



Kiwanis®

CAPITAL DISTRICT

Capital District, Kiwanis International
Board of Trustees Meeting
September 26, 2020 - 10:00am
Hilton Garden Inn, Fredericksburg, VA

1. Welcome / Recognition of Guests
2. Declaration of Quorum
3. Approval of Agenda
4. Approval of Minutes
 - a. April 6, 2020 Online Teleconference (DS/T Appointment)
 - b. August 21, 2020 House of Delegates
 - c. August 21, 2020 Board of Trustees (Final 2019-20) Meeting
5. Matters for Discussion and/or Approval
 - a. Approval of Financial Repository - BB&T Chantilly, VA
 - b. Approval of District Operational Budgets (CKI, Key Club, Kiwanis)
 - c. Approval of 2021 District Midyear Conference Budget
 - d. Approval of 2021 District Convention Budget
 - e. Approval of 2021 Key Leader Budget
 - f. Approval of Trustee Committee Portfolio Assignments
 - g. Approval of 2020-2021 Recognition Programs
 - h. Discussion Point: 2020-2021 MNT District Matching Program
6. Consent Agenda
 - a. Secretary-Treasurer's Report
 - i. District Financial Standing
 - ii. Club Election Reporting
 - iii. Club Membership Totals / Charters In Danger
 - iv. Club Monthly Reports
 - v. Lt. Governor-Elect Elections
 - b. Regional Trustee Reports
 - c. Policy Formation Committee Reports
 - d. Club Support Committee Reports
 - e. The Eliminate Project Pledge Update
7. Adjournment

2020-2021 Board of Trustee Meeting Calendar

November 7, 2020 - Hilton Garden Inn, Fredericksburg, VA (1pm)

March 7, 2021 - Great Wolf Lodge, Williamsburg, VA (12pm)

May 15, 2021 - Hilton Garden Inn, Fredericksburg, VA (1pm)

August 20, 2021 - Hotel Roanoke, Roanoke, VA (9am)

**Capital District Kiwanis International
Board of Trustees Designates
Special Meeting via Conference Call
April 6, 2020
Minutes**

Governor Elect Dennis Baugh called a Special Meeting via GoToMeeting of the 2020-2021 District Board Designates. Those on the call were: Governor Elect Dennis Baugh, Governor David Lurie, Trustees Bill Watson, John Montgomery, Renee Mackey and Ron McCallum, and Trustee Designates Tim Gillette and Josh Hiscock. All were present

The purpose of the meeting is to discuss and approve the recommendation of Governor Elect Baugh to appoint Jeffrey Wolff to succeed Tom Varner as Secretary Treasurer for the Capital District Kiwanis International effective October 1, 2020 for a term ending September 30, 2021. His recommended salary will be \$30,000 effective October 1, 2020. Jeff will spend the time between now and October 1, 2020 working with Secretary Treasurer Varner in transitioning.

Motion Made: A motion was made by Trustee McCallum and seconded by Trustee Mackey to approve the recommendation of Governor Elect Baugh to appoint Jeffrey Wolff to succeed Tom Varner as Secretary Treasurer for the Capital District Kiwanis International effective October 1, 2020 for a term ending September 30, 2021. His recommended salary will be \$30,000 effective October 1, 2020. Motion passed unanimously.

It is noted this action will require additional approval at the next in person meeting.

Respectfully Submitted,

Dennis Baugh
Governor Elect

Capital District Kiwanis International
House of Delegates
August 21, 2020
Teleconference

Governor Lurie called the meeting to order at 7:00 p.m.

Governor Adams presented the Credentials Report.

There are 27 District Officers and 19 Past Governors which total 46 eligible 46 certified Delegates-at-Large and 24 delegates at large are required for a quorum.

District Officers	4	4 Present
Trustees	6	6 Present
Lieutenant Governors	17	13 Present
<u>Past Governors</u>	<u>19</u>	<u>13 Present</u>
Totals	46	36 Present

A motion to accept the Credentials Committee report was accepted.

As defined by our bylaws, a quorum for this special House of Delegates is a simple majority of those certified. As we have 36 of the 46 delegates-at-large, the governor declared a quorum was present and business can be conducted.

Governor Lurie appointed Past Governor Jeffrey Wolff of the Kiwanis Club of Tysons to serve as timekeeper and parliamentarian for the House of Delegates.

The standing rules of the House of Delegates were posted on the Virtual DCON page of the District Website.

The Standing Rules were approved without objection.

The Orders of the Day were posted on the Virtual DCON page of the District Website.

The Orders of the Day were approved without objection.

Past Governor Jeffrey Wolff presented a proposed amendment to the District Bylaws.

The motion made by the Bylaws and Policies Committee recommends the following amendment of the Capital District Bylaws, Article III, Section 2. Item c by striking the phrase “served as a Trustee” and in its place add the phrase “completed a term as Lieutenant Governor.” The amendment was unanimously endorsed by the Board of Trustees at their May 16, 2020 meeting.

The new text would read:

c. The Governor and Governor-elect shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International; shall have been a member of a Kiwanis club in this district for at least six (6) years; and shall have completed a term as Lieutenant Governor in this district.

The amendment requires a two-thirds majority to pass.

The amendment was passed unanimously.

Secretary-Treasurer Varner presented the State of the District Report. A full written report will be published in the next issue of *The Capital Kiwanian*.

Secretary-Treasurer Varner read the nomination of Dennis G. Baugh, Kiwanis Club of Harrisonburg for the office of 2020 – 2021 Capital District Governor.

LG Eric Lamb, Kiwanis Club of Charlottesville nominated Dennis G. Baugh for the office of Governor.

Governor-Elect Baugh accepted the nomination

There being no other nominations, the governor requested that the candidate be elected by acclimation.

Motion for a vote by acclimation passed unanimously.

Dennis G. Baugh was elected to serve as the 2020- 2021 Capital District Governor.

Secretary-Treasurer Varner read the nomination of Elana T. Gardner for the office of 2020 – 2021 Capital District Governor-Elect.

Past Governor Linwood Watson, Kiwanis Club of Shepherds Park nominated Elana T. Gardner, Kiwanis Club of Eastern Branch for the office of Governor-Elect.

Trustee Gardner accepted the nomination.

There being no other nominations, the governor requested that the candidate be elect by acclimation.

Motion for a vote by acclimation passed unanimously.

Elana T. Gardner was elected to serve as the 2020-2021 Capital District Governor-Elect.

Past Governor P. Scott Zimmerman presented three 2020 Resolutions:

In recognition of 2020 DCON Committee

In memoriam for all Capital District Kiwanians who passed in 2019-2020

In recognition of Secretary-Treasurer Thomas A. Varner

All three resolutions were adopted unanimously.

There being no further business, the 2020 Capital District House of Delegates was adjourned at 7:56 p.m.

Respectfully,
Thomas A Varner
Secretary-Treasurer

Capital District Kiwanis International
Online Board of Trustees Meeting
August 21, 2020

The Capital District Board of Trustees was called to order by Governor Lurie at 8:05 pm, Friday, August 21, 2020.

All members were present. Also, in attendance were Past Governors Wolff, Tyner, and Bell; Caren Schumacher, Robert Wright, James Shackelford, and Hiawatha Nicely; and CKI Governor Eichhorn.

The Agenda as sent to each member by the Governor was approved as mailed.

The minutes of the May 16, 2020 and July 12, 3030 virtual meeting were approved.

The Financial reports for CKI, Key Club, and Kiwanis were included in the Board Book and were reviewed without comment.

Chairman Wright gave the report of the Finance Committee. Mutual Funds are doing well, and equities are growing. The Committee is working on the investment and the security of the District Reserve Funds. These funds have delivered at a rate higher than the market and further sturdy of the investments with the investment company are being pursued.

Membership Chair Schumacher reported the annual membership is positive for the year. The Committee is calling for support from all officers and Kiwanians to increase the total number of members. Two specific areas mentioned are new Team Members and Club Coaches

The Trustees gave oral reports on their regions.

Past Governor & MNT Advocate John Tyner reported that the Kiwanians in the district had submitted 200 requests for matching Zellars. Thus, the District contributed \$50,000 towards MNT with individuals submitting an additional \$200,000. As of this date, the District is \$336,000 short of its total goal.

Bylaws and Policies Committee Chairman Wolff presented:

Change to Policy Statements, Section 5, C iii, Ex-Officio Members. Ex-Officio members of committees are persons who serve of committees by virtue of their office. ***Ex-officio members of all District Committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote.***

1. The governor and Governor-Elect shall be ex officio members of all District Committees ***but shall not count towards quorum of committee meetings.***
2. The District Secretary-Treasurer shall be an ex-officio member of the Bylaws and Policy Committee, Finance Committee, and Long-Range Planning Committee.
3. ***The Immediate Past governor and an appointed representative of the District Foundation shall be ex-officio members of the Finance Committee with the Immediate Past Governor serving as chairperson.***
4. The Parliamentarian shall be an ex-officio member of the Bylaws and Policies Committee

The policies were approved without exception.

Change to Policy Statements, Section 5, c(a):

2. Member Appointment. Every year the Governor elect will appoint one general member to the committee for a three (3) year term, if there is a vacancy Consideration shall be given to members who bring relevant expertise to the committee. Member may be reappointed. The Past governors Committee shall recommend one (1) Past Governor to serve on each of the Policy Formulation Committees with Immediate Past Governor as the ***Chairperson*** of the Finance committee. The Governor-Elect, in consultation with current chair, shall appoint an eligible member of the committee as chair. Exceptions to the member appointment process are stated in Appendix C.

Appendix C, Finance

Chairperson: The Immediate Past Governor shall serve a one (1) year term as Chairperson. In the event the Immediate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chairperson for the remainder of the term.

The policies were approved without exception.

The Committee also recommended that the Capital District resubmit the amendment to the Kiwanis International Bylaws to provide for absentee balloting at the International Convention. Past Governor Wolff will submit the revised amendment to Kiwanis International for consideration at the 2021 ICON with an effective date of October 1, 2022.

The recommendation was approved without exception.

Criteria for the 2019-2020 Distinguished Club and Member recognitions is up on the website now and 2020 – 2021 District recognitions will use the same criteria. All District Officers are requested to notify their Divisions and Clubs of the program.

There being no additional business, the meeting was adjourned at 9:25 pm.

The first meeting of the 2020 – 2021 District Board of Trustees will be held in person at the Hilton Garden Inn Fredericksburg on September 26, 2020.

Respectfully,

Thomas A Varner, Secretary-Treasurer
Capital District Kiwanis International

		<u>2019-2020 Budget</u>		<u>2020-2021 Budget</u>
Green = suggested new line item		(Oct. 1, 2019 - Sept. 30, 2020)		(Oct. 1, 2020 - Sept. 30, 2021)
Last Updated: 06/23/2020		Planning	Actual	Planning
Income				
500 · Income				
				Based on \$10/member at 450 members (2019 numbers)
505 · Membership Dues	5,500.00	4,410.00	\$4,500.00	
510 · CDKF Subsidy	10,000.00	10,000.00	\$10,000.00	
515 · Investment Interest	0.00		\$0.00	
520 · Interest on Savings	5.00		\$0.00	
529 · FMR District Subsidy	0.00		\$0.00	
				Based on \$40/attendee at 80 attendees
530 · Fall Membership Rally Regist	2,975.00	5,674.00	\$3,200.00	
531 · Total K Day Registration	0.00		\$0.00	
532 · District Fundraiser	500.00		\$0.00	
535 · SOTC Registration	0.00		\$0.00	
536 · District Convention Prog Ads	500.00	0.00	\$125.00	
				Based on \$200/attendee at 105 attendees
537 · District Convention Registration	19,000.00	9,070.00	\$21,000.00	
				Based on 30 attendees at \$30/person
xxx - Summer Social Registration			\$900.00	
538 · ICON Spirit Packs	500.00		\$500.00	
540 · Tomorrow Fund Fundraising	0.00		\$0.00	
560 · WASH Fudraising	250.00	433.00	\$0.00	
565 · Foundation Scholarship Income	0.00		\$0.00	
585 · Miscellaneous Fundraising	250.00		\$250.00	
590 · Kiwanis Store	0.00		\$0.00	
595 · CKI Store	350.00	168.00	\$0.00	

500 · Income - Other	0.00		\$0.00
Total 500 · Income	39,830.00		\$40,475.00
Total Income			
Expense			
600 · CDKF Expenses			
600 · CDKF Expenses - Other	0.00		\$0.00
Total 600 · CDKF Expenses	0.00		\$0.00
650 · Administrative Expenses Oct-Mar			
651 · Governor	250.00		\$200.00
652 · Secretary -Treasurer	0.00		\$75.00
653 · Editor <u>Communications Coordinator</u>	0.00		\$75.00
654 · LTG - North	200.00		\$100.00
655 · LTG - South	200.00		\$100.00
xxx - LTG - Metro			\$100.00
xxx - LTG - West			\$100.00
662 · Club Building/Revalization Com	100.00	0.00	\$75.00
663 · Conference/Convention Com	0.00		\$25.00
664 · K-Family Com	0.00		\$25.00
665 · Laws, Rgulations & Awards	0.00		\$25.00
666 · Membership Dev/Educ Com	0.00		\$25.00
667 · On to ICON Com	0.00		\$0.00
668 · Service Com	0.00		\$25.00
650 · Administrative Expenses Oct-Mar - Other	400.00	380.00	\$200.00
Total 650 · Administrative Expenses Oct-Mar	1,150.00		\$1,150.00
66900 · Reconciliation Discrepancies			
675 · Adminstrative Expenses Apr-Sep			
676 · Governor	250.00		\$150.00
677 · Secretary-Treasurer	0.00		\$50.00
678 · Editor <u>Communications Coordinator</u>	0.00		\$50.00
679 · LTG - North	125.00		\$75.00
680 · LTG - South	125.00		\$75.00
xxx - LTG - Metro			\$75.00
xxx - LTG - West			\$75.00

