

Capital district Kiwanis International  
February 13, 2016  
2015-2016 Board of Trustees Agenda  
Fredericksburg Virginia

Call to Order and Opening	Governor Heppner
Tribute to Past Trustee Ted Zapalowicz	
Introduce Guests	Governor Heppner
Approval of Agenda	Governor Heppner
Approval of Minutes	Governor Heppner
November 7, 2015	
Treasurer's Report	Secretary-Treasurer Varner
January 31 2016 Kiwanis Balance Sheet	
January 31 2016 Kiwanis Budget v Expenses	
January 31 2016 CKI Balance Sheet	
January 31 2016 CKI Budget v Expenses	
January 31 2016 Key Club Balance Sheet	
January 31 2016 Key Club Budget v Expenses	
Finance Committee	Chairman Collins
Key Leader 2016 West River approval and Letter of Guarantee (Kiwanis International)	
Edward Jones	
Bylaws and Policies Committee	Chairman Wolff
Changes to Standard Form for district Bylaws	
Proxy voting at DCON	
I-Plan	Chairman Rife
2016 DCON	Chairman Baugh
Secretary's Report	Secretary-Treasurer Varner
Membership	
Lieutenant Governor Reports	

Lieutenant Governor Council Report

Lieutenant Governor McCallum

Trustee Reports

Chesapeake Bay

Trustee Sparkman

Heart of Virginia

Trustee Morris

Mason-Dixon

Trustee Zapalowicz

National Capital

Trustee Wolff

Southeast Virginia

Trustee Pantelides

Southwest Virginia

Trustee Jones

Committee Reports (In Board Book)

Other Business

Next Meeting

April 10 2016, Hilton Richmond Hotel and Spa, 12042 West Broad Street, Richmond VA 23233,  
1:00 pm

Adjourn

# DRAFT

Capital District Kiwanis International  
November 7, 2015  
2015-2016 Board of Trustees Minutes  
Fredericksburg VA

The meeting was called to order by Governor Heppner at 1:10 pm

Members Present: Governor Heppner, Secretary-Treasurer Varner, Past Governor Bell, Trustees Jones, Morris, Pantelides, Sparkman, Wolff, and Zapalowicz

Members Absent: Governor-Elect Boswell

Guests: Past Governor Tyner, Lieutenant Governors McCallum and Miller, Builders Clubs Administrator Gardner

Trustee Wolff moved and Trustee Sparkman seconded a motion to approve the agenda to include a discussion about the 2018 DCON following the discussion of the 2016 DCON.

**The motions was approved unanimously**

Trustee Wolf moved and Trustee Jones seconded a motion to approve the August 8, 2015 minutes of the 2014-2015 District Board of Trustees.

**The motions was approved unanimously**

Trustee Morris moved and Trustee Wolff seconded a motion to approve the August 8, 2015 minutes of the 2015-2016 District Board of Trustees.

**The motions was approved unanimously**

Secretary-Treasurer Varner discussed the 2014-2015 Financial Reports and the October 31, 2015 Budget v Actual and Balance Sheets for the 2015-2016 Kiwanis year.

Trustee Morris read the Finance Committee Report in the absent of Chair Collins. The Edward Jones investments had a value of \$620,890.25.

Trustee reported that the Finance discussed the request of Trustee Sparkman to consider reducing the district dues by \$5.00 to offset the increase in Kiwanis International dues. The committee recommended that the request be denied.

**The motion passed by a vote of 7 to 1 with Secretary-Treasurer Varner, Past Governor Bell, and Trustees Jones, Morris, Pantelides, Wolff, and Zapalowicz voting For the motion and Trustee Sparkman voting against the motion.**

# DRAFT

Bylaws and Policies Committee Wolff presented several items for information to include:

Amendment to amend Kiwanis International bylaws to permit clubs to vote electronically was resubmitted to Kiwanis International before the October 31<sup>st</sup> deadline and acknowledged to have been received. It will be up for debate at the 2016 International Convention in Toronto.

Request to have the Kiwanis International board approve the district to do an electronic voting pilot study for the officer elections and resolutions at the 2016 Capital District Convention. This was submitted to President Sue Petrisin and Executive Director Stan Soderstrom just prior to their October Board Meeting and we are still waiting for a response.

Trustee Wolff moved and Trustee Morris moved a motion that the policy requiring a specified longevity in Kiwanis or the District be waived for the 2016 elections for Lieutenant Governor.

## **The motions was approved unanimously**

Trustee Morris moved and Past Governor Bell seconded a motion that the policy requiring a specified longevity in Kiwanis or the District be waived for the 2016 elections for Trustee.

## **The motions was approved unanimously**

I-Plan chair Jon Rife reported on the upcoming training presented by Kiwanis International in Atlanta on January 8 and 9, 2016.

Lieutenant Governor Chair McCallum reported that the first teleconference for 2015-2016 will be November 13, 2016. Lieutenant Governors will be reminded of their duties including club visits and reports.

Chair Varner reported on the 2016 DCON. Convention registration and room reservations are now available on the web site. A casino night will held on Friday and the committee is looking into moving the installation of officers to the Saturday night dinner.

Secretary-Treasurer Varner moved and Trustee Morris seconded a motion to allow vendors to sell products at the convention.

## **The motions was approved unanimously**

Trustee Wolff discussed the 2018 DCON. An attempt is being made to hold the convention in Washington since that is the home of the district's first club and it is the district's 100<sup>th</sup> anniversary. Do a conflict with the Cherry Blossom Festival; a hotel may not be available in April. The Board deferred a decision to move out of Washington in the spring or move the dates back to August.

Chair John Tyner reported that the District is within \$690,000 of its \$3 million dollar Eliminate goal. Donations may be made through 2020; however, Centennial Awards must be done by December 31, 2015.

## DRAFT

Governor David will be regionalizing the Formula Team to give more leadership in new club building and club growth and revitalization.

Governor David that the Teenager of the Year application and selection process will be accelerated so that the recipient will be announce and will receive their award at the 2016 DCON in April.

There being no further business the meeting was adjourned at 3:30 pm.

The next meeting of the Board of Trustees will be Saturday, February 13, 2016 beginning at 1:00 pm at the Fredericksburg Hospitality House. The Capital District Kiwanis Foundation and the Lieutenant Governor Council will meet that day beginning at 10:00 am

Respectfully submitted

T A Varner, Secretary-Treasurer

**Capital District Circle K**  
**Balance Sheet**  
**As of January 31, 2016**  
Jan 31, 16

February 13, 2016

**ASSETS**

**Current Assets**

**Checking/Savings**

110 - Capital District Circle K 20,948.89

120 - Capital District Circle K 17,294.30

**Total Checking/Savings** 38,243.19

**Total Current Assets** 38,243.19

**TOTAL ASSETS** 38,243.19

**LIABILITIES & EQUITY**

**Equity**

32000 - Net Asset Value 34,804.58

**Net Income** 3,438.61

**Total Equity** 38,243.19

**TOTAL LIABILITIES & EQUITY** 38,243.19

**Capital District Circle K**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<u>Oct '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>500 · Income</b>			
505 · Membership Dues	5,490.00	8,000.00	-2,510.00
510 · CDKF Subsidy	0.00	10,000.00	-10,000.00
515 · Investment Interest	0.00	30.00	-30.00
520 · Interest on Savings	7.20		
525 · Youth Outreach Program	0.00	500.00	-500.00
530 · Fall Membership Rally Regist	2,746.67	3,475.00	-728.33
531 · Total K Day Registration	0.00	200.00	-200.00
532 · Eliminate (District Project	973.73		
536 · District Convernion Prog Ads	150.00	2,500.00	-2,350.00
537 · District Convention Registration	245.00	18,015.00	-17,770.00
538 · ICON Spirit Packs	0.00	500.00	-500.00
545 · Spring Officer Training	0.00	4,800.00	-4,800.00
585 · Miscellaneous Fundraising	632.50	300.00	332.50
<b>Total 500 · Income</b>	<u>10,245.10</u>	<u>48,320.00</u>	<u>-38,074.90</u>
 <b>Total Income</b>	 10,245.10	 48,320.00	 -38,074.90
 <b>Expense</b>			
<b>650 · Administrative Expenses Oct-Mar</b>			
651 · Governor	0.00	650.00	-650.00
652 · Secretary -Treasurer	0.00	125.00	-125.00
653 · Editor	0.00	150.00	-150.00
654 · LTG - Battlefield	0.00	125.00	-125.00
655 · LTG - Foothills	0.00	400.00	-400.00
656 · LTG- Potomac	0.00	100.00	-100.00
658 · LTG - Susquehanna	0.00	150.00	-150.00
659 · LTG - Tidewater	0.00	200.00	-200.00
660 · LTG - Metro Richmond	0.00	125.00	-125.00
661 · LTG - Presidential	0.00	125.00	-125.00
662 · Club Building/Reviailization Com	0.00	100.00	-100.00
663 · Conference/Convention Com	0.00	100.00	-100.00
664 · K-Family Com	0.00	20.00	-20.00
665 · Laws, Rgulations & Awards	0.00	20.00	-20.00
666 · Membership Dev/Educ Com	0.00	20.00	-20.00
668 · Service Com	0.00	50.00	-50.00
670 · Long Range Planning Com	0.00	20.00	-20.00
671 · Public Relations Com	0.00	20.00	-20.00
672 · History Committee	0.00	20.00	-20.00
<b>Total 650 · Administrative Expenses Oct-Mar</b>	<u>0.00</u>	<u>2,520.00</u>	<u>-2,520.00</u>
 66900 · Reconciliation Discrepancies	 2.89		
675 · Adminstrative Expenses Apr-Sep			

**Capital District Circle K**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<u>Oct '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
676 · Governor	0.00	300.00	-300.00
677 · Secretary-Treasurer	0.00	75.00	-75.00
678 · Editor	0.00	75.00	-75.00
679 · LTG - Battlefield	0.00	75.00	-75.00
680 · LTG - Foothills	0.00	80.00	-80.00
681 · LTG - Potomac	0.00	125.00	-125.00
682 · LTG - Presidential	0.00	100.00	-100.00
684 · LTG - Susquehanna	0.00	150.00	-150.00
685 · LTG - Tidewater	0.00	75.00	-75.00
686 · LTG - Metro-Richmond	0.00	55.00	-55.00
687 · Club Building/ Revitalizati Com	0.00	100.00	-100.00
688 · Conference/Convention Com	0.00	20.00	-20.00
689 · K-Family Com	0.00	20.00	-20.00
690 · Laws, Regulations, Awards	0.00	20.00	-20.00
691 · Membership Dev & Educ Com	0.00	20.00	-20.00
693 · Service Com	0.00	20.00	-20.00
694 · Technology Com	0.00	100.00	-100.00
695 · Long Range Planning Com	0.00	20.00	-20.00
696 · Public Relations Com	0.00	20.00	-20.00
697 · History Committee	0.00	20.00	-20.00
<b>Total 675 · Adminstrative Expenses Apr-Sep</b>	<u>0.00</u>	<u>1,470.00</u>	<u>-1,470.00</u>
 <b>700 · Fall Membership Rally</b>			
701 · Camp Lodging	4,150.93	4,000.00	150.93
702 · Camp Meals	1,037.15	775.00	262.15
704 · Supplies/Decorations	157.72	100.00	57.72
705 · Souvenir T-Shirts	766.17	800.00	-33.83
<b>Total 700 · Fall Membership Rally</b>	<u>6,111.97</u>	<u>5,675.00</u>	<u>436.97</u>
 <b>710 · District Convention</b>			
714 · Paid Meals	0.00	17,250.00	-17,250.00
715 · Registration Materials	0.00	200.00	-200.00
716 · Convention T-Shirts	0.00	375.00	-375.00
717 · Registration Packet Printing	0.00	130.00	-130.00
719 · Conventions Program Printing	0.00	600.00	-600.00
720 · Decorations	0.00	450.00	-450.00
721 · Awards	0.00	1,000.00	-1,000.00
722 · Registration (Badges & Ribbons)	0.00	100.00	-100.00
723 · Board Pins and Certificates	0.00	50.00	-50.00
724 · Governor's Reception	0.00	900.00	-900.00
725 · Workshop Materials and Gifts	0.00	150.00	-150.00
726 · Keynote Speaker Fees	0.00	200.00	-200.00
<b>Total 710 · District Convention</b>	<u>0.00</u>	<u>21,405.00</u>	<u>-21,405.00</u>



**Capital District Circle K**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<u>Oct '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>729 · Spring Officer Tng Conf</b>			
731 · Food & Beverage	0.00	2,500.00	-2,500.00
732 · Hotel Accomodations	0.00	3,000.00	-3,000.00
733 · Printing/Copying	0.00	400.00	-400.00
734 · Supplies/Decorations	0.00	100.00	-100.00
<b>Total 729 · Spring Officer Tng Conf</b>	<u>0.00</u>	<u>6,000.00</u>	<u>-6,000.00</u>
 <b>739 · International Convention Tour</b>			
620 · ICON Registration-Board/OTIC	0.00	2,150.00	-2,150.00
625 · ICON Lodginh for Board	0.00	2,150.00	-2,150.00
627 · ICON Travel for Governor	0.00	350.00	-350.00
743 · Spirit Pack	0.00	500.00	-500.00
<b>Total 739 · International Convention Tour</b>	<u>0.00</u>	<u>5,150.00</u>	<u>-5,150.00</u>
 <b>749 · District Board Expenses</b>			
605 · GATC Travel for Governor	0.00	350.00	-350.00
610 · District Officer Traning Conf	0.00	350.00	-350.00
750 · District Officer Badges & Pins	0.00	200.00	-200.00
751 · Board Meeting Lodging	226.59	1,200.00	-973.41
752 · Board Meeing Supplies	0.00	400.00	-400.00
753 · Board Meeting Meals	67.04	400.00	-332.96
754 · Dsitric Board Shirts	0.00	500.00	-500.00
<b>Total 749 · District Board Expenses</b>	<u>293.63</u>	<u>3,400.00</u>	<u>-3,106.37</u>
 <b>759 · Mandatory Expenses</b>			
760 · Web site Hosting Service	98.00	100.00	-2.00
761 · Kiwanis Administrative Expenses	0.00	750.00	-750.00
762 · Annual Audit of Books	300.00	300.00	0.00
763 · D & O Insurance	0.00	400.00	-400.00
764 · Form Site Account	0.00	200.00	-200.00
<b>Total 759 · Mandatory Expenses</b>	<u>398.00</u>	<u>1,750.00</u>	<u>-1,352.00</u>
 <b>769 · Other Expenses</b>			
615 · CKI Leadership Acad Scholarship	0.00	500.00	-500.00
773 · Miscellaneous Exenses	0.00	250.00	-250.00
<b>Total 769 · Other Expenses</b>	<u>0.00</u>	<u>750.00</u>	<u>-750.00</u>
 <b>779 · Total K Day</b>			
781 · Food & Beverage	0.00	125.00	-125.00
783 · Printing/Copying	0.00	25.00	-25.00
784 · Supplies/Decorations	0.00	50.00	-50.00
<b>Total 779 · Total K Day</b>	<u>0.00</u>	<u>200.00</u>	<u>-200.00</u>

Capital District Circle K  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<u>Oct '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Total Expense</b>	<u>6,806.49</u>	<u>48,320.00</u>	<u>-41,513.51</u>
<b>Net Income</b>	<u><u>3,438.61</u></u>	<u><u>0.00</u></u>	<u><u>3,438.61</u></u>

