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Capital District Kiwanis International
Board of Trustees
Front Royal Virginia
September 14, 2019

The first meeting of the 2019 - 2020 Board of Trustees was called to order by Governor David Lurie at 10:00 AM.

All members of the Board were present.

Also, in attendance were the 2019 -2020 Lieutenant Governors, Past Governors John Tyner, Jeffrey Wolff, and Finance Committee Chair Robert Wright.

The draft agenda was approved as amended.

The District Board Minutes of August 23, 2019 and the House of Delegates Minutes of August 24, 2019 were approved as printed in the Board Book

Governor Designate Lurie recommended the appointment of Thomas Varner to serve as the 2019 – 2020 Secretary Treasurer.

The recommendation was approved unanimously.

Governor Designate Lurie recommended the appointment of Jeffrey Wolff to serve as the 2019 – 2020 Assistant Secretary Treasurer.

The recommendation was approved unanimously.

Secretary-Treasurer Varner recommended the approval of The Branch, Bank, and Trust bank to be the financial institution for the Kiwanis, Circle K, and Key Club accounts.

The recommendation was approved unanimously.

Conventions Chair Wolff recommended that the contract for the 2022 District Convention in Baltimore MD be approved for the Secretary-Treasurer's signature.

The recommendation was approved unanimously.

Conventions Chair Wolff recommended that the contract for the 2024 District Convention in Portsmouth VA be approved for the Secretary-Treasurer's signature.

The recommendation was approved unanimously.

Governor Wolff recommended the approval of the meeting of the 2021 Circle K District Convention be held at Great Wolf Lodge the same weekend as the Kiwanis Mid Year Conference.

Conventions Chair Wolff recommended that the contract for the 2022 District Convention in Baltimore be approved for the Secretary-Treasurer's signature.

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The recommendation was approved unanimously.

The Conventions Committee requested that District Board consider reinstating a registration fee for the District Convention.

Governor David referred this to the Conventions and Finance Committees for consideration as a part of the budget process.

On motion of Governor Elect Baugh and second of Past Governor Morris The Circle K 2019 – 2020 budget as printed in the Board Book was approved.

On motion of Past Governor Morris and second of Trustee Gardner the 2019 – 2020 Budget as printed in the Board Book was approved.

Governor Lurie requested that the Finance Committee investigate the budgetary impact of stipend for Lieutenant Governors that includes housing at conventions and conferences.

Governor Lurie announced his assignment of Trustees to oversee the Policy Committees:

Finance Committee	Elana Gardner	Jack Hassman
Planning	Renee Mackey	Bill Watson
Bylaws and Policies	John Montgomery	Ron McCallum

In addition, Governor Lurie has appointed Dennis Grubbs and David Heppner to the Finance Committee

2019 – 2020 Board Meeting Dates

November 16, 2019	1PM	Fredericksburg Hospitality House
March 1, 2020	10AM	Great Wolf Lodge. Williamsburg (Midyear, Sunday)
May 2, 2020	1PM	Fredericksburg Hospitality House
August 21, 2020	10 AM	Richmond Marriott DCON

Governor Lurie will be appointing a committee to prepare distinguished recognition and awards programs for individual and clubs.

The next scheduled meeting of the Board will be November 16, 2019 at the Fredericksburg Hospitality House at 1:00 PM.

Respectfully submitted,

Thomas A Varner, Secretary-Treasurer

CAPITAL DISTRICT KEY CLUB
Profit & Loss Budget Overview
 October 2019 through September 2020

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

CAPITAL DISTRICT KEY CLUB
Profit & Loss Budget Overview
 October 2019 through September 2020

