

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

The eighth meeting of the 2021-22 Pennsylvania District Board of Trustees was held on July 23, 2022. Governor Sarah Zulueta presided. The meeting was held virtually via a Zoom platform.

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

Guests included Counselling International Trustee Dan Leikvold, Lt. Governor and Governor-elect candidate Conrad Schlesinger, Audit Committee Chair Jim Hanna, Lt. Governor and J.E.D.I. Chair Shawn Smith, Lt. Governor Cal Morse, Human and Spiritual Aims Chair Wayne Meyer, Past Governor and International Trustee Cathy Szymanski and Circle K Governor Emma Galiardi.

Human and Spiritual Values Chair Rev. Wayne Meyer provided an invocation/opening thought.

The minutes from the June 20, 2022, Board Meeting were considered for approval. The minutes of the meeting were approved as presented. See P1.

The consent agenda was considered; see P2-P64. All items in the consent agenda were approved except for the Circle K Administrator's report, the J.E.D.I. report, the Public Relations report, the Leadership Education report and the Governor's report, which was deferred by request until the action portion of the agenda. No reports were received for the Pennsylvania Kiwanis Foundation, District Convention, Keystone Kiwanian and the Builders Club, K-Kids and Key Club Administrators.

Counselling International Trustee Dan Leikvold provided remarks. He reported that Pennsylvania Key Club member Shuban Tiwari was elected Key Club International Trustee. Mr. Leikvold updated the board on various International matters including dues and fees.

Circle K District Governor Emma Galiardi updated the board on various matters including the Circle K District Board's efforts to educate clubs on the new dues system being implemented by Circle K International.

The District Membership Committee Report was reviewed and approved; see P65-P66

The Audit Committee Report was considered; see P67-P87. District Audit Committee Chair Jim Hanna provided remarks including comments on proposals from Brown, Schultz, Sheridan and Fritz (BSSF) to perform the District Audit for the year ending on September 30, 2022 and prepare the appropriate 990 tax forms for the Kiwanis District and the Key Club District. (P-P) After review and consideration, the board approved the proposals from BSSF. The board then approved the Audit Committee Report.

The Finance Committee Report and District Financial reports were reviewed. See P88-P102. As part of the review, consideration was given to an invoice to replenish District polo shirts. After consideration and discussion, the invoice was approved for payment. The Finance Committee report and District Financial reports were approved.

The Circle K District Financial reporting, a revised Circle K District Budget and a Circle K reserve fund were considered. See P103-P108. A motion was made and seconded to accept the reporting, budget and reserve fund proposals as presented. After discussion, the motion was approved.

In concurrence with the plan in place to incorporate all Circle K finance under the Kiwanis accounting and banking, a motion was approved to confirm the Executive Director Kevin Thomas is authorized to have Circle K dues payments transferred to the Kiwanis District checking account.

Discussion took place on the Kiwanis Kash Raffle. It was reported the District is about \$1,000-\$1,200 behind the same time last year when the convention was about one week later. Board members were urged to do anything possible to support the raffle.

There was no update on unclaimed property. Kevin Thomas will talk with Judy Raub on filing the claims and make an assessment on how to proceed after that conversation.

Board members were reminded that Kiwanis Phillies game is August 27, 2022.

The PA Kiwanis E-commerce site was discussed. The site has not moved forward due to some issues with sales tax. There has been no update on this. Kevin Thomas will follow-up with Jim Janosik to see what can be done to move this forward.

Reports removed from the consent agenda were considered. The Justice, Equity, Diversity and Inclusion report was considered; see P2-P28. Discussion focused on a membership survey that the committee would like to send to all District members. After considerable discussion, the report was accepted. A motion was introduced to proceed with the survey with the caveats that it be shortened, some of the comments in the discussion today be incorporated and that the survey be ready by August 1, 2022. The motion was seconded and approved.

The Public Relations report was considered. See P35-P36. A request in the report to establish a District Instagram page was considered. A motion was made and seconded to approve the request. As recommendation, it was suggested to, also, set up a District Twitter account. The motion was approved and the report was accepted.

The Leadership Education report was discussed and highlighted. See P29-P32. After review, the report was accepted.

The Circle K Administrator's report was reviewed and discussed. See P41-P42. After review, the report was accepted.

The Governor's report was considered. See P60-P64. An amendment to the District Communication Policy was considered. See P63A-P63B. A motion was introduced, seconded and approved to amend the District Communication policy.

The Governor's report and the report on the Spring Fling (P109-P116) were brought up for approval. Those reports were approved.

The discrepancy of \$82.50 in the Spring Fling Fund raising between the District records and the Committee records was discussed. After discussion, the board approved (by a 7-1 vote) the establishment of a committee, which will be the Finance Committee and Audit Chair Jim Hanna to review and reconcile this discrepancy.

District Leadership positions were reviewed. See P116. A motion was introduced, seconded to approve all the Lt. Governors on the list as in some cases a quorum did not exist for the Division election; the following not on the list were, also, included in the motion: Division 13S – Barrie Ann George, Carlisle; Division 14 – Allan Schappert, Bloomsburg and Division 15 – Debbie Crisman, Montrose Area. The motion was approved.

With the death of Region 1 Trustee Tom Bowes, a vacancy exists in the position of Region 1 Trustee for a term ending on September 30, 2023. Cathy Szymanski of the Kiwanis Club of Erie has applied to fill that vacancy. A motion was made, seconded and approved to appoint Cathy Szymanski as Region 1 Trustee, effective October 1, 2022.

Redivisioning was discussed; see P117-P118. A proposal was discussed to move the clubs in Division 6 to other Divisions with McKeepport-White Oak and Verona-Rosedale moving to Division 5 and Freeport and Vandergrift moving to Division 8. After discussion, it was decided that the clubs affected will be surveyed to get their opinion/approval and that the survey will be done before the next board meeting.

The Key Leader report was considered; See P119-P122. Mention was made that the event would have lost money if not for the generosity of two Kiwanis Clubs and the lower than usual fees from Kiwanis International that were incurred this year.

Discussion took place on the Key Leader request for the purchase of a DocuSign license. After discussion, Governor Sarah indicated she would be in touch with Key Leader Chair Matt Wise to discuss this further. It was generally agreed that this program could be utilized for all District events.

Consideration was given on a date and contract for the 2023 Key Leader event. See P123-P125. After review and consideration, the contract from South Mountain YMCA to host the event at Camp Conrad Weiser was approved with the dates for the event being on April 21-23, 2023.

Updates on registration, ad sales and attrition concerns were provided on the 2022 District Convention.

An update was provided on the potential 2024 District convention with the New Jersey District. See P126.

Laws and Regulation Chair Ben Osterhout has agreed to accept the assignment of reviewing the District Policy Code to ensure the relevancy of all provisions and to reorganize the policies so that provisions that are relevant to each other are grouped together. A meeting will be established after the convention to facilitate this process.

No update was available on the District Foundation Nominating committee.

The resignation/retirement of Executive Director/Secretary/Treasurer was considered. See P127-P128. A committee to consider the future of the position consisting of the 2022-23 Governor, Governor-elect, Immediate Past Governor, one Trustee and one Past Governor was approved by the board. The Executive Director will be an ex-offiico of the committee. The committee will meet and have initial recommendations prepared for the October 9, 2022 board meeting.

With the adoption of the amendments at the Kiwanis International that allow, if a Division cannot find someone from a club in the division to serve as Lt. Governor, Kiwanians from clubs outside a Division to serve as Lt. Governor, the District will need to adopt appropriate amendments. District Executive Director Kevin Thomas and Laws and Regulations Chair Ben Osterhout will work on this and have them ready for the October 9th board meeting.

An update was provided on Kiwanis Engage, the new Kiwanis International database. Presently, the new system is expected to be rolled out around January 1, 2023.

Discussion on the SendinBlue District newsletter was held.

Remarks were received from retiring board members Lillian Mateja and Barb Byers.

Governor Sarah Zulueta thanked the board for its work and effort during the 2021-22 year.

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large initial 'K' and 'T'.

Kevin E. Thomas
Executive Director/Secretary/Treasurer

**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



District Committee Chair Report Cover Sheet

Date: 7/13/22

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:** The Kiwanis International Committee on Diversity, Equity and Inclusion has finally released the results of the 2021 DEI Survey. A copy of the complete results as well as a summary has been attached to this report. I've included all comments that were received from members in the district and highlighted ones that are of special note.
- The J.E.D.I. webpage went live on the PA Kiwanis website, thank you to webmaster Nicole Mason and Gov. Sarah for making it live. This page will be updated as needed and as goals/focuses change. Apologies to anyone I failed to mention for their help in creating our page.
- We are still in need of a Circle K student to round out our committee and will be looking into potential students once the school year has started again.
- **RESOLUTION:** Attached you will find a copy of our proposal for a Pennsylvania specific version of a DEI survey. Please see the attached packet. Our hope is that the District Board will approve this survey to be sent to all members in the district, starting August 1st. The J.E.D.I. Committee plans on hosting a table at DCON in Erie to collect surveys from attendees. It was voted/approved at our last committee meeting that if approved by the board, everyone who turns in a survey at convention will be entered into a contest to have their full registration for the 2023 DCON paid in full – donated by the 2021-22 J.E.D.I. Committee. (Please see the attached proposal)

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

- Webpage has gone live.
- Was invited/flown in to be a guest speaker at the Ridgeway 3-2-1 Club in Queens, New York on June 1st to participate in their 2nd annual pride celebration. That club became aware of the work of our J.E.D.I. committee and is looking to start a similar committee within the New York District.

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 – Survey completed / awaiting board approval

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

Clubs	Unfortunately, due to unforeseen circumstances, the Region 1 privilege walk had to be cancelled. Will work with all regions that would like to participate to schedule individual events, should they want them.
L/TG / Divisions	N/A
District	

Kiwanis International	The KI Committee on Diversity, Equity and Inclusion would like to watch how we conduct our survey as a possible model for other districts to conduct their own.

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

Kiwanis International 2021 DEI Survey Summary for Pennsylvania

Membership at the time +/-: 2950 members

Membership responding to the survey: 122

Percentage of total PA Membership Participating in Survey: 4%(+/-)

Member Demographics taking survey (please note, participants may have selected more than one as totals do not add to 122)

ETHNICITY

White: 113

Black or African American: 3

Hispanic/Latino: 2

American Indian or Alaskan Native: 1

Asian: 2

Native Hawaiian or Pacific Islander: 2

Prefer Not to Say: 5

SEXUAL ORIENTATION

Heterosexual: 105

Gay: 2

Bisexual: 1

Lesbian: 1

Prefer not to say: 13

AGE RANGE

18-35: 5

36-50: 26

51-64: 23

65-70: 19

71-Older: 44

Prefer not to answer: 5

DISABILITIES AMONG PARTICIPANTS TAKING THE SURVEY:

Blind or Visually Impaired

Deaf or Hard of Hearing

Communication Disability

Emotional or Behavioral Disability

Learning Disability

Mental Health Disability

Physical Disability

Intellectual/Cognitive Disability

Neurodivergent Disability

STANDOUT TAKEAWAYS

Most taking survey Strongly Agree or Agree that open discussions about Diversity, Equity and Inclusion should occur during club meetings and among members.

More members see efforts from club leadership in the areas of Diversity, Equity, and Inclusion than do not.

Most Strongly Agree or agree that leadership and members are open to change and would adopt new ideas.

More than half have not witnessed an inappropriate or offensive joke at a Kiwanis meeting or event.

STANDOUT TAKEAWAYS (cont.)

More than half of the respondents said no to ANY type of training, speakers, online materials, incentives, mentorship, statements/direction from leadership, or featured stories in Kiwanis publications.

OPEN ENDED ANSWERS / MEMBER COMMENTS – These are taken directly from the survey and unedited.

My Kiwanis Club is wonderful and welcomes everyone.
However, my club is exclusively white and over 50 years of age.
We would love more diversity within our club membership but haven't been successful in attracting younger or minority members. Help!

I would love to be considered for future opportunities to work with the DEI committee on educational materials, PR, or anything else I can assist with going forward as DEI has been a focus point of a lot of the work I've been doing in the organization (either intentionally or unintentionally)

Wow.....in my ten years as a Kiwanis member, rarely have I seen any effort of inclusion, via race etc. Not one member of our state board or any local leader. The fact is our local Kiwanis clubs make no effort to be inclusive at all

Unfortunately, Kiwanis continues to be a good ol' boy club, despite considerable inroads by women. It is not an attractive venue for younger people, and especially not for non-heterosexuals. Extremely sad!

There are areas of Kiwanis that still have the "good old boy" mentality. It makes it difficult for a young-ish woman who is trying to bring about positive change when the "good old boys" are trying to maintain the past and maintain control.

The act of trying to place people in categories in itself belies inclusion. Shouldn't we be learning how to find common ground with anyone and to be patient and loving with everybody? Everyone has feels discrimination in some part of their lives but we have to realize that what we feel is usually not true. It would be impossible to know everyone's insecurities and triggers. So easy does it when first meeting a new person.

Targeted guidance and training for the Clubs on how to reach out and be inclusive to potential members would be most welcome. Most of the folks in my District are 50+ and/or white, unless the Clubs are located in major city areas. It would be nice to see more cultures and perspectives introduced into our Clubs. It would also be great to hear more about how different cultures around the world represent Kiwanis in their communities.

Sorry for the most part a waste of time

Rural central Pennsylvania does not offer many opportunities for diversity.

Our club was founded by, & for many years populated by, people from similar educational & professional backgrounds. Currently coping with diversifying driven by membership needs. Very little open antagonism to diversifying. It is a learning & cultural changing process; closely akin to a paradigm shift - not terribly difficult but challenging just the same. (I guess that was a "well dah" statement - not quite useless, but nearly so. It's almost a question of which will get us first old age or running out of "our kind of people". Good idea though, tackling the diversity issue.

One of my clubs is having open disagreement about prayers at beginning of meetings. We must be more inclusive and education about what's appropriate is greatly needed, if we are to be truly inclusive. We must find other ways to start meetings and respect everyone. Our District Governor is not a good role model in this respect.

Need to modernize to attract younger members of all persuasions.

Most of my answers pertain to my former clubs. I have been a female member close to 40 years, endured some sex discrimination years ago.

Most clubs are older, white, heterosexual, reluctant to change. There are clicks throughout that do not establish a welcoming environment for new members particularly of various backgrounds.

Kiwanis needs to remain focused on what we are about - Serving the Children of the World. When we start focusing on any other issue - it distracts us from our mission and makes issues out of things that should not be issues. All are welcomed to join and serve no matter color, creed, or religion. But as soon as we start 'requiring' things - like diversity, inclusion, profession, religion - then we've started to disunify and cause divisions. The proper way to welcome members is to welcome them all, not to segment membership into categories.

It is about time that this is being addressed at the international level. Pennsylvania has already addressed many of these issues on inclusion. I would not belong to an organization that didn't accept everyone.

I tried in the 1990's to start a Kiwanis Club in a mostly Black community and received zero support from anyone above our club level. I worked this area as a Police Captain and had numerous contacts in the community. My efforts fell on deaf ears!

I live in a small community with limited diversity but am aware that predigest could develop into a problem if a we were to have unexpected ethnic groups move in.

I have only experienced one incident in the past 9 years. That was an older gentleman who was not cognizant of religious diversity and went on and on about Christian values. He just was not used to the diversity and did not intend to insult. It was very awkward and uncomfortable and the people did not renew the next year.

I had issues with several members of a former club. I put a lot of work into preparing for meetings. The efforts were dismissed. The final straw was when another member screamed at me. No one came to my defense. I was told that's just how he is. As a woman, wife, mother, daughter, sister and commissioned military officer I did not have to take that kind treatment. If that's how he wanted to treat his family, that's their business. I deserved and expected better treatment. I initially took a leave of absence and eventually formally resigned. The said individual never apologized nor did club, division, region or district leadership ever address the issue. I was told just "to get over it". The main reason I resigned was that if I stayed that would announce to the world I was OK with that treatment. I was not. I loved Kiwanis too much just to completely walk away. I joined another local club and an online club.

I find this survey offensive because this political ideology is being forced on us and politics does not belong. My club accepts everyone equally.

I feel that the need for this survey is unwarranted and disrespectful to everything that my local district has shown me. I am a new member of Kiwanis and only joined because this group is inclusive to everyone. I am not sure what this world is coming to but if this is the way Kiwanis International thinks, I may not want to be part of this group.

I don't think mandatory training is necessary, but should be optional.

I do not see the need for this in Kiwanis. I am not closed minded. I just feel that this is the woke culture creeping into our organization.

I am very happy this survey is being sent out by KI; It is long overdue topic and it shows KI is ready to embrace change.

I am consistently disappointed at the lack of diversity at the Kiwanis International level. This comment is directed both at the upper staff/employee levels as well as the International Board of Trustees. Currently, the Board's President, President-Elect, and Vice President are ALL white men, as is the organization's Executive Director. Expanding even beyond that, the entire Board is comprised of: 13 white men 2 white women 4 POC (all men) If Kiwanis International would like to see more diversity and inclusion at the Club level, it needs to also take a hard look at its executive leadership because the above ratios are skewed VERY heavily toward white men.

I am annoyed by institutions that promote DEI, impose it upon me, and make a big social "politically Correct" deal out of it.

For the most part, my club avoids politics. I, however, think that climate change and gun violence are topics that directly affect children.

Feel our club is diverse and we accept anyone.

EQUITY is not the same as EQUALITY. EQUITY is a Politically Correct term used judgmentally.

Don't understand what you are trying to accomplish with this survey. I feel Kiwanis may be getting political with your questions.

Don't get too politically correct. That turns away volunteers.

All I see in Kiwanis Leadership is white male. Only 2 females on a Board of white males. My district membership appears to be majority white. The high cost of dues excludes many folks from my communities. Kiwanis appears to be an organization for educated, upper socio economic level white people ---Hmmm - not exactly diverse, equitable or inclusive.

Surveys submitted: 122

Gender	Sexual Orientation		Race	
	Male	Female	Heterosexual	Other
Male	58	61	105	13
Female	61	0	1	2
No	0	0	1	1
I prefer not to answer	3	0	0	0
Non-binary	0	0	0	0

Do you believe diversity, equity, and inclusion are topics for our organization to discuss?	What experience(s) have you had with diversity, equity and inclusion (DEI) initiatives and concepts? (check all that apply)	My workplace has issued guidelines on DEI for all employees.	I have participated in DEI training.	I have led DEI training/educational opportunities.	I have informed myself by watching documentaries or reading books/articles.	Diversity, equity and inclusion are a part of my professional or volunteer work experience.	I have minimal experience with DEI initiatives.	I have not had formal training about DEI initiatives.	Please respond to the following statements regarding inappropriate actions or comments:	If I were to report a concern, I feel it would be addressed fairly by my club or district leadership, and I would not fear retaliation.
Yes	106	Yes	46	10	58	62	19	31	Yes	89
No	10	No	33	76	64	60	103	91	No	6
Unsure	6	Unsure	0	112	0	0	0	0	Unsure	25
Prefer not to answer	0	Prefer not to answer	0	0	0	0	0	0	Prefer not to answer	0

Which of the following have made you feel unwelcome, unsafe, unheard or not empowered as a member of Kiwanis? (check all that apply)	New ideas not considered.	New or younger members not having a voice.	Lack of flexibility with meeting times or service project scheduling.	Favoritism toward the most influential leaders or members.	Club leadership team unwilling to relinquish office.	Denominational prayer at the beginning of the meeting.	Reciting U.S. Pledge at the beginning of the meeting.	Sexist, ageist, racist, discriminatory or inappropriate jokes.	Politics inserted into the meeting.	Fines or other traditions singling out a member.	Inside jokes.	Acronyms.	Other.	I prefer not to answer.
Yes	17	11	15	25	2	16	4	17	24	2	12	3	0	17
No	105	111	107	97	120	106	118	105	98	120	110	111	111	105
Unsure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer not to answer	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Which of the following do you believe would help Kiwanis clubs be more mindful of diversity, equity and inclusion? (check all that apply)	Online diversity training.	Speakers specializing in diversity during meetings.	Materials to help recruit people who reflect our community's demographics.	Online material to educate oneself on diversity, equity and inclusion.	District incentives to encourage recruiting more diverse club membership.	Mentorship program.	Statements and direction from district leadership.	Statements and direction from Kiwanis International leadership.	Real-life stories about DEI featured in Kiwanis publications and social media.
Yes	45	80	55	52	27	40	37	36	51
No	77	62	67	70	95	82	85	86	71
Unsure	0	0	0	0	0	0	0	0	0
Prefer not to answer	0	0	0	0	0	0	0	0	0

We want to gather demographic information from participants. This information will only be used to group respondents for analysis, and your individual information will never be reported or shared. How do you identify? (check all that apply)	White (includes all individuals who identify with one or more nationalities or ethnic groups originating in Europe, the Middle East or North Africa.)	Black or African American (includes all individuals who identify with one or more nationalities or ethnic groups originating in any of the Black racial groups of Africa.)	Hispanic, Latino/a or Spanish origin (Persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish-language cultures or origins, regardless of race.)	American Indian or Alaska native (includes all individuals who identify with any of the original peoples of North, Central and South America and who maintain tribal affiliation or community attachment.)	Asian (includes all individuals who identify with one or more nationalities or ethnic groups originating in the Far East, Southeast Asia or the Indian subcontinent.)	Native Hawaiian or other Pacific Islander (includes all individuals who identify with one or more nationalities or ethnic groups originating in Hawaii, Guam, Samoa or other Pacific Islands.)	Other.	I prefer not to answer.
Yes	113	3	2	1	2	2	0	5
No	9	118	120	121	120	120	121	117
Unsure	0	0	0	0	0	0	0	0
Prefer not to answer	0	0	0	0	0	0	0	0

Disability (select all that apply to you):	Person who is blind or visually impaired.	Person who is deaf or hearing impaired.	Person with a chronic illness.	Person with a communication disability.	Person with an emotional or behavioral disability.	Person with an intellectual, cognitive or developmental disability.	Person who is neurodivergent/neurodiverse.	Person with a learning disability.	Person with a mental health disability.	Person with a physical disability.	Person who is deaf or hearing impaired.	Other.	No known disability.	I prefer not to answer.
Yes	1	8	6	3	1	1	1	4	3	7	0	0	87	5
No	121	114	116	119	121	121	121	118	119	119	122	118	111	105
Unsure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prefer not to answer	0	0	0	0	0	0	0	0	0	0	0	0	0	0

I have witnessed an inappropriate action, comment or an offensive joke at a Kiwanis meeting or event.	Please rate the following statements about your personal experience on a Kiwanis setting:	I am comfortable talking about my background and cultural experiences with my fellow Kiwanis members.	I feel valued at Kiwanis events.	My ideas are valued in the context of Kiwanis.	My age is welcome.	My religion, spirituality or faith is welcome.	My social class is welcome.	Aspects of my physical appearance (weight, height, shape, facial features, hair, birthmarks, tattoos, etc.) are welcome.	
									Strongly agree
Yes: 35	Strongly agree	55	73	66	61	78	66	70	63
No: 78	Agree	37	28	40	48	41	40	44	44
Unsure: 7	Neither agree nor disagree	20	14	8	5	3	13	6	6
Prefer not to answer: 0	Disagree	0	1	2	1	3	2	1	2
	Strongly disagree	7	5	4	5	4	4	4	4
	I prefer not to answer	0	0	0	0	0	0	0	0

Please rate the following statements regarding equal opportunity:	I have equal opportunity to participate in Kiwanis club leadership roles.	I have equal opportunity to participate in Kiwanis district leadership roles.	I have equal opportunity to participate in Kiwanis international leadership roles.	Please rate the following statements regarding efforts in the area of diversity, equity and inclusion at the club level:	Open discussions about diversity, equity and inclusion should occur during club meetings and among members.	I see efforts from my club's leadership in the area of diversity, equity and inclusion.	My Kiwanis club leadership and members are open to change and would adopt new ideas.
Strongly agree	75	62	44	Strongly agree	38	21	29
Agree	37	38	33	Agree	45	41	57
Neither agree nor disagree	2	13	30	Neither agree nor disagree	26	39	22
Disagree	1	2	7	Disagree	9	15	9
Strongly disagree	4	4	4	Strongly disagree	8	4	4
I prefer not to answer	0	0	0	I prefer not to answer	0	0	0

2022 PENNSYLVANIA DISTRICT JUSTICE, EQUITY, DIVERSITY AND INCLUSION (J.E.D.I.) SURVEY Proposal to the PA District Board

Purpose / Background:

In 2021, Kiwanis International and the Committee on Diversity, Equity and Inclusion released a survey to the general membership in the United States to gather information about DEI efforts and create a benchmark for future education and strategy. The survey was released online for a period of three weeks in March 2021. A total of 81,447 surveys were sent to members with only 4,576 responses received (5.62%). In Pennsylvania, a total of only 122 responses were received.

