

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING**  
**BOARD MEETING MINUTES**  
**January 15, 2022**

The third meeting of the 2021-22 Pennsylvania District Board of Trustees was held on January 15, 2022. Governor Sarah Zulueta presided. The meeting was held virtually via Zoom.

All board members were present. Ex-officio board members Foundation President Jeff Rose and Circle K Governor Dawson Alexander were present.

Guests included Counselling International Trustee Dan Leikvold, Lt. Governors Cal Morse, Shawn Smith, Conrad Schlesinger and Jim Janosik, Human and Spiritual Aims Chair Wayne Meyer, Membership Growth Chair Matt Wise, Risk Management Chair Samantha Mahaffey, and Past Governor & Public Relations Chair Jen Vare.

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

The minutes from the Board meeting of October 9, 2022, were considered for approval. (P1-P3). They were approved as presented.

The consent agenda was considered; see P4-P60. All items in the consent agenda were approved except for the JEDI, Public Relations and Key Club Administrator's report, which were deferred by request until the action portion of the agenda.

Governor Zulueta welcomed Counselling International Trustee Dan Leikvold to the meeting. Mr. Leikvold provided some comments with a focus on matters facing Kiwanis International. He reported that the District is above average across Kiwanis International in membership growth to date. He reported the District is in good standing with Kiwanis International.

Circle K Governor Dawson Alexander provided remarks and updates on the activity of the Circle K District Board.

Membership Chair Matt Wise provided remarks. The District Membership Report and numbers are P61-P65. There was focus on membership challenge "Leader Lead"; see P61. It was reported that Division 13N Lt. Governor Emily Reed has already achieved her goal.

The Audit committee report was considered; the Audit committee report is P66-P69. Executive Director/Secretary/Treasurer Kevin Thomas reported that auditors have completed their field work and have not alerted him to any significant concerns that have not previously been brought to the board's attention.

The District Finance Committee report was reviewed and approved by the District Board. See P70-P72.

The Financial reports for the District were reviewed. The information is P73-P83. Note that for the purposes of these minutes some transaction information has been redacted because of its sensitive nature.

A proposed policy on the use of the District Credit Card by Service Leadership Program Administrators was considered. See P84. The policy was reviewed and approved. This will be added to the District Policy Code.

An invoice approval process policy was reviewed. See P 72. The policy was approved by the board and will be added to the District Policy Code.

At the October 9<sup>th</sup> meeting, it was reported to the board that District may be eligible for the Advance Payment of Employer Credit Due to Covid-19. Since the last meeting, Form 7200 was submitted to the IRS to claim the credit. The claim was denied. Executive Director will pursue and explore the reasons for denial and prepare to file a claim for the fourth quarter.

Kiwanis unclaimed property was discussed. It was reported that we have heard nothing more about our claim, which was filed on May 1<sup>st</sup>.

A report was provided on the 2022 Holiday Party/Spring Fling. See P87-P89. Chair Jen Vare asked board approval to promote some of the basket fundraisers online in advance of the event. The board approved doing so on a soft sell basis.

The Kiwanis Kash raffle was discussed. The official kickoff of the raffle will be at the Midyear conference.

The Kiwanis Night at the Phillies was considered. See P90. The board approved the report. It was decided that Earl Wolf will be provided a Kiwanis Hero in Service Award. An appropriate time will be found to present it to him.

The District considered a licensing agreement from Aladan Media Group to offer Pennsylvania Kiwanis branded merchandise on an e-commerce site. See P91. The Board approved the agreement.

The items pulled from the consent agenda were considered. The first report considered was the JEDI report; see specifically P6-P7. The proposal outlining the purpose and function of the committee was reviewed and approved by the board.

The Public Relations Committee report was considered; see P 16. Points a and b under item 1 were considered. The board took no action on item a after extensive discussion. The board, also, took no action on item b but the idea of continuing with the same Facebook page will be shared with the 2023 Convention Chair.

The Key Club Administrator's report was considered, specifically the concern or request to reduce the Key Club financial contribution to the District operations; see P31, point 2. In relation to that request, the Finance Committee recommended and the board approved lowering the 2021-22 from \$12,500 to \$10,000 effective immediately. Additional reductions will be considered later in the year and as circumstances permit.

The report on District redivisioning was considered. See P92-P93.

2022-23 District Officers were reviewed. See P94. It was reported at the meeting that Wayne Meyer of the Kiwanis Club of Sheraden has agreed to serve as Lt. Governor of Division 5.

The 2022-23 Club officer guidebook was discussed. Based on requests last year for hard copies, an order has been placed with Kiwanis that reflects that request plus 50 extra books since the book has been extensively revised. Clubs will be surveyed to determine the number of hard copies, if any, a club wishes to have. All clubs will get an electronic copy. The hard copies will be distributed based on the survey. Discussion may need to be had on how to pay for the postage based on the number of guides to be sent.

The District Midyear Conference was reviewed. See P95-P98.

The 2022 District Convention was discussed. The Board discussed the committee request to conduct a cutest pet contest as a fundraiser for the convention. While taking no action, the Board was supportive of the contest.

The 2024 joint District Convention with the New Jersey District was discussed. Some initial discussions have occurred, each District has appointed a committee to further consider and develop a possible convention and a date will be established for a meeting of the two committees.

The 2022 Circle K and Key Club Conventions were discussed. At the October 9<sup>th</sup> meeting, the board discussed economic/financial concerns related to hotel contracts, the economic impact of Covid-19 and the effects of Covid policy on school/college operations. It was reported that for Circle K a contract and location (The Penn Stater) has been found that has minimum contract numbers which should be easily achievable. For Key Club, it was reported the contract with the Penn Stater has been renegotiated to lower contract minimums by 50%. Executive Director Kevin Thomas reported that at present the economic/financial concerns discussed in October have been considerably reduced.

A Covid policy for SLP conventions was discussed; see P99. After consideration, the Board adopted the proposed policy. The policy will be transmitted to SLP administrators.

Policies were discussed regarding members not residing in Pennsylvania holding offices in the Pennsylvania District or seeking an office on the Kiwanis International Board as a Pennsylvania candidate. See P100-P102. After some review,

consideration of the policies was tabled until the next Board meeting so that input could be sought from Kiwanis International.

The need for revisions to the District Expense reimbursement policy as it relates to the reporting requirement were considered. Revisions will be developed and considered for the next Board meeting.

Revisions to the District Board meeting procedures were considered. See P103-P106. After consideration, the Board approved the revisions to the Board Meeting Procedures.

A proposal was considered for Microsoft Upgrades to Pennsylvania District Technology. See P107-P108. The proposal was accepted and approved.

Proposed report forms for the Governor, Service Leadership Programs and Executive Director were considered. See P109-P118. The proposed reports were approved.

Information was shared on the Kiwanis Amplify program.

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**  
**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 Kash 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 style with a large, stylized "K" and "T".

Kevin E. Thomas  
Executive Director/Secretary/Treasurer



## District Committee Chair Report Cover Sheet

**Date:**

1/7/22

Committee: JEDI

Chair: Shawn "Spike" Smith

Committee Members, if applicable:

Darlene Anderson	Barb Byers	Karen Jones
James Owen	Janet Owen	Russ Wynn
Charles "Chuck" Gugliuzza	Dr. Valerie Brown-Klingenhoffer	Joshua Kim, Key Club
	Sarah Zulueta (Ex Officio)	Shawn "Spike" Smith (Chair)

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 - After one of the earlier Regional meetings an email was received from a member stating that they thought the committee has political motives and that it will cause members, including them, to quit Kiwanis, mainly because of the word "Justice". Gov. Sarah and I both reached out to the individual to begin a dialogue with the individual and stated that there is nothing politically motivated behind the intentions of the committee. When discussing the matter with the committee, it was mentioned that when you step back and look at the Objects of Kiwanis, #2 – Golden Rule is basically our definition of Justice. Since then it has been **stressed** at all JEDI trainings/events there is nothing political in our motives.

Information / Seeking Comment – It was brought up that the use of Star Wars in trainings was a possible violation of copyright. In my dealings with copyright laws in the past, as long as the reference in question is used for educational purposes and not financial gain, then there is no violation of copyright (however, I am not a lawyer). My intentions behind using the Star Wars Franchise was more of a "hook" to get people interested in the initiative than an **ongoing** theme. It was offered to have a lawyer review the matter (expenses paid) however, as we've begun to move past the initial phases of the committee, we will not be relying on the hook. I cannot, however, guarantee there won't be an occasional reference slipped in now and then. May the force be with you all.

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

Overall, I am surprised at the number of positive responses vs. negative responses we have seen from the regional events. I'd say we've had about 70-75% engagement from participants and am very hopeful for the future.

We have one confirmed Regional Privilege Walk scheduled for Saturday May, 7<sup>th</sup> (Region 1) and I'm working with PACK to set up an event at their DCON this spring.

I'd like to welcome Joshua Kim, Division 10 LTG for PA Key Club as the first K-Family member of our committee.

This is personal, but due to the work of the committee, I've been asked to be the Keynote Speaker at the Ohio Mid-Year Educational conference on Saturday, March 19<sup>th</sup>. They would like me to talk about the work of our committee and the work that International is doing.

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

Currently, the goals of the committee for the 2021-22 year are as follows:

- 1.) Create a "JEDI Council" of five members from across the district by October 1<sup>st</sup>, 2021
  - A.) Completed and I would like to recognize to the board the efforts of each member listed above.
- 2.) Establish "basic training" courses at DCON and Mid-Year Conventions
  - A.) In progress – Building off the JEDI workshops at the 2021 DCON in Harrisburg, the committee has presented at the Lt. Training in State College, and all seven Regional Governor's visits, either in-person or virtually. We have also secured David Bubas, Senior Director of the UPMC Center for Engagement and Inclusion to present a forum on Conscious/Unconscious Bias at this years Virtual Mid-Year.
- 3.) Align the district with KI DEI Committee Initiatives
  - A.) In progress / Ongoing – this will be an ongoing process as the goals of the international committee (listed on the attached document) are currently being worked on by the international committee
- 4.) Examine the district through membership engagement initiatives, surveys, and leadership input to find areas for improvement from a JEDI perspective
  - A.) Engagement - To date, we have presented 8 trainings to the district membership, 12 if you count the four at DCON.
  - B.) Surveys – We held our second JEDI Roundtable Event on December 13<sup>th</sup>. 38 signed up for the event, 29 in attendance, 11 provided feedback in the post survey. Our second JEDI Roundtable is scheduled for Sunday, March 20<sup>th</sup>. The committee is also beginning to form our district-wide survey to be sent to the membership. Once completed, it will be sent to this board for approval for release. More info to come. I also have the results from the international survey in hand, however, at this time, I am not allowed to release this information. I will say that there was 2,018 surveys sent to PA, with 122 total respondents (3% member engagement). I am hoping for at least 30% engagement with the district wide survey.
  - C.) Leadership Input – Thank you to all trustees for allowing us to present at your regional meetings and for making JEDI a focus in your Regions. Please continue to keep us in mind for future events / trainings.

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

Clubs	At this time, nothing individual
Lt. Governors / Divisions	Participations in regional events and LTG training

District	JEDI Roundtable on December 13th
Kiwanis International	Nothing at this time aside from the meetings I've had for KI DEI committee.

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

- a. Please see the attached Committee Charter for official approval. I am attaching a copy of the committee charter for official approval to make JEDI an official committee of the Pennsylvania District. Our goal is to align with the work being done at the international level while staying "ahead of the curve" in trainings, workshops, and member engagement at the district level. It is my hope that the board will approve this committee as a standing committee as the work we are doing now has a mind toward the future of the district in member engagement, member retention, and club/district operations.

## Proposal for the Pennsylvania District of Kiwanis International Justice, Equity, Diversity and Inclusion (J.E.D.I.) Committee

*Respectfully Submitted to the Pennsylvania District Board by the members of the 2021-22 Pennsylvania District Justice, Equity, Diversity, and Inclusion committee: Darlene Anderson, Barbara Byers (District Board Liaison), Charles "Chuck" Gugliuzza (International Advisor), Karen Jones, Dr. Valarie Brown-Klingelhoffer (International Advisor), Janet Owens, Jim Owens, Shawn "Spike" Smith (Chair), and Russ Wynn.*

## PURPOSE

The PA District's J.E.D.I. committee was formed to promote the idea that every member of the organization plays a vital role in the success of not just the Kiwanis organization, but also the vibrancy, vitality, and richness of their respective communities, regardless of the individuals' background, abilities or resources. Our clubs should represent the communities they serve.

The committee will help clubs engage with underserved populations within their communities, recognize practices that are obstacles for individuals from joining a club, create welcoming and inclusive environments for all to serve, and realize the full potential of each individual member as an important part of the makeup of their club, their district, Kiwanis International and their respective communities.

## COMMITTEE GOALS

The committee will align itself with the goals/focus' of the Kiwanis International Committee on Diversity, Equity, and Inclusion which include:

- Exploring ways to encourage and empower more women, people of color, and other underrepresented populations to advance to the highest leadership positions of Kiwanis.

- Consider possible changes to procedures and best practices to achieve greater diversity within **Kiwanis** regarding race, color, creed, national origin, ethnicity, age or sex, including sexual orientation and gender identity.
- Discuss and study ways of increasing diversity of race, age, ethnicity, religion, sexual orientation, and gender identity through education, while acknowledging the cultural differences that exist throughout Kiwanis.
- Suggest ways to communicate the value of Kiwanis' membership that appeal and relate to all communities and cultures.
- Suggest ways of approaching underserved communities that exist within **Kiwanis** divisions to attract diverse citizens to join Kiwanis.

The committee will conduct all business and make all decisions with regards to the Kiwanis International Non-discrimination policy as adopted (6/19).

The committee will update goals as the needs of the district change.

### COMMITTEE BEST PRACTICES

Due to the nature of the focus area of the Committee itself, it is acknowledged by all members that change is part of a diverse culture and that the J.E.D.I. world itself is continuously shifting its focus. Therefore, a continuously changing and diverse committee is necessary for the longevity and success of the committee and the following best practices should be followed to avoid stagnation of focus:

- All views of committee members should be respected and foster a safe space for productive discussions.
- The committee chair should not serve longer than one, three-year term appointment, unless approved by the District Board of Trustees.
- The committee, when possible, should have at least one member from Western, Central and Eastern Pennsylvania and strive to represent different member demographics and viewpoints.
- The committee shall include standing positions for a member/representative of Key Club, Circle K and Aktion Club.
- The committee will continuously evaluate itself, through feedback from district leadership, membership, committee members and SLP leadership to improve focus, goals, operations and procedures.

### SUMMARY

The above proposal is intended to help the Pennsylvania District of Kiwanis International become one of, if not the most inclusive and diverse districts within Kiwanis International. The hope is that the work this committee does may serve as a roadmap for other districts to become more inclusive and that the Pennsylvania District can be used as an **example** for best practices.

The members of the Pennsylvania District of Kiwanis mentioned above respectfully submit this proposal to the Board of Trustees of the Pennsylvania Kiwanis District on this 22nd day of October, 2021.



## District Committee Chair Report Cover Sheet

**Date:** 12-14-21

Committee: Keystone Kiwanian

Chair Linda Eberly

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.

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

Received more articles for the December issue

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

Work closely with Jen Vare to coordinate announcement for article submission - success that more articles were received for the December issue)  
Discuss relevance of Keystone Kiwanian with Lt. Gov's/trustees -- feedback provided suggests newsletter is relevant  
Continue to brainstorm and add new columns --  
Have people submit articles of upcoming events vs. just reporting on past events

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

Clubs	
Lt. Governors / Divisions	Spoke at Lt. Gov virtual meeting
District	One on one discussion with Gov. Zulueta

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: 1/4/2022

Committee: Laws and Regulations

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.

Waiting on feedback from Kiwanis International on District policy on holding positions in the District while not residing in the District.

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

Worked with Kevin Thomas, Sarah Zulueta, and Mike Coolbaugh on District policy on holding positions in the District while not residing in the District that has been submitted to Kiwanis International for review.

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

Incorporate any Board policy or bylaws changes in a timely manner (eg. by next Board meeting) and communicate changes to the Governor and Executive Director.

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

Clubs	
Lt. Governors / Divisions	
District	

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: Q1: 1/3/22

Committee: Leadership Education: Virtual Content

Chair: Brittany McCartney

Committee Members, if applicable:

NA		
NA		
NA		
NA		

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.

No issues, but if any board members have any CE ideas that they would like to see turn into a **session**, please send the idea my way!

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

October: Hosting Kiwanis in the Current year- very well attended and great discussion. Will continue the discussion during Midyear in February.

November: Partnered with Brian Root and the Partnerships Committee for Kiwanis Partners. Decently attended- fewer than October but still a good turnout and discussion.

December: Teamed up with the K-Family Boards. Hosted K-Family Night with members from Key Club, Circle K, and Aktion Club in attendance. It was well attended and a great night of fellowship and learning more about what our SLPs and K-Family are doing.

Planning ahead- Have a full schedule of Kiwanis information and partnerships with Committees for the remainder of the year.

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

All goals are still in progress. None are completed as they are ongoing.

Position description goals:

1. Administrative:

- Communication plan: I have not developed a communication plan with the PR Chair or webmaster, but have continuously communicated with Gov to have the website updated with CE recordings and upcoming information. I post on the Forum Facebook with the registration information and if needed, reach out to Gov and District to have an all member email sent out.
- Quarterly board report: Submitted for Q1 on 1/3/22.

2. Committee Management

- a. I have worked with Gov on monthly program calendar. We held CEs in October, November, December. We have programs scheduled for January, February, March, April, and May. Per Gov guidance, we will determine a summer schedule closer to mid-spring.
- b. I utilize the district zoom to schedule and facilitate monthly CE sessions

3. Special Educational Event Support

- a. Working with Midyear committee to include CE sessions and general program support.

