

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING**  
**BOARD MEETING MINUTES**  
**October 9, 2021**

The second meeting of the 2021-22 Pennsylvania District Board of Trustees was held on October 9, 2021. Governor Sarah Zulueta presided. While the meeting was held in person, there was virtual attendance.

All board members were present with Trustee Tom Bowes and Immediate Past Governor Don Smith attending virtually.

Guests attending in person were Lt. Governor Conrad Schlesinger, Audit Committee Chair Jim Hanna and Circle K co-Administrator Jodie Welser. Guests attending virtually included Counselling International Trustee Dan Leikvold, Lt. Governors Cal Morse, Shawn Smith and Jim Janosik, Human and Spiritual Aims Chair Wayne Meyer, Membership Growth Chair Matt Wise and past International Trustee Chuck Gugliuzza.

Human and Spiritual Aims Chair Rev. Wayne Meyer provided opening thoughts and an invocation.

Governor Zulueta welcomed Counselling International Trustee Dan Leikvold to the meeting. Mr. Leikvold provided some comments with a focus on issues facing Kiwanis International.

The minutes from the Board Meetings of July 17<sup>th</sup>, August 10<sup>th</sup> & September 30<sup>th</sup> and the Business Session of the 104<sup>th</sup> District Convention were considered for approval. (P1-P6). All four sets of minutes were approved as presented.

The consent agenda was considered; see P7-P66. All items in the consent agenda were approved except for the Aktion Club Administrator's, Governor's, Executive Director's and Key Club Administrator's report, which were deferred by request until the action portion of the agenda.

Trustee and 2020-21 Membership provided remarks on Membership. 2021-22 Membership Chair Matt Wise provided remarks. The District Membership Report and numbers are P67-P78.

District Audit Committee Chair Jim Hanna provided remarks. The Audit committee report is P79-P80.

The District financial statements, transactions, budget and account balances reports were reviewed by the board. See P81-P86. Governor Sarah Zulueta asked that in future reports, a report be provided on Key Club transactions.

The District funding requests to Pennsylvania Foundation were reviewed and endorsed by the board. The board, also, expressed concern that the Foundation was meeting at a different location on the same day as the District Board there by precluding participation by District Board representatives. Executive Director Kevin Thomas was directed to send the Foundation Board a letter sharing our concern and asking that meeting conflict be avoided in the future, if possible. (Note: Since the meeting the Foundation has published a meeting schedule and there are no other conflicts in the 2021-22 year so no letter will be sent.)

It was reported that there has been no change in the Payroll Protection Loan status since the July 17<sup>th</sup> meeting.

Information was shared on the Payroll Tax Credit program which will be pursued on behalf of the District. See P89-P90.

It was reported that the District may or may not have a cash flow problem for latter October and into November due to monies due from Key Club.

A motion was approved to have the Finance Committee convene a meeting within three weeks from the date of this meeting to discuss cash flow as well as District Credit Card usage by Service Leadership Programs.

The board approved conducting a Kiwanis Cash Raffle for the 2021-22 year.

It was reported the Bureau of unclaimed property has acknowledged the receipt of our most recent unclaimed property claims submission. Submitted on May 1<sup>st</sup>, the bureau says it was recorded on August 5<sup>th</sup>. The bureau said in the

acknowledgement that it is presently working on claims recorded as received near the end of April. The acknowledgement was sent around September 15<sup>th</sup> so we should expect it to be a few more months before we hear more.

A Kiwanis District “Holiday” party was considered. See P91. After consideration, the board approved the report with the party being held on March 5, 2022, at the Maple Shade Barn in Dillsburg, PA.

The 2022-23 Circle K District Budget was considered and approved. See P92.

The Aktion Club Administrator’s report was brought up for consideration. See P32-P35. Trustee and Administrator Barb Byers elaborated on the concerns raised in the report.

The Key Club Administrator’s report was considered and reviewed. See P38-P41. Concern was raised over the report format and an effort will be made to get a revised report format available for the next Board meeting where committee reports are involved. The concerns raised in that report were reviewed including the request to defer or reduce the Key Club contribution to Kiwanis District operations. That request was referred to the Finance Committee as an agenda item in its upcoming meeting.

The Executive Director’s report was reviewed with particular attention paid to discussing points five and six. See P56.

The Governor’s report was reviewed; see P61-P66. The requests in item 3 on P were considered and all were approved by the board.

All four of the aforementioned reports were accepted by the board.

Lt. Governor vacancies were reviewed. Presently, Divisions 6, 8, 10, 11W, 14 and 19 are without Lt. Governors. Conrad Schlesinger, Lt. Governor for Division 12N, has agreed to serve as acting Lt. Governor for Division 14 and the board appointed him as such. (Note: Since this meeting, Bonnie Houpt of the Kiwanis Club of Upper Bucks has agreed to serve as Lt. Governor for Division 19.)

The District Board reviewed evaluations from the 2021 District Convention.

The District Board reviewed the budget report from the District Convention. See P93

A concern was raised about the cost of producing a live virtual element for an in-person event such as was done with the 2021 District Convention. Slightly more 50% of the AV cost was the result of providing a live virtual element. 28 people registered to attend virtually. No more than 9 people showed up and often the number was less than that. Based on that, the cost of doing a live virtual element is several hundred or even over a thousand dollars per person. After consideration, the board directed that in the future that for any in person event there be no live virtual option and that recordings of the sessions be offered instead.

The 2022 Key Club and Circle K District Conventions were discussed. Executive Director Kevin Thomas shared his concern, given how Covid has impacted both organizations, that the operation of these events for the District will be challenging and they could impact District operations. They will have to be carefully planned and implemented and business as usual is not a possibility.

The invitation to have a joint District Convention with the New Jersey District in 2024 will be considered by New Jersey District board at its October 17, 2021, meeting.

District Redivisioning was considered. Governor-elect Mike Coolbaugh was appointed chair of a redivisioning committee with Mike to select the members of the committee. The committee is to report to the board at the board meeting on January 15, 2022.

The issue of members holding District positions while not residing in the District was discussed. After considerable discussion, the Board directed the District Laws and Regulations Chair to consider this issue and come up with recommendations and policies for the board to consider at its next meeting.

The Board considered a proposed District Strategic Plan for 2021-24. See P94-P99. After consideration, the plan was approved.

The standing rules for District Board meetings are being revised by Ryan Hartman, Sarah Zulueta and Kevin Thomas and the revisions will be considered at the next scheduled board meeting.

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas  
Executive Director/Secretary/Treasurer

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING**  
**BOARD MEETING MINUTES**  
**July 17, 2021**

The seventh meeting of the 2020-21 Pennsylvania District Board of Trustees was held virtually via Zoom on July 17, 2021. Governor Don Smith presided.

All board members were present except for Trustee Barb Byers. Ex-officio Board Member Pennsylvania Kiwanis Foundation President Jeff Rose was present.

Guests included Counselling International Trustee Dan Leikvold, Trustee-elect Penny Meyers, Lt. Governors Shawn Smith and Conrad Schlesinger and Lt. Governor-elect Jim Janosik.

Governor Don Smith provided opening remarks and an invocation.

Governor Smith welcomed new counselling Trustee Dan Leikvold to the meeting. Mr. Leikvold provided some comments.

The minutes from the April 17<sup>th</sup>, May 12<sup>th</sup> and June 2<sup>nd</sup> board meetings were considered for approval (P1-P5). The minutes for all three meetings were approved as presented.

The consent agenda was considered; see P6-P38. All items in the consent agenda were approved except the Executive Director's report, which was deferred by request until the action portion of the agenda.

The District Membership Report and numbers were reviewed and discussed. See P39-P47.

The District account balances, financial statements and budget report were reviewed by the board. See P48-P58.

The District Payroll Protection loans were reviewed. See P59-P60.

The Key Club District Budget was considered for approval. See P61. The Key Club District Budget was approved as presented with one abstaining vote.

Executive Director Kevin Thomas indicated that Key Club will have cash flow problems that will need addressed in October and November until such time as dues income arrives.

The issue of moving money between the Kiwanis, Key Club and Circle K accounts was discussed. The Finance committee was charged with developing a policy regarding this practice.

The District not in good standing situation was reviewed. The District is back to full good standing with Kiwanis International and presently no additional action is required by them. See P62-P66 for additional information.

A proposal from Brown Schultz Sheridan & Fritz to complete the audit work for 2020-21 was considered. See P67-P75. The board accepted the proposal as presented.

An update was provided on the IRS Notice regarding the late filing of our Form 990 for the year ending on September 30, 2019. See P76-P84. It was reported that the IRS has granted an additional extension on any collection effort to September 14<sup>th</sup>. Note: Since this meeting, the IRS has agreed to waive any penalty and collection effort.

The audit/internal control recommendations from our audit for the year ending on September 30, 2020 were reviewed. See P85-P86. The board collectively expressed the opinion that at present they are satisfied with the reporting it is getting.

An update was provided on Kiwanis Kash Raffle. See P87.

An update was provided on unclaimed property. See P88.

The Executive Director's report (See P24-P28) was reviewed, discussed and then accepted by the board.

It was reported that except for the Kiwanis Club of Johnstown, there were no clubs in danger of charter revocation due to non-payment of Dues for the 2020-21 year.

Clubs not submitting an election report for the 2021-22 year were reviewed.

Information was reviewed on club officer education for 2021-22.

2021-22 Lt. Governor positions were reviewed by the board.

The report on the Circle K Advisory Committee was reviewed and accepted by the District Board. See P89.

The report of the Key Leader Committee was reviewed and accepted by the District Board. See P90. A motion was approved to allow Matt Wise and Kevin Thomas to negotiate a contract with Camp Conrad Weiser for an in person Key Leader on April 22-23, 2022.

The District Report Revision Task Force has made additional revisions to the Service Leadership Administrator reports and is awaiting feedback on those revisions. As well, the committee is to develop a standard report form for the District Executive Director/Secretary/Treasurer.

The 2021 District Convention was reviewed. Updates were provided on the agenda & forums, ad sales, sponsorship, Joker Pot fundraising and registration totals. Covid-19 procedures were again reviewed; see P91. Since Kiwanis International did not do temperature checks at the International conference in Salt Lake City, the board voted to strike provision 4 in the Covid procedures.

A revisions to the District expense policy were considered. See P92-P98. The board considered several potential changes. After discussion, no action was taken at this meeting with a revised final policy to be considered at a future board meeting.

The board voted to have the 2022 Midyear Conference as a virtual event on a date to be determined.

A report was provided on the District office relocation. See P99. Executive Director Kevin Thomas asked for authorization to spend up to \$5,000 for costs associated with moving and downsizing the District office. Those costs include moving, disposal of items not taken in the move and digitizing archive information. A motion was introduced, seconded and approved to allow for such costs to be incurred but not to exceed \$5,000.

Trustee Ryan Hartman will prepare revisions to the standing rules for board meetings.

The District Strategic/Long Range Planning committee has met and will have a report for the October 9, 2021 board meeting.

A new District committee on Justice, Diversity, Equity and Inclusion was considered. See P100. The District Board approved the establishment of the committee.

Departing board members provided comments.

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

Respectfully submitted,



Kevin E. Thomas  
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING  
BOARD MEETING MINUTES  
August 10, 2021

The eighth meeting of the 2020-21 Pennsylvania District Board of Trustees was held on August 10, 2021, via a zoom platform/conference call. All board members were present except for Trustee Ryan Hartman. Guests included Lt. Governors Conrad Schlesinger, Dan Spierer & Karen Sears, District Convention Chair Kelly Kinkaïd, Trustee-elects Penny Meyers & Miranda Burton, Membership Growth Chair Tiffany Callaio and Counselling International Trustee Dan Leikvold. Governor Don Smith presided.

In light of increasing Covid-19 case numbers the board met to consider revisions to the District Convention Covid-19 practices and procedures. See P1-P6.

The board considered two options. See P4 and P5 for those options.

After discussion and consideration, the board opted to adopt option 1 with the removal of the word strongly in provision 1.

The final and revised policy is on P6. This policy will be sent to all in person convention attendees.

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

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas  
Executive Director/Secretary/Treasurer



**PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL  
CONVENTION BUSINESS SESSION MINUTES  
104th DISTRICT CONVENTION  
AUGUST 21, 2021**

The business session of the 104th Pennsylvania District Convention was called to order at 2:00pm on August 21, 2021 in the Pennsylvania Ballroom of the Hilton Harrisburg Hotel in Harrisburg, PA.

Governor Don Smith presided.

The session opened with the Pledge of Allegiance and National Anthem and opening thought provided by Human and Spiritual Aims Chair Ann Graves

Governor Smith recognized those members who have achieved Legion of Honor Status. He, also, recognized all Kiwanians who have been in Kiwanis one year or less.

A memorial tribute to Kiwanians who have passed since August 1, 2020 was conducted.

Via video, Key Club Governor Preston Martz provided remarks.

Membership Chair Tiffany Callaio presented some membership awards for the 2020-21 year.

Counselling Kiwanis International Trustee Dan Leikvold brought greetings from Kiwanis International and provided remarks to the assembled delegation.

A Robert P. Connelly Award was presented to Kevin Conklin for his heroism in preventing a drowning. The award was presented by Allentown Northeast Club President Cathy Kane.

Credentials Committee Chair Karen Sears provided a report. There were 119 certified delegates and 13 certified delegates-at-large for a total of 132 delegates certified by the credentials committee. There were 112 of those delegates present at the session. Accordingly, a majority vote would be 57 and a two-thirds majority would be 75. 70 clubs were represented. The required quorum was 51 clubs.

A report was provided by District Executive Director/Secretary/Treasurer Kevin Thomas. A copy is included with these minutes.

Resolutions were presented by District Laws and Regulations Chair Jennifer Crowell. Those resolutions are Included with these minutes. They were adopted by proper motion, second and unanimous vote.

An amendment to the District Bylaws was considered and presented by Jennifer Crowell. A copy of the amendment is attached. The amendment was approved by unanimous vote.

The annual meeting of the Pennsylvania Kiwanis Foundation was conducted by Foundation President Jeff Rose. Election of Foundation Directors was conducted. Elected by the delegates were Sonia Glass of the Kiwanis Club of Lebanon and Christopher Hindman of the Kiwanis Club of Huntingdon.

A presentation was provided on the 2022 District Convention to be held in Erie, PA.

The election of the 2021-22 District Governor-elect was conducted. There was one declared candidate for the office; he was Mike Coolbaugh of the Kiwanis Clubs of Wyoming Area. The nomination of Mike Coolbaugh was done by Steve Harmanos of the Kiwanis Clubs of Wyoming Area. The second was done by Cathy Szymanski of the Kiwanis Club of Erie. Mike Coolbaugh addressed the assembled delegates. As there were no other declared candidates, Mike Coolbaugh was elected by unanimous ballot.

The election of the 2021-22 District Governor was conducted. Sarah Zulueta of the Kiwanis Club of The Main Line and University City and 2020-21 Governor-elect was the only declared candidate for the office. She was nominated by Jim Hanna of the Kiwanis Club of The Main Line and her nomination seconded by Tiffany Callaio of the Kiwanis Club of Wyoming Area. Sarah Zulueta was elected by unanimous ballot as Governor for 2021-22.

Announcements were provided by Executive Director Kevin Thomas.

With no other business to conduct, the session was adjourned.

Respectfully submitted,

Kevin E. Thomas  
District Executive Director/Secretary/Treasurer



**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 black ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas  
Executive Director/Secretary/Treasurer



## District Committee Chair Report Cover Sheet

Date: 10/1/2021

Committee: Children's Fund

Chair: Janine Surmick

Committee Members, if applicable:

n/a		

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

n/a
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2. List **successes** you have experienced as a result of your committee's work and activity.

Completed the webinar training from KI Spoke with Jeff to coordinate getting Children's Fund materials he has
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3. List your **goals** (and their status) of your committee.

I am still working on my goals in alignment with KI. I plan to be very hands on and involved in club and District presentations.
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4. Describe communications and activities with the following core groups:

Clubs	None at this time
Lt. Governors / Divisions	None at this time
District	Completed District Chair Zoom call with Sarah
Kiwanis International	Completed webinar training provided by KI – I am awaiting some additional kits and materials from International along with lists to focus on

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☒ No



## District Committee Chair Report Cover Sheet

Date: **Sept. 24, 2021**

Committee: DCON Erie 2022

Chair: Val Rose

Committee Members, if applicable:

Kim Stebick		
Yvonne Best-Proctor		
Debra Spaulding		

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed **desired** response from the Board.

Although not exactly an issue, we wish there was a handbook or more detailed plans for what all **needs** to be done to plan DCON. If previous planners sent letters/forms, etc., it would be helpful.

2. List **successes** you have experienced as a result of your committee's work and activity.

After our fundraising chair quit, we needed to find another and Kim Stebick stepped up to **head** this committee. Although not a lot of money, we did start fundraising at DCON 2021. We have a plan and ideas for upcoming fundraising efforts. We have raffle tickets to sell for Cathy Szymanski's **quilted** wall-hanging.

We acquired a letter to send out for solicitations for the goodie bags and are working on a **letter** to send asking for ads/sponsorships.

Committees attended the last meeting and all that needed to start have started working on **their** part.

3. List your **goals** (and their status) of your committee.

To firm up fundraising ideas for the upcoming year and get that information out to other **clubs**. Our fundraising committee is meeting and has reached out to Michele March about how to **handle** online payments.

To get a letter to all clubs in our area, to solicit donations, **sponsorships**, and goodie bag **donations**.

4. Describe communications and activities with the following core groups:

Clubs	We have invited all clubs to attend our online meetings and to be a part of planning DCON.
Lt. Governors / Divisions	One of our Lt. Governors is a Co-Chair for DCON, so she is an integral part of the planning.
District	Kevin Thomas and Mike Coolbaugh were invited and attended our Sept. planning meeting, and were able to give input.
Kiwanis International	No communication

5. Do you have additional material to attach to your report? ☐ Yes ☒ No  
(If yes, please attach accordingly)



## District Committee Chair Report Cover Sheet

**Date:** 10/1/21

Committee: J.E.D.I. Committee

Chair: Shawn A. Smith

Committee Members, if applicable:

Darlene Anderson	James (Jim) Owen (Easton)	Janet Owen (Easton)
Karen Jones (Chester)	Russ Wynn (Williamsport)	Barb Byers – Board Liaison (Sheraden)
Charles Gugliuzza (Int. Advisor)	Valarie Brown-Klingelhoef (Int. Advisor)	Shawn “Spike” Smith – Chair (Sheraden)
Gov. Sarah Zulueta – Ex Officio		

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

This isn't so much an issue as it is a heads up. I am currently seeking individual members of Key Club, Circle K and Aktion Club to be apart of this committee. The overarching goal is to create a district that is inclusive for all, and seeing that today's youth have a better understanding of the concepts of J.E.D.I. than we do as adults, their input in just as valid (and in some cases more vital) as ours. If at any point, the district comes across a student that would be perfect for this committee, I ask that you please connect them with us.

