

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING**  
**BOARD MEETING MINUTES**  
**October 8, 2022**

The first meeting of the 2022-23 Pennsylvania District Board of Trustees was held on October 8, 2022. Governor Mike Coolbaugh presided. The meeting was held in-person at the Trails & Trees Environmental Center, Mechanicsburg, PA with some virtual attendance. Governor Mike Coolbaugh presided.

The following board members were present: Governor Mike Coolbaugh, Governor-elect Conrad Schlesinger (virtually) Trustees Cathy Szymanski, Shawn Smith, Miranda Burton, Penny Meyers (virtually), Ryan Hartman, Tiffany Callaio, Joe Wilson and Executive Director/Secretary/Treasurer Kevin Thomas.

Guests attending in person were Morgan Coolbaugh, 2023 District Convention Chair and David Szymanski. Guests attending virtually were Lt. Governors Cal Morris, Terry Shaffer and Deb Crisman

Kevin Thomas provided an opening thought.

The minutes from the July 23, 2022, Board Meeting were considered for approval. The minutes of the meeting were approved as presented. See P1-P3.

The minutes from the Business Session of the 105<sup>th</sup> District were considered for approval. The minutes of the business session were approved as presented. See P4-P5.

The consent agenda was considered; see P6-P53. All items in the consent agenda were approved except for the Executive Director's Report, which was deferred by request until the action portion of the agenda.

The District Membership Committee Report was reviewed and approved; see P54-P55. Comments were shared on new club opening. The membership committee report was approved.

The Audit Committee Report was considered; see P56-P57. The audit committee report was approved as presented

The Finance Committee Report and District Financial reports were reviewed, discussed and approved. See P58-P75.

A 2022-23 District budget was considered. See P61-P62. The budget was approved as presented after board discussion. As part of the discussion, the need to enhance revenue was discussed at length. Concern was also expressed about Service Leadership Program contributions and funding.

Final financial information on the Kiwanis Kash Raffle was provided. Revenue: \$13,302.00. Expenses: \$6,889.00. Net profit: \$6,413.00

An update was provided on unclaimed property. Judy Raub prepared claim forms to be filed by Kevin Thomas. When he went to file them, he saw that some clubs that are in existence were on the claim forms. Since we had notified those clubs that they had unclaimed property, we could not submit the claim forms with those clubs listed on them. Kevin will ask Judy to prepare new forms for submission.

A report was provided on the E-Commerce site. See P76-P79. Sarah Zulueta will follow up to determine if we can make this viable.

A report was provided on the Kiwanis Night at the Phillies. See P80. Plans and discussions are underway for possibly doing a game at both the Pirates and Phillies in 2023. Discussion, also, occurred on possibly having games at minor league parks in Pennsylvania. Proceeds may go to the Service Leadership programs but a plan will need to be developed on how this money will be distributed.

A report was provided on the review of the 2022 Spring Fling finances. See P81-P82. After review and discussion, a motion was made, seconded and approved to accept the report as presented.

Discussion on a 2023 Spring Fling fundraiser took place and including discussion on tying it to a Special District Convention, if that proves necessary. Kevin Thomas will see if space is available to have the Special Convention at the Hershey Lodge during the Key Club Convention. Mike Coolbaugh will contact Past Governor John Gräb to see if he knows of any low or no cost facilities in the Hershey area that could serve as a site for the Spring Fling.

Updates were considered on the Circle K District Policy Code. See P83.-P84. All proposed changes made by the Circle K District Board were approved by proper motion, second and vote.

2022-23 District Board Members and Lt. Governors were reviewed. See P85-P86. As part of the review and by proper motion and vote, the Board appointed Barbara Harer of the Kiwanis Club of State College to be Lt. Governor of Division 11E and Bonnie Houpt of the Kiwanis Club of Upper Bucks to be Lt. Governor of Division 19. Both Kiwanians had recently consented to serve.

2023-24 Lt. Governors and Board Members were reviewed. See P87. Emily Reed of the Kiwanis Club of Dillsburg Area will not be able to serve as Trustee due to a conflict of interest with her duties on the Foundation board.

A discussion took place on what constitutes board member participation in a board meeting as it relates to remote participation. Sarah Zulueta and Mike Coolbaugh will have a discussion on a potential policy on this.

The board reviewed and discussed the 2022 District Convention evaluations. See P88-P91.

The board reviewed and discussed the budget report on the 2022 District Convention. See P92.

The 2024 joint District Convention with New Jersey was discussed. The committee will meet on October 21, 2022, at 7:00PM. To date, proposals to host the convention have been received from the Doubletree Reading and the Alloy Valley Forge. After review and discussion, a motion was made, seconded and approved to move ahead with a joint District Convention pending final site selection.

A contract from the Penn Stater Hotel & Conference Center was considered for the 2024 Key Club Convention on March 29-30, 2024. The contract was approved by proper motion, second and vote.

Redivisioning was considered. See P93-P94. The board did not act on the proposed redivisioning of Divisions 5, 6 and 8 as not all the clubs in Division 6 have been contacted for consent or disapproval. Meetings will be setup in other Regions to determine what, if any, needs exist to realign the Divisions in those regions.

The Strategic Plan review was tabled. Conrad Schlesinger and Sarah Zulueta will be meeting on October 10<sup>th</sup> to review the plan, provide a progress report on goals and make any potential recommendations for changes.

A motion was made to establish/change the committee studying the Executive Director's position to the Governor, Governor-elect, Immediate Past Governor and the Executive Director. The motion was seconded and approved. The committee will meet on October 10 at 4:00PM.

The board approved a \$420.00 expenditure from Key Leader funds for purchase of a DocuSign program to help facilitate and coordinate all the forms which need signed for Key Leader by parents and participants. In the future, it might possibly be used by other Service Leadership Programs.

Proposed District Bylaw amendments were considered. See P95-P98. A motion was made and seconded to approve the proposed bylaw amendments. After discussion, the board did not approve the amendments so that discussions can be had with Kiwanis International on whether the appointment of trustees would be permitted. Mike Coolbaugh will talk to Ben Osterhout about this and Kevin Thomas will write Diana O'Brien with these questions.

No progress was reported on the reorganization and review of the District Policy Code. Trustees were urged to review the policy code to see if they had any thoughts or ideas on things that should be changed, removed or reorganized.

An update was provided on the time for the “roll out” of the new Kiwanis International database, Engage. Presently, Engage is expected to go live around January 1<sup>st</sup>.

The current Dollars for Dues Committee was reappointed by proper motion, second, and vote. The Immediate Past Governor will serve as chair of this committee each year.

The District Technology Committee was announced. The committee consists of Sarah Zulueta, Ryan Hartman, David Szymanski and Dale Brackin.

A drawing was held to determine the winner of the Yeti Cooler Fundraiser for the 2023 District Convention.

The board moved to close session to discuss two District personnel issues. During the closed session, the concern raised in the Executive Director’s report was considered.

After the closed session and with no further business to conduct or discuss, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas  
Executive Director/Secretary/Treasurer

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING  
BOARD MEETING MINUTES  
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 9<sup>th</sup> 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,



Kevin E. Thomas  
Executive Director/Secretary/Treasurer

**PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL  
CONVENTION BUSINESS SESSION MINUTES  
105th DISTRICT CONVENTION  
AUGUST 13, 2022**

The business session of the 105th Pennsylvania District Convention was called to order at 2:00pm on August 13, 2022, in the East Ballroom of the Bayfront Convention Center in Erie, PA.

Governor Sarah Zulueta presided.

The session opened with the Pledge of Allegiance and National Anthem and an invocation provided by Human and Spiritual Aims Chair Rev. Wayne Meyer.

Erie Mayor and Kiwanian Joseph Schember brought greetings and comments on behalf of the City of Erie

Governor Zulueta recognized those members who have achieved Legion of Honor Status. She, also, recognized all Kiwanians who have been in Kiwanis one year or less.

A memorial tribute to Kiwanians who have passed since August 1, 2021, was conducted.

Remarks were provided by Circle K Governor Emma Galiardi.

Remarks were provided by Key Club Governor Amsu Yallalacheruvu.

Counselling Kiwanis International Trustee Jackie Sue McFarland brought greetings from Kiwanis International and provided remarks to the assembled delegation.

Credentials Committee Chair Karen Sears provided a report. There were 109 certified delegates and 11 certified delegates-at-large for a total of 120 delegates certified by the credentials committee. There were 101 of those delegates present at the session. Accordingly, a majority vote would be 51 and a two-thirds majority would be 66. 63 clubs were represented. The required quorum was 50 clubs.

A report was provided by District Executive Director/Secretary/Treasurer Kevin Thomas. A copy of that report is included with these minutes.

Resolutions were presented by District Laws and Regulations Chair Ben Osterhout. Those resolutions are included with these minutes. They were adopted by proper motion, second and unanimous vote.

An amendment to the District Bylaws was considered and presented by Ben Osterhout. A copy of the amendment is attached. The amendment was approved by unanimous vote.

The annual meeting of the Pennsylvania Kiwanis Foundation was conducted by Foundation President Jeff Rose. The election of Foundation Directors was conducted. Elected by the delegates were Jennifer Gräb of the Kiwanis Club of Sheraden, Pittsburgh, John Gräb of the Kiwanis Club of Hershey-Hummelstown, Brian Root of the Kiwanis Club of Greensburg and Don Sanker of the Kiwanis Club of Verona-Rosedale. The Foundation, also, offered an amendment to its bylaws. The amendment is attached. The delegates unanimously adopted the proposed amendment.

A presentation was provided on the 2023 District Convention to be held in Scranton, PA.

The election of the 2022-23 District Governor-elect was conducted. There was one declared candidate for the office; he was Conrad Schlesinger of the Kiwanis Clubs of Lock Haven. The nomination of Conrad Schlesinger was done by Matt Wise of the Kiwanis Clubs of Bald Eagle and Nittany Valleys. The second was done by Cathy Szymanski of the Kiwanis

Club of Erie. Conrad Schlesinger addressed the assembled delegates. As there were no other declared candidates, Conrad Schlesinger was elected by unanimous ballot.

The election of the 2022-23 District Governor was conducted. Michael Coolbaugh, Sr. of the Kiwanis Club of Wyoming Area and 2021-22 Governor-elect was the only declared candidate for the office. He was nominated by Morgan Coolbaugh of the Kiwanis Club of Wyoming Area and his nomination seconded by Keith Smith of the Kiwanis Club of Sheraden, Pittsburgh. Michael Coolbaugh, Sr was elected by unanimous ballot as Governor for 2022-23.

Announcements were provided by Executive Director Kevin Thomas.

With no other business to conduct, the session was adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kevin E. Thomas". The signature is written in a cursive, flowing style.

Kevin E. Thomas  
District Executive Director/Secretary/Treasurer





## District Committee Chair Report Cover Sheet

**Date: 9/26/2022**

Committee: Convention Planning

Chair : Morgan Coolbaugh  
& Mary Scarpa

Committee Members, if applicable:

Debora Crisman	Michael Coolbaugh	David Stoshick
Barb Hughes	Kathleen Breznay	

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

None at this time

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

Planned and executed district wide fundraiser. Planning a possible Thursday night event at the Wilkes-Barre Scranton Railriders Minor League baseball game. Contacted PACE Transportation about using buses to and from the baseball game.

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

Completing the Cooler of Cheer Fundraiser (October 8<sup>th</sup>). Continue fundraising for convention with a goal of raising at least \$15,000.

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

Clubs	Have communicated with clubs via email to advise of meetings, and about our fundraiser
Lt. Governors / Divisions	
District	Created a facebook page for district wide communication about convention
Kiwanis International	



## District Committee Chair Report Cover Sheet

Date: 9/30/22

Committee: JEDI

Chair: Shawn "Spike" Smith

Committee Members, if applicable:

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

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

None at this time.

I would like to thank the entire District Leadership for their support throughout the year, both personally and with the committee. This has been an extremely wonderful educational experience and I am beyond proud of the work this committee has done over the past 12 months to lay the foundation for the years to come.

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

The JEDI committee hosted, and I'm not at all afraid to say this because it's true, the "most rockin table" at the District Convention in Erie, complete with an interactive game where attendees were given a blow up lightsaber if they answered a question correctly (and a lightsaber pencil if they got it incorrect), gave away specialty ribbons (thank you Past LTG's!), launched the district survey and entered members who completed the survey at the table into a contest for a fully paid registration to DCON in Scranton (Terry Schaffer was the big winner), and had other information from the Kiwanis International DEI Committee to distribute to members...and provided music for the entire convention hall (we even had people dancing!) Two workshops were presented, the privilege walk and social identity wheel (15 in attendance) and we were the first district in the world to have presented the new Diversity, Equity and Inclusion Presentation from KI (24 in attendance). At the gala, we presented Gov. Sarah and International President Peter with an official working metal lightsaber and a certificate making them official JEDI Knights for their support of our committee and the work they've done for Kiwanis.

We launched the first District Survey for DEI and at the time of writing this, we have 119 responses. I'm expecting a few more to come in over the next couple days, but we were a couple short of hitting our goal of 122. Even so, I know with the responses we did receive, the committee has a direction and we will be releasing the information to the board member in the coming weeks and an overview is currently being worked on for the Regional Gov. Visits.

We had three members of the K Family who reached out to us with interest in becoming a committee member: Miranda Burton (Kiwanis), Christina Newman (Editor, PACK) and Amsu Yallalacheruvu (Incoming Gov. for Key Club). Miranda and Christina have both responded they will be joining and awaiting Amsu's response. Our committee thanks these members for stepping up and looks forward to working with them to create a more inclusive and diverse district for all members of the K-Family in PA!

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

- 1.) Jedi Committee Created
- 2.) Establish Basic Training Courses – Completed and will continually evaluate/asses/modify as needed
- 3.) Align the district with KI DEI Core Values – Ongoing – Presented “Diversity, Equity and Inclusion” from KI at the Erie DCON
- 4.) Examine the district through membership engagement initiatives, surveys and leadership input to find areas of improvement from a JEDI perspective – Ongoing and will continue into the next administrative year.

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

Clubs	N/A
Lt. Governors / Divisions	N/A
District	(NY District) In Person presentation to the Ridgeway Kiwanis 3-2-1 Club in NYC for their second annual Pride Celebration on June 1, 2022 (Carolinas District) Met with their district DEI committee to examine their DEI efforts and offer support as needed (Capitol District) Assisted District Governor with an issue they had with a member (legally can't say more) (PA District) Attended last board meeting to propose District survey, emails to Gov. Sarah and Mike; Michelle and District Webmaster
Kiwanis International	KI DEI Presentation Monthly DEI committee meetings (some weekly dependent on project) Working with the international committee with our survey

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: 9/22/22

Committee: Leadership Education, Virtual Content Chair: Brittany Brown

Committee Members, if applicable:

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

No issues

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

Assisted with Club Leadership Education sessions at the end of July  
Worked with Gov Designate Mike to re-envision the future of the Virtual Content.

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

All goals are still progress as they ongoing goals.

1. Administrative:
  - a. Communicate with district leadership as needed for upcoming trainings
  - b. Submit quarterly board report
  - c. Developed upcoming 22-23 administrative year plan
2. Committee Management
  - a. Work with other district chairs to schedule CE sessions
  - b. Utilize district zoom to schedule and facilitate CE sessions
3. Special Educational Event Support
  - a. Will continue to work with the Midyear Conference committee to plan education sessions at midyear.

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

Clubs	NA
Lt. Governors / Divisions	NA
District	Post to PA forum and on the district Facebook
Kiwanis International	NA

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



## District Committee Chair Report Cover Sheet

Date: 9/30/22

Committee: Partnerships

Chair: Brian Root

Committee Members, if applicable:


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

None

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

Nothing to report.

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

Would be helpful to know what the district would like to see on the Partnerships front. Last year, there was a very clear partnership with the Little Free Libraries organization (even though I take no credit for that). Would be nice to help clubs establish partnerships with other orgs like LFL or other Kiwanis-recognized partner orgs.

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

Clubs	n/a
Lt. Governors / Divisions	n/a
District	n/a
Kiwanis International	KI sent me partnership brochures that I made available at DCON in August.

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

☐ Yes

☒ No





## District Committee Chair Report Cover Sheet

Date: 9/30/2022

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.

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

\*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

\*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 April report we had 1032 people liking the page and 1095 followers, in July we had 1066 people liking the page and 1147 followers

\*We currently have 1101 people liking the page. With the new MetaBusiness I am not seeing FB Followers

\*With the help of Immediate Past Governor Sarah I was able to start the Instagram page. We will start pushing that forward by posting there as well as on the district FB page.