It is the belief of the J.E.D.I. committee that by conducting a similar version of this survey tailored specifically to the members of the Pennsylvania District, we will be able to receive a higher response rate from our members to help our district with the following items:

- 1.) Guide the district in becoming a leader in Diversity, Equity and Inclusion and creating a welcoming and supportive environment for members from all backgrounds, races, creeds, ages, sexes, including sexual orientations and gender identities.
- 2.) Help the district in creating a strategy for improving member experience, recruitment and retainage.
- 3.) Help the district gain better insight into the current state of diversity, equity and inclusion.
- 4.) Help steer the J.E.D.I. Committee towards areas of our organization that may be lacking DEI efforts.
- 5.) Help align the district strategically with the newly formed Kiwanis International Committee on Diversity, Equity and Inclusion.

It is also the goal that this survey will be sent to the Kiwanis International Committee on Diversity, Equity and Inclusion to be used as a model for all districts to conduct their own version this survey, thereby making the Pennsylvania District a leader in the overall Kiwanis DEI effort.

Method:

The Pennsylvania J.E.D.I. Committee recognizes that there is no single way to reach all members of the district, due to lack of access to internet for some members. Therefore, a multi-faceted approach and “buy-in” from district leaders is necessary to obtain as complete a picture as possible, and the J.E.D.I. committee recommends the following:

- 1.) The active survey period will take place from August 1, 2022 – August 31, 2022.
- 2.) The survey will have three methods of distribution:
 - a. An online version of the document will be created using the Google Forms platform and a link will be sent to every member within the district in a standalone email to members.
 - b. A Hard Copy will be available for all members in attendance at the 2022 District Convention in Erie and will be distributed at the J.E.D.I. table. Members will be given a small thank you gift for completing the survey at the convention upon submitting a completed survey.
 - c. A digital copy will be sent to all club secretaries and presidents in a stand-alone email asking them to distribute to their membership. Completed forms can then be mailed back to J.E.D.I. Chair Shawn Smith for entering into the final results.
- 3.) A final reminder email will be sent to all members one week prior to the last day of August.

All emails will be created by the J.E.D.I. committee and approved by the District Administrator before release and will have relatively no financial impact on the district, other than the time it takes to send to members. All hard copies and giveaways will be donated by the J.E.D.I. chair, Shawn Smith.

Goal:

It is the goal of the 2021-22 J.E.D.I. Committee to have all data collected, compiled and ready for distribution to the district board by the October board meeting. After board submission, the final results can be shared with the district at the regional governors' visits in the Fall of the 2022-23 Kiwanis Administrative year.

Submitted along with this proposal is a copy of the complete survey to be distributed in person at the 2022 DCON in Erie, a printout of the final Google Form version of the survey, and verbiage for the emails to be sent to district members and club secretaries and presidents.

Please feel free to contact Shawn Smith at 412-983-0993 (call/text) or email shawn@smithcm1.com with any questions or concerns.

On behalf of the entire 2021-22 Pennsylvania District Justice, Equity, Diversity and Inclusion Committee, I sincerely thank you for taking the time to review our submission and this proposal and look forward to making the Pennsylvania District a continued leader in the Kiwanis International Diversity, Equity and Inclusion efforts and a leading model among all districts.



Shawn "Spike" Smith
Chair, 2021-22 J.E.D.I. Committee

- Enc: .pdf PA Survey Hard Copy
.pdf PA Survey Google Form Copy
Email Blast – District Membership
Email Blast – Club Secretaries and Presidents
Reminder Blast to all members

PART ONE: MEMBER DEMOGRAPHICS

This section will ask questions related to you and your involvement with Kiwanis and the K-Family.
(Please note that questions with an asterisk as required.)

QUESTION 1: I am _____.*

- Single Married Divorced / Separated Never Married

QUESTION 2: What is your age? *

- 18 – 30 31 – 40 41 – 50
 51 – 60 61 – 70 71 – 80
 81 – 90 91 and above

QUESTION 3: In which region is your home club located? *

- REGION 1** (Bradford, Cambridge Springs, Clarion, Conneaut Lake, Corry, East Erie County, Edinboro, Erie, Fort LeBoeuf, Franklin, Greenville, Hermitage, Meadville, Meadville Golden K, New Wilmington, Sharon, Transfer, Warren, West Erie County, West Middlesex)
- REGION 2** (Baldwin, Freeport, Glenshaw, Greensburg, Jeannette, McKeesport-White Oak, Pittsburgh, Scottdale, Sewickley, Sheraden, Squirrel Hill, Uniontown, Vandergrift, Verona-Rosedale, Washington)
- REGION 3** (Altoona, Bellefonte, Dubois, Eldorado, Homer City, Huntingdon, Indiana, Johnstown, Johnstown East Hills, Juniata County, Lewistown, Mount Union Area, Nittany, Penns Valley Area, Punxsutawney, Somerset, State College, Tyrone, Westwood Johnstown)
- REGION 4** (Bald Eagle and Nittany Valleys, Berwick, Bloomsburg, Buffalo Valley A.M., Dalmatia, Jersey Shore Area, Liberty, Lock Haven, Mansfield, Middleburg Area, Mifflinburg, Mill Hall, Milton-Warrior Run, Montoursville, Muncy Area, Pennsylvania eKiwanis 2.0, Pottsville, Selinsgrove Area, Sullivan County, Sunbury, Valley (The) Athens, Valley (Conyngham), Williamsport)
- REGION 5** (Annville-Cleona, Big Spring, Carlisle, Centennial Internet Club, Chambersburg, Chambersburg-Downtown, Dillsburg Area, Elizabethtown, Gettysburg Adams, Greater Reading-Berks County, Greater West Shore, Cumberland County, Hanover, Harrisburg, Hershey Hummelstown, Lebanon, Linglestown Area, Lititz Area, Middletown, New Holland, Norlanco-Rheems (Mount Joy), Palmyra Area, Shippensburg)
- REGION 6** (Allentown, Allentown Northeast, Back Mountain, Carbondale, Dallas, Easton, Easton-Suburban, Emmaus, Montrose Area, Mountaintop, Palmer Township Palmer, Pittston, Plymouth, Poconos-Daybreak Monroe County (The), Scranton, Stroudsburg, Swoyersville, Tunkhannock, Wilkes-Barre, Wyoming Area)
- REGION 7** (Ambler, Baltimore Pike, Bensalem, Central Bucks, Collegeville Area, Conshohocken, Delaware County, Glenside, Hatboro-Horsham, Jenkintown, Lansdale, Levittown-Bristol, Media Area, Norriton Circle, Old York Road, Philadelphia, Phil-Mont Philadelphia, Phoenixville, Pottstown, South Philadelphia, Southampton, University City, Upper Bucks, Upper Main Line (The) Wayne, Upper Perkiomen Valley, Washington Crossing- Yardley, West Chester)

QUESTION 4: What is your ethnicity? *

- White or Caucasian Black or African American Hispanic or Latino
 Native American or Alaska Native Asian or Pacific Islander
 Prefer not to say Other / Not Listed: _____

PART ONE: MEMBER DEMOGRAPHICS (cont.)

QUESTION 5: Which branch of the Kiwanis Family are/have you been a member of? *
(Select all that apply. Thank you to those who have belonged to more than one!)

- K-Kids Builders Club Key Club
 Circle K Aktion Club Kiwanis

QUESTION 6: What is your sexual orientation? *

- Straight Gay Lesbian
 Bisexual Other _____ Prefer not to say

QUESTION 7: What is your gender identity? *
(Gender identity is the gender in which you identify with now.)

- Male Female Transgender Male
 Transgender Female (Individual born Male but now identifies as Female)
 Transgender Male (Individual born Female but now identifies as Male)
 Intersex Other _____
 Prefer not to say

PART TWO: 2021-22 J.E.D.I. Committee Efforts

The questions in this section refer to the work that the Pennsylvania Justice, Equity, Diversity and Inclusion Committee has done and its impact on you, your club and the district. Please answer each question to the best of your knowledge.

QUESTION 8: When you hear the term "J.E.D.I.", what is the first thing that comes to mind? *

QUESTION 9: Do you think J.E.D.I. (Justice, Equity, Diversity and Inclusion) is a topic for our District to discuss? *

- Yes No Maybe Unsure

QUESTION 9a: If you said "No" to question 9, can you explain why?

PART TWO: 2021-22 J.E.D.I. Committee Efforts (cont.)

QUESTION 10: On a scale of 1 to 10, with "1" having no knowledge and "10" being very experienced, please rate your knowledge level about Justice, Equity, Diversity and Inclusion. *

No Knowledge 1 2 3 4 5 6 7 8 9 10 Very Experienced

QUESTION 11: At the 2021 District Convention in Harrisburg, I attended the following J.E.D.I. Workshops. (Please check all that apply) *

- J.E.D.I. 101 – The Basics of Justice, Equity, Diversity and Inclusion
- J.E.D.I. 102 – Privilege Walk and Group Discussion
- J.E.D.I. 103 – Group Activity and Creating the Inclusive Club of the Future
- J.E.D.I. 104 – Roundtable Discussion #1
- I attended the 2021 Convention in-person, but did not attend any of the J.E.D.I. workshops
- I did not attend the 2021 Convention in Harrisburg

QUESTION 12: I attended the following Pennsylvania J.E.D.I. Roundtable Discussions... (Please check all that apply) *

- J.E.D.I. Roundtable #1 – Saturday, August 14, 2021 (In person in Harrisburg)
- J.E.D.I. Roundtable #2 – Sunday, December 13, 2021 (Zoom)
- J.E.D.I. Roundtable #3 – Wednesday, May 4, 2022 (Zoom)
- I did not attend any Roundtable Discussions

QUESTION 13: I saw the J.E.D.I. Presentation at my Regional Governors Visit. *

- Yes
- I did not attend my Regional Governor's Visit

QUESTION 14: I attended the 2022 Virtual Mid-Year Convention forum on "Bias" presented by David Bubas. *

- I attended the 2022 Virtual MidYear and the J.E.D.I. forum on bias.
- I attended the 2022 Virtual MidYear but did NOT attend the J.E.D.I. forum on bias.
- I did not attend the 2022 Virtual Mid-Year Convention

QUESTION 15: On a scale of 1 to 10, with "1" meaning needs improvement and "10" being excellent, please rate the forums of the 2021-22 J.E.D.I. Committee. *

Needs Improvement 1 2 3 4 5 6 7 8 9 10 Excellent

QUESTION 15a: If you gave a score of "4" or below, please tell us how we can improve.

PART TWO: 2021-22 J.E.D.I. Committee Efforts (cont.)

QUESTION 16: In the next Kiwanis administrative year (2022-23), in which of the following ways can the J.E.D.I. Committee better serve you, your club, and the Pennsylvania District? *(Please check all that apply)* *

- Targeted social media blasts recognizing cultural focuses (*Black History Month, Asian History Month, LGBTQ History Month, Women's Month, etc.*)
- A Diversity, Equity and Inclusion Toolbox with ways your club can become more inclusive
- Changes to policy code to make our district more open and inclusive
- The creation of "best practices" at all levels of district and club leadership to include more women, people of color and underserved populations within the district
- Training opportunities for clubs and their members
- Which topics would you like to see discussed? _____
- More opportunities for member engagement
- Other _____

QUESTION 17: On a scale of 1 to 10, with "1" meaning needs improvement and "10" being excellent, please rate the overall efforts of the 2021-22 J.E.D.I. Committee. *

Needs Improvement 1 2 3 4 5 6 7 8 9 10 Excellent

QUESTION 17a: If you gave a score of "4" or below, please tell us how we can improve.

PART THREE: 2021-22 J.E.D.I. within the Pennsylvania District

This section relates to how you see the topics of Justice, Equity, Diversity and Inclusion represented and treated currently within the Pennsylvania District.

QUESTION 18: I have witnessed an inappropriate action, comment, or an offensive joke at a Kiwanis meeting or event. *

- Yes No I'm not sure

QUESTION 19: If I were to report a concern, I feel it would be addressed fairly by my club or district leadership and would not fear retaliation. *

- Yes No I'm not sure

QUESTION 20: I see efforts from my club's leadership in the areas of diversity, equity and inclusion. *

- Yes No I'm not sure

PART THREE: 2021-22 J.E.D.I. within the Pennsylvania District (cont.)

QUESTION 21: Open discussions and training about diversity, equity and inclusion should occur during club meetings and among members. *

- Strongly Disagree
- Disagree
- Neither Agree nor Disagree
- Agree
- Strongly Agree

QUESTION 22: On a scale of 1 to 10, with "1" meaning NO EFFORT and "10" being EXTREMELY ACTIVE, please rate how well YOUR CLUB actively recruits members from underrepresented populations within your community*

No Effort 1 2 3 4 5 6 7 8 9 10 Extremely Active

QUESTION 22a: If you gave a score of "8" OR ABOVE, please share your club's recruitment tactics.

QUESTION 23: On a scale of 1 to 10, with "1" meaning NO EFFORT and "10" being EXTREMELY ACTIVE, please rate how well the DISTRICT actively supports clubs in their recruitment efforts of underrepresented populations. *

No Effort 1 2 3 4 5 6 7 8 9 10 Extremely Active

QUESTION 23a: If you gave a score of "4" OR BELOW, please tell us how we can improve.

QUESTION 24: Does your club recognize various religious holidays (other than Christian holidays) and heritage months (i.e., Black History Month, Asian Heritage Month, LGBTQIA+ Month, etc.) with special recognition, meals and/or service projects or speakers? *

- Yes
- No
- I'm not sure

QUESTION 24a: If you said YES, please share how your club celebrates / recognizes these events.

PART THREE: 2021-22 J.E.D.I. within the Pennsylvania District (cont.)

QUESTION 25: My club's leadership and members are open to change and would adopt new ideas. *

- Strongly Disagree
- Disagree
- Neither Agree nor Disagree
- Agree
- Strongly Agree

QUESTION 26: Which of the following have made you feel unwelcomed, unsafe, unheard or not empowered as a member of Kiwanis. (Check all that apply) *

- My ideas are not considered
- New or younger members don't have a voice or say in my club
- Lack of flexibility with meeting times (my schedule does not allow me to attend meetings)
- Club leadership is stagnant, or the same member/members is/are always the leader(s)
- Favoritism towards the most influential leaders or members
- Denominational prayer at the beginning of the meeting
- Sexist, ageist, racist, discriminatory, or inappropriate jokes
- Politics (US National and/or local, non-Kiwanis related) inserted into meetings
- Politics (Kiwanis related) inserted into meetings
- Members are singled out through the use of fines or other traditions
- Inside jokes
- Other: _____
- None of the above

QUESTION 26: Which of the following do you believe would help Kiwanis clubs in Pennsylvania become more mindful of diversity, equity, and inclusion? (Check all that apply) *

- Online diversity training
- Speakers specializing in diversity during meetings and district events (MidYear and District Convention)
- J.E.D.I. Toolbox – accessible materials for membership recruitment and club/member training
- Materials to help recruit people who reflect our communities demographics
- District Incentives to encourage more diverse club membership
- Mentorship programs
- Better direction and statements from District Leadership
- Real-life stories about DEI featured in the Keystone Kiwanian
- Other: _____

PART FOUR: OPEN ENDED QUESTIONS

Here is your chance to give us your thoughts on the following topics as it relates to your Kiwanis experience. Please refrain from using personally identifiable information and speak from the "I" perspective. "I think", "I feel", "I am", "I like", "I do not", etc.

QUESTION 27: Club and District Leadership – What are we doing right? What are we doing wrong? Is there something we can improve on? Is there something you want us to continue to do? Not Do?

QUESTION 28: Please describe your Kiwanis experience as it relates to financial matters. (i.e., club/district dues, things the district or club can do to help those that want to join, but may not be able to afford dues, etc)

QUESTION 29: Does your club do a service project that incorporates Diversity, Equity and Inclusion that you feel other clubs may benefit from?

QUESTION 30: Do you have any additional comments, complaints, questions, or criticisms for the Pennsylvania J.E.D.I. Committee?

Thank you for participating in the Pennsylvania Districts first Justice, Equity, Diversity and Inclusion Survey! Your feedback will help our district become one of the most inclusive, equitable and diverse districts in Kiwanis!



Questions Responses Settings

Section 1 of 6

2022 Pennsylvania District Justice, Equity, Diversity, and Inclusion (J.E.D.I.) Survey

This survey is designed to create a benchmark regarding the Pennsylvania District's justice, equity, diversity and inclusion (J.E.D.I.) efforts. This survey will help the J.E.D.I. Committee and District leaders focus on what we are doing right, areas that need improvement, educational efforts, and member experience throughout the district. This survey will take about 10-15 minutes to complete. If at any time you have questions regarding any section of this survey, please email Pennsylvania J.E.D.I. Chair, Shawn "Spike" Smith at shawn@smithcm1.com.

For more information on the Pennsylvania District's Justice, Equity, Diversity and Inclusion Committee, please visit: <https://k23.site.kiwanis.org/jedi/>

Thank you for taking the time to complete this survey.

Yours in service,

The 2021-22 Pennsylvania Justice, Equity, Diversity and Inclusion (J.E.D.I.) Committee

DEFINITIONS AND KEY TERMS

There are several definitions for justice, equity, diversity and inclusion. Please use the following definitions when referencing the following terms throughout this survey:

JUSTICE: The awareness and recognition of systems and structures that create inequality within society and organizations and replacing with practices that promote fairness and equality for diverse groups to work and thrive together.

EQUITY: Ensuring equal access to the same opportunities, regardless of the individual needs of a particular group or individual.

DIVERSITY: The recognition of the similarities and differences among individuals, including but not limited to age, race, gender, sexual orientation, religion, socioeconomic, educational background, physical and mental abilities and disabilities, etc.

INCLUSION: Celebrating individuals for who they are and ensuring that everyone can participate and feel welcomed, valued, and respected.

UNDERREPRESENTED POPULATION: A subgroup of the population whose representation within a club or district is disproportionately low in relation to current membership.

When answering open-ended questions, please write from the "I" perspective: "I think", "I feel", "I have". All answers will be confidential. Please do not include personal information (i.e., names, phone numbers, club names, etc.)

After section 1 Continue to next section

Section 2 of 6

PART ONE: Member Demographics

This section will ask questions related to you and your involvement with Kiwanis and the K-



2022 Pennsylvania District Justice, Equity, Diversity, and Inclusion (J.E.D.I.) Survey

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For more information on the Pennsylvania District's Justice, Equity, Diversity and Inclusion Committee, please visit: <https://k23.site.kiwanis.org/jedi/>

Thank you for taking the time to complete this survey.

Yours in service,
The 2021-22 Pennsylvania Justice, Equity, Diversity and Inclusion (J.E.D.I.) Committee

DEFINITIONS AND KEY TERMS

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UNDERREPRESENTED POPULATION: A subgroup of the population whose representation within a club or district is disproportionately low in relation to current membership.

When answering open-ended questions, please write from the "I" perspective: "I think", "I feel", "I have". All answers will be confidential. Please do not include personal information (i.e., names, phone numbers, club names, etc.)

* Required

PART ONE: This section will ask questions related to you and your involvement with Kiwanis and the K-Family.
Member (Please note that questions with an asterik as required.)
Demographics

1. QUESTION 1: I am _____ *

Mark only one oval.

- Single
- Married
- Divorced / Separated
- Never Married

2. QUESTION 2: What is your age? *

Mark only one oval.

- 18-30
- 31-40
- 41-50
- 51-60
- 61-70
- 71-80
- 81-90
- 91 and above

3. QUESTION 3: In which region is your Kiwanis club located? (Please check all that apply) *

Check all that apply.

- REGION 1 (Bradford, Cambridge Springs, Clarion, Conneaut Lake, Corry, East Erie County, Edinboro, Erie, Fort LeBoeuf, Franklin, Greenville, Hermitage, Meadville, Meadville Golden K, New Wilmington, Sharon, Transfer, Warren, West Erie County, West Middlesex)
- REGION 2 (Baldwin, Freeport, Glenshaw, Greensburg, Jeannette, McKeesport-White Oak, Pittsburgh, Scottdale, Sewickley, Sheraden, Squirrel Hill, Uniontown, Vandergrift, Verona-Rosedale, Washington)
- REGION 3 (Altoona, Bellefonte, Dubois, Eldorado, Homer City, Huntingdon, Indiana, Johnstown, Johnstown East Hills, Juniata County, Lewistown, Mount Union Area, Nittany, Penns Valley Area, Punxsutawney, Somerset, State College, Tyrone, Westwood Johnstown)
- REGION 4 (Bald Eagle and Nittany Valleys, Berwick, Bloomsburg, Buffalo Valley A.M., Dalmatia, Jersey Shore Area, Liberty, Lock Haven, Mansfield, Middleburg Area, Mifflinburg, Mill Hall, Milton-Warrior Run, Montoursville, Muncy Area, Pennsylvania eKiwanis 2.0, Pottsville, Selinsgrove Area, Sullivan County, Sunbury, Valley (The) Athens, Valley (Conyngham), Williamsport)
- REGION 5 (Annville-Cleona, Big Spring, Carlisle, Centennial Internet Club, Chambersburg, Chambersburg-Downtown, Dillsburg Area, Elizabethtown, Gettysburg Adams, Greater Reading-Berks County, Greater West Shore, Cumberland County, Hanover, Harrisburg, Hershey-Hummelstown, Lebanon, Linglestown Area, Lititz Area, Middletown, New Holland, Norlanco-Rheems (Mount Joy), Palmyra Area, Shippensburg)
- REGION 6 (Allentown, Allentown Northeast, Back Mountain, Carbondale, Dallas, Easton, Easton-Suburban, Emmaus, Montrose Area, Mountaintop, Palmer Township Palmer, Pittston, Plymouth, Poconos-Daybreak Monroe County (The), Scranton, Stroudsburg, Swoyersville, Tunkhannock, Wilkes-Barre, Wyoming Area)
- REGION 7 (Ambler, Baltimore Pike, Bensalem, Central Bucks, Collegeville Area, Conshohocken, Delaware County, Glenside, Hatboro-Horsham, Jenkintown, Lansdale, Levittown-Bristol, Media Area, Norriton Circle, Old York Road, Philadelphia, Phil-Mont Philadelphia, Phoenixville, Pottstown, South Philadelphia, Southampton, University City, Upper Bucks, Upper Main Line (The) Wayne, Upper Perkiomen Valley, Washington Crossing-Yardley, West Chester)

4. QUESTION 4: What is your ethnicity? *

Mark only one oval.

- White or Caucasian
- Black or African American
- Hispanic or Latino
- Native American or Alaska Native
- Asian or Pacific Islander
- Prefer not to say
- Other:

5. **QUESTION 5: Which branch of Kiwanis have you been a member of? (Please select all that apply, and a special THANK * YOU to our members who have belonged to more than one branch of the 'K-Family Tree!')**

Check all that apply.

- K-Kids
 Builders Club
 Key Club
 Circle K
 Aktion Club
 Kiwanis

6. **QUESTION 6: What is your sexual orientation? ***

Mark only one oval.

- Straight / Heterosexual
 Gay
 Lesbian
 Bisexual
 Other
 Prefer not to say

7. **QUESTION 7: What is your gender identity? (Gender identity means the gender in which you identify with now.) ***

Mark only one oval.

- Male
 Female
 Transgender Female (Individual born a Male, but now identifies as Female)
 Transgender Male (Individual Born a Female, but now identifies as Male)
 Intersex (Individual born with a combination of male and female biological traits)
 Prefer not to say

Skip to question 8

2021-22
 J.E.D.I.
 Committee
 Efforts

The questions in this section refer to the work that the Pennsylvania Justice, Equity, Diversity and Inclusion Committee has done and its impact on you, your club, and the district. Please answer each of the questions to the best of your knowledge!

8. **QUESTION 8: When you hear the term J.E.D.I. (Justice, Equity, Diversity, and Inclusion), what is the first thing that comes to mind? ***

9. QUESTION 9: Do you think J.E.D.I. (Justice, Equity, Diversity, and Inclusion) is a topic for our District to discuss? *

Mark only one oval.

- Yes
 No
 Maybe
 Unsure

10. QUESTION 9a: If you chose "no" to question 9, can you explain why?

11. QUESTION 10: On a scale of 1 to 10, with "1" being no knowledge and "10" being very experienced, please rate your knowledge level on the subject of Justice, Equity, Diversity, and Inclusion *

Mark only one oval.

1 2 3 4 5 6 7 8 9 10

No Knowledge

Very Experienced

12. QUESTION 11: At the 2021 District Convention in Harrisburg, I attended the following J.E.D.I. Workshops (Please check all that apply) *

Check all that apply.

