



Kiwanis[®]

CAPITAL DISTRICT

Capital District, Kiwanis International
2024-2025 Board of Trustees Meeting
Saturday, December 7, 2024 - 10:00am
Online Board Meeting via Zoom

1. Welcome
2. Pledge of Allegiance
3. Recognition of Guests
4. Declaration of Quorum
5. Approval of Agenda
6. Approval of Minutes
 - a. October 5, 2024 - Board of Trustees Meeting
7. Matters for Approval and/or Discussion
 - a. Agenda Point - Bylaws & Policies - Revision of Vice Governor Election Procedures
 - b. Agenda Point - Finance - Approval of 2025 Key Leader Event Budget
8. Board Reports
 - a. Executive Directors Report
 - i. District Financial Standing / Overview of Monthly Reports
 - ii. Club Election Reporting
 - iii. Club Building Status / Membership Totals / Charters In Danger
 - iv. Club Monthly Reports
 - v. Lt. Governor Elections
 - b. Regional Trustee Reports
9. Committee Reports
 - a. Bylaws & Policies
 - b. Key Club
 - c. Key Leader
 - d. Leadership & Education
 - e. Membership & Engagement
 - f. Midyear Conference
 - g. Partnerships
 - h. Public Relations
 - i. Service / Signature Projects
 - j. Youth & Volunteer Mental Health Task Force
 - k. Youth Protection
10. Build. Nurture. Retain. Deep Dive
11. Regional Consolidation Task Force Update
12. Adjournment



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CAPITAL DISTRICT

2024-2025 Board of Trustees Meeting
October 5, 2024 at 1:00pm ET
Hampton Inn & Suites IAD - Dulles, VA
Official Minutes

Governor Hiscock called the meeting to order at 12:58pm.

Attendees: Governor Josh Hiscock, Governor-Elect Tim Gillette, Vice Governor David Lurie, Executive Director Jeffrey Wolff
Trustees: Marie Quick, Jamie Moore, Nathaniel Kyle, Charles Marks

Absent Board Members:

Immediate Past Governor Eric Lamb, Trustees April Farmer, Missy Zimmerman & Roger Diehl

Guests: Div 1 LTG Linwood Watson, Div 3 LTG Seth Steele, Div 4 LTG Cory Fore, Div 5 LTG Darlene Phillips, Div 6 LTG Gary Beck, Div 9 LTG Marcia Geiger, Div 12 LTG David James

Approval of Agenda & Past Minutes

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

- Motion made by Vice Governor Gillette to approve the agenda of the October 5, 2024 Board of Trustees Meeting as published with the addition of DCON 2026 contract. ***Motion passed unanimously.***
- Motion made by Trustee Moore to approve the minutes of the August 23, 2024 Board of Trustees Meeting. ***Motion passed unanimously.***
- Motion made by Trustee Bowe-Quick to approve the minutes of the 2024 House of Delegates Meeting. ***Motion passed unanimously.***

Agenda Point: Finance - 2024-2025 Kiwanis District Budget

- Motion made by the Finance Committee to adopt the 2024-25 Kiwanis District Operating Budget as presented (including projected income and fees from investment account). ***Motion passed unanimously.***

Agenda Point: Finance - 2024-2025 Circle K District Budget

- Motion made by the Finance Committee to adopt the 2024-25 Circle K District Operating Budget as presented. ***Motion passed unanimously.***

Agenda Point: Finance - 2024-2025 Key Club District Budget

- Motion made by the Finance Committee to adopt the 2024-25 Key Club District Operating Budget as presented. ***Motion passed unanimously.***

Agenda Point: Finance - 2025 Kiwanis Midyear Conference Budget

- Motion made by the Finance Committee to adopt the 2025 Kiwanis Midyear Conference Budget as presented. ***Motion passed unanimously.***

Agenda Point: Finance - 2025 Kiwanis District Convention Budget

- Motion made by the Finance Committee to adopt the 2025 Kiwanis District Convention Budget as presented. ***Motion passed unanimously.***

Annual Appointments

- Motion made by Trustee Kyle to block all annual appointments into one motion. ***Motion passed unanimously.***
- Motion made by Governor-Elect Gillette to approve annual appointments as blocked. ***Motion passed unanimously.***
 - Jeffrey Wolff as the 2024-2025 Executive Director of Capital District Kiwanis.
 - John Montgomery as the 2024-2025 Editor of Capital District Kiwanis
 - Jen Wolff as the 2024-2025 Publication Designer of Capital District Kiwanis.
 - Morgan Stanley as the 2024-2025 Depository of all cash and investment assets of Capital District Kiwanis and its subsidiaries.
 - Kristina Dlugozima as the 2024-2025 Assistant Secretary-Treasurer.
- Motion made by Trustee Moore to appoint Steve Simmons of the Kiwanis Club of Christiansburg to the vacant position of 2024-2025 Lieutenant Governor of Division 16. ***Motion passed unanimously.***

Agenda Point: Meetings - Contract for 2026 District Convention

- Motion made by Vice Governor Lurie to approve the contract for the 2026 Capital District Kiwanis Convention at the Doubletree Hotel in Annapolis, MD the weekend of August 21-23, 2026. ***Motion passed unanimously.***
- **Executive Director's Report was presented as published in the Board Book**
 - Discussion was had regarding charters in danger and how clubs who do choose to surrender their charter resolve their closing activities (including disbursement of funds and re-assignment of their sponsored SLP clubs).
- **Trustee Reports were presented verbally.**

New Business

- Governor Hiscock appoints Vice Governor Lurie to head the Regional Realignment Task Force who is charged with looking at the region alignment currently in play which is not even and bringing to the December Board Meeting a proposal to drop one region and move its corresponding divisions to other regions.
- Trustee Moore moves to approve the Capital District Life Membership program presented by Executive Director Wolff. This will allow Capital District Kiwanis members to pay \$480 (15 x current District Dues of \$32) to become a Life Member and never have to pay District Dues again. ***Motion passed unanimously.***

- Executive Director Wolff to update Trustee Board Report with Gravity Form.
- Governor Hiscock will direct the Past Governors Committee to lead a task force to promote the 2025 Remote Voting Amendment proposed by Capital District Kiwanis.
- Executive Director Wolff to develop a new Vice Governor's Candidate Packet to be shared with the Board at December Board Meeting.
- Trustee Moore mentioned that he felt that outgoing trustees should receive a recognition plaque when retired from District Board. Referred to the Achievement Committee for discussion.

With no further business before the Board of Trustees, Governor Hiscock adjourned the meeting of the 2024-2025 Capital District Board of Trustees at 2:27pm.

The next meeting of the 2024-2025 Capital District Kiwanis Board of Trustees will take place on December 7, 2024 at 10am ET online via Zoom.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeffrey Wolff". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

PG Jeffrey M. Wolff
Executive Director



Background

Capital District has held two Vice Governor elections since changing our bylaws in 2022. Several concerns and issues have popped up in the election process. Governor Hiscock directed the Bylaws and Policy Committee to review the procedures and make any recommended changes.

RECOMMENDATION

The committee recommends several changes to Section 7 – Nomination and Election of Officers as follows:

1. Explicitly state that past District Governors and current District officers can not actively campaign for candidates in contested elections (including wearing campaign materials and giving nominating speeches)
2. Each candidate will be provided an exhibit table at no charge at Mid-Year Conference (if held) and District Convention.
3. Candidates in contested elections are not permitted to attend Lt. Governor Training even if they are currently serving as a District Officer.
4. Candidates shall be not an emcee of a major session at Mid-Year Conference or District Convention.
5. When there is a contested election, a candidate Question and Answer time shall be conducted at the House of Delegates during District Convention. The Elections Chairperson shall organize this activity.
6. Move Section 6 L(a) to Section 7 to enumerate duties of the Elections Chairperson
7. Clarify that the Elections Chairperson shall not be from a club or division of a candidate in a contested election.
8. Clarify initial date when Vice Governor candidates are announced.

There are also some minor housekeeping references to remove District Secretary Treasurer and Governor-elect and replaced with Executive Director and Vice Governor as appropriate.

A full copy of the text changes follows beginning on Page 3

Operational Impact

The revisions will either codify traditional practices used by the district over the years and/or clarify the election process to ensure there is consistent and fair processes in place.