687 · Club Building/ Revitalizati Com	40.00		\$50.00
688 · Conference/Convention Com	0.00		\$15.00
689 · K-Family Com	0.00		\$15.00
690 · Laws, Regulations, Awards	0.00		\$15.00
691 · Membership Dev & Educ Com	0.00		\$15.00
692 · On to ICON Com	0.00		\$50.00
693 · Service Com	0.00		\$25.00
675 · Adminstrative Expenses Apr-Sep - Other	225.00		\$200.00
Total 675 · Adminstrative Expenses Apr-Sep	765.00		\$935.00
700 · Fall Membership Rally			
635 · Fall Membership Rally Dist Subs	0.00		\$0.00
701 · Camp Lodging	1,890.00	725.66	\$4,300.00
702 · Camp Meals	970.00	0.00	\$1,300.00
703 · Registration/Workshop Supplies	500.00		\$200.00
704 · Supplies/Decorations	200.00		\$150.00
705 · Souvenir T-Shirts	540.00		\$450.00
700 · Fall Membership Rally - Other	0.00		\$0.00
Total 700 · Fall Membership Rally	4,100.00		\$6,400.00
710 · District Convention			

			May be covered by Kiwanis due to joint Convention
711 · AV Rental	250.00	50.00	\$250.00
712 · Board/VIP Comp Rooms	0.00		\$0.00
713 · Comp Meals	250.00		\$250.00
714 · Paid Meals	18,000.00	16,394.52	\$18,000.00
715 · Registration Materials	150.00	107.55	\$150.00
716 · Convention T-Shirts	600.00	757.90	\$600.00
717 · Registration Packet Printing	0.00		\$0.00
719 · Conventions Program Printing	0.00		\$0.00
720 · Decorations	300.00		\$300.00
721 · Awards	600.00	378.23	\$400.00
722 · T-shirts	0.00		\$0.00
723 · Board Pins and Certificates	0.00		\$0.00
724 · District LSSP Supplies	500.00	133.57	\$200.00

725 · Workshop Materials and Gifts	300.00		\$150.00
726 · Keynote Speaker Fees	1,200.00		\$200.00
727 · CKI Store	0.00		\$0.00
728 · Registration for Board	350.00		\$0.00
710 · District Convention - Other	400.00	125.00	\$400.00
Total 710 · District Convention	22,900.00		\$20,900.00
729 · Spring Officer Tng Conf			
730 · Facility Rental	0.00	0.00	\$0.00
731 · Food & Beverage	0.00	0.00	\$0.00
732 · Hotel Accomodations	0.00	0.00	\$0.00
733 · Printing/Copying	250.00	0.00	\$100.00
734 · Supplies/Decorations	100.00	0.00	\$100.00
735 · Language Interpreters	0.00	0.00	\$0.00
729 · Spring Officer Tng Conf - Other	0.00	0.00	\$0.00
Total 729 · Spring Officer Tng Conf	350.00	0.00	\$200.00
739 · International Convention Tour			
620 · ICON Registration-Board/OTIC	1,300.00	0.00	\$1,200.00
625 · ICON Lodging for Board	1,200.00	0.00	\$1,200.00
627 · ICON Travel for Governor	400.00	0.00	\$400.00
740 · Convention Registraton	0.00	0.00	\$0.00
741 · Travel	0.00	0.00	\$0.00
742 · Hotel Accomodations	0.00	0.00	\$0.00
743 · Spirit Pack	500.00	0.00	\$500.00
744 · Shuttle Service	0.00	0.00	\$0.00
745 · District Dinner	0.00	0.00	\$0.00
746 · LSSP	0.00	0.00	\$0.00
739 · International Convention Tour - Other	0.00	0.00	\$0.00
Total 739 · International Convention Tour	3,400.00	0.00	\$3,300.00
749 · District Board Expenses			
605 · GATC Travel for Governor	450.00	0.00	\$450.00
610 · District Officer Traning Conf	400.00	0.00	\$500.00
750 · District Officer Badges & Pins	150.00		\$150.00
751 · Board Meeting Lodging	1,175.00	0.00	\$1,500.00
752 · District Supplies	600.00		\$400.00
753 · Board Meeting Meals	800.00	273.92	\$600.00
754 · District Board Shirts	0.00	0.00	\$300.00
749 · District Board Expenses - Other	1,000.00	170.00	\$1,000.00
Total 749 · District Board Expenses	4,575.00		\$4,900.00

759 · Mandatory Expenses

				Decreased because WordPress is free with TCH, and we can go with the basic package
760 · Web site Hosting Service	300.00		\$100.00	
761 · Kiwanis Administrative Expenses	700.00		\$700.00	
762 · Annual Audit of Books	350.00		\$350.00	
763 · D & O Insurance	0.00		\$0.00	
				Decreased as there is a free alternative through Kiwanis Int'l
764 · Form Site Account	260.00		\$0.00	
759 · Mandatory Expenses - Other	80.00		\$80.00	
Total 759 · Mandatory Expenses	1,690.00		\$1,230.00	
769 · Other Expenses				
				Based on 2 students at \$200 each
615 · CKI SPARK Scholarship	400.00	0.00	\$400.00	
770 · District Project Expenses	0.00	0.00	\$0.00	
771 · Tomorrow Fund Donation	0.00		\$0.00	
				Clubs can provide donations if desired
772 · WASH Donation	250.00		\$0.00	
773 · Miscellaneous Expenses	250.00		\$250.00	
774 · Eliminate	0.00		\$0.00	
775 · Kiwanis Foundation Scholarships	0.00		\$0.00	
769 · Other Expenses - Other	0.00		\$0.00	
Total 769 · Other Expenses	900.00		\$650.00	
789 · President's Summit				
790 · Facility Rental	0.00		\$0.00	
791 · Food & Beverage	0.00		\$0.00	
792 · Hotel Accomodations	0.00		\$0.00	
793 · Printing/Copying	0.00		\$0.00	
794 · Supplies/Decorations	0.00		\$0.00	

795 · Language Interpreters	0.00		\$0.00
789 · President's Summit - Other	0.00		\$0.00
Total 789 · President's Summit	0.00		\$0.00
xxx - Summer Social			
			5 sites at
xxx - Lodging			\$300.00 \$30/site/night
xxx - Food			\$300.00
xxx - Picnic Rental			\$90.00
xxx- Parking			\$70.00 10 cars at \$7/car
Total xxx - Summer Social			\$760.00
800 · 2017-2018 Carry Over Expenses			
800 · 2017-2018 Carry Over Expenses - Other	0.00		\$0.00
Total 800 · 2017-2018 Carry Over Expenses	0.00		\$0.00
Total Expense	39,830.00		40,425.00
	<u>0.00</u>		

CAPITAL DISTRICT KEY CLUB

Profit & Loss Budget Overview

October 2018 through September 2020

	Oct '19 - Sep 20	Oct'20-Sept 21
Ordinary Income/Expense		
Income		
5000 · INCOME		
5050 · MEMBERSHIP DUES	60,000.00	60,000.00
5100 · CAPITAL DIST. FOUNDATION	3,000.00	3,000.00
5200 · SAVINGS ACCOUNT INTEREST	100.00	100.00
5330 · INTERNATIONAL CONVENTION	37,000.00	37,000.00
5390 · DISTRICT PROJECT	0.00	0.00
5400 · GOVERNOR'S PROJECT		
5500 · DISTRICT CONVENTION REGISTRAT.	147,000.00	147,000.00
5550 · FALL RALLY	8,500.00	8,500.00
5700 · MISCELLANOUS INCOME	0.00	0.00
Total 5000 · INCOME	255,600.00	255,600.00
Total Income	255,600.00	255,600.00
Expense		
6000 · CONFERENCES & TRAINING		
6010 · GOVERNOR'S INT TRAINING	500.00	500.00
6020 · INT.LEADERSHIP TRAINING	37,000.00	37,000.00
6040 · SUMMER TRAINING CONF	5,000.00	5,000.00
6060 · SPRING LEADERSHIP CONF.	4,000.00	4,000.00
6070 · WINTER LEADERSHIP CONF.	3,000.00	3,000.00
6080 · FALL LEADERSHIP CONF.	3,000.00	3,000.00
6090 · FALL TRAINING RALLY	7,000.00	7,000.00
6095 · OTHER LEADERSHIP CONF.	1,000.00	1,000.00
Total 6000 · CONFERENCES & TRAINING	60,500.00	60,500.00
6100 · OFFICERS EXPENSE OCT-MAR		
6102 · GOVERNOR	0.00	0.00
6112 · LTG. DIV. 2A	0.00	0.00
6114 · LTG. DIV. 2B	0.00	0.00
6116 · LTG. DIV. 3/8	0.00	0.00
6118 · LTG. DIV. 4A	0.00	0.00
6100 · OFFICERS EXPENSE OCT-MAR - Other	3,200.00	3,200.00
Total 6100 · OFFICERS EXPENSE OCT-MAR	3,200.00	3,200.00
6200 · OFFICERS EXPENSE APR-SEPT	3,200.00	3,200.00
7000 · GENERAL EXPENSE		
7005 · CAPITAL KEY	200.00	200.00
7010 · POSTAGE	200.00	200.00
7015 · PRINTING	300.00	300.00
7020 · SUPPLIES	500.00	500.00
7025 · ADMIN TRAINING SUPPLIES	700.00	700.00
7030 · DISTRICT PROJECT	50,000.00	50,000.00
7035 · DISTRICT WEBSITE	250.00	250.00
7037 · GOVERNOR'S PROJECT		
7040 · BADGES/BOARD SHIRTS	2,000.00	2,000.00
7045 · DISTRICT LEADERSHIP CONF	1,000.00	1,000.00
7050 · MISC EXPENSE	1,000.00	1,000.00

CAPITAL DISTRICT KEY CLUB

Profit & Loss Budget Overview

October 2018 through September 2020

	Oct '19 - Sep 20	Oct'20-Sept 21
7055 · BD. MTG. TRANSPORTATION	2,500.00	2,500.00
7060 · ZONE ADM. EXPENSES	3,000.00	3,000.00
7065 · AUDIT OF BOOKS	500.00	500.00
7080 · NEW CLUB SUPPORT	1,000.00	1,000.00
Total 7000 · GENERAL EXPENSE	63,150.00	63,150.00
7300 · ADMINISTRATOR'S EXPENSE	4,000.00	4,000.00
7500 · DISTRICT CONVENTION		
7502 · POSTAGE	0.00	0.00
7504 · PRINTING	600.00	600.00
7506 · NAME TAGS/ RIBBONS/ETC	300.00	300.00
7508 · OFFICE SUPPLIES	500.00	500.00
7510 · PROGRAM PRINTING	1,500.00	1,500.00
7514 · MOTIVATIONAL SPEAKER	3,000.00	3,000.00
7516 · CONTRACTED MUSIC	0.00	0.00
7518 · AUDIO VISUAL EQUIPMENT	12,000.00	12,000.00
7520 · AWARDS AND TROPHIES	3,000.00	3,000.00
7522 · SOUVENIERS	11,000.00	11,000.00
7526 · OFFICERS PINS AND GIFTS	500.00	500.00
7528 · BRD AND GUEST ROOMS	0.00	0.00
7530 · BRD & GUEST MEALS	5,000.00	5,000.00
7532 · CONVENTION BANQUET	33,000.00	33,000.00
7534 · CONVENTION BREAKFAST	28,150.00	28,150.00
7536 · ADVISOR RECEPTION	2,500.00	2,500.00
7538 · REGISTRATION REFUND	0.00	0.00
7542 · MISC. GENERAL EXPENSE	1,000.00	1,000.00
7544 · VEHICLES	500.00	500.00
7546 · HOTEL ROOMS	69,000.00	69,000.00
7500 · DISTRICT CONVENTION - Other	0.00	0.00
Total 7500 · DISTRICT CONVENTION	171,550.00	171,550.00
Total Expense	305,600.00	305,600.00
Net Ordinary Income	-50,000.00	-50,000.00
Net Income	-50,000.00	-50,000.00

This is the same budget that was approved for last year. The -\$50,000 deficit is to come from our reserves to fulfill our ELIMINATE pledge. However we are still fundraising so we will probaly not need all of i.



