

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
April 23, 2022

The fifth meeting of the 2021-22 Pennsylvania District Board of Trustees was held on April 23, 2022. Governor Sarah Zulueta presided. While the meeting was held in person, there was virtual attendance.

The following board members were present: Governor Sarah Zulueta, Governor-elect Mike Coolbaugh, Trustees Barb Byers, Miranda Burton, Penny Meyers, Ryan Hartman, Tiffany Callaio, Lillian Mataja and Executive Director/Secretary/Treasurer Kevin Thomas. Miranda Burton attended virtually. Immediate Past Governor Don Smith did not attend.

Lt. Governor and Governor-elect candidate Conrad Schlesinger attended in person. Attending virtually were Audit Committee Chair Jim Hanna, Lt. Governor and J.E.D.I. Chair Shawn Smith, Lt. Governors Cal Morse and Jim Janosik, Human, Spiritual Aims Chair Wayne Meyer and Circle K Governor Emma Galiardi.

Human and Spiritual Values Chair Rev. Wayne Meyer provided opening thoughts.

It was reported that Region 1 Trustee Tom Bowes of the Kiwanis Club of Bradford passed away unexpectedly yesterday (April 22nd). A moment of silence was held to mark Tom's passing.

The minutes from the February 21, 2022, Board Meeting were considered for approval. The minutes of the meeting were approved as presented. See P1.

Circle K Governor Emma Galiardi provided remarks.

The consent agenda was considered; see P2-P45. All items in the consent agenda were approved except for the Aktion Club Administrator's report, which was deferred by request until the action portion of the agenda. The Justice, Equity, Diversity and Inclusion report was not received in time for consideration at this meeting. No report was received for the Pennsylvania Kiwanis Foundation and the Builders Club, K-Kids and Key Club Administrators.

The District Membership Committee Report was reviewed; see P46-47. Trustee and membership committee member Tiffany Callaio verbally supplemented the report since Membership Chair Matt Wise was not able to be present due to his responsibilities with Key Leader. In addition to the new club efforts listed in the report, Sarah Zulueta reported that an effort to open new clubs in the Exton and Unionville areas will be undertaken. The membership committee report was approved.

District Audit Committee Chair Jim Hanna provided remarks including a rationale for the proposed policies referenced in the report. The Audit committee report is P48-P49. The Audit committee report was approved with the proposed policies deferred for consideration later in the meeting.

Trustee and Finance Committee Chair Lillian Mataja reviewed the Finance Committee report; see P50-P54. The District financial statements, transactions, budget and account balances reports were, also, reviewed by the board and questions addressed. See P55-P63. Uncleared checks on the bank reconciliation statements were discussed and Executive Director Kevin Thomas will contact Lauren Fenner at Brown, Schultz to get guidance on the best approach in dealing with these uncleared checks. The Finance Committee report and financial statements were approved. It should be noted that the transaction report is not included in these minutes.

Trustee Barb Byers provided an update on the Kiwanis Kash raffle. A letter is being prepared to be sent to clubs with tickets for the raffle. Possible club and individual raffle sale incentives were discussed. Raffle incentives will be finalized at the next board meeting. Raffle tickets were distributed to board members.

Kiwanis unclaimed property was reviewed. See P64-P66. A new listing of Kiwanis unclaimed property was reviewed. Judy Raub, assisted by Kevin Thomas, will be asked to submit claims for property involving charter revoked clubs. Kevin Thomas will send a letter to clubs that are active which show up on the unclaimed property list.

The Kiwanis Night at the Phillies will be on August 27, 2022 vs. the Pittsburgh Pirates. A promotional flyer was approved which will be finalized when event chair Darleen Callahan received the URL link for ticket sales/purchases.

A report was provided on the Spring Fling fundraiser. See P67.

The PA E-Commerce site has not been launched yet as there are issues with the site provider wanting to collect PA Sales Tax on apparel. Jim Janosik continues to work on this and Governor Sarah will have a resolution/report at the next board meeting.

The Aktion Club report, which was pulled from the consent agenda, was considered. Specifically, the concern listed in item #2 (p20) was discussed by the board. After discussion, Trustee and Youth Protection Chair indicated that he will follow-up with Kiwanis International on the notification process, determine how the clubs and the District are notified and work to enhance the communication process if necessary.

Clubs not paying 2021-22 dues/charter suspended clubs were reviewed. See P68.

District Leadership positions for 2022-23 were reviewed. See P69. It was indicated that the current Lt. Governors for Division 21 & 22 (Dan Spierer & Karen Sears) will continue to serve for 2022-23. The District will, also, must find and appoint a candidate to fill the unexpired term of Region 1 Trustee which became vacant with Tom Bowes' passing.

District Redivisioning was discussed. See P70-P72 for a report. Trustees are requested to solicit the opinion and input of Lt. Governors on what actions need to occur. Governor-elect Mike Coolbaugh will send out follow-up communication.

The Key Leader report was considered; see P73. It was reported that the program will lose about \$600 on the event this year but Key Leader has more than sufficient reserve to cover this loss.

Reports were provided and discussed on the 2022 Circle K and Key Club District Conventions. See P74-P78. While we had grave financial concerns about implementing these events, those concerns were not realized due to successful contract negotiation and renegotiation and through careful budget management.

It was reported the Aktion Club Convention will be August 20, 2022, at the Laurel Lodge in Altoona.

The 2023 Key Club Convention contract at the Hershey Lodge was discussed. See P79-P80. It was reported that subsequent discussion with Hershey Lodge staff has resulted in sufficient reductions in contract minimums to significantly reduce the financial risk for 2023 and created levels which are achievable. Careful expense control, budget management and contract monitoring will still be needed for 2023.

The District Board reviewed the surveys from the 2022 Virtual Midyear Conference.

The Financial report on the 2022 Virtual Midyear Conference was reviewed; see P81.

The Board discussed the 2023 Midyear Conference virtually vs. live and after discussion it seemed to be the consensus that we should stay virtual for 2023. However, Governor-elect Mike Coolbaugh will convene a task force to study in-person vs. virtual for Midyear as well possibly combining this with other events.

May 10, 2022, at 8:00PM was established as the date for a board meeting to approve the 2022 District Convention Budget and Agenda.

Convention sponsorships and fundraising were reviewed.

Convention program book advertising was discussed. See P84-P85. Board member support of the ad campaign was urged.

The Covid-19 procedure and practices for the 2022 convention were considered and approved by the board. See P86.

Information was provided on the effort to have a joint District convention with the New Jersey District in 2024. See P87-P88.

The District Board reviewed the candidates at the 2022 Kiwanis International Convention for Vice-President and Trustee. After discussion, the board voted to endorse/support George Delisle from the New England and Bermuda District for Vice-President. The Board did not endorse any candidates for Trustee.

The Board reviewed the amendments being considered at the Kiwanis International Convention. See P89-P91. The board voted to oppose amendments 1 and 12 and support amendments 10 and 11. No position was taken on any of the other amendments.

Board Meeting dates for the 2022-23 year were established. See P92.

A policy on payroll review and approval was considered. See P93. After review, the board approved the policy and it will be added to the District policy code.

A policy on bank reconciliation review was considered. See P94. After review, the board approved the policy and it will be added to the District policy code.

Changes to the District expense reimbursement policy were considered. See P95-P96.; proposed changes are in red. After review and consideration, the proposed changes to the policy were adopted.

A motion was approved to increase the mileage reimbursement rate for District volunteers from 33 cents to 38 cents.

Discussion was held on the members holding District positions while not residing in the District. Proposed policies were submitted to Diana O'Brien, Governance Specialist at Kiwanis International. After review, she indicated that because we are looking to add requirements or stipulations to Board members positions, these must be done through changes to the bylaws. Accordingly, the board directed that the information she sent be provided to Laws and Regulations Chair Ben Osterhout to develop appropriate proposed bylaw amendments.

Consideration was given to proposed Pennsylvania Kiwanis Foundation bylaw amendments. See P97-P98; the proposed changes are highlighted and struck through where necessary. After consideration, the amendments were approved and they will be transmitted to Kiwanis International for approval. If Kiwanis International approves, then they will be submitted for member consideration to the business session at District Convention.

Trustee Barb Byers will serve as the District Board's representative on the Foundation Nominating Committee.

The Board directed Executive Director Kevin Thomas to prepare a resolution of sympathy to be transmitted to the family of Tom Bowes.

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
February 21, 2022

The fourth meeting of the 2021-22 Pennsylvania District Board of Trustees was held on February 21, 2022. Governor Sarah Zulueta presided. The meeting was held virtually via Zoom.

The following board members were present; Sarah Zulueta, Mike Coolbaugh, Tom Bowes, Barb Byers, Penny Meyers, Tiffany Callaio, Lillian Mataja and Kevin Thomas. Unable to be present were Don Smith, Miranda Burton and Ryan Hartman.

Guests included Counselling International Trustee Dan Leikvold, Lt. Governor Jim Janosik, and Past Governor and Audit committee member Bob Raub.

The minutes from the Board meeting of January 15, 2022, were considered for approval. (P1-P3) One correction was offered to the minutes on page 1. The paragraph in question read:

“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 will be added to the District Policy Code.”

Revised the paragraph will read or reads:

“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.”

The January 15th minutes were approved with the revision outlined above and no additional corrections. See P1-P3 for the revised minutes.

A draft copy of the 2020-21 Audited Financial Statement was considered. See P4-P23. After review and comment, the board approved the Financial Statements as submitted.

A draft copy of the District’s Form 990 for the year ending September 30, 2021, was reviewed and considered; see P24-P49. It was reported that there are some exchanges taking place on how question 35a on page 4 should be answered. After review and consideration, the board approved Form 990 with the resolution on question 35a being determined by the tax professionals at Brown, Schultz, Sheridan & Fritz, Audit Committee Chair Jim Hanna and Executive Director Kevin Thomas.

Discussion took place on the internal control documents. See P50-P51.

Consideration was given to revising the Covid practices for Service Leadership Program events. See P52-P53. After discussion, the proposed revisions were approved and will be transmitted to the SLP administrators.

Revisions to the District Expense Policy were considered. See P54-P55. After discussion, the board approved the revised expense policy which will be added to the District Policy Code.

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

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer



District Committee Chair Report Cover Sheet

Date: April 7, 2022

Committee: DCON Erie 2022

Chair: Val Rose / Kim Stebick

Committee Members, if applicable:

Kim Stebick		
Yvonne Best-Proctor		
Debra Spaulding		

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

FYI- Getting business sponsorships for DCON. So far we have only secured \$250
Getting some committee members to attend meetings has been a challenge

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

Coollest Pet contest was very successful financially, so we do not need to run any more fundraisers for DCON.
We secured a Walking Food Tour for the Thursday night DCON activity.

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

To have the wine tour committee nail down their schedule for Friday.
To secure donations for the goody bags.
To gain sponsorships from local businesses.

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

Clubs	We have invited all clubs to attend our online meetings and to be a part of planning DCON.
Lt. Governors / Divisions	Our Lt. Governor, Cal Morse, attends our meetings and is actively involved, and our trustee does as well.
District	Kevin Thomas, Sarah Zulueta and Mike Coolbaugh are invited and attended our monthly planning meetings, and are able to give input.
Kiwanis International	No communication

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



District Committee Chair Report Cover Sheet

Date: April 2022

Committee: Brittany McCartney Chair: Virtual education

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.

No issues.

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

Successfully hosted monthly CE meetings

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:
 - a. 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.
 - b. Quarterly board report: Submitted for Q2 on 4/12
2. Committee Management
 - a. I have worked with Gov on monthly program calendar. We held CEs in January, February, March. April and May CEs are planned, June-September are being planned currently.
 - b. I utilize the district zoom to schedule and facilitate monthly CE sessions
3. Special Educational Event Support
 - a. Continued to support the Midyear committee to run a successful Midyear conference. Helped facilitate sessions and support tech during midyear.

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

Clubs	NA
Lt. Governors / Divisions	NA
District	Post regularly to the PA Forum on Facebook and share updates with the Gov for website updates
Kiwanis International	NA

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: 04/15/2022

Committee: KI Children's Fund Chair: Janine Surmick

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.

For information - I have new physical brochure (not yet digital) on the Children's Fund's 3 cause areas: Health and Nutrition, Education and Literacy, and Youth Leadership Development. There is also an award for the \$2500 level donation. I'll have more information on the new Bleckman Fellowship Award.

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

Awarded a District Grant for Free Little Libraries project

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

- Continue donor and club calls
- Present at districts 5&8 upcoming meetings

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

Clubs	
Lt. Governors / Divisions	spoke with Shawn and Barb about presenting at Div 5&8 meetings
District	Received district grant from KI
Kiwanis International	multiple meetings and grant application and subsequent approval

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: 4/15/2022

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.

No issues

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

None to report at this time. Although not a success of this committee, the KI partnership with Little Free Library has come to light via Governor Sarah's "governor's project"

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

Write an article for the next Keystone Kiwanian highlighting some partnership opportunities. (in progress)

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

Clubs	
Lt. Governors / Divisions	
District	
Kiwaniis International	

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



**District Committee Chair Report
Cover Sheet**

Date: 4/15/22

Committee: Past Gov's Assoc. (PGA)

Chair: Michael Haven

Committee Members, if applicable:

Betsy Halbritter	Cathy Szymanski	Michael Haven
John + Susan Corabi	Phil Weber	
Jean Vane	Mike Farley	
Judy + Bob Rant	Mary Edwards	

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.

See Attach:

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

To continue to be active in ways to support a positive involvement within the District at any level.

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

Clubs	
Lt. Governors / Divisions	
District	<i>see Attach:</i>
Kiwaniis International	

Version updated and approved 10/3/2020

Past Gov's Association Report April 15.2022

PA Kiwanis Board Members,

The PGA conducted 2 Zoom Meetings since the last District Board Meeting. The discussions primarily were focused on establishing a list of potential Gov Elect Candidates for the upcoming year as well as in years to follow (succession planning). Another topic of discussion was our involvement/support for the upcoming DCON in Erie. We reached out to the DCON Committee Chair and offered any assistance that is needed in addition to conducting the Deceased Members Memorial Service.

As for the potential candidates we paired up based on relationships and made calls to them. The following is a list of those candidates and the results thus far, from the calls.

Barb Byers - Interested in the future but currently has a lot on her plate so the time isn't here now.

Ryan Hartman - Interested but not now. Wants to complete term as Trustee

Enos Martin - Not interested, Happy as LTG. We do believe he would be a viable candidate for a Trustee

Ben Osterhout - waiting on the call results...

Brian Root - waiting on the call results....

Conrad Schlesinger - has been endorsed by his Club Board as a running candidate for Gov Elect 2022/23. We believe he's a great candidate and has a proven track record to lead the District in a positive way.

Keith Smith - Not at this time. Is very involved in supporting Kiwanis at various levels including being a committee member and or offering his thoughts and ideas when called upon in regards to functioning rolls and supporting thoughts in seeing success for the future of the PA District.

Matt Weis - he see's himself as a running candidate in the future.(Timing) It is our belief with his dynamic experience and dedication makes him a very viable candidate.

This is the 2nd year the PGA has conducted this format in reaching out to potential candidates. We appreciate the District asking us to continue to be involved in supporting endeavors and look forward to continuing.

In Service,

Michael Haven

PGA Chair 2021/22



District Committee Chair Report Cover Sheet

Date:

___4.15.2022___

Committee: Past LTG Chair: Judy Raub

Committee Members, if applicable:

Barb Byers		
Sandy Brackin		
Karen Sears		
Kelly Kinkaid		

- 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.

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

We participated in the District midwinter by hosting a forum for information and updates. We also provided funds to Key Leader for the April event.

Our Committee discussed hosting the 1st timers scavenger hunt again at the District convention.

We have also scheduled our next Quarterly PLGA meeting for 5/11/2022.

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

Continue to offer support to the District.

- Describe communications and activities with the following core groups:

Clubs	
Lt. Governors / Divisions	Various individual communications to current LTG's
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: 4/15/2022

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.