**Capital District Key Club**  
**Balance Sheet**  
As of February 1, 2016  
Feb 1, 16

February 13, 2016

**ASSETS**

**Current Assets**

**Checking/Savings**

4010 - Capital District Key Club 117,482.22

4020 - Captial District Key Club 102,216.09

**Total Checking/Savings** 219,698.31

**Total Current Assets** 219,698.31

**TOTAL ASSETS** 219,698.31

**LIABILITIES & EQUITY**

**Equity**

32000 - Net Asset Value 177,063.42

**Net Income** 42,634.89

**Total Equity** 219,698.31

**TOTAL LIABILITIES & EQUITY** 219,698.31

**Capital District Key Club**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<u>Oct '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>5000 · Income</b>			
5050 · Membership Dues	50,566.67	68,000.00	-17,433.33
5200 · Savings Account Interest	17.08	200.00	-182.92
5330 · International Convention	0.00	40,000.00	-40,000.00
5390 · District Project	1,728.14	7,000.00	-5,271.86
5400 · Governor's Project	0.00	195,000.00	-195,000.00
5550 · Fall Rally	7,299.92	15,000.00	-7,700.08
5000 · Income - Other	36.00		
<b>Total 5000 · Income</b>	<u>59,647.81</u>	<u>325,200.00</u>	<u>-265,552.19</u>
 <b>Total Income</b>	 59,647.81	 325,200.00	 -265,552.19
 <b>Expense</b>			
<b>6000 · Conferences &amp; Training</b>			
6010 · Governor's International Tng	0.00	900.00	-900.00
6020 · International Leadership Tng	0.00	40,000.00	-40,000.00
6040 · ICON Travel	0.00	3,000.00	-3,000.00
6060 · Spring Leadership Conference	0.00	5,000.00	-5,000.00
6070 · February Leadership Conf	0.00	3,000.00	-3,000.00
6080 · Fall Leadership Conf	2,941.94	4,000.00	-1,058.06
6090 · Fall Training Rally	10,632.94	15,000.00	-4,367.06
6095 · Other Leadership Conferences	949.64	3,000.00	-2,050.36
6000 · Conferences & Training - Other	-470.00		
<b>Total 6000 · Conferences &amp; Training</b>	<u>14,054.52</u>	<u>73,900.00</u>	<u>-59,845.48</u>
 <b>6100 · Officers Expenses Sep - Mar</b>			
6150 · LTG Div 18	50.00		
6100 · Officers Expenses Sep - Mar - Other	0.00	3,200.00	-3,200.00
<b>Total 6100 · Officers Expenses Sep - Mar</b>	<u>50.00</u>	<u>3,200.00</u>	<u>-3,150.00</u>
 <b>6200 · Officers Expenses Apr-Sep</b>			
6222 · LTG Div 5A	40.68		
6224 · LTG Div 5B	40.68		
6200 · Officers Expenses Apr-Sep - Other	0.00	3,200.00	-3,200.00
<b>Total 6200 · Officers Expenses Apr-Sep</b>	<u>81.36</u>	<u>3,200.00</u>	<u>-3,118.64</u>
 <b>66900 · Reconciliation Discrepancies</b>	 -36.00		
<b>7000 · General Expenses</b>			
7005 · Capital Key	0.00	200.00	-200.00
7010 · Postage & Delivery	0.00	300.00	-300.00
7015 · Printing	0.00	300.00	-300.00
7020 · Supplies	0.00	400.00	-400.00
7025 · Training Supplies	0.00	800.00	-800.00

**Capital District Key Club**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<u>Oct '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
7030 · District Project	1,728.14	7,000.00	-5,271.86
7035 · District Website	0.00	300.00	-300.00
7037 · Governor's Project	0.00	500.00	-500.00
7040 · Badges & Board Shirts	20.53	2,000.00	-1,979.47
7045 · District Leadership Conference	214.37	1,500.00	-1,285.63
7050 · Miscellaneous Expenses	0.00	2,000.00	-2,000.00
7055 · Board Meeting Transportatiion	0.00	1,800.00	-1,800.00
7060 · Zone Adminstrator Expenses	0.00	1,800.00	-1,800.00
7065 · Audit of Books	400.00	400.00	0.00
7080 · New Club Support	0.00	1,200.00	-1,200.00
<b>Total 7000 · General Expenses</b>	<u>2,363.04</u>	<u>20,500.00</u>	<u>-18,136.96</u>
 7300 · Administrator's Expenses	 0.00	 3,500.00	 -3,500.00
7500 · District Convention			
7502 · Postage	0.00	400.00	-400.00
7504 · Printing	0.00	500.00	-500.00
7506 · Name Tag, Ribbons, etc.	0.00	700.00	-700.00
7508 · Office Supplies	0.00	700.00	-700.00
7510 · Program Printing	0.00	2,000.00	-2,000.00
7514 · Motivational Speaker	500.00	3,500.00	-3,000.00
7516 · Cotracted Music	0.00	1,100.00	-1,100.00
7518 · Audio Visual Equipment	0.00	10,000.00	-10,000.00
7520 · Awards & Trophies	0.00	3,500.00	-3,500.00
7522 · Souvenirs	0.00	15,000.00	-15,000.00
7526 · Officers Pins and Gifts	0.00	1,000.00	-1,000.00
7528 · Board and Guest Rooms	0.00	7,500.00	-7,500.00
7530 · Board & Guest Meals	0.00	6,000.00	-6,000.00
7532 · ConventionBanquet	0.00	40,000.00	-40,000.00
7534 · Convention Breakfast	0.00	33,000.00	-33,000.00
7536 · Advisor Luncheon	0.00	3,000.00	-3,000.00
7542 · Misc General Expenses	0.00	2,500.00	-2,500.00
7544 · Vehicles	0.00	500.00	-500.00
7546 · Hotel	0.00	90,000.00	-90,000.00
<b>Total 7500 · District Convention</b>	<u>500.00</u>	<u>220,900.00</u>	<u>-220,400.00</u>
 <b>Total Expense</b>	 <u>17,012.92</u>	 <u>325,200.00</u>	 <u>-308,187.08</u>
 <b>Net Income</b>	 <u><u>42,634.89</u></u>	 <u><u>0.00</u></u>	 <u><u>42,634.89</u></u>

**Capital District Kiwanis International**  
**Balance Sheet**  
**As of February 1, 2016**  
**Feb 1, 16**

February 13, 2016

**ASSETS**

**Current Assets**

**Checking/Savings**

**1000 · BB&T Bank**

1010 · Capital Dsitric Kiwanis Intern 115,982.45

1020 · Capital District Kiwanis Intern 37,363.16

**Total 1000 · BB&T Bank 153,345.61**

**Total Checking/Savings 153,345.61**

**Total Current Assets 153,345.61**

**Other Assets**

18000 · Edward Jones Account 560,689.01

**Total Other Assets 560,689.01**

**TOTAL ASSETS 714,034.62**

**LIABILITIES & EQUITY**

**Equity**

32000 · Unrestricted Net Assets 606,962.54

**Net Income 107,072.08**

**Total Equity 714,034.62**

**TOTAL LIABILITIES & EQUITY 714,034.62**

**Capital District Kiwanis International**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	Oct '15 - Jan 16	Budget	\$ Over Budget
<b>Income</b>			
4000 · Income			
4400 · Membership Dues	130,390.00	153,600.00	-23,210.00
4450 · Money Market Interest	10.90	100.00	-89.10
4470 · KIF Funds	0.00	1,500.00	-1,500.00
4500 · Club Leadership Conferences	0.00	14,300.00	-14,300.00
4600 · District Conventions			
4605 · Meal Packages	480.00		
4600 · District Conventions - Other	0.00	43,895.00	-43,895.00
<b>Total 4600 · District Conventions</b>	<b>480.00</b>	<b>43,895.00</b>	<b>-43,415.00</b>
4700 · Other Events			
4740 · Past Governor's Weekend	400.00		
4790 · Key Leader Pilot	11,091.18		
<b>Total 4700 · Other Events</b>	<b>11,491.18</b>		
4000 · Income - Other	800.00		
<b>Total 4000 · Income</b>	<b>143,172.08</b>	<b>213,395.00</b>	<b>-70,222.92</b>
<b>Total Income</b>	<b>143,172.08</b>	<b>213,395.00</b>	<b>-70,222.92</b>

**Expense**

5000 · Expenses

5100 · Travel & Administration

5105 · District Governor	898.19	5,000.00	-4,101.81
5110 · District Governor-Elect	0.00	3,000.00	-3,000.00
5115 · District Secretary/Treasurer	832.72	3,500.00	-2,667.28
5120 · Immediate Past Governor	0.00	2,000.00	-2,000.00
5125 · Chesapeake Bay Trustee	308.40	800.00	-491.60
5135 · Heart of Virginia Trustee	126.40	800.00	-673.60
5140 · Mason Dixon Trustee	84.00	800.00	-716.00
5145 · National Capital Trustee	48.00	800.00	-752.00
5150 · Southeast Virginia Trustee	105.60	800.00	-694.40
5160 · Southwest Virginia Trustee	172.00	800.00	-628.00
5162 · Division 1 Lieutenant Governor	0.00	600.00	-600.00
5164 · Division 2 Lieutenant Governor	211.20	600.00	-388.80
5166 · Division 3 Lieutenant Governor	0.00	600.00	-600.00
5168 · Division 4 Lieutenant Governor	112.00	600.00	-488.00
5170 · Division 5 Lieutenant Governor	612.80	600.00	12.80
5171 · Division 6 Lieutenant Governor	540.80	600.00	-59.20
5172 · Division 7 Lieutenant Governor	136.40	600.00	-463.60
5173 · Division 8 Lieutenant Governor	0.00	600.00	-600.00
5174 · Division 9 Lieutenant Governor	225.60	600.00	-374.40
5176 · Division 10 Lieutenant Governor	80.80	600.00	-519.20

**Capital District Kiwanis International**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	Oct '15 - Jan 16	Budget	\$ Over Budget
5178 · Division 11 Lieutenant Governor	115.20	600.00	-484.80
5180 · Division 12 Lieutenant Governor	315.20	600.00	-284.80
5182 · Division 13 Lieutenant Governor	76.00	600.00	-524.00
5184 · Division 14 Lieutenant Governor	695.20	600.00	95.20
5185 · Division 15 Lieutenant Governor	439.80	600.00	-160.20
5186 · Division 16 Lieutenant Governor	0.00	600.00	-600.00
5187 · Division 17 Lieutenant Governor	0.00	600.00	-600.00
<b>Total 5100 · Travel &amp; Administration</b>	<b>6,136.31</b>	<b>28,500.00</b>	<b>-22,363.69</b>
5200 · Club Leadership Conferences	0.00	14,300.00	-14,300.00
5300 · District Convention - General			
5334 · Registration Supplies	218.95		
5345 · Postage & Supplies	248.00		
5300 · District Convention - General - Other	0.00	55,880.88	-55,880.88
<b>Total 5300 · District Convention - General</b>	<b>466.95</b>	<b>55,880.88</b>	<b>-55,413.93</b>
5400 · District Conv - Officer Stipend			
5405 · Chesapeake Bay Trustee	0.00	500.00	-500.00
5415 · Heart of Virginia Trustee	0.00	500.00	-500.00
5420 · Mason Dixon Trustee	0.00	500.00	-500.00
5430 · National Captital Trustee	0.00	500.00	-500.00
5435 · Southeast VirginiaTrustee	0.00	500.00	-500.00
5440 · Southwest Virginia Trustee	0.00	500.00	-500.00
5445 · Division 1 Lieutenant Governor	0.00	400.00	-400.00
5450 · Division 2 Lieutenant Governor	0.00	400.00	-400.00
5455 · Division 3 Lieutenant Governor	0.00	400.00	-400.00
5460 · Division 4 Lieutenant Governor	0.00	400.00	-400.00
5465 · Division 5 Lieutenant Governor	0.00	400.00	-400.00
5467 · Divsion 6 Lieutenant Governor	0.00	400.00	-400.00
5470 · Division 8 Lieutenant Governor	0.00	400.00	-400.00
5475 · Division 9 Lieutenant Governor	0.00	400.00	-400.00
5480 · Division 10 Lieutenant Governor	0.00	400.00	-400.00
5485 · Division 11 Lieutenant Governor	0.00	400.00	-400.00
5490 · Division 12 Lieutenant Governor	0.00	400.00	-400.00
5495 · Division 13 Lieutenant Governor	0.00	400.00	-400.00
5500 · Division 14 Lieutenant Governor	0.00	400.00	-400.00
5505 · Division 15 Lieutenant Governor	0.00	400.00	-400.00
5510 · Division 16 Lieutenant Governor	0.00	400.00	-400.00
5515 · Division 17 Lieutenant Governor	0.00	400.00	-400.00
5550 · Division 1 LTG Designate	0.00	400.00	-400.00
5555 · Division 2 LTG Designate	0.00	400.00	-400.00
5560 · Division 3 LTG Designate	0.00	400.00	-400.00
5565 · Division 4 LTG Designate	0.00	400.00	-400.00
5570 · Division 5 LTG Designate	0.00	400.00	-400.00



**Capital District Kiwanis International**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	Oct '15 - Jan 16	Budget	\$ Over Budget
5572 · Division 6 LTG Designate	0.00	400.00	-400.00
5573 · Division 7 LTG Designate	0.00	400.00	-400.00
5575 · Division 8 LTG Designate	0.00	400.00	-400.00
5580 · Division 9 LTG Designate	0.00	400.00	-400.00
5585 · Division 10 LTG Designate	0.00	400.00	-400.00
5590 · Division 11 LTG Designate	0.00	400.00	-400.00
5595 · Division 12 LTG Designate	0.00	400.00	-400.00
5600 · Division 13 LTG Designate	0.00	400.00	-400.00
5605 · Division 14 LTG Designate	0.00	400.00	-400.00
5610 · Division 15 LTG Designate	0.00	400.00	-400.00
5615 · Division 16 LTG Designate	0.00	400.00	-400.00
5620 · Division 17 LTG Designate	0.00	400.00	-400.00
5655 · District Trustee Designate 1	0.00	400.00	-400.00
5660 · District Trustee Designate 2	0.00	400.00	-400.00
5666 · DCON Mileage Pool	0.00	6,500.00	-6,500.00
<b>Total 5400 · District Conv - Officer Stipend</b>	<b>0.00</b>	<b>23,500.00</b>	<b>-23,500.00</b>
<b>5700 · Int Con Officer Stipend</b>			
5705 · District Governor	0.00	1,000.00	-1,000.00
5710 · District Governor Elect	0.00	1,500.00	-1,500.00
5715 · District Secretary Treasurer	0.00	1,500.00	-1,500.00
5720 · Immediate Past Governor	0.00	1,500.00	-1,500.00
5725 · Chesapeake Bay Trustee	0.00	1,000.00	-1,000.00
5735 · Heart of Virginia Trustee	0.00	1,000.00	-1,000.00
5740 · Mason Dixon Trustee	0.00	1,000.00	-1,000.00
5750 · National Capital Trustee	0.00	1,000.00	-1,000.00
5755 · Southeast Virginia Trustee	0.00	1,000.00	-1,000.00
5760 · Southwest Virginia Trustee	0.00	1,000.00	-1,000.00
5765 · Division 1 LTG Designate	0.00	1,000.00	-1,000.00
5770 · Division 2 LTG Designate	0.00	1,000.00	-1,000.00
5775 · Division 3 LTG Designate	0.00	1,000.00	-1,000.00
5780 · Division 4 LTG Designate	0.00	1,000.00	-1,000.00
5785 · Division 5 LTG Designate	0.00	1,000.00	-1,000.00
5786 · Division 6 LTG Designate	0.00	1,000.00	-1,000.00
5790 · Division 8 LTG Designate	0.00	1,000.00	-1,000.00
5795 · Division 9 LTG Designate	0.00	1,000.00	-1,000.00
5800 · Division 10 LTG Designate	0.00	1,000.00	-1,000.00
5805 · Division 11 LTG Designate	0.00	1,000.00	-1,000.00
5810 · Division 12 LTG Designate	0.00	1,000.00	-1,000.00
5815 · Division 13 LTG Designate	0.00	1,000.00	-1,000.00
5820 · Division 14 LTG Designate	0.00	1,000.00	-1,000.00
5825 · Division 15 LTG Designate	0.00	1,000.00	-1,000.00
5830 · Division 16 LTG Designate	0.00	1,000.00	-1,000.00
5835 · Division 17 LTG Designate	0.00	1,000.00	-1,000.00