The Governor will have to keep in mind the provisions proposed on who can be appointed Elections Chairperson. It is recommended that a Past Governor can fill that role since the policy will prohibit Past Governors from active campaigning for candidates in contested elections.

If approved by the Board, the Executive Director will modify and publish a revised policy code.

Financial Impact

None.

Respectfully submitted,

David Lurie
Chair, Bylaws and Policy Committee
Capital District Kiwanis

SECTION 7 – NOMINATION AND ELECTION OF OFFICERS

A. Elections Committee

- a. At least sixty (60) days prior to each duly called Convention, the Governor shall appoint an Election Committee Chairperson. The Chairperson will conduct the elections for the offices of Governor, Governor-Elect and Vice Governor, as well as for a candidate for International Trustee, as needed. The Chairperson will appoint sufficient members of the committee as Sergeants-at-arms and ballot counters. Each announced Vice Governor candidate will be given the opportunity to appoint an equal number of members to the committee. The committee shall be formed even if there is only one announced Vice Governor candidate, in order to be prepared if there are additional nominations from the floor.
- b. If there is a contested election, the Elections Chairperson shall not be from a club or division of any of the candidates.
- c. When there is a contested election, a candidate Question and Answer time shall be conducted at the House of Delegates during District Convention. The Elections Chairperson shall organize this session and their duties shall include:
 1. Developing/soliciting questions for the session
 2. Having the candidates select the questions to be read using a blind selection format. Each candidate shall select two (2) questions.
 3. Reading the selected questions in the House of Delegates

A.B. District Governor

- a. **Eligibility Requirements.** The District Bylaws Article VII, Section 3.a., states that the Governor-Elect shall be the sole candidate for the office of Governor but also allows for nominations from the floor. Any nominee from the floor, or any candidate for governor in the event the Governor-Elect cannot or decides not to run, must meet the eligibility requirements for Governor-Elect set forth in subsection B.c. below and the District Bylaws, Article III, Section 2.c. to run for Governor.
- b. **Required Event Attendance.** A nominee for District Governor shall be willing and able to attend the Kiwanis International Council Meeting following the nominee's election, International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International

and District Bylaws.

B.C. District Governor-Elect

- a. **Eligibility Requirements.** The District Bylaws Article VII, Section 3.a., states that the Vice Governor shall be the sole candidate for the office of Governor-elect but also allows for nominations from the floor. Any nominee from the floor, or any candidate for governor-elect in the event the Vice Governor cannot or decides not to run, must meet the eligibility requirements for Vice Governor set forth in subsection B.c. below and the District Bylaws, Article III, Section 2.c. to run for Governor.
- b. **Required Event Attendance.** A candidate for District Governor-Elect shall indicate in writing their intention to attend the International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.

C.D. District Vice Governor

- a. **Eligibility Requirements.** Article III, Section 2, Officers of the Capital District Kiwanis Bylaws is the authority for this section and all candidate(s) shall be certified if they have met all eligibility requirements prior to the date assuming office.
- b. **Required Event Attendance.** A candidate for Vice Governor shall indicate in writing their intention to attend the International and District conventions, International training (if held), and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.
- c. **Filing & Disputes.** Per District Bylaws, a candidate for Vice Governor must have the support of the majority of the clubs in the candidate's division. This shall be documented by a letter from the majority of such club presidents indicating the date of the vote by the membership or Board of Directors of each such club. Candidates for the office of Vice Governor must file with the Executive Director a statement indicating their intent to be a candidate and a summary of their club, division and district activities and copies of club support letters. These may be filed no earlier than September 1 of the year prior to the year of candidacy. The filing may be by electronic or paper documents.
 - i. The Executive Director will make a district wide announcement via electronic means onby the second Friday in January of all persons for Vice Governor ~~Governor-Elect~~ whose candidacy submissions are complete. Any candidate who files an intention after that date will be announced within seven (7) days after the candidacy is judged complete.

- ii. Disputes concerning the completeness of any candidacy filing will be referred to the Bylaws and Policy Committee. The Committee will recommend Board of Trustees action within fourteen (14) days after receiving the dispute.

d. Campaign.

- i. **Promulgation of Campaign Rules.** The Executive Director must provide a copy of this Policy Statement concerning campaigning to: all persons who file with the ~~District Secretary-Treasurer~~ Executive Director as candidates and any other person who the Executive Director believes to be a potential candidate. Whenever a copy of this Policy Statement is provided to an individual, it will be by certified mail, return receipt requested so that the District will have a permanent record of receipt. Each candidate for ~~Elect~~ Vice Governor shall provide a copy of this Policy Statement relating to campaigning to his/her campaign manager and all campaign committee members. The candidate shall be responsible for compliance with this Policy Statement by the candidate's campaign manager and campaign committee.
- ii. **Active Campaigning.** Active campaigning consists of the following:
 - 1. Distribution of campaign materials, including but not limited to brochures, posters, signs, electronic communication, tangible objects, or documents with the candidate's name, picture, qualifications, campaign logo, and/or theme;
 - 2. Solicitation of votes, commitments, support, and/or endorsement of individuals (other than from the candidate's own club or division and other than those serving on the campaign committee); and
 - 3. Speaking at club, divisional, or regional functions (other than the candidate's own club, division, or region) to gain exposure as a candidate.

Candidates must not begin their active campaign as defined above until the candidacy is judged complete and in accordance with District Policy Statements by the Executive Director and the candidacy is announced to the District.

Active campaigning will not be permitted at the International Convention. Campaigning will be permitted at District-wide

Midyear or regional conferences held between January 1 and May 1. Such rules will provide equal exposure to candidates present at the meeting.

Past Governors and current District Officers cannot actively campaign for candidates in contested elections (which includes nominating speeches)

- iii. **Campaign Activities Prior to Active Campaigning.** Prior to active campaigning, as defined above, a potential candidate or candidate may:
1. Personally, communicate verbally or in writing with selected individuals, one at a time for the purpose of:
 - a. Informing of his/her desire or intent to run for office, seeking advice,
 - b. Establishing a campaign committee and chairperson,
 - c. Setting up campaign committee meetings,
 - d. Meeting with campaign committee volunteers to plan the campaign, and
 - e. Securing written authorization from campaign volunteers and supporters indicating that they knowingly have allowed their names to be used in campaign materials.
 2. Attend club meetings upon the invitation of the club president as an observer and become better acquainted with the club.
 3. Obtain certification from the Executive Director of all Kiwanis experience and qualifications planned to be used in campaign material prior to using said material in the active campaign as defined above.
 4. Prior to or during active campaigning, as defined above, a candidate may not:
 - a. Use a Governor's Official Visit or a District Trustee's visit to a regional conference as a campaign platform.

- b. Attend a Governor's Official Visit outside the candidates own Division without an invitation from the Lieutenant Governor.
- c. Solicit funds from the District, Region, Division, Club, or individual Kiwanis members.

iv. Campaign Activities prior to District Convention. Candidates and their campaigns will adhere to the following rules:

1. Each candidate will be provided an exhibit table at no charge at the Mid Year Conference (if held).
2. Candidates in contested elections are not permitted to attend Lt. Governor Training even if they are currently serving as a District Officer.
3. Candidates shall be not an emcee of a major session at Mid-Year Conference.

iv.v. Campaign Activities at the District Convention. Candidates and their campaigns will adhere to the following rules:

1. Posting and distribution of campaign material must conform to the policies of the Convention hotel. It is the responsibility of the candidate to ascertain from the Convention Chair (not the hotel) what the policies are.
2. Campaign material will not be placed in Convention Registration Packets.
3. No campaign activities or materials are permitted within ~~fiftytwo hundred~~ (50200) feet of the Convention Registration Desk, Hotel Registration Desk, or the Credentials Committee Desk.
4. In addition, members of the Convention Committee, Past Governors, and current District Officers (including Lt. Governors) will not be allowed to wear or distribute campaign material for any candidate.
5. Each candidate will be provided an exhibit table at no charge.
6. Candidates shall be not an emcee of a major session at District Convention.

vi. **Violation of Campaign Rules.**

1. The Executive Committee and the Chair of the Bylaws and Policy Committee shall be the Committee to hear any alleged violations of the campaign rules in this Policy Statement. The Committee shall not address any complaints unless in writing. Complaints shall be mailed to the Executive Director.
2. Anyone bringing charges against a candidate must have reasonable cause to support those charges. Frivolous charges are not to be made and if the Committee determines that the charges are frivolous, it may impose the same sanctions against the complainant as may be imposed against a candidate for any Campaign violation.
3. A copy of the complaint shall be provided to the candidate involved by the Committee. The candidate involved shall be entitled to provide a written response which shall be filed with the Executive Director within fifteen days (15) after the candidate receives the copy of the complaint. The Committee shall allow the complainant and the candidate to personally address the Committee at a meeting. If the Committee determines there was a violation, it may take any of the following actions:
 - a. Issue a private reprimand to the candidate by letter, with no copies to any other individuals; or
 - b. Issue a limited reprimand by providing a copy of the reprimand to the Lieutenant Governors; or
 - c. Issue a public reprimand by publishing it in *The Capital Kiwanian*.
4. **Disqualification.** In addition to any of the authorized actions detailed above, the Committee may, if it deems the seriousness of the violation is of sufficient magnitude, forward the matter to the Board of Trustees for a determination whether the candidate should be disqualified from continuing as a candidate.