- J.E.D.I. 101 - The basics of Justice, Equity, Diversity, and Inclusion
 J.E.D.I. 102 - Privilege Walk and Group Discussion
 J.E.D.I. 103 - Group activity and creating the inclusive club of the future
 J.E.D.I. 104 - Roundtable Discussion 1
 I attended the 2021 District Convention in-person, but did NOT attend any of the J.E.D.I. workshops.
 I did not attend the 2021 District Convention in Harrisburg.

13. QUESTION 12: I attended the following J.E.D.I. Roundtable Events (Please check all that apply.) *

Check all that apply.

- J.E.D.I. Roundtable 1 - Saturday, August 14th, 2021
 J.E.D.I. Roundtable 2 - Sunday, December 13th, 2021
 J.E.D.I. Roundtable 3 - Wednesday, May 4th, 2022
 I did not attend any Roundtable Discussion

14. QUESTION 13: I saw the J.E.D.I. presentation at my Regional Governor's visit. *

Mark only one oval.

- Yes
 I did not attend the Regional Governor's Visit

15. QUESTION 14: I attended the 2022 Virtual MidYear Convention forum on bias presented by David Bubas? *

Mark only one oval.

- I attended the 2022 Virtual MidYear and the J.E.D.I. forum on bias.
- I attended the 2022 Virtual MidYear but did NOT attend the J.E.D.I. forum on Bias.
- I did not attend the 2022 Virtual MidYear Convention.

16. QUESTION 15: On a scale of 1 to 10, with "1" being Needs Improvement and "10" being Excellent, please rate the outreach efforts of the 2021-22 Pennsylvania J.E.D.I. Committee. *

Mark only one oval.

1 2 3 4 5 6 7 8 9 10

Needs Improvement Excellent

17. QUESTION 15a: If you gave a score of "4" or below, please tell us how we can improve.

18. QUESTION 16: In the 2022-23 Kiwanis Administration year, in which way(s) can the J.E.D.I. committee better serve the Pennsylvania District, your club, and you as an individual? (Please choose all that apply.) *

Check all that apply

- Targeted social media blasts recognizing cultural focuses (Black History Month, Asian History Month, LGBTQ History Month, Women's Month, etc.)
- Diversity, Equity, and Inclusion Toolbox with ways your club can become more inclusive
- Changes to policy code to make the district more open and inclusive
- The creation of best practices at all levels of the Kiwanis leadership to include more women and people of color within our leadership
- More outreach to clubs to promote J.E.D.I.
- More opportunities throughout the year for member engagement
- Other:

19. QUESTION 17: On a scale of 1 to 10, with "1" being Needs Improvement and "10" being Excellent, please rate the overall efforts of the 2021-22 Pennsylvania J.E.D.I. Committee. *

Mark only one oval

1 2 3 4 5 6 7 8 9 10

Needs Improvement Excellent

20. QUESTION 17a: If you gave a score of "4" or below, please tell us how we can improve.

PART THREE: 2021-22 J.E.D.I.
within the Pennsylvania
District

The following questions relate to how you see the topics of Justice, Equity, Diversity, and Inclusion represented within the Pennsylvania District of Kiwanis today.

21. QUESTION 18: I have witnessed an inappropriate action, comment, or an offensive joke at a Kiwanis meeting or event.

Mark only one oval.

- Yes
- No
- I'm not sure

22. QUESTION 19: If I were to report a concern, I feel it would be addressed fairly by my club or district leadership and would not fear retaliation.

Mark only one oval.

- Yes
- No
- I'm not sure

23. QUESTION 20: I see efforts from my club's leadership in the areas of Diversity, Equity, and Inclusion.

Mark only one oval.

- Yes
- No
- I'm not sure

24. QUESTION 21: Open discussions and training about diversity, equity, and inclusion should occur during club meetings and among members.

Mark only one oval.

- Strongly Disagree
- Disagree
- Neither agree or disagree
- Agree
- Strongly Agree

25. QUESTION 22: On a scale of 1 to 10, with "1" being No Effort and "10" being Extremely Active, please rate how well YOUR CLUB actively recruits members from underrepresented populations within your community.

Mark only one oval.

1 2 3 4 5 6 7 8 9 10

No Effort at All

Extremely Active

26. QUESTION 22a: If you gave a score of "8" or above, please share your recruitment tactics.

27. QUESTION 23: On a scale of 1 to 10, with "1" being No Effort and "10" being Extremely Active, please rate how well the DISTRICT actively supports clubs in their recruitment efforts of underrepresented populations within your community.

Mark only one oval.

1 2 3 4 5 6 7 8 9 10

No effort at all

Maximum Effort

28. QUESTION 23a: If you gave a score of "4" or below, please tell us how we can improve.

29. QUESTION 24: Does your club recognize various religious holidays (other than Christian holidays) and heritage months (i.e. Black History Month, Asian Heritage Month, LGBTQIA+ History Month, etc.) with special recognition, meals, or programming?

Mark only one oval.

Yes

No

I'm not sure

30. QUESTION 24a: If you said yes, please share how your club celebrates / recognizes these events.

31. QUESTION 25: My club's leadership and members are open to change and would adopt new ideas ⁵

Mark only one oval.

- Strongly Disagree
- Disagree
- Neither disagree or agree
- Agree
- Strongly Agree

32. Question 24: Which of the following have made you feel unwelcome, unsafe, unheard or not empowered as a member of Kiwanis (Check all that apply)

Check all that apply

- My Ideas are not considered.
- New or younger members don't have a voice or say in my club.
- Lack of flexibility with meeting times (my schedule does not allow me to attend meetings.)
- Club leadership is stagnant or the same members are always the leaders.
- Favoritism towards the most influential leaders or members.
- Denominational prayer at the beginning of the meeting.
- Sexist, ageist, racist, discriminatory, or inappropriate jokes.
- Politics (US national and/or local - non Kiwanis related) inserted into meetings.
- Politics (Kiwanis related) inserted into meetings
- Members are singled out through the use of fines or other traditions
- Inside Jokes
- None of the Above
- Other:

33. QUESTION 26: Which of the following do you believe would help Kiwanis Clubs in Pennsylvania become more mindful of diversity, equity, and inclusion? (Check all that apply)

Check all that apply.

- Online Diversity training
- Speakers specializing in diversity during meetings
- J.E.D.I. Toolbox - accessible materials to help educate members on diversity, equity, and inclusion
- Materials to help recruit people who reflect our communities demographics
- District incentives to encourage more diverse club membership
- Mentorship programs
- Better direction and statements from District Leadership
- Real life stories about DEI featured in the Keystone Kiwanian
- Other:

PART
FOUR:
Open
Ended
Questions

Here is your chance to give us your thoughts on the following topics as it relates to your Kiwanis experience. Please refrain from using personally identifiable information and speak from the "I" perspective: "I think"; "I feel"; "I am"; "I like"; "I do not"; etc.

34. QUESTION 27: Club and District Leadership -What are we doing right? What are we doing wrong? Is there something we can improve on? Is there something you want us to continue to do or not do?
35. QUESTION 28: Please describe your Kiwanis experience as it relates to financial matters. (i.e. club/district dues; things the district can do to help those that want to join Kiwanis, but may not be able to afford to be a member, etc.)
36. QUESTION 29: Does your club do a service project that incorporates Diversity, Equity, and Inclusion that you feel other clubs may benefit from?
37. QUESTION 30: Do you have any additional comments, complaints, questions or criticisms for the J.E.D.I. committee?

THANK YOU for participating in the Pennsylvania District's first Justice, Equity Diversity and Inclusion survey!

Your feedback will help the Pennsylvania District of Kiwanis International become one of the most inclusive, equitable, and diverse districts in Kiwanis!

This content is neither created nor endorsed by Google

Google Forms



District Committee Chair Report Cover Sheet

Date: 7/15/2022

Committee: Leadership Education, Club Leadership Education Chair: Sarah Zulueta

Committee Members, if applicable:

Brittany Brown	Barb Harer	Conrad Schlesinger
Barb Byers	Ryan Hartman	Joe Wilson
Tiffany Callaio	Lillian Mateja	
Mike Coolbaugh	Emily Reed	

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.

- Lack of registration for Club Leadership Education is an issue, much promotion via email and Facebook is being done by District Office and LTGs.
- Several clubs do not have access to fast internet and/or computers, working on plan for some areas to obtain a condensed in-person education session. Working with certified trainers and trustees for those areas.

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

- Obtained approved Certified trainers based on skill set and availability
- Met with Certified Trainers to review content
- Develop Education schedule
- Develop communication to be sent out.

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

1. Ensure 20 Kiwanians graduate Spring 2022 Amplify program
 - a. 12 signed up and graduated; pending list from Kiwanis International for District reimbursement.
2. Develop Certified Training Program for Club Officers – WIP
 - a. Develop more situational based training and survey
3. Obtain a dedicated Leadership Education Chair with a stipend.

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

Clubs	Club Officers communication on CLE via LTGs
Lt. Governors / Divisions	Email and Facebook messages sent to LTGs to promote 2022 CLE.
District	Email District CLE dates via District CRM.
Kiwanis International	Obtained 2022 CLE material and request for PA Amplify graduates.

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

Club Leadership Education by Club (as of 7/15/2022)

34 club representing 69 members

Club Name	First Name	Registered	Session	Registered by Date
Allentown Northeast		3	Membership	12
Bellefonte Kiwanis Club		2	7/20/2022	4
Conshohocken		1	7/25/2022	7
Dillsburg		2	7/30/2022	1
East Erie County		1	President	28
Easton		5	7/18/2022	15
Emmaus		5	7/28/2022	13
Erie		5	Secretary	22
Fort LeBoeuf		5	7/19/2022	14
Glenshaw		1	7/27/2022	8
Golden K- Meadville		1	Treasurer	7
Greater Reading--Berks County		1	7/26/2022	7
Jenkintown		1	Grand Total	69
Kiwanis Club of Allentown		2		
Kiwanis Club of Bald Eagle and Nittany Valleys		7		
Kiwanis Club of Collegeville Ares		1		
Kiwanis Club of Glenshaw		2		
Kiwanis Club of Lititz Area		1		
Kiwanis Club of Lock Haven		1		
Kiwanis Club of Palmer Township		1		
Kiwanis Club of Sewickley		1		
Kiwanis Club of Somerset		1		
Kiwanis Club of Sullivan County		1		
Kiwanis Club of Williamsport		1		
Levittown Bristol		5		
Linglestown Area		1		
Lock Haven		1		
Milton/Warrior Run		2		
Sheraden		3		
Southampton		1		
State College		1		
University City Kiwanis		1		
Wilkes-Barre Chapter		1		
Bloomsburg		1		
Grand Total		69		



Kiwanis
PENNSYLVANIA DISTRICT

2022 CLUB LEADERSHIP EDUCATION

VIRTUAL SESSIONS
July 18-July 30, 2022

ALL MEMBERS
WELCOME!

**Incoming Club Officers and
Board of Directors are
STRONGLY ENCOURAGED
to attend!**

- ✓ Flexible Schedule
- ✓ Learn From Home
- ✓ New Dues
- ✓ PA District Initiatives
and Programs

Schedule and Registration at

P. 31

<https://bit.ly/ClubEducation2022>

2022 Club Leadership Education Training Schedule as shown on pakiwanis.org:

President Training

- Monday July 18, 2022 7:00 pm – 8:30 pm
- Thursday July 28, 2022 7:00 pm – 8:30 pm
- Saturday July 30, 2022 9:00 am – 10:30 am (*MAKEUP ONLY*)

Secretary Training

- Tuesday July 19, 2022 7:00 pm – 8:30 pm
- Wednesday July 27, 2022 5:30 pm – 7:00 pm
- Friday July 22, 2022 12:00 pm – 1:30 pm (*MAKEUP ONLY*)

Treasurer Training

- Thursday July 21, 2022 5:30 pm – 7:00 pm
- Tuesday July 26, 2022 7:00 pm – 8:30 pm
- Friday July 29, 2022 12:00 – 1:30 pm (*MAKEUP ONLY*)

Membership Chair Training

- Wednesday July 20, 2022 7:00 pm – 8:30 pm
- Monday July 25, 2022 6:00 pm – 7:30 pm
- Saturday July 30, 2022 11:00 AM – 12:30 pm (*MAKEUP ONLY*)



District Committee Chair Report Cover Sheet

Date: July 15, 2022

Committee: Past Lt. Governor Association

Chair: Judy Raub

Committee Members, if applicable:

Judy Raub	Barb Byers	Karen Sears
Sandy Brackin	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.

FYI: we are hosting the First Timer's with a BINGO game of sorts - trying to change it up a bit. We have prepared an ad for the DCON program which will include the quarterly dates for our next years ZOOM's and also a call to join.

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

our PA-PLGA has grown this past year by approximately 15 members - this has been done by asking those you know to join us, explaining what their \$20.00 membership fee supports, and in plain language offering information on who we are, what we do and by meeting quarterly, not just once a year at convention. We believe all of these items have helped with spreading the word.

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

Our Committee met on July 16, 2022 via ZOOM. Our purpose was to firm up our participation in DCON: to include support of credentialing, registration, meet the candidates etc. To increase the understanding of who we are and how we support the District and to increase our membership. We also talked about the ad for the DCON book, and how we can change up the First Timers. I, Judy Raub, also talked about resigning as President from this association for the 2nd year of my term, and that Barb Byers would be stepping up early to fulfill this spot. A note was published on the PA Past Lt. Governor's Facebook page and shared on the PA Forum Facebook page.

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

Clubs	
Lt. Governors / Divisions	an email went out to current and past LTG's (of which we had current email addresses and to those still in Kiwanis). We informed all that we are hosting a ZOOM meeting on May 11, 2022 to provide updates on information and also to remind them that DCON is fast approaching, succession planning etc. This was one of our quarterly meetings.
District	
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: 7/15/2022

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.

The PR Committee would like to start a PA Kiwanis Instagram. We are seeking permission to do so.

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

- *Created social media pieces for the membership committee for the Membership Mondays in May
- *Wrote a Press Release for the Kiwanis Club of Pottstown
- *Finished posting Board Spotlights
- **Continued posting about Special religious and international Holidays giving factual information about why a community celebrates and how. Met with JEDI Chair to discuss how we can be better into the future on not missing specific heritage weeks or months
- *Supported Kiwanis Clubs with flyers for club use
- *Supported Kiwanis Clubs who could not find their proper Kiwanis Logo
- *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 1066 people liking the page and 1147 followers
- *A 100th Anniversary piece was created and is shared to celebrate clubs on the date of their anniversary & tagged where appropriate
- *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 January
- *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: July 13, 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.

Ongoing need to inform Service Leadership Advisors of their status and have them update their clearances with Kiwanis International. This is nothing new but one I plan to crack down on moving forward.

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

None since May.

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

1. Work with Service Leadership Chairs to ensure all advisors and committee members are background checked.

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:	July 12, 2022
Report Period Covered:	April 1 - present
Service Leadership Program:	Aktion Club
Administrator:	Barb Byers

Data

# Active Clubs =	7
# Suspended Clubs =	10
# Inactive Clubs =	6
Total Membership Number =	407 (8 more from last report)

COMMITTEE MEMBERS (if applicable)

Name	Club / Role
N/A	

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

COVID remains impactful on Aktion Clubs due to the vulnerability of the individuals as well as the staffing crisis in agencies/organizations that support these individuals.

I need to do deeper research on the clubs status to ensure accuracy. The number of Suspended clubs increased on the spreadsheet, but some of these clubs are actively meeting and doing service. (I am wondering if some of these Suspended clubs were previously COVID-A clubs, but did not notify KI of their revised status.

The Quarterly virtual meeting scheduled for April 20 was cancelled.

There will be representatives from the Erie Aktion Club at Kiwanis DCON in Erie, 26th Aktion Club planning is underway. A DCON budget template was developed and is attached with this report. It will be completed/reconciled after DCON.

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

None needed



Kiwaniis[®]

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

3. List program goals and current status of each.

- Ensure Advisor information/contacts is correct with KI – **ongoing and in process. Working to identify inaccurate information and more clear and effective communication.**
 - **Plan to reach out to sponsoring Kiwanis Clubs. This remains pending**
- Plan and facilitate Quarterly Virtual meetings – **ongoing**
 - **Next virtual meeting scheduled for July 16**
- Support and Participate in Kiwanis District Convention in Erie
- Establish an Aktion Cub Committee - **pending**
- Plan the 26th Aktion Club District Convention – **scheduled for August 20 at the Laurel Lodge**
 - **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—funding should be dispersed in the near future.

5. List important events/dates and describe

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	Keeping PA Aktion Club FB page—posting ideas for service projects, inspirations and club activity sharing. Ongoing emails
Lt. Governors/Trustees	
District / Kiwanis International	

AKTION CLUB DISTRICT CONVENTION

ITEM	INCOME	EXPENDITURE
Foundation Grant	2000.00	
Registration (\$45 X ____)		
Comped volunteers (\$ 45 X __)		
Overnight stay fee (\$15 X __)		
Comped volunteers (X__)		
Food (Caterer)		
Food (Refreshments)		
Giveaway		
Awards		
Misc. Supplies		
Activity Materials		
Service Project Materials		
TOTAL BUDGET		

DONATED ITEMS	DONOR



Kiwaniis

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	7/15/2022
Report Period Covered:	4/15/2022-7/15/2022
Service Leadership Program:	Circle K
Administrator:	Jen Vare & Jodie Welser

Data

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

COMMITTEE MEMBERS (if applicable)

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

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

<p><u>This quarter the District Board completed the following events:</u></p> <ul style="list-style-type: none"> • District Officer Training was held in April • We have had budget calls with Governor Emma and Treasurer Victoria • We have had full Board calls 2x • We are having another DOT+, July 30th followed by the students and admins attending the Pittsburgh Pirates Game.

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

<ul style="list-style-type: none"> • The Circle K board is reviewing the policies of the Circle K District to determine if there is still a need for so many LTGs, chair positions and general language issues. 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. • Starting in May, we have had 2 calls with Governor Sarah, Governor Elect Mike and Executive Director Kevin to ensure that revenue and expenses pertaining to PA CK District Convention and the General Account Budget/Actuals were recorded accurately. We will be receiving monthly financial statements from here forward to be sure that we know where finances stand.



Service Leadership Program Administrator Board Report

3. List program goals and current status of each.

- 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.
- The Circle K Board is working to secure location and plans for the annual InterPack
- The Board needs to determine where and when they will have 3 Fall Rallies and how they will inspire members to attend.
- There are board members attending Circle K’s International Convention July 25th Admin Jen will need to attend with the students.

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

The Board was trained about the Foundation and the foundation was invited to stop into our next DOT+
 At the 3 Fall Rallies and InterPACK, the Foundation will be highlighted for the good works that they do, as well as how the students can apply for scholarships and grants.

5. List important events/dates and describe

- July 30th District Officer Training (DOT+)
- July 24-27 Austin Texas, CKI Convention

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

SLP Advisors	
Lt. Governors/Trustees	
District / Kiwanis International	Many communications transpired between admins and the Executive Director, Kiwanis Governor/Governor Elect especially while we deal with Budget issues. Kiwanis 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.

District Trustee Report

Date: 7/11/2022

Trustee: Barb Byers Region: 2

Lieutenant Governors

Name: <u>Shawn Smith</u>	Division: <u>5</u>
Name: <u>Vacant</u>	Division: <u>6</u>
Name: <u>Vacant</u>	Division: <u>8</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.)

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

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.
- Scottdale club is +9 members for this year thus far!
- We are having a "Kiwaniis Day at the Pirates" on 7/30/2022. LTG Shawn took the lead on this project and sold 100 tickets. We will be having a tailgate prior to the game and able to have an information table in the ballpark. We are promoting the new North Side club and Kiwanis in general. Kudos to Shawn for coordinating this event and we are looking for a fun day at the ballpark!

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** Division 6 and 8 Council meetings were held. This should continue into next year and subsequent years to continue communication and cohesion of division clubs.
- **Strengthen 5 clubs in the Region by having them have net gain of +1 member** Thus far this year, 8/15 clubs have shown membership growth: Glenshaw +1, Sheraden +6, Freeport +2, McKeesport-White Oak +5, Greensburg +1, and Scottdale +9. It is important to continue this to ensure overall net gain for the year.
- **Open 1 new club in the Region** - in process (see below)
- **Increase socialization, connection and support between clubs** - As noted above, we have a "Kiwaniis Day at the Pirates" scheduled for July 30.
- **To have strong, reliable leadership Team** - This remains warranted.
- **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** - This remains a needed goal and has not yet been met.
- **Have fun!!** - This goal should continue.
- **Have successful transition to new Regional Trustee (Shawn Smith)** - will schedule conversations and transition planning from now until his term begins.

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:

New Club Building Ideas:

- **North Side Club:** there continues to be much effort and work in opening this club. There have been virtual and In-person Open Houses and individual meetings via Zoom. There remains a great deal of interest in this. KI assisted with a targeted advertising blast that yielded about 30 names. Continuing to target opening this club in July – August.

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 • 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 • Membership May webinars (5/2; 5/9; 5/23) • Kiwanis Kas Raffle liaison

Version updated and approved 10/3/2020

District Trustee Report

Date: July 14th, 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>

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

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

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

Within all the divisions there has been an increase in membership within certain clubs. Continued efforts are being made to help clubs move forward from the pandemic.

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

Increase membership by at least four new members within each division.

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

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

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

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

Opening a potential club in Clearfield has been put on hold for the time being.

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

Lt. Governors / Divisions	Miranda Burton-no communication with Lieutenant Governor Joy Ashley. Positions need filled in 10, 11E and 11W. Efforts have been made to reach out to clubs with no interest.
Membership Chair/Committee	Spoke with Joy Ashley about concerns about the different divisions and the issue with some clubs losing membership. Another concern is getting clubs back to meeting in person, doing events and activities and finding ways to recruit new members. Communication with Matt Wise about the Tyrone Club and loss of membership.
District / Kiwanis International	Communication via phone and email with Kevin Thomas regarding questions that clubs proposed. Communication with various Kiwanis International members via phone, email and zoom.

Version updated and approved 10/3/2020



District Trustee Report

Date 7/9/22

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>(Acting) Conrad Schlesinger</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.)

The same issues remain... clubs that are under charter and communications said clubs. Encouraging recruitment and attending educational webinars and zooms has been encouraged, but to no avail.

Still in need of Lieutenant Governor for 14, but not for lack of trying and encouragement from acting LTG Conrad.

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

Mansfield in 12N has reached charter... and is willing for club coaching.
 Berwick in 14 has also responded and is willing for club coaching.
 Monthly reports are being submitted by all clubs in Region 4 except 4.
 Club elections are all submitted in Region 4 except 2

Most clubs seem to be getting back to community service and meetings.

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

Continuing working with Lieutenant Governors on membership growth. Berwick in 14 and Mansfield in 12N are both willing for coaching. Appointments will be set soon to meet with both clubs by LTG Conrad and membership chair Matt Wise and myself. Selinsgrove in 12S want to have an open house with the help of LTG Shirley and myself.

As this is my first year as trustee, I hope to have a better understanding of what clubs need in the region, and how I can work better with the Lieutenant Governors and members.

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 club opening is full of ups and downs. Again, all club opening members have been working diligently. Not sure if the timing is off, but getting potential members together at one time is a struggle. Excitement was built as we planned to meet in person in June with a service project ready to go, response by email was great, only to be let down by no-shows, except one in person and one on Zoom. We are regrouping.

--

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

Lt. Governors / Divisions	Communications are done daily, weekly, monthly with Lt. Governors. They both are excellent leaders
Membership Chair/Committee	Membership Chair Matt Wise is always available and holds regular meetings.
District / Kiwanis International	Activities, new issues, everything is sent out in timely fashion. Questions are always answered.

District Trustee Report

Date: July 13, 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 Lt. Governors for Division 16.

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

I get to work with all-stars when it comes to Lt. Governors. 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	Matt and I met in June. We plan to meet with the Lt. Governors to discuss further.
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 action needs to be taken, just want to make aware of another club in Division 15 that is losing members fast and aging out as well. They started the year with 8 and dropped 2. Another member just passed away so now they are down to 5 and one member lives in Florida.

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

Found a LTG for Division 15, to replace LTG Jacki Kasa. Emmaus in 17/18 continues to grow, with now +13 for the year in new membership.

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

Help LTG Jacki Kasa find a replacement for her position. (success). Try and help 1 club get out from under charter strength (still working on this goal).

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.

Have encouraged Wilkes Barre Kiwanis club to do some sort of Boost and we can bring in a team to help. Spoke with the President of that club in May. Never heard from him if the club would like to do that. I feel like this club needs the most help in Division 15. They are down to 22 and continue to lose members every year. Will follow up with President on helping the club.