**Capital District Kiwanis International**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<b>Oct '15 - Jan 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Total 5700 · Int Con Officer Stipend</b>	0.00	27,500.00	-27,500.00
<b>5900 · Other District Events</b>			
5905 · Leadership Team Education Conf	0.00	10,000.00	-10,000.00
5920 · Past Governor's Weekend	-521.37		
5925 · 2014 K-Family Weekend	0.00	12,000.00	-12,000.00
<b>Total 5900 · Other District Events</b>	-521.37	22,000.00	-22,521.37
<b>6000 · Service Leadership Programs</b>			
6005 · Aktion Club	0.00	500.00	-500.00
6010 · Builders Club	415.70	500.00	-84.30
6015 · Circle K International	246.26	5,750.00	-5,503.74
6020 · Kiwanis Kids	0.00	500.00	-500.00
6030 · Key Leader	35.52	1,000.00	-964.48
6031 · Key Leader Fall 2015	6,396.15		
6032 · Key Leader Scholarhips	1,000.00		
6034 · SLP Matching Scholarhips	-500.00	5,000.00	-5,500.00
6040 · SLP Conf Travel (+Gov-Elect)	298.98		
<b>Total 6000 · Service Leadership Programs</b>	7,892.61	13,250.00	-5,357.39
<b>6100 · District Committees</b>			
6105 · Long Range Planning	371.27		
6115 · Finance	0.00	500.00	-500.00
6120 · Youth Protection Manager	-1,100.00		
6130 · Public Relation	0.00	500.00	-500.00
6135 · Community Service	0.00	2,000.00	-2,000.00
6140 · Diversity Enhancement	0.00	400.00	-400.00
6145 · KI Foundation Representative	0.00	100.00	-100.00
<b>Total 6100 · District Committees</b>	-728.73	3,500.00	-4,228.73
<b>6200 · Staff Expenses</b>			
6205 · District Sec/Treas Contract	10,000.00	30,000.00	-20,000.00
6215 · The Capital Builder Editor	2,000.00	6,000.00	-4,000.00
6220 · The Capital Kiwanian Designer	2,000.00	6,000.00	-4,000.00
<b>Total 6200 · Staff Expenses</b>	14,000.00	42,000.00	-28,000.00
<b>6300 · General Expenses</b>			
6305 · Awards & Trophies	0.00	800.00	-800.00
6310 · Pins & Certificates	0.00	700.00	-700.00
6315 · Director & Office Insurance	800.00	800.00	0.00
6320 · Annual Audit of Books	600.00	800.00	-200.00
6325 · Hosting of Intl. Trustee	80.81	500.00	-419.19
6335 · Office Supplies	160.04	1,000.00	-839.96
6340 · Telephone/Internet	1,896.17	3,000.00	-1,103.83

**Capital District Kiwanis International**  
**Profit & Loss Budget vs. Actual**  
October 2015 through January 2016

February 13, 2016

	<b>Oct '15 - Jan 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>
6345 · Postage & Postate Meter	0.00	750.00	-750.00
6350 · Bonding of Sec/Treas	0.00	600.00	-600.00
6356 · ICON Promotion	0.00	300.00	-300.00
6370 · Bank Fees	1,432.72	200.00	1,232.72
6380 · Board Meeting Expenses	409.02	2,500.00	-2,090.98
6385 · Background Checks	0.00	1,000.00	-1,000.00
6396 · Internet Applications	522.40	1,300.00	-777.60
<b>Total 6300 · General Expenses</b>	<b>5,901.16</b>	<b>14,250.00</b>	<b>-8,348.84</b>
 6500 · Miscellaneous Expenses			
6530 · Audio Visual Equipment	0.00	5,000.00	-5,000.00
6500 · Miscellaneous Expenses - Other	2,700.00		
<b>Total 6500 · Miscellaneous Expenses</b>	<b>2,700.00</b>	<b>5,000.00</b>	<b>-2,300.00</b>
 <b>Total 5000 · Expenses</b>	<b>35,846.93</b>	<b>249,680.88</b>	<b>-213,833.95</b>
 66900 · Reconciliation Discrepancies	3.07		
8200 · 2014-2015 carryover Expenses	250.00		
<b>Total Expense</b>	<b>36,100.00</b>	<b>249,680.88</b>	<b>-213,580.88</b>
 <b>Net Income</b>	<b>107,072.08</b>	<b>-36,285.88</b>	<b>143,357.96</b>

Date: January 12, 2016

To: Dale Collins, Capital District Chair Finance Committee  
David Heppner, Capital District Kiwanis Governor  
Kelly Boswell, Capital District Kiwanis Governor-Elect  
Ted Zapalowicz, Capital District Supervising Trustee

From: Bill Hand, Capital District Key Leader Chair

Re: West River Key Leader Pilot Report

We are nearing the point where the Capital District will need to decide if they would like to continue the "District Coordinated Key Leader Event" for the West River 2016 Key Leader. But before that decision can be made, we need to review the recently completed West River Key Leader Pilot Weekend.

### **Registrations:**

1. Pre-Student Registration: 60 Students / Post-Student Registration: 53 Students
2. Adult Registration: 11 Comped and 1 Paid Registration
3. Total 54 Paid Registrations (53 Students – 1 Adult Chaperone)

Registration was down slightly from the 2014 West River Key Leader. At that time we had a Pre-Student Registration of 69 and Post-Student Registration of 59. I contribute part of this to the confusion on the 2016 registrations rates and subsequent increase from the Jamestown Key Leader Weekend and the inability to promote the West River Key Leader to Kiwanis Clubs/Key Clubs in the district prior to the August 2015 district board meeting.

Overall, the event was successful. While we didn't quite reach the attendance figures we were looking for, we did reach the magic number of 60 pre-student registrations. As past experience shows, we normally have no-shows that effect the overall total.

The momentum is definitely moving upward for Key Leader attendance in the Capital District from when I took over as district chair. The last three Key Leader Weekends have been successful with actual student attendance at each event in the mid-fifty's and Pre-Student registrations at 60 or more. The Key Leader District Committee will continue to strive to increase the number of post-student registration.

### **Event Registrations:**

Jeff Wolff did an excellent job in setting up the registration process that was linked to the International Website and Kelly Boswell had it on our district website. The registration process for the most part went well. Most students had no problem registering. While some had problems with registering through PayPal, we did have 19 registrations pay when registering using PayPal. The balance paid by check or cash.

If it is decided to again do West River as a "District Coordinated Event", I feel we need to make some improvements to the registration process. It would be helpful, if the sponsors received confirmations along with an invoice that the student has registered. I received many emails and calls to see if students registered and the big question, where to send the check. Something to consider for next time.

### **Financial Report:**

I have attached a financial breakdown of actual income and expenses for the weekend. While as of this writing, we still need to collect a \$225 registration fee. When this fee is collected, we basically broke even. I will keep the committee updated on the collecting of the outstanding registration fee.

You will see on the attached finance report that we show a net loss of \$279. When all fees are collected, we will then show a net loss of \$54. If we would have 6 more registrations, we would have shown an approximate \$1500 net profit. February 13, 2016

We distributed a total of \$1000 from the Key Leader Outreach Fund to aid 14 students to attend West River. The breakdown for scholarships:

Non Key Club	9 Students	\$650
Key Club Participants	4 Students	\$225
Key Club Board Participants	1 Student	\$125

Please note that the Key Club Board Participant was from an orphan Key Club and did not have a Kiwanis Club to help him offset the cost of registration.

### **Recommendation:**

As a pilot program we were charged a \$4000 program fee from Kiwanis International. As you see from the financial report, while we did not quite reach the registration goals, we basically broke even for the event.

If our district would continue West River as a "District Coordinated Event" we would be assessed a \$6,000 program fee for 2016. International would charge \$2000 from this year's budget and the balance of \$4000 from the 2016-2017 budget. They feel this may help with district financing.

They are also considering for "District Coordinated Events" that each district would process the background check for adult chaperones instead of International. This has **not been approved yet** by the Kiwanis International Board.

Registration rates for 2016 Kiwanis Coordinate4d Key Leader events will remain the same as this year. Those rates are:

Non-Key Club Participant:	\$250
Key Club Participant:	\$225
Student Facilitators:	\$175
Adult Chaperone:	\$115

It is my feeling that with the higher program fee we would need to charge a higher registration fee than International to continue as a "District Coordinated Event". Using the projected budget for this year's event and adding \$2000 to expenses and dividing that by 60 registrations to project the \$265 registration fee.

***I have notified Dick Peterson, Kiwanis Int'l Leadership Development Manager, that it is my recommendation as the Key Leader Chair for the district that our 2016 West River Key Leader Weekend revert back to a "Kiwanis Coordinated Event" and a "Letter of Guarantee" specific to our 2016 West River Key Leader be sent to Kiwanis International.***

The finance committee would need to review this report and attached financial data at their January committee meeting and if approved by the committee make a recommendation to the district board at their February 2016 Board meeting for the "Letter of Guarantee" to be written.

***Our next West River Key Leader Weekend will be held on October 28-30, 2016.*** The center has that date locked in for us, but they know that I will need to wait until our next Capital District Board meeting in February before any contract can be signed by Kiwanis International and a down payment can be made to secure the date.

Please let me know if anyone has any questions or concerns about this report, the attached financial data or my recommendation for the 2016 West River Key Leader Weekend.

Bill Hand

**West River Key Leader  
Revised 2015 Finance Report**

**January 12, 2016**

<u>Description</u>	<u>Cost/Person</u>	<u>Number</u>	<u>Budget</u>	<u>Actual</u>
Lodging / 1st Night	\$32.00	80	\$2,560.00	2080
Lodging / 2nd Night	\$19.25	80	\$1,540.00	1252
Breakfast (Two Meals)	\$10.00	160	\$1,600.00	1300
Lunch	\$11.00	80	\$880.00	715
Dinner (Two Meals)	\$13.00	160	\$2,080.00	1690
Corinthian Trail (6 Groups)	\$55.00	6	\$330.00	310
Snacks	\$4.00	80	\$320.00	274
T-Shirts	\$6.00	80	\$480.00	390
Pay Pal			\$0.00	123
Name Tags/Labels			\$100.00	44
Program Fee			\$4,000.00	4000
Drawstring Bags/Pens/Supplies			<u>\$0.00</u>	191
Refunds/Overpayment				<u>150</u>
Total Projected Expenses:			13,890	12,519

<u>Registration</u>	<u>Cost/Person</u>	<u>Number</u>	<u>Budget</u>	<u>Actual</u>	<u>Paid Registration</u>
Non Key Club Participant	\$250.00	4	\$1,000.00	1850	10
Key Club Participant	\$225.00	56	12,600	6750	32
*Key Club Board Participant	\$175.00		0	925	6
Student Facilitator	\$175.00	5	1750	875	5
*KC Board Student Facilitator	\$125.00		0	0	0
Adult Chaperones	\$115.00		0	115	1
Capital Key Club Bd. Stipend	\$50.00		0	300	6
Key Leader Scholarships				1000	
Other				<u>425</u>	
Total Projected Income:			15,350	12,240	
Net Projected Profit/Loss			\$1,460	<b>(\$279)</b>	

**Please Note / One Registration Fee of \$225 To be Collected / This would bring the Net Loss to \$54**

54 Paid Registrations  
11 Adult Chaperones Comped  
01 Key Leader Ambassador Comped  
03 Students No Shows

66 Overall Registrations  
Note: Camp Guarantee / Final Bill Based On 65 Total  
Note: Ordered 65 T-shirts



February 5, 2016

### **Item 1 – Changes to KI Standard Form for District Bylaws**

On January 12, 2016, Kiwanis International published a list of Adjustments to the Standard Form for District Bylaws. The following changes need to be made to the Capital District Bylaws this year:

#### **ARTICLE IV. DISTRICT BOARD**

**Section 3.** The District Board shall hold at least two (2) regular meetings during each administrative year, one of which shall be held prior to October 31, at such times and places as designated by the Governor. If the first meeting is held prior to October 1, any action taken shall become effective on October 1, [unless otherwise a later date is specified](#).

#### **ARTICLE VI. CONVENTIONS**

**Section 1.** The annual convention of the district shall be held at such place and date, between March 15 and September ~~15~~[25](#), as shall be mutually agreed upon by the District Board and the Kiwanis International Board of Trustees, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the Convention of Kiwanis International ~~or its Federation or Council of Districts and/or Nations (if any)~~ unless approved by the ~~respective board(s)~~ [the Kiwanis International Board](#). In the event the annual convention of Kiwanis International is held within the geographic boundaries of a district, the district may hold its convention in conjunction with the Kiwanis International convention; in such cases, district functions may not be held during general sessions of the International Convention.

#### **ARTICLE X. REVENUE**

**Section 1.** Each club shall pay [annual](#) dues to the district for each active club member in an amount determined by a two-thirds (2/3) vote of the district House of Delegates. Dues shall be based on each club's annual membership report to Kiwanis International as of September 30 of each year and shall be due annually on October 1 and payable by November 30.

#### **ARTICLE V. COMMITTEES**

**Section 6.** All committee members [appointed by the Governor](#) shall be subject to removal by the Governor.

Under the new Standard Form for District Bylaws adopted last on April 11, 2015 by our House of Delegates, Article XIII Section 3 gives the District Board the ability to ratify the updates made by Kiwanis International Board to the Standard Form without having to bring the changes to the House of Delegates.

Therefore, our board can ratify these 4 changes at the February 13, 2016 Board of Trustees Meeting and notify clubs if we so choose, or send them to the House of Delegates in Richmond for approval.

## **Item 2 - Change to Allow Proxy Voting at District Convention**

After much research, it was identified that because Capital District, Kiwanis International is incorporated in the state of Maryland and the Maryland Code requires that non-stock corporations elect their officers at an annual meeting where all parties can have simultaneous communication (in-person or by conference call), we are unable to pilot online voting by clubs as a replacement to our District House of Delegates.

However, if we were to allow clubs to cast a PROXY vote online and still hold the House of Delegates for those clubs who wish to seat delegates in-person, we would not be violating any Maryland laws. We would however, be in violation of Article VI – Section 10 of our District Bylaws that presently state:

**Section 10.** *There shall be no voting by proxy or absentee ballot.*

I am recommending that our Board consider submitting a bylaws amendment to our House of Delegates changing this section to read:

**Section 10.** There shall be no voting by ~~proxy or~~ absentee ballot. [Voting by secure online proxy shall be permitted through a method approved by the District Board of Trustees.](#)

Even if approved by our delegates, this may be rejected by the KI Board, but it would at least open the dialogue for further discussion.

