



# Kiwanis<sup>®</sup>

## CAPITAL DISTRICT

Capital District, Kiwanis International  
2024-2025 Board of Trustees Meeting  
Saturday, May 17, 2025 - 10:00am  
Online Zoom Conference

1. Welcome
2. Pledge of Allegiance
3. Recognition of Guests
4. Declaration of Quorum
5. Approval of Agenda
6. Approval of Minutes
  - a. February 28, 2025 - Board of Trustees Meeting
7. Matters for Approval and/or Discussion
  - a. Agenda Point - CKI DA Late Expense Submission
  - b. The Possibilities Project - John Tyner
  - c. International Convention - Agenda Walkthrough & Registration
  - d. 2025 District Convention
  - e. New Club - Marshall County, WV
8. Leadership Reports
  - a. Executive Directors Report
    - i. District Financial Standing / Overview of Monthly Reports
    - ii. Outstanding Dues / Club Election Reporting
    - iii. Club Building Status / Membership Totals / Charters In Danger
    - iv. Club Monthly Reports
    - v. Lt. Governor Elections
  - b. Regional Trustee Reports
  - c. Committee Reports
9. New Business
10. Adjournment



# Kiwanis<sup>®</sup>

## CAPITAL DISTRICT

Capital District, Kiwanis International  
2024-2025 Board of Trustees Meeting  
Friday, February 28, 2025 - 9:30am  
Hyatt Regency Chesapeake Bay, Cambridge, MD  
Official Minutes

Governor Hiscock called the meeting to order at 9:35am.

Attendees: Governor Josh Hiscock, Governor-Elect Tim Gillette, Executive Director Jeffrey Wolff, Immediate Past Governor Eric Lamb  
Trustees: Marie Quick, Jamie Moore, Nathaniel Kyle, Charles Marks, Roger Diehl, April Farmer

Absent Board Members: Vice Governor David Lurie & Trustee Missy Zimmerman

Guests: CDK President David Laraba, Editor John Montgomery, Division 1 LTG PG Linwood Watson, KCF Advocate PG John Tyner, KI Area Director Rhonda Vrell, PG Brian Bell

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

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

- Motion made by Immediate Past Governor Lamb to approve the agenda of the February 28, 2025 Board of Trustees Meeting as published. ***Motion passed unanimously.***
- Motion made by Trustee Bowe-Quick to approve the minutes of the December 7, 2024 Board of Trustees Meeting. ***Motion passed unanimously.***
- Motion made by Trustee Bowe-Quick to approve the minutes of the January 26, 2025 Special Board of Trustees Meeting. ***Motion passed unanimously.***

Informal discussion was held about the Midyear Conference

Informal discussion was held about club building

- Discussion was had about creating some incentive for Kiwanians who volunteer to be new club builders.

- **Executive Director's Report was presented as published in the Board Book**
- **Trustee Reports were presented.**
- **Committee Reports were discussed.**

CDKF President Laraba provided the Board with an update on the Foundation.

**With no further business before the Board of Trustees, Governor Hiscock adjourned the meeting of the 2024-2025 Capital District Board of Trustees at 11:10am.**

The next meeting of the 2024-2025 Capital District Kiwanis Board of Trustees will take place on May 17, 2025 at 10am ET online via Zoom.

Respectfully submitted,

A handwritten signature in black ink, reading "Jeffrey Wolff". The signature is written in a cursive style with a large, sweeping initial "J" and a long, horizontal tail on the "f".

