

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
January 28, 2017

The second meeting of the 2016-17 Pennsylvania District Board of Trustees was held on January 28, 2017. All board members were present except for Trustees Judy Janes, Bill McCabe, and Governor-elect Judy Raub. Guests included Administration Chair Paul Kasoff, Lt. Governor Mike Coolbaugh, Past Governor and Public Relations Chair Bob Raub and Key Club Governor Morgan Coolbaugh.

Lt. Governor Phyllis Palm provided an opening thought.

The consent agenda of the meeting was considered. (See p26 to p92) Board member requests had sought the removal of the October Board Meeting Minutes (p26-p29), Executive Directors Report (p86-p90) Governor-elect report (91-92), Key Leader Report (p79-p80) and the Youth Protection Chair report (p30-p31) from the consent agenda so they could be discussed in the discussion and action area of the agenda. All other items of the consent agenda were approved by proper motion, second and vote.

The Circle K District Convention budget was considered for approval (1/105). After review and discussion, the budget was approved.

The District audit situation was reviewed. A motion was introduced and seconded that the board finance committee establish a meeting within two weeks to come up with a plan to resolve the District audit situation and report back to the board on this.

The District cash flow and transaction report were discussed and considered. No actions were taken pending the outcomes of the upcoming audit.

The current District budget and an alternative budget were considered. No action was taken at this time pending the aforementioned finance committee meeting where the revised budget will be considered. See 12/105 and 13/105 for the budget.

The Holiday Party was reviewed and discussed. See 14/105. The future of the Holiday party and other fundraisers were discussed. A recommendation will be made to Governor-elect Judy Raub to appoint a fundraising committee to look at fundraisers for the District.

The resignation of Region IV Trustee Bill Henning was discussed. See p16/105. No action was taken on the resignation since Mr. Henning has subsequently resigned his Kiwanis membership in Pennsylvania. Potential replacements were discussed and Governor Gräb will follow up with some of those Kiwanians.

Vacant District Leadership positions were reviewed. See 17/105.

2017-18 District and Club Officer Training was reviewed. There are significant changes coming to Lt. Governor and President training. Additionally, Governor-elect Judy Raub is planning a separate Trustee Training session.

The 2017 Midwinter Conference attendance and sponsorships were reviewed. The agenda and budget were formally approved by motion, second and vote. See 18/105 to 22/105.

A discussion was held about having the Midwinter Conferences beyond 2018 and, if so, what format those conferences would follow. After discussion, it was agreed that we should continue having a Midwinter Conference for 2019 and beyond with the Midwinter program focused on a Saturday but some type of activity or activities be added to Friday evening for those Kiwanians who arrive early for the conference.

The 2017 Key Leader Conferences were discussed. See p30-p31.

The final financial report on the 2016 District Convention was reviewed. It is 11/105.

A proposed budget for the 2017 was reviewed by the board. (A) The budget has been reviewed by the 2017 Convention Committee and it met with their approval. After discussion, the board directed that the Executive Director revise the budget to include an all-inclusive package option. The board will review the revised budget at a future conference call meeting and the convention committee will be asked to review the all-inclusive package again.

The 2019 District Convention location was reviewed. The Board had tentatively approved Williamsport as the location of the 2019 Convention site pending contract negotiations. Those contract negotiations are not complete because of the high meeting room rental and sleeping room charges in the initial proposal received from the Genetti Hotel in Williamsport. More negotiation will need to take place but if the Genetti will not substantially alter their position it may be necessary to find another location for the 2019 convention.

A proposal to have the 2020 District Convention in at Crowne Plaza Reading was considered. The board approved the proposal after review and discussion.

Cathy Szymanski called in to the meeting to provide a report on membership and the Formula. New Club opening was reviewed. A match grant program is available and a grant application is being processed using the District budget money for membership as the match. An incentive program is being put forward that will involve the awarding of an Amazon gift card on a regional basis. A motion was approved to authorize \$1,000 for the matching grant application. The motion was approved. See p4-p22.

Sarah Zulueta provided a report on her January visit to the Pennsylvania JCI Convention. As a result of that visit, an effort will be made to develop a memorandum of understanding between Pennsylvania Jaycees and Pennsylvania Kiwanis. An invitation has been extended to the Pennsylvania Jaycees to have two representatives attend our Midwinter Conference as our guests.

The 2017 Kiwanis International Convention in Paris, France was discussed and information shared. The Pennsylvania District Caucus will take place on Friday, July 14, 2017 at 9:00AM. Board members were reminded that Past Governor Cathy Szymanski is one of 4 candidates seeking 3 open positions for United States Candidates on the Kiwanis International Board.

Clubs not paying 2016-17 dues were reviewed.

An emergency communications plan as put together by Public Relations Chair Bob Raub was considered by the Board. A motion to adopt the plan was approved with the caveat that some spelling and grammatical corrections as picked up by Immediate Past Governor Jen Vare be made to plan. See 1-33.

Dates were established for 2017-18 board meetings. Those dates are September 23, 2017, January 20, 2018, April 21, 2018 and July 21, 2018.

Kiwanis Day at Citizens Bank Park/Philadelphia Phillies is June 17, 2017.

The District I-Plan (strategic plan) was discussed. The plan has not been completed because of a lack of information from Kiwanis International. After discussion, the board approved a motion that Immediate Past Governor and committee chair Jen Vare establish a meeting at the earliest opportunity in order that a final plan can be considered by the board.

The District Foundation Nominating Committee was reviewed and discussed. Governor John Grab indicated he will be appointing Governor-elect Judy Raub to the committee with other appointments to follow.

An information piece on Young Children Priority One as put together by Young Children Priority One Chair Emily Reed was reviewed by the Board. The board approved the piece with some suggested edits that will be shared with Emily. The board, also, approved a committee consisting of Emily Reed, Bob Raub and Kevin Thomas to put together a 1 piece flyer/brochure item that can be shared with non-Kiwanians.

On the Montgomery County Intermediate Unit Partnership, it was reported that the Ambler Club is working with the Intermediate Unit and the Ambler library.

District legal counsel was discussed. Through the efforts of Phyllis Palm discussions have begun with Lewistown Kiwanian Tim Searer on what would be the parameters of such a position and what role legal counsel might play.

The request of District Youth Protection Manager Phil Weber to have time at Lt. Governor training was considered. A recommendation was approved by the board to provide 20 minutes of time.

The signature project contest of Kiwanis International was reviewed. Jen Vare volunteered to head a committee to review club projects and pick one from the District to send on to Kiwanis International. Information will be developed and sent to the clubs so that they can submit projects for consideration of the committee.

A Pennsylvania Kiwanis Facebook group was discussed. After discussion, the group was approved with Sarah Zueleta, Jen Vare and Kevin Thomas as moderators.

Unclaimed Kiwanis property as held by the Treasury Department in Pennsylvania was discussed. Governor John Grab submitted a claim and additional documentation needs to be developed to establish that Pennsylvania Kiwanis is entitled to the money in the claim. Kevin Thomas will develop a letter to submit to try to meet the conditions of the Treasury Department.

The role of those submitting reports at the first board meeting of each administrative year was discussed. No policy change action was taken by the board.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Kevin E. Thomas

District Executive Director/Secretary/Treasurer

Kiwanis International Monthly Membership Comparison

[illegible]

[illegible]

Kiwanis International Monthly Membership Comparison

Run Date: 01/03/2017

Run time: 2:39:11 PM

[illegible]

**Kiwanis International
Monthly Membership Comparison**

[illegible]

Kiwanis International Monthly Membership Comparison

Run Date: 01/03/2017

Run time: 2:39:11PM

[illegible]

[illegible]

Club Name	Division	Starting #	Ending #	Net Chang	Club Status
Erie	1	39	38	-1	A
Meadville	1	50	45	-5	A
Warren	1	40	41	1	A
Corry	1	11	11	0	A
Bradford	1	54	53	-1	A
Conneaut Lake	1	8	8	0	A
Cambridge Springs	1	9	9	0	A
Millicreek-Erie Area	1	25	20	-5	A
Edinboro	1	28	30	2	A
West Erie County	1	15	16	1	A
Meadville Golden K	1	20	20	0	A
East Erie County	1	15	15	0	A
Fort LeBoeuf	1	13	17	4	A
		327	329	-2	
New Castle	2	11	11	0	A
Franklin	2	47	48	1	A
Sharon	2	19	18	-1	A
Greenville	2	33	33	0	A
Clarion	2	15	15	0	A
New Wilmington	2	23	23	0	A
Transfer	2	14	16	2	A
West Middlesex	2	25	24	-1	A
Hermitage	2	14	15	1	A
Titusville	2	15	15	0	A
Sewickley	4	14	15	1	A
Mars	4	15	14	-1	A
Glenshaw	4	17	17	0	A
Allegheny North	4	8	8	0	A
		54	54		
Pittsburgh	5	18	18	0	A
Washington	5	11	11	0	A
Squirrel Hill, Pittsburgh	5	9	9	0	A
Sheraden, Pittsburgh	5	37	37	0	A
Baldwin	5	6	9	3	A
Pittsburgh Airport Area	5	12	12	0	A
		93	96		
McKeesport-White Oak	6	22	19	-3	A
Kittanning	6	8	8	0	A
Vandergrift	6	15	15	0	A
Wilkinsburg	6	15	15	0	A
Verona-Rosedale	6	9	8	-1	A
Freeport	6	23	23	0	A
Penn Hills	6	14	14	0	A
		106	102		
Greensburg	8	24	24	0	A

Uniontown	8	11	11	0 A
Jeannette	8	12	12	0 A
Scottsdale	8	21	20	-1 A
Ligonier Valley	8	6	6	0 A
		74	73	
Johnstown	10	20	20	0 A
Indiana	10	38	39	1 A
Homer City	10	10	10	0 A
Somerset	10	15	15	0 A
Johnstown East Hills	10	8	8	0 A
Westwood, Johnstown	10	20	21	1 A
Punxsutawney	10	5	6	1 A
		116	119	
Altoona	11W	47	46	-1 A
Du Bois	11W	13	13	0 A
Phillipsburg	11W	52	67	15 A
Clearfield	11W	14	0	-14 CSD
Eldorado, Altoona	11W	22	20	-2 A
Tyrone	11W	17	16	-1 A
		165	162	
Lewistown	11E	43	45	2 A
Bellefonte	11E	44	47	3 A
Huntingdon	11E	12	12	0 A
State College	11E	39	41	2 A
Mount Union Area	11E	9	7	-2 A
Juniata County	11E	19	20	1 A
Penns Valley Area	11E	10	10	0 A
Nittany	11E	11	11	0 A
Williamsport	12N	71	71	0 A
Lock Haven	12N	55	55	0 A
Mill Hall	12N	18	18	0 A
Mansfield	12N	13	15	2 A
Sullivan County	12N	24	22	-2 A
Valley (The), Athens	12N	16	13	-3 A
Jersey Shore Area	12N	12	12	0 A
Muncy Area	12N	13	14	1 A
Bald Eagle and Nittany	12N	35	37	2 A
Montoursville	12N	33	35	2 A
Pennsylvania Ekiwanis	12N	14	14	0 A
Liberty	12N	26	26	0 A
		330	332	
Sunbury	12S	25	26	1 A
Danville	12S	6	6	0 A
Mifflinburg	12S	31	31	0 A
Milton/Warrior Run	12S	31	38	7 A
Dalmatia	12S	28	28	0 A

Northumberland-Point	12S	11	14	3 A
Middleburg Area	12S	14	14	0 A
Buffalo Valley A.M.	12S	14	14	0 A
Selinsgrove Area	12S	11	11	0 A
		171	182	
Harrisburg	13N	39	40	1 A
York	13N	13	13	0 A
Middletown	13N	7	10	3 A
West Shore, Cumberland	13N	11	11	0 A
Upper Allen-Cumberland	13N	21	21	0 A
Hershey-Hummelstown	13N	24	25	1 A
East Shore, Harrisburg	13N	2	2	0 A
Cumberland County	13N	13	13	0 A
Dillsburg Area	13N	24	28	4 A
Red Land-Fairview Tow	13N	6	6	0 A
		160	169	
Carlisle	13S	73	70	-3 A
Hanover	13S	30	30	0 A
Chambersburg	13S	35	36	1 A
Gettysburg Adams	13S	16	16	0 A
Chambersburg-Downton	13S	18	18	0 A
Shippensburg	13S	18	18	0 A
Big Spring	13S	13	13	0 A
Greencastle-Antrim	13S	5	5	0 A
		208	206	
Pottsville	14	34	37	3 A
Hazleton	14	24	24	0 A
Bloomsburg	14	38	39	1 A
Berwick	14	9	9	0 A
Valley (The), Conyngham	14	18	17	-1 A
		123	126	
Scranton	15	63	63	0 A
Wilkes-Barre	15	26	27	1 A
Pittston	15	16	17	1 A
Plymouth	15	7	7	0 A
Carbondale	15	9	9	0 A
Dallas	15	18	18	0 A
Tunkhannock	15	57	56	-1 A
Swoyersville	15	20	20	0 A
Mountaintop	15	17	18	1 A
Montrose Area	15	24	24	0 A
Wyoming Area	15	54	59	5 A
Greater Reading-Berks	16	22	22	0 A
Lebanon	16	38	40	2 A
Elizabethtown	16	23	24	1 A
New Holland	16	41	42	1 A

Annville-Cleona	16	16	16	0 A
Norlanco-Rheems	16	21	23	2 A
Litz Area	16	26	28	2 A
Palmyra Area	16	12	11	-1 A
Centennial Internet Clu	16	50	51	1 A
Kingston	17	10	10	0 A
Lafin	17	13	13	0 A
TriBoro	17	16	16	0 A
Easton	17	40	40	0 A
Stroudsburg	17	35	31	-4 A
Easton-Suburban	17	10	10	0 A
Nazareth Area	17	13	13	0 A
Palmer Township, Palm	17	52	52	0 A
Poconos - Daybreak, M	17	32	34	2 A
West End-Monroe Coui	17	8	0	-8 CSD
		190	180	
Allentown	18	20	22	2 A
Emmaus	18	34	34	0 A
Allentown Northeast	18	23	25	2 A
Upper Perkiomen Valle	18	18	18	0 A
Lehigh Valley Industrial	18	6	6	0 A
Southern Lehigh, Cente	18	5	5	0 A
		106	110	
Pottstown	19	12	12	0 A
Lansdale	19	30	30	0 A
Ambler	19	25	25	0 A
Boyertown Area	19	18	0	-18 CSD
Upper Bucks	19	7	7	0 A
Norriton Circle	19	14	16	2 A
		106	90	
Old York Road	21	27	27	0 A
Glenside	21	19	21	2 A
Jenkintown	21	22	22	0 A
Levittown-Bristol	21	34	34	0 A
Phil-Mont, Philadelphia	21	13	13	0 A
Southampton	21	22	22	0 A
Council Rock	21	7	7	0 A
Bensalem	21	15	23	8 A
Hatboro-Horsham	21	8	9	1 A
Washington Crossing-Y:	21	25	25	0 A
Central Bucks	21	19	24	5 A
		211	227	
Chester	22	6	6	0 A
Phoenixville	22	56	58	2 A
Main Line (The)	22	12	13	1 A
Baltimore Pike, Delawa	22	12	8	-4 A

West Chester	22	6	6	0 A
Upper Main Line (The),	22	12	12	0 A
University City, Philade	22	13	14	1 A
Kennett Square	22	6	0	-6 CSD
South Philadelphia	22	15	19	4 A
Conshohocken	22	15	15	0 A
Valley Forge	22	15	15	0 A
		168	166	
		187	193	
		216	218	

Roll Call: John Maz, Barb

John Maz. John spoke about getting LTGs

2. What clubs need help

- a Kittanning....they feel they are where they were last year. They are reluctant to do anything...**

3. What success stories do they have to share...

Barb is going to clubs in her division talking to them about membership.

Airport Club has one that came through KI Bob Marko continues to work with them. Partner with Sewickley club.

**Baldwin had two new members thinking of doing a membership drive in the Spring
Sheraton doing a membership drive in March and April time frame**

4. What can we do to help them.

**Opening Fox Chapel Club: plan on some time towards end of January 31-February 3,
Schedule appointments for December 20-21**

Growth Summit

Club Counseling

5. Who do they know that we could speak to in order to join the Formula

6. Challenge each one to bring in a member before end of year

7. New Call Structure

1. Roll Call
 - a. Phylliss
 - b. Kevin
 - c. Anne
 - d. Janie
2. What clubs need help
 - a. I will have the membership report up during this time as well as their reports they sent in to Kevin. I will need to keep this call focused on membership of Kiwanis and not Key Club or other misc items.
3. What success stories do they have to share...turn out 10-12 ppl there
Meeting Kevin they don't want to fold, why they left always did it that way, they want us to build they don't want to help. In February 7 do a SWAT analysis a lot of work needs to be done 8 members...
State college two new members
Lewistown one or two new members
Ideas to communicate with clubs
Change is gradual
What do younger members want what do older members want
4. What can we do to help them.
Excited for Summit need two of them
Need to do assessment and SWAT analysis
Fresh ideas
Ttype
5. Who do they know that we could speak to in order to join the Formula
6. Challenge each one to bring in a member before end of year
7. New Call Structure

Roll Call

Bill, Mimi, Cathy, Penny, Bob, Matt, Judy

- 1. New Call Structure**
- 2. What clubs need help**
 - a) Lock Haven new members who are woman who would like to see more service done and would like to bring younger blood in.**
 - b) Jersey Shore has asked for help, Penny would like to get Bob and Bill involved in helping with membership.**
 - c) Muncy got a new member last month, need more diversity, need more members,**
 - d) Mansfield from 9 to 15**
 - e) Northumberland having a shake up, president stepped down due to illness, lost members in the spring due to a difference in which direction the club should go. Mimi is going back in January to talk to them about membership. Only club that did not attend Fall regional meeting or division council meeting.**
 - f) Danville working very hard to build up their membership.**
 - g) Division 14 needs help**
- 3. What success stories do they have to share...**
 - a) Milton-Warrior Run do a lot of social things and invite people to come along, have specific get together, mail out invites for a get together. Think they will make a wonderful member, please come.**
 - b) BENV took in two new members do social outings and open houses. Had a competition on an Elevator speeches, some of the members did skits.**
- 4. What can we do to help them.**
 - a) Penny will need help with Jersey Shore and Lock Haven**
 - b) Williamsport Club needs help, some controversy involved with the club and they did not pay attention to membership. They do attend conventions and focused on signature project.**
 - c) Bill asked for Cathy and Matt to meet with Danville.**
- 5. Who do they know that we could speak to in order to join the Formula – please send nominees to Cathy and Matt with a few particulars.**
- 6. Judy spoke about Clubs building relationships and doing things socially .**
- 7. Challenge each one to bring in a member before end of year.**

Roll Call

Cathy, Matt, Bill, Jeff, Tiff, Walt, Kelly, Bob, Mike, Judy

1. New Call Structure

2. What clubs need help

- a) Southern Lehigh – Jeff Rose reached out to Rose McFee. They are looking at changing club meetings and perhaps their name.**
- b) Lehigh Valley Industrial Park – they are closing. They always wanted to have someone else fix their club, but this is a good learning experience which will help with the future Whitehall Club and two orphaned Key Club.**
- c) Easton-Suburban – They do need help, but Walt reported that they do not want any help. They've indicated to both Walt and Bill that they do not care to grow and continue doing what they've always done.**
- d) Nazareth – they are down to 10 members and do not seem interested in help.**
- e) Plymouth – Bob is presenting (based on a Powerpoint that Matt is sending him). They did a survey and will send Bob the results in advance of his presentation.**

3. New Club Updates

- a) Wesley Village – Mike is going to meet with the home administrator to discuss how they can readily approve activities and also trying to have an evening meeting off-site.**
- b) Triboro – They meet at the President's funeral home, but have had to cancel their last two meetings due to funerals. The President has indicated he would like to step down and turn the presidency over to someone who can dedicate more time.**

4. What success stories do they have to share...

- a) Jeff is going to Downtown Allentown "donation day" when they give away a lot of money to those who have applied. They have gone to a 321 and it is working out well.**
- b) Easton is preparing for their 100th Anniversary in 2018.**
- c) Wyoming Area has brought in 4 new members already.**
- d) Clubs inviting SLP members to open house events.**
- e) SLP advisors as faculty members.**

5. What can we do to help them.

- a) Powerpoint from Matt re: Presenting the Formula.**
- b) Cathy and Matt will discuss Whitehall with Jeff on another call.**

6. Who do you know that would make a good Formula team member to either open a new club or work with existing clubs? If you have any thoughts, please email the names and some background information to Cathy and Matt

7. Judy and Cathy spoke about Clubs building relationships within our clubs being very important and doing things socially.

8. Cathy and Matt issued a challenge to everyone on the call for each one to either bring in a new member or at least ASK a new member to join Kiwanis.

Roll Call:

Region 7 Formula Team: Sarah Zulueta (Trustee/NCO), Dennis Pennington (LTG Div 19), Joe Wilson (LTG Div 21/NCO), Lillian Mateja (LTG Div 22/NCO), Jen Vare (Immed. Past Gov/NCO), Mariza Shavella (Club Counselor), Jen Crowell (Club Counselor)

District Formula Team: Cathy Szymanski (Formula District Chair), Matt Wise (Formula Vice-Chair), Judy Raub (Governor-Elect)

Summary:

- Discussion was held on the new call structure to be Region specific calls to be more effective than larger District calls with all of the PA Formula team.
- Divisional Reports:
 1. **Division 19 – LTG Dennis**
 - **Pottstown – Issues:** Club only have older members that are tired and burnout therefore would like to fold the club. Gene Houston (Secretary) is very negative and club members need to change.
 - Dennis has identified organizations/places that should be approached for membership prospects. Sarah and Dennis to meet on a game plan.
 - Dennis setting up a marketing plan with three service project ideas.
 - Mariza willing to help with Pottstown as well.
 - **Upper Bucks –** Only 6 active members; Dennis is trying to connect with Bonnie Houpt to get to a meeting. Sarah to connect Dennis and Bonnie together.
 - **Lansdale – Issues:** They are in a rut and do not do any service; many internal issues with personalities in the group. They are more focus on policy and procedures than in service.
 - **Boyetown –** Club turned in charter but they have abandon Key clubs.
 - **Norriton Circle –** Jen Vare reported they have set a goal by their one year anniversary to add 6 new members by anniversary party. They plan to send a email/letter highlighting their One year successes to invite past prospects.
 - Jen Crowell volunteered to attend a meeting to give independent review of club.
 - **Ambler –** This club has 2 new members joining and looking at starting a new Circle K club at La Salle Ambler campus. Mariza said she can help with this endeavor.
 2. **Division 21- LTG Joe**
 - Division 21 up 7 new members; 4 of 11 clubs have positive growth.
 - **Glenside – Issues:** Small group of members became negative about Kiwanis and became disruptive to club growth and operations; they have since left and the newly elected new president Roxanne West has done a great job in organizing the club in fund raising and growth. Bensalem
 - **Council Rock and Bensalem clubs –** Do not feel that growth plans are important and feel they are fine but Council Rock is now suffering and are down in membership numbers.
 - Multiple visits by Joe and Jen to Council Rock have not resulted in positive growth as the club will not take action.
 3. **Division 22 – LTG Lillian**
 - **Problem clubs:**
 - **Upper Main Line – Issues:** Have major membership issues. They have had 2 deaths impact and 1 transferred to West Chester. This club only 4-5 members active; a mini-blitz/action plan is needed asap.

- **Baltimore Pike** – Issues: Illness and other issues have impacted the decline in membership to below charter strength. A visit is needed with the board members. Lillian attempt to contact officers.
 - **Main Line Club** – Issues: Stagnant growth and lacking leadership with actionable plans.
 - **Chester** – Need to connect with a member.
 - **Kennett Square** – Turned in their charter.
- **Clubs with Good News:**
 - **University City** – Jen Crowell reported they added new members that are excited and ready to be active. There is a meet and greet planned for Jan 14th going ice skating at Blue Cross River rink and are collecting items for teens for an organization. Mbing service and fun is the key!
 - **West Chester** – Mariza Shavelle reported they added 2 new members; Changed their meeting location to West Chester University and this has added to positive results for the club.
- **New Club Status:**
 - **Conshohocken** – Jen Vare – reported that Secretary felt frustrated about lack of meeting participation. She brought up a timeline with what to expect should happen each month. Matt is looking to work on this as well.
 - Jen Crowell volunteered to attend a meeting to give independent review of club.
 - **Valley Forge** – There are many questions they have and more counseling can be done for this club to help them meet milestones and plan charter.
 - Jen Crowell volunteered to attend a meeting to give independent review of club.
 - **Central Bucks** - Doing great service and bringing in new members. Joe is an awesome club counselor.
 - **South Philly** - going strong have a potential new member, delivering gifts to 60 kids on December 21st. Sarah and Liz work closely with Gretchen and the board to hit milestones. They have bank account, EIN, and filed already 8976.
 - **Collegeville** – This is a new club site that is being opened by Jen Vare and Sarah Zulueta. Plans to be kicked off in new year. There are 3-4 potential new members thus far.
- **Other Notes:**
 - **Region Growth Retreat** will be in the near future to focus on real plans on **STRENGTHENING** existing clubs. Cathy and Matt to email on future dates.
 - Judy spoke about the importance of Mid-Winter. Don't invite ppl once keep them in the loop and court them several times to join the club. Keep them in the loop for the next time.
 - Cathy challenged everyone to bring in a new member by January 31st. Everyone felt that was a challenge they could do.

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
October 1, 2016**

The first meeting of the 2016-17 Pennsylvania District Board of Trustees was held on October 1, 2016. All board members were present except for Trustees Bill Henning and Sarah Zulueta. Governor John Gräb presided. Guest Included District Public Relations Chair Bob Raub, Past Governor Mark Mishinski, past Trustee and past Lt. Governor Bonnie Houpt and Circle K Administrator Kelly Shaup.

Governor elect Judy Raub provided an opening thought.

The consent agenda for the meeting was considered. (See p9 to p56) Board member requests had sought the removal of the Past Governors Report (p31-p33) and the Immediate Past Governors report (p52-p53) from the consent agenda so they could be discussed in the discussion and action area of the agenda. All other items of the consent agenda were approved by proper motion, second and vote.

