



Kiwanis®

CAPITAL DISTRICT

Capital District, Kiwanis International
2026-2027 Board of Trustees Meeting
Saturday, September 19, 2026 - 2:00pm
Embassy Suites Dulles Airport - Herndon, VA
Official Minutes

Governor Lurie called the meeting to order at 1:27 pm.

Attendees: Governor David Lurie, Governor-Elect Nathaniel Kyle, Vice Governor Chris Bryant, Executive Director Jeffrey Wolff
Trustees: Sam Bosserman, Patty Justice, Missy Zimmerman, Seth Steele, Mary Kay Olashuk

Absent: Past Governor Tim Gillette

Guests: None

Approval of Agenda & Past Minutes

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

- Motion made by Vice Governor Bryant to approve the agenda of the September 19, 2026 Board of Trustees Meeting as presented. ***The motion passed.***
- Motion made by Trustee Bosserman to approve the minutes of the August 21, 2026 Board of Trustees Meeting as presented. ***The motion passed.***
- Motion made by Governor-Elect Kyle to approve the minutes of the 2026 House of Delegates Meeting as presented. ***The motion passed.***

Items for Discussion and Board Action

Agenda Point - Executive - Annual Approvals of Consulting Staff & Depository.

- Motion made by Governor-Elect Kyle to block the annual approvals of Jeffrey Wolff as Executive Director, John Montgomery as District Editor, Jen Wolff as District Publication Designer, Kristina Dlugozima as Assistant Secretary/Treasurer and Morgan Stanley as Depository of all financial assets. ***The motion passed.***
- Motion made by Trustee Steele to accept the blocked annual approvals as presented. ***The motion passed.***

Agenda Point - Executive - Division 19 Lt. Governor

- Motion made by Governor-Elect Kyle to appoint Otha Britton (Kiwanis Club of Fairmont) to the position of 2026-27 Lt. Governor of Division 19 effective October 1, 2026. ***The motion passed.***

Agenda Point - Budget & Finance - 2026-27 Kiwanis Operational Budget

- Motion made by Governor-Elect Kyle to approve the 2026-27 Capital District Kiwanis Operational Budget as recommended by the Finance Committee. ***The motion passed.***

Agenda Point - Budget & Finance - 2026-27 CKI Operational Budget

- Motion made by Trustee Zimmerman to approve the 2026-27 Capital District CKI Operational Budget as recommended by the Finance Committee. ***The motion passed.***

Agenda Point - Budget & Finance - 2026-27 Key Club Operational Budget

- Motion made by Trustee Justice to approve the 2026-27 Capital District Key Club Operational Budget as recommended by the Finance Committee. ***The motion passed.***

Agenda Point - Budget & Finance - 2027 Kiwanis Midyear Conference Budget

- Motion made by Trustee Bosserman to approve the 2027 Kiwanis Midyear Conference Budget as recommended by the Finance Committee. ***The motion passed.***

Agenda Point - Budget & Finance - 2027 Kiwanis District Convention Budget

- Motion made by Trustee Steele to approve the 2027 Kiwanis District Convention Budget as recommended by the Finance Committee. ***The motion passed.***

Agenda Point - Budget & Finance - 2026 Fall Key Leader Event

- Motion made by Trustee Bosserman to approve the Fall 2026 Key Leader Event at Skelton 4-H Center in Wirtz, VA for November 13-15, 2026 and its corresponding budget as recommended by the Finance Committee. ***The motion passed.***

Agenda Point - Meetings - Kiwanis Midyear Conference 2028

- Motion made by Trustee Bosserman to approve the contract for the 2028 Midyear Conference to be held at The Resort at Glade Springs for March 3-5, 2028. ***The motion passed.***

Agenda Point - Meetings - Kiwanis District Convention 2028

- Motion made by Governor-Elect Kyle to approve the contract for the 2028 District Convention to be held at Doubletree by Hilton Williamsburg Hotel & Conference Center for August 24-27, 2028. ***The motion passed.***

Agenda Point - Meetings - 2028 Lt. Governor Training Conference

- Motion made by Vice Governor Bryant to approve the contract for the 2028 Lt. Governor Training Conference to be held at Hyatt House Virginia Beach/Oceanfront for April 28-30, 2028. ***The motion passed.***

Agenda Point - Meetings - 2028 Key Club District Convention

- Motion made by Trustee Olashuk to approve the contract for the 2028 Key Club District Convention to be held at Hyatt Regency Crystal City for March 17-19, 2028. ***The motion passed.***

- The Executive Director's Report was presented as published in the Board Book.
- The Board of Trustees discussed a strategy to add implementation dates, action steps and assignments to the 3-year Strategic Plan approved at the 2026 DCON Board Meeting. The Board will meet on the following schedule:
 - Priority 4 - September 27, 2026 from 7-9pm EDT
 - Priority 1 - October 4, 2026 from 7-9pm EDT
 - Priority 2 - October 11, 2026 from 7-9pm EDT
 - Priority 3 - October 18, 2026 from 7-9pm EDT
- Governor-Elect Kyle moved to adjourn the meeting at 5:07pm. ***The motion passed.***

The next meeting of the 2026-2027 Capital District Kiwanis Board of Trustees will take place on Saturday, December 12, 2026 at 9am ET in a Zoom online conference.

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