The committee will be putting together a formal proposal for the operations of the committee and will have something to the district by October 31<sup>st</sup>. I humbly ask for patience as we complete this process.

2. List **successes** you have experienced as a result of your committee's work and activity.

I'd first like to thank and recognize Gov. Sarah for all her help and guidance throughout the creation process.

We were able to create four completely new workshops that were, I feel, VERY well attended in Harrisburg. Each workshop focused on a different area of DEI and even included a roundtable discussion with about 30 members of the district participating, which will continue over zoom throughout the next year.

I was able to attend most, if not all of the CLE trainings to begin to roll out the J.E.D.I program. A Personal THANK YOU to all Trustees, LTG's and club leaders who gave me the time to speak at these events!

The J.E.D.I. Committee has been formed and our first meeting has been scheduled for Sunday, October 3<sup>rd</sup> at 8:00pm.

I'd also like to thank the district leadership (Gov. trustees, LTG's), both last year and this year, for their patience getting everything set up, but more importantly for their trust, guidance and leadership you've shown me throughout this whole process. I am personally so excited to be working with all of you and please know that I am ALWAYS available with any questions/issues you may have.



3. List your **goals** (and their status) of your committee.

These goals represent the goals the committee originally set out with upon the creation of the J.E.D.I. program prior to the creation of the committee itself:

- 1.) Create a "J.E.D.I. Council" of five members from across the district by October 1, 2021. Five members, from the PA District, plus one board liaison plus one current international trustee and one governor from another district make up the current J.E.D.I. 'council'. All have confirmed prior to the Oct. 1 deadline.
- 2.) Establish "Basic Training" courses at DCON and Mid Year Conventions. Three brand new workshops were created by Shawn "Spike" Smith for the 2021 Harrisburg DCON along with a new ongoing, district-wide conversation forum (dates TBD). A presentation was also created for the LTG training at the Penn Stater in September, 2021 and a condensed version of materials presented at the 2021 DCON are currently being created to be presented at individual Regional Meetings this fall.
- 3.) Align the District with KI DEI Committee Initiatives. As a member of the KI DEI Committee, our J.E.D.I. Council will have 'first hand access' to initiatives set forth by the KI DEI Committee. Our first meeting is on Oct. 6 and more information is to come.
- 4.) Examine the district through membership engagement opportunities, surveys and leadership input to find areas for improvement within a J.E.D.I. Context. This will be an ongoing and ever changing target for the first year or two. Once the committee begins to meet, we will be creating a district wide survey to find out the current state of diversity, equity, inclusion and justice within the district. Engagement has already begun with the forums/workshops presented at the Harrisburg DCON and the first of the 'ongoing roundtable discussion' started in Harrisburg.

4. Describe communications and activities with the following core groups:

Clubs	Outside of previously attended CLE events and DCON, no official communication with individual clubs has occurred.
Lt. Governors / Divisions	LTG Training at the Penn Stater in September, Currently setting up workshops for this fall's regional events
District	Emails with Gov. Zulueta and Kevin Thomas and most Trustees / Set up fall CLE training dates and Regional Visits
Kiwanis International	Emails with International Trustee Gugliuzza and Gov. Brown-Klingelhoefer. Communication with KI DEI Chair Vanessa McClary

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☒ No





**Kiwanis**  
PENNSYLVANIA DISTRICT

## District Committee Chair Report Cover Sheet

Date: 10/1/2021

Committee: Parliamentarian

Chair: Ben Osterhout

Committee Members, if applicable:


1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

None
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2. List **successes** you have experienced as a result of your committee's work and activity.

None
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3. List your **goals** (and their status) of your committee.

n/a
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4. Describe communications and activities with the following core groups:

Clubs	
Lt. Governors / Divisions	
District	
Kiwanis International	

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☒ No



## District Committee Chair Report Cover Sheet

Date: Oct. 1, 2021

Committee: Partnership

Chair: Brian Root

Committee Members, if applicable:


1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

None at this time.

2. List **successes** you have experienced as a result of your committee's work and activity.

None yet.

3. List your **goals** (and their status) of your committee.

1. Distribute monthly communication to PA Kiwanis membership specific to our partners (feature 1 or 2 per month. (Email and social media - in partnership with our PR committee chair)
2. Host a virtual information session regarding partnership opportunities on a quarterly basis.

4. Describe communications and activities with the following core groups:

Clubs	none
Lt. Governors / Divisions	none
District	none
Kiwanis International	none

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☒ No



# Kiwaniis<sup>®</sup>

## PENNSYLVANIA DISTRICT

### District Committee Chair Report Cover Sheet

Date: September 27, 2021

Committee: Past Governor's Association

Chair: Judy Raub

Committee Members, Present - if applicable:

John Gräb	Bob Raub	Jen Vare
Susan Gräb	Judy Raub	
Barry Halbritter	Don Sanker	
Mike Haven	Cathy Szymanski	

Also in attendance were:

Kiwaniis International Trustee, Dan Leikvold  
 Past Kiwanis International Trustee and Florida District Governor, Charles Gugliuzza  
 Past New Jersey District Governor, Mark Esposito

1. List **issues** that you need to bring to the attention of the District Board, indicating whether **it is** for their information, or you are seeking resolution. If for resolution, please explain your proposed **desired** response from the Board.

We met in-person at District Convention at 8:30 am on August 21, 2021.  
 District updates provided by Jeff Rose, Foundation President; Kevin Thomas, Executive Director; Tiffany Callaio, Membership Growth Chair

Past Governor Mike Haven, Past Governor Judy Raub, Governor Designate Sarah Zulueta and Governor Elect Mike Coolbaugh also had a ZOOM Call on Friday, September 2, 2021

2. List **successes** you have experienced as a result of your committee's work and activity.

As part of our Past Governor's last meeting, we requested that we become utilized more **with** committees and task force and that has come to be. Governor Designate Sarah has made some of those appointments with the Audit Committee, Strategic Plan, Finance Committee, PR, Kiwanis Kash, Technology, Past LTG. As you can see from this list above – we were heard and will be utilized.

As Past Governor's we felt that we need to meet, communicate more than once per year. **As** in this past year, we have meet, mostly via zoom, on a quarterly basis. This has worked well, and Past Governor Mike Haven will continue this practice.

3. List your **goals** (and their status) of your committee.

- The Past Governors association would like to take over the Memorial Service held at District Convention. Past Governor and International Trustee, Cathy Szymanski would like to head this committee. \*\* see additional attachment from Cathy Szymanski and Mike Haven
- Our next ZOOM Call will be held in December. Mike will be setting these meetings **up** but will include how we are doing with any specific tasks given to us by the current Governor. As it is our mission to support the District in any **way** possible.
- The Past Governor's Association are looking into purchasing new ribbons for our **name** badges at District events without the "birdcage log" <sup>P. 15</sup> them or the old district logo. More to **come** on that.

4. Describe communications and activities with the following core groups:

Clubs	NA
Lt. Governors / Divisions	Past Governor Judy will be the incoming President, of the Past LTG's = there has been a meeting conducted with the Past LTG committee to understand where they are at and what their plans etc. are.
District	Past Governors Judy Raub and Mike Haven have been in communication with Governor Designate Sarah Zulueta and Governor Elect Mike Coolbaugh to understand our role in the District on various task forces and committees as they see fit. Please see above as to where we are involved in this upcoming Kiwanis year.
Kiwanis International	NA

5. Do you have additional material to attach to your report? ☒ Yes ☐ No  
(If yes, please attach accordingly)

**Attachment 1: (3 pages)** Minutes from the August 21, 2021 Past Governor's Meeting

**Attachment 2: (3 pages)** Emails (dated around 8.23-8.27) from/to Cathy Szymanski, Mike Haven, Judy Raub, Don Smith, Kevin Thomas and Sarah Zulueta





## Past Governor's Meeting, August 21, 2021

### Attendance:

Mary	Edwards
Mike	Frailey
John	Gräb
Susan	Gräb
Barry	Halbritter
Mike	Haven
Mark	Mishinski
Bob	Raub

Judy	Raub
Don	Sanker
Carl	Schlappi
Tom	Shott
Cathy	Szymanski
Jen	Vare
Phil	Weber
Dean	Wetzler

### NOT IN ATTENDANCE

Also in attendance at the meeting were: Kiwanis International Trustee Dan Leikvold and Past Florida Governor Charles Gugliuzza and Past New Jersey Governor Mark Esposito

Welcome – meeting was called to order at 8:30 am – Past Governor Judy Raub, Presiding

A moment of silence was taken in memory of those who have gone before us. Thanking them for their heartfelt service to our Kiwanis family.

Foundation Update – Jeff Rose, President of PA District Foundation

Jeff Rose reported on the Foundation. There are still 3 open seats on the Foundation Board. After elections, to be held during their annual meeting at the House of Delegates there will be a new Treasurer, Chris Hindman and Sonia Gross has been elected for a 2<sup>nd</sup> - 3 year term. The VP is Dr. Jill Rend and the Secretary will be Brian Root. He also encouraged us to visit the Basket Room during convention and that Don Sanker – baked cookies which are also for sale in the basket room.

District Update - Kevin Thomas, District Executive Director

Kevin's report is the same that will be presented at the House of Delegates. His report is attached here; but highlights are the loss of 5 clubs in 2019-2020 year with opening of 1 club in Media. To date in this administrative year, we have lost 4 clubs and have not opened any new clubs. Kevin also suspects that a few more clubs may still surrender their charter. His report also included items effected by COVID-19 to include no in-person conventions, midyears, key leader for all of the Kiwanis Family (Kiwanis, Circle-K, Key Club and AKTION club) but virtual offerings were available when appropriate. In the financial arena – in the 2019-2020 the District saw a surplus of over \$44,000. The District also applied for and received a Payroll Protection Program loan of \$13,900.00, this loan has been forgiven and will not need to be repaid. Kevin also expects a surplus for the 2020-2021 Kiwanis year due to less spending still created by COVID-19. Another highlight of Kevin's report is that the District office will be relocating to somewhere in Enola. Over time, this relocation will save the District money. The move date is slated



for September 27, 2021. Kevin's concern about COVID-19 and its impact on our SLP programs did not go unheard. We are all concerned but hopeful that schools will be back to holding meetings and service projects in the near future. The other point that Kevin brought up is the need for additional money from the Foundation in support of our SLP's – and that we do not need to print any more guides in the foreseeable future.

On the last comment of Kevin about the Foundation – we had the following discussion:

There has to be a budget and accountability with regard to any funds that the Foundation is willing to support our SLP's with. Key Club should not support the District, but the District needs about \$15K to support Key Club only. Our District Audit costs about \$28K. there was a continued discussion on a 1 time amount to cover leadership training, lodging expenses etc. due to COVID-19. It was decided that a proposal be written up with recommendations to the Foundation to help offset and support our SLP programs, mainly Key Club and to a lesser degree Circle-K. It was also recommended that a task force of a few Foundation members and a few District Board members sit down and discuss the money issues to help our SLP's, along with better accounting practices from CKI and Key Club.

#### Membership Update -- Tiffany Callalo, District Membership Growth Chair

Tiffany reported that as of the July report we have a net gain of 142 members, and so far, there are 10 new members in August. Under Charter strength (15 members) is still an issue. The virtual training has been going well and the District was able to share KI's information as well. They have to focus on strengthening clubs. There have been a few NEW Clubs in the works – Danville, Nittany – as a Key Club parents club, North Pittsburg and Ashton areas but again – to date, nothing completed. The Forums that were held over DCON have been recorded and will be available for viewing from the District Website.

#### Kiwanis Kash Raffle – Past Governor Jen Vare

Jen reported that the Kiwanis Kash is going well. As of this meeting time the 1<sup>st</sup> place prize is \$4,074.00, 2<sup>nd</sup> place prize is \$1,164.00 and the 3<sup>rd</sup> place prize is \$582.00 = she is hopeful that we will reach our last year's prize amount. The winning tickets, will again be drawn at the Governor's banquet.

#### Who's Who / what are the goals for the upcoming years?

Don Smith, Governor 2020-2021 – feels service through the District is still going strong in spite of COVID-19; still had vacancies in LTG's. held mostly ZOOM meetings. Kiwanis 101?

Sarah Zulueta, Governor Designate 2021-2022; distributed her District goals (attached for your reference) for the upcoming year and it was clear that her and Mike Coolbaugh have been working together. She still has vacancies in her LTG's but wants the right person in the position, not just a body. Sarah still has the Education Chair position open – but has been very steadfast and deliberate in her planning and selecting members for her team. Sarah and Mike along with the Board will also work on re-divisioning in the Pottsville area in Division 14 and also Division 10 – a Task Force will be formed to move this along. and

Mike Coolbaugh, Governor Elect Candidate 2021-2022; his main goal is to support Sarah in her vision for the District. He and Sarah will work closely together for continuity and support of our District. Mike did make a comment on our phone calls that the Past Governor's committee made when there was not Governor Elect candidate announced prior to this District convention. He felt honored that a group of past district leaders would

look at him and his ability to carry on our Kiwanis mission. He had thought about it, but he didn't think he was ready or the timing was right. Our phone call with him made him decide. It was the right thing to do.

Mike Haven will serve as Chair of the Past Governors Association for the year 2021-2022

Mike would like to meet quarterly, about 2 weeks prior to the District Board meeting to ensure our report makes it into the meeting agenda. He would like us to continue mentorship and leadership within the District, where appropriate. Mike understands that the Past Governor's would like to be involved where able, to help make a difference.

Other Discussion Items included:

- Cathy Szymanski and Mike Haven suggested that the Past Governors be responsible for the Memorial Service that is currently handled by the District. Those that remained around the table thought this would be a good idea.
- We are all afraid of the September drops, since this includes a lot of "free members" and we are willing to step up and assist the membership chair, if possible.
- The Past Governors would like to look into purchasing new ribbons for our badges - ones without the old birdcage logo. Will update soon.

Prior to the end of our meeting Past Governor Don Sanker and John Grab left the meeting.

Adjourned at 10:38 AM on August 21, 2021



Cathy,

Sorry if I did not respond to this but I also wanted to wait until I had my call with the Mike Haven and Judy Raub to go over all the committees I mentioned.

I am fine if Past Governor's want to take over the Memorial Tribute of the departed Kiwanians which would include the video that is shown at the Kiwanis House of Delegates. Michelle and Kevin do manage the list of deceased list as reported by a club, email or via Kiwanis Connect. A tribute event prior to a breakfast at District convention is fine but I think you would want to ensure Kevin is involved only for scheduling and space / room considerations. I know you are part of the Erie convention but if you are continuing on into another convention, space/time is always a planning issue which involves Gov Elect and Kevin. As Gov Elect is in charge of the programming in forums of the convention they become Governor. So we just want to make sure there are no conflicts.

Thanks again for your great ideas! I look forward to working with you.

**Sarah Zulueta**

*Pennsylvania District Governor Designate, 2021-2022*

*Kiwanis Club of the Main Line / University City (Philadelphia)*

Email: [zuluets@gmail.com](mailto:zuluets@gmail.com)

Cell: 215-279-0199

On Fri, Aug 27, 2021 at 12:56 PM Cathy Szymanski <[cathy@szy.com](mailto:cathy@szy.com)> wrote:

Hello everyone and yes definitely something that I would love to see happen every year.

The thought process is to have our spiritual aims person read a name then have someone from the division that the convention is being held at lay a flower down, perhaps even ring a small bell which I have seen at several memorial services.

The other thing I have seen at a couple is the service is earlier than breakfast and obviously everyone is invited to attend, however; it does not have to be the entire convention if members do not want to attend; then have breakfast after wards.

This way it is a 100% focused memorial where names are called, flowers are placed and a bell rang. However; the music this year is one of my favorites and in a way I feel very appropriate for the memorial service.

This is just me thinking outside the box and speaking with a few from our division about doing something like this if you and Mike were to agree.

On another note this would not need Kevin to be present (unless you want to be Kevin) this would be the committee taking charge and making sure everything was in place.

Again just a very off the cuff thinking that once approved by you and Mike the committee would run with this and make it happen reporting back to you obviously with what we wanted to do with no surprises.

Thanks for the consideration.



**From:** Sarah Zulueta <[zuluets@gmail.com](mailto:zuluets@gmail.com)>  
**Sent:** Friday, August 27, 2021 11:28 AM  
**To:** Michael Haven <[mhaven62@yahoo.com](mailto:mhaven62@yahoo.com)>  
**Cc:** Cathy Szymanski <[cathy@szy.com](mailto:cathy@szy.com)>; Kevin Thomas <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)>; Don Smith <[donsmith1022@gmail.com](mailto:donsmith1022@gmail.com)>; Reg 6 Mike Coolbaugh <[sgt283@comcast.net](mailto:sgt283@comcast.net)>; Judy Raub <[jraub919@aol.com](mailto:jraub919@aol.com)>  
**Subject:** Re: Past Gov's Asso.(PGA) DCON Memorial Services

Resending as Judy's email was wrong.

**Sarah Zulueta**

*Pennsylvania District Governor Designate, 2021-2022*

*Kiwanis Club of the Main Line / University City (Philadelphia)*

*Email: [zuluets@gmail.com](mailto:zuluets@gmail.com)*

*Cell: 215-279-0199*

On Fri, Aug 27, 2021 at 11:21 AM Sarah Zulueta <[zuluets@gmail.com](mailto:zuluets@gmail.com)> wrote:

Mike,

Thanks for your email and appreciate all that PGA does for us. I am finally getting out of the DCON craze. So let me comment on your suggestions. Here are a few things...

What would this DCON Memorial Service Committee do? The District already keeps a "Deceased Google Sheet" that is added to once someone is reported deceased either via phone call, email, facebook and/or club drops. If the committee wants to take on doing the video or a tribute at DCON that works. That is one less thing the board and DCON committee needs to worry about. But this would have to be a consistent thing not just for Erie, so whoever takes it on I would like to see consistency and commitment for all future DCONS. So if that is the commitment and intent then I can bring that to the board for recommendation as a committee.



