

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
May 10, 2022

The sixth meeting of the 2021-22 Pennsylvania District Board of Trustees was held on May 10, 2022. Governor Sarah Zulueta presided. The meeting was held virtually via Zoom.

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

Guests included Counselling International Trustee Dan Leikvold, Lt. Governors Cal Morse & Conrad Schlesinger, Lt. Governor and J.E.D.I. Chair Shawn Smith, Past Governor & Circle K co-Administrator Jen Vare and Membership Growth and Key Leader Chair Matt Wise.

The minutes from the Board meeting of April 23, 2022, were considered for approval. (P1-P3) One correction was offered to the minutes. On page 1, paragraph 3, Wayne Meyer's title should be Human and Spiritual Values Chair. With that correction noted, the minutes were approved

The 2022 District Convention Budget was considered. See P4. By proper motion, second and vote, the budget was approved with a \$450.00 line item placed in the budget for the Governor-elect, a \$450.00 adjustment to the miscellaneous line item to compensate for the new Governor-elect line item and with authority given to the Governor, Governor-elect, Convention Chairs and Executive Director to finalize the price for the wine tour.

The tentative 2022 Convention Agenda was considered. See P5-P7. The tentative convention was approved.

Reports from the J.E.D.I. Committee Chair, Key Club Administrator and K-Kids Administrator were reviewed by the board. See P8-P17. The reports were approved.

Incentives for the Kiwanis Kash Raffle were considered. See P18. The board approved the incentives as outlined on P18. Individual member incentives were discussed but not approved.

A 2022-23 Circle K District operating budget was considered. See P19. The budget was approved as presented. There was considerable discussion on additional spending for Circle K and the use of surpluses for the last two years. Governor Sarah Zulueta will schedule a meeting of the Circle K Administrators and herself, Governor-elect Mike Coolbaugh and Executive Director Kevin Thomas.

A 2022-23 Key Club District operating budget was considered. See P20. The budget was approved as presented.

The status of the Kiwanis Club of Johnstown was considered. See P21-P22. After discussion and consideration, the board voted to ask Kiwanis International to schedule the Kiwanis Club of Johnstown for closure.

A proposed fundraiser that the Circle K District Board wishes to conduct at the Kiwanis District convention was considered. See P23. The fundraiser was approved.

Counselling Kiwanis International Trustee Dan Leikvold provided comments to the board.

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

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
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 Aims 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 Spirer & 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