PG Jeffrey M. Wolff  
Executive Director



Jeffrey Wolff <jmwolff@gmail.com>

## Re: Capital District Kiwanis-Family Expense Report Request

4 messages

**Catie Dugan Vargas** <dugan.catie@gmail.com>  
To: jeffrey.wolff@capitalkiwanis.org

Thu, Apr 17, 2025 at 5:41 AM

Hi Jeff,  
I hope all is well with you! Saw y'all were in Hawaii- enjoy! I just wanted to check on this reimbursement, I didn't see a check yet. Just let me know and if you have any questions! Thanks!  
Catie

Sincerely Yours,  
Catie Dugan Vargas  
757.647.9942  
[dugan.catie@gmail.com](mailto:dugan.catie@gmail.com)

On Mon, Mar 31, 2025 at 10:58 PM Jeffrey Wolff <[noreply@kiwanis.org](mailto:noreply@kiwanis.org)> wrote:

**Name**

Catie Dugan Vargas

**Address**

[1632 Fieldthorn Drive](#)  
[Reston, Virginia 20194](#)  
[United States](#)  
[Map It](#)

**Email**

[dugan.catie@gmail.com](mailto:dugan.catie@gmail.com)

**Phone**

(757) 647-9942

**Organization**

Circle K

**Approved by DA?**

Yes

**Source of CKI Funds**

CKI Operations - CKI District Funds

**Office Held**

District Committee Member

**Expense Type**

District Committee Activity

**Automobile Mileage Expense**

\$0.00

**Total Travel Expenses**

\$0.00

**Expense Amount**

\$125.66

**Expense Detail**

Board Shirts

**Expense Amount**

\$151.04

**Expense Detail**

Stickers for Recruitment Kits

**Expense Amount**

\$44.00

**Expense Detail**

Total Choice Hosting for Web Domain

**Expense Amount**

\$115.20

**Expense Detail**

December 2024-March 2025 Google Account Receipts

**Total Other Expenses**

\$435.90

**Total Expense Reimbursement Requested**

\$435.90

**Upload All Receipt Files**

- [march-2025-google.pdf](#)
- [feb-2025-google.pdf](#)
- [jan-2025-google.pdf](#)
- [dec-2024-google.pdf](#)
- [custom-ink.pdf](#)
- [sticker-mule.pdf](#)
- [Total-Choice-Hosting-Credit-Card-Payment-Confirmation.pdf](#)

**Certification**

I certify this expense report is true and accurate.

---

**Jeffrey Wolff** <jeffrey.wolff@capitalkiwanis.org>

Thu, Apr 17, 2025 at 10:27 AM

To: Catie Dugan Vargas &lt;dugan.catie@gmail.com&gt;

Cc: Joshua Hiscock &lt;hiscockj@gmail.com&gt;, Timothy Gillette &lt;tgillette1981@yahoo.com&gt;, David Lurie &lt;dpalurie@verizon.net&gt;

H Catie,

This expense report has expenses from November and December 2024 on it. I have reminded you before about our policy on 30 days for expense reimbursement, so this report will be on the agenda for the May District Board meeting. The Board needs to give me approval to pay a report with expenses this old.

Thanks

Jeffrey

[Quoted text hidden]

---

**Catie Dugan Vargas** <dugan.catie@gmail.com>

Thu, Apr 17, 2025 at 11:14 AM

To: Jeffrey Wolff <Jeffrey.wolff@capitalkiwanis.org>

Cc: Joshua Hiscock <hiscockj@gmail.com>, Timothy Gillette <tgillette1981@yahoo.com>, David Lurie <dpalurie@verizon.net>, Catie Dugan Vargas <administrator@cdcki.org>

Thanks Jeff for the update. Some of the charges are recurring and I was still recovering and adjusting from the birth of my daughter from November to January, if that can be shared. Then till we got caught up from the multiple events from February to March, it seemed best to just submit all at once. Thank you for your help and I will look to hear from you after the meeting.

[Quoted text hidden]

---

**Jeffrey Wolff** <jeffrey.wolff@capitalkiwanis.org>

Wed, Apr 23, 2025 at 5:56 AM

To: Catie Dugan Vargas <dugan.catie@gmail.com>

Cc: Joshua Hiscock <hiscockj@gmail.com>, Timothy Gillette <tgillette1981@yahoo.com>, David Lurie <dpalurie@verizon.net>, Catie Dugan Vargas <administrator@cdcki.org>

Thanks Catie.