All matters coming before the Committee shall be

deemed confidential and Committee shall not disclose to persons outside the Committee, except by issuing a public reprimand as defined above. If the Committee determines there was no violation, the Committee shall advise the complainant and the candidate in writing.

If the Committee determines that the complaint is not sufficiently addressed by the current District Policy Statements to reasonably conclude that the candidate should have known the conduct was a violation, but believes that the conduct that is the subject of the complaint should not be allowed, the Committee may propose an amendment to the District Policy Statements to clarify the matter in the future.

D.E. Executive Director

Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

E.F. District Trustee

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Other Duties.** A candidate for District Trustee shall indicate in writing their intention to perform all the duties of a District Trustee as outlined in the Capital District Bylaws and District Trustee Pre-Election Performance Pledge in Appendix G of this Policy Code.
- c. **Required Event Attendance.** A candidate for District Trustee shall also indicate in writing their intention to attend all leadership training conferences, District and International Conventions, and all Board of Trustees meetings during the candidate's term.

F.G. Lieutenant Governor and Lieutenant Governor-Elect

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Required Event Attendance.** The nominee shall agree to attend the District Convention, District Leadership Conference (if held), Club Leadership Education, and any regional conferences during the nominee's year as Lieutenant Governor- Elect. The nominee also shall agree to attend the Kiwanis-Family Weekend, District Mid-Year Conference (if held),

District Convention, International Convention, and any regional conferences during the nominee's year as Lieutenant Governor.

- c. **Other Duties.** The nominee shall indicate in writing their intention to perform all the duties of a Lieutenant Governor as outlined in the Capital District Bylaws and Lieutenant Governor Pre-Election Performance Pledge in Appendix G of this Policy Code. The nominee shall agree to fulfill all other duties and obligations of a Lieutenant Governor as outlined in the Kiwanis International Bylaws in working under the direction of the District Governor as supervising District executive in the Division.
- d. **Certification.** The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference using the Division Election Conference Minutes Form in Appendix H of this Policy Code.

G.H. **International Officers**

- a. **Eligibility Requirements.** A nominee for endorsement for the office of International Trustee must:
 - i. Be a past governor, and
 - ii. Meet all of the requirements, as specified in the International Bylaws and Policy and Procedures.
- b. **Normal Process.**
 - i. **Call for Nominees.** As soon as the Governor and Executive Director become aware of an opportunity for the Capital District to nominate a candidate for International Trustee, the Executive Director will issue a call for nominees to all Past Governors that are in good standing with Kiwanis International and the Capital District at the time. Potential nominees shall be given a time limit to respond to the call.
 - ii. **Filing.** Eligible Past Governors desiring to be a candidate for the office of International Trustee shall provide a written statement or electronic communication of their intent and qualifications to the Executive Director within the established timeframe.
 - iii. **Filing Review.** Not more than ten (10) days after the filing deadline, the Executive Director will review the filing(s), determine if the potential candidates meet all of the requirements to run for International Trustee, and forward all eligible nominee(s) to the nominating committee with a copy being sent to the Board.

- iv. All Past Governors have one (1) vote to select a nomination of one (1) candidate for international endorsement. A meeting shall be held at least thirty (30) days prior to the last board meeting before District Convention. In the event that one candidate does not obtain a majority of the votes, a runoff will be held.
- v. **Board Review.** The Past Governors Committee will forward a candidate, via the Governor, to the Board of Trustees for review. After its review, the Board may:
- Endorse the candidate. The endorsed candidate may use that endorsement for the purposes of campaigning; and in consultation with the candidate and the District Finance Committee, establish a recommended amount of District funds to be spent on the campaign for International Trustee, if the candidate is endorsed by the House of Delegates, or;
 - Withhold endorsement of the candidate
- vi. **House of Delegates Endorsement.** At the District Convention prior to the International Convention when the candidate will be supported, the House of Delegates will authorize the endorsement by the Capital District of one candidate for election to the position of International Trustee. Such endorsement must include explicit approval of the amount of funds to be expended on the campaign. Endorsement will be complete after a majority vote of the House of Delegates.



Jeffrey Wolff <jmwolff@gmail.com>

Key leader budget

Eric Lamb <eric.lamb@capitalkiwanis.org>
To: Jeffrey Wolff <jeffrey.wolff@capitalkiwanis.org>

Mon, Nov 18, 2024 at 12:29 AM

The finance committee met, discussion was had and a unanimous motion was passed approving moving the key leader budget to the board suggesting approval.

Eric

Eric Lamb
2023/24 District Governor



Description	TARGET ATTENDANCE (80 attendees)			MEDIUM ATTENDANCE (70 attendees)			MINIMUM ATTENDANCE (60 attendees)		
	Cost/Person	Number	Budget	Cost/Person	Number	Budget	Cost/Person	Number	Budget
Participant Lodging per night	\$22.46	120	\$2,695.20	\$22.46	100	\$2,246.00	\$22.46	80	\$1,796.80
Facilitator & Chaperone Lodging per night	\$22.46	38	\$853.48	\$22.46	38	\$853.48	\$22.46	38	\$853.48
Lead Facilitator Private Lodging per night	\$35.00	2	\$70.00	\$35.00	2	\$70.00	\$35.00	2	\$70.00
Friday Dinner	\$22.95	80	\$1,836.00	\$22.95	70	\$1,606.50	\$22.95	60	\$1,377.00
Saturday Breakfast	\$13.66	80	\$1,092.80	\$13.66	70	\$956.20	\$13.66	60	\$819.60
Saturday Lunch	\$15.30	80	\$1,224.00	\$15.30	70	\$1,071.00	\$15.30	60	\$918.00
Saturday Picnic Dinner	\$16.40	80	\$1,312.00	\$16.40	70	\$1,148.00	\$16.40	60	\$984.00
Sunday Breakfast	\$13.66	80	\$1,092.80	\$13.66	70	\$956.20	\$13.66	60	\$819.60
Campfire	\$40.00	1	\$40.00	\$40.00	1	\$40.00	\$40.00	1	\$40.00
Ropes Course	\$75.00	2	\$150.00	\$75.00	2	\$150.00	\$75.00	2	\$150.00
Snacks	\$5.00	80	\$400.00	\$5.00	70	\$350.00	\$5.00	60	\$300.00
T-Shirts	\$10.00	80	\$800.00	\$10.00	70	\$700.00	\$10.00	60	\$600.00
Credit Card Processing Fees		1	\$455.00		1	\$385.00		1	\$310.00
Name Tags / Badge Holders		1	\$75.00		1	\$75.00		1	\$75.00
Drawstring Bags/Pens/Supplies		1	\$200.00		1	\$200.00		1	\$200.00
Sponsor Recognition Booklet		1	\$50.00		1	\$50.00		1	\$50.00
Key Leader Program Fee		1	\$7,000.00		1	\$7,000.00		1	\$7,000.00
Total Projected Expenses			\$19,346.28			\$17,857.38			\$16,363.48
Registration	Cost/Person	Number	Budget	Cost/Person	Number	Budget	Cost/Person	Number	Budget
Participant	\$250.00	55	\$13,750.00	\$250.00	45	\$11,250.00	\$250.00	35	\$8,750.00
Student Facilitator	\$150.00	5	\$750.00	\$150.00	5	\$750.00	\$150.00	5	\$750.00
*Key Club District Board Participant	\$200.00	5	\$1,000.00	\$200.00	5	\$1,000.00	\$200.00	5	\$1,000.00
*Key Club District Bd. Student Facilitator	\$100.00	2	\$200.00	\$100.00	2	\$200.00	\$100.00	2	\$200.00
Adult Chaperone (Comped)	\$0.00	12	\$0.00	\$0.00	12	\$0.00	\$0.00	12	\$0.00
Capital District Key Club Stipend	\$50.00	7	\$350.00	\$50.00	7	\$350.00	\$50.00	7	\$350.00
Capital District Kiwanis Foundation		1	\$4,500.00		1	\$4,500.00		1	\$4,500.00
Total Projected Income			\$20,550.00			\$18,050.00			\$15,550.00
Net Projected Profit/Loss			\$1,203.72			\$192.62			(\$813.48)
Note: Expenses for Target Attendance are based on 60 Student Participants, 7 Student Facilitators, 1 Lead Facilitator, and 12 comped chaperones									
Note: The Capital District Board will contribute a \$50 stipend for board members to attend one Key Leader event in the district.									
Note: Registration fees apply only to students within the boundaries of the Capital District. Students from outside the boundaries of the Capital District add \$50.00 to above registration fees.									
Note: The Capital District Foundation will make a \$4500 grant to fund the program									
Note: The maximum attendance KI will support is 70 students.									