2022 Proposed Budget

2022 PROPOSED DISTRICT CONVENTION BUDGET					
ACCOUNT	2022 Proposed Budget	2021 Actual		Variance	
REVENUE					
Registration Fees:					
Kiwanians (clubs @ 3 @\$25.00)	\$ 11,000.00	\$ 11,550.00	105%	\$	550.00
Kiwanians (Beyond 3 per club@\$25.00)	\$ 500.00	\$ 455.00	91%	\$	(45.00)
Spouses (@\$15.00)	\$ 200.00	\$ 195.00	98%	\$	(5.00)
Sponsored Groups (@\$10.00)	\$ -	\$ -	#DIV/0!	\$	-
Advertising	\$ 6,500.00	\$ 5,780.00	89%	\$	(720.00)
Friday Evening Wine Tour (100@\$0.00)*	\$ -	\$ -	#DIV/0!	\$	-
Thursday Opening Party/event (100@\$40.00)	\$ 4,000.00	\$ 2,000.00	50%	\$	(2,000.00)
Friday Breakfast (100@\$20.00)	\$ 2,000.00	\$ 1,560.00	78%	\$	(440.00)
Friday Lunch (115@\$25.00)	\$ 2,875.00	\$ 2,320.00	81%	\$	(555.00)
Saturday Lunch (140@\$28.00)	\$ 3,920.00	\$ 3,008.00	77%	\$	(914.00)
Saturday Banquet (110@\$40.00)	\$ 4,400.00	\$ 4,906.00	112%	\$	506.00
Sunday Breakfast (100@\$20.00)	\$ 2,000.00	\$ 1,852.00	93%	\$	(148.00)
Host Committee Fundraising/sponsorships/exhibitors	\$ 10,000.00	\$ 8,515.00	85%	\$	(1,485.00)
Past Lt. Governors	\$ 250.00	\$ 250.00	100%	\$	-
Merchandise/Clothing Sales	\$ 700.00	\$ 716.03	102%	\$	16.03
TOTAL REVENUE	\$ 48,345.00	\$ 43,105.03	89%	\$	(5,239.97)
EXPENSES					
Administrative Secretary	\$ 750.00		0%	\$	750.00
Audio Visual Aids & Equipment	\$ 3,200.00	\$ 7,574.00	237%	\$	(4,374.00)
Badges, Ribbons & Registration Materials	\$ 250.00	\$ 96.64	38%	\$	154.36
Board of Trustees & Lt. Governors (@\$285.00)	\$ 3,200.00	\$ 2,814.00	88%	\$	386.00
Circle-K Governor	\$ 450.00		0%	\$	450.00
Credentials Material	\$ 100.00		0%	\$	100.00
Credit Card Processing Fees	\$ 1,600.00	\$ 1,509.00	94%	\$	91.00
District Governor	\$ 450.00	\$ 396.00	88%	\$	54.00
District Executive Director	\$ 450.00	\$ 397.00	88%	\$	53.00
Entertainment/Speakers	\$ 2,500.00	\$ 968.00	39%	\$	1,532.00
Rentals & Setup fees	\$ 4,000.00	\$ 2,120.00	53%	\$	1,880.00
Frames	\$ 60.00		0%	\$	60.00
International Representative	\$ 450.00	\$ 396.00	88%	\$	54.00
Key Club Governor	\$ 450.00		0%	\$	450.00
Mailing - Postage	\$ -		#DIV/0!	\$	-
Program (Printing)	\$ 1,200.00	\$ 1,002.00	84%	\$	198.00
Thursday Evening Activity(100 @ \$46.00)	\$ 4,600.00	\$ 1,550.00	34%	\$	3,050.00
Friday Evening Wine Tour (100 @ \$0.00)*	\$ -	\$ -	#DIV/0!	\$	-
Friday Breakfast (100@\$21.00)	\$ 2,100.00	\$ 2,394.00	114%	\$	(294.00)
Friday Lunch(100@\$30.00)	\$ 3,000.00	\$ 3,780.00	126%	\$	(780.00)
Saturday Lunch (140@\$36.00)	\$ 5,040.00	\$ 6,400.00	127%	\$	(1,360.00)
Saturday Banquet (110 @ \$50.00)	\$ 5,500.00	\$ 6,400.00	116%	\$	(900.00)
Sunday Breakfast (100@\$21.00)	\$ 2,100.00	\$ 2,394.00	114%	\$	(294.00)
Hospitality	\$ 1,500.00	\$ 1,391.00	93%	\$	109.00
Van/Truck Rental	\$ 400.00		0%	\$	400.00
Miscellaneous	\$ 3,255.00	\$ 1,225.00	38%	\$	2,030.00
TOTAL EXPENSES	\$ 46,605.00	\$ 42,805.64	92%	\$	3,799.36
Excess/(Deficit) Revenues vs. Expenses	\$ 1,740.00	\$ 299.39			
*Pricing to be determined but this will not be subsidized					

District Convention Schedule 2022

Erie Bayfront, Erie PA

(Schedule and locations subject to change, if necessary)**Thursday, August 11, 2022**