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

- *Emmaus Club reached out to address use of their logo on a canopy
- *Supported Kiwanis Clubs with flyers for club use
- *Supported Kiwanis Clubs who could not find their proper Kiwanis Logo
- *Started posting Board Spotlights and have all but 1 Trustee's information planned out. After all 7 trustees are completed we will feature the 4 non trustee Board Members-Governor Sarah, Governor Elect Mike, Immediate Past Governor Don and Ex Director Kevin
- *Aktion Club Week was the 2nd week in March. A post was made daily on Social Media
- *Builders Club Week was the last week in March. A post was made daily on Social Media
- *Continued posting about Special religious and international Holidays giving factual information about why a community celebrates and how
- *Boosting of posts began in late October at no expense to the District. We 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, as of the last report we had 1032 people liking the page and 1095 followers
 - *We currently have 1064 people liking the page and 1136 followers
- *A 100th Anniversary piece was created and is shared to celebrate clubs on the date of their anniversary & tagged where appropriate
- *An anniversary post is made monthly
- *
- *Increased article submission for Keystone Kiwanian and committee helped edit
- *Supported various committees with upcoming or past PR for advertising and promotion of their events

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

*Decrease club usage of improper logos - Letters continue to be sent but there have been no repeat offenders since the last report

*Facebook Page: increase comments and shares & increase followers base- as noted previously this continues. Comments have increased as well, but that is more difficult to track

*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 - This has not been as active but will ramp up as Membership month of May comes into focus

*Added #TipTuesday as a PR resource on the Forum - this is not done every Tuesday, but does happen when there is useful information to share.

*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 - this will ramp up now as we get closer to deadline date

*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	*Various emails have been shared amongst leadership and committee chairs detailing needs of committees and leaders.
Kiwanis International	*Communications about clubs that can't find their logo have been affective

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



District Committee Chair Report Cover Sheet

Date: 4.11.22

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. Answered general liability and property insurance 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	Answered a few emails from 3 local clubs about insurance
Lt. Governors / Divisions	Watched the Lt. Governor meeting recap on 3.24.22
District	Attended the Mid-Year Conference on 2.19.22

Kiwanis International	Was not able to attend live District Risk Manager meeting on 3.22.22 but watched the recording
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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: 02/22-04/22

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.

<p>Created/updated below topics:</p> <ul style="list-style-type: none"> ● Registration form/page for Spring Fling Fundraiser ● Page for JEDI ● Page for Membership ● Registration/form for Key Leader ● Club Leadership Education page with videos ● Governor's Corner
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3. List your **goals** (and their status) of your committee.

I hope to continue to navigate and learn about the portal.
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4. Describe communications and activities with the following core groups:

Clubs	
Lt. Governors / Divisions	
District	With help from Sarah Z., Matt, and Jen I completed the above successes.
Kiwanis International	

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



District Committee Chair Report Cover Sheet

Date: 4/15/22

Committee: Young Child Priority One/Youth Services Chair: Emily Reed

Committee Members, if applicable:

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

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.

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

Organized Read Across Pennsylvania event
 Presented at mid year
 Create Read Across Pennsylvania suggested book list focusing on diversity
 Wrote a Pennsylvania Kiwanis Foundation grant for Change for Change program
 Brainstormed Little Free Library program for the Governors project
 Ordered Little Free Libraries, Diverse Book Collection

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

Select recipients of Little Free Libraries
 Email survey about Read Across Pennsylvania to clubs

Continue to expand YCPO projects/programs across the state
 Create a YCPO calendar of events for 2022-2023

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

Clubs	Email about Read Across Pennsylvania Email about Little Free Library program
Lt. Governors / Divisions	Email about Read Across Pennsylvania Email about Little Free Library program

District	Email about Read Across Pennsylvania Email about Little Free Library program
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: April 11, 2022

Committee: Youth Protection Chair: Ryan Hartman

Committee Members, if applicable:

N/A		

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

None at this time.

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

I worked with Kevin Thomas and Bob Orlando, as well at the Youth Protection team at KI, to ensure all adults attending the Key Club Convention had proper background checks.

I also worked with Governor Sarah, and the Youth Protection team at KI, to answer a few questions regarding possible combined Key Club, Circle K, and Kiwanis events.

I have also answered several questions regarding Youth Protection as they arose.

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

Continue to provide Youth Protection services as needed and warranted.

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

Clubs	As needed.
Lt. Governors / Divisions	As needed.
District	As needed.
Kiwanis International	As needed.

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



Kiwaniis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	April 12, 2022
Report Period Covered:	January 6 - present
Service Leadership Program:	Aktion Club
Administrator:	Barb Byers

Data

# Active Clubs =	7
# Suspended Clubs =	7
# Inactive Clubs =	8
Total Membership Number =	399 (13 less from last report)

COMMITTEE MEMBERS (if applicable)

Name	Club / Role
N/A	

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

Some clubs have been meeting in person and doing service. A few are meeting virtually.

However, COVID remains a challenge for some Aktion Clubs. Facilities remain reluctant to let external people in for activities. Some sponsoring Kiwanis clubs are supporting the Aktion Clubs creatively (i.e. dropping off/picking up activities and service projects).

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

7 clubs are in Suspended Status: Abington, Indiana, Mifflin-Juniata Special Needs Center, Scranton, The Poconos, Whitemarsh and Wilkes-Barre. The concern is some of these clubs are actively meeting and doing service. I am reaching out to the to determine dues status and barriers.

Administrator attended Circle K DCON March 25-27. State College Aktion Club presented at the K-Family luncheon—3 Aktion Club members and the Advisor were in attendance.



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Administrator gave video about Aktion Club to be shown at Key Club Convention.

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

Requesting Board discussion – KI Legal sending letter to facility for advisor whose Clearances were not current. The letter was only sent to the facility. The sponsoring clubs, Administrator, nor the District Youth Protection Chair was not cc'ed on this letter.

My thought that if this happened to one club/SLP, it may have happened to others. In reviewing KI data, Aktion Club has 5 advisors whose Background Check was expired. (one of the clubs is in Inactive status) It is not clear if any of those facilities received notification from KI regarding this.

I wanted the board to be aware of this and decide if more consistent/systemic follow up and notifications are needed across the District.

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. This remains pending**
- Plan and facilitate Quarterly Virtual meetings – **ongoing**
 - **Next virtual meeting scheduled for April 20**
- Support and Participate in Kiwanis District Convention in Erie
- Establish an Aktion Club Committee - **pending**
- Plan the 26th Aktion Club District Convention – **scheduled for August 20 at the Laurel Lodge**
 - Promotion to kick off at the Quarterly meeting on 4/20.
 - **Theme – 25+1—Celebrating Service in AI-Tune-a**

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 support Aktion Club Convention.



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

5. List important events/dates and describe

April 20, 2022 6:30 – 8:30 – Virtual meeting
July 16, 2022 10-12 – Virtual meeting
August 11-14 – Kiwanis DCON in Erie
August 20, 2022 – 26th Annual Aktion Club Convention (Laurel Lodge)

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

SLP Advisors	<p>Keeping PA Aktion Club FB page—posting ideas for service projects, inspirations and club activity sharing.</p> <p>Ongoing emails</p>
Lt. Governors/Trustees	
District / Kiwanis International	<p>Coordinated Circle K DCON attendance/ activities with Co-Administrators Jodie and Jen</p> <p>KI Aktion Club Administrator webinar (1/26/2022)</p>

Please attach any additional supporting documentation as you feel necessary.



Kiwanis

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	4/15/2022
Report Period Covered:	1/2022-4/15/2022
Service Leadership Program:	Circle K
Administrator:	Jen Vare & Jodie Welser

Data

# Active Clubs =	19
# Suspended Clubs =	4
# Inactive Clubs =	4
Total Membership Number =	360

COMMITTEE MEMBERS (if applicable)

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

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

This quarter the District Board completed the following events:

3 Spring Rallies by Region
60th Annual District Convention
With a Board of only 4 members that was a great success.

We believe that we successfully hosted District Convention within budget.

We witnessed leadership growth of our 2021-2022 Circle K Governor Dawson Alexander over the course of his year.

We are excited to work with Governor Emma Galiardi of Theil College

We have had one on one calls with 4 of the 6 Kiwanis committee members to discuss the strengths, concerns and thoughts about their future on the committee and the state of the District. The remaining 2 calls should happen in the weeks ahead.

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

- Once again, the District Board is currently small with only an elected Governor and Secretary. There is a potential of 2-3 appointments in the next few weeks, there is concern that the board will still consist of just 4-5 members. The Circle K board will need to review the policies of the Circle K District to determine if there is still a need for so many LTGs and chair positions. As policies are amended the Kiwanis Board will need to approve those changes.
- While we have been able to work within budget as of now, there are valid concerns that as Administrators we will not be able to make budget or inspire volunteer committee members to continue spending hundreds of dollars for registrations, transportation and hotel night stays. There are extreme financial expenses involved with being a District Administrator and/or committee member. The Kiwanis District Board should look into this and how it can increase the line item in the Kiwanis Budget for SLP Admins into the future.



Kiwaniis

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

3. List program goals and current status of each.

- Meeting with District Officers the weekend of April 22nd- April 24th for District Officer Training (DOT). It will be imperative for the board to understand their roles and work well together to continue the positive momentum coming out of District Convention.
- The new board will need to work on Club Officer Training
- Review and revise Policies as needed, especially:
 - LTGs
 - Committees
 - Awards
- Working together we want to restructure the Kiwanis Committee to align with the needs of the board and the future of Circle K. We realize that there is Circle K history and passion, but the future of the District is not based on “back in my day” goals.
- By July 5th Circle K Board will need to secure a location and plans for the annual InterPack
- The Board needs to determine where and when they will have 3-5 Fall Rallies and how they will inspire members to attend.
- There is potential for 2-5 members attending Circle K’s International Convention aka CKIx22 in July. 1 or both Administrators may have to attend with the students.

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

- The PKF scholarship information was sent to all members in February via email, we publicized them on social media and the information included in The Krier’s March addition. We also posted the scholarship information on our social media.
- At the 3 Spring Rallies the Foundation was highlighted for the good works that they do, as well as how the students can apply for scholarships and grants.
- During Circle K District Convention, the Foundation was offered the opportunity to speak at the Kiwanis Family Luncheon. Brian Root presented and was well received by the students in attendance. Brian stayed visible throughout the weekend to be sure to answer any additional questions or concerns.

5. List important events/dates and describe

- April 22nd- 24th District Officer Training (DOT)
- July 24-27 Austin Texas, Circle K International Convention

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

SLP Advisors	All SLP advisors were invited to CK DCON, only Barb Byers-Aktion Club attended.
Lt. Governors/Trustees	
District / Kiwanis International	Many communications transpire weekly between admins and the Executive Director as well as the Kiwanis Governor/Governor Elect especially before, during and after DCON. Kiwaniis International communicates with us weekly about events and activities we need to be aware of for Circle K

Please attach any additional supporting documentation as you feel necessary.
Version updated and approved 1/15/2022

District Trustee Report
4/6/2022_____

Date:

Trustee: Tom Bowes Region: 1

Lieutenant Governors

Name: Calvin Mores Division: 1
 Name: Karen Sherwood Division: 2
 Name: _____ Division: _____

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

Corry struggling with 9 members. Hard to meet.

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

Made contact with Warren. They have a state Key club officer. Bradford had Cathy Szymanski do program on 2 for 2. Spring regional is set for May 7 in Meadville at Active Aging. Will do walk by spike. Club sharing and Club tools

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

Club contacts, get to know through regional more members and contacts from both regions. Stress Importance of Erie and stepping up to help.

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.

Not aware of opening. Merger of Sharon and Hermitage

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

Lt. Governors / Divisions	Meet via zoom for regioal, Dec, Jan, and Feb. Calvin through email weekly with Erie
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District Trustee Report

Date: 4/15/2022

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: Wilksburg Club has chosen to surrender their charter. Washington Club is planning their 100th anniversary. However, they are concerned about keeping the club going afterwards. LTG Shawn is working with them on Boosting ideas.

Informational: Division 5 LTG for 2022-2023 interest = Wayne Meyer. Division 8 LTG for 2022-2023 interest = Janine Surmick. Division Councils scheduled to elect LTG's: Division 5 4/30/2022 and Division 8 5/7/2022, both via Zoom.

Informational: monitoring status of Verona-Rosedale and Pittsburgh clubs

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.
- Awarded \$50 to Monthly Report Raffle winners (3rd 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. No Spring Regional meeting is scheduled.
- **Establishment and Implementation of Divisional Councils** This remains appropriate and absolutely needed in this Region! Division 5 and 8 Council meetings are Scheduled to elect LTG's for 2022-2023 year. Will encourage regularly scheduled Division Council meetings moving forward, especially with 2022-2023 LTG's.
- **Strengthen 5 clubs in the Region by having them have net gain of +1 member**
 - Thus far this year, 6/16 clubs have shown membership growth: Glenshaw, Sewickley, Sheraden, Freeport, McKeesport-White Oak and Scottdale. McKeesport-White Oak and Scottdale both are +4 and Sheraden +3.
- **Open 1 new club in the Region** - in process (see below)
- **Increase socialization, connection and support between clubs** - This goals 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 and/or a Pirates game. 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 also need a new Membership Coordinator for Region 2 for the Membership Committee.
- **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. The first Quarter Club winner was McKeesport-White Oak and the second quarter was Sewickley. Interestingly noted that both of these clubs won at the last drawings as well. In evaluating this incentive, it is noted that generally the

will be ending. With the impending changes coming regarding Secretary documentation, etc. another incentive may be considered.

- **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 and/or a Pirates game 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:

- Verona-Rosedale – after losing their President of many years, this club was ready to turn in their charter.. Coaching will assist them with support and requisite skills to grow.

New Club Building Ideas:

- **North Side Club:** there has been 1 virtual Open House and 2 in-person meetings. We have 1 Membership application and some interest. Continued outreach into interested groups is occurring and 1 on 1 meetings will be scheduled. Thank you to the North Side Planning Committee and KI for their support. This effort will actively continue with potential target date of June 2022.

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

Lt. Governors / Divisions	<ul style="list-style-type: none"> • Ongoing information sharing and promotion of events on Region 2 Facebook Page • Informational emails to clubs • Greensburg Club – Fruit Sale • Emails and conversations with LTG Shawn regularly • Emails and conversations with interested LTG's Wayne Meyer and Janine Surmick
Membership Chair/Committee	<ul style="list-style-type: none"> • Membership Committee meetings
District / Kiwanis International	<ul style="list-style-type: none"> • LTG/Trustee meetings • JEDI Council meetings/JEDI Round Table • MidYear Planning Committee • Event Planning 101 webinar • Membership Recruitment training with KI • Reading Across PA webinar • Understanding Intersectionality webinar • Trustee Mentor

Version updated and approved 10/3/2020



District Trustee Report

Date: April 14, 2022,

Trustee: Miranda Burton Region: 3

Lieutenant Governors

Name: <u>Joy Ashley</u>	Division: <u>11E</u>
Name: <u>Vacant</u>	Division: <u>11W</u>
Name: <u>Vacant</u>	Division: <u>10</u>

- 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 that certain clubs may not be open to club coaching. Tried reaching out to many clubs within region 10 and not responsive.

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

Certain clubs gained members.
 More communication with certain clubs.
 More clubs being opened to help in the form of club coaching and other resources from the PA district.

- 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 June 2022.

Increase communication with all the clubs within the region by the end of May 2022.

Create a Kiwanis survey that lists strengths, weaknesses, concerns by the end of June 2022.

- 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 a Clearfield Kiwanis club. Governor, Sarah Zulueta and membership chair, Matt Wise reviewed the analysis and they determined that this is not the time to move forward with a new club opening in Clearfield.

Some of the clubs in all three divisions have^{P.27}le a sincere effort to show membership growth.