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

Lt. Governors / Divisions	Attended Division 17/18 LTG election, with Enos Martin presiding. Helped Enos out with how to run an election. Have received Enos's newsletters and he does a great job with them. Worked with LTG from Division 15 to host an election and recently conducted it via zoom.
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: 07/15/2022

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>
_____	_____

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

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

Region 7 membership is currently at a +7. In this quarter the LTG's have made strides in attending meetings, fundraisers, as well as supporting the clubs in efforts to grow membership. Our clubs have been engaged in signature projects, club meetings, SLP's and going out into the communities again.

3. 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. The efforts this quarter with the assistance of my LTG's and Governor Sarah asking candidates to step forward have met with pushback on the amount of responsibilities for this position, At this time we have a successor for Division 21 for the 2023-2024 term. With Leadership training coming up and District convention my hope is to engage some first timers to think about this leadership role. My goal is to continue this work in process for a successful succession plan for the Region, so my successor and future Trustees for Region 7 can concentrate on the kids.

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

Region 7 plans to continue its efforts in the Aston Area. Maintaining and growing the existing clubs of the Region as well.

5. 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. 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 completed follow up action as necessary. Solicited proposal for 2021-22 Audit

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. Monthly calls with Governor and Governor-elect.

Service Leadership Programs

Established budgets for Key Club and Circle K District programs. Established a reporting system for Circle K. Followed up as necessary from their conventions.
--

District Convention, Midyear, and other events

Attended District Convention meetings, prepared budget and followed up as necessary. Prepared and sent out convention mailing. Provided updates on convention

Other District Committee and Special Project Duties

Continued work on 2024 joint District Convention. More information to follow in the meeting.
--

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	

AOL Calendar

April 2022

ketkiwanis@aol.com
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	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat
27	Circle K Convention	Seward's day			Civil Servants holiday Cesar Ch: Key Club Convention	April f Key Club Convention	
3	4	5	6	7	8	9	
	Key Club Convention			12pm Harrisburg Club ... 7pm ReDivisioning			
10	11	12	13	14	15	16	
	4pm Sarah Zulueta	12pm Send in Blue Me... 3pm District Secretary ...		Thomas Jefferson's Birthday Catholic Nat...		Emancipation Day	
17	18	19	20	21	22	23	
	Easter	Tax day Patriot's Day 8pm Joint Convention ...		1pm Cyndy Cosner He... 7pm 2022 Convention ...	Civil Servants holiday	Oklah Board Meeting	
24	25	26	27	28	29	30	
		Civil Servants holiday	2pm Carlisle - Fort LeT... 7:30pm Lt. Governor ...			Arbor Day 5:30pm Sharon 100th	

May 2022

1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
	End of Ramadan (may be Car	7:30pm 2023 District C...		1pm Peter Sorenson - ...			
8	9 Mother's Day 10:30am Dentist Truman Day 4pm Sarah Zulueta	10 3pm District Secretary ... 8pm Board Meeting	11	12	13 6:30pm Indiana	14	
15	16 6pm Circle K Budget ...	17	18	19 7pm Erie Convention ...	20	21 5pm Lewistown	
22	23 3pm Send in Blue mee...	24	25 7:30pm Lt. Governor ...	26 6pm State College Zo... 8pm Key Club Commit...	27	28	
29	30 7:30am Doctor	31	1 11am Breakfast Summ...	2	3	4	

AOL Calendar

June 2022

ketkiwanis@aol.com
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	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat
29		7:30am Doctor		11am Breakfast Summ...			
5	6 Civil Servants holiday Indianapolis Travel 7pm 2023 Convention ...	7	8 10am Fred Proper - Br... Indianapolis	9 Indianapolis	10 Senior Citizens Day Indianapolis	11 King Kamehameha Day Indianapolis	
12	13	14 4pm Sarah Zulueta	15 6:15pm Stroudsburg 1 ...	16 8pm Convention Meeting	17	18 Bunker Hill Day	
19	20 Father's Day Juneteenth	21 Juneteenth National Freedor Virginia Day West Virginia Day	22 11:30am Doctor	23 6pm Finance Committee	24	25	
26	27 8am Physical Therapy	28 2 More...	29	30 11am Early Learning C... 3pm Circle K Budget D...	1	2	

BOARD MEETING FOLLOWUP/TO DO LIST

(From Board meeting of 04/23/22)

The following items of action/follow up arose from the April 23, 2022, Board Meeting. Those board members or chairs responsible for follow up/action are in in brackets. Any updates on known progress are in red. Additional notes are in green.

1. Get guidance from the District accounting firm on the best manner to handle uncleared checks on the bank reconciliation statements. (Thomas) Letter sent to BSSF seeking guidance. Letter sent to all holders of checks over 1 year old.
2. Finalize club and/or individual incentives for Kiwanis Kash raffle. (Vare/committee) Done
3. File a claim for the unclaimed property of charter revoked Kiwanis Clubs. (J. Raub/Thomas) Judy Raub has committed to filing the claims. I will provide documentation when claims are ready to submit
4. Send a letter to clubs in good standing that have unclaimed property advising them they have such property. (Thomas) Done
5. Follow-up on the District and Club notification process regarding expired background checks for club SLP advisers. (Hartman) Information submitted to board members after meeting. More follow up to occur
6. Trustees to get input from Lt. Governors on potential redivisioning ideas. Send out follow-up communication on the gathering of information and a potential plan. (Coolbaugh/Trustees)
7. Finalize convention agenda and budget (Thomas/Coolbaugh/Convention Committee) Done except for wine tour. Done
8. Appoint a task force/committee to study having a virtual vs. actual 2023 Midyear Conference (Coolbaugh)
9. Follow up on joint District Convention effort (Thomas) Next meeting set for Monday, June 20th Proceeding with getting hotel proposals
10. Add Payroll Review and Approval, Bank Reconciliation Review and revised Expense Reimbursement policies to the District Policy Code and post the revised policy code (Thomas) Done
11. Prepare appropriate District Bylaw amendments for District officer positions concerning the holding of those positions while not residing in the District. (Thomas/Osterhout) Bylaw amendment written. Will need refined Done
12. Send proposed bylaw changes for the Pennsylvania Kiwanis Foundation to Kiwanis International for approval (Thomas) Done and approved by Kiwanis International
13. Prepare and send resolution of sympathy to Bowes family (Thomas) Done

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

Governor-elect Report

Date: 7/15/2022

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

- Attending all monthly calls and programs required by Kiwanis International as Governor-Elect.
- Attended ICON2022 in Indianapolis, Indiana and networked with other Governor-elects, attended educational sessions as part of the convention
- Attended and completed the Kiwanis Amplify Program online with a live Capstone Session in Indianapolis.
- Attended a full day of Governor-elect training and fellowship the day after ICON in Indianapolis.

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

- **Breakfast Summit “The Post Pandemic Child Care Crisis”** - confirmed the panelist with Kevin Thomas.
- **Forums** – Putting the finishing touches on the forum schedule; we will provide programming on our Service Leadership Programs, the Kiwanis Children’s Fund, the PA Kiwanis Foundation, Membership, Youth Protection, Service Projects, Diversity, Equity, and Inclusion, Technology, and Planning Projects and Membership Drives.
- **Speakers** – Speakers for main events have been completed.

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

- Both trustee and Lt. Governor training was held at the Penn Stater Hotel and Convention Center in State College, PA on June 17-18, 2022. Assisting in the training were Emily Sallfrank, Kiwanis International, Governor Sarah Zulueta, and Matt Wise, District membership Chair. Kiwanis International President Designate, Bert West, joined us via Zoom on Saturday morning to talk with all in attendance. (6 Hats)
- A make-up session will be scheduled for the Trustees and Lt. Governors that were not able to attend.
- Club Leadership Education Virtual Sessions are scheduled from July 18 – July 30, 2022.

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

- **2022 Erie DCON Hands on BOOST** – On Thursday August 11th we will conduct a club strengthening (BOOST) involving the Kiwanis Cub of East Erie County. 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.
- **District Redivisioning Committee** – The committee will be meeting soon to go over information obtained from the regions and divisions.

- **DCON 2023 Scranton** – I have been attending the planning meetings for our 2023 Convention in Scranton. Sub committees are being formed and plans are well on the way to welcome our members to the “Electric City”



**Governor's Report
State of the District**

Submitted by: Sarah Zulueta

Date: 7/13/2022

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

Governor Priorities and Goal Updates	
<p>Membership</p> <ul style="list-style-type: none"> 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 	<p>Status: Not Met. WIP - Danville – 10 members WIP - North Side Pittsburgh – 2 applications Stalled – Clearfield – Not viable at this time HOLD – Exton Area / Unionville-Chadds Ford WIP – We have reduced this number by 9. Currently stand at 59. Caveat is that two of those were clubs that folded. As of June 30 we have 41 clubs (or 26.4%) that shown a net +2 increase which is up from 19% at last reporting period.</p> <p>Note our Leaders Lead initiative has shown our District leaders have brought in 38 new members. Those who have met their goals are Cathy Szymanski, Judy Raub, and Emily Reed.</p>
<p>Service Leadership Programs</p> <ul style="list-style-type: none"> 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. 	<p>Status: Completed. Pending Completed.</p>
<p>Justice, Diversity, Equity, and Inclusion (J.E.D.I) Initiative</p> <ul style="list-style-type: none"> 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. 	<p>Status: Completed. Completed – 2 DCON workshops to be held in Erie, PA</p>
<p>Leadership Education</p> <ul style="list-style-type: none"> 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. 	<p>Status: Not Met. 8 Registered PA Kiwanians registered. Completed. Monthly opportunities are available. Pending – Club Leadership Education is July 18-30, 2022.</p>
<p>District Leadership and Operations</p> <ul style="list-style-type: none"> Obtain new Lt. Governor leaders in 50% of the vacant Divisions by January 1, 2022. 	<p>Status: 2 of the 6 vacancies filled. (33%) Outreach has been done in vacant areas with still no leaders willing to step up.</p>

- Develop and approve a District Strategic Plan by Oct 9, 2021. **Completed.** Board Approved 9/30/21
- Develop an initial District redivisioning plan by Jan 15, 2022. **WIP** – 5/2022 Gov Elect Mike asked Trustees to meet with LTGs and send plans for re-divisioning if necessary. Initial plans submitted for Region 1.
- Move to a better technology platform to allow for improved member communication **Completed** - SendInBlue CRM member communication started June 6, 2022 and will be sent out twice a month on 1st and 3rd Mondays for District communication.

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

#	Description	Assigned To	Due Date	Status
1	See Attached update Action Item List from 4/23/22 Board Meeting.			
2	Ensure Circle K Oct 1, 2021- March 1, 2022 transactions are entered into Kiwanis quickbook account due to checking account consolidation.	Kevin Thomas	7/23/22	WIP as met to discuss on 6/13 and 6/23 (Finance committee meeting)
3				

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

- Review the 2022-2023 Distinguish Criteria
- Form ED Transition Plan committee that will consist initially of Governor, Governor Elect and Immediate Past Governor along with the Executive Director. Additional board assignments will be given as areas are more identified.

4. Describe communications and activities with Kiwanis International

- 4/3/22, 5/15/22 – North America 1 Regional Call with Emily Saalfrank
- 4/13/22, 6/3/22 – Governor monthly call with Peter Mancuso
- 4/18/22 – Meeting with Dan Leikvold, International Trustee Counselor
- 5/7/22 – Presentation of “How to Slay an Elephant” to EC&C Toronto Divisional Meeting
- 6/8-12/22 – Attended Kiwanis International Convention in Indianapolis, IN

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

Kiwanis Club of Sharon – 4/30/22 – 100th Anniversary celebration
 Kiwanis Club of Lewistown – 5/21/22 – 100th Anniversary celebration
 Kiwanis Club of Tunkhannock – 5/28/22 – 75th Anniversary celebration
 Kiwanis Club of Stroudsburg – 6/15/22 – 100th Anniversary celebration
 Kiwanis Club of Warren – 7/16/22 – 100th Anniversary celebration

6. Additional Activities and Special Projects actively working on.

Special Projects:

- **Change for Change Project** – In collaboration with YCPO committee, 20 Free Little Libraries and books have been delivered to awarded clubs that applied. Many clubs have already installed them in their communities and provided many branding and service opportunities for the club.
- **Circle K Budget Review** – Meetings with PA Circle K Co-District Administrators to review changes to Circle K Budget, that are presented for review in July 2022 board packet along with meeting minutes for the June 23, 2022 have been included for review.
- **New Club Opening – North Side** – I have spent significant amount of time assisting with the new club opening for North Side providing guidance and training, participating in appointment calls, assisting with lead contacts and flyers as directed by new club opener Barb Byers. This is a promising site that I am confident can open this administrative year with some additional work.

Committee/Meetings:

- **Certified Trainers Committee** - Certified Trainers applied and have been approved to serve for the current administrative year to assist in delivering the Club Leadership Education July 18-July 30. (see Leadership Education Chair Report) These same trainers have been approved for the next administrative year.

- **Dollar for Dues** – Worked with Michelle March and committee to update application and rubric. Committee has agreed to stay in place, but the Immediate Past Governor will take on the responsibility of the committee.
- **J.E.D.I Meetings** - Bi-Monthly meetings with committee to review next steps for JEDI education at 2022 Erie District Convention and plan for PA District DEI Survey. Survey is in packet to be reviewed by Board to look for Aug 1st roll out to ALL members.
- **Finance Committee Meeting** – A quarterly meeting was held to review all budgets, review additional reports in Quickbooks, guidance request to BSSF and discussion on procedure for uncashed checks and utilizing District payment methods for District events. See Finance Committee Chair report.
- **Lt. Governor/Leadership** – A monthly meeting continues every 4th Wed of the month Lt. Governors, and all District leadership is also invited. Next meeting is July 27, 2022 that will be a joint meeting between current and incoming Lt. Governors.
- **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. April, May and June activities centered around District Convention and ED Transition plans to define the components of the Executive Director's retirement in Sept 2023.
- **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** – Governor Elect Mike reached out to Trustees to discuss possibly regional redivisioning issues. Many are facing the same issues, regardless of merging or moving clubs the issue is obtaining leadership that could have increased number of clubs to manage. Geography also plays a role in decisions. No other meetings have yet been scheduled. Region 2 was the only region proposing a redivisioning plan.
- **Technology - 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. Communication plan, templates and meeting with Kevin Thomas, Michelle March and Jill Martin-Rend were approved April 23, 2022. We will need to work on obtaining a pakiwanis.org to help with spam issues. Updates made to version presented for consideration. (Attached)

Non-Dues Revenue Updates:

- **Ecommerce Site** – This seems to be stalled as Aladan Media Group has a pending issue with sales tax in the Commonwealth of PA and with Affinity. It is the hope we can go live before District Convention.
- **Kiwanis Night at the Phillies** – District Chair Darleen Callahan has set up the District Kiwanis Night at the Phillies for Sat Aug 27th at 7:05 pm vs the Pirates. \$28 a ticket. The District will receive \$2 per ticket sold to the game as non-dues fundraiser.
- **Spring Fling** – This was a fun and great source of non-dues income for the District. Kudos again to the committee that did an excellent job putting this amazing event together. The next administrative year the board will determine if we move forward with this again. It would be my recommendation to not continue if Midyear is in-person in 2023, to avoid additional member travel. Currently there is a dispute with Spring Fling Chair and Executive Director on the final totals of the event. I have asked the Executive Director to expedite the resolution and reconciliation of the matter by the July board meeting. For future District sponsor events, where possible it is the recommendation that this board utilize best practices and use only District payments methods where possible which include District venmo, paypal and/or checks payable to the District. For Spring Fling, it is my believe that this would be a good case to use ONLY District payment methods for accounting purposes.

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

Pennsylvania Kiwanis Foundation
Report of Spending for the Change for Change Governor's Project
Report Date: July 18, 2022

1. Cost to purchase Free Little Libraries- paid on April 9, 2022, \$12,377.90
2. Books for Little Free Libraries, paid on June 8, 2022, \$2899.68
3. Plaques for Free Little Libraries, paid on June 22, 2022, \$620.10

The total amount spent as of June 30, 2022, was \$15,897.68.

Amount approved for spending on the project was the amount of \$6785.72, contributions to the Governor's project account at end of March 2022, and a grant of \$10,000 for a total of \$16,785.00.

As of June 30, 2022, there is still \$887.32 left in the grant from the Foundation to be used for the project.

Also, there is a donation of \$41.50 that was received after the spending was approved that has not been applied to the project but can be applied whenever the direction is provided to the Foundation and approved by the Board of Directors.

Respectfully Submitted,

Christopher L Hindman
Pennsylvania Kiwanis Foundation Treasurer

District Communication Policy

Approved April 23, 2022 Update: July 15, 2022

Purpose

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

Administrators

A communication director / chair shall 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. The Pennsylvania Kiwanis Foundation will maintain the license for CRM tool.

Types of Communications

There are several defined types of District communication that are sent by both PKF and PA District.

To all members

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

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

- Communications on Board or Lt. Governor meetings / minutes
- District Announcements (e.g. Annual administrative reminders)
- Leadership Training Opportunities (e.g. Lt. Governor Training)

To Club Officers

- District Club Events that are sent to District Office (e.g. Club anniversary, fundraiser, or event)
- Leadership Training Opportunities (e.g. Club Leadership Education (CLE))

Communication 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 submitted by deadlines)
- District Leaders communication can be sent via regular email or SendInBlue (e.g. Board meetings) depending on the nature of the content.

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 or approved pakiwanis.org email.

Communication Review Process

As SendInBlue will be utilize for only District communication, not to be used by Trustee, Lt. Governors or Club officers, the review process will be contained within the District Office. The review team will be provide a test email with upcoming District communication. The review team will be:

- Executive Director or District Secretary
- District Administrative Assistant
- Governor, Governor Elect and/or Immediate Past Governor as assigned
- Pennsylvania Kiwanis Foundation representative

Pennsylvania Kiwanis Foundation		
Report of Governors Project Contributions as of June 30, 2022		
Name of Contributor	Date	Amount
Kiwanis Club of Phoenixville	11/18/21	50.00
Kiwanis Club of Wyoming	12/09/21	50.00
Venmo Change Payments- District Office	12/23/21	150.00
Lilian and Michael Mateja	01/18/22	250.00
Kiwanis Club of Lewistown	01/18/22	100.00
Kiwanis Club of Bald Eagle/ Nittany	01/18/22	200.00
Marianne Muraska	01/18/22	25.00
Barb Byers	01/18/22	25.00
Kiwanis Club of Mifflinburg	01/18/22	50.00
Rick Relyea	01/18/22	50.00
Kiwanis Club of Pottstown	01/18/22	100.00
Kiwanis Club of Milton/ Warrior Run	01/18/22	100.00
Kiwanis Club of Sheraden/Pgh	01/18/22	100.00
Kiwanis Club of Jenkintown	01/18/22	100.00
Kiwanis Club of Philipsburg	01/18/22	100.00
Kiwanis Club of Glenshaw	01/18/22	100.00
Kiwanis Club of Easton	01/18/22	100.00
Kiwanis Club of Nittany	01/18/22	100.00
Loose Change	01/18/22	221.11
Cash and Paypal Donations	01/18/22	268.08
Kiwanis Club of Washington Crossing/ Hadley	01/18/22	100.00
Kiwanis Club of Bloomsburg	02/24/22	125.00
Kiwanis International Grant	02/28/22	3861.53
Kiwanis Club of Lock Haven	03/24/22	100.00
Midwinter Conference Donations	3/24/2022	360.00
Kiwanis Club of Greensburg	5/15/2022	41.50
Total Donations Received as of June 30, 2022		\$ 6,827.22



District Committee Chair Report Cover Sheet

Date: 7/23/2022

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	Gov Sarah Zulueta, Region 7	Gov-elect Mike Coolbaugh

- 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 you can imagine, membership currently is slow. Not only are we battling general apathy, but we are also struggling to finalize new club opening. I have had several one-on-one meetings with the team and each region is going to focus on one or two clubs to assist for the final quarter of the year. While we are experiencing a net positive membership increase, it will only be solidified with the creation of several new clubs.

The new club opening efforts in Danville and Northside Pittsburgh are moving along. It has been interesting experiencing this in both communities and seeing that a lot of the hurdles are the same. We should have both clubs open by the end of this year.

Work is underway to revamp the committee for next year and we are also planning on new club opening locations. A full listing of those will be in the next report, however we did work with the Lt. Governors and Trustees at the training weekend retreat and have received some valuable information that will allow us to generate a plan.

Finally, Club Coaching did not go exactly as we would have liked. Any ideas for how we can adapt this moving into next year are welcomed. One thing that we are thinking about is to re-brand the club coaching moniker, and make it more related to "assistance" or "advising" as we feel that this might be too daunting for some clubs.

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

We have been working with more clubs this year and are excited at the opportunity to assist in the roll-out of the Two for Two program at District Convention. Additionally, we hosted Membership Mondays in May, a 4-part webinar series about club boosting.

- 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: 9 down; 8 to go)
 Goal 3: Increase club membership by a net +2 in 25% of clubs (status: currently at 26.4% compared to 19.4% at 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 reach out individually to clubs at least quarterly, if not more, depending on their activities.
Lt. Governors / Divisions	Membership Coordinator presented at Lt. Governor training retreat. Also meets with Lt. Governors as needed.
District	Membership Coordinator meets and discusses with Governor, Governor-elect, and Board counselor as needed, usually weekly.
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

Date: 2022. 7.12.

Committee: Audit Chair: James R. Hanna

Committee Members, if applicable:

Bob Raub		

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

A proposal to conduct an audit of the financial records of District 23 and Key Club International H23 PA District for year fiscal year which will end September 30, 2022, and to prepare related tax returns, was solicited from and furnished by the certified public accounting firm of Brown Schultz Sheridan & Fritz, which is the same firm which performed the audit for the prior fiscal year of September 30, 2021. The cost quote couched as a "maximum fee estimate" amounts to \$15,600 which when compared with the same cost quote for last year amounts to an increase of \$1,400 equal to 9.85% more. Contingent upon receiving a proposal containing a reasonable cost for preparing a Form 990, tax return for the Key Club, which service is not covered by the current audit proposal, the Audit Committee recommends engaging the Firm of BSSF to perform the audit for the year ended September 30, 2022. Attached is a copy of the BSSF proposal.

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

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

To monitor audit progress for the fiscal year ended September 30, 2022. To recommend a Governance Committee be appointed to address succession planning in preparation for the retirement of the District Executive Director, and to evaluate assigning his financial duties to a new Officer Position, Treasurer, thereby ensuring the District separates financial duties and permanently solves the long standing problem of undermined crosschecks emanating from an overconcentration of duties vested with just one person, the District Executive Director.

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

Clubs	
Lt. Governors / Divisions	
District	
Kiwanis International	

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

7/10/22, 4:16 PM

FW: Engagement Letters

From: jimrhanna@outlook.com,

To: rraub@aol.com,

Cc: zuluets@gmail.com, ketkiwanis@aol.com, lillian.kiwanis@gmail.com, cdschlesinger@outlook.com,

Subject: FW: Engagement Letters

Date: Fri, Jul 8, 2022 6:02 pm

Attachments: Kiwanis Audit and tax 9-30-22 Engagement Letter.pdf (137K)

Bob,

I have reviewed the attached Audit proposal for the fiscal year ending 9.30.3022, about which I would like to speak with you, in your capacity serving as a member of the Audit Committee for Kiwanis District 23.

This proposal contains an annual audit and tax return preparation "maximum fee estimate" [without taking into account the tax return for the Key Club] of \$15,600, up from the \$14,200 quotation for last year - 9.30.21- which equates to an increase of \$1,400 or 9.85%.

Please note the District Executive Directors, Kevin Thomas' thoughts contained within his email, below.

I will look forward to hearing back from you.

Please acknowledge receipt of this email.

Thank you and best regards,

Jim

From: Kevin Thomas <ketkiwanis@aol.com>

Sent: Thursday, June 30, 2022 1:16 PM

To: jimrhanna@outlook.com

Cc: zuluets@gmail.com; sgt283@gmail.com; lillian.kiwanis@gmail.com; cdschlesinger@outlook.com

Subject: Fwd: Engagement Letters

Jim:

So that we may consider this on our Board meeting^{P. 69} of July 23rd, I have solicited the attached engagement letter from BSSF.

Thoughts?

From my perspective the relationship with Brown Schultz has been good for the Kiwanis organization and I would see no reason to change or get other bids other than one of price. But by itself, I do not find that a reason to upset the relationship we have. Further, we had to work hard to find a firm to take us on when we moved from our previous firm to BSSF.

