



# Kiwanis<sup>®</sup>

## CAPITAL DISTRICT

2023-2024 Board of Trustees Meeting  
May 19, 2024 at 8:00pm ET  
Zoom Online Conference  
Official Minutes

Governor Lamb called the meeting to order at 8:03pm.

Attendees: Governor Eric Lamb, Governor-Elect Josh Hiscock, Executive Director Jeffrey Wolff, Vice Governor Tim Gillette, Immediate Past Governor Jen Wolff  
Trustees: Richard Pippin, Marie Quick, Charles Marks, Roger Diehl, Nathaniel Kyle

Absent: Trustee Bob Lewit

Guests: Bylaws & Policies Chairperson PG David Lurie, PG John Tyner II, Editor John Montgomery, PG Brian Bell, Lt. Governor Michael Cidor, Lt. Governor Wayne Quick, Lt. Governor Kim Thompson

### **Approval of Agenda & Past Minutes**

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

- Motion made by Trustee Kyle to approve the agenda presented. ***Motion passed unanimously.***
- Motion made by Vice Governor Gillette to approve the minutes of the March 8, 2024 Board of Trustees Meeting as written. ***Motion passed unanimously.***

### **Agenda Point: Bylaws & Policies - Reimbursement of New Club Fees**

- Motion made by the Bylaws & Policies Committee to amend District Policy Statements to add a new Section 33 – Handling of New Club Charter Fees. ***Motion passed unanimously.***

A. Collection of New Club Charter Fees – all fees collected for newly chartered clubs be deposited with Capital District Kiwanis when collected from new members joining these clubs.

B. Submission of Chartering Fees for New Clubs – the Executive Director shall provide a check to Kiwanis International Member Services for fees that would normally be retained by Kiwanis International as part of the club chartering process. This will not include the amounts that will be returned to the new Kiwanis clubs by Kiwanis International. This check should be included as part of the new charter paperwork submitted by Kiwanis International if possible or within thirty (30) days of the submission of the chartering paperwork.

C. Fees for New Clubs – monies that would normally be returned by Kiwanis International to new clubs would be held by Capital District until notification that a new

club charter has been approved. Once the notification is received by Capital District, the fees will be released to the new Kiwanis club within thirty (30) days of that notification.

### **Agenda Point: Meetings - Review of Upcoming Meeting Contracts**

- The Board of Trustees discussed upcoming district meetings
  - **2024 Kiwanis-Family Weekend** - Contract not completed in time for board meeting - still in negotiations with a couple of hotels
  - **2025 Leadership Team Education Conference** - Contract completed within budget parameters for Hyatt House Virginia Beach
  - **2026 District Midyear Conference** - Executive Director Wolff presented a proposal from the Hyatt Regency Chesapeake Bay (site of the contracted 2025 Midyear Conference) to have back-to-back events. Rates for 2026 match the 2025 event. The Board of Trustees discussed the concept of regional Midyear events and ultimately decided to stick with the District Midyear format and possibly revisit discussion next year. Motion made by Trustee Moore to accept proposal for 2026 Midyear Conference at Hyatt Regency Chesapeake Bay. ***Motion passed unanimously.***
  - **2026 District Convention** - Executive Director Wolff presented a proposal from the Hotel Roanoke asking for \$189 recommending that the board consider other locations instead. Trustee Moore mentioned that we should look at convention hotels in Lynchburg as an alternative.
  
- Executive Director's Report was presented as published in the Board Book
  - Governor Lamb indicated that we have 1 new club built, 1 almost built and 2 about to be built, with the plan being to complete 6 during this Kiwanis year and include 1 build in October 2024 that counts for both Governor Eric's year and Governor-Elect Josh's year.
  
- Trustee Reports were reviewed.
- Governor Eric entertained a motion to waive discussing Committee Reports. Motion made by Trustee Moore. Immediate Past Governor Wolff voted No. ***Motion passed.***
  - Point of Order - Executive Director Wolff requested that the report of Long Range Planning be excluded from the waived discussion block.
  
