



Kiwanis®

CAPITAL DISTRICT

Capital District, Kiwanis International
Board of Trustees Meeting
December 5, 2020 - 1:00pm
Online

1. Welcome / Recognition of Guests
2. Declaration of Quorum
3. Approval of Agenda
4. Approval of Minutes
 - a. September 26, 2020 Board of Trustees Meeting
5. Matters for Discussion and/or Approval
 - a. Revision of 2020-2021 Recognition Criteria
 - b. 2021 Midyear Conference Update
 - c. 2022 Midyear Conference Discussion
 - d. Increase of all 3 District Budgets to Perform 2019-20 Financial Review and Tax Preparation
 - e. District Reorganization Discussion
 - f. Kiwanis Amplify Presentation and Discussion of Rebate
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
 - vi. Update from Key Club
 - vii. Update from Circle K
 - b. Regional Trustee Reports
 - c. Policy Formation Committee Reports
 - d. Club Support Committee Reports
7. Adjournment

2020-2021 Board of Trustee Meeting Calendar

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)



Kiwanis[®]

CAPITAL DISTRICT

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

Governor Baugh called the meeting to order at 10:00am.

All Board of Trustees members were present. PG John Tyner, Trustee of the Kiwanis Children's Fund was the only guest present. Governor Baugh announced that the board had a quorum to conduct business.

Motion made by Past Governor Lurie and seconded by Trustee Mackey to approve the agenda as presented. ***Motion passed unanimously.***

Motion made by Trustee Gillette and seconded by Trustee Hiscock to approve the minutes of April 6, 2020 Online Board of Trustees Meeting. ***Motion passed unanimously.***

Motion made by Past Governor Lurie and seconded by Trustee Mackey to approve the minutes of August 21, 2020 Online House of Delegates. ***Motion passed unanimously.***

Motion made by Secretary-Treasurer Wolff and seconded by Governor-Elect Gardner to approve the minutes of August 21, 2020 Online Board of Trustees Meeting. ***Motion passed unanimously.***

Motion made by Past Governor Lurie and seconded by Trustee Hiscock to approve BB&T of Chantilly, Virginia as the 2020-2021 cash depository for Capital District Kiwanis, Key Club and CKI. ***Motion passed unanimously.***

Presentation of the 2020-2021 Operational Budgets of CKI, Key Club and Kiwanis. It was the recommendation of the District Finance Committee that these budgets be approved as presented.

Motion made by Governor-Elect Gardner and seconded by Trustee McCallum to approve the 2020-2021 budget for Capital District CKI. ***Motion passed unanimously.***

Motion made by Governor-Elect Gardner and seconded by Trustee McCallum to approve the 2020-2021 budget for Capital District Key Club. ***Motion passed unanimously.***

Motion made by Trustee Gillette and seconded by Trustee McCallum to approve the 2020-2021 budget for Capital District Kiwanis. ***Motion passed unanimously.***

Presentation of the 2021 Event Budgets for Midyear Conference, District Convention and Key Leader. It was the recommendation of the District Finance Committee that these budgets be approved as presented.

Motion made by Past Governor Lurie and seconded by Trustee Watson to approve the 2021 Midyear Conference Budget. ***Motion passed unanimously.***

Motion made by Trustee Gillette and seconded by Trustee Watson to approve the 2021 District Convention Budget. ***Motion passed unanimously.***

Motion made by Governor-Elect Gardner and seconded by Trustee McCallum to approve the 2021 Key Leader Budget. ***Motion passed unanimously.***

Governor Baugh presented the 2020-2021 District Committee Chairperson list and corresponding supervising trustee assignments.

Motion made to approve the slate by Secretary-Treasurer Wolff and seconded by Trustee Gillitree. ***Motion passed unanimously.***

Governor Baugh presented the 2020-2021 Capital District Distinguished Member, Club, and Division Recognition Programs. The criteria is unchanged from 2019-2020.

Motion made by Trustee Mackey and seconded by Past Governor Lurie to approve the recognition programs as presented. ***Motion passed unanimously.***

Kiwanis Children's Fund Trustee John Tyner spoke about the success of the \$250 Zeller Match Campaign conducted by the District for the past couple of years. \$200,000 of new donated funds have been matched by \$50,000 provided by the Capital District. The 2019-2020 Board authorized up to 50 new \$250 matches through September 30th, but this has only yielded a few new Zeller purchases so far.

Motion made by Secretary-Treasurer Wolff and seconded by Trustee Hiscock to begin a new \$250 District Match for Zeller donations made from October 1, 2020 - September 30th, 2021 or until 50 matches have been utilized, whichever comes first. This program will have a maximum cost of \$12,500 to the District, but if fully utilized would yield an \$50,000 in new donations to The Eliminate Project. ***Motion passed unanimously.***

Open Discussion

Trustee Hiscock spoke about the efforts underway to build a Kiwanis eClub in Division 4 primarily aimed at the alumni of Service Leadership Programs members.

Governor Baugh mentioned that Past Governor Lurie has been appointed as Capital District's representative to the Northeast Coalition PAC, replacing Past KI Trustee Jerry Peuler.

Governor Baugh indicated that Kiwanis International has realigned the Area Directors and Capital remains part of the USA Area 1 region with New York, New England and Bermuda, New Jersey, Pennsylvania, Ohio and West Virginia with Emily Sharp as our Area Director.

Secretary-Treasurer Wolff indicated that the next meeting of the Board of Trustees will be held on November 7, 2020 at the Hilton Garden Inn - Fredericksburg.

Motion made by Past Governor Lurie and seconded by Secretary-Treasurer Wolff to adjourn the meeting at 11:50am. ***Motion passed unanimously.***

Respectfully submitted,

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

PG Jeffrey M. Wolff
Secretary-Treasurer
Capital District Kiwanis

2020-2021 MEMBER RECOGNITION (must complete 5 of 7)

- Sponsor at least one new member (must still be a member in good standing September 30) **THIS IS REQUIRED;**
- Complete at least three ~~Interclub~~ activities **with clubs other than your own club** (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 **OR** Convention) or International (Convention) level;
- Make a financial contribution this year to either the Capital District Kiwanis Foundation or Kiwanis Children's Fund.



Kiwanis
CAPITAL DISTRICT

Capital District, Kiwanis International
Board of Trustees Meeting
Agenda Point
Budget Increase for Audit/Tax Prep

Background

In April 2020, the Kiwanis International Board added Procedure 231 District Financial Reporting Criteria which states:

- If district gross revenue is less than US\$100,000, Kiwanis requires a review by a third party (a non-board member) with a letter and accompanying financial statements.
- If district gross revenue is less than US\$200,000 or total assets are less than US\$500,000, Kiwanis requires a CPA* Compilation or CPA Review.
- If district gross revenue is less than US\$500,000 or total assets are less than US\$1,250,000, Kiwanis requires a CPA Review or CPA Audit.
- If district gross revenue is greater than or equal to US\$500,000 or total assets are greater than or equal to US\$1,250,000, Kiwanis requires a CPA Audit.

This new procedure is now effect for the year ending 09-30-2020 and as such we have to adjust our process to close the District books. This procedure also covers the youth districts that we manage as well. For reference:

1. For YE 9-30-20, Capital District Kiwanis had gross revenue of \$154,000 and has \$811,000 in assets
2. For YE 9-30-20, Capital District Key Club had gross revenue of \$79,000 and has \$192,000 in assets
3. For YE 9-30-20, Capital District Circle K had gross revenue of \$29,000 and has \$30,000 in assets

In a normal (non-COVID-19) year, the Key Club District would have gross revenue over the \$200,000 threshold because of the amount of registration money collected at their annual District Convention. Since the 2020 Key Club DCON did not happen, however, their review and assets do not need this threshold for YE 09-30-20.

In the past, the District Office has employed a local Richmond-based accountant to perform an analysis of the financial statements and general ledger certifying those items with a letter indicating compliance and preparing the annual Federal tax returns for each of the three organizations. The costs budgeted for these services has been:

Kiwanis 8460	- Professional Services = \$900
Circle K 762	- Annual Audit of Books = \$350
Key Club 7065	- Audit of Books = \$500

Despite contacting numerous firms, the most competitive quote we have been able to get puts the actual cost of these services at the following:

Kiwanis = \$4000 CPA Review + \$500 990 Preparation

Key Club = \$1000 CPA Compilation Report + \$500 990 Preparation

Circle K = \$1000 CPA Compilation Report + \$500 990-EZ Preparation

At a total cost of \$7500.00.

Board Action Required

Therefore, it is requested of the board that an amendment is made to adjust the line items in each of the three organizations budgets accordingly to allow for the appropriate professional services to be performed.

