

**Pennsylvania District Kiwanis International  
Board of Trustees Meeting – Conference Call  
November 1, 2018**

The 2018-19 District Board of Trustees held a conference call to conduct District business on November 1, 2018 commencing at 6:00PM.

Governor Phil Weber presided. In addition to Governor Weber, the following board members were on the call: Immediate Past Governor Judy Raub, Trustees John Mazurowski, Matt Wise, Ben Osterhout, Mike Coolbaugh, Sarah Zulueta and Executive Director Kevin Thomas. Key Club Governor Maggie Karpinski, ex-officio board member, was on the call.

The 2019 Midwinter Conference Agenda was presented for board approval. See P1-P2. By proper motion, second and vote, the agenda was approved.

The 2019 Midwinter Conference Budget was presented for board approval. See P3. By proper motion, second and vote, the budget was approved.

A Kiwanis purse hook fundraiser for the District was considered. See P4. By proper motion, second and vote, the fundraiser was approved with Sarah Zulueta and Region 7 handling all costs, promotion and sales and with the proceeds being remitted to the District.

At this point, the board moved from one meeting platform/conference call number (FreeConference.com) to another (GoToMeeting) so it could move to a closed session as personal matters were being discussed. Only board members had the second platform/conference information. All the aforementioned members were on second platform. Ex-officio member Maggie Karpinski was not on the second platform.

A revised Executive Director/Secretary/Treasurer job description was considered. The revised job description was put together by a committee chaired by Immediate Past Governor Judy Raub; committee members included Trustee Mike Coolbaugh and Executive Director Kevin Thomas. See P5-P6. A motion was introduced and seconded to accept the revised job description. After discussion, the revised job description was approved with 7 yes votes and 1 abstention by Kevin Thomas.

A revised contract for the District Executive Director was considered. It was put together by the same committee that prepared the job description. See P7-P8. A motion was introduced and seconded to accept the contract. After discussion, a motion was introduced, seconded and approved to amend the proposed contract so as to have the effective date of the contract begin on November 2, 2018. After additional review and discussion, the amended contract was approved by 6 yes votes and 2 abstentions (Weber and Thomas).

With no further items to discuss, the meeting was adjourned.

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

**2019 MIDWINTER CONFERENCE PROGRAM**

(Very subject to Change)

**Friday, March 15<sup>th</sup>**

7:30PM – 9:30PM: **LT. GOVERNOR AND TRUSTEE MEETING –**

Hospitality Room?

**Saturday, March 16<sup>th</sup>**

7:30AM – 5:15PM: **STORE AND OFFICE OPEN**

7:30AM – 9:30AM: **REGISTRATION DESK OPEN**

9:00AM – 11:00AM: **MORNING COFFEE BREAK AVAILABLE (NOTE: BEVERAGES AVAILABLE FROM 7:00AM TO 5:00PM.)**

9:15AM-10:15AM: **OPENING SESSION KICKOFF– *Deans Hall, Main Level***  
(Governor Phil Weber presides over the opening session which will featuring remarks from Circle K Governor Rachael McDonald, Key Club Governor Maggie Karpinski and Kiwanis International Representatives Christina Hale (or a member of Service Leadership Program Staff) and Greg Beard. As well there will be presentations a Key Leader icebreaker and, Aktion Club, Builders Club and K-Kids presentations.)

10:30AM-11:20AM: **FORUMS-ROUND 1**  
Membership Track  
Key Club Track  
Circle K Track  
Builders and K-Kids  
Open Forum – Fundraising ideas

11:30AM-12:20PM: **FORUMS-ROUND 2**  
Membership Track  
Key Club Track  
Circle K Track  
Christina Hale (or a member of the Service Leadership Program Staff)  
Aktion Club

