



Kiwanis®

CAPITAL DISTRICT

Capital District, Kiwanis International
2025-2026 Board of Trustees Meeting
Saturday, December 6, 2025 - 9am
Zoom Online Meeting

1. Welcome
2. Pledge of Allegiance
3. Recognition of Guests
4. Declaration of Quorum
5. Approval of Agenda
6. Approval of Minutes
 - a. September 20, 2025 - Board of Trustees Meeting
7. Matters for Approval and/or Discussion
 - a. Acceptance of Resignation - 2025-26 Division 20 Lt. Governor
 - b. LTG Task Force - Interim Report
 - c. Missing 2025-26 Lt. Governors-Elect
 - d. District Convention 2027 Roanoke, VA Contract
 - e. FY2025 Financial Review & 990 Services Approval
 - f. Approval of 2026-27 Club Building Goal
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
 - c. Committee Reports
 - i. Key Leader 2025 Recap
9. New Business
10. Adjournment



Kiwanis®

CAPITAL DISTRICT

Capital District, Kiwanis International
2025-2026 Board of Trustees Meeting
Saturday, September 20, 2026 - 2:05pm
Hyatt Regency Dulles - Dulles, VA
Official Minutes

Governor Gillette called the meeting to order at 2:05 pm.

Attendees: Governor Tim Gillette, Governor-Elect David Lurie, Executive Director Jeffrey Wolff, Vice Governor Nathaniel Kyle
Trustees: April Farmer, Sam Bosserman, Charles Marks, Missy Zimmerman, Marie Bowe-Quick, Mary Kay Olashuk

Absent Board Members: Immediate Past Governor Josh Hiscock

Approval of Agenda & Past Minutes

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

- Motion made by Vice Governor Nathaniel Kyle to approve the agenda of the September 20, 2025 Board of Trustees Meeting as published. ***The motion passed unanimously.***
- Motion made by Trustee Missy Zimmerman to approve the minutes of the August 22, 2025 Board of Trustees Meeting. ***The motion passed unanimously.***
- Motion made by Trustee Sam Bosserman to approve the minutes of the 2025 House of Delegates Meeting. ***The motion passed unanimously.***

Items for Discussion and Board Action

- Finance Committee - Approval of 2025-26 Budgets
 - Motion made by the Finance Committee to adopt the proposed 2025 Kiwanis District budget as recommended. ***The motion passed unanimously.***
 - Motion made by the Finance Committee to adopt the proposed 2025 CKI District budget as recommended. ***The motion passed unanimously.***
 - Motion made by the Finance Committee to adopt the proposed 2025 Key Club District budget as recommended. ***The motion passed unanimously.***
 - Motion made by the Finance Committee to adopt the proposed 2026 Midyear Conference budget as recommended. ***The motion passed unanimously.***
 - Motion made by the Finance Committee to adopt the proposed 2026 District Convention budget as recommended. ***The motion passed unanimously.***
- Annual Appointments
 - Motion made by Trustee Marie Bowe-Quick to move the annual appointments into a single voting block. ***The motion passed unanimously***
 - Executive Director - Jeffrey Wolff
 - District Editor - John Montgomery
 - District Publication Designer - Jen Wolff
 - Asst Secretary-Treasurer - Kristina Dlugozima

- Depository - Morgan Stanley
- Motion made by Vice Governor Nathaniel Kyle to approve the block as presented. ***The motion passed unanimously.***
- Motion made by Trustee Charles Marks to appoint Brian Wills to the vacant position of 2025-26 Division 17 Lieutenant Governor. ***The motion passed unanimously.***
- Redivisioning Task Force
 - Motion made by Trustee Marie Bowe-Quick to merge all Division 3 clubs into Division 1 effective October 1, 2026. ***The motion passed unanimously.***
 - Motion made by Trustee Charles Marks to merge all Division 6 clubs into Division 4 effective October 1, 2026. ***The motion passed unanimously.***
- Remote Voting Amendment
 - Motion made by Governor-Elect David Lurie to re-submit Capital's Remote Voting Amendment to Kiwanis International by October 31, 2025 to be debated at the 2026 Kiwanis International Convention in Manila, Philippines unless the ASPAC region or an ASPAC district agrees to submit it before then.
 - Executive Officers will reach out to their respective contacts within ASPAC to see if they are interested in submitting.
- **The Executive Director's Report was presented as published in the Board Book.**
- **Verbal Trustee Reports were given.**

New Business

- **Governor Gillette appointed an Ad-Hoc Committee on the Role of the Lt. Governor to address other concerns raised by the Redivisioning Task Force.**
 - Chairperson: Sam Bosserman
 - Members: April Farmer, Seth Steele, David Lurie
 - Directive Areas:
 - Lt. Governors Reports
 - Club Visits
 - Club Communications
 - Divisional Council Meetings
 - Succession Planning
 - A draft report from the committee is due at the December Board of Trustees Meeting with the final report to be presented at the Midyear Conference Board Meeting.

With no further business before the Board of Trustees, Governor Gillette adjourned the meeting of the Capital District Board of Trustees at 5:14pm.

The next meeting of the 2025-2026 Capital District Kiwanis Board of Trustees will take place on December 6, 2026 at 10am ET via Zoom Online Conference.

Respectfully submitted,

A handwritten signature in black ink, reading "Jeffrey Wolff". The signature is written in a cursive style with a large, stylized 'J' and 'W'.

PG Jeffrey M. Wolff
Executive Director



Jeffrey Wolff <jmwolff@gmail.com>

Fwd: LTG Resignation

Tim Gillette <tgillette1981@yahoo.com>

Mon, Nov 17, 2025 at 10:01 PM

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

FYI - Royce resigned. Something we need to add to the agenda for December.

Sent from my iPhone

Begin forwarded message:

From: Royce Tanner <royce@gaddyengineering.com>
Date: November 17, 2025 at 9:56:52 PM EST
To: Timothy Gillette <tgillette1981@yahoo.com>
Subject: LTG Resignation

Tim,

I hope this email finds you well.

Please accept this as my formal resignation from my roles as Lieutenant Governor and Class President, effective immediately. I apologize for any inconvenience this causes, but due to unforeseen personal commitments, I need to step down from these positions.

Before I go, I wanted to pass on some information regarding the next LTG meeting. I recently confirmed Carrie Wagner's request to speak at the meeting on **December 7th at 7:00 pm**. She plans to speak for about 5-10 minutes to discuss the **signature project contest** that is starting in January, and she wants the LTGs to help spread the word to their clubs.

Thank you for the opportunity to serve, and I wish you and the team all the best for the rest of the year.

Best,
Royce

Royce S. Tanner
Division 20 Lt. Governor - [Capital District Kiwanis](#)
Secretary - [The West Charleston Kiwanis Club](#)
Cell: (304) 531-7273

November 12, 2025

To the Board of Trustees
Capital District Kiwanis International
4410 Brookfield Corporate Drive, #220469
Chantilly, VA 20153-0469

We are pleased to confirm our understanding of the services we are to provide for Capital District Kiwanis International for the year ended September 30, 2025.