District Formula Chair Cathy Szymanski called into the meeting and provided a review of the membership and new club building activities. Three new clubs (Valley Forge, Conshocken, and Triboro) were opened this week. The effort in Southern Lancaster County was discussed. Plans for the upcoming year were reviewed. Cathy Szymanski asked board members to identify Kiwanians who might be good members to add to the Formula Team. A plan will be developed for under charter strength clubs. Executive Director Kevin Thomas pointed out that statistically September 2016 was our best in at least 5 years.

Governor John Gräb explained how the goal of 658 new members was determined by Kiwanis International President Jane Erickson. He, also, elaborated on the goal of at least 7 new clubs.

The JCI Partnership was discussed. See P8 for a letter to the Pennsylvania JCI president; to date the letter has not had a response. As well no further contact has come out of a visit from Kevin Thomas to their convention/meeting in Somerset. If no further response comes from the letter and contacts made, Kevin Thomas indicated that he plans no further action. Immediate Past Governor Jen Vare suggested outreach be made to Geneieve Barker and the Kiwanis Club of Phoenixville to see how they established a partnership in Phoenixville and will follow through on that.

The Immediate Past Governor's report (p31-p33) was discussed at the request of Executive Director Kevin Thomas. Two points of concern were raised. First, he indicated that he felt it was an unjustified concern to express concern that the minutes were late; essentially, had the meeting date not been changed this would not have happened; as well, this is the first time in recent memory that the minutes have been late. Second, question was raised about when Past Governor Vare was appointed to do an evaluation of his job performance as the board did not approve such an arrangement; traditionally when an evaluation is done, a committee has done the evaluation. Governor John Gräb indicated he would be appointing a committee to do this evaluation.

2016-17 club officer training was discussed with focus occurring on where live training was held and where it is being planned.

2016-17 Lt. Governor vacancies were reviewed. Divisions 4, 6, 8, 14, 17, 19 and 21 are presently vacant. Ideas and plans were discussed about filling these positions but no definitive plans were made. (Note: Since the meeting Kiwanians have agreed to serve as Lt. Governors for 17, 19 and 21).

A review took place of 2017-18 Lt. Governors and Trustees were reviewed. See p60-p61 for more information.

Redivisioning of Division 19 was discussed. Due to clubs surrendering their charters, Division 19 is down to 5 clubs and lacks a Lt. Governor. The idea has been proposed to move the remaining clubs to Divisions 18, 21 and 22. After discussion, it was agreed that Governor John Gräb would call the club presidents and secretaries of Division 19 to get their input on this idea and time would be devoted at the Region 7 meeting to discuss the idea with the clubs present. (Note: Since the meeting, a Kiwanian has agreed to be Lt. Governor of Division 19 so redivisioning will not be considered further at this time.)

Clubs not submitting a 2016-17 election report were reviewed. See p 67. The assumption will be made that the 2015-16 officers of these clubs will be continuing until otherwise informed. (Note: Since the meeting, several of the clubs on the list did provide information on their 2016-17 officers.)

A compilation of the evaluations from the 2016 District Convention was reviewed and discussed. See p68-p74 for that compilation.

A financial report on the 2016 District convention was reviewed. See p75 for this report. Kevin Thomas noted this was not a final report but when the final was issued, the convention would likely be showing a surplus of about \$4,000.

The 2017 Midwinter Conference will be a one-day conference at the Penn Stater Hotel on Saturday, March 18, 2017. A meeting of Lt. Governors and Trustees will be held on Friday evening, March 17th. Governor John Gräb and Executive Director Kevin Thomas will be meeting in October to discuss and put together a tentative budget and agenda for the board to approve via a conference call.

At the July 30, 2016 board meeting, the board tentatively approved having the 2019 District Convention in Williamsport subject to site inspection and final contract negotiation. Kevin Thomas reported that he has completed the site inspection. The convention would be at the Genetti Lycoming Hotel in downtown Williamsport. Due to its older historic nature, the Genetti presents some challenges none of which seem insurmountable but may require some operational changes. A proposal/contract is forthcoming.

Fall Region meetings were reviewed and discussed.

District Board members completed and signed conflict of interest statements at this meeting.

On behalf of the District and its various programs, Executive Director Kevin Thomas made several funding requests to the Pennsylvania Kiwanis Foundation Board of Directors. The memo for those requests can be seen as p82-p83. The District Board unanimously endorsed these requests.

A report of the balances in the various District accounts was reviewed and discussed by the board. The report is p84.

A transaction report showing District expenditures and receipts for July, August and September, 2016 was reviewed and discussed by the District Board.

The District audit report was discussed. District Audit Chair Mike Czerwonka indicated via an email that he hopes to visit the District office in October and have an audit completed by November 4th.

Since an audit has not been produced for several years, discussion was held on getting an independent audit. Discussions will be held with an accounting firm to see what they would be willing and able to do in this regard. Governor John Gräb, Governor-elect Judy Raub, Trustee John Mazurowski and Executive Director Kevin Thomas will participate in this discussion. Judy Raub will come up with some dates and times when all interested parties can meet.

Past Governor Mark Mishinski spoke on the Past Governors report and the recommendation for an independent audit (see p31-p33). Past Governor Mishinski indicated that the recommendations were made after hearing concerns from Immediate Past Governor Jen Vare. He wanted the board to understand that in no way does this reflect concern about any individual but rather making sure that the District has everything in proper order.

A budget was adopted for 2016-17. See p94. However the budget will be reviewed by the District Finance committee consisting of Governor John Gräb, Governor-elect Judy Raub, Trustee John Mazurowski and Executive Director Kevin Thomas will be reviewing the budget and will report back to the board at the earliest opportunity but not later than the next board meeting.

The District Holiday Party will be held and hosted at the home of John and Susan Gräb. Immediate past governor Jen Vare and Kiwanian Tracy Smith (per Jen Vare) are willing to help as they have in the past. A date will be determined for the party and more information will follow.

The District Super Raffle was discussed. It was decided to continue the raffle for 2016-17 with no changes except for an incentive being added. For every Kiwanian or Kiwanis Club selling and/or purchasing 10 tickets will be awarded one ticket for free. The cost of those tickets will be treated as a cost of doing the raffle. A report on the 2015-16 raffle can be seen as p95.

The possibility of exploring other fundraisers was discussed but no ideas will be pursued at the present time.

It was reported that Executive Director's contract, negotiated at the July 30th board meeting, has been signed and implemented.

The need to update the back-up signature on the District checking account was discussed. Currently, past governor Bill Brandamore is the back signature but since he is no longer a Kiwanian this will need to change. Past Governor Bob Raub agreed/volunteered to be the back-up signature for the checking account. The District Board approved this arrangement. The appropriate action will be taken with Mid Penn Bank.

The 2017 Key Club District Convention budget was submitted for approval. See P98. The District Board approved the budget as submitted.

A revised proposal on the division of the proceeds from the 50/50 drawing at the Kiwanis day at the Phillies was considered. See p99. The revised proposal was accepted and approved by the District Board.

In response to concerns raised by Executive Director Kevin Thomas on behalf of the District, it was reported that Kiwanis International has changed its policy on the District responsibility for the financial loss for a Key Leader event below 60 students for districts that conduct multiple Key Leader events. See p101-p102.

The District I-Plan (strategic plan) was discussed. No progress has been made in further development of the plan due to lack of information and direction from Kiwanis International. A letter will be sent to Kiwanis International expressing concern about lack of follow-up support and asking for direction.

Concern has been raised about the lack of concise marketing materials for our work with Early Childhood Development. The board discussed this. Executive Director Kevin Thomas and Young Children Priority One Chair Emily Reed will develop these materials for consideration by all interested parties.

Background checks of District personnel were discussed. The vast majority of District officers, Lt. Governors and Chairs have completed checks. Youth Protection Manager Phil Weber and Kevin Thomas will review the list and follow-up where necessary for those that have not yet provided the checks.

The need to find a Kiwanian to serve on a voluntary basis as legal counsel was discussed. All board members were asked to give thought to this and perhaps identify Kiwanians who might be able to fulfill this task. Trustee Phyllis Palm indicated she has a Kiwanian in mind to whom she will talk about fulfilling this role.

A crisis communication plan was brought up. A plan was considered at the last meeting but action on that plan was tabled. Concern was raised that there is a need for a plan in light of some recent events. Public Relations Chair Bob Raub indicated he has a plan which he will be offering to the board for its consideration.

A membership incentive contest will be considered at the January board meeting.

Because of a personal conflict which has arisen for him, Governor John Gräb indicated that the April 22, 2017 board meeting will need to be rescheduled or it will need to be held without him present. After discussion of dates, the board agreed to reschedule the April meeting to April 29, 2017.

With no further business to discuss the meeting was adjourned.

Respectfully submitted,

**Kevin E. Thomas
District Executive Director/Secretary/Treasurer**

**To: Governor John Gräb
Governor-Elect Judy Raub
Immediate Past Governor Jen Vare
District Executive Kevin Thomas**

From: Phil Weber, District Youth Protection Chair

Re: Summary of YPM Training

I had the pleasure of attending the District Youth Protection Manager (YPM) training at Kiwanis International offices from October 7 - 9. This training is conducted approximately every 18 months. The conference was very well organized and run by Kiwanis staff. There were a total of 18 YPM including myself, from both the US and Canada. There was also a parallel training session with District Risk Managers, and a couple of our sessions were jointly conducted.

The overarching theme of the session was how International and Districts can increase the visibility, priority and importance of Youth Protection training. A presentation by Kiwanis's liability insurance carrier cited the fact that while there have been only 49 instances of youth abuse incidents over the past 28 years, the average payout was about \$300,000. The human toll is, of course, incalculable. This compares to all other liability claims (accidents, injury, property damage) of over 1,000 in the same period with payouts averaging only a few thousand dollars.

A number of District YPM cited lack of support within their Districts on this topic. Many of them cited getting no podium time at Lieutenant Governor training, or lip service at best. All District YPM were of one mind that the LTGs must understand the urgency of this issue, and serve as the proponent of Youth Protection training within their Divisions.

KI staff asked the managers how we might put "teeth" into the YP Policy regarding training. My personal thought is that, as a volunteer organization, it is difficult to impose penalties; better to add incentives. The group came up with two concrete suggestions:

The first, which can likely be dealt with administratively, would be to issue banner patches for clubs reporting Youth Protection training, much like they do for prayer breakfasts or other more mundane activities.

The second, which might require International Board action, would be to amend the criteria for Distinguished Club/Distinguished Club President by adding the requirement that the club complete its annual Youth Protection training.

A natural follow-up would be to amend the requirements for Distinguished LTG and Governor, but I think the better approach would be one step at a time, to gauge the effectiveness of this first step.

Youth Protection Week is currently the first week in September following Labor Day. The rationale is that this is when Kiwanis clubs begin gearing up their program year, and SLP clubs get organized. However, September is also the last month in the Administrative year, and if a club performs its Youth Protection Training during that week in September, thinking it would be for the coming year, it actually would be recorded for the outgoing year, and on October first, the "reset button" is pressed and credit is set to zero. It was the recommendation of the YP

Managers to reschedule Youth Protection Week to the first or second week of October to better align with the Administrative year, yet still have the training close to the start of the SLP activities. This may or may not require International Board action.

Where do we, in the Pennsylvania District, go from here? I am asking the following, and seek your input before I put a report to the entire District Board for their next meeting.

- **I am asking that the Youth Protection Manager be given a ½ hour slot at the Lieutenant Governor Training session at Bucknell, and that this slot be honored (i.e., no "we only have 5 minutes left because other speakers over-ran, so that's what time you have".) The message would be the importance of Youth Protection training, the expectations of the District of the LTGs being advocates in their Divisions, and be a resource for presenting the training for clubs within their Divisions, if requested – and time for Q&A.**
 - **In the same vein, I would like to present the Youth Protection Session at the Key Club Convention in March. I am on the agenda for this weekend's PACK meeting in Loystown.**
- **That Governor John support those changes noted above that may require International Board approval, by asking our District's International Trustee to support whatever motions may come before the Board related to these issues.**

From: mcbether <mcbether@ptd.net>

To: Bill Henning <bill.henning@comcast.net>; ljanee1 <ljanee1@zoominternet.net>; John Mazurowski <johnmazurowski@yahoo.com>; Bill McCabe <Irishimages@hotmail.com>; amoffitt <amoffitt@keystonehumanservices.org>; Phyllis Palm <ppalm80@verizon.net>; Sarah Zulueta <zulueta@gmail.com>; John Grab <GRABJH@aol.com>; jvare8 <jvare8@yahoo.com>; judy <judy@abckeystone.org>; Kevin Thomas <Kefidwanis@aol.com>

Subject: Year End Giving Report

Date: Wed, Jan 18, 2017 9:52 am

Attachments: Pennsylvania Monthly Giving Report 16-17.xlsx (220K)

Sorry for sending a blank email. Following is the message I intended to send.

Attached is the December giving report. As you notice our District has fulfilled about 90 percent of club pledges. We are among the top Districts in International to have completed pledges. There are still 18 countries left to eliminate MNT. I would ask each trustee to look at your Region and see which clubs still have outstanding pledges and ask that at your Region meetings you encourage those clubs to complete their commitment so that the remaining countries can be eliminated of MNT. Also, encourage your Lt. Governors to continue reminding their clubs at their Council meetings. We still have 15 Walter Zellers matches of \$625. As a reminder all matches need to be sent to me for tracking. Forms can be located on the Kiwanis International website. My address is listed below as well as on the PA Kiwanis website.

Thanks for your help in our District to help eliminate EMT.

Ethan R. McBeth
Past District Governor
Kiwanis International
District Coordinator
The Eliminate Project
1 Ridgewood Manor
Manhelm, PA 17545
Email: mcbether@ptd.net
Cell Phone: 717-371-8652

District Coordinator Report - K23 Pennsylvania

Totals as of: December 23, 2016

District Goal: \$1,900,000.00

District Target based on membership: \$2,334,059.00

Percent of goal: 64%

Percent of participating clubs: 100%

The Eliminate Project, total gifts and pledges \$101,543,680.92
 USA 1, total gifts and pledges \$11,326,726.59
 K23 Pennsylvania, total gifts and pledges \$1,221,916.67
 K23 Pennsylvania, total gifts and payments \$1,074,131.09
 K23 Pennsylvania, cash outstanding \$147,185.58

Club & Division Totals

Club Name	Club #	Division	Club Pledge	Gifts & Pledges Raised	Total Paid (Gifts & Payments)
Bradford	K02090	Division 1		\$7,851.46	\$7,851.46
East Erie County	K16877	Division 1		\$1,398.60	\$1,398.60
Edinboro	K11844	Division 1	\$24,000.00	\$21,589.51	\$21,589.51
Erie	K00040	Division 1	\$6,038.85	\$4,438.85	\$4,438.85
Fort LeBoeuf	K17440	Division 1		\$410.61	\$410.61
Meadville	K00701	Division 1		\$4,209.51	\$4,209.51
Millcreek-Erie Area	K08353	Division 1		\$2,557.27	\$2,557.27
Cambridge Springs	K04613	Division 1		\$150.37	\$150.37
Conneaut Lake	K03089	Division 1		\$32.80	\$32.80
Corry	K01165	Division 1		\$1,637.16	\$1,637.16
Meadville Golden K	K16577	Division 1		\$85.12	\$85.12
Warren	K00812	Division 1		\$939.00	\$939.00
West Erie County	K14943	Division 1		\$107.03	\$107.03
		Division 1 Total		\$49,417.78	\$45,407.29
Clarion	K00912	Division 2E		\$3,658.24	\$3,658.24
Franklin	K00606	Division 2E		\$501.84	\$501.84
Titusville	K09572	Division 2E		\$902.15	\$902.15
		Division 2E Total		\$5,732.42	\$5,732.42
Greenville	K00848	Division 2W		\$1,000.00	\$1,000.00
Hermitage	K04567	Division 2W		\$363.15	\$363.15
New Wilmington	K02377	Division 2W		\$5.00	\$5.00

Sharon	K00673	Division 2W		\$5.00	\$5.00
New Castle	K00192	Division 2W		\$5.00	\$5.00
Transfer	K02510	Division 2W		\$265.87	\$265.87
West Middlesex	K02625	Division 2W		\$5.00	\$5.00
		Division 2W Total		\$1,649.02	\$1,649.02
Mars	K02234	Division 4		\$505.00	\$505.00
Zellenople-Harmony	K09194	Division 4		\$5.00	\$5.00
Allegheny North	K17667	Division 4		\$150.00	\$150.00
Glenshaw	K02616	Division 4		\$2,350.00	\$2,350.00
Sewickley	K01574	Division 4		\$400.00	\$400.00
		Division 4 Total		\$3,410.00	\$3,410.00
Baldwin	K04358	Division 5	\$5,250.00	\$5,399.00	\$5,399.00
Sheraden, Pittsburgh	K03643	Division 5		\$8,254.50	\$4,254.50
Pittsburgh	K00003	Division 5	\$11,250.00	\$2,350.00	\$2,350.00
Squirrel Hill, Pittsburgh	K03431	Division 5		\$5.00	\$5.00
Pittsburgh Airport Area	K18576	Division 5		\$5.00	\$5.00
Washington	K00797	Division 5		\$1,300.00	\$1,300.00
		Division 5 Total		\$26,488.50	\$13,588.50
Freeport	K05219	Division 6		\$1,250.00	\$1,250.00
Kittanning	K00744	Division 6		\$6,270.00	\$6,270.00
McKeesport-White Oak	K00526	Division 6		\$1,000.00	\$1,000.00
Penn Hills	K05034	Division 6		\$1,225.00	\$1,225.00
Vandergrift	K01502	Division 6		\$5.00	\$5.00
Verona-Rosedale	K02401	Division 6		\$600.00	\$600.00
Wilkinsburg	K01702	Division 6		\$116.00	\$116.00
		Division 6 Total		\$10,466.00	\$10,466.00
Greensburg	K00165	Division 8	\$21,750.00	\$21,955.00	\$21,600.00
Scottdale	K04899	Division 8	\$14,250.00	\$14,533.00	\$14,533.00
Jeannette	K00930	Division 8		\$5.00	\$5.00
Ligonier Valley	K12374	Division 8		\$5.00	\$5.00
Uniontown	K00672	Division 8		\$100.00	\$100.00
		Division 8 Total		\$36,598.00	\$36,243.00
Indiana	K00786	Division 10		\$9,640.00	\$9,640.00

Homer City	K03661	Division 10		\$5.00	\$5.00
Johnstown	K00057	Division 10		\$825.00	\$825.00
Johnstown East Hills	K05545	Division 10		\$250.00	\$250.00
Punxsutawney	K17732	Division 10		\$1,040.00	\$1,040.00
Somerset	K03869	Division 10		\$5.00	\$5.00
Westwood, Johnstown	K07473	Division 10		\$5.00	\$5.00
		Division 10 Total		\$11,770.00	\$11,770.00
Belleville	K01182	Division 11E		\$4,887.21	\$4,887.21
Luniata County	K14968	Division 11E		\$4,832.07	\$4,832.07
Lewistown	K00772	Division 11E	\$16,100.00	\$9,800.00	\$9,800.00
Penns Valley Area	K17258	Division 11E		\$100.00	\$100.00
Nittany	K18334	Division 11E		\$1,200.00	\$1,200.00
State College	K01367	Division 11E	\$64,500.00	\$65,600.00	\$65,350.00
Huntingdon	K01259	Division 11E		\$300.00	\$300.00
Mount Union Area	K10590	Division 11E		\$881.01	\$881.01
		Division 11E Total		\$93,900.29	\$87,350.29
Altoona	K00005	Division 11W		\$180.00	\$180.00
Clearfield	K01561	Division 11W		\$15.00	\$15.00
Du Bois	K00521	Division 11W		\$5.00	\$5.00
Elk Lick, Altoona	K05383	Division 11W	\$2,200.00	\$25,625.00	\$24,125.00
Phillipsburg	K01118	Division 11W		\$1,050.12	\$1,050.12
Tyrone	K11511	Division 11W		\$5.00	\$5.00
		Division 11W Total		\$26,880.12	\$25,380.12
Lock Haven	K01483	Division 12N	\$1,000.00	\$215.00	\$215.00
Mansfield	K05677	Division 12N		\$403.00	\$403.00
Muncy Area	K12388	Division 12N		\$60.87	\$60.87
Mill Hall	K03692	Division 12N		\$280.00	\$280.00
		Division 12N Total		\$968.87	\$968.87
Montoursville	K18323	Division 12N		\$1,040.00	\$1,040.00
Liberty	K18578	Division 12N		\$150.00	\$150.00
Salad Eagle and Nittany Valleys	K18236	Division 12N	\$27,000.00	\$20,127.15	\$19,767.15
Jersey Shore Area	K11987	Division 12N		\$5.00	\$5.00
Jullivan County	K11634	Division 12N	\$2,000.00	\$2,500.00	\$2,500.00
Lowanda-Wyox Area	K12268	Division 12N		\$215.00	\$215.00

Valley (The), Athens	K11942	Division 12N		\$5.00	\$5.00
Williamsport	K00130	Division 12N	\$59,250.00	\$48,250.00	\$48,250.00
Pennsylvania Ektwanis 2.0	K18331	Division 12N		\$145.00	\$145.00
		Division 12N Total		\$93,503.87	\$74,486.02
Buffalo Valley A.M.	K15117	Division 12S	\$3,000.00	\$1,585.28	\$1,585.28
Mifflinburg	K02109	Division 12S		\$9,526.25	\$9,526.25
Sunbury	K00450	Division 12S		\$3,050.00	\$3,050.00
Dalmatia	K04176	Division 12S		\$1,445.00	\$1,445.00
Darville	K02094	Division 12S		\$1,426.25	\$1,426.25
Lewisburg	K02614	Division 12S		\$5,471.25	\$5,471.25
Middleburg Area	K10901	Division 12S		\$121.25	\$121.25
Milton	K02877	Division 12S		\$1,712.83	\$1,712.83
Northumberland-Point Township	K07332	Division 12S		\$196.25	\$196.25
Selinsgrove Area	K17242	Division 12S		\$171.25	\$171.25
		Division 12S Total		\$26,120.33	\$24,705.61
Cumberland County	K10953	Division 13N	\$10,500.00	\$9,734.54	\$9,734.54
Dillsburg Area	K14286	Division 13N	\$26,250.00	\$29,903.86	\$29,903.86
East Shore, Harrisburg	K10616	Division 13N		\$2,521.20	\$2,521.20
Harrisburg	K00048	Division 13N		\$7,822.08	\$7,822.08
Hershey-Hummelstown	K07038	Division 13N		\$6,349.82	\$6,349.82
Middletown	K02096	Division 13N		\$526.20	\$526.20
Red Land-Fairview Township	K17073	Division 13N	\$4,500.00	\$1,426.20	\$1,426.20
Upper Allen-Cumberland Valley	K04380	Division 13N		\$2,753.90	\$2,753.90
West Shore, Cumberland County	K03384	Division 13N		\$26.20	\$26.20
York	K00136	Division 13N		\$1,676.20	\$1,676.20
		Division 13N Total		\$66,579.46	\$62,740.20
Carlisle	K00311	Division 13S		\$28,537.33	\$28,537.33
Hanover	K00613	Division 13S	\$14,250.00	\$19,555.56	\$19,555.56
Shippensburg	K12124	Division 13S		\$1,275.00	\$1,275.00
Big Spring	K17930	Division 13S		\$200.00	\$200.00
Greencastle-Antrim	K18245	Division 13S		\$5.00	\$5.00
Chambersburg	K02550	Division 13S		\$10,469.00	\$10,469.00
Chambersburg-Downtown	K08272	Division 13S		\$1,000.00	\$1,000.00
Gettysburg Adams	K04355	Division 13S	\$16,000.00	\$13,735.58	\$13,235.58

		Division 13S Total		\$77,041.89	\$74,277.47
Berwick	K01341	Division 14		\$1,250.00	\$1,250.00
The Valley, Conyngham	K09523	Division 14		\$9,690.00	\$8,690.00
Bloomsburg	K01032	Division 14		\$1,613.59	\$1,613.59
Hazleton	K00552	Division 14		\$300.00	\$300.00
Pottsville	K00098	Division 14		\$2,000.00	\$2,000.00
Shamokin	K01329	Division 14		\$5.00	\$5.00
		Division 14 Total		\$14,858.59	\$13,858.59
Swyersville	K03759	Division 15		\$750.00	\$750.00
Carbondale	K01133	Division 15		\$5.00	\$5.00
Dallas	K01672	Division 15		\$5.00	\$5.00
Kingston	K17301	Division 15		\$5.00	\$5.00
Montrose Area	K07651	Division 15		\$3,500.00	\$3,500.00
Mountaintop	K05653	Division 15		\$5.00	\$5.00
Pittston	K00950	Division 15		\$5.00	\$5.00
Plymouth	K00975	Division 15		\$300.00	\$300.00
Scranton	K00111	Division 15		\$3,762.45	\$3,762.45
Tunkhannock	K02905	Division 15		\$150.00	\$150.00
Wilkes-Barre	K00129	Division 15		\$5.00	\$5.00
Wyoming Area	K14447	Division 15		\$3,320.00	\$3,320.00
		Division 15 Total		\$11,851.34	\$11,851.34
Anrville-Cleona	K04149	Division 16	\$12,750.00	\$12,750.00	\$12,350.00
Elizabethtown	K02913	Division 16	\$37,500.00	\$27,063.33	\$27,063.33
Lititz Area	K14571	Division 16	\$27,000.00	\$21,481.00	\$21,481.00
New Holland	K03389	Division 16		\$4,465.00	\$4,465.00
Norlanco-Rheems	K12868	Division 16	\$33,000.00	\$24,828.06	\$24,828.06
Centennial Internet Club	K18594	Division 16	\$19,252.00	\$19,909.00	\$17,252.00
Greater Reading-Berks County	K00101	Division 16	\$3,504.00	\$2,604.00	\$2,604.00
Lebanon	K00398	Division 16		\$1,000.00	\$1,000.00
Palmyra Area	K16979	Division 16	\$1,500.00	\$1,500.00	\$1,500.00
Lancaster (merging Into Lititz Area K14571)	K18337	Division 16	\$100,000.00	\$118,915.74	\$111,698.31
		Division 16 Total		\$261,543.74	\$226,241.70
Easton	K00034	Division 17	\$24,000.00	\$13,734.00	\$13,734.00
Stroudsburg	K00799	Division 17	\$36,000.00	\$33,457.20	\$25,957.20