Kiwanis 8460	- Professional Services = \$4500
Circle K 762	- Annual Audit of Books = \$1500
Key Club 7065	- Audit of Books = \$1500

Respectfully Submitted,

Jeffrey Wolff
Secretary-Treasurer
Capital District Kiwanis



Kiwanis®

CAPITAL DISTRICT

Report of the District Secretary/Treasurer
Capital District, Kiwanis International
November 21, 2020

Membership

2020-21 Starting # **3926**
Current Total **3907** (as of November 21, 2020)
Net Change **-19**

Total Active Charters – 139 (Chilhowie & Coastal Delaware - CS)
Charters Lost - Smith Mountain Lake

Clubs who have lost members this year: **27**
Clubs who have gained members this year: **30**
Clubs who are net 0 this year: **82**
Clubs below 15 members: **39** (5 of which have lost members this year)

Election Reporting

Club Election (2020-21): 132 out of 139 filed (PG County, Delmar, State Line MD, Tappahannock, City Center Newport News, Martinsville, Chilhowie)
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 no reporting in 2020-21: **59 of 139** (D1-2, D2-3, D3-5, D4-2, D5-7, D6-2, D7-3, D8-3, D9-3, D10-3, D11-3, D12-3, D13-4, D14-7, D15-3, D16-5, D17-1)

Statement of Financial Position

Capital District Kiwanis	Capital District Key Club	Capital District Circle K
Cash on Hand: \$31,109.94	Cash on Hand: \$191,660.44	Cash on Hand: \$29,705.30
Investments: \$777,575.74		
Total Assets: \$808,685.68	Total Assets: \$191,660.44	Total Assets: \$29,705.30
Net Revenue: \$-8,869.32	Net Revenue: \$1,485.79	Net Revenue: \$3,929.69



Capital District Kiwanis

END OF YEAR - UNAUDITED

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	1.67	10.00	-8.33	16.70 %
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	145,800.45	266,912.00	-121,111.55	54.62 %
Total Revenue	\$145,800.45	\$266,912.00	\$ -121,111.55	54.62 %
GROSS PROFIT	\$145,800.45	\$266,912.00	\$ -121,111.55	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

END OF YEAR - UNAUDITED

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	990.40	500.00	490.40	198.08 %
5171 Division 6 Lieutenant Governor	379.60	500.00	-120.40	75.92 %
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	836.60	500.00	336.60	167.32 %
5182 Division 13 Lieutenant Governor		500.00	-500.00	
5184 Division 14 Lieutenant Governor	378.80	500.00	-121.20	75.76 %
5185 Division 15 Lieutenant Governor	706.40	500.00	206.40	141.28 %
5186 Division 16 Lieutenant Governor	874.40	500.00	374.40	174.88 %
5187 Division 17 Lieutenant Governor	826.40	500.00	326.40	165.28 %
Total 5100 Travel & Administration	13,560.91	24,700.00	-11,139.09	54.90 %
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

END OF YEAR - UNAUDITED

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

END OF YEAR - UNAUDITED

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	5,000.00	5,000.00	0.00	100.00 %
6035 Children and Youth		500.00	-500.00	
Total 6000 Service Leadership Programs	7,910.96	21,610.00	-13,699.04	36.61 %
6100 District Committees				
6105 Long Range Planning		500.00	-500.00	



Capital District Kiwanis

END OF YEAR - UNAUDITED

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	30,000.00	30,000.00	0.00	100.00 %
6215 The Capital Builder Editor	7,000.00	6,000.00	1,000.00	116.67 %
6220 The Capital Kiwanian Designer	5,000.00	6,000.00	-1,000.00	83.33 %
Total 6200 Staff Expenses	42,000.00	42,000.00	0.00	100.00 %
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	11,260.16	1,000.00	10,260.16	1,126.02 %
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	708.25	250.00	458.25	283.30 %
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	283.00	1,000.00	-717.00	28.30 %
6396 Internet Applications	1,415.18		1,415.18	
Total 6300 General Expenses	32,346.65	12,200.00	20,146.65	265.14 %
Total 5000 Expenses	111,877.42	267,612.00	-155,734.58	41.81 %
Total Expenditures	\$111,877.42	\$267,612.00	\$ -155,734.58	41.81 %
NET OPERATING REVENUE	\$33,923.03	\$ -700.00	\$34,623.03	-4,846.15 %
Other Expenditures				
Reconciliation Discrepancies-1	-0.96		-0.96	
Total Other Expenditures	\$ -0.96	\$0.00	\$ -0.96	0.00%
NET OTHER REVENUE	\$0.96	\$0.00	\$0.96	0.00%



Capital District Kiwanis

END OF YEAR - UNAUDITED

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET REVENUE	\$33,923.99	\$ -700.00	\$34,623.99	-4,846.28 %



Capital District Key Club

END OF YEAR - UNAUDITED

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
5000 Income				
5050 Membership Dues	46,664.00	60,000.00	-13,336.00	77.77 %
5100 Capital Dist Foundation		3,000.00	-3,000.00	
5200 Savings Account Interest	16.12	100.00	-83.88	16.12 %
5330 International Convention	3,415.00	37,000.00	-33,585.00	9.23 %
5390 District Project	7,644.48		7,644.48	
5500 DCON Registration	14,313.00	147,000.00	-132,687.00	9.74 %
5550 Fall Rally	7,426.36	8,500.00	-1,073.64	87.37 %
Total 5000 Income	79,478.96	255,600.00	-176,121.04	31.10 %
Total Revenue	\$79,478.96	\$255,600.00	\$ -176,121.04	31.10 %
GROSS PROFIT	\$79,478.96	\$255,600.00	\$ -176,121.04	31.10 %
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	2,497.61	3,000.00	-502.39	83.25 %
6080 Fall Leadership Conf	3,130.34	3,000.00	130.34	104.34 %
6090 Fall Training Rally	7,580.94	7,000.00	580.94	108.30 %
6095 Other Leadership Conferences	576.41	1,000.00	-423.59	57.64 %
Total 6000 Conferences & Training	13,385.30	60,500.00	-47,114.70	22.12 %
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	1,230.84	200.00	1,030.84	615.42 %
7015 Printing		300.00	-300.00	
7020 Supplies		500.00	-500.00	
7025 Admin\\Training Supplies		700.00	-700.00	
7030 District Project	25,416.15	50,000.00	-24,583.85	50.83 %



Capital District Key Club

END OF YEAR - UNAUDITED

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7035 District Website		250.00	-250.00	
7040 Badges & Board Shirts	1,924.03	2,000.00	-75.97	96.20 %
7045 District Leadership Conference		1,000.00	-1,000.00	
7050 Miscellaneous Expenses	350.00	1,000.00	-650.00	35.00 %
7055 Board Meeting Transportatiion		2,500.00	-2,500.00	
7060 Zone Adminstrator Expenses	125.92	3,000.00	-2,874.08	4.20 %
7065 Audit of Books	500.00	500.00	0.00	100.00 %
7080 New Club Support		1,000.00	-1,000.00	
7085 District Admin Expense	42.59		42.59	
Total 7000 General Expenses	29,589.53	63,150.00	-33,560.47	46.86 %
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	1,864.33	3,000.00	-1,135.67	62.14 %
7522 Souvenirs	12,484.07	11,000.00	1,484.07	113.49 %
7526 Officers Pins and Gifts		500.00	-500.00	
7530 Board & Guest Meals		5,000.00	-5,000.00	
7532 ConventionBanquet		33,000.00	-33,000.00	
7534 Convention Breakfast		28,150.00	-28,150.00	
7536 Advisor Reception	249.95	2,500.00	-2,250.05	10.00 %
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	17,302.91	171,550.00	-154,247.09	10.09 %
Total Expenditures	\$60,979.74	\$305,600.00	\$ -244,620.26	19.95 %
NET OPERATING REVENUE	\$18,499.22	\$ -50,000.00	\$68,499.22	-37.00 %
NET REVENUE	\$18,499.22	\$ -50,000.00	\$68,499.22	-37.00 %



Capital District Key Club

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
5000 Income				
5050 Membership Dues	5,631.00	60,000.00	-54,369.00	9.39 %
5100 Capital Dist Foundation		3,000.00	-3,000.00	
5200 Savings Account Interest	1.71	100.00	-98.29	1.71 %
5330 International Convention		37,000.00	-37,000.00	
5500 DCON Registration	123.92	147,000.00	-146,876.08	0.08 %
5550 Fall Rally		8,500.00	-8,500.00	
Total 5000 Income	5,756.63	255,600.00	-249,843.37	2.25 %
Total Revenue	\$5,756.63	\$255,600.00	\$ -249,843.37	2.25 %
GROSS PROFIT	\$5,756.63	\$255,600.00	\$ -249,843.37	2.25 %
Expenditures				
6000 Conferences & Training		500.00	-500.00	
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		3,000.00	-3,000.00	
6090 Fall Training Rally		7,000.00	-7,000.00	
6095 Other Leadership Conferences		1,000.00	-1,000.00	
Total 6000 Conferences & Training		60,500.00	-60,500.00	
6100 Officers Expenses Sep - Mar		3,200.00	-3,200.00	
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	
7030 District Project		50,000.00	-50,000.00	
7035 District Website		250.00	-250.00	
7040 Badges & Board Shirts		2,000.00	-2,000.00	
7045 District Leadership Conference		1,000.00	-1,000.00	
7050 Miscellaneous Expenses		1,000.00	-1,000.00	
7055 Board Meeting Transportatiion		2,500.00	-2,500.00	
7060 Zone Adminstrator 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 Expenses		63,150.00	-63,150.00	