12:30PM-2:15PM: **MIDWINTER LUNCHEON WITH PROGRAM – *Deans Hall, Main Level***  
(Three entrée luncheon buffet with a Keynote address by Christina Hale, Executive Director of Kiwanis International Youth Leadership Programs {or a member of the Service Leadership Program staff at Kiwanis International}. As well, we will have presentations on the 2019 International and District Conventions, the Pennsylvania Kiwanis Foundation, the presentation of the 2017-18 Distinguished Clubs, a Key Leader Ice Breaker and remarks from Governor Phil Weber.)  
**Menu: (Tentative)** Meat Entrée, Chicken Entrée, Fish Entrée, Vegetarian Pasta Entrée, Vegetarian Pasta, University Creamery 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

2:00PM-4:00PM: **AFTERNOON SNACKS AND BEVERAGES AVAILABLE –**  
***Conference Center Break Area, Main Level & 2<sup>nd</sup> Floor***

- 2:30PM-3:20PM:       **FORUMS – ROUND 3**  
Membership Track  
Key Club Track  
Circle K Track  
Christina Hale (or a member of the Kiwanis International Service Leadership Program Staff)  
Aktion Club
- 3:30PM-4:20PM:       **FORUMS- ROUND 4**  
Administrative issues and reminders  
Key Club Track  
Circle K Track  
Greg Beard  
Open Forum – Club Service Projects
- 4:30PM-5:00PM:       **CLOSING SESSION FEATURING A CLOSING REMARKS BY GREG BEARD, CHRISTINA HALE {OR  
A SERVICE LEADERSHIP STAFF MEMBER} AND PHIL WEBER- *Dean’s Hall, Main Level***
- 5:00PM:               **Adjourn and safe journey to all!**

2019 proposed budget

<b>2019 MIDWINTER BUDGET PROPOSAL</b>			
<b>ACCOUNT DESCRIPTION</b>	<b>2019 Proposed Budget</b>	<b>2018 Approved Budget</b>	<b>2018 Actual Recs/Exp</b>
<b>REVENUE</b>			
Registrations:			
Registrations (150@\$80.00)	\$ 12,000.00	\$ 13,650.00	\$ 11,839.87
SLP Registrations (5@\$40.00)	\$ 200.00	\$ 195.00	\$ 269.00
Supplies Commission	\$ 575.00	\$ 400.00	\$ 657.24
Shout Outs	\$ 330.00	\$ 300.00	\$ 350.00
Sponsorships	\$ 2,200.00	\$ 2,100.00	\$ 2,810.00
<b>TOTAL REVENUE</b>	<b>\$ 15,305.00</b>	<b>\$ 16,645.00</b>	<b>\$ 15,926.11</b>
<b>EXPENSES</b>			
Audio Visual Equipment	\$ 200.00	\$ 300.00	\$ 74.40
Credit Card Fees	\$ 600.00	\$ 700.00	\$ 474.63
Entertainment & Speakers	\$ 550.00	\$ 1,200.00	\$ 979.66
Rental Fees	\$ 1,300.00	\$ 500.00	\$ 837.00
Registration Material	\$ 125.00	\$ 150.00	\$ 100.00
Guest Meals & lodging	\$ 900.00	\$ 900.00	\$ 841.69
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,200.00	\$ 1,100.00	\$ 1,193.22
Lt. Governor & Trustee meeting beverages	\$ 225.00		
Miscellaneous	\$ 750.00	\$ 1,120.00	\$ 1,032.81
Penn Stater Fees (Lunch, Breaks, etc.)(@\$61.00@155)	\$ 9,455.00	\$ 10,675.00	\$ 10,584.00
<b>TOTAL EXPENSES</b>	<b>\$ 15,305.00</b>	<b>\$ 16,645.00</b>	<b>\$ 16,117.41</b>
Surplus/(Deficit)	\$ -	\$ -	\$ (191.30)

**Fundraiser Proposal**

Presented by Judy Raub and Sarah Zulueta

Engraved Kiwanis Purse Hooks



These are great stocking stuffers and will have engraved Kiwanis emblem/logo on chrome purse hooks. Purse hooks allows bags to not sit on a floor when at a location like a restaurant does not have availability for bag storage.