Easton-Suburban	K05762	Division 17		\$34.00	\$34.00
Nazareth Area	K06915	Division 17		\$534.00	\$534.00
Palmer Township, Palmer	K07736	Division 17		\$2,034.00	\$2,034.00
Poconos - Daybreak, Monroe County (The)	K08268	Division 17		\$2,784.00	\$2,784.00
West End-Monroe County	K16731	Division 17		\$304.00	\$304.00
Lafin	K18933	Division 17		\$5.00	\$5.00
		Division 17 Total		\$65,733.89	\$45,425.09
Allentown	K00004	Division 18	\$15,000.00	\$5,127.00	\$5,127.00
Allentown Northeast	K05241	Division 18	\$20,250.00	\$13,640.00	\$13,640.00
Lehigh Valley Industrial Park Allentown-Bethlehem	K12347	Division 18		\$7,423.00	\$7,423.00
Southern Lehigh, Center Valley	K14579	Division 18		\$2,300.00	\$2,300.00
Emmaus	K09769	Division 18		\$7,728.91	\$7,728.91
Upper Perkiomen Valley	K10376	Division 18		\$150.00	\$150.00
		Division 18 Total		\$56,137.73	\$39,654.73
Lansdale	K01490	Division 19		\$1,735.78	\$1,735.78
Pottstown	K01083	Division 19	\$11,250.00	\$11,250.00	\$11,250.00
Hipper Bucks	K17426	Division 19		\$5,850.00	\$5,850.00
King of Prussia	K18396	Division 19		\$1,650.00	\$1,650.00
Ambler	K01532	Division 19		\$1,100.00	\$1,100.00
Boyetown Area	K11637	Division 19		\$382.81	\$382.81
		Division 19 Total		\$22,147.59	\$22,147.59
Levittown-Bristol	K04181	Division 21	\$5,961.87	\$3,961.87	\$3,961.87
Old York Road	K01468	Division 21		\$360.00	\$360.00
Southampton	K05710	Division 21	\$3,000.00	\$3,185.00	\$3,185.00
Bensalem	K15465	Division 21		\$10.00	\$10.00
Council Rock	K07229	Division 21		\$360.00	\$360.00
Glenside	K01619	Division 21		\$110.00	\$110.00
Hatboro-Horsham	K17446	Division 21		\$110.00	\$110.00
Jenkintown	K03273	Division 21		\$1,510.00	\$1,510.00
Phil-Mont, Philadelphia	K04649	Division 21	\$1,500.00	\$10.00	\$10.00
Washington Crossing-Yardley	K17952	Division 21	\$3,000.00	\$3,010.00	\$3,010.00
Norriton Circle	K18921	Division 21	\$2,000.00	\$250.00	\$250.00
		Division 21 Total		\$18,116.87	\$12,876.87
Chester	K00022	Division 22		\$100.00	\$100.00

Phoenixville	K01421	Division 22	\$11,025.78	\$11,025.78
Baltimore Pike, Delaware County	K03053	Division 22	\$5.00	\$5.00
Main Line (The)	K01612	Division 22	\$5.00	\$5.00
University City, Philadelphia	K16041	Division 22	\$1,950.00	\$450.00
Upper Main Line (The), Wayne	K03918	Division 22	\$2,944.00	\$2,944.00
West Chester	K03452	Division 22	\$215.00	\$215.00
Kennett Square	K18732	Division 22	\$5.00	\$5.00
		Division 22 Total	\$16,249.78	\$14,749.78

Gifts without association			\$7,086.54	\$7,086.54
Grand Total			\$1,003,288.75	\$871,098.17

Division	Division #	Pledged	Paid
Division 2	K2302		\$ -
Division 5	K2305		\$ 200.00
Division 15	K2317		\$ 38.89
Division 16	K2318		\$ 2,000.00
Division 17	K2319		\$ 38.89
Division 18	K2320		\$ 3,285.82
Division 19	K2321		\$ 179.00

District	Pledged	Paid
Pennsylvania	\$ 213.00	
Pennsylvania Kiwanis Foundation	\$ 50,000.00	\$ 35,000.00
East Liberty (CR) K16377		\$ 160.00
Parkland Area (CR) K17444		\$ 900.00
Total	\$ 36,273.00	

**closed club
**closed club

SLP Gifts Summary	Clubs	Pledged	Paid
Builders Clubs			\$9,543.32
Circle K Clubs			\$11,778.66

Action Clubs		\$4,818.59
Key Clubs		\$128,538.58
K-Kids Clubs		\$12,080.77
Total Cash Received		\$166,759.92

SLP Gifts	Club Name	Club ID	Pledged	Paid
	Pennsylvania Builders District	B23		\$40.00
	Lower Macungie Middle School	B00130		\$881.20
	Abington Junior High School	B00935		\$666.25
	Pottstown Middle School	B01455		\$215.10
	Riverview Junior High School	B01745		\$81.94
	Valley Forge Middle School	B03243		\$33.00
	Robert K Shafer Middle School	B03350		\$200.00
	Perkiomen Valley Middle School East	B03543		\$2,492.08
	Spring-Ford Middle School	B03555		\$295.00
	Nazareth Area Middle School	B03595		\$333.55
	Central Mountain West Middle School	B03599		\$161.75
	Northern York County Middle School	B03858		\$58.00
	Stroudsburg Junior High School	B03911		\$1,474.00
	East Pennsboro Middle School	B04039		\$349.69
	Mount Nittany Middle School	B04649		\$176.05
	Easton Area Middle School 5-6	B04727		\$357.00
	Jersey Shore PA Middle School	B04815		\$85.98
	Saint Rosalia Academy	B04885		\$770.23
	Graystone Academy	B04896		\$43.00
	Harbor Creek	B05054		\$357.50
	Linton Middle School	B05097		\$472.00
	Pennsylvania Circle K District	C23		\$1,000.00
	University of Pittsburgh, Johnstown	C70139		\$442.90
	Pennsylvania State University-University Park	C70456		\$849.32
	Indiana University of Pennsylvania	C71148		\$548.03
	Lycoming College	C71678		\$534.52
	Allegheny College	C71755		\$545.00



2793 Old Post Road, Suite 12
Harrisburg, PA 17110
717/540-9300
pakiwanis.org

January 28, 2017

Overview:

The first issue of The KK was unfortunately delayed to due story submissions, however this should not delay the release of future issues. A positive note is that I was able to publish seven club stories as well as stories from K-Kids and Aktion Club.

I am happy that Key Club and Circle K have agreed to collaborate with me to do our second annual joint publication. Be on the lookout for that in February.

Please keep promoting The KK and encouraging clubs to submit articles and/or photos. You are also all welcome to submit your own articles as well from your home club, division, or region!

2016-2017 Goals:

1. Publish The KK four times (Nov, Feb, May, and Sep) during the 2016-2017 year.
I expect 50% of this goal to be completed by late February.
2. Publish a joint publication with the Key Club and Circle K District Editors.
This issue is a go and work is currently being done to complete this issue by February.
3. Publish a story and/or photo from a minimum of 24 clubs throughout the year. 12 club articles were published in 2015-2016.
29% of this goal has been met. 7 clubs have been published so far this year.

Brett Cutright
Pennsylvania eKiwaniis
Pennsylvania District
Kiwaniis International
570/441-9383
bec1896@gmail.com

Young Children Priority One – January Report

- 1. I began working on documents for Young Children Priority One through support of PA Kiwanis board and PA Kiwanis Foundation board**
 - a. Brochure on Young Children Priority One**
 - b. Description of Early Learning Guides and Distribution**
 - c. Powerpoint on Young Children Priority One**
 - d. Video clip of Young Children Priority One in PA**
- 2. I created a monthly Young Children Priority One SMORE newsletter to be distributed to leadership across the district, to keep informed and updated about Young Children Priority One.**
- 3. I created a budget proposal for the PA Kiwanis Foundation board for expenses including: Early Learning Guides, PA One Book 2017 book title**
- 4. I participated in a call concerning PA One Book and PA Kiwanis and PA Kiwanis Foundation participation with PA One Book Events. Phone call was with Kevin Thomas and PA One Book representatives. Based on the discussion through the phone call, I will be participating in:**
 - a. Annual Family Center Conference in April**
 - b. Resource Family Association in April/May**
 - c. Annual National Foster Care Month event in October**
- 5. I have been assisting with the formation of an Early Learning Breakfast for the 2017 District Convention in Lancaster. Speakers and Early Learning panel have been selected and contacted.**

I am excited about PA Kiwanis forging ahead with continued strength in the area of Young Children Priority One. I am excited by the enthusiasm of the many clubs I have been able to be in contact and look forward to making contacts with the many other clubs.

**Young Children Priority One Chair
Emily Reed**

Webmaster Chairperson Report to the Pennsylvania Kiwanis District Board
January 28, 2017

Pennsylvania Kiwanis Board,

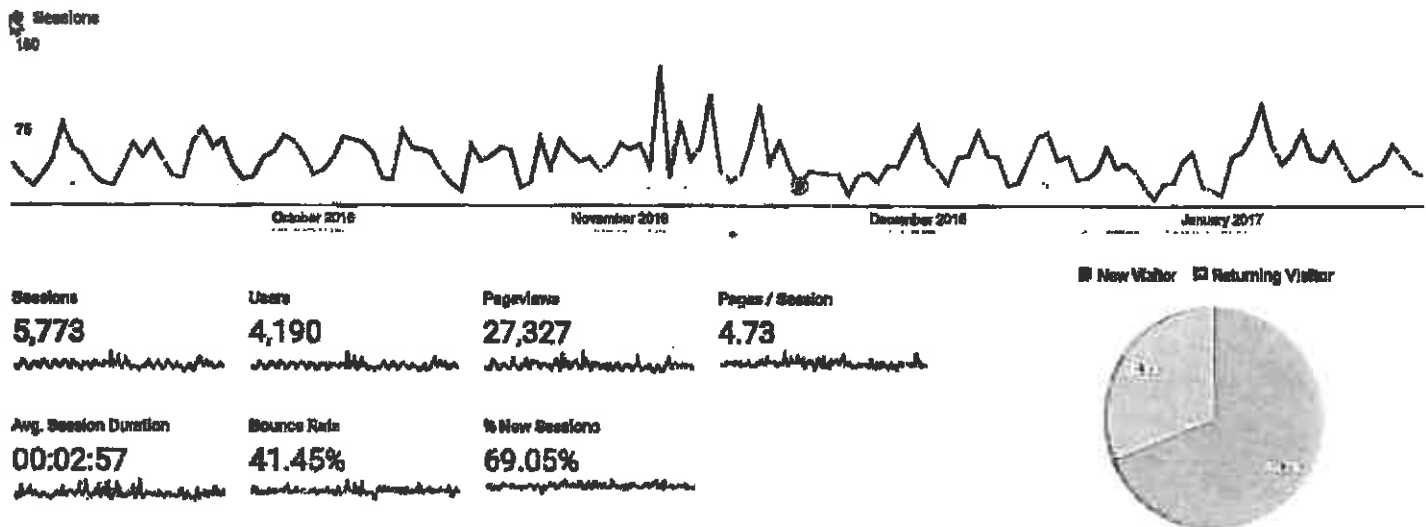
During the past reporting period, I have accomplished the following:

- Continued to update the District Website with relevant international, district, and club information from the District Office and Leadership as well as content from the International website and magazine.
- Continued District Website "blitz clean-up" with responsible individuals to assist in providing updates to the website for the 2016-17 year.

Plans for the next reporting period include:

- Continue to update the District Website with relevant international, district, and club information.
- Work with the District Office and Leadership to establish a clear schedule and expectations to clean-up club and officer data. Note: E-mail discussions have occurred on this process, but I believe a phone call and clear documentation will assist in this effort is needed to finalize the challenge of having information in multiple places. A final process has yet to be established.
- Work collaboratively with the District Public Relations chair to continue to assist with district public relations initiatives.
- Discuss website upgrade needs and future vision for site.

Below are general statistics for September 1, 2016 to January 22, 2017:



Respectfully submitted,

Kristina L. Badali

Kristina L. Badali
Webmaster Chairperson
kbadali@paklwanis.org

**Kiwanis Children's Fund Report
Ben Osterhout, District Chair
January 21, 2017**

The Kiwanis International Foundation officially changed its doing business as (DBA) to the Kiwanis Children's Fund back in October 2016. Please refer to the organization as the Kiwanis Children's Fund in all operations moving forward.

The Kiwanis Children's Fund has established two goals for Pennsylvania for the 2016-17 year:

- **Club Giving Goal: \$25,794 (at \$6,457.50 as of 12/15/16)**
- **Individual Giving Goal: \$16,817 (at \$965.00 as of 12/15/16)**

These goals are for unrestricted gifts to the Kiwanis Children's Fund, meaning they exclude gifts for Eliminate and disaster relief.

To achieve this goal, we would like to increase the number of Hixson awards to at least 7 in 2016-17 (1 per region) and to have all district and club leaders make at least a token individual gift to our Kiwanis Children's Fund.

One other major change for the 2016-17 year is the amount that will be automatically allocated to the district based on unrestricted giving. This year Pennsylvania will receive \$1,207 which represents five percent of total gifts in 2015-16. The 2016-17 grant will triple from five percent to fifteen percent.

One other major focus based on International President Jane Erickson's distinguished club status is for clubs to have a \$10 per member average giving for unrestricted giving. As of the December 15, 2016 update, the following clubs have already achieved a \$10 per member giving average for 2016-17:

- **Erie (Division 1)**
- **McKeesport-White Oak (Division 6)**
- **Buffalo Valley A.M. (Division 12S)**
- **Middletown (Division 13N)**
- **Big Spring (Division 13S)**
- **New Holland (Division 16)**
- **Norlanco-Rheams (Division 16)**
- **Pottstown (Division 19)**
- **State College (Division 11E)**

If there are any questions regarding the Kiwanis Children's Fund, please contact me at benosterhout@pakiwanis.org or 570-885-1752.

**Respectfully submitted,
Ben Osterhout**



**Pennsylvania Kiwanis Foundation Report to the Pennsylvania Kiwanis District Board
January 28, 2017**

Pennsylvania Kiwanis Board,

Our Pennsylvania Kiwanis Foundation board is working hard to strengthen the programs of Kiwanis throughout Pennsylvania and around the world. A few updates to our activities to share:

- **Foundation Scholarships** – Scholarships are available online at www.pkfonline.org. Scholarships include Neiman Endowed Graduate Scholarship, Kiwanian Dependent Child Scholarship, Circle K Scholarship, and Key Club Scholarships. Applications are due by April 1st.
- **Participation in the Lancaster Extraordinary Give** – We participated in the Lancaster Extraordinary Give on November 18, 2016 and raised \$1,252.18 for Foundation programs.
- **Mid-Winter Silent Auction** – We are hosting a silent auction at the Mid-Winter Conference and are working with companies and organizations to seek donations so that clubs and individuals are not asked.
- **Direct Mailings** – We are in progress planning two mailing pieces including to clubs and individual Pennsylvania Kiwanis members.
- **Service Grants to New Chartered Clubs** – Grants have been provided to new chartered Pennsylvania Kiwanis clubs for use in their service accounts. These clubs include:
 - Central Bucks
 - South Philadelphia
- **Distributed Program Funding** – The following programming funds have been distributed:
 - Early Learning Guides – \$29,680
 - Pennsylvania Circle K InterPACK – \$1,500
 - Eliminate MNT Pledge Payment – \$5,000
- **Approved Club Grants** – Operations for the grant approval process continue to be streamlined with the addition of a new grant acceptance form that is required to be signed by a club to receive a grant. The board has approved the following club grants:
 - Kiwanis Club of Bradford – Key Leader Student Community Forum – \$2,000
 - Kiwanis Club of Sheraden – Flags Over Sheraden Re-birth – \$1,000
 - Kiwanis Club of Erie – Lincoln Elementary School Library – \$1,500
- **New Appointed Board Members** – Two new board members have been appointed to fill two vacant positions:
 - Terry Shaffer – Term Ending: 9/30/2017
 - Joseph Wilson – Term Ending: 9/30/2018
- **Updated Director Responsibilities and Application** – The Foundation board updated and approved Foundation Director Responsibilities documentation as well as an application used to fill board positions.
- **Appointment of Auditor** – The board approved appointment of David Lastowski as our 2015-16 accountant. He will be engaged to audit the 2015-16 financial statements and prepare associated returns.

The Foundation needs the support of all Pennsylvania Kiwanis members. The Foundation cannot continue to provide program support without financial resources. Please encourage clubs and members to make the Pennsylvania Kiwanis Foundation a philanthropic priority.

For more information on Foundation programs, visit www.pkfonline.org. If I can be of any assistance, please do not hesitate to contact me at kbadali@pakiwanis.org.

Respectfully submitted,

**Kristina L. Badali
President**



Kiwanis[®]

PENNSYLVANIA KIWANIS FOUNDATION

**The Pennsylvania Kiwanis
Foundation congratulates
Pennsylvania Circle K Members
for a great year of service!**

**Thank you for your support of
the Early Learning Initiative
through your District Service
Project this year.**

**To graduating seniors,
we hope to see you in a
Kiwanis Club soon!**



2017 Pennsylvania Kiwanis Foundation Scholarships

**Information on the 2017 Scholarships are posted on
the Pennsylvania Kiwanis Foundation Website –
www.pkfonline.org.**

Applications are due by Saturday, April 1st.

Scholarship applications may be submitted online!

**Are you an online
shopper?
Support the Foundation
with your purchases!**

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Yay to you. Amazon gives!
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PENNSYLVANIA KIWANIS FOUNDATION

The Pennsylvania Kiwanis Foundation congratulates Pennsylvania Key Club Members for a great year of service!

Thank you for your support of the Early Learning Initiative through your District Youth-Serving-Youth Project this year.

To graduating seniors, we hope to see you in a Circle K or Kiwanis Club soon!



2017 Pennsylvania Kiwanis Foundation Scholarships

**Information on the 2017 Scholarships are posted on the Pennsylvania Kiwanis Foundation Website—
www.pkfonline.org.**

Applications are due by Saturday, April 1st.

Scholarship applications may be submitted online!

**Are you an online
shopper?
Support the Foundation
with your purchases!**

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amazon smile
with every purchase, Amazon will donate
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Kiwanis

Pennsylvania District

Laws and Regulations Committee
Matthew J. Wise, chair

Report to District Board of Trustees January 28, 2017

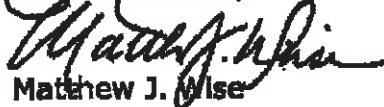
1. Update to District Bylaws:

- a. These approved bylaws were submitted, as approved, to Kiwanis International after the approval by the House of Delegates in August 2016. Since then, Kiwanis International has sent us notice indicating that we need to have a conversation about the requirements in order to hold the position of Lieutenant Governor, however we did, in fact, send them a copy of our amendments to proof in June 2016. These were never returned with comment and it is the committee's recommendation that the District need not take further action on this issue at this time until requested further by Kiwanis International

2. Club Bylaws and consultations

- a. Kiwanis International continues to provide a copy of the Club Bylaws Update Status Report. Upon receipt, Executive Director (and committee member) Kevin Thomas forwards this correspondence to District and Club leaders.
- b. As a result, several clubs do contact the chair for advice and to proofread their amended document. Generally, the chair will engage in conversation with the appropriate staff at Kiwanis International to work out any required alterations and provides said information to the club in order to submit the final document.

Yours in service,



Matthew J. Wise



District Public Relations Coordinator Report to the District Board

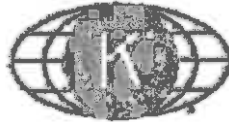
January 28, 2017

As our District's PR Coordinator, after presenting a Kiwanis Image workshop at last year's District Convention, I assisted several clubs navigate through the process of obtaining "official" Kiwanis club logos. I was pleased to see that several clubs and district organizations took the lead and worked through the process independently resulting in the new look Kiwanis logo beginning to be used around the district. The Kiwanis Image part of the I-Plan extends much beyond logos and the superficial look and appearance of District/Club letterhead or webpages. It extends into what we say about ourselves on line, in newsletter, and in the press.

As we continue to obtain and change old and out of date logos to the new look logos, clubs must develop their Kiwanis story encompassing the key messages that have been provided by Kiwanis International in the Brand Book. These key messages must be modified to blend and include the elements of each club that improve their communities and change the lives of children. I am anticipating the need for a forum at Mid-Winter and I have been working on an interactive session about "Telling Your Kiwanis Story". The Kiwanis International 2016-2017 Recognition Program includes a section on Image. Specifically, clubs, in part, are asked to "receive positive media coverage for a signature or other service project." Additionally, clubs are encouraged to submit actual news releases that they have prepared during the year. The Mid-Winter session will help clubs prepare Event fact sheets and media releases written and released in a professional manner to help clubs improve their club's image regarding their activities and events in their community.

I am looking forward to continued interaction with District leadership to help promote the need for Public Relations chairs at the club level to manage how their clubs look in the eyes of the public. Are club improving their image or putting a fresh look on an old face? Its admirable that clubs invest time, talent, and treasure in their image but buying new club shirts with out of date logos or messages detracts from the Image initiative as outlined in the I-Plan. I still see the words "changing the world" instead of the changed wording of "improving the world". I also

see the very outdated logo that uses the global longitude and latitude lines around our Kiwanis logo. This obsolete logo is oftentimes referred to the bird-cage logo.



A significant accomplishment over the past few months was the completion of a revised draft of the Pennsylvania District Crisis Communication Plan. This document was written in response to a previously submitted "single-purpose" plan that had not been fully coordinated with Kiwanis International. Crisis communication is a very necessary fact of life when something bad happens to good organizations. The actual way the crisis is addressed by the organization can easily subject the organization to greater criticism, negative perception, and possible civil or criminal legal action. Needless to say, the plan should be written and coordinated with Kiwanis International. A great deal of time was spent writing our local plan that was written in a manner that coordinates local actions in time of crisis that easily fits in to an overall Kiwanis crisis communication effort.

The plan was submitted for inclusion in the agenda for approval by the district board. It was previously sent to board members for review. Comments received by Immediate Past Governor Jen and Trustee Phyllis Palm were reviewed, and edits were made. Thanks to Jen and Phyllis for their contributions to this effort. If adopted, the plan provides solid guidance for all Pennsylvania Kiwanians that will protect our image considering a bad news story.

Future training for Kiwanis leadership and Kiwanians alike should include the elements of the Crisis Communication Plan, what to do and what not to do.

It is important to remember that our image is based less on what we do, but rather on what the public thinks we do. We must tell our story repeatedly to create a positive image to enhance the public's interest in Kiwanis and to help with our growth initiatives.

Respectfully submitted,

-signed-

Robert F. Raub, District Public Relations Coordinator

**To: Governor John Grab
PA District Kiwanis Board of Directors**

Re: Report on Administration

Date: As at January 23, 2017

From: Paul L. Kasoff, Chair

Attached find a pdf of the status of Club Monthly Reports through January 23, 2017.

I have included several months from last year so the patterns can be seen. The September status information is not available on-line, accounting for their blanks in that column except when the info was previously available.

Also, note the January reports are not due until February 10, 2017, so no alarm should be taken from the minimal data there.

We have clearly made some progress with several Clubs that had not routinely reported in the past, but have lost ground with too many that had performed.

The Division column shows Trustee Home Clubs in italics; Lt. Governors are shown in bold. About four Lt. Governors are not Club-identified on the PA District website, accounting for some omissions.

Sorry for the delay in presenting this report. I was locked out of the KI website data for the District until today.

PA Kwanis Club Monthly Report Status

One	Division	Club	May	June	July	August	September	October	November	December	January
23 Clubs	Division 1	Bradford	X	X	X	X		X	X	X	X
	Division 1	Cambridge Springs	X								
	Division 1	Conneaut Lake	X	X	X			X	X		
	Division 1	Corry	X	X	X	X					
	Division 1	East Erie County									
	Division 1	Edinboro	X	X	X	X		X	X		
	Division 1	Erie	X	X	X	X		X	X	X	
	Division 1	Fort LeBoeuf						X	X	X	
	Division 1	Meadville	X	X	X	X					
	Division 1	Meadville Golden K	X	X	X	X		X	X	X	
	Division 1	Millcreek-Erie Area	X	X	X	X		X	X	X	
	Division 1	Warren	X	X	X	X		X	X	X	
	Division 1	West Erie County						X			
22 Clubs	Division 2	Clarion									
	Division 2	Franklin	X	X	X	X		X		X	
	Division 2	Greenville									
	Division 2	Hermitage									
	Division 2	New Castle									
	Division 2	New Wilmington									
	Division 2	Sharon	X	X	X	X		X	X	X	
	Division 2	Titusville						X	X		
	Division 2	Transfer	X	X	X	X		X	X	X	
	Division 2	West Middlesex	X	X	X	X		X	X	X	
	Division 4	Allegheny North	X	X		X		X	X	X	
	Division 4	Glenshaw	X	X	X	X		X		X	
	Division 4	Mars									
22 Clubs	Division 4	Sewickley									
	Division 5	Baldwin	X	X				X	X		
	Division 5	Pittsburgh									
	Division 5	Pittsburgh Airport Area, The	X	X	X	X		X	X	X	
	Division 5	Sheraden, Pittsburgh	X	X	X	X		X	X	X	
	Division 5	Squirrel Hill, Pittsburgh									
	Division 5	Washington									
	Division 6	Freeport	X	X	X	X		X	X	X	
	Division 6	Kittanning	X	X	X	X		X	X	X	
	Division 6	McKeesport-White Oak	X	X	X	X		X			

[illegible]

[illegible]

[illegible]

PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Co-Administrators: Barb Byers/Karen Sears

Report Date: January 28, 2017

Report Period Covered: October 1 – January 27, 2017

*****Note that updates for this report are bolded/italicized***

Administrator's goals, objectives and outcomes for the administrative or program year:

- Continue to become familiar with Aktion Club needs and supports
 - Attend Administrators' Training given by KI
 - ***Both registered and attending the Administrator's Training January 25-29 in Indianapolis IN.***
 - Communicate with former Administrators for transition and continuity
 - ***Barb met with Luida Shearer in October and began gathering some documents (Certificate templates, etc.). Email communications with both Darlene and Luida also continue to be shared to ensure continuity.***
- Enhance email communication between Aktion Clubs and Administration - ***pending***
 - Use to promote activities/events of Aktion Clubs
 - Enhance idea sharing and potential collaboration
 - Increase networking and Interclubs
 - Solidify Region Committee members for Aktion Clubs – ***in process***
 - Work to promote regular meetings of committee for ideas and needs sharing
- Develop a newsletter for Aktion Club (tentatively thinking about calling it "***Call to Aktion***") – timeframes of publication To Be Determined
 - Will request news articles from clubs/advisors
 - Show off projects/Information sharing
- Coordinate participation/attendance at Eastern Training Leadership Conference (TLC) sponsored by KI – date To Be Determined
- Coordinate District Convention event for August 2017– To Be Determined – ***in process***
See below
 - Altoona venue that has been used in the past is not available this year.