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

Clubs	NA
Lt. Governors / Divisions	NA
District	Monthly posting on the PA Kiwanis Forum, October email blast from District Office.
Kiwanis International	NA

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: January 7, 2022

Committee: Past Lt. Governor's Association

Chair: Judy Raub

Committee Members, if applicable:

Judy Raub	Sandy Brackin	Barb Byers
Kelly Kinkaid	Karen Sears	

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 have gained at least 4 new members as part of the PLGA since we have been more visible and a bit more active.

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

Held our 1<sup>st</sup> annual Holiday Gathering via ZOOM. We had about 12 attendees with fun, toasts and some update information.

We have increased social media presence on Facebook.

We will have a PLGA Breakout Room at Mid-Year Conference. Topic focus will be continued PLGA membership growth, Club Coaching opportunities and succession planning.

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

Continue to grow our PLGA and utilize the skills we have in support of our Pennsylvania District.

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

Clubs	
Lt. Governors / Divisions	We have sent an email out to all Lt. Governors to tell them about our Holiday social and our association. The list provided by District and our Treasurer, then weeded out for duplicates, and already members as we had 2 different invitations ready to go. The intention was to let them know what we are up to and invite them to join us.
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: 1/4/22

Committee: Partnerships

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.

Hosted Continuing Ed session about partnerships. (November)  
Attended Partnerships meeting hosted by KI's Elizabeth Warren. (December)

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

Monthly communication to District – I've not kept up with this. Need to develop some social media posts for PR to post in the new year.

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

Clubs	Virtual info session
Lt. Governors / Divisions	Virtual info session
District	Virtual info session
Kiwanis International	Attended quarterly meeting with other partnership chairs, hosted by KI

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: 1/7/2022\_\_

Committee: Public Relations

Chair: Jen Vare

### Committee Members, if applicable:

		Supporters
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.

a-When a club, officer or member has received proper communication about the inappropriate use of the Kiwanis logo and they continue to use those logos on new created or printed materials, what would the Board like our committee's next steps to be?

Please discuss and provide actions the Board would like us to take.

b- Can the board make standing operating procedure that the same Facebook page be used for all District Conventions into the future. In August after DCON the name can be changed and picture etc for DCON promotion When it changes every year, new likes or followers need to be added which kind of defeats the purpose. Editor rights can be given to the chair and their pr person.

c-The PR committee would like to help Regions develop their Regional pages. With the Admin/editor being the current Trustee each year. If the trustee is not on Facebook or would rather appoint someone from their region they could do so. This will help to keep Regions notified, trustees simply share info on upcoming events, trainings, conferences, local club events etc. Currently Region 2, 4 & 7 are pages and 6 is a group.

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

\*Posts made with help of Ryan Hartmann for Youth Protection week 10/11-10/15

\*Supported a few Region trustees with their invite for Fall Regional and created a Meet the Governor post for all Regions

\*Committee meeting held with all committee members 10/14

\*Key Club Week was the 1<sup>st</sup> week in November. A post was made daily, unfortunately less interaction happened then Circle K Week.

\*Boosting of posts began in late October at no expense to the District. We will continue to boost posts that we feel will benefit the District.

\*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

\*We hit 1000 Likes on PA Kiwanis Page 11/10/2021, we currently have 1032 people liking the page and 1095 followers

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

\*An anniversary post made monthly

\*Helped Old York Rd, Glenside, Valley, Athens with advertisements and proper logo use and media releases as applicable

\*Was able to take back control of the Mount Union Area Clubs Facebook page from a former member who was not giving the club access. The club now has full access and the "Birdcage logo" has been removed and replaced.

\*Chair Presented at Region 5, 6, & 7 Fall Meetings and will be presenting the January Continuing

Education Session with the support of the committee

\*Helped review logos for potential new spirit wear

\*Increased article submission for Keystone Kiwanian and committee helped edit

\*Supported Past LTG Association with their advertisement and promotion of their **December** event

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

\*Decrease club usage of improper logos - 1 club has refused to update their logo

\*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

\*Added #TipTuesday as a PR resource on the Forum

\*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)

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

Clubs	*A piece was written for the Keystone Kiwanian *An email gently tells clubs that they are using the wrong logo and how to go about getting the correct one.
Lt. Governors / Divisions	*Governor Sarah has shared that I am available for their PR pieces
District	*Emails with leaders for goal setting & PR pieces *Attended District Committee Chair Call
Kiwanis International	

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

☐ Yes

☒ No



## District Committee Chair Report Cover Sheet

**Date:** 1.6.22

Committee: Risk Management

Chair: Samantha Mahaffey

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.

Touch Base with the local Kiwanis Club leadership to establish a relationship with the Club Safety Coordinator or help establish for the remainder of the 2022 season.

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

Assisted with a few COVID-19 questions.

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

- 1- Provide resources to local Kiwanis clubs about risk management including liability and accident insurance.
- 2- Touch bases with the local Club Safety Coordinators (if local clubs do not have one establish the position for the 2021-2022 season).
- 3- Bring awareness to local Kiwanis clubs about event insurance and to verify that these **events** fall under the Kiwanis Defining Statement.
- 4- Promote safety through Youth Protection Week and implementing safety awareness in the local Kiwanis club programs (suggest local safety programs in areas).
- 5- Provide overall leadership for local Kiwanis clubs if Risk Management issues arise.

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

Clubs	Attended Region 4 Fall Meeting 11/13/21
Lt. Governors / Divisions	Attend LT Governor Meeting on 11/30/21. Provided overview of my role and <b>introduced</b> myself.

District	Reviewed the District Chair All Hands Meeting Powerpoint
Kiwanis International	Attended District Risk Manager meeting on 12/8/21

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: 11/1/21-01/2/22

Committee: Webmaster

Chair: Nicole Mason

Committee Members, if applicable:

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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.

NA

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

Updated 2021-2022 Lt. positions with emails and headshots, adjusted links and captions, added Aktion quarterly meetings to our calendar, created and posted a form for CK Interpack registration. Edits from Jim Hanna.

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

I hope to continue to navigate and learn about the portal.

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

Clubs	
Lt. Governors / Divisions	
District	With help from Sarah Z. I completed the above successes.
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: 4 January 2022**

Committee: Youth Protection

Chair Ryan Harman

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.

No issues at this time.

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

At the advice of Jen Vare and Governor Sarah, we completed a successful Youth Protection social media campaign during Youth Protection Week in November.

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

1. Continue to assist clubs in Youth Protection matters. - Ongoing

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

Clubs	Youth Protection Week social media campaign
Lt. Governors / Divisions	Youth Protection Week social media campaign
District	Youth Protection Week social media campaign
Kiwanis International	Working on required trainings.

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

☐ Yes

☒ No



# Kiwanis®

## PENNSYLVANIA DISTRICT

Dear Pennsylvania Kiwanis,

The Pennsylvania District of Circle K International is pleased to be sponsored by you. We are grateful for all that you have done for our district especially when it comes to helping us booking venues for DCON and InterPACK. This year we have accomplished many things. First we chartered our Thiel College, which was a big accomplishment that both Treasurer Makaylia and District Administrator Jodie deserve credit for! Treasurer Makaylia worked very hard this first part of the year to yield 18 dues paying clubs this year before the Jan 1st Deadline. Membership has increased by 1.8% this year from 322 last year at the end of the year to 328 this year and we still have the spring semester to grow this number! We also had our key district events this fall. We have 3 Fall Rally events in the West, East, and Central parts of the state. We had our InterPACK in person and it was a success to see people face to face. The bad part about most of our events is turnout has been relatively low even though we are still happy with the turnout it could be better. My one concern is people do not want to go in person because of COVID-19. Our New Member Induction Ceremony went very well and we had a considerable amount of turnout. The good news is that we are getting better and better turnout for each event we have had this semester so I hope this trend will progress in the future! The ugly part if COVID-19 concerns are increasing now and especially with school going back to in-person it could dampen down our service hours, district event turnout, and membership recruitment. While I am confident we will have a safe DCON this year I worry that others will not feel the same. In the spring semester there will be 3 Spring Flings and our District Convention. DCON Planning is going well as we have been able to do most of the Scripts and we are finalizing our DCON Call to Convention Packet. Secretary Lori has been doing an excellent job with MRFs as of the End of December of this year 100 out of our 144 available MRFs have been submitted and last year at the end of the year we had 102 MRFs submitted out of the 192 available at the end of the year. With such a small board and a big district we were able to accomplish so much! We have also completed 1,583 hours of service as opposed to 941 service hours at the end of the year last year. We have also had 7 Interclub Events last year and this year we already have 7! Last year we had 4 Kiwanis Family Relation Events and this year we have 22 already! I am also very proud to say we are also only \$140 away from our WASH Total goal of \$1000 with \$860 raised this year so far! Our District Administrator Jodie has also been doing great work organizing the District Convention

materials and documents and it helped the board to focus on interacting with the members more this semester and helping them with their issues. District Administrator Jodie has also done a great job booking our venue for InterPACK and working with other Kiwanis Committee Members to help our board address problems we have faced. District Administrator Jen also has done a great job behind the scenes booking the venue for DCON. We have had a great year so far and now we can wait to see what we accomplish in the coming months!

Yours in service, leadership, and fellowship,

**Dawson Alexander |**

Governor for the Pennsylvania District of Circle K International

(570) 337-1165 [governor@pacirclek.org](mailto:governor@pacirclek.org)

Preston Martz  
Kiwanis District Board  
Winter Report  
1-15-2022



Happy New Year, Kiwanis District Board! I am sure this will be a year of great service and continued success in the K-Family. In the Pennsylvania District, all is going well! We are in full-on District Convention planning.

Our student leaders are working a lot in their workshops that they will present, as well as their committees to ensure this event is the absolute best it can be. Our Convention is April 1st and 2nd, 2022. To prepare for this, we luckily have an in-person Board Meeting. The date for this Board Meeting is January 8th and 9th, 2022. We are having this in Altoona, PA at the Laurel Lodge and we are all excited to see each other after so long, as we've been mostly virtual this year, and to prepare for our convention together. The Board is beyond thankful to past Kiwanis Governor Barry Halbriter for allowing us to use this space!

This Board Meeting is super bittersweet for me! I started being on this Board in 9th grade, becoming a Lieutenant Governor, then last year I was District Editor, and now serve as District Governor. I have been a part of 16 Board Meetings, and this is my last one! The Board is excited and prepared to do this final push to Convention, preparing to leave it all out there and produce the best weekend possible for our Key Clubbers.

My experience on the Key Club District Board has truly been life-changing. I entered it as a shy, nervous freshman and am now a confident, bold senior. Key Club has taught me endless lessons. Not only service and its values, but working with people, leading, and so much more that has prepared me for my next stages in life. I plan on attending Coastal Carolina University for Intelligence and National Security! I truly say Key Club is the reason I feel so confident moving into the next stage of my life- and it wouldn't be possible without Kiwanis! We students are endlessly thankful for the opportunities Kiwanis provides for us.

In my final few months as District Governor, I am still always here to answer any questions, join any meetings, and help in any way I can! Please feel free to reach out to me anytime- I appreciate each of you!

Yours in Service,

*Preston Martz*

Pennsylvania District Governor

[governor@pakevclub.org](mailto:governor@pakevclub.org)

(814)-249-5046



# Kiwaniis®

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

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

January 6, 2022
October 1 - present
Aktion Club
Barb Byers

### Data

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

15
None
7
412

### COMMITTEE MEMBERS (if applicable)

Name	Club / Role
N/A	

1. List program successes, challenges or on-going projects along with their current status.

Some clubs have been meeting, celebrating and doing service. Club project promotion shared on FB and via email.

COVID remains a challenge for some Aktion Clubs. Williamsport club agency is not allowing any outside community engagement.

7 clubs are in Inactive status: Crawford County, Hazelton, KWEST, Lansdale, Magic Aktion Club, Skills-Nittany, West Hills. (As noted in previous reports, West Hills was never able to get implemented.

2. List concerns / issues that require District Board action.

Nothing specific needs addressed by the Board, just awareness of COVID barriers and how it impacts Aktion Club members and clubs.



# Kiwanis®

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

### 3. List program goals and current status of each.

- Ensure Advisor information/contacts is correct with KI – **ongoing and in process. Working to identify inaccurate information and more clear and effective communication.**
  - **Plan to reach out to sponsoring Kiwanis Clubs**
- Plan and facilitate Quarterly Virtual meetings – **ongoing**
  - **January 2022 virtual meeting cancelled**
  - **Next virtual meeting scheduled for April 20**
- Support and Participate in Kiwanis District Convention in Erie
- Establish an Aktion Club Committee - **pending**
- Plan the 26<sup>th</sup> Aktion Club District Convention – **scheduled for August 20 at the Laurel Lodge**

### 4. How has the program supported the PA Kiwanis Foundation during this reporting period?

**The PA Kiwanis Foundation awarded PA District Aktion Club its funding request as requested. This will be used to fund Aktion Club Convention.**

### 5. List important events/dates and describe

**January 8, 2022 – Virtual meeting (Cancelled)**

**April 20, 2022 6:30 – 8:30 – Virtual meeting**

**July 16, 2022 10-12 – Virtual meeting**

**August 20, 2022 – 26<sup>th</sup> Annual Aktion Club Convention (Laurel Lodge)**

### 6. Describe communications and activities with the following core groups:

<b>SLP Advisors</b>	<b>Updating PA Aktion Club FB page—ideas for service projects, inspirations and club activity sharing.</b>  <b>Sent emails to them</b>
<b>Lt. Governors/Trustees</b>	



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

District / Kiwanis International	K-Family Forum (virtual)

*Please attach any additional supporting documentation as you feel necessary.*



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

Report Date:	1/4/2022
Report Period Covered:	October through December 2021 (Q4)
Service Leadership Program:	Circle K
Administrator:	Jodie Welser/Jen Vare

### **Data**

# Active Clubs =	19
# Suspended Clubs =	5
# Inactive Clubs =	4
Total Membership Number =	345

### **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 program successes, challenges or on-going projects along with their current status.

**This semester the District Board completed the following events:**

**2 District Homecoming Events**

**3 Fall Rallies by Region**

**1 InterPACK**

**1 New Member Induction Ceremony**

**With a Board of only 4 members that is a great success.**

**The PA District was recognized by International for membership growth over last year (9% increases of last year).**

**All of our active clubs completed their rosters by the December 31 deadline. They have all paid except for one, but it is due to how the university approves funding and it is expected to be paid shortly.**

**72% of our active clubs are submitting monthly reports, which is a great accomplishment. For comparison, 2019-2020 was 26% and 2020-2021 was 35%**



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PENNSYLVANIA DISTRICT

**Service Leadership Program Administrator Board Report**

2. List concerns / issues that require District Board action.

**Minor concern...with a Board of 4, pulling off a convention is going to be a bit crazy. If anyone that would like to come an give us a hand, we would appreciate it.**

3. List program goals and current status of each.

**1. DCON planning is underway.  
2. Spring Fling locations are almost identified  
3. Now that we know what our membership numbers look like, we can start to address those clubs that have low membership and those that are not active due to COVID.**



# Kiwanis<sup>®</sup>

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

4. How has the program supported the PA Kiwanis Foundation during this reporting period?

There was a section in our fall rally agenda that the District Board presented to the members and Barb Byers helped us out and presented the Foundation section at InterPACK.

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

Central Spring Fling – 2/19 – E-Town  
West Spring Fling – 2/26 – Pitt Greensburg  
East Spring Fling – TBD

DCON March 25-27 at Penn Stater

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

SLP Advisors	Our SLP Advisors were wonderful this semester, with the clubs coming out of COVID they were very active with the students and the District Board. At the beginning of the semester, they were our primary contact with many of our clubs until they students re-established themselves.
Lt. Governors/Trustees	We have been reaching out to people to help support and present at DCON
District / Kiwanis International	

*Please attach any additional supporting documentation as you feel necessary.*



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

Report Date:	1/7/2022
Report Period Covered:	10/9/2021 ~ 1/7/2022
Service Leadership Program:	Key Club
Administrator:	Bob Orlando

### Data

# Active Clubs =	145
# Suspended Clubs =	0
# Inactive Clubs =	22
Total Membership Number =	See Membership Details below

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

Name	Club / Role
No Change	

1. List program successes, challenges or on-going projects along with their current status.

**At the current time our biggest challenge is membership. We are still waiting for final dues collection reports since the dues deadline was changed to January 1 this year. In addition to that, trying to find a time that works for an in person meeting that is not complicated by high infection rates of the latest COVID variant.**

2. List concerns / issues that require District Board action.

**Decision to absolve the Key Club District from the annual administrative fee paid to Kiwanis District.**

3. List program goals and current status of each.

Right now our goal is to hold an in person convention. I need to meet with my committee to discuss mid to long term membership plans.



# Kiwanis

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

#### Membership Details

Unfortunately, I have to go into some detail here regarding membership and active/inactive status. As noted elsewhere in this report, KI has moved the dues deadline to January 1, 2022 this year. At the time of this writing we are no where near a complete recording of dues payments from KI.

As I shared with you in prior reports, the membership data we have for certain clubs goes back to 2019. The data from 2020 is most current but does not include clubs that traditionally paid late. Data from 2021 is highly unreliable. We will not have a true understanding of current membership until KI processes all dues payments that have reached the office by the January 1 deadline. This will probably not be until early February.

As of right now we have:

145 Active clubs. This includes clubs that have not paid dues last year that were considered COVID-Active.

70 of the above Active clubs have paid dues this year.

Membership for those 70 clubs is 4,712.

There are 0 suspended clubs because KI has not designated any as such yet.

Of the 22 Inactive clubs, I believe we will see approximately 30% to 35% jump back into active status. Remember, some of these clubs were not able to meet during the last dues collection period and if school was not in session they may not have communicated their status to KI. As such, they were listed as Inactive rather than COVID-Active.

During my last comparison of membership (current to 2019) membership was trending down 2%. However, I looked at those numbers early December, almost a full month before dues were due. And, to be honest, it was a rough calculation. I could have easily been making mistakes.

Whew.....I can't wait until our numbers get normal again!



