



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. Agenda Point - Acceptance of Resignation 2025-26 Division 20 Lt. Governor
 - b. Agenda Point - Appointment of Replacement 2025-26 Division 20 Lt. Governor
 - c. Agenda Point - Out-of-Budget Expense - LTG Membership Summit
 - d. Agenda Point - District Convention 2027 Roanoke, VA Contract
 - e. LTG Task Force - Interim Report
 - f. Missing 2025-26 Lt. Governors-Elect
 - g. FY2025 Financial Review & 990 Services Approval
 - h. 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
 - a. New District Awards (Interclub, Membership Growth, X Person of the Year)
10. Adjournment



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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>

Completed District Officer Pre-Election Pledge

1 message

Capital District Kiwanis <noreply@kiwanis.org>

Sun, Nov 30, 2025 at 8:46 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Name

Bendie Blair Riffe

Club

Huntington

District Office

Lt. Governor

Division/Region

Division 20

Type Full Name as Signature to Certify

Bendie Blair Riffe

Email

bendie.blair@kiwanisdaycare.com



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

	DCON 2027 (Roanoke)	DCON 2026 (Annapolis)	DCON 2025 (Arlington)
Sleeping Room Rate	\$144 (\$149 -\$5 from VVBR)/night	\$139/night	\$124/night
Block Size	35/120/120	40/130/130	40/130/130
Minimum Room Pickup	80% (220 nights)	70% (210 nights)	72% (215 nights)
Comp Policy	1:40	1:40	None
Sleeping Room Rebate to Master Account	\$5 (already included in rate)	\$3	3%
Wifi in Meeting Space	Complimentary	Complimentary	Complimentary
Breakfast Rate (inclusive)	\$28.00	\$27.00	\$27.00
Lunch Rate (inclusive)	\$30.00	\$29.00	\$29.00
Dinner Rate (inclusive)	\$51.00	\$46.00	\$46.00
Complimentary Suites	1-VIP Suite Comp for 3 Nights	2-Comp Jr. Suites	1-Two-Bedroom Suite \$350/night
	3-Jr. Suites at Group Rate	3-Hospitality Suites at Group Rate	3-Hospitality Suites at \$248/night
	3-Hospitality Suites \$319/night		
Parking	\$3.00 off Self-Parking of \$18/night	Free Parking	\$20 discount off Valet (\$50/\$60/night)
Cut-off	2 Weeks Out	2 Weeks Out	2 Weeks Out
Comp Podium & Vendor Tables	Included	Included	Included



THE HOTEL ROANOKE & CONFERENCE CENTER

QUICK CONFIRMATION AGREEMENT

December 5December 5, 2025 - Updated

This **Quick Confirmation Agreement** ("Agreement") is by and between **Capital District Kiwanis International** ("Group" or "you" or "your(s)") and **The Hotel Roanoke** ("Owner"), d/b/a **The Hotel Roanoke & Conference Center** (the "Hotel" or "we" or "us" or "our").

Especially Prepared for:		Event & Hotel Information:	
Client Contact Name:	Mr. Jeffrey Wolff	Name of "Event":	2027 Capital District Kiwanis Convention
Title:	Executive Director	Date(s) of Event:	August 18, 2027 - August 22, 2027
Company Name:	Capital District Kiwanis	Post to Reader Board As:	2027 Capital District Kiwanis Convention
Address:	4410 Brookfield Corporate Dr. #220469	Hotel Contact:	Chris Herald
City, State, Zip:	Chantilly, VA 20151	Title:	Sales Manager
Phone:	703-615-4477	Phone:	540-853-8217
Email:	Jeffrey.wolff@capitalkiwanis.org	Email:	cherald@hotelroanoke.com

ROOM BLOCK SLEEPING ROOMS and RATES

	THURSDAY 8/19/2027	FRIDAY 8/20/2027	SATURDAY 8/21/2027	SUNDAY 8/22/2027
Run of House	31	113	113	Check-out
VIP Commonwealth Suite	1	1	1	Check-out
Hospitality Parlor Suite with One Bedroom		3	3	Check-out
Jr. Suite	3	3	3	Check-out
TOTAL ROOM BLOCK	35	120	120	

Room	Single Rate	Double Rate
Run of House	\$149.00	\$149.00
Upgraded Rooms Available at Listed Prices (subject to Availability)		
- VIP Commonwealth Suite		\$348.00
- Hospitality Parlor Suite with One Bedroom		\$319.00
- Jr. Suites		\$219.00

- Please note that Visit Virginia's Blue Ridge has offered to provide \$5.00 per room night sponsorship rebate toward the nightly lodging fee of \$149.00 to your attendee block at The Hotel Roanoke & Conference Center for actualized nights consumed. The listed hotel overnight room rate individual guests will pay will be \$144.00 plus applicable taxes per room, per night upon checkout.

TOTAL SLEEPING ROOM NIGHTS RESERVED: 275

Rates are quoted *exclusive* of applicable state and local taxes, fees and assessments. Quoted sleeping rate will be offered, based on availability to your attendees two (2) days before and two (2) after the above dates.

Includes sleeping room rate only. These prices are net-non-commissionable.

The Following Suites would be available for your attendees to block (Subject to availability):

European Plan – VIP Suite:

\$348.00 per room/per night based on single/double occupancy plus applicable taxes:

Includes sleeping room rate only. These prices are net non-commissionable.

DESCRIPTION:

Gracious entry with half bath

Richly appointed living area with gas fireplace

37 inch flat panel wall mounted television

Four person dining table

Granite hospitality wet bar with refrigerator

Queen sized sleigh bed and private bath in master suite

32 in flat panel television in master suite

approximately 850 square feet of total luxury



European Plan – Premium Hospitality Parlor:**\$319.00 per room/per night based on single/double occupancy plus applicable taxes:**

Includes sleeping room rate only. These prices are net non-commissionable.

DESCRIPTION: Luxurious and spacious parlor room (approx. 540 square feet)

37 inch flat panel television

Granite wet bar with refrigerator

Queen size pull down Murphy bed

Mahogany dining table with seating for four

Connecting guest room with king bed

may also add a connecting guest room with two double beds (at standard run-of-house room rate, per night)

European Plan – Junior Suite:**\$219.00 per room/per night based on single/double occupancy plus applicable taxes:**

Includes sleeping room rate only. These prices are net non-commissionable.