Respectfully submitted,

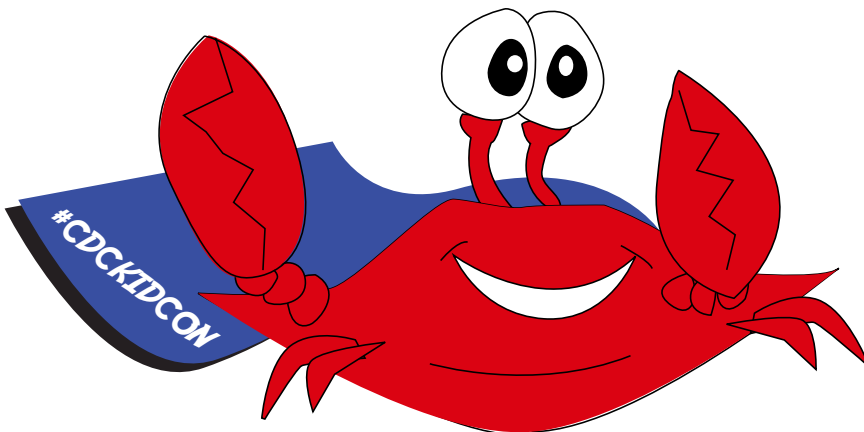


PG Jeffrey M. Wolff, Chairman  
Bylaws and Policies Committee

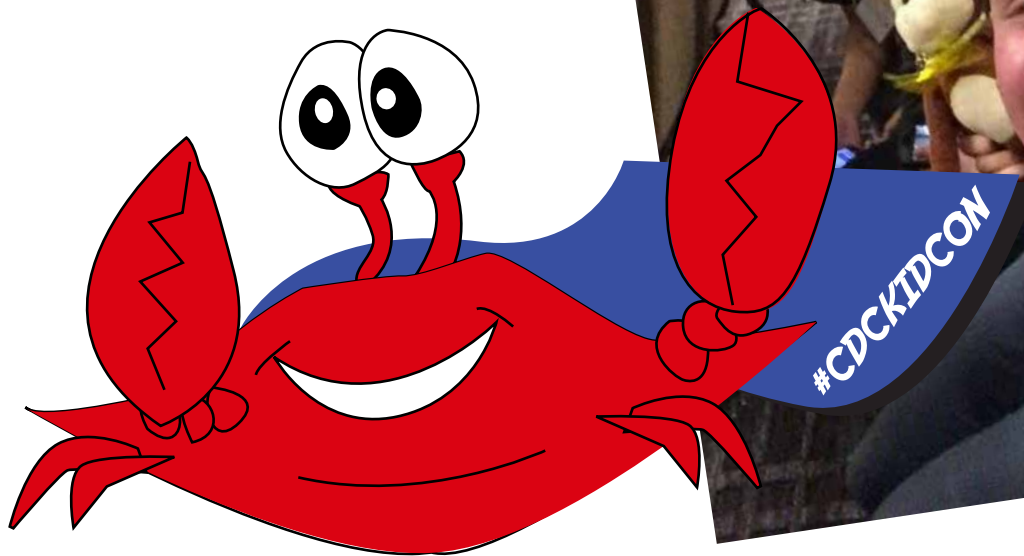




***DISTRICT CONVENTION  
PROMOTIONAL PACKET***



**CKI<sup>®</sup>**  
Circle K International  
CAPITAL DISTRICT



## ***TOP 10 REASONS TO ATTEND THIS YEAR'S CONVENTION***

1. Hotel accommodations now included with low registration price!
- 2) Plenty of free parking!
- 3) Top three clubs who fundraise for The Eliminate Project get to pie a district board member.
- 4) Join the Kiwanians as they host the Gambit Casino Night.
- 5) Trying to get more service hours? Join us for a super fun service project!
- 6) Watch your club get honored with awards throughout the weekend.
- 7) We are bringing back the talent contest! And as always, there's the baking and oratorical contest.
- 8) Knowledge is power – get educated at our roundtables and workshops.
- 9) You get to dance with your fellow heroes at the Crabby Cave.
- 10) Come & solve a murder mystery with your club! One club will win a BIG prize!

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# REGISTRATION

## CKI Member Registration includes the following:

Access to all CKI general sessions

- Saturday Breakfast, Saturday Dinner, and Sunday Breakfast
- Hotel accommodations (four to a room) at the Hyatt Fairfax at Fair Lakes (DO NOT BOOK YOUR ROOMS)
- Access to three educational workshop sessions
- Entry into Casino Night and the “Grand Gatsby” dance
- All convention materials
- A convention gift

**Registration (by 11:59pm on January 30th): \$175**

Late Registration (available from January 31st-February 10th): \$200

**Register online:**

[https://fs6.formsite.com/CapitalCKI/DCON2016/secure\\_index.html](https://fs6.formsite.com/CapitalCKI/DCON2016/secure_index.html)

## Kiwanian, advisor, & Guest Registration & Hotel:

Registration is free for CKI advisors, Kiwanians, and guests. Tickets for A La Carte meals are available upon request.

**Meal tickets must be purchased in advance online (using the registration URL above.)**

Kiwanis-Family Breakfast - Saturday 8:30AM (\$20.00)

CKI Advisors & Kiwanian Luncheon - Saturday 12:30PM (\$20.00)

Presidents Banquet - Saturday 8:00PM (\$40.00)

Inspirational Breakfast - Sunday 10:30AM (\$20.00)

**Advisors:** There will be an Advisors Workshop at 11:40pm on Saturday. The Annual Advisors Meeting will be held during the CKI Advisors and Kiwanian Luncheon at 12:30pm on Saturday.

**The Convention has a discounted room block at the Hyatt Fairfax at Fair Lakes.**

\$99++ per night for a room with occupancy of four

Rooms are guaranteed until 11:59pm on **February 5th.**

**Reserve your room by phone:**

888-421-1442

State our room block name “Capital District CKI” to get the convention rate.



# HOTEL

## The Hyatt Fairfax at Fair Lakes

12777 Fair Lakes Circle Fairfax, VA 22033  
(703) 818-1234

## HOTEL OVERVIEW

Experience a multi-million dollar modern transformation. Unwind at Hyatt Fairfax at Fair Lakes, the ideal hotel designed to meet the needs of both business and leisure travelers. Conveniently located off Route 66 in the Fair Lakes corporate business park, this AAA Three Diamond hotel in Northern Fairfax VA places you within minutes of premier shopping malls, major corporate offices, both Dulles and Reagan National airports, and the landmark sights of Washington DC.

Host a grand celebration or successful meeting, in your choice of versatile venues, or relax in ultra comfortable suite-sized guestrooms; complete with separate seating areas and Wi-Fi Internet access. Our newly renovated hotel boasts a newly designed lobby, front desk, NoVa Bar & Grill, NoVa Market, two new conference rooms and arrival entryway. Treat yourself to a relaxed hotel setting close to the nation's capital in Fairfax, Virginia.



## Amenities

- 24 hour self-service business center
- Courtesy transportation to area shopping & business parks. Reservations are recommended, and subject to availability
- Wi-Fi Internet access in public areas - One hour free in lobby
- Complimentary parking
- 24 hour gym
- Indoor heated lap pool with sun deck / Whirlpool
- Basketball, volleyball, and bocce ball (seasonal), chess, board games
- Jogging trails
- Video on demand
- Wired and Wi-Fi high-speed Internet access in sleeping rooms (\$9.95 for 24hrs)
- Refrigerators upon request (\$15)
- Aquafresh® Extreme Clean® Toothpaste Amenities
- Hairdryer
- Cable/satellite TV channels
- iHome stereo with iPod® docking station
- Video Checkout
- Morning newspaper
- Coffee Maker
- Microwave upon request (\$15)

# AGENDA\*

## Friday, February 19

8:00 PM - 10:00 PM	Opening Session
10:30 PM - 11:15 PM	Candidates Meeting
10:30 PM - 11:15 PM	Sergeant-at-Arms Committee Meeting
10:00 PM - 1:00 AM	Casino Night/Service Fair

## Saturday, February 20

8:30 AM - 10:00 AM	Kiwanis-Family Breakfast
10:00 AM - 11:00 AM	Scrapbook Judging
10:00 AM - 10:45 AM	Workshop Session I
10:50 AM - 11:35 AM	Workshop Session II
10:50 AM - 11:35 AM	Talent Showcase Judging
11:00 AM - 11:30 PM	Scholarship Judging
11:40 AM - 12:25 PM	Workshop Session III
11:40 AM - 12:25 PM	Oratorical Competition
12:30 PM - 2:00 PM	Lunch on Your Own
12:30 PM - 2:00 PM	CKI Advisor & Kiwanian Luncheon
2:30 PM - 3:30 PM	House of Delegates I
2:30 PM - 3:30 PM	In-House Service projects for Non-Delegates
4:00 PM - 6:30 PM	Caucus Sessions
7:00 PM - 8:00 PM	Governor's Reception
8:00 PM - 10:30 PM	Presidents' Banquet
11:00 PM - 1:00 AM	Saturday Night Dance

## Sunday, February 21

8:00 AM - 10:00 AM	House of Delegates II
10:30 AM - 12:00 PM	Farewell Breakfast
12:30 PM - 3:00 PM	Old/New District Board Orientation

\*The agenda is subject to change.

February 13, 2016



# ACTIVITIES

## Gambit Casino Night

Join the Kiwanians for our Annual Casino Night! Not into casino games? Relax across the hallway in our CKI lounge, where you can play board games and meet new friends! There will also be a silent auction benefiting The Eliminate Project. Contact Colin Austin at [sec-treas@cdcki.org](mailto:sec-treas@cdcki.org). If you would like to donate items for the auction.

## Shockwave of Service

There's no better time than District Convention to show off what service your club has been doing all year. Here's where the Capital District Service Committee steps in to host our Service Fair. All you have to do is email chairwoman Lottye Lockhart at [service@cdcki.org](mailto:service@cdcki.org) to let her know you will be bringing a display. Visuals and take-aways are welcome as well. Prizes will be awarded for best displays.

## Workshops

WOW! The workshop slate this year is SUPER! Some examples include learning about comicbooks and resume building. If you like to stick with the classics, we will be offering our CKI education workshops as well as roundtables.

## Talent Showcase

Warm up your vocal cords, dust off that guitar, or prepare those jokes for this year's talent showcase! Tryouts will be Saturday morning and if you're selected you will get to perform during the Presidents Banquet on Saturday Night.

## Oratorical Contest

Do you have a passion for writing and speaking? Well then you'll be pleased to know you have the opportunity show off your talent. This year's topic is "What superpower does a leader need most?" The selected winner will perform it Saturday night at the Presidents Banquet.

## Dark Knight Baking Contest

CALLING ALL BAKERS! Preheat your oven and put on your apron! This is a favorite for DCON-goers as they can pay \$1 per taste and it goes to The Eliminate Project. Please keep your baking decorations limited to a Comic theme for this contest. Check Pinterest for inspiration!

*Continued on next page.*

## Caucus Session/House of Delegates

If your club selects you as a delegate, you get to be a part of making Capital District CKI history. You get to listen to candidates running for district office and International endorsement. Members (not just delegates) can ask them questions about their qualifications (samples can be found in the program) during the caucus session on Saturday. Also, any bylaw amendments are voted on by delegates too!

## In-house Service Project

If you're a non-delegate and don't find yourself observing the House of Delegates, then we have something in store for you. The CDCKI Service Committee will be hosting an in-house service project.

## Crabby Cave

Come join us at the Crabby Cave as we dance all our worries away and get to know CKI-ers from all over the Capital District. Who knows? You may even meet a super hero!

## Pies for THE ELIMINATE PROJECT

Are you interested in pieing the District Board Member of your choice at District Convention? We will be having a penny war during convention! The 3 board members with the most points in their jars will get pied!

# ALUMNI REUNIONS

The 2005-06 and 2010-11 Capital District CKI Boards & friends are invited to attend the festivities of the convention.

### **Saturday, 4:00pm: Alumni Reception (\$25/person)**

A get together of alumni classes to reconnect with CKI friends. Two alcoholic beverages and light snacks included.

Alumni are also welcome to enjoy the other aspects of the convention, including the other meal sessions. (Please reference page three for a la carte meal prices.)

### **Alumni can take advantage of the convention room rate:**

\$99++ per night for a room with occupancy of four

Rooms are guaranteed until 11:59pm on **February 9th.**

### **Reserve your room by phone:**

888-421-1442

State our room block name "Capital District CKI" to get the convention rate.



# LUNCH VENUES

Blue Iguana  
12727 Shoppes Lane

Logan's Roadhouse  
12821 Fair Lakes Parkway

Joe's Crab Shack  
12831 Fair Lakes Parkway

Sakura Japanese Steakhouse  
12950 Fair Lakes Shopping Center

Star Thai Cuisine  
13046 Fair Lakes Shopping Center

Olive Garden  
12980 Fair Lakes Shopping Center

Jason's Deli  
12955 Fair Lakes Parkway

Pizza Hut  
12721 Shoppes Lane

Guapo's  
13050 Fair Lakes Shopping Center

Pei Wei Asian Diner  
4461 Market Commons Drive

Taco Bell  
12811 Federal Systems Park Drive

McDonald's  
12700 Shoppes Lane

Chipotle Mexican Grill  
13042 Fair Lakes Shopping Center

Tony's New York Pizza  
13087 Fair Lakes Shopping Center

SUBWAY  
13048 Fair Lakes Shopping Center

Red Robin Gourmet Burgers  
13056 Fair Lakes Shopping Center

Wendy's  
13030 Fair Lakes Shopping Center

Burger King  
13040 Fair Lakes Shopping Center



From the Desk of Jennifer R. Wolff

14034 Rose Lodge Place • Chantilly VA 20151 • (703) 615-5490 • [administrator@cdcki.org](mailto:administrator@cdcki.org)

November 20, 2015

To whom it may concern:

Circle K International is the largest collegiate service organization in the world. The Capital District of Circle K International, which encompasses Maryland, Virginia, Delaware, and the District of Columbia, will be holding it's annual convention February 19-22, 2016. The following activities occur during this convention:

- House of Delegate Sessions to elect future leaders and amend the District Bylaws.
- Educational Workshops
- Service Fair for exchange of Service Project ideas and success stories
- Oratorical & Talent Competitions
- Awards where clubs and individuals get recognized for their exceptional work this past year.
- Thought provoking and inspirational speakers discussing community service and leadership development.

Registration for this event completed by January 30, 2016 is \$175, and includes registration materials, two breakfasts and one dinner, access to all sessions, and hotel accommodations for Friday and Saturday nights. Late registration after that date is \$200. The convention will be held at the Hyatt Fairfax at Fair Lakes in Fairfax, VA. For club advisors, the group room rate for the hotel is \$99 plus tax per night, and meal session tickets may be purchased a la carte. If you have any further questions about this event, please feel free to contact me.

In Kiwanis service,



Jennifer R. Wolff  
Administrator  
Capital District CKI

**SAVE THE DATE!**

**DISTRICT CONVENTION 2016**

**FEBRUARY 19-21, 2016**

**HYATT FAIRFAX AT**

**FAIR LAKES, VA**



Are you a Spock or a Han? A Buffy or a Wonderwoman? You can be anything at District Convention 2016! There will be service projects, educational workshops, costume contests (including best club theme... put on your thinking caps now!), our annual casino night, dancing, and many other opportunities for fun! Jump in your Tardis.... because this is a can't-miss CKI event!

More info coming in late November!

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More info coming in late November!

# Questions?

February 13, 2016



Ashley Carroll  
conconboard@cdcki.org  
804-201-1744



Matt Johnson  
governor@cdcki.org



Jennifer Wolff  
administrator@cdcki.org



**Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

**To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.**

#### 1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes \_\_\_

No \_\_\_ [Note: Regions without representation below.]

#### 2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete

3. **CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

4. **COMMENTS** (use continuation sheet if necessary):

**SIGNED:** \_\_\_\_\_

February 8, 2012

## T A Varner

---

**From:** Amy Wiser <awiser@kiwanis.org>  
**Sent:** Wednesday, January 20, 2016 5:31 PM  
**To:** zK03 David A Heppner SR; kellyboswell@verizon.net; zK03 Thomas Varner  
**Subject:** Capital District PR Coordinator  
**Attachments:** KiwanisDistrictPRCoordinatorRole.docx

Dear David, Kelly and Tom,

You likely participated recently in an I-Plan district retreat meeting where you learned about four priority goals-- inspiration, impact, image and investment--and began working on your district's goals, strategies and tactics.