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

\*Supported various committees with upcoming or past PR for advertising and promotion of their events

\*Began working on the changeover from Sarah's logo to Governor Mike's

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	An email gently tells clubs that they are using the wrong logo and how to go about getting the correct one.
Lt. Governors / Divisions	
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)



**Kiwanis**  
PENNSYLVANIA DISTRICT

## District Committee Chair Report Cover Sheet

**Date:** 10/2022

Committee: Webmaster

Chair: Nicole Mason

Committee Members, if applicable:


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

--

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

Creates two InterPACK forms (group and individual). Added resources to the JEDI page.

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

Participating in a small group WordPress session with Kiwanis members on October 5th.

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

Clubs	
Lt. Governors / Divisions	Sarah Z. and I worked together to adjust the new InterPACK forms.
District	
Kiwanis International	

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

☐ Yes

☐ No



## District Committee Chair Report Cover Sheet

Date: 9/28/22

Committee: YCPO Chair: Emily Reed

Committee Members, if applicable:

Penny Meyers		
Janet Crawford		
Robert Marko		
Eileen Wise		

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

No issues at this time

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

1. Little Free Library had 25 applicants. Thanks to Governor Sarah's "Change for Change" and a grant from the Foundation and Children's Fund, we were able to distribute 22 LFL.
2. Read Across Pennsylvania was a success, plan to promote it again.
3. Project room at DCON went well with lots of interest in the projects which were displayed.

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

1. To continue with LFL as Governor Mike is supportive.
2. Read Across PA will be held again in March. (Working on a book list for gardening and possible partnership with KIDS GARDENING from KI)
3. Possible around K-Kids week (1st week of February) to support the goals of opening 5 K-kids in our district.
4. New Project with a take on Cops and Kids, or Safety (eg Bike Rodeo, Kids Safety, etc.

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

Clubs	encouraged to participate in District Service projects. Information mailed to clubs that were interested in service projects displayed at DCON.
Lt. Governors / Divisions	N/A at this time

District	Contact with Governor on Projects. Project Room done at DCON.
Kiwanis International	

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





## District Committee Chair Report Cover Sheet

Date: 9/26/2022

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.

In the process of seeking clarification with Kiwanis International on a few questions regarding background checks. Things have seemed to change from time to time and depending on whom you speak with.

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

I attend the quarterly Youth Protection Managers call with Kiwanis International on Wednesday, September 21.

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

Continue to work with our Service Leadership Program administrators to make sure everyone who needs a background check, has one.

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?  
(If yes, please attach accordingly)

☐ Yes

☒ No



## District Committee Chair Report Cover Sheet

Date: 10/8/2022

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 have been working with Sarah and Kevin on establishing an account for DocuSign to make the process of gathering student's paperwork much easier. They are looking into the possibility of sharing the subscription with other entities under the Kiwanis umbrella, but if not – then Key Leader is prepared to take on the sole responsibility.

The contract has been approved and the event will take place on April 21-23, 2023 at the South Mountain YMCA camp in Reinholds, PA. Registration will be active in early January 2023 and promotion to clubs and schools will begin around that time.

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

N/A during this period.

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

1. Have 60 students register and attend the 2023 event.
2. Work more closely with schools and clubs to promote event.
3. Develop working partnership with previous-year attendees to establish at least 5-6 student facilitators and include them in on discussions early-on.
4. Review operations and make adjustments where needed.

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

Clubs	None during this time.
Lt. Governors / Divisions	None during this time.

District	Working with leadership on DocuSign, had presence at District Convention.
Kiwanis International	None during this time.

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



## Service Leadership Program Administrator Board Report

Report Date:	September 26, 2022
Report Period Covered:	July 1 - present
Service Leadership Program:	Aktion Club
Administrator:	Barb Byers

### **Data = 23 Total Clubs**

# Active Clubs =	9
# Suspended Clubs =	0
# Inactive Clubs =	14
Total Membership Number =	402 (5 less 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.

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.) I have received some outreach from Kiwanis Clubs asking for technical assistance with reactivating/confirming their Aktion Clubs—I will be working on this.

There were 2 inquiries at DCON expressing interest in Aktion Clubs and possibly opening up clubs—these will be followed up on.

There were representatives from the Erie Aktion Club at Kiwanis DCON in Erie. They worked the Information Table, gave out candy and information and collected donations for their boat ride that was being held on Lake Erie. A representative from Erie Aktion Club also participated in the SLP Forum at DCON.

26<sup>th</sup> Aktion Club DCON was held on August 20. This was the first in-person DCON in 3 years. See below for full report.

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



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

None needed. Just continue to be aware of the lingering impact of COVID-19 on the Aktion Club program due to the vulnerability of these individuals as well as the decrease in staff that assist them (especially those that reside in a residential or day program)

#### **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**
- **Continue Quarterly Virtual meetings – continuing through 2022-2023. See below for dates**
- **Support and Participate in Kiwanis District Convention in Erie - MET**
- **Establish an Aktion Club Committee – pending. This will be evaluated further**
- **Plan the 26<sup>th</sup> Aktion Club District Convention – held August 20 at the Laurel Lodge**
  - **Theme – “25+1—Celebrating Service in AI-Tune-a”**
  - **3 clubs registered—2 clubs attended (Indiana club registered, but cancelled the day before due to COVID surge and exposure.) Clubs that attended were Abington and State College**
  - **This was the first in-person DCON in 3 years.**

#### ***(New for 2022 – 2023 Year)***

- **Build 2 new Aktion Clubs.**
- **Move 6 clubs from Inactive to Active Status**

#### **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 for the 2022 DCON.**

**Grant request for 2023 Aktion Club DCON has been completed and submitted.**

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

**August 11-14 – Kiwanis DCON in Erie**





### Service Leadership Program Administrator Board Report

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

**2022-2023 VIRTUAL MEETINGS (via Zoom):**

<b>Tuesday, October 18, 2022</b>	<b>7:00 – 8:30 pm</b>
<b>Saturday, January 21, 2023</b>	<b>10:30 am – 12:00 pm</b>
<b>Tuesday, April 11, 2023</b>	<b>7:00 – 8:30 pm</b>
<b>Saturday, July 8, 2023</b>	<b>10:30 M – 12:00 pm</b>

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

<b>SLP Advisors</b>	<b>Keeping PA Aktion Club FB page—posting ideas for service projects, inspirations and club activity sharing.</b>  <b>Ongoing emails</b>
<b>Lt. Governors/Trustees</b>	
<b>District / Kiwanis International</b>	<b>Kiwanis DCON – SLP Forum</b> <b>Outreach from NJ Aktion Club Administrator requested. Meeting was scheduled in mid-September, but was cancelled. Will be rescheduled as they choose.</b>

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



# Kiwanis®

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

Report Date:	9/30/2022
Report Period Covered:	7/15/2022-9/30-2022
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	Kiwanis Zone Advisor – Colonial Division
Barb Harer	Kiwanis Zone Advisor – Keystone Division
Kate Feryo	Kiwanis Zone Advisor – Liberty Division
Richard & Emily Smith	Kiwanis Zone Advisor – Snowbelt Division
Mariza Shavelle	Asst Administrator – Alumni Relations
Kristina Badali	Asst Administrator – Technology
Shawn Smith	Assistant to Committee

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

<ul style="list-style-type: none"> <li>• Gov Emma, Sect Emma and Past Gov Dawson attended International Convention and brought home many awards.</li> <li>• We had a District Officer Training PLUS, July 30<sup>th</sup> followed by the students and Admin Jodie attending the Pittsburgh Pirates Game.</li> <li>• 3 Board members attended Kiwanis District Convention and were successful in raising over \$700 for their budget</li> <li>• The Board speaks weekly on Friday afternoons for catch up and next steps</li> <li>• The Board had a successful Board Meeting September 13, 2022</li> <li>• The Circle K Board secured a location and is working on the plans for the annual InterPack</li> <li>• The Board switched Fall Rally to virtual events and have successfully created and interactive Fall Fellowship which will be held 3 times, 1 has been held with 2 more in the weeks to come</li> <li>• Shippensburg University sent a check for \$500 for District Convention registrations that was owed when they canceled the day of District Convention.</li> </ul>
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### **Service Leadership Program Administrator Board Report**

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

- The Circle K board reviewed 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. Circle K Board did vote on policy changes they are pending the Kiwanis Board approval of 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.
- We have been receiving monthly financial statements, Admin Jodie has been working with Kevin Thomas to reconcile the revenue and expenses.

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

- Review and revise Policies as needed, especially:
  - 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.



# Kiwanis®

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

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 DOT+
- The Board personally thanked the Foundation at Kiwanis DCON
- 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.
- Admins have submitted foundation grant request

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

- Fall Rally
- InterPACK- November 11-13th

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

<b>SLP Advisors</b>	They are invited to all meetings and InterPack
<b>Lt. Governors/Trustees</b>	
<b>District / Kiwanis International</b>	Many communications transpired between admins and the Executive Director, Kiwanis Governor/Governor Elect  Kiwanis International communicates with us weekly about events and activities we need to be aware of for Circle K Both Admins attended the September DA Call

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



# Kiwanis®

## PENNSYLVANIA DISTRICT

### Service Leadership Program Administrator Board Report

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

September 28, 2022
June - September, 2022
K-Kids
Janet Crawford

#### **Data**

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

31
0
20
52

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

Name	Club / Role

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

#### **Harvest Baptist Academy K-Kids Club:**

**Our club just started last year at the end of April**

**We had first official meeting this morning. We took lots of ideas for service projects and outreach opportunities from our 4th, 5th, and 6th grade club members. We have so many ideas! Having officers for breakfast, making placemats for Nursing Homes for Thanksgiving, making tug-toys out of old t shirts for local animal shelters, heading up a food drive for our local food bank, a toy drive for Children's Hospital and we will absolutely be starting a card ministry. We want to send cards to first responders, military members, families within our school and church who have lost a loved one or may be sick.**

**Our next meeting is at the end of the month and the teachers will set aside time inside the classroom to complete our first project. We intend to meet 2 times each month, one meeting for official business and the second will be a working meeting where we work on or complete a project.**

**Ashly Coking**





**Kiwanis®**  
PENNSYLVANIA DISTRICT

**Service Leadership Program Administrator Board Report**

**ashley.coking@harvestbaptistacadem.com**

\*\*\*\*\*

**Mill Village Elementary K-Kids!**

1. Our club is active! This years sign ups are available until September 30th and then we will start meetings in October
2. A project that was very successful last year is we put together Jared Boxes with the Kiwanis in our area and the kids were able to deliver them to a few hospitals! The K-Kids were a part of the whole process from collecting items to packing the boxes to delivering them!
3. The challenge we have in enrollment is getting a big enough group to participate when they need to be dropped off at school on the mornings of our meetings. This does not allow for certain students to join if their family can not get them here prior to school starting.
4. We do recruitment by sending home a paper in the beginning of the year and seeing what kids are interested. They write a little something about why they feel they would be a good addition to the K-Kids program. All students are accepted!

**Kayla Kress**

[kressk@flbapps.net](mailto:kressk@flbapps.net)

**Mill Village Elementary K-Kids Teacher Representative**

\*\*\*\*\*

**Bear Creek Community Charter School K-Kids.**

We are celebrating our 5<sup>th</sup> year this year. We went from our first year with 48 students to almost 115 students this year. Each year are club has grown even with Covid. Since we are celebrating our 5<sup>th</sup> year, we are going to have an end of the year celebration.

Our project that the students look forward to each year is making ornaments. We make ornaments for our sponsoring club's Santa breakfast. We also make ornaments as a thank you for our Santa Squad donations.



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

Some of our plans for this year are making signs for our school Fall Festival, making ornaments, birthday cards for a nursing home, kindness tree project and many other projects.

**Lori Argot**

[Lori.argot@bearcreekschool.com](mailto:Lori.argot@bearcreekschool.com)

\*\*\*\*\*

### **Cheston Elementary School and Shawnee Elementary School**

Of the four K-Kids programs the Kiwanis Club of Easton sponsors with me as the Kiwanis advisor for all four programs at present only two faculty advisors have responded to inquiries from me that they plan to serve as advisors for this school year. They are Mrs. Allison Antonson for Cheston Elementary K-Kids and Mr. Givon Ellison for Shawnee Elementary K-Kids. Michelle Gifford and John Repasch have both said that they will be unable to serve as faculty advisor this school year. I have contacted the principals at both of those schools, and they are going to try to find a staff person so the K-Kids program can continue in their schools this year.

**Walter Howell**

[Whowell75@hotmail.com](mailto:Whowell75@hotmail.com)

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### **Allentown Northeast**

**Dorilees Ortiz is the new advisor for KKids.**



**Kiwanis®**  
PENNSYLVANIA DISTRICT

**Service Leadership Program Administrator Board Report**

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

None

3. List program goals and current status of each.

A. Develop new clubs. A new KKids Club is opening at Robison Elementary in the Fort LeBoeuf School District. Supports have been offered by the District

B. Connect personally with each advisor (school and Kiwanis. I believe it will help to support their work as well as the clubs themselves.

Current Status: It is apparent that the pandemic has had a negative effect on many KKids Clubs. I'm hoping to connect with each Kiwanis or Faculty Club Advisor to reestablish connections and offer supports. Emails have been sent to each school and advisor and the few that responded have been included in this report.

D. Connect with principals of schools where there is no KKids Advisor listed or the advisor info is missing.

E. Update the database. When I was asking for reports, it became apparent that there were more than I was going to be able to update before the report due date. As I connect with schools and clubs, I will update the database to reflect the changes.



# Kiwanis®

PENNSYLVANIA DISTRICT

## Service Leadership Program Administrator Board Report

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

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

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

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

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



## District Trustee Report 09/13/2022

Date:

Trustee: Cathy Szymanski Region: 1

### Lieutenant Governors

Name: Cal Morse Division: 1

Name: Terry Schaeffer Division: 2

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.)

I realize my term does not start until October 1, 2022. However; I have seen many issues regarding our region. We have many clubs including my own that are not doing service and promoting their clubs. The clubs are doing some service but not enough to make an impact on the community or to get potential members interested in joining. I noticed this happening pre-covid and notice it even more.

There is one club that is going to be starting the process in October of removing a member, due to conduct unbecoming of a Kiwanian. This could become a problem however; it has been an ongoing problem for this club for some time. They have members that did not renew because of this individual who is continuously threatening to sue.

I also am not seeing divisional anymore. Have not seen these for many years. Cal has tried to do virtual ones once a month, however; o interest in these. This is not a surprise to many of us. We need to get back to in person meetings and have those gatherings to share information.

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

The district convention drew a lot of excitement from region one. East Erie is still enthused as to what happened with the boost. We are seeing some clubs grow in membership. We have clubs thinking outside the box. Many of our Service Leadership Programs have started back up. It appears that PSB will be staring their CKI club back up thanks to Randy Geering for his hard work on that.

--

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

I have several goals, I feel like I have been given a second chance as trustee to get many items accomplished this year.

Open a new club, I am looking at potential sites in Division One.

Work on a succession plan, we simply cannot continue as is, we need new ideas to get our region back to where I feel it needs to be.

Work with the LTG's to establish divisionals again.

Improve communication with all club members

Open at least three Service Leadership programs in our region

I am meeting with my LTGs to go over what we all feel the goals of the region should be. These are ones that I am not willing to compromise. After the meeting we will have more goals defined.

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

We have a lot of clubs that are in need of help and I am planning on taking a hard look at these clubs and what we can do to assist them in growth> I would like to wait until the beginning of October to define which clubs, due to the fact I don't know if they are all coming back or will they turn in their charter?

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

Lt. Governors / Divisions	I am going to be doing emails once a week with some sort of questions for them to answer no empty emails need to have something for them to respond to. Once a quarter most likely before a board meeting will do a zoom.
Membership Chair/Committee	For the time being this is going to be me until I can find someone reliable enough with experience to take ownership and make it a point to have answers not just a bunch of BS.
District / Kiwanis International	I am just going to say, I have had a lot of communication with KI and the district. Going forward I plan on working with the district team to improve Region one and make a difference.

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



## District Trustee Report

Date: **9/30/2022**

Trustee: **Barb Byers/Shawn Smith (Transition Report)**

Region: **2**

### Lieutenant Governors

Name: **Shawn Smith; Wayne Meyer (Incoming 10/1)**

Division: **5**

Name: **Vacant**

Division: **6**

Name: **Vacant; Janine Surmick (incoming 10/1)**

Division: **8**

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

Informational: Squirrel Hill surrendered their club charter

Redivisioning proposal discussions with Division 6 clubs in process. Spoke with McKeesport – White Oak and they are in agreement. Unable to reach other clubs via phone. Shawn sent email to these clubs accordingly.

All clubs in Region 6 have been contacted via email and voice mails were left. Shawn spoke with Freeport club and McKeesport-White Oak and they said yes to the redivisioning.