Kiwanis[®]

CAPITAL DISTRICT

Report of the Executive Director
Capital District, Kiwanis International
December 7, 2024

Capital Membership

2024-2025 Starting # **3904** Current Total **3897** (as 11/23/24) Net Change **-7**
Total Charters – **154** (Not including Bull Run & Coeburn which are CSD)

New Clubs in Formation: North Stafford

Clubs who lost members so far this year: **25 of 154** (down from October 2024)

Clubs who gained this year: **44 of 154** (down from October 2024)

Clubs who are net 0 so far this year: **85 of 154** (up from October 2024)

Clubs below 15: **52 of 154 (34%)** (up from October 2024)

Clubs below 10: **17 of 154 (11%)** (up from October 2024)

Lt. Governor Election Reporting

2025-2025 Lt. Governors-Designate Elected: **0 of 18**

2025-2025 Lt. Governors-Designate Identified: **9 of 18**

2025-2026 Lt. Governors-Elect Identified: **0 of 18**

2024-25 Lt. Governor Reports (as of 11/24/24)

Contact: 11 out of 18 filed (Missing: D2, D4, D5, D6, D13, D16 & D17)

Clubs Not Current (more than 2 months) of Monthly Reporting

(in accordance with Policy Section 2B(c))

29 out of 154 clubs (19%) are Not in Good Standing

29 of 29 haven't filed a report all year

Division 1:

Far East Washington*
Northwest Washington*

Division 2:

Mount Vernon, Fairfax Co*

Division 3:

Montgomery Village*
Prince George's County*

Division 4:

NONE

Division 5:

Chincoteague*
Delmar*
Georgetown*
Salisbury*

Division 6:

NONE

Division 8:

NONE

Division 9:

NONE

Division 10:

Central Chesterfield*

Division 12:

Matthews*

Division 13:

Smithfield*

Division 14:

Churchland*
Portsmouth*

Division 15:

Salem*

Division 16:

Beckley*
Bluefield*
Hinton*
Radford*
Welch*

Division 17:

NONE

Division 18:

NONE

Division 19:

Bridgeport*
Clarksburg*
Elkin*
Fairmont*
Keyser*
Morgantown*
Parsons*

Division 20:

Gilbert*
Greater Nitro*

* Clubs that haven't filed
ANY reports this Kiwanis
year

Clubs who have not filed 2024-25 Election Reports (due June 1, 2024)

(in accordance with Policy Section 2B(c))

6 out of 154 clubs (4%) are Not in Good Standing

Division 1:
Far East Washington

Division 13:
Old Point Comfort

Division 2:
NONE

Division 14:
NONE

Division 3:
Prince George's County

Division 15:
NONE

Division 4:
NONE

Division 16:
Hinton

Division 5:
Salisbury

Division 17:
NONE

Division 6:
NONE

Division 18:
NONE

Division 8:
NONE

Division 19:
NONE

Division 9:
NONE

Division 20:
NONE

Division 10:
Central Chesterfield

Division 12:
NONE

Capital District Kiwanis

Balance Sheet

As of November 24, 2024

ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000-010 Kiwanis Checking	\$13,776.55
1000-011 Kiwanis Reserve	\$52,484.56
1000-012 Kiwanis Investments	\$889,410.65
1001-010 Key Club Checking	\$32,161.88
1001-011 Key Club Investments	\$190,488.02
1002-010 Circle K Checking	\$32,666.25
Total for Bank Accounts	\$1,210,987.91
Accounts Receivable	--
Other Current Assets	--
Total for Current Assets	\$1,210,987.91
Fixed Assets	--
Other Assets	--
Total for Assets	\$1,210,987.91
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	--
Credit Cards	--
Other Current Liabilities	--
Total for Current Liabilities	0
Long-term Liabilities	--
Total for Liabilities	0
Equity	
Retained Earnings	\$1,040,155.15
Net Income	-\$23,330.24
3300-002 Equity - Key Club	\$160,975.00
3300-003 Equity - Circle K	\$33,188.00
Total for Equity	\$1,210,987.91
Total for Liabilities and Equity	\$1,210,987.91

Capital District Kiwanis

Budget vs. Actuals

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Revenue				
4300 Morgan Stanley Cash Interest	0.08	7.00	-6.92	6.92
4301 Morgan Stanley Dividends	777.71	12,000.00	-11,222.29	11,222.29
4302 Morgan Stanley Realized Gains/Losses	-582.25	-13,000.00	12,417.75	-12,417.75
4303 Morgan Stanley Unrealized Gains/Losses	-18,047.03	100,000.00	-118,047.03	118,047.03
4304 Morgan Stanley Investment Interest	249.52	5,000.00	-4,750.48	4,750.48
7000-001 Income - Membership Dues		124,800.00	-124,800.00	124,800.00
7050-001 Income - New Club Dues	513.56	0.00	513.56	-513.56
7100-001 Income - Registration & Event Fees	12.22	90,000.00	-89,987.78	89,987.78
7150-001 Income - Fundraising		0.00	0.00	0.00
7200-001 Income - The Capital Kiwanian		0.00	0.00	0.00
7200-002 Income - Advertising/Sponsorship		5,000.00	-5,000.00	5,000.00
7300-001 Income - Kiwanis Children's Fund Donations		0.00	0.00	0.00
7400-001 Income - Grants		12,000.00	-12,000.00	12,000.00
7450-001 Income - CDKF Subsidy		0.00	0.00	0.00
7475-001 Income - Youth Outreach		0.00	0.00	0.00
7500-002 Income - EJ Investments		0.00	0.00	0.00
7600-001 Income - Other		0.00	0.00	0.00
Total Revenue	\$ -17,076.19	\$335,807.00	\$ -352,883.19	\$352,883.19
GROSS PROFIT	\$ -17,076.19	\$335,807.00	\$ -352,883.19	\$352,883.19
Expenditures				
8025-001 Scholarships/Awards		11,000.00	-11,000.00	11,000.00
8030-001 Background Checks		1,000.00	-1,000.00	1,000.00
8040-001 Bank Fees	0.00	0.00	0.00	0.00
8050-001 Investment Fees	694.64	8,000.00	-7,305.36	7,305.36
8100-001 Committee - Achievement		1,000.00	-1,000.00	1,000.00
8100-002 Committee - Aktion Club		300.00	-300.00	300.00
8100-003 Committee - Builders Club		300.00	-300.00	300.00
8100-004 Committee - Bylaws and Policies		0.00	0.00	0.00
8100-005 Committee - Circle K International		2,500.00	-2,500.00	2,500.00
8100-009 Committee - Finance		250.00	-250.00	250.00
8100-010 Committee - Key Club International		1,600.00	-1,600.00	1,600.00
8100-011 Committee - Key Leader		500.00	-500.00	500.00
8100-012 Committee - Kiwanis-Family		12,000.00	-12,000.00	12,000.00
8100-014 Committee - Kiwanis Kids		300.00	-300.00	300.00
8100-015 Committee - Leadership & Education		750.00	-750.00	750.00
8100-018 Committee - Membership	340.97	20,000.00	-19,659.03	19,659.03
8100-020 Committee - Partnership Coordinator		300.00	-300.00	300.00
8100-023 Committee - Public Relations		500.00	-500.00	500.00
8100-025 Committee - Service / Signature Project		200.00	-200.00	200.00
8100-030 Committee - DEIBA		1,000.00	-1,000.00	1,000.00
8100-040 Committee - Mental Health Task Force		500.00	-500.00	500.00
8160-001 Entertainment & A/V		8,000.00	-8,000.00	8,000.00