Capital District Kiwanis

BUDGET OVERVIEW

October 2020 - September 2021

	TOTAL
Revenue	
7000 Revenue	
7100 Membership Dues	128,000.00
7105 Interest Income	2.00
7200 District Events	
7210 Midyear Conference	31,760.00
7220 District Convention	47,625.00
7230 International Convention	5,000.00
7240 Past Governors	500.00
7260 Key Leader	17,000.00
Total 7200 District Events	101,885.00
Total 7000 Revenue	229,887.00
Total Revenue	\$229,887.00
GROSS PROFIT	\$229,887.00
Expenditures	
8000 Expenditures	
8050 Management	
8100 District Office (Personnel)	
8105 Secretary-Treasurer Salary	36,000.00
8200 Travel Expense	
8201 District Business	800.00
8202 District Convention	300.00
8203 Board Meetings	350.00
8204 Midyear Conference	300.00
8205 Leadership Team Conference	200.00
8206 International Convention	1,250.00
8207 District Secretaries Conference	1,250.00
Total 8200 Travel Expense	4,450.00
8300 Payroll Taxes	
8301 FICA & Medicare	3,000.00
8302 Federal Unemployment	100.00
8303 Virginia Unemployment	500.00
Total 8300 Payroll Taxes	3,600.00
Total 8100 District Office (Personnel)	44,050.00
8400 District Office (Operating)	
8405 Background Checks	1,000.00
8410 Bank Charges	200.00
8415 Board Meeting Expenses	3,000.00
8420 Credit Card Processing	300.00
8425 D&O Insurance	800.00



Capital District Kiwanis

BUDGET OVERVIEW

October 2020 - September 2021

	TOTAL
8430 International Convention	5,000.00
8435 Office Supplies	1,250.00
8440 Office Equipment	1,500.00
8445 Printing	500.00
8450 Pins / Badges / Shirts	1,500.00
8455 Postage & PO Box	500.00
8460 Professional Services	900.00
8465 Software & Hosting	1,000.00
8470 Telephone / Internet	1,200.00
Total 8400 District Office (Operating)	18,650.00
8500 Governor	
8505 District Business	1,800.00
8510 Board Meetings	500.00
8515 Midyear Conference	300.00
8520 SLP District Conventions	600.00
8525 Leadership Team Education Conference	200.00
8530 International Convention	1,000.00
8535 SLP International Conventions	1,000.00
8540 District Convention	300.00
Total 8500 Governor	5,700.00
8550 Governor-Elect	
8555 District Business	1,000.00
8560 Board Meetings	500.00
8565 Governor-Elect Training	400.00
8570 Midyear Conference	300.00
8575 Leadership Team Education Conference	200.00
8580 International Convention	1,250.00
8585 District Convention	300.00
8590 Hosting of International Trustee	500.00
Total 8550 Governor-Elect	4,450.00
8600 Immediate Past Governor	
8605 District Business	900.00
8610 Board Meetings	500.00
8615 Midyear Conference	300.00
8620 Leadership Team Education Conference	200.00
8625 International Convention	1,250.00
8630 District Convention	300.00
Total 8600 Immediate Past Governor	3,450.00
8650 Regional Trustees	
8655 District Business	1,200.00
8660 Board Meetings	1,500.00



Capital District Kiwanis

BUDGET OVERVIEW

October 2020 - September 2021

	TOTAL
8665 Midyear Conferences	1,500.00
8670 Leadership Team Education Conference	1,200.00
8675 International Convention	5,400.00
8680 District Convention	4,000.00
Total 8650 Regional Trustees	14,800.00
8700 Lt. Governors	
8705 Club Visits Mileage	8,500.00
8715 District Convention	6,800.00
Total 8700 Lt. Governors	15,300.00
8750 Lt. Governors-Designate	
8755 Leadership Team Education Conference	3,400.00
8760 International Convention	15,300.00
8765 District Convention	6,800.00
Total 8750 Lt. Governors-Designate	25,500.00
8800 Service Leadership Programs	
8805 Aktion Club	2,103.50
8810 Builders Club	450.00
8815 Circle K International	4,650.00
8820 Kiwanis Kids	450.00
8830 Key Leader	2,400.00
Total 8800 Service Leadership Programs	10,053.50
8900 District Committees	
8905 Bylaws and Policies	500.00
8920 Achievement	1,000.00
8925 Leadership & Education	800.00
8930 Membership	10,000.00
8940 On-to-ICON	150.00
8945 Past Governors	500.00
Total 8900 District Committees	12,950.00
8970 District Support	
8975 District Editor/Designer	12,408.00
8985 Partnership Coordinator	500.00
8995 Youth Protection Manager	650.00
Total 8970 District Support	13,558.00
Total 8050 Management	168,461.50
9000 Functions	
9100 Midyear Conference	
9105 Meals	20,256.00
9110 Sleeping Rooms	2,961.00
9115 Programs & Souvenirs	2,000.00



Capital District Kiwanis

BUDGET OVERVIEW

October 2020 - September 2021

	TOTAL
9120 Registration Supplies	3,543.00
9125 Entertainment & A/V	900.00
9130 Speakers Fees	2,100.00
Total 9100 Midyear Conference	31,760.00
9200 Leadership Team Education Conference	
9205 Meals	1,600.00
9210 Sleeping Rooms	4,000.00
9215 Programs & Souvenirs	1,000.00
Total 9200 Leadership Team Education Conference	6,600.00
9300 Key Leader	
9305 KI Program Fee	4,000.00
9310 Meals / Snacks	5,000.00
9315 Sleeping Rooms	4,000.00
9320 Programs & Souvenirs	2,000.00
Total 9300 Key Leader	15,000.00
9400 District Convention	
9405 Meals	28,962.50
9410 Sleeping Rooms	3,105.00
9415 Programs & Souvenirs	2,000.00
9420 Registration Supplies	3,575.00
9425 Entertainment & A/V	1,600.00
9430 Speakers Fees	3,500.00
Total 9400 District Convention	42,742.50
9500 Kiwanis-Family Weekend	
9505 Meals	2,000.00
9510 Sleeping Rooms	6,000.00
9515 Programs & Souvenirs	2,000.00
Total 9500 Kiwanis-Family Weekend	10,000.00
Total 9000 Functions	106,102.50
Total 8000 Expenditures	274,564.00
Total Expenditures	\$274,564.00
NET OPERATING REVENUE	\$ -44,677.00
NET REVENUE	\$ -44,677.00

	A	B	C	D	E	F	G	H	I	J	K
1											
2	<u>CAPITAL DISTRICT KIWANIS - 2021 MID YEAR CONFERENCE - BUDGET</u>										
3	<u>INCOME</u>										
4											
5	<u>REGISTRATION - MEALS & FEE (full)</u>						<u>ANTICIPATED ATTENDANCE - 250</u>				
6											
7			Guest	Cost Each	Total						
8											
9	Full - Kiwanian	80	\$ 160.00	\$ 12,800.00				80 full			
10	Full - Guest	30	\$ 160.00	\$ 4,800.00				30 - guest (full)			
11								140 - partial			
12											
13											
14	<u>PARTIAL REGISTRATIONS</u>						<u>ANTICIPATED MEAL ATTENDANCE</u>				
15											
16	Friday Night Dinner	12	\$ 35.00	\$ 420.00				122		(full+guest+partial)	
17											
18	Saturday Breakfast	12	\$ 20.00	\$ 240.00				122			
19											
20	Saturday Lunch	80	\$ 40.00	\$ 3,200.00				190			
21											
22	Saturday Dinner	60	\$ 45.00	\$ 2,700.00				170			
23											
24	Sunday Breakfast	10	\$ 20.00	\$ 200.00				120			
25											
26	Kids Meals (at cost)										
27											
28	Registration - Fees	120	\$ 30.00	\$ 3,600.00	33 no meals						
29											
30	Register Partial - Fees	20	\$ 40.00	\$ 800.00	10 no meals						
31											
32	Program Advertising			\$ 2,000.00							
33											
34	Exhibit / Vendors			\$ -							
35											
36	Sponsorships			\$ 1,000.00							
37											

	A	B	C	D	E	F	G	H	I	J	K
38											
39											
40		<u>TOTAL</u>			<u>\$ 31,760.00</u>						
41											
42											
43											
44											
45											
46											
47											
48	<u>CAPITAL DISTRICT KIWANIS - 2021 MID YEAR CONFERENCE - BUDGET</u>										
49											
50	<u>EXPENSES</u>										
51											
52			Guest	Cost Each	Total		Charge	Delta	%		
53											
54	Friday Night Dinner		110	\$ 31.50	\$ 3,465		\$35	\$3.50	10%		
55											
56	Saturday Breakfast		110	\$ 16.80	\$ 1,848		\$20	\$3.20	16%		
57											
58	Saturday Lunch		177	\$ 18.90	\$ 3,345		\$40	\$21.10	53%		
59											
60	Saturday Dinner		155	\$ 31.50	\$ 4,883		\$45	\$13.50	30%		
61											
62	Sunday Breakfast		105	\$ 16.80	\$ 1,764		\$20	\$3.20	16%		
63											
64	Coffee Set Ups		5	\$ 40.00	\$ 200						
65	Bartender		3	\$ 50.00	\$ 150						
66											
67			<u>Nights</u>								
68	Rooms	<u>COMPS. FR</u>	12	\$ 141.00	\$ 1,692	(Gov, Gov-Elect, Sec, Imed PG, KI Rep, Past Pres (speaker)					
69		<u>COMPS. SA</u>	12	\$ 141.00	\$ 1,692	Meet Chair, CKI Gov, KC Gov, CKI Admin, Key C Admin)					
70	Meals	<u>COMPS.</u>	8	\$ 115.50	\$ 924						
71	Guests		2	\$ 50.40	\$ 101	(Sat lunch and dinner only - CKI Gov, Key Club Gov)					
72	VIP		2	\$ 115.50	\$ 231						

	A	B	C	D	E	F	G	H	I	J	K
73	Speakers		2	\$ 115.50	\$ 231						
74											
75	Program Book				\$ 2,000						
76	Friday Program				\$ 1,500						
77	Registration Supplies/nametags/tickets				\$ 1,100						
78	Signs / Printing				\$ 720						
79	A/V				\$ 900						
80	Publicity				\$ 500						
81	Supplies				\$ 424						
82	Speakers				\$ 600						
83	Display Tables				\$ 100						
84	Keynote Speaker				\$ 1,500						
85	Misc.				\$ 350		includes VIP gifts				
86	Event Day Registration										
87											
88	TOTAL				<u>\$ 30,220</u>						
89	last updated 7/1/20										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Income							Expense						
2														
3	Proposed Budget for 2021 DCON			Qty	Unit	Total								
4	Submitted 7/10/2020													
5	Registration Income							Meals				Qty	Unit	Total
6	Full Package - Meals/Registration			190	\$ 160.00	\$ 30,400.00		Finance Committee Breakfast				10	\$20.00	\$ 200.00
7	Registration Fee Only			90	\$35.00	\$ 3,150.00		Leadership Lunch Friday				60	\$23.50	\$ 1,410.00
8								Saturday Breakfast				175	\$20.00	\$ 3,500.00
9	Kiwanians - Late Fees			10	\$ 25.00	\$ 250.00		Saturday Lunch				235	\$23.50	\$ 5,522.50
10	Guests - Late Fees			10	\$ 25.00	\$ 250.00		Saturday Banquet				230	\$38.00	\$ 8,740.00
11	SLP Members (30) + VIPs (13) (Information only - NC)			43	\$ -	\$ -		Sunday Breakfast				175	\$20.00	\$ 3,500.00
12	Total Meals - Package					\$ 34,050.00		Governor's Reception - Bartenders - 3 hrs				2	\$45.00	\$ 90.00
13								Total Meals						\$ 22,962.50
14	Meal Income													
15	Leadership Luncheons			60	\$ 25.00	\$ 1,500.00								
16	Saturday Breakfast - A la Carte			25	\$ 30.00	\$ 750.00		Other				Qty	Unit	Total
17	Saturday Lunch - A la Carte			60	\$ 35.00	\$ 2,100.00		Friday event						\$ 6,000.00
18	Saturday Banquet - A la Carte			35	\$ 50.00	\$ 1,750.00		VIP Rooms - 7 x 3 nites, 2 x 1 night				23	\$ 135.00	\$ 3,105.00
19	Sunday Breakfast - A la Carte			25	\$ 30.00	\$ 750.00		Registration Supplies--Badges,Holder,Ribbons/Tickets						\$ 500.00
20	Total Registration Income					\$ 6,850.00		Program						\$ 1,500.00
21								Signs, Banners and Tent Cards						\$ 600.00
22	Other			Qty	Unit	Total		Photocopying						\$ 350.00
23	Program Advertisements-Pages			13	\$75.00	\$ 975.00		Souvenirs						\$ 500.00
24	Program Advertisements-Premium			1	\$300.00	\$ 300.00		Governor's Banquet Entertainment						\$ 600.00
25	Program Advertisements-Sponsors			3	\$250.00	\$ 750.00		Flowers						\$ 600.00
26	Program Advertisements-Sponsors			2	\$100.00	\$ 200.00		Postage and Supplies						\$ 300.00
27	Commercial Exhibits			2	\$250.00	\$ 500.00		Color Guard Honorarium						\$ 250.00
28	Complimentary Sleeping Rooms by Hotel (estimate)			7		\$ -		Telephone/Internet/PayPal Fees						\$ 300.00
29	Friday Night Event	ticket		100	\$40.00	\$ 4,000.00		Audio Visual						\$ 1,000.00
30	Total Other Income					\$ 6,725.00		Publicity						\$ 500.00
31								Governor & Spouse/International Counselor Gift						\$ 175.00
32								Speakers Fees						\$ 3,500.00
33	Total Income					\$ 47,625.00		Total Other Expenses						\$ 19,780.00
34														
35	Summary	Total Income		\$47,625.00				Total Expenses						\$ 42,742.50
36		Total Expenses		\$42,742.50										
37		Expected Profit		\$4,882.50										
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														

Jamestown 4-H 2021 Proposed Key Leader Budget

<u>Description</u>	<u>Cost/Person</u>	<u>Number</u>	<u>Budget</u>
Lodging / 2 Nights	\$26.00	160	\$4,160.00
Dorm Lodging / Facilitator / 2 Nights	\$40.00	2	\$80.00
Breakfast (Two Meals)	\$9.00	160	\$1,440.00
Lunch (One Meal)	\$10.50	80	\$840.00
Dinner (Two Meals)	\$14.00	160	\$2,240.00
Lower Rope Course		1	\$200.00
Campfire		1	\$50.00
Extended Coffee (Adults Only)		1	\$45.00
Snacks	\$6.00	80	\$480.00
T-Shirts	\$9.50	25	\$237.50
Pay Pal		1	\$400.00
Name Tags / Badge Holders		1	\$75.00
Drawstring Bags/Pens/Supplies		1	\$200.00
Key Leader Program Fee		1	<u>\$6,000.00</u>
Total Projected Expenses			\$16,447.50
<u>Registration</u>	<u>Cost/Person</u>	<u>Number</u>	<u>Budget</u>
Non Key Club Participant	\$225.00	0	\$0.00
Key Club Participant	\$200.00	61	\$12,200.00
Student Facilitator	\$150.00	7	\$1,050.00
*Key Club District Board Participant	\$150.00		\$0
*Key Club District Bd. Student Facilitator	\$100.00		\$0
Adult Chaperons	\$115.00		\$0
Capital District Key Club Stipend	\$50.00		\$0
Capital District Kiwanis Foundation		1	<u>\$5,000.00</u>
Total Projected Income			\$18,250.00
Net Projected Profit/Loss			\$1,802.50
Note: Registration fees are based on 61 Student Participants and 7 Student Facilitators			
Note: Majority of attendees are Key Club members. Goal is to attract non-Key Clubbers, but projected income conservatively based on lower rate.			
Note: The Key Club Capital District Board contributes a \$50 stipend for board members to attend one Key Leader event in the district.			
Note: Registration fees apply only to students within the boundaries of the Capital District.			
Students from outside the boundaries of the Capital District add \$50.00 to above registration fees.			

