2022-2023 Board of Trustees Meeting
September 17, 2022 at 1:00pm ET
Northern VA 4-H Center - Front Royal, VA
Official Minutes

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

Attendees: Governor Jen Wolff, Governor-Elect Eric Lamb, Executive Director Jeffrey Wolff, Immediate Past Governor Elana Gardner
Trustees: Josh Hiscock, Tim Gillette and Jamie Moore

Absent: Trustees: Roger Diehl, Richard Pippin, Bob Lewit and Nathanial Kyle

Guests: CDKF Treasurer PG David Lurie, Lt. Governors Seth Thatcher, Alisa Dick, Cynthia Benavidez, Missy Zimmerman, Bob Kaufmann, Sam Bosserman and Michelle Yuth

Approval of Agenda & Past Minutes

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

- Motion made by Past Governor Gardner to approve the agenda as presented. ***Motion passed unanimously.***
- Motion made by Trustee Gillette to approve the minutes of the August 19, 2022 Board of Trustees Meeting. ***Motion passed unanimously.***
- Motion made by Trustee Hiscock to approve the minutes of the 2022 House of Delegates Meeting. ***Motion passed unanimously.***

Agenda Point: Finance Committee Annual Approvals

- Motion made by the Finance Committee to approve the 2022-2023 Capital District Kiwanis Budget as presented in the Board Book. ***Motion passed unanimously.***
    - Reduction of Line Item “8025-001 Scholarships/Awards” from $5000 to $4000 in light of CDKF only approving 8 scholarships (4 Key Club / 4 CKI) going forward.
- Motion made by the Finance Committee to approve the 2022-2023 Capital District Circle K Budget as presented in the Board Book. ***Motion passed unanimously.***
- Motion made by the Finance Committee to approve the 2022-2023 Capital District Key Club Budget as presented in the Board Book. ***Motion passed unanimously.***
- Motion made by the Finance Committee to approve the 2022-2023 Capital District Midyear Conference Budget as presented in the Board Book. ***Motion passed unanimously.***
- Motion made by the Finance Committee to approve the 2022-2023 Capital District District Convention Budget as presented in the Board Book. ***Motion passed unanimously.***

- Motion made by the Finance Committee to approve the reduced stipend/mileage amounts for trustees, lieutenant governors and lieutenant governors-designate for Midyear Conference, District Convention and Kiwanis-Family Weekend. ***Motion failed.***
    - Motion made by Trustee Gillette to refer this issue back to the Finance Committee to come back to the November Board Meeting with a revised proposal including choices. ***Motion passed unanimously.***

Annual Appointments

- Motion made by Trustee Gillette to appoint Jeffrey Wolff as the 2022-2023 Executive Director of Capital District Kiwanis. ***Motion passed unanimously.***
- Motion made by Trustee Hiscock to appoint John Montgomery as the 2022-2023 Editor of Capital District Kiwanis. ***Motion passed unanimously.***
- Motion made by Governor-Elect Lamb to appoint Jen Wolff as the 2022-2023 Publication Designer of Capital District Kiwanis. ***Motion passed unanimously.***
- Motion made by Trustee Hiscock to appoint Morgan Stanley as the 2022-2023 Depository of all cash and investment assets of Capital District Kiwanis and its subsidiaries. ***Motion passed unanimously.***
- Motion made by Trustee Moore to appoint Jon Rife of the Kiwanis Club of Grundy as the 2022-2023 Lieutenant Governor of Division 17 and Keith White of the Kiwanis Club of Logan as the 2022-2023 Lieutenant Governor of Division 20. ***Motion passed unanimously.***

Agenda Point: Job Description for Facebook Marketing Specialist

- Motion made by Trustee Hiscock to adopt the job description proposed by Governor Wolff to add a Facebook Marketing Specialist to the District Staff. The maximum of salary of $5,000 is included in the Membership line item of the approved district operating budget. ***Motion passed unanimously.***

Executive Director's Report was presented as published in the Board Book

Governor Wolff adjourned the meeting at 2:27pm.

The next meeting of the 2022-2023 Capital District Kiwanis Board of Trustees will take place online on Saturday, November 19, 2022.

Respectfully submitted,

PG Jeffrey M. Wolff
Executive Director