You have requested that we prepare the annual financial statements of Capital District Kiwanis International (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets – modified cash basis as of September 30, 2025, and the related statements of revenues, expenses, and other changes in net assets – modified cash basis, functional expenses – modified cash basis, and cash flows – modified cash basis for the year then ended, and the related notes to the financial statements, and perform a review engagement with respect to those financial statements. In addition, financial statements by program will be presented with the basic financial statements. Such supplementary information is the responsibility of management, but will be subjected to the review procedures applied in our review of the basic financial statements.

Our Responsibilities

The objective of our engagement is to—

- 1) prepare financial statements in accordance with the modified cash basis of accounting based on information provided by you, and
- 2) obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis of accounting, and
- 3) prepare the federal Form 990 for the fiscal year ended September 30, 2025, based on information provided by you.

We will conduct our review engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct* and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the review engagement.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents; or other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion regarding the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that indicates fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the modified cash basis of accounting and to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with the modified cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of financial statements in accordance with the modified cash basis of accounting and the inclusion of all informative disclosures that are appropriate for the modified cash basis of accounting.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 4) The prevention and detection of fraud.
- 5) To ensure that the entity complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with—
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the review engagement.
 - unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.
- 8) To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

We will issue a written report upon completion of our review of Capital District Kiwanis International's financial statements. Our report will be addressed to the Board of Trustees of Capital District Kiwanis International. We cannot provide assurance that an unmodified accountant's review report will be issued. Circumstances may arise in which it is necessary for us to report known departures from the modified cash basis of accounting, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, we are unable to complete the review of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's review report in any document containing financial statements that indicates such financial statements have been reviewed by us and, prior to inclusion of the report, to obtain our permission to do so.

Other Relevant Information

Dustin W Didawick, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to complete your information return and issue our report no later than July 15, 2026.

We estimate that our fees for these services will \$6,300 in total: \$5,600 for the financial statement preparation and review and \$700 for preparing the information return. You will also be billed for out-of-pocket costs such as report production, word processing, postage, travel, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Didawick & Company, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Capital District Kiwanis International

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Kiwanis®

CAPITAL DISTRICT

Report of the Executive Director
Capital District, Kiwanis International
December 6, 2025

Membership

2025-2026 Starting # **3657**

Total Charters – **153**

2024-2025 Net = -247

Current Total **3731** (as 11/21/25)

Net Change **+74**

Clubs in Formation: Laurel (1), East End (10)

Clubs to be Built this Year: Cumberland (8), Culpepper (9), S. Boston (15), Point Pleasant (20)

Single Digit Membership:

4 - Marshall County & Radford

5 - Great Bridge, Greater Nitro, Hinton, Mathews, Parsons

6 - Far East, Gloucester, Mercer County

8 - Central Chesterfield, City Center NN, Greater Landover, Greenbriar Valley, Ocean View Beach

9 - Bluefield, Clincho, Delmar, Georgetown, Montgomery Village, Northwest Washington, Rockbridge, Wheaton-Silver Spring

Clubs who lost members so far this year: **13 of 153**

Clubs who gained this year: **41 of 153**

Clubs who are net 0 so far this year: **99 of 153**

Clubs at or above charter strength (15): **94 of 152**

Clubs below charter strength (15): **59 of 153**

Lt. Governor Election Reporting

2025-26 Lt. Governors-Elect Elected: **10 of 16** (Need D12, D13, D16, D17, D19, D20)

2025-26 Lt. Governor Reports

Contact: 6 out of 18 filed (D2, D5, D10, D14, D15, D18 Filed)

Clubs who have not filed a 2025-26 Monthly Report

Division 1:

Far East Washington

Division 2:

Manassas
Mount Vernon
North Stafford

Division 3:

Leisure World
Mitchellville
Montgomery Village
PG County

Division 4:

Commodore Mayo
Crofton

Division 5:

Chincoteague
Delmar
Georgetown
Pocomoke City
Seaford

Division 6:

Hampden Midtown
Loch Raven
Harford County

Division 8:

Strasburg

Division 9:

Alleghany Highlands
Charlottesville
Rockbridge
Shenandoah Valley

Division 10:

Central Chesterfield
Colonial Heights

Hopewell

Midlothian

Division 12:

Mathews
Middlesex
Tri-Rivers

Division 13:

Old Point Comfort
Smithfield

Division 14:

Chesapeake
Churchland
Great Bridge
Portsmouth

Division 15:

Forest
Martinsville
Salem

Division 16:

Beckley
Bluefield
Hinton
Radford
War
Welch
Wythe County

Division 17:

Clinchco
Clinchwood
Council

Division 18:

Weirton
Wellsburg
Wheeling

Division 19:

Bridgeport
Clarksburg
Elkins
Fairmont
Keiser
Morgantown
Parsons

Division 20:

Dilbarton
Gilbert
Greater Nitro
Logan
St. Albans
West Charleston

Clubs who have not filed 2025-26 Election Reports (due June 1, 2025)