Capital District Key Club

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7300 Administrator's Expenses		4,000.00	-4,000.00	
7500 District Convention				
7504 Printing		600.00	-600.00	
7506 Name Tag, 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	
7518 Audio Visual Equipment		12,000.00	-12,000.00	
7520 Awards & Trophies		3,000.00	-3,000.00	
7522 Souvenirs		11,000.00	-11,000.00	
7526 Officers Pins and Gifts		500.00	-500.00	
7530 Board & Guest Meals		5,000.00	-5,000.00	
7532 ConventionBanquet		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		1,000.00	-1,000.00	
7544 Vehicles		500.00	-500.00	
7546 Hotel Rooms		69,000.00	-69,000.00	
Total 7500 District Convention		171,550.00	-171,550.00	
Total Expenditures	\$0.00	\$305,600.00	\$ -305,600.00	0.00%
NET OPERATING REVENUE	\$5,756.63	\$ -50,000.00	\$55,756.63	-11.51 %
NET REVENUE	\$5,756.63	\$ -50,000.00	\$55,756.63	-11.51 %



Capital District Kiwanis

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Income				
4020 Money Market Interest	0.18	2.00	-1.82	9.00 %
Total 4000 Income	0.18	2.00	-1.82	9.00 %
7000 Revenue				
7100 Membership Dues	34,112.00	128,000.00	-93,888.00	26.65 %
7200 District Events				
7210 Midyear Conference		31,760.00	-31,760.00	
7220 District Convention		47,625.00	-47,625.00	
7230 International Convention		5,000.00	-5,000.00	
7240 Past Governors		500.00	-500.00	
7260 Key Leader		17,000.00	-17,000.00	
Total 7200 District Events		101,885.00	-101,885.00	
Total 7000 Revenue	34,112.00	229,885.00	-195,773.00	14.84 %
Total Revenue	\$34,112.18	\$229,887.00	\$ -195,774.82	14.84 %
GROSS PROFIT	\$34,112.18	\$229,887.00	\$ -195,774.82	14.84 %
Expenditures				
8000 Expenditures				
8050 Management				
8100 District Office (Personnel)				
8200 Secretary-Treasurer				
8201 District Business		800.00	-800.00	
8202 District Convention		300.00	-300.00	
8203 Board Meetings		350.00	-350.00	
8204 Midyear Conference		300.00	-300.00	
8205 Leadership Team Conference	44.00	200.00	-156.00	22.00 %
8206 International Convention		1,250.00	-1,250.00	
8207 District Secretaries Conference		1,250.00	-1,250.00	
Total 8200 Secretary-Treasurer	44.00	4,450.00	-4,406.00	0.99 %
Total 8100 District Office (Personnel)	44.00	4,450.00	-4,406.00	0.99 %
8400 District Office (Operating)				
8405 Background Checks	102.00	1,000.00	-898.00	10.20 %
8410 Bank Charges		200.00	-200.00	
8415 Board Meeting Expenses	702.83	3,000.00	-2,297.17	23.43 %
8420 Credit Card Processing		300.00	-300.00	
8425 D&O Insurance		800.00	-800.00	
8430 International Convention		5,000.00	-5,000.00	
8435 Office Supplies	51.37	1,250.00	-1,198.63	4.11 %
8440 Office Equipment		1,500.00	-1,500.00	



Capital District Kiwanis

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8445 Printing		500.00	-500.00	
8450 Pins / Badges / Shirts	31.85	1,500.00	-1,468.15	2.12 %
8455 Postage & PO Box	85.90	500.00	-414.10	17.18 %
8460 Professional Services		900.00	-900.00	
8465 Software & Hosting	163.39	1,000.00	-836.61	16.34 %
8470 Telephone / Internet	204.86	1,200.00	-995.14	17.07 %
8475 MNT Zeller Match Program	250.00	6,250.00	-6,000.00	4.00 %
Total 8400 District Office (Operating)	1,592.20	24,900.00	-23,307.80	6.39 %
8500 Governor				
8505 District Business		1,800.00	-1,800.00	
8510 Board Meetings	68.00	500.00	-432.00	13.60 %
8515 Midyear Conference		300.00	-300.00	
8520 SLP District Conventions		600.00	-600.00	
8525 Leadership Team Education Conference		200.00	-200.00	
8530 International Convention		1,000.00	-1,000.00	
8535 SLP International Conventions		1,000.00	-1,000.00	
8540 District Convention		300.00	-300.00	
Total 8500 Governor	68.00	5,700.00	-5,632.00	1.19 %
8550 Governor-Elect				
8555 District Business		1,000.00	-1,000.00	
8560 Board Meetings	22.40	500.00	-477.60	4.48 %
8565 Governor-Elect Training		400.00	-400.00	
8570 Midyear Conference		300.00	-300.00	
8575 Leadership Team Education Conference		200.00	-200.00	
8580 International Convention		1,250.00	-1,250.00	
8585 District Convention		300.00	-300.00	
8590 Hosting of International Trustee		500.00	-500.00	
Total 8550 Governor-Elect	22.40	4,450.00	-4,427.60	0.50 %
8600 Immediate Past Governor				
8605 District Business		900.00	-900.00	
8610 Board Meetings	44.00	500.00	-456.00	8.80 %
8615 Midyear Confernece		300.00	-300.00	
8620 Leadership Team Education Conference		200.00	-200.00	
8625 International Convention		1,250.00	-1,250.00	
8630 District Convention		300.00	-300.00	
Total 8600 Immediate Past Governor	44.00	3,450.00	-3,406.00	1.28 %
8650 Regional Trustees				
8655 District Business		1,200.00	-1,200.00	
8660 Board Meetings	474.62	1,500.00	-1,025.38	31.64 %
8665 Midyear Conferences		1,500.00	-1,500.00	



Capital District Kiwanis

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8670 Leadership Team Education Conference		1,200.00	-1,200.00	
8675 International Convention		5,400.00	-5,400.00	
8680 District Convention		4,000.00	-4,000.00	
Total 8650 Regional Trustees	474.62	14,800.00	-14,325.38	3.21 %
8700 Lt. Governors				
8705 Club Visits Mileage	1,698.80	8,500.00	-6,801.20	19.99 %
8710 Midyear Conference Mileage		1.00	-1.00	
8715 District Convention		6,800.00	-6,800.00	
Total 8700 Lt. Governors	1,698.80	15,301.00	-13,602.20	11.10 %
8750 Lt. Governors-Designate				
8755 Leadership Team Education Conference	1,736.92	3,400.00	-1,663.08	51.09 %
8760 International Convention		15,300.00	-15,300.00	
8765 District Convention		6,800.00	-6,800.00	
Total 8750 Lt. Governors-Designate	1,736.92	25,500.00	-23,763.08	6.81 %
8800 Service Leadership Programs				
8805 Aktion Club		2,103.50	-2,103.50	
8810 Builders Club		450.00	-450.00	
8815 Circle K International		4,650.00	-4,650.00	
8820 Kiwanis Kids		450.00	-450.00	
8830 Key Leader		2,400.00	-2,400.00	
Total 8800 Service Leadership Programs		10,053.50	-10,053.50	
8900 District Committees				
8910 Finance		500.00	-500.00	
8920 Achievement		1,000.00	-1,000.00	
8925 Leadership & Education		800.00	-800.00	
8930 Membership		10,000.00	-10,000.00	
8940 On-to-ICON		150.00	-150.00	
8945 Past Governors		500.00	-500.00	
Total 8900 District Committees		12,950.00	-12,950.00	
8970 District Support				
8975 District Editor/Designer	2,228.00	12,408.00	-10,180.00	17.96 %
8985 Partnership Coordinator		500.00	-500.00	
8995 Youth Protection Manager		650.00	-650.00	
Total 8970 District Support	2,228.00	13,558.00	-11,330.00	16.43 %
Total 8050 Management	7,908.94	135,112.50	-127,203.56	5.85 %
9000 Functions				
9100 Midyear Conference				
9105 Meals		20,256.00	-20,256.00	
9110 Sleeping Rooms		2,961.00	-2,961.00	