As for Past Governor roles into the committees as discussed at the DCON meeting, I feel we are doing that and will continue to ask for your involvement where it makes sense. I am big on trying to bring up emerging leaders and not trying to recycle leaders but Past Governors do give some committees some institutional knowledge that will help us move forward and not re-invent the wheel. That experience is valuable. As an FYI we are utilizing Past Governors on several committees, to date we already have the following:

- 1 - **Finance Committee** - Past Governor Judy sits on this - she can continue to sit on it under the next administrative year if she would like. Or we can seek a new direction up to Judy.
- 2 - **Strategic Plan Committee** - Past Governor Mike Frailey is on this and has actively been engaged and meeting with the committee weekly since we started in July. This committee wraps up in middle of Sept.
- 3 - **Audit Committee** - Past Governor Bob Raub has been asked to serve with incoming Audit Chair Jim Hanna.
- 4 - **PR Chair and Kiwanis Kash Raffle** - Past Governor Jen Vare leads this effort.
- 5 - **Holiday Fundraising Chair** - Past Governor Jen Vare (TBD and looking in Feb timeframe since we will have a virtual Midyear)
- 6 - **Past Ltg Association Chair** - Past Governor Judy Raub newly elected. So I like to see how they can assist in LTG succession planning.
- 7 - **Technology Committee** - Int Trustee and Past Governor Cathy Szymanski is on this along with David, Dale, Ryan, myself and Kevin.

**Areas I seek assistance ACTIVE participation, not just sit at a meeting:**

- **Membership Committee** to have **ACTIVE** participation by Region on our Regional calls, as boots on the ground coaching support for clubs. Is this a role that retired Past Governors or non-retired if willing can assist with?
- **SLP Homecoming Advisory council** - TBD but this is to support the KI Homecoming Campaign, and can see Past Gov help the SLP committees with direct contact with clubs / schools along with SLP committees
- **Justice Equity Diversity Inclusion Initiative committee** - help with training, promotion, ambassador and advising tasks in tandem with Chair Shawn Smith
- **Leadership Education** - Past Governors can assist in giving valuable zoom sessions on topic that committee decides based on expertise.

I am sure there are other areas but these are the top priorities that align with my goal. I am open to new ideas if you got them ap. 22 ve to hear them!

Mike and I would be happy to take a meeting. Please include Mike Coolbaugh in communications as well as we plan to work very closely this year as a team.

Thanks,

**Sarah Zulueta**

*Pennsylvania District Governor Designate, 2021-2022*

*Kiwanis Club of the Main Line / University City (Philadelphia)*

Email: [zuluets@gmail.com](mailto:zuluets@gmail.com)

Cell: 215-279-0199

On Mon, Aug 23, 2021 at 11:37 AM Michael Haven <[mhaven62@yahoo.com](mailto:mhaven62@yahoo.com)> wrote:

Incoming Gov Sarah,

The PGA discussed many idea's/interests in way's to stay involved and offering additional support with the PA District moving forward. (Judy and I will be putting our notes together this week hopefully and will share with you @ the earliest time possible).

In the meantime, there's one interest that was unanimously agree'd upon this past Saturday and knowing that committee's are currently being established and implementing plans for DCON 2022 currently (time flies when we have fun...), I wanted to share with you now.

We'd be appreciative if the District/DCON Committee would consider/accept our Association's desire to become the DCON's Memorial Service Committee starting with Erie DCON 2022. Cathy Szymanski has offered to Chair this committee if the District accepts our interest in doing so.

We're very excited to be inclusive/active in supporting You/District this coming year!

Incoming PGA Chair,

Mike Haven





## District Committee Chair Report Cover Sheet

**Date:**

10.01.21

Committee: Past LTG's

Chair: Judy Raub  
(incoming)

Committee Members, if applicable:

Barb Byers		
Karen Sears		
Sandy Brackin		
Kelly Kinkaid		

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

We met via ZOOM and will be revamping application, grant docs, monies/budget, recruitment process and overall support of District.

2. List **successes** you have experienced as a result of your committee's work and activity.

3. List your **goals** (and their status) of your committee.

See above

4. Describe communications and activities with the following core groups:

Clubs	
Lt. Governors / Divisions	
District	
Kiwanis International	

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☒ No



## District Committee Chair Report Cover Sheet

Date: 10/1/2021\_\_\_\_\_

Committee: Public Relations

Chair: Jen Vare

Committee Members, if applicable:

		<b>Supporters</b>
Jim Janosik	Brian Root	ALL committee chairs
Chuck Gugliuzza	Bob Raub	Sarah Zulueta/Mike Coolbaugh
Marianne Muraska		Kevin Thomas

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

Names could be suggested to me: need to find active committee members to serve with committee especially those strong with creating branded materials and/or writing press releases

2. List **successes** you have experienced as a result of your committee's work and activity.

While technically just starting as Public Relations Chair on 10/1, I have been working on the committee and building a committee for quite some time.

\*Press releases written for District Convention led to CBS news attending and featuring our Diversity Book Fair & an article was featured in Patch News

\*Our likes, followers, comments & impressions on the District Facebook Page have increased as we have built a strong presence of what we do and why we do it

\*A 100<sup>th</sup> Anniversary piece was created and is shared to celebrate clubs on the date of their anniversary & tagged where appropriate

\*CKI Week was a success. During the last week of September we saw alumni sharing their stories, and we had the ability to highlight Circle K's importance in the Kiwanis Family. Hoping to see the same as we come into other special Kiwanis days, weeks and events

\*The beginnings of the committee are started:

- Jim is great at creating & editing visuals
- Chuck & Marianne have agreed to review & edit materials for accuracy, look and feel
- Brian & Bob are both willing to help with Press Releases
- The supporters will be sharing with me the need for the PR in any/all areas

3. List your **goals** (and their status) of your committee.

- \*Decrease club usage of improper logos
- \*Facebook Page: increase comments and shares & increase followers base
- \*Keep forum active as a place for members/clubs to share their own stories, ask questions, etc
- \*Create Public Relations pieces for social media & press where applicable in conjunction with committee chairs & leaders
- \*Make #MembershipMonday a successful strategy to increase membership in PA Kiwanis
- \*Work with the "supporters" column of committee members to increase brand awareness and set goals for helping their position as needed. For ex: CKI Week, Youth Protection Week, Membership, DCON, etc
- \*Work with committee members to create visual pieces, press releases, monitor logo usage
- \*Increase the club submissions for PR Awards
- \*Follow all PA Clubs on Social Media for a broader representation on our District Facebook Page
- \*Host education for members at Midyear, District Convention & Zoom Continuing Education Sessions (as requested or scheduled by the District)

4. Describe communications and activities with the following core groups:

Clubs	<ul style="list-style-type: none"> <li>*A piece was written for the Keystone Kiwanian</li> <li>*An email is ready to gently tell clubs that they are using the wrong logo and how to go about getting the correct one.</li> <li>*Emails will be sent</li> </ul>
Lt. Governors / Divisions	<ul style="list-style-type: none"> <li>*Governor Sarah has shared that I am available for their PR pieces</li> <li>*I will send an email to them to offer my support</li> </ul>
District	<ul style="list-style-type: none"> <li>*Emails with leaders for goal setting &amp; PR pieces</li> <li>*Attended District Committee Chair Call</li> <li>*Posted all District Convention pictures and commentary to District Facebook Page</li> </ul>
Kiwanis International	<ul style="list-style-type: none"> <li>*requested list of clubs who have requested their club logos in PA</li> <li>*requested list of club anniversaries so that we can celebrate properly</li> </ul>

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes ☒ No



## District Committee Chair Report Cover Sheet

**Date:** 10/1

Committee: Webmaster

Chair: Nicole Mason

Committee Members, if applicable:


1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

N/A

2. List **successes** you have experienced as a result of your committee's work and activity.

I gained access to our Kiwanis Page, and began exploring and becoming familiar with the platform.

3. List your **goals** (and their status) of your committee.

I hope to successfully make my first post/site addition this upcoming week.

4. Describe communications and activities with the following core groups:

Clubs	
Lt. Governors / Divisions	
District	Kevin T. and Sarah Z. helped me gain access to our website as I had trouble logging into my account.
Kiwanis International	

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☒ No



## District Committee Chair Report Cover Sheet

Date: 10/1/21

Committee: Young Children Priority One Chair: Emily Reed

Committee Members, if applicable:

Janet Crawford	Penny Meyers	Bob Marko
Eileen Wise	Kevin Thomas	Sarah Zuletta

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

none

2. List **successes** you have experienced as a result of your committee's work and activity.

YCPO workshop at District Convention  
 Assisted with Book Fair at convention  
 Assisted with Service Projects at convention  
 Assisted with Diversity Books Forum at convention

3. List your **goals** (and their status) of your committee.

Finalize newsletter topics and schedule  
 Discuss "Read Across Pennsylvania" program  
 Discuss governors project, how to spread word, select materials, etc  
 Finalize YCPO club videos for website

4. Describe communications and activities with the following core groups:

Clubs	Emailed about developing videos based on YCPO projects
Lt. Governors / Divisions	Will release info on Read Across PA, Governors Project and newsletter blast
District	Will release info on Read Across PA, Governors Project and newsletter blast
Kiwanis International	

5. Do you have additional material to attach to your report? ☐ Yes ☒ No  
 (If yes, please attach accordingly)





## District Committee Chair Report Cover Sheet

**Date:** October 2, 2021

Committee: Youth Protection Chair: Ryan Hartman

Committee Members, if applicable:

N/A		

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

This is my first report in this new position. As of now, nothing needs board attention.

2. List **successes** you have experienced as a result of your committee's work and activity.

I have been in contact with Mike Coolbaugh and Sarah Zulueta. Mike had a great idea of information for Kiwanis Youth Protection week in October. I will be putting items together to be released each day. Jen Vare will be assisting as the District PR chair. More to come.

3. List your **goals** (and their status) of your committee.

1. Obtain list from Kiwanis International on SLP advisors who need updated clearances
2. Promote Kiwanis Youth Protection Week

4. Describe communications and activities with the following core groups:

Clubs	N/A
Lt. Governors / Divisions	N/A
District	Talks with Mike Coolbaugh and Sarah Zulueta
Kiwanis International	N/A

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes      ☒ No



# Kiwaniis<sup>®</sup>

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

Report Date:  
Report Period Covered:  
Service Leadership Program:  
Administrator:

October 1, 2021
July 7 - present
Aktion Club
Barb Byers

#### Data

# Active Clubs =  
# Suspended Clubs =  
# Inactive Clubs =  
Total Membership Number =

21 (noted 8 are marked A-COVID)
None
2
410

#### COMMITTEE MEMBERS (if applicable) – Not applicable at this time

Name	Club / Role

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

**Informational:** It should be noted that COVID-19 has continued to have a definite overall effect on Aktion Clubs' ability to meet and conduct service projects and fundraising. Some clubs are meeting—some virtually, some in person, some hybrid. Noted decreased ability regarding online skills of Aktion Club members and some with no or poor internet connection are cited for reasons for this.

There are 8 clubs that are listed as A-COVID: Bensalem, Bradford, Community Connections, Erie, Northern Chester County, The Pocono's, Wilkes-Barre and Williamsport. Bensalem and Crawford have reached out to the district regarding barriers, issues and concerns with their clubs continuing.

The newest Aktion Club, the West Hills Aktion Club has never really been able to get off the ground. They are chartered, but members have never met. Bob Marko and I have been meeting to try and reboot this club. I have been working to identify a contact person at the agencies that were sponsoring this club, but there have been many staff changes. These efforts continue.



### Service Leadership Program Administrator Board Report

Erie Aktion Club is requesting to change sponsoring agencies as Barber is no longer willing/able to support this club. Had meeting with key players in this and working to identify another agency or community-based organization to sponsor them. Agency/day-facility based Aktion Clubs may be dealing with similar issues and concerns based on state regulations involving congregate care and pandemic barriers. This should be monitored closely. Noted that it appears that Aktion Clubs that are “community-based” have been meeting and doing service throughout the pandemic.

### 2. List **successes** you have experienced within your SLP role.

- The 4<sup>th</sup> Quarterly Virtual Aktion Club meeting was held 7/10
- We had our second virtual DCON on 8/7. The Theme was **RAK It Up - 25 Years of Service!**
  - We had a good turnout—5 clubs represented and about 40 participants. Guests/dignitaries included: Governor Don Smith, Governor-Elect Sarah Zulueta, PA Executive Director Kevin Thomas, KI SLP representative Lisa Pyron, Ohio District Aktion Club Admin. Dick Brulotte, KI International Trustee Cathy Szymanski, Kiwanian Eugene Law and Circle K'er Dylan Freeman.
  - We had Whitemarsh DJ Bruno (B-\$\$) for entertainment
  - We had Daniel Ferron as Keynote Speaker
  - Prior to DCON, Aktion Clubs were issued a RAK challenge (Random Acts of Kindness). They were challenged to complete 25 RAKs by DCON on 8/7/2021. They all shared out their RAK's—one of the Aktion Club members noted he did 90 RAKs in the allotted time frame!
  - To commemorate and celebrate this 25 year milestone, \$100 was given to sponsoring Kiwanis Clubs for their PA District Aktion Clubs. The original timeframe to spend this money was July – September 2021, however, this time frame was extended until December 2021 to allow for re-engagement and outreach of clubs.
    - These funds have been used for: tour of history center, party, towards the all-inclusive playground being built.
  - A gift for the Aktion Club Advisors has also been purchased and is being distributed.
- PA Aktion Club Facebook page is active. Sharing resources/service project ideas, inspirational thoughts about kindness, etc
- Participated in SLP Forum at DCON highlighting Homecoming effort from KI





## Service Leadership Program Administrator Board Report

3. List your **goals** for your SLP and goal status.

- Ensure Advisor information/contacts is correct with KI – **ongoing**. *This continued to be a priority going into next year to ensure effective communication with the clubs, especially with the reopening of things post-pandemic. I want to keep the lines of communication open to support these clubs and troubleshoot areas of concern.*
- Plan and facilitate Quarterly Virtual meetings – **ongoing**
  - **These Quarterly meetings will continue into the 2021-2022 year. Dates are below.**
- Support and Participate in Kiwanis District Convention
- Establish an Aktion Cub Committee
- Plan the 26<sup>th</sup> Aktion Club District Convention

4. List **important events/dates** and describe

- **7/10/21** - Quarterly Virtual meeting 10:00 a – 12:00 p (District Zoom)
- **7/14/21** – Aktion Club DCON Planning meeting
- **8/7/21** – Aktion Club 25<sup>th</sup> DCON – being held virtually 10:00 a – 1:00 p (District Zoom)
- **Proposed 2021-2022 Virtual Quarterly Meeting dates: (District Zoom)**
  - Wednesday, October 20, 2021 6:30 – 8:30 pm
  - Saturday, January 8, 2022 10:00 am – 12:00 pm
  - Wednesday, April 20, 2022 6:30 – 8:30 pm
  - Saturday, July 16, 2022 10:00 a – 12:00 p

5. Describe **communications and activities** with the following core groups:

<b>SLP Advisors</b>	<ul style="list-style-type: none"> <li>▪ Emails promoting the Aktion Club DCON</li> <li>• Emails explaining the \$100 disbursement to sponsoring Kiwanis Clubs for Aktion Clubs</li> <li>• West Hills Aktion Club advisor regarding reboot</li> <li>• Erie Aktion club meeting</li> </ul>
<b>Lt. Governors/Trustees</b>	Invite Trustees to Aktion Club DCON





# Kiwanis®

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

District / Kiwanis International	<ul style="list-style-type: none"><li>• KI Administrator webinars and Homecoming information and efforts</li><li>• JEDI SLP meeting</li><li>• District Chairs meeting</li></ul>
----------------------------------	---

6. Additional information/comments you would like to share:

- |  |
|--|
| <ul style="list-style-type: none"><li>• We would still like to obtain Aktion Club table banners for display tables</li></ul> |
|--|

Version updated and approved 10/3/2020



# Kiwanis®

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

Report Date:  
Report Period Covered:  
Service Leadership Program:  
Administrator:

9/30/2021

July-September 2021

PA Circle K

Jodie Welser and Jen Vare

#### Data

# Active Clubs =

25

# Suspended Clubs =

3

# Inactive Clubs =

Total Membership Number =

316

#### COMMITTEE MEMBERS (if applicable)

Name	Club / Role
Megan Thomas	Kiwanis Zone Advisor – Colonial Division
Barbara Harer	Kiwanis Zone Advisor – Keystone Division
Kate Feryo	Kiwanis Zone Advisor – Liberty Division
Richard and Emily Smith	Kiwanis Zone Advisor – Snowbelt Division
Kristina Badali	Asst. Administrator - Technology
Mariza Shavelle	Asst. Administrator – Alumni Relations

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

**Information only:** With a District Board of three officers, they are finding it difficult to not only cover their own positions, but those of the LTGs. We have now trained our new Zone Advisors, so we will be able to engage the Zone Advisors to support the students. At this time, we are focusing on trying to finding contacts for clubs that were in COVID-A status last year.

2. List **successes** you have experienced within your SLP role.

Thiel College has been chartered.

The new Zone Administrators have been trained.

The District Board met throughout the summer months to plan the fall events.

DOT and DOT+ were completed



# Kiwanis®

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

3. List your goals for your SLP and goal status.

Assist our Covid-A clubs back to active status – in progress  
Promote retention and recruitment in bring our membership numbers back up after Covid – in progress  
Utilize social media to publicize the District Events and or Clubs – in progress  
Plan and execute on Fall Events – in progress

4. List important events/dates and describe

West – Fall Rally – Oct 2, 1-4 at Pitt Oakland – virtual and in person

Central – Fall Rally – Oct 3 12-5 at Penn State – in person

East – Fall Rally – Oct 16 4-6 – virtual

InterPack – Nov 6 – one day event at Laurel Lodge (potential attendance concern) Normally it is a weekend, but do to COVID the students decided that the sleeping arrangements were not safe during COVID.

New Member Induction Ceremony – December 10 – time is TBD - virtual

5. Describe communications and activities with the following core groups:

SLP Advisors	The Krier was sent to club advisors along with a welcome back letter.
Lt. Governors/Trustees	
District / Kiwanis International	CKI Homecoming Webinar and CKI Advisor Round Table Webinar

6. Additional information/comments you would like to share:

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## PA District of Kiwanis International Report

Service Leadership Program: **Key Club**

Administrator: **Bob Orlando**

Report Date: **October 5, 2021**

Report Period Covered: **July 17, 2021 ~ October 9, 2021**

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

Short term goals are to work with advisors to get an understanding of how clubs are able to meet and perform service. This will be in conjunction with promotion of the K.I. Homecoming program. Long range goals and objectives focus on assisting the board members in their communications with clubs in this continued COVID environment. We will also continue our years long commitment to new club building.

# Active Clubs = **120 \***

# Suspended Clubs = **0\***

# Inactive Clubs = **50\***

Membership # **8,573\***

\* All clubs that reported no activity for 2020 / 2021 due to COVID and did not pay dues are listed as Active. Clubs not reporting cessation of activity but not meeting and not paying dues are listed as Inactive. Clubs not paying dues last year for whatever reason are listed as Inactive as well. Membership number at this time does not reflect the true amount of members district wide since it is an amalgamation of club membership reports from 2019, 2020 and 2021. A true reflection of where Key Club stands regarding membership will not be known until January 2022 after the dues collection period.