Minimum order required: 150 hooks

Upfront Cost: \$2.39 each + one time setup fee of \$55 = \$413.50

**Total unit cost: \$2.75**

If you sell at following price point:

- for \$5 each profit 2.25 per unit and total \$337 profit
- for \$8 each profit \$5.25 per unit and total 787.50 profit
- for \$10 each profit 7.25 per unit and total 1,087.50 profit

**In stores generally, these sell for \$10 a unit.**

## **PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL EXECUTIVE DIRECTOR – SECRETARY/TREASURER JOB DESCRIPTION**

### **INTRODUCTION**

The District Executive Director occupies a key position which demands that an authoritative knowledge of all Kiwanis operations affecting the District. In general, the District Executive Director does everything possible to assist the Governor in the administrative work of the District. The Executive Director will perform the official duties and responsibilities of the District Secretary and District Treasurer as outlined in the Manual for District Secretaries and as further specified in the District Bylaws.

### **DUTIES:**

- 1) Maintain financial and accounting records of the District.
- 2) Keep a record of all receipts and disbursements made in the manner authorized by the Board of Trustees.
- 3) Sign all checks for approved expenditures.
- 4) Keep all records of the District, the minutes of the convention and the minutes of all meetings of the Board of Trustees. The Executive Director shall not record the minutes of the board meeting but shall edit and distribute those minutes.
- 5) Collect all funds due the District and shall deposit same in the District depository.
- 6) Submit to the proper officials and committees all communications received from Kiwanis International.
- 7) Cooperate with the Governor in forwarding and collecting all official reports required by Kiwanis International.
- 8) Make a report to the annual convention, all official board meetings and at such time as the Governor and Board of Trustees shall require.
- 9) Travel will be limited to District convention planning and District Convention, the Midwinter Conference, Kiwanis District Board Meetings, Key Club Board meetings, Key Club and Circle K Conventions and the Kiwanis International Convention.
- 10) Manage the District Office, including but not limited to:
  - a. Employment of staff;
  - b. Discipline of staff as necessary;
  - c. Maintenance of facilities and equipment;
  - d. Responsible for proper insurance coverage, bond protection, etc;
  - e. Insure the policies of the Kiwanis District are followed, whether written or implied;
  - f. Keeper and protector of the Official Seal of the District.
- 11) Serve as Financial Counselor to the Key Club District and Circle K District under the direction of the District Administrators. This shall include making all disbursements, depositing receipts, establishing budgets and establishing financial policy. This shall include negotiating and reviewing all contracts for both organizations.
- 12) The Executive Director shall be responsible for making recommendations for District Convention sites to the Board of Trustees and shall also be responsible for the general management of the convention as well as contract negotiation. The Executive Director will not be responsible the direct production of a convention program book and script.
- 13) The Executive Director shall be responsible for the overall management, site selection and contract negotiation for the Mid-Winter Conference, subject to District Board review and approval.

- 14) The Executive Director shall have fiduciary responsibility for all other events but beyond that will not be required to have involvement in the planning and implementation of those events.
- 15) The Executive Director shall be responsible in association with the respective Administrators for the general management, site selection and contract negotiations of the Key Club and Circle K District Conventions.
- 16) The Executive Director shall oversee the compilation and distribution of mailings and electronic communication for the Kiwanis, Key Club and Circle K Districts.
- 17) The Executive Director shall strive to keep the District Board informed on all matters affecting them as well as the clubs in the Pennsylvania District.
- 18) Other than financial guidance and convention services, the Executive Director shall not be expected to provide services to either Key Club or Circle K
- 19) The Executive Director shall not be the Editor of the Keystone Kiwanian. The selection of a publisher should be made by the Board of Trustees upon the recommendation of the editor.
- 20) The Pennsylvania Kiwanis Foundation should not be the responsibility of the Executive Director except that he/she shall over see the deposit of Foundation receipts and the acknowledgment of the contributions.
- 21) The Executive director shall provide support for District New Club Building activities as planned and implemented by the District Governor and Board of Trustees. The Executive Director shall not be required or expected to be on site for new club recruiting or organization.
- 22) The Executive Director will supervise and participate where needed in those activities related to the Kiwanis District's involvement in early childhood development.
- 23) The Executive Director shall not be expected to work more than 32 hours in any one week and when circumstances require that more time than that be committed in anyone week, compensatory time off shall be provided to be taken at the discretion of the Executive Director.