Capital District Kiwanis

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9115 Programs & Souvenirs		2,000.00	-2,000.00	
9120 Registration Supplies		3,543.00	-3,543.00	
9125 Entertainment & A/V		900.00	-900.00	
9130 Speakers Fees		2,100.00	-2,100.00	
Total 9100 Midyear Conference		31,760.00	-31,760.00	
9200 Leadership Team Education Conference				
9205 Meals		1,600.00	-1,600.00	
9210 Sleeping Rooms		4,000.00	-4,000.00	
9215 Programs & Souvenirs		1,000.00	-1,000.00	
Total 9200 Leadership Team Education Conference		6,600.00	-6,600.00	
9300 Key Leader				
9305 KI Program Fee		4,000.00	-4,000.00	
9310 Meals / Snacks		5,000.00	-5,000.00	
9315 Sleeping Rooms		4,000.00	-4,000.00	
9320 Programs & Souvenirs		2,000.00	-2,000.00	
Total 9300 Key Leader		15,000.00	-15,000.00	
9400 District Convention				
9405 Meals		28,962.50	-28,962.50	
9410 Sleeping Rooms		3,105.00	-3,105.00	
9415 Programs & Souvenirs		2,000.00	-2,000.00	
9420 Registration Supplies		3,575.00	-3,575.00	
9425 Entertainment & A/V		1,600.00	-1,600.00	
9430 Speakers Fees		3,500.00	-3,500.00	
Total 9400 District Convention		42,742.50	-42,742.50	
9500 Kiwanis-Family Weekend				
9505 Meals		2,000.00	-2,000.00	
9510 Sleeping Rooms		6,000.00	-6,000.00	
9515 Programs & Souvenirs		2,000.00	-2,000.00	
Total 9500 Kiwanis-Family Weekend		10,000.00	-10,000.00	
Total 9000 Functions		106,102.50	-106,102.50	
Total 8000 Expenditures	7,908.94	241,215.00	-233,306.06	3.28 %
Payroll Expenses				
Taxes	831.60	4,989.60	-4,158.00	16.67 %
Wages	6,000.00	36,000.00	-30,000.00	16.67 %
Total Payroll Expenses	6,831.60	40,989.60	-34,158.00	16.67 %
Reimbursements	0.00		0.00	
Total Expenditures	\$14,740.54	\$282,204.60	\$ -267,464.06	5.22 %
NET OPERATING REVENUE	\$19,371.64	\$ -52,317.60	\$71,689.24	-37.03 %



Capital District Kiwanis

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET REVENUE	\$19,371.64	\$ -52,317.60	\$71,689.24	-37.03 %



Capital District Circle K

END OF YEAR - UNAUDITED

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 Income	1.50	5.00	-3.50	30.00 %
530 Fall Membership Rally Registration	4,359.00	2,975.00	1,384.00	146.52 %
532 District Fundraiser		500.00	-500.00	
536 District Convernion Program 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 (deleted)		250.00	-250.00	
585 Miscellaneous Fundraising		250.00	-250.00	
595 CKI Store (deleted)		350.00	-350.00	
Total 500 Income	29,148.27	39,830.00	-10,681.73	73.18 %
Total Revenue	\$29,148.27	\$39,830.00	\$ -10,681.73	73.18 %
GROSS PROFIT	\$29,148.27	\$39,830.00	\$ -10,681.73	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/Revitalization Committee		100.00	-100.00	
670 Miscellaneous Expense (Apr-Sep)		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	324.00	250.00	74.00	129.60 %
679 LTG - North		125.00	-125.00	
680 LTG - South		125.00	-125.00	
687 Club Building/Revitalization Committee		40.00	-40.00	
699 Miscellaneous Expense (Oct-Mar)		225.00	-225.00	
Total 675 Adminstrative Expenses Apr-Sep	324.00	765.00	-441.00	42.35 %
700 Fall Membership Rally				
701 Lodging	725.66	1,890.00	-1,164.34	38.39 %
702 Meals	416.97	970.00	-553.03	42.99 %
703 Registration/Workshop Supplies	227.91	500.00	-272.09	45.58 %
704 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

END OF YEAR - UNAUDITED

October 2019 - September 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
711 AV Rental		250.00	-250.00	
713 Complimentary 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 DLSSP Supplies	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	
728 Registration for Board		400.00	-400.00	
729 District Convention - Other	2,380.00	350.00	2,030.00	680.00 %
Total 710 District Convention	20,332.66	22,900.00	-2,567.34	88.79 %
730 Spring Officer Training Conference				
733 Printing		250.00	-250.00	
734 Supplies/Decorations		100.00	-100.00	
Total 730 Spring Officer Training Conference		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 Training Conference		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 Meeting Supplies	69.97	600.00	-530.03	11.66 %
753 Board Meeting Meals	1,026.47	800.00	226.47	128.31 %
755 Miscellaneous 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 Website Hosting		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 (deleted)	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

END OF YEAR - UNAUDITED

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 (deleted)		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	\$26,293.89	\$39,830.00	\$ -13,536.11	66.02 %
NET OPERATING REVENUE	\$2,854.38	\$0.00	\$2,854.38	0.00%
NET REVENUE	\$2,854.38	\$0.00	\$2,854.38	0.00%



Capital District Circle K

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
500 Income				
505 Membership Dues	670.00	4,500.00	-3,830.00	14.89 %
510 CDKF Subsidy		10,000.00	-10,000.00	
520 Interest Income	0.20		0.20	
530 Fall Membership Rally Registration		3,200.00	-3,200.00	
536 District Convernion Program Ads		125.00	-125.00	
537 District Convention Registration	3,851.59	21,000.00	-17,148.41	18.34 %
538 ICON Spirit Packs		500.00	-500.00	
540 Summer Social Registration		900.00	-900.00	
585 Miscellaneous Fundraising		250.00	-250.00	
Total 500 Income	4,521.79	40,475.00	-35,953.21	11.17 %
Total Revenue	\$4,521.79	\$40,475.00	\$ -35,953.21	11.17 %
GROSS PROFIT	\$4,521.79	\$40,475.00	\$ -35,953.21	11.17 %
Expenditures				
650 Administrative Expenses Oct-Mar				
651 Governor		200.00	-200.00	
652 Secretary -Treasurer		75.00	-75.00	
653 Communications Coordinator		75.00	-75.00	
654 LTG - North		100.00	-100.00	
655 LTG - South		100.00	-100.00	
657 LTG - Metro		100.00	-100.00	
659 LTG - West		100.00	-100.00	
662 Club Building/Revitalization Committee		75.00	-75.00	
663 Conference/Convention Committee		25.00	-25.00	
664 K-Family Committee		25.00	-25.00	
665 Laws, Regulations & Awards Committee		25.00	-25.00	
666 Membership Development & Education Committee		25.00	-25.00	
668 Service Committee		25.00	-25.00	
670 Miscellaneous Expense (Apr-Sep)		200.00	-200.00	
Total 650 Administrative Expenses Oct-Mar		1,150.00	-1,150.00	
675 Adminstrative Expenses Apr-Sep				
676 Governor		150.00	-150.00	
677 Secretary-Treasurer		50.00	-50.00	
678 Communications Coordinator		50.00	-50.00	
679 LTG - North		75.00	-75.00	
680 LTG - South		75.00	-75.00	
682 LTG - Metro		75.00	-75.00	
684 LTG - West		75.00	-75.00	
687 Club Building/Revitalization Committee		50.00	-50.00	



Capital District Circle K

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
688 Conference/Convention Committee		15.00	-15.00	
689 K-Family Committee		15.00	-15.00	
690 Laws, Regulations & Awards Committee		15.00	-15.00	
691 Membership Development & Education Committee		15.00	-15.00	
693 Service Committee		25.00	-25.00	
695 On-to-ICON Committee		50.00	-50.00	
699 Miscellaneous Expense (Oct-Mar)		200.00	-200.00	
Total 675 Administrative Expenses Apr-Sep		935.00	-935.00	
700 Fall Membership Rally				
701 Lodging		4,300.00	-4,300.00	
702 Meals		1,300.00	-1,300.00	
703 Registration/Workshop Supplies		200.00	-200.00	
704 Decorations		150.00	-150.00	
705 Souvenir T-Shirts		450.00	-450.00	
Total 700 Fall Membership Rally		6,400.00	-6,400.00	
710 District Convention				
711 AV Rental		250.00	-250.00	
713 Complimentnary Meals		250.00	-250.00	
714 Paid Meals		18,000.00	-18,000.00	
715 Registration Materials		150.00	-150.00	
716 Convention T-Shirts		600.00	-600.00	
720 Decorations		300.00	-300.00	
721 Awards		400.00	-400.00	
724 DLSSP Supplies		200.00	-200.00	
725 Workshop Materials and Gifts		150.00	-150.00	
726 Keynote Speaker Fees		200.00	-200.00	
729 District Convention - Other		400.00	-400.00	
Total 710 District Convention		20,900.00	-20,900.00	
730 Spring Officer Training Conference				
733 Printing		100.00	-100.00	
734 Supplies/Decorations		100.00	-100.00	
Total 730 Spring Officer Training Conference		200.00	-200.00	
739 International Convention Tour				
620 ICON Registration-Board/OTIC		1,200.00	-1,200.00	
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		3,300.00	-3,300.00	
749 District Board Expenses				