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

12 out of 153 clubs are Not in Good Standing

Division 1:
Far East Washington

Division 15:
NONE

Division 2:
NONE

Division 16:
Hinton
Radford
War
Welch

Division 3:
PG County

Division 4:
NONE

Division 17:
NONE

Division 5:
Delmar
Pocomoke City

Division 18:
NONE

Division 6:
NONE

Division 19:
Keyser

Division 8:
NONE

Division 20:
NONE

Division 9:
NONE

Division 10:
Central Chesterfield
Short Pump

Division 12:
Mathews

Division 13:
Old Point Comfort

Division 14:
NONE

Capital District Kiwanis

Budget vs. Actuals

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4300 Morgan Stanley Cash Interest	170.53	7.00	-163.53	-2,336.14 %
4301 Morgan Stanley Dividends	1,124.76	12,000.00	10,875.24	90.63 %
4302 Morgan Stanley Realized Gains/Losses	1,334.70	0.00	-1,334.70	
4303 Morgan Stanley Unrealized Gains/Losses	1,637.58	50,000.00	48,362.42	96.72 %
4304 Morgan Stanley Investment Interest	536.87	5,000.00	4,463.13	89.26 %
7000-001 Income - Membership Dues		121,600.00	121,600.00	100.00 %
7050-001 Income - New Club Dues	1,135.58	7,500.00	6,364.42	84.86 %
7100-001 Income - Registration & Event Fees	358.70	95,000.00	94,641.30	99.62 %
7200-002 Income - Advertising/Sponsorship		5,000.00	5,000.00	100.00 %
7400-001 Income - Grants		12,000.00	12,000.00	100.00 %
7600-001 Income - Other	50.00	0.00	-50.00	
Total Revenue	\$6,348.72	\$308,107.00	\$301,758.28	97.94 %
GROSS PROFIT	\$6,348.72	\$308,107.00	\$301,758.28	97.94 %
Expenditures				
8025-001 Scholarships/Awards	-6,150.00	11,000.00	17,150.00	155.91 %
8030-001 Background Checks		1,000.00	1,000.00	100.00 %
8050-001 Investment Fees	675.50	8,000.00	7,324.50	91.56 %
8100-001 Committee - Achievement		500.00	500.00	100.00 %
8100-002 Committee - Aktion Club		300.00	300.00	100.00 %
8100-003 Committee - Builders Club		300.00	300.00	100.00 %
8100-005 Committee - Circle K International		3,000.00	3,000.00	100.00 %
8100-009 Committee - Finance		250.00	250.00	100.00 %
8100-010 Committee - Key Club International		2,400.00	2,400.00	100.00 %
8100-011 Committee - Key Leader	-100.00	500.00	600.00	120.00 %
8100-012 Committee - Kiwanis-Family		6,000.00	6,000.00	100.00 %
8100-014 Committee - Kiwanis Kids		300.00	300.00	100.00 %
8100-015 Committee - Leadership & Education		1,000.00	1,000.00	100.00 %
8100-018 Committee - Membership		20,000.00	20,000.00	100.00 %
8100-023 Committee - Public Relations		500.00	500.00	100.00 %
8100-025 Committee - Service / Signature Project		100.00	100.00	100.00 %
8160-001 Entertainment & A/V		6,000.00	6,000.00	100.00 %
8250-001 Insurance - D&O		800.00	800.00	100.00 %
8410-001 Meals		30,000.00	30,000.00	100.00 %
8430-001 Kiwanis Children's Fund Donations		10,000.00	10,000.00	100.00 %
8435-001 New Club Support	458.50	0.00	-458.50	
8437-001 New Club Dues Payment	324.52	7,500.00	7,175.48	95.67 %
8445-001 Office Supplies	68.00	500.00	432.00	86.40 %
8500-001 Officer Exp - Governor		6,000.00	6,000.00	100.00 %
8500-005 Officer Exp - Governor Elect		5,500.00	5,500.00	100.00 %
8500-007 Officer Exp - Vice Governor		4,000.00	4,000.00	100.00 %
8500-010 Officer Exp - Executive Director	151.16	4,500.00	4,348.84	96.64 %
8500-025 Officer Exp - Immediate Past Governor		3,500.00	3,500.00	100.00 %

Capital District Kiwanis

Budget vs. Actuals

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
8500-030 Officer Exp - Regional Trustees		12,000.00	12,000.00	100.00 %
8500-035 Officer Exp - Lt. Governors		12,000.00	12,000.00	100.00 %
8500-040 Officer Exp - Lt. Governors-Designate		12,000.00	12,000.00	100.00 %
8600-001 Pins / Badges / Shirts	7.71	3,000.00	2,992.29	99.74 %
8610-001 Postage / Shipping	35.82	100.00	64.18	64.18 %
8650-001 Salary - Executive Director	3,700.00	44,400.00	40,700.00	91.67 %
8650-002 Salary - Publication Editor		6,000.00	6,000.00	100.00 %
8650-003 Salary - Publication Designer		6,000.00	6,000.00	100.00 %
8720-001 Professional Services		5,000.00	5,000.00	100.00 %
8750-001 Programs & Souvenirs		1,500.00	1,500.00	100.00 %
8760-001 Conference Materials		3,500.00	3,500.00	100.00 %
8780-001 Speakers Fees		3,000.00	3,000.00	100.00 %
8810-001 Printing / Supplies		1,200.00	1,200.00	100.00 %
8830-001 Telephone / Internet	100.00	1,200.00	1,100.00	91.67 %
8850-001 District Publication Expenses		300.00	300.00	100.00 %
8900-050 Travel - Hotels/Lodging	-4,769.71	50,000.00	54,769.71	109.54 %
8900-150 Travel - Automobile Expense		1,000.00	1,000.00	100.00 %
8960-001 Website / IT / Software	535.22	2,000.00	1,464.78	73.24 %
Total Expenditures	\$ -4,963.28	\$297,650.00	\$302,613.28	101.67 %
NET OPERATING REVENUE	\$11,312.00	\$10,457.00	\$ -855.00	-8.18 %
NET REVENUE	\$11,312.00	\$10,457.00	\$ -855.00	-8.18 %



Capital District Kiwanis

Consolidated Statement of Financial Position

As of October 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000-010 Kiwanis Checking	12,864.69
1000-011 Kiwanis Reserve	54,586.82
1000-012 Kiwanis Investments	902,447.33
1001-010 Key Club Checking	35,080.04
1001-011 Key Club Investments	229,962.97
1002-010 Circle K Checking	33,911.10
Total Bank Accounts	\$1,268,852.95
Total Current Assets	\$1,268,852.95
TOTAL ASSETS	\$1,268,852.95
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	1,051,795.60
3300-002 Equity - Key Club	170,807.00
3300-003 Equity - Circle K	33,200.00
Net Revenue	11,897.64
Total Equity	\$1,267,700.24
TOTAL LIABILITIES AND EQUITY	\$1,268,852.95



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Builders & K-Kids

1 message

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

Tue, Nov 18, 2025 at 11:51 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Builders & K-Kids

Committee Chairperson's Name

Elana Gardner

Committee Membership

Administrator Elana Gardner

Supervising Board Member Nathaniel Kyle, Vice Governor

Committee Goals & Current Status

Goal #1 Attendance at midyear (Mar '26) for fellowship, tabling and/or workshops In progress

Goal # 2 Promotion of Global Service Project 2025 "Make Your Community Beautiful" article in district publication and emails to advisors. Reminders to clubs to turn in Trick or Treat for Unicef funds collected by December 31, 2025 (banner patch recognition for >=\$50) Sending mail in form(s) for each program to advisors.

Goal #3 Club opening and re-charter (6) YTD Capital has 2 new clubs one for each program

Goal #4 Increase recognition of clubs/officers from 1 to 6 (elementary& middle) encouraging submission for awards and contests (Jan- Mar) Pending

Goal #5 Promote annual program celebration weeks (Jan-Feb) Pending

Other Challenges or Assistance Needed

Monthly reports can be submitted for these programs in Engage but the current reporting doesn't share much information. Local schools no longer permit student use of cellphones so documenting service through images is dependent on advisors. this could be a challenge for submitting for distinguished recognition and for sharing club stories. Attempts to recruit committee members from clubs that sponsor multiple or large programs have not yielded results.

Other Comments

As a relaunch of the programs used this first quarter to highlight anti-bullying. BUG and Terrific Kids will be a focus for this upcoming quarter now that the first grading period has ended. I encouraged advisors to consider having members attend the Fall Rally. To the best of my knowledge that did not occur and I was unable to attend due to a personal matter. I am hopeful there might be some Day pass attendance from students and parents at mid-year.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Bylaws & Policies

1 message

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

Tue, Nov 18, 2025 at 4:41 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Bylaws & Policies

Committee Chairperson's Name

Dave Laraba

Committee Membership

Chairperson David Laraba Beckley
Counseling Trustee Missy Zimmerman Williamsburg
Counseling Trustee April Farmer Forest
Member Caren Schumacher Williamsburg
Member Nancy Simonelli Lynnhaven
Member Scott Zimmerman Williamsburg
Ex officio Members
Jeffery Wolfe Executive Director Tysons
Tim Gillette, Governor Tysons
David Lurie, Governor Elect Tysons
Nathanial Kyle, Vice Governor Huntington

Committee Goals & Current Status

Review suggested policy and or bylaw amendments or additions. Answer questions and advise members on policy's and bylaws

There have been no referrals, questions or assignments for the committee so far this administrative year.