[Quoted text hidden]



# Kiwanis<sup>®</sup>

## CAPITAL DISTRICT

Report of the Executive Director  
Capital District, Kiwanis International  
May 17, 2025

### Membership

2024-2025 Starting # **3904**

Current Total **3921** (as 5/5/25)

Total Charters – **155**

Net Change **+17**

**Charters in Danger/Surrender: PR (2)** - PG County & Far East Washington

**Clubs in Formation:** North Stafford - VA, Laurel - MD, Easton - MD, Bel Air - MD, East End - VA

**New Clubs Chartered:** Marshall County - WV

**Large Drop (7)** - Rockbridge (15), Colonial Capital (-11), Gloucester (-8), Smithfield (-5), Shepherd Park (-4), Central Chesterfield (-4), Martinsville (-4)

**Single Digit Membership (20)** - Short Pump (1), Radford (4), Rockbridge (5), Hinton (5), Parsons (5), Great Bridge (5), Far East Washington (6), Greater Nitro (6), Salisbury (7), Gloucester (7), Mathews (7), Mercer County (7), Georgetown (8), Central Chesterfield (8), Ocean View Beach, Norfolk (8), NW Washington (9), Montgomery Village (9), Delmar (9), Bluefield (9), Clinchco (9)

Clubs who lost members so far this year: **35 of 154 (23%)**

Clubs who gained this year: **58 of 154 (38%)**

Clubs who are net 0 so far this year: **61 of 154 (40%)**

Clubs at or above charter strength (15): **102 of 154 (66%)**

Clubs below charter strength (15): **52 of 154 (34%)**

### Lt. Governor Election Reporting

2025-26 Lt. Governors-Designate Elected: **16 of 18** (Missing D8 & D17)

2025-26 Lt. Governors-Elect Elected: **7 of 18**

### 2024-25 Lt. Governor Reports

Contact: 18 out of 18 filed

Board: 17 out of 18 filed (Missing D4)

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

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

**34 out of 154 clubs (22%) are Not in Good Standing**

**24 of 34 haven't filed a report all year**

### **Division 1:**

Far East Washington\*

### **Division 2:**

Manassas  
Mount Vernon, Fairfax Co\*

### **Division 3:**

Montgomery Village  
Prince George's County\*  
Rockville

### **Division 4:**

NONE

### **Division 5:**

Chincoteague  
Delmar\*  
Georgetown\*  
Salisbury\*  
Seaford\*

### **Division 6:**

NONE

### **Division 8:**

NONE

### **Division 9:**

Rockbridge\*

### **Division 10:**

Central Chesterfield\*

### **Division 12:**

Matthews  
Middlesex, Saluda

### **Division 13:**

Old Point Comfort\*

### **Division 14:**

NONE

### **Division 15:**

Bassett  
Salem

### **Division 16:**

Beckley  
Bluefield\*  
Hinton\*  
Radford\*  
War\*  
Welch\*

### **Division 17:**

None

### **Division 18:**

Wheeling\*

### **Division 19:**

Bridgeport\*  
Clarksburg\*  
Elkins\*  
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))

**5 out of 154 clubs (3%) are Not in Good Standing**

**Division 1:**  
Far East Washington

**Division 13:**  
Old Point Comfort

**Division 2:**  
NONE

**Division 14:**  
NONE

**Division 3:**  
PG 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



Jeffrey Wolff <jmwolff@gmail.com>

---

## New District Trustee Board Report from Blue Ridge

---

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

Wed, Apr 23, 2025 at 1:31 PM

### Region Name

Blue Ridge

### Membership

Membership is stagnant but several clubs have plans I. Place.

### Plans for New Kiwanis or SLP Clubs

None

### District Committee Updates

None

### Other Challenges or Assistance Needed

As always membership is an ongoing challenge. Also finding Lt Governors and Lt Governors-elect continues to be a challenge.