Capital District Circle K

BUDGET VS. ACTUALS: FY_2020_2021 - FY21 P&L

October 2020 - September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
605 GATC Travel for Governor		450.00	-450.00	
610 District Officer Training Conference		500.00	-500.00	
750 District Officer Badges & Pins		150.00	-150.00	
751 Board Meeting Lodging		1,500.00	-1,500.00	
752 Board Meeting Supplies		400.00	-400.00	
753 Board Meeting Meals		600.00	-600.00	
754 District Board Shirts		300.00	-300.00	
755 Miscellaneous Board Expenses		1,000.00	-1,000.00	
Total 749 District Board Expenses		4,900.00	-4,900.00	
759 Mandatory Expenses				
760 Website Hosting		100.00	-100.00	
761 Kiwanis Administrative Expenses		700.00	-700.00	
762 Annual Audit of Books		350.00	-350.00	
765 Other Mandatory Costs		80.00	-80.00	
Total 759 Mandatory Expenses		1,230.00	-1,230.00	
769 Other Expenses				
615 CKI SPARK Scholarship		400.00	-400.00	
773 Miscellaneous Expenses		250.00	-250.00	
Total 769 Other Expenses		650.00	-650.00	
810 Summer Social				
812 Lodging		300.00	-300.00	
814 Food		300.00	-300.00	
816 Picnic Rental		90.00	-90.00	
818 Parking		70.00	-70.00	
Total 810 Summer Social		760.00	-760.00	
Total Expenditures	\$0.00	\$40,425.00	\$ -40,425.00	0.00%
NET OPERATING REVENUE	\$4,521.79	\$50.00	\$4,471.79	9,043.58 %
NET REVENUE	\$4,521.79	\$50.00	\$4,471.79	9,043.58 %



Region: Chesapeake

Date: November 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. Thus far in 2020-2021, we have seen net growth in Division 4 (+1) and a slight net decrease (-1) in Division 5.

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
Next Generation e-Club (Division 4)	15 Paid Members; Chartering in Process
Catonsville and Laurel (Division 4)	In Progress; Delayed due to COVID-19
Kar-wanis (Division 5)	Idea In Development
Coastal Delaware	Reactivation from CS Status In Progress
New Aktion Clubs (1 in Division 4 and 1 in Division 5)	Site Selection In Development
New Key Clubs: Northeast HS (Division 4A – Sponsor: Severna Park) and Crofton HS (Division 4B – Sponsor: Crofton)	Chartering In Progress

3. CHALLENGES OR ASSISTANCE NEEDED

In 2020-2021, I identified improving communication between the two halves of the region to create greater unity and synergy as a top priority. 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. To address this, I meet monthly with each Lt. Governor and will be attending each division's first Divisional Council Meetings (Div. 4 - 11/14 and Div. 5 - 12/9). Each Lt. Governor is promoting interclub activities and is making an active, concerted effort to create collaborative service opportunities with Kiwanis clubs and SLP clubs. We are seeing improvements in this area.

Our region has a small number of outstanding Youth Protection Policy compliance issues, particularly with Kiwanis Advisors and their background checks. This was a critical focus for the first 30 days of the 2020-2021 Kiwanis year. Some issues were addressed. One issue remains with the Kiwanis Club of PG County and the background check for the Kiwanis Advisor to the CKI Club at the Univ. of Maryland, College Park. My goal is to work with Division 4 Lt. Governor Krista to get this addressed by the end of Q1 on December 31, 2020.

An immediate focus for 2020-2021 was getting all Kiwanis clubs back to meeting on a regular basis. While a few clubs took advantage of the summer months to resume safely social-distanced outdoor meetings, others have done little or nothing. Most clubs in Division 5 are operating and meeting regularly. In Division 4, the Board of Directors of the Kiwanis Club of PG County recently met for the first time since March to plan, which was a major milestone for the group. All other Division 4 clubs have resumed activities. With the return of shorter days, colder weather, flu season, and an increase in COVID-19 cases, it seems unlikely that clubs will resume in-person meetings anytime soon. Helping clubs to understand ways to meet and serve their communities safely, even with restrictions, remains a focus for the remainder of the 2020-2021 Kiwanis year.


The Kiwanis clubs in Division 4 and Division 5 sponsor a substantial number of SLP clubs. With the continuation of virtual learning in many school districts through the end of January 2021, I continue to ask my Lt. Governors to instruct Kiwanis clubs perform extensive outreach to Faculty Advisors and club officers. Assistance has been offered by Kiwanis clubs in the Chesapeake Region in multiple ways – creating joint service projects, helping to organize online club meetings, and offering advice and counsel on the payment of dues. At this juncture, very few SLP clubs in the region are entirely inactive or unable to pay their 2020-2021 dues. Most have found some way to at least meet virtually and, in some cases, even perform service. Some Key Clubs are even seeing record membership levels. This is inspiring and speaks to the interest in service. Maintaining the strength of our SLP clubs remains a critical focus for the rest of the 2020-2021 Kiwanis year.

In December and January, I will be helping Lt. Governors Krista and Christine cultivate 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 and, given the requirements for the position, there are few eligible individuals. It is worrisome. This is a critical focus for Q2 of the 2020-2021 Kiwanis year.

I do not have any immediate questions. There is no need for immediate assistance.

4. OTHER COMMENTS

SIGNED: _____



August 4, 2020



Kiwanis®

CAPITAL DISTRICT KIWANIS INTERNATIONAL Trustee Board Report

Region: _____

Date: _____

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

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status

3. CHALLENGES OR ASSISTANCE NEEDED

4. OTHER COMMENTS

SIGNED: _____

August 4, 2020



Region: Mason Dixon

Date: 11/14/2020

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

Hagerstown in Division 7 will present a dual membership to a women from a Illinois Kiwanis Club. It's good to see clubs reaching out to Kiwanians in transition. Clubs are building awareness of Kiwanis by creating new ways to fund raise online from fruit and holiday greenery sales, to selling roses, to drive-by pancake breakfasts. Clubs are partnering with other local businesses and with SLP's to continue service projects. Mt. Airy installed six new members and is actively seeking others.

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
None at this time	

3. CHALLENGES OR ASSISTANCE NEEDED

Division 6

Several clubs have officers who have not received the officer training. The Lt. Gov. is working with them to take the training modules on the Capital District and KI websites.

Division 7

Some clubs do not have long-range action plans in place. The Lt. Gov. is working with these clubs to promote the importance of vision strategies.

Division 8

I met with Lt. Gov. Mary Anton and coach John Westervelt via ZOOM to brainstorm strategies to assist the Old Town Club. Gov. Dennis Baugh then met with John and the current President and Past President at a Westminster Club meeting to continue the conversation. I will continue to monitor the club progress.

4. OTHER COMMENTS

Each Lt. Gov. is scheduling DCM's and working on networking the clubs.

SIGNED: Renee L. Mackey

August 4, 2020



Region: National Capital

Date: 11/13/2020

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

D1 - Total members, 179. Change since last report, -41. FY 21 0. Clubs below charter strength, 4 (Capitol Hill, Far East Washington, NW Washington, SW Waterfront).

D2 - Total members, 245, Change since last report, +3. FY 21 0. Clubs below charter strength, 1 (Woodbridge).

D3 - Total members, 119, Change since last report, -33. FY 21 +1. Clubs below charter strength, 1 (Montgomery Village).

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
SLP - Lightridge Key Club - Sponored by Leesburg Kiwanis (Division 2B)	
Division 1 - N/A	
Division 2 - Identified areas (Stafford, VA; South Lakes (Reston), VA) - No action plan as of yet. Still identifying other areas for growth.	
Division 3 - N/A	

3. CHALLENGES OR ASSISTANCE NEEDED

D1 - Challenges with principals wanting to keep Key Club program. May need assistance rebuilding relationships with principals & Kiwanis.

D2 - N/A - Positive involvement from the leadership of all 11 clubs.

D3 - COVID related - Difficulty in having in-person meetings and service projects have been worsened by two things. One, the current surge in infections. Two, the decision by our KI insurance carrier not to defend us against COVID litigation.

Overall -- COVID seems to be the main hinderance right now with getting people together. Especially now with the added risk with lawsuit exposure.

4. OTHER COMMENTS

D1 - N/A

D2 - Three in-person installations (outside events). One indoor installation (LTG did not attend in-person, but participated through zoom). Remaining installations all doen virtually. First virtual DCM was held on Monday, 11/9 (10 out of 11 clubs participated). Still looking for a LTG Elect, some interest but no commitments as of yet. Looking at having elections at the January DCM.

D3 - All contact visits completed. 3 of 6 clubs lack "good standing" for their corporate status which exposes their club members to individual liability under state law. The developments with COVID only exasperate this concern.

SIGNED: Tim Gillette, NCR Trustee

August 4, 2020



Region: Southeast Virginia

Date: 13 November 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

Net Growth -4, 940 total members no new clubs opened. Six of 29 clubs posting net growth, 9 of 29 with negative net growth. Six clubs have gained +1 member. Largest member losses in Denbigh (-4) and Suffolk (-2). Six of 29 clubs at less than Charter-strength, and 14 of 29 at less than 20 members. Clearly, emphasis needs to be on club strengthening/growth of existing clubs.