Administrator's activities since last report:

- August 7, Summer Board Meeting – Virtual
- August 10, KICKA (Kiwanis International Committee of Key Club Administrators) Meeting, Virtual
- August 20 – 22, Kiwanis Convention, Harrisburg, PA
- September 12, Kiwanis District Chairs Meeting, Virtual
- September 9, Key Club Homecoming Webinar
- September 29, DA/Staff Call, Virtual
- October 2, Fall Board Meeting – Virtual
- Multitude of online Key Club committee meetings.



Committee Members:

**Cathy Szymanski / Tessa Rhinehart\*\* – Zone 1**  
**John Mazurowski – Zone 2**  
**Ryan Hartman – Zone 3**  
**Howard Cohen – Zone 7**

**Matt Alexander – Zone 4**  
**Morgan Coolbaugh – Zone 5**  
**Rebecca & Rick Sanker–Zone 6**

Comments regarding committee:

\*\* As reported in the past, Tessa Rhinehart is a past Key Club Governor from 2012. She is filling in for Cathy Szymanski this year while she tends to her I.T. duties. Aside from this, the committee is continuously interacting with the Lt. Governors under their zones and with committees they are advising. The work of the Key Club District could not be conducted without the commitment of these individuals.

Concerns/issues: See Below

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

At this point of the start of the school year there are many concerns and issues regarding Key Club. To best start to explain the challenges Key Club faces, I will cut and paste my message to the PA Foundation sent in the request for funds this year. Last month I sent in a request for an unrepresented \$13,000.00.

*This year's request is, by far, the largest Key Club has requested in Foundation history. The reason? This year is the most challenging year Key Club has faced in its history as a District in Pennsylvania. COVID-19 has had a devastating effect on the Key Club program. As we head into the 21-22 school year, a time when we were expecting things to get back to normal; signs are pointing to the likelihood that classes and especially extra-curricular activities may be experiencing the same limitations that we saw last school year. We have received news from several of our schools that the current Delta variant is spreading through unvaccinated students; far worse than the initial COVID spread. This is happening just prior to our dues collection season which occurs October 1 through December 1.*

*Last dues collection season concluded with just 47% of the district's 170 clubs paying dues. The clubs that didn't pay dues were largely restricted from participating in extracurricular activities and it became impossible for them to collect dues. The Key Club budget is almost entirely dues driven. On March 31, 2019, the time at which we generally have 100% of dues collected, we took in about \$72,000 in dues money. On March 31, 2021, we collected slightly over \$32,000. As result, our financial reserve has been largely depleted. Our fear is that the current COVID surge will again restrict many schools and this year will result in a similar low dues collection. Such a scenario would result in financial challenges far beyond what we have been dealing with.*

Earlier this Spring we made the decision to allow the board to meet in person for their annual trainer. This is a meeting that is usually held at a camp site and has been one of our least expensive. Housing costs are much lower and food cost are relatively lower compared to other weekend board meeting. COVID restrictions limited us to a hotel setting with two students per room. (we usually house four per room). As such, costs for this meeting were rather high and negatively impacted what funds we had available. If one were to ask, "Then why didn't you meet virtually?" I would direct them to the explanation of in person meetings that I shared with the PA Foundation:

*The value of bringing the student leaders together for face-to-face meetings in which they develop policy; plan and organize district wide projects; coordinate various aspects of our annual convention and learn from each other when it comes to ways in which they are serving the divisional clubs.... well, in past years we would say it is incalculable. But today's situation forces us to put a dollar amount on that value. That is where our funding request comes in.*

We head into this years' dues collection period with a good deal of anxiety. As noted above, we do not know what restrictions will be placed on schools. And, even if there are none now, conditions are likely to change at the point that dues are normally collected, Oct thru Dec. At this point in time COVID cases are likely to start rising again and if they do, schools may start restrictions on extra-curriculars once again. Advisors may be reluctant to pay dues for yet another year of inactivity. Of course, what I am laying out is the worse case situation. Matters may not turn out to be this dire. I have asked my committee members to speak with advisors in their zone to get a feel of where their schools stand now and to keep in contact with them as months progress.

One of the things you as a board can do to assist Key Club this year is to re-evaluate Key Clubs' financial contribution to District expenses. Key Club is currently contributing \$15,000 toward Kiwanis District expenses. I cannot help but state here that we are all aware that Key Club was there to lend financial assistance to Kiwanis during some difficult past years. And we were very happy to do so. But times have changed, and the challenges Key Club faces are entirely out of their hands. Your review of these contributions would be most welcomed.

As we look forward to the 2021 – 2022 convention we understand that many Key Club members attending school this coming September have little to no convention experience. That is a double-edged knife for us. First, the members who have attended convention in past years were the cheerleaders for the event and really stoked the flames of desire to attend upcoming conventions. However, the *lack* of these members this coming year gives us a unique opportunity to set the old convention model aside and seek the advice of current students as to what they would like to see in a convention. The district board has been working on ways to promote DCON and make it as attractive to attend as possible. However.....budgeting for this convention is going to be a challenge. We will be planning our budget around a much smaller

breakeven point than in past years. As such, expenditures for convention will be drastically reduced. We will not be paying for a keynote speaker. There will be little to no funds available for some of the various items purchased in the past, i.e. decorations, gifts, housing for guests, etc.

I will be reaching out to advisors from clubs that have attended DCON over the last five gatherings to see if they can share their thoughts on attending this coming April. As I have mentioned above, these discussions will need to be followed up the closer we get to January 1.

My apologies for continuing to use the old reporting format. Matt Wise and I attempted to meet to review this format and that meeting took the backseat to other more pressing Kiwanis and business matters. I will be reaching out to him in the near future to work on this

Important Events/Dates with description:

**November 9, 2021: Fall Rally, Virtual**

**January 8 ~ 9, 2022: Winter Board meeting, Virtual (pending strong dues collections)**

**April 1 ~ 3, 2022: Key Club District Convention, Penn Stater Conference Center, State College, PA**

**April 22~24, 2022: District Board Trainer, Mt.Gilead Campground, Stroudsburg,PA**

Assessment of District Officers:

Once again it is a challenging time for Key Club officers to perform their duties with the COVID limitations they are working under. However, our three executive officers are all seniors with multiple years of district officer experience. They have been terrific with assisting the rest of the underclassmen board members. Unfortunately, we did have two Lt. Governors resign their position over the course of the last three months. Both students were serving in their second term which makes it all the more frustrating. We are currently searching for replacements.

## District Committee Chair Report Cover Sheet

**Date:** 10/9/2021

Committee: Key Leader

Chair: Matt Wise

Committee Members, if applicable:

Jeff Rose		
Stef Stamatopolous		
Morgan Coolbaugh		
Ashleigh Rose		

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

We are working with Camp Conrad Weiser to host a camp on April 22-23, 2022 in person. Executive Director Kevin has made several contacts. We will continue to try – this is apparently a common issue with this location.

2. List **successes** you have experienced as a result of your committee's work and activity.

We are gearing up to have our first committee meeting within the next month and are excited to report the addition of two new committee members (see above). The Administrator has been in contact with Key Leader to obtain updated information re: training.

3. List your **goals** (and their status) of your committee.

We will continue to plan for an in person event in 2022. Now that we have additional members of the team, we will effectively train them and begin planning. A new organizational chart for the committee is being developed by the Administrator.

4. Describe communications and activities with the following core groups:

Clubs	N/A during this reporting period – other than discussions at District Convention.
Lt. Governors / Divisions	N/A during this reporting period – other than discussions at the District Convention.
District	Administrator participated in SLP forum at District Convention and shared Kick Off information for the 2022 live event.
Kiwanis International	We have continued to work with other districts and KI staff.

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☒ No





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PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

Report Date:	10/01/2021
Report Period Covered:	4th Quarter 2020-2021
Service Leadership Program:	K-Kids
Administrator:	Lillian Ann Mateja

### Data

# Active Clubs =	47
# Suspended Clubs =	0
# Inactive Clubs =	5
Total Membership Number =	52

### **COMMITTEE MEMBERS (if applicable)**

Name	Club / Role

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

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2. List **successes** you have experienced within your SLP role.

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## Service Leadership Program Administrator Board Report

3. List your **goals** for your SLP and goal status.

4. List **important events/dates** and describe

5. Describe **communications and activities** with the following core groups:

<b>SLP Advisors</b>	
<b>Lt. Governors/Trustees</b>	
<b>District / Kiwanis International</b>	

6. **Additional information/comments** you would like to share:

Since my last report our K-Kids program has been on summer break. Our goal for the new school year is to connect with our K-Kids clubs and bring them all to Active status meeting regularly with Kiwanis Club sponsors, opposed to A-COVID status = Active club but not meeting.

I will be assisting the new K-Kids Administrator to accomplish this goal.

## District Trustee Report

Date: 10/1/21

Trustee: Tom Bowes

Region: 1

### Lieutenant Governors

Name: Calvin Morse

Division: 1

Name: Karen Sherwood

Division: 2

Name: \_\_\_\_\_

Division: \_\_\_\_\_

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board. *(Note: This can include any items reported by the Lt. Governors.)*

Karen Sherwood brought to light possible merger of Hermitage, Sharon, and West Middlesex. Will help Karen any way I can. Will help Calvin with Corry.

2. List **successes** you have experienced within your Region.

Training for Trustee, completed Amplify, attended State convention. Did virtual for International.

3. List your **goals** for your Region and goal status.

Try to get to all the clubs in my region with Help for Cal and Karen. Work closely with Karen on merger issue.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

Hermitage, Sharon, West Middlesex and Corry. My own club is polling members for number of days and times. Polling for what the members see as needs.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	Started with Karen, Cal, and continue with Warren Club.
Membership Chair/Committee	Started to work with Cathy for Dec. mtg.
District / Kiwanis International	Regular communication with the District on varying issues. Have communication with Int. for membership and Insurance.



## District Trustee Report

Date: 10/1/2021

Trustee: Barb Byers

Region: 2

### Lieutenant Governors

Name: Shawn Smith

Division: 5

Name: Vacant (effective 4/30/2021)

Division: 6

Name: Vacant (effective 4/30/2021)

Division: 8

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed **desired** response from the Board. (Note: This can include any items reported by the Lt. Governors.)

Informational: several clubs have been able to meet in person and have done service/fundraising (Greensburg – Westmoreland Fair; Sewickley – Harvest Festival.) There may be some barriers with service and fundraising when in schools due to limitations and restrictions being placed on outside organizations coming in. This may affect Glenshaw's Pancake Breakfast as well as impacting SLP beginning.

Informational: Wilkinsburg Club lost their incoming President, Brittany Micklancie. She was a new and dynamic member, but needed to step back and remove from Kiwanis due to increased work load. She remains interested in supporting the organization and we hope to get her back when her workload lessens.

Informational: McKeesport-White Oak had to cancel their 100<sup>th</sup> Anniversary celebration due to member illness. Rescheduling is pending.

2. List **successes** you have experienced within your Region.

- Continue to keep PA Region 2 Facebook page active through regular posts and promoting club, division and district events and information as well as information from KI.
- Seeing more service being done
- Region 2 Summer Picnic was held **Sunday, September 19, 2021**. This was the first time in many years that this type of Regional event was held. We had 3 clubs represented (Sheraden, Glenshaw and Sewickley) as well as 2 Circle K's from Pitt – Oakland. This event was also to highlight SLP Homecoming, especially for Circle K. This was an intimate gathering and food, fellowship and service were shared.
  - We had a food collection for the Hugh Lane Food Pantry (a food pantry affiliated with Central Wellness Outreach that works with LGBTQ youth). We also had a Costume Drive for "Costumes for Courage". And finally, we made 60 dog toys that will be donated to the Human Animal Rescue.

3. List your **goals** for your Region and goal status.

- **75% club participation in Region meetings** - This remains an appropriate goal, but I am lowering the percentage as our Fall Region 2 meeting is planning to be in person
- **Establishment and Implementation of Divisional Councils** This remains appropriate and absolutely needed in this Region!
- **Strengthen 5 clubs in the Region by having them have net gain of +1 member**
  - This goal was met last year with 3 clubs. This remains appropriate and increasing the number of clubs to 5 is warranted.
- **Open 1 new club in the Region** - in process (see below)
- **Increase socialization, connection and support between clubs** - This goal will remain for this year. We had the first Regional picnic in September in n years. Continuing to make connections among the clubs on social media.



- o To have strong, reliable leadership Team - This remains warranted. We have vacant LTG in Divisions 6 and our Region 2 Membership Coordinator stepped down. We need to find a replacement for the Membership Committee.
- o Clubs to increase their awareness and use of available tools and resources- Remains appropriate and will continue. Using Region 2 Facebook page
- 75% of the clubs submitting monthly reports - although this goal remains appropriate, I am lowering the expectation to take incremental steps in reaching this goal. At our Spring Region meeting, I issued a challenge offering incentive for submission of monthly reports—for each month club report was submitted, the club name would get out in a drawing. Then quarterly (April, May and June... July, August, September), there is a drawing and club name drawn wins \$50. Despite this incentive, there has not yet been an increase in monthly report submissions—this will continue for the first 2 quarters for this administrative year and evaluated.
  - o The club winner for the first quarter was McKeesport-White Oak.
  - o The second drawing will be done after October 10.
- Have fun!! - This goal should continue. We had regional picnic and are potentially planning a Kiwanis Day at Kennywood for next year.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

**Club Strengthening:**

- **Targeted Boost activities update:** The 4 targeted clubs are: Sewickley, McKeesport-White Oak, Greensburg and Wilkinsburg. We will be regrouping with these clubs in the next month or so to see how their membership drive/activities has gone. Greensburg was using the Westmoreland County Fair and Sewickley was using their Harvest Festival as potential member interest generators.
- Wilkinsburg – Trustee is working with them as Club Coach. As noted above, they lost their incoming President. Working to set up a meeting with the club officers to strategize for this year. They are working on updating their branding and seeking training to learn.
- Pittsburgh – LTG and Trustee had meeting with the Pittsburgh Club regarding some thoughts on how they can grow and sustain members. They were considering changing meeting venue and service areas. Follow up meeting is pending.

**New Club Building Ideas:**

- **North Side Club:** targeted in Governor Sarah's goals for new club. Continuing to work on establishing planning committee and reviewing potential lists for outreach. Need to be planning informational meetings.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	<ul style="list-style-type: none"> <li>• Regular communication (emails, calls, meeting) with LTG's and clubs</li> <li>• Ongoing information sharing and promotion of events of Region 2 Facebook Page</li> <li>• Regular contact, emails, calls, texts with Wilkinsburg club</li> </ul>
Membership Chair/Committee	<ul style="list-style-type: none"> <li>•</li> </ul>
District / Kiwanis International	<ul style="list-style-type: none"> <li>• Circle K Advisory Committee</li> <li>• Strategic Planning Committee</li> <li>• CLE Prep and Training Moderator</li> <li>• LTG/Trustee Retreat</li> <li>• DCON attendance. Facilitated forum</li> <li>• Trustee Mentor</li> </ul>



## District Trustee Report

Date: \_\_\_\_\_

Trustee: Miranda Burton

Region: 3

### Lieutenant Governors

Name: Joy Ashley

Division: 11E

Name: Miranda Burton

Division: 11W

Name: Vacant

Division: 10

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board. (*Note: This can include any items reported by the Lt. Governors.*)

A need to fill the Lieutenant Governor seat in divisions 10 and 11W needs to be addressed. Division 10 has not had a Lieutenant Governor for some time so the clubs in that division have nobody to help give direction. In Division 11W a need for a Lieutenant Governor due to Miranda Burton moving up to a trustee position.

2. List **successes** you have experienced within your Region.

Within Division 11W I have been working with clubs to increase membership and have been in contact with the Lieutenant Governor from 11E talking about some concerns she has within her division. The only communication with division 10 has been trying to contact and invite members to the fall regional meeting and there has either been no contact or waiting to hear back from the clubs within this division.

Many of the clubs are struggling to get new members while other clubs are struggling to maintain their membership. Many of the clubs within this region is also having a difficult time with people stepping up into leadership positions.

Many of the clubs are stuck in with the phrase "this is the way we have always done things" and are apprehensive about changing to help their clubs progress and move forward.

3. List your **goals** for your Region and goal status.

Increase membership across the region and within each division.  
 Increase communication with each club within my region and increase club communication with one another.  
 Encourage clubs to think outside of the box when trying to recruit members and conduct fundraisers and other events.  
 Encourage clubs to look at their club business and look at setting up committees within their respective clubs to handle membership and communication within clubs.  
 Encourage clubs to hold a "round table" occasionally at meetings to discuss conflicts, issues and other matters that the selective club is facing.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

The Johnstown and Johnstown East clubs are really struggling for membership as well as many other clubs within region 10.  
 The Dubois club is below charter strength and the El Dorado club is concerned about the club aging out and filling leadership roles.  
 The State College club is concerned about getting younger members as well as the Lewistown club.  
 Consideration should be made to look at opening a new club within the Clearfield area. They have a very active key club and the area is large enough to support a Kiwanis club.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	Miranda Burton-trying to increase membership within 11W and working with clubs in thinking outside of the box when thinking of new ideas for their clubs. Encouraging clubs to look at their overall structure and discuss room for change and improvement. Joy Ashley-11E-communicated with her about some concerns she has within her club, the Nittany club about members and conflict resolution. She was encouraging her clubs to attend the fall regional meeting.
Membership Chair/Committee	Spoke with Joy Ashley who is a member of the membership committee about membership within the region and divisions. Spoke with Tiffany Callaio about membership questions. Spoke with Jen Vare (in my capacity as LT. Governor) about branding and marketing
District / Kiwanis International	Been in communication with Kevin Thomas about District updates and questions. Have spoken with Kiwanis International staff Chris Martz, Stan Soderstrom, Brad Boyd and others about Kiwanis International questions and their connection to district and divisional clubs.



## District Trustee Report

Date: 10/9/2021

Trustee: Matt Wise (outgoing) / Penny Meyers (incoming) Region: 4

### Lieutenant Governors

Name: <u>Conrad Schlesinger</u>	Division: <u>12N</u>
Name: <u>Shirley McPherrin</u>	Division: <u>12S</u>
Name: <u>Kelly Shaup (acting 2020-21)/Vacant (2021-22)</u>	Division: <u>14</u>

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board. (Note: This can include any items reported by the Lt. Governors.)

With the beginning of the new Kiwanis year, efforts will need to be made in recruiting someone in the role of Lt. Governor (or acting Lt. Governor) for Division 14. This could also be addressed through redivisioning, but it is ultimately up to the entire Board.