### Other Comments

Getting leaders to step up and then attend CLE.



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

---

## New District Trustee Board Report from DelMarVA

1 message

---

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

Sun, Apr 27, 2025 at 3:58 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

**Region Name**

DelMarVA

**Membership**

Greater Easton club opening has been has been started. This one will need a lot of work.

Bel-Air Club opening is in the works, slated for mid June.

Pocomoke, Delmar, Reisterstown, Georgetown and Hampden-Midtown are being watched. All may be candidates for the boost program. Salisbury is CS, and most likely gone.

**Plans for New Kiwanis or SLP Clubs**

Plan to attend the Bel-Air opening.

**District Committee Updates**

None at this time.

**Other Challenges or Assistance Needed**

Georgetown has been the past, and still to this date, a club that has issues in reports and other reporting. The LTG's are watching.

**Other Comments**

Division 5 clubs are ramping up their fundraising operation for the summer. New member recruitment activity's are part of the fund raising operation.

Division 6 clubs are in various stages of fundraising activity's with new member recruitment part of the planning.

I plan to attend as many of these activity's as possible.

The LTG's have been advised of the new by-laws released by KI, and some clubs have completed the process.



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

---

## New District Trustee Board Report from Heart of Virginia

1 message

---

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

Sun, Apr 27, 2025 at 5:11 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

**Region Name**

Heart of Virginia

**Membership**

Div 9 Most clubs have stayed around the same numbers but concern with Rockbridge has lost 15 members this year

Div 10 Petersburg and Richmond in the lead with +3 new members. Concern with short pump 1 member and CC with only 8 members now

Both Divisions at their DCM have talked about ways to add new members

**Plans for New Kiwanis or SLP Clubs**

Div 9: Not aware of any

Div 10: Working on bring back VSU and VCU circle K, East end richmond club. John Morris is working on it.

**District Committee Updates**

Youth &amp; Volunteer Mental Health &amp; Wellbeing Task Force: Meets every month and have been really active at Mid Year and Key club conventions. They have some upcoming webinars in May, July, and September to support mental health

**Other Challenges or Assistance Needed**

Div 9: relationship in clubs might need to be address for some clubs and have been working .with them

Div 10: Same clubs as always not turning in reports

**Other Comments**

Div 9: many pancake and other fundraisers going on. And congrats to Sam for being elected trustee for 25-28

Div 10: Shrimp feast, train day, golf tournaments...lots of fundraising going and attempts to bring in new members



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

---

## New District Trustee Board Report from Southeast Virginia

1 message

---

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

Sun, Apr 27, 2025 at 2:32 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

### Region Name

Southeast Virginia

### Membership

Division 12 has 2 club struggling, COlonial Capital and Gloucester. At a visit to COlonial Capital we discussed strategies for recruitment. Gloucester ha held steady since a big drop at the start of the year, but has canceled their largest fundraiser (VIMS Family Day) due to VIM's focusing food service on food trucks. Dlvision 13 is doing well enough in terms of losing members, Nothing alarming and time to make it up. IN Division 14 there's one club truly struggling, Ocean View. There's not much growth, but others are holding steady. Their DCM on April 9tj was very well attended – only 1 club not represented. All have lots going on and good energy.

### Plans for New Kiwanis or SLP Clubs

I will be attending the charter celebration for the new Tri-Cities Club on May 9th.

### District Committee Updates

I have joined the Redivisioning Committee. We had our first meeting April 21st. It was a great discussion but we are only at the beginning. Waiting to hear if there will be a Finance COmmittee meeting on April 27th, as scheduled.

### Other Challenges or Assistance Needed

It looks like Matthews in Division 12 has list traction. I will investigate further. I know there has been a divide in the cub over what being a part of Kiwanis means. Middlesex is yet again behind on Monthly Reports, having not submitted any this year.

