Kiwanis
CAPITAL DISTRICT

Capital District, Kiwanis International
2025-2026 Board of Trustees Meeting
Saturday, September 20, 2025 - 2pm
Hyatt Regency Dulles - Dulles, VA

1. Welcome
2. Pledge of Allegiance
3. Recognition of Guests
4. Declaration of Quorum
5. Approval of Agenda
6. Approval of Minutes
    a. August 22, 2025 - Board of Trustees Meeting
    b. 2025 House of Delegates
7. Matters for Approval and/or Discussion
    a. Recommendations from Finance Committee:
        i. 2025-2026 Kiwanis District Budget
        ii. 2025-2026 Circle K District Budget
        iii. 2025-2026 Key Club District Budget
        iv. 2026 Kiwanis Midyear Conference Budget
        v. 2026 Kiwanis District Convention Budget
    b. Annual Approvals:
        i. Executive Director - Jeffrey Wolff
        ii. District Editor - John Montgomery
        iii. District Publication Designer - Jen Wolff
        iv. Depository - Morgan Stanley
        v. Asst Secretary-Treasurer - Kristina Dlugozima
    c. Appointment of Vacancies
        i. 2025-26 Division 17 Lt. Governor
    d. Redivision Task Force Report
        i. Proposed Merger - Divisions 1 & 3
        ii. Proposed Merger - Divisions 4 & 6
    e. Remove Voting Amendment - Deadline October 31, 2025
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 (verbal only)
9. New Business
    a. Committee of the Whole - Redivision Task Force - Lt. Governor Considerations
10. Adjournment

Report of the Executive Director
Capital District, Kiwanis International
September 20, 2025

Membership

2024-2025 Starting # **3903** Current Total **3872** (as 9/19/25)
Total Charters – **154** Net Change **-32**

Charters Revoked: Coeburn (8), Crewe (0), Bull Run-Manassas (21), Salisbury (7)
Charters Surrendering: St. Paul-Castlewood (17), Far East Washington (6), Short Pump (1), Clinchco (9) - Merging with Clintwood

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

New Clubs Chartered: Marshall County,WV (20), North Stafford, VA (15)

Large Drops - Colonial Capital (-15), Rockbridge (-10), Smithfield (-9), Gloucester (-8), Shepherd Park (-4), Central Chesterfield (-4), Martinsville (-4)

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

Clubs who lost members so far this year: **55 of 154**
Clubs who gained this year: **57 of 154**
Clubs who are net 0 so far this year: **42 of 154**

Clubs at or above charter strength (15): **102 of 152**
Clubs below charter strength (15): **52 of 154**

Lt. Governor Election Reporting

2025-26 Lt. Governors-Designate Elected: **17 of 18** (Missing D17)
2025-26 Lt. Governors-Elect Elected: **7 of 18**

2024-25 Lt. Governor Reports

Contact: 18 out of 18 filed
Board: 18 out of 18 filed (D4 & D6 Late)
Progress: 16 out of 18 filed (D4 & D16 Missing / D6 & D20 Late)

Clubs who have not filed 2025-26 Election Reports (due June 1, 2025)
(in accordance with Policy Section 2B(c)