Once the ad hoc committee on the Lt. Governor role finishes their work at Midyear, There should be some tasks for the committee for review.

Other Challenges or Assistance Needed

None at tyis time

Other Comments

None



Jeffrey Wolff <jmwolff@gmail.com>

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

1 message

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

Sun, Nov 16, 2025 at 3:41 PM

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
Jose Leoncio
Elana Gardner

Committee Goals & Current Status

Goal: Achieve 100 members by December 15, 2025, and achieve 275 members by March 31, 2026.

Current Status: Dues payment is in process now; will have update after December 1 regular dues deadline.

Goal: Charter 2 clubs and reactivate 2 clubs by March 31, 2026.

Current Status: Roanoke College current charter focus; 0 reactivations at this time.

Goal: Achieve 1500 service hours by March 31, 2026.

Current Status: 1,110 hours reported. We are on track to surpass our goal, in part due to improved reporting although there are still schools we know are not reporting hours as consistently as they should be.

Goal: Clubs hold 20 Kiwanis Family Events by March 31, 2026.

Current Status: Achieved; 24 events/meetings reported. However, most of these are reported by Virginia Tech and William and Mary so want to work on having more clubs holding and reporting events.

Goal: Achieve 25% increase in CKI attendance at Fall Rally.

Current Status: Achieved; doubled our registration (16 this year vs. 8 last year) and 14 attended.

Goal: Achieve a 45% increase in CKI attendance at 2026 District Convention

(2026- 45 CKI attendees and 60 total attendees at 2026 CDCKI District Convention

2025 - 31 CKI and 47 total in 2025)

Current Status: Sent save the date for DCON, will launch registration later this month.

Other Challenges or Assistance Needed

Since the previous report, we have appointed a Communications Officer, leaving only one Lt. Governor vacancy that we do not plan to fill this year.

Several of the clubs we were hoping to reactivate (UVA, Virginia State University, and West Virginia University) had promising communication over the summer/beginning of the semester, but has since dropped off without action to hold an interest meeting or actively recruit.

At the start of the fall there were several clubs that had limited communication, but we have successfully reconnected with Randolph Macon College and UVA Wise.

We are navigating several clubs (American and George Washington University) who will have mid-year officer transitions due to multiple officer studying abroad. DC Kiwanis has been very supportive.

Other Comments

This fall we have been pushing recruitment beyond the club fair, and several clubs have been hosting tabling events to continue raising awareness of their club.

The 2025-2026 CKI Budget has been cut by \$96,000 at the international level. The primary impact on the district is that we will be required to pay for all the expenses of any trustee visit, as well as all costs for Governor and Administrator Training Conference (GATC). We are not anticipating significant impact on day-to-day operations at this time.

CKI District Convention will be held Saturday, February 21, 2026 at Northern Virginia Community College beginning at 9:30AM. An optional social will be held Friday for those who may stay in a hotel room the night before. All Kiwanians are welcome to attend, particularly the celebration and leadership transition dinner Saturday evening. Registration will be launched later this month.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from District Convention

1 message

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

Sat, Nov 15, 2025 at 6:23 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

District Convention

Committee Chairperson's Name

Jennifer Mackowski

Committee Membership

Bill Barga, barga@verizon.net, Ashland, Family Engagement/Tours
Carrie Wagner, carriemwagner@gmail.com, Waynesboro, Service Project
Jeff Wolff, jeffrey.wolff@capitalkiwanis.org, Tysons, Budget
Katie Pajewski, Ltgdiv4@gmail.com, E-Club, Decorations
Rachel Jacobs, rachelfjacobs@gmail.com, Ellicott City, Entertainment, Gift Giving, Family Engagement
Jen Wolff, jen.wolff@capitalkiwanis.org, Tysons, Program
Dave Lurie, dpalurie@verizon.net, Tysons, Stage Manager/Script Master & Workshops
Jen Mackowski, Chair, also doing registration
Tim Gillette, tgillette1981@yahoo.com, Tysons, Keynote Speakers
Cory Fore, fore.cory22@gmail.com, E-Club, Assistant to the Chair at Convention
Sam Bosserman, sam.kiwanis@gmail.com, Waynesboro, Trustee Liaison
Lucy Melson, lucynmelson@gmail.com, Fredericksburg, Assisting w Service Project & Decorations
Mary Worthy, mary.s.worthy@gmail.com, Fredericksburg - just joined, no sub-committee yet
Mike Lewis, lewi420@gmail.com, Williamsburg- just joined, no sub-committee yet
Stacy Whitehouse may join to help

Sub-committee we still need someone for:
Program Content Coordinator
AV Setup for Workshops
Exhibitors
Public Relations
Sponsorships/Advertising

Committee Goals & Current Status

I honestly can't remember what I set as my committee goals when I did my last report, but here are some updates.

- All of the meeting dates have been scheduled.
- Most sub-committees have a lead.
- Theme has been set and logo almost completed.
- I personally have already started putting together a PR schedule.

Other Challenges or Assistance Needed

I am most concerned with finding someone to take lead on sponsorships and selling ad space. I don't have enough contacts within the District to do this myself successfully.

Other Comments

I am feeling confident with our progress. Rachel Jacobs has been super helpful as "boots on the ground" in that area. She has a lot of good ideas and is quick to take action and follow through. She is an asset to the committee. Cory Fore helped recruit her and Katie Pajewski.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Finance

1 message

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

Mon, Nov 10, 2025 at 1:35 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Finance

Committee Chairperson's Name

Dr. Joshua Hiscock

Committee Membership

Dr. Josh Hiscock, Chairperson
Charles Marks, Regional Trustee
Angie Moore, general member
Bob Pflugfelder, general member
Marie Quick, Regional Trustee
Governor Tim Gillette, ex-officio
Governor-Elect Dave Lurie, ex-officio
Vice Governor Nathaniel Kyle, ex-officio
Executive Director Jeffrey Wolff, ex-officio

Committee Goals & Current Status

The Capital District Kiwanis Finance Committee held its first meeting on November 04, 2025.

At this meeting, members heard a presentation on our district investments from Ira Greenspan and Michael Rozofsky of Morgan Stanley Wealth Management. It is a goal for the Finance Committee to hear investment updates at least twice per year.

Ira and Michael discussed how the market started the year with volatility due to tariff wars but has since recovered, with the Federal Reserve cutting rates twice and companies reporting good earnings. They noted that the portfolio is currently overbought but well-positioned for long-term investment, with a mix of stocks, bonds, and cash. Michael expressed concerns about speculation in the technology sector, particularly in AI companies, but emphasized that the portfolio is not heavily invested in any one sector. The portfolio's year-to-date return is 9.09%, with investment returns at 10.56%.

Every meeting of the Finance Committee will feature an update on the operating finances of Kiwanis, Key Club, CKI, and our district events (Mid-Year and District Convention).