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

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

From: Lauren Fenner <LaurenFenner@bssf.com>

To: 'Kevin Thomas' <ketkiwanis@aol.com>

Sent: Wed, Jun 29, 2022 9:03 pm

Subject: Engagement Letters

Kevin,

I hope you are doing well!

I am still going through emails from when I was out on vacation and saw your email about Circle K. I want to give that some thought so I will be in touch soon. In the meantime, attached are the engagement letters for the Key Club 990 and Kiwanis audit.

Thanks!

Lauren Fenner, CPA

Senior Manager

Brown Schultz Sheridan & Fritz (BSSF), CPAs

210 Grandview Avenue, Camp Hill, PA 17011

T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

Stay Updated – Visit the [BSSF COVID-19 Resource Center](#)

7/18/22, 1:43 PM

RE: Key Club Tax engagement letter

From: LaurenFenner@bssf.com,
To: ketkiwanis@aol.com,
Cc: zuluets@gmail.com, jimrhanna@outlook.com,
Subject: RE: Key Club Tax engagement letter
Date: Mon, Jul 18, 2022 1:36 pm

Kevin,

The Key Club tax return is not included in the Kiwanis Engagement letter. A \$1,200 invoice was sent and paid in March 2022 related to the preparation of the 3/31/21 990. The tax only engagement letters typically do not list a fee.

Thanks!

Thank you,

Lauren Fenner
Senior Manager
Brown Schultz Sheridan & Fritz (BSSF), CPAs
210 Grandview Avenue, Camp Hill, PA 17011
T: 717.761.7171 F: 717.737.6655

LaurenFenner@bssf.com - www.bssf.com

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

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Friday, July 15, 2022 5:38 PM
To: Lauren Fenner <LaurenFenner@bssf.com>
Cc: zuluets@gmail.com; jimrhanna@outlook.com
Subject: Key Club Tax engagement letter



June 28, 2022

Kevin Thomas, Executive Director
and Board of Directors
Kiwanis International NTL HDQ K23 PA District
and Key Club International H23 PA District
2793 Old Post Road, Suite 12
Harrisburg, PA 17110

Dear Mr. Thomas:

We are pleased to confirm our understanding of the services you have asked our Firm (Brown Schultz Sheridan & Fritz, or BSSF) to perform for Kiwanis International NTL HDQ K23 PA District (Kiwanis) and Key Club International H23 PA District (Key Club) (collectively, the Organization) for the year ended September 30, 2022. Please read this letter carefully because it is important to both our Firm and you that you understand and accept the terms under which we have agreed to perform our services, as well as management's responsibilities under this agreement.

Audit Services

We will audit the consolidated statement of financial position of the Organization as of September 30, 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended and the related financial statement disclosures. Our audit will be conducted with the objective of our Firm expressing an opinion on the consolidated financial statements.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements, including the disclosures, are free from material misstatement whether due to fraud or error, and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements and will include tests of the accounting records of the Organization and other procedures we consider necessary. The procedures we determine necessary will depend on our auditor's judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements and disclosures, whether due to fraud or error.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements, including disclosures. If appropriate, our procedures will, therefore, include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. By your signature below, you understand and agree that our Firm's acceptance of this engagement and the terms and conditions as specified in this letter are contingent upon receiving satisfactory responses to these inquiries.

Because of the inherent limitations of an audit, together with the inherent limitations of your system of internal control, an unavoidable risk exists that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets or violations of laws or governmental regulations) may not be detected by our Firm, even though our audit is properly planned and performed in accordance with GAAS. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation or the override of controls. An audit is not designed to provide an opinion on your system of internal control, nor to identify deficiencies in internal control.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or disclosures. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will gain an understanding of your system of internal control relevant to the preparation and fair presentation of the Organization's consolidated financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of the Organization's system of internal control, and accordingly, we will express no such opinion. We will communicate to you in writing concerning any significant deficiencies or material weaknesses in the system of internal control relevant to the audit of your financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Also, based on the audit evidence we obtain, we will conclude whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement.

John Bonawitz is the engagement principal for the audit services specified in this letter. His responsibilities include supervising the Firm's services performed as part of this engagement and signing or authorizing another qualified Firm representative to sign the audit report.

Responsibilities of Management

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, management acknowledges and understands that the final responsibility for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. As such, management is responsible for adjusting the consolidated financial statements to correct material misstatements, including inadequate, incomplete or omitted disclosures, and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles and safeguarding assets.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with U.S. GAAP. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information. In addition, you also agree to include the audited consolidated financial statements with any presentation of the supplementary information that includes our report thereon.

By your signature below, you also acknowledge that you are responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the consolidated financial statements and disclosures that are free from material misstatement, including omissions, whether due to fraud or error. This responsibility includes having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization that involves management, employees who have significant roles in internal control and others where fraud could have a material impact on the financial statements or disclosures. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, regulators or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws and regulations. You agree that management will confirm its understanding of its responsibilities as defined in this letter to us in a management representation letter.

Management's responsibilities also include designating qualified individuals with the skill, knowledge and experience to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the consolidated financial statements and disclosures such as financial records, documentation and related information; for the accuracy and completeness of that information (including information from outside of general and subsidiary ledgers) and for informing us of events occurring or facts discovered subsequent to the date of the consolidated financial statements that may affect the consolidated financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the Organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service providers. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Written Report

We expect to issue a written report upon completion of our audit of the Organization's consolidated financial statements. Our report will be addressed to the Board of Directors of the Organization. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add a separate section or add an emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

Nonattest Services

As part of our engagement, we will provide nonattest services as follows:

1. We will prepare consolidated financial statements to be reviewed and approved by management.
2. We will maintain depreciation schedules related to the Organization's property and equipment.
3. We will prepare Kiwanis' U.S. Form 990, Return of Organization Exempt from Income Tax. The preparation of the Key Club U.S. Form 990 is a separate service with a separate engagement letter.

Management agrees to perform the following responsibilities in connection with our provision of the nonattest services:

1. Assume all management responsibilities and make all management decisions, including approval of proposed journal entries, if any.
2. Assign **Kevin Thomas, Executive Director**, to oversee the nonattest services and to evaluate the adequacy and results of the services. Kiwanis audit committee chair James Hanna will be copied on communication to Kevin Thomas in relation to these services.
3. Accept responsibility for the results of the nonattest services.
4. Establish and maintain internal controls, including monitoring ongoing activities.

Our responsibilities and limitations in relation to the nonattest services are as follows:

1. We will perform the services in accordance with applicable professional standards, including the Statement on Standards for Tax Services issued by the AICPA.
2. The nonattest services are limited to the services outlined above. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

All tax returns related to this letter will be provided to you electronically, unless you specifically opt-out by signing the opt-out section at the end of this letter. Your income tax returns will be filed electronically, unless a jurisdiction in which you are filing does not allow for electronic filing.

Tax Services

It is your responsibility to provide us with all the information required for preparing complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of the returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.

The duration and impact of the Coronavirus pandemic have been expansive, and several stimulus packages have been signed into law in the United States since March 2020 providing economic relief to businesses and individuals. Many of those relief measures have been in the form of tax provisions, and some of those tax provisions have retroactive application. If you have any questions regarding the application of these economic tax relief measures, please ask us for advice in that regard.

You are confirming that you will furnish us with all the information required for preparing the returns. This includes, but is not limited to, providing us with the information necessary to identify (1) all states and foreign countries in which you "do business" or derive income (directly or indirectly); (2) all states and foreign countries in which employees "reside" (including employees whose foreign or out-of-state residency is temporary) and (3) the extent of business operations in each relevant state and/or country. We will not audit or verify the data you submit, although we may ask you to clarify it, or furnish us with additional data. You

should retain all the documents, books and records that form the basis of your income and deductions. The documents may be necessary to prove the accuracy and completeness of the returns to a taxing authority. If you have any questions as to the type of records required, please ask us for advice in that regard. Please note that the Internal Revenue Service (IRS) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the 2022 tax year, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

You agree to provide us with complete and accurate information regarding any transactions in, or transactions that have used, virtual currency during the applicable tax year. Please ask us for advice if you have any questions regarding the type of records required for virtual currency transactions.

We will use our professional judgment in preparing your returns. Given the magnitude of the economic tax relief provisions the U.S. stimulus packages have contained, as well as some new concepts introduced in the law, additional stated guidance from the Internal Revenue Service and possibly from Congress in the form of technical corrections on certain income tax provisions may be forthcoming. We will use our professional judgment and expertise to assist you given the guidance as currently promulgated at the time our services are rendered. Subsequent developments issued by the applicable tax authorities may affect the information we have previously provided, and these effects may be material. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will share our knowledge and understanding of the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations and interpretations that have been promulgated.

If a taxing authority should later contest the position taken, there may be an assessment of additional tax, interest and penalties. We assume no liability for any such assessment of additional tax, penalties or interest. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable for any damages that occur as a result of ceasing to render services.

The law provides for a penalty to be imposed where taxpayers make a substantial understatement of their tax liability. Taxpayers may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for the understatement, (2) that the understatement was based on substantial authority or (3) there was a reasonable basis for the position taken on the return and the relevant facts affecting the item's tax treatment were adequately disclosed on the return. A taxpayer is considered a "tax shelter" if its principal purpose is to avoid federal income tax. You agree to advise us if you wish disclosure to be made in your returns or if you desire us to identify or perform further research with respect to any material tax issues for the purposes of ascertaining whether, in our opinion, there is "substantial authority" for the position proposed to be taken on such issues in your returns.

In 2018, a Supreme Court Ruling in South Dakota v. Wayfair, Inc. ("Wayfair") significantly impacted businesses that engage in out-of-state sales (i.e., remote sales). Wayfair opened the door for other states to redefine what is deemed to be "sufficient contact" from a physical presence standard, to a much broader standard

that looks at a business's economic presence ("economic nexus") in a given state. How this may impact your business depends on the individual states from which you derive sales and whether they have adopted an economic nexus standard. As our engagement is limited to preparing the income tax returns specified above, our Firm is not rendering any services designed to assess your sales and use tax risks and potential exposure to substantial ("economic") nexus. By your signature below, you understand and acknowledge that you are responsible for compliance with applicable rules associated with the collection and remittance of sales and use tax for the various states in which you do business. If you require our assistance to assess your sales and use tax exposure and how the Wayfair decision may impact your business, please let us know. Any additional services will be covered under a separate engagement letter.

If your business has employees working remotely in another locality, state and/or foreign country, even on a temporary basis, your Organization may be viewed as having "nexus" in that location for tax purposes. If a business is deemed to have "nexus" for that location, the business may be obligated to pay additional franchise, income, sales or use tax; payroll or other business tax and to comply with other tax or reporting requirements. By your signature below, you understand that management is responsible for tracking the locations where Organization employees live and work and determining the tax compliance requirements in those respective locations. If you require our assistance to assess your potential tax exposure in locations other than your normal place of business where you may have employees residing, please let us know. Any additional services will be covered under a separate engagement letter.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud, defalcations or other irregularities should any exist. We will render such accounting and bookkeeping assistance as we find necessary for preparing the income tax returns.

If you and/or your entity have a financial interest in, or signature authority over, any foreign accounts, you may be subject to certain filing requirements with the U.S. Department of the Treasury, in addition to the IRS. Filing requirements may also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s).

The filing deadline for the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury is April 15 and follows the federal income tax due date guidance, which notes that if the tax due date falls on a weekend or legal holiday, the Form is considered timely filed if filed on the next business day. An automatic six-month extension is available. Electronic filing of the FBAR is mandatory using the Bank Secrecy Act (BSA) e-filing system for the Financial Crimes Enforcement Network (FinCEN). We must receive a signed consent form from you prior to submitting the foreign reporting form. If we do not receive your signed authorization to file your foreign reporting form, we will not be able to file any of the required disclosure statements on your behalf.

Additionally, the IRS requires information reporting on foreign interests or activities under applicable IRC sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you have any direct or indirect foreign interests that require disclosures to the IRS, you must provide us with the information necessary to prepare the applicable IRS forms.

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the IRS may result in substantial civil and/or criminal penalties. By your signature below, you agree to provide us with complete and accurate information regarding any foreign accounts that you and/or your entity may have had a direct or indirect interest in, or signature authority over, during the above-referenced tax year. The foreign reporting requirements are very complex, so if you have any questions regarding the application of the U.S. Department of the Treasury and/or the IRS reporting requirements to your foreign interests or activities, please ask us for advice in that regard. We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.

Management is responsible for the design, implementation and administration of applicable policies that may be required under the Affordable Care Act. As BSSF is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of the Organization's compliance with the Affordable Care Act.

Other Matters

Our invoices for these fees will be rendered each month as work progresses and are due and payable within 30 days. Fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. We will notify you of any circumstances we encounter that could significantly affect our maximum fee estimate of \$15,600. These fees do not include any additional time that might be required for assisting you with the adoption of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 842, *Leases*. Time spent assisting you with the implantation of this standard will be billed separately. The Organization acknowledges and agrees that we are not required to continue work in the event of the Organization's failure to pay on a timely basis for services rendered as required by this engagement letter. The Organization further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the Organization's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year). In accordance with our Firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full.

In addition, you further agree that in the event BSSF or any of its employees or agents is called as a witness or requested to provide any information whether oral, written or electronic in any judicial, quasi-judicial or administrative hearing or trial regarding information or communications that you have provided to BSSF, or any documents and workpapers prepared by BSSF in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses including fees and costs for our time at our hourly rates, as well as any legal or other fees we incur as a result of such appearance or production of documents.

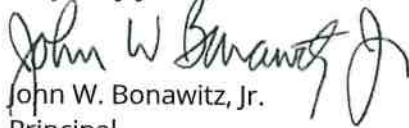
It is our policy to keep records related to this engagement for seven years. However, BSSF does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, BSSF shall be free to destroy our records related to this engagement.

With the exception of a fee dispute, if any other dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties. By our signatures below, all parties acknowledge and agree that in the event of a fee dispute, we will not be required to go through mediation to attempt to settle the fee dispute and may instead move directly to litigation to resolve such fee dispute.

We appreciate the opportunity to be of service to the Organization and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this copy where indicated and return it to us.

Very truly yours,


John W. Bonawitz, Jr.
Principal


Lauren Fenner
Senior Manager

JWB/LF/bo
Enclosures

ACCEPTED AND AGREED TO:

By: _____

Title: _____

Date: _____

OPT-OUT OF ELECTRONIC RECEIPT OF INCOME TAX RETURNS

By checking this box, you are opting out of receiving your returns electronically and reflects your preference to receive a paper copy of your returns instead of being provided an electronic copy.



June 28, 2022

Kevin Thomas, Executive Director
and Board of Directors
Key Club International H23 PA District
125 North Enola Drive
Suite 206
Enola, PA 17025

Dear Mr. Thomas:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the tax services we will provide. Please read this letter carefully as it is important to both Brown Schultz Sheridan & Fritz (BSSF or Firm) and Key Club International H23 PA District (Key Club) that you understand and accept the terms under which we have agreed to perform our services, as well as management's responsibilities under this agreement.

All tax returns related to this letter will be provided to you electronically, unless you specifically opt-out by checking the box in the opt-out section at the end of this letter. Your income tax returns will be filed electronically, unless a jurisdiction in which you are filing does not allow for electronic filing.

Tax Services

We will prepare the following returns:

- U.S. Form 990 – Return of Organization Exempt from Income Tax for the year ending March 31, 2022

It is your responsibility to provide us with all the information required for preparing complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of the returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.

You will submit your March 31, 2022 tax information (as detailed above) to us no later than November 30, 2022. If, for some unforeseen reason, your data is not complete at that time, please submit whatever is ready. Be aware that if you submit your data late, ultimately, you may be subjected to late penalties on your March 31, 2022 return because of this delay.

You are confirming that you will furnish us with all the information required for preparing the returns. This includes, but is not limited to, providing us with the information necessary to identify (1) all states and foreign countries in which you "do business" or derive income (directly or indirectly) and (2) the extent of business operations in each relevant state and/or country. We will not audit or verify the data you submit, although we may ask you to clarify it, or furnish us with additional data. You should retain all the documents, books and records that form the basis of your income and deductions. The documents may be necessary to prove the accuracy and completeness of the returns to a taxing authority. If you have any questions as to the type of records required, please ask us for advice in that regard.

Please note that the Internal Revenue Service (IRS) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the year ending March 31, 2022, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

You agree to provide us with complete and accurate information regarding any transactions in, or transactions that have used, virtual currency during the applicable tax year. Please ask us for advice if you have any questions regarding the type of records required for virtual currency transactions.

We will use our professional judgment in preparing your returns. Whenever we are aware that a possible applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations and interpretations that have been promulgated.

If the Internal Revenue Service or other taxing agency should later contest the position taken, there may be an assessment of tax, plus interest and penalties. We assume no liability for such additional penalties, interest or assessments. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable for any damages that occur as a result of ceasing to render services.

The law provides for a penalty to be imposed where taxpayers make a substantial understatement of their tax liability. Taxpayers may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for the understatement, (2) that the understatement was based on substantial authority or (3) there was a reasonable basis for the position taken on the return and the relevant facts affecting the item's tax treatment were adequately disclosed on the return. You agree to advise us if you wish disclosure to be made in your return or if you desire us to identify or perform further research

with respect to any material tax issues for the purposes of ascertaining whether, in our opinion, there is “substantial authority” for the position proposed to be taken on such issues in your returns.

In 2018, a Supreme Court Ruling in *South Dakota v. Wayfair, Inc.* (“Wayfair”) significantly impacted businesses that engage in out-of-state sales (i.e., remote sales). Wayfair opened the door for other states to redefine what is deemed to be “sufficient contact” from a physical presence standard, to a much broader standard that looks at a business’s economic presence (“economic nexus”) in a given state. How this may impact your business depends on the individual states from which you derive sales and whether they have adopted an economic nexus standard. As our engagement is limited to preparing the income tax returns specified above, our Firm is not rendering any services designed to assess your sales and use tax risks and potential exposure to substantial (“economic”) nexus. By your signature below, you understand and acknowledge that you are responsible for compliance with applicable rules associated with the collection and remittance of sales and use tax for the various states in which you do business. If you require our assistance to assess your sales and use tax exposure and how the Wayfair decision may impact your business, please let us know. Any additional services will be covered under a separate engagement letter.

If your organization has employees working remotely in another locality, state and/or foreign country, even on a temporary basis, your organization may be viewed as having “nexus” in that location for tax purposes. By your signature below, you understand that management is responsible for tracking the locations where organization employees live and work and determining the tax compliance requirements in those respective locations. If you require our assistance to assess your potential tax exposure in locations other than your normal place of business where you may have employees residing, please let us know. Any additional services will be covered under a separate engagement letter.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud, defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as we find necessary for preparing the corporate income tax returns.

If you and/or your entity have a financial interest in, or signature authority over, any foreign accounts, you may be subject to certain filing requirements with the U.S. Department of the Treasury, in addition to the IRS. Filing requirements may also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s).

The filing deadline for the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury is April 15 and follows the federal income tax due date guidance, which notes that if the tax due date falls on a weekend or legal holiday, the Form is considered timely filed if filed on the next business day. An automatic six-month extension is available. Electronic filing of the FBAR is mandatory using the Bank Secrecy Act (BSA) e-filing system for the Financial Crimes Enforcement Network (FinCEN). We must receive a signed consent form from you prior to submitting the foreign reporting form. If we do not receive your signed authorization to file your foreign reporting form, we will not be able to file any of the required disclosure statements on your behalf.

Additionally, the IRS requires information reporting on foreign interests or activities under applicable IRC sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you have any direct or indirect foreign interests that require disclosures to the IRS, you must provide us with the information necessary to prepare the applicable IRS forms.

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the IRS may result in substantial civil and/or criminal penalties. By your signature below, you agree to provide us with complete and accurate information regarding any foreign accounts that you and/or your entity may have had a direct or indirect interest in, or signature authority over, during the above-referenced tax year. The foreign reporting requirements are very complex, so if you have any questions regarding the application of the U.S. Department of the Treasury and/or the IRS reporting requirements to your foreign interests or activities, please ask us for advice in that regard. We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.

Fees

Services will be billed at our customary non-profit rates. Should services other than those covered by this letter be required or requested, the extent of these services and the basis for additional fees will be discussed before performing the work.

Our invoices will be rendered each month as work progresses and are due and payable within 30 days. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year). In accordance with our Firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full.

The fee does not include responding to Internal Revenue Service inquiries, and the client understands that the tax preparer is not responsible for Internal Revenue Service disallowance of doubtful deductions or deductions unsupported by adequate documentation nor for resulting taxes, penalties and interest.

Should services other than those covered by this letter be required or requested, the extent of these services and the basis for additional fees will be discussed before performing the work.

Your returns may be selected for examination by taxing authorities. In the event of an examination or other Internal Revenue Service or state taxing authority contact, we are available to represent you. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examinations, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred. Fees and services will be communicated in a separate engagement letter.

Other Matters

Management is responsible for the design, implementation and administration of applicable policies that may be required under the Affordable Care Act. As Brown Schultz Sheridan & Fritz (BSSF) is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of your Company's compliance with the Affordable Care Act or any state-specific health mandate.

BSSF will not be responsible for advising you with respect to classification of employees versus independent contractor status as part of our services. If you have any questions with such issues, we strongly encourage you to consult with legal counsel experienced in employment practice matters.

By your signature below, you understand and agree that you are responsible for the accuracy and completeness of the records, documents, explanations and other information provided to us for purposes of this engagement. You have the final responsibility for the tax returns and, therefore, you should review it carefully before you sign it. You agree that our Firm is not responsible for a taxing authority's disallowance of deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest.

Our services are not designed to detect and cannot be relied upon to detect fraud or embezzlement of money or other assets by your employees or anyone else. Bank reconciliation services, even if provided by us, are done simply to reconcile bank and book cash balances and are not fraud or embezzlement detection devices. Additional services that are designed to reduce, but not eliminate, the risk of fraud or embezzlement can be provided by us at additional cost.

Because of the importance of oral and written management representations to the effective performance of our services, Key Club releases and indemnifies our Firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

In addition, in the event our Firm or any of its employees or agents is called as a witness or requested to provide any information whether oral, written or electronic in any judicial, quasi-judicial or administrative hearing or trial regarding information or communications that you have provided to this Firm, or any documents and workpapers prepared by BSSF in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at the rates then in effect, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting tax returns and other confidential documents. However, as emails can be intercepted and read, disclosed or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of emails

transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

We may from time to time, and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information to such third parties secure from unauthorized access, no completely secure system for electronic data transfer has yet been devised. As such, by your signature below, you understand that the Firm makes no warranty, expressed or implied, on the security of electronic data transfers.

BSSF does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. BSSF does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

With the exception of a fee dispute, if any other dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties. By our signatures below, all parties acknowledge and agree that in the event of a fee dispute, we will not be required to go through mediation to attempt to settle the fee dispute and may instead move directly to litigation to resolve such fee dispute.

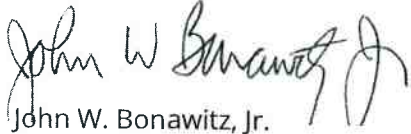
Kevin Thomas, Executive Director
and Board of Directors

- 7 -

June 28, 2022

We will be pleased to discuss this letter with you at your convenience. If the foregoing is acceptable to you, please sign this letter in the space provided and return it to us.

Very truly yours,



John W. Bonawitz, Jr.
Principal



Lauren Fenner
Senior Manager

JWB/LF/bo
Enclosures

READ AND ACCEPTED:

Kevin Thomas, Executive Director
Key Club International H23 PA District

Date

OPT-OUT OF ELECTRONIC RECEIPT OF INCOME TAX RETURNS

By checking this box, you are opting out of receiving your returns electronically and reflects your preference to receive a paper copy of your returns instead of being provided an electronic copy.



**District Committee Chair Report
Cover Sheet**

Committee: Finance Committee

Date: 7/15/2022

Chair: Lillian Mateja

*Report Submitted by Sarah Zulueta, Governor

Committee Members, if applicable:

Sarah Zulueta	Emily Trang	
Mike Coolbaugh	Judy Raub	
Conrad Schlesinger		
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.

Review Circle K Budget Request

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

Finance Committee met on 6/23/2022 and minutes included as attachment to this report.
Invoice and Payroll approvals sent via email by Lillian Mateja for 3rd quarter.