2. List **successes** you have experienced within your Region.

We have been fortunate to have many dedicated Kiwanis Clubs persevere as they continue to navigate a hopeful exit to COVID. We are starting to see many more activities being safely done for the benefit of the community as well as seeing clubs and their leaders interested in trying new things to increase and reinforce their membership. As always, there are still certain hold-outs, but the leadership continues to be strong at monitoring and guiding these clubs.

3. List your **goals** for your Region and goal status.

Maintain Region 4 meetings with my team. A meeting will be set up soon to project the year.  
Continue with Club opening in Danville.  
Form a relationship with all the clubs in my Region.  
Find a LT. Governor for Division 14  
Work with membership growth for Mansfield in 12N. Survey has been sent.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

Currently, efforts are underway to open a new club in Danville PA (Div 12S) to replace the former club there. At a recent club interest meeting, one application and check was submitted from the 5 people in attendance. A second meeting is scheduled for Oct 14, 2021 at 6:00pm. There was strong interest from those in attendance and we foresee this being completed within the first quarter of the 2021-2022 year.

Will determine more on clubs needing coaching after my first Region 4 team meeting. At this point is Mansfield is on board.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	As needed. We continue to hold regular leadership meetings to discuss pertinent issues of the Region. P. 50
Membership	Outgoing Trustee Matt is also Vice Chair of Membership. Incoming Trustee Penny had



District / Kiwanis International	Outgoing Trustee Matt has served on the International Committee on New Club Opening in 2020-2021 and will continue to serve on the International Committee for Club Excellence in 2021-22.
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**Version updated and approved 10/3/2020**



## District Trustee Report 2021

Date: **October 2,**

Trustee: Ryan Hartman Region: 5

### Lieutenant Governors

Name: <u>Emily Reed</u>	Division: <u>13N</u>
Name: <u>Barrie Ann George</u>	Division: <u>13S</u>
Name: <u>Jim Janosik</u>	Division: <u>16</u>

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board. (Note: This can include any items reported by the Lt. Governors.)

Start of a new year with two returning LTGs and a new LTG who has plenty of Kiwanis experience. The only issues we face as this time is working on the clubs who are still not active due to the pandemic. I will be challenging the LTGs of Region 5 to work on club strengthening in the 2021-22 year.

2. List **successes** you have experienced within your Region.

We have 3 very good LTGs in this region. I could not be more thankful. We also have several clubs who are celebrating 100 years with Kiwanis.

3. List **your goals** for your Region and goal status.

1. Reach out to clubs who are still not active.

2. Work on identifying a replacement Trustee to take over in the 2023-24 year.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

As of now, nothing. I will be meeting with the LTGs in the near future to discuss club strengthening and membership growth.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	We have all spoke at one point or another.
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Membership Chair/Committee	N/A but will be reaching out.
District / Kiwanis International	I have participated in my Trustee duties and commicated as needed.



## District Trustee Report

Date: 9/30/2021

Trustee: Michael Coolbaugh

Region: 6

### Lieutenant Governors

Name: Jacki Kasa

Division: 15

Name: Enos Martin

Division: 17/18

Name:

Division:

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board. (Note: This can include any items reported by the Lt. Governors.)

Informational: The Nazareth Kiwanis Club has turned in their club charter. The Nazareth High School Key Club is now being sponsored by the Easton Kiwanis Club.

Informational: The Back Mountain Club's incoming president has stepped down from office effective November 1. None of the existing board members were interested in moving into the President position. They went outside of the box and were able to get two former Key Club members to join. They will be sharing the president duties.

2. List **successes** you have experienced within your Region.

Continue to keep the Region 6 Facebook page active and up to date.  
More clubs throughout the Region are starting to do hands on service.

3. List your **goals** for your Region and goal status.

Work on the clubs that are under charter strength to increase membership.  
50% of clubs attending regional meeting to be held on November 20<sup>th</sup>.  
Have clubs attain a +2-membership goal.  
Open 1 new club in the Region.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

Clubs in need of coaching: Back Mountain, Kingston, Plymouth, Pittston, and Easton-Suburban. Presently there are no new clubs being worked on.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	I communicate with the LTGs as needed via email, Text, or by phone
Membership Chair/Committee	The region membership committee meets with the District membership chair quarterly or as need during the quarter.
District / Kiwanis International	



## District Trustee Report

Date: 10/01/2021

Trustee: Lillian Ann Mateja Region: 7

### Lieutenant Governors

Name: <u>VACANT</u>	Division: <u>19</u>
Name: <u>Dan Spirier</u>	Division: <u>21</u>
Name: <u>Karen Sears</u>	Division: <u>22</u>

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board. (Note: This can include any items reported by the Lt. Governors.)

2. List **successes** you have experienced within your Region.

Region 7 was at a positive 19 members as of 09/01/2021, although we do not have the final numbers for end of year have not been published as yet the Region will still have a positive of +8 as of this date 10/01/2021.

3. List your **goals** for your Region and goal status.

Since my last report, my Lt. Governors continue their efforts to rebuild, strengthen, and continue to communicate with the clubs in their respective divisions. We have discussed meeting again regularly with the start of the New Kiwanis year.

4. What membership growth and new club opening activity is being worked on in your Region? List clubs that are in critical need of coaching.

Region 7 only has plans to completing the Aston Area club.

5. Describe communications and activities with the following core groups:

Lt. Governors / Divisions	
Membership Chair/Committee	03/18/2021 Membership Committee meeting to review our status regarding our struggling clubs, and unpaid dues.
District / Kiwanis International	Quarterly boards meetings, as well as committee meetings for board members and districts chairs.

Executive Director's Report – October 9, 2021

1. Attached is my schedule for the period July 1, 2021 to September 30, 2021. I will be pleased to answer questions about any activity.
2. It would my expectation that we will have a membership loss for the 2020-21 year of 150 members give or take 50 members either direction.
3. I am very pleased with how the District Convention turned given that it was our first return to a live event in two years. The attendance exceeded my expectation and there were no major problems. However and while we will discuss this later, we should not offer a live virtual element in the future. The participation vs. the cost isn't justifiable. For example on Saturday's Governor's banquet, we had three virtual participants. Given that about ½ of half of expenses for AV was to provide for live feed, that works out to about \$1,400 per person on Saturday night. The most we had in the way of remote participants at anyone time was 9. That works out to about \$550.00 per participant. We had 28 participants signed up for the virtual option but never had more than 9 at anytime; most of those signed up for virtual participation never logged on. On that basis, the cost is in no way justifiable. In the future, we simply should record the major sessions and maybe some forums, post those recordings and leave it at that. That is much more cost justifiable. Either we go live or virtual but hybrid isn't cost justifiable.
4. The move of the office went well. We accomplished the goal of downsizing the office and lowering our lease payments with minimal disruption to our operation.
5. Speaking of expenses and budgeting, we need to give serious consideration on how we can increase our revenues significantly. We have focused on balancing our budgets by controlling and cutting our expenses. We have been fortunate by getting two Payroll Protection Loans. We may get another boost by getting a payroll tax rebate/forgiveness. However, these are one- or two-time temporary boosts to revenue. We need to look at increasing our annual/continual sources of revenue. Cutting expenses can't be the only element we rely on.
6. I continue to be concerned about the Key Club and Circle programs both from a service and financial point of view. The situation has the potential to affect the Kiwanis District adversely in many aspects including financially.

Please let me know how I might help you. Thanks for all each of you do

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas

District Executive Director/Secretary/Treasurer

# AOLCalendar.

ketkiwanis@aol.com  
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## September 2021

29	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat
			1pm Bob Orlando 2pm Kelly Shaup 7pm Budget Meeting		off	off	
5 off	6 Labor Day off	7 off	8 off	9	10 off	11 off	
12 off	13 7pm 2022 Convention ... 8pm Homecoming We...	14	15	16	17 11am YCPO Call	18	
19	20 3pm Circle K Meeting	21 4pm New Office Visit	22 2pm Audit Committee ... 6pm Brian Root	23	24	25	
26	27	28	29	30 8pm Board Meeting	1 3pm Kim Stebick 5:45pm District Sec M...	2	

# AolCalendar

ketkiwanis@aol.com

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## August 2021

1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
		12pm Food Insecurity				10am Aktion Club	
8	9 9am International Com... 3pm Don Croumbly	10 10am Greg Jacobs 6:30pm Convention C... 8pm Board Meeting	11	12	13	14	
15	16	17	18	19 District Convention	20 District Convention	21 District Convention	
22 District Convention	23	24	25	26	27 off	28	
29	30	31	1 1pm Bob Orlando 2pm Kelly Shaup 7pm Budget Meeting	2	3 off	4 off	



# AOL Calendar

## July 2021

 ketkiwanis@aol.com  
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27	Sun 28	Mon 29	Tue 30	Wed 1	Thu 2	Fri 3	Sat
Salt Lake City	Return from SLC			12pm Harrisburg Kiwanis 2pm Whitaker Center 3pm File Copying mee...			
4	5	6	7	8	9	10	
Independence Day		7pm Circle K Committee	1pm Dan Liekvold Me...				
11	12	13	14	15	16	17	
	IRS Hold	6:30pm Convention M...	9am International Com...			Board Meeting	
18	19	20	21	22	23	24	
	3pm District Secretary ...		12:37pm Maureen Gallo 7:30pm Erie 2022				
25	26	27	28	29	30	31	
		6:30pm Convention M...	1/2 day off - oral surgery		11am Office Visit - me...		



## Governor-elect Report

**Date: 9/30/2021**

1. Describe the activities you are undertaking to prepare yourself for your term as Governor, including Kiwanis International Training

I will be attending the Kiwanis Governors-elect Education and Training Conference October 20-24, 2021 in Indianapolis.

I have been meeting with the Erie 2022 District Convention Committee and will continue to work with them on speakers and programs around my Governor theme of On the Road to Service.

I am reviewing Bylaws and Policy Code to determine District Chair positions that will be willing to serve in my Governor Year.

Developing Leadership Education plan for LTG, Trustees and members

Working with Governor Sarah to assist her in reaching her Governor Goals.

2. Update the status of the Educational Sessions Planned for the 2021 District Convention

The education sessions are still a work in progress. I am working with the Erie 2021 Convention committee to develop educational sessions for the convention.

3. Update the status of selection and training for officers, trustees, Lt. Governors, chairs, and administrators for your term as Governor

This will be announced at a later date.

4. Describe the status of any special district projects you are leading

I am involved with the membership team that is working on opening a new club in Danville, Div. 12S

DCON 2022

Midyear 2022

Trustee Counseling

## Governor's Report: Sarah Zulueta State of the District

**Date: 10/1/2021**

1. Update the statuses of the Goals you have established as Governor for the Pennsylvania District

Governor Priorities and Goals (attached)	
<b>Membership</b>	<b>Status:</b>
• Open four (4) new Kiwanis clubs.	WIP - Danville actively being worked on.
• Reduce the number of clubs under charter strength by 25%	Pending
• Increase club membership by a net +2 in 25% of clubs	Pending
<b>Service Leadership Programs</b>	<b>Status:</b>
• 80% of the service leadership programs be active and out of A-covid status.	Pending
• Have 100% of the service leadership programs be sponsored and have an engaged and active Kiwanis advisor.	Pending
• Develop Fall and Spring joint events for Kiwanis, Key Club and Circle K District leadership for membership development.	Pending
<b>Justice, Diversity, Equity, and Inclusion (J.E.D.I) Initiative</b>	<b>Status:</b>
• Develop a committee of 5 and create a committee charter by Oct 30, 2021.	Committee members assigned. (See JEDI Report)
• Create DCON, Midyear and quarterly J.E.D.I awareness opportunities.	Not started
<b>Leadership Education</b>	<b>Status:</b>
• Have 20 members of Pennsylvania clubs participate in Kiwanis Amplify leadership program and provide 50% funding for attendees.	Not started
• Have monthly virtual educational opportunities for members.	Pending
• 60% of club officers attend Club Leadership education.	Pending
<b>District Leadership and Operations</b>	<b>Status:</b>
• Obtain new Lt. Governor leaders in 50% of the vacant Divisions by January 1, 2022.	Pending
• Develop and approve a District Strategic Plan by Oct 9, 2021.	Completed. Draft submitted to Board 9/30/21
• Develop an initial District redivisioning plan by Jan 15, 2022.	Pending
• Move to a better technology platform to allow for improved member communication electronically that is timely by January 15, 2022.	Pending

2. Update the statuses of those critical assignments assigned to the Board

#	Description	Assigned To	Due Date	Status
1	Review and approve Expense Report	Board	9/30/21	Completed and approved
2	Review and provide feedback or questions about District Strategic Plan.	Board	10/9/21	Pending
3	Select Date(s) for Regional Conference and follow Governor criteria sent to Board.	Board	9/30/21	Pending Region 1

4	Provide clean version of Expense Policy approved 9/30/21 to Bylaws & Reg chair for incorporation and posting to website.	Kevin Thomas	10/30/21	Pending
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3. List any Organization issues for Board information and/or action

Approve the split in roles for the Leadership Education Chair. (attached Job desc)

- Leadership Development – Virtual Content Chair
- Leadership Development – Club Leadership Education Chair

Approve the appointment of new District Chairs:

- Membership Chair – Matt Wise
- Brittany McCartney – Leadership Development– Virtual Content Chair (Job Desc attached for approval)

Pending Chair – Leadership Development – Club Leadership Education Chair

Approve Midyear Date – Saturday Feb 19, 2021, Virtual (ZOOM)

Approve Holiday Party Date – Tentatively Saturday March 5, 2021 TBD

4. Describe communications and activities with Kiwanis International

- 9/19/21 - Monthly North America Area 1 Governor Team Call with Emily Sharp.
- 9/19/21 - Monthly call with International Trustee Counselor Dan Leivold.
- 9/22/21 – 9/26/21 – Traveled to Kiwanis International Governor Conference in Dallas, TX.

Future travel before next Board meeting which will have a District expense incurred:

- Jan 7-9<sup>th</sup> – Las Vegas, NV – Governor's Conference

5. Please cite any special recognitions of Kiwanians or Clubs in our District

McKeesport celebrated 100<sup>th</sup> anniversary this Sept 2021 but had to cancel their celebrations on Sept 9<sup>th</sup> due to illness.

Upcoming club anniversary celebrations:

- Nov 4<sup>th</sup> - Hanover 100<sup>th</sup> Anniversary Dinner – scheduled to speak.
- Nov 20<sup>th</sup> – Lebanon 100<sup>th</sup> Anniversary Dinner – will be attending as guest NOT scheduled to speak.
- Dec 8<sup>th</sup> – Emmaus 70<sup>th</sup> Anniversary Dinner – will attend as guest.

Governor's recognition:

- I was elected as the 2021-2022 Governor Class Secretary in Dallas, TX by my peers.

6. Additional Activities and Special Projects actively working on.

**Strategic Plan Committee** - Led committee with meetings starting 7/14 bi-weekly to complete a draft of the District Strategic Plan for board review by 10/9/21. The Strategic plan is to help guide the Board's initiatives, direct funds and drive policy to effect change and sustainability for PA Kiwanis District.

**Holiday Planning Committee**– Sit on committee to help support non-dues fundraiser that will add fellowship to our members in the absence of the In-person Midyear conference.

**Circle K Committee** – Working with Kiwanis committee to put structure and job descriptions in place. Continue to work with Co-Admins Jodie Welser and Jen Vare on upcoming interpack and officer succession and mentoring.

**Lt. Governor/Leadership** – Set up monthly LTG meetings on 4<sup>th</sup> Wed of the month starting Oct 27<sup>th</sup>.

**District Chair All Hands Meetings** – Set up and held 3 District Chair All hands meetings to go over required reports. Held on Sept 12, 14 and 19. All chairs attended but 3 due to conflicts.

**Board Mentors** – Mentors were assigned for new board members. Mike Coolbaugh will mentor Penny Meyers and Ryan Hartman (not new just never received training last year), Sarah Zulueta will mentor Tom Bowes and Tiffany Callaio and Barb Byers will mentor Miranda Burton.

**Attachments included:**

- 2021-2022 Governor priorities and goals
- Updated Leadership Education Chairs Job Desc
  - Virtual Content Chair Job Desc
  - Club Leadership Education Chair –





## **Governor 2021-2022 Priorities**

- 1) Improve the member experience by increasing the value of Kiwanis membership that will retain and attract new members.
- 2) Share Kiwanis in new communities through new club openings.
- 3) Promote Diversity, Equity, and Inclusion at all levels in Kiwanis that will cultivate new leaders and innovative initiatives to further our mission.
- 4) Strengthen Kiwanis service leadership programs to cultivate tomorrow's leaders.
- 5) Improve District operations by implementing best practices, technology solutions, clear strategic plan, and balance budget that will provide cost savings and allow District to be effective.

## **Governor Goals\***

### **Membership:**

- Open four (4) new Kiwanis clubs.
- Reduce the number of clubs under charter strength by 25%
- Increase club membership by a net +2 in 25% of clubs

### **Service Leadership Programs**

- 80% of the service leadership programs be active and out of A-covid status.
- Have 100% of the service leadership programs be sponsored and have an engaged and active Kiwanis advisor.
- Develop Fall and Spring joint events for Kiwanis, Key Club and Circle K District leadership for membership development.

### **Justice, Diversity, Equity, and Inclusion (J.E.D.I) Initiative**

- Develop a committee of 5 and create a committee charter by Oct 30, 2021.
- Create DCON, Midyear and quarterly J.E.D.I awareness opportunities.

### **Leadership Education**

- Have 20 members of Pennsylvania clubs participate in Kiwanis Amplify leadership program and provide 50% funding for attendees.
- Have monthly virtual educational opportunities for members.
- 60% of club officers attend Club Leadership education.

### **District Leadership and Operations**

- Obtain new Lt. Governor leaders in 50% of the vacant Divisions by January 1, 2022.
- Develop and approve a District Strategic Plan by Oct 9, 2021.
- Develop an initial District redivisioning plan by Jan 15, 2022.
- Move to a better technology platform to allow for improved member communication electronically that is timely by January 15, 2022.