DESCRIPTION: Charming two room suites with cozy living area connecting to a bedroom

Bedroom may either have one king bed; two double beds or one queen bed

Two 32 inch flat panel televisions in each suite

living room has a queen-size sleeper sofa perfect for children

Complimentary Rooms:

In appreciation of your business, we are pleased to provide one (1) standard room night complimentary per forty (40) paid room nights utilized on a cumulative basis.

Note: Names will need to be provided prior to arrival of the individuals using the complimentary guestrooms.

We are pleased to provide one (1) VIP Suite complimentary to your group Thursday, Friday and Saturday nights. Three (3) Junior Suites will be available at the conference rate of \$149.00 per night, plus applicable taxes.**PARKING:**

The following is The Hotel Roanoke & Conference Center's current parking fee structure:

Overnight Hotel Guest: Self-Parking: \$18.00 or Valet Parking: \$28.00

Daily Parking: Self-Parking: \$1.00 - \$12.00

Note: Prices are subject to change without prior notification.

- A \$3.00 Discount will be extended off the then current SELF-PARKING Fee to your attendees.

X - All parking charged to the individual.

SCHEDULE OF EVENTS AND FUNCTION SPACE CHARGES:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental *
Thu, 8/19/27	4:00 PM	10:00 PM	Registration	North Entry	Tables	Flow	N/A
	4:00 PM	11:59 PM	Kiwanis Store	Tinker	Special Set up		\$100.00
Fri, 8/20/27	8:00 AM	24-Hr	Office	Alleghany	Existing	5	\$100.00
	8:00 AM	11:59 PM	Kiwanis Store	Tinker	Special Set Up		\$100.00
	8:00 AM	8:00 PM	Registration	North Entry	Existing	Flow	N/A
	8:00 AM	5:00 PM	Table Top Exhibits	Roanoke Foyer	Tabletop Exhibit	20	N/A
	7:30 AM	8:30 AM	Conference	Blue Ridge	Existing	10	\$300.00
	10:00 AM	11:30 AM	Meeting	Shenandoah B	Rounds	50	\$500.00
	11:30 AM	1:30 PM	Lunch Mtg.	Shenandoah A	Rounds of 8	10	\$250.00
	11:30 AM	1:30 PM	Lunch Mtg.	Shenandoah B	Rounds of 8	50	N/A
	1:30 PM	5:30 PM	Board Meeting	Roanoke Ballroom A-B	U-Shape	50	\$1,000.00
	1:30 PM	4:30 PM	Breakout Room	Pocahontas A	Theatre	30	\$150.00
	1:30 PM	4:30 PM	Breakout Room	Pocahontas B	Theatre	50	\$250.00
	1:30 PM	4:30 PM	Breakout Room	Appalachian	Theatre	50	\$300.00
	1:30 PM	4:30 PM	Breakout Room	Buck A	Theatre	30	\$100.00
Sat, 8/21/27	7:00 PM	11:00 PM	Event Room	Roanoke C-H	Rounds of 10	200	\$2,000.00
	6:00 AM	4:00 AM	Office	Blue Ridge Boardroom	Existing		\$100.00
	8:00 AM	11:59 PM	Kiwanis Store	Tinker	Special Set Up		\$100.00
	7:00 AM	4:00 PM	Table Top Exhibits	Roanoke Foyer	Existing	20	N/A
	7:30 AM	9:00 AM	Breakfast Meeting	Roanoke Ballroom C-H	Rounds of 10	200	\$2,000.00
	8:00 AM	4:00 PM	Breakout Room	Pocahontas B	Theatre	50	\$250.00
	8:00 AM	4:00 PM	Breakout Room	Shenandoah B	Theatre	50	\$500.00
	8:00 AM	4:00 PM	Breakout Room	Pocahontas A	Theatre	40	\$150.00
	8:00 AM	4:00 PM	Breakout Room	Appalachian	Theatre	50	\$300.00

	8:00 AM	4:00 PM	Breakout Room	Shenandoah A	Theatre	50	\$250.00
	8:00 AM	5:00 PM	Breakout Meeting	Buck Mountain B	Theatre	40	\$100.00
	10:00 AM	12:00 PM	Breakout Meeting	Buck Mountain A	Theatre	35	\$100.00
	12:15 PM	2:30 PM	Lunch	Roanoke Ballroom C-H	Rounds of 10	200	N/A
	3:00 PM	5:00 PM	Meeting	Roanoke A-B	Theatre	200	\$1,000.00
	6:15 PM	7:15 PM	Reception	Roanoke Foyer	Reception	250	N/A
	7:15 PM	11:59 PM	Dinner	Roanoke Ballroom C-H	Rounds of 10	250	N/A
Sun, 8/22/27	6:00 AM	12:00 PM	Office	Blue Ridge Boardroom	Existing		\$100.00
	7:30 AM	8:30 AM	Meeting/Session	Roanoke A/B	Theatre	200	\$1,000.00
	8:00 AM	5:00 PM	Kiwanis Store	Tinker	Special Set up		\$100.00
	8:30 AM	11:00 AM	Breakfast	Roanoke Ballroom C-D	Rounds of 8	200	\$1,000.00
	11:30 AM	2:00 PM	Lunch Meeting	TBD	U-Shape	15	N/A

Please Note: We will offer complimentary Wifi for your event in all meeting space.

- *Subject to change without notice.
- Please note that in appreciation of your conference, The Hotel Roanoke & Conference Center will pay the \$12,200.00 meeting room rental on your group's behalf.
- Ant = Anticipated; Agr = Number of Attendees

Gratuities & Service Charge: The combined gratuity and service charge that is in effect on the day of Group's Event will be added to Group's Master Account. Currently, the combined charge is equal to **22%** of the food and beverage total, plus any applicable state and/or local taxes. A portion of this combined charge (currently **15%**) is a **gratuities** and will be fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the Event. The remainder of the combined charge (currently **7%**) is a **service charge** that is not a gratuity and is the property of Hotel to cover discretionary and administrative costs of Group's Event. Hotel will endeavor to notify Group in advance of Group's Event of any increases to the combined charge should different gratuity and/or service charge amounts be in effect on the day of Group's Event.

Summary of Revenue Anticipated by Hotel from this Agreement: For your information and guidance, the following chart illustrates the total potential value of your Event. The Hotel has offered the negotiated sleeping room rates, meeting room inventory and other concessions in this Agreement based upon the total revenue contracted, as well as additional revenue from providing additional services to your Group and your attendees at additional charge. Any requests for additional sleeping rooms, meeting rooms, function space and/or Food and Beverage to be added after Agreement signing will be subject to availability, and agreed upon changes would be confirmed in a written amendment to this Agreement signed by both parties.