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

1. Complete Finance policies around Credit Card Policy for SLP DAs, Invoice Approval Process and revision of District Expense policy by Jan 31, 2022. - COMPLETED
2. Develop a Cash management policy by 2/24/2022. – Removed not needed due to other policies address.
3. Finalize Budget recommendation for Key Club Support. COMPLETED
4. Develop a Payroll Expense and Bank Reconciliation process policy by 4/30/2022. COMPLETED

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

Clubs	N/A
Lt. Governors / Divisions	N/A
District	Meeting with Finance committee 6/23/22 and report to Board.
Kiwaniis International	N/A

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

- **Minutes from the 6/23/22 Finance Meeting and Budget Documents provided at meeting**

6/23/2022 6 pm – 7 pm Finance Committee Meeting Minutes

Location: Zoom

Attendees: Sarah Zulueta, Lillian Mateja, Mike Coolbaugh, Kevin Thomas, Emily Trang, Conrad Schelsinger; **Not in attendance:** Judy Raub

1. Review budgets for the following as of June 15 with actuals; reports presented by Executive Director.
 - Kiwanis
 - Key Club
 - CK Budget
 - Final 2022 Erie District Budget
2. CK Budget Items
 - Circle K Co-Admin met on May 16 and will meet June 23 to discuss Circle K budget issues.
 - Current Issues will be address:
 - a. International Convention reimbursement request exceeds the Circle K admin budget line item;
 - i. A recommendation to increase Circle K budget beginning balance from CK reserve. Finance committee was in agreement to offer that option with the understanding the reserve is not to be used like this in future and better planning and reporting will need to occur before large expenditures appear. This option will be presented to CK Co-Administrators.
 - ii. It is the understanding of this committee that any surplus obtained from the CK budget within their administrative year 4/1-3/30 will appear in the Beginning Balance moving forward.
 - **Action Item:**
 - a. Kevin is to add all CK transactions from Oct 2021-March 2021 into Quickbooks to allow for easier monthly reporting.
 - Kevin started process and asked for guidance on a few journal entries to BSSF (Lauren) and further cash management recording best practices. Kevin to let this committee know if there are further issues.
3. Propose Policy/procedure for having Key and Circle K budget for the following year by 3/1.
 - To avoid not having operating budget as of 4/1 the start of the service leadership program administrative year it is the recommendation that we review our process to provide a budget to District administrators for Key and Circle K to review by 3/1 of the administrative year knowing they will have 1 month to provide adjustments.
 - **Action Item:**
 - a. Kevin will seek best practice recommendation from BSSF and Audit.
4. Propose policy/procedure to use only District Payment options including venmo and paypal District accounts for District events NOT personal cash apps. Kiwanis Kash would be this exception to the rule.
 - Should this be a policy or a best practice? The board /committee would have to review each event to determine the best practice.
 - Discuss current reconciliation procedures on money received via venmo and paypal.
5. Follow up items:
 - How to handle in-kind donations as journal entries
 - How we plan to clear uncashed checks
 - Action Items:
 - Kevin to send letters to people who have not cashed check.
 - Void check if they don't want it and they didn't respond.
6. Next Meeting: Sept 8, 2022 6 pm via Zoom

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	72,916.78
101A Circle K Cash on hand	610.73
105 Cash saving account	577.48
108 - Cash Investments	0.00
201A Loan Payable PA Key Club	1,500.00
315A Circle K InterPACK	-285.53
320A Circle K Officer Training Foundation Contribution	-1,500.00
343A Circle K Checking Interest	-20.39
351A Circle K Convention Foundation Contri	-1,000.00
360A Circle K InterPACK Foundation Contribution	-1,500.00
370A Circle K International Conv Foundation Cont	-1,000.00
412A Circle K Office/Budget Contribution	500.00
546 Governor elect Expense General Budget	1,452.54
550A Circle K Spring Fling	147.03
568 Survey Monkey Subscription	954.00
569 Zoom	582.89
597 Other Events	1,825.00
600A Circle InterPACK Exp	386.34
705A Circle K Convention Copying	29.35
710A Circle K Convention T-Shirts	512.25
Total Bank Accounts	\$76,688.47

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 2022

	TOTAL
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	\$81,401.69
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	\$81,401.69

Kiwanis International Pennsylvania District

Balance Sheet
As of June 30, 2022

	TOTAL
LIABILITIES AND EQUITY	
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	607.14
204 FIT Payable	965.00
205 PIT payable	300.91
206 LIT payable	355.38
207 PUT payable	0.00
208 Medicare Payable	142.08
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	-355.97
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	-0.10
Total Other Current Liabilities	\$31,180.73
Total Current Liabilities	\$34,589.51
Long-Term Liabilities	
800 Key Club Payments Received	0.00
801 Circle K Payments Received	285.53
802 Pennsylvania Kiwanis Foundation	-20.00
804 Key Club American Express Pay	-27,618.29
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	\$ -27,430.55
Total Liabilities	\$7,158.96
Equity	
275 Unrestricted net assets	-10,220.00
303 PPP Loan Forgiveness	13,962.00
32000 Restricted Net Assets - Key Leader	22,749.26

Kiwanis International Pennsylvania District

Balance Sheet
As of June 30, 2022

	TOTAL
Net Income	47,751.47
Total Equity	\$74,242.73
TOTAL LIABILITIES AND EQUITY	\$81,401.69

Kiwanis International Pennsylvania District

Transaction List with Splits June 2022

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
101 Cash checking account							
06/01/2022	Check	2448	Yes	kiwanis international	Key Leader programming	101 Cash checking account 32000 Restricted Net Assets - Key Leader	-2,510.00 -2,510.00
06/01/2022	Check	2449	Yes	Mike Murphy Rentals	Voided June Lease Payment	101 Cash checking account 437 Rent	0.00 0.00
06/01/2022	Check	2450	Yes	Michelle March	Salary - 75hrs@\$13.50 Social Security FIT PIT LIT Medicare	101 Cash checking account 400 Salaries & wages 203 Social Security Payable 204 FIT Payable 205 PIT payable 206 LIT payable 208 Medicare Payable	-817.76 1,012.50 62.78 70.00 31.08 16.20 14.68
06/01/2022	Check	2451	Yes	Kevin E. Thomas	Salary Social Security FIT PIT LIT Medicare	101 Cash checking account 400 Salaries & wages 203 Social Security Payable 204 FIT Payable 205 PIT payable 206 LIT payable 208 Medicare Payable	-1,729.53 2,229.17 138.21 225.00 68.44 35.67 32.32
06/01/2022	Check	2452	Yes	City Limits Realty	June Lease Payment	101 Cash checking account 437 Rent	-800.00 800.00
06/02/2022	Deposit		Yes		Guest Reg Fee Food Tour Fri Breakfast Fri Lunch Wine Tour Sat Lunch Gov Banquet sun Breakfast	101 Cash checking account 351 Guest registration fees 380 Thursday reception 379 Friday breakfast 381 Awards luncheon 384 Friday dinner - D/C 382 Foundation luncheon 383 Governor's banquet 386 Sunday breakfast - D/C	476.16 15.00 40.00 40.00 50.00 150.00 56.00 105.16 20.00
06/03/2022	Expense		Yes	American Express	Board Meeting Food Key Club Charges to AMEX Card Postage - shipping to M. Burton Exec Director Travel Expense Exec Int Conv Reg and Hotel Deposit Supplies AOL Service Quickbooks Renewal Deposit for Thursday evening District Conv Circle K officer pin shipping	101 Cash checking account 531 Board Meeting Stipend 804 Key Club American Express Pay 442 Postage 539 Executive director expenses 540 Executive director -int'l convention 443 Supplies & printing 440 Telephone 415 Accounting & legal 779 Thursday Evening 709A Circle K Officer Pins	-5,607.78 120.26 -3,315.10 5.10 487.94 372.95 253.34 36.99 911.60 100.00 4.50
06/03/2022	Deposit		Yes		Raffle Revenue Key Club American Express Payment Key Club Budget Contribution	101 Cash checking account 302 Raffle Revenue 804 Key Club American Express Pay 306 Key Club Budget Contribution	13,715.00 400.00 3,315.00 10,000.00
06/03/2022	Deposit		Yes		Guest Reg Fee Member Reg Fee Food Tour Fri Breakfast Fri Lunch Wine Tour Sat Lunch Gov Banquet Sun Breakfast	101 Cash checking account 351 Guest registration fees 350 Member registration fees 380 Thursday reception 379 Friday breakfast 381 Awards luncheon 384 Friday dinner - D/C 382 Foundation luncheon 383 Governor's banquet 386 Sunday breakfast - D/C	616.96 15.00 25.00 120.00 40.00 50.00 150.00 56.00 100.96 60.00
06/06/2022	Deposit		Yes		Conv Reg Thursday evening Fri Breakfast Fri Lunch Wine Tour Sat Lunch Banquet Sun Breakfast	101 Cash checking account 350 Member registration fees 380 Thursday reception 379 Friday breakfast 381 Awards luncheon 384 Friday dinner - D/C 382 Foundation luncheon 383 Governor's banquet 386 Sunday breakfast - D/C	456.74 25.00 80.00 40.00 50.00 100.00 56.00 65.74 40.00
06/08/2022	Deposit		Yes		Conv Reg	101 Cash checking account 350 Member registration fees	1,568.01 50.00

Kiwanis International Pennsylvania District

Transaction List with Splits June 2022

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Guest Reg	351 Guest registration fees	15.00
					Thursday Recp	380 Thursday reception	240.00
					Fri Breakfast	379 Friday breakfast	80.00
					Fri Lunch	381 Awards luncheon	200.00
					Wine Tour	384 Friday dinner - D/C	300.00
					Sat Lunch	382 Foundation luncheon	252.00
					Banquet	383 Governor's banquet	311.01
					Sun Breakfast	386 Sunday breakfast - D/C	120.00
06/09/2022	Deposit		Yes				
					Conv Reg	101 Cash checking account	313.00
					Thursday evening	350 Member registration fees	25.00
					Fri Lunch	380 Thursday reception	80.00
					Wine Tour	381 Awards luncheon	50.00
					Sat Lunch	384 Friday dinner - D/C	50.00
					Banquet	382 Foundation luncheon	28.00
					Sun Breakfast	383 Governor's banquet	40.00
						386 Sunday breakfast - D/C	40.00
06/13/2022	Deposit		Yes				
					Thursday Recp	101 Cash checking account	354.78
					Fri Lunch	380 Thursday reception	80.00
					Sat Lunch	381 Awards luncheon	50.00
					Wine Tour	382 Foundation luncheon	56.00
					Banquet	384 Friday dinner - D/C	100.00
						383 Governor's banquet	68.78
06/14/2022	Expense		Yes	United States Treasury			
					Social Security Withholding	101 Cash checking account	-1,515.84
					Medicare Withholding	203 Social Security Payable	-375.18
					Payroll Taz	208 Medicare Payable	-87.74
					FIT Withholding	409 Payroll taxes	462.92
						204 FIT Payable	-590.00
06/14/2022	Expense		Yes	Pennsylvania Department of Revenue			
					PIT Withholding	101 Cash checking account	-185.78
						205 PIT payable	-185.78
06/14/2022	Deposit		Yes				
					Conv Reg	101 Cash checking account	160.00
					Thursday Evening	350 Member registration fees	25.00
					Awards Lunch	380 Thursday reception	40.00
					Wine Tour	381 Awards luncheon	25.00
					Sunday Breakfast	384 Friday dinner - D/C	50.00
						386 Sunday breakfast - D/C	20.00
06/14/2022	Deposit		Yes				
					Guest Reg	101 Cash checking account	447.33
					Thursday Evening	351 Guest registration fees	15.00
					Friday Breakfast	380 Thursday reception	80.00
					Friday Lunch	379 Friday breakfast	40.00
					Sat lunch	381 Awards luncheon	50.00
					Wine Tour	382 Foundation luncheon	56.00
					Banquet	384 Friday dinner - D/C	100.00
					Sun Breakfast	383 Governor's banquet	66.33
						386 Sunday breakfast - D/C	40.00
06/15/2022	Deposit		Yes				
					Thursday Reception	101 Cash checking account	432.46
					Friday Breakfast	380 Thursday reception	80.00
					Fri Lunch	379 Friday breakfast	40.00
					Wine Tour	381 Awards luncheon	50.00
					Sat Lunch	384 Friday dinner - D/C	100.00
					Banquet	382 Foundation luncheon	56.00
					Sunday	383 Governor's banquet	66.46
						386 Sunday breakfast - D/C	40.00
06/16/2022	Check	2453	Yes	Verizon			
					Telephone and Internet	101 Cash checking account	-181.28
						440 Telephone	181.28
06/16/2022	Check	2454	Yes	LEAF			
					Copier Lease	101 Cash checking account	-143.10
					Equipment Sales Tax	430 Equipment leases	135.00
						431 Equipment maintenance	8.10
06/16/2022	Check	2455	Yes	Crystal Springs			
					Water	101 Cash checking account	-12.87
						443 Supplies & printing	12.87
06/16/2022	Deposit		Yes				
					Registration	101 Cash checking account	475.86
					Thursday Evening	350 Member registration fees	25.00
					Friday Breakfast	380 Thursday reception	40.00
					Fri Lunch	379 Friday breakfast	40.00
						381 Awards luncheon	50.00

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2022

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Wine Tour	384 Friday dinner - D/C	100.00
					Sat Lunch	382 Foundation luncheon	56.00
					Banquet	383 Governor's banquet	104.86
					Sun Breakfast	386 Sunday breakfast - D/C	60.00
06/17/2022	Check	2456	Yes	Kevin E. Thomas			
					Salary	101 Cash checking account	-1,729.53
					Social Security	400 Salaries & wages	2,229.17
					FIT	203 Social Security Payable	138.21
					PIT	204 FIT Payable	225.00
					LIT	205 PIT payable	68.44
					Medicare	206 LIT payable	35.67
						208 Medicare Payable	32.32
06/17/2022	Check	2457	Yes	Michelle March			
					60Hes @ \$13.50/hr	101 Cash checking account	-640.20
					Social Security	400 Salaries & wages	810.00
					FIT	203 Social Security Payable	50.22
					PIT	204 FIT Payable	70.00
					LIT	205 PIT payable	24.87
					Medicare	206 LIT payable	12.96
						208 Medicare Payable	11.75
06/17/2022	Deposit		Yes				
					Key Leader Registration	101 Cash checking account	2,110.00
					Friday Conv Breakfast	32000 Restricted Net Assets - Key Leader	1,350.00
					Friday Lunch	379 Friday breakfast	20.00
					Sat Lunch	381 Awards luncheon	25.00
					Banquet	382 Foundation luncheon	28.00
					Sun Breakfast	383 Governor's banquet	40.00
					Program Ads	386 Sunday breakfast - D/C	20.00
					Conv Sponsorships and fundraising	368 Program ads	210.00
						367 Sponsorship	417.00
06/17/2022	Deposit		Yes				
					Raffle Sale	101 Cash checking account	1,000.00
						302 Raffle Revenue	1,000.00
06/17/2022	Deposit		Yes				
					Thursday Evening	101 Cash checking account	464.51
					Fri Breakfast	380 Thursday reception	80.00
					Fri Lunch	379 Friday breakfast	60.00
					Sat Lunch	381 Awards luncheon	75.00
					Banquet	382 Foundation luncheon	84.00
					Sunday	383 Governor's banquet	105.51
						386 Sunday breakfast - D/C	60.00
06/21/2022	Deposit		Yes				
					Guest Registration	101 Cash checking account	447.03
					Thursday evening	351 Guest registration fees	15.00
					Fri Breakfast	380 Thursday reception	80.00
					Fri Lunch	379 Friday breakfast	20.00
					Wine Tour	381 Awards luncheon	50.00
					Sat Lunch	384 Friday dinner - D/C	100.00
					Govs Banquet	382 Foundation luncheon	56.00
					Sun Breakfast	383 Governor's banquet	106.03
						386 Sunday breakfast - D/C	20.00
06/22/2022	Deposit		Yes				
					Key Leader	101 Cash checking account	513.00
					Conv Fundraisgin	32000 Restricted Net Assets - Key Leader	300.00
					Thursday Evening	367 Sponsorship	10.00
					Fri Lunch	380 Thursday reception	40.00
					Wine Tour	381 Awards luncheon	25.00
					Sat Lunch	384 Friday dinner - D/C	50.00
					Banquet	382 Foundation luncheon	28.00
					Sun Breakfast	383 Governor's banquet	40.00
						386 Sunday breakfast - D/C	20.00
06/22/2022	Deposit		Yes				
					Thursday Reception	101 Cash checking account	203.00
					Fri Lunch	380 Thursday reception	40.00
					Wine Tour	381 Awards luncheon	25.00
					Sat Lunch	384 Friday dinner - D/C	50.00
					Banquet	382 Foundation luncheon	28.00
					Sun Breakfast	383 Governor's banquet	40.00
						386 Sunday breakfast - D/C	20.00
06/22/2022	Deposit		Yes				
					Conv Reg	101 Cash checking account	240.51
					Thursday Evening	350 Member registration fees	25.00
					Fri Breakfast	380 Thursday reception	40.00
					Fri Lunch	379 Friday breakfast	20.00
					Wine Tou	381 Awards luncheon	25.00
						384 Friday dinner - D/C	50.00

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2022

DATE	TRANSACTION TYPE	NUM	POSTING NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Sat Lunch	382 Foundation luncheon	28.00
				Banquet	383 Governor's banquet	32.51
				Sun Breakfast	386 Sunday breakfast - D/C	20.00
06/23/2022	Deposit		Yes			
				Conv Reg	101 Cash checking account	71.00
				Banquet	350 Member registration fees	25.00
					383 Governor's banquet	46.00
06/23/2022	Deposit		Yes			
				Conv Reg	101 Cash checking account	1,487.40
				Guest Reg	350 Member registration fees	25.00
				Thursday evening	351 Guest registration fees	15.00
				Fri Breakfast	380 Thursday reception	200.00
				Fri Lunch	379 Friday breakfast	80.00
				Wine Tour	381 Awards luncheon	200.00
				Sat Lunch	384 Friday dinner - D/C	350.00
				Banquet	382 Foundation luncheon	224.00
				Sun Breakfast	383 Governor's banquet	273.40
					386 Sunday breakfast - D/C	120.00
06/24/2022	Deposit		Yes			
				Program Ads	101 Cash checking account	779.00
				Sponsorship	368 Program ads	55.00
				Thursday Evening	367 Sponsorship	15.00
				Friday Breakfast	380 Thursday reception	120.00
				Fri lunch	379 Friday breakfast	20.00
				Wine Tour	381 Awards luncheon	75.00
				Sat Lunch	384 Friday dinner - D/C	50.00
				Banquet	382 Foundation luncheon	84.00
				Raffle -Cash	383 Governor's banquet	120.00
				Sunday	302 Raffle Revenue	180.00
					386 Sunday breakfast - D/C	60.00
06/24/2022	Deposit		Yes			
				Conv Reg	101 Cash checking account	257.38
				Wine Tour	350 Member registration fees	50.00
				Sat lunch	381 Awards luncheon	50.00
				Banquet	384 Friday dinner - D/C	50.00
				Sun Breakfast	382 Foundation luncheon	56.00
					383 Governor's banquet	31.38
					386 Sunday breakfast - D/C	20.00
06/27/2022	Deposit		Yes			
				Conv Reg	101 Cash checking account	857.82
				Thursday Recp	350 Member registration fees	25.00
				Friday Breakfast	380 Thursday reception	120.00
				Wine Tour	379 Friday breakfast	20.00
				Sat Lunch	381 Awards luncheon	100.00
				Banquet	384 Friday dinner - D/C	200.00
				Sun Breakfast	382 Foundation luncheon	140.00
					383 Governor's banquet	172.82
					386 Sunday breakfast - D/C	80.00
06/28/2022	Deposit		Yes			
				Conv Reg	101 Cash checking account	547.05
				Wine Tour	350 Member registration fees	75.00
				Sat Lunch	381 Awards luncheon	75.00
				Banquet	384 Friday dinner - D/C	150.00
				Sun Breakfast	382 Foundation luncheon	84.00
					383 Governor's banquet	103.05
					386 Sunday breakfast - D/C	60.00
06/28/2022	Deposit		Yes			
				Thurs Evnving	101 Cash checking account	203.00
				Friday Breakfast	380 Thursday reception	40.00
				Wine Tour	379 Friday breakfast	20.00
				Sat Lunch	381 Awards luncheon	25.00
				Banquet	382 Foundation luncheon	28.00
				Wine Tour	383 Governor's banquet	40.00
					384 Friday dinner - D/C	50.00
06/29/2022	Deposit		Yes			
				Registration	101 Cash checking account	207.86
				Friday Breakfast	350 Member registration fees	75.00
				Fri Lunch	379 Friday breakfast	40.00
				Danville Membership fee - S. Kacyon	381 Awards luncheon	44.61
					572 Membership development	-48.25
06/30/2022	Deposit		Yes			
				Conv Reg Fee	101 Cash checking account	549.66
				Thursday Recp	350 Member registration fees	25.00
				Friday Break	380 Thursday reception	40.00
				Foundatic	379 Friday breakfast	60.00
					382 Foundation luncheon	75.00

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2022

DATE	TRANSACTION TYPE	NUM	POSTING NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Wine Tour	384 Friday dinner - D/C	50.00
				Sat Lunch	382 Foundation luncheon	117.00
				Banquet	383 Governor's banquet	142.66
				Sunday Breakfast	386 Sunday breakfast - D/C	40.00
06/30/2022	Check	SVCCHRG	Yes	Service Charge	101 Cash checking account	-123.22
					780 Convention Credit Card fees	123.22
06/30/2022	Deposit	INTEREST	Yes	Interest Earned	101 Cash checking account	0.29
					345 Interest income	0.29
Not Specified						
06/02/2022	Journal Entry	AJE 57	Yes		412A Circle K Office/Budget Contribution	500.00
					307 Circle Budget Contribution	500.00
06/30/2022	Journal Entry	AJE 59	Yes	To record payment of 12/3/2021 in Circle K Checking Account	201A Loan Payable PA Key Club	1,500.00
				To record payment of 12/3/2021 in Circle K Checking Account	101A Circle K Cash on hand	-1,500.00
				To record payment made to Makayla Gerver on 1/5/22	402A Circle K District Treasurer Expenses	23.87
				To record payment made to Makayla Gerver on 1/5/22	101A Circle K Cash on hand	-23.87
				To record payment made to Jodie Welser on 1/5/22	600A Circle InterPACK Exp	386.34
				To record payment made to Jodie Welser on 1/5/22	101A Circle K Cash on hand	-386.34
				To record payment made to Lori Ko on 3/1/22	550A Circle K Spring Fling	75.01
				To record payment made to Lori Ko on 3/1/22	101A Circle K Cash on hand	-75.01
06/30/2022	Journal Entry	AJE 60	Yes	To record Deposits from 10/1/21 to 3/6/22	300A Circle K Dues	3,130.00
				To record deposits from 10/1/21 to 3/6/22	360A Circle K InterPACK Foundation Contribution	-1,500.00
				To record deposits from 10/1/21 to 3/6/22	320A Circle K Officer Training Foundation Contribution	-1,500.00
				To record deposits from 10/1/21 to 3/6/22	351A Circle K Convention Foundation Contri	-1,000.00
				To record deposits from 10/1/21 to 3/6/22	370A Circle K International Conv Foundation Cont	-1,000.00
				To record deposits from 1/1/21 to 3/6/21	101A Circle K Cash on hand	8,130.00
06/30/2022	Journal Entry	AJE 61	Yes		343A Circle K Checking Interest	-20.39
					101A Circle K Cash on hand	20.39
06/30/2022	Journal Entry	AJE 62	Yes	To record transfer of Circle K checking balance to Kiwanis Checking	101 Cash checking account	10,683.44
				To record transfer of Circle K checking balance to Kiwanis Checking	101A Circle K Cash on hand	-
						10,683.44