# Kiwanis

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

4. How has the program supported the PA Kiwanis Foundation during this reporting period?

It has not during this reporting period

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

- Winter District Board Meeting: Date to be determined
- April 1 ~ 3 District Convention State College, PA

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

SLP Advisors	
Lt. Governors/Trustees	DA report to trustees. Nothing to LTG's
District / Kiwanis International	

*Please attach any additional supporting documentation as you feel necessary.*



# Kiwaniis®

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

Report Date:	1/1/2022
Report Period Covered:	September through December 2021 (Q4),
Service Leadership Program:	KKids
Administrator:	Janet Crawford

### **Data**

# Active Clubs =	44
# Suspended Clubs =	0
# Inactive Clubs =	6
Total Membership Number =	50

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

Name	Club / Role

1. List program successes, challenges or on-going projects along with their current status.

COVID brought the most serious challenge. Although some schools are meeting, projects are difficult to plan and implement, exacerbated by uncertainty, with no end in sight until schools are able to fully open on a consistent basis.

Also mentioned was the additional burden for teachers that COVID brings due to limited staff and the need to meet COVID mitigation requirements.

#### **Projects in schools that gave specific feedback:**

##### ***Lincoln Elementary KKids:***

- Read to Kindergarten, first, and second graders
- Morning announcements
- Clean around the school



# Kiwanis<sup>®</sup>

## PENNSYLVANIA DISTRICT

### **Service Leadership Program Administrator Board Report**

- Help with community clean up
- Assist with projects designated by teachers
- A new project: Plant a community garden for healthier food

#### ***Roberto Clemente Elementary Charter School***

- Making holiday cards for a nursing home

#### ***Waterford Elementary School.***

Malinda Vitello, Waterford Elementary School Advisor

Debra Spaulding, Fort LeBoeuf Kiwanis Club

- **Challenges:**

- Only 4 students participated and they meet BEFORE school, only once per month, yet managed to make all the following projects happen!
- COVID related challenges due to quarantines and a shift to virtual learning before Thanksgiving.

- **Projects:**

- The first project was a Kindness program for their school.
- Assisted with the Fort LeBoeuf Kiwanis Club events in the community
- Helped the Ft LeBoeuf Kiwanis Club make tied blankets for Foster Love Project (foster children)
- Assisted with a stuffed animal collection run by our local hockey team that benefited the Salvation Army
- Helped to organize our school's Giving Tree collection to benefit our Waterford Community Food Pantry



# Kiwanis®

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

- Made cards for the elderly in a nursing home and the local VA hospital
- Coordinated a fundraiser for the Leukemia and Lymphoma Society.
- **New Projects:**
  - Create an anti-bullying project
  - Planning a Jared Box project for the local Shriner's Children Hospital.
- **Supports:**
  - the school principal is extremely supportive
  - the local Kiwanis Club chapter.

### *Northern York County School District*

Dillsburg Elementary School; meeting

South Mountain School District: not meeting

Wellsville School District: new advisor and just beginning to meet

## 2. List concerns / issues that require District Board action.

None



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PENNSYLVANIA DISTRICT

**Service Leadership Program Administrator Board Report**

3. List program goals and current status of each.

KKids Program Goals include:

A. Develop better communication channels with KKids schools, advisors and Kiwanis Clubs through a newsletter, phone, email.

Current Status: Emails have been sent to each school and advisor and the few that responded have been included in this report.

B. Connect with principals of schools where there is no KKids Advisor



### Service Leadership Program Administrator Board Report

4. How has the program supported the PA Kiwanis Foundation during this reporting period?

N/A

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

N/A

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

<b>SLP Advisors</b>	<b>See above. The advisors who responded are listed.</b>
<b>Lt. Governors/Trustees</b>	<b>N/A</b>
<b>District / Kiwanis International</b>	<b>N/A</b>

*Please attach any additional supporting documentation as you feel necessary.*

## District Trustee Report

1/9/22

**Date:**

Trustee: Tom Bowes

Region: 1

### Lieutenant Governors

Name: Karen Sherwood

Division: 2

Name: Cal Morse

Division: 1

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.)

Try to help Karen with merger of Hermitage and Sharon. Work with Cal and Corry Club

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

Dec 11 Region meeting With lots of help from Karen Sherwood and Cathy Zymanski. Made contact with Edinboro and Fort Le Boufe about membership. Working on plans for Region meeting on May 7<sup>th</sup>.

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

Made contact with majority of clubs. Work on setting possible visit in Spring when weather is better. With Help of Karen and Cal continue phone contacts

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.

Looking and just talking about Erie area. Cal and Cathy brain storming.

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

Lt. Governors / Divisions	Oct. 22, nov19, dec. 1 and dec.22 Oct15
---------------------------	---



## District Trustee Report

Date: 1/5/2022

Trustee: Barb Byers

Region: 2

### Lieutenant Governors

Name: Shawn Smith

Division: 5

Name: Vacant

Division: 6

Name: Vacant

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: McKeesport-White Oak 100<sup>th</sup> Anniversary celebration was held on 11/18. It was very well attended by local community members. Kevin Thomas, Shawn Smith and I were there as well as some other members of the Sheraden Club.

Informational: The Verona-Rosedale Club is planning to meet in January for a reboot. Don Sanker is the interim President. I have reached out to them to offer support and technical assistance.

Informational: The Pittsburgh Club reached out to LTG and myself and asked if we would assist them with a Membership Open House on 2/8/2022. I am planning to assist with this event.

Informational: Division 5 LTG for 2022-2023 has been expressed (Wayne Meyer). Still searching for Division 6 and 8 LTG.

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. Posting ideas for service projects and inspirational thoughts as well.
- 2 clubs on the verge of closure have some "new breath" in them: Verona-Rosedale and Pittsburgh.
- Region 2 Fall meeting held 12/4/2021. Governor Sarah was in attendance.
  - Shawn Smith was elected Trustee for 2022-2025 term
  - Fairly well attended—5 clubs in attendance. McKeesport White Oak had 3 members attend—all who have never attended in the past.
- Awarded \$50 to Monthly Report Raffle winners (3<sup>rd</sup> quarter last year – McKeesport-White Oak was winner and last quarter - Sewickley was the winner)

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

- **75% club participation in Region meetings** – This remains an appropriate goal. 5/16 clubs (31%) attended the Region meeting.
- **Establishment and Implementation of Divisional Councils** This remains appropriate and absolutely needed in this Region! There is no movement on this goal, but remains a priority.
- **Strengthen 5 clubs in the Region by having them have net gain of +1 member**
  - Over the last report period, 4 Clubs have had Membership gain: McKeesport White-Oak +4; Sheraden +3; Sewickley +1 and Scottdale +1. Noted that although they are not showing up on the Member Roster yet, I will be installing 2 new members in the Glenshaw club on 1/10/2022.
  - Despite this growth, only 3/16 clubs are above charter strength. 2 of these clubs are hovering just above charter strength.
- **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. Continuing to make connections among the clubs on social media. We are potentially planning a Kiwanis Day at Kennywood for the Summer 2022. To be evaluated later this Spring.
- **To have strong, reliable leadership Team** – This remains warranted. We have vacant LTG in Divisions 6 and 8. We are currently looking for candidates for these positions.

- o **Clubs to increase their awareness and use of available tools and resources-** Remains appropriate and will continue. Using Region 2 Facebook page. Need to evaluate efficacy and usefulness of this for Region 2 clubs
- **50% of the clubs submitting monthly reports** - goal percentage was decreased to lower the expectation to take incremental steps in reaching this goal. As noted above, \$50 dollar raffle prizes were awarded to McKeesport-White Oak for the 3<sup>rd</sup> Quarter last year and to Sewickley for the **last** quarter. The first quarter of this year (October, November and December) will be drawn after **January** due date. This will continue for the first 2 quarters for this administrative year and evaluated.
- **Have fun!!** - This goal should continue. It was reported that attendees had fun at the Region 2 meeting. We 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. Informal discussions with these clubs have occurred. Will have some more discussions with them to determine next steps regarding their Boosting and Membership plans and ideas.
- **Wilkinsburg** – Trustee is working with them as Club Coach. Communication has been somewhat difficult. They are meeting and doing service and enthusiastic, but they are lacking organizational foundation that may prove problematic for them moving forward, Trustee continues to work with them as they are willing,
- **Clubs identified for Club Coaching (through Membership Committee)**
  - o **Pittsburgh** – LTG and Trustee had meeting with the Pittsburgh Club regarding some **thoughts** on how they can grow and sustain members in August 2021. They are planning a Membership **Open House** for 2/8/2022.
  - o **McKeesport-White Oak** – they have obtained 4 new members and brought 3 members to the Region meeting in December. They are now just above charter strength. Coaching would greatly **benefit** them.
  - o **Verona-Rosedale** – after losing their President of many years, this club was ready to turn in their charter. However, they are planning to meet in January for a reboot. Coaching will assist them with support and requisite skills to grow.

**New Club Building Ideas:**

- **North Side Club:** targeted in Governor Sarah's goals for new club – Chartering target is April 1, 2021. Planning committee established, Community Analysis done, drive through of the neighborhood done and planning meetings have been occurring. Developing Community Contact list and contacts will begin in the next few weeks with the first Informational Session being scheduled towards the end of January (this will be done virtually).

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

Lt. Governors / Divisions	<ul style="list-style-type: none"> <li>• Ongoing information sharing and promotion of events on Region 2 <b>Facebook</b> Page</li> <li>• Informational emails to clubs</li> <li>• Vandergrift Club meeting 11/3/2021</li> <li>• Wilkinsburg touch base/Coaching meetings</li> <li>• Greensburg Club meeting 11/17/2021</li> <li>• Glenshaw Pancake Breakfast (10/30) and Christmas party (12/17)</li> <li>• Emails with Freeport to attempt to schedule Club visit—confirmation of visit pending</li> </ul>
Membership Chair/Committee	<ul style="list-style-type: none"> <li>• Membership Committee meetings</li> <li>• Email/correspondence to prepare for Membership information for Region meeting</li> </ul>
District / Kiwanis International	<ul style="list-style-type: none"> <li>• LTG/Trustee meetings</li> <li>• JEDI Council meetings/JEDI Round Table</li> <li>• MidYear Planning Committee</li> <li>• Virtual Continuing Education forums (Kiwanis in the COVID World, Partnerships and K-Family)</li> <li>• Attended Circle K InterPACK</li> <li>• Trustee Mentor</li> </ul>



## District Trustee Report

Date: January 5<sup>th</sup>, 2022\_\_\_\_\_

Trustee: Miranda Burton

Region: \_\_\_\_\_

### Lieutenant Governors

Name: Joy Ashley

Division: 11E

Name: Vacant

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.)

There is a real concern to get a lieutenant governor for divisions 10 and 11W. These areas need a lieutenant governor to help grow membership and communication within clubs and interaction among clubs.

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

Within all the divisions there has been an increase in membership within certain clubs. The fall regional meeting was held October 30<sup>th</sup>. A small meeting was held but for those **attending** they said the meeting presented many interesting topics as well as presentations.

Some of the clubs within the Region have gained numbers in membership.

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

Increase membership by at least four new members join each division within region 3 by the next board meeting in April 2022.

Fill the lieutenant governor position within division 11W by April 2022.

Fill the lieutenant governor position within division 11E by July 2022.

Create a Kiwanis survey that each club will submit by April 2022.

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.

An analysis was done on looking into opening Clearfield Kiwanis club. Governor, Sarah Zulueta and membership chair, Matt Wise **reviewed** the analysis and they determined to move

Key Club and has been slow in activity due to Co-Vid Restrictions but are interested in doing activities once restrictions are lifted.

Some of the clubs in all three divisions have made a sincere effort to show membership growth.

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

Lt. Governors / Divisions	Miranda Burton-trying to increase membership within 11 W 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. Joy has also attended many activities within her division.
Membership Chair/Committee	Spoke with Joy Ashley about concerns about the different divisions and the issue with some clubs losing membership. Another concern is getting clubs back to meeting in person, doing events and activities and finding ways to recruit new members. Spoke with Tiffany Callaio about membership questions. Spoke with Matt Wise about membership.
District / Kiwanis International	Communication via phone and email with Kevin Thomas regarding questions that clubs proposed. Communication with various Kiwanis International members via phone, email and zoom.

Version updated and approved 10/3/2020

## District Trustee Report

Date: 1/15/22

Trustee: Penny Meyers

Region: 4

### Lieutenant Governors

Name: Shirley McPherrin

Division: 12S

Name: Conrad Schlesinger

Division: 12N

Name: Conrad Schlesinger-Acting Lieutenant Governor

Division: 14

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.)

Region 4 has 23 clubs, 10 of which are under charter, 7 being in 12N. Not seeking resolution from Board as of now, will be working with 12N LTG Conrad Schlesinger and District Membership Chair Matt Wise on **resolution**. On a good note, as of November 30, Region 4 had a net gain of 15.

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

12S with LTG Shirley McPherrin shares that her clubs are meeting and working on projects again, moving forward in Pandemic with her leadership.

Under the leadership of LTG Conrad Schlesinger, 12N has most clubs doing monthly reports and are meeting and doing projects. Sullivan County has finally opened the doors of communication and will accept club coaching.

LTG Conrad has also stepped into the role of acting LTG for Division 14 and has communications with these clubs. He is actively promoting the role of Lieutenant Governor within those 4 clubs.

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

Maintain Region 4 meetings with my team. Meetings are usually by Zoom and after each board meeting, but we communicate with emails monthly if not weekly.

Continue to work on Club opening in Danville

Survey has been completed with Mansfield in 12N. Work on growth and club coaching.

Club coaching with Sullivan County.

Selinsgrove in 12S needs club coaching, will work with LTG Shirley.

Also hope to work with 12N on a Divisional council meeting.

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.

Danville is still in process of opening a club. CMN is a possible good partner in succeeding with this project, but

process has slowed down due to Holidays. Will be in touch with team in January. It is not moving forward as hoped.

Will work with team on clubs under charter.

Working to get clubs to appoint a Membership Chair.

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

Lt. Governors / Divisions	We continue to communicate and addressing issues that arise within the divisions. Our team has a very comfortable relationship.
Membership Chair/Committee	Continue to attend regular leadership meetings. Region 4 is now in need of a new coordinator as Sally Young has stepped down due to Covid issues. I have asked Membership Chair Matt Wise to send out emails to all clubs asking for interest in this position. Lieutenant Governors and I will assist in recruitment.
District / Kiwanis International	Continue to attend educational and leadership meetings and webinars. Actively participate as a member of District YCPO.



## District Trustee Report

Date: 4 January 2022

Trustee: Ryan Hartman

Region: 5

### Lieutenant Governors

Name: Emily Reed

Division: 13N

Name: Barrie Ann George

Division: 13S

Name: Jim Janosik

Division: 16

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.)

The most pressing issue is trying to find a replacement for Emily in 13N. Emily and I have tried for the past few years with no success. We will continue to work on this.

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

Dillsburg has seen a remarkable increase in membership. Thanks to Emily Reed for all she is doing to strengthen the club.

The LTGs of Region 5 have been doing a fantastic job. Several club milestones were **reached** and they represented PA Kiwanis at those events.

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

- Continue to identify clubs who are not active. Work with the LTGs on contacting those clubs.
- Work on identifying a replacement trustee to take over in the 2023-24 year.
- Promote upcoming District events such as the Mid-Year, District Social, and District Convention.

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.

Kristin Gee is our membership coordinator. I need to touch base with her. We are starting to move back to a tough time with the resurgence of COVID. We shall see how that affects our clubs.

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

Lt. Governors / Divisions	Communication as needed.
Membership Chair/Committee	I will be reaching out.
District / Kiwanis International	I have participated in my Trustee duties and communicated as needed.



## District Trustee Report

Date: 1/4/22

Trustee: Tiffany Callaio

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.)

No issues that needs to bring to the attention of the board.

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

2 clubs have had their 70<sup>th</sup> anniversary parties in the last month.  
Emmaus club had a membership drive that has resulted in a + 11 so far this admin year.  
Most clubs are meeting and performing activities, despite Covid.

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

Have both divisions work towards having a positive growth by the end of this admin year. Right now, Division 15 is +13 and Division 17/18 is +14.

Help the LTG's with clubs that are struggling to be active during this time. Both LTG's have told me the ones they are worried about. I will try and reach out to them.

Make sure that both LTG's are working on replacements for their roles. Division 17/18 has a person lined up. Division 15 has 1 person of interest that I know of. My concerns though is this person does not want to do Zoom meetings.

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.

Nothing that I have heard of, but like I previous stated that Emmaus is +11 from their membership drive and Pittston from Division 15 is +5.

In Division 15 the one club that should have higher numbers then what they have is Wilkes Barre. They are not using their full potential, being that they are a city, but I also do not think they will be for coaching either.

Division 17/18- I do not like that Stroudsburg has lost 3 members this year already, not sure what is going on there and if they need help.

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

Lt. Governors / Divisions	Zoomed in November to see how they are doing and emails as well. Division 17/18 LTG sends out a newsletter every month to report on happenings around the division.
Membership Chair/Committee	I am the Membership Chair for the Region, ☺
District / Kiwanis International	I am in constant contact with the Governor Elect and the Governor.



## District Trustee Report

Date: 01/05/2022

Trustee: Lillian Ann Mateja

Region: 7

### Lieutenant Governors

Name: Bonnie Houpt

Division: 19

Name: Dan Spirier

Division: 21

Name: Karen Sears

Division: 22

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 is currently at a minus (1) member for all (3) divisions. The LTG's have all been active with the clubs in their respective divisions, starting with installations of officers and board members, as well attending club meetings, fundraisers, and membership initiatives. With that being said, the LTG's have informed me that with this newest coronavirus outbreak and the uptick of positive test results, many clubs are going back to virtual meetings.

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

My goal going forward at this time is to meet again with my LTG's to review succession plans for their divisions and club membership and officer succession.

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 complete to open a club on Unionville-Chaddsford area to support a new Key Club. Main Line and Upper Main Line has approved to co-sponsor and pay the charter fee of \$600.00, we are pending Bob Orlando on next steps on key club status.