### Other Comments

None



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

---

## New District Trustee Board Report from Southwest

1 message

---

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

Wed, Apr 30, 2025 at 7:22 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

### Region Name

Southwest

### Membership

Division 15 needs a bit of attention as it is flat. We have a gain of 8, mostly thanks to Bassett, but we lost 8, 4 of them being in Martinsville while Bassett gained. Those 2 clubs really should merge and I plan on revisiting that discussion with them.

With Castelewood/St. Paul turning in their charter, 17 is down however, they are + 4 in other clubs. I asked Andy if the C/SP members are close enough to join other clubs and he said Wise and Norton are relatively close so hopefully we can keep some in the fold. Several leadership members did not want to revoke but ended up voting to do so.

16 is growing well with Christiansburg leading and overall are up 16, with MC/Blacksburg close behind. I'd like to visit them to review what their success is attributable to so we can hopefully copy that for the rest of Southwest. I'm convinced most clubs literally just don't ask and aren't interested in growing until something happens and several people leave.

### Plans for New Kiwanis or SLP Clubs

Forest is still setting up a new Builders Club at New Vistas School. There was a setback with KI not receiving the check. It will be live by start of school in August.

I've asked Tulane to follow up with Martinsville on sponsoring a Circle K at the community college. When I was at a meeting last year, they had the softball team there and the coach and they talked about all of the service they are already doing. I spoke with the president and told him they basically already had the club there! To my knowledge, they have not made any moves towards that happening.

Andy's home club is trying to start an Action Club in 17 and they are also working on a potential Builder's Club .

### District Committee Updates

We had our first meeting of the Redistricting Committee and had a good discussion around LTGs and expectations, roles, membership and challenges. There was active discussion around possibly moving to regional meetings, at least temporarily, versus mid year and DCO on every year. It is simply too far for the western clubs to make it to the eastern shore and northern Virginia/Maryland. Much discussion was had around moving conventions to the middle of the state to make it more accessible. Southwest will be planning a DCM towards the end of the calendar year somewhere likely around Roanoke and/or Blacksburg/Christiansburg to allow for participation.

We're working on our first meeting of the Long Range Planning Committee, shoring up a date. That will be within the next couple of weeks, and we may have two to accommodate schedules, if needed.

### Other Challenges or Assistance Needed

I think we need to start relaying information in such a way as that it doesn't appear to be mandates from Capital/KI. Most of the clubs have not participated at either level and don't want to, as they don't see the need in spending the money, sending members etc. I am trying to hit home the VALUE aspect of it and INVESTMENT. I am inviting all clubs to have a say in the long range planning process and I think all the LTGs really need to try to bring in general membership involvement in committees etc. to instill a connection.

### Other Comments

Southwest is planning a DCM for later calendar year for a local training in the Roanoke area and/or Blacksburg/Christiansburg to attract attendance. We want to also have an Interclub to coincide with a social event as well.

Lynchburg is hosting CLE on June 14 and the other divisions are encouraged to attend virtually.



Jeffrey Wolff <jmwolff@gmail.com>

---

## New District Trustee Board Report from West Virginia

1 message

---

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

Sun, Apr 27, 2025 at 4:02 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

### Region Name

West Virginia

### Membership

Moundsville organized and has had first meeting. Talked to West Charleston president and she's wanting to do a boost so I will be helping with it.

### Plans for New Kiwanis or SLP Clubs

NA

### District Committee Updates

NA

### Other Challenges or Assistance Needed

NA

### Other Comments

Need to schedule CLE within the region. Will do a separate one for Marshall County if necessary.





Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

---

## New Committee Chairperson Board Report from Bylaws & Policies

1 message

---

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

Tue, Apr 22, 2025 at 12:41 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

**District Committee / Key Staff Name**

Bylaws &amp; 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 - reviewing direction from Kiwanis International on required changes to the standard form of club bylaws. 20% 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 August 2025 Board meeting. 50% complete.