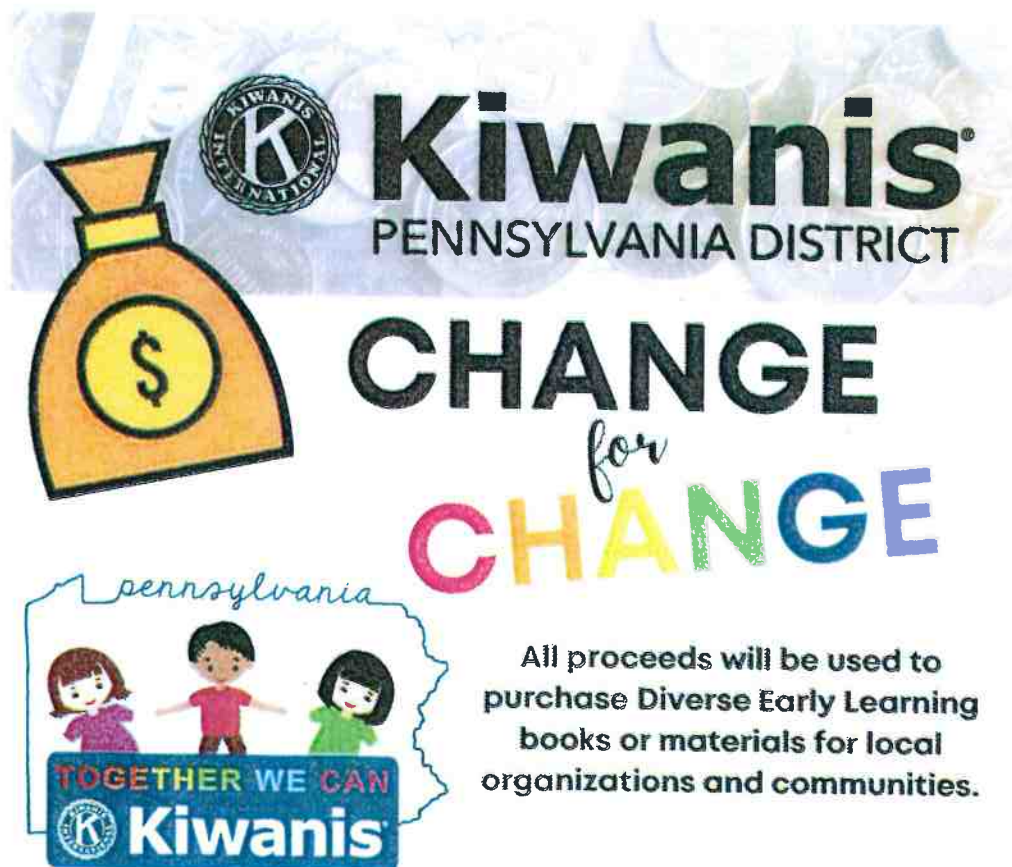
***\*Subject to change as goals are met or adjusted.***



### Governor's Project – CHANGE FOR CHANGE

"Change for Change" will encourage members to collect change (quarters, dimes, pennies, or any dollar amount) for the purchase of diverse early learning books or materials for local organizations and communities. Specific locations to be named in the future in collaboration with the Young Children Priority One committee.

Collections can be picked up during Regional Governor visits, Conventions or sent to the District Office. This could be a fun opportunity for members to compete, by clubs, divisions, and regions to see who has the most "CHANGE" by weight or total.





## District Chair: Leadership Education – Club Leadership Education Chair

### Job Description:

Develop and manage meaningful educational and training experiences for all incoming district and club officers, and promote continuing Kiwanis education within each club.

### Primary Role Expectations: (DRAFT)

1. Administrative:
  - a. Attend any Kiwanis International Education sessions or meetings as required.
  - b. Develop a **communication plan** to the District with the Public Relations Chair and Webmaster to publicize Club Leadership Education training offerings and registration instructions.
  - c. Complete **quarterly board reports** utilizing the District report format that will include issues, challenges, successes, and activities that chair is actively participating in.
  - d. **Must possess mid-level technical competencies in Microsoft PowerPoint and Zoom programs.**
2. Committee Management:
  - a. Collaborate with Governor or Governor Elect to identify and engage new Kiwanians to become certified trainer where needed in our District.
  - b. Communicate with Certified trainers to ensure they are in good standing with Kiwanis International.
3. Annual Club Leadership Education:
  - a. Primary responsible for **managing the annual Leadership Development Education** program for incoming club officers; includes setting dates/times and location (or via Zoom) with Certified Trainers.
  - b. **Obtain new Club Officer education materials** from Kiwanis International and adapt presentations and material to the District finding ways to differentiate the District training offering from Kiwanis International. The goal is not to duplicate the KI training offering.
  - c. Handle the **coordination of ordering the KI education materials** with District leadership and certified trainers.
  - d. **Be the main liaison to Kiwanis international** to troubleshoot any issues around educational materials.



## District Chair: Leadership Education – Virtual Content Chair

### Job Description:

Organize, manage, and develop meaningful educational and training experiences for all Kiwanians to support a Kiwanian's personal, professional and Kiwanis leadership goals. Organize educational schedule and virtual content on an agreed upon frequency with the Governor or Governor Elect, assist in developing content when asked at Midyear and other conferences or special events that will promote continuing Kiwanis education at all levels.

### Primary Role Expectations: (DRAFT)

1. Administrative:
  - a. Develop a **communication** plan to the District with the Public Relations Chair and Webmaster to publicize training offerings and registration instructions.
  - b. Complete **quarterly board reports** utilizing the District report format that will **include** issues, challenges, successes, and activities that chair is actively participating in.
2. Committee Management:
  - a. Collaborate with Governor or Governor Elect on *monthly* program calendar.
  - b. Access the District Zoom account to schedule zoom webinar/meetings for virtual continuing education sessions.
3. Special Educational Event Support:
  - a. Collaborate with the Governor and Governor Elect on special educational programs including educational sessions held at Midyear, District Convention, or Lt. Governor and/or Trustee trainings as deemed by Governor or Governor Elect.



## District Committee Chair Report Cover Sheet

**Date:** 9/30/2021

Committee: Membership

Chair: Tiffany Callaio

Committee Members, if applicable:

Valerie Rose- Region 1	Kristen Gee-Region 5	
Tara Lawry-Region 2	Wendy Kelly-Region 7	
Joy Ashley-Region 3	Matt Wise-Vice Chair-Region 4	
Penny Meyers- Region 4	Sarah Zulueta—Region 7	

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed desired response from the Board.

There are no issues that the board needs to act upon at this time.

2. List **successes** you have experienced as a result of your committee's work and activity.

A few meetings on opening up a new club in Danville. Our next meeting with the prospective members will be on Oct 14<sup>th</sup> in Danville. Site TBD.  
Great workshops at the DCON convention. Thank you to Matt Wise, Jim Janosik (KI) and Chuck Gugliuzza for presenting to our members.

3. List your **goals** (and their status) of your committee.

To continue to increase membership across the district and to strengthen clubs as well. We also are continuing to help clubs under charter strength (15 members) to expand past 15 members.  
Danville's meetings have been productive and there is more interest from the community every time we meet. One Club is in the planning stages of opening in Northside Pittsburgh.

4. Describe communications and activities with the following core groups:

Clubs	Clubs received information about the different workshops being presented at DCON for membership.
Lt. Governors / Divisions	I have sent out numerous emails on the information regarding trainings.
District	Governor Elect and I have had numerous phone/zoom calls regarding the status of membership for our District.
Kiwanis International	Jim Janosik presented at our D P. 67 Rogena Mitchell helped make phone calls to prospective members to attend Danville's meeting.

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly)

☐ Yes

☐ No

**Version updated and approved 10/3/2020**



To: Kiwanis Members in the PA District of Kiwanis International

From: PA District of Kiwanis International

Date: October 1, 2021



PA Kiwanis recognizes that members may be experiencing financial hardships associated with long term illness, being a sole caretaker or loss/change of a job that might impact the decision to remain a member for the upcoming year.

The Dollars for Dues Initiative is a district and member supported fund to support our members that may be experiencing hardships. **PA Kiwanis values you and your club and would like to support you through a special Dues Grant Program.**

If you or a member in your club is facing a financial hardship that is preventing renewal of membership; we recommend that you submit the attached application to apply for partial or full dues grant support. The application can also be completed online at <http://www.pakiwanis.org/DollarsForDues>.

Our District appointed a confidential committee who will review and discuss all applications. Upon decisions they will ask the Executive Director to send a check to your club's treasurer, as well as send communication letting you know the decision that has been made.

We want to help Kiwanians stay part of our Kiwanis family through this due grant program. We do not want to lose those amazing hardworking members that provide those hands of service that impacts the children in your community.

In addition, we have included a guide with helpful hints on ways to lessen the dues burden for all members to support you and your club during these challenging times.

If you or your club would like to donate to the program to help other Kiwanis please send all donations (checks) to: **Kiwanis Dollars for Dues c/o PA Kiwanis District, 125 North Enola Drive, Suite 206 Enola, PA 17025** or Venmo (@Pakiwanis) / PayPal (ketkiwanis@aol.com) is accepted.



# DOLLAR\$ FOR DUES

## SUPPORT OUR MEMBERS

Application

Updated: 10/4/2021

**\*\*All information provided is confidential. \*\***

Application Date:	
Submitted by:	
Applicant's Full Name:	
Club Name:	
What year did the applicant join Kiwanis?	

Select the number of occurrences that the applicant has attended from October 1, 2020 to present for below events:			
Event	1-2	3-5	6+
Service Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraisers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General/Board Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service Leadership Participation		
Does your CLUB sponsor a Service Leadership Program? <i>Indicate the number of clubs for each that are sponsored (if any).</i>	<input type="checkbox"/> K-Kids <input type="checkbox"/> Builders <input type="checkbox"/> Key	<input type="checkbox"/> Circle K <input type="checkbox"/> Aktion <input type="checkbox"/> Do not sponsor a club
Is the applicant INVOLVED with a Service Leadership Program (eg. Advisor or help at event) or participated with other branded Kiwanis Programs (eg. Key Leader, BUG, Terrific Kids) <i>Please check all that apply.</i>	<input type="checkbox"/> K-Kids <input type="checkbox"/> Builders <input type="checkbox"/> Key <input type="checkbox"/> BUG/Terrific Kids	<input type="checkbox"/> Key Leader <input type="checkbox"/> Circle K <input type="checkbox"/> Aktion <input type="checkbox"/> Not Involved

Hardship Reasons	
What are the hardship reasons that are being experienced by the applicant? <i>Please check all that apply to allow for a better understanding of need.</i>	<input type="checkbox"/> Financial (eg. Loss of household income) <input type="checkbox"/> Illness <input type="checkbox"/> Loss or Change of Job <input type="checkbox"/> Other: _____
(REQUIRED) To better understand your need please share any further information regarding your hardship and your Kiwanis involvement. All information is confidential.	

Annual Club Dues Amount / Total Funds Being Requested: \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Form can also be completed online at <http://www.pakiwanis.org/DollarsForDues>

Completed applications must be sent to: [KiwanisDollarsForDues@gmail.com](mailto:KiwanisDollarsForDues@gmail.com) or

Mail to: Kiwanis Dollars for Dues c/o PA Kiwanis District, 12<sup>th</sup> Floor, Enola Drive, Suite 206 Enola, PA 17025





## Dues got you Down?

Did you know that it only costs \$112  
to be a Kiwanis member?

Here is an Annual Dues Breakdown paid each October:

International Dues	\$52.00
Insurance	\$17.00
Kiwanis Magazine	\$ 8.00
District Dues	\$ 35.00
Club Dues	+ \$ ??? (what do your bylaws say?)

**Total: \$112 (mailed to KI)**

## Ideas to Decrease the Dues Burden for Members

- The \$17 Liability insurance can be paid using your service account.
- Gift the Kiwanis Magazine to your members from Admin Account. The Kiwanis Magazine is \$8 for the year. Maybe this year it is a gift from your club to the members and the club admin account pays \$8 per member!
- Consider not charging club dues this year! If your member dues are \$120 or \$140 for example, think about what you would do with the extra \$8, or \$28, consider if the club can waive it this year.
- Consider having the dues be paid monthly. Does your club have a healthy Administration Account? If so, consider a reasonable payment plan that will work for the member and the club. A "contract" could be created to agree that if paid in full by October 1 the dues are x amount, if in 12 installments they will be y amount per month, z if paid quarterly and so on!
- Make club dues payment easy for the member. The club can decide to use some popular payment apps such as paypal, venmo or utilize the Square for credit card transactions. Members might prefer using their card because they can pay it off slowly!

**Just remember that your club must pay Kiwanis International for the full year by 10/10!**

If you need more information please contact [KiwanisDollarsForDues@gmail.com](mailto:KiwanisDollarsForDues@gmail.com) or the District office.

Kiwanis International  
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
				20														21
K23	Pennsylvania																	
K2301	Division 1																	
K02090	Bradford	PA		48	49	49	49	49	49	49	49	49	49	49	47		-2.08	-1
K04613	Cambridge Springs	PA		8	8	8	8	8	8	8	8	8	8	8	8		0.00	
K03089	Conneaut Lake	PA		5	6	7	7	7	7	7	7	7	7	7	7		40.00	+2
K01165	Corry	PA		9	9	9	9	9	9	9	9	9	9	9	9		0.00	
K16877	East Erie County	PA		16	16	14	14	14	14	14	14	14	14	14	14		-12.50	-2
K11844	Edinboro	PA		32	34	36	36	36	36	36	36	36	36	36	36		12.50	+4
K00040	Erie	PA		27	27	30	38	38	38	38	38	40	51	51	45		66.67	+18
K17440	Fort LeBoeuf	PA		34	34	34	37	45	47	48	48	49	50	52	52		52.94	+18
K00701	Meadville	PA		41	39	39	39	39	39	39	39	39	39	39	39		-4.88	-2
K16577	Meadville Golden K	PA		17	17	17	17	17	17	17	17	17	17	16	16		-5.88	-1
K08353	Millcreek-Erie Area	PA	CSD	9	9	9	9	9	9	9	9	9					0.00	-9
K19429	Summit Township	PA	CR														0.00	
K00000	Warren	PA		40	41	40	38	38	38	38	36	36	37	37	37		-7.50	-3
K00000	West Erie County	PA		10	10	10	10	10	10	10	11	11	11	11	11		10.00	+1
Division 1 Totals:				296	299	302	311	319	321	322	321	324	328	329	321		8.45	+25
K2305	Division 5																	
K04358	Baldwin	PA		4	3	3	3	3	3	3	3	3	3	3	3		-25.00	-1
K02616	Glenshaw	PA		14	14	14	14	14	14	14	14	14	14	14	14		0.00	
K00003	Pittsburgh	PA		14	14	14	14	14	14	14	14	14	14	14	14		0.00	
K01574	Sewickley	PA		19	19	19	19	19	19	18	17	17	17	17	17		-10.53	-2
K03643	Sheraden, Pittsburgh	PA		36	39	40	40	40	40	40	39	39	39	39	39		8.33	+3
K03431	Squirrel Hill, Pittsburgh	PA		7	7	7	7	7	7	7	7	7	7	7	5		-28.57	-2
K00797	Washington	PA		7	7	7	7	7	7	7	7	7	7	7	7		0.00	
Division 5 Totals:				101	103	104	104	104	104	103	101	101	101	101	99		-1.98	-2
K2306	Division 6																	
K05219	Freeport	PA		15	15	15	15	15	15	15	15	15	15	14	14		-6.67	-1
K00526	McKeesport-White Oak	PA		14	14	14	14	14	15	15	15	15	15	15	14		0.00	
K01502	Vandergrift	PA		14	14	15	15	15	15	15	15	15	15	15	15		7.14	+1
K02401	Verona-Rosedale	PA		8	8	8	8	8	8	8	8	8	8	8	8		0.00	
K01702	Wilkinsburg	PA		4	4	4	14	17	17	17	15	15	16	16	16		300.00	+12

Club Id	Club Name	Cntry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
				20														
K23	Pennsylvania (Continued)			55	55	56	66	69	70	70	68	68	69	68	67	21.82	+12	
Division 6 Totals:				55	55	56	66	69	70	70	68	68	69	68	67	21.82	+12	
K2308	Division 8																	
K00165	Greensburg	PA		19	19	19	19	19	19	19	19	19	19	17	17	-10.53	-2	
K00930	Jeannette	PA		7	7	7	7	7	7	7	7	7	7	7	6	-14.29	-1	
K04899	Scottdale	PA		15	15	15	15	15	15	15	15	15	15	15	15	0.00		
K00672	Uniontown	PA		13	13	13	13	13	13	13	13	13	13	13	13	0.00		
Division 8 Totals:				54	54	54	54	54	54	54	54	54	54	52	51	-5.56	-3	
K2310	Division 10																	
K03661	Homer City	PA		9	9	9	9	9	9	9	9	9	9	9	9	0.00		
K00786	Indiana	PA		28	28	28	28	29	29	29	29	29	29	31	31	10.71	+3	
K00786	Johnstown	PA		3	3	3	3	3	3	3	3	3	2	2	2	-33.33	-1	
K00786	Johnstown East Hills	PA		8	8	8	8	8	8	8	8	8	8	8	8	0.00		
K17732	Punxsutawney	PA		8	8	8	8	8	8	5	5	5	5	5	5	-37.50	-3	
K03869	Somerset	PA		13	14	16	16	17	17	17	17	17	17	17	17	30.77	+4	
K07473	Westwood, Johnstown	PA		21	21	21	20	20	20	19	19	19	19	19	18	-14.29	-3	
Division 10 Totals:				90	91	93	92	94	94	90	90	90	89	91	90	0.00		
K2311	Division 11W																	
K00005	Altoona	PA		41	41	41	41	40	40	40	40	40	40	40	40	-2.44	-1	
K00521	Du Bois	PA		13	13	13	16	16	16	15	15	15	15	15	15	15.38	+2	
K05383	Eldorado, Altoona	PA		18	18	19	19	19	19	19	19	19	17	17	17	-5.56	-1	
K01118	Philipsburg	PA		46	46	46	57	57	54	54	54	54	54	54	55	19.57	+9	
K11511	Tyrone	PA		15	15	15	15	15	15	15	15	16	16	16	16	6.67	+1	
Division 11W Totals:				133	133	134	148	147	144	143	143	144	142	142	143	7.52	+10	
K2312	Division 12N																	
K18236	Bald Eagle and Nittany Valleys	PA		38	38	41	42	42	42	42	43	43	43	43	45	18.42	+7	
K11987	Jersey Shore Area	PA		10	10	10	10	10	10	10	10	10	10	10	10	0.00		
K18578	Liberty	PA		24	24	24	24	24	24	24	24	24	24	24	24	0.00		
K01483	Lock Haven	PA		45	45	44	44	44	44	44	44	44	44	45	45	0.00		