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.
- “Kiwanis Day at the Pirates” held on 7/30/2022. LTG Shawn took the lead on this project and sold 100 tickets. Attendees included: Governor Sarah Zulueta and husband Ian Drain, some Region 2 Clubs and Sharon and Clarion Clubs from Region 1. Tailgate prior to the game was held with much food brought. Information table in the ballpark. Kudos to Shawn for coordinating this event—everyone had a blast. Date for the 2023 Kiwanis Day at the Pirates is already scheduled – 7/29/2023. Stay tuned for more details.
- Washington Club celebrated 100<sup>th</sup> anniversary.
- McKeesport-White Oak hosted their 2022-23 Officer Installation on 8/22/22 at the Yaugheney Country Club

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

- **75% club participation in Region meetings** – This remains an appropriate goal.
- **Establishment and Implementation of Divisional Councils** 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 +2, Greensburg +1, and Scottdale +12. Wilkinsburg and Squirrel Hill clubs surrendered their charters, impacting the Membership numbers in the Region. It is important to continue this to ensure overall net gain for the year.
- **Open 1 new club in the Region** – in process/efforts continue (see below)
- **Increase socialization, connection and support between clubs** – “Kiwanis Day at the Pirates” held July 30.
- **To have strong, reliable leadership Team** – This remains warranted. Looking forward to the 2022-2023 Trustee and LTG’s. They have the drive and passion to continue to strengthen this Region in the coming year.
- **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)** –conversations and transition planning occurred. This is Transition report.

- **“We’ve NEVER done it this way”** - Each club to have at least one new service project or fundraiser. Encourage clubs to hold a meeting in a highly visible place at a time that they normally don’t host it to attract new members
- **Continue Socialization, connection and support – Hold at least one event open to all members of the region**
- **9 of 15 clubs to submit monthly reports**
- **Clubs to have a net gain of +1 member**
- **Host a regional officer induction ceremony for the 2023-24 Kiwanis year** – I attended a similar event in the Bahamas and was impressed at the turnout and how much fun it was. I think something different like this could really help to pull the region together and provide some promotion for the district.

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 continues to have been virtual and In-person Open Houses and individual meetings via Zoom as well as. There remains a great deal of interest in this. KI assisted with a targeted advertising blast that yielded about 30 names. Despite this interest online, we have 1 person who has paid some of the dues and one person committed to do so (both have applications completed). Continue to meet, plan and strategize with the Membership Committee to continue these efforts as this club remains viable and absolutely needed.

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

Lt. Governors / Divisions	<ul style="list-style-type: none"> <li>• Ongoing information sharing and promotion of events on Region 2 Facebook Page</li> <li>• Informational emails to clubs</li> <li>• Emails and conversations with LTG Shawn regularly</li> <li>• Emails and conversations with interested LTG's Wayne Meyer and Janine Surmick</li> </ul>
Membership Chair/Committee	<ul style="list-style-type: none"> <li>• Membership Committee meetings</li> </ul>
District / Kiwanis International	<ul style="list-style-type: none"> <li>• Kiwanis DCON in Erie</li> <li>• LTG/Trustee meetings</li> <li>• JEDI Council meetings/JEDI Round Table</li> <li>• PKF Nominations Committee liaison</li> <li>• CLE Trainer</li> <li>• Kiwanis Day at the Pirates (July 30, 2022)</li> <li>• Kiwanis Day at the Phillies (August 27, 2022)</li> </ul>
Shawn's Transition	<ul style="list-style-type: none"> <li>• Emailed clubs in region about Gov. Visit</li> <li>• Worked with Trustee Barb on Transition</li> <li>• JEDI Meetings</li> <li>• KI DEI Committee Meetings</li> <li>• Hosted EOT I-I Club's International Music Showcase Fundraiser</li> </ul>

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

## District Trustee Report

Date: September 27<sup>th</sup>, 2022

Trustee: Miranda Burton

Region: 3

### Lieutenant Governors

Name: Vacant

Division: 10

Name: Vacant

Division: 11E

Name: Vacant

Division: 11W

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.)

All of the areas are still in need of Lieutenant Governor. Many members have asked people who would meet the criteria of Lt. Governor and they have said that their schedule is too busy due to family obligations, work and other commitments. A sincere effort has been made to meet the need of filling the positions of Lt. Governors.

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

Some of the clubs within the district have seen a growth in membership. Many of clubs have made sincere efforts to adjust post-pandemic.

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

1. Maintain communication with clubs.
2. Strengthen membership within all clubs within the region.
3. Find Lt. Governor's for each division

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

Looking at the Clearfield area at the possibility of opening a new club.

Somerset has had a membership growth while some other clubs have maintained their membership totals.

Punxsutawney, Homer City, Dubois, and Tyrone are clubs that need assistance in boosting membership. Mt. Union wants to turn their charter in, Mt. Union, and Penns Valley are struggling in membership.

Huntington loss a total of 7 members at one time.

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

Lt. Governors / Divisions	No Communication
Membership Chair/Committee	Emails
District / Kiwanis International	Emails and phone calls.

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

## District Trustee Report

Date 9/27/22

Trustee: Penny Meyers

Region: 4

### Lieutenant Governors

Name: <u>Conrad Schlesinger(2022)</u>	<u>Lisa Bangson (2022-23)</u>	Division: <u>12N</u>
Name: <u>Shirley McPherrin</u>		Division: <u>12S</u>
Name: <u>Conrad Schlesinger(2022)</u>	<u>Allan Shappert (2022-23)</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.)

Division 12S reports that Selingsgrove is struggling. Has lost 2 more members. Leaving them with 6. Past LTG Don Ulrich is afraid it will fold. Right now not seeking resolution, am talking with Shirley to see how we can help with club coaching or attending a meeting in October. At one point, they had wanted to do open house, but failed. Division 12N reports that Valley Athens may be in trouble as they have lost 2 members that have been "leaders" of the club, due to moving to New York to be closer to family. LTG Conrad has done a great job in communication, but the club does not offer any information on what their projects are, and do not attend any District webinars or conventions. This is the farthest point to travel to in 12N, crossing NY border to get there. Not asking for resolution at this time.

I will have a better insight on upcoming issues after seeing LTG reports that are due 10/10. But at this time, through conversation, these are the latest issues other than continuing to work with other club that are under charter.

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

Division 14 has a new Lieutenant Governor-Allan Shappert from Bloomsburg. It has also been reported that Erin Sitler, President of Bloomsburg, is working to "shake up" the club a bit. She is young and full of ideas and this is her second year as President. Will follow this trend with her, hopefully working with Allan.

All club elections have been reported for 2022-23

Most clubs have submitted reports, only 4 out of the whole region are not submitting at all. Two from 12S and 2 from 14.

As of end of August Membership Report, 12N is up 16, 12S is up 7, 14 is down 2. Hoping September is up, and October is not a let down.

Last but not least, I made it through year one! and have learned a lot. Still working on computer skills!!!

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



1. Continue to hold regular meetings with my Region 4 team, especially after District meetings
2. Encouraging clubs to look at Service Leadership Programs and start K-Kids, as well as include current SLP's in projects and work with theirs, and remember to ASK parents to join.
3. Keep encouraging Monthly reports.
4. Encourage clubs to use the TWO FOR TWO program for recruitment tools. As well as share ideas on how to make the club fun and keep current members engaged.
5. Set a goal for to work with LTG's to get at least a net of +2 for all clubs as the end of 2023. Continue to work with those clubs that have said "yes" to club coaching. And encourage more to use the Community Analysis.
6. Encourage clubs to attend CLE webinars and District events.
7. Work with the team on their ideas for areas for a new club.
8. Follow up on club coaching.

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

Danville—is very close! We had a team in Danville on September 20th which seemed very successful. Now awaiting applications and dues form these contacts. Membership Chair Matt Wise has been keeping contact with the initial interested residents.

Meeting with incoming Governor Mike and membership teams, there are a few other areas that have been discussed for Region 4. LTG Shirley mentioned a few such as Hughesville, S. Williamsport, and Loyalsock. Renovo has been in the sites for awhile, but has been tough to gain the residents "trust" They do a great job on their own.

Clubs critical in coaching are still Mansfield and Berwick and Selingsgrove. Mill Hall could use coaching, but has declined, as has Jersey Shore. I have not heard of others that have said yes. Will follow up with Lieutenant Governors the beginning of year again.

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

Lt. Governors / Divisions	weekly conversations..phone and email
Membership Chair/Committee	correspond regularly. monthly or quarterly meetings
District / Kiwanis International	Board meetings and general questions and meetings.





## District Trustee Report

Date: 9/26/2022

Trustee: Ryan Hartman

Region: 5

### Lieutenant Governors

Name: Emily Reed

Division: 13N

Name: Barrie Ann George

Division: 13S

Name: Jim Janosik (As of October 1, Vacant)

Division: 16

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

Finding an LTG for Division 16 and a possible candidate for the Trustee term 2023-26.

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

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

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

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

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

We will be working with the New Club Opening team to identify an area(s) where new club(s) can be built. However, I firmly believe we need to continue to strengthen our current clubs before we go looking for new clubs to open.

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

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

## District Trustee Report

Date: 9/29/2022

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.)

Been notified that Plymouth Kiwanis Club will be folding after their 100<sup>th</sup> Celebration in March.

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

Found a LTG for Division 15, to replace LTG Jacki Kasa. Emmaus in 17/18 is still leading the region with a +12 for the year for growth.

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 reached out to 3 clubs in Division 15 about Boosting their clubs. Pittston (16 members), Mountaintop (14 members) and Wilkes Barre (21 members) are the 3 clubs I feel can benefit the most and have the most potential to bring in more members.

The new incoming President from Montrose has approached me about opening up a new club in the Susquehanna area. Will speak more with him in the next few days.

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

Lt. Governors / Divisions	Have talked to new LTG for Division 15 on job description for her new role. Also zoomed with her to go over the KI system that she can use for her division.
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: 09/30/2022

Trustee: Lillian Ann Mateja

Region: 7

### Lieutenant Governors

Name: Bonnie Hout

Division: 19

Name: Dan Spirier

Division: 21

Name: Karen Sears

Division: 22

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

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

Region 7 membership is currently at a +8. 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.

This report is a complete overview of my last year as Trustee for Region 7, I have been working towards trying to complete a leadership succession plan for both the clubs and our LTG's, in some cases I have been successful it's been a 40/60 split for success, which in the big picture of the situation this is not good. But it has opened the eyes of the clubs and made them consider moving forward with a policy for succession. As for our continued efforts to recruit new LTG's that is still a work in progress. My own successor has some issues to overcome, but I believe he will be able to move this plan forward and make it happen in the future. It has been an honor and a privilege to be a part of this board.

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.

Currently Region 7 is working on revitalizing the current existing clubs.

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

Lt. Governors / Divisions	I have been unable to visit
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

I am concerned that we have not moved forward, to the best of my knowledge, with any action on the committee studying the Executive Director's position

Additionally, we need to find a way to get a raise for our administrative secretary, Michelle March. She is currently getting paid \$13.50 per hour, the same wage we paid her when we hired her in 2016. In addition to that, she has taken on several additional responsibilities over the course of that time.

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

Financial/Accounting

Provided monthly reports to board as require. Completed or initiated all assignments form last board; see attached list. Helped address issues related to Foundation Treasurer Transition

Administrative

See attached list from last board meeting as well as attached memo sent to all clubs. Answered and addressed various club concerns.

Service Leadership Programs

Provided support as needed, requested and required

District Convention, Midyear, and other events

Executed 2022 District Convention

Other District Committee and Special Project Duties

See attached action list

--

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

Goal Description	Due Date	Status

4. Describe communications and activities with Kiwanis International

Attended monthly District Secretaries meeting. Responded to requests to Kiwanis International and submitted all required documents. Registered for District Secretary meeting in Minneapolis on November 5-9, 2022

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

N/A

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

Date	Location	Purpose
	See attached schedule	

## BOARD MEETING FOLLOWUP/TO DO LIST

(From Board meeting of 07/23/22)

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

1. Sign and return the proposals for 2021-22 District Audit Report and the preparation of the Kiwanis District and Key Club District Form 990's. (Thomas) Done
2. Follow-up on unclaimed property (Thomas) Judy Raub has completed forms. Kevin Thomas to submit forms along with a letter of explanation
3. Follow-up with Jim Janosik on PA E-commerce site (Thomas) Inquiry made. Response received. The hold-up/issue is centered around sales tax collection. Will need to determine what, if any, future course of action is necessary.
4. Return information necessary to have the Circle K District's dues transferred to the Kiwanis checking account (Thomas) Done and acknowledge by Kiwanis International
5. Finalize and distribute Justice, Equity, Diversity and Inclusion Membership survey (Shawn Smith) Done
6. Establish a Pennsylvania District Instagram Page (Jen Vare/Public Relations). Done 9/21/22
7. Add the revised Communication Policy to the District Policy Code (Thomas) Done
8. Reconcile Spring Fling Discrepancy (Zulueta/Finance Committee/Jim Hanna) Work Started. Information provided by District office to Jim Hanna and call/meeting held with him.
9. Survey Clubs in Division 5, 6 and 8 on proposal to move Division 6 clubs to Division 5 and 8 (Coolbaugh/Redivisioning Committee)
10. Follow-up and determine the best course to pursue a DocuSign program for Key Leader and other Service Leadership Program events (Zulueta/Matt Wise) Work started, Matt Wise to obtain quotes and Sarah to review.
11. Return signed contract for 2023 Key Leader event. (Thomas) Done
12. Follow-up on 2024 District Convention (Thomas) Information on possible Pennsylvania locations gathered and shared with the New Jersey District. Working to schedule a future meeting.
13. Review and Reorganize District Policy Code (Osterhout) Pending Meeting to be confirmed by Ben
14. Develop District bylaw amendment(s) that would allow Kiwanians from outside a Division to serve as Lt. Governor if a Division cannot find someone from inside the Division (Osterhout/Thomas) Bylaw amend developed by Thomas and sent to Osterhout for review. After his review and adjustments, if necessary, amendment will be sent to Kiwanis International for approval prior to vote by District Board.
15. Schedule and conduct a meeting of the committee to consider the future direction of the Executive Director position (Coolbaugh/Zulueta)





# Kiwanis®

## PENNSYLVANIA DISTRICT

### IMPORTANT KIWANIS ADMINISTRATIVE REMINDERS

TO: Pennsylvania Kiwanis Club Presidents, Secretaries and Treasurers for 2022-23

FROM: Kevin E. Thomas, District Executive Director

RE: Administrative Reminders

DATE: September 1, 2022

1. Any former member of a Kiwanis Service Leadership Program/Sponsored Youth Organization who joins Kiwanis has International dues waived for two years regardless of age. The new member (or its club on behalf of the member) must pay the Kiwanis International Magazine subscription, the Liability Insurance premium and Local Club Dues. As well, the new member interim dues are waived for former Service Leadership Programs.
2. Dues, magazine and insurance fees per member for the 2022-23 year:  
International Dues: \$52.00  
Kiwanis Magazine: \$ 8.00  
Insurance: \$22.00 (This includes the new \$5.00 risk management fee)  
District Dues: \$35.00  
Total: \$117.00
3. **If you want new members credit to the 2021-22 year, they must be on the club's roster by September 30, 2022.** *If you have any members that will not be continuing as members for whatever reason, be advised that you must remove them from your club's roster by October 10th; any deletions that need to be made to your club's roster must be submitted to the Kiwanis International office by that time.* Dues billings for clubs will be based on the club's roster that is in the database at Kiwanis International as of October 10th and clubs will be responsible for payments based on that roster. Dues billings will start being generated and sent to clubs during the week of October 17<sup>th</sup>. Invoices are to be paid by December 1<sup>st</sup> or 30 days after receipt.
4. From the Kiwanis International office in Indianapolis, a reminder to update a club's roster will be sent to both 2021-22 club secretary and president, and 2022-23 secretary and president (if provided via an election report). Invoices will be mailed to 2022-23 club secretaries and can be accessed on the online dashboard by secretaries, presidents, and treasurers.
5. When adding a new member to your club's roster, your club pays interim dues. All payments for new members get made payable to Kiwanis International get sent to the Kiwanis International office in Indianapolis. *See the schedule attached the amounts due each month.*
6. Kiwanis Insurance consists of two elements. The first is a general liability insurance. The other is Directors and Officers Liability. Neither program is optional.
7. **All Kiwanis Clubs and club foundations must file some version of the IRS 990 non-profit tax form.** Most clubs can file form 990-N, which is available on line only through the IRS website; clubs with higher levels of income will have to file form 990-EZ or 990. For most clubs, the appropriate form must be filed by Feb 15<sup>th</sup>. By law, no club or club foundation is exempt from filing the appropriate 990 form. If a club does not file the appropriate form 990 for 3 consecutive years, it will lose its nonprofit status. To regain non-profit status, a club will need to complete and file Form 1024 or if it does not, it will need to pay tax on all revenues taken into the club treasury. Which ever version of the Form 990 you club must file, it must be filed electronically. The IRS will not accept paper copies of form 990.
8. For clubs that are struggling with their administrative account but have a healthy service account, I'd like to offer the following tip or suggestion. When paying your dues invoice to Kiwanis International, take the entire \$22.00 per member cost of insurance fee from your service account. The insurance is needed because we are out in the community doing service so it can be treated as a project cost just as any other project cost. Bottom line to help an administrative account, take \$95.00 per member from the administrative account and \$22.00 per member from the service account when paying your dues invoice.