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

<u>Description</u>	<u>Cost/Person</u>	<u>Number</u>	<u>Budget</u>
Lodging / 2 Nights	\$26.00	160	\$4,160.00
Dorm Lodging / Facilitator / 2 Nights	\$40.00	2	\$80.00
Breakfast (Two Meals)	\$9.00	160	\$1,440.00
Lunch (One Meal)	\$10.50	80	\$840.00
Dinner (Two Meals)	\$14.00	160	\$2,240.00
Lower Rope Course		1	\$200.00
Campfire		1	\$50.00
Extended Coffee (Adults Only)		1	\$45.00
Snacks	\$4.00	75	\$300.00
T-Shirts	\$9.50	25	\$237.50
Pay Pal		1	\$125.00
Name Tags / Badge Holders		1	\$75.00
Drawstring Bags/Pens/Supplies		1	\$200.00
Key Leader Program Fee		1	<u>\$6,000.00</u>
Total Projected Expenses			\$15,992.50
<u>Registration</u>	<u>Cost/Person</u>	<u>Number</u>	<u>Budget</u>
Non Key Club Participant	\$0.00	0	\$0.00
Key Club Participant	\$175.00	61	\$10,675.00
Student Facilitator	\$150.00	7	\$1,050.00
*Key Club District Board Participant	\$125.00		\$0
*Key Club District Bd. Student Facilitator	\$75.00		\$0
Adult Chaperons	\$115.00		\$0
Capital District Key Club Stipend	\$50.00		\$0
Capital District Kiwanis Foundation		1	<u>\$5,000.00</u>
Total Projected Income			\$16,725.00
Net Projected Profit/Loss			\$732.50
Note: Registration fees are based on 61 Student Participants and 7 Student Facilitators			
Note: The 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.			

**Capital District Kiwanis
September 14, 2019 Board of Trustees Meeting
Action item # 1**

Subject: 2019-2020 Division and Club Recognition

Issue: Kiwanis International has delegated division and club Recognition to the districts beginning in this administrative year. District Board needs to decide whether to have a program in place

Discussion: Kiwanis International has historically handled division and club recognition through a distinguished awards program over the last several decades. However, in recent years, the criteria changed on an annual basis and in one year, there was no program at all. Kiwanis International Board decided to delegate this function to the districts and determine the means and methods of recognition. If our district desires to have a program, it should be announced at the beginning of the 2019-2020 administrative year to give clubs time to adjust their goals and objectives for this year to meet the criteria if they so desire.

To facilitate that process, the Board should approve a new division and club recognition program. The method of recognition does not have to be determined immediately, but the criteria should be set now.

The current 2018-2019 division and club recognition program administered by Kiwanis International is as follows:

DIVISION RECOGNITION (must have at least five clubs in good standing)

- Open at least 1 new club in the division; OR
- Achieve a net increase in membership for at least two-thirds of the existing clubs

CLUB RECOGNITION (must complete three of 4)

- Membership and Education - Net increase in membership; OR sponsorship of a new Kiwanis club
- Community Impact – Completion of a signature project; AND sponsorship of at least one Service Leadership Program club.
- Our Kiwanis Image – Participation of president and secretary in Club Leadership Education training.
- Financial Viability - Per-member donation to the Kiwanis Children's Fund (defined by either US\$10 per member or tiered by district/region).

Kiwanis International has proposed guidelines for the district to use in deciding whether to have a division and/or club recognition program. For recognizing distinguished Kiwanis divisions, the recommended criteria should reflect growth within the division, including:

- Net gain in membership in the division.
- Opening of a new club within the division.
- Increase in new members by clubs in the division.

For recognizing distinguished clubs, the recommended criteria should include:

- Increase in membership by the club.
- Completion of a signature project by the club.
- Participation by the club president-elect and officers-elect in club officer education.

- Sponsorship/support of Service Leadership Programs.
- Annual financial support of the Kiwanis Children's Fund/The Eliminate Project or other national/district Kiwanis foundations.
- Sponsorship of a new Kiwanis club in Africa.

Recommendation: Continuation of a distinguished division and club recognition program with criteria established by the Capital District as follows:

DIVISION RECOGNITION (must have at least five clubs in good standing)

- Open at least 1 new club in the division; OR
- Achieve a net increase of +2 membership for at least two-thirds of the existing clubs

CLUB RECOGNITION (must complete all)

- Membership - net increase in +2 membership; OR sponsorship of a new Kiwanis club
- Participation of president and secretary in Club Leadership Education training (in person or on-line)
- Community Impact – Completion of a signature project by the club;
- Service Leadership Program sponsorship - sponsorship of at least 1 Service Leadership Program club or contribution to Kiwanis Outreach program.
- \$10 per-member donation to the Kiwanis Children's Fund (combined club and individual member contribution) and \$3 per member to the Capital District Kiwanis Foundation
- Submission of all monthly and club election reports

