

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
September 30, 2021

The first meeting of the 2021-22 Pennsylvania District Board of Trustees was held on September 30, 2021, via a zoom platform/conference call. All board members were present. Guest included Key Leader Chair Matt Wise, Audit Committee Chair Jim Hanna and Membership Chair Tiffany Callaio. Governor Sarah Zulueta presided.

An operating budget the 2021-22 year was considered. See P1-P2. After review and discussion, the budget was adopted as presented.

A revised District expense policy was considered. See P3-P4. After consideration, the board voted to adopt the policy as shown.

Consideration was given to the Region VI trustee position. Since the current Region VI Trustee Mike Coolbaugh was elected Governor-elect at the District Convention, the position becomes vacant on October 1, 2021 with one year remaining on a three-year term. To fill the one-year term, one Kiwanian has submitted the necessary application and meets all the necessary requirement, that Kiwanian being Tiffany Callaio of the Kiwanis Club of Wyoming Area. By unanimous ballot, Tiffany Callaio was elected as Trustee Region VI for the term of ending on September 30, 2022.

The board moved to close session to discuss District personnel issues.

With no further business to conduct, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large initial 'K' and 'T'.

Kevin E. Thomas
Executive Director/Secretary/Treasurer

2021-22 Budget Proposal

	21-22 Proposed Budget		2020-21 Approved Budget		2020-21 Actual		Variance	Comments	
	Amount		Amount	Total	Amount	Total			
REVENUES									
MEMBERSHIP DUES									
District Dues	\$ 99,000.00		\$ 99,750.00		\$100,466		101%	\$ 716.00	\$120.00 in revenue pending
Partial year prorated dues	\$ 5,000.00		\$ 3,000.00		\$873		29%	\$ (2,127.00)	\$515.00 in revenue pending
Sub-Total		\$ 104,000.00		\$ 102,750.00		\$101,339	99%	\$ (1,411.00)	
SLP & OTHER SUPPORT FOR SERVICES									
Key Club	\$ 12,500.00		\$ 12,500.00		\$12,500		100%	\$ -	
Circle K	\$ 500.00		\$ -		\$0		#DIV/0!	\$ -	
Foundation - Office Support and Services	\$ 6,000.00		\$ 6,000.00		\$6,000		100%	\$ -	
Foundation - SLP Administrators	\$ 1,000.00		\$ 1,000.00		\$1,000		100%	\$ -	
Sub-total		\$ 20,000.00		\$ 19,500.00		\$19,500	100%	\$ -	
MISC. INCOME									
Misc. Income	\$ 2,000.00		\$ 2,500.00		\$24		1%	\$ (2,476.00)	Awaiting unclaimed property
Interest	\$ -		\$ 10.00		\$11		110%	\$ 1.00	
Sub-total		\$ 2,000.00		\$ 2,510.00		\$35	1%	\$ (2,475.00)	
DISTRICT EVENTS									
Holiday Party or other Fundraising	\$ 2,500.00		\$ 1,000.00				0%	\$ (1,000.00)	
District Raffle	\$ 14,000.00		\$ 15,000.00		\$13,500		90%	\$ (1,500.00)	
MidYear Conference (100 @ \$20.00)	\$ 2,000.00		\$ -		\$0		#DIV/0!	\$ -	
District Convention	\$ 42,000.00		\$ 39,545.00		\$35,750		90%	\$ (3,795.00)	
Sub-total		\$ 60,500.00		\$ 55,545.00		\$48,250	89%	\$ (6,295.00)	
Payroll Protection Program*		\$ -		\$ 13,815.00					
TOTAL REVENUES		\$ 186,500.00		\$ 194,120.00		\$170,124	91%	\$ (16,376.00)	
EXPENSES									
EMPLOYEE COMPENSATION									
Salaries	\$ 74,500.00		\$ 67,000.00		\$61,592		92%	\$ 5,408.00	With New E.D. contract this line could be exceeded