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

<p>Lt. Governors / Divisions</p>	<p>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 improved in asking questions and communicating.</p>
<p>Membership Chair/Committee</p>	<p>Spoke with Joy Ashley about concerns about the different divisions and the issue with some clubs losing membership. A look into how we can coach certain clubs that are below charter strength and how we can help clubs that are not communicating with district officers. Spoke with Tiffany Callaio about membership questions. Spoke with Matt Wise about membership.</p>
<p>District / Kiwanis International</p>	<p>Communication via phone and email with Kevin Thomas regarding questions that clubs proposed. Communication with various Kiwanis International members via phone, email and zoom. Had a meeting with Sarah and Joy talking about concerns for the entire region 3.</p>

Version updated and approved 10/3/2020

District Trustee Report

Date: 4/08/2022

Trustee: Penny Meyers Region: 4

Lieutenant Governors

Name: <u>Conrad Schlesinger</u>	Division: <u>12N</u>
Name: <u>Shirley McPherrin</u>	Division: <u>12S</u>
Name: <u>Conrad Schlesinger (Acting)</u>	Division: <u>14</u>

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

Region 4 has 9 clubs under charter—6 of 12 from 12N, 2 of 7 from 12S, and 1 or 4 from 14. Encouraging clubs to recruit is disheartening, but working diligently.

Division 14 is still in need of Lieutenant Governor.

Encouraging clubs to engage more in District events, websites, CLE, etc.

Encourage Club coaching to those who need it but don't think they do....this may need some help from District.

Not seeking resolution from Board at this time.

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

18 out of 24 clubs are submitting monthly reports.

Most clubs are getting back to a sense of "normalcy" by meeting in person and doing more service.

12N will have a new Lieutenant Governor for 2022-2023

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

Maintain communication with Region 4 Team—successful.

Open Club in Danville—struggling

Engage in club coaching with Mansfield Club and Sullivan County—on hold due to Mansfield club has members in Florida for Winter, and getting appointment scheduled with Sullivan County. LTG Conrad and I will discuss with Membership Chair Matt Wise on moving forward. Also, Selinsgrove in 12S needs coaching.

Encourage Clubs to use the ACE tools and resources, as well as participate in more District educational training.

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. Team has Zoomed with potential members, have a positive 10 as of now, still several pending. Have sent out poll to determine a date to meet in person with service project.

Region 4 had a growth of 20 members per March Membership Report.

Clubs in need of critical coaching don't seem to think they need it. EX: Jersey Shore and Mill Hall in 12N.

Division 14 only has 4 clubs, but the leadership is poor in almost all of them. Coaching has been offered. This may be due to not having a LTG for many years.

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

Lt. Governors / Divisions	Communications is excellent. Both Shirley and Conrad are very active Lieutenant Governors. Discussions are comfortable and easy.
Membership Chair/Committee	Membership Chair Matt Wise has corresponded with Region 4 Team by conducting one on one meetings as well as District Leader meetings. Lots of good information is presented.
District / Kiwanis International	Governor Sarah's monthly meetings have been a great way to keep all trustees, LTGs, and district chairs engaged. Knowing what is happening with others is key to a successful growth. The Educational seminars provided by the District are very beneficial.



District Trustee Report

Date: April 11, 2022

Trustee: Ryan Hartman Region: 5

Lieutenant Governors

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

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

Finding an LTG for Division 16.

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

I get to work with all-stars when it comes to LTGs. They are the reason this Region is thriving.

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

1. Identify a new LTG for Division 16
2. Identify a possible candidate(s) for the 2023-26 Trustee term

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.

I defer to the LTGs for clubs in need of coaching. However, I firmly believe we need to continue to strengthen our current clubs before we go looking for new clubs to open.

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

Lt. Governors / Divisions	As needed.
Membership Chair/Committee	As needed.
District / Kiwanis International	As needed.



District Trustee Report

Date: 4/15/2022

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 at this time.

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

Emmaus continues to grow and is showing a + 12 for membership. Division 15 has the most growth in any division in the district with a +19 so far. Division 17/18 is second with +14.

Division 17/18 has a LTG to replace Enos Martin.

Helped 2 clubs be able to pay their dues and get out of under CSN.

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

Help LTG Jacki Kasa find a replacement for her position. Try and help 1 club get out from under charter strength.

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.

I have visited 2 clubs in Division 15 to talk about membership. One has added 6 new members this year and there is potential for more. Other club is at 14 and have given them ideas to add more members. I have also sent out information to both divisions about Membership May and will encourage all to attend the Boost sessions we will be having.

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

Lt. Governors / Divisions	Have had discussions with Division 15 LTG about a few clubs. Receive LTG Martin's monthly newsletters on the ongoings of Division 17/18. Emailed both LTG 's information to send out to clubs.
Membership Chair/Committee	In constant discussion with the Membership chair on many topics in my Region and across the district. Have attended all scheduled zoom calls about membership.
District / Kiwanis International	I speak to Governor Sarah and Governor Elect Mike every day on the ongoings of the organization.

District Trustee Report

Date: 04/15/2022

Trustee: Lillian Ann Mateja Region: 7

Lieutenant Governors

Name: <u>Bonnie Houpt</u>	Division: <u>19</u>
Name: <u>Dan Spirier</u>	Division: <u>21</u>
Name: <u>Karen Sears</u>	Division: <u>22</u>
_____	_____

- 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.)

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

Region 7 membership is currently at a +3. In this quarter the LTG's have made strides in attending meetings, fundraisers, as well as supporting the clubs in efforts to grow membership. The clubs have started to get back out into the communities they serve and there has been an increase in social media branding by these clubs, in efforts to gain a new member.

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

As I stated in my last report, I have been trying to create and move forward with a succession plan for the Region. So far my efforts have met with push back, I hope to have this work in process for a successful success plan for the Region, so my successor and future Trustees completed by the end of my term.

- 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 plans to continue its efforts in the Aston Area. Maintaining and growing the existing clubs of the Region as well.

- Describe communications and activities with the following core groups:

Lt. Governors / Divisions	As stated in my last report, my job responsibilities have increased and due to a recent medical emergency my travel is currently restricted.
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 that will not later be later addressed in this meeting

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

Financial/Accounting

Distributed/Paid all invoices due for the District. Completed work necessary to complete Audit and form 990 and properly distributed and filed all reports and completed all filings. Replied to all follow up inquires from them. Provided board with monthly financial statements. Submitted all payroll tax forms and payments due. Attend meetings of Finance committee and

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 35% of time implementing the Circle K and Key Club conventions

District Convention, Midyear, and other events

Attended all meetings of Midyear and help implement a successful Midyear. Attended District Convention meetings, prepared budget and followed up as necessary.

Other District Committee and Special Project Duties

Started work on 2024 District Convention. Meetings held with the New Jersey District on 2/2 and 4/18

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 01/15/22)

The following items of action/follow up arose from the January 15, 2022, 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 are in green.

1. Add adopted policy on the use of the District Credit Card by Service Leadership Administrators to District Policy Code and communicate the policy to District SLP Administrators. (Thomas) Done
2. Add adopted policy on invoice approval and implement the policy moving forward. (Thomas/Finance Committee) Done
3. Follow-up the Payroll Tax Credit. (Thomas) Follow up and research done. More information to follow Information sent.
4. Follow-up on Kiwanis Unclaimed Property as necessary (Thomas/Judy Raub) Claim approved. Additional information requested on address verifications of closed clubs before money is released. Have sought help from Kiwanis International in this regard.
5. Implement E-commerce site with Aladan Media (Zulueta/Thomas/other as necessary) Meeting held on 2/26. Agreement signed and returned.
6. Communicate with Key Club Administrator Bob Orlando on his request to reduce Key Club's contribution to the general budget. (Thomas) Done.
7. Follow up as necessary on Club Officer Guidebook Distribution. (Thomas) Survey ready to go. Awaiting notice on guidebook shipment. Guidebooks received.
8. Establish a date for a meeting between Pennsylvania and New Jersey to discuss a 2024 joint District Convention. (Thomas) Done. Meeting on 2/2 Second Meeting set for 4/18
9. Communicate adopted policy on Covid procedure to SLP Administrators. (Thomas) Done
10. Schedule a meeting for the re-divisioning committee (Coolbaugh)
11. Follow-up with Kiwanis International on potential policies on members not residing in Pennsylvania and holding District office or seeking International office. (Zulueta/Thomas/Osterhout) Awaiting input from Kiwanis International Input received. Further action is necessary
12. Revise District Expense Reimbursement Policy as it relates to report submission and the implementation of events. (Finance Committee) Proposed revision put forward. Discussion to follow. Policy Adopted.
13. Add revised board meeting procedures to policy code. (Thomas) Done

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

January 2022

	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	Fri 1	Sat
26	Off	7:30am Escape Inspec... Off	Off	Off	Off		N.
2	3 Holiday	4	5 1:30pm Dr. Trask 8pm Midyear	6	7	8	
9	10	11 3pm District Secretarie...	12 2pm Early Connections	13	14	15 Board Meeting	
P.37							
16	17 7pm 2022 District Con... Martin Luther King Day 8pm KNC	18	19 2pm Dr. Trask 8pm Midyear	20	21	22	
23	24 1pm Lauren Fenner	25 5pm E Commerce Site	26 7:30pm Lt. Governor ...	27	28	29	
30	31 8pm Midyear	1	2	3 Groundhog Day	4	5	

February 2022

30	Sun 31	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat
		8pm Midyear	8pm New Jersey/Penn...	Groundhog Day			
6	7	8 3pm District Secretary ... off	9 off	10 off	11 off	12	Li
13	14 4pm Sarah Zulueta Valentine's Day Keystone Kiwanian	15	16 8pm Midyear	17 7pm District Conventio...	18	19 Midyear	
20	21 11am Youth Protection... 3pm Emily Reed 7pm Board Meeting	22 4:30pm Spring Fling Washington's Birthd...	23 4pm Chris Hindman 6pm Finance Committ...	24 6pm Finance Committ...	25	26	
27	28	1 12:10pm Carlisle	2 7pm Send in Blue Tec...	3 12pm Williamsport	4	5 5pm Spring Fling	

AOL Calendar

March 2022

27	Sun 28	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat
		12:10pm Carlisle	7pm Send in Blue Tec...	12pm Williamsport		5pm Spring Fling	
6	7	8	9	10	11	12	
		7pm 2023 Convention ...	3pm District Secretary ...				
13	14	15	16	17	18	19	
		Daylight Savings Time Sta...			St Patrick's Day		
20	21	22	23	24	25	26	
			11am Cathy/Michelle ...	7pm 2022 Convention ...	Circle K Convention	2pm Charlie Adams Le...	
				Circle K Convention		Circle K Convention	
27	28	29	30	31	1	2	
					Key Club Convention	Key Club Convention	
							Key Club Convention

Governor-elect Report

Date: 4/14/2022

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

Kiwanis International Activities

- Kiwanis International Training – Attended Governor - elect training in Indianapolis from October 20-24, 2021.
- Completed a one-on-one planning meeting with President elect Bert West; discussing PA membership goals, plans for club openings, achievements, and challenges.

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

- Attending monthly Governor–elect virtual meetings with KI Area Director, North America I, Emily Saalfrank
- Attended KI Sessions previewing the Kiwanis Amplify Program – Enrolled in the 2022 Amplify Program
- Held calls with qualified Kiwanians to fill the roles of 2022-2023 District Committee Chairs, and Service Leadership Administrators
- Working towards completing appointments of District Admins and Chair positions

Other Activities:

- Attended the 2022 Circle K Convention and installed the Circle K District Board
- Attended the 2022 Key Club Convention and Installed the Key Club District Board
- Attended all Q2 Regional membership meetings and LTG/Trustee Meetings

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

DCON 2022 – We continue to plan programs, events and speakers for DCON 2022 in Erie, PA. Some of the planned events include; A hands on Boost Program, A large scale service project, Thursday night welcome event, Friday evening Wine and Brewery Tours and of course several great educational programs. With the return of a Friday morning Early Learning Breakfast with a panel of speakers. This program will be open to the public.

Special guest will include Kiwanis International President Peter Mancuso and CKI President Kile Lank

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

- This years' Trustee Retreat will be Friday evening June 17th, 6:30 pm – 9:00 pm and Lt. Governor Training will be Saturday, June 18th, 9 am – 4 pm. Both events will be at the Penn Stater Hotel.
- Club Leadership Education will be presented in July (TBD)
- KI Club Leadership training will be held in August

Proposed 2022 – 2023 District Committee Chairs and SLP Administrators below have confirmed acceptance of the following positions:

Service Leadership Administrators

<u>Positions</u>	<u>Name</u>	<u>Club</u>
Aktion Club Administrator	Barb Byers	Sheraden
Builders Club Administrator		
Circle K Administrator	Jodie Welser	Sheraden
Circle K Co- District Administrator	Jen Vare	Conshohocken
Key Club Administrator	Bob Orlando	Wyoming Area
K-Kids Administrator	Janet Crawford	Jenkintown

District Chairs

Audit Chair	James Hanna	Main Line
Bylaws and Policies/Resolutions	Ben Osterhout	Elizabethtown
District Convention Chairs	Tiffany Callaio	Wyoming Area
Finance	Conrad Schlesinger	Lock Haven
Human and Spirtual Values	Rev. Wayne Meyer	Sheraden
Keystone Kiwanian	Linda Eberly	Norlanco-Rheems
Key Leader Chair	Matt Wise	BENV
Kiwanis Children's Fund	Janine Surmick	Greensburg
Leadership Education - Co Chairs	Brittany McCartney (Virtual Content Chair)	Edinboro
Leadership Education - Co Chairs		
Membership Chair	Matt Wise	BENV
Partnership Coordinator	Brian Root	Greensburg

Past Governors Association	Don Smith	Annville-Cleona
Past Lt.Governors Association	pending election	
Public Relations Coordinator	Jen Vare	Conshohocken
Risk Management	Samantha Mahaffey	Williamsport
Webmaster	Nicole Mason	Media Area
Young Children Priority One	Emily Reed	Dillsburg
Youth Protection	Ryan Hartman	Dillsburg
Justice, Diversity, Equity, & Inclusion Chair	Shawn Smith	Sheraden

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

- **2022-2023 Trustee and Lt. Governor Training** – Will be held at the Penn Stater Hotel and Conference Center, State College on June 17th & 18th. I am currently working on the agenda and contacting presenters.
- **2022 Erie DCON Hands on BOOST** – On Thursday August 11th we will conduct a club strengthening (BOOST) involving two of the clubs near the convention site. Anyone who wants to participate in the BOOST will arrive Thursday afternoon for a brief Boost Refresher and then go out to scheduled appointments in the area. More information will be included in the Convention Packet.
- **District Redivisioning Committee** – The committee met on April 7th to develop a plan to determine if there are any needs to make changes to the current division boundaries. **Separate report to follow from this committee**

**Governor's Report
State of the District**
Submitted by: Sarah Zulueta

Date: 4/11/2022

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

Governor Priorities and Goal Updates

Membership

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

Status:

WIP - Danville – 10 members
WIP - North Side Pittsburgh – 2 applications
Stalled – Clearfield – Not viable at this time
Starting – Exton Area / Unionville-Chadds Ford
WIP – 19.4% current status

Service Leadership Programs

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

16 Clubs were targeted
Status: 5 down; 11 to go

Status:

Completed.

Pending

Completed.

12/15/2022 – Fall event completed.

Key Club and Circle K District Conventions - Completed

Status:

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

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

Completed.

Completed – bi-monthly meetings established, and 3rd roundtable scheduled 5/4/22.

Status:

Leadership Education

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

Not Met. 8 Registered PA Kiwanians registered.

Completed. Monthly opportunities are available.

Pending

District Leadership and Operations

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

Status:

2 of the 6 vacancies filled. (33%) Outreach has been done in vacant areas with still no leaders willing to step up.

Completed. Board Approved 9/30/21

WIP – 4/7/22 – First meeting completed; action steps are underway to meet with Trustees.

WIP – One Drive proposal by Szymanski consulting approved Jan 2022, licenses to be purchased. SendInBlue CRM purchased and shared with PA District to communicate with members effectively.