Capital District Kiwanis

Budget vs. Actuals

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
8250-001 Insurance - D&O		800.00	-800.00	800.00
8410-001 Meals	3,233.15	30,000.00	-26,766.85	26,766.85
8420-001 Miscellaneous Expenses		0.00	0.00	0.00
8430-001 Kiwanis Children's Fund Donations		10,000.00	-10,000.00	10,000.00
8430-002 Other Charity Dontions		0.00	0.00	0.00
8437-001 New Club Dues Payment	2,188.49		2,188.49	-2,188.49
8440-001 Office Equipment	562.65		562.65	-562.65
8445-001 Office Supplies	56.00	500.00	-444.00	444.00
8500-001 Officer Exp - Governor	293.60	5,000.00	-4,706.40	4,706.40
8500-005 Officer Exp - Governor Elect	152.00	4,000.00	-3,848.00	3,848.00
8500-007 Officer Exp - Vice Governor	50.00	2,500.00	-2,450.00	2,450.00
8500-010 Officer Exp - Executive Director	50.00	3,000.00	-2,950.00	2,950.00
8500-025 Officer Exp - Immediate Past Governor		2,000.00	-2,000.00	2,000.00
8500-030 Officer Exp - Regional Trustees	200.00	8,000.00	-7,800.00	7,800.00
8500-035 Officer Exp - Lt. Governors	400.00	7,500.00	-7,100.00	7,100.00
8500-040 Officer Exp - Lt. Governors-Designate	49.60	10,000.00	-9,950.40	9,950.40
8600-001 Pins / Badges / Shirts	-72.99	3,000.00	-3,072.99	3,072.99
8610-001 Postage / Shipping	29.78	250.00	-220.22	220.22
8650-001 Salary - Executive Director	6,800.00	40,800.00	-34,000.00	34,000.00
8650-002 Salary - Publication Editor		6,000.00	-6,000.00	6,000.00
8650-003 Salary - Publication Designer		6,000.00	-6,000.00	6,000.00
8720-001 Professional Services		5,000.00	-5,000.00	5,000.00
8750-001 Programs & Souvenirs		1,000.00	-1,000.00	1,000.00
8760-001 Conference Materials	351.44	2,500.00	-2,148.56	2,148.56
8780-001 Speakers Fees		4,000.00	-4,000.00	4,000.00
8810-001 Printing / Supplies	1,103.11	200.00	903.11	-903.11
8830-001 Telephone / Internet	200.00	1,200.00	-1,000.00	1,000.00
8850-001 District Publication Expenses		300.00	-300.00	300.00
8900-050 Travel - Hotels/Lodging	8,868.28	50,000.00	-41,131.72	41,131.72
8900-100 Travel - Airfare		0.00	0.00	0.00
8900-150 Travel - Automobile Expense		1,100.00	-1,100.00	1,100.00
8960-001 Website / IT / Software	211.15	1,750.00	-1,538.85	1,538.85
Total Expenditures	\$25,761.87	\$276,400.00	\$ -250,638.13	\$250,638.13
NET OPERATING REVENUE	\$ -42,838.06	\$59,407.00	\$ -102,245.06	\$102,245.06
NET REVENUE	\$ -42,838.06	\$59,407.00	\$ -102,245.06	\$102,245.06



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from Blue Ridge

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Fri, Nov 22, 2024 at 1:43 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

Blue Ridge

Membership

I have heard from several clubs in the Region who are working actively on membership growth but no new club plans.

Plans for New Kiwanis or SLP Clubs

I have not heard of any plans for new clubs as of yet.

District Committee Updates

Long Range Planning committee has not met yet.

Other Challenges or Assistance Needed

Still a challenge to get Lt Governor elects in the Region.

Other Comments

None



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from DelMarVA

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:30 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

DelMarVA

Membership

DelMarVa is ending last year with 7 out of 16 clubs below 15 members. I have been contact with the Lt. Governors, to see what district can do to help. Even with low membership numbers, the clubs are active in the community. The Boost program could provide some help with these clubs, but I can say it can not hurt to try. I have been checking with other organizations in the area, and they are having the same issues to retain and increase members.

Plans for New Kiwanis or SLP Clubs

I have been doing onsite reconnaissance of the Cambride/Exton/Denton/St. Michel's area for a possible new club. The prospects are there, just not sure if any one town can support a club. Most of this is due to the fact that there is a population here, just most work outside the area.

District Committee Updates

Please see VP Lurie's report.

Other Challenges or Assistance Needed

Will spend part of the winter doing club visits to the clubs that need members the most. With any lick, I can get some good feedback on what they need the most.

Other Comments

Working with the Mid-Winter committee for this year. Should have a good conference.



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from Heart of Virginia

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:30 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

Heart of Virginia

Membership

Numbers in most clubs are around the start of the year after the September purge. Major concern are Short pump with only 1 member and Central Chesterfield that says it has 12 but no interaction and only one event a year keeping them a club.

-Membership dues have not been paid by most, but it is the 10th of the month and most should pay soon

= In October Waynesboro celebrated their 100th year.

Plans for New Kiwanis or SLP Clubs

None to report

District Committee Updates

The Youth and Volunteer Mental Health and Wellbeing Committee meets the last Sunday of each month with all K family represented. They had a really good meeting and broke into 3 subcommittees to get more done.

Review of Committee Directives

- Create resources for Kiwanians on youth mental health and how Kiwanis clubs can be involved in identifying and supporting students in distress.
- Create resources for Kiwanians on volunteer mental health and the importance of personal mental wellness when serving others in a leadership capacity.
- Add resources to the Capital District Kiwanis website, share via Capital District social media channels, and articles in The Capital Kiwanian.
- Coordinate in-person educational offerings on youth mental health for Key Club members, Faculty Advisors, Kiwanis Advisors, and chaperones at the 2025 Key Club District Convention in Crystal City, VA.
- Coordinate online educational offerings that elevate the topic of mental health, open to all members of Kiwanis, at least two times during the 2024-2025 administrative year in coordination with the Leadership & Education Chair.
- Coordinate in-person educational offerings on youth and volunteer mental health and related topics at the 2025 Mid-Year Conference in Cambridge, MD, and the 2025 District Convention in Crystal City, VA if requested.

They will have their next meeting Sunday, November 24th at 7:30 pm on zoom.

Other Challenges or Assistance Needed

DIV 10 had a DCM but was not invited and only heard about it afterwards.

Still need to go to both DIV 9 and 10 DCM. As soon as I hear of them I will attend.

Both divisions has clubs that do not want to participate with others. Some issues with the new requirements.

Other Comments

Why are trustees not mention on the top five on the fifth? For the last two years they have been, but now it is only LTG.

11/24/24, 3:46 PM

Gmail - New District Trustee Board Report from Heart of Virginia

Have not heard any club talk about the new dues increase being a problem or a reason why anyone left. Which is aa great thing.



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from National Capital

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Fri, Nov 22, 2024 at 6:43 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

National Capital

Membership

Division 1 Far East is below Charter Strength.

SW Waterfront is below Charter Strength

NW is below Charter Strength — — A long time member is in the hospital, Hal Jewel , and his wife's Kay funeral is tomorrow, November 23, 2024.

Waldorf Club is revitalizing itself. They have a couple of new members.

.

Division 2

Haymarket-Gainesville and Leesburg are two most "struggling" Clubs as both are under Charter strength.

Division 3. Kiwanis Club of Wheaton -Silver Spring is starting 2025 with a loss of four members to health issues, retirements and moving from the DC area. They need help from the District and Division.

Greater Landover is working hard with their new President, Rick Thompson. They have a renewed sense of purpose with several fundraisers and Service Projects.

Plans for New Kiwanis or SLP Clubs

There are no plans for any New SLP Clubs in Division 1, 2, and 3.

Lt. Governor Rob is trying to get a North Stafford Club open by next week

.