Summary of Revenue Anticipated by Hotel from this Agreement	
Total Anticipated Sleeping Room Revenue: - 275 rooms @ \$149.00 (not including sales tax)	\$40,975.00
Food and Beverage Minimum: <small>A Food and Beverage Minimum - not include gratuities, service charges, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales of \$15,000.00 is required for your group.</small>	\$15,000.00
Total Anticipated Meeting Room Rental Fees: <small>Any discounts on Meeting Room Rental Fees are based on Group's achievement of performance requirements.</small>	(Paid by HRCC)
"Total Anticipated Revenue":	\$55,975.00

Taxes: In addition to the Total Anticipated Revenue for your Event as set forth herein, you agree to pay any and all applicable federal, state, municipal or other taxes, fees, or assessments imposed on or applicable to your Event. In the state in which Hotel is located, currently the sales tax rate is 5.3%, and the hotel occupancy tax rate is 8%. We will honor any available tax exemptions for which you qualify, provided that you properly complete and timely provide all documentation required by the applicable jurisdiction to substantiate said exemption.

Additional Concessions:

In consideration of the entire value your Event brings to the Hotel, we are pleased to offer the following concessions based on Group's achievement of **80%** or greater of the combined **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**. These concessions are valued at **\$13,340.00**. If the actual total sleeping room revenue and the actual total food and beverage revenue for your Event materializes at less than **80%** of the combined **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**, the concessions will be *reduced* proportionately at the discretion of the Hotel or, at your request, provided and charged to your Master Account at retail value, in addition to any performance damages you may owe related to sleeping room revenue and Food and Beverage revenue, plus applicable Meeting Room Rental Fees. Please advise your assigned Event Manager no later than seven (7) days prior to first guest room arrival of your decision whether you prefer to have concessions reduced or if you want to retain and pay for them. If you elect to pay for unearned concessions, you agree that you will pay all applicable labor/union charges, state and local taxes, gratuity and/or service charges on all concessions provided.

Item	Retail Value per Unit	Units/Quantity	Duration	Concession	Total Retail Value	Savings
Meeting Room Rental	As outlined	Outlined	As listed	Paid by HRCC	\$12,200.00	\$12,200.00
Bartender Rate	\$45.00	Per hour	\$45 for 3 hours	Discount	\$135.00	\$90.00
VIP Amenities	\$50.00 /	3 VIP Amenities	Arrival Day	Complimentary	\$150.00	\$150.00
\$3.00 Self-Parking Discount	\$18.00	Each	Each day	\$3.00 off	\$3.00 x 300 room nights	\$900.00
Exhibit Tables	\$35.00	20 Vendor Exhibit Tables	Friday/Saturday	Complimentary	\$700.00	\$700.00

Audio-Visual Discount - Hotel Managed Hotel will offer a **15%** discount off prevailing published pricing guidelines for Hotel's in-house inventory of equipment (excludes labor, service charges, consumables, sales tax and shipping/delivery charges) if Hotel is selected as the primary and sole provider of all audiovisual and production related services for the applicable Event, including without limitation any general session. Discounts on outsourced equipment, labor and consumables will depend on total spend and will be negotiated directly with Hotel's audiovisual manager. **NOTE:** The Hotel Roanoke & Conference Center will provide a complimentary podiums in meeting rooms.

Guaranteed Meal Prices: - The following meal prices have been confirmed for your group:

- **Plated Breakfast - \$28.00 inclusive of tax and service charges to include (eggs/bacon/pastries/coffee)**
- **Two Course Plated Lunch - \$30.00 inclusive of tax and service charges to include (pasta, chicken or salad entrée / dessert/iced tea)**
- **Banquet (3 course plated) - \$51.00 inclusive of tax and service charges to include (salad/chicken, club steak, or salmon entrée/dessert/coffee service)**

Option Dates: These arrangements are being held on a **first option basis** until **December 12, 2025** (the "Option Period"). However, should other business opportunities arise such that we are in a position to confirm immediately, you will be advised and given **72 hours**, or until the end of your Option Period (whichever is shorter) to confirm this Agreement on a definite basis by returning a signed copy of this Agreement to us, or to enable alternate dates to be researched and offered for your use. Please note that it is your responsibility to notify us if you need to request an extension of your Option Period. If we do not receive a signed copy of this Agreement by **December 12, 2025**, we may, at our sole option and with no notice required, release this first option, or may continue to hold the arrangements, or may review and revise our rates. No cancellation fee shall apply if we release this first option.

Additional Terms and Conditions: By signing where indicated below, you are agreeing that in addition to the terms and conditions of this Agreement as outlined herein, this Agreement is also comprised of all the general terms and conditions set forth in the Quick Confirmation Agreement – Additional Terms and Conditions (collectively, the "**Additional Terms and Conditions**") located on the following web site: <http://hiltondistribution.com/us-quick/addlterms.htm>.

Entire Agreement: This Agreement, together with the Standard Terms and Conditions (attached hereto and incorporated herein by reference), the above-referenced **Additional Terms and Conditions**, appendices, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. If this Agreement or any attachments thereto are returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion. Once both you and we sign this Agreement, all provisions reserved on your behalf will be *confirmed* and therefore subject to the terms of this Agreement.

The undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign.

ACCEPTED AND AGREED TO:

GROUP: Capital District Kiwanis

HOTEL:
The Hotel Roanoke
d/b/a The Hotel Roanoke & Conference Center

By: _____
District Secretary-Treasurer

Name: _____

Dated: _____

By: _____
Mr. Chris Herald, Sales Manager

Name: _____

Dated: _____

By: _____
Ms. Sandra Holt, Director of Sales & Marketing

Name: _____

Dated: _____

STANDARD TERMS AND CONDITIONS

Method of Reservations: Your assigned Event Manager will discuss your housing requirements with you to customize a solution that will provide the most effective method for your attendees to book their reservations and for your management of the Room Block powered by GroupMax™ housing technology. All published housing information on your website or registration materials must be reviewed by the Hotel to ensure rate, date, cut off and Hotel specific information is correct. This link will take you to a tutorial for meeting planners on the reporting tools for GroupMax™: <http://www.passkey.com/GM/EventDashboards-PlannerGuide-RLM.pdf>.