Trustee Assignments 2020-2021

2020-2021 District Policy Committees

Committee	Chairperson	Trustee Assignments
Bylaws & Policies	Serena Bell (Washington)	Josh Hiscock/Renee Mackey
Finance	Robert Wright (Leesburg)	Tim Gillette/Bill Watson
Long Range Planning	Jerry Jones (Montgomery Cty)	Ron McCallum/John Montgomery

2020-2021 Club Support Committees

Committee	Chairperson	Trustee Assignments
Kiwanis Convention	Mary Beth Murphy (Williamsburg)	Bill Watson
Key Club	Joe Stankus (Tuckahoe)	Bill Watson
Resolutions	Scott Zimmerman (Williamsburg)	N/A
Circle K (CKI)	Matt Brent (Norther Neck-Kilmarnock)	John Montgomery
District Convention	Joyce Montgomery (Roanoke)	John Montgomery
Key Leader	Missy Zimmerman (Williamsburg)	John Montgomery
Public Relations	Lead - Schuyler Fury (Allegheny Highlands) Eric Lamb (Charlottesville)	Josh Hiscock
Service	Vacant	Josh Hiscock
Achievement	David Lurie (Tysons)	N/A
Past Governors	John Morris (Richmond)	N/A
Past Lt. Governors	Vacant	N/A
Builders Club	Donna Riley (Westminster)	Renee Mackey
Membership Coordinator	Caren Schumacher (Williamsburg)	Renee Mackey
Kiwanis Kids	Donna Riley (Westminster)	Renee Mackey
Conventions & Meetings	Jeffrey Wolff (Tysons)	Ron McCallum
Midyear Conference	James Shackelford (Middlesex-Saluda) Ron McCallum (Middlesex-Saluda)	Ron McCallum
Aktion Club	Jennifer Hiscock (Ellicott City)	Tim Gillette
Leadership Development & Education	Krista Latchaw (Severna Park)	Tim Gillette
Teenager of the Year	Elena Gardner (Eastern Branch, Washington)	Tim Gillette

2020-2021 **MEMBER RECOGNITION** (must complete all)

- Sponsor at least one new member (must still be a member in good standing September 30);
- Complete at least three Interclub activities (one must be with one of your Service Leadership Program clubs);
- Participate in a service project with one of your Service Leadership Program clubs or actively serve as a regional member of a District committee;
- Participate in at least one club social activity;
- Attend a minimum of three club Board of Directors meetings;
- Attend at least two Kiwanis activities at the Division (Council Meeting), District (Midyear/Convention) or International (Convention) level;
- Make a financial contribution this year to either the Capital District Kiwanis Foundation or Kiwanis Children's Fund.

2020-2021 **CLUB RECOGNITION** (must complete 6 of 8)

Club must be at or above Charter Strength of 15 members

- Net increase in membership; OR sponsorship of a new Kiwanis club.
- Has a signature project;
- Sponsorship of at least 1 Service Leadership Program;
- Participation of president and secretary in Club Leadership Education training.
- Club representation in attendance at the District, Mid-Year conventions, or Kiwanis International convention;
- \$10.00 per-member donation to the Kiwanis Children's Fund, or a 10% increase over previous year; and a \$5.00 per-member donation to the Capital District Kiwanis Foundation;
- Submission of all Monthly Reports and Election Results;
- Provide all club members with information on the Youth Protection Guidelines and reported on Secretary Dashboard.

2020-2021 **DIVISION RECOGNITION** (must have at least 5 clubs in good standing)

- Open at least 1 new club in the division; OR achieve a net increase of +2 in membership for at least two-thirds of the existing clubs.
- OR, 80% of their clubs in their division have submitted Monthly Reports each month, and;
- 80% of the clubs in their division have provided education on the Youth Protection Guidelines, and;
- All clubs in their division with SLPs have clear Criminal Background Checks for ALL of their Club Advisors.



Membership

2019-20 Starting # **4161**

Current Total **4181** (as of September 12, 2020)

Net Change **+20**

Total Active Charters – 142 (Chilhowie and Coastal Delaware on CS status for unpaid dues)

Clubs who have lost members this year: **46**

Clubs who have gained members this year: **62**

Clubs who are net 0 this year: **34**

Clubs below 15 members: **36** (13 of which have lost members this year)

Election Reporting

Club Election (2019-20): 139 out of 142 filed (Chilhowie, Coastal Delaware and Tappahannock)

Club Election (2020-21): 110 out of 142 filed (D1-1, D2-2, D3-3, D4-1, D5-5, D6-1, D7-1, D8-3, D10-2, D11-1, D13-5, D14-2, D15-3, D16-2)

Lt. Governor-Designate: 17 out of 17 elected

Lt. Governor-Elect: **6 out of 17** elected (Missing D2, D3, D4, D5, D6, D7, D8, D12, D14, D15, D17)

Club Monthly Reporting

Clubs with all 2019-20 reports turned in through end of August 2019: **71 of 142**

Clubs with no reporting in 2019-20: **13 of 142** (D2 – Fairfax & Manassas, D4-PG County, D5-Coastal Delaware, Dover, Georgetown, D6-Bel Air, D8-Strasburg, D11-Tappahannock, D13-Old Point Comfort, D14-Churchland, Great Bridge, D16-Chilhowie)

Statement of Financial Position

Capital District Kiwanis	Capital District Key Club	Capital District Circle K
Cash on Hand: \$54,417.81	Cash on Hand: \$217,481.23	Cash on Hand: \$26,107.51
Investments: \$766,726.74		
Total Assets: \$823,531.05	Total Assets: \$217,481.23	Total Assets: \$26,107.51
Net Revenue: \$48,177.36	Net Revenue: \$45,806.80	Net Revenue: \$3,178.28



Capital District Circle K

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
500 Income				
505 Membership Dues	4,900.00	5,500.00	-600.00	89.09 %
510 CDKF Subsidy	10,000.00	10,000.00	0.00	100.00 %
520 Interest on Savings	1.40	5.00	-3.60	28.00 %
530 Fall Membership Rally Regist	4,359.00	2,975.00	1,384.00	146.52 %
532 District Fundraiser		500.00	-500.00	
536 District Convernion Prog Ads		500.00	-500.00	
537 District Convention Registration	9,887.77	19,000.00	-9,112.23	52.04 %
538 ICON Spirit Packs		500.00	-500.00	
560 WASH Fundraising		250.00	-250.00	
585 Miscellaneous Fundraising		250.00	-250.00	
595 CKI Store		350.00	-350.00	
Total 500 Income	29,148.17	39,830.00	-10,681.83	73.18 %
Total Revenue	\$29,148.17	\$39,830.00	\$ -10,681.83	73.18 %
GROSS PROFIT	\$29,148.17	\$39,830.00	\$ -10,681.83	73.18 %
Expenditures				
650 Administrative Expenses Oct-Mar				
651 Governor	250.00	250.00	0.00	100.00 %
654 LTG - North		200.00	-200.00	
655 LTG - South		200.00	-200.00	
662 Club Building/Revialization Com		100.00	-100.00	
670 Other Miscellaneous Service Cost		400.00	-400.00	
Total 650 Administrative Expenses Oct-Mar	250.00	1,150.00	-900.00	21.74 %
675 Adminstrative Expenses Apr-Sep				
676 Governor		250.00	-250.00	
679 LTG - North		125.00	-125.00	
680 LTG - South		125.00	-125.00	
687 Club Building/ Revitalizati Com		40.00	-40.00	
694 Admin Expenses Apr-Sep Other		225.00	-225.00	
Total 675 Adminstrative Expenses Apr-Sep		765.00	-765.00	
700 Fall Membership Rally				
701 Camp Lodging	725.66	1,890.00	-1,164.34	38.39 %
702 Camp Meals	416.97	970.00	-553.03	42.99 %
703 Registration/Workshop Supplies	227.91	500.00	-272.09	45.58 %
704 Supplies/Decorations	65.65	200.00	-134.35	32.83 %
705 Souvenir T-Shirts	376.82	540.00	-163.18	69.78 %
Total 700 Fall Membership Rally	1,813.01	4,100.00	-2,286.99	44.22 %
710 District Convention	16,569.52		16,569.52	



Capital District Circle K

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
711 AV Rental		250.00	-250.00	
713 Comp Meals		250.00	-250.00	
714 Paid Meals		18,000.00	-18,000.00	
715 Registration Materials	87.98	150.00	-62.02	58.65 %
716 Convention T-Shirts		600.00	-600.00	
720 Decorations		300.00	-300.00	
721 Awards		600.00	-600.00	
724 District Large Scale Svc Proj	220.27	500.00	-279.73	44.05 %
725 Workshop Materials and Gifts	1,074.89	300.00	774.89	358.30 %
726 Keynote Speaker Fees		1,200.00	-1,200.00	
727 District Convention - Other	2,380.00	350.00	2,030.00	680.00 %
728 Registration fo Board		400.00	-400.00	
Total 710 District Convention	20,332.66	22,900.00	-2,567.34	88.79 %
729 Spring Officer Tng Conf				
733 Printing		250.00	-250.00	
734 Supplies/Decorations		100.00	-100.00	
Total 729 Spring Officer Tng Conf		350.00	-350.00	
739 International Convention Tour				
620 ICON Registration-Board/OTIC		1,300.00	-1,300.00	
625 ICON Lodging for Board		1,200.00	-1,200.00	
627 ICON Travel for Governor		400.00	-400.00	
743 Spirit Pack		500.00	-500.00	
Total 739 International Convention Tour		3,400.00	-3,400.00	
749 District Board Expenses	221.88		221.88	
605 GATC Travel for Governor		450.00	-450.00	
610 District Officer Traning Conf		400.00	-400.00	
750 District Officer Badges & Pins	98.00	150.00	-52.00	65.33 %
751 Board Meeting Lodging	960.20	1,175.00	-214.80	81.72 %
752 Board Meeing Supplies	69.97	600.00	-530.03	11.66 %
753 Board Meeting Meals	1,026.47	800.00	226.47	128.31 %
755 District Misc Board Expenses		1,000.00	-1,000.00	
Total 749 District Board Expenses	2,376.52	4,575.00	-2,198.48	51.95 %
759 Mandatory Expenses				
760 Web site Hosting Service		300.00	-300.00	
761 Kiwanis Administrative Expenses	285.00	700.00	-415.00	40.71 %
762 Annual Audit of Books	400.00	350.00	50.00	114.29 %
764 Form Site Account	249.95	260.00	-10.05	96.13 %
765 Other Mandatory Costs	75.75	80.00	-4.25	94.69 %
Total 759 Mandatory Expenses	1,010.70	1,690.00	-679.30	59.80 %



Capital District Circle K

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
769 Other Expenses				
615 CKI SPARK Scholarship		400.00	-400.00	
772 WASH Donation		250.00	-250.00	
773 Miscellaneous Expenses	187.00	250.00	-63.00	74.80 %
Total 769 Other Expenses	187.00	900.00	-713.00	20.78 %
Total Expenditures	\$25,969.89	\$39,830.00	\$ -13,860.11	65.20 %
NET OPERATING REVENUE	\$3,178.28	\$0.00	\$3,178.28	0.00%
NET REVENUE	\$3,178.28	\$0.00	\$3,178.28	0.00%



Capital District Key Club

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
5000 Income				
5050 Membership Dues	66,812.67	60,000.00	6,812.67	111.35 %
5100 Capital Dist Foundation		3,000.00	-3,000.00	
5200 Savings Account Interest	15.28	100.00	-84.72	15.28 %
5330 International Convention		37,000.00	-37,000.00	
5390 District Project	1,382.81		1,382.81	
5500 DCON Registration	-1,425.00	147,000.00	-148,425.00	-0.97 %
5550 Fall Rally	7,426.36	8,500.00	-1,073.64	87.37 %
5700 Miscellaneous	4,525.00		4,525.00	
Total 5000 Income	78,737.12	255,600.00	-176,862.88	30.80 %
Total Revenue	\$78,737.12	\$255,600.00	\$ -176,862.88	30.80 %
GROSS PROFIT	\$78,737.12	\$255,600.00	\$ -176,862.88	30.80 %
Expenditures				
6000 Conferences & Training		500.00	-500.00	
6010 Governor's International Tng	-400.00		-400.00	
6020 International Leadership Tng		37,000.00	-37,000.00	
6040 Summer Training Conference		5,000.00	-5,000.00	
6060 Spring Leadership Conference		4,000.00	-4,000.00	
6070 Winter Leadership Conf		3,000.00	-3,000.00	
6080 Fall Leadership Conf	46.24	3,000.00	-2,953.76	1.54 %
6090 Fall Training Rally	7,256.09	7,000.00	256.09	103.66 %
6095 Other Leadership Conferences		1,000.00	-1,000.00	
Total 6000 Conferences & Training	6,902.33	60,500.00	-53,597.67	11.41 %
6100 Officers Expenses Sep - Mar		3,200.00	-3,200.00	
6102 Governor	458.83		458.83	
6118 LTG Div 2D	89.45		89.45	
6128 LTG Div 3C	52.25		52.25	
6132 LTG Div 4A	30.79		30.79	
6134 LTG Div 4B	19.67		19.67	
6140 LTG Div 6A	51.01		51.01	
Total 6100 Officers Expenses Sep - Mar	702.00	3,200.00	-2,498.00	21.94 %
6200 Officers Expenses Apr-Sep		3,200.00	-3,200.00	
7000 General Expenses				
7005 Capital Key		200.00	-200.00	
7010 Postage & Delivery		200.00	-200.00	
7015 Printing		300.00	-300.00	
7020 Supplies		500.00	-500.00	
7025 Admin\\Training Supplies		700.00	-700.00	