	Starting #	Current Total	Net change	+ Growth Clubs	- Growth Clubs	< Charter Strength	< 20 members
Division 12	451	450	-1	1	2	1	3
Division 13	209	206	-3	3	3	2	4
Division 14	280	280	0	2	1	5	7
SEVA Total	940	936	-4	6	6	8	14

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
King William and West Point (Div 12): Initial review/analysis work completed. Visits with potential members in King William began, but put on hold due to Covid-19. Considering creating a virtual club.	ACTIVE
Richmond County/Warsaw area (Div 12): List of potential members has been prepared. Northern Neck club interested as sponsoring club. Working on best method to communicate with community during Covid-19.	ACTIVE
SLP - New Kent High School (Div 12): Challenge remains getting a Faculty Advisor, as well as challenges/uncertainty of schools opening during Covid-19 pandemic.	TBD
Div 13 - Kiln Creek: At the moment it's on the "back burner" as strengthening the Denbigh Club takes precedence. There is interest from a few members of the Denbigh Club and the Div 13 LTG, who lives in Kiln Creek.	ON HOLD
Div 14 - There are two clubs/areas under consideration 1) Virginia Beach - West Neck Road area; 2) Suffolk Club suggested the Harbor View area could be an attractive to seek out new club members. Need more work on both of these.	TBD

3. CHALLENGES OR ASSISTANCE NEEDED

Division 12: New Kent, who was deciding whether or not to continue as a Kiwanis club, has decided to forge ahead with 13 interested and current members. They will be celebrating their two year anniversary on January 31. They are lucky to have a great President and very enthusiastic treasurer who is leading the charge on their Thanksgiving Blessing Bag project.

Division 13: Everything looks good for Division 13. LTG thinks we will be able to save the Denbigh club. This is currently his highest priority.

Division 14: Oceanview is not meeting in person or on Zoom and has no plans to until possibly January.

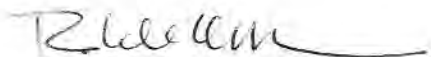
4. OTHER COMMENTS

Div 12: All clubs holding service projects and fundraisers with some alterations to accommodate COVID restrictions. Colonial Capital has begun their Toy Drive and Salvation Army Angel Tree projects. Gloucester club conducting Toys for Tots project and fundraiser. Grafton held a very successful BBQ fundraiser; looking forward to Bike Service Project in December. Middlesex just held an Oyster Stew Sale and Scavenger Hunt at Urbanna Days and sold out of stew! New Kent is collecting food items for their Blessing Bags for the needy.

Northern Neck just held a very successful BBQ fundraiser selling out of all BBQ! Poquoson held a very successful BBQ fundraiser; expect to net a few thousand dollars. Toano held an extremely successful golf tournament; currently holding their annual Nut Drive. Williamsburg held a Highway Clean-up with Builders Club; annual Live Maine Lobster Sale with over 700 lobsters sold to date. Proceeds will benefit Williamsburg Library Kiwanis Kid's Idea Studio.

Div 13: "Everything looks good for Division 13."

Div 14: Portsmouth has added 5 new members plus a new corporate member. Chesapeake has helped several businesses and individuals in the community by cooking for their events (golf tournament, celebration of life event, and Indian motorcycle test drive event). They are also having their annual Butt Sale fundraiser this weekend (Nov 14).


Ron McCallum

SIGNED: _____

August 4, 2020



Region: Southwest

Date: 11/14/2020

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 15 -- Don Witt, LTG -- 428 members (-14). SML closing (last year) is biggest casualty.
Division 16 -- Bob Lewit, LTG -- 234 members (+1). Chilhowie may close.
Division 17 -- Catherine Cummins, LTG -- 250 members (+6). Hurley shows a substantial gain.

Roanoke has inducted 5 new members via zoom and regularly has 60-70 on its weekly call.

2. PLANS FOR NEW KIWANIS OR SLP CLUBS

Club	Status
None at this time. Six new clubs were chartered in 2018-29, one of which has subsequently closed (SML) and one of which is chartered suspended (Chilhowie). We are doing our best to retain the others and add stability.	

3. CHALLENGES OR ASSISTANCE NEEDED

COVID is biggest obstacle -- about 1/3 of the clubs are strictly zoom, with reasonable success. Catherine has notified two clubs in Division 17 that are not practicing social distancing that she will not return until they do, an edict fully endorsed by the governor.

Implementing holiday programs under COVID restrictions is requiring outside-the-box thinking, but all three divisions are tackling the objectives with vigor.

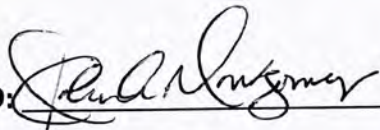
4. OTHER COMMENTS

All three divisions are blessed with conscientious LTGs. In 15, Don (first year) participated in officer installations at all of his clubs and I accompanied him on all but one. He has earned his clubs' respect in short order. In 16, Bob is publishing a regular "news you can use" communique that has been well received. In 17, Catherine's second DCM is this week. As standard, I will be part of this call and will speak to membership in my remarks.

The region has been supportive of the "It's 5 O'Clock Somewhere" Initiative.

The leaders have been diligent across the board in their communications with clubs. Teenager of the Year Chair Judy Pantelides sent Governor Dennis an email recognizing the region for its prompt distribution of materials. I have seen similar response from the LTGs on the insurance waiver issue and Youth Protection Guidelines follow-up.

SIGNED:



11/14/20

August 4, 2020



Kiwaniis

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: Finance

Date: November 14, 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 at district investment strategy 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 October 30, 2020.</i>	Ongoing

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

The committee is reviewing the district's investment strategy in order to make recommendations to bring it more in line with current thinking about maintaining and growing reserves.

4. COMMENTS (use continuation sheet if necessary):

The committee met on October 22 to consider an LTG request that ICON stipends be extended to sitting LTGs in 2021. The committee unanimously recommends against doing so since the rationale for LTG-designate stipends is so they may attend training before their terms. The committee did note that this practice would apply to LTGs who will serve another term.

The committee also discussed district investment strategy. The committee created a subcommittee of 3 members--Dave Heppner, Tim Gillette, and Bob Wright--to review Policy language and make recommendations to the full committee; this meeting is scheduled for November 16. As an outgrowth of the discussion the Secretary-Treasurer contacted the district's investment manager on October 23 about rebalancing investments in line with current policy.

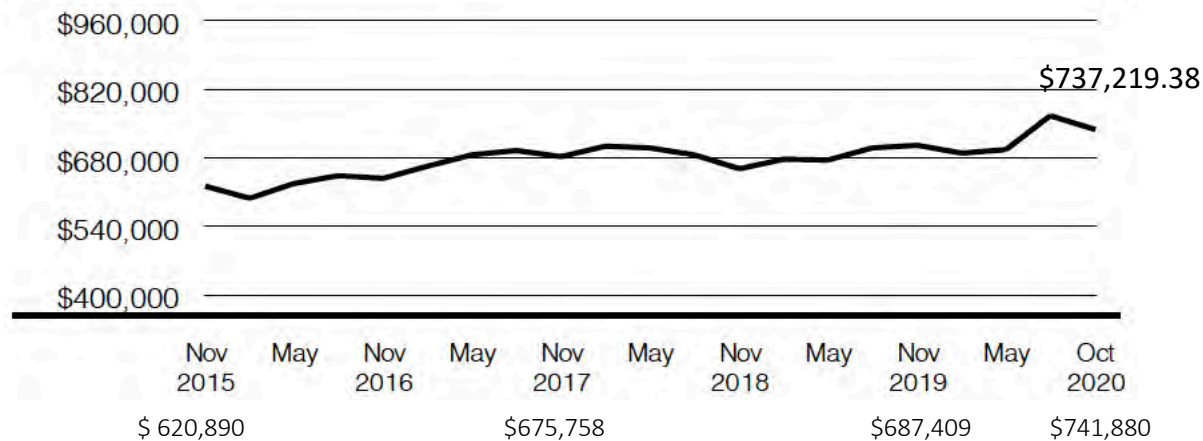
SIGNED: Robert C Wright

February 8, 2012

CDKI Edward Jones Account Overview

Value of Your Account

as of October 30, 2020



Assets

		Share
Cash, Insured Deposits,		
Money Market Funds.....	\$ 55,867.83 ¹	7.6 %
Exchanges, Closed End Funds	\$ 4,118.53	0.6 %
Mutual Funds	\$ 677,233.02	91.8%
.....> Equities.....	\$549,474.94	78.9%
> Fixed Income (CDs, bonds)	\$155,881.42	21.1%
	\$ 737,219.38	100.0 %

Income

	Interest	Dividends
2020	\$ 48.02 ²	\$ 8,196.26 ^{2,3}
2019	\$ 21.60	\$ 18,735.84 ⁴
2018	\$ 210.96	
2017	\$ 1,469.75	

¹ Insured portion not broken down on statement

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	\$ 150,000	< \$ 143,294.48 low
Equivalent of adjusted annual operating expenses (estimated)		
Equities	\$ 293,610	> \$ 593,924.90 high
Up to 50% of remaining investments		\$ 737,219.38
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: Cash increased slightly in the past 2 months. Equities remain a disproportionate share of investments compared to what policy stipulates. becoming an increasing share of this account. As a result, equities comprise 91.8% of the account rather than the 39.8% it should be per policy.