Cut-Off Date: In order to assign specific room types to your attendees, each sleeping room in your Room Block must be confirmed in the manner described below no later than **August 5, 2027**. This date will be known as your "**Cut-Off Date**." After the Cut-Off Date, the Hotel will continue to hold any rooms in your Room Block not assigned to a specific attendee for your Group **if you pay for such rooms in full at that time**. If you have not guaranteed or prepaid such rooms, you agree that Hotel may offer unused sleeping rooms held in your Room Block to other customers to reduce Hotel's losses. You agree that the release of rooms will not affect the enforceability of this Agreement or your obligation to pay for unsold rooms in your Room Block. Advance

payments will be refunded by the Hotel after your Event dates if rooms you paid for in advance were later paid for by your attendees. Confirmation of rooms after the Cut-Off Date will only be accepted based on availability of contracted room type(s) and at the Hotel's prevailing rates.

Guest Payment Arrangements: Room and tax will be paid by individuals. Incidental charges will be paid by individuals, in which case these charges must be paid in full prior to the guest's departure, with individual credit being established upon check-in. If Group submits a rooming list with reservations that will be paid for by Group such reservations will be considered guaranteed for the full length of stay unless the reservations are cancelled by Group or the guest no later than 7 days in advance of arrival. Early departure charges will be applied to Group's Master Account for guests guaranteed by Group's rooming list that depart early.

Individual Guest Deposits/Confirmation: To confirm a sleeping room within your Room Block, the sleeping room must be secured with a valid credit card provided either by you or the guest attending your Event.

Checks and major credit cards are acceptable to establish prepayment. All credit cards used to prepay the room deposit will be charged immediately. Should you secure sleeping rooms on behalf of your guests with your credit card, your attendees may thereafter provide their own credit card information for their own sleeping rooms. Your advance payments and deposits will either be refunded by us to you within 30 days after completion of your Event if sleeping rooms you paid for in advance were later paid for by your attendees or, at our election, credited to your Master Account. The Hotel will deduct any collected nonrefundable prepayment fees from the amount you may owe as performance or cancellation damages.

Check-In/Out Time: Our check-in time is 4 **PM**, check-out time is **11AM**. All guests arriving before 4 **PM** will be accommodated as rooms become available.

Early Departure Fee: If a guest who has requested a room within your Room Block checks out prior to the guest's reserved checkout date, the Hotel will add an early checkout fee to that guest's individual account (currently, \$50.00). Guests wishing to avoid an early checkout fee should advise the Hotel at or before check-in of any change in planned length of stay. The Hotel will inform your Group attendees of this potential charge upon check-in and requests that you also inform your attendees of this obligation.

Event Planner Bonus Program: **Mr. Jeffrey Wolff** ("Event Planner") is eligible to earn an Event Planner Bonus for a qualifying event. The Event Planner's Hilton Honors Account Number is **207514891**. For this Event, Event Planner is eligible to earn two Hilton Honors bonus point for every eligible dollar spent, up to a maximum award of 100,000 Hilton Honors bonus points. Eligible revenue will include **all** revenue up to a maximum of \$100,000 of eligible revenue. Full details and rules regarding the Event Planner Bonus Program are available by visiting www.hilton.com. In addition if signed by December 12, 2025 an additional 50,000 Bonus points will be applies at time of signing.

Banquet Services: In order for Hotel to deliver on Group's expectations for a successful Event, it is critical for Group to provide timely and complete information to the Hotel. So that the Hotel may make appropriate plans for purchasing and preparing product, as well as properly scheduling staff, the following mandatory timeline relates to final menus and program meal functions:

- 1) In order to confirm meeting room assignments, no later than **ninety (90) days** prior to the start date of the Event, Hotel requires that Group re-confirm Group's programmed meetings and catered meal functions with *anticipated* number of attendees. At that time, Hotel will re-confirm in writing Group's Schedule of Events. After that date, the Hotel will release any meeting space in Group's Schedule of Events not assigned to a specific meeting or function for Group, except that Hotel may continue to hold such meeting room(s) if Group either prepays for such meeting room(s) or if Group advises Hotel in writing that Group will guarantee payment of such meeting room(s) to the Master Account (but only if Group has established Master Account billing privileges). If Group has not prepaid or guaranteed such meeting rooms (as applicable), Group agrees that the Hotel may offer unused meeting room(s) to other customers.
- 2) At approximately **sixty (60) days** prior to the start date of the Event, Hotel will review the number of requests for room assignments that have been made by Group's attendees in order to compare Group's obligations with Group's actual likely Room Block performance. Should it appear at that time that the actual number of attendees will fall below the attendance Hotel expects based upon Group's reserved Room Block, the Hotel reserves the right to assign alternate meeting space commensurate with Group's reduced space needs as indicated by the attendees' requests for room assignments. Hotel will notify Group of any such changes.
- 3) Upon review of Group's final menus and Event requirements, Event Orders will be sent by Hotel to Group to confirm all final arrangements and prices, which Event Orders will serve as a part of this Agreement. If Group does not advise Hotel of any changes on the Event Orders by the date requested by Hotel, Group agrees that the Event Orders will be considered accepted by Group as correct and Group will be billed accordingly.
- 4) Group must submit the **expected** number of attendees for each catered food function no later than **Noon (local Hotel time), ten (10) business days** prior to the first day of the Event. If for any reason Group's *expected* number of attendees are not submitted by the due date, Hotel will use the *anticipated* number of attendees listed in the Event Order as the basis to determine the *expected* number of attendees.
- 5) Group must inform Hotel of the **final guaranteed** number of attendees that will attend each of the catered food functions by contacting the Events/Catering Department by email or phone no later than **Noon (local Hotel time), three (3) business days** prior to the first day of the Event. Guarantees by text message cannot be accepted. Group may either reduce or increase the *expected* number of attendees when giving the **final guaranteed** number of attendees for each scheduled catered food function by up to 10% without incurring any liability to Hotel for additional costs or supplemental surcharges. The final guaranteed numbers cannot be further reduced without liability after this time.
- 6) At the time of informing the Hotel of the **final guaranteed** number of attendees, if Group **reduced** the *expected* number of attendees for a catered food function **by more than 10%**, then the Hotel may add a supplemental surcharge to the Group's Master Account equal to the actual menu price per person as stated on the applicable Event Order (plus taxes and applicable gratuity and service charge) multiplied by the number of attendees reduced in excess of 10%.
- 7) If the **final guaranteed** number of attendees for a catered food function is **increased by more than 10%** above the *expected* number of attendees, then the Hotel may add a supplemental surcharge equal to then the Hotel may add a supplemental surcharge equal to **15%** of the meal cost to the Group's Master Account to cover costs incurred by the Hotel for rush orders and overtime, and the menu offering may be based on Chef's Selection and Group agrees to accept such substitutions. This also applies if there are any increases to the final guaranteed

number of attendees within three (3) business days before the start of the Event or if Group adds a new catered food function added within three (3) business days before the start of the Event.

