



Kiwanis®

CAPITAL DISTRICT

Capital District, Kiwanis International
2025-2026 Board of Trustees Meeting
Friday, August 21, 2026 - 9:30am
DoubleTree by Hilton Annapolis, MD
Official Minutes

Governor Gillette called the meeting to order at 9:30 am.

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

Guests: KI Trustee & 26-27 Board Counselor Taka Ogata, Kiwanis International Trustee Dennis Baugh, CDKF President Don Witt, KCF District Advocate PG John Tyner II, Lt. Governor-Designate Jack Hassman, PG Linwood Watson, PLG James Shackelford, Immediate Past CDK President Dave Laraba, Lt. Governor-Designate Scott Zimmerman, Past Governor Brian Bell, PLG Wesley Brown, Utah-Idaho Governor Blair Hope, Trustee-Designate Patty Justice, PLG Christopher Bryant, District Editor John Montgomery, Past Governor Elana Gardner, Past International President Art Riley

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 August 21, 2026 Board of Trustees Meeting as presented. ***The motion passed unanimously.***
- Motion made by IP Governor Josh Hiscock to approve the minutes of the May 16, 2026 Board of Trustees Meeting. ***The motion passed unanimously.***
- Motion made by Trustee Missy Zimmerman to approve the minutes of the June 14, 2026 Special Board of Trustees Meeting. ***The motion passed unanimously.***

Items for Discussion and Board Action

Agenda Point - Executive Committee - Regional Realignment

- Motion made by Executive Committee to approve the realignment as presented effective October 1, 2026. ***Motion passes 6-1-1.***
 - Motion made by Trustee Sam Bosserman to switch Divisions 16 and 17 in the proposed realignment. ***Motion failed.***
- Motion made by Executive Committee to rename regions to A-E replacing geographic names effective October 1, 2026. ***Motion passes 7-1-0.***

Agenda Point - Bylaws & Policies - Final Draft Long Range Plan (July 2026)

- Motion made by LRP Committee to approve the plan as presented. ***The motion passed unanimously.***
- Motion made by Trustee Sam Bosserman to amend the Long Range Plan to be a 3-year plan starting October 1, 2026. The Board of Trustees will create action steps, dates and responsibilities assigned at the 2026 Tri-K meeting. ***The motion passed unanimously.***
- The Executive Director's Report was presented as published in the Board Book.
- Verbal Trustee Reports were given.
- Committee Reports were reviewed.

With no further business before the Board of Trustees, Governor Gillette adjourned the final meeting of the 2025-26 Capital District Board of Trustees at 10:55am.

The first meeting of the 2026-2027 Capital District Kiwanis Board of Trustees will take place on Saturday, September 19, 2026 at 1pm ET at the Embassy Suites Dulles Airport in Herndon, VA at the Tri-K Board Meeting.

Respectfully submitted,

A handwritten signature in black ink, reading "Jeffrey Wolff". The signature is written in a cursive, flowing style.

PG Jeffrey M. Wolff
Executive Director

Region A - Seth Steele (858)		
Division 1 (209)	Division 2 (252)	Division 10 (397)
Bethesda (15)	Alexandria (24)	Ashland (56)
Far East Washington (6)	Arlington (36)	Central Chesterfield (7)
Greater Landover (8)	Fairfax (20)	Chester (22)
Greater Laurel (14)	Fredericksburg (34)	Colonial Heights (44)
Leisure World (26)	Haymarket-Gainesville (14)	Dinwiddle (16)
Mitchellville (20)	Leesburg (14)	Hopewell (16)
Montgomery Village (8)	Manassas (23)	Midlothian-Chesterfield (28)
Northwest Washington (9)	Mt. Vernon (16)	Petersburg (34)
Prince George's County (18)	North Stafford (10)	Richmond (152)
Rockville (13)	South Arlington (15)	Henrico (22)
Shepherd Park (14)	Tysons (23)	Mechanicsville (15)
Southwest Waterfront (10)	Woodbridge (23)	<i>Sponsored by Ashland</i>
Waldorf (10)	<i>NoVA Voices (15)</i>	
Washington (46)	<i>Sponsored by Tysons</i>	
Wheaton-Silver Spring (10)		
Olney (15)		
<i>Sponsored by Leisure World</i>		