2:00 p.m. – 6:00 p.m.	Convention & Credentials Registration – <i>Pre-function Ballroom Area</i>
12:00 p.m. – 5:00 p.m.	Convention Office & Store –
12:00 p.m. – 5:00 p.m.	Theme Baskets & Displays –
11:30 a.m. – 4:00 p.m.	Membership BOOST – TBD – Hands On In Field
2:00 p.m. – 4:00 p.m.	Large Scale Multi Service Event TBD
6:00 p.m. – 8:30 p.m.	Welcome Event

Friday, August 12, 2022

7:45 a.m. – 5:00 p.m.	Convention & Credentials Registration – <i>Pre-function Ballroom Area</i>	
7:45 a.m. – 5:00 p.m.	Convention Office & Store –	
7:45 a.m. – 5:00 p.m.	Theme Baskets & Displays –	
7:45 am – 9:30 am	<i>Early Childhood Breakfast Summit</i>	
9:30 am – 3:30 pm	Service Project Room	
9:45 a.m. – 10:30 a.m.	Current and Incoming Lt. Governors, Trustees, District Chairs Meeting –	
9:45 a.m. – 10:30 a.m.	Orientation for First Time Attendees –	
10:40 a.m. – 11:25. p.m.	General Session: Service Leadership Programs - Panel discussion	
11:35 a.m. – 1:05 p.m.	Lunch: All group session – <i>Opening session with Governor Sarah</i> <i>Speaker: TBD</i>	
1:15 p.m. – 2:00 p.m.	Breakout Forum Session Round 1	
	<u>Forum #</u> <u>Forum Name</u>	<u>Room</u>
	1A	
	1B	
	1C	
2:10 p.m. – 2:55 pm	Breakout Forum Session Round 2	
	<u>Forum #</u> <u>Forum Name</u>	<u>Room</u>
	2A	
	2B	
	2C	
3:30 p.m.	Buses depart to Wine Tour	
8:30 p.m. – 10:00 pm	Meet the Candidates –	

Saturday, August 13, 2022

8:00 a.m. – 2:30 p.m.	Convention & Credentials Registration – <i>Pre-function Ballroom Area</i>		
8:00 a.m. – 4:30 p.m.	Office and Store –		
8:00 a.m. – 4:30 p.m.	Theme Baskets & Exhibits –		
8:00 a.m. – 8:45 a.m.	Past Lt. Governor's Association Meeting –		
8:45 a.m. – 10:45 a.m.	Past Governor's Association Meeting -		
8:45 a.m. – 9:30 a.m.	Breakout Forum Session Round 3		
	<u>Forum #</u>	<u>Forum Name</u>	<u>Room</u>
	3A		
	3B		
	3C		
9:00 a.m. – 10:00 a.m.	Pennsylvania Foundation Committee Meeting -		
9:45 a.m. – 10:30 a.m.	Breakout Forum Session Round 4		
	<u>Forum #</u>	<u>Forum Name</u>	<u>Room</u>
	4A		
	4B		
	4C		
10:45 a.m. – 11:45 p.m.	All-Attendee General Session:		
12:00 p.m. – 1:30 p.m.	Lunch: Foundation Awards –		
	Awards at this luncheon will feature recognition of the Community Communications Award, Club Communications Award, Prayer Breakfast/Spiritual Event Recognition, as well as the annual Pennsylvania Kiwanis Foundation Awards.		
2:00 p.m. – 4:30 p.m.	Business General Session – <i>Presided by Governor Sarah</i>		
	Call to Order		
	Pledge of Allegiance & National Anthem		
	Invocation – Rev Wayne Meyer		
	Legion of Honor		
	Memorial Tribute of Deceased Kiwanians		
	Remarks –, <i>Key Club District Governor</i>		
	Remarks –, <i>Kiwanis International Trustee District Counselor</i>		
	Credentials Committee Report – <i>Past Lt. Governors Association</i>		
	Report of District Executive Director/Secretary/Treasurer – <i>Kevin Thomas</i>		
	Proposed Resolutions & Proposed Bylaw Amendments – <i>Ben Osterhout, Laws & Regulations Chair</i>		
	Pennsylvania Kiwanis Foundation Annual Meeting – <i>Jeff Rose, President</i>		
	2023 Kiwanis District Convention –, <i>DCON Scranton Chair</i>		
	Election of 2022-23 District Governor-elect		
	Election of 2022-23 District Governor		