12 out of 154 clubs are Not in Good Standing

Division 1:
Far East Washington

Division 2:
NONE

Division 3:
PG County

Division 4:
NONE

Division 5:
Greater Ocean Pines

Division 6:
Elkton

Division 8:
NONE

Division 9:
NONE

Division 10:
Central Chesterfield
Short Pump

Division 12:
NONE

Division 13:
Old Point Comfort

Division 14:
Virginia Beach Town Ctr

Division 15:
NONE

Division 16:
Hinton
Radford

Division 17:
Grundy
Haysi
St. Paul-Castlewood

Division 18:
NONE

Division 19:
NONE

Division 20:
NONE

Capital District Circle K

Budget vs. Actuals

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Revenue				
4300 Morgan Stanley Cash Interest	3.11		3.11	-3.11
7000-001 Income - Membership Dues	2,040.00	2,750.00	-710.00	710.00
7100-001 Income - Registration & Event Fees	4,671.97		4,671.97	-4,671.97
7150-001 Income - Fundraising		1,000.00	-1,000.00	1,000.00
7200-002 Income - Advertising/Sponsorship	250.00		250.00	-250.00
7450-001 Income - CDKF Subsidy		5,500.00	-5,500.00	5,500.00
Total Revenue	**$6,965.08**	**$9,250.00**	**$ -2,284.92**	**$2,284.92**
GROSS PROFIT	**$6,965.08**	**$9,250.00**	**$ -2,284.92**	**$2,284.92**
Expenditures				
8040-001 Bank Fees	0.00		0.00	0.00
8100-001 Committee - Achievement		200.00	-200.00	200.00
8100-006 Committee - Club Building/Revitalization		500.00	-500.00	500.00
8100-007 Committee - Conference/Convention		30.00	-30.00	30.00
8100-012 Committee - Kiwanis-Family		30.00	-30.00	30.00
8100-018 Committee - Membership	151.04	435.00	-283.96	283.96
8100-019 Committee - On-to-ICON		60.00	-60.00	60.00
8100-025 Committee - Service / Signature Project		100.00	-100.00	100.00
8410-001 Meals	2,192.67	200.00	1,992.67	-1,992.67
8430-001 Kiwanis Children’s Fund Donations		500.00	-500.00	500.00
8500-001 Officer Exp - Governor		300.00	-300.00	300.00
8500-015 Officer Exp - Secretary		100.00	-100.00	100.00
8500-035 Officer Exp - Lt. Governors		100.00	-100.00	100.00
8500-055 Officer Exp - Communications Coordinator		100.00	-100.00	100.00
8600-001 Pins / Badges / Shirts	125.66	250.00	-124.34	124.34
8610-001 Postage / Shipping		150.00	-150.00	150.00
8760-001 Conference Materials	386.06	1,250.00	-863.94	863.94
8780-001 Speakers Fees	54.90		54.90	-54.90
8810-001 Printing / Supplies		175.00	-175.00	175.00
8900-050 Travel - Hotels/Lodging	985.36	3,350.00	-2,364.64	2,364.64
8900-100 Travel - Airfare		1,000.00	-1,000.00	1,000.00
8900-150 Travel - Automobile Expense	29.45		29.45	-29.45
8960-001 Website / IT / Software	159.20	420.00	-260.80	260.80
Total Expenditures	**$4,084.34**	**$9,250.00**	**$ -5,165.66**	**$5,165.66**
NET OPERATING REVENUE	**$2,880.74**	**$0.00**	**$2,880.74**	**$ -2,880.74**
NET REVENUE	**$2,880.74**	**$0.00**	**$2,880.74**	**$ -2,880.74**

Capital District Kiwanis

Consolidated Statement of Financial Position

As of September 19, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000-010 Kiwanis Checking	23,508.63
1000-011 Kiwanis Reserve	54,245.93
1000-012 Kiwanis Investments	898,488.92
1001-010 Key Club Checking	17,830.01
1001-011 Key Club Investments	206,609.90
1002-010 Circle K Checking	34,465.72
Total Bank Accounts	**$1,235,149.11**
Total Current Assets	**$1,235,149.11**
TOTAL ASSETS	**$1,235,149.11**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-001 Accounts Payable (A/P)	1,152.71
Total Accounts Payable	**$1,152.71**
Total Current Liabilities	**$1,152.71**
Total Liabilities	**$1,152.71**
Equity	
3300-001 Unrestricted Net Assets	990,485.55
3300-002 Equity - Key Club	170,807.00
3300-003 Equity - Circle K	33,200.00
Net Revenue	39,503.85
Total Equity	**$1,233,996.40**
TOTAL LIABILITIES AND EQUITY	**$1,235,149.11**