Region D - Missy Zimmerman (789)		
Division 12 (269)	Division 13 (264)	Division 14 (256)
Colonial Capital (37)	Carrollton (12)	Chesapeake (65)
Gloucester (7)	City Center, NN (18)	Churchland (16)
Mathews (5)	Grafton (39)	Great Bridge (5)
Middlesex, Saluda (52)	Greater Hillton (49)	Lynnhaven (14)
Toano (27)	Kiln Creek (23)	Norfolk (51)
Tri-Rivers (12)	Mercury 64 (23)	North Suffolk (11)
Williamsburg (129)	Old Pointe Hampton (16)	Ocean View Beach (8)
	Poquoson (67)	Portsmouth (17)
	Smithfield (33)	Suffolk (10)
	<i>Tidewater Voices (15)</i>	Virginia Beach (34)
	<i>Sponsored by Norfolk</i>	Virginia Beach Town Ctr (25)

As of July 30, 2026
Total Charters 153
Total Membership 3855
Pending Revocation
New Clubs in Progress
New Club Planned 26-27
New Club Planned 27-28

Region B - Patty Justice (794)		
Division 4 (302)	Division 5 (247)	Division 8 (245)
Capital Next Gen (16)	Accomack, Onancock (12)	Blue Ridge, Winchester (19)
Commodore Mayo (38)	Bridgeville (40)	Charles Town (29)
Crofton (54)	Chincoteague (34)	Front Royal (20)
Elkton (25)	Coastal Delaware (33)	Hagerstown (34)
Ellicott City (26)	Delmar (9)	Old Town (13)
Frederick MD (20)	Georgetown (9)	Shepherdstown (19)
Hampden-MT (13)	Greater Millsboro (22)	Strasburg (11)
Harford County (12)	Greater Ocean Pines (43)	Winchester (100)
Loch Raven (11)	Pocomoke City (13)	<i>Cumberland (15)</i>
Mount Airy (31)	Seaford (32)	<i>Martinsburg (15)</i>
Reisterstown (10)		<i>Sponsored by Winchester</i>
Towson-Timonium (17)		
Westminster (29)		
<i>Sykesville/Eldersburg (15)</i>		
<i>Sponsored by Mount Airy</i>		

Region E - Mary Kay Olashuk (625)			
Division 16 (253)	Division 18 (101)	Division 19 (132)	Division 20 (139)
Abingdon (29)	Marshall County (6)	Bridgeport (15)	Delbarton (12)
Beckley (13)	North Parkersburg (16)	Clarksburg (25)	E Huntington (16)
Bluefield (9)	Weirton (17)	Elkins (35)	Gilbert (17)
Christiansburg (85)	Wellsburg (37)	Fairmont (14)	Greater Nitro Area (5)
Marion (22)	Wheeling (25)	Keyser (12)	Huntington (22)
Mercer County (7)		Morgantown (14)	Logan (37)
Montgomery County (42)		Parsons (5)	St Albans (12)
Radford (4)		Suncrest Area (12)	W Charleston (18)
War (10)			<i>Point Pleasant (15)</i>
Welch (15)			
Wythe County (17)			
<i>Radford-North (15)</i>			
<i>Sponsored by Christiansburg</i>			

Region C - Sam Bosserman (787)		
Division 9 (249)	Division 15 (380)	Division 17 (158)
Alleghany Highlands (26)	Bassett (25)	Clinch River, Richlands (13)
Charlottesville (29)	Botetourt County (19)	Clinchco (9)
Greater Culpeper (21)	Danville (71)	Clintwood (16)
Greenbriar Valley (10)	Forest (10)	Council (12)
Harrisonburg (21)	Halifax County (17)	Grundy (16)
Jackson River Area (22)	Lynchburg (30)	Haysi (26)
Rockbridge (8)	Martinsville (30)	Hurley (11)
Shenandoah Valley (20)	Roanoke (147)	McClure River (13)
Staunton (36)	Salem (31)	Norton (20)
Waynesboro (56)		Wise (31)