Of course if your club administrative account is healthy, you can take all monies for dues, magazine and insurance from that account.

9. All expenses associated with any Service Leadership Program club can come out of the service account of your club. That would include paying for meals if Service Leadership Program members and advisors attend your club meeting. It can, also, include the background checks required by Kiwanis International for Kiwanis advisers to Service Leadership Programs.
10. There is one administrative account myth I want to dispel: You may place a certain percentage (usually the figure thrown about is 10%) of any fundraiser you have in administrative account. **That simply is not true and is not permissible or even legal.** You may not place a flat amount of any fundraiser in the administrative account. *With proper permissions, knowledge and bookkeeping, you can place the proceeds from member sales in the administrative account.*
11. If your club is conducting a 50/50, raffle or another game of chance, it is important you comply with the Pennsylvania Small Games of Chance law. Kiwanis clubs are not exempt from the law. Please see the following website for more information: <https://www.psp.pa.gov/LCE/Pages/Small-Games-of-Chance.aspx>
12. While one might think that Bingo, being a game chance, would be covered by a small games of chance license, it is not. So if your club has done or is contemplating sponsoring a Bingo game, you need to get a separate license and comply with a separate law to do so.
13. Training and information are available for club officers. Here is a link to the where you can find that information: <https://www.kiwanis.org/clubs/member-resources/training/club-leader>
14. All clubs are reminded to submit a monthly report of their club's activities, meetings and other information. This information is used to understand what it is clubs are doing and determine future programs and activities. Here is a link to the member login area where club secretaries can log in and complete the report: <http://www.kiwanis.org/clubs/member-resources>.
15. All clubs should have a policy on youth protection and background checks. All Kiwanis advisers to Kiwanis Service Leadership programs need to complete the required Kiwanis International Background check; here is a link providing more information on that requirement and check.  
  
<http://www.kiwanis.org/clubs/member-resources/training/risk-management/background-checks>  
  
As well, it is strongly suggested that all Kiwanians should submit to background checks for volunteers working with youth in Pennsylvania as required by the Commonwealth of Pennsylvania.
16. Kiwanis International will be implementing a new database system. Likely, it will be implemented around January 1, 2023. Again in all likelihood, training on its use will be available in November and December 2022.

# Aol Calendar

July 2022

ketkiwanis@aol.com  
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26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat
	8am Physical Therapy			11am Early Learnin... 3pm Circle K Budge...	Off		
3	4	5 Independence Day	6	7 11am Convention E...	8	9	
	11 4pm Sarah Zulueta	12 3pm District Sec Me...	13	14 8pm Jackie McFarli...	15	16 6pm Warren	
17	18	19 5pm Convention Me...	20 11am Early Learnin...	21 7pm Convention Me... 8pm Key Club Meeti...	22	23	
24	25 Pioneer Day	26	27 2:30pm Jennifer Cof... 7:30pm Lt. Governo...	28	29	30	

# AolCalendar

## August 2022

ketkiwanis@aol.com  
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31	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat
	Sovereignty Restoration Day				Barack Obama Day		
				7pm Convention Pla...			
7	8	9	10	11	12	13	
		Victory Day	Convention	Convention	Convention	Convention	
P. 47	15	16	17	18	19	20	
	onal Navajo Code Talker Convention	Civil Servants holiday				Statehood Day	
21	22	23	24	25	26	27	
			7:30pm Leadership ...				
28	29	30	31	1	2	3	
		3pm Kiwanis Interna...	Huey P. Long Day				

## September 2022

[illegible]

## Governor-elect Report

**Date: 9/29/2022**

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 an online training session for 2022-2023 Governors
- Had an online meeting with our Kiwanis International Trustee Counselor – Jackie Sue McFarland
- Attended an online meeting with the Kiwanis Children's Fund Trustee
- Attended Monthly meetings with Governor Sarah, and Executive Director Kevin
- Attended monthly meetings with America 1 Governor Elects and Emily Sallfrank
- Attended monthly calls with district leadership and Lt. Governors
- Attended Kiwanis International Membership Coordinator meetings

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

- The 2022 District convention was held in Erie on August 11–14, 2022 at the Erie Bayfront Convention Center. The convention was well attended by members from all around the district.

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

- A make-up session is being scheduled for the Trustees and Lt. Governors that were not able to attend the in-person training in June.
- Club Leadership Education Virtual Sessions were held virtually from July 18 – July 30, 2022. Make-up sessions are being scheduled.

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

- **District Redivisioning Committee** – The committee has recommended changes to Divisions 5,6 and 8 in Region 2. See the Redivisioning Committee report for more information.
- **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”. The committee’s first fundraising effort is going well. They will have a total of money raised on the raffle at the board meeting.
- **District Membership Committee** – I have been working with the District Membership Coordinator, Matt Wise, the District Club Opening Coordinator, Cathy Szymanski, along with District Leadership to develop a plan to open new sustainable clubs throughout the district.





TechRiver  
20436 Route 19  
Suite 620-203  
Cranberry Twp, PA  
16066

## Invoice

Ref #: 17584

Date: Oct 1, 2022

To:  
Pennsylvania District of Key Club International  
2793 Old Post Road, Ste. 12  
Harrisburg  
PA, 17110-9346

Annual Web Hosting: pakeyclub.org

Item	Description	Unit Cost	Quantity	Cost
Web hosting: pakeyclub.org		40.00	12	480.00

Sub Total: 480.00

Total Amount: 480.00

Paid to Date: 0.00

Balance: \$480.00 USD

Payment due on receipt.

Make checks payable to TechRiver, LLC



**Governor's Report  
State of the District  
Period 7/23/22 – 9/30/22  
Submitted by: Sarah Zulueta**

**Date: 9/26/2022**

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

**Governor Priorities and Goal Updates**

**Membership**

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

**Status:**

**Not Met.**

WIP - Danville – 13members

WIP - North Side Pittsburgh – 2 applications

**Not Met.**

**Not Met.**

**Service Leadership Programs**

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

**Status:**

**Completed.**

**Completed**

**Completed.**

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

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

**Status:**

**Completed.**

**Completed**

**Leadership Education**

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

**Status:**

**Not Met.** 12 PA Kiwanians registered and graduated.

**Completed.** Monthly opportunities are available.

**Not Met.** 29% of clubs were represented (43 clubs)

**District Leadership and Operations**

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

**Status:**

**Completed.** 3 of the 6 vacancies filled. (50%)

**Completed.** Board Approved 9/30/21

**Completed.** Initial Plan developed. More to come.

**Completed** - SendInBlue purchased and implemented.

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

#	Description	Assigned To	Due Date	Status
1	Review Spring Fling Reconciliation	Lillian Mateja and Jim Hanna	9/30/22	
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	Completed.
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

- 9/18/22– North America 1 Regional Call with Emily Saalfrank
- 8/17/22, 9/21/22 – Governor monthly call with Peter Mancuso

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

Kiwanis Club of Pottstown – Presented Larry Gribbs Hero in Service Award at Club Special event for Div 19.  
 Kiwanis Club of Levittown-Bristol – Opening of Little Free Library for Levittown-Bristol community in Div 21.  
 Kiwanis Club of Washington – 8/31/22 - 100<sup>th</sup> Anniversary celebration (Governor could not attend)  
 Kiwanis Club of Greensville – 9/15/22 – 100<sup>th</sup> Anniversary celebration  
 Liberty Club / Division 12N Interclub visit – 9/13/22  
 Kiwanis Club of Philipsburg Chicken BBQ Visit – 9/14/22

6. Additional Activities and Special Projects actively working on.

**Special Projects:**

- **Change for Change Project** – In collaboration with YCPO committee, additional \$1800.70 had been raised for the project since District Convention 8/13/22. These additional funds will purchase 2 more and they will be awards to 2 clubs as designated by YCPO committee. Additional funds will remain for 22-23 Governor Project.
- **New Club Opening – North Side** – Additional leads were generated, and we expect this club to organize by Oct 30th.
- **New Club Opening – Danville** – An in-person appointment day in Danville was held on 9/20/22 with a team of Matt Wise, Penny Meyers, Shirley McFerrin and Sarah Zulueta with very successful results. This club is very close to opening and we foresee the organizational meeting officially occurring by mid-October. More info in Membership Report.

**Committee/Meetings:**

- **Leadership Training** – Club Leadership Education has been completed for new club officers in July and Region 3 clubs on 9/14/22. Overall, 43 clubs were represented in training.
- **Dollar for Dues** – Review and develop updated rubric and assisted review of the 22-23 applications.
- **J.E.D.I Meetings** – participated in JEDI meetings and will continue.
- **Finance Committee Meeting** – All quarterly meetings completed for 21-22 fiscal year. New policies have increased more financial controls to comply with audit and implement best practices.
- **Lt. Governor/Leadership** – Monthly meetings will continue under the leadership of Governor Designate Mike Coolbaugh on every 3<sup>rd</sup> Monday of the month. Zoom link and reminders have all been scheduled.
- **Monthly Executive Director Meetings** – 9/12/22 meeting reviewed the 22-23 budget proposal with Mike Coolbaugh, Conrad Schlesinger and Kevin Thomas. 22-23 proposal has been reviewed by Finance

committee and is now ready for Board approval on Oct 8<sup>th</sup>. (See budget reports)

- **2024 District Convention Committee NJ/PA** – Pending meeting will occur in the 1<sup>st</sup> two weeks of October to begin planning. But based on initial review proposals lean toward event to be held in Valley Forge.

**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** –The event was held Aug 27, 2022.
- **Spring Fling** – Final review has been completed by Audit Chair Jim Hanna, Lillian Mateja, Kevin Thomas and Sarah Zulueta. (Review Spring Fling Report)

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



## District Committee Chair Report Cover Sheet

Date: 10/8/2022

Committee: Membership Chair: Matt Wise

Committee Members, if applicable:

Cathy Szymanski, Region 1, Co-Chair for New Club Opening	Barb Byers, Region 2	Miranda Burton, Region 3
Penny Meyers, Region 4	Ryan Hartman, Region 5	Tiffany Callaio Region 6
Joe Wilson, Region 7	IPG Sarah Zulueta, Region 7	Gov Mike Coolbaugh
Gov-elect Conrad Schlesinger	LTGs and New Club Openers	

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

For the 2022-2023 year, we are revamping the committee and our activities. First, we have brought on Cathy Szymanski to the team to coordinate all new club opening activities across the District. The chair will **continue** to coordinate membership efforts and work with district and club leaders on membership experience and strengthening efforts. All Trustees and Lt. Governors have been added to the distribution list for New Club Opening discussions and we will hold those every other week for the rest of the administrative year. By the **time** of this meeting, we will have already had two planning meetings.

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

The Danville effort has gained some additional traction and hopefully by the time you **approve** this report we will have more good news to share. A team went on-location to do appointments on September 20<sup>th</sup> and it had great results! More to come.

See above re: new club opening efforts in 2022-23.

Attached to this report is the end-of-year status on membership as well as the Leader's Lead program. Given the timing, this is being generated as an addendum.

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

Goal 1: Open 7 new clubs in District (status: ongoing)  
 Goal 2: Decrease # of clubs that are under charter strength by 25%.  
 Goal 3: Increase club membership by a net +2 in 25% of clubs.  
 Goal 4: Establish Club Coaching Pool by having at least 10 past district leaders express interest (status: not met)  
 Goal 5: Submit article for each Keystone Kiwanian  
 Goal 6: Develop a resource page on PA Kiwanis website dedicated to all resources available to Kiwanis Clubs.

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

Clubs	Presence at District Convention. On hand to provide support and guest <b>appearances</b> at clubs per their request.
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Lt. Governors / Divisions	Lt. Governors are invited to participate in the New Club Opening calls. We will begin working on communication for membership experience and success.
District	Membership Coordinator meets and discusses with Governor, Governor-elect, usually weekly.
Kiwanis International	District Membership Coordinator participates in International Area meetings as required.

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: 2022.9.30.

Committee: Audit

Chair J. R. "Jim" Hanna

Committee Members, if applicable:

Robert "Bob" Raub		

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

For the Board's Information:

- 1.) Brown, Schultz Sheridan & Fritz, the certified public accounting firm which performed the audit for the prior fiscal year ended September 30, 2021, was recommended to the Board to be retained again to audit the books and records for the fiscal year ending September 30, 2022.
- 2.) To improve upon cross checks and balances upon the retirement of the current Executive Director, Kevin Thomas, the concept of separating, dividing, and distilling the current of manifold responsibilities into just three different part-time positions is noteworthy idea proposed by Kevin Thomas, such part-time positions to have concentrations in the areas of a.) event planning, b.) accounting and bookkeeping, and c.) administration.
- 3.) An investigation commenced to reconcile Kiwanis District books of original entry and general ledger records with information furnished from Spring Fling related volunteer documentation was discontinued having resulted in an investment of a number of hours culminating in concluding that ascertaining the components of the remaining unreconciled and immaterial difference would involve the need to elevate the process to initiating verbal replies and pursuing such a small difference would not be a productive use for investing additional time. The ready conclusion to be drawn from the undertaking would be to ensure all funds collected for Kiwanis District should be deposited only to Kiwanis District bank accounts.

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

See 1 Above - Item # 3.

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

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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?  
(If yes, please attach accordingly) ☐Yes ☒No



## District Committee Chair Report Cover Sheet

Committee: Finance Committee

Date: 9/27/2022

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.

- 2022-2023 District Budget has been reviewed and approved by the Finance committee on 9/26/22 for final approval and adoption by Board on 10/8/22.

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

- Finance Committee met on 9/26/2022 and minutes included as attachment to this report.
- All financial policy and controls have been updated in District Policy code on pakiwanis.org.
  - District Expense Policy
  - Credit Card policy
  - Payroll and Invoice approval process

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. Name a new Finance chair and onboard new committee members. **COMPLETED**
6. Prepare 22-23 balance District Budget by 10/1/22. **COMPLETED.**

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

Clubs	N/A
Lt. Governors / Divisions	N/A
District	Meeting with Finance committee 9/26/22 and report to Board.
Kiwanis International	N/A

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

- **Minutes from the 9/26/22 Finance Meeting and 22-23 Budget Proposal for Board consideration.**

# 9/26/22 - Finance Committee

Monday, September 26, 2022 7:02 PM

## **Committee Members (Current/Incoming) Attendees:**

Sarah Zulueta, Mike Coolbaugh, Conrad Schlesinger, Kevin Thomas, Lillian Mateja, Steve Hermanos

Not Present: Emily Trang, Judy Raub

## **Meeting Summary:**

1. Review any financial policies pending or needed to be considered for next admin year.
  - a. At this time the committee concluded all policies have been approved and District Policy code has been updated and posted to pakiwanis.org website as of 8/13/22.
  - b. No action is needed at this time, the committee and board have complied with all auditor requests for 2021-2022 administrative year.
  - c. Finance Committee role and District Expense Policy can be reviewed at:  
<https://k23.site.kiwanis.org/pa-district-documents-and-forms/>
2. Foundation checking account
  - a. The Foundation Treasurer resigned and Kevin is now in position of the 2 checking account checkbooks.
  - b. The reconciliation of the accounts are needed
  - c. Action Item:
    - i. Kevin Thomas will reach out to Jill Martin-Rend, Jeff Rose and Sonia Gross from the Foundation to discuss next steps to obtain additional signers and a go forward process for an account reconciliation approach.
    - ii. Kevin to include Mike and Conrad in a meeting to occur prior to the Oct 8th board meeting.
3. Budget for 2022-2023 was presented for review (xls)
  - a. Kevin Thomas made a motion to accept budget with the modifications from Governor Sarah and Governor Designate Mike Coolbaugh to be approved by Board on Oct 8th (attached)
  - b. Lillian Mateja Second the motion.
  - c. There was no discussion, Governor Sarah called for a vote and motion passed to send this 2022-2023 budget to the board.
4. Recognition of retiring committee members and a thanks for their service:
  - a. Judy Raub
  - b. Lillian Mateja
5. Recognition of incoming committee members:
  - a. Steve Harmanos, Kiwanis Club of Wyoming Area
  - b. Conrad Schlesinger, Kiwanis Club of Lock Have - New Finance Chair
  - c. Mike Coolbaugh to determine which Trustee would be able to serve on the Finance committee, as required by policy.
6. Finance Chair report for Oct 8th will be completed by Lillian Mateja and Sarah Zulueta. Subsequent reports will be completed by Conrad Schlesinger.
  - a. Reviewed immediate approval processes for Conrad to take over starting Oct 1st:
    - i. Invoice Approval
    - ii. Payroll Review Approval - Sept 30th Payroll to be reviewed/approved by Lillian Mateja.

