

**Circle K International Board of Trustees
Millennium Plan Status Report
2001-2002 Action Items**

Action Item	Proposed Completion Date	Actions Taken	Recommendations
Demonstrate to club presidents the importance of member orientation. (I, B, 2)	April 2002	Staff created a brand new member orientation program. The CKI Board has given its recommendation for improvement. Currently, final touches are being put on the orientation program.	When finalized, the member orientation program should be promoted to clubs as a means of educating members about CKI. Club presidents should be encouraged to use the program based on the needs of the club and its members.
Improve notices of the scholarship application process and timelines. (II, A, 3)	October 2001	Staff, with the assistance of the CKI Board and the districts, greatly improved the publicity of the scholarship application process, particularly through the use of the CKI website.	Continue to use the established procedure for promoting the scholarship application process through the use of the CKI website.
Establish goals based on membership statistics as of September 30. Develop incentives such as discounted registration fees, recognition lunch at Convention, T-shirts, etc. (III, A, 1 and 2)	April 2002 and annually	No action was taken on this action item.	Action should be taken on this action item in the very near future.

<p>Revise the Key to College Program to include campus orientation, shadowing of Circle K members, recruitment, mentoring, and database management. (III, B, 1)</p>	<p>March 2002</p>	<p>The Marketing and Kiwanis Family Relations Committee created a Key to College Ad Hoc Committee. An agenda point has been submitted for the August 2002 Board Meeting asking the board to advise the CKI President to allow the committee to continue working until their directives have been completed.</p>	<p>If the board votes to continue the term of the Key to College Ad Hoc Committee, assistance needs to be provided to the committee to aid them in the completion of their directives.</p>
<p>Explore opportunities for a greater presence at the Key Club district and International events. (III, B, 2)</p>	<p>March 2002</p>	<p>The MKFR committee has established the criteria for a "Family Vacation Contest," an award that would be given out at the CKI Convention to the district that has the most Kiwanis Family members in attendance. Further, the MKFR has proposed several resolutions to be sent to the Kiwanis and Key Club International Boards asking them to consider developing a Kiwanis Family award to be given at their International Conventions. These resolutions are to be discussed at the board meeting in August. If approved by the board, the resolutions will be sent to the Kiwanis and KCI boards for adoption.</p>	<p>The International Committee of CKI District Administrators has also been working on this action item. The 2002-2003 Board is encouraged to work with this committee to better accomplish this action item.</p>
<p>Encourage KCI to develop Distinguished Governor Awards criteria based on involvement of CKI in Key Clubs (for KCI to determine). (III, B, 3)</p>	<p>March 2002</p>	<p>After researching the criteria for the Distinguished Governor Award in Key Club, it was determined by the MKFR committee that there is sufficient mention of CKI involvement in the award criteria.</p>	<p>No further actions need be taken on this directive.</p>