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

#	Description	Assigned To	Due Date	Status
1	Convene Redivisioning Committee	Mike	4/1/2022	Completed
2	Kiwanis Kash Raffle	Barb	3/1/2022	Completed
3	Draft Payroll Policy	Kevin	4/1/2022	Completed

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

- Kiwanis Night at Phillies – District Chair Darleen Callahan working on event for Aug 27, 2022 vs Pirates.
- Actions needed to review:
 - Approved Budget for Erie DCON
 - Review feasibility of joint 2023 Kiwanis and SLP event

4. Describe communications and activities with Kiwanis International

- 1/7 – 1/8 – Governor Conference in Las Vegas (virtual attendance)
- 2/20, 4/17 - Monthly North America Area 1 Governor Team Call with Emily Saalfrank.
- 1/5 – Call with International Trustee Counselor Dan Leivold.
- 2/9, 4/13 – Monthly call with Peter Mancuso on Membership

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

Easton – Charlie Adams - Lifetime Membership KI and PA given March 30, 2022.
 Kiwanis Children Fund Grant awarded to PA District - \$3,861.53 toward Change for Change project
 Kiwanis Club of South Philadelphia – 5th Anniversary Celebration 3/18/22
 Kiwanis Club of Main Line – 95th Anniversary Celebration 3/19/22

6. Additional Activities and Special Projects actively working on.

Special Projects:

- **Change for Change Project** – In collaboration with YCPO committee, the Change for Change project received grants from Kiwanis International Children’s Fund for \$3,861.53 and a PA Kiwanis Foundation grant for \$10,000 along with the money raised across the District totaling \$ 16,840.72. This amount will purchase 20 Little Free Libraries across the District to club’s that apply.
- **District Service Project - Read Across Pennsylvania – March 13 – 20** clubs were a success with many clubs participating in reading events during that week. A survey to clubs is forthcoming, to obtain metrics.
- **SendInBlue CRM Implementation** - In collaboration with PA Kiwanis Foundation, we will be driving a communication plan that will better send communication messages to all members at a bi-weekly or monthly frequency so this allows 1) Better communication to all members not just officers 2) less individual emails and the hope we can collate all District news into a newsletter. Working on formal communication plan, templates and meeting with Kevin Thomas, Michelle March and Jill Martin-Rend.

Committee/Meetings:

- **Lt. Governor/Leadership** – A monthly meeting continues every 4th Wed of the month Lt. Governors, and all District leadership is also invited.
- **Monthly Executive Director Meetings** - Every 2nd Monday of the month the Governor, Governor Elect and Executive Director meet to discuss status of ongoing District projects, high priority issues, and priorities that need to be addressed.
- **2024 District Convention Committee NJ/PA** - Committee to review potential venues and programs for 2024 with NJ District. Locations being reviewed are close to the border of NJ/PA. Next meeting 4/18/22.
- **Redivisioning Committee Meeting** – Meeting held 4/7 led by Gov Elect Mike Coolbaugh discussed a plan of action. An update of club locations is pending and will be sent out by the Governor by board meeting.

Non Dues Revenue Updates:

- **Midyear Conference** – Virtual event held Feb 19th was a success and raised **\$1,155.00** for the District. Generally, feedback was positive. Having the Midyear virtual can be a great new revenue stream for the District if there is good technical committee support outside of the Governor. This event also provided attendees back \$5 as a gift to donate to Change for Change Project or to the Kiwanis Store. **\$340.00** was raised for Change for Change.

- **Ecommerce Site** – This is a new additional non-dues revenue item for Pennsylvania District products were selected to sell on the Kiwanis Store which initially will include t-shirts, mugs, tote bags and hats that will be managed by Aladan Media Group, our approved vendor/partner. There is a pending issue with sales tax that must be resolved by Aladan before we can fully go live.
- **Kiwanis Night at the Phillies** –District Chair Darleen Callahan is working with the Phillies to set up a game for the Phillies Sat Aug 27th at 7:05 pm vs the Pirates. Pricing is pending.

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: 4/23/2022

Committee: Membership Chair: Matt Wise

Committee Members, if applicable:

Cathy Szymanski – Region 1	Barb Byers – Region 2	Joy Ashley – Region 3
Penny Meyers – Region 4	Conrad Schlesinger – Region 4	Kristin Gee – Region 5
Tiffany Callaio – Region 6	Sarah Zulueta – Region 7/Gov	Mike Coolbaugh – Gov-elect

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 of 3/31/2022, the District is +89 in membership for the year. Without opening new clubs, positive growth at year end is likely not sustainable. We have received the charter surrender from the Wilksburg Club and there may be a few more this year as well.

In the next quarter, we will be setting up regional membership meetings with the membership coordinators, Trustees, and Lt. Governors. Invitations for this will be forthcoming.

We will be hosting “Membership Mondays in May”, with the first three featuring an updated Club Boost Training, followed by the roll-out of a new web-based tool for clubs to use and access club strengthening resources.

New Club Opening:
Danville – we currently have 10 members committed to the club, with more to come. As of the submission date of this report (4/9) we are working on hosting an in-person first organizational meeting.
Northside Pittsburgh – after a few in-person and virtual events, the team will begin hosting specific meetings with interested individuals.
Clearfield – this site is currently on-hold.

Note: I will not be available to be at the Board Meeting due to prior commitments with Key Leader.

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

Our Leaders Lead initiative has resulted in 26 new members being brought into Kiwanis (and counting!). Thank you to everyone for making the ASK of someone to join Kiwanis. Two have already met their goal; Emily Reed and Cathy Szymanski – congratulations!

Also since the beginning of the Kiwanis year, we have seen five clubs go from under charter strength to above 15 members! Our continuing focus will be on this metric.

We continue to meet with the committee and clubs to discuss club growth and strengthening initiatives.

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

Goal 1: Open 4 new clubs in District (status: ongoing)
 Goal 2: Decrease # of clubs that are under charter strength by 25% (Status: 5 down; 11 to go)
 Goal 3: Increase club membership by a net +2 in 25% of clubs (status: currently at 19.4%, compared to 12.9% last report)
 Goal 4: Establish Club Coaching Pool by having at least 10 past district leaders express interest (status: not met)
 Goal 5: Review strategic plan and work on developing value proposition for membership in Kiwanis (status: not started)
 Goal 6: Submit article for each Keystone Kiwanian (status: met)
 Goal 7: Develop a resource page on PA Kiwanis website dedicated to all resources available to Kiwanis Clubs (status: in progress, hopefully by 5/23/22).

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

Clubs	Regional Coordinators continue to reach out to club membership chairs and/or presidents. Membership Chair will be guest speaker at State College Kiwanis on 4/16.
Lt. Governors / Divisions	Regional Coordinators have/should be in touch with Lt. Governors to discuss state of the division and identify those clubs that would benefit from coaching. We will be planning a team meeting with Lt. Governors/Trustees to further discuss.
District	District Membership Coordinator meets at least monthly with Governor, Governor-elect, and Board Counselor to discuss progress and brainstorm ideas.
Kiwanis International	District Membership Coordinator participates 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)

District Committee Chair Report Cover Sheet

 Committee: AUDIT

 Date: **April 11, 2022**

 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.

For Resolution:

Request approval of **proposed policies** requiring advance independent review by a Board Member who is a member of the Finance Committee, of all check disbursements to include payroll, and requiring **after-the-fact approval** of monthly bank reconciliations, all with related sign off by a Board Member who is a member of the Finance Committee to enable outside auditors to review and verify a trail of each step and to enable the outside auditors attest to the presence and adequacy of accounting crosschecks adopted for purposes of securing assets and improving the degree of assurance regarding the accuracy of financial reporting.

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

Elicited the support and assistance needed for adoption of improved accounting and bookkeeping crosschecks.

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

--

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

Clubs	
Lt. Governors / Divisions	

Kiwanis International	
--------------------------	--

5. Do you have additional material to attach to your report? Yes No
(If yes, please attach accordingly)
- a. Proposed Board Policy to be added to Policy Code pertaining to Payroll approved in advance of payment.
 - b. Pending – Proposed Board Policy to be added to Policy Code pertaining to Monthly Bank Reconciliations be approved by mid-month of the following month.



District Committee Chair Report Cover Sheet

Committee: Finance Committee

Date: 4/11/2022

Chair: Lillian Mateja

*Report Submitted by Sarah Zulueta, Governor

Committee Members, if applicable:

Sarah Zulueta	Emily Trang	
Mike Coolbaugh	Judy Raub	
Tom Bowes	*Conrad Schlesinger	
Kevin Thomas		

*appointed chair for 2022-2023 by 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.

Policies need to be reviewed and approved by the Board: <ul style="list-style-type: none"> Payroll Expense Review
--

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

Finance Committee met on 2/24/2022 and 3/20/2022. The 3/20/2022 included the Audit Chair Jim Hanna to go over internal controls for the Finance committee to consider including payroll and bank reconciliation process review. Policies reviewed and approved by the Board on Jan 15, 2022: <ul style="list-style-type: none"> Credit Card policy for SLP District Administrators Invoice Approval Process Expense Policy revision Conrad Schlesinger was appointed Finance committee Chair for 2022-2023 by Governor Elect Coolbaugh. Conrad attended the 3/20/22 meeting.
--

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

<ol style="list-style-type: none"> Complete Finance policies around Credit Card Policy for SLP DAs, Invoice Approval Process and revision of District Expense policy by Jan 31, 2022. - COMPLETED Develop a Cash management policy by 2/24/2022. - Removed not needed due to other policies address. Finalize Budget recommendation for Key Club Support. COMPLETED Develop a Payroll Expense and Bank Reconciliation process policy by 4/30/2022. WIP

5. 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.
Kiwanis International	N/A

6. Do you have additional material to attach to your report? Yes No
(If yes, please attach accordingly)
- ***Minutes from the 2/24/2022 and 3/20/2022 Finance Meeting***
 - ***Proposed Payroll Review and Approval policy***

2/24/22 - Finance Committee Meeting

Thursday, February 24, 2022
6:02 PM

Attendees: Sarah Zulueta, Lillian Mateja, Kevin Thomas, Mike Coolbaugh, Judy Raub, Emily Trang

1. Update on policies approved by the Board. Policies approved by the Board and are available at <https://k23.site.kiwanis.org/pa-district-documents-and-forms/> in the District Policy Code:
 - a. Approval of Invoices (Article XXVII)
 - b. User of District Credit Card by Service Leadership Administrators (Article XXVII)
 - c. Expense Policy (Approved 9/30/21 but amended 2/21/22 by the Board)
 - d. No other financial policy is needed at this time.
2. **Audit - Internal controls - Lack of Segregation of Duties**
 - a. There was a document presented to Governor, Finance Chair and Parliamentarian from the audit committee to address concerns over the internal control deficiency from the Auditors BSSF for Lack of Segregation of Duties.
 - i. Background: This internal control deficiency has been mentioned in previous audit documents and the Board has approved in the current administrative year financial policies stated in #1 to address concerns with the exception of having a board designee review and approve Payroll forms.
 - ii. **Action:**
 1. Sarah to respond to the Audit committee referencing the new policies that they may not be aware of that will address their concerns. I will forward my response to this committee.
 2. Kevin to send Emily Trang the Board packet from last meeting that showing control letter sent by BSSF and Executive Director responses.
3. **Cash management policy** - Open item from 12/9/21 Meeting - This was for moving money Key club to Kiwanis accounts/line items. Auditors felt there was not significant documentation when money was moved from two accounts but this is being rectified by moving Key Club account into Kiwanis account in consolidation. This will then not be an issue and policy will not be needed as only 1 account will exist.
4. SLP CK and Key club Budgetary Concerns / Items:
 - a. **Circle K convention 3/25-3/27 at Penn Stater**
 - i. No issues and CK has a good general budget.
 2. **Key Club Convention 4/1-4/2 at Penn Stater;** the committee expressed many concerns about this event being financially viable and successful for the District.
 - i. Sarah expressed concern on low number of current Key Clubs registered. Their website does not make registration easy and may be a point to consider. A recommendation to have an online registration form to make the process easier for schools and individuals was sent to DA Bob Orlando. Currently no response.
 - ii. The registration packet available in PDF on the website is not fillable, requiring additional step to print, re-scan and send.
 - iii. In addition, there are no documents on the website or via email to the Executive Director around Program Ads for additional revenue support. No response from the DA Bob Orlando to ED Kevin Thomas.
 - iv. **Action:** Kevin will watch Key Club registration for the next few weeks and notify the board if convention will cause a deficit to the budget. \
3. **Circle K District Administrator budget concerns**
 - i. Sarah mentioned that Sarah and Mike met with both Co-Admins Jen Vare and Jodie Welsler to discuss upcoming training events (GATC) and Zone admin reimbursements
 1. No action for this committee; we just confirmed if both admins want attend GATC that travel / meals can be used from the \$1900 line item in the Kiwanis budget. It is the understanding of this committee that KI will pay for Hotel Rooms for the Admins.
 2. Zone admin stipends or reimbursements if necessary SHOULD be budgeted from the CK budget.

5. Open Floor

- a. Judy asked if any monies from Unclaimed Property had come in.
 - i. Kevin confirmed that checks totalling \$250 have been received to date; It is expected that more will be mailed.
- b. Obtaining mail to the District office in a timely manner has become an issue with checks.
 - i. **Action:** Kevin to research the cost of obtaining a District PO Box to see if that helps with expediting mail.

6. Next Meetings:

- a. **6/23/22 - 6 pm Zoom**
2. 9/8/22 - 6 pm Zoom

3/30/22 - Finance Committee

Wednesday, March 30, 2022

6:12 PM

Attendees: Sarah Zulueta, Kevin Thomas, Judy Raub, Lillian Mateja, Emily Trang, Conrad Schlesinger, Jim Hanna (Audit Chair)

Not Present: Mike Coolbaugh, Tom Bowes

1. Jim Hanna, District Audit Chair, provided background and review of the 2021 BSSF Audit Internal Control findings letter sent to the Board of Trustees that highlight these deficiencies:
 - a. Lack of Segregation of Duties over accounting functions
 - b. Adjusting Journal Entries
 - c. Board of Governance around Credit Card activity and payroll reports to be monitored on a regular basis.
 - d. Invoice Approval
2. To address the concerns of the Audit committee, the following policies were already approved, and we referred Jim and audit to the policy codes that specifically address:
 - a. Expense Policy (Article X - Approved 9/30/21 but amended 2/21/22 by the Board)
 - b. User of District Credit Card by Service Leadership Administrators (Article XXVII)
 - c. Approval of Invoices (Article XXVIII)
3. The lack of payroll internal controls is a concern by Audit.
 - a. To be more compliant and transparent, the committee will be tasked to draft some language for an internal payroll approval process by 4/8 (Kevin) that can be reviewed by the Finance and Audit committee prior to the 4/23 board meeting for approval.
 - b. The committee entertained the idea that payroll control review involve not just the Executive Director and Finance Chair but also a 3rd person on the board to avoid any possible collusion.
4. Next Meetings:
 - a. **6/23/22 - 6 pm Zoom**
 2. 9/8/22 - 6 pm Zoom

Kiwanis International Pennsylvania District

Balance Sheet

As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	76,175.16
101A Circle K Cash on hand	5,129.00
105 Cash saving account	577.48
108 - Cash Investments	0.00
546 Governor elect Expense General Budget	1,332.54
550A Circle K Spring Fling	72.02
568 Survey Monkey Subscription	954.00
569 Zoom	582.89
597 Other Events	1,825.00
710A Circle K Convention T-Shirts	512.25
Total Bank Accounts	\$87,160.34
Other Current Assets	
110 Accounts receivable 2	0.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	1,207.00
125 Prepaid expenses	2,706.22
126 Prepaid rent	800.00
Total Other Current Assets	\$4,713.22
Total Current Assets	\$91,873.56
Fixed Assets	
146 Furniture and equipment	8,591.79
147 Accumulated depreciation	-8,591.79
Total Fixed Assets	\$0.00
Other Assets	
151 Marketable securities	0.00
152 Allowance for market value	0.00
278 Net Asset Increase (Decrease)	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$91,873.56