Administrator's activities since last report:

- Becoming familiar with Aktion Club information, contacts - ***continues***
- Submitted PA Kiwanis Foundation request for funding for 2016-2017 year – ***funding approved (Thank you PA District Foundation!)***
- ***Registered for Administrator's Training in Indianapolis***
- ***Monitoring email communication regarding charter activities for new Aktion Club (Whitemarsh) sponsored through Kiwanis Club of Norriton Circle***
- ***Received initial inquiry about starting an Aktion Club in Tloga County***

- **Considering potential location for Aktion Club District Convention in conjunction with 100th PA District Convention in Lancaster. After initial information/review, noted that this would be prohibitive for the members due to the cost, distance for most Aktion Club members and the overall space/meeting room constraints at the hotel.**

Committee Members (list by Region or Zone) – Below names in Bold have been confirmed. This will continue to be worked on to solidify the committee

- Region 1 – Randy Gorske
- Region 2 – Jean Harkins
- Region 3 – TBA
- Region 4 – Resigned, looking for replacement
- Region 5 – TBA
- Region 6 - Linda Hoover
- Region 7 – TBA

Concerns/Issues:

- Will work to determine overall status of PA District Aktion Clubs (Active versus Suspended and status as well as Potential New Club Growth) for the next District Board meeting – *pending/in process*

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary)

- For your information District Administrator records and files will be exchanged at the 2016 Aktion Club convention. This will make the transfer work smoothly and will ensure there is no disruption in service to our members. Until then we will all work hard to make the Pennsylvania District Aktion Clubs the best in Kiwanis International. – *continue to be unsure where all the files/records are at this time... noted the checkbook is with Ludda.*

Important Events/Dates with description:

- *Administrator's Training in Indianapolis IN – January 25-29*
- *Circle K District Convention – Saturday, 3/25 (Aktion Club member invited to speak a K-Family Luncheon. Need to secure member)*
- *Tentative: Whittemarsh Aktion Club Charter Night – May 11*

Assessment of District Officers:

PA District of Kiwanis International Report

Service Leadership Program: Builders Club
Administrator: Tiffany Callaio
Report Date: 1/20/2017
Report Period Covered: October to January

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

Active Clubs = 63

Suspended Clubs = 0

Inactive Clubs = 10

Membership # [NUMBER] as of [DATE]. 2218. Kiwanis Club Secretary's need to contact the Builders Club faculty advisors for accurate numbers. Right now 32 Builders Club only show 1 member because the secretary has not reported this in Kiwanis One.

Administrator's activities since last report: Have sent out emails on background checks, on updating my email list and I have also created my fall newsletter and sent it out in December. Also in December I participated in Raub Middle School charter celebration. Raub officially had a Builders Club in the summer time.

Committee Members: Amy Casagrande and Keith Smith

Comments regarding committee: K-Kids and Builders Club DA have discussed helping each other out with the committee members.

Concerns/Issues: There are still some Kiwanis members that need to complete their background check. Also I have sent out emails to Kiwanis secretaries about putting in the numbers for Builders Club members and half still have not. I will be going to Indy next weekend and will send out emails to those advisors/secretaries to please complete what is necessary.

Also trying to find a Kiwanis club in the Harrisburg area that would like to sponsor a new Builders Club and Kevin and I have not heard back from anyone as of late.

Concerns/Issues that require District Board action or knowledge: (Note: include budget where necessary):



PENNSYLVANIA DISTRICT

January 19, 2017

Dear Pennsylvania Kiwanis Board,

Thank you for your continued support of Pennsylvania Circle K. With your help, we have achieved great success at our District events and with individual clubs, and we hope to continue making significant strides in the last few months of our term.

- **What Circle K has been up to** – In September, we held two successful Fall Officer Trainers, one at Alvernia University and one at University of Pittsburgh – Greensburg. Soon after, our Lieutenant Governors held Fall Rallies within their divisions. These events served as opportunities for Circle K members to engage with other clubs in the District, performing service ranging from decorating and stuffing shoeboxes with school supplies to be donated, to partnering with the Love Letters Literacy Project to promote child literacy. In October, we held our fall conference – InterPACK – in Loysville, Pennsylvania. Over 40 members from across the District gathered for a weekend of service, fellowship, and fun. Over 830 service projects for Caitlin's Smiles and our Early Childhood Learning Service Project were completed, and over \$100 was raised for PACK Cash. In November, the District Board held our fourth official board meeting, where we began the planning process for our upcoming District Convention, and appointed four new members to fill our District Board. Two weeks ago, the board met again for our fifth official board meeting and to continue plans for our District Convention.
- **Upcoming events for Pennsylvania Circle K** – In February, each Division will hold a Spring Serve. Like Fall Rallies, these events will be opportunities for members from all over the Division to meet and engage with each other. Each of these dates will also incorporate our Spring Officer Training, where newly elected club officers will receive necessary information to successfully lead their clubs throughout the new term. Our annual District Convention will be held March 24-26, 2017 at the Split Rock Resort in Lake Harmony. This year's theme is "Serving Up a Secret" – a 1920's mystery. There will be workshops, fellowship activities, a service room, awards, and a House of Delegates to elect next year's District Board and vote on amendments to our District Bylaws. It is bound to be a blast, and you all are welcome to attend!
- **District Board vacancies** – Since the last report, we have filled the remaining positions of Black Diamond Lieutenant Governor, Colonial Lieutenant Governor, Snowbelt Lieutenant Governor, and District Editor. We are very excited and relieved to no longer have any vacancies!
- **Club Building** – We hope to soon finalize the chartering process at Luzerne County Community College, York College, and Penn State - York. Dickinson College is in the process of rebuilding, and is making great strides with great Kiwanis support and recent Key Club graduates. Our new Snowbelt





PENNSYLVANIA DISTRICT

Lieutenant Governor, with the help of sponsoring Kiwanis Clubs, is making great progress to rebuild clubs at Allegheny College and Thiel College. There is also interest to charter clubs at Temple University and Misericordia University. However, we are still in need of assistance to reestablish contact with the clubs of Philadelphia University, and Lebanon Valley College. Any contacts you may have for any of these clubs would be greatly appreciated in the process of reestablishing communication.

Again, I would like to thank you all for your continued support of Circle K. The District Board and I hope to finish this Circle K term strongly, and I am confident that with help from Kiwanians like yourselves, we will accomplish this. I look forward to seeing some of you at our District Convention!

Yours in Service, Leadership, and Fellowship,

Devyn King

Pennsylvania District Governor 2016-2017

Circle K International

www.pacirclek.org

governor@pacirclek.org



PA District of Kiwanis International Report

Service Leadership Program: Circle K

Administrator: Kelly Shaup

Report Date: January 20, 2017

Report Period Covered: July 2016 – September 2016

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

Goals for the 2016-2017 Administration year.

Collection of Membership Develop and Education materials from clubs

Received a packet of information from the mid 90's with many old items

DOT and DOT+ updated with last year's feedback - Completed

Start a Historical compilation of the district

Not started:

Establish new club building standards

Currently with the PA Circle K Club Building District Committee

Creating a new online Monthly Report Form

Online form and tracking released in May:

Initial monthly report had increased responses: some clubs still not using form

Revise Faculty and Kiwanis Advisors resources

In process

Evaluate and create a danger/warning signs for clubs based on dues status

Currently in review with Circle K District Treasurer and Club Building District Committee

Active Clubs = 29 Active

24 paid; 5 in risk to going to suspended (not paid yet)

Inactive Clubs = 4 (past suspended clubs are now inactive)

Membership # 574 as of 1/20/17

(5 clubs increased: 2 remained the same: 13 have lost membership)

Administrator's activities since last report:

Major Highlights;

Attended InterPACK

Attended PACK DCON planning mtgs 1 and 2

Attended various home club meetings.

Committee Members:

Kristina Badell:

Snowbelt Covering Snowbelt Zone Advisor (NW Corner): Webmaster Administrative Advisor

Mariza Shavelle:

Liberty Zone Advisor (SE Corner): Covering Keystone Zone Advisor (N central)

Shawn Smith "the Intern:

Three Rivers Zone Advisor (SW Corner)

Megan Thomas:

Colonial Zone Advisor (S Central)

Comments regarding committee:

The Kiwanis Committee is starting to fill up. We are looking for people in the NW portion, N central, and NE parts of the state.

Concerns/issues:

I have concerns on filling the spots on the committee in order to get the proper coverage. Any people who may be interested should be forwarded to me. Many of the regions without Kiwanis Committee members are areas that have issues in finding Circle K members to be officers.

The student's will be wrapping up their work with Early Childhood learning over the next three months. They have selected a new District Service Project (DSP). Looking through their monthly reports, there were not a lot of projects that included the sponsoring clubs or additional K-family interactions. It may be an indicator of issues with the relationship or the participation in the Early Childhood initiative.

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

Membership Growth (and subsequent Dues Collection) are not where they should be at this time. The 574 members include 21 members from a summer club (club that does not pay dues this year). The majority of clubs (13) have shown a decrease in membership this year. The initial hope was that clubs were paying dues early with the intent to add members late. We are currently 100 members behind the magic number for our budget (additional 168ish payments in transit). 180 members total behind for growth. From the 5 clubs that have not paid dues, we should see approximately 75 members. From clubs that we are hoping to build, we should see another 30-50.

To combat this issue, the District Board established a communication plan during the District Convention Planning Weekend in January. I believe that there is a couple of factors that have played into this reduction. First, some schools have lightened up their policy on community service or changes in campus culture have caused a major impact. Second, the leadership gap in some areas may be having an impact. The Kiwanis committee has worked to educate on how to increase communication with the club officers and how to evaluate strategies that the clubs are using to gain and sustain membership.

Important Events/Dates with description:

District Convention: March 24-26 Split Rock Resort – Pocono's

It is the big business weekend for Circle K Members. Elections, awards, and Service will be found all over. All Kiwanis members and advisors are invited to attend. The format has changed so that the K-family session is a luncheon, with activities and workshops throughout the afternoon to culminate with the awards banquet. We hope that this will encourage those involved, or looking to start involvement with Circle K an opportunity to see the students in action.

Assessment of District Officers:

The elected district board officer positions are filled for the first time in a long time. The current board is working hard to finalize their year and find the officers for next year. Many of the eligible officers are preparing to run for positions for next year. To see their creativity and enthusiasm, please check out their convention promotion video.

Current Openings:

NONE

Respectfully Submitted:

Kelly Shaup

PA District of Kiwanis International Report

Service Leadership Program: KEY CLUB

Administrator: BOB ORLANDO

Report Date: January 20, 2017

Report Period Covered: September 15, 2016 ~ January 20, 2017

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

- **Improved communications with clubs. This has been a constant challenge for the district for several years now. I will be working with the committee to develop a plan to increase the amount of communications between club officers and LTG's as well as between Zone Admins and Faculty Advisors. This not only ensures proper administration of the program but also has a direct effect on dues collection.**
- **Development of new advisor kit unique to PA District.**
- **Increase the communications between Kiwanis Advisors and committee.**

Active Clubs = 179

Suspended Clubs = *

Inactive Clubs = 14

Membership # 11,200 as of January 17, 2017

Clubs with Dues Paid = 118

Clubs without Dues Paid = 61*

***Typically by this date any club without their dues paid were designated as Suspended. At the current time, KI has not issued such designation.**

Administrator's activities since last report:

Key Club District Board Meeting October 7 & 8, Harrisburg, PA

Montoursville Area Key Club 50th Anniversary, Montoursville, PA

Key Club District Board Meeting January 7 & 8, Harrisburg, PA

Committee Members:

Cathy Szymanski – Zone 1

John Mazurowski – Zone 2

Ryan Hartman – Zone 3

Matt Alexander – Zone 4

Mike Coolbaugh – Zone 5

Stef Patounas – Zone 6

Comments regarding committee:

The committee works great together and is very involved with Key Clubs in their area.

Concerns/Issues:

None

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

With the co-operation of my committee, the following work was accomplished since my last report to the board:

- This past October the District Board Meeting was held in the state capitol building in the Senate Majority Caucus Meeting Room. As in past years, board members were given a tour of the capitol building. Hosting us this year was Ryan Boop, 1995-96 Key Club Lt. Governor and current Chief of Staff for Senator Rafferty, through whom access to the Caucus Meeting Room was made available. Ryan was able to take us to places in the building that not only the general public doesn't get to see but vast majorities of elected officials don't get to see. Use of this meeting room is always a great experience for the Key Club board and this year was no different.
- Established a Pennsylvania Key Club Advisor page on Facebook for advisors to exchange ideas, ask questions and for me to share information.
- Continuation of updates to advisor information in MUC.
- New Advisor Kit put together which contains a Faculty / Kiwanis Advisor Guide; MUC and On Line Training Links; PA Kiwanis Committee Directory; Copy of all current advisors in Pennsylvania; Standard Form for Key Club Bylaws; Document: *Why are dues important?*; Links to International website and Pennsylvania website pertaining to Officer Training, Advisor Resources, Advisor Training, Officer Duties, Monthly Report Information, Club and Board Meeting Agenda Templates and FAQ's.
- Pennsylvania Chartering Process for Key Club Kit established which contains a step by step instruction as to what needs to be done to charter a new Key Club. The email contains links to a number of resources for prospective advisors; school administration and sponsoring Kiwanis clubs. It also contains links to all documents that need to be filed with KI in order to charter a club.
- Pennsylvania Resolution to Suspended Status Process for Key Clubs established which guides Faculty / Kiwanis Advisors and Kiwanis clubs through the steps they need to take to return a Key Club to Active status.
- Standardized the Lt. Governor election process for all divisions within the District. I have noticed that the last few years' elections were taking different forms from Zone to Zone. This has been resolved by providing each Zone Administrator and all LTG's with a written procedure for the planning and execution of an election. It also provides one set of election documents for each candidate and an election report that is to be filed by the current LTG.
- A monthly newsletter to all advisors was put into place and will continue into the future. These newsletters are designed to bring attention to current Key Club matters as the calendar dictates.
- Worked with Executive Director Kevin Thomas to set meeting dates and locations for District Board meetings through 2018. An updated schedule is listed below.
- Work is continuing with our Student Membership Development Committee which is focused on both traditional and non-traditional (charter schools, cyber schools, etc..) that do not have Key Club programs. This year's goal was to take 10 schools to the charter stage by March 31, 2016. There was much more work involved with this process than originally anticipated. All committee work done this year is preparing the 17 – 18 committee to establish a date for these 10 new chartered Key Clubs.
- In an effort to increase attendance at our annual District Convention, we have notified all clubs within a 25-mile radius that they can attend convention without a mandatory overnight stay.
- As an incentive for Key Club board members to maximize the amount of program ads sold for District Convention, two sales goals were set for the board as a whole to meet.

If \$3,000 in ads are sold by the board, they will be able to prank me in front of the entire gathering at convention. If \$5,000 in ads are sold by the board, they will be able to prank me and the entire Kiwanis Committee in front of the entire gathering at convention. All monies raised helps defray the overall cost of convention for the District.

Important Events/Dates with description:

SLP Administrator's Conference, Indianapolis, IN January 26 ~ 29, 2017

Key Club 2017 – 18 Meeting Schedule:

District Convention

March 9, 10, 11, 12

Harrisburg, PA

Spring Trainer

April 21, 22, 23, 2017

God's Mountain Retreat, Waymart, PA

Key Club International Convention

July 5 – 11 San Antonio, Texas

Summer Meeting

July 22 & 23, 2017

Harrisburg, PA

Fall Meeting

October 27 & 28, 2017

Harrisburg, PA

Winter Meeting

January 6 & 7, 2018

Harrisburg, PA

District Convention

March 22, 23, 24, 25 2018

State College, PA

Assessment of District Officers:

This years' officers are working very well together and accomplishing goals that are being set before them by the District Governor.

Additional Information/comments:

None

Addendum I

New Advisor Kit

Greetings! Congratulations and Thank You for stepping into the role as Key Club Advisor! Key Club is a unique and awesome organization which teaches our students about leadership and builds character through the vehicle of community service. And while it is true that it is the largest high school service organization in the world, its success and the impact it can have on your school and community rests with your dedication to it and knowledge of it as an advisor. This email was put together to help you find the resources you will need to understand your role as Key Club advisor. A lot of what you will find here can be found in both the Pennsylvania District Website and the Key Club International Website. What we have done here is picked out information that will be helpful in getting you up to speed on Key Club and the proper administration of the organization. Both websites are packed with resources. Hopefully this email will help you get right to the meat of what you need to get things started.

Before we get to the resources links, there are several documents attached to this email that can be very helpful to you. Here is a run down of what is attached:

- **Copy of 181916 PA KC Advisors:** This is a spreadsheet that contains contact information for every Key Club in the Pennsylvania District. Have you been hearing success stories of certain Key Clubs? This can be a good tool to use to contact their advisor and ask questions.
- **Pennsylvania Kiwanis Committee Directory:** There is a whole team of Kiwanis members dedicated to working with Key Clubs here in Pennsylvania. Of course, you can reach out to me whenever you wish. But I also have committee members in all areas of the state. And their contact information is listed in this directory. Which committee member works in your area? Take a look at the link below titled Pennsylvania Website District Clubs. You can find your club name and match it with the student leader for this area, known as a Lieutenant Governor, as well as the committee member for your area, known as a Zone Administrator.
- **Standard Form for Key Club Bylaws:** Key Club is an organization that follows bylaws and policy codes. Every club, including your own, has adopted a version of the attached bylaws. If you do not have access to your clubs' most current version of bylaws, let me know. I can work with Key Club International to get you a copy of the most recent version.
- **Why are dues important:** Key Club is a self sustaining organization. Every member pays dues. Annual dues are \$13.50 per member. \$7.00 goes to the International level and \$6.50 goes to the District level. Sometimes we receive questions as to what dues cover or why we are even required to pay dues in order to preform community service. This document tells you what dues payments due for your club and your members. There are two important dates to keep in mind regarding dues:
 - November 1st - Early bird deadline; dues must be submitted by this date for your club to be recognized as being an "Early Bird" dues paying club.
 - December 1st - This is the deadline for dues to be paid to Kiwanis International.

Now let's focus on the links and what type of information they hold for you!

International Website Advisor On Line Training Link: I believe this is a great place to start learning about your responsibilities as Key Club Advisor.

<http://keyclub.org/fad/AdvisorAdministratorResources1/E-Learning.aspx>

International Website Advisor and Administrator Resources: This link will take you to a page where you can download the Faculty and Kiwanis Advisor Guide, review the calendar so you see what Key Club does at certain points of the year and you will find other quick links to helpful resources.

<http://keyclub.org/fad/AdvisorAdministratorResources1.aspx>

Pennsylvania Website Advisor Resource page: This link will take you to our own Pennsylvania library of resources for advisors along with Top Advisor Tips.

<http://www.pakeyclub.org/resources/facultykiwanis-advisor/>

Tutorial on Membership Update Center: Remember talking about dues above? This is where you go to enter your membership information and generate an invoice for dues payment. This tutorial will give you step-by-step directions as to how you go about using the MUC.

<https://www.youtube.com/watch?v=0tFAvudji-w&feature=youtu.be>

Pennsylvania Website Club Officer Training Video: Officer training in Pennsylvania is conducted on line. This link will take you to the library of videos for training. Your officers can view this collectively or individually. Whatever work best for your club.

<http://www.pakeyclub.org/resources/club-officer/club-officer-training/>

Pennsylvania Website Officer Duties: To go along with the training video above, this link will take you to information on all officer duties.

<http://www.pakeyclub.org/resources/club-officer/officer-duties/>

Pennsylvania Website Club Monthly Report: Every club in Pennsylvania is encouraged to submit a monthly report on your clubs activities. This link takes you to the on line form and provides information as to when reporting should take place.

<http://www.pakeyclub.org/resources/club-officer/district-monthly-report/>

Pennsylvania Website Club and Board Meeting Agenda Templates: Need some ideas on how your meeting agenda should be structured? This link will provide you with suggestions.

<http://www.pakeyclub.org/resources/club-officer/board-and-club-meetings/>

Pennsylvania Website District Clubs: This link will take you to a directory of clubs throughout Pennsylvania. Find your club name and you will see what division you are in, get contact information for the student Lt. Governor for your division and get information for the Zone Administrator in your area.

<http://www.pakeyclub.org/about-key-club/pennsylvania-district/structure/>

Pennsylvania Website Frequently Asked Questions: Lastly, this is an FAQ page that is packed with helpful tid bits about Key Club that may be of interest to you.

<http://www.pakeyclub.org/about-key-club/frequently-asked-questions-faq/>

That's enough for now! I really believe this information will serve as a good "jump start" for you. After reviewing these attachments and links, feel free to browse the International and District websites. If you have ANY questions about your role as advisor or Key Club in general, remember.....you have a team of Kiwanis members dedicated to working with you. Just let us know!

Thank you for all you do for Key Club,

Addendum II

Chartering Process for Key Club Kit

Greetings! If you are receiving this email you are either looking to start a NEW Key Club in your school or you are looking to convert a club that has been in an INACTIVE status for two or more years. Either way, the process is the same. You need to submit a Petition for Charter for Key Club. Hopefully this email will provide you with all the information to get your charter underway. You may or may not have completed some of the initial steps required to charter a new club. If you have, great! Just skip on down to the step that you find yourself at the current time.

STEP 1 FIND ADVISORS, MEMBERS AND MEETING PLACE

Site and Sponsor

Your home base (and meeting place) may be at a high school, a community center or somewhere else. Usually, a Kiwanis club will sponsor your club - offering both financial support and hands-on guidance - although Key Club International doesn't require Kiwanis club sponsorship to start a club. Who will help steer your club in the right direction? Under ideal situations, it takes two: an advisor from your school and an advisor from your local Kiwanis club.

Here are links to seven documents that can be a great resource to you during this first step:

[Key Club 101 Presentation \(PowerPoint\)](#)

[Qualities of a Volunteer](#)

[Sponsoring a Service Leadership Program](#)

[Finding a Kiwanis Sponsor](#)

[Advisor Manual for Key Club](#)

[Structure and Club Operations for Key Club](#)

[Recruitment Suggestions for Key Club](#)

STEP 2 ORGANIZE

Once you've laid the groundwork for your club, it's time to get organized, file paperwork, train club leaders and build enthusiasm.

Organize

Put all the pieces together. Get together with new members to adopt club bylaws, officially elect officers and directors, plan your club's meeting schedule and start brainstorming service project ideas. In order to help you with this, please take a look at the following two links to resources that you will need:

[Club Bylaws for Key Club](#)

[Electing Officers for Key Club](#)

Charter

The club needs to submit a Petition for Charter. There are no individual membership dues required at the time of chartering. However, one of two options must be selected. One is a \$600 charter kit which includes a gavel, banner, pins, membership cards and other misc. resources OR a \$400 charter kit which includes all of the above but no banner. The chartering process makes your club a reality. Once the work is done, plan to celebrate with a special ceremony. If your club has been chartered in previous years but has been more than two years since you paid dues, the club will need to be re-chartered. The process is the same for both situations. Complete and mail the entire Petition for Charter form and the Charter Member Roster to Key Club International. (you may use either Charter Member Roster format provided below)

[Petition for Charter for Key Club](#)

[Charter Member Roster \(excel\)](#)

[Charter Member Roster \(PDF\)](#)

[Charter Presentation for Key Club](#)

[Installation of Officers for Key Club](#)

Here are some helpful resources for training your officers, creating a budget and setting goals for your club:

[Officer Training Key Club International](#)

[Tips for Trainers](#)

OR....you can simply WATCH the following:

[Club Officer On Line Training Pennsylvania District](#)

[Budget for Key Club](#)

[Budget Explanation for Key Club](#)

[Leading Club Meetings for Key Club](#)

STEP 3 SERVE

Once your club is official, you'll be ready to reach out to the community and make a difference through meaningful service projects. Service is where community needs and member interests meet. Explore the possibilities!

5 Steps for Planning Thoughtful Service

Service Project Ideas for Key Club

Fund-raising Project Ideas for Key Club

Guide for Working with Youth

Risk Management and General Liability

Youth Protection Guidelines

Yes, there are A LOT of links here. But the charter process itself is not difficult and is mainly found in Step 2. The rest of the links are valuable resources that can be read as you deem necessary. The main thing to remember is that you have a team of Kiwanis members ready to assist you. PLEASE.....reach out to me. I am here to help you and to keep Key Club strong here in Pennsylvania. My contact information can be found below.

The vast majority of this information came from the Kiwanis International website. You can link to it here: Key Club Chartering Toolkit

Thank you for your commitment to Key Club!!!!

Lieutenant Governor Election Procedure

Site Information: The current Lieutenant Governor is responsible for finding and securing a site for the election to be held. Although this can be a public building, it is strongly encouraged that the facility has a private meeting room. This will make it much easier for candidates to give their speech and answer questions.

Back Up Dates: It is always good practice to set not only a firm date for the election but one or two back up dates. Elections are held in the winter and weather conditions may infringe on your schedule. As a last option, an on line election can be held using the social media choice of the Lieutenant Governor after receiving the approval of the District Governor, Zone Administrator and District Administrator.

Announcement of Election: The current Lieutenant Governor is responsible for notifying all clubs within their division of the election no less than 30 days prior to the date it is to be held.

Moderators: The current Lieutenant Governor and Zone Administrator will act as moderators. The Zone Administrator has authority to disallow any question deemed out of order for the election. An election may not be held without the Zone Administrator or duly appointed Kiwanis member acting as a substitute.