- 8) If for any reason the notice of the **final guaranteed** number of attendees is *late*, then the *expected* number of attendees for the applicable catered food function will be used for billing purposes. Further, the menu offering for attendees in excess of the *expected* number of attendees may be based on availability of product and may be different from the selected menu. Group will be charged the **final guaranteed** attendance *or the number of attendees served, whichever is greater*. Hotel will only prepare food to the final guaranteed number of attendees, and will not guarantee setting the room for more than 3% above the final guaranteed number of attendees.

Meeting Room Charges Based on Sleeping Room Performance: Should Group's minimum revenue commitments not materialize as anticipated, then charges will be assessed to the Group's Master Account by Hotel for function space as set forth below, in addition to any performance damages owed by Group under the Performance policies.

GROUP'S ACTUAL SLEEPING ROOM PERFORMANCE	MEETING ROOM RENTAL CHARGES BASED ON SLEEPING ROOM PERFORMANCE
90-100% of Total Anticipated Sleeping Room Revenue	\$0.00
89% and below of Total Anticipated Sleeping Room Revenue	\$6,600.00

The room rental charges listed in this chart above will be added in addition to the room rental charges (if any) listed in the Schedule of Events and Function Space Charges. You agree to confirm with us the assigned function space *before* printing any materials listing specific meeting or function locations. If for any reason the function space reserved is not available on the day of your Event (whether unavailable, for instance, due to emergency repairs or unscheduled maintenance), you agree that we may substitute space of appropriate size and comparable quality for your meeting or function.

Master Accounts: Group agrees to the following deposit schedule:

DEPOSIT SCHEDULE		
	Due Date	Amount
Initial Deposit	No later than October 1, 2026	\$6,000.00
Second Deposit	February 11, 2027	\$10,000.00

No later than 30 days in advance of arrival, or **July 23, 2027**, you will either provide us with a valid credit card to which all remaining estimated Master Account charges will be charged on that date, or provide payment of all remaining estimated Master Account charges by company check, certified check, wire transfer or credit card.

We reserve the right to increase the amount of deposits and/or pre-payments should there be a negative change in your financial status, even if credit had previously been approved. If advance payments or deposits are not paid on a timely basis, the Hotel will have the right, at our option, to consider the Agreement cancelled and we will be entitled to cancellation damages as provided in this Agreement.

If you are paying by credit card, we request that you provide us with your credit card information at the time of your Event so that we may charge the credit card account at departure. If any charges are disputed, you agree to provide us with an itemized list of disputed charges so that we may charge the undisputed charges to the credit card account immediately and the remainder will be charged upon resolution.

If payment of all undisputed charges is not received within thirty (30) days after your receipt of the final invoice, a finance charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice. You will submit to us an itemized list of any disputed charges within fifteen (15) days of receipt of the final invoice, or else all disputes are waived. If any charges are disputed, all undisputed amounts will be paid within thirty (30) days and the parties agree to work in good faith to resolve the disputed invoiced charges in a timely manner, and you agree to pay the remainder immediately upon resolution of the dispute.

Sleeping Room Performance Policy: The Total Sleeping Room Nights Reserved under this Agreement will generate **\$40,975.00** in revenue for Hotel ("**Total Anticipated Sleeping Room Revenue**"). If you do not use all of the sleeping rooms in your Room Block, you agree that the Hotel will suffer damages because the Hotel will have lost the opportunity to offer your unused rooms to others either individually or as part of another block and the Hotel will incur additional costs in attempting to resell inventory that was already sold to you. The parties agree that since the exact amount of such damages would be difficult to determine, the liquidated damages clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to your lack of performance. Therefore, if the contracted Event is held as scheduled, Hotel will not seek sleeping room performance damages if Group achieves a minimum of 80% of the Total Anticipated Sleeping Room Revenue. Should Group achieve less than this amount, Group agrees to pay to Hotel, as reasonable liquidated damages and not a penalty, the difference between 80% of the Total Anticipated Sleeping Room Revenue and the actualized guest room revenue received by Hotel for rooms used and paid for as part of the official Room Block, plus any applicable state and local taxes as required by law, as a reasonable estimate of the Hotel's losses on sleeping rooms, ancillary revenue, costs of sale and other losses. All estimated sleeping room performance damages will be due and payable to the Hotel no later than **seven (7)** days prior to Group arrival date, regardless of Master Account credit status.

Food and Beverage Performance Policy: The guestroom rates and concessions outlined are based on Group's guaranteed expenditure of a minimum of **\$15,000.00** in banquet food and beverage ("**Total Anticipated Food and Beverage Revenue**"). The Total Anticipated Food and Beverage Revenue amount does not include gratuities, service charges, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales.

We understand that your program may change slightly between the time of contracting and arrival and therefore we will allow you to reduce your guaranteed food and beverage expenditure without liability by up to **10%** of the originally contracted Total Anticipated Food and Beverage Revenue. Any such request for reduction must be made in writing and delivered to the Hotel no later than **45 days** prior to your first arrival date. At that time, your final completed program with meeting room specifications would be required along with your anticipated counts and detailed menus with pricing that will determine your revised anticipated spend. If you do not exercise the option to reduce the guaranteed food and beverage expenditure on or before **45 days** prior to your first arrival date the option to reduce the guaranteed food and beverage expenditure without liability is waived.

Should you fall short of the Total Anticipated Food and Beverage Revenue (as adjusted, if any, pursuant to this clause), whether due to reduction in size of your meeting, drop in attendance, change in food and beverage functions or otherwise, you agree that the Hotel will suffer damages that will be difficult to determine.

Therefore, if the contracted Event is held as scheduled, you agree that you will pay the Hotel, as liquidated damages and not as a penalty, the amount equal to the difference between the guaranteed Total Anticipated Food and Beverage Revenue (as adjusted, if any, pursuant to this clause) and the actual food and beverage revenue amount received by Hotel for your Group's banquet food and beverage functions during your Event dates, plus any applicable state and local taxes as required by law. You agree that this charge is a reasonable estimate of the Hotel's losses on food and beverage.

By way of example only, if a group books an event with a Total Anticipated Food and Beverage Revenue commitment of \$100,000, and if that group properly reduces the commitment by 10%, that group's adjusted Total Anticipated Food and Beverage Revenue commitment would be \$90,000. If the group holds the event and achieves only \$85,000 in actual food and beverage revenue, then that group would owe food and beverage performance damages of \$5,000, plus any applicable taxes.