Jenn Wolff is working with Division 3 to open a New Club in Laurel , MD

District Committee Updates

I serve on the Capital District Bylaws and Policy Committee. We had a great and informative meeting on October 27, 2024 under David Lurie's leadership.

Other Challenges or Assistance Needed

Many of our Clubs have the same issues, they need younger people. The older members have the money but don't have the energy to complete Projects.

The Struggling Clubs welcome any Coaching that the District is offering.

Other Comments

I welcome any help for my struggling Clubs.



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from Southeast Virginia

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Thu, Nov 21, 2024 at 1:01 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

Southeast Virginia

Membership

Each of the 3 Divisions in the Region has cubs below charter strength. Division 12 is struggling in Gloucester and Matthews. Matthew's has a number of former members who feel they should do what Kiwanis clubs do without the financial commitment. Gloucester is actively seeking new members. Division 13 has 3 clubs under charter strength. Old Point Comfort has not submitted MRFs or reported elections, and appears to be disengaged. Need to discuss with the LTG. Division 14 has five clubs under charter strength but the clubs that are not struggling are doing very well. The LTG is communicative and engaged, so looking for improvements there.

Plans for New Kiwanis or SLP Clubs

West Point is still being worked in Div 12. Division 144 has some interest in exploring K Kids, Builders and Key Clubs for home schoolers. I'm working on finding out if any other Districts have had success with this demographic.

District Committee Updates

Attended the Finance Committee meeting Nov 17th. We voted to recommend the proposed Key Leader budget to the District Board.

Missed the Disaster Relief Committee meeting as I was out of the country.

Other Challenges or Assistance Needed

Nothing to report.

Other Comments

Nothing to report



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from Southwest

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:30 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

Southwest

Membership

Divisions 15 and 16 are up over last year. Division 17 is up by a few members if you take Coeburn out of the equation, who went from 8 to 0, and is not listed under revoked charters yet but Andy says they have turned it in.

Some of the WV clubs will not respond to the LTGs' communications and some even do not have contact information listed or meeting locations/time available. They also are several hours drive from the LTGs. Several of these are in single digits in members. The lack of willingness to correspond with the LTGs combined with the extreme distance to travel to them, creates real challenges with working on growth and retention. They have a very hands off attitude.

Christiansburg has a goal of reaching 100 members this year, from 85.

I understand Radford is very hard to make contact with (4 members). They have a robust Rotary there that meets at lunch and I feel that is an area that should be an opportunity to grow, provided the existing members are actually interested in it. If not, I wonder about creating a satellite per se, or another club in Radford under another name. I understand they have a small foundation. I want to investigate what opportunities are there, and am hoping between Steve and I that we can have a conversation with the president.

Plans for New Kiwanis or SLP Clubs

Roanoke is working on revamping their SLPS and I spoke with their SLP chair this week about Forest or Lynchburg possibly taking over a Key Club at Staunton River. Today I met with Jeanette Ogilvie and she is familiar with the club and last year they had 2 members who both graduated. We will work on salvaging the club and getting them back on their feet.

Forest is also pursuing other Builders Club possibilities.

Steve (16) is optimistic on adding a couple of SLPs and Andy is encouraged as well about adding a builders Club in 17.

District Committee Updates

I spoke to Alisa this week (Membership) and relayed that I've spoken to all 3 LTGs about having membership focused DCMS in the spring and my LTGs are encouraging Membership Plans. We will also encourage the webinars be utilized. Tentatively, D15 may be May 3 and we're looking at the latter part of March for 16/17.

Other Challenges or Assistance Needed

I feel our region has real challenges with the West Virginia clubs.

Other Comments

Upcoming Focuses for SW:

Membership plans.

Consistent social media posting and web page updates.

Clubs with no websites, creating them and keeping them updated.

Promoting the "value" of Kiwanis to members.

Promoting Midwinters participation and interclass.



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from West Virginia

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:30 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

West Virginia

Membership

N/A

Plans for New Kiwanis or SLP Clubs

Moundsville

District Committee Updates

Service- Teenager of the Year is live.

Finance- Meeting on November 17th

Other Challenges or Assistance Needed

Still struggling getting clubs to participate on Division/District level.

Other Comments

Clubs in the region are doing a lot of amazing service projects during the holiday season.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Bylaws & Policies

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Bylaws & Policies

Committee Chairperson's Name

David Lurie

Committee Membership

Marie Quick, Charles Marks, Scott Zimmerman, Nancy Simonelli, Caren Schumacher along with Eric Lamb, Joshua Hiscock, Jeffrey Wolff and Tim Gillette. No current vacancies.

Committee Goals & Current Status

Revise all Capital District bylaws and policies related to changes that may occur because of the Annual Business Meeting at the 2024 Kiwanis International Convention. Current Status - awaiting any direction from Kiwanis International on any required changes to the standard form of club bylaws. 0% complete

Recommend bylaw amendments and policy changes that will assist in the implementation of the Capital District's long-range plan. Current status - no requested changes received to date from the Board or Long Range Planning committee. 0% complete

Review convention and conference policies and procedures to ensure consistency with current practices and provide recommendation to the District Board. Current status - committee is reviewing current document and has drafted an initial set of changes. Still need to arrange meeting with Executive Director for input on changes. Planning to complete by February 2025 Board meeting. 25% complete.

Review recommendations from Capital District committees with policy implications and provide recommendations to the District Board. Current status - agenda point submitted for modifications for Vice Governor elections. 25% complete.

Other Challenges or Assistance Needed

No Challenges or Assistance Needed at this time.

Other Comments

None



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Key Club

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Key Club

Committee Chairperson's Name

Kristina Dlugozima

Committee Membership

The committee is currently fully staffed - committee members are:

Nicole McDermott
Bryan Casto
Jeffrey Wolff
Cory Fore
Casey Haines
Jennifer Hiscock
Angie Moore
Ginny Grant
Michelle Yuth
John Richards
Mic Platt
Karen Roberts
Jeannette Ogilvie
John Kyle
Liz Moore

Committee Goals & Current Status

Increase membership by 5% over the end of the year (ended year at 11,657 - goal of 12,240) through increased focus on membership and chartering/reactivating clubs - Current membership (as of 11/14) is 3,077 in 57 clubs. This is an increased pace over last year

Create a 3 year strategic plan for the Capital District of Key Club - This is in progress

Fully launch fundraising campaign for Foundation fund for students on free and reduced lunches (dues and events subsidizing) and non-sponsored Key Clubs (events subsidizing as needed) with a goal to raise \$5,000 - This is also in progress

Liz Moore has joined the adult committee to help work on the two initiatives above. We are beginning both items now and expect to complete before the end of the Kiwanis year

Other Challenges or Assistance Needed

The primary challenge for Key Club that requires Kiwanis help is sponsorship with the building of Kiwanis Clubs in areas where Key Clubs are numerous and Kiwanis Clubs are sparse. In the past year I have received inquiries from students within Divisions 3 and 4 where I have been unable to find them a sponsor. Loudoun County in Division 2 is another area where there is only one Kiwanis Club and many high schools.

Other challenges for Key Club are finding student leaders, encouraging attendance at divisional, district, and international events, finding and retaining faculty advisors, understanding and training adults on mental health issues facing students today.

Other Comments

Fall Rally was held October 26th at Kings Dominion in Doswell, VA. Over 300 Key Clubbers and advisors registered which is a great turnout. Capital Key Club District Board members planned and executed the event including preparing presentations, interactive activities, securing a speaker from NAMI as a tie-in to our governor's project, and much more. A special thank you to Jenn Hiscock (Mount Airy) as the adult lead on planning and executing Fall Rally and Nicole McDermott (Tysons), Anigie Moore (Mount Airy), Liz Moore (Mount Airy), Ginny Grant (Winchester), Jeannette Ogilvie (Lynchburg/Next Gen), Cory Fore (Fredericksburg/Next Gen), Bryan Casto (Tysons), Karen Roberts (Portsmouth) and Michelle Yuth (Next Gen) for chaperoning this event with me. Thank you also to Kiwanis Governor Josh Hiscock and CKI Governor Abigail Bennett for speaking to the attendees.