Priority 1: Leadership and Education

Goal #1 Develop competent, capable, caring leaders across the Kiwanis Capital District Family

Strategy 1 Assess District leadership positions, modernize roles and responsibilities to address future organizational ne

	Action	Target Date	Responsibility	Success Measure
Action 1	Develop a PowerPoint Presentation to educate club leaders on the role of the Lieutenant Governor			
Action 2	Develop a resource library for position training materials tailored to the Capital District			
Action 3	Review bylaws and policies to ensure accurate position descriptions			

Strategy 2 Create resources and pathways for future District leaders

	Action	Target Date	Responsibility	Success Measure
Action 1	Host an information session at District-wide events for future leaders			
Action 2	Develop a district-level mentor program			
Action 3	Identify past governors as resources who are available to provide support and assistance			

Strategy 3 Host quality Club Leadership Education (CLE) training

	Action	Target Date	Responsibility	Success Measure
Action 1	Identify, recruit, and train Club Leadership Education instructors			
Action 2	Identify CLE dates in Q1			
Action 3	Explore options for virtual trainings			
Action 4	Ensure Youth Protection Policy and DEIB training is presented annually to Club leadership and clubs			
Action 5	Advertise Club Leadership Education opportunities			
Action 6	Create platform for quarterly meetings of officer groups (for example - Membership Coordinators, Secretaries, Treasurers, etc.)			

Strategy 4 Provide quality training to LTGs

	Action	Target Date	Responsibility	Success Measure
Action 1	District leadership provide a format of best practices to make it a useful tool for each Lt. Governor's Division			
Action 2	Train Lt. Govs in the spring and have continuing monthly meetings/training throughout the year			
Action 3	Promote and Provide examples of successful Division Council Meetings			

Goal #2 Expanding Leadership & Education at the Regional Level**Strategy 1 Host regional mid-year education events**

	Action	Target Date	Responsibility	Success Measure
Action 1	Determine agenda for Region events			
Action 2	Organize, plan, and advertise events			

Strategy 2 Promote regional social and service projects

	Action	Target Date	Responsibility	Success Measure
Action 1	Share current best practices and examples (for example - Karwanis, fishing, etc.)			
Action 2	Governor encourage Trustees and Lt. Governors in regions to host social and service projects			

Priority 2: Membership and Engagement

Goal #1 Build membership within the Capital District with new clubs

Strategy 1 Increase responsibility and accountability for membership growth on officers of the District, Divisions, and Clubs

	Action	Target Date	Responsibility	Success Measure
Action 1	All club opening events should utilize the critical elements: conduct a site survey, use the Club Opening Tool, identify a supporting sponsoring club, identify a strong new club coach, create a team to mentor and support the new club for ongoing success			
Action 2	Develop a strong club opening team in each region including the participation of the LTGs and the Trustee			
Action 3	Provide each team member with a copy of the "Club Opening Field Guide" and how to use it effectively			
Action 4	Designate a Kiwanis member who is experienced in the legal paperwork and forms necessary to open a club and ongoing			
Action 5	Identify and introduce the new club to the District Leader, Division Leader and Sponsoring Club Leader for help going forward			
Action 6	Offer assistance to the new club for their Charter Night Celebration			
Action 7	The District will conduct CLE training for the new club within the first 3 months after the Organization meeting.			

Goal #2 Grow the Capital District

Strategy 1 THROUGH new members

	Action	Target Date	Responsibility	Success Measure
Action 1	Utilize Social Media and Website development to attract new members who will primarily be younger than the current members			
Action 2	Utilize Corporate Memberships to build partnerships with local businesses and take the dues burden off the member			

Strategy 2 THROUGH Retention of current members

	Action	Target Date	Responsibility	Success Measure
Action 1	Run more efficient Meetings with focus on business versus social aspect			
Action 2	Keep membership engaged at all times with on-going projects so they do not lose interest.			
Action 3	Develop a succession plan that rotates Club Officers each year to develop new leaders			
Action 4	Interact with other divisional and regional Clubs for social and educational events			

