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,

PG Jeffrey M. Wolff
Executive Director