You also learned about a new key position in your district that is critical to the success of the "Image" priority goal: **District Public Relations Coordinator**. This new role will take effect October 1, 2016, replacing the role of District PR Chair. While there are many similarities, there are some important distinctions in the new role. The District PR Coordinator is a **multi-year** role to build relationships and continuity, and the role should be filled by someone who has **experience in the field** or related fields of public relations.

Currently, the Capital District has not sent us a name for a District PR Coordinator. We do see that Karen Schumacher from the Williamsburg, Virginia, club was PR Chair for the district in 2014-15. Is Karen someone you would like to see in the new multi-year role? Because it is a multi-year role, it is more important than ever that you, as district leaders work together--and perhaps with other leaders in your district--and are confident and comfortable with the person you have chosen for District PR Coordinator.

Kiwanis International will be providing District PR Coordinator training in Newark, New Jersey (weekend of April 22) and Los Angeles, California (weekend of April 29), and we want to be sure we are contacting and including training for the right people for each district.

Attached, you will find the job description that explains duties and requirements for the District PR Coordinator. Please be sure to review this and ensure whoever the Capital District chooses and accepts the position is comfortable with the role and

Please respond by January 25 to let me know if Karen is confirmed by your district leadership as District PR Coordinator OR if you need to regroup in selecting someone. **If you need to regroup, please be sure you have selected and confirmed someone and sent us his/her name by February 12.**

With many exciting brand, image and media plans in the works for this year, we are eager to meet the team of District PR Coordinators and set them--and your district--on the path to success! Please don't hesitate to contact me directly at this email address or [317-217-6206](tel:317-217-6206) (800-549-2647 ext. 206) if you have questions.

Thank you for your help in enhancing the Kiwanis image worldwide!

Amy Wiser

--

Amy Wiser, APR | **Kiwanis International**

Chief Communications Officer  
 3636 Woodview Trace

Indianapolis, IN 46268

(o) [317.217.6206](tel:317.217.6206) or [1-800-549-2647](tel:1-800-549-2647) ext. 206 (c) [317.847.0745](tel:317.847.0745)

[www.kiwanis.org](http://www.kiwanis.org) | [facebook.com/kiwanis](https://facebook.com/kiwanis)





## **Kiwanis District PR Coordinator (takes effect October 2016)**

In alignment with Kiwanis' strategic plan, the I-Plan, and as Kiwanis International seeks to raise public awareness about its service to children, broaden its name recognition and provide information about leadership opportunities for youth, it has become important to add the role of District Public Relations Coordinator to the district level leadership roles. This new role replaces the District Public Relations Chair role.

The District Public Relations Coordinator directly impacts the "Image" priority area in Kiwanis International's I-Plan. The goal of that priority area is "to enhance the Kiwanis image worldwide," and strategies include:

- Increase name recognition worldwide
- Increase knowledge of our mission, both internally and externally
- Unify all Kiwanis brands
- Promote the Kiwanis vision and vivid description as supported by The Objects of Kiwanis
- Promote signature projects

The Public Relations Coordinator has an important role in leading the district in strategic public relations planning and implementation of a public relations plan. This includes leading planning efforts and working with other district leaders and Kiwanis International, and also educating and counseling. This individual should be someone who has professional or working experience in the fields of public and or media relations, marketing, advertising, branding, journalism or the equivalent of such fields. Membership in a professional society such as Public Relations Society of America, International Society of Business Communicators, International Public Relations Association, or local PR or marketing clubs, societies or associations is preferred. Certification from a professional society is a bonus.

The District Public Relations Coordinator will:

- Be willing to commit to a multi-year term
- Serve as brand manager for the district
- Develop strategic communications and/or public relations plans for the district
- Lead district-wide public relations efforts, including media relations and external (advertising) brand campaigns
- Identify public relations coordinators at the club level and lead public relations training for the district
- Counsel district leaders and clubs regarding public relations matters, including media relations and branding
- Help clubs compile reports of media coverage
- Attend conferences, meetings and other events and be able to teach public relations, marketing or branding workshops

Ideal District Public Relations Coordinators will have the following skills:

- Have a thorough understanding of Kiwanis International and the district's communications channels
- Have a thorough understanding of Kiwanis' mission
- Possess excellent communication and interpersonal relationship skills, including writing and editing skills
- Understand target audiences and key publics for message distribution
- Have the ability to provide project management advice and counsel
- Have the ability to coach the district governor and his or her team on a year-long public relations strategy
- Media training and message development
- Understand how to build good working relationship with district and area media representatives
- Know and understand how newsrooms work in newspapers, television and radio
- Understand how to develop and pitch newsworthy Kiwanis stories to district and local media
- Know and understand content management for websites and social media channels
- Be adept at social media and understand which channels attract various audiences
- Understand crisis communications and be able to act in a timely manner
- Use AP style
- Understand the importance of branding and how to utilize brand guides and graphic standards
- Have a working knowledge (or be willing to learn) about paid advertising and public service announcement placement
- Think creatively about marketing opportunities

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Kiwanis International  
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep 15	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 16	% Chg	Trend
<b>K03</b>	<b>Capital (Continued)</b>																	
<b>K0303</b>	<b>Division 3 (Continued)</b>																	
K06223	Leisure World, Silver Spring	MD		35	36	36	36	35									0.00	
K16726	Montgomery Village	MD		21	21	22	23	23									9.52	+2
K10816	Olney	MD		13	13	13	13	13									0.00	
K17472	Potomac	MD		13	13	13	13	13									0.00	
K03500	Rockville	MD		28	29	28	29	29									3.57	+1
K15857	St Mary's County	MD		12	12	12	12	12									0.00	
K09782	Waldorf	MD		44	47	47	47	47									6.82	+3
K03596	Wheaton-Silver Spring	MD		28	28	28	28	28									0.00	
<b>Division 3 Totals:</b>				<b>276</b>	<b>282</b>	<b>282</b>	<b>284</b>	<b>284</b>									<b>2.90</b>	<b>+8</b>
<b>K0304</b>	<b>Division 4</b>																	
K10161	Annapolis	MD		27	27	27	27	27									0.00	
K04467	Commodore Mayo, Mayo	MD		21	22	22	22	22									4.76	+1
K08352	Crofton	MD		64	65	65	65	65									1.56	+1
K02358	Ellicott City	MD		24	25	25	25	25									4.17	+1
K01996	Prince Georges County	MD		28	28	28	28	28									0.00	
K04548	Severna Park	MD		24	17	17	17	17									-29.17	-7
<b>Division 4 Totals:</b>				<b>188</b>	<b>184</b>	<b>184</b>	<b>184</b>	<b>184</b>									<b>-2.13</b>	<b>-4</b>
<b>K0305</b>	<b>Division 5</b>																	
K07262	Accomack, Onancock	VA		17	17	15	15	15									-11.76	-2
K02269	Bridgeville	DE		40	40	42	42	42									5.00	+2
K02858	Chincoteague	VA		37	41	41	44	45									21.62	+8
K01780	Coastal Delaware	DE		17	17	17	17	17									0.00	
K03509	Delmar	DE		30	29	29	29	29									-3.33	-1
K02022	Dover	DE		33	23	25	25	25									-24.24	-8
K02064	Georgetown	DE		16	16	15	15	15									-6.25	-1
K12899	Greater Millsboro	DE		26	26	25	25	25									-3.85	-1
K09859	Greater Ocean Pines-Ocean City	MD		46	46	47	47	49									6.52	+3
K04084	Pocomoke City	MD		14	14	14	14	14									0.00	
K01036	Seaford	DE		33	33	37	37	37									12.12	+4

Run Date: 02/01/2016

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Kiwanis International  
Monthly Membership Comparison

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February 13, 2016  
CUS9004

Club Id	Club Name	Cntry/St	Sts	Sep 15	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 16	% Chg	Trend
<b>K03 Capital (Continued)</b>																		
<b>Division 5 Totals:</b>				<b>309</b>	<b>302</b>	<b>307</b>	<b>310</b>	<b>313</b>									<b>1.29</b>	<b>+4</b>
<b>K0306 Division 6</b>																		
K00009	Baltimore City	MD		13	13	13	13	13									0.00	
K17511	Bel Air	MD		20	20	22	22	22									10.00	<b>+2</b>
K03028	East Baltimore	MD		5	5	5	5	5									0.00	
K01980	Elkton	MD		25	25	25	26	26									4.00	<b>+1</b>
K03908	Hampden-Midtown, Baltimore	MD		15	15	15	15	15									0.00	
K03575	Loch Raven	MD		19	20	20	20	20									5.26	<b>+1</b>
K02575	Parkville	MD		5	5	5	5	5									0.00	
K02041	Pikesville	MD		5	5	5	5	5									0.00	
K02058	Reisterstown	MD		17	18	18	18	18									5.88	<b>+1</b>
K01811	Towson-Timonium	MD		13	13	13	13	13									0.00	
K00131	Wilmington	DE		37	37	37	37	37									0.00	
<b>Division 6 Totals:</b>				<b>174</b>	<b>176</b>	<b>178</b>	<b>179</b>	<b>179</b>									<b>2.87</b>	<b>+5</b>
<b>K0307 Division 7</b>																		
K01238	Cumberland	MD		19	19	19	19	19									0.00	
K00783	Frederick	MD		34	34	34	34	34									0.00	
K00448	Hagerstown	MD		52	52	52	52	52									0.00	
K03291	Mount Airy	MD		27	27	27	27	27									0.00	
K06886	Suburban Frederick	MD		15	16	17	17	19									26.67	<b>+4</b>
K01973	Westminster	MD		42	42	42	42	42									0.00	
<b>Division 7 Totals:</b>				<b>189</b>	<b>190</b>	<b>191</b>	<b>191</b>	<b>193</b>									<b>2.12</b>	<b>+4</b>
<b>K0308 Division 8</b>																		
K12978	Blue Ridge, Winchester	VA		22	22	23	23	23									4.55	<b>+1</b>
K02634	Front Royal	VA		27	27	28	28	28									3.70	<b>+1</b>
K17385	Old Town	VA		69	69	69	69	72									4.35	<b>+3</b>
K17962	Strasburg	VA		16	16	13	12	12									-25.00	<b>-4</b>
K00806	Winchester	VA		133	135	136	140	142									6.77	<b>+9</b>
<b>Division 8 Totals:</b>				<b>267</b>	<b>269</b>	<b>269</b>	<b>272</b>	<b>277</b>									<b>453.75</b>	<b>+10</b>

Run Date: 02/01/2016

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Kiwanis International  
Monthly Membership Comparison

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February 13, 2016  
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Club Id	Club Name	Cntry/St	Sts	Sep 15	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 16	% Chg	Trend
<b>K03</b>	<b>Capital (Continued)</b>																	
<b>K0309</b>	<b>Division 9</b>																	
K01092	Alleghany Highlands	VA		43	43	44	43	43									0.00	
K00733	Charlottesville	VA		51	52	56	56	55									7.84	+4
K00770	Harrisonburg	VA		40	40	43	44	41									2.50	+1
K10343	Shenandoah Valley, Staunton	VA		44	45	45	45	44									0.00	
K00794	Staunton	VA		56	59	59	60	60									7.14	+4
K01407	Waynesboro	VA		47	48	48	50	50									6.38	+3
<b>Division 9 Totals:</b>				<b>281</b>	<b>287</b>	<b>295</b>	<b>298</b>	<b>293</b>									<b>4.27</b>	<b>+12</b>
<b>K0310</b>	<b>Division 10</b>																	
K11043	Central Chesterfield	VA		21	21	21	21	18									-14.29	-3
K06948	Chester	VA		36	36	37	37	37									2.78	+1
K05765	Colonial Heights	VA		46	47	47	47	47									2.17	+1
K01293	Crewe	VA		15	15	15	15	15									0.00	
K18852	Dinwiddie	VA		22	22	31	31	31									40.91	+9
K18308	Fort Lee	VA	CR	14	14												0.00	-14
K17413	Hopewell	VA		32	32	31	31	31									-3.13	-1
K07141	Petersburg-Breakfast	VA		21	21	21	21	21									0.00	
K00692	Petersburg	VA		31	31	31	31	31									0.00	
<b>Division 10 Totals:</b>				<b>238</b>	<b>239</b>	<b>234</b>	<b>234</b>	<b>231</b>									<b>-2.94</b>	<b>-7</b>
<b>K0311</b>	<b>Division 11</b>																	
K00952	Ashland	VA		61	61	61	60	60									-1.64	-1
K04710	Greater Richmond	VA		13	13	13	13	13									0.00	
K03543	Midlothian-Chesterfield	VA		17	35	34	35	34									100.00	+17
K13086	Midlothian	VA	CR	18													0.00	-18
K04088	North Richmond	VA		12	12	12	12	12									0.00	
K18597	Richmond Young Professionals	VA		17		21	21	21									23.53	+4
K00103	Richmond	VA		185	187	188	185	186									0.54	+1
K07735	Tappahannock	VA		21	21	21	21	21									0.00	
K09694	Tuckahoe, Richmond	VA		14	14	14	14	14									0.00	
<b>Division 11 Totals:</b>				<b>358</b>	<b>343</b>	<b>364</b>	<b>361</b>	<b>361</b>									<b>0.84</b>	<b>+3</b>

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February 13, 2016

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CUS9004

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Kiwanis International  
Monthly Membership Comparison

Page 7 of 9  
February 13, 2016  
CUS9004

Club Id	Club Name	Cntry/St	Sts	Sep 15	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 16	% Chg	Trend
<b>K03</b>	<b>Capital</b> <i>(Continued)</i>																	
<b>K0317</b>	<b>Division 17</b> <i>(Continued)</i>																	
K17334	Council	VA		15	15	15	15	15									0.00	
K02890	Grundy	VA		32	36	36	36	36									12.50	<b>+4</b>
K03264	Haysi	VA		32	32	31	31	32									0.00	
K10240	Mc Clure River	VA		20	20	20	20	20									0.00	
K00384	Norton	VA		38	38	38	38	38									0.00	
K02796	Wise	VA		36	36	37	39	39									8.33	<b>+3</b>
<b>Division 17 Totals:</b>				<b>223</b>	<b>227</b>	<b>227</b>	<b>229</b>	<b>230</b>									<b>3.14</b>	<b>+7</b>
<b>Total Number of Clubs:</b>				<b>151</b>														
<b>Capital Totals:</b>				<b>4871</b>	<b>4872</b>	<b>4913</b>	<b>4937</b>	<b>4932</b>									<b>1.25</b>	<b>+61</b>

Kiwanis International  
Monthly Membership Comparison

		Sep 15	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 16	Trend
Report Totals:		4,871		4,913		4,932									+61
	Total Number of Clubs:	151													
			4,872		4,937										

Kiwanis International  
Monthly Membership Comparison

District	District Name	Sep 15	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 16	Trend
K03	Capital	4,871	4,872	4,913	4,937	4,932									+61
Report Totals:		4,871	4,872	4,913	4,937	4,932									+61

February Board Report  
2016

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1. Name of the Division Club Counselor and Growth Chair
  2. Membership growth/decrease
  3. Plans for new club (s)
  4. Plans for new SLP's
- 

Division 4

- 1) Club Counselor - Bill Hand
- 2) Membership Decrease -5
- 3) Plans for new club(s) - none at this time
- 4) Plans for new SLPs - none at this time

The clubs in Division 4 have devoted over 800 hrs to service projects in their area, and one club has sponsored a Cub Scout Pack.

Finally, the clubs of Div. 4 have decided to have their own "Teenager of the Year" competition and awards due to the aggressive Capital District timelines for the awards this year.

Division 5

- 1) Club Counselor - Charles Marks
- 2) Membership Growth - +1
- 3) Plans for new club(s) - none at this time.
- 4) Plans for new SLPs - none at this time.

The clubs in Division 5 have devoted hundreds of hours to various service projects in their areas. They have also had numerous "fund raisers" to support their charitable activities.