Capital District Key Club

Budget vs. Actuals

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Revenue				
4300 Morgan Stanley Cash Interest	2.82		2.82	-2.82
4301 Morgan Stanley Dividends	4,170.70		4,170.70	-4,170.70
4303 Morgan Stanley Unrealized Gains/Losses	11,539.78		11,539.78	-11,539.78
4304 Morgan Stanley Investment Interest	0.21		0.21	-0.21
7000-001 Income - Membership Dues	41,499.50	51,750.00	-10,250.50	10,250.50
7100-001 Income - Registration & Event Fees	123,766.82	133,770.00	-10,003.18	10,003.18
7150-001 Income - Fundraising	7,902.37	1,250.00	6,652.37	-6,652.37
7200-002 Income - Advertising/Sponsorship	72.22	3,000.00	-2,927.78	2,927.78
7400-001 Income - Grants	400.00		400.00	-400.00
7600-001 Income - Other	11,957.00		11,957.00	-11,957.00
Total Revenue	**$201,311.42**	**$189,770.00**	**$11,541.42**	**$ -11,541.42**
GROSS PROFIT	**$201,311.42**	**$189,770.00**	**$11,541.42**	**$ -11,541.42**
Expenditures				
8010-001 Advisor Reception		1,200.00	-1,200.00	1,200.00
8020-001 Audit & Accounting & Admin Expense		0.00	0.00	0.00
8025-001 Scholarships/Awards	46.53		46.53	-46.53
8030-001 Background Checks		1,100.00	-1,100.00	1,100.00
8040-001 Bank Fees	0.00		0.00	0.00
8050-001 Investment Fees	1,693.27	0.00	1,693.27	-1,693.27
8100-001 Committee - Achievement		4,000.00	-4,000.00	4,000.00
8100-010 Committee - Key Club International		1,500.00	-1,500.00	1,500.00
8100-011 Committee - Key Leader		1,000.00	-1,000.00	1,000.00
8150-001 District Project		1,250.00	-1,250.00	1,250.00
8160-001 Entertainment & A/V	12,300.61	8,000.00	4,300.61	-4,300.61
8200-001 General Meeting Expenses		12,000.00	-12,000.00	12,000.00
8410-001 Meals	9,477.01	48,030.00	-38,552.99	38,552.99
8420-001 Miscellaneous Expenses	400.00	2,200.00	-1,800.00	1,800.00
8430-002 Other Charity Dontions	1,908.50		1,908.50	-1,908.50
8435-001 New Club Support		500.00	-500.00	500.00
8445-001 Office Supplies	526.88	1,050.00	-523.12	523.12
8500-001 Officer Exp - Governor		100.00	-100.00	100.00
8500-015 Officer Exp - Secretary		100.00	-100.00	100.00
8500-035 Officer Exp - Lt. Governors	6,743.77	1,000.00	5,743.77	-5,743.77
8500-045 Officer Exp - Editor		100.00	-100.00	100.00
8500-050 Officer Exp - Webmaster		100.00	-100.00	100.00
8600-001 Pins / Badges / Shirts	1,549.40	1,300.00	249.40	-249.40
8610-001 Postage / Shipping	10.10	250.00	-239.90	239.90
8750-001 Programs & Souvenirs	4,323.77	10,220.00	-5,896.23	5,896.23
8760-001 Conference Materials	21,792.63	15,295.00	6,497.63	-6,497.63
8780-001 Speakers Fees	2,350.00	3,500.00	-1,150.00	1,150.00

Capital District Key Club

Budget vs. Actuals

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
8810-001 Printing / Supplies		1,900.00	-1,900.00	1,900.00
8900-050 Travel - Hotels/Lodging	110,409.44	62,000.00	48,409.44	-48,409.44
8900-100 Travel - Airfare	1,439.84	6,250.00	-4,810.16	4,810.16
8900-150 Travel - Automobile Expense	3,639.86		3,639.86	-3,639.86
8900-175 Travel - Other		5,825.00	-5,825.00	5,825.00
8960-001 Website / IT / Software	134.32		134.32	-134.32
Total Expenditures	**$178,745.93**	**$189,770.00**	**$ -11,024.07**	**$11,024.07**
NET OPERATING REVENUE	**$22,565.49**	**$0.00**	**$22,565.49**	**$ -22,565.49**
Other Expenditures				
Other Miscellaneous Expenditure	6,090.00		6,090.00	-6,090.00
Total Other Expenditures	**$6,090.00**	**$0.00**	**$6,090.00**	**$ -6,090.00**
NET OTHER REVENUE	**$ -6,090.00**	**$0.00**	**$ -6,090.00**	**$6,090.00**
NET REVENUE	**$16,475.49**	**$0.00**	**$16,475.49**	**$ -16,475.49**

Capital District Kiwanis

Budget vs. Actuals

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Revenue				
4300 Morgan Stanley Cash Interest	6.01	7.00	-0.99	0.99
4301 Morgan Stanley Dividends	12,199.34	12,000.00	199.34	-199.34
4302 Morgan Stanley Realized Gains/Losses	2,082.43	-13,000.00	15,082.43	-15,082.43
4303 Morgan Stanley Unrealized Gains/Losses	45,696.96	100,000.00	-54,303.04	54,303.04
4304 Morgan Stanley Investment Interest	5,620.88	5,000.00	620.88	-620.88
7000-001 Income - Membership Dues	125,553.53	124,800.00	753.53	-753.53
7050-001 Income - New Club Dues	4,649.34	0.00	4,649.34	-4,649.34
7100-001 Income - Registration & Event Fees	57,712.65	90,000.00	-32,287.35	32,287.35
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	6,638.27	5,000.00	1,638.27	-1,638.27
7300-001 Income - Kiwanis Children's Fund Donations		0.00	0.00	0.00
7400-001 Income - Grants	16,645.00	12,000.00	4,645.00	-4,645.00
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 - Investments		0.00	0.00	0.00
7550-001 Income - Past Governors Activity	1,423.47		1,423.47	-1,423.47
7600-001 Income - Other	5,902.56	0.00	5,902.56	-5,902.56
Total Revenue	**$284,130.44**	**$335,807.00**	**$ -51,676.56**	**$51,676.56**
GROSS PROFIT	**$284,130.44**	**$335,807.00**	**$ -51,676.56**	**$51,676.56**
Expenditures				
8025-001 Scholarships/Awards	11,000.00	11,000.00	0.00	0.00
8030-001 Background Checks	35.00	1,000.00	-965.00	965.00
8040-001 Bank Fees	160.40	0.00	160.40	-160.40
8050-001 Investment Fees	7,483.87	8,000.00	-516.13	516.13
8100-001 Committee - Achievement	437.24	1,000.00	-562.76	562.76
8100-002 Committee - Aktion Club		300.00	-300.00	300.00
8100-003 Committee - Builders Club	341.38	300.00	41.38	-41.38
8100-004 Committee - Bylaws and Policies		0.00	0.00	0.00
8100-005 Committee - Circle K International	1,913.61	2,500.00	-586.39	586.39
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	341.37	300.00	41.37	-41.37
8100-015 Committee - Leadership & Education	696.09	750.00	-53.91	53.91
8100-018 Committee - Membership	6,903.55	20,000.00	-13,096.45	13,096.45
8100-020 Committee - Partnership Coordinator		300.00	-300.00	300.00
8100-021 Committee - Past Governors	1,497.20		1,497.20	-1,497.20
8100-023 Committee - Public Relations		500.00	-500.00	500.00
8100-025 Committee - Service / Signature Project	6,930.65	200.00	6,730.65	-6,730.65
8100-030 Committee - DEIBA		1,000.00	-1,000.00	1,000.00