Strategy 3 Look a new methods to bringing new members into the club

	Action	Target Date	Responsibility	Success Measure
Action 1	Explore the KI website under "Club Opening & Strengthening" for new ideas			
Action 2	Consider doing a Club Booster to energize current members to identify prospective members			
Action 3	The ACE Tools provide a good way to self-examine where the club is and where it wants to go			
Action 4	An example of proven methods to attract new members are: Two for Two, hosting and open house, and reMember previous members			
Action 5	Don't hesitate to ask for help from the district to assign a club coach for your club			
Action 6	Consider satellite group where warranted			

Goal #3 Build the future of Kiwanis and Capital

Strategy 1 **Expand Service Leadership Programs (SLPs) (K-Kids, Builders Clubs, Key Clubs, CKI Clubs, Aktion Clubs)**

	Action	Target Date	Responsibility	Success Measure
Action 1	Help club leaders identify schools interested in an SLP			
Action 2	Assist with preparation of Charter Petitions for new SLPs			
Action 3	Utilize programs like Terrific Kids and BUG to get into the school system to jump start SLPs.			

Priority 3: Community Impact Action Chart

Goal #1 Perform meaningful service, with "service to children" as our priority

Strategy 1 Promote and Encourage active club support of "Service Leadership Program"

	Action	Target Date	Responsibility	Success Measure
Action 1	Develop "PowerPoint" presentation to educate clubs on importance of all "Service Leadership Programs"			
Action 2	Create "Resource Links" to all SLP websites and "How To" document to "create" and "support" SLPs			
Action 3	Encourage regular communications from District SLP Chairpersons to ALL clubs			
Action 4	Encourage clubs to INVITE SLP school advisors and members to their community programs			

Strategy 2 Promote and Encourage use of "ACE TOOLS"

	Action	Target Date	Responsibility	Success Measure
Action 1	Determine Club Impact: Analyze Your Service - Objectively look at all current and potential service projects			
Action 2	Community Service Guide: Gather data about community needs from people in the know			
Action 3	Member Survey Guide: Evaluate how effectively club meets members' expectations			
Action 4	Develop Partnerships: Find ways to increase club's impact and create a more cohesive community			

Strategy 3 Emphasize and Encourage "Signature Projects"

	Action	Target Date	Responsibility	Success Measure
Action 1	Create "Resource" of links and data on importance of Club having a Signature Project			
Action 2	Provide opportunity for clubs to "share" their "Signature Projects" ... create "Resource" document with club name, project, and contact info and include on District website			
Action 3	Provide easy access to Kiwanis International Signature Project criteria and resources			

Strategy 4 Promote "Kiwanis Partners"

	Action	Target Date	Responsibility	Success Measure
Action 1	Provide District Information "resource" page to KI Partners page and identify current partners		District Community Service Chairperson	
Action 2	Help club leaders find ways to increase impact: encourage use of "Ace Tool" on "Partnerships"			
Action 3	Create "Resource" list of "hands-on" service project ideas and community organizations			

Priority 4 Branding and Image

Goal #1 Ensure all clubs are using the proper logos of Kiwanis International throughout the District

Strategy 1 Continue to unite the Kiwanis brand for Kiwanis clubs and distr

	Action	Target Date	Responsibility	Success Measure
Action 1	Continue to educate the clubs on the use of proper logos and place old logos (NOTE: this does not mean they are required to replace old banners!)			
Action 2	Educate clubs on where to find the Branding resource on KI website			
Action 3	Advise clubs to utilize the KI website for custom logos and anniversary logos/images			
Action 4	Familiarize clubs on using the free club website development offered by KI			
Action 5	Offer guidance on the free custom brochure offered by KI			

Strategy 2 Continue to building branding & marketing strategies to grow membership

	Action	Target Date	Responsibility	Success Measure
Action 1	Provide clubs with the "Tips & Tools Resource Guide" that assists with messaging, social media and staging events to get clubs noticed			
Action 2	Introduce clubs to "The Branding Book" on the KI website. Make it available on the Capital District website			
Action 3	Introduce clubs and members to the KI Branding & Marketing website so they can explore many resources			
Action 4	Provide education sessions at DCON, Midyear and DCMs to help spread the work			