Kiwanis International Pennsylvania District

Balance Sheet As of March 31, 2022

LIABILITIES AND EQUITY	TOTAL
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	3,408.78
Total Accounts Payable	\$3,408.78
Other Current Liabilities	
200 Bank credit line	0.26
201 Accunts payable 9/30/18	-0.01
202 Credit Card Payable	891.04
203 Social Security Payable	590.38
204 FIT Payable	965.00
205 PIT payable	292.59
206 LIT payable	345.01
207 PUT payable	0.00
208 Medicare Payable	138.17
214 Deferred revenues	17,730.00
220 Accrued Salaries and Vacation	10,545.00
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	-30.72
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	-0.10
Total Other Current Liabilities	\$31,466.62
Total Current Liabilities	\$34,875.40
Long-Term Liabilities	
800 Key Club Payments Received	8,496.34
801 Circle K Payments Received	5,171.03
802 Pennsylvania Kiwanis Foundation	-20.00
804 Key Club American Express Pay	-27,618.19
805 Circle K AMEX Payment	-46.63
806 Foundation American Express Payments	-31.16
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -14,048.61
Total Liabilities	\$20,826.79
Equity	
275 Unrestricted net assets	-10,220.00
303 PPP Loan Forgiveness	13,962.00
32000 Restricted Net Assets - Key Leader	17,388.64

Kiwanis International Pennsylvania District

Balance Sheet

As of March 31, 2022

	TOTAL
Net Income	49,916.13
Total Equity	\$71,046.77
TOTAL LIABILITIES AND EQUITY	\$91,873.56

2021-22 Budget Report
3/31/2022

	2021-22 Approved Budget		2021-22 Actual		Variance
	Amount		Amount	Total	
REVENUES					
MEMBERSHIP DUES					
District Dues	\$ 99,000.00		\$89,899	91%	\$ (9,101.00)
Partial year prorated dues	\$ 5,000.00		\$2,523	50%	\$ (2,477.00)
Sub-Total		\$ 104,000.00	\$92,422	89%	-\$11,578
SLP & OTHER SUPPORT FOR SERVICES					
Key Club	\$ 10,000.00		\$0	0%	\$ (10,000.00)
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		\$ 17,500.00	\$6,000	34%	\$ (11,500.00)
MISC. INCOME					
Misc. Income	\$ 2,000.00		\$244	12%	\$ (1,756.00)
Interest	\$ -		\$1	#DIV/0!	#REF!
Sub-total		\$ 2,000.00	\$245	12%	\$ (1,755.00)
DISTRICT EVENTS					
Holiday Party or other Fundraising	\$ 2,500.00		\$1,359	54%	\$ (1,141.00)
District Raffle	\$ 14,000.00		\$0	0%	\$ (14,000.00)
MidYear Conference (100 @ \$20.00)	\$ 2,000.00		\$2,168	108%	\$ 168.00
District Convention	\$ 42,000.00		\$13,098	31%	\$ (28,902.00)
Sub-total		\$ 60,500.00	\$15,266	25%	\$ (45,234.00)
Payroll Protection Program*		\$ -			
TOTAL REVENUES		\$ 184,000.00	\$113,933	62%	\$ (70,067.00)
EXPENSES					
EMPLOYEE COMPENSATION					
Salaries	\$ 74,500.00		\$39,805	53%	\$ 34,695.00
Payroll Taxes	\$ 6,500.00		\$3,261	50%	\$ 3,239.00
Employee Benefits	\$ 710.00		\$431	61%	\$ 279.37
Executive Director Expenses	\$ 2,750.00		\$1,242	45%	\$ 1,508.00
Executive Director ICON	\$ 700.00		\$0	0%	\$ 700.00
Sub-total		\$ 85,160.00	\$44,739	53%	\$ 40,421.37
OFFICE & RELATED EXPENSES					
Building Lease	\$ 9,600.00		\$4,800	50%	\$ 4,800.00
Moving Related Expenses	\$ 5,000.00		\$5,359	107%	\$ (359.00)
Postage	\$ 750.00		\$232	31%	\$ 518.00
Telephone & Internet	\$ 2,500.00		\$1,275	51%	\$ 1,225.00
Insurance	\$ 2,200.00		\$2,177	99%	\$ 23.00
Supplies & Printing	\$ 1,000.00		\$804	80%	\$ 196.00
Equipment Maintenance	\$ 500.00		\$209	42%	\$ 291.00
Equipment Leases	\$ 1,700.00		\$810	48%	\$ 890.00
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	\$15,697	65%	\$ 8,427.84
LEADERSHIP EXPENSES AND STIPENDS					
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
SLP LEADERSHIP SUPPORT						
Circle K Administrator	\$ 1,900.00		\$0		0%	\$ 1,900.00
Builders Club Administrator	\$ 150.00		\$31		21%	\$ 119.00
K-Kids Administrator	\$ 150.00		\$0		0%	\$ 150.00
Sub Total		\$ 2,200.00		\$31	1%	\$ 2,169.00
MEMBERSHIP GROWTH & DEVELOPMENT						
Membership Growth & Development	\$ 3,000.00		\$52		2%	\$ 2,948.00
Awards	\$ 1,200.00		-\$19		-2%	\$ 1,218.60
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		-\$467	-7%	\$ 7,081.60
DISTRICT EVENTS						
Holiday Party or other fundraiser	\$ 1,000.00		\$0		0%	\$ 1,000.00
Midyear Conference	\$ 1,200.00		\$1,186		99%	\$ 14.16
District Raffle	\$ 7,300.00		\$150		2%	\$ 7,150.00
District Convention	\$ 36,000.00		\$263		1%	\$ 35,737.00
Sub-total		\$ 45,500.00		\$1,599	4%	\$43,901
FINANCIAL RESTORATION						
Interest Expense	\$ -		\$0		#DIV/0!	\$ -
Audit	\$ 10,000.00		\$7,014		70%	\$ 2,986.00
Debt Reduction	\$ -		\$0		#DIV/0!	\$ -
Rebuild Reserve Fund	\$ -				#DIV/0!	\$ -
Sub-total		\$ 10,000.00		\$7,014	70%	\$ 2,986.00
TOTAL EXPENSES		\$ 186,500.00		\$68,882	37%	\$ 117,617.57
BALANCE		\$ (2,500.00)		\$45,051		

Kiwanis International Pennsylvania District
101 Cash checking account, Period Ending 03/31/2022

RECONCILIATION REPORT

Reconciled on: 04/07/2022

Reconciled by: kevin@pakiwanis.org

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

Summary

	USD
Statement beginning balance	
Service charge	77,292.01
Interest earned	-336.54
Checks and payments cleared (22)	0.06
Deposits and other credits cleared (32)	-12,850.20
Statement ending balance	15,291.89
	79,397.22
Uncleared transactions as of 03/31/2022	
Register balance as of 03/31/2022	-3,222.06
Cleared transactions after 03/31/2022	76,175.16
Uncleared transactions after 03/31/2022	0.00
Register balance as of 04/07/2022	-5,862.51
	70,312.65

Details

Checks and payments cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/11/2021	Check	2311	Kiwanis Club of Somerset	-87.00
02/15/2022	Check	2386	Trophies Plus, Inc	-57.30
02/18/2022	Check	2390	Cumberland County Treasurer	-25.00
03/01/2022	Check	2392	Claybaugh Enterprises	-500.00
03/01/2022	Check	2391	Trophies Plus, Inc	-36.33
03/01/2022	Check	2393	Executive Image Solutions	-33.09
03/01/2022	Check	2394	Brown Schultz Sheridan & Fritz	-3,500.00
03/01/2022	Check	2395	Crystal Springs	-8.58
03/01/2022	Check	2396	City Limits Realty	-800.00
03/01/2022	Check	2397	Kevin E. Thomas	-1,729.53
03/01/2022	Check	2398	Michelle March	-640.20
03/04/2022	Expense		American Express	-144.46
03/10/2022	Expense		Pennsylvania Department of ...	-189.71
03/10/2022	Expense		United States Treasury	-1,535.48
03/15/2022	Check	2404	Crystal Springs	-8.58
03/15/2022	Check	2399	UPS Store #2204	-46.88
03/15/2022	Check	2401	Lively Graphic Design	-512.25
03/15/2022	Check	2402	Verizon	-182.16
03/15/2022	Check	2407	Michelle March	-581.02
03/15/2022	Check	2406	Kevin E. Thomas	-1,729.53
03/15/2022	Check	2403	LEAF	-143.10
03/24/2022	Check	2409	pennsylvania Kiwanis Founda...	-360.00
Total				-12,850.20

Deposits and other credits cleared (32)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/01/2022	Deposit			335.59
03/02/2022	Deposit			368.35
03/03/2022	Deposit			287.85
03/04/2022	Deposit			223.46
03/04/2022	Deposit			285.00
03/07/2022	Deposit			658.00
03/07/2022	Deposit			51.81
03/08/2022	Deposit			53.45
03/08/2022	Deposit			1,501.04
03/09/2022	Deposit			507.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/09/2022	Deposit			2,613.00
03/09/2022	Deposit			1,633.00
03/09/2022	Deposit			263.19
03/10/2022	Deposit			116.22
03/14/2022	Deposit			290.70
03/14/2022	Deposit			120.33
03/14/2022	Deposit			11.50
03/15/2022	Deposit			2,144.00
03/16/2022	Deposit			361.85
03/17/2022	Deposit			41.12
03/18/2022	Deposit			8.22
03/18/2022	Deposit			870.00
03/18/2022	Deposit			100.00
03/21/2022	Deposit			296.68
03/22/2022	Deposit			723.78
03/24/2022	Deposit			148.03
03/25/2022	Deposit			86.33
03/28/2022	Deposit			84.12
03/29/2022	Deposit			12.33
03/30/2022	Deposit			66.62
03/30/2022	Deposit			688.00
03/31/2022	Deposit			341.32
Total				15,291.89

Additional Information

Uncleared checks and payments as of 03/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/17/2017	Check	1139	Kiwanis Club of University City	-72.00
01/10/2018	Check	1288	jennifer Crowell	-14.52
01/10/2018	Check	1291	Bonnie MacDonald	-10.12
01/10/2018	Check	1295	Mariza Shavelle	-11.56
01/10/2018	Check	1296	Elizabeth Smolinski	-2.84
07/16/2018	Check	1435	Kiwanis Club of Elizabethtown	-12.00
07/16/2018	Check	1437	Kiwanis Club of West Chester	-6.00
07/16/2018	Check	1436	kiwanis Club of Morristown	-12.00
08/23/2018	Check	1480	Shawn Smith	-40.00
09/04/2018	Check	1504	Kiwanis Club Of Pottstown	-55.00
08/22/2019	Check	1785	Kiwanis Club of Central Bucks	-96.00
11/14/2019	Check	1861	Kiwanis Club of Chester	-40.00
03/23/2020	Check	1948	Emily Sharp	-85.00
07/01/2020	Check	1990	Kiwanis Club of Harrisburg	-20.00
06/16/2021	Check	2174	Kiwanis Club of Lansdale	-100.00
06/16/2021	Check	2172	Kiwanis Club of Indiana	-100.00
06/16/2021	Check	2171	Kiwanis Club of Harrisburg	-100.00
06/16/2021	Check	2180	Kiwanis Club of Nittany	-100.00
06/16/2021	Check	2185	Kiwanis Club of Williamsport	-100.00
09/01/2021	Check	2250	Pauline Raub	-110.00
10/11/2021	Check	2297	Miranda Burton	-100.00
02/08/2022	Check	2382	Debra Pipp	-20.00
02/08/2022	Check	2384	Halle Gattie	-20.00
03/15/2022	Check	2400	Makaylia Gerver	-72.02
03/15/2022	Check	2405	kiwanis International	-2,000.00
03/24/2022	Check	2408	Kiwanis Club of Norriton Circle	-174.00
Total				-3,473.06

Uncleared deposits and other credits as of 03/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/30/2022	Deposit			251.00

4/7/22, 4:04 PM

Total 251.00

Uncleared checks and payments after 03/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2022	Check	2410	City Limits Realty	-800.00
04/01/2022	Check	2411	Trophies Plus, Inc	-107.23
04/01/2022	Check	2412	Kiwanis Club of Sharon	-55.00
04/01/2022	Check	2419	Kevin E. Thomas	-1,729.53
04/01/2022	Check	2414	Tracy Smith	-88.00
04/01/2022	Check	2415	Jennifer Vare	-375.87
04/01/2022	Check	2416	Brown Schultz Sheridan & Fritz	-3,700.00
04/01/2022	Check	2417	Verizon	-182.16
04/01/2022	Check	2418	LEAF	-143.10
04/01/2022	Check	2420	Michelle March	-906.54
04/01/2022	Check	2413	Marianne Muraska	-172.09
04/04/2022	Check	2422	Eberly Designs	-250.00
04/04/2022	Check	2421	Jennifer Vare	-853.14
04/05/2022	Expense		American Express	-1,080.44

Total -10,443.10

Uncleared deposits and other credits after 03/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2022	Deposit			518.16
04/04/2022	Deposit			88.82
04/05/2022	Deposit			2,288.26
04/07/2022	Deposit			100.00
04/07/2022	Deposit			1,440.00
04/07/2022	Deposit			145.35

Total 4,580.59

PA KIWANIS FAMILY ACCOUNT BALANCES - 3/31/22													
ACCOUNT	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	Amount 3/31/2022	AVERAGE
iwanis Checking	\$ 103,860.69	\$ 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	\$ 79,397.22	\$ 58,975.25
iwanis Reserve	\$ 589.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.22	\$ 577.24	\$ 577.26	\$ 577.30	\$ 575.78
ey Club Checking	\$ 127,584.36	\$ 8,375.38	\$ 1,275.86	\$ 29,255.34	\$ 105,237.93	\$ 41,900.40	\$ 47,252.87	\$ 38,249.56	\$ 11,376.34	\$ 2,974.00	\$ 36,112.11	\$ 71,679.77	\$ 43,439.49
ey Club Reserve	\$ 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	\$ -	\$ -	\$ 22,991.92
ircle-K Checking	\$ 8,481.03	\$ 6,993.42	\$ 1,512.75	\$ 3,790.06	\$ 5,918.32	\$ 1,088.77	\$ 3,589.47	\$ 4,182.56	\$ 6,964.27	\$ 4,924.00	\$ 10,862.97	\$ 10,585.74	\$ 5,741.11
ircle-K Reserve	\$ 4,204.00	\$ 4,204.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,698.00
ktion Club	\$ 4,781.11	\$ 4,941.77	\$ 4,355.88	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.00	\$ 3,348.12	\$ 3,398.00	\$ 3,398.00	\$ 3,398.12	\$ 4,613.46
ey Leader	\$ 7,280.88	\$ 7,280.88	\$ 4,599.77	\$ 3,241.27	\$ 8,334.16	\$ 5,549.02	\$ 5,549.02	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 6,157.17	\$ 5,718.52
oundation Cash	\$ 46,762.66	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 28,919.89	\$ 43,528.63	\$ 70,766.13	\$ 57,833.00	\$ 64,993.00	\$ 43,066.00	\$ 50,160.00	\$ 60,311.00	\$ 46,806.74
oundation Investments	\$ 769,482.00	\$ 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	\$ 949,985.00	\$ 885,544.83
			(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)	
	\$ 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	\$ 1,182,091.32	\$ 1,075,729.22

Unclaimed Property Report

Unclaimed Property Filing of May 1, 2021

Received \$232.15. All claims received. Nothing more forth coming

Unclaimed Property where no claim has been filed as April 13, 2022

Possible Amount Pending (could be more or less) \$4,110.00

Possible Amount Pending from Charter Revoked clubs (could be more or less) \$2,000.00

Possible Amount Pending for existing clubs (could be more or less) \$1,860.00

Possible Amount Pending for Pennsylvania Kiwanis Foundation: (could be more or less) \$250.00