Capital District Kiwanis Executive Director Jeffrey Wolff presented the district's financial standing, noting that total assets as of October 31st were \$1.268 million, with over \$900,000 in the investment account. He explained the operations of the various accounts for Key Club, Circle K, and Kiwanis, including the policy-mandated reserve account. The Kiwanis investment account had performed well despite necessary withdrawals to supplement the budget. Jeffrey educated the committee on the structure of district financial reports, including budget-versus-actual comparisons, consolidated statements, and class allocations.

The Finance Committee discussed its role in reviewing and approving district budgets, including conference, SLP, and operating budgets, as well as long-range planning initiatives. The committee will meet virtually on February 03 and April 21, 2026. The committee will meet in person at the District Convention on August 21, 2026.

Other Challenges or Assistance Needed

No challenges exist at the moment which require the attention of the Board of Trustees.

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>

Sat, Nov 15, 2025 at 10:04 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

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% - Dues collection has just started and we currently stand (as of 11/14) at 2,756 across 53 clubs. We are slightly behind last year's dues collection but that is at least in part to the launch of Kiwanis Engage which results in a 24 hour or more wait between a roster being complete and the availability of an invoice. Two clubs have been chartered this year already - Cape Henlopen sponsored Coastal Delaware and North Stafford sponsored by the newly chartered North Stafford Kiwanis Club with heavy support from the Fredericksburg Kiwanis Club. There are also 19 potential charters/re-charters in the works that I have been made aware of.

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

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. As mentioned above, we have 19 active potential charters and re-charters. We will also be doing a minor re-divisioning as we merge any divisions with less than 6 clubs and divide any divisions with more than 12 clubs.

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

We held a successful Fall Rally at Kings Dominion in Doswell, VA with over 380 attendees including CKI members and Kiwanis leadership - Governor Tim (and Corey & Natalie) and Governor-Elect Dave. Big thanks to Jenn Hiscock as the

lead for Fall Rally as well as Adult Committee members who helped with various tasks and chaperoning - Nicole McDermott, Angie Moore, Liz Moore, Ginny Grant, and Karen Roberts.

Key Club Convention will be March 20-22nd in Crystal City, VA. The theme is Growing with Service and our guest speaker is Coach VJ, a former professional basketball player and a motivational speaker! 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>

Mon, Nov 10, 2025 at 8:38 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

Charles Marks
Jeannette Ogilvie
Emilie Pinto
Kristina Dlugoziima

Committee Goals & Current Status

The overarching goal is to inspire young people to achieve their personal best through participation in a Key Leader weekend event.

Recruit high school students to participate in this event.

Reach out to the Kiwanis and Key Club advisors to recruit student participants.

Send letters to various organizations that support youth or that have a youth presence.

Currently getting student participation has been slow. Many avenues have been used to recruit student participants (including mailing letters, social media, direct calling, emails, and current Key Club board member newsletters).

Other Challenges or Assistance Needed

The challenge has been to get students to sign up for the event.

Traveling and funding may have been the reason for low turnout.

Other Comments

The committee does not feel that the low numbers should be a reason to not try to have this event again. We would consider looking into another location to see if there will be greater participation before scraping this most beneficial event all together. Hopefully the students attending this event can share their experience and in turn garner more participation.

The Key Leader Weekend at the Skelton 4-H Educational Center in Wirtz, Virginia, was a highly successful and engaging event focused on developing leadership and connection. Led by Mr. Craig Crawford from Montana, the program saw 17 highly engaged participants forge meaningful bonds and gain valuable insights into leadership.

Key Highlights & Participant Engagement

- Lead Facilitator: Mr. Craig Crawford (Montana)
- Participants: 17 students, who were engaged the entire time.
- Student Facilitators: 4 students excelled at leading their respective "neighborhoods."
- Chaperone Role: Chaperones provided necessary assistance and valuable input when requested.
- Bonding and Connections: A major success of the weekend was the strong bonding among participants, who made many connections.

Participant Feedback

- Gabrielle: "It was the best camping experience I've had, nice, people, fun classes, and freedom for more fun."
- Alyssa: "My Key Leader weekend experience was great and I learned a lot of leadership skills and that leaders aren't perfect. Failures, mistakes, and miscommunication are a part of growing as a leader."
- Kaitlin: "Key Leader helped me build some of the most meaningful connections. I've never felt kinship between every single person in the group in only mere hours."

Weekend Agenda Breakdown

Friday Evening

- Start Time: After dinner, around 7:00 PM.
- Sessions:
 - Creating weekend norms.
 - "Neighborhoods" sessions:
Participants worked in small groups to create a name for their group.
 - Individual reflection on leadership skills and self-awareness.

Saturday

- Morning (After Breakfast):
 - Discussion on service leadership and making meaningful relationships.
 - Activities: The ropes course was cancelled, but participants thoroughly enjoyed other planned activities and appreciated the freedom to engage in those alternatives.
- Afternoon (After Lunch):
 - Session on growth mindset.
 - Participation in various group activities.
- Evening:
 - The day concluded with a bonfire and s'mores, fostering a relaxed and social environment.

Sunday

- Morning (After Breakfast):
 - Topics covered: global citizenship and being an agent of change.

- Conclusion:

The weekend wrapped up with a graduation ceremony for all participants.

The event successfully provided an environment for personal growth, leadership skill development, and strong group kinship, as evidenced by the overwhelmingly positive feedback from the participants.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Leadership & Education

1 message

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

Sat, Nov 15, 2025 at 11:52 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Leadership & Education

Committee Chairperson's Name

Jennifer Hiscock

Committee Membership

The names below are the current certified committee members through the CLE process but as you will see below, we are revamping the process for this year; therefore, this list will evolve throughout the coming months:

David Lurie - National Capital
Dennis Baughv
Eric Lamb - Heart of Virginia
Jack Hassman - DelMarVa
Jeff Wolff - National Capital
Jon Rife - Southwest
Josh Hiscock - DelMarVa
Nathaniel Kyle - West Virginia
Robin Marks - DelMarVa
Sam Bosserman - Heart of Virginia
Tim Gillette - National Capital

Committee Goals & Current Status

Goal #1: Recruit and train certified club leadership education instructors, ensuring there are at least 2 per division
(Completion by 03/31/2026)

Status for Goal #1: There is an online self-nomination form to be considered to be a CLE trainer for the coming year. Thank you to Jeff for putting together the form, which is modeled after another district. A magazine article will be coming out in the Capital Kiwanian December/January issue, announcing this opportunity in order to gain more submissions. In February, the applications will be reviewed, and an online train-the-trainer session will be held between March and May, depending on when the Kiwanis International materials are ready.

Goal #2: Host a virtual train-the-trainers session for all club leadership education instructors to review the Kiwanis International materials (Completion by 04/30/2026)

Status for Goal #2: This goal has not been worked on yet, as the virtual session will not occur until the spring, when the materials are available through Kiwanis International.

Goal #3: Work with Mid Year and District Convention Planning Committees to solicit and confirm the education offerings at Mid Year and DCON (Completion by 08/31/2026)

Status for Goal #3: I am serving on the Mid-Year Conference subcommittee for workshops with Governor-Elect Dave and Trustee April. We have had 2 large group Mid-Year Conference planning meetings and 1 subcommittee meeting. Our goal is to have all of the workshop names flushed out by the time registration opens, and then find presenters to match with the topics.