Capital District Kiwanis

Budget vs. Actuals

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
8100-040 Committee - Mental Health Task Force	320.41	500.00	-179.59	179.59
8160-001 Entertainment & A/V	3,427.48	8,000.00	-4,572.52	4,572.52
8200-001 General Meeting Expenses	92.99		92.99	-92.99
8250-001 Insurance - D&O	800.00	800.00	0.00	0.00
8410-001 Meals	9,092.95	30,000.00	-20,907.05	20,907.05
8420-001 Miscellaneous Expenses	105.98	0.00	105.98	-105.98
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
8435-001 New Club Support	20.25		20.25	-20.25
8437-001 New Club Dues Payment	2,842.30		2,842.30	-2,842.30
8440-001 Office Equipment	2,194.74		2,194.74	-2,194.74
8445-001 Office Supplies	409.31	500.00	-90.69	90.69
8500-001 Officer Exp - Governor	3,157.75	5,000.00	-1,842.25	1,842.25
8500-005 Officer Exp - Governor Elect	1,342.00	4,000.00	-2,658.00	2,658.00
8500-007 Officer Exp - Vice Governor	1,150.00	2,500.00	-1,350.00	1,350.00
8500-010 Officer Exp - Executive Director	1,428.78	3,000.00	-1,571.22	1,571.22
8500-025 Officer Exp - Immediate Past Governor	1,299.20	2,000.00	-700.80	700.80
8500-030 Officer Exp - Regional Trustees	9,431.36	8,000.00	1,431.36	-1,431.36
8500-035 Officer Exp - Lt. Governors	10,800.12	7,500.00	3,300.12	-3,300.12
8500-040 Officer Exp - Lt. Governors-Designate	12,001.60	10,000.00	2,001.60	-2,001.60
8600-001 Pins / Badges / Shirts	3,333.79	3,000.00	333.79	-333.79
8610-001 Postage / Shipping	493.78	250.00	243.78	-243.78
8650-001 Salary - Executive Director	37,400.00	40,800.00	-3,400.00	3,400.00
8650-002 Salary - Publication Editor	6,000.00	6,000.00	0.00	0.00
8650-003 Salary - Publication Designer	4,000.00	6,000.00	-2,000.00	2,000.00
8720-001 Professional Services	5,608.88	5,000.00	608.88	-608.88
8750-001 Programs & Souvenirs	3,690.26	1,000.00	2,690.26	-2,690.26
8760-001 Conference Materials	4,748.68	2,500.00	2,248.68	-2,248.68
8780-001 Speakers Fees	936.00	4,000.00	-3,064.00	3,064.00
8810-001 Printing / Supplies	1,443.20	200.00	1,243.20	-1,243.20
8830-001 Telephone / Internet	1,100.00	1,200.00	-100.00	100.00
8850-001 District Publication Expenses	251.00	300.00	-49.00	49.00
8900-050 Travel - Hotels/Lodging	96,818.64	50,000.00	46,818.64	-46,818.64
8900-100 Travel - Airfare		0.00	0.00	0.00
8900-150 Travel - Automobile Expense	710.00	1,100.00	-390.00	390.00
8960-001 Website / IT / Software	2,906.67	1,750.00	1,156.67	-1,156.67
Total Expenditures	**$267,098.48**	**$276,400.00**	**$ -9,301.52**	**$9,301.52**
NET OPERATING REVENUE	**$17,031.96**	**$59,407.00**	**$ -42,375.04**	**$42,375.04**
NET REVENUE	**$17,031.96**	**$59,407.00**	**$ -42,375.04**	**$42,375.04**