2021-22 Budget Report
6/30/2022

2021-22 Approved Budget

	2021-22 Approved Budget		2021-22 Actual		Variance	
	Amount		Amount	Total		
REVENUES						
MEMBERSHIP DUES						
District Dues	\$ 99,000.00		\$97,599	99%	\$ (1,401.00)	
Partial year prorated dues	\$ 5,000.00		\$3,541	71%	\$ (1,459.00)	
Sub-Total		\$ 104,000.00		\$101,140	97%	-\$2,860
SLP & OTHER SUPPORT FOR SERVICES						
Key Club	\$ 10,000.00		\$10,000	100%	\$ -	
Circle K	\$ 500.00		\$500	100%	\$ -	
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		\$16,500	94%	\$ (1,000.00)
MISC. INCOME						
Misc. Income	\$ 2,000.00		\$256	13%	\$ (1,744.00)	
Interest	\$ -		\$1	#DIV/0!	#REF!	
Sub-total		\$ 2,000.00		\$257	13%	\$ (1,743.00)
DISTRICT EVENTS						
Holiday Party or other Fundraising	\$ 2,500.00		\$2,942	118%	\$ 442.00	
District Raffle	\$ 14,000.00		\$1,580	11%	\$ (12,420.00)	
MidYear Conference (100 @ \$20.00)	\$ 2,000.00		\$2,482	124%	\$ 482.00	
District Convention	\$ 53,345.00		\$33,015	62%	\$ (20,330.00)	
Sub-total		\$ 71,845.00		\$37,077	52%	\$ (34,768.00)
Payroll Protection Program*		\$ -				
TOTAL REVENUES		\$ 195,345.00		\$154,974	79%	\$ (40,371.00)
EXPENSES						
EMPLOYEE COMPENSATION						
Salaries	\$ 74,500.00		\$58,519	79%	\$ 15,981.00	
Payroll Taxes	\$ 6,500.00		\$4,898	75%	\$ 1,602.00	
Employee Benefits	\$ 710.00		\$431	61%	\$ 279.37	
Executive Director Expenses	\$ 2,750.00		\$2,750	100%	\$ -	
Executive Director ICON	\$ 700.00		\$772	110%	\$ (72.00)	
Sub-total		\$ 85,160.00		\$67,370	79%	\$ 17,790.37
OFFICE & RELATED EXPENSES						
Building Lease	\$ 9,600.00		\$7,000	73%	\$ 2,600.00	
Moving Related Expenses	\$ 5,000.00		\$5,359	107%	\$ (359.00)	
Postage	\$ 750.00		\$377	50%	\$ 373.00	
Telephone & Internet	\$ 2,500.00		\$1,931	77%	\$ 569.00	
Insurance	\$ 2,200.00		\$2,177	99%	\$ 23.00	
Supplies & Printing	\$ 1,000.00		\$1,127	113%	\$ (127.00)	
Equipment Maintenance	\$ 500.00		\$225	45%	\$ 275.00	
Equipment Leases	\$ 1,700.00		\$1,233	73%	\$ 467.00	
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		\$19,460	81%	\$ 4,664.84
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		\$356	71%	\$ 144.00
Gov-Elect Expenses	\$ 2,000.00		\$149	7%	\$ 1,851.00
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		\$750	75%	\$ 250.00
Sub-total		\$ 12,900.00	\$1,255	10%	\$11,645
SLP LEADERSHIP SUPPORT					
Circle K Administrator	\$ 1,900.00		\$1,099	58%	\$ 801.00
Builders Club Administrator	\$ 150.00		\$31	21%	\$ 119.00
K-Kids Administrator	\$ 150.00		\$0	0%	\$ 150.00
Sub Total		\$ 2,200.00	\$1,130	51%	\$ 1,070.00
MEMBERSHIP GROWTH & DEVELOPMENT					
Membership Growth & Development	\$ 3,000.00		\$4	0%	\$ 2,996.00
Awards	\$ 1,200.00		\$114	10%	\$ 1,086.00
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	-\$382	-6%	\$ 6,997.00
DISTRICT EVENTS					
Holiday Party or other fundraiser	\$ 1,000.00		\$1,096	110%	\$ (96.00)
Midyear Conference	\$ 1,200.00		\$1,186	99%	\$ 14.16
District Raffle	\$ 7,300.00		\$248	3%	\$ 7,052.00
District Convention	\$ 51,605.00		\$889	2%	\$ 50,716.00
Sub-total		\$ 61,105.00	\$3,419	6%	\$57,686
FINANCIAL RESTORATION					
Interest Expense	\$ -		\$0	#DIV/0!	\$ -
Audit	\$ 10,000.00		\$11,626	116%	\$ (1,626.00)
Debt Reduction	\$ -		\$0	#DIV/0!	\$ -
Rebuild Reserve Fund	\$ -			#DIV/0!	\$ -
Sub-total		\$ 10,000.00	\$11,626	116%	\$ (1,626.00)
TOTAL EXPENSES		\$ 202,105.00	\$103,496	51%	\$ 98,609.37
BALANCE		\$ (6,760.00)	\$51,478		

ACCOUNT	PA KIWANIS FAMILY ACCOUNT BALANCES - 6/30/22												
	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	Amount 6/30/2022	AVERAGE
Kiwanis Checking	\$ 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	\$ 74,144.00	\$ 56,497.19
Kiwanis Reserve	\$ 572.22	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.22	\$ 577.24	\$ 577.26	\$ 577.30	\$ 577.32	\$ 576.41
Key Club Checking	\$ 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	\$ 22,539.18	\$ 34,685.73
Key Club Reserve	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 14,500.00	\$ 14,500.00	\$ 10,500.00	\$ -	\$ -	\$ -	\$ 22,012.18
Circle-K Checking	\$ 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	\$ 10,565.74	\$ -	\$ 5,034.36
Circle-K Reserve	\$ 4,204.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,482.86
Kilton Club	\$ 4,941.77	\$ 4,355.88	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 3,398.00	\$ 3,398.12	\$ 3,071.87	\$ 4,471.02
Key Leader	\$ 7,280.88	\$ 4,599.77	\$ 3,241.27	\$ 8,334.16	\$ 5,549.02	\$ 5,549.02	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 6,157.17	\$ 6,801.94	\$ 5,808.81
Foundation Cash	\$ 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	\$ 66,056.23	\$ 48,414.53
Foundation Investments	\$ 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	\$ -	\$ 819,754.67
		(as of 6/30/19)		(as of 12/31/19)				(as of 9/30/21)		(as of 11/31/21)			
	\$ 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	\$ 173,190.54	\$ 1,071,748.74



A+ Images, Inc.
Apparel Decorators

A+ Images, Inc.
5700 W. Minnesota St. STE A5
Indianapolis, IN 46241

800-634-0054
317-405-8955
Fax # 317-857-0122
info@aplusimages.com

Invoice

Date	Invoice #
7/21/2022	28352

Bill To
Kiwanis Internatioanal PA District Attn: Kevin Thomas 125 North Enold Drive STE 206 Enola, PA 17025

Ship To
Kiwanis Internatioanal PA District Attn: Kevin Thomas 125 North Enold Drive STE 206 Enola, PA 17025

E-mail	kevin@pakiwanis.org
Phone	717-540-9300
Fax	

Ship Via	Date/Time Needed	P.O. No.
UPS Ground		

Quantity	Design #	Description	Color	Size	Rate	Amount
5.00	Custom Kiwanis	M265W Ladies Polo	Royal Blue	M	28.20	141.00T
10.00	Custom Kiwanis	M265W Ladies Polo	Royal Blue	L	28.20	282.00T
10.00	Custom Kiwanis	M265W Ladies Polo	Royal Blue	XL	28.20	282.00T
5.00	Custom Kiwanis	M265W Ladies Polo	Royal Blue	2X	29.70	148.50T
3.00	Custom Kiwanis	M265W Ladies Polo	Royal Blue	3X	31.20	93.60T
5.00	Custom Kiwanis	M265 Unisex Polo	Royal Blue	S	28.20	141.00T
5.00	Custom Kiwanis	M265 Unisex Polo	Royal Blue	M	28.20	141.00T
12.00	Custom Kiwanis	M265 Unisex Polo	Royal Blue	L	28.20	338.40T
8.00	Custom Kiwanis	M265 Unisex Polo	Royal Blue	XL	28.20	225.60T
8.00	Custom Kiwanis	M265 Unisex Polo	Royal Blue	2X	29.70	237.60T
**all shirts get same logo on left chest						
Serving the Children of the World Kiwanis Seal Pennsylvania District Logo 4x2.78"						

*These items are custom made. They cannot be returned or exchanged

Subtotal	\$2,030.70
Sales Tax (0.0%)	\$0.00
Total	\$2,030.70

6/30/22 - Circle K Budget

Thursday, June 30, 2022 3:13 PM

Circle K Budget Discussion 6/30/22 at 3 pm

Attendees: Sarah Zulueta, Kevin Thomas, Mike Coolbaugh, Jodie Welsler and Jen Vare

1. Proposed Adjustments to CK Budget.

- a. Background: 5/10/22 The Kiwanis District Board approved a Circle K Budget for operational purposes with the knowledge that the Circle K District Administrators would review and provide adjustments. 5/16/22 - The Circle K administrators were directed to review the operational budget the board approved and get back to us to determine what adjustments were needed.
- b. Jodie provided adjusted Circle K 22-23 budget for discussion. Only Adjustments made:
 - i. **\$30 will be added to the Kiwanis District Convention line item** to cover 3 Circle K member attendees. (\$10 each) and **remove \$30 from Contingent line item** to balance. New budgeted amounts:
 - 1) Kiwanis District Convention (\$455.00)
 - 2) Contingent (\$525.00)
- c. We agreed that we will send adjusted budget to the Board for the 7/23/22 Board Meeting.

2. Circle K International Convention expenditures.

- a. Currently in the Kiwanis 2021-2022 budget we have a total of \$1,900 budgeted for Circle K District Administrators. Budget Report as of 6/15/22 showed that there was \$1,099 spent and \$801.00 remains.
- b. Co-Admin Jen Vare has incurred an expenditure totaling \$1,600.82 (Registration, Flight and Lodging).
- c. To be able to cover the expenditure that exceeds the balance of the Circle K Administrator line item the group agreed to transfer \$800 from reserves to the Circle K budget Beginning balance and adding it to the International Convention line item. (See adjusted budget)
- d. This will increase income and expenditures to \$8,300.00
- e. Jen was reminded to follow Expense policy and utilize the approved District Form. **Sarah to send links out to Jen and Jodi to ensure they had it. (DONE)**
- f. Expenses will be paid after the travel to the International convention has occurred as customary for all travel related expenses.

3. Future Procedures

- a. Kevin will send to this group and the Kiwanis board, Circle K monthly transaction report from Quickbooks (Highlighting the CK line items) and a **monthly Circle K Budget Report** that denotes the budget vs actuals to allow the District Administrators to reconcile and know what is the balance of each line item, if there is any question please

4. Circle K Budget reserve

- a. Kevin emailed the Reserve amount: \$5,388 that includes the following:

Circle K Cash on hand as of 9/30/21 (per BSSF audit):	\$5,129.00
General Budget Surplus for 2021-22:	\$5,199.00
Loss on 2022 Convention:	(\$1,440.00)
Loan Payable PA Key Club:	(\$2,500.00)
Starting Fund for 2022-23 Budget:	(\$1,000.00)
Balance:	\$5,388.00
- b. **Clarification of a previous figure of \$10,328** is comprised of the Circle K Cash (As of 9/30/21) + General Budget Surplus for 2021-2022. (\$5,129 + \$5,199)
- c. **Clarification on the "Loan Payable PA Key Club" item.** In the past Circle K had zero cash or reserve to pay expenditures, Key Club had a surplus.
 - i. \$4,500 was transferred from Key Club account to Circle K account to absorb expenditures.
 - ii. \$2,000 was paid back to the Key Club in July 2021 as they suffered a deficit.
 - iii. The remaining \$2,500 has now been paid back to Key Club from CK reserve.
- d. With the addition of **\$800 now to be** from reserve **the current reserve balance is \$4,588.** We discussed that we should make it a practice to pull from reserve in the future.

5. Open Floor

- Kevin will get approval from the board to:
 - o Close Mid Penn Circle bank account to transfer cash to Kiwanis Checking account.
 - o Instruct Kiwanis International to ensure Circle K Dues are wire transferred to PA KIWANIS checking account at Centric Bank NOT Circle K bank account at Mid Penn Bank.

PA DISTRICT CIRCLE-K INTERNATIONAL
2022-23 Budget Proposal as of 6/30/22

REVENUE	2022-23 Proposed Budget	Adjusted 2022-23 Budget	21-22 Actual Budget	21-22 Actual Recps/Exps		Variance
DUES	\$ 3,500.00	\$ 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	\$ 3,000.00	100%	\$ -
Beginning Balance	\$ 1,000	\$ 1,800.00	\$ -	\$ -		
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -		
INTEREST/DIVIDENDS	\$ -	\$ -	\$ -	\$ 15.23		\$ 15.23
TOTAL REVENUE	\$ 7,500.00	\$ 8,300.00	\$ 6,320.00	\$ 6,165.23	98%	\$ (154.77)
EXPENDITURES						
GOVERNOR	\$ 600.00	\$ 400.00	\$ 300.00	\$ 48.00	16%	\$ 252.00
SECRETARY	\$ 300.00	\$ 300.00	\$ 150.00	\$ -	0%	\$ 150.00
TREASURER	\$ 300.00	\$ 300.00	\$ 150.00	\$ 72.00	48%	\$ 78.00
EDITOR	\$ 300.00	\$ 300.00	\$ 150.00	\$ -	0%	\$ 150.00
Snowbelt LTG	\$ -	\$ 200.00	\$ -	\$ -		
All Lt Governors	\$ 700.00	\$ -	\$ -	\$ -		
All chairs	\$ 500.00	\$ -	\$ 500.00	\$ -	0%	\$ 500.00
Club Officer Training	\$ 600.00	\$ -	\$ 400.00	\$ -	0%	\$ 400.00
DISTRICT OFFICER TRAINING	\$ 1,700.00	\$ 1,920.00	\$ 600.00	\$ -	0%	\$ 600.00
GATC Flight and related expenses	\$ 900.00	\$ 900.00	\$ 600.00	\$ -	0%	\$ 600.00
ICON Governor/Co Admin	\$ -	\$ 1,050.00	\$ -	\$ -		
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ -	\$ -	\$ 500.00	\$ -	0%	\$ 500.00
Kiwanis DCON	\$ -	\$ 455.00	\$ -	\$ -		
DISTRICT OFFICE OPERATION	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00
FALL RALLY	\$ -	\$ 450.00	\$ 500.00	\$ 500.00	100%	\$ -
SPRING FLING	\$ 500.00	\$ 450.00	\$ 600.00	\$ 75.00	13%	\$ 525.00
KEY CLUB CONVENTION PARTICIPATION	\$ -	\$ -	\$ 600.00	\$ -	0%	\$ 600.00
Board Shirts	\$ -	\$ 150.00	\$ -	\$ -		
CKI Swag (giveaways)	\$ -	\$ 400.00	\$ -	\$ -		
OFFICER PINS	\$ 120.00	\$ -	\$ 100.00	\$ -	0%	\$ 100.00
CONTINGENT	\$ 480.00	\$ 525.00	\$ 670.00	\$ 430.00	64%	\$ 240.00
TOTAL EXPENSES	\$ 7,500.00	\$ 8,300.00	\$ 6,320.00	\$ 1,125.00	18%	\$ 5,195.00
BUDGET SURPLUS/(DEFICIT):	\$ -	\$ -	\$ -	\$ 5,040.23		
*Assumes the same Foundation Contribution in 22/23						

Circle K Surplus

■ Circle K Cash on hand as of 9/30/21 (per BSSF audit):	\$5,129.00
■ General Budget Surplus for 2021-22:	\$5,199.00
■ Loss on 2022 Convention:	(\$1,440.00)
■ Loan Payable PA Key Club:	(\$2,500.00)
■ Starting Fund for 2022-23 Budget:	(\$1,000.00)
■ Additional Funds for Circle Int Convention (Adm)	(\$800.00)
■ Balance:	\$4,588.00

6/29/22, 11:23 AM


Re: Circle K dues payments

From: jfregeau@kiwanis.org,
To: ketkiwanis@aol.com,
Subject: Re: Circle K dues payments
Date: Wed, Jun 29, 2022 7:41 am

Hello Kevin - I checked with Patty Burke, Controller (Bill Parker's replacement), you signing the form and the supporting minutes will suffice.

Joanne

Joanne Fregeau

Finance Coordinator, Kiwanis International
3636 Woodview Trace, Indianapolis, IN, 46268 | (317) 217-6153
Kiwanis.org | #KidsNeedKiwanis


From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Tuesday, June 28, 2022 11:14 AM
To: Joanne Fregeau <jfregeau@kiwanis.org>
Subject: Re: Circle K dues payments

Joanne:

Thanks for the form. I am well.

For some time, we have reported Circle K District Financial information with Kiwanis and have merged Circle K into the Kiwanis Quickbooks records (with it's own set for account numbers). The final step of that process is to close the Circle K checking account and handle all check writing for Circle K out of the Kiwanis accounts. Accordingly, all deposits for Circle K, including dues transfers, need to go into the Kiwanis account.

So if I submit this form with Kiwanis District Board minutes with the board approving or affirming this plan, is that sufficient or do I actually need a Circle K officer to actually sign this form?

Thanks for your help.

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

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

From: Joanne Fregeau <jfregeau@kiwanis.org>
To: Kevin Thomas <ketkiwanis@aol.com>

**CIRCLE K AND KEYCLUB
MEMBERSHIP DISTRICT DUES COLLECTION**

Organization (check one only): Circle K Key Club

District: _____

BANK ACCOUNT INFORMATION

Name on Bank Account: _____

Bank Name & Address: _____

Bank Routing Number (ABA number): _____

Account Number: _____

Type of Account (ex: Checking, Savings, Other): _____

PRIMARY DISTRICT CONTACT

Your name (print): _____

Title: _____

E-mail Address (if using e-mail): _____

Daytime Telephone Number: _____

****NOTE:** If funds are requested to be transferred to a beneficiary account not in the Circle K or Key Club district's name, before Kiwanis International will update the banking information, it is required that both parties signed the form, If there are any documentations, such as Board Minutes, that supports this change, please include with the form.

**** (only complete this section if applicable)**

Signature: (Circle K or Key Club District officer) _____

Print Name & Title: _____

Signature (Beneficiary of receiving bank): _____

Print Name & Title: _____

Spring Fling Board Report

July 15, 2022

Committee Members:

- Jen Vare, chair
- Tracy Smith, Co-Chair from 2013-16
- Marianne Muraska, West Side
- Tiffany Callaio, Northeast
- **March 5th the Spring Fling was held with all financials handled by Marianne Muraska & Jen Vare. Sarah Zulueta and Lillian Mateja counted all cash and deposited it into the bank.**
- **March 8th the following email was sent to Executive Director Kevin, Governor Sarah, Governor Elect Mike and the Committee.**

• **Jen Vare** <jen@pakiwanis.org>

Mar 8, 2022, 11:58 AM ☆ ↩ ⋮

to Kevin, Div, Reg, Tracy, Marianne, Tiffany ▾

Good afternoon-

On behalf of the Spring Fling Committee I am pleased to share with you the following spreadsheet showing that we raised a total of \$1925.04 this weekend!

Everyone seemed to have a fabulous time and we succeeded at raising the funds we had promised even with a very small crew.

Kevin I have copies of all receipts reflected in the below figures. Can I bring them to Circle K convention instead of taking pictures and sending each of them to you or will that hold up reimbursements?

If you need me to fill in specific reimbursement forms for Marianne, Tracy and I please send those to me and I will fill them out for each.

Thanks!