- Discussion was held on the Report of the Long Range Planning Committee. PG Brian Bell led discussion on behalf of the Committee.
  - Immediate Past Governor Wolff provided specific changes that should be made to the draft plan presented in the Board Book
  - Executive Director Wolff suggested that the Committee, not the Board should be suggesting both Target Dates and Person Responsible
  - Governor-Elect Hiscock offers to assist the committee in assigning persons responsible since this plan will stretch multiple years
  - Immediate Past Governor Wolff moves to refer the report back to the Long Range Planning Committee for further work. ***Motion passed unanimously.***

- Discussion on the Ad-hoc Committee on Updating Lt. Governor Visit Reports
  - Governor Lamb asked Governor-Elect Hiscock to take the lead in this committee
  
- New Business
  - Executive Director Wolff brought up the topic of District Lifetime Membership which would potentially generate upfront dues money for Capital District. Will investigate and bring a proposal to the Executive Committee for review in time for the Board of Trustees to review at the District Convention Board Meeting.
  - Governor-Elect Hiscock brought up issues we are having with CLE training this year. He and Leadership Education Coordinator Bosserman are planning a make-up CLE for the District Convention.
  
- With no further business before the Board of Trustees, Governor Lamb entertained a motion to adjourn the meeting of the 2023-2024 Capital District Board of Trustees at 9:34 pm. Motion made by Trustee Moore. ***Motion passed unanimously.***

The final meeting of the 2023-2024 Capital District Kiwanis Board of Trustees will take place on Friday, August 23, 2024 at 10am at the District Convention at the Renaissance Portsmouth-Waterfront Hotel.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeffrey Wolff". The signature is written in black ink and is positioned above the typed name and title.

PG Jeffrey M. Wolff  
Executive Director



**Region:**

**Date:**

To be submitted to the Executive Director no later than 21 days before each District Board Meeting. For each division in your region, comment on the areas below.

**1. MEMBERSHIP**

**2. PLANS FOR NEW KIWANIS OR SLP CLUBS**

**3. DISTRICT COMMITTEE UPDATES**

**4. CHALLENGES OR ASSISTANCE NEEDED**

**5. OTHER COMMENTS**

**SIGNED:** \_\_\_\_\_

**Priority 1: Leadership and Education**

**Goal #1 Develop competent, capable, caring leaders across the Kiwanis Capital District Family.**

*Strategy 1 Assess District leadership positions, modernize roles and responsibilities to address future organizational needs*

|          | <b>Action</b>  | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|--|--------------------|-----------------------|------------------------|
| Action 1 | Develop a PowerPoint Presentation to educate club leaders on the role of the Lieutenant Governor | 1-Jul-24           | LDE Chair             | Finalized presentation |
| Action 2 | Develop a resource library for position training materials tailored to the Capital District      |                    |                       |                        |
| Action 3 | Review bylaws and policies to ensure accurate position descriptions                              |                    |                       |                        |

*Strategy 2 Create resources and pathways for future District leaders*

|          | <b>Action</b>  | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|--|--------------------|-----------------------|------------------------|
| Action 1 | Host an information session at District-wide events for future leaders                   |                    |                       |                        |
| Action 2 | Develop a district-level mentor program  |                    |                       |                        |
| Action 3 | Identify past governors as resources who are available to provide support and assistance |                    |                       |                        |

*Strategy 3 Host quality Club Leadership Education (CLE) training*

|          | <b>Action</b>  | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|--|--------------------|-----------------------|------------------------|
| Action 1 | Identify, recruit, and train Club Leadership Education instructors                             | ongoing            |                       |                        |
| Action 2 | Identify CLE dates in Q1   |                    |                       |                        |
| Action 3 | Explore options for virtual trainings  |                    |                       |                        |
| Action 4 | Ensure DEIB annual training to Club leadership and clubs (as with Youth Protection guidelines) |                    |                       |                        |
| Action 5 | Advertise Club Leadership Education opportunities  |                    |                       |                        |

|          |   |  |  |  |
|----------|---|--|--|--|
| Action 6 | Create platform for quarterly meetings of officer groups (for example - Membership Coordinators, Secretaries, Treasurers, etc.) |  |  |  |
|----------|---|--|--|--|