Etiquette: The candidates are not to be touched, asked to ingest any material or asked to partake in any behavior that is in poor taste. Rude behavior will not be tolerated. Adults are not allowed to ask questions nor are they allowed to suggest questions to Key Club members in attendance.

Quorum: District bylaws state that 1/3 of all clubs within the division need to be in attendance in order for there to be a quorum of clubs. If a quorum is not convened, an election cannot take place.

Delegates: Each club in the division may send as many members as they wish to the election. However, each club is only allowed two voting delegates. These delegates must be identified to the Lieutenant Governor prior to the voting stage. A club may only have one voting delegate. That delegate shall only cast one vote.

Speech and Questions: Each candidate is allowed two minutes to give a speech. The floor is then open for questions from any Key Club member in attendance for a five-minute time period. The five-minute time period begins after the first question is asked.

Key Club members will raise their hands and wait to be called upon by either the Lieutenant Governor or the candidate. Questions will be directed to the candidate only.

Voting Procedure:

1. The current Lieutenant Governor is expected to furnish paper ballots and writing utensils to all delegates in attendance.
2. Paper ballots are to be handed out immediately prior to the voting stage.
3. Delegates are to cast their ballot by writing the name of the candidate they select on the ballot. The ballot shall then be folded in half and given to the current Lieutenant Governor.
4. The Lieutenant Governor shall cast his or her ballot and this ballot shall be used only in the event of a tie.
5. The Lieutenant Governor and Zone Administrator are the ONLY individuals that are allowed to view and count the ballots.
6. After ballots are counted, the Lieutenant Governor shall announce the winner of the election to all in attendance. The actual vote count is not to be shared with anyone.

Election Report: The current Lieutenant Governor has the responsibility of completing the Lieutenant Governor Election Report Form and submitting a copy to the Zone Administrator and District Administrator, preferably by email. If necessary, a hard copy may be submitted.

In the event that the current Lieutenant Governor wishes to use this election gathering to hold a rally or OCM, it is suggested that the election itself be the last order of business.

Statement of Candidacy for Pennsylvania District Office

District Governor, Secretary/Treasurer, Communications Coordinator, and Division Lt. Governor

Date _____

I, _____, do hereby declare myself willing to assume the duties and

(PRINT
name)

responsibilities of the office of _____ for the Pennsylvania District of

Key Club International.

(PRINT district
office)

I fully realize that if I am elected, I must:

1. Attend all District Board meetings.
2. Attend the next District Convention as well as the one at the end of my term.
3. Participate in any district fundraising efforts implemented to reduce the costs of attending District Convention.
4. Make every attempt to attend the Key Club International Convention.
Note: When possible, the District will help to offset the cost of the International Convention. If a Key Club District Board Member is removed from office or resigns during his/her term, he/she must reimburse the district in full.
5. Strive to strengthen and build Pennsylvania Key Clubs, especially in my division.
6. Maintain the quality of my schoolwork so that permission may be secured from my parents and school authorities for occasional absences for Key Club business.
7. Uphold the ideals of Key Club at all times, to encourage involvement and active participation of others, and to set an example for others to follow.
8. Complete all duties and responsibilities as outlined in the Pennsylvania District Bylaws and Policy Codes.

I believe that my background and experience in Key Club and other school organizations are such that I can able perform my duties and responsibilities as a Pennsylvania District Officer. If elected, I realize that failure to abide by the above statements could result in my removal from the District Board of Trustees.

Signature _____

Key Club of _____
(PRINT school name)

CERTIFICATION

By signing below, we hereby approve of this Key Clubber as a candidate for the office stated above and certify that he/she is capable of performing the duties of this position.

Parents(s) _____

Faculty/Kiwanis Advisor _____

Key Club President _____

High School Principal _____

**Pennsylvania District
Key Club International
Lieutenant Governor Election Report**

Name	
Nickname	
Address	
City	
Zip	
Email	
Cell Phone	
Key Club of	
Current Grade	
Division	
Date of Election	
Location	
Number of Clubs In Division	
Number of Clubs In Attendance	
Number of Delegates Casting Ballots	

Young Children Priority One – January Report

- 1. I began working on documents for Young Children Priority One through support of PA Kiwanis board and PA Kiwanis Foundation board**
 - a. Brochure on Young Children Priority One**
 - b. Description of Early Learning Guides and Distribution**
 - c. Powerpoint on Young Children Priority One**
 - d. Video clip of Young Children Priority One in PA**
- 2. I created a monthly Young Children Priority One SMORE newsletter to be distributed to leadership across the district, to keep informed and updated about Young Children Priority One.**
- 3. I created a budget proposal for the PA Kiwanis Foundation board for expenses including: Early Learning Guides, PA One Book 2017 book title**
- 4. I participated in a call concerning PA One Book and PA Kiwanis and PA Kiwanis Foundation participation with PA One Book Events. Phone call was with Kevin Thomas and PA One Book representatives. Based on the discussion through the phone call, I will be participating in:**
 - a. Annual Family Center Conference in April**
 - b. Resource Family Association in April/May**
 - c. Annual National Foster Care Month event in October**
- 5. I have been assisting with the formation of an Early Learning Breakfast for the 2017 District Convention in Lancaster. Speakers and Early Learning panel have been selected and contacted.**

I am excited about PA Kiwanis forging ahead with continued strength in the area of Young Children Priority One. I am excited by the enthusiasm of the many clubs I have been able to be in contact and look forward to making contacts with the many other clubs.

**Young Children Priority One Chair
Emily Reed**

PA District of Kiwanis International Report

Service Leadership Program: K-Kids

Administrator: Kady Blass

Report Date: January 2017

Report Period Covered: September 22, 2016-January 16, 2017

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

- 1) **Advisor Contact Information:** As always, this is not an easy task, but I am always striving to keep our advisor contact information up to date for both KI and myself.
- 2) **Club Growth:** Continue to communicate with potential K-Kids sites, answering questions about the program and the chartering process as needed

Active Clubs = 58

Suspended Clubs = 0

Inactive Clubs = 6

Membership # 1398 as of January 16, 2017

Administrator's activities since last report:

- Communicated with Kiwanis Clubs interested in opening a K-Kids and provided requested materials to assist in the process

Committee Members:

- Tiffany and I have agreed that this is not something worth investing our time in at this point. There is not enough work to be distributed to a committee, so we would rather re-direct that time and energy into helping to build these programs.

Comments regarding committee:

- None at this point.

Concerns/issues:

- None at this point in time.

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

- None at this point in time.

Important Events/Dates with description:

- None known at the moment.

Assessment of District Officers:

- N/A

Additional information/comments:

Kiwanis

Pennsylvania District

January 28, 2017

Key Leader Committee Report to District Board

Plans are underway to host two successful Key Leader camps. **Registration should be officially opening the week of January 23rd.** The Pennsylvania District was selected to pilot a new (and easier) registration process. If successful, it will be rolled out to all Districts next year.

For camp details, please see the Key Leader flyer attached.

As a reminder, we have spots for 80 students and 20 chaperones at each camp. When registration opens, a District-wide email will be sent that includes information about student registration and how Kiwanians can serve as chaperones. We will also need donations of snacks and miscellaneous supplies (including flip chart paper).

Based on discussion with several clubs/schools, we are optimistic that we will reach the combined requested attendance of 120 students. As was the case last year, the financial guarantee was provided by an anonymous donor to ensure no financial risk to the District.

In the weeks upcoming, we have speaking opportunities, workshops, and display tables planned for both Key Club District Convention and Kiwanis Midwinter.

We are looking forward to another successful year.

Respectfully submitted,

Key Leader Team

KEY LEADER®

April 28-30, 2017 | Camp Conrad Weiser

May 5-7, 2017 | Camp Allegheny

About

Key Leader is designed to inspire young people to achieve their personal best through leadership. Key Leader Camp is a three-day event where students learn communication and leadership skills through a series of group events, small break out groups and a ropes challenge course. The program is centered around the five key principles: Personal Integrity, Personal Growth, Respect, Building Community and Pursuit of Excellence.

Who

Any students ages 14 to 18

When & Where

April 28-30, 2017

Camp Conrad Weiser, 201 Cushion Peak Rd, Wernersville, PA 19565

May 5-7, 2017

Camp Allegheny, 100 Camp Allegheny Dr, Stoystown, PA 15563

Students will arrive for registration from 4 p.m. to 6 p.m. on Friday and depart at 11:30 a.m. on Sunday

Cost

\$175 for the weekend

\$250 less \$75 PA Kiwanis Foundation Scholarship

\$150 for Key Club & Builder's Club members for the weekend

Above less \$25 Kiwanis International Scholarship (automatically applied, if eligible)

This includes all materials, food and lodging upon arrival.

Registration open in January 2017 at www.key-leader.org!
Space is limited.

www.key-leader.org | District Chair Stef Stamatopoulos stef@stefstam.com



January Board of Trustee Report

Trustee Name Judy Janes Region One

Lieutenant Governors: Name: Bruce Peterson Division 2
Name: Kathy Durner Division: 1
Name: _____ Division: _____
Name: _____ Division: _____

Did you have a CLE? ☐ Y ☐ N Date(s) _____

Date of Fall Regional Meeting? Oct. 19, 2016

Assessment of Meeting: Attendance was extraordinary with 80 Kiwanians and guests present. The Iroquois Club is a perfect setting for this meeting. Gov. John presented on the I-Plan and Cathy Szymanski did the TED Talk on the Formula membership. Also, Susan Grab spoke about the Foundation. Attendees were very pleased that the programs were interesting and on schedule.

Will you be having a spring meeting? Yes, a Formula Retreat. If so, when? Working on a date in April.

Which New Clubs are actively being worked on in your Region?

(Please note date of next meeting and potential organizational meeting date with each club) Summit: Cathy and Dave Szymanski

Which clubs are being counseled in your Region, by whom. Meadville by Roger Janes, President; Warren by Kathy and Randy Durner. Fort LeBoeuf by Kathy Durner.

Describe other contact and communications with the Formula Team. Conference call being set up by Matt Wise for Feb.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division.

Membership is, of course, a concern in both Divisions as well as convincing Clubs of the benefits of attending conventions and special meetings.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event? The Kiwanis Club of Meadville and the Satellite Club have adopted the Forest Green Day Care Center (poor

families) and is providing books, clothing for children and supplies. Guides are distributed to Day Care Centers.
How are clubs/SLPs participating in Coins for Kids?



January Board of Trustee Report

Trustee Name: JOHN MAZUROWSKI Region: 2

Mentor-Governors	Name: <u> </u>	Division: <u>4</u>
	Name: <u>BARBARA BYERS</u>	Division: <u>5</u>
	Name: <u> </u>	Division: <u>6</u>
	Name: <u> </u>	Division: <u>8</u>

Did you have a GLB? ☐ Y ☒ N Date(s): SECRETARY TRAINING AT REGIONAL MTG

Date of Fall Regional Meeting: 10/15/2016

Assessment of Meeting: GOOD MEETING WITH "THE USUAL" ATTENDEES. STRONG PRESENTERS. DESPITE REPEATED ANNOUNCEMENTS, WE DID NOT GAIN ATTENDEES.

Will you be having a spring meeting? YES, if so, when? TBD

Which New Clubs are actively being worked on in your Region?
(Please now state current meeting and potential dry instructional meeting date with each club)

FOX CHAPEL - ASSEMBLED CONTACT LIST. NEED HELP!

Which clubs are being counseled in your Region, by whom

WITTANNING - MYSELF, SIGNIFICANT EFFORT IN 2016, LITTLE PROGRESS.

Describe other contact and communications with the Formula Team

PERSISTENT EMAILS. CAN CALL IN TO MEET TELECONFERENCES. NEED LTGS, CLUB COUNSELORS, AND CLUB OPENERS IN REGION 2.

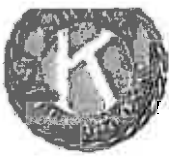
Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division

DIV 5 - BARBARA BYERS IS DOING AN EXCELLENT JOB. I ASSISTED WITH OFFICER INSTRUCTIONS DURING THE FALL - CLUBS ARE DOING GOOD WORK & LOCALLY. THE MISSING LTGS LEAVE A GAP

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event?

How are clubs/SLPs participating in Coins for Kids?

HAS BEEN ANNOUNCED IN DIVISION 3 AND 6 KEY CLUB NEWSLETTERS.



January Board of Trustee Report

Trustee Name Phyllis Palm Region 3

Lieutenant Governors: Name: _____ Division _____
Name: Kevin Fondelier Division: 10
Name: Janie Welshans Division: 11-E
Name: Roger Cartwright Division: 11-W

Did you have a CLE? ☐ yes ☒ Y ☐ N Date(s) 10/27/16 at fall meeting- How to do a Club Assessment

Date of Fall Regional Meeting? 10-27-16

Assessment of Meeting: 12 clubs attended. 28 attendees. Bill Frantz from Kiwanis Foundation did a presentation followed by the education given by Alice Arnold, certified instructor. This was well received. Bill emphasized the role of the foundation and the scholarships available for youth. Governor John spoke on the I Plan plus International and District Goals. Clubs gave the Governor gifts for his program.

Will you be having a spring meeting? yes If so, when? April

Which New Clubs are actively being worked on in your Region?
(Please note date of next meeting and potential organizational meeting date with each club)

There are no new clubs being worked on in Region

Which clubs are being counseled in your Region, by whom: East Johnstown, requested assistance on how to decide whether or not to turn in their charter and close. They asked Kevin Thomas to attend a meeting in December. On December 6, Kevin and Phyllis Palm attended the meeting with club members. Matt Wise was scheduled to attend but became ill. An excellent discussion was held with the outcome being that on February 7th, Kevin and Phyllis will return to a meeting to assist the club in performing a SWOT analysis. The goal is to assist the club in changing in a way that will increase membership, maintain projects and continue to exist.

Describe other contact and communications with the Formula Team: Have received many e mail communications from the Formula team and have made certain each LTG has received and responded where appropriate. Have responded to request for information. Participated in telephone conference with Kathy and Matt. On 1/28/17 there is a Growth Retreat scheduled in Division 10- Matt Wise will present.

Describe Communications w/the LTGs in your region. --have met face to face with all LTGs three times. Have communicated by telephone on several others. E mails are sent routinely with updates as they are received. Have asked them to follow up with clubs late with dues and those not yet complete with bylaw approvals. Am scheduling a luncheon meeting with us all together in February. While membership continues to be the big issue in all three divisions, Division 3 seems to be doing well so far this year. Division 11-W has asked me to attend the Phillipsburg meeting in early Feb- with Clearfield members being assimilated into the Phillipsburg Club this will be a good time to discuss district goals and issues. Division 10 continues to struggle but the LTG seems committed to trying to get a handle on what can be done to make the

division strong.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event? Lewistown Club recently had a program on Success by Six- this program uses the Early Learning guides and

emphasizes early childhood learning and preparation for Kindergarten. Nittany Club continues to have early Childhood learning as their main project. I would think they would welcome a presentation.

How are clubs/SLPs participating in Coins for Kids?- At this point I am finding that clubs are not fully aware of this goal. I will make certain that they are informed and will start to collect.



January Board of Trustee Report

Trustee Name BILL M CABE Region 6

Lieutenant Governors: Name: MIKE COLBAUGH Division _____
 Name: TIM O'DONNELL Division: 15
 Name: JEFF ROSE Division: 17
 Name: _____ Division: 18

Did you have a CLF? ☐ Y ☒ N Date(s) WILL SCHEDULE IF SUFFICIENT INTEREST.

Date of Fall Regional Meeting? NOT SET YET FOR 2017 PROMOTING ONLINE.

Assessment of Meeting:

Will you be having a spring meeting? NO If so, when? SUBJECT TO CHANGE IF ENOUGH INTEREST

Which New Clubs are actively being worked on in your Region?

(Please note date of next meeting and potential organizational meeting date with each club)

AVAILABLE TO ALL CLUBS.

Which clubs are being counseled in your Region, by whom

NOT SURE IF ALL ARE AVAILING THE OPPORTUNITY.
REGION 6, DIV. 17 COUNSELOR IS TRYING HARD.

Describe other contact and communications with the Formula Team

PHONE CALL FOR REGION. UPDATE GIVEN BY
DISTRICT CHAIRPERSON.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division

COMMUNICATIONS CAN BE DIFFICULT WHEN SOME
LT. GOVS AND CLUB PRESIDENTS DO NOT RESPOND TO
PHONE CALLS & EMAILS

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event?

READING TO CHILDREN IN DIVISION 17

How are clubs/SLPs participating in Coins for Kids?

SOME ARE PARTICIPATING. LT GOVS ARE ENCOURAGED TO
PROMOTE WITH NON-PARTICIPATING CLUBS



January Board of Trustee Report

Trustee Name Sarah Zulueta

Region 7

Lieutenant Governors: Name: Dennis Pennington

Division: 19

Name: Joe Wilson

Division: 21

Name: Lillian Mateja

Division: 22

Did you have a CLE? ☒ Y ☐ N Date(s) 7/13/16, 7/16/16 and 11/12/16(makeup/new clubs)

Date of Fall Regional Meeting? 11/12/16

Assessment of Meeting: The Fall Region 7 meeting was at held at Bregy Elementary School in South Philadelphia in part to showcase the new club South Philadelphia to Regional / District group. There was 43 Kiwanians attended, which was an increase of 10 from Spring 2016 Regional event. The event was positively received by members. The event provided District/Region updates and round table focused idea exchange at lunch.

Will you be having a spring meeting? yes If so, when? 5/6/2017, North Penn High School Lansdale

Which New Clubs are actively being worked on in your Region?

(Please note date of next meeting and potential organizational meeting date with each club)

Collegeville - Interest meeting Feb TBD - pending meeting with current interested meeting to be held 1st week of Feb.
Northwest Philadelphia - Looking to regroup and rebrand the club direction starting in March.

Which clubs are being counseled in your Region, by whom

Central Bucks – Joe Wilson
Conshohocken – Jen Vare and Lillian Mateja
Valley Forge - Jen Vare and Mariza Shavelle
South Philadelphia – Elizabeth Smolenski
Upper Main Line - Lillian Mateja
Council Rock – Jen Vare and Joe Wilson
Main Line – Sarah Zulueta and Lillian Mateja
Pottstown – Dennis Pennington and Sarah Zulueta
*Chester - Sarah Zulueta and Jackie Bruguglio

*new endeavor

Describe other contact and communications with the Formula Team

We had a Region 7 call with the Formula District Team (Cathy and Matt) on December 19th and will continue to have them quarterly. As Trustee I am in constant communication with Region 7 Formula team via email, text and/or phone calls. Division council meetings are being set for Q2, Division 21 will have their Division council meeting Feb 18th.

Describe communications w/the LTGs in your Region, strengths, weaknesses and concerns in each Division

Division 19 - Dennis Pennington – As he was only appointed to the position in early November, he was only recently provided an abridge LTG training. He is working on his LTG Report 1 due by Jan 31st to provide him time to meet with Division 19 clubs.

Strength <ul style="list-style-type: none"> Dennis has the enthusiasm and willingness to step into the LTG role and help the clubs in Division. Dennis provides service ides for different struggling clubs that he has experience with. 	Weakness <ul style="list-style-type: none"> Lack of experience on District/ Division/ Region level. Communication not always clear and concise and can lose audience.
Opportunities <ul style="list-style-type: none"> His newness to the role provides a new perspective to current issues at club and therefore can provide an objective support/ opinion. 	Threats <ul style="list-style-type: none"> Clubs are very weak in Division. Lack of leadership of clubs.

Division 21 – Joe Wilson – Joe is an experienced LTG and he stepped up to take on a 3rd year to the vacancy. He has repeatedly asked Division and visited clubs to find his successor. He has great communication with Trustee and clubs. He is experienced new club opener and counselor. He is looking to join the Foundation board starting 2017-2018.

Strength <ul style="list-style-type: none"> Experienced LTG. Very structured Division – holds an annual well attended Divisional Awards dinner. Division clubs have great fundraising that yield dollars over \$50k. 	Weakness <ul style="list-style-type: none"> Clubs in Division do not like to participate in District/regional events and are very Club centric. Lack of leadership succession for clubs and Division.
Opportunities <ul style="list-style-type: none"> They have the largest amount of Kiwanians in their Division so more opportunities to brand Kiwanis and impact communities. 	Threats <ul style="list-style-type: none"> Council Rock and Bensalem – membership drops but unwilling to change or adopt Formula assistance.

Division 22 – Lillian Mateja – Lillian is organized and passionate LTG who wants to ensure her clubs grow and maintain membership. She has experience with new club opening through Philly Blitz and has made efforts to communicate with her clubs. The clubs in Division 22 have membership issues as Kennett Square turn in charter and 4 other clubs are below charter strength.

Strength <ul style="list-style-type: none"> Experienced with Formula. Experienced with District events. 	Weakness <ul style="list-style-type: none"> Division clubs lack any membership growth plans. LTG Meetings with clubs have not been completed for all clubs in Divisions.
Opportunities <ul style="list-style-type: none"> 3 new clubs have been open in Division and it ability to grow clubs in new communities. 	Threats <ul style="list-style-type: none"> 4 clubs (UML, WC, Chester, BP) are below charter strength and no membership plans.

Are there any Early Learning events being scheduled in your area? Are there strong clubs that should be contacted to set up an event?

Conshohocken Club – Event with Conshohocken Elementary School for Early Learning; Date is TBD.

Division 19 - They will be working with Montgomery Country IU – headstart schools in Montgomery county.

How are clubs/SLPs participating in Coins for Kids?

There has no information on Coins For Kids Campaign as it was only mentioned at District Convention by Governor John Grab in Scranton but not every member of the Region was in attendance. It was not discussed at the Region 7 Fall Event during the Governor's visit, nor was any documentation or literature or email been forward to myself as Trustee to pass along to the Region/Divisions. Therefore no SLP or Kiwanis involvement has been done to my knowledge on the Coins for Kids campaign. If more documentation or publicity is warranted District need to send out to Region/Division leadership.

1. Attached is my schedule for the period October 1, 2016 to December 31, 2016. I will be pleased to answer questions about any activity.
2. As a reminder from last report, your promotion, early registration and support of our Midwinter Conference, District Convention and other events/fundraisers are really vital. We need all board members to be out front and a cheerleader and active participant in everything.
3. Again as a reminder, I want to remind everyone that even though we have "The Formula Team", growth, particularly new club building and club counseling, is the responsibility of all board members. The years where we have had the greatest success with new club building were the years where we had a lot of involvement by the Trustees, Governor, Governor-elect and Executive Director. Membership growth and expansion work is in everyone's job description.
4. For the last two or three years but particularly in the last year, I don't view the process by which clubs pay dues to be a healthy one for future sustained organizational growth. I'm convinced that it results in unnecessary member deletions and know that it results in "sandbagging" or new members not being added. While I do not possess the answer, I think a better system might be a flat per club fee. I would suggest that we ought to study this and perhaps come up with a proposal to put forward to Kiwanis International.
5. I sense a bit of lethargy and lack of communication in our 2016-17 team. Accordingly and to address this, I would suggest that Governor John have conference calls with Lt. Governors and Trustees every 6-8 weeks where in messages of importance and common concerns/problems would be discussed.
6. From my recent visit to the International office, here are some things I think you should know that I learned.
 - A. Until the Eliminate Campaign collection is wrapped up and for the foreseeable future there will not be another Global campaign.
 - B. President and Lt. Governor training material will be getting changed and updated. Secretary training material will not be changed.
 - C. The Kiwanis International Board has not yet established a policy in regard to what will happen if a Kiwanian who is a Service Leadership Program advisor will not get the required Kiwanis International background check.
 - D. There is something new in the development of Kiwanis partnerships — it is called the Kiwanis Warehouse. It offers some really good prices on items club typically purchase for club service projects and fundraisers. Here is a link to more information: <http://www.kiwanis.org/docs/default-source/partnerships/club-resources/kiwanis-warehouse-toolkit.pdf?sfvrsn=4>
 - E. Paris Convention Registration Fees: Until April 15th - \$300.00; then \$350 until May 15th; and then \$400. Provided that you arrive on or after Tuesday of the convention week and depart no later than Sunday of that same week, your registration fee will get you a free bus transfer from the airport to the convention hotels.
 - F. There are no designated district hotels for the Paris convention. All districts will be in one of two hotels both of which are at the convention center. They are the Le Meridian (199.00 Euro) and the Hyatt (190.00 Euro). The rates include all taxes and a full breakfast each morning. Almost all rooms are king bedded; there are very few twin bedded rooms. As well, handicapped rooms are limited.
 - G. Provided the board approves, I have reserved a District caucus room for us at the convention center on Friday morning at 9:00AM.
 - H. Thursday will be an education day and opening session; Friday will be highlighted by the business session in the afternoon; Saturday will be highlighted by the closing session in the afternoon.

- I. Friday is Bastille Day in France.
 - J. Security will be more stringent than at past conventions.
 - K. Hotel convention rates will be honored for three days prior to and three days after the convention.
 - L. Since we are using a theater for the convention business session, the traditional setup will not be present.
 - M. The Kiwanis Children's Fund (formerly the Kiwanis International Foundation) is increasing the District matching grant program from 5% of the annual club giving to the annual gift campaign to 15% of the giving.
 - N. The club grant campaign of the Children's Fund is being streamlined in line with the Kiwanis International I-Plan and only one grant cycle will take place each year. Applications for the next cycle are due on October 1, 2017.
 - O. Of the 110 million raised and pledged for The Eliminate campaign, \$66.3 million has been collected.
 - P. International board counsellors are staying close to home -- no overseas assignments in 2017-18.
 - Q. International board counsellors will be coming to Districts to build clubs -- not necessarily to attend a conference or convention.
 - R. There is an effort to lower costs for the International Convention in Las Vegas, particularly the registration fee.
 - S. 2017-18 will have a very strong renewed emphasis on growth. The Distinguished club program will be almost entirely about growth.
 - T. You'll be hearing and learning more about this but the "Eye of the Tiger" program will be introduced into the Formula campaign to add more teaching from experienced and successful member inviters and club openers.
 - U. Kiwanis International continues to operate with a deficit budget. In the last 4 years, operational losses have totaled about \$7.7 million.
7. I'm concerned about some of the micromanagement that I see going on in our District. If a member or committee is given a task and they adequately complete that task, they should not be told it isn't acceptable unless there are glaring errors and mistakes. Doing so only demotivates and causes them to step back. Further if a club completes a significant project or program and is proud of that, they should not be told it is wrong just because they have not used the latest programs and material. That will alienate that club from us. Micromanagement and negative reinforcement will not serve us well in the long run. While we should always strive for excellence, sometimes good enough is good enough for the time being. Our approach should be positive education whenever possible.
8. Thank you for what each of you do for Kiwanis and for all your work. Please feel free to call on me any time for assistance.