Kiwanis International  
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
				20	21													
K23	Pennsylvania (Continued)																	
K2312	Division 12N (Continued)																	
K05677	Mansfield	PA		13	13	13	13	13	13	13	13	13	13	13	13		0.00	
K03692	Mill Hall	PA		9	9	9	9	9	7	7	7	7	7	7	7		-22.22	-2
K18323	Montoursville	PA		34	35	35	35	35	35	35	35	35	35	35	35		2.94	+1
K12388	Muncy Area	PA		12	12	12	12	12	12	11	11	11	12	12	13		8.33	+1
K18331	Pennsylvania Ekiwanis 2.0	PA		9	10	10	10	10	10	10	10	10	10	10	9		0.00	
K11634	Sullivan County	PA		10	10	10	10	10	10	10	10	10	10	10	10		0.00	
K11942	Valley (The), Athens	PA		15	11	11	11	11	11	11	11	11	11	11	11		-26.67	-4
K00130	Williamsport	PA		77	77	77	80	81	81	81	81	82	83	84	85		10.39	+8
Division 12N Totals:				296	294	296	300	301	299	298	299	300	302	304	307		3.72	+11
K2313	Division 12S																	
K00077	Buffalo Valley A.M.	PA		16	16	16	16	16	16	16	16	16	16	16	16		0.00	
K00045	Dalmatia	PA		19	19	19	19	19	19	19	19	19	19	19	19		0.00	
K10901	Middleburg Area	PA		11	11	11	11	11	11	11	11	11	11	11	11		0.00	
K02109	Mifflinburg	PA		28	29	29	29	29	29	29	29	29	28	28	26		-7.14	-2
K02877	Milton/Warrior Run	PA		35	35	35	35	35	35	35	35	35	36	36	35		0.00	
K07332	Northumberland-Point Township	PA		8	8	8	8	8	8	8	8	8	8	8	8		0.00	
K17242	Selinsgrove Area	PA		10	10	10	10	10	10	10	10	10	10	10	10		0.00	
K00450	Sunbury	PA		27	27	27	27	27	27	27	27	27	27	27	23		-14.81	-4
Division 12S Totals:				154	155	155	155	155	155	155	155	155	155	155	148		-3.90	-6
K2314	Division 13N																	
K14286	Dillsburg Area	PA		23	23	23	23	23	23	23	23	23	23	23	23		0.00	
K03384	Greater West Shore	PA		16	16	16	16	16	16	16	16	16	16	16	16		0.00	
K19663	Greater York	PA		7	7	6	6	6	6	6	6	6	6	6	6		-14.29	-1
K00048	Harrisburg	PA		32	32	32	32	32	32	32	32	32	31	31	31		-3.13	-1
K07038	Hershey-Hummelstown	PA		19	20	20	20	21	21	21	21	21	21	21	21		10.53	+2
K19336	Linglestown Area	PA		8	8	8	8	8	8	8	9	9	9	9	9		12.50	+1
K02096	Middletown	PA		5	5	5	5	5	5	5	5	5	5	5	5		0.00	
K04380	Upper Allen-Cumberland Valley	PA		15	15	15	15	15	15	15	15	15	15	15	15		0.00	
Division 13N Totals:				125	126	125	125	126	126	126	127	127	126	126	126		0.80	+1



Kiwanis International  
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
				20														21
K23	Pennsylvania (Continued)																	
K2315 Division 13S																		
K17930	Big Spring	PA		11	12	12	12	12	12	12	12	12	12	12	12	12	9.09	+1
K00311	Carlisle	PA		36	36	36	37	38	38	38	38	38	38	38	38	38	5.56	+2
K02550	Chambersburg	PA		19	19	19	19	19	19	19	19	19	18	19	19	19	0.00	
K08272	Chambersburg-Downtown	PA		34	34	34	34	34	34	34	34	34	34	34	34	34	0.00	
K04355	Gettysburg Adams	PA		14	14	14	14	14	14	14	14	14	15	16	16	16	14.29	+2
K00613	Hanover	PA		24	23	23	23	23	23	24	24	27	27	27	29	29	20.83	+5
K12124	Shippensburg	PA		13	13	14	14	14	14	14	14	14	13	13	13	13	0.00	
Division 13S Totals:				151	151	152	153	154	154	155	155	158	157	159	161		6.62	+10
K2316 Division 14																		
K01341	Berwick	PA		11	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
K00098	Bloomsburg	PA		29	29	29	29	29	29	28	28	28	28	28	30	30	3.45	+1
K00952	Hazleton	PA	CR														0.00	
K00098	Pottsville	PA		33	36	36	36	36	36	36	36	36	36	36	36	36	9.09	+3
K09523	Valley (The), Conyngham	PA		15	15	15	15	15	15	15	15	16	16	16	16	16	6.67	+1
Division 14 Totals:				88	91	91	91	91	91	90	90	91	91	91	93		5.68	+5
K2317 Division 15																		
K19307	Back Mountain	PA		22	22	22	26	27	27	29	32	32	32	35	35	35	59.09	+13
K01133	Carbondale	PA		5	5	5	5	5	5	5	5	5	5	5	5	5	0.00	
K01672	Dallas	PA		25	23	24	24	23	23	23	23	23	23	23	23	23	-8.00	-2
K17301	Kingston	PA		7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	
K18933	Lafin	PA	CR														0.00	
K07651	Montrose Area	PA		24	24	24	25	26	26	26	26	27	27	27	27	27	12.50	+3
K05653	Mountaintop	PA		14	14	14	14	14	14	14	14	16	16	16	16	16	14.29	+2
K00950	Pittston	PA		11	11	11	12	13	13	13	13	13	13	14	14	14	27.27	+3
K00975	Plymouth	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
K00111	Scranton	PA		45	45	46	46	45	45	46	46	46	46	46	46	46	2.22	+1
K03759	Swoyersville	PA		14	19	19	19	19	19	19	19	19	19	21	21	21	50.00	+7
K02905	Tunkhannock	PA		36	36	36	36	36	36	35	35	36	36	37	37	37	2.78	+1
K00129	Wilkes-Barre	PA		24	24	24	24	24	24	24	24	24	26	26	24	24	0.00	
K14447	Wyoming Area	PA		44	45	45	53	54	55	55	55	56	56	56	57	57	29.55	+13

[illegible]



Kiwanis International  
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
20																	
21																	
K23	Pennsylvania (Continued)																
K2326	Division 11E (Continued)																
K01182	Belleville	PA		16	20	20	22	22	22	22	22	22	22	22	22	37.50	+6
K01259	Huntingdon	PA		11	11	11	13	14	14	14	14	14	14	14	14	27.27	+3
K14968	Juniata County	PA		17	17	17	16	16	16	16	16	16	16	16	16	-5.88	-1
K00772	Lewistown	PA		44	44	44	44	44	44	44	44	44	44	44	44	0.00	
K10590	Mount Union Area	PA		8	8	8	8	8	8	8	8	8	8	8	7	-12.50	-1
K18334	Nittany	PA		7	8	9	14	14	15	15	15	15	15	15	15	114.29	+8
K17258	Penns Valley Area	PA		10	11	11	11	11	11	11	11	11	11	11	11	10.00	+1
K01367	State College	PA		34	34	34	35	35	35	35	33	33	33	33	33	-2.94	-1
Division 11E Totals:				147	153	154	163	164	165	165	163	163	163	163	162	10.20	+15
K2329	Division 2																
K002	Clarion	PA		18	18	18	18	16	16	16	16	16	16	16	16	-11.11	-2
K006	Franklin	PA		38	39	39	40	40	40	39	39	39	40	41	41	7.89	+3
K00848	Greenville	PA		26	26	26	26	26	26	26	26	26	26	25	25	-3.85	-1
K04567	Hermitage	PA		12	12	12	12	12	12	14	14	14	15	14	14	16.67	+2
K00192	New Castle	PA	CSD	8	8	8	8	8	8	8	8	8	8	8	8	0.00	-8
K02377	New Wilmington	PA		12	12	12	12	12	12	12	12	12	10	10	10	-16.67	-2
K00673	Sharon	PA		15	15	15	15	15	15	15	15	15	15	15	15	0.00	
K09572	Titusville	PA	CR	12												0.00	-12
K02510	Transfer	PA		17	17	17	17	17	18	18	18	19	19	19	22	29.41	+5
K02625	West Middlesex	PA		23	23	23	23	22	22	22	22	22	22	22	22	-4.35	-1
Division 2 Totals:				181	170	170	171	168	169	170	170	171	171	162	165	-8.84	-16
Total Number of Clubs:				160													
Pennsylvania Totals:				3042	3045	3066	3155	3177	3177	3172	3170	3181	3182	3184	3166	4.08	+124





## District Committee Chair Report Cover Sheet

**Date:** 2021. 10.1.

Committee: Audit Chair: James R. Hanna

Committee Members, if applicable:

Bob Raub		

1. List **issues** that you need to bring to the attention of the District Board, indicating whether it is for their information, or you are seeking resolution. If for resolution, please explain your proposed **desired** response from the Board.

Currently, a concentration of financial duties and responsibilities is vested with the Executive Director. This matter will be studied by the Audit Committee to ascertain if a goal of separating and re-assigning some duties would be possible, with the ultimate goal of improving upon internal control, a pillar of structure for safeguarding assets, ensuring financial statement reliability, and promoting operational efficiency, while reducing the current financial workload of the Executive Director.

This topic is being reported solely for the information of the Board and the Audit Committee seeks **no form** of resolution, at this time.

2. List **successes** you have experienced as a result of your committee's work and activity.

3. List your **goals** (and their status) of your committee.

Provide oversight of audit process for fiscal year ended September 30, 2021.

4. Describe communications and activities with the following core groups:

Clubs	
Lt. Governors / Divisions	
District	On September 22, 2021, conducted introductory, three party, meeting between 1.) Audit

	Committee, 2.) Kevin Thomas, and 3.) Partner John Bonawitz and Senior Manager Lauren Fenner, of auditing firm, Brown, Schultz Sheridan& Fritz ("BSSF") to establish time frame for audit, steps necessary to remove "qualified" audit opinion, and to clarify prior year tax filing status for both District 22 and Key Club. Request for multi-year summary comparison of finances for purpose of detecting long term trends.
Kiwanis International	

5. Do you have additional material to attach to your report?  
(If yes, please attach accordingly) ☐ Yes ☒ No

# Kiwanis International Pennsylvania District

## Balance Sheet

As of September 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101 Cash checking account	12,660.09
101A Circle K Cash on hand	1,089.00
105 Cash saving account	577.48
108 - Cash Investments	0.00
300A Circle K Dues	-4,760.00
546 Governor elect Expense General Budget	528.36
568 Survey Monkey Subscription	954.00
569 Zoom	582.89
597 Other Events	3,142.00
<b>Total Bank Accounts</b>	<b>\$14,773.82</b>
Other Current Assets	
110 Accounts receivable 2	6,078.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	291.00
125 Prepaid expenses	441.22
126 Prepaid rent	2,250.00
<b>Total Other Current Assets</b>	<b>\$9,060.22</b>
<b>Total Current Assets</b>	<b>\$23,834.04</b>
Fixed Assets	
146 Furniture and equipment	34,368.79
147 Accumulated depreciation	-34,368.79
<b>Total Fixed Assets</b>	<b>\$0.00</b>
Other Assets	
151 Marketable securities	0.00
152 Allowance for market value	0.00
278 Net Asset Increase (Decrease)	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$23,834.04</b>

# Kiwanis International Pennsylvania District

## Balance Sheet

As of September 30, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	9,508.78
<b>Total Accounts Payable</b>	<b>\$9,508.78</b>
Other Current Liabilities	
200 Bank credit line	36.26
201 Accunts payable 9/30/18	-0.01
202 Credit Card Payable	3,406.04
203 Social Security Payable	402.48
204 FIT Payable	590.00
205 PIT payable	199.43
206 LIT payable	300.75
207 PUT payable	0.00
208 Medicare Payable	94.21
214 Deferred revenues	19,835.00
220 Accrued Salaries and Vacation	14,009.00
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	-1,824.56
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	-0.10
<b>Total Other Current Liabilities</b>	<b>\$37,048.50</b>
<b>Total Current Liabilities</b>	<b>\$46,557.28</b>
Long-Term Liabilities	
800 Key Club Payments Received	605.88
801 Circle K Payments Received	136.77
802 Pennsylvania Kiwanis Foundation	-755.00
804 Key Club American Express Pay	-27,710.43
805 Circle K AMEX Payment	-0.47
806 Foundation American Express Payments	0.00
808 Centennial Club CC Payments	0.00
<b>Total Long-Term Liabilities</b>	<b>\$ -27,723.25</b>
<b>Total Liabilities</b>	<b>\$18,834.03</b>
Equity	
275 Unrestricted net assets	-42,538.00
303 PPP Loan Forgiveness	13,892.00
32000 Restricted Net Assets - Key Leader	35,156.05



# Kiwanis International Pennsylvania District

## Balance Sheet

As of September 30, 2021

	TOTAL
Net Income	-1,510.04
Total Equity	\$5,000.01
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$23,834.04</b>

**2020-21 Budget Report**  
9/30/2021

	2020-21 Approved Budget		2020-21 Actual			
	Amount	Total	Amount	Total		Variance
<b>REVENUES</b>						
<b>MEMBERSHIP DUES</b>						
District Dues (Full Year - 3,150 members)	\$ 99,750.00		\$102,671		103%	\$ 2,921.00
Partial year prorated dues	\$ 3,000.00		\$3,358		112%	\$ 358.00
Sub-Total		\$ 102,750.00		\$106,029	103%	\$ 3,279.00
<b>SLP &amp; OTHER SUPPORT FOR SERVICES</b>						
Key Club	\$ 12,500.00		\$12,500		100%	\$ -
Circle K	\$ -		\$0		#DIV/0!	\$ -
Foundation - Office Support and Services	\$ 6,000.00		\$6,000		100%	\$ -
Foundation - SLP Administrators	\$ 1,000.00		\$1,000		100%	\$ -
Sub-total		\$ 19,500.00		\$19,500	100%	\$ -
<b>MISC. INCOME</b>						
Misc. Income	\$ 2,500.00		\$24		1%	\$ (2,476.00)
Interest	\$ 10.00		\$12		120%	\$ 2.00
Sub-total		\$ 2,510.00		\$36	1%	\$ (2,474.00)
<b>DISTRICT EVENTS</b>						
Holiday Party or other Fundraising	\$ 1,000.00				0%	\$ (1,000.00)
District Raffle	\$ 15,000.00		\$13,607		91%	\$ (1,393.00)
Mid-Winter Convention	\$ -		\$0		#DIV/0!	\$ -
District Convention	\$ 39,545.00		\$43,298		109%	\$ 3,753.00
Sub-total		\$ 55,545.00		\$56,905	102%	\$ 1,360.00
<b>Payroll Protection Program*</b>						
		\$ 13,815.00		\$13,815		
<b>TOTAL REVENUES</b>		\$ 194,120.00		\$196,285	101%	\$ 2,165.00
<b>EXPENSES</b>						
<b>EMPLOYEE COMPENSATION</b>						
Salaries	\$ 67,000.00		\$68,089		102%	\$ (1,089.00)
Payroll Taxes	\$ 5,900.00		\$5,621		95%	\$ 279.00
Employee Benefits	\$ 710.00		\$710		100%	\$ -
Executive Director Expenses	\$ 2,500.00		\$1,708		68%	\$ 792.00
Executive Director ICON	\$ 700.00		\$700		100%	\$ -
Sub-total		\$ 76,810.00		\$76,828	100%	\$ (18.00)
<b>OFFICE &amp; RELATED EXPENSES</b>						
Building Lease	\$ 15,000.00		\$15,000		100%	\$ -
Postage	\$ 700.00		\$589		84%	\$ 111.00
Telephone & Internet	\$ 2,700.00		\$2,797		104%	\$ (97.00)
Insurance	\$ 2,200.00		\$2,145		98%	\$ 55.00
Supplies & Printing	\$ 1,000.00		\$826		83%	\$ 174.00
Equipment Maintenance	\$ 500.00		\$425		85%	\$ 75.00
Equipment Leases	\$ 1,700.00		\$1,620		95%	\$ 80.00
Webpage/Domain Fees	\$ 275.00		\$253		92%	\$ 22.00
District Zoom Subscription	\$ 200.00		\$600		300%	\$ (400.00)
Survey Monkey Subscription	\$ 900.00		\$954		106%	\$ (54.00)
Sub-total		\$ 25,175.00		\$23,655	94%	\$ 1,520.00
<b>LEADERSHIP EXPENSES AND STIPENDS</b>						
Lt. Gov Expenses	\$ 2,500.00				0%	\$ 2,500.00
Lt. Gov Education	\$ 3,500.00		\$1,795		51%	\$ 1,705.00
Trustee Board Meeting Expenses	\$ 500.00				0%	\$ 500.00

Comments

Awaiting undaimed property

New Executive Director Contract

We will exceed this line item

Gov-Elect Expenses	\$ 1,500.00				0%	\$ 1,500.00
Gov-Elect ICON	\$ 700.00				0%	\$ 700.00
Governor Expenses	\$ 1,500.00				0%	\$ 1,500.00
Governor ICON	\$ 700.00				0%	\$ 700.00
Keystone Kiwanian Stipend	\$ 1,000.00		\$1,000		100%	\$ -
Sub-total		\$ 11,900.00		\$2,795	23%	\$ 9,105.00
<b>SLP LEADERSHIP SUPPORT</b>						
Circle K Administrator	\$ 2,000.00				0%	\$ 2,000.00
Builders Club Administrator	\$ 250.00		\$31		12%	\$ 218.84
K-Kids Administrator	\$ 250.00				0%	\$ 250.00
Sub Total		\$ 2,500.00		\$31	1%	\$ 2,468.84
<b>MEMBERSHIP GROWTH &amp; DEVELOPMENT</b>						
Membership Growth & Development	\$ 3,500.00		\$574		16%	\$ 2,926.00
Awards	\$ 1,300.00		\$1,496		115%	\$ (196.00)
Kiwanis Amplify Stipend	\$ 1,200.00		\$400		-33%	\$ 1,600.00
Sub-total		\$ 6,000.00		\$2,070	35%	\$ 3,930.00
<b>DISTRICT EVENTS</b>						
Holiday Party or other fundraiser	\$ 100.00				0%	\$ 100.00
Mid-Winter Conference - State College	\$ 50.00		\$79		158%	\$ (29.00)
District Raffle	\$ 7,800.00		\$7,470		96%	\$ 330.00
District Convention	\$ 36,290.00		\$42,806		118%	\$ (6,516.00)
Sub-total		\$ 44,240.00		\$50,355	114%	\$ (6,115.00)
<b>FINANCIAL RESTORATION</b>						
Interest Expense	\$ 300.00		\$328		109%	\$ (28.00)
Audit	\$ 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		\$ 25,800.00		\$23,567	91%	\$ 2,232.78
<b>TOTAL EXPENSES</b>		\$ 192,425.00		\$179,301	93%	\$ 13,123.62
<b>BALANCE</b>		\$ 1,695.00		\$16,984		