6:00 pm – 6:30 p.m. **Governor's Reception – *Pre-function Ballroom***

6:30 p.m. – 9:00 p.m. **Governor's Banquet and Recognitions –**
Entertainment – Footlights Theater Group
Introductions of 2021-22 District Officers, Lt. Governors and Past Governors
Invocation – Rev Wayne Meyer
Dinner
Keynote Address – Kiwanis International President Peter Mancuso
Special Presentations
 Kiwanis Hero in Service Awards
 Ruby K Awards
 Other Recognitions
Acknowledge Outgoing Trustee, LTG and District Chairs – Governor Sarah
Remarks - Key Club Governor
Remarks –, *Circle K Governor*
Remarks – *Governor Sarah*
Theme Basket Auction Report
Kiwanis Kash Raffle Drawing

Sunday, August 14, 2022

8:30 a.m. – 10:00 a.m. **Kickoff Breakfast –**
Introduction of 2022-2023 Governor, Michael Coolbaugh
Invocation – Rev. Wayne Meyer
Breakfast
Induction of 2022-2023 Governor-designate, Governor-Elect designate,
District Trustees, Lt. Governors, and Chairs
Remarks – Michael Coolbaugh, Governor-designate
Keynote Address – , Motivational Speaker
Closing



District Committee Chair Report Cover Sheet

Date: **4/15/22**

Committee: J.E.D.I. Committee

Chair: Shawn Smith

Committee Members, if applicable:

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

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

INFORMATIONAL

Kiwaniis International is not yet ready to release the results of the survey that was given to all US members, for various reasons, however, I've been given permission to discuss the information obtained. I would like to invite all board members to the next meeting of our JEDI committee on Sunday, April 23rd at 8:00 p.m. At this meeting, we will be discussing the creation of a District-wide survey modeled after the KI survey and other surveys created by individual Districts. This PA survey will help the committee focus our efforts over the next Kiwanis year as to where improvements are needed, what educational efforts are needed, and find out what is working within clubs/divisions/regions that could be of use to the entire district.

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

I'd also like to recognize and thank Barb Byers, Region 2 Trustee and Joshua Kim for all their work putting together our recent Continuing Education Series and the Key Club District Convention. Barb secured two wonderful speakers, Mica Williams and Nathaniel Broadus, who talked about Intersectionality and gave us a wonderful tool that can be used at the club level to talk about diversity and the interconnectedness we all share. Joshua put together a wonderful presentation which was presented at the Key Club DCON and led the group in a Privilege Walk exercise. Our committee is lucky to have Josh on our team and I see really great things from this young man. I recommend that the board keep their eye on Josh as he can be a wonderful asset to our district in the future!

We've also scheduled two privilege walks, Region 1 on Saturday May 7th, and one with the Thiele College Circle K group on Thursday, April 28th which stemmed from the Privilege Walk workshop I presented at the PACK DCON.

I've also been invited to speak to the New York District on Wednesday, April 20th @ 7:00 p.m. as they have recognized the work our committee has done and is looking to implement a JEDI committee of their own.