Once food and beverage functions have been established under the Event Orders sent to you by the Hotel, performance damages for food and beverage will be determined separately based on the terms of the Event Orders if the anticipated food and beverage revenue under the Event Orders is higher. At the time Event Orders are prepared, Hotel will advise Group if the food and beverage selections based on the Event Orders will achieve the Total Anticipated Food and Beverage Revenue (as adjusted, if any, pursuant to this clause). If not, the Hotel will provide Group with food and beverage options that would achieve the Total Anticipated Food and Beverage Revenue (as adjusted, if any, pursuant to this clause). Group will then have the option of either altering the Event Orders to achieve the Total Anticipated Food and Beverage Revenue (as adjusted, if any, pursuant to this clause), or paying the estimated food and beverage performance damages pursuant to this Food and Beverage Performance Policy.

All estimated food and beverage performance damages will be due and payable to the Hotel no later than **seven (7)** days prior to Group arrival date, regardless of Master Account credit status.

Cancellation Policy: Hotel has offered the favorable sleeping room rates and other concessions in this Agreement based upon the Total Anticipated Revenue for your Event, plus additional revenue that the Hotel anticipates we would receive from providing additional services to the Group and your attendees at additional charge. If this Agreement is cancelled by Group, the parties agree that the Hotel will have lost the revenue represented by this Agreement, and also the opportunity to offer your unused facilities to others either individually or as part of another block and we will incur additional costs in attempting to resell inventory that was already sold to you. The parties agree that since the exact amount of such damages will be difficult to determine, the liquidated damage clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to a cancellation. Therefore, Group agrees that should Group cancel your Event for any reason other than due to a valid Impossibility occurrence, including changing your meeting site to another hotel, Group will pay as liquidated damages to the Hotel a percentage of the Total Anticipated Revenue for your Event, plus any applicable state and local taxes as required by law, as follows:

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue	Amount of Cancellation Damages
Cancellation between date of signing and March 5, 2026:	Flat	\$1,000.00
Cancellation between March 6, 2026 and August 12, 2026:	45 % =	\$27,669.60
Cancellation between August 13, 2026 and February 11, 2027:	55 % =	\$33,818.40
Cancellation between February 12, 2027 and date of arrival:	65 % =	\$39,967.20

Total Anticipated Revenue for this Event is **\$61,488.00**.

The parties agree that the sliding scale of damages above is intended to reflect that the closer in time to the date of your Event that a cancellation occurs, the less likely it is that Hotel will be able to replace any or all of your business with comparable business. Therefore, no analysis of resale or mitigation will be required and damages will be due as set forth below.

Payment of cancellation damages is due at the same time that you deliver your written notice of cancellation to the Hotel. We may consider your notice of cancellation to be invalid and thus may not release accommodations held until payment of the applicable cancellation damages is received; therefore delay in payment may result in higher cancellation damages owed.

Impossibility: Neither party shall be responsible for failure to perform this Agreement if unanticipated circumstances beyond their reasonable control (including, but not limited to: acts of God; terrorist attacks in the city in which Hotel is located; or declared war in the United States) make it illegal or impossible for the Hotel to hold the Event. The affected party may terminate this Agreement without liability upon written notice to the other party within ten (10) days of the occurrence.

Indemnification: To the fullest extent permitted by law, Group agrees to protect, indemnify, defend and hold harmless the Hotel, Hilton Worldwide, Inc. and the Hotel's Owner, and their respective owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Hotel Indemnified Parties"), from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claim(s)"), in any way arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) arise out of (i) the negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, or attendees, or (ii) a violation or breach of any of the terms and conditions of this Agreement by Group or any related act or failure to act by Group, including but not limited to the obligation of compliance with applicable laws or regulations. Nothing in this indemnification shall require Group to indemnify the Hotel Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Hotel Indemnified Parties. This section shall survive any termination or expiration of this Agreement.

Insurance: You agree to maintain insurance reasonably commensurate with all activities arising from or connected with your Event, including, but not limited to, general liability insurance, with limits not less than \$2,000,000 per occurrence, covering personal injury, property damage, and other liability arising from your Event. You further agree to add Hotel, Hotel's Owner, and Hilton Worldwide, Inc. as additional insureds under all applicable policies for your Event. Please check with the Hotel to confirm which parties must be named as additional insureds on your insurance certificate(s). With respect to

any claims or other liability for which you are responsible, your insurance will apply as primary to any insurance maintained by the Hotel Indemnified Parties.

Hotel agrees to maintain general liability insurance with limits not less than \$2,000,000 per occurrence, covering liability for personal injury, property damage, liquor liability, and automobile liability, as well as Workers Compensation insurance per applicable laws and Employers Liability insurance.

Upon written request, each party shall make evidence of coverage available to the other party

Governing Law: The Agreement will be governed by and interpreted pursuant to the laws of the state in which Hotel is located, excluding any laws regarding the choice or conflict of laws.

Dispute Resolution: The parties will use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to this Agreement by presenting the dispute to senior representatives of Hotel and Group for their discussion and possible resolution in the order set forth herein; *provided, however*, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, and/or infringement of intellectual property rights shall not be subject to this provision. All negotiations pursuant to this section are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. If within a period of thirty (30) calendar days after submission of a disputed matter in accordance with this clause, the respective senior representatives are unable to agree upon a resolution of such dispute, then the dispute will be resolved by arbitration using one arbitrator before JAMS or the American Arbitration Association in the state and city in which Hotel is located, or the closest available location. The parties further agree that in any arbitration proceeding, they may conduct reasonable discovery pursuant to the arbitration rules, and any arbitration award will be enforceable in State or Federal court.

Collection/Attorney's Fees: The parties agree that the prevailing party in any arbitration or court proceeding arising out of or related to this Agreement will be entitled to recover an award of its reasonable attorney's fees and expert witness fees, costs and pre and post judgment interest at the highest available legal rate. The parties further agree that if Hotel must retain counsel or initiate arbitration or legal action to collect of any monies owed to Hotel by Group under this Agreement, whether or not an arbitration or court action is filed, Hotel will be entitled to recover its attorney's fees incurred in such efforts to collect.

Termination of Agreement: In addition to the foregoing, we may terminate this Agreement at any time upon written notice to you prior to your scheduled arrival date for the following reasons: (i) your failure to make any payment to us when due; (ii) your failure to comply with any other material term of this Agreement; (iii) your false representation in any credit application submitted to us, (iv) your assignment for the benefit of creditors or the commencement of any receivership or bankruptcy proceeding by or against you or (v) your proposed activities at the hotel, in our reasonable opinion, expose us, or our owner, to serious possible loss of good will or reputation. In the event we terminate this Agreement for any of the above reasons, you will pay to us as liquidated damages the applicable amount set forth in the table above. The parties agree that the foregoing amounts are a fair and reasonable estimate of damages resulting from termination of this Agreement (by either party) and that such amounts do not constitute a penalty.