Key Club Convention will be March 21-23rd in Crystal City, VA. The theme is the Roaring 20s and Sunday the 23rd will be the actual 100th anniversary of Key Club International so we look forward to celebrating with everyone! Registration information will be coming out soon. All Kiwanians are invited to attend for the weekend or a day or a session - due to background check rules, they must register in advance. Feel free to reach out with questions!



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Key Leader

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Key Leader

Committee Chairperson's Name

Karen Roberts

Committee Membership

Currently no other members

Committee Goals & Current Status

A location and date have been identified.

A budget has been created and sponsorship is being sought to reduce the cost.

Other Challenges or Assistance Needed

None at this time.

Other Comments

Awaiting board approval to move forward and begin advertising.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Leadership & Education

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Leadership & Education

Committee Chairperson's Name

Sam Bosserman

Committee Membership

David Lurie
Dennis Baugh
Eric Lamb
Jack Hassman
Jeff Wolff
Jon Rife
Josh Hiscock
Michael Cidor
Nathaniel Kyle
Robin Marks
Tim Gillette

There are others from last year that have not yet confirmed they will continue, so this list may grow.

Committee Goals & Current Status

Recruit and train 18 new certified club leadership education trainers with at least 1 new trainer per division. (Goal for completion: May 2025)- 15%

In progress. An email to all prospective CLE trainers and past LTGs will be sent out in November to join an informational Zoom session to gather interest. Informational session will be advertised in Capital Kiwanian and on social media. Hope to have info session in early/mid January.

Host quarterly virtual education opportunities in conjunction with committee chairs. Proposed schedule: November-February - May - August (early) (Goal for completion: September 2025)- 15%

In progress. Committee chairs were reminded on 11/12/24 to each out to set up a schedule. I hope to put together a Google Doc to send out to committee chairs so they can begin reserving dates to host these training sessions.

Develop and implement marketing plan for ongoing educational opportunities, including revised and updated CLE trainings. (Goal for completion: March 2025)- 0%

Not yet started. Will begin process once there is something to market.

Revise and update process of creating the CLE training schedule including create how tos, and encourage a sense of ownership of CLE trainings. (Goal for completion: April 2025)- 0%

Not yet started. Hope to create a procedures manual over the winter to explain in detail the process of scheduling CLEs. Will speak with the LTGs at a monthly meeting to review the process once the manual is complete.

Work with Leadership Team on education offerings at Mid Year and DCON (Goal for completion: February/July 2025)- 0%

Not yet started. I am unsure if the District Committees are aware that this is a goal of this committee. Happy to help but do not want to step on toes.

Other Challenges or Assistance Needed

I have heard some feedback that members would like officer training earlier in the year. This will be a bit of a challenge because KI does not release the new CLE materials until April/May. Perhaps an officer-check in could be scheduled for

earlier in the year to provide support where needed.

It needs to be determined if the LDE Committee will assist with educational opportunities at Mid Year and DCON. This is outside of typical protocol but it is something that most Districts use this committee for. Happy to help, just do not want to step on any toes. Will look for guidance from those currently doing this work.

Other Comments

Heavy CLE season has not yet begun, but hopefully we can try again for an early scheduling start and instill some ownership at the Division-level for these important trainings. I worry that in-person trainings will continue to see a decrease in attendance, but we will try again this year with the hopes that more of a divisional focus will help.

Thank you all for the opportunity to serve! :-)

And please forgive typos or ramblings.... apparently the grey matter in my brain is not as full as it usually is...



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Membership & Engagement

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Fri, Nov 22, 2024 at 9:48 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Membership & Engagement

Committee Chairperson's Name

Alisa Dick

Committee Membership

Paul Miller, Lynette Embree, Nathaniel Kyle, Randall Casciello, April Farmer, Roy Mills...committee will meet in January for the 1st time as a group.

Committee Goals & Current Status

Jen's report

Here's my report for club opening:

1. Open seven (7) new clubs in the Capital District in 2024-2025

North Stafford County - Division 2 - 11/21/24 - Fredericksburg - Tim Gillette (Club Opener) Team filled and trained.
Laurel, MD - Division 4 - 1/16/25 - Mitchellville - Liz Moore (Club Opener) Filling Volunteer team/on schedule.

2. Develop a list of active prospect sites for 2025-2026

Will work with Tim in early 2025 on this list.

3. Create a team with at least 18 new club openers and club coaches to ensure that every division has at least one
Two club openers and three new club coaches have been trained since August.

Alisa's report -

1. Membership Inquires - up to date
2. Capital Kiwanian articles - submitted two to date
3. Committee meeting - will be in January, 25 with team

Eric's report - Eric will submit

Other Challenges or Assistance Needed

Not at this time

Other Comments

Membership Team meets on a regular basis, staying up-to-date on what's going on in the District and providing our support.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Midyear Conference

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Midyear Conference

Committee Chairperson's Name

Michelle Yuth

Committee Membership

Josh Hiscock
Rachel Jacobs
Katie Pajewski
Cory Fore
Darlene Phillips
Scott Phillips
Millie Passwater
Carrie Wagner
Tim Gilette
Jeff Wolff
Ronesha Prioleau
David Lurie
Angela Hollingsworth
Karen Roberts
Jamie Arca
Jeanette Ogilvie
April Farmer
Royce Tanner
Susan Lippman
Charles Marks

Committee Goals & Current Status

Form committee with people from each region and assign each person their specific task – 100%, all regions accounted for and each person has a task they are working on.

Plan for the event with committee by sourcing engaging speakers and activities that align with the theme – 30%, speakers and activities have been identified, further outreach ongoing.

Work with Vice Governor Tim to create a robust webinar schedule with valuable content that is useful to clubs – 30%, content and matrix of workshops outlined, Tim to begin sources speakers for the workshops.

Work with service project chair to select a project that aligns with our mission – 30%, type of service project identified, currently hoping to do a project focused on literacy and children in the community, further outreach ongoing.

Other Challenges or Assistance Needed

No current challenges as we are in the midst of still planning and finalizing details.

Other Comments

N/A at this time as we are still planning and finalizing details.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Partnerships

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Partnerships

Committee Chairperson's Name

Ron McCallum

Committee Membership

Since the inception of the District Partnership Coordinator position by KI in 2016, it has been deemed a "Key" District Staff Position, however, in reality, it has been a "one man band", with no regional representation and not a committee per se. Awareness of Kiwanis International, regional, and local partnerships could be increased by developing a network of Kiwanis Partnership Advocates, initially within each region, with the possibility of further expanding to each Division. This probably needs additional discussion prior to implementation. Regions without representation: ALL, except Division 12

Committee Goals & Current Status

We need to establish Divison-level (or at least Regional Partnership Coordinators) to better make the District clubs aware of various Partnership opportunities.

Other Challenges or Assistance Needed

- * Ensure Clubs are receiving important information on Kiwanis Partnerships, including giving presentations to Clubs and DCMs, as requested. 10%
- * Support Clubs in developing Signature Projects; Support CDK Signature Project Contest selection process 15%
- * Help form new partnerships in selected regions, applicable to those areas 10%
- * Support introduction of new partnerships within the District focused on Kiwanis Children's Fund Cause Areas of Health and Nutrition, Education and Literacy, and Youth Leadership Development. 20%
- * Develop a network of Kiwanis Partnership Advocates, initially within each region, with the possibility of expanding to each Division, to improve awareness of Kiwanis International, regional, and local partnerships. 5%

Other Comments

We probably need to have more partnership briefings at DCONs and Mid-year conferences



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Public Relations

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Public Relations

Committee Chairperson's Name

Michelle Yuth

Committee Membership

No other committee members at this time.

Committee Goals & Current Status

Create a calendar outlining all social media posts for the entire year - 100%

Send monthly emails by the 10th of each month to committee chairs to see if there are upcoming events that need promotion on social media - 0%, set to begin in December

Post at least one time a month calling for spotlight nominations, then post monthly club and member spotlights each month - 20%, posted for October and November

To increase followership for social media, boosting one post every month for 1 week each alternating between Facebook and Instagram each month (i.e. boost 6 posts on each platform alternating platform each month) - 0%, decided to create separate post for this to be more target, still need to create with Governor Josh

Plan an educational workshop at MidYear and DCON on social media best practices and how to utilize platforms to their potential - 0%, still in progress

Plan at least two webinars with the Leadership & Education Chair on how to utilize Facebook and Instagram - 0%, will reach out to Sam to coordinate and finalize details

Other Challenges or Assistance Needed

None at this time.