7. Next Administrative year schedule for 22-23:
  - a. The next Finance Committee meeting will be Thurs Dec 8th @ 7:30 pm
  - b. The goal is to meet quarterly. The 2nd, 3rd and 4th quarter meeting times will be determined Dec 8th as there may be additional meeting prior to Dec 8th.
8. Meeting adjourn.



**2022-23 Budget Proposal**

2022-23 Proposed Budget			2021-22 Approved Budget		2021-22 Actual			
	Amount		Amount		Amount	Total		Variance
<b>REVENUES</b>								
<b>MEMBERSHIP DUES</b>								
District Dues	\$ 97,000.00		\$ 99,000.00		\$97,599		99%	\$ (1,401.00)
Partial year prorated dues	\$ 5,000.00		\$ 5,000.00		\$3,541		71%	\$ (1,459.00)
Sub-Total		\$ 102,000.00		\$104,000.00		\$101,140	97%	-\$2,860
<b>SLP &amp; OTHER SUPPORT FOR SERVICES</b>								
Key Club	\$ 10,000.00		\$ 10,000.00		\$10,000		100%	\$ -
Circle K	\$ 500.00		\$ 500.00		\$500		100%	\$ -
Foundation - Office Support and Services	\$ 6,000.00		\$ 6,000.00		\$6,000		100%	\$ -
Foundation - SLP Administrators	\$ 1,000.00		\$ 1,000.00		\$0		0%	\$ (1,000.00)
Sub-total		\$ 17,500.00		\$ 17,500.00		\$16,500	94%	\$ (1,000.00)
<b>MISC. INCOME</b>								
Misc. Income	\$ 1,200.00		\$ 2,000.00		\$994		50%	\$ (1,006.00)
Interest	\$ 10.00		\$ -		\$4		#DIV/0!	#REF!
Sub-total		\$ 1,210.00		\$ 2,000.00		\$998	50%	\$ (1,002.44)
<b>DISTRICT EVENTS</b>								
Holiday Party or other Fundraising	\$ 3,000.00		\$ 2,500.00		\$2,942		118%	\$ 442.00
District Raffle	\$ 13,500.00		\$ 14,000.00		\$13,302		95%	\$ (698.00)
MidYear Conference (120 @ \$20.00)	\$ 2,400.00		\$ 2,000.00		\$2,482		124%	\$ 482.00
District Convention	\$ 54,000.00		\$ 53,345.00		\$54,454		102%	\$ 1,109.00
Sub-total		\$ 72,900.00		\$ 71,845.00		\$73,180	102%	\$ 1,335.00
<b>TOTAL REVENUES</b>								
		\$ 193,610.00		\$195,345.00		\$191,818	98%	\$ (3,527.44)
<b>EXPENSES</b>								
<b>EMPLOYEE COMPENSATION</b>								
Salaries	\$ 74,500.00		\$ 74,500.00		\$74,627		100%	\$ (127.00)
Payroll Taxes	\$ 6,500.00		\$ 6,500.00		\$5,965		92%	\$ 535.00
Employee Benefits	\$ -		\$ 710.00		\$431		61%	\$ 279.37
Executive Director Expenses	\$ 2,750.00		\$ 2,750.00		\$2,750		100%	\$ -
Executive Director ICON	\$ 800.00		\$ 700.00		\$772		110%	\$ (72.00)
Sub-total		\$ 84,550.00		\$ 85,160.00		\$84,545	99%	\$ 615.37
<b>OFFICE &amp; RELATED EXPENSES</b>								
Building Lease	\$ 9,888.00		\$ 9,600.00		\$9,600		100%	\$ -
Moving Related Expenses	\$ -		\$ 5,000.00		\$5,359		107%	\$ (359.00)
Postage	\$ 550.00		\$ 750.00		\$380		51%	\$ 370.00
Telephone & Internet	\$ 2,600.00		\$ 2,500.00		\$2,596		104%	\$ (96.00)
Insurance	\$ 2,300.00		\$ 2,200.00		\$2,177		99%	\$ 23.00
Supplies & Printing	\$ 1,100.00		\$ 1,000.00		\$1,182		118%	\$ (182.00)
Equipment Maintenance	\$ 525.00		\$ 500.00		\$478		96%	\$ 22.00
Equipment Leases	\$ 1,650.00		\$ 1,700.00		\$1,628		96%	\$ 72.00
Webpage/Domain Fees	\$ 200.00		\$ 275.00		\$31		11%	\$ 243.84
District Zoom Subscription	\$ 275.00		\$ 600.00		\$600		100%	\$ -
Sub-total		\$ 19,088.00		\$ 24,125.00		\$23,431	97%	\$ 693.84
<b>LEADERSHIP EXPENSES AND STIPENDS</b>								
Lt. Gov Expenses	\$ 2,500.00		\$ 2,500.00		\$0		0%	\$ 2,500.00



2022-23 Proposed Budget			2021-22 Approved Budget		2021-22 Actual			
	Amount		Amount		Amount	Total		Variance
Lt. Gov Education	\$ 3,000.00		\$ 3,500.00		\$2,620		75%	\$ 880.00
Trustee Board Meeting Expenses	\$ 500.00		\$ 500.00		\$356		71%	\$ 144.00
Gov-Elect Expenses	\$ 2,000.00		\$ 2,000.00		\$149		7%	\$ 1,851.00
Gov-Elect ICON	\$ 800.00		\$ 700.00		\$0		0%	\$ 700.00
Governor Expenses	\$ 2,000.00		\$ 2,000.00		\$0		0%	\$ 2,000.00
Governor ICON	\$ 800.00		\$ 700.00		\$0		0%	\$ 700.00
Keystone Kiwanian Stipend	\$ 800.00		\$ 1,000.00		\$1,000		100%	\$ -
Sub-total		\$ 12,400.00		\$ 12,900.00		\$4,125	32%	\$8,775
<b>SLP LEADERSHIP SUPPORT</b>								
Circle K Administrator	\$ 2,050.00		\$ 1,900.00		\$1,900		100%	\$ -
Builders Club Administrator	\$ 150.00		\$ 150.00		\$31		21%	\$ 119.00
K-Kids Administrator	\$ 150.00		\$ 150.00		\$0		0%	\$ 150.00
Sub Total		\$ 2,350.00		\$ 2,200.00		\$1,931	88%	\$ 269.00
<b>MEMBERSHIP GROWTH &amp; DEVELOPMENT</b>								
Membership Growth & Development	\$ 3,000.00		\$ 3,000.00		\$72		2%	\$ 2,928.00
Awards	\$ 1,200.00		\$ 1,200.00		\$114		10%	\$ 1,086.00
J.E.D.I	\$ 400.00		\$ 500.00		-\$500		-100%	\$ 1,000.00
Leadership Education	\$ 522.00		\$ 515.00		\$0		0%	\$ 515.00
Kiwanis Amplify Stipend	\$ 1,000.00		\$ 1,400.00		\$725		52%	\$ 675.00
Sub-total		\$ 6,122.00		\$ 6,615.00		\$411	6%	\$ 6,204.00
<b>DISTRICT EVENTS</b>								
Holiday Party or other fundraiser	\$ 1,000.00		\$ 1,000.00		\$1,096		110%	\$ (96.00)
Midyear Conference	\$ 1,200.00		\$ 1,200.00		\$1,186		99%	\$ 14.16
District Raffle	\$ 6,900.00		\$ 7,300.00		\$6,889		94%	\$ 411.00
District Convention	\$ 48,000.00		\$ 51,605.00		\$36,117		70%	\$ 15,488.00
Sub-total		\$ 57,100.00		\$ 61,105.00		\$45,288	74%	\$15,817
<b>FINANCIAL</b>								
Audit	\$ 12,000.00		\$ 10,000.00		\$11,626		116%	\$ (1,626.00)
Rebuild Reserve Fund	\$ -		\$ -				#DIV/0!	\$ -
Sub-total		\$ 12,000.00		\$ 10,000.00		\$11,626	116%	\$ (1,626.00)
<b>TOTAL EXPENSES</b>		\$ 193,610.00		\$202,105.00		\$171,357	85%	\$ 30,748.37
<b>BALANCE</b>		\$ -		\$ (6,760.00)		\$20,461		

# Kiwanis International Pennsylvania District

## Balance Sheet

As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101 Cash checking account	37,049.95
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
403A Circle K Editor Expense	65.00
412A Circle K Office/Budget Contribution	500.00
430A Administrator Expenses ICON	799.82
431A Circle K Kiwanis District Conv Exp	45.13
546 Governor elect Expense General Budget	1,452.54
550A Circle K Spring Fling	147.03
568 Survey Monkey Subscription	954.00
569 Zoom	1,165.78
597 Other Events	1,825.00
600A Circle InterPACK Exp	386.34
601A Circle K InterPACK Camp Exp	1,797.00
705A Circle K Convention Copying	29.35
710A Circle K Convention T-Shirts	512.25
<b>Total Bank Accounts</b>	<b>\$44,111.48</b>
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
<b>Total Other Current Assets</b>	<b>\$4,713.22</b>
<b>Total Current Assets</b>	<b>\$48,824.70</b>

# Kiwanis International Pennsylvania District

## Balance Sheet

As of September 30, 2022

	TOTAL
Fixed Assets	
146 Furniture and equipment	8,591.79
147 Accumulated depreciation	-8,591.79
<b>Total Fixed Assets</b>	<b>\$0.00</b>
Other Assets	
151 Marketable securities	0.00
152 Allowance for market value	0.00
278 Net Asset Increase (Decrease)	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$48,824.70</b>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	3,408.78
<b>Total Accounts Payable</b>	<b>\$3,408.78</b>
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	605.91
204 FIT Payable	965.00
205 PIT payable	300.33
206 LIT payable	360.67
207 PUT payable	0.00
208 Medicare Payable	141.78
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	1,114.73
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	-0.10
<b>Total Other Current Liabilities</b>	<b>\$32,654.61</b>
<b>Total Current Liabilities</b>	<b>\$36,063.39</b>

# Kiwanis International Pennsylvania District

## Balance Sheet

As of September 30, 2022

	TOTAL
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	-19,618.44
805 Circle K AMEX Payment	-46.63
806 Foundation American Express Payments	-31.16
808 Centennial Club CC Payments	0.00
<b>Total Long-Term Liabilities</b>	<b>\$ -19,430.70</b>
<b>Total Liabilities</b>	<b>\$16,632.69</b>
Equity	
275 Unrestricted net assets	-10,220.00
303 PPP Loan Forgiveness	13,962.00
32000 Restricted Net Assets - Key Leader	18,982.26
Net Income	9,467.75
<b>Total Equity</b>	<b>\$32,192.01</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$48,824.70</b>

# Kiwanis International Pennsylvania District

## Transaction List with Splits

September 2022

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
101 Cash checking account							
09/01/2022	Check	2526	Yes	City Limits Realty	September Lease payment	101 Cash checking account 437 Rent	-800.00 800.00
09/01/2022	Check	2527	Yes	Charles Chase	Guest Registration - Conv Refund Sunday Breakfast Refund	101 Cash checking account 351 Guest registration fees 386 Sunday breakfast - D/C	-55.00 -15.00 -40.00
09/01/2022	Check	2528	Yes	Executive Image Solutions	Equipment Maintenance	101 Cash checking account 431 Equipment maintenance	-95.71 95.71
09/01/2022	Check	2529	Yes	Karen Sears	Convention Stipend	101 Cash checking account 704 Dist Board of Trustees	-285.00 285.00
09/01/2022	Check	2530	Yes	Dan Spierer	Convention Stipend	101 Cash checking account 704 Dist Board of Trustees	-285.00 285.00
09/01/2022	Check	2531	Yes	Roger Janes	1st place raffle winning prize	101 Cash checking account 470 Raffle Expense	-4,571.00 4,571.00
09/01/2022	Check	2532	Yes	Mary Buchanan	3rd place prize Kiwanis Kash raffle	101 Cash checking account 470 Raffle Expense	-653.00 653.00
09/01/2022	Check	2533	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
09/01/2022	Check	2534	Yes	Michelle March	Salary - 81 hrs @ \$13.50/hr 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	-888.77 1,093.50 67.80 70.00 33.57 17.50 15.86
09/02/2022	Expense		Yes	American Express	Conv Hospitality - Bartenders & Security Sunday Breakfast Banquet Meet the Candidates Saturday Lunch Friday Lunch Beverage Stations Audio-Visual Equipment Labels for Convention packets District Shirts AOL Service Aktion Club Convention Thursday Evening Event Sponsor Signs Uber Trip to get Van	101 Cash checking account 787 - Hospitality 786 Sunday breakfast D/C 724 Governor -DC 787 - Hospitality 782 Foundation luncheon D/C 781 Awards luncheon D/C 713 Miscellaneous 700 Audio visual equipment 706 Registration material 366 Int'l supplies commissions 440 Telephone 230 Due to Action Clubs 779 Thursday Evening 713 Miscellaneous 712 Convention Van	-28,563.70 582.75 2,156.85 9,363.79 1,411.67 4,279.69 2,271.28 1,209.29 1,724.60 48.97 -2,030.70 36.99 -106.28 3,258.00 59.88 22.96
09/07/2022	Expense		Yes	New Birth of Freedom Council	Payment for Camp Hidden Valley	101 Cash checking account 601A Circle K InterPACK Camp Exp	-1,797.00 1,797.00
09/08/2022	Check	2535	Yes	Barbara Byers	Convention Stipend	101 Cash checking account 704 Dist Board of Trustees	-228.83 228.83
09/08/2022	Check	2536	Yes	Tiffany Callaio	Convention Stipend	101 Cash checking account 704 Dist Board of Trustees	-285.00 285.00
09/08/2022	Check	2537	Yes	Verizon	Telephone and Internet	101 Cash checking account 440 Telephone	-186.14 186.14
09/08/2022	Check	2538	Yes	LEAF	Copier Lease Copier Sales Tax	101 Cash checking account 430 Equipment leases 431 Equipment maintenance	-143.10 135.00 8.10
09/08/2022	Check	2539	Yes	Victoria Zerbach	Transportation Expense to Kiwanis Convention	101 Cash checking account 431A Circle K Kiwanis District Conv Exp	-45.13 45.13
09/08/2022	Check	2540	Yes	Christina Newman		101 Cash checking account	-65.00

# Kiwanis International Pennsylvania District

## Transaction List with Splits September 2022

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Circle K Editor Travel Expense	403A Circle K Editor Expense	65.00
09/08/2022	Check	2541	Yes	kiwanis Club of Linglestown		101 Cash checking account	-120.00
					Michelle March Dues	572 Membership development	120.00
09/09/2022	Deposit		Yes			101 Cash checking account	1,834.10
					Executive Director Expenses	539 Executive director expenses	-984.10
					Program Ads	368 Program ads	100.00
					New Holland Club donation	311 Misc revenue	750.00
09/15/2022	Check	2542	Yes	STA Central Region		101 Cash checking account	-975.00
					Wine Tour Buses	715 Friday night activity	975.00
09/15/2022	Check	2543	Yes	Barry J. Halbritter		101 Cash checking account	-375.00
					Laurel Lodge use and activities for Aktion Club Convention	230 Due to Action Clubs	-375.00
09/15/2022	Check	2544	Yes	Barbara Byers		101 Cash checking account	-293.02
					Aktion Club Convention Supplies and Travel	230 Due to Action Clubs	-293.02
09/15/2022	Check	2545	Yes	Crystal Springs		101 Cash checking account	-12.87
					Office Water	443 Supplies & printing	12.87
09/15/2022	Check	2546	Yes	Kevin E. Thomas		101 Cash checking account	-1,729.53
					Salary	400 Salaries & wages	2,229.17
					Social Security	203 Social Security Payable	138.21
					FIT	204 FIT Payable	225.00
					PIT	205 PIT payable	68.44
					LIT	206 LIT payable	35.67
					Medicare	208 Medicare Payable	32.32
09/15/2022	Check	2547	Yes	Michelle March		101 Cash checking account	-551.43
					Salary 52.5hrs @ \$13.50/hr	400 Salaries & wages	708.75
					Social Security	203 Social Security Payable	43.94
					FIT	204 FIT Payable	70.00
					PIT	205 PIT payable	21.76
					LIT	206 LIT payable	11.34
					Medicare	208 Medicare Payable	10.28
09/15/2022	Expense		Yes	United States Treasury		101 Cash checking account	-1,585.04
					Social Security Withholding	203 Social Security Payable	-403.22
					Medicare Withholding	208 Medicare Payable	-94.30
					Payroll Tax	409 Payroll taxes	497.52
					FIT Withholding	204 FIT Payable	-590.00
09/15/2022	Expense		Yes	Pennsylvania Department of Revenue		101 Cash checking account	-199.66
					PIT Withholding	205 PIT payable	-199.66
09/15/2022	Deposit		Yes			101 Cash checking account	55.00
					Program Ad	368 Program ads	55.00
09/21/2022	Deposit		Yes			101 Cash checking account	200.00
					Program book ad payments	368 Program ads	200.00
09/22/2022	Deposit		Yes			101 Cash checking account	8,768.00
					Program Ads	368 Program ads	400.00
					Phillies Game Income	311 Misc revenue	368.00
					Unpaid Key Club AMEX balances from prior year's	804 Key Club American Express Pay	8,000.00
09/30/2022	Deposit		Yes			101 Cash checking account	755.00
					Convention Program Ads	368 Program ads	255.00
					Circle K Convention Reg - Shippensburg	350A Circle K Convention Registration	500.00
09/30/2022	Deposit		Yes			101 Cash checking account	40.00
					Circle K Dues Transfer	300A Circle K Dues	40.00
Not Specified							
09/01/2022	Journal Entry	AJE 67R	Yes		Circle K officer meals and registration at Kiwanis District Convention	431A Circle K Kiwanis District Conv Exp	-158.00
					Circle K officer meals and registration at Kiwanis District Convention	351 Guest registration fees	-20.00
					Circle K officer meals and registration at Kiwanis District Convention	381 Awards luncheon	-50.00
					Circle K officer meals and registration at Kiwanis District Convention	382 Foundation luncheon	-28.00
					Circle K officer meals and registration at Kiwanis District Convention	383 Governor's banquet	-40.00
					Circle K officer meals and registration at Kiwanis District Convention	386 Sunday breakfast - D/C	-20.00
09/13/2022	Journal Entry	AJE 68	Yes		2023 Scranton Convention Ad - prepaid expense	713 Miscellaneous	100.00
					2023 P. 67 onvention Ad	368 Program ads	100.00



