

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 9th** at **11:30 AM** at **Allen High School, Mrs. Hodson'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 board began with officer reports. Each officer shared their contributions to Key Club since the previous board meeting. President Meghna shopped for the bash, attended the bash, and emailed Kiwanis regarding the bash. Vice President Tariq went to the bash, purchased flyers, stocked the teacher's lounges, and contacted Amulya Cherian (a past Allen Key Club President) regarding a possible tutoring program. Secretary Shree made flyers for the bash, attended the bash, designed a t-shirt, stocked the teachers' lounges, and submitted the July monthly report. Sergeant at Arms Tanya went shopping for the bash and attended the bash. Historian Charlene attended the bash and created the banner for the bash. Editor Elias made the newsletter and attended the bash. Public Relations Officer Jenna attended the bash, made an Instagram Post, and reached out for a possible fundraiser. Webmaster Nicole attended the bash and updated the website.

President Meghna and Vice President Tariq took a moment to introduce the board to a new sponsor, Ms. Allatry. Then, the sponsors shared their reports. Mrs. Hodson attended the back-to-school bash and asked the AHS accountant for a new purchase order form. Mrs. Crank attended the back-to-school bash. Mr. Taylor attended the back-to-school bash as well and downloaded the fundraiser forms our club needs.

The board took a moment to vote on the new T-Shirt design for the 2021-2022 school year. Each board member was responsible for creating a design by this meeting. The designs were displayed on the screen and all officers/ sponsors voted on a shirt design. Shree and Shivani's design had the highest number of votes. The board discussed contacting squeegees and placing an order as soon as possible. Tariq makes a motion to spend up to 800 dollars on our first t-shirt order for squeegees. This motion was seconded by Meghna and the rest of the board approved. Meghna and Tariq volunteered to stop by Squeegees soon to place the order.

Mrs. Hodson informed the board of a possible service opportunity for the upcoming school year; a former Key Club President reached out to her regarding setting up a virtual English tutoring program for children in Ecuador. The board liked this idea and decided to accept the offer.

The board discussed some important updates for the upcoming year. They agreed that this year, all members must complete 20 hours per semester (previously, the requirement was 15 hours)-15 of which must be internal. Additionally, they also agreed on a \$20 requirement for dues this semester. Meghna made a motion to set the Key Club dues to \$20 for the 21-22 school year. This includes the \$6 required for the district key club, \$7 required for the international key club, and the leftover \$7 will be used for Allen Key Club expenses. Tariq seconded and the rest of the board approved. They also finalized the time of Tuesday 3:45 for all future board meetings.

Treasurer Akshay reminded the board of the chocolate box fundraiser- this fundraiser will be available for our Key Club to participate in this year. The board agreed on ordering 125 boxes this year. Meghna makes a motion to spend up to 4700 dollars to purchase 125 boxes of the world's finest chocolate for the chocolate fundraiser for the first semester. This motion was seconded by Tariq and the rest of the board approved.

Meghna reminded the board of the Freshman Center Lowery Lift Off. This is similar to the Allen High School Back-To-School Bash except it is only for freshmen. The board discussed bringing a canopy and arriving at 9 to set up with decorations purchased for the bash.

The board also discussed hosting a Back to School social. They agreed on August 28th at Celebration Park. They also discussed advertising the upcoming fundraisers at future meetings. Meghna makes a motion to confirm the upcoming fundraisers- the first fundraiser night is on September 18 at Chipotle and the second fundraiser night is on October 22 at Panera. This motion was seconded by Shree and the rest of the board approved.

Meghna adjourned the meeting at 12:43 pm. Tariq seconded the motion and the rest of the board approved.

Submitted By:		on	August 22, 2021
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