Other Comments

N/A.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Service / Signature Projects

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Service / Signature Projects

Committee Chairperson's Name

Carrie Wagner

Committee Membership

Cory Fore - Division 4

Susan Knick - Division 9

For our Service and Signature Project Committee, I initially set a goal of recruiting 14 members—ideally one from each division. This representation would allow us to support clubs across the district more effectively by offering specific guidance and knowledge relevant to their unique service projects. I've reached out to all Lt. Governors by email, asking them to promote the committee and recommend members who might be a good fit. I currently have not gotten any response to that email for any recommendations. I will need to reach out again, or possibly put a social media post. Ideas?

At present, I have two dedicated and enthusiastic members who are already making great strides with our goals. While we're off to a strong start, having a few more members, especially as we prepare for the Signature Project Contest in January, would broaden our reach and boost our capacity to serve. I remain optimistic and hopeful that with continued outreach and support, we'll bring more members on board to help us make an even bigger impact this year.

Committee Goals & Current Status

Goals Achieved:

1. Monthly Meetings

Our committee meets monthly, and we had a productive meeting on October 30th. We planned tasks for the next two months and assigned responsibilities to each member.

2. Capital Kiwanian Magazine Article

In September, I wrote an article for the Oct/Nov issue of The Capital Kiwanian, titled "Welcome to a New Year of Service and Impact." This article introduced myself and our committee's goals. I shared ideas for community involvement, building relationships, and explained the January Signature Project contest, including tips to help clubs get started.

3. Social Media Presence: "Ready Set Go"

To promote Signature Projects, our committee created a fun and engaging Facebook series called "Ready Set Go." This series includes 11 slides that guide clubs through developing and promoting their projects. We plan to release one to two slides each week throughout November and December, building momentum for the contest.

4. Promoting Service on Social Media

To highlight the good work being done, I will feature several clubs on social media this month, showcasing their projects and impact in the community.

5. Upcoming Article for Capital Kiwanian

I'm preparing another article for the Nov/Dec issue of The Capital Kiwanian, focusing on Signature Projects. This article will define what makes a project "signature," break down key criteria, and provide examples of previous winners with photos. Our goal is to encourage even more entries than last year.

6. Educational Seminar and Training Series

Another goal is to plan an educational seminar on Zoom, along with classes at the mid-year conference and DCON. Our

committee will begin organizing this in January for a March event. In our upcoming meeting, we'll discuss possible topics and divide tasks among members.

Other Challenges or Assistance Needed

Help with recruiting more members to my committee

Other Comments

I am excited and honored to lead this committee to encourage and elevate service throughout the Capital District. I bring a positive, optimistic, and joyful spirit to this role, and I'm fortunate to have two dedicated team members who share a similar outlook. Although we are a small team, our friendship and shared commitment drive us to make a meaningful impact this year. I welcome any advice, encouragement, and ideas as we work together to achieve our goals.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Youth & Volunteer Mental Health Task Force

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>
 Reply-To: jeffrey.wolff@capitalkiwanis.org
 To: jeffrey.wolff@capitalkiwanis.org

Wed, Nov 20, 2024 at 6:29 AM

District Committee / Key Staff Name

Youth & Volunteer Mental Health Task Force

Committee Chairperson's Name

Jennifer Hiscock

Committee Membership

Kiwanis: Blue Ridge Region (Division 4) - Jennifer Hiscock, Chair
 Kiwanis: Heart of Virginia (Division 10) - Jamie Moore, Supervising Trustee
 Kiwanis: Blue Ridge (Division 8) - Virginia Grant
 Kiwanis: Southeast Virginia (Division 14) - Jessica Henley
 Kiwanis: West Virginia (Division 20) - Nathaniel Kyle
 Kiwanis: Heart of Virginia (Division 9) - Donna Yobs

Key Club: Southeast Virginia (Division 12) - Sneha Shah
 Key Club: Heart of Virginia (Division 10) - Elizabeth Janney
 Key Club: National Capital (Division 2) - Kyle Patrick Janer

There is currently no Kiwanis representative from the Southwest Virginia or DelMarVa region.

In addition, Circle K does not have any members designated to represent the CKI branch in our tri-K model. Both administrator, Catie, and Governor, Abigail, are currently on the committee listserve to receive the meeting notices and materials in order to engage as much as possible. They have advertised the opportunity to be involved to their board and club members but no one has expressed interest in stepping up. We will continue to include them on our emails as much as possible, as we do hope to have their voice and input included as much as can be!

Committee Goals & Current Status

GOAL #1: To plan, promote, and host at least one webinar each quarter of the calendar year for the Capital District Kiwanis membership; 2 focused on well-being and 2 focused on mental health.

STATUS #1: We have identified a subcommittee work group to focus on our webinars, as well as have generated a few ideas of what could be useful/helpful to the district based on our first meeting discussions.

GOAL #2: To plan and present a training/workshop at the Capital District Kiwanis Mid-Year and Annual Conventions.

STATUS #2: We have not made progress towards this goal, as the committee has not received any indication that we will be asked to present a workshop; therefore, energy is being put towards other goals at this time.

GOAL #3: To support the planning of and presentation of a training/workshop at the Capital District Key Club and Circle K annual conventions.

STATUS #3: The committee has brainstormed possible ideas for the training/workshop to include gender identity and its impact on youth mental health or offering the opportunity for advisors to participate in a Youth Mental Health First Aid training workshop.

GOAL #4: To reach the Capital District membership through various communication platforms by planning, preparing, and executing a column in each Capital Kiwanian, as well as a mental health Monday tip/Well-Being Wednesday tip at least once a month on FB/Instagram.

STATUS #4: The committee did not have an article in the October/November edition of the Capital Kiwanian, as chair Jenn did not receive an email from John Montgomery with the due date for the edition. Jenn did email John to get clarification regarding the upcoming due dates, as well as advocated to be added, along with all of the other committee chairs, to his email distribution list.

We brainstormed as a committee during our first meeting a few Mental Health Monday and Wellness Wednesday tips and are working on a social media template that we can use.

GOAL #5: To fulfill the committee with at least 1 Kiwanis member from each region (7), 3 members from Capital District Key Club, and 3 members from Capital District Circle K, plus a committee chair for a total of 14 members minimum.

STATUS #5: At this time, we have 9 of the possible 14 minimum members. We need membership from two additional Kiwanis regions, as well as membership from Circle K. This is a goal in progress, as the more members within the district see our efforts, hopefully, they will be encouraged to join in! We will accept members all year long!

Other Challenges or Assistance Needed

At this time, our committee is not facing any challenges that we need assistance with. We are very excited to see our first meeting ideas and plans come to fruition through our subcommittee workgroups.

Our subcommittee workgroups are:

1. Educational Offerings
2. Resource Development
3. Promotion/Communication including Social Media

Other Comments

Our committee meeting is on the 4th Sunday of every month at 7:30 p.m. Please find below the dates for our meetings during the 2024-2025 Kiwanis year left to date:

Sunday, November 24th at 7:30 p.m.

Sunday, December 22nd at 7:30 p.m.

Sunday, January 26th at 7:30 p.m.

Sunday, February 23rd at 7:30 p.m.

Sunday, March 30th at 7:30 p.m.

(This is the 5th Sunday due to many committee members being tied up at the Key Club District Convention on the 4th Sunday)

Sunday, April 27th at 7:30 p.m.

Sunday, May 25th at 7:30 p.m.

Sunday, June 22nd at 7:30 p.m.

Sunday, July 27th at 7:30 p.m.

Sunday, August 31st at 7:30 p.m.

(This is the 5th Sunday due to many committee members being tied up at the Kiwanis District Convention on the 4th Sunday)

Sunday, September 28th at 7:30 p.m.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Youth Protection

1 message

jeffrey.wolff@capitalkiwanis.org <noreply@kiwanis.org>

Wed, Nov 20, 2024 at 6:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Youth Protection

Committee Chairperson's Name

Jeannette Ogilvie

Committee Membership

No committee members

Committee Goals & Current Status

- Provide training to clubs by request (2 trainings completed presently)
- Encourage compliance with background checks and Praesidium training for SLP advisors, and additional Kiwanis members who serve as chaperones (working on compiling reports to send to LTGs)

Other Challenges or Assistance Needed

Training from KI has been very minimal, and I feel that I need more guidance from them

Other Comments

None