Payroll Taxes	\$ 6,500.00		\$ 5,900.00		\$5,136		87%	\$ 764.00	
Employee Benefits	\$ 710.00		\$ 710.00		\$710		100%	\$ -	
Executive Director Expenses	\$ 2,750.00		\$ 2,500.00		\$854		34%	\$ 1,646.00	
Executive Director ICON	\$ 700.00		\$ 700.00		\$310		44%	\$ 390.00	
Sub-total		\$ 85,160.00		\$ 76,810.00		\$68,602	89%	\$ 8,208.00	
OFFICE & RELATED EXPENSES									
Building Lease	\$ 9,600.00		\$ 15,000.00		\$13,750		92%	\$ 1,250.00	
Moving Related Expenses	\$ 5,000.00								
Postage	\$ 750.00		\$ 700.00		\$533		76%	\$ 167.00	
Telephone & Internet	\$ 2,500.00		\$ 2,700.00		\$2,527		94%	\$ 173.00	
Insurance	\$ 2,200.00		\$ 2,200.00		\$2,145		98%	\$ 55.00	
Supplies & Printing	\$ 1,000.00		\$ 1,000.00		\$821		82%	\$ 179.00	
Equipment Maintenance	\$ 500.00		\$ 500.00		\$355		71%	\$ 145.00	
Equipment Leases	\$ 1,700.00		\$ 1,700.00		\$1,485		87%	\$ 215.00	
Webpage/Domain Fees	\$ 275.00		\$ 275.00		\$253		92%	\$ 22.00	
District Zoom Subscription	\$ 600.00		\$ 200.00						We will exceed this line item
Survey Monkey Subscription	\$ -		\$ 900.00						
Sub-total		\$ 24,125.00		\$ 25,175.00		\$21,869	87%	\$ 3,306.00	
LEADERSHIP EXPENSES AND STIPENDS									
Lt. Gov Expenses	\$ 2,500.00		\$ 2,500.00				0%	\$ 2,500.00	
Lt. Gov Education	\$ 3,500.00		\$ 3,500.00		\$1,645		47%	\$ 1,855.00	
Trustee Board Meeting Expenses	\$ 500.00		\$ 500.00				0%	\$ 500.00	
Gov-Elect Expenses	\$ 2,000.00		\$ 1,500.00				0%	\$ 1,500.00	
Gov-Elect ICON	\$ 700.00		\$ 700.00				0%	\$ 700.00	
Governor Expenses	\$ 2,000.00		\$ 1,500.00				0%	\$ 1,500.00	
Governor ICON	\$ 700.00		\$ 700.00				0%	\$ 700.00	
Keystone Kiwanian Stipend	\$ 1,000.00		\$ 1,000.00		\$1,000		100%	\$ -	
Sub-total		\$ 12,900.00		\$ 11,900.00		\$2,645	22%	\$ 9,255.00	
SLP LEADERSHIP SUPPORT									
Circle K Administrator	\$ 1,900.00		\$ 2,000.00				0%	\$ 2,000.00	
Builders Club Administrator	\$ 150.00		\$ 250.00		\$31		12%	\$ 218.84	
K-Kids Administrator	\$ 150.00		\$ 250.00				0%	\$ 250.00	

Sub Total		\$ 2,200.00		\$ 2,500.00		\$31	1%	\$ 2,468.84
MEMBERSHIP GROWTH & DEVELOPMENT								
Membership Growth & Development	\$ 3,000.00		\$ 3,500.00		\$224		6%	\$ 3,276.00
Awards	\$ 1,200.00		\$ 1,300.00		\$888		68%	\$ 412.00
J.E.D.I	\$ 500.00							
Leadership Education	\$ 515.00							
Kiwanis Amplify Stipend	\$ 1,400.00		\$ 1,200.00		\$-400		33%	\$ 1,600.00
Sub-total		\$ 6,615.00		\$ 6,000.00		\$1,112	19%	\$ 4,888.00
DISTRICT EVENTS								
Holiday Party or other fundraiser	\$ 1,000.00		\$ 100.00				0%	\$ 100.00
Midyear Conference	\$ 1,200.00		\$ 50.00		\$79		158%	\$ (29.00)
District Raffle	\$ 7,300.00		\$ 7,800.00		\$196		3%	\$ 7,604.00
District Convention	\$ 36,000.00		\$ 36,290.00		\$2,035		6%	\$ 34,255.00
Sub-total		\$ 45,500.00		\$ 44,240.00		\$2,310	5%	\$ 41,930.00
FINANCIAL RESTORATION								
Interest Expense	\$ -		\$ 300.00		\$296		99%	\$ 3.81
Audit	\$ 10,000.00		\$ 13,000.00		\$13,800		106%	\$ (800.00)
Debt Reduction	\$ -		\$ 9,500.00		\$9,439		99%	\$ 60.78
Rebuild Reserve Fund	\$ -		\$ 3,000.00				0%	\$ 3,000.00
Sub-total		\$ 10,000.00		\$ 25,800.00		\$23,535	91%	\$ 2,264.59
TOTAL EXPENSES		\$ 186,500.00		\$ 192,425.00		\$120,105	62%	\$ 72,320.43
BALANCE		\$ -		\$ 1,695.00		\$50,018		