February Board Report  
2016

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### Division 6 ( Don Dudey )

Don Dudey and Van Omstead – Growth Chair

Ted Zapalowicz – Club Counselor

Membership Growth – +5 Bel Air-2; Elkton-1; Loch Raven-1; Reisterstown-1

No new clubs, just rebuilding Parkville and East Baltimore Clubs

Parkville HS Key Club just approved by KI, Charter night – Feb ??

### Division 7 ( Patrick Long )

**Club Counselor - Art Riley**

**Division& Growth Chairperson**

Have asked several members for clubs in the Division, no one has stepped up. I might have to tap **Bill Butts** however, I don't want to fill his plate too much.

**Membership Gains/Losses:** All clubs except Suburban Frederick (+2) are net 0 Division at plus two...side note Westminster, Frederick, Suburban Frederick each had one possible new member each when I made Board Visit (Suburban Accepted application/induction scheduled for February)

**New SLP** – none so far...Hagerstown was hoping to start Key Club at a Private School (St. Maria Goretti) however school contact not responding – they are still trying.

**New Clubs:** Westminster is still looking at North Carroll Area (Hampstead) I have been in contact with several past members of the Suburban Frederick Club about opening a new club in Walkersville/Thurmont Area. These members are more Service/Less club meeting people. I mentioned there are all kinds of Club options (former members -Joe Vitanza David Schmitt) I am still in contact with both

Division 8 – ( John Westervel )

Club Counselor - John Westervelt

Growth chair - none at present

membership increase +10

No new club plans, working with Strasburg club to build back to charter strength  
no new SLP's at present

HEART OF VIRGINIA  
TRUSTEE BOARD REPORT  
FEBRUARY 13, 2016  
FREDERICKSBURG, VA

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- 

Division 9

1. Division Club Counselor: PLG Dennis Baugh. There is no Division New Club Builder.
2. Membership Growth: 298 members. There was positive growth of 17 members in Division 9 so far this Kiwanis year. Charlottesville had the most growth, with 5 new members. Harrisonburg and Staunton added 4 new members each and Waynesboro added 3. No club is down from the start of the year. All six clubs are in excellent shape, with membership of each between 43 and 60. The smallest Division 9 club has more members than all but three clubs in Divisions 10 and 11 combined.
3. Plans for new clubs: PLG Dennis is still having discussions with the Lexington community regarding starting a new club to replace the folded Lexington Club.
4. Plans for new SLP's: Charlottesville is working with Fluvanna HS to get its Key Club going again and has been contacted by a faculty member at Fluvanna Middle School about starting a Builders Club.

Division 10

1. Division Club Counselors are PLG Ron Revish, PLG Bob Cassada and Lauren Barboza. Division New Club Builder is LTG Sandy Conover.
2. Membership Growth: 234 members. Division 10 had a net loss of 4, but that is misleading. It includes the closing of the Fort Lee Club, which had 14 members, many of whom were members of other clubs. The new Dinwiddie Club continues to grow. It is up 9 members to 31. Aside from Fort Lee, the only club in negative territory is Hopewell, which is -1.



3. Plans for new clubs: Dinwiddie opened in September. I am not aware of any plans to build another new club.
4. New SLP's: Dinwiddie is trying to get faculty advisors to start a Key Club and a Builders Club at Dinwiddie High School and Middle School. Petersburg is restoring the Builder's Club at Vernon Johns Junior High.
5. Concerns. Sandy is concerned about the Crewe Club. Many of its members are old and some have become ill. She believes the membership will soon drop. She met with them and they agreed to kick up their membership activities. All other clubs are doing well and have active membership drives going.

Division 11:

1. Division Club Counselors: PG and Dist. S/T Tom Varner and T John Morris. Division New Club Builder: PT Tom Wagstaff, who is no longer a member of a club in Division 11.
2. Membership Growth: 361 members. There is a slight growth of 3 members for the year. Richmond Young Professionals is up 4, while Ashland is down 1. All other clubs are even. Midlothian-Chesterfield is listed as +18, but that reflects the merger of the former Chesterfield and Midlothian Clubs, the latter of which is now -18. The merger is going well and its members are energized to continue or increase the service each had been providing to the community.
3. Plans for new clubs: We are continuing with the effort to build a club in the East End, but it is going slower than anticipated.
4. New SLP's: Richmond is trying to sponsor a new Key Club at John Marshall H.S., with Avanti Kollaram of Greater Richmond as the faculty advisor. There are plans to start a Key Club at Church Hill Academy.

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Division 6\_\_\_\_

Don Dudey and Van Omstead – Growth Chair

Ted Zapalowicz – Club Counselor

Membership Growth – +5 Bel Air-2; Elkton-1; Loch Raven-1; Reisterstown-1

No new clubs, just rebuilding Parkville and East Baltimore Clubs

Parkville HS Key Club just approved by KI, Charter night – Feb ??

Division \_\_\_\_

Division \_\_\_\_

Division \_\_\_\_



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Division 8 – ( John Westervel )

Club Counselor - John Westervelt

Growth chair - none at present

membership increase +10

No new club plans, working with Strasburg club to build back to charter strength  
no new SLP's at present

**TRUSTEE BOARD REPORT – NATIONAL CAPITAL REGION**  
**February 2016**

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  2. Membership growth/decrease
  3. Plans for new club (s)
  4. Plans for new SLP's
- 

**Division 1 (Will Nathan – Lt. Governor, VACANT-Lt. Governor-Elect):**

Club Counselors: Will Nathan and Elana Gardner

Club Openers: Linda Peters

New Club Opening Effort: PG County Young Professionals

15-16 Divisional Membership: -6

**Clubs Needing Attention:** Mitchellville (dropped from 24 to 19 since 10/1/15), Georgetown (currently at 11) has indicated that they are surrendering their charter. They have not paid 2016-17 dues, nor will they as I suspect they were not collected.

**Division 2 (Mariann Gabor – Lt. Governor, Tim Gillette-Lt. Governor-Elect):**

Club Counselors: Kristina Dlugozima and Randy Zeigler

Club Openers: Jeffrey Wolff and David Dieselhorst

New Club Opening Efforts: Arlington area YP and Loudoun County

15-16 Divisional Membership: +6

**Clubs Needing Attention:** Manassas (has improved membership from 28 to 33 since 10/1/15 but has not paid their dues yet. Bull Run-Manassas (has dropped from 22 to 20 and has yet to pay their dues)

**Division 3 (Stacey Miller – Lt. Governor, VACANT-Lt. Governor-Elect):**

Club Counselors: Kelly Boswell, Jerry Peuler, Stacey Miller and Jenny Plummer-Welker

Club Openers: Harry Lugenbeel

New Club Opening Effort: White Flint and Swan Point

15-16 Divisional Membership: +8

**Clubs Needing Attention:** Potomac (still at the same 13 it started the year with), St. Mary's County (still at the same 12 it started the year with)

## Trustee Board Report – February 13, 2016

### – Division 14

Name(s) of Division Club

Counselor: Cort Wagner

Name(s) of Division Club

Opener: Richard Pippen

Club Name	Members hip beginning 10/15 and 1/16	Strength of club - share briefly any comments	Current SLP's	Plans for new SLP coming year? Yes/No - if yes where?	New Service project this year? If yes describe briefly	Name of Club Growth Chairperson	Additional information about the club you wish to share
Chesapeake	51/?		KC - Indian River, Great Bridge, Oscar Smith, Deep Creek Builders - Greenbrier CKI - ODU		1st Annual Butt Sale success		Left message with Fred Hughes for update - JRP
Churchland	23/?		KC-Stonebridge, Western Branch co sponsor w/Norfolk- CKI at TCC Ports.		Deliver groceries to Oasis for Thanksgiving/ deliver Christmas packages for St. Therese ministry		
Great Bridge	16/?	small, active and engaged, need more members	KC Grassfield		Active support of Division Project		Left message with Elizabeth Griffing for update - JRP
Lynnhaven	15/?		KC Princess Anne	KC Tallwood	Resume reading to 4 VB Head Start Groups – each child given a book	Carl Stein	Club doesn't need to have fundraisers so the club does 1 service project per

					3X year		
Norfolk	69/?		KC Granby co-sponsor w/Churchland CKI at TCC Ports. Co-sponsor w/Portsmouth CKI at ODU	None so far	Girl Scout Camp Apasus – painting on 1 bldg and upkeep grounds on 11/21/15; Boy Scouts Cmap Pipsico grounds upkeep 11/14/15	Angela Beard and Becky Ferguson	Had a very successful Harbour party; have eliminated 5 <sup>th</sup> Thursday meetings in lieu of club socials or service projects that day <b>Successful Seafood Festival</b>
Oceanview Beach	24/26	small, active, engaged, need more, younger members		Wants to but needs younger members	biggest fundraiser is fishing clinic – gave 2 \$1000 scholarships to HS students	Cecil Smithson	support for 4 Kids crisis center – originally started by club in '70's
Portsmouth	17/?		KC Norcum, Wilson co-sponsor w/Norfolk CKI ODU	Organization meeting with Norcum in December			Salvation Army – Christmas gifts Peanut sales Left message with Ed Talbot for update - JRP
Suffolk	18/?		KC Kings Fork				Left message with Gene Dennison for update - JRP
Virginia Beach	41/?		KC First Colonial, Cox	KC Cape Henry, Landstown- suspended status	Kiwanis Building at BSA Camp Pipsico	Richard Morris	
Virginia Beachcombe rs	24/?		No SLPs sponsored				Left message with Tom Shoemaker for update - JRP
Virginia Beach Towncenter	32/?		KC Salem, Ocean Lakes Aktion club	None so far	Decorating and furnishing a room at the new Union Mission facility	Tim Harrison	





Trustee Board Report – February 13, 2016 – Division 14

Name(s) of Division Club Counselor:

Cort Wagner

Name(s) of Division Club Opener:

Richard Pippen

Club Name	Membershi p beginning 10/15 and 1/16	Strength of club - share briefly any comments	Current SLP's	Plans for new SLP coming year? Yes/No - if yes where?	New Service project this year? If yes describe briefly	Name of Club Growth Chairperson	Additional information about the club you wish to share
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Suffolk	18/?		KC Kings Fork				Left message with Gene Dennison for update – JRP, <b>new president - Gene resigned</b>
Virginia Beach	41/?		KC First Colonial, Cox	KC Cape Henry, Landstown- suspended status	Kiwanis Building at BSA Camp Pipsico	Richard Morris	
Virginia Beachcomb ers		Average age=80 but new member coming Wednesday	No SLPs sponsored	No	Salvation Army, Annual Golf Tournament	Sid Baker	
Virginia Beach	32/?		KC Salem, Ocean Lakes Aktion club	None so far	Decorating and furnishing a room	Tim Harrison	

Towncenter					at the new Union Mission facility		
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## Trustee Board Report - February 13, 2016 - Division 12 - LG Ron McCallum

Name(s) of Division Club Counselor - Terry Johnson (Poquoson) & Mike Dasovich (Tabb)

Name(s) of Division Club Opener - Scott Zimmerman (Williamsburg)

Club Name	Membershi p - Beginning 10/15 and 1/27/16 (Net)	Strength of club - share briefly any concerns	Current SLPs	Plans for new SLPs this coming year? Yes/no - if yes, where?	New service projects this year? If yes, describe briefly.	Name of club growth chairperson(s)	Additional information about the club you wish to share
Colonial Capital	80 80 (0)	Solid club, but needs to start bringing in new members	#K-Kids - 0 # Builders Clubs - 0 # Key Clubs - 2 #CKI - 0 Aktion Club - No	No	No	Tom Cardwell	No concerns; making strong monetary contribution to local community
Gloucester	10 8 (-2)	Continuing below charter strength, but moving in a positive direction. Increased efforts needed to name- brand club within the local community.	#K-Kids - 0 # Builders Clubs - 0 # Key Clubs - 1 #CKI - 0 Aktion Club - No	No	None at this time, but looking for new projects as membership increases	Rick Boole	Club has strong Key Club, which it hopes to use to expand recognition of Kiwanis within local community; strong competition for members from local Ruritan clubs
Grafton	39 40 (+1)	Average club, with some growth potential; considering establishing Club satellite in local retired community	#K-Kids - 2 # Builders Clubs -1 # Key Clubs - 1 #CKI - 0 Aktion Club - yes/no	No	Food drive for local food pantry; "Shop with a Sheriff" at Christmas	Peggy Grant	
Middlesex	46 47 (+1)	Solid and active club; continued growth is expected; strong publicity in local media	#K-Kids -1 (75) # Builders Clubs - 1 (88) # Key Clubs - 1(15) #CKI - NA Aktion Club - No	Possibilities are Mathews HS and West Point HS ( at Key Club level)	Same continuous projects - new ones ("Youts n Coots") still being discussed.	James Shackleford	No concerns; continued growth is expected and occurring (+1 so far with several prospects); making strong monetary contribution to local community; Active participant in Division activities.

Northern Neck	28 29 (+1)	Stable, “steady as she goes” club, but needs to start bringing in new members. Needs to continue working on succession planning.	#K-Kids - 0 Builders Clubs - 1 # Key Clubs - 1 #CKI - Aktion Club - No	#	No	Needs to work on timeliness of monthly report submissions	Tom Coye	Remote location makes club somewhat isolated from rest of Division and Division activities
Poquoson	112 114 (+2)	Good, many of our members are getting older. We need new younger members. Active Club Satellite.	#K-Kids - 1 Builders Clubs -1 # Key Clubs - 1 #CKI -0 Aktion Club - No	#	No	Yes: Mayflower Food Collection for Thanksgiving and Christmas pot luck dinner at Tabernacle Methodist Church.	Charlie French	Many of our members are getting older. We need new younger members. Active participant in Division activities. Active Club Satellite.
Tabb	27 27 (0)	Very active SLP programs for size of club. Some membership and succession planning challenges	#K-Kids - 1 Builders Clubs - 1 # Key Clubs - 3 #CKI - Aktion Club - No	#	No, service continuing with 5 SLPs	Adopt-a-Highway Program	Marie Dasovich	Some recent inter-personal issues required intervention by LTG and Club Counsellor; issues seems to have been resolved, Division support will continue
Toano	33 36 (+3)	Most vibrant, “young”, and growing club in the Division. Have set a goal to grow to 50 members!	#K-Kids - Builders Clubs - 1 # Key Clubs - 1 #CKI - Aktion Club - No	#	No	Backpack Buddies	Courtney Buzzell	Making strong monetary contribution to local community; Needs to work on timeliness of monthly report submissions. Recently revised monthly meeting schedule to incorporate more variety.
Williamsburg	160 155 (-5)	Large, strong, and vibrant club with large and active Club Satellite. Membership # still recovering from “September purge” of -7... Goal to add 32 members this year.	#K-Kids - 0 #Builders Clubs - 0 # Key Clubs - 3 #CKI - 1 Aktion Club - Yes		New Builders Club at Lois Hornsdy Middle School in discussion	None at this time	Nathan Hill	Making strong monetary contribution to local community; Active participant in Division activities.
Division 12 Totals	535 536 (+1)	Overall, a strong Division, although 2-3 clubs continue to need additional attention/support.	#K-Kids - 6 Builders Clubs - 6 # Key Clubs - 14 #CKI - 1 Aktion Club - 1	#				

## **SWVA REGION BOARD REPORT**

### **SWVA regional leadership conference**

Present on Conference Call: Melinda Dalton, David Yates, Jon Rife, Jerry Jones

Start conference with remarks from Governor and Gov-elect, include KI Pres Sue Petrisin (or Prez-elect Jane Erickson or VP Jim Rochford)

Include separate sessions for secretaries and treasurers (count as CLE)

General session remainder of morning for all in attendance

Think about non-Kiwanian speakers

Jack knows someone in Carolinas affiliated with Episcopal Church

Jerry knows VTCKI induction speaker who would be recommended

Afternoon workshops (could be 1 session for all or choice of 2/3)

iPlan

SLPs- perhaps a Kiwanian who could discuss what they do and how to start one.