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

- 1.) JEDI Committee Created
- 2.) Establish Basic Training Courses – Completed yet ongoing
- 3.) Align the district with KI DEI Committee Values – Ongoing
- 4.) Examine the district through membership engagement initiatives, surveys, and leadership input to find areas of improvement from a JEDI perspective - Ongoing

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

Clubs	None at this time en mass, except for individual clubs that reached out for information
Lt. Governors / Divisions	N/A
District	Circle K DCON Privilege Walk / Key Club Privilege Walk / Upcoming Region 1 and Thiele

	College Privilege Walk / Upcoming JEDI Roundtable 3 on May 4th
Kiwanis International	None, outside of my involvement with the KI DEI Committee

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



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	
Report Period Covered:	1/8/2022 ~ 4/15/22
Service Leadership Program:	Key Club
Administrator:	Bob Orlando

Data

# Active Clubs =	128 (7,570)
# Suspended Clubs =	22 (875)
# Inactive Clubs =	19 (506)
Total Membership Number =	8,445

COMMITTEE MEMBERS (if applicable)

Name	Club / Role
No Change	

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

District Convention was held in person and as it looks right now, we will be in the black. This is thanks in great part to the mutual work of Kevin Thomas protecting our financial well being and the Penn Stater Convention and Conference Center helping us greatly in our effort to hold an event that ensured our best financial interests, as well as their own.

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

N/A

3. List program goals and current status of each.

April 1 starts a new Key Club administrative year and as such, our Governor will be presenting her goals at the upcoming district board trainer at the end of April.

I will be unveiling a tentative membership growth plan to my committee at this weekend. This is a plan to grow membership outside of traditional



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Service Leadership Program Administrator Board Report

school district settings over the course of the next five years. Details to be shared once plans have been finalized.



Service Leadership Program Administrator Board Report

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

PA Foundation was given presentation time during our district convention. Introduction and explanation of the foundation will be provided to the new district board along with ways to promote within their division and thro

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

•

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

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

Please attach any additional supporting documentation as you feel necessary.



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	April 24, 2022
Report Period Covered:	January 1, 2022 through March 31, 2022
Service Leadership Program:	K-Kids
Administrator:	Janet Crawford

Data

# Active Clubs =	44
# Suspended Clubs =	0
# Inactive Clubs =	23
Total Membership Number =	67

COMMITTEE MEMBERS (if applicable)

Name	Club / Role

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

Advisors- Karen Moore , Matt Grzeskowiak

Manovan Elementary

19 Members

Projects:

- **Sock Drive :** Thanks to the generosity of the Manavon community, our K-Kids were able to collect over 600 adult and children's socks for those in need during their winter sock collection. Socks were donated to *The Joy of Sock*, a local non-profit that collects and provides new socks for local shelters.
- **Manavon Cutest Pet Contest-** This was a virtual pet contest. Students submitted a picture of their favorite pet along with a small donation. Students voted on their favorite per for each grade (2-5) then an overall winner was selected. Money donated will be used for future K-Kid projects.



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Service Leadership Program Administrator Board Report

- K-Kids made thank you cards for school nurses.
 - K-Kids made a banner- *We Love our Manavon Teachers* for Teacher Appreciation Week
 - End of Year project-
 - Students will make planters with annual flowers for a local organization TBD.
 - Sell Duck Tickets
-

Kayla Kress

Mill Village K-Kids Teacher Advisory

Kayla is reporting for the first time as she is a new advisor to a fairly new group!

Projects:

- Our K-Kids worked on making goodie bags for grades 3, 4, and 5 for PSSA Testing. These bags were used as motivators to do their best and that they are ready for the test!
- Students also worked on making day brighteners for teachers in the building for national acts of kindness day.
- Students are currently working on completing 100 Jared Boxes to donate to local hospitals. They worked on putting them together this week and then will be delivering them to the hospitals in a few weeks.

Goal:

- Finish our Jared Box project
-



Kiwanis
PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Lori Argot and Joelle Milz, Faculty Advisors

Bear Creek Community Charter School's K-Kids club.

73 students

Projects:

- This year they made posters for our school's fall festival,
- Made ornaments for our sponsoring club's Santa breakfast,
- Collected items for the Santa Squad at Christmas,
- Made butterflies for a nursing home, and we made kindness tree
- For the last meeting in May they are making thank you cards for either a teacher, garbage worker, or mail person.