Goal #4: Work with the Governor, District Board, and Committee Chairs to host a virtual online educational session monthly for the Capital District membership (Completion by 09/30/2026)

Status for Goal #4: I am proud to announce that we have implemented a monthly webinar series called "Share it Loud &

Proud" to match Governor Tim's theme. The webinar will be held monthly on the third Wednesday, with a recurring weblink. October's webinar was focused on Key Leader and the Capital District event held November 14-16. November's webinar is highlighting Kiwanis Family Month as we featured all of the various SLP branches and their governors or administrators. Upcoming webinar theme ideas include Teenager of the Year and the Signature Service Project contest. If any board members have ideas for an upcoming webinar theme, please let me know!

Other Challenges or Assistance Needed

At this time, I have not faced any challenges. Both Governor Tim and Governor-Elect Dave have been excellent at answering questions that I have as they arise.

Other Comments

Certified Club Leadership Education Instructor Application Form - Here is the weblink to the information on the Capital District Kiwanis website that details the new process, as well as has the form to be completed: <https://k03.site.kiwanis.org/certified-club-leadership-education-instructor-application-form/> Again, thank you to Jeff for building this!

I will be working with Governor-Elect Dave to possibly revamp the model for Lieutenant Governor-Elect training, as he has reached out and planted a seed for doing this differently. I look forward to working with him (and future Governor-Elects) to make sure the weekend is as beneficial as possible for everyone!



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Long Range Planning

1 message

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

Sun, Nov 2, 2025 at 2:13 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Long Range Planning

Committee Chairperson's Name

Dennis Baugh, PG

Committee Membership

Mary Kay Olashuk, Trustee Liasion

Sam Bosserman, Trustee Liaison

Roger Diehl, Member

Steven Simmons, Member

Dave Rothberg, Member

Committee Goals & Current Status

1. Review Current Documents. Completed 10/19/2025 100% complete
2. Develop Strategies to Address Governor Tim's Goals. Completed 10/19/2025 100% complete
3. Update/Create Long Range Plan Document. Completion date 03/31/2026 10% complete
- 4, Finalize Document to Present Long Range Plan to Board. Completion date 5/31/2026 0% complete
5. Present Long Range Plan to Membership at DCON. 8/21/2026 0% complete

Other Challenges or Assistance Needed

None at this time. 10/19/2025 Meeting Notes have been submitted to the Executive Committee.

Other Comments

Committee members were very active and engaged during the initial meeting. They readily volunteered for the assignments.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Midyear Conference

1 message

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

Wed, Nov 12, 2025 at 3:15 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

Midyear Conference

Committee Chairperson's Name

Liz Moore

Committee Membership

Tim Gillette
Jeff Wolff
Dave Lurie
Nathaniel Kyle

Angie Moore
Susan Lippmann
Royce Tanner
Roger Diehl
Seth Steele
Darlene phillips
Scott Phillips
Wendy Cooper
Elana Gardener
Jenn Hiscock
April farmer

Committee Goals & Current Status

Program (Roger, Liz, Angie): Team is prepared to begin hunting down submissions and monitor deadlines upon finalization of schedule and items needed for submission. Goal is have a complete and well rounded program will all submissions in by deadline.

Entertainment and Speakers (Liz and Angie): Speaker as requested by Tim (Erica Kane) is in contact with Liz and hoping to have her finalized and approved by Jeff once she confirms schedule. Meeting amongst members, plus Tim and Dave will occur Nov. 12 talk about changing up the speakers and plans.

Advertising and Sponsorships (Cory and Royce): Committee is preparing sponsorship packet, plan to have done to include in Capital Kiwanian and published by Nov. 15. Advertising packet to be completed November 20.

Publicity (Seth): Full calendar of ads, articles, and posts is prepared for entire midyear lead up. Talked with John about Capital Kiwanian and will have a newsletter article (written by Tim and Liz) and Graphic Ad (by Jenn) by Nov. 17

First Timers and Social Activities (Susan): Liz, Susan and Tim to meet to figure out desired activities and discuss budget: Goal to have activities throughout weekend that are welcoming, inclusive, and entertaining.

Flowers, Decorations, and VIPS (Angie, Jenn H., Elana): Met and began searching for items for registrants, priced out gifts, compiled VIPS, etc. Plan to propose registration incentives with welcome gifts

Stage Manager (Dave): No updates yet, too early

Registration (Darlene, Scott, Millie, Wendy): Too early for large updates, Scott has full plan and reviewed from previous midyear. Millie has confirmed key club assistance and is confirming color guard. Plan to meet or exceed previous years registration numbers.

Workshops (Dave, Jenn H., April): Workshops are being finalized, working on speakers. To be done and finalized prior to Christmas.

Other Challenges or Assistance Needed

Committee is hard at work. Biggest hurdle is lack of communication from some committee members who are overburdened. Attempting to lessen tasks in those individuals .

Other Comments

None!

District Committee: Past Lieutenant Governors

Committee Chairperson's Name: Seth L. Steele

Committee Membership:

Core Committee: Marcia Geiger, Brian Bell, Robert Dodd, and Kristina Dlugozima

General committee membership is open to all 280 eligible past Lieutenant Governors in the Capital District. The first PLTG meeting on 11/12/25 had 25 total participants. Regional vacancies include DelMarVa, Southeast VA, Southwest VA, and West Virginia.

Committee Goals & Current Status:

Goal 1. Create a more thorough process District-wide for past Lieutenant Governors to be engaged in LTG succession planning. Goal Date: 04/01/2026

Status 10% complete: In-progress. PLTGs have given feedback to the Role of the LTG task force in order to make the LTG role more attractive to potential candidates and build out an LTG pipeline. The PLTGs have been notified that April 15 is the deadline to have all LTG slots filled and 75% of LTG-Elect slots secured.

Goal 2. Establish a schedule of quarterly virtual roundtable meetings of past Lieutenant Governors, in addition to an in-person annual meeting at DCON. Goal Date: 10/01/2025

Status 100% complete: The full committee meeting schedule has been established, with meetings roughly every two months.

Goal 3. Build the capacity of past LTGs to operate as mentors for current LTGs and LTG-Elects, club coaches for current club Presidents, and assist with club openers. 09/30/2026

Status 5% complete: PLTGs have been tasked with contacting their respective current LTG to see how they are doing and see how they can be of service to the new LTG. PLTGs must make contact and report back before the next committee meeting on January 14.

Other Challenges or Assistance Needed: None at this time.