Youth protection update (<30 mins)

Capital District Foundation Pres Gary Boswell

Would there be time for clubs to indicate service projects?

Date: August 27, 2016

Location: Wytheville Community College

### **Division 15**

Club Counselor: Chris Bryant, Lynchburg

Andree' Brooks, Roanoke

Membership: 476 +5

Roanoke +2 150 division largest

Botetourt, Troutville +2

Bassett +1

Martinsville +1

Lynchburg -1

Plans for new club(s): None known

Plans for new SLPs: None known

### **Division 16**

Club Counselor: Jack White, Abingdon

Membership: 228 -1

Christiansburg -2 54 division largest

Wythe Co. +1

Plans for new club(s): None known

Plans for new SLPs: Ignite Academy CKI, Christiansburg sponsored by Christiansburg Kiwanis

### **Division 17**

Club Counselor: Unknown - Jon Rife?

Membership: 229 +6

    Grundy +4

    Wise +3 39 division largest

    Coeburn 0 11

Plans for new club(s): None known

Plans for new SLPs: There is still a possibility of two more SLP Key Clubs in Wise County, including J.I. Burton HS Key Club (Norton Kiwanis) and a Kiwanis Kids Club at J M Blevins Elementary School (Grundy Kiwanis)

Wise---They have increased their Membership this year plus 3 for 2015-16 under Governor David Heppner and now lead Division 17 with a total of 39 members. Wise chartered a new CKI at the University of Virginia at Wise on November 16, 2015. Chancellor Donna Henry, a member of the Wise club, was in attendance along with current Trustee Jerry Jones and past Trustee Jon Rife. Central High School Key Club was chartered during the fall and is already doing service projects in the community. Central Key Club attended the chartering of UVA-Wise CKI. This makes TWO newly chartered SLP for the Wise club. A proclamation approved by the Wise Town Council recognizing the Wise club for their community service was presented to past President Oscar Raile.

Norton----Increased their membership by 5 for 2014-15 under Governor Brian Bell. They have maintained their gain so far this year and hope to increase their membership even more this year. Have a LTG-Elect candidate for division 17 for 2016-17 for Governor-Elect Kelly Boswell.

Grundy----Increased their Membership this year plus 4 for 2015-16 under Governor David Heppner. They also sent the paper work for chartering a new Kiwanis Kids Club at J M Blevins Elementary School. The Charter ceremony should be later this winter, probably in March.





**Committee: Capital District Aktion Club**

**Date: January 25, 2016**

**Chairperson: Jennifer Hiscock**

**To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.**

#### 1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes \_\_\_ No X [Note: Regions without representation below.]

Chesapeake Bay, Heart of Virginia, Southeast Virginia, Southwest Virginia- Vacant

Mason Dixon- Art Riley, National Capital- Chairperson Jennifer Hiscock

#### 2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
The Aktion Club committee will increase membership within the Capital District by ten percent (10%). 2015- 299 members meaning an increase of 30 members is needed.	Currently at 327! Increase of 28 members Still need 2 to hit goal
The Aktion Club committee will award 4 Aktion Club members each a \$100 grant to help defray costs of attending the 2016 Aktion Club regional TLC. TLC will be held in July 2016.	0%
The Aktion Club committee will arrange for and identify an Aktion Club speaker for each of the K Family DCON's (Key Club, Circle K, and Kiwanis) to cultivate the K family relationships.	1/3 = 33.3% Speaker is confirmed for CKI DCON
The Aktion Club committee will charter three (3) new clubs within the Capital District.	Potentially have 2 that may charter within the year to date (Northern VA and Ocean City, MD)
The Aktion Club committee chair will create a monthly newsletter for club and Kiwanis advisors related to club management, service project ideas, and partnering opportunities with other branches of the K family.	2/12 = 17%

**3. CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

-The 2016 Training and Leadership Conference is being held in Frederick, Maryland at Skycroft Campground for the Capital District, Pennsylvania, and West Virginia. As the event approaches, I will have a better understanding of assistance that may be needed, but Kiwanis International has stated they would love to have Kiwanis members on the greeting team for when our participants arrive.

-Unfortunately, not every region is represented on the Aktion Club committee, which is important, as there are clubs all throughout the District. I have been trying to reach out to individuals (Kiwanians) who have been very responsive to my communication and prove to be strong advisors to their clubs, but all have responded they already have other obligations. The opportunity has been promoted heavily through the Capital District Aktion Club Newsletter, shared with Kiwanians at DCON through a workshop and table, as well as in casual conversations. I am open to any suggestions the board may have!

**4. COMMENTS** (use continuation sheet if necessary):

-To date there are 328 Aktion Club members in 17 clubs! The membership continues to grow yearly!

-Currently, 4 clubs in the district have not paid their club member dues. An email was sent in mid-January reminding these clubs to pay and the implication on the club if they do not.

-Currently, 2 Kiwanis Advisors have missing background checks. An email was sent at the beginning of January regarding their need to follow up with the club secretary regarding this issue and stating that I would be checking weekly regarding the status change. If these are not completed before February 1, I will be emailing again.

**SIGNED:** *Jennifer L. Hiscock* 1/25/2016

February 8, 2012



**Committee:** Capital District Builders Club

**Date:** January 26, 2016

**Administrator:** Elana T Gardner

**To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.**

#### 1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ☐ No ☒ [Note: Regions without representation below.]

##### ADULT COMMITTEE

National Capital Region	Wynetta Jackson	Heart of Virginia Region	Vacant
Mason Dixon Region	Vacant	Southeast Virginia Region	Drumont Bowman
Chesapeake Bay Region	Vacant	Southwest Virginia Region	Vacant

#### 2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Average 4 clubs per Kiwanis division	41%
Increase # of Builder's clubs by 35% [\$50 per new club built is eligible for expense reimbursement from International]	5%
Submit an entry for each category for International contests	0%
Have 18 clubs achieve Distinguished or Honor recognition	0%
Develop Capital District Builder's Club website in addition to Advisor's/Kiwanis facebook group and articles for Capital Kiwanian	33%
Find 5-6 regional representatives to help promote Builder's Club	33%

#### 3. CHALLENGES OR ASSISTANCE NEEDED (use continuation sheet if necessary):

- Recommendations from Lt. Governors/Trustees in identifying divisional or regional persons who would assist with club building, marketing and contest judging (April at DCON) are needed.  
\*Effective next Kiwanis year adult committee members will require background check through KI.
- Recognition by Lt. Governor's of Builders Club district contest winners in their division would be appreciated.
- Information on school district partnership requirements throughout the district would be helpful when providing clubs with the sponsoring toolkit and potential sites for new clubs.
- Need to grow the Chesapeake Bay region specifically Division 4 which has no Builders Club at this time.
- Need to identify sponsoring Kiwanis Club for # orphan clubs
- Kiwanis photo release form reminder to Kiwanis Club, Division, Regional and District leaders.
- Background checks- 27.4% of Kiwanis Advisor's background checks are missing; work with club secretaries to understand the process of verification and correctly identify Kiwanis Advisors in the Kiwanis One system
- 16% of clubs are unpaid as of 1/24/2016.

Active Paid		Unpaid		Kiwanis Advisor		Background Report	
<b>NC</b>	<b>16</b>	<b>NC</b>	<b>2</b>	*Paid		*Unpaid	
1	3	2	1	<b>NC</b>	<b>3</b>	<b>NC</b>	<b>2</b>
2	2	3	1	BC-missing	2	N/A	2
3	11	<b>CB</b>	<b>1</b>	N/A	1	<b>CB</b>	<b>1</b>
<b>CB</b>	<b>3</b>	5	1	<b>MD</b>	<b>4</b>	N/A	1
5	3	<b>MD</b>	<b>3</b>	BC-missing	3	<b>MD</b>	<b>1</b>
<b>MD</b>	<b>11</b>	6	1	N/A	1	BC-missing	1
6	5	8	1	<b>SWV</b>	<b>4</b>	<b>HOV</b>	<b>2</b>
7	3	9	1	BC-missing	1	BC-missing	1
8	3	<b>HOV</b>	<b>3</b>	N/A	3	N/A	1
<b>HOV</b>	<b>3</b>	10	3				
9	1	<b>SEV</b>	<b>1</b>				
11	2	12	1				
<b>SEV</b>	<b>8</b>			<b>Inactive Clubs</b>			
12	5			DE	1		
13	2			MD	3		
14	1			VA	14		
<b>SWV</b>	<b>11</b>						
15	6						
16	2						
17	3						

#### 4. COMMENTS (use continuation sheet if necessary):

Since October 1<sup>st</sup>, we have added 1 new club, re-chartered 1 club and found a sponsor for 1 orphaned club. I will be traveling to Indianapolis in February for Administrator training. The new Builders Club banner has arrived and will be part of a booth at DCON in Richmond. There will be an advisor conference call to go over contests, distinguished criteria, project, Q&A and check in late February. I am planning to judge entries Friday afternoon before opening session of DCON and include first time attendees as judges. Awards will be ordered after judging to be fiscally responsible in the event there aren't entries in each category. (DCON committee is reviewing options for including contest winner announcements during a meal session- I opted to yield the time allotted during lunch to K-Kids speaker this year.) There are six prospective clubs for charter and one club for re-charter. I continue the process of getting updated names and emails for advisors both faculty and Kiwanis. Both the newsletter and Facebook page are still only viewed by 1/3 of the intended audience. Instead of an independent website, Builders Club will be a part of Capital District website with its own page.

**SIGNED:** Elana T. Gardner Elana T. Gardner 1/26/2016

COLUMN 1 IS KEY CLUB													
COLUMN 2 IS KIWANIS DIVISION													
COLUMN 3 IS KEY CLUB DIVISION													
COLUMN 4 IS KIWANIS CLUB													
				DEACTIVATED KEY CLUBS FOR NON PAYMENT OF DUES FOR MORE THAN 2 YEARS									
THEODORE ROOSEVELT	1	1	NORTHWEST WASHINGTON		CARVER SCHOOL/ARTS	6	6B		LOCH RAVEN				
SPINGARN	1	1	CAPITOL HILL		PIKESVILLE	6	6B		PIKESVILLE				
HAYFIELD	2	2A	MOUNT VERNON		LIBERTY	7	7A		NO SPONSOR				
BISHOP O'CONNEL	2	2A	ARLINGTON		CLARKE COUNTY	8	8		CLARKE COUNTY				
HAYFIELD	2	2A	MOUNT VERNON		STRASBURG	8	8		WINCHESTER				
MCLEAN	2	2D	TYSONS CORNER/MCLEAN		GOOCHLAND	11	11A		NO SPONSOR				
HIGHLAND SCHOOL	2	2E	BULL RUN		MONOCAN	11	11B		CHESTERFIELD/MIDLOTHIAN				
WOODBIDGE	2	2E	WOODBIDGE		WEST POINT	12	12A		WESTPOINT				
CHANCELLOR	2	2F	FREDERICKSBURG		MATHEWS	12	12A		MIDDLESEX				
MASSPONAX	2	2F	FREDERICKSBURG		HERITAGE	13	13		GREATERT HILTON				
ORANGE COUNTY	2	2F	ORANGE		RIVERMONT	13	13		BY THE BAY				
BULLIS SCHOOL	3	3A	POTOMAC		DENBIGH AVIATION ACADEMY	13	13		PENINSULA AT OYSTER POINT				
CENTENNIAL	4	4B	ELLCOT CITY		BETHEL	13	13		MERCURY 64				
JAMES BENNETT	5	5A	COASTAL DELAWARE		CHURCHLAND	14	14A		CHURCHLAND				
CAPE HENLOPEN	5	5A	COASTAL DELAWARE		ISLE OF WIGHT	14	14A		SMITHFIELD				
CRISFIELD	5	5B	CRISFIELD		GRANBY	14	14B		NORFOLK				
SMYRNA	6	6A	DOVER	APPOMATTOX COUNTY	15	15A		LYNCHBURG					
MIDDLETOWN	6	6A	DOVER	HERITAGE	15	15A		FORT HILL					
ST THOMAS MORE ACAD	6	6A	DOVER	CLINTWOOD	17	17		CLINTWOOD					
MILFORD	6	6A	DOVER										
			INACTIVE KEY CLUBS THAT MUST PAY \$100 PLUS THIS YEARS DUES TO BECOME ACTIVE										
HERITAGE	2	2C	LEESBURG		BOHEMIA MANOR	6	6A		ELKTON				
BRENTSVILLE	2	2E	BULL RUN		ST. FRANCIS ACADEMY	6	6B		BALTIMORE CITY				
C D HYLTON	2	2E	WOODBIDGE		BENEDICTINE	11	11A		RICHMOND				
DOMINION	2	2C	NO SPONSOR		CLOVER HILL	11	11A		CHESTERFIELD/MIDLOTHIAN				
					JAMES RIVER	11	11A		CHESTERFIELD/MIDLOTHIAN				
			KEY CLUBS THAT VOLUNTARILY GAVE UP CHARTER IN LAST YEAR										
WEST END CHRISTIAN	10	10	HOPEWELL		CAPE HENRY COLLEGIATE	14	14B		VIRGINIA BEACH				
					LANDSTOWN	14	14B		VIRGINIA BEACH				

From the Desk of Jennifer Wolff

14034 Rose Lodge Place • Chantilly VA 20151 • (703) 615-5490 • administrator@cdcki.org

## MEMORANDUM

**To:** Capital District Kiwanis Board of Trustees

**From:** Jennifer Wolff, District Administrator

**Date:** January 31, 2016

**Subject:** February 2016 Report of Capital District CKI

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Membership Dues and Club Status: The District currently has 751 members and 33 paid clubs.

Ignite Academy is our newest club – and they chartered with 77 members. We are still waiting for Radford University to be reflected on the roster. There are four clubs that have not paid dues yet: Hampden-Sydney College, NVCC Loudoun, NVCC Woodbridge, and UVA Wise. We are currently in communication with the clubs to ensure that they pay their dues before February 1, at which time the club will become inactive and would have go through a reactivation process.

We are currently 49 members away from our 800 member budgetary goal. Once the four clubs pay and dues start coming in for spring recruitment, we should be within reach of this goal. (This goal is good through September 30<sup>th</sup> 2016.)

District Board Status: We currently have the offices of Editor and Presidential LTG vacant.

Kiwanis Committee on CKI: We have a vacancy in the CKI Presidential Division (That is the area around UVA, JMU, Mary Baldwin, and Shenandoah).

Board Meetings: Our next meeting is at District Convention, February 19<sup>th</sup> in Fairfax, VA.

District Convention: Our DCON will be February 19-21, 2015 at the Hyatt Fairfax at Fair Lakes hotel. We are expecting close to 150 attendees. The students went with a Comics/Superheroes theme. There will be a casino night run by our Kiwanians from last year, with funds raised going to the Eliminate Project. The promo packet is attached to this report.

In Kiwanis Service,



Jennifer Wolff  
Administrator  
Capital District CKI





**Committee:**

**Date: January 28, 2016**

**Chairperson: Carolyn Richar**

**To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.**

## 1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes X No    [Note: Regions without representation below.]

See attached list - all regions represented, all divisions have at least one committee member

## 2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Build 6 new clubs	0%
Assist clubs in gaining at least net membership gain of 2	Ongoing
Respond within 1 week to all inquiries regarding Kiwanis membership	ongoing
Provide club counseling to all newly formed clubs and any other clubs requesting support	ongoing
Formula Article in each edition of the Capital Kiwanian	100% for editions to date.

