2021-2022 Board of Trustees Meeting
November 13, 2021 at 1:00pm ET
Clarion Hotel & Suites - Fredericksburg, VA
Official Minutes

Governor Gardner called the meeting to order at 1:00pm.

Attendees: Governor Elana Gardner, Governor-Elect Jen Wolff, Executive Director Jeffrey Wolff, Immediate Past Governor Dennis Baugh
Trustees: Josh Hiscock, Bill Watson, Tim Gillette, Renee Mackey (Online), Richard Pippin (Online), Bob Lewit (Online), Keith White (Online)
Absent: Immediate Past Governor Eric Fithyan
Guests: CDKF Treasurer David Lurie, Aktion Club Administrator Jenn Hiscock

Approval of Agenda & Past Minutes

Governor Gardner announced that the board had a quorum to conduct business.

- Motion made by Past Governor Baugh to approve the agenda as presented. ***Motion passed unanimously.***
- Motion made by Governor-Elect Wolff to approve the minutes of September 19, 2021 Board of Trustees Meeting. ***Motion passed unanimously.***

Agenda Point: Updates to Key Club Committee Description

- Motion made by Governor-Elect Wolff to approve the changes recommended by the Bylaws and Policies Committee.

Agenda Point: Lt. Governor/Divisional Fund Policy

- Motion made by Past Governor Baugh to approve the new policy on divisional funds recommended by the Bylaws and Policies Committee.
    - Motion made by Past Governor Baugh to amend the language to change "must" to "shall" in items 3 and 4 of the new policy. ***Motion passed unanimously.***
    - Discussion returned to the main motion. ***Amended motion passed unanimously.***

Agenda Point: SLP Administrator Term Limits

- Motion made by Governor-Elect Wolff to modify SLP Administrator job descriptions to identify the appointment is that of a three-year term that can be renewed once for a maximum of six-year term. ***Motion passed unanimously.***

Agenda Point: Acceptance of Resignation of Division 18 Lt. Governor

- Motion made by Trustee Hiscock to accept Alex Coogan's resignation from the office of Division 18 Lt. Governor. ***Motion passed unanimously.***

Agenda Point: KI Proposed Bylaws Amendment for Online Voting

- Motion made by Trustee Watson to ratify email vote by Board of Trustees on October 20, 2021 to resubmit the same amendment submitted in October 2020. ***Motion passed unanimously.***

<u>Agenda Point: The Eliminate Project Club Donation Incentive (not in Board Book - attached to these minutes)</u>

- Motion made by Past Governor Baugh to create an incentive program to complete our pledge of $3 million for The Eliminate Project. The program would be a match not to exceed $2,500.00 to any club in the district that donates specifically to The Eliminate Project between November 13, 2021 and September 30, 2022. The total district obligation will not exceed $125,000.00.
    - Motion made by Past Governor Baugh to amend the proposal removing the $2,500 limit. ***Motion passed unanimously.***
    - Discussion returned to the main motion. ***Amended motion passed unanimously.***

<u>Executive Director's Report</u>

- 55 clubs in Capital District are under charter strength (15 of which are in WV)
- 13 2021-2022 Lt. Governors-Elect have been elected, we are working on the other 7
- 13 Capital District clubs have still not submitted 2021-2022 Election Reports.
- 29 clubs submitted no monthly reports at all in 2020-2021
- WV CKI and WV Kiwanis accounts have been closed and those funds have been deposited to Capital accounts.
    - Motion made by Governor-Elect Wolff to appoint Kristina Dlugozima of the Kiwanis Club of Tysons to serve as Assistant District Secretary-Treasurer with access to all financial assets and reporting systems only to be used in the event of the incapacitation of the Executive Director. ***Motion passed unanimously.***
- The district office will move to a paid account ($546 annually) with Constant Contact to manage bulk mailing and social media integration. The current legacy Vertical Response account will be turned over to the CDKF for their use.
- The district's domain name has changed from capitaldistrictkiwanis.org to capitalkiwanis.org.
    - Motion made by Past Governor Baugh to renew the annual contract of the Capital District Publication Editor/Designer. ***Motion passed unanimously.***
- Didawick and Associates has been engaged to perform a CPA Review of the 2020-2021 accounts of Capital District Kiwanis. FY21 990-N for CKI and 990-N for Key Club have been filed with the IRS indicating the termination of those organizations as separate entities.
- Average mileage reimbursement within North America is $0.374/mile, so the Executive Committee is not proposing any change to our current $0.40/mile rate.
- May 2022 Board Meeting will not take place in Fredericksburg. It will be in-person in the Charlottesville/Harrisonburg area.

Trustee Reports

- Chesapeake - LTG-Elect for Division 4 was found after the board report was submitted. Division 5 meeting scheduled.
- Heart of Virginia - Division 10 reports things going well.
- National Capital - Working on PG County for elections and monthly reports
- Southwest Virginia - Working on 15 and 17 LTG-Elect
- Mason-Dixon - Hagerstown just added 7 new members. Regional LTG meeting happening this week
- Southeast Virginia - Division 14 has an LTG-Elect now and Division 13 will re-elect theirs
- West Virginia - No additional updates. Looking for LTGs-Elect and a new LTG for D18

Update from SLP Districts

- Key Club - Governor Macy provided a video update to the Board. Governor Anna will be attending the Key Club Capital District Board Meeting later today.
- Circle K - Governor TaNiya recently resigned and there is no remaining operating board. This will be a rebuild year for them starting with the Midyear Conference/CKI DCON

Consent Agenda

- Motion made by Past Governor Baugh to accept the consent agenda items as presented in the Board Book. ***Motion passed unanimously.***

Other Business

- Virtual CLE will be held by KI on August 1-4 but Capital District should return to in-person CLE sessions in the Spring with the KI training serving as a supplement.
- 2022-2023 Leadership Team Education Conference will take place on May 20-22, 2022 in Virginia Beach, VA in conjunction with a Division 14 membership boost.
- Regional Trustee Elections will take place at the Midyear Conference at Great Wolf Lodge in March 2022
- 2022 Teenager of the Year competition opened on November 1st.
- Signature Project information will go out in the next two weeks from Chairperson Catherine Cummins.
- 2022-2023 Key Club Administrator will be Kristina Dlugozima from the Kiwanis Club of Tysons. She'll take over on April 1, 2022.
- Claudia Anderson from the Kiwanis Club of Eastern Branch is the new K-Kids Administrator following the resignation of Justin Garrow from the position.
- PLG Catie Dugan-Vargas from the Kiwanis Club of Tysons has taken over leadership of the Midyear Conference following the resignation of chairperson Dave Rothberg. This event will be the CKI DCON as well as International President Peter Mancuso and First Lady Karen.
- Trustee Keith White reported a new Key Club was started in Mann High School and a new Kiwanis Club in the Shinnston area (central WV).
- Governor Elana reported that there are 58 new members in the District since October 1st. We have a club build goal of 8 (5 Capital + 3 West Virginia).

- Motion made by Trustee Watson to adjourn the meeting. ***Motion passed unanimously.***

Governor Elana adjourned the meeting at 2:41pm.

The next meeting of the 2021-2022 Capital District Kiwanis Board of Trustees will take place on March 4, 2022 at Great Wolf Lodge in Williamsburg, VA.

Respectfully submitted,

PG Jeffrey M. Wolff
Executive Director
Capital District Kiwanis