Capital District Key Club

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7030 District Project		50,000.00	-50,000.00	
7035 District Website		250.00	-250.00	
7040 Badges & Board Shirts	1,659.27	2,000.00	-340.73	82.96 %
7045 District Leadership Conference		1,000.00	-1,000.00	
7050 Miscellaneous Expenses	285.00	1,000.00	-715.00	28.50 %
7055 Board Meeting Transportation		2,500.00	-2,500.00	
7060 Zone Administrator Expenses		3,000.00	-3,000.00	
7065 Audit of Books	500.00	500.00	0.00	100.00 %
7080 New Club Support		1,000.00	-1,000.00	
Total 7000 General Expenses	2,444.27	63,150.00	-60,705.73	3.87 %
7300 Administrator's Expenses		4,000.00	-4,000.00	
7500 District Convention	0.00		0.00	
7504 Printing		600.00	-600.00	
7506 Name Tag, Ribbons, etc.	264.61	300.00	-35.39	88.20 %
7508 Office Supplies	232.76	500.00	-267.24	46.55 %
7510 Program Printing		1,500.00	-1,500.00	
7514 Motivational Speaker	1,750.00	3,000.00	-1,250.00	58.33 %
7518 Audio Visual Equipment		12,000.00	-12,000.00	
7520 Awards & Trophies		3,000.00	-3,000.00	
7522 Souvenirs	12,096.18	11,000.00	1,096.18	109.97 %
7526 Officers Pins and Gifts		500.00	-500.00	
7528 Board and Guest Rooms	2,286.60		2,286.60	
7530 Board & Guest Meals	5,794.38	5,000.00	794.38	115.89 %
7532 Convention Banquet		33,000.00	-33,000.00	
7534 Convention Breakfast		28,150.00	-28,150.00	
7536 Advisor Reception		2,500.00	-2,500.00	
7542 Misc General Expenses	457.19	1,000.00	-542.81	45.72 %
7544 Vehicles		500.00	-500.00	
7546 Hotel Rooms		69,000.00	-69,000.00	
Total 7500 District Convention	22,881.72	171,550.00	-148,668.28	13.34 %
Total Expenditures	\$32,930.32	\$305,600.00	\$ -272,669.68	10.78 %
NET OPERATING REVENUE	\$45,806.80	\$ -50,000.00	\$95,806.80	-91.61 %
NET REVENUE	\$45,806.80	\$ -50,000.00	\$95,806.80	-91.61 %



Capital District Kiwanis

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Income				
4010 Membership Dues	129,370.00	134,400.00	-5,030.00	96.26 %
4020 Money Market Interest	1.58	10.00	-8.42	15.80 %
4030 Edward Jones Income		26,636.00	-26,636.00	
4500 Mid Year Conference				
4504 Registration	16,428.78	5,000.00	11,428.78	328.58 %
4510 Program		500.00	-500.00	
4520 Friday Dinner		4,000.00	-4,000.00	
4525 Saturday Breakfast		3,750.00	-3,750.00	
4530 Saturday Lunch		5,000.00	-5,000.00	
4535 Saturday Dinner		6,750.00	-6,750.00	
4540 Sunday Breakfast		3,750.00	-3,750.00	
Total 4500 Mid Year Conference	16,428.78	28,750.00	-12,321.22	57.14 %
4600 District Conventions		50,000.00	-50,000.00	
4700 Other Events				
4720 International Convention Dinner		5,000.00	-5,000.00	
4740 Past Governor's Weekend		600.00	-600.00	
4780 Key Leader Scholarships		7,516.00	-7,516.00	
4790 Key Leader Income	0.00	14,000.00	-14,000.00	0.00 %
Total 4700 Other Events	0.00	27,116.00	-27,116.00	0.00 %
Total 4000 Income	145,800.36	266,912.00	-121,111.64	54.62 %
Total Revenue	\$145,800.36	\$266,912.00	\$ -121,111.64	54.62 %
GROSS PROFIT	\$145,800.36	\$266,912.00	\$ -121,111.64	54.62 %
Expenditures				
5000 Expenses				
5100 Travel & Administration				
5105 District Governor	1,446.80	4,500.00	-3,053.20	32.15 %
5110 District Governor-Elect	949.56	2,500.00	-1,550.44	37.98 %
5115 District Secretary/Treasurer	1,224.83	3,000.00	-1,775.17	40.83 %
5120 Immediate Past Governor		2,000.00	-2,000.00	
5125 Chesapeake Bay Trustee	123.30	700.00	-576.70	17.61 %
5135 Heart of Virginia Trustee	630.36	700.00	-69.64	90.05 %
5140 Mason Dixon Trustee	587.48	700.00	-112.52	83.93 %
5145 National Capital Trustee	1,048.12	700.00	348.12	149.73 %
5150 Southeast Virginia Trustee	428.96	700.00	-271.04	61.28 %
5160 Southwest Virginia Trustee	579.06	700.00	-120.94	82.72 %
5162 Division 1 Lieutenant Governor	129.20	500.00	-370.80	25.84 %
5164 Division 2 Lieutenant Governor	168.40	500.00	-331.60	33.68 %
5166 Division 3 Lieutenant Governor	107.44	500.00	-392.56	21.49 %



Capital District Kiwanis

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5168 Division 4 Lieutenant Governor	240.80	500.00	-259.20	48.16 %
5170 Division 5 Lieutenant Governor	729.60	500.00	229.60	145.92 %
5171 Division 6 Lieutenant Governor	268.40	500.00	-231.60	53.68 %
5172 Division 7 Lieutenant Governor	68.00	500.00	-432.00	13.60 %
5173 Division 8 Lieutenant Governor		500.00	-500.00	
5174 Division 9 Lieutenant Governor	691.20	500.00	191.20	138.24 %
5176 Division 10 Lieutenant Governor		500.00	-500.00	
5178 Division 11 Lieutenant Governor	144.80	500.00	-355.20	28.96 %
5180 Division 12 Lieutenant Governor	637.40	500.00	137.40	127.48 %
5182 Division 13 Lieutenant Governor		500.00	-500.00	
5184 Division 14 Lieutenant Governor	297.20	500.00	-202.80	59.44 %
5185 Division 15 Lieutenant Governor	706.40	500.00	206.40	141.28 %
5186 Division 16 Lieutenant Governor	760.00	500.00	260.00	152.00 %
5187 Division 17 Lieutenant Governor	826.40	500.00	326.40	165.28 %
Total 5100 Travel & Administration	12,793.71	24,700.00	-11,906.29	51.80 %
5200 Mid Year Conferences	12,992.81		12,992.81	
5205 Program	596.08	500.00	96.08	119.22 %
5210 Friday Leadership Luncheon		1,320.00	-1,320.00	
5215 Friday Night Event	800.00	4,000.00	-3,200.00	20.00 %
5220 Saturday Breakfast		3,300.00	-3,300.00	
5225 Saturday Lunch		4,400.00	-4,400.00	
5230 Saturday Dinner		6,300.00	-6,300.00	
5235 Sunday Breakfast		3,300.00	-3,300.00	
5240 Comp Room Night		3,600.00	-3,600.00	
5245 Comp Meals		2,592.00	-2,592.00	
Total 5200 Mid Year Conferences	14,388.89	29,312.00	-14,923.11	49.09 %
5300 District Convention - General		50,000.00	-50,000.00	
5334 Registration Supplies	360.00		360.00	
Total 5300 District Convention - General	360.00	50,000.00	-49,640.00	0.72 %
5400 District Conv - Officer Stipend				
5405 Chesapeake Bay Trustee		500.00	-500.00	
5415 Heart of Virginia Trustee		500.00	-500.00	
5420 Mason Dixon Trustee		500.00	-500.00	
5430 National Capital Trustee		500.00	-500.00	
5435 Southeast Virginia Trustee		500.00	-500.00	
5440 Southwest Virginia Trustee		500.00	-500.00	
5441 Trustee Designate 1		500.00	-500.00	
5442 Trustee Designate 2		500.00	-500.00	
5445 Division 1 Lieutenant Governor		400.00	-400.00	
5450 Division 2 Lieutenant Governor		400.00	-400.00	



Capital District Kiwanis

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
5455 Division 3 Lieutenant Governor		400.00	-400.00	
5460 Division 4 Lieutenant Governor		400.00	-400.00	
5465 Division 5 Lieutenant Governor		400.00	-400.00	
5467 Division 6 Lieutenant Governor		400.00	-400.00	
5468 Division 7 Lieutenant Governor		400.00	-400.00	
5470 Division 8 Lieutenant Governor		400.00	-400.00	
5475 Division 9 Lieutenant Governor		400.00	-400.00	
5480 Division 10 Lieutenant Governor		400.00	-400.00	
5485 Division 11 Lieutenant Governor		400.00	-400.00	
5490 Division 12 Lieutenant Governor		400.00	-400.00	
5495 Division 13 Lieutenant Governor		400.00	-400.00	
5500 Division 14 Lieutenant Governor		400.00	-400.00	
5505 Division 15 Lieutenant Governor		400.00	-400.00	
5510 Division 16 Lieutenant Governor		400.00	-400.00	
5515 Division 17 Lieutenant Governor		400.00	-400.00	
5550 Division 1 LTG Designate		400.00	-400.00	
5555 Division 2 LTG Designate		400.00	-400.00	
5560 Division 3 LTG Designate		400.00	-400.00	
5565 Division 4 LTG Designate		400.00	-400.00	
5570 Division 5 LTG Designate		400.00	-400.00	
5572 Division 6 LTG Designate		400.00	-400.00	
5573 Division 7 LTG Designate		400.00	-400.00	
5575 Division 8 LTG Designate		400.00	-400.00	
5580 Division 9 LTG Designate		400.00	-400.00	
5585 Division 10 LTG Designate		400.00	-400.00	
5590 Division 11 LTG Designate		400.00	-400.00	
5595 Division 12 LTG Designate		400.00	-400.00	
5600 Division 13 LTG Designate		400.00	-400.00	
5605 Division 14 LTG Designate		400.00	-400.00	
5610 Division 15 LTG Designate		400.00	-400.00	
5615 Division 16 LTG Designate		400.00	-400.00	
5620 Division 17 LTG Designate		400.00	-400.00	
Total 5400 District Conv - Officer Stipend		17,600.00	-17,600.00	
5700 Int Con Officer Stipend				
5705 District Governor		1,000.00	-1,000.00	
5710 District Governor Elect		1,250.00	-1,250.00	
5715 District Secretary Treasurer		1,250.00	-1,250.00	
5720 Immediate Past Governor		1,250.00	-1,250.00	
5725 Chesapeake Bay Trustee		900.00	-900.00	
5735 Heart of Virginia Trustee		900.00	-900.00	



Capital District Kiwanis

BUDGET VS. ACTUALS

October 2019 - September 2020

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
5740 Mason Dixon Trustee		900.00	-900.00	
5750 National Capital Trustee		900.00	-900.00	
5755 Southeast Virginia Trustee		900.00	-900.00	
5760 Southwest Virginia Trustee		900.00	-900.00	
5765 Division 1 LTG Designate		900.00	-900.00	
5770 Division 2 LTG Designate		900.00	-900.00	
5775 Division 3 LTG Designate		900.00	-900.00	
5780 Division 4 LTG Designate		900.00	-900.00	
5785 Division 5 LTG Designate		900.00	-900.00	
5786 Division 6 LTG Designate		900.00	-900.00	
5788 Division 7 LTG Designate		900.00	-900.00	
5790 Division 8 LTG Designate		900.00	-900.00	
5795 Division 9 LTG Designate		900.00	-900.00	
5800 Division 10 LTG Designate		900.00	-900.00	
5805 Division 11 LTG Designate		900.00	-900.00	
5810 Division 12 LTG Designate		900.00	-900.00	
5815 Division 13 LTG Designate		900.00	-900.00	
5820 Division 14 LTG Designate		900.00	-900.00	
5825 Division 15 LTG Designate		900.00	-900.00	
5830 Division 16 LTG Designate		900.00	-900.00	
5835 Division 17 LTG Designate		900.00	-900.00	
Total 5700 Int Con Officer Stipend		25,450.00	-25,450.00	
5900 Other District Events				
5905 Leadership Team Education Conf	1,221.95	12,000.00	-10,778.05	10.18 %
5910 International Convention Dinner		5,000.00	-5,000.00	
5920 Past Governor's Weekend		600.00	-600.00	
5925 2018 K-Family Weekend		12,000.00	-12,000.00	
Total 5900 Other District Events	1,221.95	29,600.00	-28,378.05	4.13 %
6000 Service Leadership Programs				
6005 Aktion Club		1,910.00	-1,910.00	
6010 Builders Club		1,700.00	-1,700.00	
6015 Circle K International	2,910.96	7,500.00	-4,589.04	38.81 %
6020 Kiwanis Kids		1,000.00	-1,000.00	
6025 Key Club Intenational		4,000.00	-4,000.00	
6030 Key Leader Expenses	0.00		0.00	
6034 SLP Matching Scholarhips	10,050.00	5,000.00	5,050.00	201.00 %
6035 Children and Youth		500.00	-500.00	
Total 6000 Service Leadership Programs	12,960.96	21,610.00	-8,649.04	59.98 %
6100 District Committees				
6105 Long Range Planning		500.00	-500.00	