## 3. CHALLENGES OR ASSISTANCE NEEDED (use continuation sheet if necessary):

- A. Committee Chair - current committee chair is unable to give this very important outreach effort for the district the full attention needed to reach critical goals. The current chair is remaining to keep basic activities going while the district governor looks for new chair OR the district is able to assemble regional leadership to assist the current chairperson.
- B. New Club Building - one new club was built each of the past two years which is far fewer than needed to ensure the ongoing health of the district. Efforts "from afar" to build new clubs have been unsuccessful while local Kiwanians with contacts in a community needing more Kiwanis clubs have



been 50+% successful in building new clubs. Goal is for divisions to identify where clubs are needed and to create interest in community to be served in building new Kiwanis club.

- C. Net 2+ membership gain: As we move toward the midway point in the year, we will be able to better gauge where the district stands in regard to membership growth. There are still many clubs that are not actively seeking new membership nor holding regular hands-on service projects. Concern that our club and division officers are not, as a whole, devoting the effort needed to build club membership.
- D. Respond to membership inquiries within one week - this is going well overall with local Formula committee members emailing and calling people who inquire to connect them with local clubs.
- E. Club Counseling: is being provided to our two newest clubs and to all clubs that have requested counseling. Despite ongoing outreach efforts and offers to provide support, few clubs are requesting counseling. The clubs that most seem to need counseling are the ones often least open to this effort to support and strengthen clubs. Support from division LtGs and regional trustees to encourage clubs to try club counseling is extremely important.

**4. COMMENTS** (use continuation sheet if necessary):

**SIGNED:** \_\_\_\_Carolyn Richar, Formula Committee Chairperson\_\_\_\_\_

## KEY CLUB REPORT FEB 2016

Key Club year starts April 1. We have chartered 4 new Clubs: Parkview (DIV 11B), Quince Orchard (DIV 3B), Parkville (DIV 6B), and Central (DIV 17). and Governor Thomas Johnson (DIV 7A). Parkview is an orphan in Southill VA on the Carolina border. However, 14 existing Clubs did not pay dues last year and are now inactive, in addition to 19 from the year before. We have reactivated only 2 from the previous year. Once Clubs become Inactive, they must pay a \$100 reinstatement fee and dues to become active again.

Key Club dues are due by Dec 1 and if not paid by Jan 1 the Club is considered Suspended. This means that students in these Clubs may not hold office, attend DCON or be eligible for any recognition or scholarships. However, this year they did not send out the notices on time. My Key Club District Secretary-Treasurer did send out 54 notices today.

### DCON

Key Club District Convention is in Baltimore the weekend of March 11-13. Based on the last 2 years, we expect about 1100 attendees. All of you are invited and are encouraged to attend this great event, but if you do not register early, you could be in the overflow hotel.

### ELIMINATE

Last year at the Capital District Convention, the Capital District passed a resolution that the money that is collected through UNICEF for the next 5 years would be earmarked for Eliminate. This should be about \$250,000.

### ADULT COMMITTEE

**I am in need of help.** I will have several members leave the adult board at this DCON. This leaves the following Key Club Divisions without any coverage: 1, 3A, 3B, 3C, 3D, 5A, 5B, 6A. This last year, we struggled and could not find an LTG for Divisions 5B and 14A.

### TRENDING

Since the Key Club year of 2011-12 we are trending down at an alarming rate. We chartered 48 new Key Clubs but still had a net loss of 11 clubs. Our overall membership has decreased every year, for a total of 1313 students. This is an 8% decrease.

year	2	3	4	5
11-12	19	4	256	15716
12-13	13	4	262 *	15096
13-14	7	0	252	14635
14-15	9	0	245*	14403
total	48	8	-17	-1313

15-16      4    2

**2** new charter **3** reactivations

**4** #of clubs **5** total members

The next page is a list of Key Clubs that have been deactivated by KCI for non payment of dues for a minimum of 2 years. It has another section of those clubs that owe \$100 reinstatement fee and dues for this year in order to become active.

The last section is a list of Capital District Kiwanis Clubs and the number of clubs that they sponsor.



**Committee:** Key Leader Committee

**Date:** 01/30/16

**Chairperson:** Bill Hand

**To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.**

## 1. COMMITTEE MEMBERSHIP

**Committee fully staffed: Yes X No \_\_\_\_ [Note: Regions without representation below.]**

I have a committee member(s) in all regions and each division except Division 16 & 17.

## 2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
West River 2015 Key Leader: Pre-Student Registration 60 / Post-Student 53. Our goal was 60 Post-Student Attendance	89
West River 2015 Key Leader: Distributed \$1000 from the Key Leader Outreach fund to aid 14 students to attend West River. Non-Key Club 9 Students (\$650) / Key Club Participants 4 Students (\$225) / Key Club Board Participants 1 Student (\$125).	On Going
Jamestown 2016 4H-Camp Key Leader. We are now starting to promote this event. Our goal is to reach 60 Post-Student Participants and up to 10 Student Facilitators.	On Going
Committee members in all regions plus all divisions except 16 & 17	On Going
Promote Key Leader at all district, regional and division events	On Going

**CHALLENGES OR ASSISTANCE NEEDED (use continuation sheet if necessary):**

On January 12, 2016 I emailed a report on the West River Key Leader Pilot Program to the chair of the Capital District Finance Committee.

**In the report I recommended** that the 2016 West River Key Leader revert back to a “Kiwanis Coordinated Event” and a “**Letter of Guarantee**” specific to our 2016 West River Key Leader be sent to Kiwanis International.

**I asked the finance committee** to review the report at their January finance meeting and if approved by the committee to make a recommendation to the district board at their February 2016 District Board meeting for the “Letter of Guarantee” to be written.

**The camp has locked in the date** of October 28-30, 2016 for Key Leader, but needs to have International send a deposit to the camp in February to hold the date. International cannot do this until they receive a “Letter of Guarantee” from the Capital District for the West River Key Leader. Both KI and West River know that we are waiting for the February district board meeting for approval.

**ACTION ITEM NEEDED FOR DISTRICT BOARD APPROVAL**

**In discussion** with the Finance Chair, the committee felt that no action was needed because it was a report on the West River Pilot Program. So no action was taken by the committee on my request that the committee recommend to the Capital District Board at their 2016 February board meeting that our 2016 West River Key Leader revert back to a “Kiwanis Coordinated Event” and a “Letter of Guarantee” specific to the West River Key Leader.

**Need the Capital District Board to approve the following recommendation:**

- 1. Approve the 2016 West River Key Leader revert back to a Kiwanis Coordinated Event instead of a District Coordinated Event**
- 2. Approve a “Letter of Guarantee” for the October 28-30, 2016 West River Key Leader Weekend. If approved by the district board the “Letter of Guarantee” should be sent to the attention of Dick Peterson at Kiwanis International.**

**3. COMMENTS (use continuation sheet if necessary):**

Will continue to promote Key Leader events utilizing the Key Leader Committee, Kiwanis District leadership and other Kiwanis members throughout the district. We also use the Capital District Key Club Advisors Google Group that spreads the word about Key Leader to Key Club and Kiwanis Advisors that are active with their Key Clubs. We will have a forum and exhibit table during the service fair at the Capital District Key Club Convention. The early March timing of this year’s convention works well for our Key Leader at the end of October.

Bill Hand, Chair  
Capital District Key Leader



**Committee: Public Relations**

**Date: January 27, 2016**

**Chairperson: Caren Schumacher**

**To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.**

#### 1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes \_\_\_ No X [Note: Regions without representation below.]

#### 2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Grow District-wide public relations committee. Need representation from Division 17.	
Populate District website with practical public relations materials, including access to downloads from International.	
Develop and implement a survey to better understand what it is that club's need to do a better job with their publicity and public relations efforts.	
Continue Governor's Golden Globes Awards program.	

3. **CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

4. **COMMENTS** (use continuation sheet if necessary):

**SIGNED:** \_\_\_\_\_

Club Name	Club Key	Division	K-KIDS	BUILDERS	AKTION	KEY CLUB
Capitol Hill, Washington	K05798	K0301		1		2
DC Metro Young Professionals	K17303	K0301				
Eastern Branch, Washington	K03259	K0301				
Far East Washington	K10964	K0301		1		
Georgetown, Washington	K04515	K0301				
Greater Landover	K09555	K0301				
Mitchellville	K14701	K0301				1
Northwest Washington	K04517	K0301		1		
Shepherd Park, Washington	K08528	K0301				1
Southwest Waterfront Washington DC	K16213	K0301				
Washington	K00127	K0301				
Alexandria	K00490	K0302		2		3
Arlington	K01958	K0302				2
Bull Run-Manassas	K11452	K0302				2
Fairfax	K04592	K0302		1		7
Fredericksburg	K00960	K0302				5
Leesburg	K04757	K0302				2
Manassas	K01290	K0302		1		4
Mount Vernon, Fairfax County	K04042	K0302				3
South Arlington	K03013	K0302				1
Tysons Corner/McLean	K15461	K0302				10
Woodbridge	K02917	K0302				4
Bethesda	K02577	K0303				3
Calvert County	K10300	K0303				4
Charles County	K13814	K0303		3		1
La Plata	K16691	K0303		1		1
Leisure World, Silver Spring	K06223	K0303		1		2
Montgomery Village	K16726	K0303			1	3
Olney	K10816	K0303				1
Potomac	K17472	K0303				1
Rockville	K03500	K0303				4
St Mary's County	K15857	K0303		2		4
Waldorf	K09782	K0303		4	1	4
Wheaton-Silver Spring	K03596	K0303			1	4
Annapolis	K10161	K0304				1
Commodore Mayo, Mayo	K04467	K0304				1.5
Crofton	K08352	K0304			1	3.5
Ellicott City	K02358	K0304				4
Prince Georges County	K01996	K0304			1	
Severna Park	K04548	K0304			1	4

Accomack, Onancock	K07262	K0305		
Bridgeville	K02269	K0305		3
Chincoteague	K02858	K0305		
Coastal Delaware	K01780	K0305	1	1
Delmar	K03509	K0305		1
Dover	K02022	K0305		3
Georgetown	K02064	K0305		
Greater Millsboro	K12899	K0305		1
Greater Ocean Pines-Ocean City	K09859	K0305	3	2
Pocomoke City	K04084	K0305		1
Seaford	K01036	K0305		2
Baltimore City	K00009	K0306		
Bel Air	K17511	K0306		2
East Baltimore	K03028	K0306	1	
Elkton	K01980	K0306	2	3
Hampden-Midtown, Baltimore	K03908	K0306		1
Loch Raven	K03575	K0306		1
Parkville	K02575	K0306	1	1
Pikesville	K02041	K0306		
Reisterstown	K02058	K0306	1	3
Towson-Timonium	K01811	K0306		1
Wilmington	K00131	K0306		6
Cumberland	K01238	K0307		
Frederick	K00783	K0307		
Hagerstown	K00448	K0307		3
Mount Airy	K03291	K0307	1	2
Suburban Frederick	K06886	K0307	1	4
Westminster	K01973	K0307	1	1
Blue Ridge, Winchester	K12978	K0308	1	1
Front Royal	K02634	K0308		3
Old Town	K17385	K0308		
Strasburg	K17962	K0308	1	1
Winchester	K00806	K0308	2	1
Alleghany Highlands	K01092	K0309		2
Charlottesville	K00733	K0309		5
Harrisonburg	K00770	K0309	2	1
Shenandoah Valley, Staunton	K10343	K0309		1
Staunton	K00794	K0309	1	1
Waynesboro	K01407	K0309		3
Central Chesterfield	K11043	K0310		1
Chester	K06948	K0310		1
Colonial Heights	K05765	K0310		1



Crewe	K01293	K0310		
Dinwiddie	K18852	K0310		
Fort Lee	K18308	K0310		
Hopewell	K17413	K0310	1	3
Petersburg	K00692	K0310	1	2
Petersburg-Breakfast	K07141	K0310		1
Ashland	K00952	K0311	1	4
Greater Richmond	K04710	K0311		3
Midlothian-Chesterfield	K03543	K0311	2	1
North Richmond	K04088	K0311		3
Richmond	K00103	K0311		4
Richmond Young Professionals	K18597	K0311		
Tappahannock	K07735	K0311		
Tuckahoe, Richmond	K09694	K0311		2
Colonial Capital, Williamsburg	K08385	K0312		2
Gloucester	K17758	K0312		1
Grafton	K13385	K0312	1	2
Middlesex, Saluda	K09199	K0312	1	1
Northern Neck-Kilmarnock	K12626	K0312		1
Poquoson	K07584	K0312	1	1
Tabb	K16828	K0312	1	2
Toano	K17543	K0312	1	1
Williamsburg	K04947	K0312		1
City Center Newport News	K17833	K0313		3
Denbigh, Newport News	K06293	K0313		1
Downtown Hampton	K17790	K0313		
Greater Hilton	K18034	K0313	1	3
Mercury 64, Hampton	K05659	K0313		1
Old Point Comfort, Hampton	K10322	K0313		
Peninsula at Oyster Point, Newport News	K05148	K0313	1	2
Smithfield	K08499	K0313		1
Chesapeake	K01698	K0314	1	4
Churchland, Portsmouth	K07460	K0314		2
Great Bridge-Chesapeake	K11467	K0314		1
Lynnhaven-Virginia Beach	K10990	K0314		1
Norfolk	K00085	K0314		
Ocean View Beach, Norfolk	K07526	K0314		
Portsmouth	K00195	K0314		
Suffolk	K02953	K0314		1
Virginia Beach	K04356	K0314		2
Virginia Beach Virginia, Town Center	K07292	K0314		2
Virginia Beach-Combers	K09841	K0314		

Bassett	K01577	K0315			
Botetourt County, Troutville	K08286	K0315	2		2
Danville	K00482	K0315			1
Farmville Area	K17879	K0315			
Fort Hill, Lynchburg	K04996	K0315			
Lynchburg	K00196	K0315		1	5
Martinsville	K00432	K0315			1
Roanoke	K00182	K0315	3	1	8
Salem	K00436	K0315			1
Abingdon	K02490	K0316	1		2
Bluefield	K02773	K0316			
Christiansburg	K03324	K0316			
Marion	K00922	K0316			1
Montgomery County-Blacksburg	K02811	K0316	1		2
Radford	K00942	K0316			
Wythe County	K03133	K0316			
Clinch River, Richlands	K12325	K0317			1
Clintwood	K02192	K0317			
Coeburn	K00974	K0317			
Council	K17334	K0317			1
Grundy	K02890	K0317	1		1
Haysi	K03264	K0317			1
Mc Clure River	K10240	K0317			
Norton	K00384	K0317			
Wise	K02796	K0317			1
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**Committee: Young Children/Priority One**

**Date: 1/24/16**

**Chairperson: Sandy Conover**

**To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.**

#### 1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes \_\_\_ No x [Note: Regions without representation below.]

Only member is Marilyn Franklin, Div. 1.

#### 2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
To prepare a newsletter or resource page for the clubs	10
To be a speaker on Young Children/Priority One to the clubs in different divisions	50

**3. CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

See comments

Challenges continue to exist in terms of having committee members. Clubs feel as if it is sufficient for their representatives to know they can call on me if needed. The district committee is seen more as an available resource person for presentations either for club meetings, DCMs or DCON.

**4. COMMENTS** (use continuation sheet if necessary): When KI eliminated this committee as a district committee, I was not aware of the Capital District decision to keep the committee as a special committee. Therefore, I have not been doing anything in particular throughout the district. On the other hand, I am on the board of a newly created advisory council to all clubs on Young Children/Priority One, chaired by Dr. Will Blechman. We have been meeting monthly and our mission is to serve as advisors and resource persons to all clubs in KI, and in our particular districts on Young Children/Priority One since the actions of the KI board. President Sue and President-elect Jane are aware of our existence. We plan to put together a newsletter within the month and I will distribute it to all of the clubs in the Capital District.

**SIGNED:** \_\_\_\_\_

February 8, 2012