Respectfully submitted,

Kevin E. Thomas
District Executive Director/Secretary/Treasurer

AolCalendar

October 2016

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kettwanis

Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat
25 off		1:30pm John McHale 4:30pm Conference Call	12pm Harrisburg Club	Region V Meeting	Board Meeting	
2	3	4	5	6	7	8
		11am Nicole FNB	7:30am Palmer Towns 12pm Eastern		Key Club Board Meeting	Key Club Board Meeting
9	10	11	12	13	14	15
	9am John Grab	11am Southern Lanca... 6pm Juniata County	Over the Edge	11:45am Harrisburg C... 5:30pm 2015 Convent...		Region 2
16	17	18	19	20	21	22
	11am Erica - Cathy Sz...	4pm YCPO Conference... 6pm Central Bucks Co...	7:30am West shore bo... 6:30pm Lancaster Co...		Horse Show	off
23	24	25	26	27	28	29
off	Vacation	Vacation	Vacation	Vacation 9pm Conference Call ...	Vacation 12pm Foreign Policy ...	off
30	31	1	2	3	4	5
off	Keystone Kiwanian	8am Pre K for PA call	8am Brothers - Upper ...			

AolCalendar.

November 2016

ketkiwanis
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30	Sun 31	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat
off	Keystone Kiwanian	8am Pre K for PA call 6pm Middleburg			8am Brothers - Upper ...		
6	7	8 10am Will Blechman	9	10 9:30am Sally Garber 12pm Kiwanis lunch mtg	11	12 Circle K meeting 12:30pm Region 5/So...	
13 Circle K	14 8pm Kids Need Cathy	15 7:30am West Shore Ki... 10am Will Blechman	16	17	18	19 off	
20 off	21 off	22 off 2pm Dr. Stegura 8pm Quarryville Conf...	23	24 Holiday	25 Holiday	26 off	
27 off	28 off	29 off	30 6:30pm 2017 Convent	4:30pm Holiday Parties	2	3	

27	Sun 28	Mon 29	Tue 30	Wed 1	Thu 2	Fri 3	Sat
off	off	off	6:30pm 2017 Convent...	4:30pm Holiday Parties			
4	5	6	7	8	9	10	
12pm Emily Reed	1:15pm Val Tullie	8am Quarryville 6pm Johnstown East ...	9:30am Sally Garber ...		1pm Peter Sorenson	Foundation board me...	
11	12	13	14	15	16	17	
		3pm Mary Hall 8pm Kids Need Cathy ...		10am Spooky Nook S... 2pm fundraising call 6pm Christmas Party			
18	19	20	21	22	23	24	
5pm Reed's Christma...	Quarryville	9:30am Conference c...	Vacation Explorer	Escape Vacation	Holiday 9:30am Representativ...	off	
25	26	27	28	29	30	31	
	Holiday	Vacation	Vacation	P-Day	Comp day	Off	



Judith A. Raub
PA District Governor-Elect
602 Rose Petal Lane
Mount Joy, PA 17552

Governor-Elect District Board Report

Beginning my Governor Elect year has been a whirlwind. I began this past quarter with attendance at our Region V meeting which included our visit from Governor John Grab. As a Region we were given our growth numbers as that is the main theme and need for Kiwanis as a whole and in particular our District. I take this very seriously and hope that our members do as well.

Through October, I participated in the Lititz Annual Chocolate walk by hosting a Kiwanis information table. This event sees more than 2000 people in one Saturday – we had a captive audience and made it a point to speak to as many people as we could. The attendees were not just from our local communities but from surrounding areas and our conversations do not just help our District but Kiwanis in general. I have also participated in the Dillsburg Farmers Fair parade with the Kiwanis Club of Dillsburg Area. Bob and I were invited and attended the charter celebration for the Kiwanis Club of Central Bucks – what an amazing party and recognition of the hard work and time from LTG Joe Wilson. Can we clone him? I also attended Circle-K InterPACK to include socializing, playing cards, and of course helping to cook so they could be fed. It was a great time and I appreciated the opportunity to represent our District leadership.

Moving into November, it was early in the month, actually on the 2nd that I attended Governor-Elect training in Indianapolis. Meeting and spending time with my class of Governors was an invaluable experience. Hearing the expectations from our International President, Jim Rochford, on growth, involvement, leadership changes and enhancements. As Governor-Elects we all had the opportunity to meet with President Jim and Executive Director Stan Soderstrom to chat for a few minutes on District growth numbers both individual members and new clubs. So, my request is the following: let's put our running shoes on, our personalities on the backburner and let's all work together as the Kiwanians I know we are and get the job done. President Jim has included some very heavy hitters in the Kiwanis Growth community to be part of his "EYE OF THE TIGER" Team. As Governor's we will work with those chosen to help strengthen and open new clubs within our Districts. Our monthly conference calls which begin in January. More to share on this in the coming months and reports.

Still talking about November, my home club of Elizabethtown participated in the Elizabethtown Holiday Parade – I was proud to have been a part of the idea, the execution and the actual walking in the parade. It was a great representation of the Kiwanis Family – we had Key club, Circle K and members of a "Children's Playroom" that my club supports, along with our Kiwanis Club members. And we won first place in the nonprofit category to boot. In November, I was able to participate in another charter celebration, this time for the South Philadelphia Kiwanis Club – it was great to see the new club members and their excitement on being successful and for serving their communities.

December started a bit slow – Oh who am I kidding! There has been nothing slow happening here. I have been participating in as many club activities as possible to include my home club's 1st annual breakfast with Santa – what another incredibly awesome representation of our Elizabethtown Kiwanis club family working together – everyone having a job, everyone having a role and everyone taking responsibility, everyone socializing and having fun. – If other clubs don't host a breakfast with Santa I would highly recommend it – start small, as we did, but consider this as a

community activity. I have attended our PA Kiwanis Foundation Board meeting as well as participating in their pre-meeting conference calls – when appropriate and when available.

One of the items that remains undone since our last Board meeting, we have not reached any measurable conclusion with regard to our District Financial Audit and the process that we need to take to make sure of our solvency as a District. We need to be great financial stewards of our money for the good of our member and our district and this has to be brought to the top of the agenda and to the financial committee. According to the minutes from the October 1, 2016 District Board meeting (page 3) I did not set up any meetings, though I did provide Governor John with 2 entities that would be willing to get together and talk about this item. And though a Finance Committee was formed/assigned nothing has been done with this item. The following comes from our by-laws and does not call out for an "Audit" but instead a financial examination – see below:

Required by PA District By-Laws...

Article XI, Section 2: "The financial records of the district shall be examined at the end of each fiscal year by a qualified individual(s) or company selected by the District Board. The individual(s) should be qualified to perform such work in their respective jurisdiction. A copy of the annual financial examination shall be sent to the Executive Director of Kiwanis International by March 31 and to the District Board and shall be made available, upon request, to clubs and members in the district."

As I stated in this report, we do need to bring this to the top of the list of things to do.

Let's talk Formula:

I have been invited to participate in various Region phone calls and doing these regionally I feel have made a big difference in their outcome and their participation. I feel that all have a voice and a voice to be heard. Regional calls are the way to go. I have reached out to Cathy, David and Matt to schedule an in person meeting so we can get a plan in place for moving forward and for being able to grow together as a "unified" District.

Continuing with talking about the Formula let's talk about Quarryville:

The Quarryville / Southern Lancaster County Club opening has taken a great portion of my time during this quarter and I am really grateful for the hands that have helped out, to include Governor John and Past Governor Susan Gräb, Cathy and David Szymanski, Kevin Thomas, Immediate Past Governor Jen Vare, Past Governor Bob Raub, Sarah Zulueta, Kelly Kinkaid, Stef Stam, Past Governor Bill Cater, Dick Eby, and Lanton Lee. I have been on several conference calls with Cathy and Matt on status and moving this club along. Also, during this club opening activity Bob and I have participated as a "Kiwanis club – In formation" with the Quarryville Tree lighting and their cookies with Santa at the community center – hosting children's craft activities and our Learning calendars. I saw it as a way to get our Kiwanis name and people out in their community. We have had several information nights since the beginning of our Club opening adventure and I am pleased to report that we have 3 applications with checks; with 5 additional applications waiting for checks. The members of this club are from all walks of life within the community from business owner, day care owner, realtor, library and community center directors, just to point out a few. Matt Wise will be conducting our pre-organizational meeting which is scheduled for Wednesday, January 25th. Stay tuned for more information, as it becomes available. I will say that this club opening has consumed a lot of my "Kiwanis time."

I am sorry that I will not be in attendance during the January board meeting, as I will be in Indianapolis participating, in part, with the SLP conference building and enhancing the relationship that I have with our District SLP Chairs.

I am looking forward to the next 4 months – as my story will continue.

Yours in Kiwanis service,

Judy Raub, Governor Elect 2016-2017

2017 Circle K Convention Proposed Budget

	<u>2017 Proposed Budget</u>	<u>2016 Approved Budget</u>	<u>2016 Actual Recps/Exps</u>
REVENUE			
Registration Fees	\$ 10,000.00	\$ 12,000.00	\$ 7,925.00
Program Ads	\$ 1,750.00	\$ 2,000.00	\$ 1,535.00
Grants and other Fundraising	\$ 700.00	\$ 500.00	\$ 500.00
District Foundation Contribution	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Merchandise	\$ -	\$ -	\$ 31.00
Total	\$ 13,450.00	\$ 15,500.00	\$ 10,991.00
EXPENSES			
Awards Certificates & Plaques	\$ 500.00	\$ 500.00	\$ 350.00
Contest Judges Coffee/Teas	\$ 110.00	\$ 100.00	\$ 109.82
Audio Visual/Rental/Setup Fees	\$ 1,600.00	\$ 1,700.00	\$ 1,480.50
Program	\$ 400.00	\$ 450.00	\$ 376.30
Pins (Retiring Board)	\$ 75.00	\$ 75.00	
Meeting Room Rental/General Rental	\$ 500.00	\$ 500.00	
Name Badges	\$ 100.00	\$ 125.00	\$ 75.00
Postage/Duplication/Supplies	\$ -	\$ 100.00	
Entertainment/Speakers	\$ 750.00	\$ 1,000.00	\$ 275.00
Presidents Banquet (100@ \$38.16)	\$ 3,816.00	\$ 3,814.80	\$ 3,434.07
Saturday Lunch (100@ \$22.32)	\$ 2,232.00	\$ 1,974.50	\$ 1,820.19
Sunday Breakfast (100@ \$19.08)	\$ 1,908.00	\$ 2,328.70	\$ 1,820.19
Complimentary Rooms	\$ -	\$ 400.00	
Complimentary Meals	\$ -	\$ 300.00	
T-shirts (90@ \$6.00)	\$ 540.00	\$ 660.00	\$ 450.00
Service Room	\$ 270.00	\$ -	\$ -
Early Bird Incentive	\$ 100.00	\$ -	\$ -
Paypal/Credit Card Fees	\$ 200.00	\$ 300.00	\$ 131.67
Miscellaneous	\$ 349.00	\$ 1,172.00	\$ 352.83
Total	\$ 13,450.00	\$ 15,500.00	\$ 10,675.57
Surplus (Deficit)	\$ -	\$ -	\$ 315.43
Registration Fees			
Full Convention Registration: \$105.00			
Saturday Only: \$85.00			
Sunday Only: \$35.00			
Friday Only: \$25.00			

PAULMANUS FAMILY ACCOUNT BALANCES - 12/31/16																		
ACCOUNT	AMOUNT 12/31/2012	AMOUNT 3/31/2013	AMOUNT 6/30/2013	AMOUNT 8/31/2013	AMOUNT 12/31/2013	AMOUNT 3/31/2014	AMOUNT 6/30/2014	AMOUNT 9/30/2014	AMOUNT 12/31/2014	AMOUNT 3/31/2015	AMOUNT 6/30/2015	AMOUNT 9/30/2015	AMOUNT 12/31/2015	AMOUNT 3/31/2016	AMOUNT 6/30/2016	AMOUNT 9/30/2016	AMOUNT 12/31/2016	FOUR YEAR AVERAGE
Windsor Checking	\$ 55,751.70	\$ 20,663.06	\$ 13,426.00	\$ 13,076.31	\$ 60,288.90	\$ 52,816.00	\$ 36,405.00	\$ 28,605.54	\$ 87,376.52	\$ 67,881.00	\$ 15,136.43	\$ 11,852.92	\$ 64,639.13	\$ 80,494.39	\$ 40,407.23	\$ 55,200.51	\$ 80,654.39	\$ 45,172.50
Windsor Reserve	\$ 189,091.00	\$ 115,643.26	\$ 116,709.40	\$ 64,397.21	\$ 50,173.00	\$ 52,344.00	\$ 63,082.00	\$ 64,862.57	\$ 52,301.22	\$ 52,651.00	\$ 61,805.12	\$ 25,061.53	\$ 659.18	\$ 659.18	\$ 659.18	\$ 659.18	\$ 659.18	\$ 48,288.03
Key Club Checking	\$ 20,945.18	\$ 172,604.89	\$ 16,800.20	\$ 1,214.16	\$ 34,487.20	\$ 132,147.00	\$ 16,900.00	\$ 4,886.32	\$ 32,387.45	\$ 132,445.00	\$ 15,884.23	\$ 483.73	\$ 20,918.39	\$ 159,170.13	\$ 32,438.00	\$ 2,673.80	\$ 30,693.77	\$ 49,943.44
Key Club Reserve	\$ 35,000.00	\$ 35,000.00	\$ 16,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 31,260.00	\$ 31,260.00	\$ 31,260.00	\$ 31,260.00	\$ 31,260.00	\$ 31,260.00	\$ 31,260.00	\$ 31,260.00	\$ 22,660.12
Circle-K Checking	\$ 5,417.55	\$ 15,861.23	\$ 1,019.06	\$ 5,468.77	\$ 7,510.05	\$ 12,766.00	\$ 1,823.00	\$ 1,450.99	\$ 8,355.14	\$ 5,828.00	\$ 1,772.76	\$ 807.59	\$ 5,721.13	\$ 8,540.43	\$ 3,663.33	\$ 1,274.56	\$ 4,304.00	\$ 5,477.57
Circle-K Reserve	\$ 4,823.25	\$ 4,751.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,269.20
Aldison Club Checking	\$ 3,600.29	\$ 3,600.26	\$ 3,600.26	\$ 3,228.54	\$ 3,287.14	\$ 3,287.14	\$ 3,287.14	\$ 3,009.63	\$ 3,305.53	\$ 3,305.53	\$ 3,305.53	\$ 3,305.42	\$ 3,305.42	\$ 3,305.42	\$ 3,305.42	\$ 3,305.42	\$ 3,305.42	\$ 3,178.76
Foundation Checking	\$ 29,280.35	\$ 18,154.86	\$ 44,611.52	\$ 21,024.00	\$ 44,218.36	\$ 40,663.00	\$ 45,145.00	\$ 14,080.00	\$ 38,000.00	\$ 43,405.00	\$ 19,654.90	\$ 16,064.96	\$ 21,650.92	\$ 30,536.77	\$ 10,882.46	\$ 49,237.00	\$ 66,318.08	\$ 31,303.94
Foundation Investments	\$ 647,763.07	\$ 688,390.90	\$ 694,141.41	\$ 733,994.00	\$ 772,420.21	\$ 769,613.05	\$ 616,337.00	\$ 620,461.00	\$ 622,841.49	\$ 839,751.00	\$ 835,093.57	\$ 792,071.82	\$ 761,584.18	\$ 760,512.73	\$ 779,066.23	\$ 766,732.00	\$ 816,119.86	\$ 773,164.97
	\$ 912,490.38	\$ 1,050,695.93	\$ 898,729.25	\$ 873,800.98	\$ 971,890.08	\$ 1,099,594.20	\$ 964,300.00	\$ 944,189.65	\$ 1,014,177.39	\$ 1,210,650.63	\$ 977,060.84	\$ 851,458.18	\$ 819,361.32	\$ 1,059,109.04	\$ 865,120.64	\$ 898,504.70	\$ 1,013,499.11	\$ 861,161.40

2016 Actual

2016 DISTRICT CONVENTION BUDGET REPORT			
Final			
	ACCOUNT	2016 Proposed Budget	2016 Actual Receipts/Expenses
	REVENUE		
	Registration Fees:		
335	Kwanians (clubs @ 3 @\$25.00)	\$ 13,000.00	\$ 12,750.00
	Kwanians (Beyond 3 per club@\$20.00)	\$ 1,600.00	\$ 1,480.00
336	Spouses (@\$15.00)	\$ 400.00	\$ 330.00
346	Sponsored Groups (@\$10.00)	\$ 80.00	\$ 110.00
338	Advertising *	\$ 5,600.00	\$ 8,310.00
339	Tours	\$ -	\$ -
341	Thursday - Railriders (100@\$25.00 & 25@\$30.00)	\$ 3,250.00	\$ 3,869.00
346	Friday Early Learning Breakfast (175@\$10.00 & 25@ \$13.00)	\$ 2,025.00	\$ 1,364.51
342	Friday Lunch (100@\$22.00 & 40@\$25.00)	\$ 3,200.00	\$ 3,283.00
349	Saturday Foundation Breakfast (100@ \$18.00 & 25@\$21.00)	\$ 2,325.00	\$ 2,491.00
344	Saturday Banquet (225@\$33.00)	\$ 7,425.00	\$ 6,796.00
345	Sunday Breakfast (100@\$18.00 & 25@\$21.00)	\$ 2,325.00	\$ 2,231.00
340	Host Committee Fundraising/sponsorships/exhibitors	\$ 5,000.00	\$ 4,605.78
347	Merchandise/Clothing Sales	\$ 600.00	\$ 1,465.00
	TOTAL REVENUE	\$ 46,630.00	\$ 49,085.29
	EXPENSES		
535	Administrative Secretary	\$ 500.00	\$ 417.45
536	Audio Visual Aids & Equipment	\$ 4,000.00	\$ 3,047.43
537	Badges, Ribbons & Registration Materials	\$ 450.00	\$ 222.93
538	Board of Trustees & Lt. Governors (@\$265.00)	\$ 3,100.00	\$ 1,786.92
540	Circle-K Governor	\$ 500.00	\$ 367.72
541	Credentials Material	\$ 100.00	\$ 89.65
570	Credit Card Processing Fees	\$ 1,250.00	\$ 893.91
542	District Governor	\$ 500.00	\$ 407.71
543	District Executive Director	\$ 500.00	\$ 500.00
544	Entertainment/Speakers	\$ 2,000.00	\$ 1,250.00
545	Rentals & Setup fees	\$ 1,000.00	\$ 2,825.00
546	Frames	\$ 75.00	\$ 69.96
547	Gift - International Representative	\$ 150.00	\$ 150.00
551	International Representative	\$ 600.00	\$ 483.08
552	Key Club Governor	\$ 500.00	\$ 367.72
553	Mailing - Postage	\$ 150.00	\$ 150.00
558	Program (Printing)	\$ 1,150.00	\$ 985.00
562	Thursday - Railriders (125@\$30.00)	\$ 3,750.00	\$ 4,385.00
563	Tours	\$ -	\$ -
564	Transportation	\$ 1,200.00	\$ -
550	Friday Early Learning Breakfast(200@\$12.83)	\$ 2,566.00	\$ 2,292.70
565	Friday Luncheon (140@\$25.65)	\$ 3,586.80	\$ 4,145.58
566	Saturday Breakfast (125@\$21.80)	\$ 2,725.00	\$ 2,942.93
567	Saturday Banquet (225 @ \$37.20)	\$ 8,370.00	\$ 8,179.00
568	Sunday Breakfast (125@\$21.80)	\$ 2,725.00	\$ 2,816.00
550	Hospitality	\$ 2,500.00	\$ 2,096.91
569	Miscellaneous	\$ 1,821.20	\$ 1,319.79
	TOTAL EXPENSES	\$ 45,769.00	\$ 42,872.39
	Excess/(Deficit) Revenues vs. Expenses	\$ 861.00	\$ 6,212.90
	* Includes anticipated revenue		
	*** Does not include in kind sponsorships		

PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL

2016-17 Budget Report

31-Dec-16

	ACCT DESCRIPTION	2016-17 Proposed Budget	2016-17 Actual Recps/Exps	
300	District Dues (3,971@\$35.00)	\$ 139,000.00	\$ 86,675.00	62%
301	Prorated New member dues	\$ 7,200.00	\$ 1,980.00	28%
390	Interest	\$ 20.00	\$ 14.62	73%
393	Key Club Contribution for Services	\$ 9,500.00	\$ 7,000.00	74%
392	Foundation Contribution for services	\$ 6,000.00	\$ -	0%
394	Miscellaneous	\$ 1,500.00	\$ -	0%
	Power Up Fundraising program	\$ 100.00	\$ 36.00	36%
396	Circle-K Contribution for services	\$ 900.00	\$ -	0%
397	Past Lt. Governors Contribution	\$ -		
	International Convention Sales	\$ -		
	Midwinter Conference	\$ 17,425.00	\$ 300.00	2%
	District Convention	\$ 50,000.00	\$ 7,575.00	15%
	Holiday Party	\$ 1,350.00	\$ 120.00	9%
	District Raffle	\$ 17,000.00	\$ -	0%
351	Shirts	\$ 500.00	\$ -	0%
304	Web Page Advertising	\$ 3,800.00	\$ -	0%
	Total Revenue	\$ 254,295.00	\$ 103,700.62	41%
400	Salaries	\$ 77,700.00	\$ 22,210.00	29%
408	Payroll Taxes	\$ 6,600.00	\$ 2,080.45	32%
690	Member & New Club Development	\$ 1,000.00	\$ 145.29	15%
437	Building Lease	\$ 18,000.00	\$ 4,500.00	25%
408	Employee Benefits	\$ 7,000.00	\$ 1,110.14	16%
425	Postage	\$ 2,300.00	\$ 65.28	-3%
430	Telephone and Internet	\$ 2,700.00	\$ 740.10	27%
424	Insurance	\$ 1,600.00	\$ 1,246.00	78%
402	Retirement Contribution	\$ 5,500.00	\$ 3,500.00	64%
442	Supplies & Printing	\$ 2,000.00	\$ 316.74	16%
438	Equipment Maintain.	\$ 1,200.00	\$ 51.56	4%
439	Equipment	\$ 3,200.00	\$ 706.26	22%
655	Dist. Conv. - 2016-17 Lt. Gvrs	\$ 3,600.00	\$ 2,642.41	73%
644	Governor's Expenses	\$ 7,000.00	\$ 100.00	1%
645	Int. Conv. - Governor	\$ 700.00		0%
648	Exec Dir/Sec/Treas Expenses	\$ 7,500.00	\$ 2,792.63	37%
649	Sec/Treas - Int. Conv.	\$ 700.00		0%
653	Lt. Governor Expense	\$ 5,500.00	\$ 1,704.23	31%
641	Trustees Board Meeting Expense	\$ 3,200.00	\$ 347.37	11%
640	Int. Conv -Trustee/Lt. Governor****	\$ 5,500.00		0%
657	Gov.-elect Expenses	\$ 3,250.00		0%
691	Awards	\$ 1,100.00	\$ 112.65	10%
675	Keystone Kiwanian Editor	\$ 1,000.00		0%
680	Circle K Administrator	\$ 1,800.00	\$ 200.00	11%
685	Aktion Club Administrator	\$ 825.00	\$ 85.40	14%
683	Builders Club Admin.	\$ 525.00		0%
684	K-Kids Admin	\$ 525.00		0%
686	Key Leader	\$ 525.00		0%
678	Lt. Gov. Education Conference	\$ 4,000.00		0%
440	Interest Expense	\$ 1,900.00	\$ 605.64	32%
677	Web Page Fees/Maintenance	\$ 1,400.00	\$ 345.00	25%
	Midwinter	\$ 17,425.00	\$ 77.26	0%
	District Convention	\$ 48,000.00	\$ 152.24	0%
	Raffle	\$ 8,625.00	\$ 135.00	2%
422	Contingent	\$ 1,095.00	\$ -	0%
	TOTAL EXPENSES	\$ 254,295.00	\$ 45,841.09	18%
	Excess/Deficit	\$ -	\$ 57,859.53	
	*Includes Salary for Executive Director and Administrative Secretary			
	****\$475.00 stipend per person			

PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL					
2016-17 Proposed Budget					
Revised					
ACCT DESCRIPTION	2016-17 Proposed Budget	2015-16 Approved Budget	2015-16 Actual Recps/Exps		
300 District Dues	\$ 127,000.00	\$ 139,000.00	\$ 126,818.00		91%
301 Prorated New member dues	\$ 7,800.00	\$ 7,200.00	\$ 7,778.00		108%
390 Interest	\$ 120.00	\$ 20.00	\$ 116.54		583%
393 Key Club Contribution for Services	\$ 10,000.00	\$ 9,500.00	\$ 9,500.00		100%
392 Foundation Contribution for services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		100%
394 Miscellaneous	\$ 1,500.00	\$ 1,500.00	\$ 934.00		62%
Power Up Fundraising program	\$ 150.00	\$ 100.00	\$ 237.50		238%
396 Circle-K Contribution for services	\$ 850.00	\$ 900.00	\$ 900.00		100%
Midwinter Conference	\$ 19,262.50	\$ 17,425.00	\$ 16,084.37		92%
District Convention	\$ 48,000.00	\$ 50,000.00	\$ 47,728.38		95%
Holiday Party	\$ 1,465.00	\$ 1,350.00	\$ 1,288.51		95%
District Raffle	\$ 15,000.00	\$ 17,000.00	\$ 14,400.00		85%
351 Shirts	\$ 250.00	\$ 500.00	\$ 254.00		51%
304 Web Page Advertising	\$ 1,000.00	\$ 3,800.00	\$ 950.00		25%
Total Revenue	\$ 238,397.50	\$ 254,295.00	\$ 232,989.30		92%
400 Salaries	\$ 81,500.00	\$ 77,700.00	\$ 78,121.00		101%
408 Payroll Taxes	\$ 8,923.00	\$ 6,600.00	\$ 6,598.46		100%
690 Member & New Club Development	\$ 1,500.00	\$ 1,000.00	\$ 480.51		48%
437 Building Lease	\$ 18,300.00	\$ 18,000.00	\$ 18,000.00		100%
409 Employee Benefits	\$ 1,110.00	\$ 7,000.00	\$ 7,000.00		100%
425 Postage	\$ 1,000.00	\$ 2,300.00	\$ 1,307.09		57%
430 Telephone and Internet	\$ 3,100.00	\$ 2,700.00	\$ 2,791.89		103%
424 Insurance	\$ 1,800.00	\$ 1,800.00	\$ 1,725.00		108%
402 Retirement Contribution	\$ 3,500.00	\$ 5,500.00	\$ 5,500.00		100%
442 Supplies & Printing	\$ 1,500.00	\$ 2,000.00	\$ 2,328.00		116%
438 Equipment Maintain.	\$ 1,000.00	\$ 1,200.00	\$ 839.62		70%
439 Equipment	\$ 3,100.00	\$ 3,200.00	\$ 3,060.42		96%
655 Dist. Conv. - 2015-16 Lt. Govs	\$ 3,000.00	\$ 3,800.00	\$ 2,658.27		74%
644 Governor's Expenses	\$ 6,000.00	\$ 7,000.00	\$ 1,949.45		28%
645 Int. Conv. - Governor	\$ 700.00	\$ 700.00			0%
648 Exec Dir/Sec/Treas Expenses	\$ 8,000.00	\$ 7,500.00	\$ 7,500.00		100%
649 Sec/Treas - Int. Conv.	\$ 700.00	\$ 700.00	\$ 762.00		109%
653 Lt. Governor Expense	\$ 3,200.00	\$ 5,500.00	\$ 4,799.93		87%
641 Trustees Board Meeting Expense	\$ 1,000.00	\$ 3,200.00	\$ 400.00		13%
640 Int. Conv -Trustee/Lt. Governor****	\$ 3,000.00	\$ 5,500.00	\$ 326.99		6%
657 Gov.-elect Expenses	\$ 3,000.00	\$ 3,250.00			0%
Gov-elect	\$ 700.00				
691 Awards	\$ 500.00	\$ 1,100.00			0%
675 Keystone Kiwanian Editor	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		100%
680 Circle K Administrator	\$ 1,800.00	\$ 1,800.00	\$ 1,306.25		73%
685 Aktion Club Administrator	\$ 625.00	\$ 625.00	\$ 90.28		14%
683 Builders Club Admin.	\$ 525.00	\$ 525.00	\$ 525.00		100%
684 K-Kids Admin	\$ 525.00	\$ 525.00	\$ 473.31		90%
686 Key Leader	\$ 525.00	\$ 525.00	\$ 85.00		16%
678 Lt. Gov. Education Conference	\$ 4,100.00	\$ 4,000.00	\$ 4,034.15		101%
440 Interest Expense	\$ 2,000.00	\$ 1,900.00	\$ 1,971.58		104%
677 Web Page Fees/Maintenance	\$ 1,400.00	\$ 1,400.00	\$ 1,380.00		99%
Midwinter	\$ 19,262.50	\$ 17,425.00	\$ 17,397.92		100%
District Convention	\$ 44,000.00	\$ 48,000.00	\$ 42,607.39		89%
Holiday Party	\$ 208.00				
Raffle	\$ 7,725.00	\$ 8,625.00	\$ 7,410.00		86%
422 Contingent	\$ 569.00	\$ 1,095.00			0%
TOTAL EXPENSES	\$ 238,397.50	\$ 254,295.00	\$ 224,429.31		88%
Excess/Deficit	\$ -	\$ -	\$ 8,559.99		
*Includes Salary for Executive Director and Administrative Secretary					
****\$475.00 stipend per person					

2016 DISTRICT HOLIDAY PARTY FINANCIAL REPORT

REVENUE:

Registration Fees (30 @ \$30.00):	\$900.00
Baskets and 50/50:	<u>\$565.00</u>
Total Revenue:	\$1,465.00

EXPENSES:

Food/Materials:	\$97.21
50/50 Winning Prize:	<u>\$110.00</u>
Total Expenses:	\$207.21
Net/Surplus:	\$1,257.29

From: Bill.Henning <bill.henning@comcast.net>

To: Grab, John <grabjh@aol.com>; Thomas, Kevin <ketklwanis@aol.com>

Date: Fri, Dec 16, 2016 10:17 am

This is to inform the Pennsylvania District of Kiwanis that after much consideration, I will be resigning my position of Trustee, Region 4 to be effective immediately.

There are many reasons for this decision, however presently I am not ready to discuss them. If you would like, feel free to contact me after the first of the year.

Sincerely -
Bill Henning

District Leadership Positions

2016-17 Positions

Trustees: Region IV

Lt. Governors: Divisions 4, 8 and 14

2017-18 Positions

Governor-elect: No announced candidates and no inquiries received by the District office

Trustees: All positions presently filled

Lt. Governors:

Division 1: Al Leonzi (Kiwanis Club of Edinboro) (Not Confirmed)

Division 12S: Don Ulrich (Kiwanis Clubs of Mifflinburg and Selinsgrove) (Confirmed)

Division 22: Stephanie Rose (University City) or John Dempsy (Main Line) (Nothing Confirmed)

All other positions vacant

2017 MIDWINTER CONFERENCE PROGRAM – SATURDAY, MARCH 18, 2017
(Tentative and Subject to Change)

- 7:30AM – 9:00AM: REGISTRATION – *Conference Center Lobby***
- 7:30AM – 5:00PM: STORE AND OFFICE OPEN – *Room 104***
- 9:00AM – 11:00AM: MORNING COFFEE BREAK AVAILABLE (NOTE: BEVERAGES AVAILABLE FROM 7:00AM TO 5:00PM.) – *Conference Center Break Area***
- 9:15AM-10:00AM: OPENING SESSION KICKOFF – *Deans Hall***
(Featuring remarks from Key Club Governor Morgan Coolbaugh, Circle K Governor Devyn King, Kiwanis Governor John Gräb, a presentation on conventions in Lancaster and Paris and other relevant information.)
- 10:10AM-10:55AM: FORUMS-ROUND 1**
(Five separate forums will be scheduled in this period.)
- 11:05AM – 11:50AM: FORUMS – ROUND 2**
(Five separate forums will be scheduled in this period.)
- 12:00PM-2:15PM: MIDWINTER LUNCHEON WITH PROGRAM – *Deans Hall***
(Three entrée luncheon buffet featuring remarks from Governor John Gräb, an Address from a Kiwanis International board member and an elected state official, as well as several other presentations.)
Menu: (Tentative) Meat Entrée, Chicken Entrée, Fish Entrée, Vegetarian Pasta Entrée, Seasonal Vegetable, Cheese Tray, Vegetable Crudites with ranch dressing, Tossed Salad with two dressing choices, three gourmet prepared salads, deli tray with turkey, ham, beef and all accompaniments, breads & rolls, fruit salad or sliced fruit, dessert buffet, coffee, hot tea, decaf, iced tea
- 2:15PM-4:15PM: AFTERNOON SNACKS AND BEVERAGES AVAILABLE – Conference Center Break Area**
- 2:30PM-3:15PM: FORUMS – ROUND 3**
(Five separate forums will be scheduled in this period.)
- 3:30PM-4:15PM: FORUMS- ROUND 4**
(Five separate forums will be scheduled in this period.)
- 4:25-4:40PM: CLOSING SESSION FEATURING CLOSING REMARKS FROM JOHN GRÄB AND A MOTIVATIONAL VIDEO – *Dean's Hall***
- 4:40PM: Adjourn and safe journey to all!**

Note: There will be a meeting of District Board members and Lt. Governors on Friday, March 17th at 7:30 PM.

2017 MIDWINTER CONFERENCE FORUMS WITH DESCRIPTIONS

(Tentative and subject to change)

10:10AM-10:55AM

Forums – Round 1

A Meeting of the District Formula Team Members

(This forum/meeting is for those members of the District Formula team that have made a five year commitment to be on the team.)

Youth Protection: Background checks – Who needs them and why?

(What does Pennsylvania law say about background checks and who needs them? What checks does Kiwanis International require and why? We will have a discussion on these important matters.)

Early Childhood Development and your Kiwanis Club

(This forum will focus on the work Kiwanis in Pennsylvania is doing, what the future holds and how Kiwanis clubs and Kiwanians can support these efforts.)

The Pennsylvania small games of chance law and your Kiwanis Club

(The Pennsylvania small games of chance law impacts every Kiwanis Club that operates a game of chance, from 50/50's to raffles and even certain auctions. This presentation will give you the guidance and direction you need to make sure your club is meeting the requirements of this the law.)

Club Idea Exchange: Great Club Service Projects

(A facilitated discussion where members can share and learn about successful and impactful hands on club service projects.)

11:05AM-11:50AM:

Forums – Round 2

The Formula: Love it. Live it. Share it.

(Every club can grow. The question really is what needs to be done to create the conditions to grow and then implementing a plan to grow. This forum will seek to answer those questions.)

Small Games of Chance Regulations and Rules

(CONTINUED FROM ROUND 1)

Young Children Priority One: Addressing the needs of the Youngest Children

(Learn about why it is important that Kiwanis Clubs help address the needs of young children and their families and potential projects and programs your club can undertake.)

Youth Protection: The Proper Supervision of Youth

(Does your club have a youth protection policy? Does it include the policies on the proper supervision of youth? This forum will provide information on the best practices and policies that will protect the youth we serve and you as a Kiwanis member.)

Our Kiwanis Foundations: What can they do for me and my club?

(Information will be shared on our Kiwanis Foundations, particularly on grants and scholarships that are available.)

Club Idea Exchange: Great Club Fundraisers

(A facilitated discussion where members can share and learn about successful club fundraisers projects.)

2:30PM-3:15PM:

Forums-Round 3

Administrative Reminders and Updates

(Reminders, information and updates on various Administrative Issues facing Kiwanis Clubs including IRS, Charitable Contributions, Form 990, Small Games of Chance, Insurance issues and other Administrative matters including club monthly reports.)

The Formula: Using New Club Building to Build Your Kiwanis Club.

(The techniques and practices used to build new clubs can be used to build membership in your club. Come learn how.)

The Kiwanis International Partners: Great resources and opportunities for your Club

(Kiwanis International has many official partners. Information will be shared on these partners and on the resources and opportunities they provide your club.)

Your Kiwanis Image and Positive Public Relations

(Take an outsider's look at your club's image in order to spruce up your brand. Then, take your brand public by improving the way your club promotes itself in your community. You will learn some help tips, hints, tactics, and strategy to show your club's inspiration, impact, and value to the community. Learn to show people how to love your club and want to join.)

Club Idea Exchange: Working with Service Leadership Programs

(A facilitated discussion where members can share and learn about successful projects and programs done with Service Leadership Programs.)

3:30PM-4:15PM:

Forums-Round 4

Help Wanted: Lt. Governors, District Trustees and District Foundation Board Members

(Being a Lt. Governor, Trustee or Foundation Board Member is providing more service to Kiwanis and those we serve. Come learn about why you should want to serve in one of these positions and what is required to do so.)

Leadership: From Inspiring a Shared Vision to Leading Effective Meetings

(This forum will focus on four areas: Inspiring a Shared Vision; Encouraging the Heart; Enabling Others to Act; Leading Effective Meetings/Discussion. Learn how to build these four elements into your Kiwanis club and activities.)

Club Secretaries and the new Kiwanis Portal

(The Kiwanis International website and club reporting and management system has undergone recent changes. This presentation and discussion will focus on these changes and discuss questions and concerns that club secretaries and others have.)

Kiwanis and Early Childhood Development: Early Learning Guides, Education and Advocacy

(What are the Kiwanis Early Learning Guides? Why should your club utilize them and how should they utilize them? Why should we educate and advocate? We'll answer these questions for you)

Club Idea Exchange: Club Membership Growth

(A facilitated discussion where members can share and learn about successful club growth efforts and plans.)

Division	Club	First Name	Last Name	Number Registered
1	Bradford	Randall and Kathle	Durner	2
1	Erie	Cathy	Szymanski	1
1	Erie	David	Szymanski	1
1	Warne	Theresa	DelPrince	1
1	Warren	Michael	DelPrince	1
5	Baldwin	Kristina	Badali	1
6	Freeport	Janet	Cowan	1
11W	Eldorado	Barry	Halbritter	1
11W	Eldorado	Marlene	Halbritter	1
12N	Bald Eagle and Nittany Va	Penny	Meyers	1
12N	Bald Eagle and Nittany Va	Tim	Meyers	1
12N	Bald Eagle and Nittany Va	Matt	Wise	1
12N	South Williamsport	Robert and Laura	Gilson	2
12S	Mifflinburg	Richard	Relyea	1
13N	Dillsburg	Emily	Reed	1
13N	Harrisburg	Kevin	Thomas	1
15	Wyoming Area	Tiffany	Callaio	1
15	Wyoming Area	Steven	Harmanos	1
15	Wyoming Area	Amy	Kosco	1
15	Wyoming Area	Kevin	Murphy	1
16	Centennial eKiwanis	Robert	Raub	1
16	Elizabethtown	Ben	Osterhout	1
16	Elizabethtown	Judy	Raub	1
16	Palmyra	Donald and Nancy	Smith	2
17	Poconos Daybreak-Monr	Lynn	Perone	1
18	Allentown Northeast	Jeff	Rose	1
18	Emmaus	Phil	Weber	1
22	Phoenixville	Bradford	Gubanich	1
22	University City	Sarah	Zulueta	1
22	West Chester	Eugene	Law	1
Total				33

2017 Proposed Budget

2017 MIDWINTER BUDGET PROPOSAL				
ACCOUNT DESCRIPTION	2017 Proposed Budget	2015 Approved Budget	2015 Actual	
REVENUE				
Registrations:				
Registrations(215@\$75.00)	\$ 16,125.00	\$ 16,560.00	\$ 15,822.00	96%
SLP Registrations (5@ \$37.50)	\$ 187.50	\$ 175.00	\$ 175.00	100%
Exhibits	\$ -	\$ 100.00	\$ -	0%
Supplies Commission	\$ 500.00	\$ 825.00	\$ 895.55	109%
Shout Outs	\$ 350.00			
Sponsorships (21@\$100.00)	\$ 2,100.00	\$ 1,700.00	\$ 2,000.00	118%
TOTAL REVENUE	\$ 19,262.50	\$ 19,360.00	\$ 18,892.55	98%
EXPENSES				
Audio Visual Equipment	\$ 400.00	\$ 500.00	\$ 285.00	57%
Credit Card Fees	\$ 800.00	\$ 500.00	\$ 830.17	168%
Entertainment & Speakers	\$ 1,000.00	\$ 1,365.00	\$ 1,545.20	113%
Rental Fees	\$ 350.00	\$ 450.00	\$ 490.00	109%
Mailing & Postage	\$ -	\$ 200.00	\$ -	0%
Program Printing & Production	\$ -	\$ 100.00	\$ -	0%
Registration Material	\$ 200.00	\$ 300.00	\$ 125.00	42%
Guest Meals & lodging	\$ 850.00	\$ 750.00	\$ 798.39	106%
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,650.00	\$ 1,650.00	\$ 1,044.17	63%
Miscellaneous	\$ 1,252.50	\$ 610.00	\$ 188.38	31%
Penn Stater Fees (Lunch, Breaks, etc.)(@\$58.00@220)	\$ 12,760.00	\$ 12,935.00	\$ 12,653.50	98%
TOTAL EXPENSES	\$ 19,262.50	\$ 19,360.00	\$ 17,957.81	93%
Surplus/(Deficit)	\$ -	\$ -	\$ 934.74	



**Pennsylvania District of Kiwanis
International
Crisis Communications Plan
January 28, 2017**

I. Purpose of the Crisis Communication Plan

To effectively manage communications through a formal, clearly defined channel to mitigate the crisis and maintain a reputation of leadership and transparency.

In all communications, the PA District of Kiwanis will create a positive opportunity to position the organization. Messages should be responsive, reinforcing the organization's leadership position.

The Pennsylvania District of Kiwanis' Crisis Communications Plan details the processes in place to ensure that all Kiwanis stakeholders – Kiwanis International, District Executive Director, District Governor, District Board, District Foundation, Kiwanis Clubs, their Foundations and members, partners and others – are informed, as appropriate, when a crisis occurs that impacts Kiwanis and its Service Leadership family. The processes herein are intended to reflect the six Objects of Kiwanis. We will be truthful and ethical in all the information we share with our stakeholders, the communities in which we serve, and the news media.

II. Defining a Crisis

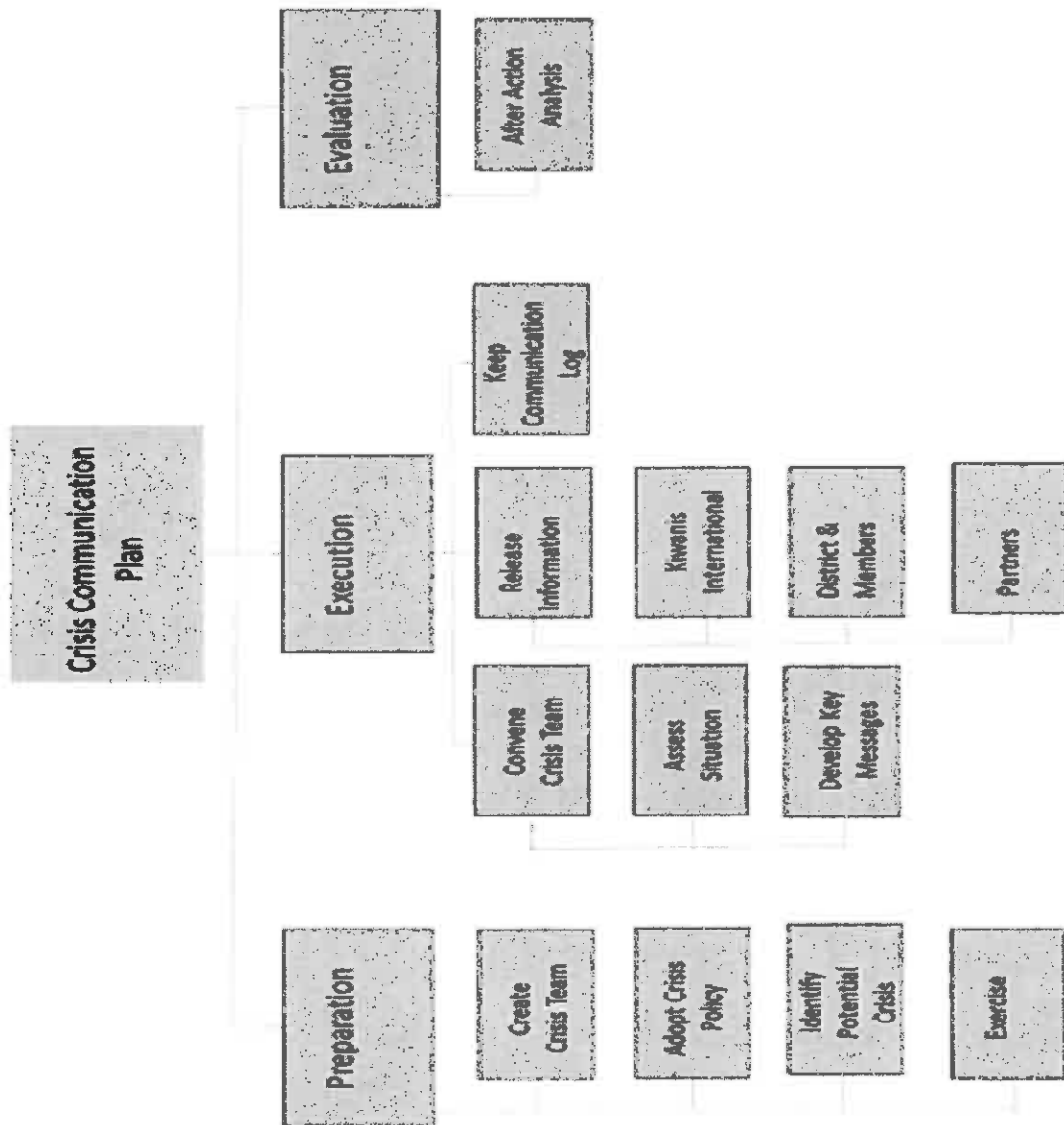
A crisis is any situation that threatens the integrity or reputation of the Pennsylvania District of Kiwanis International, Pennsylvania Kiwanis Clubs, our Service Leadership Programs, and Kiwanis International, usually brought on by a person or an incident that receives adverse or negative media attention. These situations can be any kind of legal matter, theft, accident, fire, flood or manmade disaster that could be attributed to Kiwanis and its work around the globe. It can also be a situation where, in the eyes of the media or general public, Kiwanis did not react to one of the above situations in the appropriate manner.

III. Applicability

Should a crisis occur, probably, other entities beyond Kiwanis would be involved. In all cases, careful coordination with all entities must occur to decide the key or primary entity or agency involved and whether that agency is prepared to assume the lead communication role. The PA District of Kiwanis must not assume the communication role when the responsibility for the activity, event, or situation clearly rests with another organization. In these cases, PA Kiwanis, under this plan, takes a supportive role. For example, should there be a fire in the concession stand at a high school football game where the concessions stand is staffed by members of a Kiwanis Club and the school's Key Club, the school district should assume the lead communication role.

IV. Overview

The following chart provides a summary of the key objects, strategies and tactics.



Before the crisis

V. Objective: Prepare

The District Governor, Executive Director, and other leadership need to be prepared to effectively and nimbly manage crisis communications in a unified, professional manner that reinforces our organization's image, its leadership, and to create loyalty.

VI. Strategies

A. Create a District Crisis Communication Team (DCCT)

1. This team will include those pre-identified individuals by position, who will be trained and be prepared to lead the DCCT to execute those actions items required to effectively, manage communications during a crisis situation.
2. The purpose of the team is to be able to quickly assemble other DCCT members who understand the incident that created the crisis and are immediately available to participate as part of the DCCT.
3. The DCCT will be prepared to create an action plan and to select a spokesperson at the time of a crisis.
 - a. The action plan will address those communication actions to be taken in the event of a crisis. This Crisis Communications Plan will form the foundation for the specific actions to be taken.
 - b. The DCCT will be comprised of individuals who understand the crisis and are able to best preserve the Kiwanis image and reputation.
4. As a minimum, the DCCT will be comprised of the:
 - a. District Governor,
 - b. District Governor Elect,
 - c. District Executive Director, and
 - d. District Public Relations Coordinator.
5. Additional members of the DCCT at the time of the crisis are added as may be required. They may include:
 - a. Regional Trustee,
 - b. Lieutenant Governor,
 - c. District SLP Chair or committee member,

- d. Club President or other club officer.
6. All crises should be immediately reported to the District Governor, Governor Elect, Executive Director and the District Public Relations Coordinator.
- a. There should be one designated crisis communications lead person, directing and coordinating all aspects of the organization's communication response, including managing the messages and the media. A separate individual should be designated spokesperson to interact with the media and other inquirers. Other members of the DCCT will handle jobs that will be divided to facilitate efficient handling of the situation. Most likely, but not necessarily, the role of Crisis Communication lead person will be filled by the District Public Relations Coordinator. The role of spokesperson most likely will be filled by the person who has been identified as most credible with relationship to the type and scope of crisis. All roles or team assignments are the responsibility of the District Governor, the Executive Director or their designee.
 - b. Only the designated spokesperson is authorized to release any information to the media or the public. All other staff should be professional and helpful to the media by connecting them with the spokespeople, but will not speak to the media or others, or provide any information.
 - c. All comments should be guided by professionalism and transparency and serve to mitigate the crisis while reinforcing the leadership role of Pennsylvania Kiwanis and Kiwanis International.
 - d. "No comment" is never an acceptable response. If an answer is unknown or cannot be immediately answered, make note of the question, tell the inquirer you will get back with him/her, and do so. If the question cannot be answered due to a policy (such as sharing personnel information, etc.) let the inquirer know.
 - e. Personnel matters are to remain confidential.
 - f. When possible, responses should be proactive, responsive and action-oriented. If casualties are involved, details including names of injured or deceased MUST NOT be released until next of kin are notified by proper authority. Confirmed facts about numbers injured or deaths may be released.
 - g. The organization recognizes the importance of media relations to public trust. In times of crisis, maintaining effective media relationships will be particularly critical in bolstering public confidence in our Kiwanis organization.

- h. The District office will develop a telephone tree to be used to communicate the information to Kiwanis District leadership and others.

B. Adopt Crisis Communications Policy

1. Educate all District officers and Division and Club leaders about the crisis communication plan.
2. All Kiwanis clubs should be aware of the crisis communication plan and always have access to it.
3. A crisis at the club level can become a District of Kiwanis International crisis. As such, local clubs should make notifications to the District Governor, Governor Elect, Executive Director and the District Public Relations Coordinator.
4. Identify potential crises
 - a. Complete vulnerability identification: Some crises are easy to predict. For example, a hospital can be reasonably sure that it will at some point face a crisis regarding medical error and/or wrongful death. Think of everything that could go wrong and plan key messages in advance for each potential crisis.
 - b. The District Crisis Communications Plan should consider these vulnerabilities and probably more.
 - c. Kiwanis-wide crises that could be localized to a club or the District should be identified and key messages should be pre-planned for those, too.
 - d. Complete scenario development worksheets.
5. Conduct crisis communication training for District leadership including exercises.

During the crisis

VII. Objective: Execution

Manage the distribution of critical, often sensitive information to staff, the board, the media, Kiwanis members, partners and the public.