Yellow = Existing Clubs

Green = Charter Revoked Clubs

Blue = Pennsylvania Kiwanis Foundation

Name	Property #	Amount	Holder Name	Property Type
Carbondale Kiwanis Club	24058019	Under \$100	Community Bank NA	Cashiers Check
Council Rock Kiwanis Beck	2248837	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248838	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248839	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248840	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248841	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248842	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248843	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248844	Under \$100	KI MART Corp	Gift Certificate
Council Rock Kiwanis Beck	2248845	Under \$100	KI MART Corp	Gift Certificate
Easton Suburban Kiwanis	416791	Under \$100	General Electric Company	Dividends
Elizabethtown Kiwanis Club INC	8420120	Under \$100	WR Advisors Cash Management A	Dividends
Elizabethtown Kiwanis Foundation	6806889	Under \$100	Pennfield Corporation	Accounts Payable Check
Hazelton Kiwanis Club	16505964	Over \$100	PPL Services Corporation	Accounts Payable Check
Holidaysburg Kiwanis	8481554	Under \$100	Sheetz Inc.	Accounts Payable Check
Jeanette Kiwanis Club	10419726	Over \$100	Sheetz Inc.	Accounts Payable Check
Kiwanis Apartments	10472212	Under \$100	Firstenergy Corporation	Utility Refund/Deposit
Kiwanis Club 15701	18719681	Under \$100	County of Indiana	Accounts Payable Check
Kiwanis Club of Altoona	17288696	Over \$100	Sheetz Inc.	Accounts Payable Check
Kiwanis Club of Atlantic City	11080942	Under \$100	Desales University	Accounts Payable Check
Kiwanis Club of Glenshaw	2493481	Over \$100	PA Treasury - Office of Budget	Uncashed Checks
Kiwanis Club of Graham Company	21152749	Over \$100	Liberty Mutual Group INC	Accounts Payable Check
Kiwanis Club of Millcreek	12985504	Over \$100	St. Mary's Home of Erie	Accounts Payable Check
Kiwanis Club of Mountain Top	26167901	Under \$100	Paypal INC	Uncashed Checks
Kiwanis Club of Old York Road FND INC	20914460	Under \$100	Energy Transfer Partners LP	Stock - Cash-In-Lieu
Kiwanis Club of Old York Road Foundation INC	26248413	Under \$100	Suncoke Energy INC	Dividends
Kiwanis Club of Old York Road Foundation INC	26248414	Under \$100	Suncoke Energy INC	Dividends
Kiwanis Club of Stroudsburg	3478440	Over \$100	Pocono Medical Center	Accounts Payable Check
Kiwanis Club of Uniontown	9522353	Under \$100	Crown Hotel Partners	Accounts Payable Check
Kiwanis Club of Upper Main Lin	8274069	Under \$100	Safeway INC	Accounts Payable Check
Kiwanis Club of Stroudsburg	4128521	Over \$100	PNC Bank NA (Formerly Midlantic Bank)	Accounts Payable Check
Kiwanis Club of Clearfield	29148875	Under \$100	Riverview Bank	Expense Check
Kiwanis Club of Clearfield	29148876	Under \$100	Riverview Bank	Expense Check
Kiwanis Club of Clearfield	29148877	Under \$100	Riverview Bank	Expense Check
Kiwanis Dallas	15673539	Under \$100	Commonwealth Telephone Co. LLC	Utility Refund/Deposit
Kiwanis Foundation of Easton INC	31385742	Under \$100	St. Luke's University Healthcare Network	Accounts Payable Check
Kiwanis Wyoming County	12059981	Over \$100	Dawson Geophysical Company	Uncashed Checks

Atrobe Kiwanis Club	9064184	Over \$100	Latrobe Hospital/Charitable Foundation	Accounts Payable Check
Atrobe Kiwanis Club	3338009	Over \$100	Latrobe Hospital	Accounts Payable Check
one Kiwanis 19047	1121432	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121433	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121434	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121435	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121436	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121437	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121438	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121439	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121440	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121441	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121446	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121447	Under \$100	KIMART Corp	Gift Certificate
one Kiwanis 19047	1121448	Under \$100	KIMART Corp	Gift Certificate
Akland Kiwanis Club	19472313	Over \$100	University of Pittsburgh Medical Center (UPMC)	Accounts Payable Check
Almer Township Kiwanis Club	8928719	Under \$100	AAA Northampton County	Gift Certificate
Amherst Township Kiwanis Club	23070137	Over \$100	Khols Department Stores INC	Accounts Payable Check
Amherst Township Kiwanis Club	31814654	Under \$100	Clover Parent LLC	Credit Balances
Amherst Township Kiwanis Club	21152749	Over \$100	Liberty Mutual Group INC	Accounts Payable Check
Amherst Township Kiwanis Club	4573430	Over \$100	Sherwin Williams CO	Uncashed Checks
Arden Kiwanis Club	13862047	Over \$100	PNC Bank National Association	Checking Account
Arden Kiwanis Club	17134890	Under \$100	ABRH LLC	Accounts Payable Check
Arden Kiwanis Club	14603198	Under \$100	Coca Cola Refreshments USA INC	Accounts Payable Check
Arden Kiwanis Club	18015870	Under \$100	Google Payment Corp	Credit Balances
Arden Kiwanis Club	11574224	Under \$100	Pizza Hut of America INC and Affiliates	Credit Balances
Arden Kiwanis Club	8057353	Under \$100	AT&T INC	Dividends
Arden Kiwanis Club	26606563	Under \$100	AT&T INC	Dividends

First Name	Last Name	Kiwanis Club	# Registered	Total
Sarah	Zulueta	University City/Main Line	2	\$ 70.00
Jeff	Rose	Allentown Northeast	2	\$ 70.00
Emily and Chad	Reed	Dillsburg	2	\$ 70.00
Lynne & Matt	Sadler	Dillsburg	2	\$ 70.00
Karsten & Michele	Meier & Kelly	Dillsburg	2	\$ 70.00
Becky	Shelly	Dillsburg	1	\$ 35.00
Eugene	Law	PA E Kiwanis 2.0	1	\$ 35.00
Ryan	Hartman	Kiwanis Club of Dillsburg/Per	1	\$ 35.00
Dan	Liberatore	Kiwanis Club of Dillsburg	1	\$ 35.00
Jodie	Welser	Sheraden, Pittsburgh	1	\$ 35.00
Tiffany	Callaio	Wyoming Area	1	\$ 35.00
Carl & Denise	Barker	Dillsburg	2	\$ 70.00
Chuck	Gugliuzza	Centennial Internet	1	\$ 35.00
Jen	Vare	Conshohocken	1	\$ 35.00
Barb	Byers	Sheraden, Pittsburgh	2	\$ 70.00
Kevin	Thomas	Harrisburg	1	\$ 35.00
Shawn	Smith	Sheraden, Pittsburgh	1	\$ 35.00
Bonnie	Houpt	Upper Bucks	1	\$ 35.00
Marianne	Muraska	Sheraden, Pittsburgh	1	\$ 35.00
Tracy	Smith	Sheraden, Pittsburgh	3	\$ 105.00
Dan	Deitzel	Lebanon	1	\$ 35.00
Lillian	Mateja	Upper Main Line/Conshohoc	1	\$ 35.00
Cathy	Hagadorn	Warren	2	\$ 70.00
Terri	Cole	Harrisburg	2	\$ 70.00
Totals:				35 \$ 1,225.00

TOTAL EVENT INCOME: \$2321
TOTAL EVENT EXPENSE: \$636
TOTAL EVENT PROFIT: \$1685

Club ID	St Entry	Club Name	Grp	STS	Inv Date	Billed Mbrs	International			District			Total
							Dues	New Member	Other	Dues	New Member	Other	
K2306	PA	Wilkinsburg	CS		10/26/2021	13	1,001.00	0.00	455.00	0.00	75.00	0.00	1,531.00
K2310	PA	Punxsutawney	3 CS		10/26/2021	4	300.00	0.00	140.00	0.00	75.00	0.00	515.00
K2311	PA	Eldorado, Altoona	2 CS		10/26/2021	17	154.00	0.00	70.00	0.00	0.00	0.00	224.00
K2317	PA	Kingston	2 CS		10/26/2021	7	539.00	0.00	245.00	0.00	75.00	0.00	859.00
K2321	PA	Norriton Circle	3 CS		10/26/2021	8	608.00	38.50	280.00	17.50	75.00	0.00	1,019.00
K17446	PA	Hatboro-Horsham	1 CS		10/26/2021	3	223.00	0.00	105.00	0.00	75.00	0.00	403.00
K23 Pennsylvania Total:						52	2,825.00	38.50	1,295.00	17.50	375.00	0.00	4,551.00
Active													
Charter Suspended													

Number of Clubs: 0
 Number of Clubs: 6

Total for International: 2,863.50
 Total for Pennsylvania: 1,687.50

2022-23 District Officers

4/18/22

Lt. Governors:

Division 1 – Cal Morse, Erie

Division 5 – Wayne Meyer, Sheraden

Division 8 – Janine Surmick, Greensburg*

Division 12N – Lisa Bangson, Lock Haven

Division 12S – Shirley McPherrin, Milton-Warrior Run

Division 14 – Possible/pending

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:

Conrad Schlesinger, Lock Haven

- Not confirmed

From: zuluets@gmail.com,
To: sgt283@comcast.net,
Cc: kevin@pakiwanis.org,
Subject: redivisioning notes
Date: Fri, Apr 15, 2022 3:00 pm

Mike -

Here is what I had on notes from the Redivisioning Committee meeting on 4/7 @ 7 pm

Attendees:

Mike Coolbaugh, Tiffany Callaio, Kevin Thomas, Matt Wise, Ben Osterhout, Joe Wilson, Sarah

David Szymanski and Keith Smith - Not able to be there.

1. We discussed the purpose of redivisioning:
 - a. Areas with lack of leadership
 - b. Geography
 - c. Culture (Eg. Division 14 half the clubs feel more part of the Poconos/Scranton Area than Danville/Bloomsburg area)
 - d. Economics - less Ltgs so less stipends to be paid out.
2. Keith emailed a possible proposal for Region 2, which was discussed with Trustee Barb and Ltg Shawn:
 - a. Divide Division 6 and move McKeesport, Wilkinsburg and Squirrel Hill to Division 5 and rest to Division 8. Division 6 is dissolved.
3. Action Steps:
 - a. Mike to ask Trustees to talk with their LTGs to discuss potential redivisioning of clubs or lines if it makes sense.
 - b. Sarah to update google map of all clubs to see it laid out geographically.

I updated the google map on clubs so people can visually see the clubs, feel free to share link below:
<https://www.google.com/maps/d/u/0/edit?mid=InFCT4JmJQkhYZLuM9nk2vOlcwp-eQ72a&usp=sharing>

Let me know if I missed anything.

Sarah Zulueta

Kiwanis International Pennsylvania District Governor, 2021-2022

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

Email: zuluets@gmail.com

Cell: 215-279-0199



District Committee Chair Report Cover Sheet

Date: 4/14/2022

Committee: Redivisioning Committee

Chair: Mike Coolbaugh

Committee Members, if applicable:

Matt Wise	Kevin Thomas	
Sarah Zuleuta	Joe Wilson	
Tiffany Callaio	Ben Osterhout	
Keith Smith	David Szymanski	

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:

The Committee met on April 4, 2022 at 7pm. Attendees were; Mike Coolbaugh, Tiffany Callaio, Kevin Thomas, Sarah Zulueta, Matt Wise, Ben Osterhout, and Joe Wilson. David Szymanski and Keith Smith were not able to attend.

A discussion was held on how we should move forward with our research. Since we understand that the Trustees and the Lt. Governors have the best knowledge of their regions and divisions, we decided that our best course of action is to start by speaking with the Region Trustees. We will give the Trustees some guidance on what type of information we are looking for prior to them speaking with their Lt. Governors. We are interested in finding out what areas of the district may be experiencing problems with finding division leaders. What areas have divisions that are so large it causes extended travel time for the LT. Governors. Also, some clubs have extremely low membership numbers which affects their ability to provided service. We are hoping that once we have completed this research we will be able to present to the district a comprehensive plan to restructure the district. The last district wide redivisioning was in the mid 1990's when we had 249 clubs. The district is currently had 149 clubs.

This information should identify areas within the district where we need to open additional clubs.

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

The district map was updated by Governor Sarah and will be sent out to all committee members to review.

We have developed a plan on how to move forward with our research. (See above).

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

- Review all of the divisions of the Pennsylvania District to determine if the **communities** and clubs would be better served by **making** changes to the divisions or clubs.
- To develop a plan on how to move **forward** with the redivisioning. (Completed)
- Update the district map of clubs. Showing club locations by address within the **division**. (Completed)

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

Clubs	None at this time
Lt. Governors / Divisions	None at this time
District	Will discuss with the board at the April 23, 2022 Board Meeting
Kiwanis International	None at this time

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: 4/23/2022

Committee: Key Leader Chair: Matt Wise

Committee Members, if applicable:

Jeff Rose	Brian Root	
Stef Stamatopoulos		
Morgan Coolbaugh		
Ashleigh Rose		

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

Plans are in place to host the 2022 camp in person from April 22 to April 24! We have executed the contract and continue to accept registrations, which close on April 15. As of the writing of this report (4/9) we have 29 registrations, which, while under our goal, we are very pleased based on the reports we are hearing from other districts.

Dick Peterson has also left Kiwanis International and they remain without a solid contact for the Key Leader program.

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

We have had a great deal of support from our Kiwanis community on sponsoring students to attend the program as well as providing snacks and other items! A special thank-you to the Past Lt. Governors Association and the PA Kiwanis Foundation for their contributions as well.

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

Host a successful, in-person camp in 2022 – status: in-progress.

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

Clubs	All clubs have been contacted and asked to support Key Leader by sending at least one student from their local school district.
Lt. Governors / Divisions	Lt. Governors have been encouraged to promote Key Leader during their club visits.
District	All District Officers have been encouraged to promote Key Leader during their club visits and communications.
Kiwanis International	Daily as work toward the in-person program ramps up.