Capital District Kiwanis

BUDGET VS. ACTUALS

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6110 Bylaws and Policies		240.00	-240.00	
6115 Finance		500.00	-500.00	
6120 Youth Protection Manager		600.00	-600.00	
6130 Public Relations		700.00	-700.00	
6135 Service		600.00	-600.00	
6146 Kiwanis Children's Fund Representative		500.00	-500.00	
6150 Leadership & Education		1,000.00	-1,000.00	
6195 Membership	88.06	10,000.00	-9,911.94	0.88 %
6197 Partnerships		500.00	-500.00	
Total 6100 District Committees	88.06	15,140.00	-15,051.94	0.58 %
6200 Staff Expenses				
6205 District Sec/Treas Contract	27,500.00	30,000.00	-2,500.00	91.67 %
6215 The Capital Builder Editor	6,000.00	6,000.00	0.00	100.00 %
6220 The Capital Kiwanian Designer	4,000.00	6,000.00	-2,000.00	66.67 %
Total 6200 Staff Expenses	37,500.00	42,000.00	-4,500.00	89.29 %
6300 General Expenses				
6305 Awards & Trophies	2,035.36	800.00	1,235.36	254.42 %
6310 Pins & Certificates	1,373.68	700.00	673.68	196.24 %
6315 Director & Office Insurance	800.00	800.00	0.00	100.00 %
6320 Annual Audit of Books	750.00	900.00	-150.00	83.33 %
6325 Hosting of Intl. Trustee		500.00	-500.00	
6330 District Office	3,205.58	1,000.00	2,205.58	320.56 %
6335 Office Supplies	889.01	1,250.00	-360.99	71.12 %
6340 Telephone/Internet	843.25	1,500.00	-656.75	56.22 %
6345 Postage & Postate Meter	628.61	250.00	378.61	251.44 %
6356 ICON Promotion		300.00	-300.00	
6365 Eliminate Project Donations	11,000.00		11,000.00	
6370 Bank Fees		200.00	-200.00	
6380 Board Meeting Expenses	988.76	3,000.00	-2,011.24	32.96 %
6385 Background Checks	180.00	1,000.00	-820.00	18.00 %
6396 Internet Applications	1,415.18		1,415.18	
Total 6300 General Expenses	24,109.43	12,200.00	11,909.43	197.62 %
Total 5000 Expenses	103,423.00	267,612.00	-164,189.00	38.65 %
Total Expenditures	\$103,423.00	\$267,612.00	\$ -164,189.00	38.65 %
NET OPERATING REVENUE	\$42,377.36	\$ -700.00	\$43,077.36	-6,053.91 %
NET REVENUE	\$42,377.36	\$ -700.00	\$43,077.36	-6,053.91 %



Region: Chesapeake

Date: September 11, 2020

To be submitted to the District Secretary-Treasurer no later than 21 days before each quarterly District Board Meeting. For each division in your region, comment on the areas below.

1. MEMBERSHIP

Working in concert with Jenn Hiscock, the Chesapeake Region representative on the Capital District Membership Committee, we are making membership a top priority for 2020-2021. Both Krista Latchaw (Division 4) and Christine Johnson (Division 5) have plans for the enhancement of current club membership and growth of new clubs in the year ahead.

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
Next Generation e-Club (Division 4)	In Progress
Catonsville (Division 4)	In Progress; Delayed
Kar-wanis (Division 5)	Idea In Development
Two New Aktion Clubs (1 in Division 4 and 1 in Division 5)	Site Selection In Development

3. CHALLENGES OR ASSISTANCE NEEDED

Over the upcoming year, it is a primary focus to improve communication between the two halves of the region to create greater unity and synergy. There is a lot of distance between clubs in Division 4 and Division 5, but we need to bridge the gap better than we currently are. This must be reflected in how active and connected clubs within each division are.

Our regional has a small number of outstanding Youth Protection Policy compliance issues, particularly with Kiwanis Advisors and their background checks. This is a critical focus for the first 30 days of the 2020-2021 Kiwanis year.

An immediate focus will be getting all Kiwanis clubs back to meeting on a regular basis. Some clubs in the Chesapeake Region have not met in any form since March when the COVID-19 pandemic began. While a few clubs took advantage of the summer months to resume safely social-distanced outdoor meetings, others have done nothing. With the return of shorter days, colder weather, and flu season, it seems unlikely that clubs will resume in-person meetings anytime soon. This means some clubs will not survive if they do not begin meeting virtually at least once per month. This is a critical focus for the first 30-60 days of the 2020-2021 Kiwanis year.

The Kiwanis clubs in Division 4 and Division 5 sponsor a substantial number of SLP clubs. With the onset of virtual learning in many school districts, it is imperative that our Kiwanis clubs perform extensive outreach to Faculty Advisors. Assistance must be offered in multiple ways – creating safe joint service projects, helping to organize online club meetings, and offering advice and counsel on the payment of dues. While Kiwanis International has offered flexibility for the payment of annual fees for K-Kids and Builder's Clubs that are not able to operate this academic year, it is not relaxing dues requirements for Key Clubs and CKI clubs. This means that any club that is meeting, virtually or in-person, is expected to pay dues by December 01. Clubs that fail to do so will be faced with penalties if they continue to operate under the banner of Key Club or CKI. This is a critical focus for the first 30-60 days of the 2020-2021 Kiwanis year.

There is also an immediate need to begin cultivating a greater leadership pipeline for the Lt. Governor roles in Division 4 and Division 5. At this point, neither division has a Lt. Governor-Elect. There are no interested candidates. This is a critical focus for the first 60-90 days of the 2020-2021 Kiwanis year.

There will be a greater focus on interclub collaboration and interclubbing in 2020-2021. Given the on-going global public health pandemic and the continuation of online meetings for the foreseeable future, this can be easily accomplished. The synergy of working with other Kiwanis clubs may help to build momentum for clubs that have been dormant since March. It will also create a positive and collegial environment for new Kiwanians. This is a critical focus for the first 90-120 days of the 2020-2021 Kiwanis year.

As my term as Trustee of the Chesapeake Region begins, I do not have any immediate questions. There is no need for immediate assistance.

4. OTHER COMMENTS

SIGNED: _____



August 4, 2020

HEART OF VIRGINIA TRUSTEE BOARD REPORT

For each Division provide the following information: [Use additional pages if necessary.]

1. Name of the Division Club Counselor and Growth Chair
 2. Lieutenant Governor submitted copy of club reports to Trustee
 3. Membership growth/decrease
 4. Plans for new club (s)
 5. Plans for new SLP's
-

Division 9

1. The Club Counselors are Dennis Baugh and Eric Lamb, Growth Chair (Membership): Michelle Larose

2. Service is continuing to happen.

Charlottesville continues with it's Foster Care Back Pack Program giving out 45 bags in the last two weeks and also with it's Walmart Partnership, totals for this kiwanis year are very close to \$100,000.00 in merchandise that has come to the Charlottesville club and then redistributed to local non profits (The Salvation Army, The Haven homeless Shelter, Sexual Assault Resource Agency, Shelter for Help in Emergency, Thrive Womens Healthcare, Loaves and Fishes Food Pantry and more).

The Staunton Club has formed a similar partnership with the Martin's Grocery Store Chain and is picking up pallets as well. They Distribute Food, Baby Items and more each week. In the four months that this project has been going, they have been able to account for over 6,000 meals donated directly to the Salvation Army and the Blue Ridge Area Food Bank and other small food pantries.

Harrisonburg has recently received a \$50,000.00 donation from a former Scholarship winner and asked that all the funds be distributed to College Cound students this year.

Shenandoah Valley has donated to the local Community Fund for Covid relief.

Waynesboro has been continuing work on their amazing reading program that is in conjunction ith the Dolly Parton Imagination Library Fund.

Alleghany Highlands has been able to donate over 4,000 pounds of food to local food pantries and been able to give cash to the same 4 food pantries.

Orange County has recently moved meeting location due to Covid and has been working on planning a membership push.

3. Off 2 members year-to-date

4. No new clubs planned at this point
5. Charlottesville is speaking with a private school about a new Key Club during this Covid time, talks have slowed.

Division 10 (no updated report from August)

- 1.
2. Colonial heights and Hopewell are the only ones meeting in person. Chester, Dinwiddie, and Petersburg are still active but mostly meeting online. Central Chesterfield is meeting for the first time at the end of this month and Crewe is waiting till September before they meet. Being an older club they have shown the greatest worry about the virus and meeting in person.

Petersburg and Chester tried to meet in person but turnout was low. A lot of Diniwiddie people work together so most of the clubs are still active. Chester is working a lot with the local food bank that is in need of lots of supplies. Dinwiddie is working with the children that are not being fed. Colonial Heights moved their shrimp fest to October 10. Chester moved their patriot day to October 14 (Be good if you or Dennis could come on down to this event).

As far as representatives I know Pat Daily has shown interest. You have three amazing LTG that I am sure all of us would volunteer to represent the HOV wherever it is needed. Looking forward to my second year now I know more. I am going to try to work more with Billy as well so he will be more prepared for his year in 2021.

3. Up 9 members year-to-date
- 4.
- 5.

Division 11 (no updated report from August)

- 1.
2. Richmond started their hybrid model. Midlothian-Chesterfield's meetings are continuing through zoom until the foreseeable future as well as Ashland. Tuckahoe should be resuming in person dinner meetings tomorrow (8-20). Tappahannock is in the process of getting re-regiatered with the VA State Corporation Commission and is planning on meeting on Zoom in the near future.

3. Off 12 members year-to-date
- 4.
- 5.



Region: Mason Dixon

Date: 09/03/2020

To be submitted to the District Secretary-Treasurer no later than 21 days before each quarterly District Board Meeting. For each division in your region, comment on the areas below.

1. MEMBERSHIP

A few clubs have installed new members online. The Membership Chair Training provided useful ideas. I am concerned we may lose members the longer clubs are unable to meet in person. Interest wanes without regular face-to-face service projects and annual fundraisers.

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
None at this time	

3. CHALLENGES OR ASSISTANCE NEEDED

Division 6

Four clubs are currently not meeting. They plan to start up when face-to -face meetings are possible. One club is meeting in the backyard of a member.

Division 7

Clubs utilize guest speakers and programs for virtual meetings but find it a challenge to keep members engaged who do not have internet access.

Division 8

Winchester and Blue Ridge clubs lost their meeting locations as it was leased by Shenandoah University. Lt. Gov. Al Siebert is working with them to find another site. The Winchester club is now meeting every Wednesday at noon at the Winchester Moose Lodge 1283 located at 215 E. Cook St. 22601

The Lt. Governors voiced concern over SLP's this fall with most school districts offering only online instruction.

4. OTHER COMMENTS

Division 7

Lt. Governor Bill Butts is working with Key Club Divison 7A Lt. Gov. Samantha Dillard for a joint Kiwanis project, Operation Pen Pal, coordinated with Victorain Senior Care. It is good to see these connections within our Kiwanis family.

SIGNED: Renee L. Mackey



Region: National Capital

Date: 09/02/2020

To be submitted to the District Secretary-Treasurer no later than 21 days before each quarterly District Board Meeting. For each division in your region, comment on the areas below.

1. MEMBERSHIP

Division 1 has a total of 220 members, which is a +13 gain in 2020. Clubs not a charter strength are: Capitol Hill, Far East Washington, NW Washington, and SW Waterfront. Division 2 has a total of 242 members, which is a -2 loss in 2020. Clubs not a charter strength are Leesburg, and Woodbridge. Division 3 has a total of 152 members, which is a + 10 gain in 2020. The club below charter strength is Charles County.

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
SLPs are on hiatus for the most part due to COVID.	
No new Kiwanis clubs planned in the region at this time.	

3. CHALLENGES OR ASSISTANCE NEEDED

Succession Planning - only Division 1 has an elected Lt. Governor-Elect for 2021.

Division 1 - A large number of clubs below charter strength.

Division 2 - Declining membership in 2020 (even before the normal October purge).

Division 3 - Loss of most of the clubs in Eastern MD.

Overall -- Keeping members engaged when not meeting in person. When we come out of COVID, what will our weaker clubs look like? Will they exist?

4. OTHER COMMENTS

Contact made with Lt. Governors in the Region. Requested them to include me on any DCM invites.

Contact made with the chairpersons of the committees in which I am supervising.

** I plan to have a much more comprehensive report for the next board meeting as I settle in as Trustee**

SIGNED: Timothy R. Gillette



Region: Southeast Virginia

Date: 11 September 2020

To be submitted to the District Secretary-Treasurer no later than 21 days before each quarterly District Board Meeting. For each division in your region, comment on the areas below.

1. MEMBERSHIP

Negative 9 members net growth, 995 total members, no new clubs opened. Thirteen of 29 clubs positive net growth, 9 of 29 clubs negative net growth. Largest membership growth in Greater Hilton (+5). Largest member losses in New Kent (-8), Middlesex (-7), and Chesapeake (-4). Six of 29 clubs with less than Charter-strength, and 12 of 29 with less than 20 members.

	Starting #	Current Total	Net change	+ Growth Clubs	- Growth Clubs	< Charter Strength	< 20 members
Division 12	499	484	-15	2	4	0	1
Division 13	207	217	+10	5	1	2	4
Division 14	298	294	-4	6	5	4	7
SEVA Total	1004	995	-9	13	10	6	12

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
King William and West Point (Div 12) Initial review/analysis worked has been completed. Visits with potential members in King William have begun. Has been on hold due to Covid 19. Discussion about creating a virtual club. Work is set to begin.	ACTIVE
Richmond County/Warsaw area (Div 12) List of potential members has been prepared. Northern Neck Club interested as sponsoring club. Working on a method to communicate with the community.	ACTIVE
SLP - New Kent High School (Div 12) - for coming school year; challenge is getting Faculty Advisor, as well as uncertainty of school opening in pandemic.	TBD
Division 13 - Kiln Creek - Individual requesting formation of this club has requested it be put on an indefinite hold. No other new club plans reported.	ON HOLD
Division 14 - There are two clubs/areas under consideration 1) Virginia Beach - West Neck Rd area; 2) Suffolk Club has said that the Harbor View area could be an attractive place to seek out potential new club members. Need more work on these.	TBD

3. CHALLENGES OR ASSISTANCE NEEDED

The 29 clubs in SE Virginia are addressing the uncertainty and challenges of the pandemic with varying degrees of success. Many are planning fundraisers for this fall. Varied school reopening plans remain a challenge for most clubs and SLPs.