Joy Lamont and Stephanie McErlean, Faculty Advisors

Projects:

- Penny Wars – Raised \$3400 for Schuylkill Memorial Fund Clothing Drive for newcomers to the area
- Halloween Candy Drive – Local VFWs
- Volunteering for People to People for their annual flea market set up
- Volunteering to serve a community lunch

Goals for the upcoming quarter – Summer Food Drive with Chester County Food Bank



Kiwanis
PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Jessica Kamber, Faculty Advisor

Projects:

- Police Dog Project,
- Beautify School Project.

SLP K-Kids Problems and Goals:

- Schools are still struggling with "normal" with some exceptions. Hopefully the new school year will be more productive.
- 7 emails were returned because the advisor is no longer active with the club. Contact will be made with the faculty and Kiwanis advisors to determine if the clubs are still viable, and what updates need to be made

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

--

3. List program goals and current status of each.

--



Service Leadership Program Administrator Board Report

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

--

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

--

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

SLP Advisors	
Lt. Governors/Trustees	
District / Kiwanis International	

Please attach any additional supporting documentation as you feel necessary.

5/9/22, 1:35 PM

Re: Kiwanis Kash Raffle

From: jen@pakiwanis.org,

To: mirandaburton49@yahoo.com,

Cc: primmeyers@outlook.com, barbara.marie.byers@gmail.com, ketkiwanis@aol.com, zuluets@gmail.com, ryanhartman14@icloud.com, tcallaio@outlook.com, lillian.kiwanis@gmail.com, sgt283@gmail.com, donsmith1022@gmail.com,

Subject: Re: Kiwanis Kash Raffle

Date: Sun, May 8, 2022 10:04 am

Attachments:

HUGE INCENTIVE

Any club that sells 25 raffle tickets will receive \$50 for your Club's Administrative Account

Sell 50 --- \$110

Sell 100 - \$250

Sell more than 100? We will reward you greatly!

Once you have sold this first batch of tickets send them back to the
District Office with your Payment!

If you would like to try to sell incentive tickets email:
jen@pakiwanis.org or michelle@pakiwanis.org
to request the additional tickets be mailed to you!

On May 8, 2022, at 10:03 AM, Jen Vare <jen@pakiwanis.org> wrote:

Barb and I met and reviewed all of the data from last year and previous years.
We believe that for this year we do not do tiers for the incentive as our large clubs barely sold the 20 that they were sent.

We created the below sheet which could be added to the letter! Anyone who is participating we can send "rules" about how they turn in their
additional tickets etc.

After creating the sheet I also had a thought...Barb liked it but we didn't add it!
Any member (non board) who sells 50 tickets prior to convention gets District and International dues for the 2022-2023 year.

