

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
JUNE 20, 2022**

The seventh meeting of the 2021-22 Pennsylvania District Board of Trustees was held on June 20, 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, Ryan Hartman, Tiffany Callaio, Lillian Mataja and Kevin Thomas. Unable to be present was Don Smith.

Guests included Lt. Governor and Governor-elect candidate Conrad Schlesinger, Lt. Governor Jim Janosik and Past Governor & Circle K co-Administrator Jen Vare.

The minutes from the Board meeting of May 10, 2022, were considered for approval. (P1) The minutes were approved as presented.

A proposed amendment to the District Bylaws was considered. See P2-P3. The proposed amendment was approved and will be sent to the clubs.

Proposed changes to the District Policy Code were considered. See P4-P5. Considerable discussion took place on these proposed changes. The question was called on the discussion and after calling the question, the board approved these changes and they will be added to the District policy code.

A District Communication Plan was considered. See P6. After consideration, the board approved the plan and it will be added to the policy code.

Following the discussion on the policy code changes, the need to review, realign and reorganize the policy code was discussed. Governor Zulueta will ask Laws and Regulations Chair Ben Osterhout to handle this task.

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
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

PROPOSE DISTRICT BYLAW AMENDMENT

ARTICLE III, SECTION 2

CURRENT READING:

PROPOSED BY: The Pennsylvania District Kiwanis International Board of Trustees

PURPOSE: To establish that all candidates for offices and all officers of the District with fiduciary responsibility must have a club in the Pennsylvania District designated as their primary club and may not hold another position with fiduciary responsibility with another District.

CURRENT READING: ARTICLE VII, SECTION 3

Section 3. The nominating and election procedure for officers to be elected at the annual convention shall be as follows:

- a. The Governor-elect shall be the sole candidate for the office of Governor.
- b. All qualified candidates for offices to be elected at the annual convention must submit written notice of candidacy to the Executive Director no later than the beginning of the first convention business session.
- c. Qualified candidates for Governor and Governor-elect shall:
 - Submit a signed agreement to Kiwanis International to fulfill the duties of office.
 - Have a clear criminal history background check conducted and verified by Kiwanis International.
- d. Prior to elections, the Executive Director shall report the qualified candidates to the House of Delegates.
- e. Nothing in this article shall be construed as limiting the right to make further nominations of qualified candidates during the House of Delegates session.
- f. A majority of all valid votes cast shall be necessary for each office elected at the convention. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote.
- g. The voting shall be by ballot only where there are two (2) or more candidates for the same office.

PROPOSED CHANGES: ARTICLE VII, SECTION 3:

(Proposed changes in Red)

Section 3. The nominating and election procedure for officers to be elected at the annual convention shall be as follows:

- a. The Governor-elect shall be the sole candidate for the office of Governor.
- b. All qualified candidates for offices to be elected at the annual convention must submit written notice of candidacy to the Executive Director no later than the beginning of the first convention business session.
- c. Qualified candidates for Governor and Governor-elect shall:
 - Submit a signed agreement to Kiwanis International to fulfill the duties of office.
 - Have a clear criminal history background check conducted and verified by Kiwanis International.

d. Candidates for all officers with fiduciary responsibility, defined as the Governor, Governor-elect, Immediate Past Governor, District Trustees and Executive Director/Secretary/Treasurer, must have a club in the Pennsylvania District designated as their primary club and may not hold another position with fiduciary responsibility with another District. These requirements, also, apply to holding office. The primary club is determined by the member in accordance with Article VIII, Section 4 of the Kiwanis International Bylaws.

e. Prior to elections, the Executive Director shall report the qualified candidates to the House of Delegates.

f. Nothing in this article shall be construed as limiting the right to make further nominations of qualified candidates during the House of Delegates session.

g. A majority of all valid votes cast shall be necessary for each office elected at the convention. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote.

h. The voting shall be by ballot only where there are two (2) or more candidates for the same office.