Kiwanis International Pennsylvania District

Transaction List with Splits  
September 2022

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT

**2021-22 Budget Report**  
**9/9/2022**

**2021-22 Approved Budget**

	Amount		Amount	Total		Variance
<b>REVENUES</b>						
<b>MEMBERSHIP DUES</b>						
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
<b>SLP &amp; OTHER SUPPORT FOR SERVICES</b>						
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)
<b>MISC. INCOME</b>						
Misc. Income	\$ 2,000.00		\$1,362		68%	\$ (638.00)
Interest	\$ -		\$4		#DIV/0!	#REF!
Sub-total		\$ 2,000.00		\$1,366	68%	\$ (634.44)
<b>DISTRICT EVENTS</b>						
Holiday Party or other Fundraising	\$ 2,500.00		\$2,942		118%	\$ 442.00
District Raffle	\$ 14,000.00		\$13,302		95%	\$ (698.00)
MidYear Conference (100 @ \$20.00)	\$ 2,000.00		\$2,482		124%	\$ 482.00
District Convention	\$ 53,345.00		\$55,464		104%	\$ 2,119.00
Sub-total		\$ 71,845.00		\$74,190	103%	\$ 2,345.00
<b>Payroll Protection Program*</b>						
		\$ -				
<b>TOTAL REVENUES</b>		<b>\$ 195,345.00</b>		<b>\$193,196</b>	99%	<b>\$ (2,149.44)</b>
<b>EXPENSES</b>						
<b>EMPLOYEE COMPENSATION</b>						
Salaries	\$ 74,500.00		\$77,564		104%	\$ (3,064.00)
Payroll Taxes	\$ 6,500.00		\$6,462		99%	\$ 38.00
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		\$87,979	103%	\$ (2,818.63)
<b>OFFICE &amp; RELATED EXPENSES</b>						
Building Lease	\$ 9,600.00		\$9,600		100%	\$ -
Moving Related Expenses	\$ 5,000.00		\$5,359		107%	\$ (359.00)
Postage	\$ 750.00		\$380		51%	\$ 370.00
Telephone & Internet	\$ 2,500.00		\$2,596		104%	\$ (96.00)
Insurance	\$ 2,200.00		\$2,177		99%	\$ 23.00
Supplies & Printing	\$ 1,000.00		\$1,195		120%	\$ (195.00)
Equipment Maintenance	\$ 500.00		\$478		96%	\$ 22.00
Equipment Leases	\$ 1,700.00		\$1,628		96%	\$ 72.00
Webpage/Domain Fees	\$ 275.00		\$31		11%	\$ 243.84
District Zoom Subscription	\$ 600.00		\$600		100%	\$ -
Survey Monkey Subscription	\$ -					
Sub-total		\$ 24,125.00		\$23,444	97%	\$ 680.84
<b>LEADERSHIP EXPENSES AND STIPENDS</b>						
Lt. Gov Expenses	\$ 2,500.00		\$0		0%	\$ 2,500.00
Lt. Gov Education	\$ 3,500.00		\$2,620		75%	\$ 880.00

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		\$1,000	100%	\$ -
Sub-total		\$ 12,900.00	\$4,125	32%	\$8,775
<b>SLP LEADERSHIP SUPPORT</b>					
Circle K Administrator	\$ 1,900.00		\$1,900	100%	\$ -
Builders Club Administrator	\$ 150.00		\$31	21%	\$ 119.00
K-Kids Administrator	\$ 150.00		\$0	0%	\$ 150.00
Sub Total		\$ 2,200.00	\$1,931	88%	\$ 269.00
<b>MEMBERSHIP GROWTH &amp; DEVELOPMENT</b>					
Membership Growth & Development	\$ 3,000.00		\$72	2%	\$ 2,928.00
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		\$725	52%	\$ 675.00
Sub-total		\$ 6,615.00	\$411	6%	\$ 6,204.00
<b>DISTRICT EVENTS</b>					
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		\$6,889	94%	\$ 411.00
District Convention	\$ 51,605.00		\$37,192	72%	\$ 14,413.00
Sub-total		\$ 61,105.00	\$46,363	76%	\$14,742
<b>FINANCIAL RESTORATION</b>					
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)
<b>TOTAL EXPENSES</b>		<b>\$ 202,105.00</b>	<b>\$176,290</b>	<b>87%</b>	<b>\$ 25,815.37</b>
<b>BALANCE</b>		<b>\$ (6,760.00)</b>	<b>\$16,906</b>		

PA KIWANIS FAMILY ACCOUNT BALANCES - 9/30/22													
ACCOUNT	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
	8/31/2019	12/31/2019	2/29/2020	9/30/2020	12/31/2020	3/31/2021	6/30/2021	8/31/2021	12/31/2021	3/31/2022	6/30/2022	9/30/2022	AVERAGE
Kiwanis Checking	\$ 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	\$ 37,049.95	\$ 57,680.75
Kiwanis Reserve	\$ 573.80	\$ 576.08	\$ 576.97	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.22	\$ 577.24	\$ 577.26	\$ 577.30	\$ 577.32	\$ 571.36	\$ 576.34
Key Club Checking	\$ 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	\$ 6,864.84	\$ 34,559.85
Key Club Reserve	\$ 33,769.00	\$ 33,789.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 14,500.00	\$ 14,500.00	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	\$ 17,363.75
Circle-K Reserve	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ 3,294.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,776.40
Aktion Club	\$ 4,355.88	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.00	\$ 3,348.12	\$ 3,398.00	\$ 3,398.00	\$ 3,398.12	\$ 3,071.87	\$ 4,703.85	\$ 4,451.19
Key Leader	\$ 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	\$ 6,801.94	\$ 5,768.90
Foundation Cash	\$ 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	\$ 55,857.02	\$ 49,133.07
Foundation Investments	\$ 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	\$ 838,148.58	\$ 786,010.00	\$ 887,084.38
	(as of 6/30/19)		(as of 12/31/19)					(as of 9/30/21)	(as of 11/31/21)			(estimated)	
	\$ 915,406.99	\$ 1,015,034.46	\$ 1,086,885.00	\$ 967,061.50	\$ 1,084,104.02	\$ 1,145,457.08	\$ 1,136,058.69	\$ 1,108,291.36	\$ 1,153,712.03	\$ 1,171,505.58	\$ 1,011,339.12	\$ 902,446.96	\$ 1,058,108.57



**Aktion Club Account**

9/30/2022

<u>Date</u>	<u>Deposit Amount</u>	<u>Check Amount</u>	<u>Comment</u>
Beginning balance	\$ 2,678.00		
11/3/2016	\$ 82.00		Shirt Sales
8/9/2017	\$ 1,000.00		
9/7/2017	\$ 2,000.00		Foundation grant
9/21/2017	\$ 455.00		CC - Convention
9/28/2017	\$ 140.00		Convention
10/6/2017		\$ 713.17	TLC Reg - AMEX
10/6/2017		\$ 76.34	TLC Travel
10/6/2017		\$ 89.05	TLC Travel
10/9/2017		\$ 20.59	TLC Travel
10/16/2017		\$ 580.80	Convention Food
12/4/2017		\$ 430.23	Karen - Convention
12/4/2017		\$ 250.22	Barb-Convention
12/5/2017		\$ 103.61	Awards
12/5/2017		\$ 20.17	Domain name
12/15/2017		\$ 200.00	Brother's Brother
12/21/2017	\$ 210.00		Convention Fundraising
3/21/2017		\$ 232.00	Key Club Convention Aktion Club members
5/3/2018		\$ 150.00	TLC Reimbursement
6/7/2018	\$ 1,500.00		Foundation grant for TLC
6/18/2018		\$ 150.00	Darlene Anderson - TLC
6/18/2018		\$ 150.00	Karen Sears - TLC
6/18/2018		\$ 150.00	Heidi McKenrick - TLC
6/18/2018		\$ 350.00	Amy Murphy _TLC
6/18/2018		\$ 350.00	Tim Driscoll - TLC
6/18/2018		\$ 350.00	Patrick Hughes - TLC
7/5/2018	\$ 2,000.00		Foundation Grant - Aktion Club Convention
7/5/2018	\$ 385.00		Aktion Club Convention - Credit Card
7/12/2018	\$ 110.00		Aktion Club Convention - Credit Card
7/16/2018	\$ 140.00		Aktion Club Convention
7/16/2018	\$ 220.00		Aktion Club Convention - Credit Card
8/15/2018	\$ 430.00		Aktion Club Convention
8/17/2018		\$ 253.97	Karen Sears - Convention
8/17/2018		\$ 1,010.00	Aktion Club Convention Catering
8/23/2018		\$ 442.50	Flocco Bags - Convention
9/7/2018	\$ 70.00		
9/25/2018		\$ 226.07	Barbara Byers - Convention
9/25/2018		\$ 320.00	Barry Halbritter - Convention lodging
10/5/2018		\$ 20.17	Domain name
6/24/2019	\$ 160.00		Aktion Club Convention
7/18/2019	\$ 660.00		Aktion Club Convention
7/26/2019	\$ 180.00		Aktion Club Convention
8/15/2019		\$ 250.00	Aktion Club Convention - Speaker
8/15/2019		\$ 430.75	Aktion Club Convention - T shirts

8/15/2019		\$	1,165.44	Aktion Club Convention - caterer
8/16/2019	\$	420.00		Aktion Club Convention
9/5/2019	\$	432.00		Aktion Club Convention
9/12/2019		\$	36.13	Sending checks for convention to Barb Byers
9/16/2019	\$	2,000.00		Foundation Contribution to Aktion Club
10/3/2019		\$	560.00	Barry Halbritter - Convention lodging - 18/19 payable
10/3/2019		\$	269.01	Barb Byers - convention - 18/19
10/3/2019		\$	373.66	Karen Sears - Convention - 18/19
6/16/2021		\$	2,100.00	Aktion Club 25th Anniversary Check Distribution
9/24/2021		\$	50.00	Daniel Ferron Aktion club address
4/15/2022		\$	236.25	Aktion Club Administrator Circle K Convention
4/15/2022		\$	90.00	Circle K Convention Additional Lunches
7/11/2022	\$	360.00		2022 Aktion Club Convention Registrations
7/22/2022	\$	690.00		2022 Aktion Club Convention Registrations
7/29/2022	\$	2,000.00		Foundation Contribution to Aktion Club
8/24/2022		\$	250.00	Aktion Club Convention DJ
8/24/2022		\$	500.00	Aktion Club Convention Food
9/15/2022		\$	375.00	Laurel Lodge usage fees for Convention
9/15/2022		\$	293.02	Administrator's expenses for Convention
	\$	18,322.00	\$	13,618.15
<b>Account Balance</b>	\$	4,703.85		



Key Leader Payments, Expenses and Financial Results

Beginning Balance		9/30/2022				
		\$	5,499.02			
First Name	Last Name	Gross Amount	Fee	Net Amount	Date payment method Comments	
George	Leibman	\$ 150.00	\$ 4.65	\$ 145.35	2/14/2022 Stripe	
Natalie	Charton	\$ 150.00	\$ 4.65	\$ 145.35	2/17/2022 Stripe	
Christopher	White	\$ 150.00	\$ 4.65	\$ 145.35	2/28/2023 Stripe	
Nicole	Martin	\$ 150.00	\$ 4.65	\$ 145.35	2/23/2022 Stripe	
Tammy	Leibman	\$ 150.00	\$ 4.65	\$ 145.35	3/1/2022 Stripe	
Past Lt. Governor Association		\$ 150.00	\$	\$ 150.00	3/3/2022 Check	
Joseph	Bufalino	\$ 150.00	\$ 4.65	\$ 145.35	3/4/2022 Stripe	
Beverly	Kubala	\$ 300.00	\$ 9.30	\$ 290.70	3/14/2022 Stripe	
Kiwanis Club of Transfer		\$ 300.00	\$	\$ 300.00	3/14/2022 Check	
Kiwanis Club of Allentown		\$ 300.00	\$	\$ 300.00	3/18/2022 Check	
Leonard	Pribula	\$ 150.00	\$ 4.65	\$ 145.35	3/21/2022 Stripe	
Kiwanis Club of Norlanco-Rheems		\$ 450.00	\$	\$ 450.00	3/28/2022 Check	
Laura	Hughes	\$ 150.00	\$	\$ 150.00	4/5/2022 Venmo	
Carl	Corl	\$ 150.00	\$ 4.65	\$ 145.35	4/14/2022 Stripe	Donation
Kiwanis Club of Linglestown		\$ 100.00	\$	\$ 100.00	4/14/2022 Check	
Heather	Lewis	\$ 150.00	\$ 4.65	\$ 145.35	4/18/2022 Stripe	Donation
Kiwanis Club of Middletown		\$ 1,000.00	\$	\$ 1,000.00	4/21/2022 Check	
Penricia Kiwanis Foundation		\$ 2,700.00	\$	\$ 2,700.00	5/2/2022 Check	4 Reading Students
Kiwanis Club of Greater Reading - Berks Co,		\$ 600.00	\$	\$ 600.00	5/5/2022 Check	Donation
Kiwanis Club of Bald Eagle & Nittany Valleys		\$ 700.00	\$	\$ 700.00	5/10/2022 Check	Donation for snacks
Kiwanis Club of Williamsport		\$ 150.00	\$	\$ 150.00	5/10/2022 Check	Shamarya Robinson
Kiwanis Club of Williamsport		\$ 150.00	\$	\$ 150.00	5/10/2022 Check	
Christopher	Kasa	\$ 300.00	\$	\$ 300.00	6/6/2022 Venmo	
Past Stroudsburg Area School District		\$ 150.00	\$	\$ 150.00	6/16/2022 Check	
Reading School District		\$ 1,200.00	\$	\$ 1,200.00	6/16/2022 Check	
Totals		\$ 10,050.00	\$ 51.15	\$ 9,998.85		
Net Total Registration & Grants less fees		\$ 9,998.85				
Total Expenses		\$ 8,695.93				
Excess/(Deficit) Revenues vs Expenses*		\$ 6,801.94				
Includes beginning balance						

Key Leader Expenses

9/30/2022

<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>		

**From:** jimjanosik@aol.com,  
**To:** ketkiwanis@aol.com,  
**Subject:** Re: Pennsylvania Kiwanis e-Commerce site  
**Date:** Wed, Sep 21, 2022 9:16 pm

---

I would agree that the return is likely not worth the effort for licensing.

I will have to check with both Affinity and Printful to see if tax is collected on clothing from either party for sales in Pennsylvania. If it is not, then that might be the most viable route to proceed.

Warm regards,  
Jim Janosik  
954.632.7701

On Sep 21, 2022, at 12:36 PM, Kevin Thomas <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)> wrote:

Given what happened in re-supplying/sticking our District shirts, I know that dealing with the people at Affinity is not easy or pleasant.

