CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: DCON 2022 (Baltimore) **Date:** 08/02/2022

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.]

The committee is staffed with core members. We have added additional members as needed.

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

GOAL	% Complete
Form Committee and complete workplan (items to-do)	100
Submit Budget & track expenses https://docs.google.com/spreadsheets/d/15_EbMvtkADz3aMQj8y0PA0U05PY6wkjf/edit#gid=978853239	80
Set & hold monthly planning meetings (on-going)	100
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):

*We are getting full cooperation from the Committee
*Key Clubs are assisting with the Kids Corner
*Members are assisting with Registration, room set-up/break-down, etc.

- Information:
*202 Registrations (package or reg only)
*838 individual meals purchased (includes O's game)
*Program booklet Ad sales - $1,875
*Sponsorships - 3 total, $7,000
*Total expenses as of 8/2 = $35,603 (Budget of 42,078). Additional expenses will be submitted for final report. We should be trending towards the approximated budget.

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

*The Committee has completed the following (by the time of the report):
- Met room night minimums & meal minimums
- Completed the general schedule of activities, events, and education sessions (including Keynote speakers & session speakers). Friday activities offered include Yoga, Puppeteering, and Photography classes.
- Secured 150+ tickets for the Friday night baseball game
- Completed the 40+ page program booklet
- Completed signage & sponsorship obligations

SIGNED: Krista Latchaw 8/2/22