Kiwanis
CAPITAL DISTRICT

Capital District, Kiwanis International

December 2025 Board of Trustees Meeting

Agenda Point – Travel Support for
Membership Summit for 2026-27
Lieutenant Governors

Background

A lieutenant governor membership summit will take place March 27-29, 2026, in Indianapolis, Indiana. This summit is designed for 2026-27 lieutenant governors who will leave the summit with:

- A club opening site identified for the division, proposed site strategy and prepared to finalize the plan for that club opening.
- A plan for every club in the division to conduct one membership event during the year; improve at least one operational, service, fundraising, and/or social aspect; and engage in a public relations or marketing campaign.
- A course of action to excite and engage clubs in recruiting new members and working with the clubs to determine which members are next to leave and how the club can retain them.

Districts have been allocated spaces, which is capped at 200. Capital District has six spaces available. Participants are responsible for travel costs and a \$250 registration fee.

RECOMMENDATION

Given the importance for club growth for both new and existing clubs, the district should support those attending the event and cover the registration and airfare. Current airfares are running approximately \$400-500 roundtrip and combined with the \$250 registration fee, it would cost \$650-750 a person to attend.

It is recommended that up to \$4,500 be expended to send up to six Lt. Governors to this event. The Governor-elect will select those who will attend with an emphasis on divisions where new clubs are being built or significant membership growth is needed with existing clubs.

Those attending the summit will also be asked to help train the other 26-27 Lt. Governors at their training weekend in April 2026 in Ocean City, Maryland.

Operational Impact

The Membership Summit is designed to prepare Lt. Governors with additional skills to support membership growth in their divisions. If approved by the Board, the Governor-elect and Executive Director will work with the 2026-27 Lt. Governors who are selected to attend.

Financial Impact

Not to exceed \$4,500.

Respectfully submitted,

David Lurie, Governor-elect
Capital District Kiwanis

MEMBERSHIP SUMMIT2026

FOR 2026-27 LIEUTENANT GOVERNORS

A lieutenant governor membership summit will take place March 27-29, 2026, in Indianapolis, Indiana. This summit is designed for 2026-27 lieutenant governors.

WHO IS ELIGIBLE TO ATTEND?

- Up to 200 lieutenant governors. Districts have been allocated a specific number of available seats for the summit. Seat availability is at the end of this invitation.
- 2025-26 lieutenant governors elected for a two-year term and will continue in 2026-27.
- Those elected a 2026-27 lieutenant governor before February 15.
- Those seeking election as a 2026-27 lieutenant governor after February 15.
- District trustees who oversee growth of a few divisions and lieutenant governors – priority will be given to lieutenant governors.

WHEN AND WHERE IS THE SUMMIT?

- March 27-29, 2026. Please plan to arrive at the Indianapolis International Airport no later than 3 p.m. on Friday, March 27. If you drive, please arrive at the Embassy Suites no later than 4:30 p.m.
- Governors will reside at the Embassy Suites by Hilton Indianapolis North, 3912 Vincennes Rd, Indianapolis, IN 46268. Please note there are multiple Embassy Suites in the Indianapolis area. Please refer to the hotel's address for driving directions or ground transportation.
- Summit activities will take place at Kiwanis International.

WHY SHOULD YOU ATTEND?

Lieutenant governors will leave the summit with:

- A club opening site identified for the division, proposed site strategy and prepared to finalize the plan for that club opening.
- A plan for every club in the division to conduct one membership event during the year; improve at least one operational, service, fundraising, and/or social aspect; and engage in a public relations or marketing campaign.

**BUILD.
NURTURE.
RETAIN.**



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MEMBERSHIP SUMMIT INVITATION (CONTINUED)

- A course of action to excite and engage clubs in recruiting new members and working with the clubs to determine which members are next to leave and how the club can retain them.

COSTS

- Participants are responsible for travel costs to Indianapolis and a US\$250 registration fee.
- Lodging costs for Friday and Saturday nights are paid for by Kiwanis International.
- Meals provided include Friday dinner, Saturday breakfast, lunch and dinner.
- Ground transportation from/to the airport to the hotel will be provided.

DEADLINES

- **February 1** – First registration deadline. If a district receives more registrations than allocated seats, participants will be placed on a wait list.
- **February 2** – Remaining seats are open to any district. Wait list participants will receive priority.
- **February 15** – Final registration deadline unless available seats have already been filled.

REGISTRATION FORM

Use the link below to register for the lieutenant governor membership summit.

- Please make sure you have read all details about this event.
- Do not complete this form until you have booked your flight to Indianapolis.
- If driving, you may proceed with submitting this registration form.

Click the link below to submit your registration form.

https://www.cognitoforms.com/KiwanisInternationalFoundation/_2026RegistrationFormLieutenantGovernorMembershipSummit

PLEASE NOTE

The lieutenant governor membership summit does not replace traditional lieutenant governor training. The summit is specifically designed around club opening and club strengthening efforts. Please contact your district leaders regarding the date of your lieutenant governor training.

QUESTIONS

- Summit questions may be directed to Chris Martz at cmartz@kiwanis.org.
- Travel and hotel questions may be directed to Gloria Bidgood at gbidgood@kiwanis.org.
- District-specific questions should be directed to your district governor or secretary.



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REGISTRATION AVAILABILITY

ALLOCATION OF SEATS FOR DISTRICTS

North America

4	Alabama
12	California-Nevada-Hawaii
6	Capital
7	Carolinas
8	Florida
6	Georgia
10	Illinois-Eastern Iowa
7	Indiana
3	Kansas
6	Kentucky-Tennessee
6	Louisiana-Mississippi-West Tennessee
6	Michigan
2	Minnesota-Dakotas
8	Missouri-Arkansas
2	Montana
8	Nebraska-Iowa
6	New England and Bermuda
3	New Jersey
8	New York
7	Ohio
8	Eastern Canada and the Caribbean
11	Pacific Northwest
6	Pennsylvania
5	Rocky Mountain
5	Southwest
11	Texas-Oklahoma
3	Utah-Idaho
2	Western Canada
4	Wisconsin-Upper Michigan

Latin America

2	Ecuador
3	Colombia
2	Panama

Asia-Pacific and Europe

13	Seats available
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Registration deadline reminders

February 1 – First registration deadline.