VIII. Strategies

A. Convene crisis team

1. Assess situation. The DCCT will work to assess the situation, determine facts and begin delegation of responsibility. Questions to help devise appropriate crisis communications response include:
 - a. Determine the role Kiwanis, either club, District, or International will play in this crisis.
 - b. If a more appropriate non-Kiwanis entity or agency assumes the lead role, then Kiwanis would implement this plan as a support to the lead agency.
 - c. If it is determined that Kiwanis will be responsible to take the lead role, then this plan will be implemented with the understanding that Kiwanis may serve as the lead agency in communicating this event.
 - d. Who is the crisis communications lead person responsible for ensuring all steps are taken? (Most likely the District Public Relations Coordinator.) Whether directly responsible or not, this person is responsible to coordinate with other agencies.
 - e. What is the situation? What will happen next?
 - f. Who in the District or Kiwanis International needs to be involved?
 - g. What immediate steps need to be taken?
 - h. What is known and who already knows it?

- i. Is there potential public interest? Does the issue have traction (will it become anything more than a blip on the evening news)?
 - j. Who will be affected?
 - k. What are people feeling – what emotions need to be considered?
 - l. Who will monitor commercial media and social networks?
 - m. What information is needed and who beyond the Kiwanis staff needs to get it? When will it be available?
 - n. What should the Pennsylvania District of Kiwanis or its clubs do about it? Proactive vs. reactive? Contact or refer to Kiwanis International or another organization?
 - o. What CAN and CAN'T be said? What are the privacy policies?
 - p. Is legal or PR counsel needed? If PR counsel is needed, contact Kiwanis International Public Relations?
2. Designate a spokesperson. Who will communicate responses as our spokesperson? (most likely will be filled by the person who has been identified as most credible with relationship to the type and scope of crisis. All roles or team assignments are the responsibility of the District Governor, the Executive Director or their designee.)
3. How will response be communicated?
- a. Newsletter article – low urgency, good for follow up.
 - b. Newspaper – higher urgency, specific audience targeted such as legislators
 - c. Media release – higher urgency, broad public appeal.
 - d. Press conference – high urgency and big issue.
 - e. Social media – immediate response, can be used in combination with strategies list above, etc.
4. What media will be contacted? What legislators? What donors? Others to consider include: members, staff, partners, etc.
5. Should any email messages or social media posts scheduled for distribution be halted and rescheduled for later?

6. How to control social media posts?
7. Who will create and maintain a communications log to record all media queries?
8. Develop key messages. The DCCT will develop factual, responsive messages to be used by the district office administrative assistant and Kiwanis Clubs. Consideration should be given to provide a specific voicemail message to respond to general queries. Additionally, Facebook and Twitter posts should be prepared and used to provide official information and instructions. All media and public inquiries should be referred to the spokesperson for evaluation and comment.
9. The DCCT will prepare messages that should be prepared for media inquiries, member updates and proactive phone calls to critical audiences.
 - a. Messages should reinforce the positive and be action/solution oriented if possible.
 - b. Consider what the media knows about the situation and their potential interest.
 - c. Recognize that unfavorable, inaccurate information, if not corrected, could have future negative consequences requiring additional responses.
 - d. In preparation of written scripts or statements, consider questions that will be asked in order to include answers for them. Do not overlook those potential questions you hope will not be asked.
 - e. Develop a possibly different written statement for the District Office administrative assistant receptionist, leadership , clubs, and members, who may encounter queries from the general public. Decide if it is appropriate to change the District's or certain leaders' voicemail greetings.
 - f. Consider the need for additional materials such as a fact sheet, backgrounder, web site resources, social media posts, FAQs, etc.
 - g. It is important to consult with other organizations involved to ensure consistent messages and conformity of responses.

B. Release Information

1. Kiwanis International notification.

- a. As soon as practical, the District Executive Director or designee will communicate information via telephone regarding the crisis to the Kiwanis International Executive Director. Currently the incumbent in this position is Stan Soderstrom, (ssoderstrom@kiwanis.org) at 317.217.6201. Additionally, the District Executive Director will contact via telephone Kiwanis International Human Resources. Currently the incumbent in this role is Lisa Heindricks, (lheindricks@kiwanis.org) at 317.217.6112.
- b. The District PR Coordinator will communicate information via telephone regarding the crisis to the Kiwanis International Communications Officer. The current incumbent in this position is Amy Wiser, (awiser@kiwanis.org) at 317.217.6206. This phone is a 24 x 7 contact number and a message should be recorded should there be no answer.
- c. If above telephone numbers can't be used, contact the Kiwanis International operator at 800.KIWANIS (549.2647).
- d. If the crisis either occurs at a time when the International office is closed and disseminating the information is critically time-sensitive, after normal hours, the KI Communications Officer's (317.217.6206) phone should be used to communicate the information.
- e. Everyone needs to be reminded that all inquiries (media, members, etc.) should be referred to the designated spokesperson. Everyone should refrain from openly commenting. This ensures consistency of information and allows for the documentation of inquiries.
- f. Regular "update" reports must be provided by the District Executive Director to Kiwanis International. All up-channel reports need to be shared with the crisis communications lead person responsible for ensuring all steps are taken.

2. Member notification.

- a. If necessary, the District Office will provide approved information to its members via established member channels. These channels may include:

- i. Posting updates on social media.
- ii. Posting a statement on the District Website.
- iii. Sending direct emails.
- iv. Updating the District's voicemail.

3. Public notification.

- a. If determined necessary, the District or Club will distribute a prepared and coordinated media release.
- b. This statement will be coordinated with the District Public Relations Coordinator prior to release.
- c. The release should be posted on the organization's web site and distributed to members. Social media will be used to link to the media release.
- d. The prepared written statement and key messages should guide all interviews.

4. Partner and key stakeholder notification. Notify organizations, partners, members, donors, etc. (Some of these parties may need to be contacted prior to contacting the media.) Use the opportunity to assist with sector-wide messages and leverage the organization's role as a resource.

5. Inquiry Procedures

- a. Only the designated spokesperson is authorized to release any information to the media or the public.
- b. Until all information is compiled and facts have been verified, respond to inquiries as follows: *"We are seeking reliable information about the situation. A statement will be made as soon as we have reliable information. We are here to answer your questions in a timely and accurate manner."*
- c. Be sure to log all requests and respond in a timely manner (within 15-30 min.) with accurate information.
- d. If you say you will call back a reporter – **CALL BACK THE REPORTER.** -In a crisis situation, you need the reporters to be on your side. Not returning calls will create a hostile and frustrating environment for all sides.

- e. Use the Media Interview Preparation Form (attached) to track all incoming calls and responses made.
- f. Media access to organizational facilities should be supervised and controlled. Know ahead of time who the journalist is and what he or she is planning on covering. (See Media Preparation Form attached.)
- g. Be sure the area into which the media are invited does not have sensitive information such as reports, personnel information or other papers visually available.
- h. Keep a communications log.
 - i. Document every critical conversation, decision, detail and media question regarding the crisis to effectively evaluate crisis communications management.
 - ii. Monitor media activity and evaluate appropriateness and traction of messages throughout the situation. Revise as appropriate, but don't stray from key messages.

After the crisis

IX. Objective: Evaluation

- A. Conduct post-crisis review
- B. Secure loose ends. Appropriate communications should be made outlining the resolution of the crisis to appropriate audiences. If changed, voice mail and web site should be updated. Update social media. Double-check all media contacts for completed interaction, and then add names to media list.
- C. Recognition of heroes. The crisis communications team will determine the best and most appropriate means for recognizing the “heroes” involved in the crisis, if appropriate.
- D. Crisis communications review. Reconvene crisis communications team to evaluate response, actions, what didn’t work, what needs to be improved/revised for the future, etc.
- E. Management Evaluation
 - 1. Complete evaluation report.
 - 2. File and update. File notes, clips, talking points, communication, etc. into a folder.
 - 3. Revise the crisis communications plan if necessary.

RESOURCES

Appendix 1 – Preparing for a crisis before it happens

Person responsible for overseeing: District Executive Director and District Public Relations Coordinator

Date last completed: _____

1. Phone/Email list – Disseminate an emergency list with phone numbers, cell phones, and e-mail addresses for the District Leadership. To be completed by District Administrative Assistant and updated quarterly or more frequently as needed by staff turnover and contact changes.
2. Develop text message phone tree with phone numbers for all key individuals who manage social media accounts.
3. Media training – Identify and train District spokespeople.
 - a. Executive director (main spokesperson depending on situation)
 - b. District Public Relations Coordinator
 - c. Executive committee
 - d. Governor, Governor Elect
 - e. Subject experts: (SLP Chairs, etc.)
4. Make sure District Crisis Communication Team (DCCT) members are familiar with the media tip sheet and key messages.
5. Crisis communications checklist – Update the crisis communications checklist, including crisis procedures, policies regarding media inquiries, communication priorities and best means to reach the crisis manager.
6. Key audience and media list – Keep contact information for key audiences updated so that they can be easily contacted in a crisis.

- a. Media (Club PR chairs and District PR coordinator)
 - b. Membership (Kiwanis, Key Club, Circle K, etc.)
 - c. Public Officials
 - d. Other: _____
- 7. Key messages – DCCT members should be familiar with the organization's key messages. At the time of crisis, relevant additional messages may be created by the DCCT.
 - 8. Pre-approved statements – Responses for common media inquiries should be created.
 - 9. Emergency personnel – Maintain contact information for police, fire, hospitals, the health department, utilities and paramedics. Make sure staff knows how to access the information.
 - 10. Off-site alternatives – Determine a location to convene and/or from which to stage communications if the crisis prevents staff from getting to or using the office.
 - 11. Equipment – Identify resources necessary prior to a crisis including extra cell phones, computers, etc. Determine how that equipment would be gathered and who would be responsible for operation.
 - 12. Drill session – At least quarterly, the public relations coordinator should review the crisis communications plan and report findings and recommendations to the District Board.
 - 13. Scenario sessions (drills) should be conducted with larger group on an annual basis.

RESOURCES

Appendix II Crisis Communications Checklist

1. Safety – Ensure safety of all staff and site. Call 911 if needed.
2. Notification – Notify the District Executive Director and District Public Relations Coordinator immediately.
3. Assemble the District Crisis Communications Team – DCCT.
 - a. District Governor,
 - b. District Governor Elect,
 - c. District Executive Director, and
 - d. District Public Relations Coordinator.
4. If appropriate, other District leadership will be added to the DCCT and convene to strategically review the situation and manage the communications strategy surrounding the issue. Note: In some cases, a larger crisis communications team may be needed when action surrounding the crisis involves more than just handling communications. In those cases, the DCCT would form the core of the larger team, though the guidelines in this document only outline the steps to take in the communication needs surrounding a crisis.
5. Before going public
 - a. Determine a crisis communications lead person who is responsible for ensuring all tasks are completed (most likely the District Public Relations Coordinator)
 - b. Determine the crisis communication spokesperson who will answer all media and other inquiries (most likely the District Public Relations Coordinator).
 - c. Assess the situation to determine the facts.
 - d. Create plan of action for internal and external communications.

- e. Develop factual, detailed messages that reflect the status of the crisis, the organization's response, and, if possible, proactive steps to resolve the situation.
- f. Prepare talking points and provide a script for the receptionist receiving incoming calls.
- g. Determine if a media release, social media, web and/or voicemail updates are necessary.
- h. Assess what resources are necessary to manage the crisis (i.e. cell-phone availability, press conference needs, on-location resources – signs, lectern, visuals, etc).
- i. Identify volunteers to:
 - i. assist the official spokesperson and manage media,
 - ii. keep the leadership and the committee informed,
 - iii. assist contact members, stakeholders, partners, etc.,
 - iv. with talking points, and
 - v. keep crisis log and record crisis details, actions taken, external responses, resolution.

6. Going public

- a. Begin placing telephone calls to critical internal audiences.
- a. Begin media and other external audience outreach, using press release and social media if appropriate.
- b. Update web site and organization voice mail, if needed.
- c. Evaluate message effectiveness as the situation progresses.
- d. Implement methods (social media strategy, email updates) for updating key audiences with ongoing information.
- e. Distribute post-crisis communications.

7. After crisis – Evaluate crisis communications efforts.

RESOURCES

Appendix IIII Crisis Evaluation report

The following is a guideline for an evaluation report to be completed by the District Executive, District Governor, Governor Elect, and District Communications after a crisis has occurred.

Situation date:

Brief description of situation:

Were the crisis communications guidelines/procedures followed?

If not, why?

What would you change in the crisis communications plan going forward?

Media coverage assessment. Check for message consistency and saliency. Are there issues that might need further clarification?

Did Kiwanis receive "fair" coverage?

What caused any of the negative coverage?

Based on this experience, what changes might you make in Kiwanis' media relations procedures?

RESOURCES

Appendix IV Media Interview Preparation/Record Form

Date: _____

Interviewee's name: _____ Title: _____

Reporter's name and background: _____

Media outlet info (television station, newspaper, radio station): _____

Names of other media representatives involved (producers, etc.): _____

Interview topic: _____

Interview type: Live (on-air) _____, Edited (to be aired later) _____, or Ambush _____.

Names of other people/organizations being interviewed: _____

Who is the audience this message will reach? _____

What are your 3 key messages?

1. Key Message:

Talk/Proof Points:

2. Key Message:

Talk/Proof Points:

3. Key Message:

Talk/Proof Points:

Questions the reporter has asked or might ask:

1.

2.

3.

4.

5.

This form is to be filed with the Communications Log...

RESOURCES

Appendix V Identifying a Potential Crisis

There are some crises and media inquiries that could never be foreseen. However, there are also those that Kiwanis has received before and know could happen again. Such situations might include acceptance of a gift from a controversial donor, staff or board misconduct or issues specific to the organization's mission or population served. In cases like these, crisis management and communications are expedited and potentially less stressful and better handled if the organization already has a clear position, and agreed on regarding the issue.

The following steps outline a process for identifying and preparing for a foreseeable crisis.

1. Convene a task force to brainstorm all possible crisis issues.
2. Rank the list of potential issues by identifying those most likely to occur.
3. Determine the impact of the crisis on the organization and the potential damage.
4. Determine which, if any, the organization would want a prepared media release versus those that require only a clearly defined position.
5. Draft media releases and/or official positions the organization's spokespeople could use to answer inquiries. Create pre-approved quotes from key spokespeople on certain topics. Be sure to review and update the releases or position statements on at least an annual basis.
6. Depending on the issues at hand, some or all of the issues and positions developed should be presented to the board to be discussed, possibly amended and approved in order to ensure that they represent the organization's point of view, not just that of the person or group drafting the response.
7. Keep the approved statements and releases confidential. Only the Executive Director and District Governor, District Governor Elect and District Public Relations Coordinator should have access to the releases or statements unless they are needed for release.

BRAINSTORMING: POTENTIAL CRISES

Rumors/social media

Shooting at Kiwanis event

Criminal investigations

Financial mismanagement

Fraud

Sexual abuse

Sexual harassment

Terrorism

Plane crash

Accident

International issues (war, hostage or kidnapping situation)

Activist demonstrations

Natural disasters

Excessive membership loss

Club crisis that escalates to international level

Crisis at convention

RESOURCES

Appendix VI Social Media in Times of Crisis

Social Media can be invaluable communicating to a broad audience for any organization. It can also be the source of uncontrolled communication that results in undue concern, over reaction and even panic.

During preparation for communication in response to a crisis, organizations should clearly establish "OFFICIAL" communications sites and publicize them widely as the "OFFICIAL" District Facebook page or "OFFICIAL" Club Website, etc. These sites should be strictly controlled as to who has access and editorial control over the content of the site. They should be protected against unauthorized posting and hacking. For example, no one would ever want to see a post "25 dead at Kiwanis event" on their club website, Facebook page or Twitter account.

On any "OFFICIAL" organization page or site, the following or similar declaration or disclaimer should be made.

"This site is the OFFICIAL site for the West Overshoe Kiwanis Club in Anytown, Pennsylvania. Any postings or information available on other sites is not the official position of the West Overshoe Kiwanis Club.. Any official inquiry should be directed to Mr. John Smith, President, West Overshoe Kiwanis Club at jsmithpres@WestOSK.org."

When official social media pages have been established, they will quickly become the sites of choice for people who wish to find out about events and information about the organizations. Individual member sites will never go away. However, they need to be recognized for what they are, "UNOFFICIAL" as it may pertain to information about the organization.

Should a disaster or other event occur that would benefit from widespread, almost instantaneous communication, social media can be an important solution.

The DCCT can create a response coordinated with the designated spokesperson to post on social media.

For example...

“The tornado that touched down in Overshoe County did not affect the Chicken Barbecue sponsored by the West Overshoe Kiwanis Club at the County Park on Main Street. Leadership of the Kiwanis Club is ready to respond to aid families in the county who been affected by the Tornado. Please contact Mr. John Smith, President, West Overshoe Kiwanis Club at jsmithpres@WestOSK.org.”

There would be no need for such a post if there was no relevance to Kiwanis as a result of the Tornado. For a natural disaster, such as a tornado, a sample post could be: “Our thoughts are with our Kiwanis family members in West Overshoe and the rest of the County.”

As a matter of Kiwanis International practice, Kiwanis International will no longer initiate social media posts for acts of terrorism or other attacks. Individual clubs and districts may of course post on any of these situations. This also applies to Kiwanis-family member social media accounts (CKI, Key Club, Aktion Club, Builders Club).

Once Kiwanis International has developed the statement for social media in the event of a natural disaster, it will be distributed. The District and clubs are encouraged to follow this guideline...

RESOURCES

Appendix VI Dealing with the Media – Effectively

Before you go into a media interview, determine clear communication objectives. These are the key points you want to communicate to the public. Three key points, or talking points, is the maximum number for one interview, whether it's a brief telephone interview, a live television interview, or an extensive interview for an in-depth print article. Use talking points to support your communication objectives.

Basics that should be used every time when dealing with the media:

1. Stick to what is known. If the answer to a question is not known, say so. Then let the reporter know when you will be able to get back to him or her with the accurate information.
2. Do not lie. Besides being unethical, it's bad business.
3. Do not speculate.
4. Respect confidentiality. If the reporter asks something that is proprietary or would breach confidentiality, say so. Don't succumb to the reporter who keeps asking the same question over and over. Use a bridging statement such as "It's not appropriate for me to answer that, but I can say..." and shift to one of your communication objectives.
5. Speak clearly. It makes the reporter's job easier, and minimizes the chance that you'll be misquoted.
6. Speak only for Kiwanis, sticking to your talking points. If another organization or person is involved, do not respond to speculative questions about that organization or person. An appropriate response is, "I can only speak for Kiwanis, and...(talking point...)"
7. Be succinct. Rambling makes it more difficult for the reporter to understand your point, and therefore decreases the likelihood that communication objectives will be heard.
8. Don't answer hypothetical questions. Similarly, don't answer non-questions or statements. Try "I can't address that, but I can tell you..." and then move on to one of the communication objectives.

9. Be comfortable with silence. Sometimes reporters sit quietly, waiting for the interviewee to jump in and tell them something that might not have otherwise been said. While this can be a great opportunity to repeat key messages, be careful not to say that which might be better left unsaid.
10. Avoid “no comment.” This phrase gives the appearance of guilt and unapproachability. It’s okay to say “no,” but explain why. Consider: “It’s too soon to say at this point” or “I’d like to provide that information. May I get back with you this afternoon?”
11. Avoid defensive answers. Saying things like “That’s not our fault” or “We can’t talk about that” or “That isn’t our problem” puts barriers between the organization and the reporter. And, if these quotes make it into print or on the air, the public may sense that Kiwanis is not taking responsibility for its actions.
12. If a mistake has been made, then apologize, correct the problem and move on. Studies show that 75 percent of the public believes that organizations fail to take responsibility for crises. However, if an apology is made and appropriate action to fix the situation is taken, damage is often repaired to reputation.
13. There’s no such thing as “off the record.” If the reporter has removed the microphone or closed the notepad, or even if the reporter is a good friend, don’t say anything that shouldn’t be read in the morning paper.
14. Remember your three communication objectives/key messages. If the reporter asks “Is there anything else?” then it’s a perfect opportunity to recap key points. Take advantage!

When you work with reporters, remember that they are people too. Often, the nervous interviewee puts reporters on a pedestal. Sometimes, to the contrary, a defensive interviewee might have little respect for the media and therefore come off as condescending. Find the middle ground and understand that reporters have a job to do and, in most cases, truly want to get the story right.

RESOURCES

Appendix VII District Crisis Communication Team Training

Before a crisis develops that would require implementation of the Crisis Communication Plan, District leadership, members of the DCCT, Club leadership, and other potential contributors to the DCCT should receive at least 8 hours of Crisis Communication Training.

1. Training should be conducted annually as part of a regularly scheduled Kiwanis event, i.e District Convention, Mid-Winter or a special meeting for the specific purpose of District Communication Plan Training.
2. The District cannot effectively deal with crisis communications unless recent training has taken place to include familiarity with the District Crisis Communication Plan.
3. District Leadership needs to understand and embrace the respective roles people will fill during a crisis.
4. The District Governor through the District Public Relations Coordinator is responsible for providing the training.

The objective of the training will be to provide DCCT members, potential members, and other Kiwanis leaders the opportunity to understand the contents of the Crisis Communication Plan, and their respective role in carrying out responsibilities under the plan. The training will be interactive using scenarios (see Attachments 1 through 4) or others provided for the training event.

Attachment 1. Crisis Scenarios for Discussion and Practice

Shooting at Kiwanis event

Scenario:

An Aktion Club, a Key Club and a Kiwanis club gather in a community center to assemble backpacks to be given to area schoolchildren. There are 10 Aktion Club members, 25 Key Club members and 12 members of the local Kiwanis Club of Rose City. The Kiwanis club meets every other week at the community center, a location they have used for 10 years. They also use the center for group events such as pancake breakfasts, visits with Santa and dance-a-thons, all to raise money to support the children of Rose City.

This event begins at 2 p.m. Saturday, July XX. Many of the Aktion Club members arrive with their parents or in carpools. The Key Club students ride their bikes or carpool. Some of the Kiwanis club members walk to the venue; others drive. The parking lot has 22 cars parked with spaces for 40. It is at the end of a wooded lane.

About 2:30 p.m., as the assembly line process begins in the large common area, a masked man with several guns runs into the center and begins shooting. People begin yelling instructions to drop to the floor, to hide behind furniture and run. People are screaming. Kids are screaming. Shots are being fired. Two Key Club students try to disarm the intruder, sneaking up from behind and jumping on his back. One is immediately fatally shot; the other is wounded and unable to continue the fight. Two adults try to take down the shooter; one is shot and the other escapes injury while the shooter runs out the back door. A community center employee in an office hears the gunfire and calls 911 after shutting and locking the door to the office where she is working. She hears the gunman's footsteps as he runs out the back door, setting off the security fire alarms.

Many in the room begin texting friends and family and calling 911. As the police arrive, two adults have the Aktion Club members huddled together and are applying first aid where needed. The Key Club students are assisting the Aktion Club members and the adults, some of whom have been fatally injured.

The club president, Joe Smith, was in the room and was not injured. He reviews the sign in sheet to determine who was there.

Attachment 2. Crisis Scenarios for Discussion and Practice

Arrest of Key Club advisor

Scenario:

The Key Club advisor at Anytown High School has been arrested on charges of sexual misconduct following a two-week investigation by local police. The advisor, named Jim Dean, also was a youth pastor at the XYZ Church on the outskirts of town. He was a member of the Kiwanis Club of Anytown, where he was a frequent volunteer for events with Key Club, Builders Club and Aktion Club. He also volunteered at pancake breakfasts, flag ceremonies and other events where children were present.

The charging documents allege Dean molested four juveniles during the Memorial Day weekend at separate times while he and the students were distributing flags around the city for the holiday. He was alone with the students on each occasion, and allegedly told each student the other advisors would follow along to help. Two students were affiliated with Key Club and two were from the church youth program. He was with student A on Saturday morning, with Student B around noon on Saturday, with student C in the early afternoon and with student D in the late afternoon.

The students did not initially come forth with a report; however, after the Key Club meeting the following week, the two Key Club students talked and connected with the church youth group students, with whom they were friends. They decided to talk to the church pastor, who immediately called police. The students' parents were notified, and the Kiwanis club president learned of the allegations from parents who called to inquire about the advisor's status.

The president learned the advisor had not passed a background check as the check had not been initiated by the appropriate club member. The advisor had passed a background check completed by the church. Between the time of the report and the time of the arrest, the club met to determine next steps and decided to suspend the advisor's membership until the investigation was complete.

Attachment 3. Crisis Scenarios for Discussion and Practice

Financial insolvency at Your Kiwanis Club

Scenario:

Your Kiwanis Club elected new officers in October, and the new treasurer has found discrepancies in the accounting files. It appears that the former treasurer recorded deposits of more than \$5,000 with expenses of \$754 the last two months of her term; however newly received bank statements show the money was not deposited. A review of bank statements for the entire year present a much bleaker picture as only a fraction of the money recorded as being deposited was actually deposited. It appears the former treasurer deposited enough money to cover the expenses and did not deposit the full amount entered in the club's books.

The club president and new treasurer seek a meeting with the former treasurer, who is not answering her phone or her door when they visit her home. After several attempts to contact the treasurer, the club president and new treasurer take their information to the local police department. An investigation ensues and it is determined that evidence exists to file theft charges against the former treasurer.

Police also determine the treasurer has left the city with the money, which totals nearly \$12,000. Charges are filed, the information becomes public yet the former treasurer is nowhere to be found.

Attachment 4. Crisis Scenarios for Discussion and Practice

Social Media Scandal

Scenario:

A Circle K member posts inappropriate photos on her social media pages, including Instagram, Twitter and Facebook. She also uses Snapchat to share the images with a smaller group. She is wearing identifiable Circle K branded clothing in the photos, taken at a Halloween service event. She's dressed as a member of the Nazi SS. A friend is dressed in white and black pinstripes, wearing a yellow Star of David. It is clear this is a Circle K hosted event, as many of the photos were taken in front of the club's banner or in front of CKI branded boxes of food being collected for the homeless shelter. Everyone is wearing a costume and smiling in the photos. After this member tagged CKI, Kiwanis and used #KidsNeedKiwanis, hundreds of people shared the photo.

Attachment 5. Crisis Development Worksheet

Instructions for use:

Use this form to sketch out brief scenarios that analyze specific key issue or critical situations or events that Kiwanis might face.

Situation:

Describe the nature of the issue or situation

Analysis

Describe how the situation threatens Kiwanis

Options

Develop three talking points for the situation

Recommendations

Describe what you would do

Unintended consequences

List problems that could arise