<p>Explore opportunities for a greater presence in Key Club publications and on the KCI website. (III, B, 4)</p>	<p>March 2002</p>	<p>No direct actions were taken on this directive. The MKFR committee did establish a form that can be used by any Kiwanis Family member club to submit articles that demonstrate strong understandings of and attempts at Kiwanis Family relations to the CKI magazine.</p>	<p>It is recommended that the 2002-2003 Board explore ways to obtain greater publicity for CKI in the KCI publications. The board is encouraged to work with the CKI District Administrators to accomplish this goal.</p>
<p>Create and implement a plan to seek members from diverse sources including academic, race, ethnicity, gender, nationality, etc. (III, E)</p>	<p>July 2002</p>	<p>The Executive Committee established as a directive this year to create a best-practices guide that would develop and foster leadership at non-traditional schools. The MDB Committee was put in contact with the Kiwanis Diversity Committee. Further, a roundtable discussion on diversity in CKI was held at the International Council Meeting prior to International Convention.</p>	<p>It is recommended that the 2002-2003 Board consider any recommendations from the continuity book that pertain to creating a manual that would foster leadership at non-traditional schools. The Kiwanis Diversity Committee is open to the possibility of having a CKI Board member serve on their committee. Further, the board is advised to follow through on any recommendations that come from the International Council meeting.</p>
<p>Establish a committee to research and assess materials, models, methods, and technology for training. (IV, A)</p>	<p>April 2002</p>	<p>District Officer manuals have been worked on this year by the MDB Committee.</p>	<p>It is recommended that the 2002-2003 Board approve these manuals and publish them with the assistance of staff.</p>
<p>Create a professional presentation to promote and educate Kiwanis and other Kiwanis Family members on the benefits of Circle K. (IV, B, 2)</p>	<p>February 2002</p>	<p>The MKFR committee has created a PR CD for CKI. This CD can be used to promote and educate CKI members, as well as Kiwanis Family members, on the benefits of Circle K. In addition to the work done by the MKFR committee, the International Committee of CKI District Administrators has been working on this action item.</p>	<p>It is recommended that the 2002-2003 Board assess the effectiveness of the CD. Further, it is suggested that the Board determine ways to better utilize the CKI website to this end. Finally, the Board is encouraged to work with the DAs to better accomplish this action item.</p>

<p>Adopt the acronym “CKI” as the organizational moniker and standardize its use in all marketing and public relations media. (V, B)</p>	<p>Update Periodically</p>	<p>The Executive Committee has encouraged the acceptance and use of CKI as the moniker through appropriate changes to the governing documents. Further, the MKFR committee has submitted an agenda point to the board for the August meeting asking the board to determine how the acronym should be standardized in its usage.</p>	<p>It is recommended that the 2002-2003 Board work with staff to ensure that either “CKI” or “Circle K International (CKI)” (once determined by the 2001-2002 CKI Board) is standardized in its usage in all marketing and public relations media.</p>
<p>Maintain the annual Kiwanis Family magazine issue. (VI, A, 1)</p>	<p>January 2002</p>	<p>The annual Kiwanis Family magazine was continued this year.</p>	<p>No action from the 2002-2003 Board is recommended.</p>
<p>Create an ad hoc committee to annually review the CKI website, other websites, and current trends to make recommendations for change. (VI, E)</p>	<p>October 2001 and annually</p>	<p>The MD&B committee created a website ad hoc committee. It has been recommended by the Ad Hoc Committee Coordinator that the website ad hoc committee become a standing committee, much like the LSSP committee.</p>	<p>It is recommended that the 2002-2003 Board research the possibility of making the website ad hoc committee a standing committee to advise the international staff on the maintenance, purpose, and content of the CKI website.</p>
<p>Define job descriptions of internship opportunities in the following areas: Technology, Convention Development, Growth Initiatives, Editorial, etc. (VII, A)</p>	<p>October 2001</p>	<p>This action item is the responsibility of staff. This topic has been discussed with Assistant Executive Director Shannon Wenninger who is looking into the possibility in the IT area.</p>	<p>It is recommended that the 2002-2003 Board work with staff to ensure the completion of this action item.</p>
<p>Expand Certified Trainer program to reach a larger number of individual clubs. (VII, B, 2)</p>	<p>January 2002</p>	<p>This action item is the responsibility of staff.</p>	<p>It is recommended that the 2002-2003 Board work with staff to ensure the completion of this action item.</p>