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

2022 Circle K Convention Budget Proposal

4/15/2022

	2022 Approved Budget	2022 Actual Rec/Exp	
REVENUE			
Registration Fees:			
45 @ 120 (58 actual paid)	\$ 5,400.00	\$ 6,968.00	129%
5 @ 100	\$ 500.00	\$ 320.00	64%
5 @ 35	\$ 175.00	\$ -	0%
Program Ads and Fundrasing	\$ 1,000.00	\$ 220.00	22%
Grants and other Fundraising	\$ -		
District Foundation Contribution*	\$ 2,000.00	\$ 2,000.00	100%
District General Budget Subsidy	\$ 500.00	\$ 500.00	100%
Total	\$ 9,575.00	\$ 10,008.00	105%
EXPENSES			
Awards Certificates & Plaques	\$ 100.00	\$ 107.23	107%
Contest Judges Coffee/Teas	\$ -		
Audio Visual/Rental/Setup Fees	\$ 400.00	\$ 149.00	37%
Program	\$ -		
Pins (Retiring Board)	\$ 75.00		0%
Meeting Room Rental/General Rental	\$ 1,025.00	\$ 1,381.00	135%
Name Badges	\$ -		
Entertainment/Speakers	\$ 500.00	\$ 286.00	57%
Presidents Banquet (50@ \$37.00)	\$ 1,850.00	\$ 2,414.00	130%
Saturday Meeting Package (50 @\$70.00)	\$ 3,500.00	\$ 4,290.00	123%
Sunday Breakfast (50@ \$20.50)	\$ 1,025.00	\$ 1,230.00	120%
T-shirts (50@\$7.00)	\$ 350.00		0%
Service Room	\$ 150.00		0%
Stripe/Credit Card Fees	\$ 200.00		0%
Miscellaneous**	\$ 400.00	\$ 228.00	57%
Total	\$ 9,575.00	\$ 10,085.23	105%
Surplus (Deficit)	\$ -	\$ (77.23)	
Full Registration Fee: \$120.00			
Saturday Only: \$100.00			
Sunday Only: \$35.00 **			
* Includes reallocating \$1,000 of InterPACK Money			
** No T-Shirt			

PA DISTRICT CIRCLE-K INTERNATIONAL

2021-22 Budget Report

4/15/2022

REVENUE	21-22 Proposed Budget	21-22 Actual Recps/Exps		Variance
DUES	\$ 3,320.00	\$ 3,150.00	95%	\$ (170.00)
Pennsylvania Kiwanis Foundation Contribution	\$ 3,000.00	\$ 3,000.00	100%	\$ -
Miscellaneous Income	\$ -			
INTEREST/DIVIDENDS	\$ -	\$ 15.23		\$ 15.23
TOTAL REVENUE	\$ 6,320.00	\$ 6,165.23	98%	\$ (154.77)
EXPENDITURES				
GOVERNOR	\$ 300.00	\$ 48.00	16%	\$ 252.00
SECRETARY	\$ 150.00		0%	\$ 150.00
TREASURER	\$ 150.00	\$ 72.00	48%	\$ 78.00
EDITOR	\$ 150.00		0%	\$ 150.00
All Lt Governors	\$ 500.00		0%	\$ 500.00
All chairs	\$ 400.00		0%	\$ 400.00
Club Officer Training	\$ 600.00		0%	\$ 600.00
DISTRICT OFFICER TRAINING	\$ 600.00		0%	\$ 600.00
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ 500.00		0%	\$ 500.00
DISTRICT OFFICE OPERATION	\$ 500.00		0%	\$ 500.00
FALL RALLY	\$ 500.00	\$ 500.00	100%	\$ -
SPRING FLING	\$ 600.00	\$ 75.00	13%	\$ 525.00
KEY CLUB CONVENTION PARTICIPATION	\$ 600.00		0%	\$ 600.00
OFFICER PINS	\$ 100.00		0%	\$ 100.00
CONTINGENT	\$ 670.00	\$ 430.00	64%	\$ 240.00
TOTAL EXPENSES	\$ 6,320.00	\$ 1,125.00	18%	\$ 5,195.00
BUDGET SURPLUS/(DEFICIT):		\$ 5,040.23		

Key Club Convention Budget

PENNSYLVANIA KEY CLUB				
2022 Convention Budget Report				
4/15/2022				
	2022 Budget	2022 Actual Receipts		Variance
REVENUE				
Registration Fees (300 @ \$100.00)*	\$ 30,000.00	\$ 16,401.42	55%	\$ (13,598.58)
Program Ad Sales	\$ 500.00	\$ 95.00	19%	\$ (405.00)
District Foundation Contribution	\$ 1,500.00	\$ 1,500.00	100%	\$ -
General Budget Subsidy	\$ 7,500.00	\$ 7,500.00	100%	\$ -
Attendees Meal & Lodging fees	\$ 34,800.00	\$ 16,453.59	47%	\$ (18,346.41)
Total Revenue	\$ 74,300.00	\$ 41,950.01	56%	\$ (32,349.99)
EXPENSES				
ASCAP	\$ 145.00	\$ 143.00	99%	\$ 2.00
Audio Visual Equipment	\$ 2,500.00	\$ 3,053.60	122%	\$ (553.60)
Ballots/Printing	\$ 300.00		0%	\$ 300.00
Board Appreciation Awards	\$ -			
Contest Judges (Refreshments)	\$ -			
Credit Card Processing Fees**	\$ 1,000.00	\$ 398.69	40%	\$ 601.31
Interpretation Services	\$ -			
D.J.	\$ -			
Registration Gift (@\$7.00 per person)**	\$ 2,100.00	\$ 1,665.18	79%	\$ 434.82
Guests (Meals & Lodging)	\$ 750.00		0%	\$ 750.00
Keynote Speaker	\$ -			
Friday & Saturday Evening Activities	\$ 1,000.00	\$ 791.85	79%	\$ 208.15
Registration Material	\$ -			
Parents Reception	\$ -			
Past Officers Pin	\$ 100.00	\$ 108.11	108%	\$ (8.11)
Postage	\$ -			
Program	\$ 250.00		0%	\$ 250.00
Ribbons	\$ 100.00		0%	\$ 100.00
Security	\$ -			
Rental Fees	\$ 3,000.00	\$ 2,676.50	89%	\$ 323.50
Speakers Gifts	\$ -			
Supplies (Tape, Paper, Frames, etc)	\$ 100.00		0%	\$ 100.00
Decorations	\$ 300.00		0%	\$ 300.00
Whova App & Snap Chat Filter	\$ 1,200.00		0%	\$ 1,200.00
Penn Stater Day Meeting Package (\$70@300)	\$ 21,000.00	\$ 12,218.40	58%	\$ 8,781.60
Friday Dinner (200@\$37.00)	\$ 7,400.00	\$ 3,645.40	49%	\$ 3,754.60
Saturday Dinner (200@\$37.00)	\$ 7,400.00	\$ 4,011.20	54%	\$ 3,388.80
Background Checks	\$ 750.00	\$ 546.00	73%	\$ 204.00
Miscellaneous	\$ 3,305.00		0%	\$ 3,305.00
Hotel Attendees Lodging	\$ 21,600.00	\$ 10,954.88	51%	\$ 10,645.12
Total Expenses	\$ 74,300.00	\$ 40,212.81	54%	\$ 34,087.19
Excess (Deficit) Revs vs Exps.	\$ -	\$ 1,737.20		
Quad - \$297.00 per person				
Triple - \$322.00 per person				
Double - \$374 per person				
Single - \$500.00				
* Includes pending revenue				
** Payment Pending				

2021-22 Budget Report

2021-22 Budget Report				
4/15/2022				
ACCT DESCRIPTION	2021-22 Budget	2021-22 Actual		Variance
REVENUE				
District Dues *	\$ 50,000.00	\$ 47,905.00	96%	\$ (2,095.00)
District Foundation Contribution	\$ 3,500.00	\$ 3,500.00	100%	\$ -
Interest	\$ 50.00	\$ 69.75	140%	\$ 19.75
GATC Stipend	\$ -	\$ -		\$ -
TOTAL REVENUE	\$ 53,550.00	\$ 51,474.75	96%	\$ (2,075.25)
EXPENSES				
Board Travel	\$ 1,900.00	\$ 1,366.95	72%	\$ 533.05
Board/Executive Board Meetings	\$ 18,000.00	\$ 18,834.49	105%	\$ (834.49)
Governor's Expense	\$ 400.00		0%	\$ 400.00
Secretary/Treasurer	\$ 125.00		0%	\$ 125.00
Editor & Webmaster	\$ 125.00		0%	\$ 125.00
Lt. Governors	\$ 325.00		0%	\$ 325.00
Web Page Service	\$ 480.00		0%	\$ 480.00
Printing and Supplies	\$ 500.00	\$ 373.65	75%	\$ 126.35
Mailings-Postage	\$ 175.00		0%	\$ 175.00
Governor-International				\$ -
Lt. Governors & District officers International				\$ -
KCI-Lodging				\$ -
Adults - International				\$ -
Immediate Past Governor-Int.				\$ -
Contest Awards/Banner Patches	\$ 700.00	\$ 728.93	104%	\$ (28.93)
Administrators Expenses	\$ 500.00	\$ 1,180.31	236%	\$ (680.31)
Leadership Conference	\$ 1,200.00	\$ 3,540.94	295%	\$ (2,340.94)
District Office Operation	\$ 10,000.00		0%	\$ 10,000.00
District Convention Operation Subsidy	\$ 7,500.00	\$ 7,500.00	100%	\$ -
District Convention Production Expenses	\$ -			\$ -
Audit/Legal	\$ 13,000.00	\$ 14,500.00	112%	\$ (1,500.00)
Miscellaneous	\$ -	\$ -		\$ -
TOTAL EXPENSES	\$ 54,930.00	\$ 48,025.27	87%	\$ 6,904.73
General Budget Surplus/(Deficit)	\$ (1,380.00)	\$ 3,449.48		
PAKC CASH				
International Convention				
District Convention				
Fall Rally				
Total Surplus/(Deficit)				

Club	# Registered	Date Received	Full Weekend	Sat Only	Sat w/ Dinner
Sarah Zulueta	4	14-Feb-22	1		
Avonworth	1	21-Feb-22	1		
Manheim Township	14	22-Feb-22	14		
Montoursville Area	18	22-Feb-22	18		
Conrad Weiser	5	22-Feb-22	5		
Bellefonte Area	7	28-Feb-22	7		
South Western	4	28-Feb-22	4		
Bradford Area	18	28-Feb-22	18		
Red Land	6	09-Mar-22		6	
Eisenhower	7	04-Mar-22		7	
Lewisburg Area	6	04-Mar-22		6	
Williamsport Area	8	09-Mar-22		8	
Pennridge	5	09-Mar-22		5	
Cedar Crest	6	10-Mar-22		6	
North Penn - Lansdale	2	10-Mar-22	2		
Warren Area	2	10-Mar-22		2	
East Stroudsburg South	8	11-Mar-22	8		
Susquehanna Township	9	15-Mar-22			9
Lake-Lehman	9	16-Mar-22		9	
Palmyra Area	1	16-Mar-22		1	
Wyoming Area	17	17-Mar-22	17		
Punxsutawney Area	12	22-Mar-22		12	
Williamsport Kiwanis Club (Kiwanis Advisor)	1	28-Mar-22		1	
Kiwanis Committee	10		10		
Board	21		21		
Totals:	201		126	63	9



Kiwaniis®

PENNSYLVANIA DISTRICT

April 8, 2022

Cyndy M. Cosner, Assistant Director of Resort Sales
Hershey Entertainment and Resorts Company

Dear Cyndy:

I hope this finds you well.

First let me begin by thanking the Hershey Lodge and Convention Center for agreeing to move the contract for our 2022 Key Club Convention to 2023 when Covid resulted in us having to cancel our 2021 event, for the second consecutive year, at the Penn Stater. Most appreciated.

When you and I talked in the Gardens Restaurant at the Penn Stater Hotel in March 2020, none of us imagined then we would still be dealing with Covid and Covid related fallout but we still are and it is clear to our organization that we will for some time to come. And as we begin focusing on our 2023 Key Club convention at the Hershey Lodge, we have some continuing concerns brought about by Covid related fallout to school operations and our Key Club program.

For the year ended on March 31, 2021, our Key Club paid membership fell by 50% from about 10,000 on March 31, 2020, to about 5,000 with many clubs going inactive. Some of those clubs have reactivated but many now have new advisers and are struggling to get organized. It is, also, worth noting that the March 31, 2020, figure was about 2,000 fewer members than that March 31, 2019.

For the year ending on March 31, 2022, Key Club saw some recovery in membership with membership returning to about 7,300 members and some clubs returning to active status. However, we are still about 4,000 members off our pre-pandemic membership and we still have about 45 clubs that are inactive. As schools return to more normal operations, we are hope membership continues to rebound but continued Covid surges certainly could disrupt that.

On April 1-2, 2022, we held our annual Key Club Convention at the Penn Stater, our first in person event since 2019. We occupied about 60 rooms and had about 130 guests stay overnight. For the first time, we allowed a Saturday only package because many schools still do not allow overnight stays. Because of that, our attendance on Saturday, April 2nd, was about 200 people. We made significant changes to the overall operation, schedule and practices. We did away with any Thursday and Sunday activities and compacted the schedule.

In November 2021 we had very grave concerns about the 2022 event and entered into discussions with the Penn Stater. The Penn Stater was gracious enough to reopen the contract and lower room blocks and food minimums. This helped us avoid what could have been a financial disaster had we proceeded forward under the original contract

In the way of a comparison in 2019 at the Sheraton Station Square, our last live event, we occupied about 175 rooms and had about 475 attendees. Provided there are no new significant covid school disruptions in the next 12 months, I would expect to see our attendance to increase in 2023 over 2022 but I would not expect it to return to 2019 levels or even close to it by next April.

Here's the bottom line. Because of Covid and Covid related adversity continuing today and quite possibly into the next 12 months, we have concerns about our 2023 convention in relation to attendance, room pick up and meal minimums particularly compared to the contract as it presently exists.

So, I am coming to you today to explore what is and isn't possible as it relates to our 2023 event. I know that the contract would allow us to reduce room block and food minimums by 15% today without penalty.

But would the Hershey Lodge allow us to reduce those numbers beyond the 15% level without penalty? Would the Hershey Lodge allow us to restructure the meeting space and events to align more closely with what we did at the Penn Stater in 2022? That program is attached.

Of course, I would be glad to answer any questions. If a conference call, Zoom meeting or in-person meeting would be of benefit, we can certainly arrange that.

Thanks for your attention to this and your continued efforts on our behalf.

Very truly yours,

A handwritten signature in blue ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a light blue highlight behind the text.

Kevin E. Thomas
Executive Director/Secretary/Treasurer

MIDYEAR CONFERENCE FINANCIAL REPORT

4/18/2021

REVENUE: **\$2402.00**

EXPENSE:

AUDIO-VISUAL: \$ 53.00

SPEAKER FEES: \$ 500.00

CREDIT CARD FEES: \$366.00

GOVERNOR'S GIFT: \$340.00

GIFT CARD: UNKNOWN

TOTAL EXPENSE: **\$1,259.00**

EXCESS/(DEFICIT): \$1,143.00



**Kiwanis District Convention
2022 Erie, PA
Program Ad Sales Form**

Support the Kiwanis District Convention through advertising in the program book! The ad is a great way to:

- Promote your business to visitors
- Support your sponsored youth
- Support a family member
- Recognize a member or officer
- Celebrate club achievements and milestones
- Thank your supporters

Electronic submissions of ads are strongly encouraged along with high resolution images (PDF preferred, accepted .jpeg and .png). If you are submitting a paper copy, make sure it is of a high quality as it will scanned.

Send ads and payments to:
Kevin@pakiwanis.org AND
lady@coaxpa.com

PA Kiwanis District Office
125 North Enola Drive
Suite 206
Enola, PA 17025
Fax: 717-540-1018

*Checks should be made payable to "PA
KIWANIS".*

Questions can be directed to:
Kevin Thomas, Executive Director
Kevin@pakiwanis.org
Phone: 717-540-9300

**ADS ARE DUE by
July 22, 2022**

THREE SIZES AVAILABLE:

<p>Full Page Ad – \$100 Inside Covers – \$200 (ONLY <u>two</u> spots available) Back Cover – \$300 (ONLY <u>one</u> spot available) <i>Actual Dimensions – 7.75"(H) X 4.75" (W)</i></p>	
<p>Half Page Ad – \$55 <i>Actual Dimensions – 3.75" (H) X 4.75" (W)</i></p>	
	<p>Quarter Page Ad – \$45 <i>Actual Dimensions – 3.75"(H) X 2.25" (W)</i></p>

Erie



KIWANIS on the BAY

August 11-14, 2022

www.pakiwanis.org

Complete below form to purchase an Ad to support the Erie 2022 District Convention!

Name of Business or Purchaser _____

Address: _____

Street: _____

City _____

State _____

ZIP _____

Phone: _____

Email: _____

Ad Size: FULL PAGE HALF PAGE QUARTER PAGE

Amount Enclosed: \$ _____

Exact Ad Wording:

Forms, Payment and Ads with images are all due by JULY 22, 2022

Kiwanis District Convention Covid-19 procedures and practices for 2022 Convention

1. Masking shall be optional and up to individual choice.
2. The District will work with the Erie Bayfront Convention Center and related hotels to ensure that hand sanitizer stations are available throughout all events.
3. 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 District board.
4. Anyone displaying Covid like symptoms will be asked to not enter meetings and events.
5. Where and when possible, all meetings and functions shall be set in such a way as to allow for one-to-two-foot social distancing. Where and when possible, there will be no more than six people at a banquet table.
6. The Governor, Executive Director, District Board Members and the Convention planning committee shall be responsible for enforcing these policies at all events.