Overage as the result of Key Club consolidation work

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



PA KIWANIS FAMILY ACCOUNT BALANCES - 8/31/21

ACCOUNT	Amount 8/31/2018	Amount 12/31/2018	Amount 3/31/2019	Amount 6/30/2019	Amount 8/31/2019	Amount 12/31/2019	Amount 2/29/2020	Amount 9/30/2020	Amount 12/31/2020	Amount 3/31/2021	Amount 6/30/2021	Amount 8/31/2021	AVERAGE
wanis Checking	\$ 34,196.05	\$ 50,276.57	\$ 103,880.69	\$ 22,847.19	\$ 27,131.17	\$ 42,933.26	\$ 73,587.93	\$ 23,069.18	\$ 33,079.70	\$ 84,453.20	\$ 64,183.89	\$ 77,736.00	\$ 53,114.57
wanis Reserve	\$ 559.18	\$ 559.18	\$ 569.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.22	\$ 577.24	\$ 572.76
y Club Checking	\$ 8,654.99	\$ 18,410.59	\$ 127,584.36	\$ 8,375.38	\$ 1,275.86	\$ 29,255.34	\$ 105,237.93	\$ 41,900.40	\$ 47,252.87	\$ 38,249.56	\$ 11,376.34	\$ 2,974.00	\$ 36,712.30
y Club Reserve	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,789.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 14,500.00	\$ 14,500.00	\$ 10,500.00	\$ 28,620.08
role-K Checking	\$ 843.07	\$ 4,028.31	\$ 8,481.03	\$ 6,993.42	\$ 1,512.75	\$ 3,790.06	\$ 5,918.32	\$ 1,088.77	\$ 3,589.47	\$ 4,182.56	\$ 6,984.27	\$ 4,924.00	\$ 4,359.50
role-K Reserve	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ -	\$ -	\$ -	\$ -	\$ 2,999.20
tion Club	\$ 5,277.35	\$ 4,781.11	\$ 4,781.11	\$ 4,941.77	\$ 4,355.88	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,688.72
y Leader				\$ 7,280.88	\$ 4,599.77	\$ 3,241.27	\$ 8,334.16	\$ 5,549.02	\$ 5,549.02	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,688.72
undation Cash	\$ 23,059.57	\$ 72,533.70	\$ 46,762.66	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 28,919.89	\$ 43,528.63	\$ 70,766.13	\$ 57,833.00	\$ 64,993.00	\$ 49,536.00	\$ 46,106.09
undation Investments	\$ 877,025.00	\$ 801,398.00	\$ 789,482.00	\$ 816,082.00	\$ 816,082.00	\$ 872,617.00	\$ 827,617.00	\$ 809,826.00	\$ 887,562.00	\$ 938,748.00	\$ 971,532.00	\$ 971,532.00	\$ 864,958.58
		(as of 11/30/18)	(as of 2/28/19)		(as of 6/30/19)		(as of 12/31/19)					(as of 6/31/21)	
	\$ 987,588.21	\$ 989,958.46	\$ 1,119,514.55	\$ 952,300.48	\$ 916,919.74	\$ 1,018,824.52	\$ 1,092,803.32	\$ 986,150.27	\$ 1,087,693.49	\$ 1,149,639.64	\$ 1,143,022.96	\$ 1,126,725.36	\$ 1,046,095.08



# New law extends COVID tax credit for employers who keep workers on payroll

IR-2021-21, January 26, 2021

WASHINGTON — The Internal Revenue Service urges employers to take advantage of the newly-extended employee retention credit, designed to make it easier for businesses that, despite challenges posed by COVID-19, choose to keep their employees on the payroll.

The Taxpayer Certainty and Disaster Tax Relief Act of 2020, enacted December 27, 2020, made a number of changes to the employee retention tax credits previously made available under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), including modifying and extending the Employee Retention Credit (ERC), for six months through June 30, 2021. Several of the changes apply only to 2021, while others apply to both 2020 and 2021.

As a result of the new legislation, eligible employers can now claim a refundable tax credit against the employer share of Social Security tax equal to 70% of the qualified wages they pay to employees after December 31, 2020, through June 30, 2021. Qualified wages are limited to \$10,000 per employee per calendar quarter in 2021. Thus, the maximum ERC amount available is \$7,000 per employee per calendar quarter, for a total of \$14,000 in 2021.

Employers can access the ERC for the 1st and 2nd quarters of 2021 prior to filing their employment tax returns by reducing employment tax deposits. Small employers (i.e., employers with an average of 500 or fewer full-time employees in 2019) may request advance payment of the credit (subject to certain limits) on Form 7200, Advance of Employer Credits Due to Covid-19, after reducing deposits. In 2021, advances are not available for employers larger than this.

Effective January 1, 2021, employers are eligible if they operate a trade or business during January 1, 2021, through June 30, 2021, and experience either:



1. A full or partial suspension of the operation of their trade or business during this period because of governmental orders limiting commerce, travel or group meetings due to COVID-19, or
2. A decline in gross receipts in a calendar quarter in 2021 where the gross receipts of that calendar quarter are less than 80% of the gross receipts in the same calendar quarter in 2019 (to be eligible based on a decline in gross receipts in 2020 the gross receipts were required to be less than 50%).

Employers that did not exist in 2019 can use the corresponding quarter in 2020 to measure the decline in their gross receipts. In addition, for the first and second calendar quarters in 2021, employers may elect in a manner provided in future IRS guidance to measure the decline in their gross receipts using the immediately preceding calendar quarter (i.e., the fourth calendar quarter of 2020 and first calendar quarter of 2021, respectively) compared to the same calendar quarter in 2019.

In addition, effective January 1, 2021, the definition of qualified wages was changed to provide:

- For an employer that averaged more than 500 full-time employees in 2019, qualified wages are generally those wages paid to employees that are not providing services because operations were fully or partially suspended or due to the decline in gross receipts.
- For an employer that averaged 500 or fewer full-time employees in 2019, qualified wages are generally those wages paid to all employees during a period that operations were fully or partially suspended or during the quarter that the employer had a decline in gross receipts regardless of whether the employees are providing services.

Reactive to the March 27, 2020, enactment of the CARES Act, the law now allows employers who received Paycheck Protection Program (PPP) loans to claim the ERC for qualified wages that are not treated as payroll costs in obtaining forgiveness of the PPP loan.

For more information, see COVID-19-Related Employee Retention Credits: How to Claim the Employee Retention Credit FAQs.

*Page Last Reviewed or Updated: 27-Jan-2021*

## 2022 "Holiday Party" Board Report

October 9, 2021

Governor Elect Sarah Zulueta appointed Jen Vare Committee Chair August, 2021

Task: to review past holiday parties, previous committee reports & propose ideas to bring back a Fundraiser Holiday Party or replacement event and submit to the Board for approval

### Committee Members:

- Tracy Smith, Co-Chair from 2013-16
- Marianne Muraska, West Side
- Tiffany Callaio, Northeast
- Sarah Zulueta, Governor

### Meeting 9/13/2021

- Committee felt that the Holidays were too busy for a party
- Change in Midyear to "virtual only" we might be able to pull a larger crowd of members who will miss the social aspect of Midwinters of the past
- Task was to search and request information for places within 3 hours of Pittsburgh, Philadelphia & Wyoming Area
- Dates for requests were: 1<sup>st</sup> choice- 3/5, Backup dates of 2/26 and 3/12

### Meeting 10/4/2021

- Governor Elect Mike Coolbaugh stood in for comments on behalf of Governor Sarah
- Reviewed over 20 sites that met the 3 hour criteria & took into consideration the following:
  - Price for rental
  - Price for food/drinks
  - Liability
  - Availability
- The Committee has agreed that The Maple Shade Barn in Dillsburg, PA is the best venue for the event this year.
  - Emily Reed is a member of the Historical Society and has tentatively reserved the date of 3/5, but is looking to see if 2/26 is available
  - Our full rental fee is \$30
  - Tickets will be limited to 1<sup>st</sup> 75 people

### For Board Approval:

- Date: 3/5 or 2/26/2022
- Time: 5-10 PM
- Location: The Maple Shade Barn
- Price: \$35
- Food: Heavy appetizers & desserts
- Beverages: Beer, wine, soda, water, coffee, tea (Bring your own Liquor)
- Basket Raffles & 50/50

### Next Steps (pending approval)

- Create a Save the Date
- Create a fun theme or catchy title
- Research hotels in Dillsburg for of a block of rooms with no financial impact on District
- Determine if we want to offer any other social/service activities for Friday evening or Saturday morning with no financial impact on District
- Continue to meet as a committee

**PA DISTRICT CIRCLE-K INTERNATIONAL**  
**2021-22 Budget Proposal**

<b>REVENUE</b>	<b>21-22 Proposed Budget</b>	<b>Approved Budget</b>	<b>Actual Receipts/Expenses</b>	
		<b>2019-20</b>	<b>2019-20 as of 2/29</b>	
BEGINNING BALANCE	\$ -	\$ 750.00	\$ 750.00	100%
DUES	\$ 3,320.00	\$ 5,000.00	\$ 4,460.00	89%
Dues Spring/Summer	\$ -	\$ 550.00	\$ 170.00	31%
Cards, Ribbons and other general budget fundraising	\$ -	\$ 225.00		0%
Pennsylvania Kiwanis Foundation Contribution	\$ 3,000.00	\$ 1,000.00		0%
Sponsorships	\$ -	\$ 150.00	\$ 150.00	100%
Miscellaneous Income	\$ -	\$ -		#DIV/0!
INTEREST/DIVIDENDS	\$ -	\$ 13.00	\$ 10.87	84%
<b>TOTAL REVENUE</b>	<b>\$ 6,320.00</b>	<b>\$ 7,688.00</b>	<b>\$ 5,540.87</b>	<b>72%</b>
<b>EXPENDITURES</b>				
GOVERNOR	\$ 300.00	\$ 825.00	\$ 286.72	
SECRETARY	\$ 150.00	\$ 350.00		
TREASURER	\$ 150.00	\$ 350.00	\$ 52.55	
EDITOR	\$ 150.00	\$ 350.00		
All Lt Governors	\$ 500.00			
LT GOVERNOR - BLACK DIAMOND	\$ -	\$ 350.00		
LT GOVERNOR - COLONIAL	\$ -	\$ 350.00	\$ 250.72	
LT GOVERNOR - KEYSTONE	\$ -	\$ 350.00		
LT GOVERNOR - LIBERTY	\$ -	\$ 350.00		
LT GOVERNOR - SNOWBELT	\$ -	\$ 350.00		
LT GOVERNOR - THREE RIVERS	\$ -	\$ 350.00	\$ 123.11	
All chairs	\$ 400.00		\$ 35.00	
CHAIR - New Club	\$ -	\$ 175.00		
CHAIR - SERVICE	\$ -	\$ 175.00		
CHAIR - Conferences and Convention	\$ -	\$ 175.00		
CHAIR - LAWS & REGULATIONS	\$ -	\$ 175.00		
CHAIR - Membership Development & Education	\$ -	\$ 175.00		
Club Officer Training	\$ 600.00	\$ -		
DISTRICT OFFICER TRAINING	\$ 600.00	\$ 1,200.00	\$ 749.39	
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ 500.00	\$ 500.00	\$ 467.26	
DISTRICT OFFICE OPERATION	\$ 500.00	\$ 850.00	\$ 850.00	
FALL RALLY	\$ 500.00			
SPRING FLING	\$ 600.00			
KEY CLUB CONVENTION PARTICIPATION	\$ 600.00			
OFFICER PINS	\$ 100.00			
CONTINGENT	\$ 670.00	\$ 288.00	\$ -	
<b>TOTAL EXPENSES</b>	<b>\$ 6,320.00</b>	<b>\$ 7,688.00</b>	<b>\$ 2,814.75</b>	
<b>BUDGET SURPLUS/(DEFICIT):</b>		<b>\$ -</b>	<b>\$ 2,726.12</b>	



2021 DISTRICT CONVENTION BUDGET REPORT				
ACCOUNT	2021 Approved Budget	2021 Actual	Variance	
REVENUE				
Registration Fees:				
Kiwanians (clubs @ 3 @\$25.00)	\$ 11,550.00	\$ 11,550.00	100%	\$ -
Kiwanians (Beyond 3 per club@\$25.00)	\$ 500.00	\$ 455.00	91%	\$ (45.00)
Spouses (@\$15.00)	\$ 200.00	\$ 195.00	98%	\$ (5.00)
Sponsored Groups (@\$10.00)	\$ 70.00	\$ -	0%	\$ (70.00)
Virtual Registration Fee (@\$15.00)	\$ 150.00	\$ 192.55	128%	\$ 42.55
Advertising	\$ 4,000.00	\$ 5,780.00	145%	\$ 1,780.00
Friday Evening Activities*	\$ -	\$ -	#DIV/0!	\$ -
Thursday Opening Party/event (75@\$25.00)	\$ 1,875.00	\$ 2,000.00	107%	\$ 125.00
Friday Breakfast (75@\$20.00)	\$ 1,500.00	\$ 1,560.00	104%	\$ 60.00
Friday Lunch (100@\$25.00)	\$ 2,500.00	\$ 2,320.00	93%	\$ (180.00)
Saturday Lunch (100@\$25.00)	\$ 2,500.00	\$ 3,006.00	120%	\$ 506.00
Saturday Banquet (110@\$40.00)	\$ 4,400.00	\$ 4,906.00	112%	\$ 506.00
Sunday Breakfast (90@\$20.00)	\$ 1,800.00	\$ 1,852.00	103%	\$ 52.00
Host Committee Fundraising/sponsorships/exhibitors	\$ 8,000.00	\$ 8,515.00	106%	\$ 515.00
Past Lt. Governors	\$ -	\$ 250.00	#DIV/0!	\$ 250.00
Merchandise/Clothing Sales	\$ 500.00	\$ 718.03	143%	\$ 218.03
TOTAL REVENUE	\$ 39,545.00	\$ 43,297.58	109%	\$ 3,752.58
EXPENSES				
Administrative Secretary	\$ 125.00	\$ -	0%	\$ 125.00
Audio Visual Aids & Equipment	\$ 6,200.00	\$ 7,574.00	122%	\$ (1,374.00)
Badges, Ribbons & Registration Materials	\$ 300.00	\$ 95.64	32%	\$ 204.36
Board of Trustees & Lt. Governors (@\$265.00)	\$ 2,800.00	\$ 2,814.00	101%	\$ (14.00)
Circle-K Governor	\$ 425.00	\$ -	0%	\$ 425.00
Credentials Material	\$ -	\$ -	#DIV/0!	\$ -
Credit Card Processing Fees	\$ 1,200.00	\$ 1,509.00	126%	\$ (309.00)
District Governor	\$ 425.00	\$ 396.00	93%	\$ 29.00
District Executive Director	\$ 425.00	\$ 397.00	93%	\$ 28.00
Entertainment/Speakers	\$ 1,000.00	\$ 968.00	97%	\$ 32.00
Rentals & Setup fees	\$ 2,000.00	\$ 2,120.00	106%	\$ (120.00)
Frames	\$ 60.00	\$ -	0%	\$ 60.00
International Representative	\$ 500.00	\$ 396.00	79%	\$ 104.00
Key Club Governor	\$ 425.00	\$ -	0%	\$ 425.00
Mailing - Postage	\$ 200.00	\$ -	0%	\$ 200.00
Program (Printing)	\$ 1,200.00	\$ 1,002.00	84%	\$ 198.00
Thursday Evening Activity(75 @ \$25.00)	\$ 1,875.00	\$ 1,550.00	83%	\$ 325.00
Friday Evening	\$ -	\$ -	#DIV/0!	\$ -
Transportation	\$ -	\$ -	#DIV/0!	\$ -
Friday Breakfast (75@\$23.53)	\$ 1,765.00	\$ 2,394.00	136%	\$ (629.00)
Friday Lunch(100@\$32.00)	\$ 3,200.00	\$ 3,780.00	118%	\$ (580.00)
Saturday Lunch (100@\$33.00)	\$ 3,300.00	\$ 6,400.00	194%	\$ (3,100.00)
Saturday Banquet (110 @ \$45.00)	\$ 4,950.00	\$ 6,400.00	129%	\$ (1,450.00)
Sunday Breakfast (90@\$23.50)	\$ 2,115.00	\$ 2,394.00	113%	\$ (279.00)
Hospitality	\$ 1,800.00	\$ 1,391.00	77%	\$ 409.00
Van/Truck Rental	\$ -	\$ -	#DIV/0!	\$ -
Miscellaneous	\$ 3,255.00	\$ 1,225.00	38%	\$ 2,030.00
TOTAL EXPENSES	\$ 39,545.00	\$ 42,805.64	108%	\$ (3,260.64)
Excess/(Deficit) Revenues vs. Expenses	\$ -	\$ 491.94		
*Revenue Pending				





**Kiwaniis**<sup>®</sup>  
PENNSYLVANIA DISTRICT

District Strategic Plan  
2021-2024

## **Kiwanis Mission**

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time.

## **Kiwanis Vision**

Kiwanis will be a positive influence in communities worldwide — so that one day, all children will wake up in communities that believe in them, nurture them and provide the support they need to thrive.

## **Strategic Priority #1**

### **Leadership Education**

**Goal 1:** Hire qualified Leadership Development Educator at District Level to develop pathways for success for leadership succession.

**Goal 2:** Develop a program to incentivize and develop emerging leaders starting with Presidents Elect and Vice Presidents.

**Goal 3:** Set minimum standards of performance criteria for Club officers.

**Goal 4:** Create a leadership education program team to develop opportunities for consistent education accessible to all members.

## **Strategic Priority #2**

### **Service Leadership Program Relations**

**Goal 1:** Actively grow and strengthen Service Leadership Program post pandemic.

**Goal 2:** Strengthen sponsoring Kiwanis club engagement.

**Goal 3:** Increase the visibility of Kiwanis to our Service Leadership Programs at all levels by connecting the K's.



## **Strategic Priority #3**

### **Improve Member Experience**

**Goal 1:** Provide opportunities and education that stress the importance of flexibility and promotes a focus on service over administration.

**Goal 2:** Encourage strategic planning at all levels. When there is a plan in place, with delegated tasks, everyone feels a little better.

**Goal 3:** Determine a member value proposition that fits ALL clubs in the District.

**Goal 4:** Incorporate Justice, Equity, Diversity and Inclusion initiatives and awareness into new and existing membership programming and offerings.

## **Strategic Priority #4**

### **District Operations**

**Goal 1:** Develop and approve a balanced budget each Kiwanis fiscal year.

**Goal 2:** Adopt and commit to the best practice of increasing reserve funding each fiscal year.

**Goal 3:** Implement financial controls and policies recommended by the audit committee and in compliance with audit findings.

**Goal 4:** Decrease fixed asset costs and have a virtual District office within 3 years utilizing remote workers.

**Goal 5:** Improve District office technology infrastructure to support timely member communication, collaboration and provide self service forms.