Division 12 - Membership is down in the division; mostly limited to two clubs - New Kent and Middlesex. LTG has completed all LTG Progress visits. New Kent continues to struggle with establishing itself. Caren Schumacher involved and considering converting the club to a virtual club.

Division 13 - The division is holding even at this time and several clubs have added a members. This could change very quickly. There is also talk of a couple clubs merging. Membership in Denbigh Kiwanis Club a major LTG concern. LTG will contact the District membership committee.

Division 14 - President Trey Carter of the Virginia Beach Beachcombers Club said he hopes his club can survive this pandemic. LTG will follow-up. The President of the Ocean View Beach, Norfolk club expressed concern that her club just lost two members who moved out of the area, bringing their club down below charter strength, even though they have added 3 members this year.

4. OTHER COMMENTS

Division 12 - Most clubs are meeting in person or via Zoom. Several clubs are planning fall activities, ie, food pantries, golf tournaments and BBQ sales. At long last, all Division 12 monthly reports are current!!!!!! Final Lt. Gov visits completed. Installation completed for Northern Neck, others have been scheduled. There is much more activity among the clubs. Clubs adjusted to meeting via various formats. Fund raisers are being scheduled. Clubs are talking about projects for upcoming year.

Division 13 - Mercury 64 has given a breakfast to the new teachers in Hampton schools for 48 years. This year will be virtual with a gift card being presented to each new teacher. In November the club will celebrate 58 years of Kiwanis service and charter member Bernie Friedland will be honored for perfect attendance during those 58 years.

Eight of the clubs have maintained contact with Zoom or phone conference calls. The other club has begun to meet face to face weekly and use masks, social distancing etc.

There are no plans for new clubs in our Division 13 but hope to continue with the existing number. No SLPs are in the works at this time

Division 14 - "President-Elect Dennis Baugh has a good theme for 2020-2021: Spread the Word. I am all about increasing our footprint the marketplace to attract prospective new members."



Ron McCallum, District Trustee, Southeast Virginia Region

SIGNED: _____

August 4, 2020

SOUTHWEST REGION TRUSTEE BOARD REPORT (9/12/20)

Division 15 (Hi Nicely, Lt. Governor) – 451 members, +8

Hi underwent back surgery this summer, but his recovery has been successful and he is back “in the saddle,” engaged with his clubs.

We were saddened to learn of Smith Mountain Lake’s decision to close in late July. The crux of the SML membership was dual members from the sponsoring clubs (Botetourt and Roanoke) – including four past LTGs – Jackie Bledsoe, Lloyd Enoch, Hi and myself. Our attendance was very consistent, as was that of a fifth dual member – George Honeycutt – the SML members had dwindled to just a few. Charter President Forrest Bassett and his wife, Linda, served as officers – but were tired and the Vice President is scheduled to move. The dual members had indicated a wish to back off after 2 ½ years – and there just weren’t enough active members to sustain the organization.

Most of the other division’s clubs are meeting either in person or virtually. Botetourt has backed off to twice a month (they formerly met weekly). Salem conducted a successful golf tournament in early September; Botetourt held a successful recycling drive for used computers and electrical appliances. Roanoke completed its \$400,000 playground and turned over the keys to the city.

The crux of eh

Division 16 (Bob Lewit, Lt. Governor) – 246 members, +15

Division 17 (Catherine Cummins, Lt. Governor) – 252 members, even

Catherine visited 11 of 12 clubs (missing Council, which called off a meeting she intended to make) during the quarter. The filed report indicated some weak spots that are being addressed individually but directly.

Catherine has been active in setting up training and a spring DCM. She is an active participant in the Governor’s monthly calls. She has also “ridden herd” as necessary with clubs needing to fulfill such requirements as completing IRS documents, submitting delinquent dues payments, and completing Youth

Protection Training and Background Checks. She has set up a virtual DCM for the first week of May.



Committee: Finance

Date: September 2, 2020

Chairperson: Bob Wright

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.]

All members informed that they now have the right to vote following the Board's August 21, 2020 meeting that changed policy.

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

GOAL	% Complete
1. Prepare with the District Secretary-Treasurer, review, amend as necessary, and submit to the Board the recommended annual budget. <i>The committee met on August 31, 2020 (6 of 10 members present and met quorum of 5) to review all CapDist K Family budgets for 2020-2021 and unanimously recommend the approval of all as submitted.</i>	100%
2. Review the proposed budgets for all Kiwanis family district conventions and conferences (CDKI DCON, Midyear; CDCKI DCON; CDKCI DCON) and submit recommendations to the Board. <i>Same as #1 above.</i>	100%
3. Review the proposed annual budget for Service Leadership Programs (i.e., CDCKI, CDKCI) and their Administrators and submit recommendations to the Board. <i>Same as #1 above.</i>	100%
4. Review recommendations with financial implications from any committee, especially Long-Range Planning, and provide recommendations to the Board. Review recommendations with financial implications for Board actions and provide recommendations to the Board. <i>The committee is looking into district investment objectives in order to align policy and practice.</i>	Ongoing
5. Monitor and review investment activities and report to the Board quarterly. <i>Prepared a summary of investments as of August 31, 2020.</i>	Ongoing

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

Heads up. Addressing the disconnect between district policy and its investment portfolio will require adjustment to district policy after careful deliberation of the district's investment objective. The board and Finance and Bylaws and Policies Committees will need to work in concert to put a solution in place.

4. COMMENTS (use continuation sheet if necessary):

The chair observed that district investments are not in synch with district policy. The chair subsequently met with the district investment manager and district Secretary-Treasurer, incumbent and designate to see if there is merit to the observation. While district policy would result in 65% of its assets invested in fixed income instruments, in reality 65% of assets are invested in equity funds. The committee is proceeding to identify potential policy change recommendations while formulating questions for the district's investment manager.

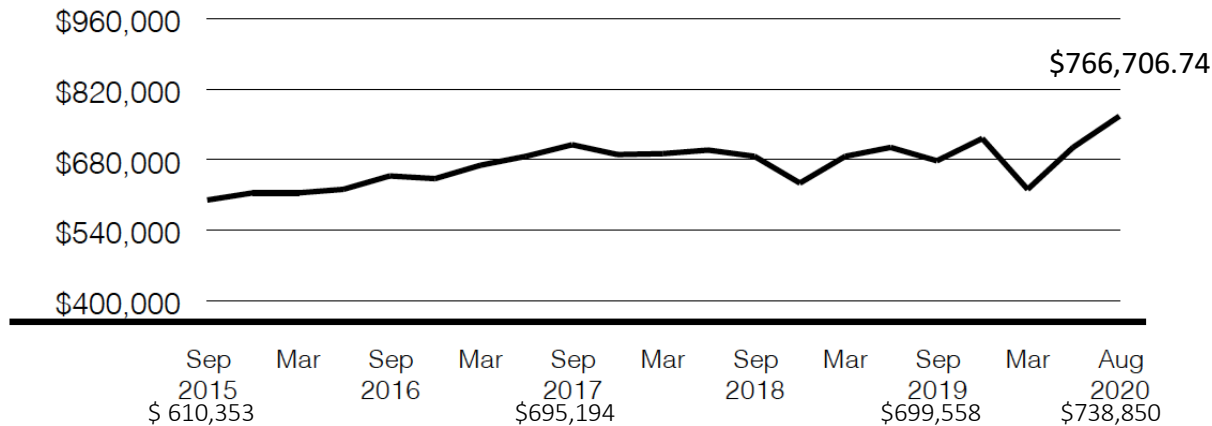
SIGNED: Robert C Wright

February 8, 2012

CDKI Edward Jones Account Overview

Value of Your Account

as of August 28, 2020



Assets

		Share
Cash, Insured Deposits,		
Money Market Funds	\$ 55,866.61	7.3 %
Exchanges, Closed End Funds	\$ 5,122.11	0.7 %
Mutual Funds	\$ 705,718.02	92.0%
..... > Equities.....	\$549,474.94	71.6%
> Fixed Income (CDs, bonds).....	\$156,243.08	20.4%
	\$ 766,706.74	100.0 %

Income	Interest	Dividends
2020	\$ 46.18 ¹	\$ 6,374.95 ^{1,2}
2019	\$ 21.60	\$ 18,735.84 ³
2018	\$ 210.96	
2017	\$ 1,469.75	

² Year-to-date

³ \$11,818 Estimated for 2020

⁴ 2019 year-end dividends, \$ 1,235.62, reinvested in January, 2020

Investment of Reserves	Per Policy	Reality
Insured Fixed Income	\$458,353 (39.8%)	\$60,988.72 (7.9%)
Equivalent of adjusted annual operating expenses (estimated \$150,000)		
And at least 50% of remaining investments		
Equities	\$308,354 (60.2%)	\$705,718.02 (92.1%)
Up to 50% of remaining investments		\$766,706.74
Maximum in any industry group/sector	10%	up to 20%
Average security maturity	5 years	7 years
Maximum security maturity	10 years	12 years

Analysis: As a consequence of a strong market, over the past 5 years investments have grown 25.6%, with Equities becoming an increasing share of this account. As a result, equities comprise 92.1% of the account rather than the 40.2% it should be per policy.

The Finance Committee is working with the district's Investment Manager to identify alternatives to better align district policy with an investment strategy of protecting principal while generating income sufficient to cover projected budget needs.



Committee: Aktion Club

Date: 09/26/2020

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 ☒ [Note: Regions without representation below.]

Representation is included from the following regions: Chesapeake Bay, Heart of Virginia, and Mason-Dixon

Representation is missing from the following regions: Southeast Virginia, Southwest Virginia, and National Capital

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

GOAL	% Complete
The Aktion Club committee will arrange for and identify an Aktion Club speaker each K family convention (Kiwaniis, CKI, and Key Club) to strengthen the bond between the various programs and promote K family interaction.	33
The Aktion Club Committee will promote this branch of the Service Leadership Programs family at all opportune times in order to hit 350 members within the district.	75
The Aktion Club committee will provide training opportunities for Capital District Kiwanis members at DCON, CKI DCON, Key Club DCON, and other regional events as invited.	100
The Aktion Club committee chair will add at least one (1) Kiwanis member from each region of the district.	50
The Aktion Club committee will charter two (2) new clubs within the Capital District.	0

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

Assistance with finding Kiwanis Clubs who are willing to sponsor an Aktion Club; there is certainly community interest! I know Aktion Clubs are a main priority area for Governor-Elect Baugh and I look forward to continuing to grow our family across the Capital District! I will be here to assist clubs along the way!

4. COMMENTS (use continuation sheet if necessary):

Goal 1 - $1/3 = 33.3\%$ A speaker had been secured for Key Club DCON which needed to be cancelled due to COVID-19. I was not asked to secure and have a speaker present at CKI DCON this year, nor could I given the cancellation of District Convention.

Goal 2 - $262/350 = 75\%$

Goal 3 - $3/4 = 75\%$. Aktion Club materials were available at Kiwanis Mid-Winter at the table display. Aktion Club was also represented at our district's virtual education day, as I assisted in presenting a workshop on becoming an advisor and the benefits to our SLP clubs. Aktion Club was also represented on the CKI District Convention SLP panel to share information on how to charter a club, serve alongside one another, etc. Aktion Club was going to be included in the Kiwanis Family workshop at Key Club DCON, which unfortunately needed to be cancelled due to COVID-19. Had the Key Club convention occurred, we would have had 100% completion.

Goal 4 - $3/6 = 50\%$

Goal 5 - $0/2 \text{ clubs} = 0\%$. The most challenging aspect is trying to find Kiwanis Clubs willing to take on the sponsorship responsibilities.

SIGNED: Jennifer L. Hiscock - 09/08/2020

February 8, 2012



Committee: Builders Club & Kkids District Advocate

Date: 09/11/2020

Chairperson: Donna R Riley

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.]

NA

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

GOAL	% Complete
Promote Builders Club & Kkids across the District through informational updates to Advisors, District Trustees, and Lt Governors	25
Promote Builders Clubs and Kkids with an informational table and workshop at Mid-Year Conference & DCON 2021.	0
Review data on Builders Club & Kkids as received to ensure the advisors on file are accurate and that youth protection requirements are current.	50
Take online training courses when available in Fall of 2020 from KI	0

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

4. COMMENTS (use continuation sheet if necessary):

Continuing to ensure Advisors on file are accurate and that youth protection requirements are current.in place.

Also, will be contacting sponsoring clubs of clubs noted as inactive to determine status and possibilitiy of reactivating clubs.

New onlinbe course from KI is still not available. It will be taken as soon as available.

SIGNED: Donna R Riley

February 8, 2012



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

2021 Capital District Convention Quarterly Report to the Board

Our overall committee co-chairs (Jackie Bledsoe and Joyce Montgomery) have recruited several key sub-committee chairs and we have held five in-person meetings at The Roanoker Restaurant. Division 15 Lt. Governor-Elect Don Witt is part of this team and is putting together a presentation to take to clubs in his division and beyond.

We have identified “first choices” for our meal speakers and gained the commitment from our Saturday breakfast speaker, former Roanoke City Manager Chris Morrill. Asks are out for Saturday luncheon and Sunday inspirational breakfast speakers; we are awaiting responses.

We have selected a program printer (Southern Graphics) and made contact with Jen Wolff to assist with the development of the program’s layout and design. We have made a list of advertising prospects in order to solicit advertising.

We have met with the Roanoke Convention and Visitors bureau and are developing a promotional video to spur convention attendance. We also are setting up a meeting with the Hotel Roanoke Sales Manager to develop a regular point of contact.

Our Friday night activity has not yet been fully developed – but we anticipate it will be some sort of social at The Hotel Roanoke. We did consider several outside options for activities, but after consulting with Governor-Elect Dennis Baugh, decided to go with the hotel option.