Forward Work: If approved, the following actions are assigned:

- Secretary Treasurer – provide criteria and information to Lt. Governors and District Editor for distribution, copy Board of Trustees and Other District Committee Chairs
- Lt. Governors - provide criteria and information to clubs
- District Editor - publish information on District Web Site and next Capital Kiwanian

**Capital District Kiwanis
September 14, 2019 Board of Trustees Meeting
Action item # 2**

Subject: 2019-2020 Awards Program

Issue: Need to revitalize current program and provide additional recognition opportunities to clubs and members during the 2019-2020 administrative year.

Discussion: Club and member recognition programs have received little or no attention in the last several years in the District and many have been discontinued. In addition, Kiwanis International has discontinued a number of recognition programs over the years including Distinguished Clubs. Currently, there is only one planned International club recognition program remaining – The Signature Club Project and one on the district level – the Distinguished Club member program. A number of districts have stepped up to fill the void and provide additional recognition opportunities.

Provided the Board has approved Distinguished Club Award program in Action Item # 1 – that will give us just two opportunities for club or member recognition. However, there should be additional opportunities used by the district to recognize the work of our clubs throughout the district. If our district desires to have a program, it should be announced early enough in the 2019-2020 administrative year to give clubs time to adjust their goals and objectives for this year to meet the criteria for the awards if they so desire.

To facilitate that process, the Board should approve a new division and club recognition program. The method of recognition does not have to be determined immediately, but the awards should be now and the criteria developed and released as soon as possible in the fall of 2019.

Recommendation: Expansion of club and individual recognition program in the district with the following awards. Each award proposed will have appropriate recognition included along with the number of recipients. Those awards based on club size are divided into the following categories:

- Gold Division 101 members or more
- Silver Division 71 to 100 members
- Orange Division 46 to 70 members
- Blue Division 31 to 45 members
- White Division 30 members or less

Criteria for the awards shall be developed and approved at the November Board meeting and then distributed across the district.

Proposed club awards

- Club of the Year - 1 Overall Winner and 4 honorable mentions
- Achievement - 1 first place & 3 honorable mentions per size category
- Aktion, Builders Club and K-Kids Sponsorship - 1 first place & 3 honorable mentions per size category
- CKI Sponsorship – recognition provided by Capital District CKI
- Club Membership Growth – All clubs with net growth of 5 or more receive a banner patch
- Club Newsletter - 1 first place & 3 honorable mentions per size category
- Club Service - 1 first place & 3 honorable mentions per size category
- Club Public Relations and Social Media - 1 first place and 3 honorable mentions per size category
- Interclub – 100% Member Participation -- clubs with 100% active members participating receive award
- Interclub – 1 first place & 3 honorable mentions per size category
- Key Club Sponsorship – recognition provided by Capital District Key Club
- Support of Human & Spiritual Values - 1 first place & 3 honorable mentions
- Outstanding Membership Growth Award (Net) – Club with greatest net growth receives award (new clubs not eligible)
- Outstanding Membership Growth Award (%) – Club with greatest % growth receives award (new clubs not eligible)
- Grow to 20 – clubs with less than 20 members achieve net growth to 20 or more members receive award

Proposed individual awards

- Distinguished Kiwanian – No Limit – awarded based on district criteria (continuation of current program)

Other awards (to be selected by Governor)

- Outstanding District Trustee
- Outstanding Lieutenant Governor
- Outstanding District Chair
- Special Service
- Most Improved Division Award

Forward Work: If approved, the following actions are assigned:

- Immediate Past Governor – as part of the Achievement Committee, prepare an integrated awards document to be reviewed by District Board at the November 2019 Board meeting
- District Committee Chairs - provide input to Achievement Committee for award criteria for their area
- Governor, Governor-elect, Secretary-Treasurer, Immediate Past Governor and 2 other at large members appointed by the Governor to serve as special committee to provide input to Achievement Committee for all other awards not covered by District Committee Chairs