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

Lt. Governors / Divisions	This past quarter due to an overload of work responsibilities I have only been able to attend a limited amount of Region events. I have had to rely a great deal on my LTG's to pick up the slack. During this next quarter I hope to meet more with the LTG's and clubs.
Membership Chair/Committee	
District / Kiwanis International	

## Executive Director Report

Date: [Click or tap to enter a date.](#)

1. List any items specifically for board action

None at this time

2. Update your activity in the following areas of your responsibility:

### Financial/Accounting

Distributed/Paid all invoices due for the District. Hosted BSSF personal for audit work. Replied to all follow up inquires from them. Provided board with monthly financial statements. Submitted all payroll tax forms and payments due.

### Administrative

Responded to and dealt with various inquiries and calls. Participated in monthly meetings or calls with fellow District Secretaries and Kiwanis International. Provided Board and Lt. Governors updates as appropriate and necessary.

### Service Leadership Programs

Spent a lot of time dealing with issues related to having in person conventions for Key Club and Circle K. Successfully renegotiated the Key Club Convention Contract with the Penn Stater to make having an event economically viable. Established a budget for the Key Club Convention. Conducted a search and analysis for the Circle K convention which resulted in the selecting the Penn Stater for the Circle K Convention.

### District Convention, Midyear, and other events

Attended all meetings of Midyear and District Convention Committee and followed up as necessary from those meetings

### Other District Committee and Special Project Duties

Started work on 2024 District Convention.

3. Please list/update any particular goals for this reporting period:

Goal Description	Due Date	Status
See attached followup from last board meeting		
Action has been taken or completed in all areas where my name is mentioned		

4. Describe communications and activities with Kiwanis International

See comments above

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

None at this time

6. Please list below meetings and activities for which required out-of-office travel as part of your Executive Director Duties:

Date	Location	Purpose
	See attached schedule	

## BOARD MEETING FOLLOWUP/TO DO LIST

(From Board meeting of 10/9/21)

The following items of action/follow up arose because of October 9, 2021, Board Meeting. Those board members or chairs responsible for follow up/action are in brackets. Any updates on known progress are in red. Additional notes

1. Follow-up on the Payroll Protection Loan and Payroll Tax Credit. (Thomas)
2. Schedule a Finance Committee Meeting within three weeks of October 9, 2021. The Finance Committee will discuss District cash flow, SLP use of District credit card and Key Club request to reduce funding for District Operations. (Mataja)
3. Appoint Chair for Kiwanis Kash Raffle. (Zulueta)
4. Begin Planning for Midyear Conference on February 19, 2022. (Zulueta/Thomas)
5. Implement "Holiday" Party Fundraiser on March 5, 2022. (Holiday Party Committee)
6. Follow-up with the New Jersey District on a 2024 joint District Convention. (Thomas). *Note: An inquiry was made and New Jersey has accepted our invitation to enter into discussions. Awaiting official response before proceeding.*
7. Appoint a redivisioning committee and begin developing a plan with a report to the board at its meeting on January 15, 2022. (Coolbaugh)
8. For the January 15, 2022 Board Meeting, consider and possibly develop policies regarding the issue of members holding District positions while not residing in the District. (Ben Osterhout & Laws and Regulations Committee with input from Zulueta and Thomas)
9. Implement District Strategic Plan for 2021-24. (Strategic Planning Committee/District Board/Appropriate District Chairs)
10. Finalize District Board Meeting rules for consideration at the next District Board meeting. (Hartman/Zulueta/Thomas)

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

## October 2021

26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat
3	4	5 7:30pm Erie 2022 mee... 7:30pm 2022 Conventi...	6 1pm John McHale	7	8 8pm Board Meeting 3pm Kim Stebick 5:45pm District Sec M...	9 South Philadelphia Gui... Board Meeting	
10	11 4pm Sarah Zulueta Columbus Day	12	13	14 Guide Delivery - Harris...	15 Off	16 off	
17	18 Car Edge	19	20	21 7:30am Wood Myers Region 3 recording	22 1pm Tech Meeting 2:30pm Helen Liu	23 12pm Kiwanis Hallowe...	
24	25 off	26 off	27 off	28 off	29 off	30 off	
31	Halloween	2 10am Dentist	3	4 6pm Hanover 100th	5	6	

## November 2021

ketkiwanis@aol.com  
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Sat	Fri 6	Thu 5	Wed 4	Tue 3	Mon 2	Sun 1
		6pm Hanover 100th				Halloween off 10am Dentist 3pm Ben/Sarah 4pm Sarah Zulueta
	13 8:30am Region 4	12 Veteran's Day	11	10 District Secretary 7pm Midyear	9 District Secretary Meet...	8 Daylight Savings Time Er District Secretary Meet... District Secretary Meet...
	20 Nancy Esposito New J... 6pm Lebanon 100th	19 Nancy Esposito New J...	18 6:15pm McKeesport	17 6:30pm Region V mee...	16 1pm Jim Hanna 7pm Key Club Meeting	15 1pm Jim Hanna 7pm Key Club Meeting
	27 Off	26 Thanksgivir Floating Holiday	25	24 Off	23 Off	22 Off
	4	3	2 7pm Key Club Meeting	1 7pm Key Club Meeting	30 8am Dr. Myers Off	29 Off First Day of Hanukkah

# AOL Calendar

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## December 2021

	Sun 29	Mon 30	Tue 1	Wed 2	Thu 3	Fri 4	Sat
	First Day of Hanukkah Off	8am Dr. Myers Off	7pm Key Club Meeting				
5	6 Audit 7:30pm Spring Fling m...	7 audit 7pm Convention Com...	8 audit 6pm Emmaus 70th & ...	9 1pm Circle K Conventi... 2:40pm Eye Doctor 6pm Finance Committ...	10	11	
12	13 4pm Sarah Zulueta	14 3pm District Secretarie...	15 10:30am Penn Harris 7pm K family meeting 8pm Midwinter meeting	16 7:30pm Key Club Meet...	17 12:30pm Box Packing ...	18	
19	20 4pm E Commerce agr...	21 1pm Val Tulli	22	23 9am Booster	24 Holiday	25	Chrki
26	27 Off	28 7:30am Escape Inspec... Off	29 Off	30 Off	31 Off	1	New



## Governor-elect Report

**Date: 1-6-2022**

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

Attended Kiwanis Internationals Governor-elect training in Indianapolis from October 20-24, 2021

Activities that have been completed or are in progress to prepare for 2022-2023 Governor Administrative year include:

- Attending all monthly calls and programs required by Kiwanis International.
- I will be attending an informational webinar about the Amplify Program on January 12, 2022
- Reviewing District Chair Position descriptions and preparing to interview qualified Kiwanians to fill the positions of 2022-2023 District Committee Chairs and Service Leadership Program Administrators.

2. Update the status of the Educational Sessions Planned for the 2022 District Convention

The 2022-2023 Governors theme will be centered around community service and working with our Service Leadership Programs.

The Erie DCON committee is still working on program and meets monthly on a date determined by the committee members.

Here is a list of some of the topics that will be presented in Erie:

- Membership – Boosting your club
- Service Projects – Planning small- and large-scale projects
- Service Leadership Program – The responsibility of the sponsoring Kiwanis Club and the Kiwanis Advisors
- Opening and operating a successful Kiwanis Club Foundation
- Justice, Diversity, Equality, and Inclusion
- Administrative Updates
- Youth Protection and Risk Management

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

Trustee/ Lt. Governor training is scheduled for June 17-18, 2022, at the Penn State Hotel and Conference Center in State College.

We are working on the Club Leadership Training for the 2022-2023 officers. These trainings will most likely be presented virtually.

As part of the selection process for District Chairs and SLP Administrators I will review the job descriptions with them to assure that they have a clear understanding of their responsibilities.

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

DCON 2022 – Attending meeting of the DCON Committee to aid/guide those involved with the committee. I am also, planning the educational parts of the convention.

I have attended meetings of the 2022 Mid-Year committee planning our Virtual Mid-Year.

District Redivisioning Committee – I have appointed committee members from several areas of our district. The goal of this committee is to determine if there is a need to make changes to division and/or region boundaries. If it is determined that there are needs in certain areas, the committee will then submit recommendations on how to proceed to the district board.

## Governor's Report State of the District

Submitted by: Sarah Zulueta

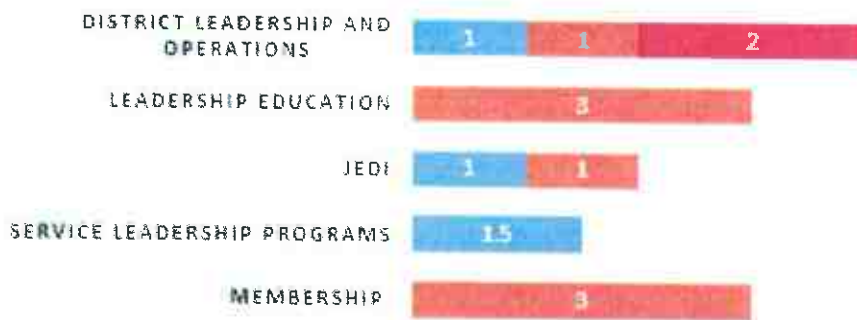
Date: 1/7/2022

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

### Governor Priorities and Goals

#### GOVERNOR GOALS AT A GLANCE BY PILLARS

■ Completed ■ WIP ■ Not Met



### Detail status of Goals:

#### Membership

#### Status:

- 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

WIP - Danville actively being worked on.  
Started – North Side Pittsburgh  
WIP –  
10/2021 - 16 Clubs out of 68  
1/6/2022 – 14 clubs of 68  
Currently at 12.9% of clubs

#### Service Leadership Programs

#### Status:

- 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.

#### Completed:

- Key Club has 85.8% of their clubs active.
- Circle K has 82% of their clubs active
- K-Kids has 97% of clubs active
- Builders Club has 86% of clubs active

Pending

12/15/2022 – Fall event completed.  
Spring planning – pending

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

#### Status:

- 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.

Completed. Charter submitted to Board and sent by 10/30/2021. Need to approve.

WIP – bi-monthly meetings established, and 1<sup>st</sup> roundtable completed on 12/13/21.

Leadership Education		Status:
<ul style="list-style-type: none"> <li>Have 20 members of Pennsylvania clubs participate in Kiwanis Amplify leadership program and provide 50% funding for attendees.</li> <li>Have monthly virtual educational opportunities for members.</li> <li>60% of club officers attend Club Leadership education.</li> </ul>	<p>Pending Amplify registration open in Dec.</p> <p>WIP – Every month since 10/2021 a monthly virtual education has taken place. Schedule for 2<sup>nd</sup> quarter completed.</p> <p>Pending</p>	
District Leadership and Operations		Status:
<ul style="list-style-type: none"> <li>Obtain new Lt. Governor leaders in 50% of the vacant Divisions by January 1, 2022.</li> <li>Develop and approve a District Strategic Plan by Oct 9, 2021.</li> <li>Develop an initial District redivisioning plan by Jan 15, 2022.</li> <li>Move to a better technology platform to allow for improved member communication electronically that is timely by January 15, 2022.</li> </ul>	<p>2 of the 6 vacancies filled. (33%) Outreach has been done in vacant areas with still no leaders willing to step up.</p> <p>Completed. Draft submitted to Board 9/30/21</p> <p>WIP – Gov Elect Mike Coolbaugh has a few committee members but a meeting needs to be scheduled.</p> <p>WIP – review Technology Committee report. Meeting held Nov 2021; discussed One Drive proposal by Szymanski consulting, and look to share the license with PA Foundation for SendInBlue CRM to communicate with members effective;</p>	

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

#	Description	Assigned To	Due Date	Status
1	Draft policy on invoice & Review process	Lillian	1/15/2022	Pending
2	Draft policy on use of District Credit Card by ED and SLP Admins.	Kevin	1/15/2022	Pending
3	Develop and Convene initial Redivisioning committee.	Mike	1/15/2022	Pending

3. List any Organization issues for Board information and/or action

<p>Pending Chair – Leadership Development – Club Leadership Education Chair</p> <p><b>Expense Policy</b> to be revised to make clear reimbursement of STIPENDS will not be distributed until reports to date are completed.</p> <p><b>Kiwanis Night at Phillies</b> – New Chair named Darleen Callahan. Date to be decided May 21 or July 23 with board meeting.</p>
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4. Describe communications and activities with Kiwanis International

<ul style="list-style-type: none"> <li>10/17, 11/14, 11/21 - Monthly North America Area 1 Governor Team Call with Emily Saalfrank.</li> <li>11/21, 1/3/22 - Monthly call with International Trustee Counselor Dan Leivold.</li> <li>10/13, 11/10, 12/8 – Monthly call with Peter Mancuso on Membership</li> </ul>
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5. Please cite any special recognitions of Kiwanians or Clubs in our District

<p>Attended club anniversary celebrations:</p> <ul style="list-style-type: none"> <li>Nov 4<sup>th</sup> - Hanover 100<sup>th</sup> Anniversary Dinner – scheduled to speak.</li> <li>Nov 20<sup>th</sup> – Lebanon 100<sup>th</sup> Anniversary Dinner – will be attending as guest NOT scheduled to speak.</li> <li>Dec 8<sup>th</sup> – Emmaus 70<sup>th</sup> Anniversary Dinner – will attend as guest.</li> </ul>
---

6. Additional Activities and Special Projects actively working on.

<p><b>Fall Regionals</b> – Attended all regional Governor's visits to all Regions in-person to Region 1, 2, 3, 4, 7 and zoom presentation to Region 5 and 6 from Oct 30 – Dec 11. Overall, regionals were well attended, organized, and provided excellent educational content.</p> <p><b>Change for Change Project</b> – Proceed to be used to purchase Little Free Libraries in underserved areas with diverse book selections. As of 12/15/2021 the total raised thus far is \$2,289.19. Clubs continue to collect.</p> <p><b>District Service Project - Read Across Pennsylvania</b> March 13 – 20 clubs are encouraged to read diverse</p>
---

books to students, day care etc as a service project. YCPO committee to provide kickoff announcement at Feb continuing education session.

**Lt. Governor/Leadership** – Set up monthly LTG meetings on 4<sup>th</sup> Wed of the month starting Oct 27<sup>th</sup>. All Lt. Governors have attended only 2 Lt. Governors have not attended any meetings.

**District Chair All Hands Meetings** – Set up and held 3 District Chair All hands meetings to go over required reports. Held on Nov 29, Dec 6, Dec 14.

**Monthly Executive Director Meetings** - Every 2<sup>nd</sup> Monday of the month the Governor and Executive Director meet to discuss high priority projects and provide check ins. The Governor Elect will be invited starting **February 2022**.

**Midyear Conference** – Feb 19<sup>th</sup> Committee meets every other week includes Mike Coolbaugh, Tiffany Callaio, Barb Byers, Shawn Smith, Brittany McCartney and Kevin Thomas. Registration to Jan 10, 2022 if not sooner. (See additional info in board packet)

**Ecommerce Site proposal** – See Report Submitted to provide non-dues income.

**Dollars for Dues** - Assisted the review and processing of the 1<sup>st</sup> quarter Dollars for Dues Programs and trained Michelle March to take over the administration of the program.

**Kiwanis Night at the Phillies** – Working with new Chair Darleen Callahan to firm up Phillies game and pricing.

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



## District Committee Chair Report Cover Sheet

Date: 1/15/2022

Committee: Membership

Chair: Matt Wise

Committee Members, if applicable:

Cathy Szymanski – Region 1	Barb Byers – Region 2	Joy Ashley – Region 3
Pending – Region 4	Kristin Gee – Region 5	Tiffany Callaio – Region 6
Sarah Zulueta – Region 7	Governor-elect Mike Coolbaugh	

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.

Membership is something that we all need to watch, not necessarily JUST for numbers, but for the sustainability of our organization. More members means more service to our communities in which we serve. Currently, the district is in stable position, but without new club opening we will not see positive growth this year. I have attached a synopsis from our District Executive Director, Kevin Thomas, as to where we stand after each month in the last quarter (Oct, Nov, Dec 2021).

Also, please note that as of right now, Sally Young will be taking a step back from her **Region 4** Membership Coordinator duties due to health issues. She is doing well and in the meantime, I will be looking to Region 4 Trustee Penny Meyers and Lt. Governor Conrad Schlesinger to fill the void.

If the membership coordinator for your region has not yet reached out to Trustees and Lt. Governors in their respective Regions/Divisions, they will be soon. We hope to meet and surpass Governor Sarah's goals for reducing the number of clubs under charter strength this year.

Currently, we are working on New Club Opening in the following communities: Danville (Region 4); Northside Pittsburgh (Region 2); Clearfield (Region 3); and we will soon begin the early preparations for sites in Region 7 under the direction of Governor Sarah. These are all in various stages of development, but none are currently near the finish line.

As previously discussed in team meetings, we are asking our District Leaders to participate in a membership challenge called "Leader Lead", where each sub-set of leaders is asked to bring in a certain number of new members this year. They do not have to be for their home club. We are currently working with Kiwanis International to obtain the reports in order to track this initiative and will share it with the board. The breakdown is as follows:

*Board Members: 4 each*

*Lt. Governors: 3 each*

*Chairs: 2 each*

*Membership Committee: 3 each*

There are currently a total of 66 clubs in the Pennsylvania District under charter strength ( $n < 15$ ). The good news is that we started the year with 68 clubs under charter strength. Governor Sarah's goal is to have 16 clubs (25 % of membership at 10/1/2021) rise above this number. **Subsequently, there are 15 clubs with membership resting at either 13 or 14 members each. On the flip side of that, there are 12 clubs with membership hovering close to this threshold having 15 or 16 members each.**

Lastly, we are working to increase the pool of club coaches. Invitations have gone out to all past District leaders within the past 10 years who are still active Kiwanis members. To date, we have had 9

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

We are continuing to develop our team. The team meets monthly to discuss strategy and brainstorm issues with clubs across the district. Each regional coordinator has been tasked with identifying at least one club in their region to coach. Hopefully such a direct approach will show positive results.