The Salem club has agreed to coordinate the Caring Corner, proceeds of which will benefit the Capital District Foundation.

Respectfully Submitted,

Joyce Montgomery

KEY CLUB REPORT YEAR END 2019-2020

Since the beginning of the Kiwanis year, we have chartered 6 new Clubs and 2 clubs reactivated this year by paying current dues. However, 11 suspended Clubs did not pay dues 2018-2019 and are now inactive. In addition to 14 more are now suspended for nonpayment of dues. (SEE ATTACHMENT)

In the last 4 years, our membership has dropped by 2487 members!! We have fewer and fewer Kiwanis Clubs supporting Key Clubs. Presently, there are 21 **NON SPONSORED** Key Clubs on record, with many now being chartered as **NON SPONSORED**. We will probably have more as Youth Protection Guidelines are enforced. Josh Hiscock, one of my 2 Asst District Administrators and also Youth Protection Chair for CDK can vouch for this. He has stumbled across many Kiwanis Clubs that are listed as sponsoring Key Clubs that do not even do this in name only, and have told him that. Each of the last several years Capital District Key Club has had to sponsor newly chartered Key Clubs, because but there are **NO** Kiwanis Clubs interested in sponsoring them.

At the winter Kiwanis Board meeting 2years ago, I informed you that the Key Club Board had voted ELIMINATE as the District Project. I also informed you that the Key Club Board had voted to ask permission to withdraw \$50,000 from our reserves to offset our pledge that is not fulfilled. That was reflected in the budget that was approved.

Instead of going into reserves this year, we will be using the surplus that was created by COVID-19. This happened with the cancellation of DCON (we did have about \$20,000 of expenses, before cancellation), ICON and in person board meetings. This year's Board also approved using our reserve to offset our pledge. That is reflected in our proposed budget for this year. Because of all the variable, the exact same budget as last years was presented for this year also.

Looking at what to expect this year is tough. Most Districts are planning 2 DCONS, a virtual and a scaled back event. With the uncertainty, some districts are planning a scaled back event in the possibility that it could happen. However, one thing that we all know is that there will not be 2 students in a bed so that automatically doubles the price of rooming, which might make it cost prohibitive. The next thing, is many school districts might not allow travel, and if they do, many clubs or parents may say NO.

On the international front there is some news from KCI.

- 1) If a club is suspended or inactive, they will not have their status changed. They will not progress towards charter revocation.
- 2) Key Clubs may choose to meet virtually, in person or a combination. If they do so, they must submit a roster and **MUST** pay dues. They can also go dark (non-active) for a year, pay no dues, and have no consequences.

- 3) KCI is establishing E-Clubs. These people must pay dues. This plan is being presented so that International Officers and District Officers, whose clubs are not active can still participate.
- 4) KCI has recently sent out several directives on how to meet virtually, virtual service projects, how to collect dues. However, most of the info that has been released, was done so in September. Districts and District Admins were not very pleased by the timing, since many schools were already in session.

Capital District Key Club had an hour- long ZOOM meeting on Tuesday night (9/15). Those invited were adult board members, Faculty Advisors, and Kiwanis Advisors. I believe that we had almost 100 people in attendance. I think it proved very beneficial. I believe that Kay D and Josh H, both Asst District Admins, presented a 14 point outline that was followed. This was followed by a chat room. Questions from the chat room were answered both in the chat room, by other participants and some time by the presenters.

There are some major problems that is not addressed by KCI

- 1) There are school districts that are not allowing collection of dues. Consequently, these Clubs cannot be active, so their members cannot participate in service projects, nor be recognized for awards or scholarships. (**Advisors feel that KCI makes collection of dues more important than service projects.**)
- 2) There are school districts that are not allowing election of officers. I am not sure how that effects a student run organization. **Is the Club then run by the Faculty Advisor? Can the Faculty Advisor 'appoint officers'?**
- 3) Early Bird Dues Deadline and dues payment dates have not been extended. **Most Capital District schools will be virtual at this time. In Indiana 132 schools will be in person, with about 10% have an option of being virtual or in school. Only 4 are totally virtual.**
- 4) Seniors have graduated and there are very few ways to engage new members, particularly freshman. **Most Capital District schools will be virtual at this time. In Indiana 132 schools will be in person, with about 10% have an option of being virtual or in school. Only 4 are totally virtual.**
- 5) Can Kiwanis Clubs pay the dues? **Yes, but most clubs cannot afford to. There are 21 NON SPONSORED KEY CLUBS. I believe that this number can grow dramatically, since Kiwanis Advisors have to have background checks. We are seeing more Kiwanis Clubs listing only one person as the KA, but for several clubs. We are working to see if Kiwanis Clubs could be the conduit to collect and pay dues.**

Joe Stankus
Capital District Key Club Administrator
1229 Bellevue Avenue
Richmond, Virginia 23227
Cell (804) 564-5668
Fax (804) 262-1990
Email: keyclubcapitaldistrict@gmail.com



Committee: Key Leader

Date: 9/8/2020

Chairperson: Missy Zimmerman

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.]

Southwest only has one participant at this time, from Division 15.

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

GOAL	% Complete
Secure facility for April 2021 - No contract in place, no payments made, yet. Facility is booked.	95%
Recruit ≥ 2 members from each Region to support the program.	83%
Meet minimum attendance goal @ event: 61 Student Participants, 7 Student Facilitators, 10 Adult Chaperones.	Not started
Recruit 1 member from Each Division to support attendance, sponsorships and marketing	88%

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

1. Seeking suggestions for Site Facilitator (Adult Kiwanian) for the April event as Ms. Feinberg is not available. This is a priority.
2. Seeking additional committee members to support attendance, student sponsorships and marketing. The more the merrier! Currently have no one from Divisions 16 and 17.

4. COMMENTS (use continuation sheet if necessary):

I am in contact with the facility staff and have asked them to notify me immediately if any significant changes to rates or policies are being contemplated so that the impact can be assessed.

SIGNED: _____

Missy Zimmerman

February 8, 2012



Committee: Membership

Date: 09/08/2020

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 ☐ [Note: Regions without representation below.]

All Regional Coordinators are now identified and in place, and will be building their regional committees.

National Capital - Jen Wolff Chesapeake Bay - Jenn Hiscock Mason Dixon - Renee Mackey
Heart of Virginia - Michelle LaRose Southeast - James Shackelford and Caren Schumacher
Southwest - John Montgomery

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

GOAL	% Complete
Recruit National Capital Region Membership Coordinator as soon as possible. Enhance and maintain strong working relationship between regional coordinators and LTGs. Increase number of membership chairs. Continue monthly phone calls.	100
Build effective team of Club Coaches and Club Openers. Provide training, either online or in person. Ensure that each Division is adequately staffed. Recruit from past LTGs and other leadership positions.	25
Implement incentivized membership recruitment programs that provide encouragement and dollars to clubs for increasing number of members during a specified timeframe.	100
Working with LTGs, determine where new clubs can be built and which clubs need support. Develop action plan and assign coaches and openers. Work with KI staff. Build new clubs to match Governor's goal.	20
Working with Governor, develop and implement an annual awards program to recognize outstanding club efforts in membership growth. Add any other activities as assigned by Capital District leadership.	0

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

4. COMMENTS (use continuation sheet if necessary):

Some of my percentages above are related to the Kiwanis year ending September 30, 2020, but there is still much work to be done! At President-designate Art Riley's request, we have created a spread sheet that identifies where we believe new clubs can be opened during 2020-2021 to meet Governor Dennis' goal.

The list of Club Coaches and Club Openers has been updated and corrections made on KI's site. Training will be held before the year's end.

I look forward to continuing to provide incentive programs to help clubs build their hands for service.

Monthly Membership calls will continue to be held on the second Monday of the month at 7:00 p.m. KI staff, along with the Northeast Regional Coordinator participate along with the Capital District Regional Coordinators, the Governor and Governor-elect.

Ensuring that all clubs have a membership chair is paramount, along with making sure they have the materials needed for success, such as the ACE tool.

SIGNED: _____

February 8, 2012



Kiwaniis

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: On-to-International Convention

Date: September 9, 2020

Chairperson: Mary Beth Murphy

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.]

N/A

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

GOAL	% Complete
Promote the International Convention to all clubs in the Capital District and encourage as many members to attend as possible by submitting promo material in the Capital Kiwanian when appropriate.	0%
Provide a skit and video promoting ICON during the Mid-Year Convention.	0%

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

COVID -19 poses the question of whether or not the convention will take place.

4. COMMENTS (use continuation sheet if necessary):

Nothing to Report

SIGNED: Sent by email to Jeffrey Wolff

February 8, 2012



Committee: Teenager of the Year

Date: 09/03/2020

Chairperson: Judy Raiford Pantelides

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.]

I gathered input from Elana Gardner whose work last year vastly improved the process. I have also been in touch with past LGs who have shared their concerns and experience with the process incorporating their recommendations. I have a small group of Kiwanis educators who are currently developing a scoring rubric to go with the application. I will have a committee of district representatives to review the final district submissions.

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

GOAL	% Complete
Gathered input to ensure the application and process is as user-friendly as possible; developing a scoring rubric to help us be as objective as possible (finalizing 9/6); have revised the application dates to provide more upfront time for clubs and applicants	75
Send the revised application, guidelines and rubric for updating on the district website; send application and details to all LGs; ensure information gets to all clubs and Kiwanis media sources by November 1 (if approved to do so)	
Followup with LGs to ensure receipt and distribution of information and respond to questions from November 1 - March 1; select a representative group from across the district to serve as judging for the final submissions	
Ensure all clubs have received the applications and are reviewing them by February 1; ensure club winners are certified and submitted to LGs no later than March 1 and division winners are submitted to the ToY district chair no later than April 1	
Committee will meet to review the division winners, select a winner and certify the name to the Governor by May 1	

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

4. COMMENTS (use continuation sheet if necessary):

My goal is to provide a rubric for clubs and divisions who would like to use it to make their judging process more objective. I also hope that clubs will use this award as an opportunity to brag about the great work they do in the community for our youth. I will encourage everyone to see it as a recruitment opportunity and not just another chore to do for the district. I know there are some Kiwanians who have been resistant to the online process so I hope to provide as much support to them to ease more clubs forward into this process. With many schools returning virtually, some in a hybrid model and some using face-to-face instruction, this will be a trying semester for many and giving extra time upfront will help ease that stress for everyone.

SIGNED: Judy Raiford Pantelides

February 8, 2012



Committee: Young Children

Date: 09/09/2020

Chairperson: Samantha Bosserman

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.]

Unknown

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

GOAL	% Complete
TBD	

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

The challenge of getting started!

4. COMMENTS (use continuation sheet if necessary):

I am excited to serve in this capacity this year. I look forward to beginning the work of the committee and assisting the District with its goals.

SIGNED: Samantha Bosserman

February 8, 2012



Committee: Youth Protection

Date: September 11, 2020

Chairperson: Josh 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 ☐

In 2019-2020, this committee had representation from 4 of 6 regions, with the exception of Southeast and Southwest Virginia. In 2020-2021, it is the intention for this committee to have representation from all 6 regions.

2. KIWANIS YEAR GOALS

GOAL	% Complete
Achieve 100% club participation in annual Youth Protection Policy training requirement	70% complete as of 08.07.2020
Achieve 100% club compliance with Kiwanis Advisor background check requirement	87% complete as of 08.07.2020
Provide on-going education about the Kiwanis Youth Protection Guidelines to club and district officers by providing one workshop at Kiwanis Mid-Year (2020), DCON (2020), two articles annually in the Capital Kiwanian, and additional in-person or virtual training to clubs and divisions upon request	Articles placed in every Capital Kiwanian; Session delivered at Mid-Year Conference (Feb 2020); Session delivered at Virtual DCON (August 2020); 6 individual online sessions offered to clubs
Promote Youth Protection Week (Fall 2020) and have committee members plan one in-person or online event in each region for clubs, members, club officers, and district officers to partake in – all of which would satisfy annual club education requirements	In Progress; Article in August/Sept 2020 Capital Kiwanian promoting observance
Fully populate Youth Protection Committee and hold four meetings during the year, including three virtual meetings and one in-person committee meeting (Meetings in November, March, June, September)	Continued to 2020-2021

3. CHALLENGES OR ASSISTANCE NEEDED:

According to data received from KI in August 2020, of the 396 SLP clubs in the Capital District, 29 are not sponsored by a Kiwanis club. Of the 367 SLP clubs sponsored by a Kiwanis club, 347 have reported the name of a Kiwanis Advisor in Kiwanis Connect and 20 have not (88%). Of the 347 SLP clubs with a reported Kiwanis Advisor, 301 advisors have a valid and clear criminal background check on file and 46 do not have a background check on file at all or have an expired background check awaiting renewal (87%). I continue to re-assess progress toward goal completion and will continue to work toward 100% Kiwanis Advisor background check compliance by September 30, 2020.

Any Kiwanis Advisor without a valid background check on file with Kiwanis International was removed from their role on September 01, 2020. I am awaiting data to see who was on this list. I know sharing news of this deadline and the actions that were to be taken moved some individuals to attend to this task quickly.

I continue to monitor club compliance with the annual Youth Protection Policies education requirement. As of 08.07.2020, we are at 70% club completion (100 of 143 clubs). This metric re-sets on October 01 for the new Kiwanis administrative year.

Kiwanis International has been better about sharing data, but it still comes infrequently which makes regular monitoring of some of these statistics difficult to manage.

4. COMMENTS:

In February 2020, Kiwanis Advisors were asked to participate in a new online youth protection training series coordinated by Praesidium. As of 08.07.2020, over 70% of Kiwanis Advisors within our district have started to take at least one of the online training sessions. When it comes to compliance in this and other youth protection categories, the Capital District is performing far above the overall averages of other districts.

SIGNED: Josh Hiscock
