CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: DCON 2022 (Baltimore) **Date:** 10/23/2021

Chairperson: Krista Latchaw

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ☐ No ☑ [Note: Regions without representation below.]

We have about 15 members working on this Committee from across different Divisions. The committee members are working on finding members to help with Sponsors, Children's activities, and local speakers.

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Form Committee and complete workplan set-up	80
Submit Budget (on-going updates)	100
Set & hold monthly planning meetings (on-going)	25
Hold Convention	0
Submit all paperwork, workplans, and final documents to the District Secretary and next year's DCON Chairman	0

3. **CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

*From above - we will be looking for the last few members of the Committee

Other (Continued from Below)
- Ft. McHenry Flute & Drum Corp. - Secured
- Boy Scouts - Secured
- DJ/Band for Saturday night - Reserved

4. **COMMENTS** (use continuation sheet if necessary):

*The Committee is off to a good start. We are working on the following:

Communication & Planning
- Monthly meetings (will meet the 1st week of the month)
- Workplan - Initial draft completed (detailed) and Commitee members reviewing

Budgeting
- Budget - Initial draft completed
- Contracting - contract reviewed

Marketing
- Working on logo and materials (to decide next meeting)
- Slogan of 'Be More' agreed upon

SIGNED: Krista Latchaw 10/23/21