The Finance Committee is revisiting the district's investment strategy policy.



Kiwaniis®

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: Capital District Aktion Club

Date: November 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 X [Note: Regions without representation below.]

Chesapeake Bay	<u>YES</u>	NO
Heart of Virginia	<u>YES</u>	NO
Mason-Dixon	<u>YES</u>	NO
National Capital	YES	<u>NO</u>
Southeast Virginia	YES	<u>NO</u>
Southwest Virginia	YES	<u>NO</u>

Chesapeake Bay- Steve Cohen; Heart of Virginia- Pam Miller; Mason Dixon- Jennifer Hiscock, Joshua Hiscock

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

GOAL	% Complete
<i>The Aktion Club committee will charter ten (10) new clubs within the Capital District. They will be 2 in Southeast Virginia, 2 in Southwest Virginia, 2 in National Capital, 2 in Mason-Dixon, 1 in Chesapeake, and 1 in Heart of Virginia.</i>	0/10 = 0 %
<i>The Aktion Club Committee will promote this branch of the Service Leadership Programs family at all opportune times in order to hit 450 members within the district.</i>	245/450 = 54% As of 11.04.2020 the membership report for our district details 245 dues paying members.
<i>The Aktion Club committee chair will create a monthly newsletter for club and Kiwanis advisors related to club management, service project ideas, and partnering opportunities with other branches of the K family.</i>	2/12 = 17% Both an October and November newsletter were created and have been distributed.
<i>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.</i>	0/3 = 0%
<i>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.</i>	0/3 = 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!
- Have had to work with Aktion Club advisors over the last few months to determine how their club and individuals could pay dues since Kiwanis International is still requiring this for the 2020-2021 year. All Aktion Clubs are set to go for their payments.

4. COMMENTS (use continuation sheet if necessary):

- It has been suggested by a Kiwanis Advisor to hold monthly advisor calls where individuals could share club ideas, ask questions, etc. Instead of doing this monthly, we will start out with one per quarter for the 2020-2021 year.
- Information regarding the Kiwanis International COVID-19 waiver was included in the November newsletter which is distributed to all Kiwanis and Agency Advisors. It may heavily deter clubs from holding in-person events, especially given the fragile health of many Aktion Club members.
- Winchester and Worcester County Developmental Center are both listed on the dues report as A-COVID. Both of these clubs have let Kiwanis International know that they will not be meeting or engaging in Aktion Club events for the duration of this year.

SIGNED: *Jennifer L. Hiscock* 11/04/2020



Kiwaniis

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: Circle K

Date: 11/14/2020

Chairperson: Matt Brent

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
Expand CDCKI reach to Community Colleges by chartering and/or revitalizing at least two clubs at community colleges in the district.	10
Review the CDCKI Governing Documents and bring them up to date.	50
Assist the CDCKI Board with conducting a membership survey and analyzing the results to plan for future action.	0
Assist the CDCKI Board with the planning and implementation of the Summer Social and Kiwanis Family Picnic in Summer 2021	0
Examine the CDCKI elections process and work with the current board of officers to minimize the number of vacancies on the 2021-2022 board of officers.	25

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

As previously reported, Covid-19 is having a negative affect on membership and club participation. Many schools, and thus clubs, are operating remotely. While they continue to meet via online applications like Google Meet and Zoom, hands-on service opportunities have been difficult.

Of the 7 elected positions on the District Board, there are 3 vacancies. Of the 6 committees required by the bylaws, only 3 have chairs. Requests have been made to clubs and members seeking individuals to step up into these positions, but there have been no additional applicants.

The spring semester remains uncertain, as many schools will be continuing to operate remotely. The board is scheduled to meet on Sunday, November 15th, and the issue of the District Convention in March will be discussed. Though no decision has been made as of this report, some districts have already reported that their conventions are being moved to a virtual format. Housing one student per room per convention to meet safety guidelines is not a financial possibility for many of our members. More information on DCON will be determined at the next board meeting.

4. COMMENTS (use continuation sheet if necessary):

Since my last report in September, the following has occurred:

- 1) CDCKI held the 2nd and 3rd District Round Table events to address racism in and beyond CKI.
- 2) The CDCKI Board held a virtual board meeting on 9/20/2020.
- 3) The Fall Membership Rally was held virtually on 10/24-25. Unfortunately, attendance was low compared to previous years, most likely due to Covid-19 and holding the event virtually. The students attempted to do a T-Shirt fundraiser along with the event, but only 11 shirts were sold, resulting in minimal funds raised.
- 4) On October 26th I attended a CKI District Administrator's meeting to discuss DCONs.
- 5) Governor Madeleine and the LTGs have held Presidents' Meetings each month.
- 6) The board has continued to use social media to promote district events and non-district events like Election Day.
- 7) Some clubs have reached out to International to discuss the dues waiver for the year and are currently working out how to handle the financials due to clubs not meeting in person.

SIGNED: Matthew C. Brent

February 8, 2012



Kiwanis

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: 2021 Capital District Convention

Date: 11/14/2021

Chairperson: Joyce Montgomery and Jackie Bledsoe

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
Committee has met every there weeks in person since June (eight meetings to date) with consistently good attendance (6-10), including representation from other Division 15 clubs. 2 of 4 meal speakers have committed. Others have been identified.	50
Friday night activity -- in keeping with Governor Dennis' wishes, we are scheduling a casual "country club" family-type event at Hotel Roanoke. Sub-committee chair Emily Bailey is coordinating details. Meeting with Hotel progressing well. Bagpiper confirmed.	25
Family activities -- possible events include Downtown Roanoke walking tour, brewery bus tour, Saturday morning birdwatching event on nearby greenway. Explore Park event is also being investigated for viability.	25
Workshops and exhibitors -- Kiwanis training will be coordinated through Krista Latchaw. Jackie and Joyce are putting together panel of outside presenters -- focusing on health, personal growth areas. Past President Jenny Lee is on top of exhibitors.	25
Marketing -- "Save the date" ad ran in most recent Capital Kiwanian. We hope to submit articles starting in January highlighting presenters. We have developed a video highlighting Roanoke as a vacation destination that has been sent to Lt. Govs.	25

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

Obviously, the biggest challenge the committee is facing is whether COVID-19 restrictions will allow us to meet in person. We hope to know six months out (Feb. 20) if the event will have to go virtual.

We have recruited a leadsalesperson (Jamie Bailey) to sell advertising in the program -- and the rates will reflect an electronic version. Jamie is a seasoned pro. We are pleased that the possibility of using a local printer has been explored and we have begun coordinating a timetable with Jen Wolff to put the program together.

4. COMMENTS (use continuation sheet if necessary):

SIGNED: Joyce Montgomery 11-14-2020

February 8, 2012



Committee: Leadership Development and Education

Date: 11/14/2020

Chairperson: Krista Latchaw

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.]

*We have great representation from all regions this year. There now are 26 Certified Educators.

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

GOAL	% Complete
Pilot a Capital District Mentor program for LTGs, Secretaries, and Treasurers. Create a document with suggested meeting topics.	50
Update the Education section of the District website to include additional education resources, updated monthly tips, and items from the CLE Team. Challenge team members to create an environment where Education is 'all year long'.	75
Send in one article for each Capital Kiwanian publication. Start an Educator Spotlight feature.	50
Utilize feedback from DCON to determine 2 more Education activities for the 2020 - 2021 year.	25
Complete evaluations (in person or via virtual meeting) on at least half of the CLE Team members. Complete a 'Train the Trainer' education session for all Team members.	0

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

*We are doing some great things and would like some additional help on how to 'spread the word' and how to market of our team. Krista will discuss with the LTGs during this month's session.

4. COMMENTS (use continuation sheet if necessary):

Accomplishments this/last Quarter -

*The Leadership Development Coordinator assisted KI in 3 national education sessions

*110+ members initially completed the Capital District yearly education session. The session included speakers from our Education committee + multiple other committees to discuss essential information for Leaders in the Capital District

*Created a comprehensive 2020 - 2021 Capital District Education document including Governor goals, committee information, Foundation information, position information, etc.

*Created a Quick Reference Guide for Kiwanis Leader information with the Education Committee members (Championed by Bill Butts in Division 7)

*Started a 'It's 5 O'clock Somewhere' monthly educational series for just-in-time educational topics. The first two topics included Youth Protection & Insurance Changes.