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PA DISTRICT CIRCLE-K INTERNATIONAL					
2022-23 Budget Proposal					
REVENUE	2022-23 Proposed Budget	21-22 Actual Budget	21-22 Actual Recps/Exps		Variance
DUES	\$ 3,500.00	\$ 3,320.00	\$ 3,150.00	95%	\$ (170.00)
Pennsylvania Kiwanis Foundation Contribution*	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	100%	\$ -
Beginning Balance	\$1,000	\$ -	\$ -		
Miscellaneous Income	\$ -	\$ -			
INTEREST/DIVIDENDS	\$ -	\$ -	\$ 15.23		\$ 15.23
TOTAL REVENUE	\$ 7,500.00	\$ 6,320.00	\$ 6,165.23	98%	\$ (154.77)
EXPENDITURES					
GOVERNOR	\$ 600.00	\$ 300.00	\$ 48.00	16%	\$ 252.00
SECRETARY	\$ 300.00	\$ 150.00		0%	\$ 150.00
TREASURER	\$ 300.00	\$ 150.00	\$ 72.00	48%	\$ 78.00
EDITOR	\$ 300.00	\$ 150.00		0%	\$ 150.00
All Lt Governors	\$ 700.00	\$ 500.00		0%	\$ 500.00
All chairs	\$ 500.00	\$ 400.00		0%	\$ 400.00
Club Officer Training	\$ 600.00	\$ 600.00		0%	\$ 600.00
DISTRICT OFFICER TRAINING	\$ 1,700.00	\$ 600.00		0%	\$ 600.00
GATC Flight and related expenses	\$ 900.00				
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ -	\$ 500.00		0%	\$ 500.00
DISTRICT OFFICE OPERATION	\$ 500.00	\$ 500.00		0%	\$ 500.00
FALL RALLY	\$ -	\$ 500.00	\$ 500.00	100%	\$ -
SPRING FLING	\$ 500.00	\$ 600.00	\$ 75.00	13%	\$ 525.00
KEY CLUB CONVENTION PARTICIPATION	\$ -	\$ 600.00		0%	\$ 600.00
OFFICER PINS	\$ 120.00	\$ 100.00		0%	\$ 100.00
CONTINGENT	\$ 480.00	\$ 670.00	\$ 430.00	64%	\$ 240.00
TOTAL EXPENSES	\$ 7,500.00	\$ 6,320.00	\$ 1,125.00	18%	\$ 5,195.00
BUDGET SURPLUS/(DEFICIT):	\$ -		\$ 5,040.23		
*Assumes the same Foundation Contribution in 22/23					

2022-23 Proposed Budget

2022-23 Key Club District Budget Proposal					
ACCT DESCRIPTION	2022-23 Proposed Budget	2021-22 Budget	2021-22 Actual		Variance
REVENUE					
District Dues	\$ 55,000.00	\$ 50,000.00	\$ 50,000.00	100%	\$ -
District Foundation Contribution	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	100%	\$ -
Interest	\$ 70.00	\$ 50.00	\$ 69.75	140%	\$ 19.75
GATC Stipend	\$ -	\$ -	\$ -		\$ -
TOTAL REVENUE	\$ 58,570.00	\$ 53,550.00	\$ 53,569.75	100%	\$ 19.75
EXPENSES					
Board Travel	\$ 4,500.00	\$ 1,900.00	\$ 2,006.20	106%	\$ (106.20)
Board/Executive Board Meetings*	\$ 19,000.00	\$ 18,000.00	\$ 19,009.49	106%	\$ (1,009.49)
Governor's Expense	\$ 500.00	\$ 400.00		0%	\$ 400.00
Secretary/Treasurer	\$ 200.00	\$ 125.00		0%	\$ 125.00
Editor & Webmaster	\$ 200.00	\$ 125.00		0%	\$ 125.00
Lt. Governors	\$ 500.00	\$ 325.00		0%	\$ 325.00
Web Page Service	\$ 500.00	\$ 480.00	\$ 480.00	100%	\$ -
Printing and Supplies	\$ 500.00	\$ 500.00	\$ 373.65	75%	\$ 126.35
Mailings-Postage	\$ 100.00	\$ 175.00		0%	\$ 175.00
Contest Awards/Banner Patches	\$ 900.00	\$ 700.00	\$ 735.93	105%	\$ (35.93)
Administrators Expenses	\$ 500.00	\$ 500.00	\$ 1,180.31	236%	\$ (680.31)
International Convention	\$ 7,000.00	\$ 1,200.00	\$ 3,540.94	295%	\$ (2,340.94)
District Office Operation	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	100%	\$ -
District Convention Operation Subsidy	\$ 8,000.00	\$ 7,500.00	\$ 7,500.00	100%	\$ -
Audit/Legal	\$ 5,000.00	\$ 13,000.00	\$ 14,500.00	112%	\$ (1,500.00)
Financial Recovery/Unpaid AMEX balance	\$ 3,370.00				
Miscellaneous	\$ 300.00	\$ -	\$ -		\$ -
TOTAL EXPENSES	\$ 58,570.00	\$ 54,930.00	\$ 59,326.52	108%	\$ (4,396.52)
General Budget Surplus/(Deficit)	\$ -	\$ (1,380.00)	\$ (5,756.77)		
* 4 in person board gatherings:					
Apr-3,000; July-1200;November - 3,200					
Convention - 11,000					