I do not believe that the expense and time involved in becoming our own licensed vendor could be justified based on the return we might expect from sales.

Jim, let me ask this. Since clothing is not taxed in Pennsylvania, would marketing only clothing make any difference here?

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

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

From: Jim Janosik <[jimjanosik@aol.com](mailto:jimjanosik@aol.com)>  
To: Sarah Zulueta <[zuluets@gmail.com](mailto:zuluets@gmail.com)> P. 76

Cc: Kevin Thomas <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)>; Mike Coolbaugh <[sgt283@gmail.com](mailto:sgt283@gmail.com)>  
Sent: Wed, Sep 21, 2022 8:39 am  
Subject: Re: Pennsylvania Kiwanis e-Commerce site

It may very well be. But taking a consideration several of the things that I outlined. I will warn you that going through the licensing process is no enjoyable task.

Jim Janosik

On Sep 21, 2022, at 8:28 AM, Sarah Zulueta <[zuluets@gmail.com](mailto:zuluets@gmail.com)> wrote:

Jim,

Would it be beneficial if PA just became a license vendor ourselves?

**Sarah Zulueta**

*Kiwanis International Pennsylvania District Governor, 2021-2022*

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

*Email: [zuluets@gmail.com](mailto:zuluets@gmail.com)*

*Cell: 215-279-0199*

On Wed, Sep 21, 2022 at 7:48 AM Jim Janosik <[jimjanosik@aol.com](mailto:jimjanosik@aol.com)> wrote:

Kevin, et al,

Here's where we are at, which ultimately isn't that great.

After digging into the tax issues again, which is a rabbit hole that nobody should ever desire to go down, there are still hurdles to this. I'll try to break it down for you.

Affinity Licensing is a marketplace, similar to Etsy and eBay, etc. Marketplaces collect sales tax as part of the sales tax nexus. Aladan Media is considered the marketplace seller, for which states now have regulations on, each one different of course.

In a traditional model, if Aladan were selling direct to the consumer, Aladan would collect and remit the sales tax, again needing to establish an account with each individual state and file returns regularly. Kind of a pain.

Printful, our fulfillment center, offers certain marketplace integrations. Of course Affinity is not one of those, but Shopify is. And Shopify can integrate with Affinity. But then the tax issue comes back where Shopify wants to collect sales tax on the orders coming in from Affinity. This is the point where I may have a glimmer of

hope in navigating and getting the tax issue removed. I've reached out to Shopify to see what they say.

On another note, there's another opportunity that may be better, I'm not sure. In Ohio we became a licensed vendor as a district through affinity. There are hurdles there too though with needing to get the manufacturers to sign off on the licensing agreement which has been challenging. Otherwise, if we create our own items to sell direct then we avoid that issue. You could also buy items from another licensed vendor and resell. Still a pain and slim margins.

Wish this were all better than it seems, but alas it's bureaucracy at its finest all around.

Warm regards,  
Jim Janosik  
954.632.7701

On Sep 16, 2022, at 5:00 PM, Kevin Thomas  
<[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)> wrote:

Jim:

Looking forward to hearing from you.  
Thanks.

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

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

From: Kevin Thomas <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)>  
To: [jimjanosik@aol.com](mailto:jimjanosik@aol.com) <[jimjanosik@aol.com](mailto:jimjanosik@aol.com)>;  
[jim@aladanmediagroup.com](mailto:jim@aladanmediagroup.com)  
<[jim@aladanmediagroup.com](mailto:jim@aladanmediagroup.com)>  
Cc: [zuluets@gmail.com](mailto:zuluets@gmail.com) <[zuluets@gmail.com](mailto:zuluets@gmail.com)>;  
[sgt283@gmail.com](mailto:sgt283@gmail.com) <[sgt283@gmail.com](mailto:sgt283@gmail.com)>  
Sent: Thu, Sep 8, 2022 6:19 pm  
Subject: Pennsylvania Kiwanis e-Commerce site

Hi Jim:

Hoping this finds you well.

Can you give me an update on the e-commerce site you are developing for the Pennsylvania District?

Is there anything I can do to help move the process forward?

Thanks!

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)





## Kiwanis Night at the Phillies Report

Submitted by Governor Sarah Zulueta

9/27/2022

The Phillies vs Pirates game on Saturday August 27, 2022, was a successful District fundraiser led by Darleen Callahan from the Kiwanis Club of Conshohocken.

### Phillies District Fundraiser Financial Summary as of 9/27/22

Total Tickets Sold: 46

Total Amount Club's Earned (\$6 per ticket): \$276.00

Total Amount the District Earned (\$2 per ticket): \$92.00

Total received from the Phillies: \$368.00

The following disbursements will be sent to the below club treasurers in the following breakdown based on purchases:

Levittown Bristol	\$	18.00
Main Line	\$	132.00
Sheradan	\$	24.00
South Philadelphia	\$	54.00
Southampton	\$	24.00
University City	\$	24.00
<b>Grand Total</b>	<b>\$</b>	<b>276.00</b>

A letter will accompany the check and sent to Executive Director Kevin Thomas to send under my signature.

Sincerely,

A handwritten signature in cursive script that reads 'Sarah Zulueta'.

Pennsylvania District Governor, 2021-2022

## Spring Fling Reconciliation Report

Submitted by Sarah Zulueta

Reviewed by Audit Committee Chair Jim Hanna

October 5, 2022

### Executive Summary:

The Spring Fling was a District event held on March 5, 2022. The committee submitted spreadsheet attached to Executive Director on 3/8/22 via email. The reported totals provided by the Spring Fling Committee did not match totals shown in the District accounts as recorded in Quickbooks. An independent investigation was conducted to find the difference to be attributed partially to fees. The remaining unaccounted difference is under \$50.

Due to the minimal difference, it is the recommendation of the Audit committee, Finance Chair and Immediate Past Governor that the difference is recorded as loss. We want to thank all who have been involved with Spring Fling and the investigation, we have all put in many hours to resolve and overall, the goal was to raise close to \$2,000 in funds for the District. The goal has been achieved and we want to thank the Spring Fling committee again for their time and effort with this fun event.

### Finance Review:

At the July 23, 2022 Board meeting, the Immediate Past Governor Sarah requested that an independent audit review be completed of all records by the Finance Chair Lillian Mateja, Audit Chair Jim Hanna and facilitated by Immediate Past Governor Sarah. We want to thank Kevin Thomas and Jen Vare for being helpful to provide all records as requested.

Accounts that were reviewed as it pertains to Spring Fling records only:

- PayPal Records of the District and Jen Vare
- Venmo Records of the District and Jen Vare
- District Credit Card account
- GL Records recorded in QuickBooks (Account 390 Holiday Party)

**The Spring Fling committee report shows a \$1,925.04 total profit.**

**The District Accounts shows a \$1,846.09 total profit.**

The difference as of May 1, 2022 was **\$81.95.**

After review by Audit Committee and Immediate Past Governor Sarah Zulueta, the difference can be partial attributed to fees incurred from Paypal, Venmo and Credit card transactions which was not originally accounted for which include:

Source	Fees Found in Review
District PayPal Fee	\$5.02
Jen Vare Venmo	\$ .78
Credit Card Fees	\$28.62
<b>Total Fees</b>	<b>\$34.42</b>

Considering the fees incurred, the outstanding difference to date is **\$47.53.**

**Recommendations:**

It is the recommendation of the Audit committee, that because the amount is less than \$50 that it be treated as a loss and we record the final Spring Fling profit as **\$1,846.09**. In the future, it is recommended that District sponsored events should try where possible to utilize only District Venmo, Paypal and Credit cards for payments as a best practice for account reconciliation.

For further inquires about this investigation, please direct questions to Audit Chair Jim Hanna.

signing the official InterPACK contract and working on the agenda. The District Co-Administrators encourage the District Board to keep up the same momentum with the work that has yet to be done.

## 2. International Trustee Report

International Trustee Nguyen

- a. International Trustee Martin Nguyen gave his remarks about Circle K International. There will be 3 Workshops hosted by Circle K International: Smart Marketing on September 20 at 8 pm, Recruitment on September 28 at 8 pm, and Learning from Others on October 6 at 8 pm.
- b. CKI 75th Anniversary is on September 25th; any photos should use the hashtag #choosecki.
- c. International Committee Applications are open. They are due on 9/21.

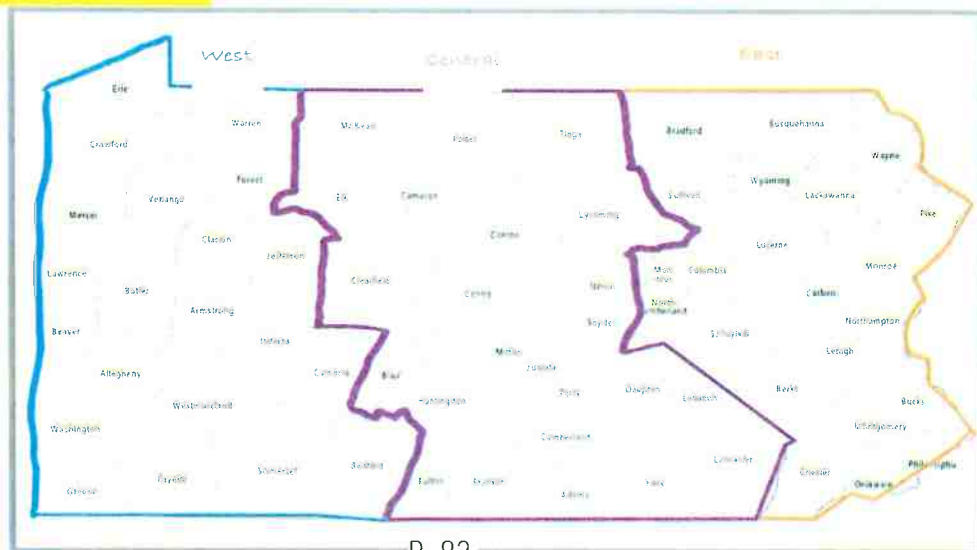
## VII. New Business

### A. District Re-divisioning

Governor Galiardi

1. The District Board desires to change how the Pennsylvania District is structured. Based on the number of clubs and members, the District Board would like to right-size the district to include 3 divisions instead of 6 divisions, based on geographic location and the names will correspond with which part of the state that the division is located.
2. Upon District Board approval, the proposal will then be submitted to the Pennsylvania Kiwanis District Board for approval at the next District Board Meeting on October 8<sup>th</sup>.

Secretary Emma Shreiner made a motion to accept the District Re-divisioning Proposal. The motion was seconded by Editor Christina Newman. The Board voted unanimously 5-0-0, Motion Passes



## B. Reduction in Committee Chairs

Governor Galiardi

1. The District Board is proposing a reduction in the number of committee chairs to right-size the district. After reviewing the committees' descriptions, the board determined that the following committee chairs were already addressed in the Executive Board and Lieutenant Governors' roles and responsibilities and should be removed from the governing documents:
  - a. The Information Technology Committee
  - b. The Fundraising Committee
  - c. The Club Building & Revitalization
  - d. The Executive Committee
2. Upon District Board approval, the proposal will then be submitted to the Pennsylvania Kiwanis District Board for approval at the next District Board Meeting on October 8<sup>th</sup>.

**Treasurer Victoria Zerbach made a motion to remove the following committees from the Pennsylvania District of Circle K governing documents: Information Technology, Fundraising, Club Building & Revitalization and Executive Committees. LTG Austin Krieger seconded the motion. The board voted unanimously 5-0-0, Motion Passes.**

## C. Fall Rallies Event Updates & Approval

Governor Galiardi

1. Fall Rallies will be held on Zoom and the theme is Fall into Fellowship. There are three different rallies so that members can choose which one works best for them and this is not divided into divisions. The dates for the rallies are September 25 @ 11 am to 1 pm, October 7 @ 7 - 9 pm, and October 15 @ 6 - 8 pm.

**Editor Christina Newman made a motion to approve the Fall Rally Dates and Times. LTG Austin Krieger seconded the motion. The board voted unanimously 5-0-0, Motion Passes.**

## D. InterPACK Event Updates & Approval

Governor Galiardi

1. InterPACK will be held on November 11th to 13th at the Hidden Valley Scout Reservation, 268 Hidden Valley Rd, Loysville, PA 17047.

**Secretary Emma Shreiner made a motion to approve the dates and location of InterPACK. Treasurer Victoria Zerbach seconded the motion. The board voted unanimously - 5-0-0, Motion Passes.**

## E. Open Board and Committee Chair Appointments

Governor Galiardi

1. Board positions have been filled by members of the current board
  - a. Acting Lieutenant Governors
    - i. Central – Emma Schreiner
    - ii. East – Emma P. 84rdi

**2022-23 District Officers**

**10/4/2022**

**Lt. Governors:**

Division 1 – Cal Morse, Erie

Division 2 – Terry Shaffer, Shenago Valley

Division 5 – Wayne Meyer, Sheraden

Division 6 – Vacant --- Division being merged with other

Division 8 – Janine Surmick, Greensburg

Division 10 – Vacant

Division 11W – Vacant

Division 11E - Vacant

Division 12N – Lisa Bangson, Lock Haven

Division 12S – Shirley McPherrin, Milton-Warrior Run

Division 13N – Emily Reed, Dillsburg Area

Division 13S – Barrie Ann George, Carlisle

Division 14 – Allan Schappert, Bloomsburg

Division 15 – Debbie Crisman, Montrose

Division 16 – Vacant

Division 17/18 – Bob Moran, Palmer Township

Division 19 – Bonnie Houpt, Upper Bucks

Division 21 – Dan Spirer, Central Bucks

Division 22 – Karen Sears, Conshohocken



Trustees :

Region I: Cathy Szymanski, Erie, PA E-Kiwanis 2.0 and Centennial Internet

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

**2023-24 District Officers & Lt. Governors**

**10/4/2022**

**Lt. Governors:**

None reported

**Trustees :**

Region I: No known candidates

Region II – Shawn Smith, Sheraden

Region III – Miranda Burton. Philipsburg

Region IV – Penny Meyers, Bald Eagle and Nittany Valleys

Region V – Emily Reed, Dillsburg Area (Pending election)

Region VI – Tiffany Callaio, Wyoming Area

Region VII – Joe Wilson, Southampton

**Governor-elect:**

No known candidates

# CONVENTION EVALUATIONS SCORES

<u>ITEM OR EVENT</u>	<u>SCORE</u>	<u>NOTE</u>
Lodging	4.27	Sheraton Scored better than the Courtyard
Thursday Evening Waliking Tour	4.53	Food only
Friday Breakfast	3.5	Food only
Friday Lunch	4.06	Food only
Wine Tour	4.29	Food only
Saturday Lunch	4.56	Food only
Governor's Gala	4.62	Food only
Sunday Breakfast	4.33	Food only
Membership Boost	4.86	
Thursday Evening Waliking Tour	4.61	
Friday Early Learning Summit	3.92	
Lt. Gov, Trustee & Chair Meeting	4.47	
First Timers Orientation	4.5	
Service Leadership Programs Panel	4.45	
Friday Lunch Porgram	4.57	
Kiwanis Children's Fund Forum	4.8	
Administrative Forum	4.59	
Let's Talk Two for Two	4.59	
JEDI	4.9	
Membership - Slaying Elephants	4.59	
Youth Protection	4.38	
Wine Tour Program	4.4	
Meet the Candidates	4.18	
PLGA Meeting	4.67	
Past Governor's Meeting	4.57	
Hosting Successful Membership Engagement	4.73	
JEDI Master	5	
Service Project 101	4.64	
Foundation Meeting	3.5	
Technology Deeper Dive	4.63	
Young Children Priority One	4.86	
Meaningful and Relevant Service	4.71	
General Session: Preventing Burnout	4.7	
Foundation & Awards Program	4.58	
Business Session	4.64	
Governor's Reception	4.73	
Governor's Gala	4.71	
Sunday Farewell	4.44	
<b>Composite Score</b>	4.5	Remarkably High Composite Number

not one just put up on a screen. Saturday  
evening became too long

Physical location was great, Erie is a beautiful city. The distance to and from and in the convention center was challenging for those with health issues and difficulty walking. Especially everything held in the East ballroom and hallway.

Food was good but ran out and didn't  
fill up the plates. Waited many of  
times on food.

I really enjoyed Susan Hileman's presentation on Sunday morning. For the Governor's Gala, I wish I could have heard the Foo Chicago and Matilda, respectively) but was happy to see the performers really enjoying themselves. I think they all did a great job. Gala was quite good. The steak tips were nice and tender and the salmon was fabulous. They were able to provide me with some interesting and engaging. Sound issues were minimal. There was also an issue with my room registration being kicked out of the everything went well, aside from a few minor inconveniences. Any major issues were usually resolved the next day. Everyone I talked to about the Governors banquet entertainment resembled a dance recital and I did not find it engaging or entertaining. Thanks to all who had a part in planning and presenting. Great job! Very well run and organized event in a beautiful venue. Couldn't ask for a better Convention!