MEETING MINUTES
2024 NJ-PA DISTRICT COVENTION
FEBRUARY 2, 2022

The first meeting of the possible 2024 New Jersey-Pennsylvania District Convention was held on February 2, 2022.

Present from the New Jersey District were Dean Konner, Kirk Popiolek, Howard Gordon, Mark Esposito, Martin Slezak and Nancy Hart-Esposito. Present from the Pennsylvania District were Sarah Zulueta, Mike Coolbaugh, Tiffany Callaio, Jen Vare and Kevin Thomas. Don Smith from the Pennsylvania District was absent.

Nancy Hart-Esposito presided at the meeting.

Opening comments and introductions occurred.

There was considerable discussion on several aspects.

To move the process forward, it was suggested and agreed that two sub-committees would be appointed.

One sub-committee will focus on potential locations and would develop a request for proposals; members of that sub-committee are Howard Gordon, Martin Slezak, Tiffany Callaio, Sarah Zulueta and Kevin Thomas with Kevin Thomas leading this sub-committee.

The other sub-committee will focus on a potential program for a joint convention; members of that sub-committee are Kirk Popiolek, Mark Esposito, Mike Coolbaugh, Jen Vare and Nancy Hart-Esposito with Nancy Hart-Esposito leading this sub-committee.

The next full committee meeting will be scheduled, via survey, for some time after April 17, 2022. In the interim, the subcommittees will meet to begin their work.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large, prominent "K" and "T".

Kevin E. Thomas

2024 JOINT DISTRICT CONVENTION MEETING – APRIL 18, 2022

A second meeting of the New Jersey/Pennsylvania joint District Convention was held on April 18, 2022.

Present from the New Jersey District were Howard Gordon, Mark Esposito, Martin Slezak and Nancy Hart-Esposito. Present from Pennsylvania were Sarah Zulueta, Mike Coolbaugh, Tiffany Callaio, and Kevin Thomas.

No progress has been made on the site location possibilities.

It was reported that from a scheduling perspective that a joint convention could be held with all activities being joint except that each District would have to have its own business session.

Comparisons were made between the two Districts on room pickup and event attendance. On an approximate basis, the ration is 2:1, Pennsylvania to New Jersey.

Potential discussions were held on potential locations in Pennsylvania and New Jersey. By the close of the week of May 6, 2022, Kevin Thomas will circulate a potential Request for Proposal (RFP) among the site committee group members. The group will then meet to finalize the document.

A full committee meeting will be held June 13th. A survey will be sent out to find a date that week.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large, stylized "K" and "T".

Kevin E. Thomas

<https://www.kiwanis.org/home>

Proposed Amendment 1: Protection of Kiwanis Name and Marks

Purpose: To provide stronger protection of the Kiwanis name and marks and therefore reduce liability risk exposure for Kiwanis International, clubs, and districts.

Read more. (<https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=9>).

Proposed Amendment 2: Designation of Kiwanis International Officers

Purpose: To significantly reduce liability for both the organization and members who hold key leadership positions by reducing the stated officers of the corporation to just president, president-elect, vice president, immediate past president, and executive director, and to give the board authority to designate other corporate officers as deemed necessary.

Read more. (<https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=12>).

Proposed Amendment 3: New Member Add Fee

Purpose: To relocate the provision regarding the existing new member add fee and clarify the text, with no change to the meaning or implementation.

Read more. (<https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=18>).

Proposed Amendment 4: Club Status to Propose Amendments and Resolutions

Purpose: To clarify that clubs must be in good standing to propose bylaw amendments and resolutions to be considered by the Kiwanis International House of Delegates.

Read more. (<https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=19>).

Proposed Amendment 5: Emergency Conditions Adjustments

Purpose: To update and improve provisions regarding emergency conditions in light of lessons learned during the COVID-19 pandemic.

Read more. (<https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=21>).

Proposed Amendment 6: Remote Voting for Kiwanis International Business

Purpose: To provide for candidate nominations and initial review of proposed amendments and resolutions at the Kiwanis International convention, with final voting to take place via secure remote

(<https://www.kiwanis.org/home>)
Voting.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=25\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=25)

Proposed Amendment 7: Voting Process to Elect Kiwanis International Vice President

Purpose: To revise the election process for Kiwanis International vice president to allow delegates more options if no candidate receives a majority vote on the first ballot.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=37\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=37)

Proposed Amendment 8: Basic Structure Governing Comprehensive Bylaws Revisions

Purpose: To adopt a basic structure that will govern consideration of major bylaws revisions, whenever comprehensive amendments are deemed necessary or advisable.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=39\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=39)

Resolution: Kiwanis International Bylaws Modernization Revision

Purpose: 1) To request the Kiwanis International Board to propose the pending Bylaws modernization revision; and 2) to adopt special rules that will govern consideration of the modernization revision at the 2023 Kiwanis International Convention.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=41\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=41)

Proposed Amendment 9: Lieutenant Governor Election Criteria

Purpose: To allow a member from outside a division to serve as lieutenant governor if no one from within the division is will or able to serve.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=43\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=43)

Proposed Amendment 10: Prohibition on Purchase of Alcohol

Purpose: To prohibit the use of any Kiwanis International revenue, including membership dues, fees, or non-dues revenue, to purchase alcohol for or by Kiwanis International Board members or staff or their spouses or companions.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=45\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=45)

(<https://www.kiwanis.org/home>)

Proposed Amendment 11: Prohibition of Purchase of Airfare

Purpose: To prohibit the use of any Kiwanis International revenue, including membership dues, fees, or non-dues revenue, to purchase first-class or business-class air tickets for the Kiwanis International Board members or staff or their spouses or companions.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=47\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=47)

Proposed Amendment 12: Family Membership Status

Purpose: To designate a new family membership status that provides a 50 percent discount on Kiwanis International dues and fees for qualifying members. Clubs may utilize this new status only if the club's district first adopts a family membership discount option also.

[Read more. \(https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=49\)](https://www.kiwanis.org/docs/default-source/conventions/2022-indianapolis/2022-amendments-and-resolutions#page=49)

Contact the Kiwanis International [governance specialist \(mailto:governance@kiwanis.org\)](mailto:governance@kiwanis.org) with any questions.

BYLAWS MODERNIZATION REVISION

From time to time, every organization should conduct a comprehensive review of its governing documents and make appropriate adjustments. The last comprehensive review of the Kiwanis International Bylaws was conducted in 1988 and 1989 - 30 years ago. A special Governance Committee composed of members from North America, Europe, and Asia-Pacific spent two years conducting a new comprehensive review of the Kiwanis International bylaws and recommends several changes which have been approved by the Kiwanis International Board. These changes are presented to clubs as a special type of comprehensive bylaws amendment called a revision. The revision is being introduced to clubs this year, but formal action is not requested until the 2023 Kiwanis International Convention.

PROPOSED 2022-23 KIWANIS DISTRICT BOARD MEETING DATES

September 26, 2022 @ 7:00PM (Virtual)

October 8, 2022 (In person)

January 21, 2023 (Virtual)

April 22, 2023 (In person)

July 22, 2023 (Virtual)

PROPOSED POLICY CODE ADDITION

PAYROLL REVIEW AND APPROVAL

1. All District employees shall be paid twice per month, on the 1st and 15th of the month or the next business day thereafter should those dates fall on a weekend or holiday.
2. The Executive Director shall provide the Finance Chair or designated Board member the payroll report forms for each pay period, in advance of the payroll being processed.
3. The Finance Chair or designated Board Member shall review and approve in writing and in a timely manner, in advance of the payroll being processed.
4. Any concern or problem will be reported immediately to the District Governor and Board including the Executive Director.
5. The approval process shall not delay the processing and distribution of payroll checks.

PROPOSED POLICY CODE ADDITION

XXX. Bank reconciliation Review

1. On a monthly basis and after receipt of the bank statement, the Executive Director will reconcile the bank account as soon as possible but in no more than 10 business days.
2. After completing the reconciliation, the Executive Director shall provide the Finance Chair or designated Board member the bank reconciliation report and a copy of the bank statement used to prepare the report.
3. As soon as possible but in not more than 10 business days, the Finance Chair or designated Board Member shall review and approve the reconciliation in writing or provide the Executive Director a written list of questions or concerns.
4. Any concern or problem will be reported immediately to the District Governor and Board including the Executive Director.
5. The approval process shall not delay the processing and distribution of monthly financial reports to the District Board.

Note: Current Policy XXIX (Anti-Bullying) will become Policy XXXI and current Policy XXX (Board Meeting Procedure) will become Policy XXXII.

I. DISTRICT EXPENSE REIMBURSEMENT POLICY

a. REIMBURSABLE EXPENSES

1. Mileage at standard mileage reimbursement rate, ~~when using personal vehicle per IRS community service rate.~~ as determined by the District Board of Trustees.
2. Actual and reasonable meals, including reasonable tips (20%)
3. Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
4. Baggage transfer and handling, including reasonable tips
5. Lodging for conventions and conferences must be the official District hotel unless space is not available at that hotel.
6. Registration fees, if the purpose of the travel is attendance at conferences or official meetings
7. Taxis, Uber / Lyft including reasonable tips
8. Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within a reasonable proximity of the traveler's location)

b. NON-REIMBURSABLE EXPENSES

- a. Alcoholic beverages (these may not be included on any receipts)
- b. Commuting between an employee's residence and assigned work location ~~with an exception made for travel to and from convention and conference locations.~~
- c. Late check-out and room guaranteed charges
- d. Laundry or dry cleaning if on travel status less than 7 consecutive days
- e. Parking tickets or other traffic fines
- f. Spouse/family travel expenses unless specific approval is provided
- g. Tobacco products
- h. Towing personal automobile
- i. Travel insurance

c. PROCEDURE: All reimbursable expenses along with dated receipts attached must be submitted to the Governor or Executive Director for approval. Receipts should be scanned for ease.

- a. Lt. Governors and Trustees will complete approved stipend voucher form for Midyear and District Convention hotel stays and travel.
- b. Executive Director will complete approved District expense form approved by Kiwanis International and District per event. Submission for approval should be sent to the Governor. Reimbursement of expenses will be dispersed quarterly.
- c. Lt. Governor, Trustee or District Chairs requiring reimbursement of reimbursable expense outside of Midyear and District Convention must complete approved District expense form.
- d. All stipend vouchers and expense forms must be submitted no later than October 31st following the close of the administrative year

e. DISTRICT EXPENSE LIMITATIONS

- a. No Board Member, Lt. Governor, approved Acting Lt. Governor, or District Chair shall be eligible for general expense reimbursement or event stipend reimbursement unless all required reports have been submitted at the time of expense reimbursement request.
- b. All expense incurred as the result of the execution and management of a District event shall be reimbursed without regard to any District reporting requirement. All expenses must have proper documentation

- c. The District Board shall determine the annual convention stipend amount.
- d. Lt. Governor's will only be reimbursed up to the approved annual stipend amount for Midyear and District Convention by completing stipend form; outside of those two events a District Expense form for approved reimbursable expenses.
- e. No District employee, Trustee or Lt. Governor shall be eligible for a hotel stipend expense reimbursement if they stay at an alternate hotel or lodging facility when rooms are available at the conference or convention designated hotel.
- f. All Trustees who are visiting clubs in divisions with no Lt. Governors are eligible for the same mileage stipend as are Lt. Governors when they visit clubs in said divisions.

Proposed update to the PA Kiwanis Foundation Bylaws recommended by the Board of Directors for adoption by the Membership April 14, 2022

**Pennsylvania Kiwanis Foundation
Bylaws**

Adopted by the Membership on _____ 2022

Article I. Purpose

The purpose of the Pennsylvania Kiwanis Foundation shall be to conduct, aid, foster and promote charitable, educational and other eleemosynary programs serving the public interest with specific emphasis upon serving the needs of children and youth.

Article II. Membership & Meetings of Members

Section 1. The Members of the Foundation are all of the Members in good standing of the Pennsylvania District of Kiwanis International.

Section 2. The Annual Meeting for the purpose of electing Directors and such other business as may come before the meeting shall be held in conjunction with the Annual Convention of the Pennsylvania District of Kiwanis International.

Section 3. A Special Meeting of the Membership may be held at the call of the Board of Directors or upon written request of 2% of the Membership.

Section 4. Notice of the time, place and object of any meeting of the Membership shall be given to Members at least one week prior to a meeting. A quorum for all meetings of the Membership shall be twenty-five Members.

Article III – Board of Directors

Section 1. Qualifications for Directors: Any Member in good standing of the Pennsylvania District of Kiwanis International who has demonstrated Kiwanis leadership or who has relevant professional and/or technical expertise is qualified for a position as a Director. Directors will be nominated by a Joint Nominating Committee consisting of four Directors and up to four representatives of the Pennsylvania District of Kiwanis leadership. The Immediate Past Governor of the Pennsylvania District of Kiwanis shall serve as a voting Director for one year after serving as Governor.

Section 2. Election of Directors: The Membership shall elect up to fifteen Directors serving staggered three-year terms such that one-third of the Board seats are filled each year. No member may serve as Director for more than two consecutive terms but may be re-elected after a period of one year since last serving as a Director. If the Membership fails to elect Directors to fifteen available Board seats, the Board may elect additional Directors. If the number of Directors is less than ten, the Board shall elect additional Directors such that the number of seated Directors is at least ten Members. If the Membership fails to elect 15 directors, or the number of seated directors falls below the required ten (10) directors, the 1-year waiting period may be waived for directors who have served two (2) consecutive terms limit.

Section 3. Responsibilities of Directors: Directors are responsible for managing Foundation programs consistent with the charitable purpose of the Foundations. Directors are to act in a fiduciary capacity for the Foundation's assets consistent with applicable laws and regulations. Elected Directors shall serve a three-year term of office beginning at the Organizational Meeting and until successors take office.

Section 4. Meetings of the Board of Directors: The Board shall hold at least four scheduled meetings each year. An Organizational Meeting proximate to October first and three additional scheduled meetings shall be held throughout the year. The Organizational Meeting shall be held in person and shall finalize a financial plan for the ensuing fiscal year. Additional meetings of the Board may be called from time to time by the President. A scheduled meeting shall be held during or prior to annual District Convention for the purpose of electing or appointing Officers of the Foundation for the subsequent year. Meetings of the Board shall be conducted under Roberts Rules of Order except as herein prescribed. Meetings of the Board, except the Organizational Meeting, may be held in person or by teleconference or videoconference, provided that all Directors have an opportunity to be present. If a meeting is held by teleconference or videoconference, all actions of the Board shall be taken by a roll-call vote.

Section 5. Actions of the Board may be accomplished without a formal meeting by Unanimous Written Consent provided by each Director to the President, and certified and recorded by the Secretary.

Article IV. Officers of the Foundation

Section 1. The Officers of the Foundation shall be the President, Vice President, Secretary and Treasurer. No person may hold more than one office. Officers shall take office at the Organizational Meeting each year and serve for one year and until their successors take office.

CHANGES: Section 2. The Nominating & Governance Committee shall present to the Board of Directors nominees for officers following the annual meeting and election of directors. Additional officer candidates may be nominated by the Board. The election of officers will occur at the September meeting, prior to the organizational meeting in October. The Board shall elect a President, Vice President and Secretary from among the seated Directors to serve one-year terms. Newly elected directors cannot hold an officer position until serving one (1) year as a foundation director. Any director in the final year of their 2nd second term cannot serve as president.

PREVIOUSLY READ: Section 2. The Nominating & Governance Committee shall present to the Board of Directors nominees for office from among seated Directors prior to the Annual Meeting scheduled for election of Directors. Additional candidates may be nominated by the Board. The Board shall elect a President, Vice President and Secretary from among the seated Directors to serve one-year terms

Section 3. The Nominating & Governance Committee shall act as a selection committee to review the qualifications for and suitability of candidates for the office of Treasurer. The Board shall appoint or re-appoint a Treasurer from among the candidates or candidate presented by the Nominating Committee to serve a one-year term coinciding with the Foundation's fiscal