*Strategy 4 Provide quality training to LTGs*

|          | Action   | Target Date | Responsibility | Success Measure |
|----------|--|-------------|----------------|-----------------|
| Action 1 | District leadership provide a format of best practices to make it a useful tool for each Lt. Governor's Division |             |                |                 |
| Action 2 | Train Lt. Govs in the spring and have continuing monthly meetings/training throughout the year                   |             |                |                 |
| Action 3 | Promote and Provide examples of successful Division Council Meetings   |             |                |                 |

**Goal #2 Promote membership recruitment and retention methods to clubs**

*Strategy 1 Provide education and training to club leaders*

|          | Action   | Target Date | Responsibility | Success Measure |
|----------|--|-------------|----------------|-----------------|
| Action 1 | Educate division and club leadership on Website Boost Kit (Budgeted) |             |                |                 |
| Action 2 | Create TWO-FOR-TWO training on District, Division and Club levels    |             |                |                 |

*Strategy 2 Create and Execute Club mentor program*

|          | Action   | Target Date | Responsibility | Success Measure |
|----------|--|-------------|----------------|-----------------|
| Action 1 | Identify clubs interested/need for mentors (new and established)     |             |                |                 |
| Action 2 | Identify mentors available at the District, Division, and Club level |             |                |                 |

*Strategy 3 Utilize district membership coordinator position*

|  | Action | Target Date | Responsibility | Success Measure |
|--|--------|-------------|----------------|-----------------|
|--|--------|-------------|----------------|-----------------|

|          |   |         |  |  |
|----------|---|---------|--|--|
| Action 1 | Membership Chairperson to train membership coordinators who are mentored by the District (who in the district/regional/division?) | ongoing |  |  |
|----------|---|---------|--|--|

**Goal #3 Hold Regional events to bring Divisions together - Clubs help clubs**

*Strategy 1 Host regional mid-year education events*

|          | Action                               | Target Date | Responsibility | Success Measure |
|----------|--------------------------------------|-------------|----------------|-----------------|
| Action 1 | Determine agenda for Region events   |             |                |                 |
| Action 2 | Organize, plan, and advertise events |             |                |                 |

*Strategy 2 Promote regional social and service projects*

|          | Action   | Target Date | Responsibility | Success Measure |
|----------|--|-------------|----------------|-----------------|
| Action 1 | Share current best practices and examples (for example - Karwanis, fishing, etc.)            |             |                |                 |
| Action 2 | Governor encourage Trustees and Lt. Governors in regions to host social and service projects |             |                |                 |



**Priority 2: Membership and Engagement**

**Goal #1 Enhance support and grow the Capital District membership network**

*Strategy 1 Increase responsibility and accountability for membership growth on officers of the District, Divisions, and Clubs*

|          | <b>Action</b>  | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|--|--------------------|-----------------------|------------------------|
| Action 1 | Enhance communication from the District level to the Club level                          |                    |                       |                        |
| Action 2 | Provide meaningful education to the Ltg. Governors, club officers and interested members |                    |                       |                        |
| Action 3 | Maximize the use of Membership Inquiry referrals and Two-for Two membership initiative   |                    |                       |                        |

*Strategy 2 Prioritize membership growth and retention for existing clubs*

|          | <b>Action</b>  | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|--|--------------------|-----------------------|------------------------|
| Action 1 | Set goal to open new clubs in every division of the Capital District (where feasible)          |                    |                       |                        |
| Action 2 | Improve the club experience by using member satisfaction surveys and Club Excellence resources |                    |                       |                        |

*Strategy 3 Focus on expanding Club Satellites as an alternative to opening new clubs*

|          | <b>Action</b>  | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|--|--------------------|-----------------------|------------------------|
| Action 1 | Communicate benefits of Club Satellites                            |                    |                       |                        |
| Action 2 | Help create a prospect list, best times to meet, and venue options |                    |                       |                        |