Review recommendations from Capital District committees with policy implications and provide recommendations to the District Board. Current status - no requested changes received since the February board meeting. 75% complete.

**Other Challenges or Assistance Needed**

No Challenges or Assistance Needed at this time

**Other Comments**

None.



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

## New Committee Chairperson Board Report from CKI (Circle K International)

1 message

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

Sat, Apr 26, 2025 at 8:38 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

### District Committee / Key Staff Name

CKI (Circle K International)

### Committee Chairperson's Name

Stacy Whitehouse

### Committee Membership

Catie Dugan Vargas

Robert Lyons

Jose Leoncio

Liz Moore

Seeking several more members, no specific number specified

### Committee Goals & Current Status

My appointment as District Administrator began on April 1, 2025. While the district has developed initial 2025-2026 goals, I plan to finalize them in mid-May once more appointments have been made to district officer positions. Goals for the Governor and the district are due to Circle K International by May 31, 2025.

2024-2025 District Goals:

1) All clubs to be at charter strength or plus 10 to their membership by January 1, 2025.

Status: 9 of 12 active clubs are at charter strength.

2) Reinstate President Council Meetings in May 2024 with a goal of 50% attendance at each meeting.

Status: Met

3) Charter one new club and reactivate 2 new clubs in the District by March 31, 2025.

Status: 1 new Charter (NVCC Alexandria) and 1 reactivation (Johns Hopkins University)

4) Grow membership attendance at District Events by 25% at President's Council Meetings, Fall Membership Rally, District Convention and Spring Officer Training Conference during the 2024-2025 CKI Service Year.

Status: PCM – Met; Fall Rally – Met; DCON – Grew by 15% SOTC – Met

### Other Challenges or Assistance Needed

The approaching end of the semester aligned with the start of CKI year makes attendance and outreach more difficult, but we are overcoming this challenge through frequent follow-up and personalized communication and prioritizing which clubs to reach.

### Other Comments

Kiwanis Family: The outgoing and incoming District Administrator and outgoing governor attended Kiwanis Midyear Conference. The incoming District Administrator and both outgoing and incoming Governor attended Key Club District Convention and held awareness and recruitment activities for CKI.

District and International The District Administrator and current Governor attended Governor and Administrator Training Conference in Indianapolis April 5-6, 2025.

Current Priorities: The Committee is in the process of recruiting and filling student district board vacancies, followed by district officer training. In terms of club support, the Committee is focused on 1) Developing virtual officer training sessions for clubs that could not attend Spring Officer Training Conference; 2) Reaching out to clubs to schedule individual

5/5/25, 7:22 AM

Gmail - New Committee Chairperson Board Report from CKI (Circle K International)

recruitment consulting sessions to ensure clubs have a recruitment and retention plan prior to June 30, 2025; and 3) Providing materials to recruit Key Club members into CKI. Additionally, the Committee is promoting CKI International Convention that will be held June 25-27, 2025 in Pittsburgh, PA in conjunction with Kiwanis International Convention.



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

---

## New Committee Chairperson Board Report from Key Club

1 message

---

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

Thu, Apr 24, 2025 at 12:35 PM

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**

Fully staffed - the committee is made up of the following Kiwanians:

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

**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 04/24) is 12,008 in 210 clubs. This is an increase of 4.8% over last year at this time. We had 3 new charters and 7 club reactivations with more in the works. However, we are in danger of losing 18 clubs that were dues paid last year and have not paid this 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**

District Convention 2025 was a great success thanks to the hard work of the 2024-25 Capital Key Club District Board and Adult Committee. The theme was "Roaring Service!" which was a 20s theme celebrating the 100th birthday of Key Club. We had over 475 attendees, a small growth over last year. The weekend include Joe Lepper, a former Key Club International President who spoke on his mental health journey as a student leader at the highest level, educational workshops presented by both students and professionals, the election of the new district board executive, and the celebration of the successful Key Club year. A huge thanks to the Kiwanis Clubs that supported the weekend through volunteering, chaperoning, purchasing an ad, and financially helping students and advisors attend.