From: bkinder@kiwanis.org,
To: ketkiwanis@aol.com,
Cc: zuluets@gmail.com, sgt283@gmail.com, mirandaburton49@yahoo.com, matthew.j.wise@outlook.com, rbooker@kiwanis.org,
Subject: RE: Kiwanis Club Club of Johnstown K00057
Date: Mon, May 2, 2022 3:59 pm
Attachments:

Kevin:

Thanks for reaching out. If the district board moves to recommend the club for closure, we will include them on the list of clubs to go before the KI Board in June. We'll simply need written confirmation to do so. Let us know if there's anything we can help with in the process.

Bryce Kinder

Member Services Manager
Kiwanis International

3636 Woodview Trace, Indianapolis, IN 46268 USA
U.S. & Canada: 1-800-KIWANIS, ext. 113

Worldwide: +1-317-217-6113

bkinder@kiwanis.org

kiwanis.org | #KidsNeedKiwanis



Let us know how Kiwanis Member Services is doing - answer 3 easy questions [here!](#)

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Monday, May 2, 2022 3:32 PM
To: Bryce Kinder <bkinder@kiwanis.org>
Cc: zK23 Sarah Zulueta <zuluets@gmail.com>; zK23 Michael Coolbaugh <sgt283@gmail.com>; mirandaburton49@yahoo.com; zK23 Matthew Wise <matthew.j.wise@outlook.com>
Subject: Kiwanis Club Club of Johnstown K00057

Bryce:

The Kiwanis Club of Johnstown, PA has not paid dues for 2021-22 year.

However, the club only has one member on its roster so it does not trigger the financial dollar amount to be chartered suspended

Governor Sarah Zulueta and I, also, feel that a 1 member club isn't a Kiwanis club and violates several bylaw and policy provisions.

The one remaining member remains evasive in attempts to communicate and/or meet.

Based on the non-payment of dues and the other items above, can this club be moved to suspended status?

We look forward to hearing from you.

Kevin E. Thomas, District Executive Director
Pennsylvania District Kiwanis International
125 North Enola Drive, Ste. 206
Enola PA 17025
P: 717-540-9300
F: 717-540-1018
E-mail: Kevin@pakiwanis.org
www.pakiwanis.org



Duck Raffle Fundraiser

Why do we want to do this?

The financial purpose of this fundraiser is to create an insured budget incase of overdraft or miscellaneous fees within the 2022-2023 PA District Budget. Furthermore, this event will promote the Circle K tenant of fellowship as participants have the chance to win exciting prizes on top of supporting the organization.

How will it be conducted?

- There will be 100 paper bags filled with either a rubber duck or a gift card. Our hope is to have \$100 in gift cards ranging from various places.
- It will be \$5 per chance. An individual will receive the proper number of bags according to the number of chances that they want.
- The event will be held in-person at the Kiwanis Convention in Erie, Pennsylvania. As well, this fundraiser will also be held virtually through the PA Circle K Instagram and Facebook where participants can purchase a bag or donate via a QR code.
- Seeing that there is no tentative schedule for the PA Kiwanis District Convention, per our knowledge, we cannot determine a specific time or date that this fundraiser will be done. This information will be provided when the schedule is finalized.
- The PA Governor and PA District Co-Administrators will be assisting the raffle by selling tickets.

What are we asking for?

In summary, Kiwanis Board members, we are kindly asking your permission to hold this Fundraiser at your Kiwanis District Convention and allow us to spend money to purchase ducks and \$100 in gift cards.