*Strategy 4 Maximize the use of technology for new and existing clubs and members*

|  | <b>Action</b> | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|--|---------------|--------------------|-----------------------|------------------------|
|--|---------------|--------------------|-----------------------|------------------------|

|                   |  |  |  |  |
|-------------------|--|--|--|--|
| Action 1          | Identify best ways to communicate between divisions, clubs, and its members                            |  |  |  |
| Action 2          | Assist new cubs with website development and education   |  |  |  |
|                   |  |  |  |  |
| <i>Strategy 5</i> | Expand Service Leadership Programs (SLPs) (K-Kids, Builders Clubs, Key Clubs, CKI Clubs, Aktion Clubs) |  |  |  |
| Action 1          | Help club leaders identify schools interested in an SLP  |  |  |  |
| Action 2          | Assist with preparation of Charter Petitions for new SLPs  |  |  |  |

**Priority 3: Community Impact Action Chart**

**Goal #1 Perform meaningful service, with service to children as our priority**

*Strategy 1 Continue to promote signature projects*

|          | <b>Action</b>   | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|---|--------------------|-----------------------|------------------------|
| Action 1 | Develop a compilation of potential data resources to describe how a signature project impacts a community.                  |                    |                       |                        |
| Action 2 | Review/revise selection criteria for signature projects.  |                    |                       |                        |
| Action 3 | Develop a PowerPoint Presentation to educate club leaders on KI signature project criteria and District selection criteria. |                    |                       |                        |

*Strategy 2 Encourage active club support of Service Leadership Programs*

|          | <b>Action</b>   | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|---|--------------------|-----------------------|------------------------|
| Action 1 | Develop a PowerPoint Presentation to educate club leaders on the importance of attending, reporting, inviting, recognizing school SLP Advisors and members. |                    |                       |                        |
| Action 2 | Direct local Kiwanis SLP Faculty Advisors and Club Coordinator to the KI SLP resources for each SLP program.  |                    |                       |                        |
| Action 3 | Encourage clubs to invite and include SLP Faculty Advisors and members to club meetings to share their service/community engagement activities.             |                    |                       |                        |
| Action 4 | Include SLP Faculty Advisors and members in local club events and service projects.   |                    |                       |                        |

*Strategy 3 Educate Divisions and Clubs on grant opportunities through Kiwanis Children's Fund and District Foundation*

|  | <b>Action</b> | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|--|---------------|--------------------|-----------------------|------------------------|
|--|---------------|--------------------|-----------------------|------------------------|

|          |   |  |  |  |
|----------|---|--|--|--|
| Action 1 | Develop an informational video on effective oral and written communication techniques, including social media web-based options.                        |  |  |  |
| Action 2 | Develop instructional material to accompany the video on effective oral and written communication techniques, including social media web-based options. |  |  |  |
| Action 3 | Offer club leaders in-person and online instruction on effective oral and written communication techniques, including social media web-based options.   |  |  |  |
| Action 4 | Promote signature projects, Kiwanis-branded services, including the Kiwanis Children's Fund or and the Capital District Foundation.                     |  |  |  |

## Action Chart Example

### Goal #1 Ensure all clubs are using the proper logos of Kiwanis International throughout the District

#### *Strategy 1 Assess District leadership positions, modernize roles and responsibilities to address future organizational needs*

|          | <b>Action</b>   | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|---|--------------------|-----------------------|------------------------|
| Action 1 | Formulate a plan to provide training on branding technology to all clubs                            | 1-Jul-24           | LDE Chair             | Finalized presentation |
| Action 2 | Provide web and social media training and support to clubs  |                    |                       |                        |
| Action 3 | Provide educational opportunities to help clubs achieve their goals, based on the needs of the club |                    |                       |                        |
| Action 4 | Implement training sessions at all district conferences annually, using KI resources as available   |                    |                       |                        |
| Action 5 | Train club coaches as needed to be able to train club leadership                                    |                    |                       |                        |
| Action 5 | At least annually review progress at the District and divisional levels                             |                    |                       |                        |

#### *Strategy 2 Help clubs advertise Kiwanis to the public*

|          | <b>Action</b>  | <b>Target Date</b> | <b>Responsibility</b> | <b>Success Measure</b> |
|----------|--|--------------------|-----------------------|------------------------|
| Action 1 | Work with local newspapers, television, radio, to spread the word about Kiwanis, the meaning of Kiwanis, what it does, and how the community and schools benefit |                    |                       |                        |