# **Pennsylvania District of Kiwanis International**

## **Executive Director**

### **Compensation Plan**

Title: Executive Director  
Reports to: District Governor and District Board  
Category: Exempt  
Status: Full Time

This contract is effective \_\_\_\_\_ through September 30, 2020, between Kevin E. Thomas and the District Board of the Pennsylvania District of Kiwanis International (the parties), for the position of Executive Director. This contract is renewable for at least a 12-month term upon agreement of the District Board and Kevin E. Thomas with notification in writing 90 days in advance of September 30, 2020. If notification is not received, this contract automatically renews for one 12-month term. Either party to this agreement may cancel this contract for any reason with 90 days written notice. For purposes of this agreement, no action can be taken by the Pennsylvania District of Kiwanis International unless approved by the District Board of Trustees at a duly called meeting.

#### **Annual Salary**

For the period of \_\_\_\_\_ through September 30, 2019, the Executive Director shall receive an annual salary of \$46,000.00, to be paid at a twice monthly rate of \$1,916.67. For the period of October 1, 2019 through September 30, 2020, the salary shall be determined prior to September 1, 2019 but shall not be less than \$46,000.00

#### **Holidays**

The Pennsylvania District provides seven (7) paid holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- Floating Holiday

#### **Vacation Policy and Benefits**

In addition to the seven (7) paid Kiwanis holidays, the Executive Director will be eligible for paid time off (PTO) accrued at fifteen (15) hours monthly. A maximum of 100 hours may be carried over into the next successive Kiwanis Administrative Year, not to exceed 180 hours. Use of PTO must be approved in advance or as soon as practical on the first day of absence of work. The District Governor is the approval authority for the use of PTO. If a dispute arises between the District Governor and District Executive over the use of PTO, the District Board shall be the final authority on the matter.

#### **Work Schedule**

The Executive Director shall not be expected to work more than 32 hours in any one week. The Executive Director shall have the discretion to fulfill those 32 hours as circumstances require but shall strive to be available as much as possible during generally accepted business hours which shall be defined as Monday-Friday 9:00am to 5:00pm. When circumstances require that more time than 32 hours



be committed in anyone week, compensatory time off shall be provided to be taken at the discretion of the Executive Director at the earliest opportunity. Travel to events not specifically listed on the job description shall not count as part of the 32 hours worked in anyone week.

**Medical and Wellness**

- The Executive Director will use accrued PTO to cover hours off for work missed due to illness. The Executive Director will be credited with a bank of 320 PTO hours at the beginning of this contract to be used only in case of extended illness to help bridge the waiting period for long-term disability coverage provided below. If more than four (4) days at one time, a certificate from a medical professional may be required upon return to work. For prolonged illnesses, the employee will be placed on long-term disability.
- The Pennsylvania District shall secure long-term disability coverage with a 90-day waiting period for disability.
- The Pennsylvania District will not provide medical insurance coverage for the Executive Director.

**Expense Reimbursement**

In accordance with the job description requirements for travel, the Pennsylvania District shall provide reimbursement for all approved travel and other expenses incurred by the Executive Director in accordance with current District Expense Policy. The Executive Director will be reimbursed on a monthly basis for all business related expenses as approved by the District Governor.

\_\_\_\_\_  
Philip F. Weber, Jr  
2018 - 2019 Governor  
Pennsylvania District  
Kiwanis International

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Michael Haven  
2019 - 2020 Governor  
Pennsylvania District  
Kiwanis International

\_\_\_\_\_  
Kevin E. Thomas  
Executive Director  
Pennsylvania District  
Kiwanis International

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Date Signed

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Date Signed

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Date Signed