Other Comments: The PLTG Committee has an extremely large (and unwieldy) membership base, but also the most potential of any committee to positively impact the growth, especially in leadership development, in the Capital District. More concentrated attention should be paid to this committee in the future with a more formalized structure.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from Service / Signature Projects

1 message

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

Sun, Nov 16, 2025 at 8:01 PM

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

Carrie Wagner – Chair
Mary Kay Olashuk – Trustee
Cory Fore
Amanda Proch
Susan Lippman

Committee Goals & Current Status

Our Committee met Oct 16th – Welcome and Intro (It was just Mary Kay and I)
Oct 26th – the whole committee met and I went over our committee goals and objectives for the year
Nov 3rd – met to discuss Signature Project campaign, shared our slides and items from last year with committee
Nov 16th – Mary Kay and I met and discussed Service Facebook post and selected the ones we want to use

- 1.Goals – working on the DCON service Project
 - 2.Capital Kiwanian Article – Submitted an article for Oct / Nov issue (Welcome to the new Year, covered a recap of DCON Service Project and discussed ideas for committees and Service and signature project)
 - 3.Promoting Service – Finalizing Service FB posts to send in
 4. Working on the campaign to promote Signature Project for December
- I am attending the Lt Gov meeting on/dec 7, to ask Lt Gov to promote Signature Projects

Next meeting is Sunday Dec 14th at 5:30 pm

Other Challenges or Assistance Needed

Could use some more committee members

Other Comments

My biggest challenges, is that I could use some more members. Trying to work with everyone's schedule and being able to work on items together.

My committee is excites and positive, we are working through the kinks and getting familiar with each other.

Mary Kay is amazing and great support for me and has good suggestions.



Jeffrey Wolff <jmwolff@gmail.com>

New Committee Chairperson Board Report from The Capital Kiwanian

1 message

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

Thu, Nov 20, 2025 at 11:29 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

District Committee / Key Staff Name

The Capital Kiwanian

Committee Chairperson's Name

John Montgomery, Editor

Committee Membership

Jen Wolff (magazine designer and previous longtime editor), regular contributors Tim Gillette, Jeffrey Wolff, David Lurie, John Tyner, Carrie Wagner, Don Witt, Nancy Simonelli, Jenn Hiscock, Dennis Baugh, and Elana Gardner -- and periodic contributors Josh Hiscock, Eric Lamb, Nathaniel Kyle, Sam Bosserman, Stacy Whitehouse, Mary Anton, Pat Dvorak, Seth Steele, Alisa Dick, John Morris, Lynette Embree, David Landis and others.

Committee Goals & Current Status

We are striving to publish a bimonthly informational, inspirational and educational online magazine that will provide resources for our club leaders and general membership, improving the Kiwanis experience for all involved. As a general rule, individual articles will run between 500 and 1200 words; each publication will run in the 24-28 page range. As of the December board meeting, we will have published two issues during the 2025-26 Kiwanis year, 33 percent of our annual goal.

We also include a "Eye on KI" section, summarizing useful information distributed regularly by Kiwanis International.

Other Challenges or Assistance Needed

We are seeking to distribute the finished product during the first week of the first month of the two months highlighted on each cover, slightly earlier in the cycle that we have accomplished the past few years.

Other Comments

I have grateful for the dependable contributions of a large roster of regular contributors, at the same time welcoming submissions from new sources.



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

Tue, Nov 11, 2025 at 5:04 AM

District Committee / Key Staff Name

Youth & Volunteer Mental Health Task Force

Committee Chairperson's Name

Jamie Moore

Committee Membership

Jamie Moore
Jennifer Hiscock
Missy Zimmerman (trustee)
JENNY
Catherine
2 KEY CLUBBERS
1 CKI

We are welcoming any more that want to join.

Committee Goals & Current Status

To meet the mental health needs and provide support where needed with webinars and pamphlets to members of the K family.

Other Challenges or Assistance Needed

Meeting on Zoom once a month and finding which night will be best to meet and which might would be best for webinars for all.

Other Comments

Currently we meet on the fourth Sunday of each month. OCTOBER meeting got canceled due to a funeral I had to attend. Will meet next on November 23 at 730 on zoom.

Capital District Kiwanis Task Force on the Role of the LTG

Task Force Timeline:

- Draft Report Due: December Board Meeting
- Final Recommendations Due: Mid Year Board Meeting

Task Force Membership:

Samantha Bosserman, Chair, Heart of VA Region Trustee
David Lurie, Governor-Elect
April Farmer, Southwest VA Region Trustee
Seth Steele, Past LTG Committee Chair

The Capital District must acknowledge the diverse characteristics of its divisions, including geographic differences, population demographics, and identified needs. To address these factors, the Governor, Lt. Governor, Lt. Governor-elect, and Trustees should collaborate annually to assess the needs of each division and individual clubs. Together, they will develop a strategy to strengthen both the divisions and their clubs, aiming to achieve their objectives by effectively distributing volunteer time and responsibilities. These good “business” practices should enhance the recruitment of volunteers when they understand that issues will be addressed as a team.

Topic Areas

LTG Planning

Every year, the Lt. Governor, Governor, Lt. Governor-elect, Regional Trustee, membership committee and LDE committee should review the status of each club within the division. They will identify the needs of the division and the resources available to support the Lt. Governor. When conducting this review, factors such as travel distances, special circumstances of

volunteers, and specific requirements should be considered, along with any other relevant factors.

Clarify the role of Region Trustees, particularly with the opportunity to support Lt. Governors based on needs.

Make sure things can be flexible and not overly strict with what is “required”

What is considered in determining a club’s status? Membership, meeting schedule? Attendance at district events, being trained? Interclubs?

Task Force To Dos: Create assessment measure for the initial meeting

Suggested Changes: Assessment review meeting with leadership team regarding each club in the division to determine plan and goals for each club

Lt. Governors Reports

Update the reports due- less checklist, more mentorship- data could be included in Monthly Reports

Like the structure of the reports

Comments should be the focus on reports, not just check boxes

Timeliness of questions should match up with what the club is doing that quarter (i.e. youth protection, etc.)

Less checklist style

Is there something specific that the Governors want in this report? Maybe they should be updated each year

Task Force To Dos: Review current required reports

Suggested Changes: Updated reports

Club Visits

Require two club visits per administrative year, by the Lt. Governor, one of which may be conducted virtually.- *agree*

One or more visits should be casual/during a service project- *like this idea ALOT!*

Still like three visits but agree one should be service project focused

Agree should be two visits

Can visit as often as like, but have a minimum

Board visit is important

Travel is a challenge for some divisions- needs to be taken into consideration

Suggested change: Two club visits are the minimum per club but some clubs may need more visits. One official visit must be at a service project or fundraiser.

District reimbursement process will need to be reviewed to capture the possibility of multiple visits per club outside of the two required visits.

Club Communications

Require regular contacts (preferably monthly, especially with clubs who are experiencing challenges) with club presidents via telephone or Zoom®.

When necessary to achieve the goals established by the Lt. Governor and the Governor, the Lt. Governor-elect should be engaged for support.

When beneficial, and with the consent of the Lt. Governor, recruit an advisor (a Past Lt. Governor, current trustee, or Past Governor) to support the Lt. Governor.

Reinforce that personal contact and counseling should reinforce email communication.

Engage doesn't list phone number- difficult to make contact with club officers

Bigger role for past Itg to help with clubs that need more attention

Suggested Changes: TBD- stress the focus on relationship building with clubs rather than "forced" communication.

Divisional Council Meetings

Require a minimum of four DCMs each administrative year. These meetings should serve as an important platform for communication and Kiwanis education. (These may be in person or virtual.)