**PROPOSED POLICIES ON CANDIDATES FOR INTERNATIONAL OFFICE AND DISTRICT LEADERSHIP
POSITIONS**

SELECTION OF CANDIDATES FOR KIWANIS INTERNATIONAL OFFICE

Article VII

Current Reading:

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

Proposed Reading:

- a. When the Pennsylvania District Board determines that the District shall offer a candidate for any position on the Kiwanis International Board, the name(s) of any member(s) of the district, who consent in writing, shall be presented to the District Convention. Such presentation will be sponsored by the club(s) of such member(s). For a member to be presented, they must have held the office of Pennsylvania District Governor. A member, to be selected, must receive a majority of the votes of the members of the House of Delegates.
- b. Prior to coming before the House of Delegates, any candidate(s) for any position on the Kiwanis International Board will be required to make a presentation to the following groups:
 - i. The Board of Trustee at least one year prior to the term they seek to run for candidacy for Kiwanis International Board.
 - ii. The Past District Governors which will be held at the District Convention prior to the House of Delegates.

- iii. The Board of Trustees and Past District Governors shall determine the length of any presentation made to them and will be able to ask questions of any candidate(s).
 - iv. The endorsement or lack thereof, by the board and/or past governors, of any candidate(s) shall be announced to the House of Delegates when it is considering the candidates for any position on the Kiwanis International Board.
- c. All candidates for International Board positions will address the District Convention for three minutes at the convention business session. At the District Convention business session, they will have a nominating speech of not more than two minutes and a seconding speech of not more than one minute. The nominating speech and seconding speech shall be before the address of the candidates. All candidates will be permitted to distribute campaign material during the convention in accordance with rules determined by the District Board of Trustees.

Article XXXIII

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

Proposed Reading:

District Leadership Positions

- A. Any Kiwanian that holds a District Service Leadership Program Administrator or Chair position that has fiduciary responsibility and is a member of more than one club, must have a club within the Pennsylvania District as his/her primary club. Service Leadership Positions with fiduciary responsibilities are Key Club Administrator, Circle K Administrator, Aktion Club Administrator and Key Leader Chair. The primary club is determined by the member in accordance with Article VIII, Section 4 of the Kiwanis International Bylaws.
- B. Any member seeking any District leadership position and not physically residing in the Pennsylvania District shall provide the District Board a detailed written plan on how they will fulfill the responsibilities and expectations of the position and which shall be approved by the District Board of Trustees

District Communication Plan – DRAFT

Purpose

To develop a unified communication plan for different Kiwanis populations that is clear, timely and at an agreed upon frequency that will decrease multiple emails to members.

Administrators

A communication director / chair should be assigned from both PA District office and Pennsylvania Kiwanis Foundation (PKF). The administrators will have access to the Communication Relationship Management (CRM) tool – SendInBlue.

The Pennsylvania District will maintain the member list in SendInBlue.

Types of Communications

There are server types of communication that is sent by both PKF and PA District.

All members

- District Events including conventions
- District Training opportunities (eg. Monthly Virtual training)
- PKF Grants and Fundraising opportunities (eg. Rose Sale, Tip fundraising and Campaigns)
- Foundation Director Search Outreach (annual communication)

District Leaders (Board, Lt. Governor, Club Officers, Past Governors)

- Communication on Board or Lt. Governor meetings / minutes
- District Announcements (eg. Annual administrative reminders)
- Leadership Training opportunities (eg. Lt. Governor Training)

Club Officers

- District Club events that are sent to District Office (eg. Club anniversary, fundraiser, or event)
- Leadership Training opportunities (eg Club Leadership Education (CLE))

Frequency

- Twice a month 1st and 3rd Mondays for ALL MEMBERS
 - Deadline: Thursday prior to the 1st and 3rd Mondays.
 - This will include Club events (will have to be by deadlines)
- District Leaders communication can be sent via regular email or SendInBlue (eg Board meetings)

Data in SendInBlue

- Active Member information to be imported into SendInBlue:
 - First and Last Name, City, State, Email, Club Name, Division, Region, Position (District/Club)
- Data to exclude: Phone number, Mailing Street Address and Date of Birth
- Sender should come from PA District Kiwanis emails. PennsylvaniaKiwanis@gmail.com