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

## New Committee Chairperson Board Report from Leadership & Education

1 message

jeffrey.wolff@capitalkiwanis.org &lt;noreply@kiwanis.org&gt;

Fri, May 2, 2025 at 5:02 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

### District Committee / Key Staff Name

Leadership &amp; Education

### Committee Chairperson's Name

Sam Bosserman

### Committee Membership

CLE Trainers:

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

### 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)

In progress. An email to all prospective CLE trainers and past LTGs was sent out in March to gather interest. There was very little response from new CLE trainers- current CLE trainers responded well! A few past LTGs responded that they were no longer in Kiwanis or have moved out of the District. Current CLE trainers have been asked to help recruit new trainers.

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

In progress. A Google Doc was created and reminders sent to current committee chairs to schedule a training on the schedule. To date three committees have utilized the calendar. The Youth and Adult Mental Health and Wellbeing Committee and Risk Manager are actively hosting webinars.

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

In progress. CLEs are being scheduled and are available for registration on the website.

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)

Completed. A detailed CLE Guide was created and sent out to current LTGs. I met with current LTGs to review the Guide and to create the ownership of the CLE trainings. The deadline to submit CLE information was April 15th. A few Divisions are still solidifying details.

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

Available to help with DCON if anyone needs it! 😊

### Other Challenges or Assistance Needed

We really need more CLE Trainers. Any recruitment help will be appreciated!!

**Other Comments**

Thank you all for your patience as I navigate the new life with Baby B! :-)



Jeffrey Wolff &lt;jmwolff@gmail.com&gt;

---

## New Committee Chairperson Board Report from Teenager of the Year

1 message

---

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

Wed, Apr 23, 2025 at 2:25 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

**District Committee / Key Staff Name**

Teenager of the Year

**Committee Chairperson's Name**

Mary Anton

**Committee Membership**

Renee Mackey

John Kyle

**Committee Goals & Current Status**

Goal: Manage the Teenager of the Year process and ultimately make the final selection of 2025 Teenager of the Year

1. November 1, 2024 to January 31, 2025 at 5 p.m. ET: Students may apply online. Only complete applications will be accepted. No applications submitted after that date and time will be considered.

STATUS: Complete - 51 applications

No later than March 1, 2025: Kiwanis Clubs will select and notify club winners and submit certified names to their Lt. Governor. STATUS: Complete - 27 candidates submitted to Lt. Governors

No later than April 1, 2025: Divisions will select and notify division winners and submit certified names to the ToY District Chairperson. STATUS: Complete - 13 candidates submitted to the ToY Chair.

No later than May 1, 2025: The district level winner will have been selected and the certified name sent to the District Governor. STATUS: 13 applications are under review by the ToY Committee, with a final selection to be made by May 1.

**Other Challenges or Assistance Needed**

N/A

**Other Comments**

After a bit of a delayed start, the process continued according to the timelines. Questions from Lt. Governors made it obvious that more timely detailed instructions would have been helpful. That will be corrected for the 2026 process.

For next year we will be working to:

- insure that ToY information is available early in the new fiscal year;
- communicate better instructions and guidance to Lt. Governors at the beginning of the process; and
- increase participation (shown below for this year).

27 clubs 17.5% participation

13 divisions 65% participation





Jeffrey Wolff <jmwolff@gmail.com>

---

## New Committee Chairperson Board Report from Youth Protection

1 message

---

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

Wed, Apr 23, 2025 at 1:12 PM

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**

None

**Committee Goals & Current Status**

Goals are to encourage clubs to go over the Youth Protection best practices with their clubs every year and to encourage keeping background checks current for members who are working with children.

**Other Challenges or Assistance Needed**

It has been challenging to get responses from KI as well as updated information to present to clubs.

**Other Comments**

I will be stepping down from this position at the end of this Kiwanis year.