Committee to do: Create a suggested DCM agendas for the year

Suggested Changes: Require quarterly DCMs (in person preferred, virtual optional). Ensure there is an education component to each DCM (can/should utilize District leaders). Expand the invitation list to DCMs.

Succession Planning

Define the role of the LTG-Elect

- shadowing
- email communication
- invite to DCMs, etc.
- early communication from Governor-Elect

Two year terms for LTGs? Have the option of serving as a one year

Communicate about how fun the role is

Suggested Changes: LTG, Immediate Past LTG, and LTG-Elect serve as the Divisional Leadership Team

LTG Education/Training

Ensure LTGs understand the idea of casual conversations rather than checklist checking

Training on how to do effective club visits

Videos or trainings on how LTGs can deal with issues that come up in the clubs

Knowing who is the best resource within the district or Kiwanis International for certain things

Review presidential training to ensure that presidents are aware of the support available from the Capital District and Kiwanis International.

Relationship/professional development fostering and encouraging for club leaders

CLEs ongoing/available- for new clubs, clubs that cannot attend, etc.

Bring some of the past LTGs in who can go to extra support

Have a small group of LTGs in each division to help the LTG-elect

Understanding of different club sizes and club needs

Suggested Changes: LTG-elects attend Amplify training. Make LTG training more robust on how to do club visits, build relationships, how to hold DCMs, etc. Create sample DCM agendas for LTGs who do not know where to start. Expand CLE trainings offerings to new clubs and clubs that cannot attend scheduled CLE. Create a resource guide on experts in the District or at KI- LTGs do not need to be the expert of all, they just need to know who to contact who is.



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from DelMarVA

1 message

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

Sat, Nov 1, 2025 at 2:17 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

DelMarVA

Membership

The DelMarVa region is Plus 7 for the year sofar. Several of the clubs have new members in the pipeline for the next month. With the charter of the Harford County Kiwanis Club, DelMarva was plus 20 for last year. Most of the clubs in DeMarVa are working to increase membership during the winter as most of the fundraising need are done until spring.

Plans for New Kiwanis or SLP Clubs

Elkton Kiwanis has charted an new Key Club. Seaford, Coastal, and Pocomoke (co-sponcerd with Ocean Pines/Ocean City) are working to restart key clubs that shut down during the COVID times. Division 4 is working on some SLP items, but no update at this time. Harford County is working with Elkton to restart a key club that was going before the Bel Air club folded.

District Committee Updates

The Finance and Public Relations have not had a meeting at this time. I am working as a advisor for the Key Leader event.

Other Challenges or Assistance Needed

As always, membership is an issue with clubs under charter level. Along with the LT. Governors, I will be working with these clubs to push for a Boost or advertising program.

Other Comments

Have set in-place a process to find my replacement for next year.



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from Heart of Virginia

1 message

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

Mon, Nov 17, 2025 at 3:47 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

Heart of Virginia

Membership

Unaware of any official club/division challenges. I have heard about a few clubs whose numbers dropped drastically from last year, but I know the LTGs are looking closely at that information. No broad club/division challenges have come to me yet.

Plans for New Kiwanis or SLP Clubs

I have heard about the Culpeper Club build.

District Committee Updates

The DCON Committee is meeting monthly and have already discussed themes, activities, etc, are working well through the subcommittee system.

The Long Range Planning Committee met in October and will be meeting again in January. Each member took a section of the draft plan from 2024 and will be reviewing it/adding to it for the January meeting.

LTG Role Task Force will be submitting a report separately.

Other Challenges or Assistance Needed

I need to make connections with Division 8. I have not heard anything from the LTG yet. I have heard from Division 9 and 10 and received invitations to DCMs- I was unable to attend but will make sure to do so soon!

Other Comments

Nothing as of now :-)



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from National Capital

1 message

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

Tue, Nov 18, 2025 at 10:08 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

National Capital

Membership

The following clubs in Division 1 have had major issues of low membership for many years (Far East) (NW Club) and Waldorf.

Unfortunately, old age and deaths have been a major factor.

Those clubs also were not able to attract younger members. The merger of Divisions 1 and 3 will definitely help leaders to focus on the challenges that those clubs encountered and come up with strategies to rebuild .

On a positive note, the NW Club had a very successful Crab Feast in October .. They had a sold out crowd of many of their supporters . I believe they are addressing the problems of low membership and are fighting back to keep their club solid .

Plans for New Kiwanis or SLP Clubs

As of this date , the Laurel Club has the members needed to sustain but can not get a member to Step up to be the Secretary.

There are not any upcoming plans for any new SLP's Clubs.

District Committee Updates

I am now a Member of the Finance Committee under the leadership of Past Governor, Josh Hiscock. We had one meeting last month . At the meeting we had our Financial Advisors explaining all of our assets etc .According to the Financial experts , we are doing very well in our Stocks and Bonds.

Past Governor has given us all of our upcoming dates for our future meetings.

Other Challenges or Assistance Needed

I know that the District provides coaches to our struggling clubs ., We need to continue to provide strategies to help rebuild our low membership clubs.

I think it is great to build new clubs but let's not forget about our existing clubs .

Other Comments

It is a joy to serve as a Trustee for the Capital Region. The Lt. Governors work very hard to help achieve success in each of their respective clubs .

During these last 2 years some of our clubs have had tremendous success in most of their endeavors.

It is not how large or small your club you may be if you have a heart for Service .

In Divisions 1, 2 and 3 each Club is doing their very best !

Yours in Kiwanis ,

Dr. Marie Bowe-Quick



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from West Virginia

1 message

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

Wed, Nov 12, 2025 at 10:10 AM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

West Virginia

Membership

Division 18: Marshall County has (4) Members in its re-building process. At their last Meeting President said I do not need to come to the Meetings as he he knows how to run one. Only thing is, no one of the 3 that comes to the Meetings use a computer, so I will have to continue to do the Engage. I had sent out Corporate Brochures and Invites to the Meetings to a dozen entities with no response so far. I'll follow up by phone.

Division 18: The Wheeling Club is doing a re-launching. This is the first time their membership has fallen below 30.

Division 18: I'm working on membership for the Weirton Club emphasizing Corporate Members.

Division 19: Most of the Clubs do NOT file Reports. Otha said Keyser with (5) is active.

Division 20: Nitro continues to struggle with (5). Rest have pretty decent number.

LTG-ELECT Elections: 18- Nov. 17 19- Otha's working on 20- January sometime

Plans for New Kiwanis or SLP Clubs

Royce is the Club Builder for new club at Point Pleasanr set to open July 2026.

Nothing on SLP's.

District Committee Updates

SERVICE COMMITTEE: We met with Carrie Wagner 4 times. She explained the Signature Project Contest and what our role in it will be, and ways to promote it through Social Media and Capital Newsletter.

LONG-RANGE PLANNING: Dennis teamed me with Roger on the Membership prong of the Plan. I have not met with Roger yet. We'll be emphasizing new club building, using surveys and club excellence resources.

Other Challenges or Assistance Needed

NONE

Other Comments

NONE