeting.

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

The meeting began with Secretary Shree reading the minutes from the previous meeting. President Meghna made a motion to approve the minutes, Editor Elias seconded, and the rest of the board approved.

The board moved on to officer reports. Each officer shared their contributions to Key Club since the previous board meeting. President Meghna attended the introductory meeting, made the slides for the meeting, sent Reminds, answered emails, and organized the upcoming flag routes. President Tariq made the applications for angel league and the tutoring program, made the Concessions sign up genius, helped with the slides, and attended the introductory meeting. SPC Chair Shivani attended the meeting. Secretary Shree attended the meeting and worked on the monthly report. Historian Charlene attended the Thursday meeting. Editor Elias attended the Thursday meeting. Webmaster Nicole updated the website and attended the Thursday meeting.

The board went through applications for Angel League And the English Tutoring Program. The English tutoring program's application deadline has already past, so the board selected the majority of the applicants. Vice President Tariq offered to make a calendar and contact all selected applicants. The Angel League application is not due for another week; the board agreed to further promote the program.

President Meghna reminded the board that our Service Meeting is coming up. The board will need to decide a service to complete at this meeting; all members who attend the large service meeting will complete the service. SPC Chair Shivani will discuss the service with the Service Project Committee at the next meeting (which will be scheduled next week).

The board discussed offering service hours for articles again. They agreed on giving members 1 hour for an article and limiting the maximum amount to 1 per month.

The board also discussed further advertising our club. Secretary Shree offered to make another flyer for the school with QR codes to dues and a membership form. The board also agreed on contacting the Communications Coordinator to have the Key Club information publicized on the TVs at school. Additionally, Sergeant at Arms Tanya and Historian Charlene made plans to work together to decorate the Student Activity Center and the Display Case- both will hopefully help spread more information about our club.

The board decided to place the T-Shirt order. They agreed on using small, medium, large, and extra-large as the sizes. Additionally, the board agreed on adding an extra design for officers with their

position names. Just to be safe, the board agreed to increase the money approved for the T-Shirt order. Tariq made a motion to increase our budget from 800 to 870 for our initial t-shirt order. Meghna seconded and the rest of the board approved.

Meghna reminded the board of the upcoming socials. They agreed on a fall social at the park for September 25th. They will need to reserve the celebration park canopy. Additionally the Chipotle fundraiser social is on September 18th. They will need to promote this at the upcoming meetings.

The board discussed the upcoming concession this Friday. Since our club has been having difficulty trying to find more volunteers, Mrs. Hodson agreed to split the concession (and profits) with Mrs. Crank's TAFE. Meghna made a motion to split the profits from Friday's concessions with TAFE. Tariq seconded and the rest of the board approved.

Meghna adjourned the meeting at 4:41 pm. Tariq seconded the motion and the rest of the board approved.

Submitted By:		on	August 28, 2021
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