Overage as the result of Key Club consolidation work

*On the balance sheet, this is treated as a deferred revenue until forgiven

CLEAN VERSION

X. X.DISTRICT EXPENSE REIMBURSEMENT POLICY

- a. **PURPOSE:** The purpose is to establish a procedure for authorizing travel and reimbursement of expenses for Kiwanis District Board of Trustees, Lt. Governors, approved Acting Lt. Governors, District Chairs, Executive Director and employees of the Pennsylvania District. Reimbursement is expenses incurred for approved Division, Region, District or International Conference, training, events or meetings for official business.
- b. **REIMBURSABLE EXPENSES**
 - a. Mileage at standard mileage reimbursement rate, when using personal vehicle per IRS community service rate.
 - b. Actual and reasonable meals, including reasonable tips (20%)
 - c. Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
 - d. Baggage transfer and handling, including reasonable tips
 - e. Lodging for conventions and conferences must be the official District hotel unless space is not available at that hotel.
 - f. Registration fees, if the purpose of the travel is attendance at conferences or official meetings
 - g. Taxis, Uber / Lyft including reasonable tips
 - h. Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within a reasonable proximity of the traveler's location)
- c. **NON-REIMBURSABLE EXPENSES**
 - a. Alcoholic beverages (these may not be included on any receipts)
 - b. Commuting between an employee's residence and assigned work location
 - c. Late check-out and room guaranteed charges
 - d. Laundry or dry cleaning if on travel status less than 7 consecutive days
 - e. Parking tickets or other traffic fines
 - f. Spouse/family travel expenses unless specific approval is provided
 - g. Tobacco products
 - h. Towing personal automobile
 - i. Travel insurance
- d. **PROCEDURE:** All reimbursable expenses along with dated receipts attached must be submitted to the Governor or Executive Director for approval. Receipts should be scanned for ease.
 - a. Lt. Governors and Trustees will complete approved stipend voucher form for Midyear and District Convention hotel stays and travel.
 - b. Executive Director will complete approved District expense form approved by Kiwanis International and District per event. Submission for approval should be sent to the Governor. Reimbursement of expenses will be dispersed quarterly.
 - c. Lt. Governor, Trustee or District Chairs requiring reimbursement of reimbursable expense outside of Midyear and District Convention must complete approved District expense form.
 - d. All stipend vouchers and expense forms must be submitted no later than October 31st.

e. **DISTRICT EXPENSE LIMITATIONS**

- a. No Board Member, Lt. Governor, approved Acting Lt. Governor, or District Chair shall be eligible for general expense reimbursement if all required board and Lt. Governor reports have not been submitted.
- b. The District Board shall determine the annual convention stipend amount.
- c. Lt. Governor's will only be reimbursed up to the approved annual stipend amount for Midyear and District Convention by completing stipend form; outside of those two events a District Expense form for approved reimbursable expenses.
- d. No District employee, Trustee or Lt. Governor shall be eligible for a hotel stipend expense reimbursement if they stay at an alternate hotel or lodging facility when rooms are available at the conference or convention designated hotel.
- e. All Trustees who are visiting clubs in divisions with no Lt. Governors are eligible for the same mileage stipend as are Lt. Governors when they visit clubs in said divisions.