Move Circle K International Board materials to CD-ROM, keeping the hard copies at the CKI Office. (VIII, A, 3)	October 2001	There has certainly been an effort this year to move more materials to electronic versions. Yet, as far as moving the CKI Board materials completely to CD-ROM, much remains to be done.	It is recommended that the 2002-2003 Board work with staff to ensure that this directive is accomplished in a timely manner.
Redefine the role of the President to be an external representative of CKI. (VIII, B, 1)	June 2002	In redefining the role of the VP to be the internal representative of CKI, greater clarification has been provided to the role of the President.	It is recommended that the 2002-2003 Board work to implement the proposed changes to the office of VP, assuming that the House of Delegates passes the proposed changes.
Redefine the role of Secretary to Vice-President, with the duties predominately internally focused. (VIII, B, 2)	June 2002	If the 2002 House of Delegates passes the proposed changes to the role of the VP, this action item will have been completed.	No further action is needed on this action item.
Redefine the role of the Trustees to be a policy- and program-oriented position representing the interests of the members in their region, and eliminating formal counseling and visitation duties. (VIII, B, 3)	June 2002	The visitation duties of Trustees decreased this year with an added emphasis on committee and Board work as well as empowerment of District leadership.	It is recommended that the 2002-2003 continue to look into the possibility of implementing this action item.
Eliminate the “drop-down” rule in the Circle K International election process. (VIII, C, 1)	June 2002	A survey was distributed to CKI membership regarding multiple election issues. No further research was done on this possibility.	It is recommended that the 2002-2003 continue to research the implementation of this action item.

Increase and/or reallocate caucus time in Circle K International elections to include education on the roles of the Board and time to question candidates. (VIII, C, 2)	June 2002 and annually	The 2002-2003 Board voted to have two brother district caucus sessions at the 2002 International Convention, thereby providing the individual member more opportunities to question the candidates.	It is recommended that the 2002-2003 Board determine methods for better educating members on the roles of board members.
Introduce “no confidence” option to the Circle K International election process. (VIII, C, 3)	June 2002	The Executive Committee created an ad hoc committee to research the possibility of instituting a no confidence option in international officer elections. The committee proposed several options for the Board to approve at the August 2002 meeting.	It is recommended that the 2002-2003 Board work with staff to implement the decision made by the 2001-2002 Board with regards to the no confidence option.
Examine revisions to and consolidation of districts, district officers, and administrative functions. (IX, A)	October 2001	The International Committee of District Administrators has begun research in this area. Other than their research, no work has been done on this action item.	It is recommended that the 2002-2003 Board work with both staff and the committee of District Administrators to continue research on this action item.
Group districts into five regional areas. (IX, B)	June 2002	No work has been done on this action item by the CKI Board. However, the Committee of CKI District Administrators has begun researching the feasibility of this action item.	It is recommended that the 2002-2003 Board begin researching the possible implementation of this action item. The board is encouraged to work with the District Administrators to better accomplish this action item.
Modify CKI operational plan procedure to tie actual spending to budgetary estimates. (X, A, 1)	November 2001	This action item is the responsibility of staff.	It is recommended that the 2002-2003 Board work with staff to ensure the completion of this action item.

Research the actual cost of CKI membership. (X, A, 2)	October 2001	A dues presentation that includes a break down of what member dues go towards was created by the Board with the assistance of staff.	No further action is needed on this action item.
Develop dues increase presentation. (X, A, 3)	January 2002	The Governors at GATC 2002 were informed that a dues increase is on the horizon. The dues presentation mentioned above makes no specific mention of a dues increase; rather, it only outlines the current financial status of CKI.	It is recommended that the 2002-2003 Board research the amount necessary for a dues increase and the best means for bringing that before the membership.
Deliver presentation to district conventions. (X, A, 4)	Spring 2002	No action was taken on this action item.	It is recommended that the 2002-2003 Board seek ways to provide information to the membership regarding the possibility of a dues increase.
Create models for Kiwanis-CKI joint fundraising activities. (X, B, 1)	April 2002	The MKFR committee has developed a quick reference guide to CKI/KI joint fundraising ideas.	The 2001-2002 CKI Board recommends no further action.
Create guidelines to assist Circle K clubs in soliciting Student Government Association or Student Activities Office/Fees funding. (X, B, 2)	April 2002	This action item is the responsibility of staff.	It is recommended that the 2002-2003 Board work with staff to ensure the completion of this action item.
Provide detailed analysis of funding data collected by the Millennium Plan survey. (X, D, 1)	April 2002	No action has been taken on this action item.	It is recommended that the 2002-2003 work with staff to ensure the completion of this action item.