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

Goal 1: Open 4 new clubs in Pennsylvania District (status: on-going, see above)  
Goal 2: Decrease the number of clubs in Pennsylvania that are under charter strength by 25% (status: ongoing, 2 down, 14 to go).  
Goal 3: Increase club membership by a net +2 in 25% of clubs (status: currently at 12.9%).  
Goal 4: Establish club coaching pool by having at least 10 past district leaders express interest (status: pending, not met).  
Goal 5: Review strategic plan and work on developing value proposition for membership in Kiwanis (status: not started).  
Goal 6: Submit an article for each Keystone Kiwanian to-date (status: met).  
Goal 7: Develop a resource page on the PA Kiwanis website dedicated to all resources available to Kiwanis Clubs (status: not started).

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

Clubs	Regional coordinators have reached out to clubs membership chairs and/or Presidents to discuss the status of their club and to offer any assistance as needed.
Lt. Governors / Divisions	Regional coordinators have reached out to Lt. Governors to discuss the state of the division and identify those clubs that would best benefit from coaching. District Membership Coordinator participates in monthly team calls with leadership.
District	District Membership Coordinator meets monthly with the Governor, Governor-elect, and Board Counselor to discuss progress and brainstorm ideas.
Kiwanis International	District Membership Coordinator participants in International Area meetings as required and also serves on Kiwanis International Club Excellence Committee.

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

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

**Matt Wise**

---

**From:** Kevin Thomas <ketkiwanis@aol.com>  
**Sent:** Monday, November 1, 2021 11:40 AM  
**To:** kevin@pakiwanis.org  
**Cc:** dleikvold@icloud.com  
**Subject:** October 2021 Membership Report  
**Attachments:** Membership Report October 2021.pdf

Board members, Lt. Governors, Chairs and Past Governors:

Attached please find the membership report for October 2021 which is showing the District had a net gain of 26 members.

As a way of comparison here are statistics for the previous five Octobers.

2020: +3  
2019: +68  
2018: +44  
2017: +53  
2016: +5

As a reminder, a new member really isn't a new member until officially added to a club's roster at Kiwanis International.

Please let me know if you have any questions or concerns.

Kevin E. Thomas, District Executive Director  
Pennsylvania District Kiwanis International  
125 North Enola Drive  
Enola PA 17025  
P: 717-540-9300  
F: 717-540-1018  
E-mail: [Kevin@pakiwanis.org](mailto:Kevin@pakiwanis.org)  
[www.pakiwanis.org](http://www.pakiwanis.org)

**matthew.j.wise@outlook.com**

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**From:** Kevin Thomas <ketkiwanis@aol.com>  
**Sent:** Wednesday, December 1, 2021 12:09 PM  
**To:** kevin@pakiwanis.org  
**Subject:** November Membership report  
**Attachments:** Membership Report November 2021.pdf

Board Members, Lt. Governors, Chairs and Past Governors:

Attached please find the November Membership Report. As a District, we are showing an increase of 53 members.

There are 38 clubs showing a membership increase, 18 showing a loss and 94 showing neither a loss or gain. Dillsburg Area is showing the largest gain with net growth of 9. Fort LeBoeuf and Pittston Area each are showing a gain of 5 members.

As comparison here are the numbers for the previous five Novembers.

November 2020: +24  
November 2019: +79  
November 2018: +58  
November 2017: +5  
November 2016: +11

When it comes to membership, it isn't panic time but we sure might be running out of time. As a District, we need to end membership losses and move to membership gains now, today. Not next year, not the following year, not two years from now. After 15 consecutive years of losses, it needs to end this year and we need to start growing the organization; however, we presently are not positioned to accomplish that. Accordingly, that requires all of us to not only just talk about membership but act on membership by personally bringing in new members. Accordingly, I am making a commitment to bring in five new members before September 30th. I hope you will join me and bring in 2, 3, 4 or 5 new members yourself. The time of just talking is gone. Action is required by all of us.

Kevin E. Thomas, District Executive Director  
Pennsylvania District Kiwanis International  
125 North Enola Drive, Ste. 202  
Enola PA 17025  
P: 717-540-9300  
F: 717-540-1018  
E-mail: [Kevin@pakiwanis.org](mailto:Kevin@pakiwanis.org)  
[www.pakiwanis.org](http://www.pakiwanis.org)

**Matt Wise**

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**From:** Kevin Thomas <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)>  
**Sent:** Tuesday, January 4, 2022 3:29 PM  
**To:** [kevin@pakivwanis.org](mailto:kevin@pakivwanis.org)  
**Subject:** December Membership Report  
**Attachments:** Membership Report December 2021.pdf

Board Members, Lt. Governors, Chairs and Past Governors:

Happy New Year!

Attached please find the December 2021 Membership report which shows the District having a net membership increase of 65.

As a matter of comparison, here is where we stood at the end of December for the last five years:

2020: +113  
2019: +91  
2018: +68  
2017: +82  
2016: +28

Emmaus is the club with largest increase to date with a net gain of 11 members. Dillsburg Area is next with a gain of 9 members. Pittston Area has the largest percentage increase going from 11 to 16 members. We have 43 clubs with a net gain, 19 with a loss and 88 which have neither a net gain or a net loss.

Please let me know if you have any questions or concerns about this report.

Thanks for your service to Kiwanis.

Kevin E. Thomas, District Executive Director  
Pennsylvania District Kiwanis International  
125 North Enola Drive, Ste. 203  
Enola PA 17025  
P: 717-540-9300  
F: 717-540-1018  
E-mail: [Kevin@pakivwanis.org](mailto:Kevin@pakivwanis.org)  
[www.pa-kiwanis.org](http://www.pa-kiwanis.org)



## District Committee Chair Report Cover Sheet

**Date: 2022. 1.6.**

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.

As previously reported, a concentration of financial duties and responsibilities is vested with the Executive Director. This matter is under study by the Audit Committee to ascertain if the step of separating and re-assigning some current duties and financial responsibilities of the Executive Director would be possible and is realistic, 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. To date, the Bylaws have been reviewed and marked up and the Operations Manual will be reviewed prior to the next Board meeting with both document under scrutiny to ascertain possible **recommendations** for amending governance instruments.

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.

Ongoing 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 January 4, 2022, the Chair of the Audit Committee investigated the outcome of completed field work with Senior Manager Lauren Fenner of the auditing firm, Brown, Schultz, Sheridan & Fritz, who was responding to a December phone call and message left for Partner John Bonawitz. Field work proceeded as expected and the steps necessary to remove "qualified" audit opinion have been taken for the fiscal year ended September 30, 2021. Clarification of prior year tax filing status for both District 22 and Key Club is pending. Bob Raub has assembled his own 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

1/11/22, 2:23 PM

RE: Kiwanis Audit work and 990 preparation

**From:** LaurenFenner@bssf.com,  
**To:** ketkiwanis@aol.com,  
**Cc:** jimrhanna@outlook.com, zuluets@gmail.com,  
**Subject:** RE: Kiwanis Audit work and 990 preparation  
**Date:** Tue, Jan 11, 2022 2:21 pm

We may just to give us some extra time but we would not wait until the extended deadline to file - we could continue to work on it to file it ASAP. I am working a request list for both 990s and will have that to you by the end of the week.

Thanks!

**Lauren Fenner, CPA**  
**Senior Manager**  
**Brown Schultz Sheridan & Fritz (BSSF), CPAs**  
210 Grandview Avenue, Camp Hill, PA 17011  
T: 717.761.7171 F: 717.737.6655  
[LaurenFenner@bssf.com](mailto:LaurenFenner@bssf.com) - [www.bssf.com](http://www.bssf.com)

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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

**From:** Kevin Thomas <ketkiwanis@aol.com>  
**Sent:** Monday, January 10, 2022 12:44 PM  
**To:** Lauren Fenner <LaurenFenner@bssf.com>  
**Cc:** jimrhanna@outlook.com; zuluets@gmail.com  
**Subject:** Re: Kiwanis Audit work and 990 preparation

CAUTION: This is an **EXTERNAL** Email. Do not click links or **attachments** unless you recognize the sender and know the content is safe.

Do you think it will be necessary to file for an extension on the 990 filing?

Kevin E. Thomas, District Executive Director

Pennsylvania District **Kiwanis** International

125 North Enola Drive, Ste. 206

Enola PA 17025

P: 717-540-9300

F: 717-540-1018

E-mail: [Kevin@pakiwanis.org](mailto:Kevin@pakiwanis.org)

[www.pakiwanis.org](http://www.pakiwanis.org)

-----Original Message-----

From: Lauren Fenner <[LaurenFenner@bssf.com](mailto:LaurenFenner@bssf.com)>

To: 'Kevin Thomas' <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)>

Cc: [jimrhanna@outlook.com](mailto:jimrhanna@outlook.com) <[jimrhanna@outlook.com](mailto:jimrhanna@outlook.com)>; [zuluets@gmail.com](mailto:zuluets@gmail.com) <[zuluets@gmail.com](mailto:zuluets@gmail.com)>

Sent: Mon, Jan 10, 2022 8:07 am

Subject: RE: Kiwanis Audit work and 990 preparation

Once we determine the final adjustments for Key Club (see separate email from this morning), the **statements** need to go through our report review process. I would expect you would have a draft by the end of January at the latest but likely sooner. We typically start the 990 prep after the audit report has gone through that review process and you have had a chance to give comments on the statements.

Thanks!

**Lauren Fenner, CPA**

**Senior Manager**

**Brown Schultz Sheridan & Fritz (BSSF), CPAs**

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

[LaurenFenner@bssf.com](mailto:LaurenFenner@bssf.com) - [www.bssf.com](http://www.bssf.com)

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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

**From:** Kevin Thomas <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)>

**Sent:** Friday, January 7, 2022 5:36 PM

**To:** Lauren Fenner <[LaurenFenner@bssf.com](mailto:LaurenFenner@bssf.com)>

**Cc:** [jimrhanna@outlook.com](mailto:jimrhanna@outlook.com); [zuluets@gmail.com](mailto:zuluets@gmail.com)

**Subject:** Kiwanis Audit work and 990 preparation

CAUTION: This is an **EXTERNAL** Email. Do not click links or attachments unless you recognize the sender and know the content is safe.

Lauren:

We have a board meeting on January 15th.

I'd like to give the board a sense of when we might expect the audit report and 990.

Do you have a good estimate on for that?



## District Committee Chair Report Cover Sheet

Committee: Finance Committee

Date: 1/12/2022

Chair: Lillian Mateja

\*Report Submitted by Sarah Zulueta, Governor

Committee Members, if applicable:

Sarah Zulueta	Emily Trang	
Mike Coolbaugh	Judy Raub	
Tom Bowes		
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.

Policies need to be **reviewed** and approved by the Board:

- Credit Card policy for SLP District Administrators
- Invoice Approval Process
- Expense Policy revision

Review Key Club Income recommendation from \$12,000 to \$10,000 and balance the budget.

Pending policy review still in committee:

- Cash Management Policy

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

Finance Committee met on 12/9/2021 and established quarterly meeting schedule.

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

1. Complete Finance policies around Credit Card Policy for SLP DAs, Invoice Approval Process and revision of District Expense policy by Jan 31, 2022.
2. Develop a Cash management policy by 2/24/2022.
3. Finalize Budget recommendation for Key Club Support.

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

Clubs	N/A
Lt. Governors / Divisions	N/A
District	Meeting with Finance committee and report to Board.
Kiwaniis International	N/A

5. Do you have additional material to attach to your report?

☒ Yes

☐ No

(If yes, please attach accordingly)

- **Minutes from the 12/9/2021 Finance Meeting and Invoice Approval Policy Draft**

# 12/9/21 - Finance Committee

Thursday, December 9, 2021

6:07 PM

Attendees: Mike Coolbaugh, Sarah, Kevin, Lillian, Emily Trang, Tom Bowes

## Agenda/Discussion

### 1. Key Club request to reduce \$12,500 from District Budget.

- a. Bob Orlando's Key Club report from the Oct 9th board meeting was pulled from the consent agenda and tabled until now as there was a request to review the \$12,500 received from Key Club. This will impact our District Budget.
  - i. Kevin recommends decrease the amount from \$12,500 to \$10,000, without adjusting the other expense line items until March 1st, when the 2nd payment for Key club dues will be known.
- b. Current status of Key club dues as of 12/9/21:
  - i. First payment was received of \$11,500 for Key Club dues which is down from pre-covid year (2019) which was \$17,000 but better than 2020 where only \$2,500 dues were collected.
  - ii. The dues fluctuation in the last three year has caused financial issues for Key club this year.

### 2. Key Club convention

- a. It is the opinion of this committee, Governor and ED that both Key and Circle K should have conventions and numbers support this to be an in person event.
- b. Key Club Convention will be at the Penn Stater Hotel in State College and discussion with the hotel allows us to decrease 50% of the minimums and the key club committee have shorten the timeframe to remove Thurs night and Sunday activities. Only Fri and Sat events.
- c. Due to unexpected credit card expenditure from Key Club discussed at July 2021 board meeting. An expense policy using credit card for SLP admins is needed.

### 3. Stipend vs Budget reimbursement

- a. Issue came up during a District Chair meeting where there was confusion on the new expense policy that states that ALL reports need to be submitted before any reimbursement of any stipends are issues.
  - i. **ACTION:** Need to re-write expense policy on reports to possibly indicate that reimbursement of stipends for hotels/travel etc should be reimbursed if all reports TO DATE rather than end of year. **Sarah to craft language to update the current Expense policy to make it clearer in to the board, Ltgs and chairs.**

### 5. Policy Needs

- a. Invoice approvals and review process - This is a business process that need to drafted into policy code to ensure this is maintained. This business process of having Finance chair approve monthly invoices if over \$100. **Lillian/Sarah to draft.**
- b. Credit card Policy for SLP Admin - This is needed to outline controls for District credit card use for SLP admin. **Kevin to draft.**

### 6. Cash management policy for moving money

- a. Auditors looking for documentation for movement of money from Key or CK accounts to cover cash. Making journal entry adjustments with a memo is not adequate by auditors. This issue only exists until Key club is under the same account as Kiwanis.
  - i. **Kevin to draft a Cash management policy to be reviewed by this committee before the next Finance committee meeting.**

### 7. Dates for Quarterly Finance Committee Meetings:

- a. 2/24/22 - 6 pm Zoom
- b. 6/23/22 - 6 pm Zoom
- c. 9/8/22 - 6 pm Zoom

## Invoice Approval Policy (DRAFT)

The purpose is to ensure that controls are in place as recommended by the auditors to review and approve all invoices for District expenditures. The following process will be following for invoices received:

- At the start of every administrative year and as part of the adoption of an annual budget, the Executive Director shall provide the District Board and Finance Committee a list of expenses/invoices expected every month with the amount of that expense. Any invoice outside that list of expenses requires the approval of the District Finance chair before it is paid. If one of the invoices on the expected monthly list of expenses/invoices varies by more than 10%, the District executive director will provide the Finance Chair an explanation.
- Any invoices/bills from any District event will be handled on a case by case basis by the Executive Director and Finance Chair.
- The District Credit card payments will be handled on a monthly basis by the Executive Director and Finance Chair.
- Any disputes or concerns about any invoice or bill will be reported immediately to the Governor and/or District Board for the board's information and resolution if necessary.
- Any unbudgeted invoices or potential liabilities received that are over \$500.00 shall be immediately reported to the board with an explanation.

# Kiwanis International Pennsylvania District

## Balance Sheet

As of December 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101 Cash checking account	70,981.24
101A Circle K Cash on hand	1,089.00
105 Cash saving account	577.48
108 - Cash Investments	0.00
546 Governor elect Expense General Budget	930.54
568 Survey Monkey Subscription	954.00
569 Zoom	582.89
597 Other Events	3,142.00
<b>Total Bank Accounts</b>	<b>\$78,257.15</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	800.00
<b>Total Other Current Assets</b>	<b>\$7,610.22</b>
<b>Total Current Assets</b>	<b>\$85,867.37</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>\$85,867.37</b>

# Kiwanis International Pennsylvania District

## Balance Sheet

As of December 31, 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	582.49
204 FIT Payable	965.00
205 PIT payable	288.60
206 LIT payable	347.78
207 PUT payable	0.00
208 Medicare Payable	136.31
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	-1,855.72
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>\$37,750.65</b>
<b>Total Current Liabilities</b>	<b>\$47,259.43</b>
Long-Term Liabilities	
800 Key Club Payments Received	605.88
801 Circle K Payments Received	165.29
802 Pennsylvania Kiwanis Foundation	-755.00
804 Key Club American Express Pay	-27,518.19
805 Circle K AMEX Payment	-46.63
806 Foundation American Express Payments	0.00
808 Centennial Club CC Payments	0.00
<b>Total Long-Term Liabilities</b>	<b>\$ -27,548.65</b>
<b>Total Liabilities</b>	<b>\$19,710.78</b>
Equity	
275 Unrestricted net assets	-42,538.00
303 PPP Loan Forgiveness	13,892.00
32000 Restricted Net Assets - Key Leader	38,579.64

# Kiwanis International Pennsylvania District

## Balance Sheet

As of December 31, 2021

	TOTAL
Net Income	56,222.95
<b>Total Equity</b>	<b>\$66,156.59</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$85,867.37</b>