*Created a new Capital District YouTube channel with the help of the Capital District Secretary

*Created and updated the Kiwanis Education webpage on the Capital District site

*The team has also started the Mentorship program. Individuals who have signed up have been sent their matches.

*The team is working on the '5 Minutes that Matter' series and will be sharing some new information in December (short videos on leadership and topics that matter to clubs).

SIGNED: Krista Latchaw

February 8, 2012



Kiwanis

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: On-to-International Convention

Date: November 18, 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 2021 Kiwanis International Convention in Salt Lake City to all clubs in the Capital District.	0

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

Covid 19 has put a damper on the planning of the Kiwanis International Convention. According to KI President Art Riley, "The schedule, speakers and entertainment need to be revised to allow virtual participation by districts who may be restricted from attending".

As soon as I receive any information, I will begin to promote the convention.

4. COMMENTS (use continuation sheet if necessary):

Nothing to Report

SIGNED: Mary Beth Murphy

February 8, 2012



Kiwanis

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: Builders Club & Kkids District Advocate

Date: 11/08/2020

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	33
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.	60
Take online training courses when available in Fall of 2020 from KI	50

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.

Will provide KI updates re: KKids & Builders Club information.

Will be contacting sponsoring clubs of clubs noted as inactive to determine status and possibiltiy of reactivating clubs.

New online course from KI is available from KI. Linkages to the courses provided.

SIGNED: Donna R Riley

February 8, 2012



Committee: Key Leader

Date: 10/23/2020

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 Region has only one member

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

GOAL	% Complete
Secure facility for April 2021. Facility is booked. No contract , yet. 4-H advises last year's deposit was rolled over due to COVID-19 cancellation.	95
Recruit >= 2 members to the committee from each Region to support the program.	83
Meet minimum attendance goal at event: 61 Student Participants and 7 Student Facilitators with 10 Adult Chaperones.	0
Recruit 1 member of each Division to support attendance, marketing and scholarships.	88

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

Still looking for a Site Coordinator.

And, of course, our ability to have the event is dependent upon the Governor of Virginia's policy for gathering size at that time.

4. COMMENTS (use continuation sheet if necessary):

Facility advises that breakfast and lunch prices have been increased to reflect COVID-19 compliance requirements. No other line items increased. For the minimum goal attendance of 78 people the increase amounts to \$280.00 which is comfortably within our estimated net. Other impacts will be fewer people allowed per cabin, no salad bar and no family style meal service.

SIGNED: Missy Zimmerman

February 8, 2012

Jamestown 4-H 2021 Proposed Key Leader Budget

<u>Description</u>	<u>Cost/Person</u>	<u>Number</u>	<u>Budget</u>	<u>Increase</u>
Lodging / 2 Nights	\$26.00	156	\$4,056.00	
Dorm Lodging / Facilitator / 2 Nights	\$40.00	2	\$80.00	
Breakfast (Two Meals)	\$10.00	160	\$1,600.00	\$ 160.00
Lunch (One Meal)	\$12.00	80	\$960.00	\$ 120.00
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	\$6,000.00	
Total Projected Expenses			\$16,623.50	\$ 176.00
Cost per person		78	\$213.12	
<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	\$5,000.00	
Total Projected Income			\$18,250.00	
Net Projected Profit/Loss			\$1,626.50	
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.				



Committee: Membership

Date: 11/14/2020

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 in place, have submitted plans for the coming months and are engaged in Capital District-wide membership activities. Members of the committee are:

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 Membership Coordinator as soon as possible. Enhance and maintain strong working relationship between regional coordinators and LTGs. Increase number of membership coordinators. Continue monthly 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.	60
Implement incentivized membership recruitment programs that provide encouragement and dollars to clubs for increasing number of members during a specific timeframe. (Working on new ideas to implement during 2021)	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.	40
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):

1. The first new club in the Capital District for the 2020-21 year was opened on November 13th, with the addition of the 15th paid member.
2. Plans are well underway to open a second club by the end of 2020. Led by Jen Wolff, the Capital
3. Kiwanis Legacy e-club will be an outreach to past CKI members.
4. Two clubs in the Southeast, Denbigh and New Kent are being coached and have decided to increase their membership versus turning in their charters.
5. Club Coach training will be held by KI staff on November 17th. Regional membership coordinators have been communicating with the previously-trained coaches to extend an invitation to participate
6. Governor Dennis will hold Coach training in early December for LTGs and those who want to remain as coaches but could not participate in the November training.
7. KI's no new member fee program remains in place until December 31. Plan is for regional coordinators to push this with LTGs for remainder of year.
8. Regional coordinators have been asked to work with LTGs to develop list of clubs that need strengthening. Plans underway for early 2021 virtual regional training.
9. What would a District-wide e-club look like? Pursuing idea.
10. A program to Spread the Word about Kiwanis is being implemented via the TOY program by reaching out to schools not participating in current and future Kiwanis communities.

SIGNED: Caren Schumacher

February 8, 2012



Kiwaniis

CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee:

Service

Date:

11/13/20

Chairperson:

DAVE Rothberg

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.

(Dec. 5, 2020)

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ☐

No ☒ [Note: Regions without representation below.]

All - Email sent to all LTGs + Article published in "The Capital Kiwanian"

- No response from either source

- Teenager of Year Chairperson is only only committee membership at this time

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

GOAL	% Complete
Assist clubs in conducting community surveys and developing service projects tailored to needs of their communities	
Promote Human + Spiritual values through cooperation on broad non-denominational ties between clubs + local leaders/groups	
Administer the "Teenager of the Year" program in each Regional and Division	
Establish Committee Membership with at least 1 person from each Region	
Utilization of ACE (Achieving Club Excellence) tool and make available to all clubs	

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

- Challenge - Spread the word - All "committees" seeking Division and Regional Representatives -
Would like to see uniform message from District to all members about "opportunity" to expand area of involvement, listing available topics, subjects, committees
- Plan to submit article to @ ~~per~~ issue of Capital Kananis
- ACE tool + KI Resources on surveys + community projects
- plan to do a "Socket somewhere" Education session

4. COMMENTS (use continuation sheet if necessary):

- + good communications with assigned Trustee Josh
- + good assistance from District Public Relations Chairperson Eric in getting word out on Teenager of Year program
- + Judy Pantelides has great handle on "Teenager of Year" program. Everything is available on Capital District website - including instructions, guidelines, suggested scoring system and time table

SIGNED: _____

February 8, 2012



Committee: Youth Protection

Date: December 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. This is not yet complete.

2. KIWANIS YEAR GOALS

GOAL	% Complete
Achieve 100% club participation in annual Youth Protection Policy training requirement (As of 11.08.2020 -- 129 Kiwanis Clubs – 39 Complete; 90 Incomplete)	30% complete as of 11.08.2020
Achieve 100% club compliance with Kiwanis Advisor background check requirement (As of 8.11.220 -- 382 SLP Clubs; 364 Sponsored by a Kiwanis Club; 290 Are In Full Compliance)	80% complete as of 11.08.2020
Provide on-going education about the Kiwanis Youth Protection Guidelines to club and district officers by providing one workshop at Kiwanis Mid-Year (2021), DCON (2021), 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; Virtual session presented for Capital District web series (10/20)
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	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)	On-going

3. CHALLENGES OR ASSISTANCE NEEDED:

According to data received from KI in November 2020, of the 382 SLP clubs in the Capital District, 18 are not sponsored by a Kiwanis club. Of the 364 SLP clubs sponsored by a Kiwanis club, 316 have reported the name of a Kiwanis Advisor in Kiwanis Connect and 48 have not (87% compliance). Of the 316 SLP clubs with a reported Kiwanis Advisor, 290 advisors have a valid and clear criminal background check on file and 26 do not have a background check on file at all or have an expired background check awaiting renewal (92% compliance). Overall, we have an 80% compliance with the Kiwanis Advisor background check requirement in the Kiwanis Youth Protection Policies. I continue to re-assess progress toward goal completion and will continue to work toward 100% Kiwanis Advisor background check compliance by December 31, 2020.

Any Kiwanis Advisor without a valid background check on file with Kiwanis International was removed from their role on September 01, 2020. This has had residual effects on our data and within our Kiwanis clubs as they scramble to address issues.

I continue to monitor club compliance with the annual Youth Protection Policies education requirement. As of 11.08.2020, we are at 30% club completion (39 of 129 Kiwanis Clubs). This metric re-set on October 01 for the new Kiwanis administrative year. We have work to do to achieve 100% compliance with this by early 2021. * Of Note: We have more than 129 Kiwanis clubs in the Capital District. However, the data set from Kiwanis International only included 129 clubs.)

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:

The data provided to the Capital District from Kiwanis International continues to have irregularities in it. Many inactive SLP clubs still appear, and this skews our compliance numbers. I continue to work with Kiwanis International to remove inactive SLP clubs from this listing, and I coordinate with Lt. Governors and Club Secretaries to have individual Kiwanis clubs clean their SLP rosters with Kiwanis Member Services.

SIGNED: Josh Hiscock