In Service,

Jen

~~~~~

Jennifer Vare

- **Emails were sent in response almost immediately from Executive Director Kevin & Governor Sarah thanking the committee and explaining the reimbursement procedure that needed to be followed.**
- **Receipts & reimbursement forms were submitted, and the checks were sent. No other communication transpired.**



- Please see my email from May 7<sup>th</sup> to the same group of people & Kevin's response from May 9<sup>th</sup>



Jon Vore <jon@pakiwanis.org>

## Spring Fling Fundraiser

Jon Vore <jon@pakiwanis.org>

To: Kevin Thomas <ketkiwanis@aol.com>

Sat, May 7, 2022 at 9:15 AM

Cc: zuluets@gmail.com, sgt283@comcast.net, tracy\_smith517@yahoo.com, mmuraska@comcast.net, scallio@outlook.com

Good Morning-

I was reviewing the Board Minutes this morning as I never had time to read the full Board Packet in detail before the meeting.

The Spring Fling Financials presented to the Board are not correct.

Please review and let me know if you need me to speak on this at the Board Meeting.

| First Name         | Last Name      | Kiwanis Club                  | # Registered | Total           |
|--------------------|----------------|-------------------------------|--------------|-----------------|
| Sarah              | Zuberta        | University City/Main Line     | 2.5          | 70.00           |
| Jeff               | Rose           | Allentown Northside           | 2.5          | 70.00           |
| Emily and Chad     | Ree            | Dillsburg                     | 2.5          | 70.00           |
| Lynne & Scott      | Sadler         | Dillsburg                     | 2.5          | 70.00           |
| Kathleen & Michele | Stover & Kelly | Dillsburg                     | 2.5          | 70.00           |
| Rocky              | Shelly         | Dillsburg                     | 2.5          | 70.00           |
| Eugene             | Law            | PA's Kiwanis 231              | 1.5          | 45.00           |
| Ryan               | Hortman        | Kiwanis Club of Dillsburg/Pos | 1.5          | 45.00           |
| Tam                | Liberatore     | Kiwanis Club of Dillsburg     | 1.5          | 45.00           |
| Jude               | Wetzel         | Shenandoah, Pittsburgh        | 1.5          | 45.00           |
| Tiffany            | Collett        | Wyoming Area                  | 1.5          | 45.00           |
| Carl & Denise      | Barker         | Dillsburg                     | 1.5          | 45.00           |
| Chuck              | Daghtorpe      | Centennial internet           | 1.5          | 45.00           |
| Jim                | Vare           | Conestogoken                  | 1.5          | 45.00           |
| Bob                | Byrns          | Shenandoah, Pittsburgh        | 1.5          | 45.00           |
| Kevin              | Thompson       | Harrisburg                    | 2.5          | 70.00           |
| Shawn              | Smith          | Shenandoah, Pittsburgh        | 1.5          | 45.00           |
| Bonnie             | Haupt          | Upper Bucks                   | 1.5          | 45.00           |
| Marianne           | Murphy         | Shenandoah, Pittsburgh        | 1.5          | 45.00           |
| Steve              | Smith          | Shenandoah, Pittsburgh        | 1.5          | 45.00           |
| Tom                | Dettler        | Lebanon                       | 3.5          | 105.00          |
| Liban              | Mutaya         | Upper Merion/Lower/Conestoga  | 1.5          | 45.00           |
| Cathy              | Hagador        | Warrick                       | 2.5          | 70.00           |
| Teri               | Cole           | Harrisburg                    | 2.5          | 70.00           |
| <b>Totals</b>      |                |                               | <b>45.5</b>  | <b>1,275.00</b> |

TOTAL EVENT INCOME: \$2421  
 TOTAL EVENT EXPENSE: \$650  
 TOTAL EVENT PROFIT: \$1771

In Service,

Jon

Jennifer Vore  
 PA Kiwanis Public Relations Chair 2021-2022  
 District Co-Admin/rotator PA District Circle K International

Jen:

I stand by the figures reported to the board as accurate. This represents the money credited and debited in the District account. They are not wrong as presently reflected on the books of the Pennsylvania District.

Please see the attached sheets from the District's General Ledger. I have highlighted the relevant accounts. As you will see, they match the figures reported.

The amount in the bottom line in your spreadsheet and the District account is about \$250.00

I am not sure of all the differences between your spreadsheet and mine but one is certainly the accounting for the donations.

The figures reported to the board do not include the donations you listed except for the \$100 I donated and \$50 Mike donated. That leaves about \$460 difference between the figures in your spreadsheet and the District account. I could make an adjusting journal entry to reflect the remaining donations but do we have some verification of the amounts listed? Our accounting firm will ask for that.

But that will not account for the \$250 difference. I will verify all of the revenue we have recorded in the ledger and make sure I did not misclassify any Venmo and Paypal transfers. But I am not really sure about your accounting of expenses.

Do you want to set up a time to have meeting to walk through this?

- **Since those 2 emails I had responded:**

May 9, 2022, 6:23 PM Thank you Kevin for sending the ledger.

I am matching up details to see what I can figure out. Credit card payments do not equal actual registration fees so that from the start shows a difference!

I will remove the donations to see if that is causing any of the confusions as well.

I think having the big spreadsheet showing the donations is appropriate if there was ever to be a different committee. I understand why we would not want them in the ledger. Had we not received the donations listed or if the volunteers that put together the event asked for payment for all of those donations the profit would have been much smaller!

If I have additional questions I will follow up.

May 10, 2022, 3:50 PM Kevin-

I am getting closer to figuring this out!

I believe subtracting cc fees I have almost all of the registrations.

Can you tell me what the \$567 deposit is?

**Kevin responded:**

May 10, 2022,  
4:35 PM

I transferred \$1,501.04 from the Venmo account to the District checking account. \$567.00 was for Spring Fling related activities.

**My response:**

Jen Vare <jen@pakiwanis.org>

May 16, 2022,  
2:39 PM

to Kevin, zuluets@gmail.com, sgt283@comcast.net, tracy\_smith917@yahoo.com, mmuraska@comcast.net, to

Kevin-

Here is where we are on the Spring Fling Match up using the ledger and the original Spreadsheet.

- 1) I think we are missing 1 credit card payment. I highlighted Lillian as she was the last one on the spreadsheet
- 2) The bright purpley pink is the Venmo payments that I am aware of. I believe it is a total of \$592. Can you double check the \$567...it's \$25 off!
- 3) I thought the \$161 I owed from my venmo/paypals was going to be subtracted from the check you were mailing me for expenses. As I matched everything up I realized that we didn't do that because I probably didn't communicate that well. I am venmoing you \$161 now which gets us even closer to the amount!!

Registrations

| First Name        | Last Name     | Total    | Actual Received Total | Payment     |
|-------------------|---------------|----------|-----------------------|-------------|
| Sarah             | Zulueta       | \$ 70.00 | \$ 67.67              | Credit Card |
| Jeff              | Rose          | \$ 70.00 | \$ 67.67              | Credit Card |
| Emily and Chad    | Reed          | \$ 70.00 | \$ 67.67              | Credit Card |
| Lynne & Matt      | Sadler        | \$ 70.00 | \$ 67.67              | Credit Card |
| Karsten & Michele | Meier & Kelly | \$ 70.00 | \$ 67.67              | Credit Card |
| Becky             | Shelly        | \$ 35.00 | \$ 33.68              | Credit Card |
| Eugene            | Law           | \$ 35.00 | \$ 33.68              | Credit Card |
| Ryan              | Hartman       | \$ 35.00 | \$ 33.68              | Credit Card |
| Dan               | Liberatore    | \$ 35.00 | \$ 33.68              | Credit Card |
| Jodie             | Welser        | \$ 35.00 | \$ 33.68              | Credit Card |
| Tiffany           | Callaio       | \$ 35.00 | \$ 33.68              | Credit Card |
| Carl & Denise     | Barker        | \$ 70.00 | \$ 67.67              | Credit Card |
| Barb              | Byers         | \$ 70.00 | \$ 67.67              | Credit Card |
| Kevin             | Thomas        | \$ 35.00 | \$ 33.68              | Credit Card |
| Shawn             | Smith         | \$ 35.00 | \$ 33.68              | Credit Card |
| Bonnie            | Haupt         | \$ 35.00 | \$ 33.68              | Credit Card |

|          |           |    |        |    |        |             |
|----------|-----------|----|--------|----|--------|-------------|
| Marianne | Muraska   | \$ | 35.00  | \$ | 33.68  | Credit Card |
| Dan      | Deitzel   | \$ | 35.00  | \$ | 33.68  | Credit Card |
| Cathy    | Hagadorn  | \$ | 70.00  | \$ | 69.69  | Paypal      |
| Terri    | Cole      | \$ | 70.00  | \$ | 69.69  | Paypal      |
| Lillian  | Mateja    | \$ | 35.00  |    |        | Credit Card |
| Tracy    | Smith     | \$ | 105.00 |    |        | Venmo       |
| Chuck    | Gugliuzza | \$ | 35.00  |    |        | Venmo       |
| Jen      | Vare      | \$ | 35.00  |    |        | Venmo       |
|          |           | \$ | 175.00 | \$ | 983.55 |             |

**Raffles**

| Name                  |          |
|-----------------------|----------|
| Barbara E Harer       | \$ 10.00 |
| Barrie Ann George     | \$ 10.00 |
| Stephen Harmanos      | \$ 5.00  |
| Steve Harmanos        | \$ 5.00  |
| Matthew Wise          | \$ 5.00  |
| Susanne Mullin        | \$ 20.00 |
| Monique Smaller-Rush  | \$ 5.00  |
| Shirley Ann McPherrin | \$ 50.00 |
| Valerie Anne Rose     | \$ 20.00 |
| Brian McLaughlin      | \$ 20.00 |
| Chuck Gugliuzza       | \$ 75.00 |
| Lillian Mateja        | \$ 20.00 |
| Karsten Meier         | \$ 20.00 |

| How will you payment                                              |  |
|-------------------------------------------------------------------|--|
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Paypal <a href="mailto:Ketkiwanis@aol.com">Ketkiwanis@aol.com</a> |  |
| Paypal <a href="mailto:Ketkiwanis@aol.com">Ketkiwanis@aol.com</a> |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo PaKiwaniis                                                  |  |
| Venmo Jen Vare                                                    |  |



|                    |           |           |                                                               |
|--------------------|-----------|-----------|---------------------------------------------------------------|
| Tracy Smith        | \$ 10.00  |           | Venmo Jen Vare                                                |
| Bebe Daily         | \$ 10.00  |           | Paypal <a href="mailto:jvare8@yahoo.com">jvare8@yahoo.com</a> |
| Penny Marie Meyers | \$ 20.00  |           | Paypal <a href="mailto:jvare8@yahoo.com">jvare8@yahoo.com</a> |
| Randy Gorske       | \$ 5.00   |           | Paypal <a href="mailto:jvare8@yahoo.com">jvare8@yahoo.com</a> |
| Cash               | \$ 315.00 |           |                                                               |
|                    | \$ 625.00 | \$ 245.00 |                                                               |
|                    | 0         | 0         |                                                               |

**50/50**

|                 |           |           |                  |
|-----------------|-----------|-----------|------------------|
| Chuck Gugliuzza | \$ 40.00  |           | Venmo PaKiwaniis |
| Michael Mateja  | \$ 20.00  |           | Venmo PaKiwaniis |
| Lillian Mateja  | \$ 40.00  |           | Venmo PaKiwaniis |
| Tracy Smith     | \$ 40.00  |           | Venmo Jen Vare   |
| Karsten Meier   | \$ 20.00  |           | Venmo Jen Vare   |
| Cash            | \$ 385.00 |           |                  |
|                 | \$ 272.50 | \$ 100.00 |                  |
|                 | 0         |           |                  |

**Heads or Tails**

|                |           |          |                  |
|----------------|-----------|----------|------------------|
| Tracy Smith    | \$ 36.00  |          | Venmo Jen Vare   |
| Lillian Mateja | \$ 10.00  |          | Venmo PaKiwaniis |
| Lillian Mateja | \$ 12.00  |          | Venmo PaKiwaniis |
| Cash           | \$ 183.00 |          |                  |
|                | \$ 241.00 | \$ 22.00 |                  |
|                | 0         |          |                  |

**Donations**

|                |
|----------------|
| Mike Coolbaugh |
|----------------|



**Kevin Thomas**

Okay. Got the additional Venmo payment. I will take a look at this and be back to you. Thanks for your work.

May 16, 2022, 2:53 PM ☆

**Kevin Thomas**

Just an FYI. After talking with our accounting firm, I will be recording the \$460 of in kind donations for this event. We will do a journal entry to record the

May 25, 2022, 7:44 PM ☆

**Jen Vare**

Have you figured out the rest of the financial questions? On May 25, 2022, at 7:44 PM, Kevin Thomas <ketkiwanis@aol.com> wrote

May 26, 2022, 7:07 AM ☆

**Kevin Thomas** <ketkiwanis@aol.com>

to me, zulueta@gmail.com, sgt283@comcast.net, tracy\_smith917@yahoo.com, marmuraska@comcast.net, tcallaio@outlook.com

May 26, 2022, 1:11 PM ☆ ↶ ⋮

I will work on a report showing where our figures stand in the days ahead.

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

- **As of July 15<sup>th</sup> there is still a discrepancy between the District's accounts and the accounting that our committee took part in. We have put in hours of volunteer time trying to determine what went wrong and where, but the communication from the District Office stopped in May.**
- **In our full time jobs we have always had to reconcile to the penny. Maybe we are expecting too much.**
- **Committee chairs to this District are expected to submit reports Friday (1 week and 1 day) before a Board Meeting. Our report to the Board was submitted in March. For a different report to be submitted to the Board without our knowledge or consultation was our first concern. When we saw the discrepancy in financials was when we became even more upset that we were never provided the information so that we could have discussed and worked thru it.**
- **For it to be more than 4 months after the event and there still not be a final figure is even more disappointing.**
- **Once again, we are presenting you with all the information we have regarding income (and the sources of payment) and expenses from committee members. Unfortunately, the District record keeping, and final figures does not coincide despite our many attempts to get clarification from Kevin. We stand behind the numbers we presented.**

Respectfully Submitted:

Jen Vare, Tracy Smith, Marianne Muraska and Tiffany Callaio

2022-23 District Officers

7/18/2022

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 13N – Emily Reed, Dillsburg Area\*

Division 14 – Possible/pending

Division 15 – Debbie Crisman, Montrose\*

Division 17/18 – Bob Moran, Palmer Township

Division 21 – Dan Spierer

Division 22 – Karen Sears

Trustees :

Region II – Shawn Smith, Sheraden

Region III – Miranda Burton, Philipsburg

Region IV – Penny Meyers, Bald Eagle and Nittany Valleys

Region V – Ryan Hartman, Dillsburg Area and PA E-Kiwanis 2.0

Region VI – Tiffany Callaio, Wyoming Area

Region VII – Joe Wilson, Southampton

- Not confirmed



## District Committee Chair Report Cover Sheet

**Date:** 7/15/2022

Committee: Redivisioning Committee Chair: Mike Coolbaugh

Committee Members, if applicable:

|                 |               |  |
|-----------------|---------------|--|
| Matt Wise       | Kevin Thomas  |  |
| Sarah Zuleuta   | Joe Wilson    |  |
| David Szymanski | Ben Osterhout |  |
| Keith Smith     |               |  |

- 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:**

Since our last committee meeting, we have received some reports back from the Region Trustees with their findings after they were able to talk with their Lt. Governors. We are in the process of setting up individual virtual meetings with all of the Trustees to review their findings. Then we will set up meetings by regions with the Trustee and Lt. Governors.

**Board Action:**

Proposed changes to Region 2 – Move the following clubs from Div.6 to Div. 5; McKeesport and Verona Rosedale. Move the remaining clubs in Div. 6 to Div. 8; Vandergrift and Freeport.

I am referring to the proposed new divisions as A and B. If the board decides to move forward with these changes it can assign new division numbers at that time.

Division A – Baldwin, Glenshaw, Pittsburgh, Sewickley, Sheraden-Pittsburgh, Washington, McKeesport, and Verona Rosedale. (Division 5 Lt. Governor)

Division B – Greensburg, Jeannette, Scottsdale, Uniontown, Freeport, and Vandergrift. (Division 8 Lt. Governor)

These changes will reduce the need for a third Lt. Governor in the region.

- 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. (Completed)

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

## REGION 4- RE-DIVISIONAL REPORT

On Wednesday, May 25, I met via Zoom with LTG Conrad Schlesinger (12N-acting 14) and LTG Shirley McPherrin(12S) . The purpose was to discuss thoughts on redivision in Region 4 and specific divisions.

We came up with several scenarios, however, each one will compact another division or region in some way.

Starting with 14. There are only 4 clubs there, but the problem for many years is getting leadership from that Division. Valley Conyngham is the farthest removed from the 4 clubs. It could possibly be moved from 14 to 15, as it is a 21 minute drive from Luzerne county on I81. However, that would put 13 clubs in that Division, which to me as having been a Lieutenant Governor is a lot to cover. It is 47 miles from Milton if it were to be moved to 12S. We also discussed Bloomsburg, Berwick, and Pottsville to be moved to 12S, but if that is all done, then 12s would be up to 11 clubs. Which all of this considered, is to leave 14 alone, and work on club coaching in that Division, which is easier said than done.

Division 12S. This division is ok the way it is, other than Dalmatia may be a little closer to the Harrisburg area. Shirley did mention that Muncy, in Division 12N is only 15 minutes from her, and is 45 minutes from Conrad and incoming Lisa. However, I don't think changing that makes too much of a difference with 12N, Conrad has opened lines of communication, and the LTG is not always going to be 45 minutes away.

Division 12N. This division is long from south to north. Valley Athens is the farthest point form LTG in the Mill Hall, Lock Haven area. It is a 3 hour drive one way. No matter how you look at the map, it is 2 hours from the next closest club which is Mansfield. One answer would be to divide the Division, but I believe that was done at one time...and again, the draw back is getting Leadership to step up.

Submitted Respectfully

Penny Meyers

Region 4 Trustee

## District Committee Chair Report Cover Sheet

**Date:** 7/23/2022

Committee: Key Leader

Chair: Matt Wise

Committee Members, if applicable:

|                   |              |                    |
|-------------------|--------------|--------------------|
| Brian Root        | Jeff Rose    | Morgan Coolbaugh   |
| Rebecca Pelachick | Kelly Beegle | Stef Stamatopoulos |
|                   |              |                    |
|                   |              |                    |

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

We had a very successful in-person Key Leader event on April 22-24, 2022 at the South Mountains YMCA Camp. There were 36 students from 14 schools present. It was a fantastic event! The committee will soon begin planning for 2023.

With much thanks to the donors, especially the Kiwanis Clubs of Middletown and Bald Eagle and Nittany Valleys, who donated \$1,000 and \$700 respectively, we were able to see this program in the positive. A very good thing for such an uncertain year. The report is attached.

Attached is the 2023 contract that will need to be completed. Please save the date for April 21-23, 2023.

The committee also recommends the use of an electronic docu-sign account so that we can effectively upload and maintain records for the students. The number of documents required to be signed by a parent and guardian is increasing and we spent a lot of time trying to chase these down. While it worked, it was not ideal. Our recommendation is that we work to identify a service that can be shared among all District-related initiatives. A recommendation is attached, from DocuSign.com, which allows for 5 users. The other option could be that it is a district-held account and treated as an individual. More research could likely be done if this is something the board would be agreeable to.

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

See above. The success is that the program was able to be safely conducted and the students are better for having attended.

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

All 2021-22 goals are complete. We will work to establish new goals for next program year, that will include an increase in participants and improved operations.





Key Leader Expenses

5/17/2022

| <u>First Name</u>     | <u>Last Name</u> | <u>Amount</u>      | <u>Date</u> | <u>Comments</u> |
|-----------------------|------------------|--------------------|-------------|-----------------|
| Kiwanis International |                  | \$ 2,000.00        | 3/15/2022   | Program Deposit |
| Pennsylvania Kiwanis  |                  | \$ 55.00           | 8/15/2021   | Program Book Ad |
| Matthew               | Wise             | \$ 348.39          | 5/1/2022    | T-Shirts        |
| Brian                 | Root             | \$ 46.54           | 5/1/2022    | Snacks          |
| Matthew               | Wise             | \$ 24.00           | 5/5/2022    | Postage         |
| Kiwanis International |                  | \$ 2,510.00        | 5/18/2022   | Program Fees    |
| South Mountain YMCA   |                  | \$ 3,712.00        | 6/6/2022    | Camp Fees       |
| <b>Totals</b>         |                  | <b>\$ 8,695.93</b> |             |                 |

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June 04, 2022



South Mountain YMCA Camps  
201 Cushion Peak Rd.  
Reinholds, PA 17569  
Tax ID: 23-2239399

Phone: 610-670-2267  
Fax: 610-670-5010  
ycamps@smymca.org  
www.smymca.org

**Booking Contract: Key Leaders 2023**

**Organization:** PA District Kiwanis International

**Address:** 125 North Enola Drive

**City/State/Zip:** Enola, PA 17025

**Country:** USA

**Primary Contact:** Matthew Wise

**Contact Email:** matthew.j.wise@outlook.com

**Booking Type:** Overnight Retreat

**Contact Phone:** 570-660-2540 (Cell)

**Dates**

**Arrival Date:** Apr 21, 2023

**Arrival Time:** 12:00 PM

**Departure Date:** Apr 23, 2023

**Departure Time:** 12:00 PM

**Guests**

**Expected number:** 80

**Actual Number:**

**Reservations**

**Accommodations**

**TrailBlazer Village**

| Name       | From            | To              | Notes |
|------------|-----------------|-----------------|-------|
| TB Cabin 1 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| TB Cabin 2 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| TB Cabin 3 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| TB Cabin 4 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| TB Cabin 5 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| TB Cabin 6 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |

**Rover Village**

| Name        | From            | To              | Notes |
|-------------|-----------------|-----------------|-------|
| Rov Cabin 1 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| Rov Cabin 2 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| Rov Cabin 3 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| Rov Cabin 4 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| Rov Cabin 5 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| Rov Cabin 6 | Apr 21 12:00 PM | Apr 23 12:00 PM |       |

**Resources**

June 04, 2022



South Mountain YMCA Camps  
201 Cushion Peak Rd.  
Reinholds, PA 17569  
Tax ID: 23-2239399

Phone: 610-670-2267  
Fax: 610-670-5010  
ycamps@smymca.org  
www.smymca.org

**Booking Contract: Key Leaders 2023**

*Meeting Space/Auditorium*

| Name                                                       | From            | To              | Notes |
|------------------------------------------------------------|-----------------|-----------------|-------|
| Boscov Program Center (formerly "the Wigwam") - Upstairs   | Apr 21 12:00 PM | Apr 23 12:00 PM |       |
| Boscov Program Center (formerly "the Wigwam") - Downstairs | Apr 21 12:00 PM | Apr 23 12:00 PM |       |

*Meals and Requests*

*Financial Information*

*Charges*

| Date         | Description                                                                   | Quantity | Rate     | Units | Total       |
|--------------|-------------------------------------------------------------------------------|----------|----------|-------|-------------|
| Apr 21, 2023 | 2 Night Retreat includes meals, lodging, program space and SMYMCA programming | 80       | \$140.00 | 1     | \$11,200.00 |

**Total Fees:** \$ 11,200.00

**Total Payments:** \$ 0.00

**Postdated Payments:** \$ 0.00

**Amount Due:** \$ 11,200.00

**Please remit the non-refundable deposit of \$1680, sign and return this form to confirm your reservation.**



June 04, 2022



South Mountain YMCA Camps  
201 Cushion Peak Rd.  
Reinholds, PA 17569  
Tax ID: 23-2239399

Phone: 610-670-2267  
Fax: 610-670-5010  
ycamps@smymca.org  
www.smymca.org

**Booking Contract: Key Leaders 2023**

**TERMS:**

1. A non-refundable deposit must accompany this agreement and will be credited toward your total fee. **The date listed above is not reserved until both the deposit and agreement are received.** If not received, the South Mountain YMCA Camps has the right to reschedule the facilities.
  - a. If South Mountain YMCA Camps is unable to offer scheduled programming or booked amenities (i.e. dining services or lodging) due to a natural disaster, epidemic or pandemic, government regulations, or other similar occurrences beyond the reasonable control of camp, then groups will have the option to transfer deposits to a future booking or receive a full refund.
  - b. If South Mountain YMCA Camps is open and operating, but the group must cancel their scheduled trip due to a natural disaster, epidemic or pandemic, government regulations, or other similar occurrences beyond the reasonable control of the group, then deposits can be transferred to a future booking.
2. This contract is based on your estimated number of participants. The actual number of program participants must be communicated to South Mountain YMCA Camps ten (10) days prior to arrival. **Failure to communicate adjusted numbers of participants may result in your group being charged for the original contracted "Total Fee" including any additional**
3. The balance due must be received by South Mountain YMCA Camps within thirty (30) days of camp stay. A charge of 1.5% per month (18% per year) will be added to the unpaid balance beyond thirty days until paid in full.
4. While the staff is available to assist your group, it is understood that your leadership accepts responsibility for the behavior and supervision of those in your group. **Groups are responsible for their own first aid and first aid supplies.** Please see "Group Expectations Guide" for emergency contacts and directions to nearest medical facilities.
5. The South Mountain YMCA Camps require that all visitor groups provide training to chaperones in avoiding one-on-one interactions with children when out of the sight of others. This includes the avoidance of unsupervised one-on-one interactions between campers.
6. South Mountain YMCA Camps takes pride in its appearance and the maintenance of its facilities. It is expected that all users will exercise common sense and respect the property. Your group will be charged for any damages incurred to South Mountain YMCA Camps' property.
7. It is agreed that the group and all its participants will defend, indemnify, and hold the South Mountain YMCA Camps and its management harmless, all at the group's expense, with regard to any claims or liability resulting from the group's use of the South Mountain YMCA Camps premises and facilities.
8. **The South Mountain YMCA Camps requires proof that your insurance policy lists us as an additional insured. The general liability coverage must be a minimum of \$1,000,000.00.**
9. The South Mountain YMCA Camps is an alcohol, tobacco and drug free facility. In addition, weapons, pets and personal sports equipment are not allowed on camp property. For Special Events please view our Alcohol Policy.
10. For the security of our campers, **all adults (18+) must bring a valid state ID or driver's license to register with our LobbyGuard visitor management system.**

I/We agree to assume all responsibility for the above terms and the terms listed in the South Mountain YMCA Camps Group Expectations Guide.

Signed: \_\_\_\_\_

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

**Facilities and services will be confirmed only if the signed group contract and deposit are received.**

### 2024 District Convention Report

The Pennsylvania and New Jersey Districts have held several meetings to discuss a joint District convention in 2024, the most recent being June 20, 2022.

A request for proposal was developed to send to potential locations both in Pennsylvania and New Jersey. The requests have been sent.

Proposals are to be submitted by interested properties by August 1, 2022. The proposals will be evaluated and those deemed to be of interest will get site inspections in September. Recommendations will be submitted to both District Boards for meetings they will be holding in October with the goal of making a final decision by November 1, 2022.

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 initial "K".



# Kiwaniis®

## PENNSYLVANIA DISTRICT

June 20, 2022

Board of Trustees  
Kiwaniis International Pennsylvania District

District Board Members:

Thirty-six years ago today, I began my career working for Kiwanis. It has been an interesting, rewarding, challenging and life altering experience.

In recent weeks an idea has formed in the back of my mind that perhaps it is time for me to retire from Kiwanis professional work. That idea was affirmed and brought to the forefront while at the convention in Indianapolis and nothing has changed my thinking in the last week.

My current contract with the District expires on September 30, 2023. To paraphrase a famous line from history, I will not seek nor will I accept an extension of that contract beyond September 30, 2023.

The reasons for this are many and varied in nature so I will not go into them here.

It has been the opportunity of a lifetime to fill this role, have so many wonderful opportunities, make so many good friends and serve. It has been rewarding work. I thank each of you and all Kiwanians who served on the District level before you.

I have some thoughts on how the District should move forward and transition if you are interested. And of course, no matter how the District Board chooses to proceed you will have my cooperation in this transition.

Very truly yours,

Kevin E. Thomas  
Executive Director/Secretary/Treasurer

## Thoughts on Executive Director/Secretary/Treasurer position

Sarah Zulueta, Mike Coolbaugh and I met on July 11, 2022 and as part of that meeting discussed the future of this position. They asked me to put my thoughts in writing.

Looking at the entire picture at this time, I think the position should be broken into three positions, all of which are part time and all of which would receive flat stipend and some expense allowance

The positions would be:

*District Secretary:* Oversees and handles most administrative aspects of the District including communication, inquiries from clubs and members, board meeting material preparation and minutes, award preparation and distribution and the filing of reports with Kiwanis International. This position would be on the board and have a vote and would attend all board meetings. Of course, a full job description would be developed. A stipend of \$10,000 to \$11,000 might be in order plus reasonable expenses for travel to meetings and conventions. **NOTE:** After the meeting with Mike and Sarah, it occurred to me that we should explore the possibility of rolling this position in with the administrative secretary position and up the hourly rate of the administrative secretary position.

*District Treasurer:* Oversees all financial aspect of the District including Kiwanis, Key Club, Circle K, Key Leader and Aktion. This would include budget and report preparation, distribution of checks and payments in accordance with District policy, audit proposal solicitation, insuring the filing of tax forms and reports. This person would be on board but without a vote. Again, a full job description would need to be developed. This would alleviate a concern brought up in the audits annually, that being too much authority vested in one person. A stipend of about \$10,000 would likely be appropriate plus reasonable expenses for attending meetings and Kiwanis District Convention.

*District Convention and Conferences General Manager:* This position would have general management responsibilities for all conventions and conferences for Kiwanis, Key Club, Circle K and Aktion Club. The management of Conventions and Conferences these days warrants special attention given the after affects of covid, the current concerns with inflation and declining attendance. This requires someone who knows hotel contract negotiation, hotel communication and how to mitigate potential attrition concerns. Financially, conventions and conferences are the single biggest financial risk the District faces in any one year and warrant special attention. As part or as an aside to this, I feel the District should establish a "permanent" convention planning committee rather than the present system of a rotating convention committee. This position, too, would get a stipend of about \$10,000 plus reasonable expenses for attending the District conventions and conferences.

I suggest a committee be established that will meet beginning immediately after the District Convention. The committee, in my opinion, should consist of the Governor, Governor-elect and Immediate Past Governor for the 2022-23 year. As well one trustee from the 2022-23 year should be included and one past Governor should be appointed both of which would be selected by the Governor. As well the current Executive Director should be an ex-officio member of this committee.

Respectfully submitted.



Kevin E Thomas  
Executive Director/Secretary/Treasurer