**2021-22 Budget Report**  
**12/31/2021**

	2021-22 Approved Budget		2021-22 Actual			
	Amount		Amount	Total		Variance
<b>REVENUES</b>						
<b>MEMBERSHIP DUES</b>						
District Dues	\$ 99,000.00		\$78,085		79%	\$ (20,915.00)
Partial year prorated dues	\$ 5,000.00		\$1,126		23%	\$ (3,874.20)
Sub-Total		\$ 104,000.00		\$79,211	76%	\$ -24,789
<b>SLP &amp; OTHER SUPPORT FOR SERVICES</b>						
Key Club	\$ 12,500.00		\$0		0%	\$ (12,500.00)
Circle K	\$ 500.00		\$0		0%	\$ (500.00)
Foundation - Office Support and Services	\$ 6,000.00		\$6,000		100%	\$ -
Foundation - SLP Administrators	\$ 1,000.00		\$0		0%	\$ (1,000.00)
Sub-total		\$ 20,000.00		\$6,000	30%	\$ (14,000.00)
<b>MISC. INCOME</b>						
Misc. Income	\$ 2,000.00		\$13		1%	\$ (1,987.50)
Interest	\$ -		\$0		#DIV/0!	#REF!
Sub-total		\$ 2,000.00		\$13	1%	\$ (1,987.50)
<b>DISTRICT EVENTS</b>						
Holiday Party or other Fundraising	\$ 2,500.00				0%	\$ (2,500.00)
District Raffle	\$ 14,000.00		\$0		0%	\$ (14,000.00)
MidYear Conference (100 @ \$20.00)	\$ 2,000.00		\$0		0%	\$ (2,000.00)
District Convention	\$ 42,000.00		\$7,725		18%	\$ (34,275.00)
Sub-total		\$ 60,500.00		\$7,725	13%	\$ (52,775.00)
<b>Payroll Protection Program*</b>						
		\$ -				
<b>TOTAL REVENUES</b>		<b>\$ 186,500.00</b>		<b>\$92,948</b>	<b>50%</b>	<b>\$ (93,551.70)</b>
<b>EXPENSES</b>						
<b>EMPLOYEE COMPENSATION</b>						
Salaries	\$ 74,500.00		\$21,739		29%	\$ 52,761.00
Payroll Taxes	\$ 6,500.00		\$1,496		23%	\$ 5,004.00
Employee Benefits	\$ 710.00		\$431		61%	\$ 279.37
Executive Director Expenses	\$ 2,750.00		\$619		23%	\$ 2,131.04
Executive Director ICON	\$ 700.00		\$0		0%	\$ 700.00
Sub-total		\$ 85,160.00		\$24,285	29%	\$ 60,875.41
<b>OFFICE &amp; RELATED EXPENSES</b>						
Building Lease	\$ 9,600.00		\$2,400		25%	\$ 7,200.00
Moving Related Expenses	\$ 5,000.00		\$5,200		104%	\$ (200.00)
Postage	\$ 750.00		\$247		33%	\$ 503.00
Telephone & Internet	\$ 2,500.00		\$616		25%	\$ 1,884.00
Insurance	\$ 2,203.00		\$2,177		99%	\$ 23.00
Supplies & Printing	\$ 1,000.00		\$607		61%	\$ 393.00
Equipment Maintenance	\$ 500.00		\$113		23%	\$ 386.63
Equipment Leases	\$ 1,700.00		\$405		24%	\$ 1,295.00
Webpage/Domain Fees	\$ 275.00		\$31		11%	\$ 243.84
District Zoom Subscription	\$ 600.00		\$0		0%	\$ 600.00
Survey Monkey Subscription	\$ -					
Sub-total		\$ 24,125.00		\$11,797	49%	\$ 12,328.47
<b>LEADERSHIP EXPENSES AND STIPENDS</b>						
Lt. Gov Expenses	\$ 2,500.00		\$0		0%	\$ 2,500.00
Lt. Gov Education	\$ 3,500.00		\$0		0%	\$ 3,500.00

Comments

Includes payment for Comp Time Settlement

Trustee Board Meeting Expenses	\$ 500.00		\$236		47%	\$ 264.00
Gov-Elect Expenses	\$ 2,000.00		\$0		0%	\$ 2,000.00
Gov-Elect ICON	\$ 700.00		\$0		0%	\$ 700.00
Governor Expenses	\$ 2,000.00		\$0		0%	\$ 2,000.00
Governor ICON	\$ 700.00		\$0		0%	\$ 700.00
Keystone Kiwanian Stipend	\$ 1,000.00		\$500		50%	\$ 500.00
Sub-total		\$ 12,900.00		\$736	6%	\$12,164
<b>SLP LEADERSHIP SUPPORT</b>						
Circle K Administrator	\$ 1,900.00		\$0		0%	\$ 1,900.00
Builders Club Administrator	\$ 150.00		\$0		0%	\$ 150.00
K-Kids Administrator	\$ 150.00		\$0		0%	\$ 150.00
Sub Total		\$ 2,200.00		\$0	0%	\$ 2,200.00
<b>MEMBERSHIP GROWTH &amp; DEVELOPMENT</b>						
Membership Growth & Development	\$ 3,000.00		\$120		4%	\$ 2,880.00
Awards	\$ 1,200.00		-\$112		-9%	\$ 1,312.23
J.E.D.I	\$ 500.00		-\$500		-100%	\$ 1,000.00
Leadership Education	\$ 515.00		\$0		0%	\$ 515.00
Kiwanis Amplify Stipend	\$ 1,400.00		\$0		0%	\$ 1,400.00
Sub-total		\$ 6,615.00		-\$492	-7%	\$ 7,107.23
<b>DISTRICT EVENTS</b>						
Holiday Party or other fundraiser	\$ 1,000.00		\$0		0%	\$ 1,000.00
Midyear Conference	\$ 1,200.00		\$0		0%	\$ 1,200.00
District Raffle	\$ 7,300.00		\$125		2%	\$ 7,175.00
District Convention	\$ 36,000.00		\$233		1%	\$ 35,767.48
Sub-total		\$ 45,500.00		\$358	1%	\$45,142
<b>FINANCIAL RESTORATION</b>						
Interest Expense	\$ -		\$0		#DIV/0!	\$ -
Audit	\$ 10,000.00		\$0		0%	\$ 10,000.00
Debt Reduction	\$ -		\$0		#DIV/0!	\$ -
Rebuild Reserve Fund	\$ -				#DIV/0!	\$ -
Sub-total		\$ 10,000.00		\$0	0%	\$ 10,000.00
<b>TOTAL EXPENSES</b>		<b>\$ 186,500.00</b>		<b>\$36,190</b>	<b>19%</b>	<b>\$ 150,309.82</b>
<b>BALANCE</b>		<b>\$ -</b>		<b>\$56,758</b>		

# Kiwanis International Pennsylvania District

## Transaction List with Splits December 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
101 Cash checking account							
12/01/2021	Check	2334	Yes	Sarah Zulueta	Governor-elect International Convention - 20/21 payable	101 Cash checking account	-1,368.16
					Governor-elect Expense Penn Stater Travel - 20/21/payable	547 Governor-elect International Co	652.72
					Meal and social expense. Lt. Gov. Training - 20/21 payable	546 Governor elect Expense General Budget	402.18
						545 - Lt. Governor Training	313.26
12/01/2021	Check	2335	Yes	City Limits Realty	December Lease Payment	101 Cash checking account	-800.00
						437 Rent	800.00
12/01/2021	Check	2336	Yes	Executive Image Solutions	Copier Maintenance	101 Cash checking account	-20.19
						431 Equipment maintenance	20.19
12/01/2021	Check	2337	Yes	Kevin E. Thomas	Salary	101 Cash checking account	-1,729.53
					Social Security	400 Salaries & wages	2,229.17
					FIT	203 Social Security Payable	138.21
					PIT	204 FIT Payable	225.00
					LIT	205 PIT payable	68.44
					Medicare	206 LIT payable	35.67
						208 Medicare Payable	32.32
12/01/2021	Check	2338	Yes	Michelle March	Salary - 45hrs @ \$13.50/hr	101 Cash checking account	-462.65
					Social Security	400 Salaries & wages	607.50
					FIT	203 Social Security Payable	37.67
					PIT	204 FIT Payable	70.00
					LIT	205 PIT payable	18.65
					Medicare	206 LIT payable	9.72
						208 Medicare Payable	8.81
12/03/2021	Check	2339	Yes	Kevin E. Thomas	Comp time payment/settlement. 20/21 payable	101 Cash checking account	-2,714.93
					Social Security	400 Salaries & wages	3,524.10
					FIT	203 Social Security Payable	218.49
					PIT	204 FIT Payable	375.00
					LIT	205 PIT payable	108.19
					Medicare	206 LIT payable	56.39
						208 Medicare Payable	51.10
12/06/2021	Expense		Yes	American Express	Circle K AMEX Payment - Test on line reg	101 Cash checking account	-937.66
					Mailing Name Badges	805 Circle K AMEX Payment	-15.00
					Travel to Indianapolis Conference	442 Postage	86.80
					Check printing and other supplies	539 Executive director expenses	496.24
					AOI Service	443 Supplies & printing	302.63
						440 Telephone	36.99
12/10/2021	Deposit		Yes		Life Membership	101 Cash checking account	602.00
					Premium refund	300 Dues	525.00
						424 Insurance	-77.00
12/15/2021	Check	2340	Yes	Athene	Disability Insurance D0108693H	101 Cash checking account	-430.63
						408 Employee benefits	430.63
12/15/2021	Check	2341	Yes	LEAF	Copier Lease	101 Cash checking account	-143.10
					Sales Tax	430 Equipment leases	135.00
						431 Equipment maintenance	8.10
12/15/2021	Check	2342	Yes	Verizon	Telephone and Internet	101 Cash checking account	-85.34
						440 Telephone	85.34
12/15/2021	Check	2343	Yes	Crystal Springs	Water	101 Cash checking account	-12.87
						443 Supplies & printing	12.87
12/15/2021	Check	2344	Yes	UPS Store #2204	Guide Shipping	101 Cash checking account	-197.36
						442 Postage	197.36
12/15/2021	Check	2345	Yes	kiwanis International	Directors and Officers Liability Insurance	101 Cash checking account	-800.00
						424 Insurance	800.00
12/15/2021	Check	2346	Yes	Eberly Designs	Keystone Kiwanian	101 Cash checking account	-500.00
						565 Keystone Kiwanian editor	500.00
12/15/2021	Check	2347	Yes	Conversion Technology International	Moving Expenses - Converting Archives to Digital	101 Cash checking account	-2,029.06
						445 Moving Expense	2,029.06
12/15/2021	Check	2348	Yes	Kevin E. Thomas	Salary	101 Cash checking account	-1,729.53
					Social Security	400 Salaries & wages	2,229.17
					FIT	203 Social Security Payable	138.21
						204 FIT Payable	225.00

# Kiwanis International Pennsylvania District

## Transaction List with Splits

December 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					PIT	205 PIT payable	68.44
					LIT	206 LIT payable	35.67
					Medicare	208 Medicare Payable	32.32
12/15/2021	Check	2349	Yes	Michelle March			
					Salary - 60 hours @ \$13.50	101 Cash checking account	-640.20
					Social Security	400 Salaries & wages	810.00
					FIT	203 Social Security Payable	50.22
					PIT	204 FIT Payable	70.00
					LIT	205 PIT payable	24.87
					Medicare	206 LIT payable	12.96
						208 Medicare Payable	11.75
12/15/2021	Expense		Yes	United States Treasury			
					Social Security Withholding	101 Cash checking account	-1,516.88
					Medicare Withholding	203 Social Security Payable	-375.60
					Payroll Tax	208 Medicare Payable	-87.84
						204 FIT Payable	-590.00
						409 Payroll taxes	463.44
12/15/2021	Expense		Yes	Pennsylvania Department of Revenue			
					PIT Withholding	101 Cash checking account	-185.98
						205 PIT payable	-185.98
12/16/2021	Deposit		Yes				
					Dues	101 Cash checking account	38,876.32
					Interim Dues	300 Dues	34,423.00
					Club Convention Fees	301 New member fees	478.32
						350 Member registration fees	3,975.00
12/17/2021	Check	2350	Yes	Kiwanis Club of Meadville Golden K			
					Dues for Dollars - Janet Haas	101 Cash checking account	-87.00
						574 Membership support initiative	87.00
12/17/2021	Check	2351	Yes	Kiwanis Club of Selinsgrove			
					Dues for Dollars - Jennifer Howell	101 Cash checking account	-87.00
						574 Membership support initiative	-87.00
12/17/2021	Check	2352	Yes	Kiwanis Club of Mansfield			
					Dollars for dues - Lee Kaltenbach	101 Cash checking account	-80.00
						574 Membership support initiative	-80.00
12/22/2021	Check	2353	Yes	Pennsylvania Department of Revenue			
					Pennsylvania Department of revenue penalty payment	101 Cash checking account	-17.06
						409 Payroll taxes	17.06
12/22/2021	Check	2354	Yes	pennsylvania Kiwanis Foundation			
					Venmo donation to Governor's project	101 Cash checking account	-150.00
						537 Governors' gift	150.00
12/23/2021	Deposit		Yes				
					Convention sponsorship	101 Cash checking account	650.00
					Foundation payment for D & O insurance	367 Sponsorship	250.00
						424 Insurance	-400.00
12/23/2021	Check	2356	Yes	Cumberland County Treasurer			
					Small Games of Chance Application License	101 Cash checking account	-125.00
						470 Raffle Expense	125.00
12/31/2021	Check	SVCCHRG	Yes		Service Charge	101 Cash checking account	-73.91
						780 Convention Credit Card fees	73.91
12/31/2021	Deposit	INTEREST	Yes		Interest Earned	101 Cash checking account	0.08
						345 Interest income	0.08

## Kiwanis International Pennsylvania District

## 101 Cash checking account, Period Ending 12/31/2021

## RECONCILIATION REPORT

Reconciled on: 01/11/2022

Reconciled by: kevin@pakiwanis.org

Any changes made to transactions after this date aren't included in this report.

## Summary

	USD
Statement beginning balance	50,737.57
Service charge	-73.91
Interest earned	0.08
Checks and payments cleared (22)	-15,388.52
Deposits and other credits cleared (3)	40,128.32
Statement ending balance	75,403.54
Uncleared transactions as of 12/31/2021	-4,422.30
Register balance as of 12/31/2021	70,981.24
Cleared transactions after 12/31/2021	0.00
Uncleared transactions after 12/31/2021	-7,369.34
Register balance as of 01/11/2022	63,611.90

## Details

## Checks and payments cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/25/2021	Check	2317	Kiwanis Club of Transfer	-324.00
11/01/2021	Check	2319	Michelle March	-622.45
11/15/2021	Check	2332	Michelle March	-640.20
12/01/2021	Check	2336	Executive Image Solutions	-20.19
12/01/2021	Check	2335	City Limits Realty	-800.00
12/01/2021	Check	2338	Michelle March	-462.65
12/01/2021	Check	2337	Kevin E. Thomas	-1,729.53
12/01/2021	Check	2334	Sarah Zulueta	-1,368.16
12/03/2021	Check	2339	Kevin E. Thomas	-2,714.93
12/06/2021	Expense		American Express	-937.66
12/15/2021	Check	2348	Kevin E. Thomas	-1,729.53
12/15/2021	Check	2340	Athene	-430.63
12/15/2021	Check	2345	kiwanis International	-800.00
12/15/2021	Check	2344	UPS Store #2204	-197.36
12/15/2021	Check	2343	Crystal Springs	-12.87
12/15/2021	Check	2342	Verizon	-85.34
12/15/2021	Check	2341	LEAF	-143.10
12/15/2021	Expense		United States Treasury	-1,516.88
12/15/2021	Expense		Pennsylvania Department of	-185.98
12/15/2021	Check	2346	Eberly Designs	-500.00
12/22/2021	Check	2353	Pennsylvania Department of	-17.06
12/22/2021	Check	2354	pennsylvania Kiwanis Founda	-150.00
Total				-15,388.52

## Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/10/2021	Deposit			602.00
12/16/2021	Deposit			38,876.32
12/23/2021	Deposit			650.00
Total				40,128.32

## Additional Information

Uncleared checks and payments as of 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/17/2017	Check	1139	Kiwanis Club of University City	-72.00
01/10/2018	Check	1296	Elizabeth Smolinski	-2.84
01/10/2018	Check	1295	Mariza Shavelle	-11.56
01/10/2018	Check	1291	Bonnie MacDonald	-10.12
07/16/2018	Check	1288	Jennifer Crowell	-14.52
07/16/2018	Check	1435	Kiwanis Club of Elizabethtown	-12.00
07/16/2018	Check	1436	Kiwanis Club of Morristown	-12.00
08/23/2018	Check	1437	Kiwanis Club of West Chester	-6.00
09/04/2018	Check	1480	Shawn Smith	-40.00
08/22/2019	Check	1504	Kiwanis Club Of Pottstown	-55.00
11/14/2019	Check	1785	Kiwanis Club of Central Bucks	-96.00
03/23/2020	Check	1861	Kiwanis Club of Chester	-40.00
07/01/2020	Check	1948	Emily Sharp	-85.00
06/16/2021	Check	1990	Kiwanis Club of Harrisburg	-20.00
06/16/2021	Check	2171	Kiwanis Club of Harrisburg	-100.00
06/16/2021	Check	2172	Kiwanis Club of Indiana	-100.00
06/16/2021	Check	2183	Kiwanis Club of Norriton Circle	-100.00
06/16/2021	Check	2180	Kiwanis Club of Nittany	-100.00
06/16/2021	Check	2174	Kiwanis Club of Lansdale	-100.00
09/01/2021	Check	2185	Kiwanis Club of Williamsport	-100.00
10/11/2021	Check	2250	Pauline Raub	-110.00
10/11/2021	Check	2311	Kiwanis Club of Somerset	-87.00
12/15/2021	Check	2297	Miranda Burton	-100.00
12/15/2021	Check	2347	Conversion Technology Intern...	-2,029.06
12/17/2021	Check	2349	Michelle March	-640.20
12/17/2021	Check	2352	Kiwanis Club of Mansfield	-80.00
12/17/2021	Check	2351	Kiwanis Club of Selinsgrove	-87.00
12/17/2021	Check	2350	Kiwanis Club of Meadville Gol...	-87.00
12/23/2021	Check	2356	Cumberland County Treasurer	-125.00
Total				-4,422.30

## Uncleared checks and payments after 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2022	Check	2357	Kevin E. Thomas	-1,729.53
01/01/2022	Check	2358	Michelle March	-462.65
01/01/2022	Check	2355	City Limits Realty	-800.00
01/01/2022	Check	2359	Kevin E. Thomas	-556.38
01/05/2022	Check	2360	Executive Image Solutions	-13.05
01/05/2022	Check	2361	Verizon	-184.27
01/05/2022	Check	2362	Brown Schultz Sheridan & Fritz	-3,500.00
01/05/2022	Expense		American Express	-123.46
Total				-7,369.34