If a district receives more registrations than allocated seats, participants will be placed on a wait list.

February 2 – Remaining seats are open to any district. Wait list participants will receive priority.

February 15 – Final registration deadline unless available seats have already been filled.

Kiwanis International may adjust availability of seats for the conference if venue capacity changes or logistics prevent 200 participants from being guaranteed a rewarding experience.



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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.



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)

Charters Revoked: Tuckahoe, St. Paul-Castlewood

Charters Resigned: Short Pump, Hinton (5)

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	170.66	7.00	-163.66	-2,338.00 %
4301 Morgan Stanley Dividends	1,854.91	12,000.00	10,145.09	84.54 %
4302 Morgan Stanley Realized Gains/Losses	3,154.12	0.00	-3,154.12	
4303 Morgan Stanley Unrealized Gains/Losses	3,225.21	50,000.00	46,774.79	93.55 %
4304 Morgan Stanley Investment Interest	1,200.80	5,000.00	3,799.20	75.98 %
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	832.38	95,000.00	94,167.62	99.12 %
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	\$11,623.66	\$308,107.00	\$296,483.34	96.23 %
GROSS PROFIT	\$11,623.66	\$308,107.00	\$296,483.34	96.23 %
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	1,327.88	8,000.00	6,672.12	83.40 %
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	1,259.48	30,000.00	28,740.52	95.80 %
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	107.00	500.00	393.00	78.60 %
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	70.52	100.00	29.48	29.48 %
8650-001 Salary - Executive Director	7,400.00	44,400.00	37,000.00	83.33 %
8650-002 Salary - Publication Editor	1,000.00	6,000.00	5,000.00	83.33 %
8650-003 Salary - Publication Designer	1,000.00	6,000.00	5,000.00	83.33 %
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	250.00	3,000.00	2,750.00	91.67 %
8810-001 Printing / Supplies		1,200.00	1,200.00	100.00 %
8830-001 Telephone / Internet	200.00	1,200.00	1,000.00	83.33 %
8850-001 District Publication Expenses		300.00	300.00	100.00 %
8900-050 Travel - Hotels/Lodging	-3,560.19	50,000.00	53,560.19	107.12 %
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	\$4,281.80	\$297,650.00	\$293,368.20	98.56 %
NET OPERATING REVENUE	\$7,341.86	\$10,457.00	\$3,115.14	29.79 %
NET REVENUE	\$7,341.86	\$10,457.00	\$3,115.14	29.79 %



Capital District Kiwanis

Consolidated Statement of Financial Position

As of November 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000-010 Kiwanis Checking	11,120.97
1000-011 Kiwanis Reserve	54,744.64
1000-012 Kiwanis Investments	906,596.08
1001-010 Key Club Checking	20,245.28
1001-011 Key Club Investments	231,337.16
1002-010 Circle K Checking	33,861.37
Total Bank Accounts	\$1,257,905.50
Total Current Assets	\$1,257,905.50
TOTAL ASSETS	\$1,257,905.50
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	950.19
Total Equity	\$1,256,752.79
TOTAL LIABILITIES AND EQUITY	\$1,257,905.50



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 Southeast Virginia

1 message

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

Sat, Nov 22, 2025 at 4:53 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

Southeast Virginia

Membership

The region is at net +5 in membership growth. Division 12 is planning a club boost in the Mathews/Gloucester area. Division 14 had excellent attendance at their DCM on November 19th, as usual. Nancy Simonelli was elected as LTG-Elect. Clubs are active and busy. Divisions 13 and 12 have DCMs scheduled. Division 13 will be holding 2026-2027 LTG elections at theirs. Division 12 is still working on finding a candidate.

Plans for New Kiwanis or SLP Clubs

None so far

District Committee Updates

I have not heard from either Chair of the 2 committees to which I am assigned.

Other Challenges or Assistance Needed

There was an incident at the Mathews High School involving 2 Key Club members. District Leadership has been made aware of what occurred. No further action appears needed at this time.

Other Comments

I apologize for being so late! I'm filling in for our club Secretary whom many of you know. Penny McClellan-Siggins took a fall and broke one of her legs in 2 places and did some damage to the other leg. She is in rehab and doing well.



Jeffrey Wolff <jmwolff@gmail.com>

New District Trustee Board Report from Southwest

1 message

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

Fri, Dec 5, 2025 at 2:04 PM

Reply-To: jeffrey.wolff@capitalkiwanis.org

To: jeffrey.wolff@capitalkiwanis.org

Region Name

Southwest

Membership

While 15 is holding steady and we have slight growth in 16 and 17, we need to focus on increasing membership as always. With that in mind, we look to have a virtual DCM focused on Membership and an additional DCM again this spring as we did in Wytheville a couple of years ago. It was well attended and we hope to duplicate that again and hope to be able to coordinate that with the Governor attending and also tying in an Interclub the night prior as well.

After the holidays, we will be coordinating a Zoom with LTGs and Presidents to start the Planning Process.

Radford has lost a member. I'm trying to get a sit down in person with the President to move that forward or a satellite, something.

Plans for New Kiwanis or SLP Clubs

Salem is coordinating a Circle K. Originally, Clark thought he could charter a Voices Club at Roanoke College. After speaking, he will pursue a Circle K since they are college students.

Forest is still working on two Key Clubs.

When I conducted Martinsville/Bassett's induction, they expressed interest in pursuing the Circle K Club I suggested a year ago. I'm hoping we can make that happen.

District Committee Updates

The Lieutenant Governor Committee has met and drafted recommendations. I was unable to attend.

Other Challenges or Assistance Needed

Martinsville and Bassett hoped to merge. However, after speaking to them at their induction, they do not want to forfeit either charter. They want one set of leadership but without sacrificing a charter, that technically isn't an option.

Challenge - Reporting with some secretaries. Following up with LTGs to reinforce.

Other Comments

We are hoping to focus on more Interclubs and fun events to increase participation across clubs and get members more involved. Focus on SLPs and hopefully increasing those, along with the other events should lead to increased member satisfaction and increased membership.

Forest is working on a Signature event for 2026.

Lynchburg, and Forest had a successful Interclub that also included Rotary this quarter.

We're also pursuing a Golf Tournament Interclub for Div. 15 that used to be popular. Planning to start in January.

The Half Day DCM will probably be either in Roanoke, Christiansburg/Blacksburg so as to get participation from the SW clubs and still be accessible to 15 as well.



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 Pleasant 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



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.