ACCOUNT	PA KIWANIS FAMILY ACCOUNT BALANCES - 8/31/21													
	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	Amount 12/31/2021	AVERAGE	
Kiwanis Checking	\$ 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	\$ 75,403.54	\$ 56,548.53	\$
Kiwanis Reserve	\$ 559.18	\$ 569.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.22	\$ 577.24	\$ 577.26	\$ 574.27	\$
Key Club Checking	\$ 18,410.59	\$ 127,584.36	\$ 8,375.38	\$ 1,275.96	\$ 29,255.34	\$ 105,237.93	\$ 41,900.40	\$ 47,252.87	\$ 38,249.56	\$ 11,376.34	\$ 2,974.00	\$ 36,112.11	\$ 39,000.40	\$
Key Club Reserve	\$ 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	\$ -	\$ 25,806.00	\$
Circle-K Checking	\$ 4,026.31	\$ 8,461.03	\$ 6,993.42	\$ 1,512.75	\$ 3,790.06	\$ 5,918.32	\$ 1,088.77	\$ 3,589.47	\$ 4,182.56	\$ 6,964.27	\$ 4,924.00	\$ 10,862.97	\$ 5,194.49	\$
Circle-K Reserve	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,865.33	\$
Aktion Club	\$ 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	\$ 3,348.12	\$ 3,398.00	\$ 3,398.00	\$ 4,728.71	\$
Key Leader			\$ 7,280.88	\$ 4,599.77	\$ 3,241.27	\$ 8,334.16	\$ 28,919.89	\$ 70,766.13	\$ 5,549.02	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,674.66	\$
Foundation Cash	\$ 72,533.70	\$ 46,762.66	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 28,919.89	\$ 43,528.63	\$ 43,528.63	\$ 57,833.00	\$ 64,993.00	\$ 43,066.00	\$ 50,160.00	\$ 47,825.29	\$
Foundation Investments	\$ 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	\$ 964,492.00	\$ 982,513.00	\$ 873,162.58	\$
				(as of 6/30/19)		(as of 12/31/19)					(as of 9/30/21)	(as of 11/31/21)	(as of 11/31/21)	
	\$ 989,958.46	\$ 1,119,514.55	\$ 952,300.48	\$ 916,919.74	\$ 1,018,824.52	\$ 1,092,803.32	\$ 968,150.27	\$ 1,087,693.49	\$ 1,149,639.64	\$ 1,143,022.96	\$ 1,113,215.36	\$ 1,164,575.00	\$ 1,059,718.15	\$

KEY CLUB INTERNATIONAL H23 PA DISTRICT

Transaction List by Date

Type	Date	Num	Name	Memo	Account	Cir	Split	Amount
Check	10/12/2021	15666	Tech River		101 - Cash checking aaccount	✓	404 - Keystoneian & web site	-480.00
Deposit	10/31/2021			Interest	101 - Cash checking aaccount	✓	345 - Interest income	0.92
Check	11/12/2021	15667	Pennnsylvania Kiwanis		101 - Cash checking aaccount	✓	415 - Governor's expenses	-500.00
Deposit	11/24/2021			Deposit	101 - Cash checking aaccount	✓	300 - Dues	11,381.50
Deposit	11/30/2021			Interest	101 - Cash checking aaccount	✓	345 - Interest income	1.51
Deposit	12/10/2021			Deposit	101 - Cash checking aaccount	✓	116 - - Loan Receivable PA Circle K	2,500.00
Deposit	12/16/2021			Deposit	101 - Cash checking aaccount	✓	300 - Dues	14,033.00
Deposit	12/23/2021			Deposit	101 - Cash checking aaccount	✓	-SPLIT-	5,216.00
Deposit	12/31/2021			Interest	101 - Cash checking aaccount	✓	345 - Interest income	6.22

ct - Dec 21

ct - Dec 21

### **Policy on use of District Credit Card by Service Leadership Program Administrators**

From time to time, a District Service Leadership Program Administrator or a member of their committee may use the District Credit Card for significant program expenditures and events. The use of credit card is authorized on the following conditions.

1. The credit card may not be used without advance approval of the District Executive Director/Secretary/Treasurer.
2. Proper receipts or proof of payment must be remitted immediately to the District Executive Director/Secretary/Treasurer.
3. Expenditures must be budgeted in a budget approved by the Kiwanis District Board and cannot exceed 125% of any budgeted amount. Should the expenditure not be budgeted or exceed 125% of the budgeted amount, the expenditure cannot occur without advance approval of Kiwanis District Board or in lieu of board approval, the advance approval of the Governor, Governor-elect, Finance Committee Chair and Executive Director/Secretary/Treasurer.
4. A Service Leadership Administrator may use a personal credit card for any and all program related expenditures and may seek reimbursement for such expenditures but all conditions outlined above apply.

## 2022 "Holiday Party" Board Report

January 7, 2022

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:

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

### Board Approved Details:

- The Maple Shade Barn in Dillsburg, PA
- Our full rental fee is \$30
- Tickets will be limited to 1<sup>st</sup> 75 people
- Date: 3/5
- Time: 5-10 PM
- Ticket Price: \$35
- Food: Heavy appetizers & desserts
- Beverages: Beer, wine, soda, water, coffee, tea (Bring your own Liquor)

### Next Steps following Board Approval:

1. Create a Save the Date:
  - Completed & posted: 10/11 as a teaser and 11/5 with additional details
2. Create a fun theme or catchy title:
  - Completed: Spring Fling Fundraiser "Dress Up Your Denims"
3. Research hotels in Dillsburg for of a block of rooms with no financial impact on District:
  - Completed: Thank you to Ryan Hartman for getting us the proposals from the hotels we wanted to see. The committee will share the names of the top 3 hotels, but no blocks or contracts will be in effect. Members attending the party will need to book their own rooms if **they** desire and follow the rules of the Hotel for Cancellation. (see details in registration information page 3 or report)
4. Determine if we want to offer any other social/service activities for Friday evening or Saturday morning with no financial impact on District
  - The committee has decided not to host any additional activities this year, but is open to reviewing this in the future should the fundraiser be a positive success
5. Continue to meet as a committee
  - We have continued to meet monthly on the 1<sup>st</sup> Monday of each month
  - Our December meeting we were joined by Governor Sarah, Governor Elect Mike & Executive Director Kevin.

### For Board Review and Promotion:

- Page 2 is the flyer for Facebook and Email to members, page 3 is more details for registration
- The committee will continue to meet and request further board support in the weeks ahead



**Kiwanis**  
PENNSYLVANIA DISTRICT

- MARCH 5, 2022 -

5-10 PM  
MAPLE SHADE BARN  
- DILLSBURG, PA -

---

## DISTRICT SPRING FLING "Dress Up Your Denims"

for a night of fun, games & fundraising with your fellow Kiwanis Members

---

Your \$35.00 ticket includes:  
heavy Hors d'oeuvres, dessert, beer, wine & soft drinks

Tickets on sale NOW at [pakiwanis.org](http://pakiwanis.org)

**\*\*LIMITED TICKETS\*\***

## Registration for Spring Fling Fundraiser "Dress Up Your Denims"

Name: \_\_\_\_\_ Kiwanis Club: \_\_\_\_\_

# of tickets: \_\_\_\_\_ Total Paid: \$ \_\_\_\_\_

Payment Format:

Website – [pakiwanis.org](http://pakiwanis.org)

PayPal – [ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)

Venmo – PA Kiwanis

Check – PA Kiwanis (mailed to District Office)

Dietary Restrictions:

Preferred Drinks: (check all that could apply for March 5<sup>th</sup>)

Lite Beer

Regular Soda

Dark Beer

Diet Soda

IPAs

Ginger Ale

Red Wine

Water

White Wine

### Hotels:

The committee has researched the following hotels. Should you wish to stay over Friday and/or Saturday evening there are affordable accommodations nearby. These are our suggestions, but please note that there is not a Kiwanis Block. All reservations and cancellations are at your discretion.

#### **1- Country Inn & Suites by Radisson, Harrisburg, PA**

<https://www.radissonhotelsamericas.com/en-us/hotels/country-inn-mechanicsburg-pa?cid=a:se+b:gmb+c:amer+i:local+e:cis+d:us+h:USAHBPA>

Country Inn and Suites Harrisburg West offers a daily hot breakfast buffet (included in the cost of the room), along with complimentary WIFI, indoor pool and fitness center that is open daily from 6am to midnight.

#### **2- Hampton Inn Harrisburg West:**

[https://www.hilton.com/en/hotels/hrbpahx-hampton-harrisburg-west/?SEO\\_id=GMB-HX-HRBPAHX&y\\_source=1\\_MjA4NDMwNS03MTUtbG9jYXRpb24uZ29vZ2xIX3dlYnNpdGVfb3ZlcnJpZGU%3D](https://www.hilton.com/en/hotels/hrbpahx-hampton-harrisburg-west/?SEO_id=GMB-HX-HRBPAHX&y_source=1_MjA4NDMwNS03MTUtbG9jYXRpb24uZ29vZ2xIX3dlYnNpdGVfb3ZlcnJpZGU%3D)

Room Rates include Hampton's "On the House" Hot Breakfast, 24-Hour Coffee and Tea Bar, Cloud Nine Hampton Bedding; Complimentary High Speed Internet Access. The suburban location lends itself to nearby restaurants, shopping and popular area attractions. And the many "extras" you expect from Hampton.

#### **3- Wingate by Wyndham**

<https://www.wyndhamhotels.com/wingate/mechanicsburg-pennsylvania/wingate-by-wyndham-mechanicsburg/overview?CID=LC:WG::GGL:RIO:National:09242&iata=00093796>

Start your morning with a free hot breakfast and a free newspaper. Take advantage of guest laundry, express checkout, fitness room, indoor heated pool, 24-hour front desk, and free parking. Each guest room features free WiFi and a 32-inch flat-screen HDTV.



## Kiwanis Night at the Phillies Report

Submitted by Governor Sarah Zulueta

- Darleen Callahan from the Kiwanis Club of Conshohocken has been named as the new District Chair for the Kiwanis Night at the Phillies event.
- Earl Wolf, former chair, Darleen and Governor Sarah met on Jan 3, 2022 to go over the transition and plans.
- Possible game dates that are being reviewed are:
  - Sat. May 7 - 4:05pm - Mets (this is Mother's Day weekend)
  - Sat. May 21 - 6:05pm - Dodgers
  - Sat., July 2 - 4:05pm - St. Louis (July 4th weekend)
  - Sat., July 23 - 6:05pm - Chicago
- Darleen has been asked by Governor Sarah to investigate if a conference room at the Citizen Bank Park on July 23 is possible to have the July board meeting instead of zoom without zero to little cost. Darleen has put in an inquiry. No response to date from the Phillies.
- This will be a non-dues income fundraiser for the District plus club. In the past each club received \$6 off each ticket the club sold. Cost per ticket for the group is still pending from the Phillies.

### **Board Action Requested:**

- Review game dates to select a viable one.
- Ensure that Earl Wolf is recognized at Midyear or District convention for the years of service for doing the Kiwanis Night at the Phillies game. He indicated he and another Kiwanian started it in 1985. He should be recognized for his dedication and work to our District for this long-standing event.



760 Tussuck Court  
Columbus, OH 43085  
954.632.7701

Jim@AladanMediaGroup.com

*Handwritten signature/initials*

### LICENSING AGREEMENT

Aladan Media Group, Inc. (hereafter "AMG") a Ohio-based for-profit corporation, is a qualified licensed vendor of Kiwanis International through Affinity Licensing.

AMG designs, creates, and sells a variety of products through Affinity and the shopkiwanis.org marketplace that Affinity operates.

AMG is desirous of producing licensed products that are fulfilled on demand, i.e. no inventory will be carried, for Pennsylvania Kiwanis and its subsidiaries and related organizations. All products and designs, along with end-purchaser pricing, will be agreed upon by both parties.

In consideration of the foregoing, AMG will pay a 10% royalty on the gross sale amount. This is in addition to a 10% royalty fee that is already paid to Kiwanis International.

Additionally, AMG will pay all fees associated with hosting, processing, and fulfillment of orders. A sales report with accompanying payment will be made quarterly to the District Treasurer by the end of the month following the end of the calendar quarter.

The Pennsylvania District will be responsible for promoting product sales via the Keystone Kiwanian, social media, pakiwanis.org, and any additional platforms available to its members.

This agreement is non-exclusive and either party may enter into similar agreements with other parties. This agreement will remain in place until cancelled by either party in writing with 60 days notice.

Signatures:

---

(AMG: Jim Janosik)

---

(Pennsylvania Kiwanis: Kevin Thomas)

---

Date

---

Date



## District Committee Chair Report Cover Sheet

**Date:** 1/6/2022

Committee: District Redivisioning Chair: Mike Coolbaugh

Committee Members, if applicable:

David Szymanski	Sarah Zulueta	
Matt Wise	Keith Smith	
Ben Osterhout		
Tiffany Callaio		

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: I apologize for the delay in putting this committee together. I am planning to schedule an initial meeting within the next three weeks.

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

I was able to have a conversation with Past Trustee Matt Wise who was the head of a Task Force that most recently looked at the possibility of making changes to some of our divisions. Matt forwarded his task force report to me so that I can review it with this committee

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

The primary goal of this committee is to review several areas of the Pennsylvania District to determine if the communities and clubs would be better served by making some boundary changes.

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

Clubs	None at this time
Lt. Governors / Divisions	None at this time
District	None at this time

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

**2022-23 District Officers**

**1/12/22**

**Lt. Governors:**

Division 16 – Scott McCabe, Norlanco-Rheems

Division 17/18 – Bob Moran, Palmer Township

**Trustees (for a three-year term):**

Region II – Shawn Smith, Sheraden

Region VI – Tiffany Callaio, Wyoming Area

Region VII – Joe Wilson, Southampton

**Governor-elect:**

No candidates currently.



# Kiwanis

PENNSYLVANIA DISTRICT

## 2022 Virtual Midyear Education Conference

February 19, 2022 9:00 AM - 1:30 PM

Register at [www.pakiwanis.org](http://www.pakiwanis.org)

**Cost: \$20**

\$25 after Feb 17 11 pm EST

**Special gift with every registration!**

**Keynote Speakers Announced!**



### **Michael Crom**

Former Executive Vice President for Dale Carnegie & Associates and Co-Author of *"The Leader in You: How to Win Friends, Influence People and Succeed in a Changing World."*

### **Winn Claybaugh**

Author of *"Be Nice (Or Else!)"* and Dean and Co-Founder of Paul Mitchell Schools. Touted as "one of the best motivational speakers in the country" according to CNN's Larry King!



**Early Registration open until Feb 17 at 11 pm EST**



# Kiwanis

PENNSYLVANIA DISTRICT

## 2022 Virtual Midyear Education Conference Schedule

Updated January 7, 2022

Schedule subject to change

9:00 AM

### *Opening Session*

- Kiwanis, Circle K and Key Club Governor Remarks
- Dan Leivold, International Trustee
- Peter Mancuso, International President
- Keynote: Michael Cron

9:55 AM - 12:00 PM

### *Educational Forums*

- Nine 40 minute forums including:
  - Unconscious Bias
  - Free Club Websites
  - Preventing Burnout
  - ABCs for Clubs
  - PA Foundation Grants/Scholarships
  - Membership Toolbox
  - Food Insecurity
  - Mental Wellness
  - Administrative Updates

12:00 PM - 1:00 PM

### *Closing Session*

- Kiwanis Governor Closing Remarks
- Erie District Convention
- District Special Announcements
- Signature Project Awards
- Keynote Address: Winn Claybaugh
- Art Riley, International Immediate Past President

1:00 PM - 1:30 PM

### *BONUS Breakouts*

- Join open discussions around Leadership, Kiwanis in the Current World, Membership, Service during the Surge and much more!



# Kiwanis<sup>®</sup>

## PENNSYLVANIA DISTRICT

### 2022 Virtual Midyear Education Conference Registration Form

**February 19, 2022, 9:00 AM – 1:30 PM via Zoom**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**Primary Role:** (select one) ☐ Kiwanian ☐ K-Kids/Builders Club Member ☐ Key Club Member  
☐ Circle K Member ☐ Aktion Club Member ☐ Other: \_\_\_\_\_

**Mailing Address:**

Street Address: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

**Email Address:** Please enter a VALID email to receive Midyear Zoom Meeting Links and access to a special registration gift.

☐ As thank you for registering for the 2022 Virtual Midyear Education Conference, each registered attendee will receive a \$5 Gift Card to the Kiwanis Store to be used for any item of your choice. If you do not want this gift, please check this box.

**Registration Fee:** (Select one)

<input checked="" type="radio"/>	<b>Early Attendee Registration</b> (Before Feb 17 at 11:00 pm EST)	\$20.00
<input type="radio"/>	<b>Late Attendee Registration</b> (After Feb 17 at 11:00 pm EST)	\$25.00
<input type="radio"/>	<b>Service Leadership Program Attendee</b> (Includes active K-Kids, Builders, Key Club, Circle K and Aktion Club members.)	\$10.00

**TOTAL:** \_\_\_\_\_

**Payment Type:** ☐ Credit Card ☐ Check (payable to Kiwanis)  
☐ Venmo (@pakiwanis) ☐ Paypal (ketkiwanis@aol.com)

**Credit Card Information:**

Credit Card Number \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Expiration Date \_\_\_\_\_ CID Code: \_\_\_\_\_

All completed forms can be emailed to [Kevin@pakiwanis.org](mailto:Kevin@pakiwanis.org) or mailed to the **PA Kiwanis District Office, 125 North Enola Drive, Suite 206, Enola, PA 17025** by Feb 17, 2022. Any questions can be directed to 717-540-9300.



# Kiwanis

PENNSYLVANIA DISTRICT

## 2022 Virtual Midyear Education Conference Information

You will receive a unique encrypted personalized Zoom link via your registered email address within 3-5 days from the receipt of payment and registration.

### **PAYMENTS:**

If you selected Venmo, PayPal or Check as your payment method, a Zoom link will be sent AFTER payment has been confirmed.

- PayPal (ketkiwanis@aol.com)
- Venmo (@PAKiwanis)
- Check - Please make payable to KIWANIS and mail to:  
PA District Office at: 125 North Enola Drive Suite 206  
Enola, PA 17025

Please direct all questions to Kevin Thomas, Executive Director at the District Office at 717-540-9300 or email at kevin@pakiwanis.org.

### **ZOOM CLIENT FAQs:**

- For security purposes, the Zoom meeting link will only allow **ONE DEVICE** at a time to connect during the meeting and the link cannot be forwarded.
  - An attendee can transfer from one device to another. (eg. From phone to ipad)
- **Breakout Rooms**, a feature of Zoom, will be heavily utilized during our Virtual Midyear Education Conference, therefore we strongly recommend attendees install Zoom client version 5.2 or higher on your device to have an enjoyable experience.
- Download the latest Zoom Client at:  
<https://zoom.us/download>

### Proposed SLP District Convention Covid-19 procedures and practices

1. All participants at SLP Conventions shall wear a face mask at all times except when eating and/or drinking at planned meal functions or speaking as part of the program.
2. All participants should be fully vaccinated (as defined by the Centers of Disease Control at the time of two weeks prior to the convention) or have proof a negative Covid test 24 hours prior to convention attending convention.
3. No one will be permitted to attend the convention that is displaying Covid like symptoms without providing a negative Covid Test.
4. The District will work with the Penn Stater hotel to ensure that hand sanitizer stations are available throughout all events and frequent reminders shall be made to utilize those stations.
5. No one will be permitted to attend an event without signing and submitting a Covid-19 Liability Waiver and agreeing to the procedures approved by the Kiwanis District board.
6. All meetings and functions shall be set in such a way as to allow for three-foot social distancing between seats. There will be no more than six people at a banquet table.
7. Large private gatherings in hotel rooms shall be strongly discouraged. Activities that would encourage the congregation of people in close proximity will be avoided
8. The Kiwanis Governor, Kiwanis Executive Director, Service Leadership Program Administrators and their respective committees shall be responsible for enforcing these policies at all events.

**Discussion on issue of members not Pennsylvania based holding offices in the Pennsylvania District or seeking an office on the Kiwanis International Board as a Pennsylvania Candidate**

Governor Sarah Zulueta, Governor-elect Mike Coolbaugh and Executive Director Kevin Thomas met to discuss the aforementioned topic. Laws & Regulations Chair Ben Osterhout was unable to attend.

As part of the discussion that took place, it was agreed that at this time the best course to address this would be through possible changes to the District Policy Code and not pursue any bylaw amendments.

Accordingly, it is recommended that the District Board consider the following Policy Code revisions and additions

**Article VII**

**Current Reading:**

- a. When the Pennsylvania Kiwanis Political Action Committee determines that the District shall offer a candidate for the position of Kiwanis International Trustee, the name(s) of any member(s) of the district, who consent in writing, shall be presented to the District Convention. Such presentation will be sponsored by the club(s) of such member(s). For a member to be presented, they must have held or are currently holding the office of Pennsylvania District Governor. A member, to be selected, must receive a majority of the votes of the members of the House of Delegates.
- b. Prior to coming before the House of Delegates, any candidate(s) for the position of Trustee will make a presentation to a meeting of the Past District Governors which will be held at the District Convention prior to the House of Delegates. The Past District Governors shall determine the length of any presentation made to them and will be able to ask questions of any candidate(s). The Past Governors can endorse any and all candidates. The endorsement of any candidate(s) shall be announced to the House of Delegates when it is considering the candidates for the position of Kiwanis International Trustee.
- c. All candidates for International Trustee will be provided the opportunity to address the District Convention for three minutes at the convention business session. At the District Convention business session, they will be provided the opportunity to have a nominating speech of not more than two minutes and a seconding speech of not more than one minute. The nominating speech and seconding speech shall be before the address of the candidates. All candidates will be permitted to distribute campaign material during the convention in accordance with rules determined by the District Board of Trustees.
- d. Nothing in these procedures would prevent the nomination of candidates from the floor of the convention.

**Proposed Reading:**

- a. When the Pennsylvania District Board determines that the District shall offer a candidate for any position on the Kiwanis International Board, the name(s) of any member(s) of the district, who consent in writing, shall be presented to the District Convention. Such presentation will be sponsored by the club(s) of such member(s). For a member to be presented, they must have held or are currently

- holding the office of Pennsylvania District Governor. A member, to be selected, must receive a majority of the votes of the members of the House of Delegates.
- b. Prior to coming before the House of Delegates, any candidate(s) for any position on the Kiwanis International Board will be required to make a presentation to the following groups:
- i. The Board of Trustees at least one year prior to the term they seek to run for candidacy for Kiwanis International Board.
  - ii. The Past District Governors which will be held at the District Convention prior to the House of Delegates.
  - iii. The Board of Trustees and Past District Governors shall determine the length of any presentation made to them and will be able to ask questions of any candidate(s).
  - iv. The endorsement, by the board and or past governors, of any candidate(s) shall be announced to the House of Delegates when it is considering the candidates for any position on the Kiwanis International Board.
- c. All candidates for International Board positions will address the District Convention for three minutes at the convention business session. At the District Convention business session, they will have a nominating speech of not more than two minutes and a seconding speech of not more than one minute. The nominating speech and seconding speech shall be before the address of the candidates. All candidates will be permitted to distribute campaign material during the convention in accordance with rules determined by the District Board of Trustees.

Article XXVIII

No present reading (This would be a new Article.)

**Proposed Reading:**

District Leadership Positions

- A. Any candidate for a District Leadership Position that holds fiduciary responsibility and is a member of more than one club, must have a club within the Pennsylvania District as his/her primary club. Positions with fiduciary responsibilities are Governor, Governor-Elect, Immediate Past Governor, District Trustee, Executive Director, Secretary, Treasurer, Key Club Administrator, Circle K Administrator and Action Club Administrator. The primary club is determined by the member in accordance with Article VIII, Section 4 of the Kiwanis International Bylaws.
- B. Because of potential conflicts of interest, no member can be a candidate for a position with fiduciary responsibility if that member, also, holds a position of fiduciary responsibility in another District.
- C. Any member seeking any District leadership position and not physically residing in the Pennsylvania District shall provide the District Board a detailed written plan on how they will fulfill the responsibilities and expectations of the position and which shall be approved by the District Board of Trustees

District Board Meeting Procedures:

- i. District Board meetings will follow a consent agenda and action agenda ~~in order to~~ allow more time for strategic discussions.
- ii. An Action Follow-Up report will be issued ~~immediately within 10 business days~~ following board meetings ~~by the Executive Director~~ in conjunction with all items requiring action as discussed during said meeting.
- iii. The following are the standing rules for District Board Meetings. These rules should only be enforced when necessary:
  1. Only official members of the Board of Trustees of this District may make motions and vote on motions.
  - 4.2. At each meeting of the Board of Trustees, prior to official action by the Board, an opportunity shall be provided for non-board member comment prior to the items being voted on. At the conclusion of an official voting meeting, an opportunity for non-board member comments will be provided for any item that did not appear on the agenda.
  - 4.3. No person may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the board.
  - 4.4. No person may speak more than twice on the same question unless allowed to do so by a majority vote of the Board.
  - 4.5. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another board member.
  - 4.6. A board member shall not speak either for or against a motion and – on the same recognition – move to close debate.
  - 4.7. A motion which terminates debate on any main motion pending before the Board will not be in order until 10 minutes of debate has taken place or until no Board member seeks the floor. This minimum time requirement does not include time spent on amendments to the main motion or any other subsidiary motions.
  - 7.5. At the discretion of the District Executive Director, certain routine items of business may be placed on a consent agenda, which shall be approved by a single motion and majority vote without debate. Any board member who wishes to remove an item from the Consent Agenda must make a written request to the District Executive Director prior to the commencement of the meeting.
  9. Any of the above rules may be suspended by a majority vote.
  10. Virtual and/or Hybrid meetings are permissible. When possible, Zoom should be used in a Webinar format with only the Board of Trustees visible and able to speak. All other attendees must be recognized by the Chair in order to speak. This will ensure meetings are kept on schedule and on topic as dictated by approved agenda.
  11. No report, or item, received less than 48 hours prior to the commencement of the board meeting will be considered. The report, or item, will be deferred to the next scheduled meeting.
  - 4.12. The Governor and District Board may grant exceptions to these rules as should circumstances warrant such consideration.

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Proposed District Board Meeting Procedures: District Policy Code. Article II, Section D

9-13 Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District bylaws or these standing rules.

### District Board Meeting Procedures

- i. District Board meetings will follow a consent agenda and action agenda in order to allow more time for strategic discussions.
- ii. An Action Follow-Up report will be issued within 10 business days following board meetings, by the Executive Director, in conjunction with all items requiring action as discussed during said meeting.
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  3. No person may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the board.
  4. No person may speak more than twice on the same question unless allowed to do so by a majority vote of the Board.
  5. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another board member.
  6. A board member shall not speak either for or against a motion and – on the same recognition – move to close debate.
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  10. Virtual and/or Hybrid meetings are permissible. When possible, Zoom should be used in a Webinar format with only the Board of Trustees visible and able to speak. All other attendees must be recognized by the Chair in order to speak, this will ensure meetings are kept on schedule and on topic as dictated by approved agenda
  11. No report, or item, received less than 48 hours prior to the commencement of the board meeting will be considered. The report, or item, will be deferred to the next scheduled meeting.
  12. The Governor and District Board may grant exceptions to these rules as should circumstances warrant such consideration,

CLEAN VERSION: These are in the District Policy Code. Article II, Section D

13. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District bylaws or these standing rules.

**From:** ketkiwanis@aol.com,

**To:** ketkiwanis@aol.com,

**Subject:** Re: Proposed Microsoft upgrades for PA Kiwanis District

**Date:** Wed, Jan 12, 2022 4:20 pm

On Tue, Aug 10, 2021 at 10:08 AM Cathy Szymanski <cathy@szy.com> wrote:

## **Szymanski Consulting will provide (4) licenses of Microsoft 365 Business Premium for a minimum of 2 years.**

Microsoft 365 Business Premium is best for businesses that require secure, remote work solutions with everything included in Business Standard, plus advanced cyberthreat protection and device management.

### **Premium Office apps included**

- MicrosoftOutlook
- MicrosoftWord
- MicrosoftExcel
- MicrosoftPowerPoint
- MicrosoftPublisher(PC only)
- MicrosoftAccess(PC only)

### **Secured cloud services included**

- MicrosoftTeams
- MicrosoftExchange
- MicrosoftOneDrive
- MicrosoftSharePoint
- MicrosoftIntune
- MicrosoftAzure Information Protection

## **Additional users can be added to the same tenant. Microsoft Business Basic can be added for \$5.00/user and includes**

Best for businesses that need easy remote solutions, with Microsoft Teams, secure cloud storage, and Office Online (desktop versions not included).

### **Premium Office apps included**

Web and mobile versions of Word, Excel, and PowerPoint included.<sup>3</sup>

### **Secured cloud services included**

- MicrosoftTeams
- MicrosoftExchange
- MicrosoftOneDrive
- MicrosoftSharePoint

Our proposed solution includes (50)GB mailbox and (1)TB of OneDrive file storage for each of the (4) users. With this solution the goal is for all documents, pdf's, pictures etc., to be stored in OneDrive or SharePoint. Documents stored in the cloud are indexed and retrievable from anywhere by the users. A subset of "working files" could be synchronized between the PC and the cloud.

Not all files work well in a cloud environment. Those exceptions need to be identified and stored locally on the PC's. QuickBooks and MSaccess

databases are one of the exceptions, they would need to be stored locally and then periodically backed-up to OneDrive. A Standard Operating Procedure (SOP) would be defined to ensure that all files are stored, replicated, synchronized or backed-up to the cloud.

Using the online versions of the office apps will allow multiple users to work in the same document at the same time., however we recommend the full office be installed on all district PC's to ensure they can be used while offline or at a convention.

All PC's would be unjoined from the existing domain. After verification that all data is cloud based, the existing server will be fully decommissioned and any remaining roles migrated to PC's.

Training for Shared Calendars, Microsoft Teams, Lists and Bookings will be ongoing.

If approved we could start on backend analysis and discovery within a week, however we recommend no user noticeable changes be made until after the district convention.

Cathy Szymanski

Y

**Pennsylvania District Kiwanis International  
District Report Revision Task Force  
Report to the District Board  
January 6, 2022**

**Task Force Members:** Matt Wise, Barb Byers, Phil Weber, Sarah Zulueta

**Purpose/Issue to Address:** At its meeting on January 18, 2020, the Pennsylvania Kiwanis District Board appointed this task force to review the current Trustee reports. REVISED: At the meeting of March 21, the District Board approved a change in scope of the committee to include reports to the Board for the Governor, Governor-elect, Immediate Past Governor, District Trustees, District Chairs, Sponsored Leadership Program Administrators and Lieutenant Governors.

As of Oct 3, 2020, report templates were approved and executed by the Pennsylvania Kiwanis District Board for the Governor, Governor-elect, Immediate Past Governor, District Trustees, District Chairs, Sponsored Leadership Program Administrators and Lieutenant Governors.

The taskforce in continuation of revamping all district-related reports to make them more streamlined and inclusive of items that the Board is looking for the following reports have been submitted for the approval of the board:

- 1) **Governor Report** – Updated to include area to allow the Governor to list additional activities, committee assignments and special projects that the Governor is actively a part of to inform the Board of Trustees and area to add additional material if needed.
- 2) **Service Leadership District Administrator Report** – In collaboration with the Key Club Administrator to clarify wording on questions and add pertinent information that both Key Club Administrator and Taskforce agreed upon. The other District Administrators were presented the updated report during their District Chair meeting held December 6, 2021, where all agreed to utilize report and copy was placed on District Chair Resource google drive for their review.
- 3) **Executive Director Report** – This is a new report that was added to the scope of the report changes on Oct 9, 2021. This report has similar format as other Board of Trustee but categories areas based on job description to allow for all information to be placed in one report and decreases the number of reports submitted by the Executive Director. The Executive Director agreed to the updated report dated November 27, 2021.

**Requested Action:** It is our request that the Board review these reports outlined above and approve them for use beginning January 15, 2022.

## Governor's Report State of the District

Submitted by: \_\_\_\_\_

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

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

--

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

#	Description	Assigned To	Due Date	Status

3. List any Organization issues for Board information and/or action

--

4. Describe communications and activities with Kiwanis International

--

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

--

6. Additional Activities and Special Projects actively working on.

--

7. 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:  
Report Period Covered:  
Service Leadership Program:  
Administrator:


### **Data**

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


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

Name	Club / Role

1. List program successes, challenges or on-going projects along with their current status.

--

2. List concerns / issues that require District Board action.

--

3. List program goals and current status of each.

--



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

4. How has the program supported the PA Kiwanis Foundation during this reporting period?

--

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

--

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

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

*Please attach any additional supporting documentation as you feel necessary.*

**Pennsylvania District Kiwanis International  
District Report Revision Task Force  
Report to the District Board  
January 6, 2022**

**Task Force Members:** Matt Wise, Barb Byers, Phil Weber, Sarah Zulueta

**Purpose/Issue to Address:** At its meeting on January 18, 2020, the Pennsylvania Kiwanis District Board appointed this task force to review the current Trustee reports. REVISED: At the meeting of March 21, the District Board approved a change in scope of the committee to include reports to the Board for the Governor, Governor-elect, Immediate Past Governor, District Trustees, District Chairs, Sponsored Leadership Program Administrators and Lieutenant Governors.

As of Oct 3, 2020, report templates were approved and executed by the Pennsylvania Kiwanis District Board for the Governor, Governor-elect, Immediate Past Governor, District Trustees, District Chairs, Sponsored Leadership Program Administrators and Lieutenant Governors.

The taskforce in continuation of revamping all district-related reports to make them more streamlined and inclusive of items that the Board is looking for the following reports have been submitted for the approval of the board:

- 1) **Governor Report** – Updated to include area to allow the Governor to list additional activities, committee assignments and special projects that the Governor is actively a part of to inform the Board of Trustees and area to add additional material if needed.
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- 3) **Executive Director Report** – This is a new report that was added to the scope of the report changes on Oct 9, 2021. This report has similar format as other Board of Trustee but categories areas based on job description to allow for all information to be placed in one report and decreases the number of reports submitted by the Executive Director. The Executive Director agreed to the updated report dated November 27, 2021.

**Requested Action:** It is our request that the Board review these reports outlined above and approve them for use beginning January 15, 2022.

## Executive Director Report

**Date:** [Click or tap to enter a date.](#)

1. List any items specifically for board action

2. Update your activity in the following areas of your responsibility:

Financial/Accounting

Administrative

Service Leadership Programs

District Convention, Midyear, and other events

Other District Committee and Special Project Duties

3. Please list/update any particular goals for this reporting period:

Goal Description	Due Date	Status

4. Describe communications and activities with Kiwanis International

--

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

--

6. Please list below meetings and activities for which required out-of-office travel as part of your Executive Director Duties:

Date	Location	Purpose

## Governor's Report State of the District

Submitted by: \_\_\_\_\_

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

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

--	--	--	--	--

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

#	Description	Assigned To	Due Date	Status

3. List any Organization issues for Board information and/or action

--

4. Describe communications and activities with Kiwanis International

--

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

--

6. Additional Activities and Special Projects actively working on.

--

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

☐ Yes

☐ No



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

Report Date:

Report Period Covered:

Service Leadership Program:

Administrator:


### **Data**

# Active Clubs =

# Suspended Clubs =

# Inactive Clubs =

Total Membership Number =


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

Name	Club / Role

1. List program successes, challenges or on-going projects along with their current status.

--

2. List concerns / issues that require District Board action.

--

3. List program goals and current status of each.

--



# Kiwanis®

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

4. How has the program supported the PA Kiwanis Foundation during this reporting period?

--

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

--

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

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

*Please attach any additional supporting documentation as you feel necessary.*