The sessions on membership were so encouraging and helpful! We brought a lot of great ideas back to our club from these sessions and also really felt encouraged in knowing we are not alone in some of the struggles we have. Great sessions! The Governor's gala recognitions took too long. I know that is an important part of the convention. It just takes a long time.

WELL PLANNED, AND RUN  
CONVENTION. EXCELLENT  
LOCATION. ALL MEALS EXCELLENT

my only complaint was the school bus for  
wine tasting. difficult for older folks to get  
on and off.

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wine tasting. difficult for older folks to get  
on and off.

The convention was well planned and executed.  
Congratulations to the convention committee for the work  
they put forth to make this a meaningful convention.

Great time - I learned a lot and am ready to put some of what I learned into action. I did not credit the Early Learning breakfast or hear anything that was spoken. This was the fault of the Conference Center people but I didn't understand why we just sat there speaking up. I participated in the Boost and it was an eye opener. Thanks to all who put this convention in place. Great job!

I enjoyed the dance performance during the Gala event. However, the Gala was way too long. Perhaps, for example, instead of c taken, you could call up the entire group, the speaker for that group could go down the line and shake each person's hand, and tl fun and informative. It was very well organized. All of the meeting rooms and ballrooms were large enough to be spread out. Plea

First BFK-Presentation had poor lighting and audio and message was lost. Walking food tour a activity didn't match discription Food allergies not accomadated and some meal incomplete told nothing available as alternative paid for meals Behavior of some members on happy tour did not represent PA Kiwanis very well with excessive drinking. I would like to have more sessions on Saturday and Sunday. I would love to come and be more involved with the convention but it is difficult for me to be away from work. I was able to take Friday off but sill missed a lot of activities on Wed and Thursday. Thank you to the host club and all those who made this a great convention

Would have liked to know the program schedule sooner. Also, was there an open invite for Kiwanians to present? Would be nice if there was a program proposal period.. It was the first time that I attended a state convention. Looking forward to attending the next one!

An opening session/kickoff needs to be more energetic! The President of the Foundation was not prepared and made me feel I my contributions do not matter. When there are all candidates moving forward no matter what maybe we should do just a socia and make sure they chat. Listening to questions and answers so late at night is boring. The heads or tails was fun. Problem areas were primarily with the sound system in the large rooms...impossible to hear in some areas of the room, microphc hundred folks go through a buffet, or the time (and staff) needed to serve a plated meal. A speedier dining process would have t District. A frustrating sound system seemed to add to the program feeling "too long" (out of your control to correct, tho"). The THANK YOU!! Coffee served late at breakfast no juice offered. Lunch and dinners no milk available. How can you serve warm cookies snd no milk. Twice I requested milk and twice there was none.

I only participated in the food tour and wine tour because of conflicts in my schedule. Both the tours were fantastic! I really enjoyed learning more about Erie and visiting places that I had never been to before. Thanks!

Great venue. Happy to be back in-person again.

First Convention I have attended since being a member. Over all a really great experience. Wish there were more training for individual Offices - Pres, Sec., Treas., etc. I am taking over the President Position on our Club in October. Would like to see breakout session for individual officers. Thank you, Kevin & Michelle. Tony Pickett Montrose Area

Meet the Candidates...WHY? No opposition, I know as much now as I did about them before. heads and tails could have been fun. it went like everything else, went on to long. Meet the Candidates is a who can drink the most and make sure everyone is aware of how drunk they are. I will never attend one again.

I feel that the event hosted in Erie was outstanding. The venue was very scenic, with lots of room. The accommodations were convenient and the facilities were top notch. I enjoyed the events that i was able to attend. Great convention!



## 2022 Actual

2022 DISTRICT CONVENTION BUDGET REPORT						
6-Oct-22						
ACCOUNT	2022 Approved Budget		2022 actual		Variance	
<b>REVENUE</b>						
<b>Registration Fees:</b>						
Kiwanians (clubs @ 3 @\$25.00)	\$	11,000.00	\$	10,975.00	100%	\$ (25.00)
Kiwanians (Beyond 3 per club@\$25.00)	\$	500.00	\$	1,058.00	212%	\$ 558.00
Spouses (@\$15.00)	\$	200.00	\$	280.00	140%	\$ 80.00
Sponsored Groups (@\$10.00)	\$	-	\$	20.00	#DIV/0!	\$ 20.00
Advertising	\$	6,500.00	\$	6,395.00	98%	\$ (105.00)
Friday Evening Wine Tour (100@\$50.00)	\$	5,000.00	\$	4,371.00	87%	\$ (629.00)
Thursday Opening Party/event (100@\$40.00)	\$	4,000.00	\$	2,573.00	64%	\$ (1,427.00)
Friday Breakfast (100@\$20.00)	\$	2,000.00	\$	1,634.95	82%	\$ (365.05)
Friday Lunch (115@\$25.00)	\$	2,875.00	\$	3,175.00	110%	\$ 300.00
Saturday Lunch (140@\$28.00)	\$	3,920.00	\$	3,676.00	94%	\$ (244.00)
Saturday Banquet (110@\$40.00)	\$	4,400.00	\$	6,027.74	137%	\$ 1,627.74
Sunday Breakfast (100@\$20.00)	\$	2,000.00	\$	1,865.39	93%	\$ (134.61)
Host Committee Fundraising/sponsorships/exhibitors	\$	10,000.00	\$	11,188.48	112%	\$ 1,188.48
Past Lt. Governors	\$	250.00	\$	250.00	100%	\$ -
Merchandise/Clothing Sales	\$	700.00	\$	634.70	91%	\$ (65.30)
<b>TOTAL REVENUE</b>	\$	<b>53,345.00</b>	\$	<b>54,124.26</b>	<b>101%</b>	<b>\$ 779.26</b>
<b>EXPENSES</b>						
Administrative Secretary	\$	750.00	\$	918.46	122%	\$ (168.46)
Audio Visual Aids & Equipment	\$	3,200.00	\$	2,545.65	80%	\$ 654.35
Badges, Ribbons & Registration Materials	\$	250.00	\$	48.97	20%	\$ 201.03
Board of Trustees & Lt. Governors (@\$285.00)	\$	3,200.00	\$	3,242.10	101%	\$ (42.10)
Circle-K Governor	\$	450.00	\$	457.65	102%	\$ (7.65)
Credentials Material	\$	100.00	\$	-	0%	\$ 100.00
Credit Card Processing Fees	\$	1,600.00	\$	1,468.71	92%	\$ 131.29
District Governor	\$	450.00	\$	-	0%	\$ 450.00
District Governor-elect	\$	450.00	\$	-	0%	\$ 450.00
District Executive Director	\$	450.00	\$	457.65	102%	\$ (7.65)
Entertainment/Speakers	\$	2,500.00	\$	-	0%	\$ 2,500.00
Rentals & Setup fees	\$	4,000.00	\$	5,300.00	133%	\$ (1,300.00)
Frames	\$	60.00	\$	-	0%	\$ 60.00
International Representative	\$	450.00	\$	529.71	118%	\$ (79.71)
Key Club Governor	\$	450.00	\$	782.91	174%	\$ (332.91)
Mailing - Postage	\$	-	\$	96.96	#DIV/0!	\$ (96.96)
Program (Printing)	\$	1,200.00	\$	1,448.00	121%	\$ (248.00)
Thursday Evening Activity(100 @ \$46.00)	\$	4,600.00	\$	3,358.00	73%	\$ 1,242.00
Friday Evening Wine Tour (100 @ \$50.00)	\$	5,000.00	\$	4,548.72	91%	\$ 451.28
Friday Breakfast (100@\$21.00)	\$	2,100.00	\$	2,271.28	108%	\$ (171.28)
Friday Lunch(100@\$30.00)	\$	3,000.00	\$	3,656.73	122%	\$ (656.73)
Saturday Lunch (140@\$36.00)	\$	5,040.00	\$	5,529.77	110%	\$ (489.77)
Saturday Banquet (110 @ \$50.00)	\$	5,500.00	\$	9,363.79	170%	\$ (3,863.79)
Sunday Breakfast (100@\$21.00)	\$	2,100.00	\$	2,156.85	103%	\$ (56.85)
Hospitality	\$	1,500.00	\$	1,994.42	133%	\$ (494.42)
Van/Truck Rental	\$	400.00	\$	578.52	145%	\$ (178.52)
Miscellaneous	\$	2,805.00	\$	2,480.76	88%	\$ 324.24
<b>TOTAL EXPENSES</b>	\$	<b>51,605.00</b>	\$	<b>53,235.61</b>	<b>103%</b>	<b>\$ (1,630.61)</b>
<b>Excess/(Deficit) Revenues vs. Expenses</b>	\$	<b>1,740.00</b>	\$	<b>888.65</b>		



## District Committee Chair Report Cover Sheet

Date: 9/30/2022

Committee: Redivisioning Committee

Chair Mike Coolbaugh

Committee Members, if applicable:

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

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

### Information:

Division 5 Lt. Governor Shawn Smith contact the clubs in Division 6 to inform them of the Redivisioning plan via phone calls and email on 9/25/2022. The clubs affected by the Redivisioning are Freeport, McKeesport, Vandergrift, and Verona-Rosedale.

This chart shows how the clubs will be reassigned.

Division 5	Division 8
Baldwin	Greensburg
Glenshaw	Freeport
McKeesport-White Oak	Jeanette
Pittsburgh	Scottdale
Sewickley	Uniontown
Sheraden	Vandergrift
Verona-Rosedale	
Washington	

### Board Action:

Approval of the above changes.

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

We have developed a plan on how to move forward with the district redivisioning region by region.

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

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

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

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

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

☐ Yes

☒ No

## PROPOSED DISTRICT BYLAW AMENDMENTS

PROPOSED BY: The Pennsylvania District Kiwanis International Board of Trustees

PURPOSE: To allow a qualified member from a club in another division to serve as Lt. Governor of a Division if no qualified member can be found that is willing to serve can be found from a club in that Division

CURRENT READING: ARTICLE III, SECTION 2

### Section 2.

- a. Each officer shall be an active member in good standing in a club of the district.
- b. Each Lieutenant Governor and Lieutenant Governor-elect shall be a member of a club in the division from which they are elected; shall have served a full term as a club president, vice-president, secretary, or treasurer; and shall be active in the affairs of their club and their division.
- c. Each Trustee shall: be a member of a club in the region from which he or she is elected; have been a member of one or more Kiwanis Clubs for at least (5) years; have been a Lt. Governor; and be active in the affairs of his or her club, division and region.
- d. The Governor and Governor-elect shall: have served as a Lieutenant Governor of a division in the Pennsylvania District; have been an active member of one or more Kiwanis Clubs in the Pennsylvania District for at least six (6) years; and shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International.

PROPOSED CHANGES: ARTICLE III, SECTION 2:

(Proposed changes in Red)

### Section 2.

- a. Each officer shall be an active member in good standing in a club of the district.
- b. Each Lieutenant Governor and Lieutenant Governor-elect shall be a member of a club in the division from which they are elected; shall have served a full term as a club president, vice-president, secretary, or treasurer; and shall be active in the affairs of their club and their division. However if there is no qualified member from a club in a particular division willing to serve as Lt. Governor, a qualified member of a club in another division may serve.
- c. Each Trustee shall: be a member of a club in the region from which he or she is elected; have been a member of one or more Kiwanis Clubs for at least (5) years; have been a Lt. Governor; and be active in the affairs of his or her club, division and region.
- d. The Governor and Governor-elect shall: have served as a Lieutenant Governor of a division in the Pennsylvania District; have been an active member of one or more Kiwanis Clubs in the Pennsylvania District for at least six (6) years; and shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International.

CURRENT READING: ARTICLE VIII, SECTION 4

**Section 4.** In the event of a vacancy in the office of Lieutenant Governor or Trustee, the vacancy shall be filled as follows:

- a. If the term has one year or less remaining, a qualified member from a club in the same division or region shall be elected by a majority vote of the District Board to serve the remaining term;
- b. If the term has more than one year remaining, the district shall notify the clubs in the affected division or region that a replacement Lieutenant Governor or Trustee may be elected at a division or regional meeting to be held within sixty (60) days from the date of such vacancy. In the absence of a replacement being elected by the division or region, a qualified member of a club in the same division or region shall be elected by a majority vote of the District Board.

PROPOSED CHANGES: ARTICLE VIII, SECTION 4:

(Proposed changes ~~struck through~~ and in bold face)

**Section 4.** In the event of a vacancy in the office of Lieutenant Governor or Trustee, the vacancy shall be filled as follows:

- a. If the term has one year or less remaining, a qualified member ~~from a club in the same division or region~~ shall be elected by a majority vote of the District Board to serve the remaining term.
- b. If the term has more than one year remaining, the district shall notify the clubs in the affected division or region that a replacement Lieutenant Governor or Trustee may be elected at a division or regional meeting to be held within sixty (60) days from the date of such vacancy. In the absence of a replacement being elected by the division or region, a qualified member ~~of a club in the same division or region~~ shall be elected by a majority vote of the District Board.



**From:** dobrien@kiwanis.org,  
**To:** 2021-22kidistrictsecretaryna@kiwanis.org,  
**Cc:** bkinder@kiwanis.org, joatess@kiwanis.org,  
**Subject:** Amending your bylaws regarding Lt. Gov. elections  
**Date:** Tue, Jul 12, 2022 5:05 pm

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Regarding the recent K.I. Bylaw amendment about Lt. gov. criteria, here is the way we'll be updating the Standard Form for District Bylaws in the two necessary places. You would need to update your own district bylaws accordingly. If it's not too late for some of you and you want to do it this year, that's fine. But do show me your specific proposal before you send it out. That said, waiting till next year is fine instead. You do not have to rush on this, this year.

### Regarding basic criteria for normal elections:

**Article III, Section 2.** Each district officer shall be an active member in good standing in a club in good standing of the district; ~~and Each trustee shall be a member of a club in the region from which elected.~~ Each lieutenant governor shall be a member of a club in the division from which elected ~~and each trustee shall be a member of a club in the region from which elected.~~ However, if there is no member from a club in a particular division qualified and willing to serve as lieutenant governor, a member of a club in another division may serve. Each candidate for the office of governor, governor-elect, and vice-governor (if any) also shall have a clear criminal history background check conducted and verified by Kiwanis International. (7/2014)

**Note:** The Standard Form assumes districts have trustees too. If you don't, just ignore that sentence.

If your district does have trustees, flip the portion about trustees and Lt. gov. as shown above, so that all info regarding Lt. gov. is together.

### Regarding vacancies:

There are three different versions of the Lt. gov. vacancy clause that a district might have, depending on whether you also have trustees and depending on whether you allow multi-year terms for Lt. gov. Whichever version you have, simply remove the wording shown below about being from a club in the same division. A *qualified* candidate to fill ANY vacancy, for ANY office, must ALWAYS meet the basic criteria for that office as stated in Art. III, Sec. 2, and the word "qualified" will still remain in your vacancy provisions.

**Instruction Note:** *If a district has no district trustees and only one year terms for Lt. Governors, use this version of Section 4:*

**Section 4.** In the event of a vacancy in the office of Lieutenant Governor, the District shall notify the clubs in the affected division that a replacement Lieutenant Governor <sup>P. 97</sup> ~~may~~ be elected at a division meeting to be held within [choose one: sixty (60) days or thirty (30) days] from the date of such vacancy. In the absence of a



replacement being elected by the division, a qualified member ~~of a club in the same division~~ shall be elected by a majority vote of the District Board.

***Instruction Note:** If a district has no district trustees but two-year terms for Lt. Governors (or if it gives divisions the option for two-year terms for Lt. Governors), use this version of Section 4:*

**Section 4.** In the event of a vacancy in the office of Lieutenant Governor, the vacancy shall be filled as follows:

- a. If the term has one year or less remaining, a qualified member ~~from a club in the same division~~ shall be elected by a majority vote of the District Board to serve the remaining term;
- b. If the term has more than one year remaining, the district shall notify the clubs in the **affected** division that a replacement Lieutenant Governor may be elected at a division meeting to be held within sixty (60) days from the date of such vacancy. In the absence of a replacement being elected by the division, a qualified member ~~of a club in the same division~~ shall be elected by a majority vote of the District Board.

***Instruction Note:** If a district has district trustees, use this version of Section 4:*

**Section 4.** In the event of a vacancy in the office of Lieutenant Governor or Trustee, the vacancy shall be filled as follows:

- a. If the term has one year or less remaining, a qualified member ~~from a club in the same division or region~~ shall be elected by a majority vote of the District Board to serve the remaining term;
- b. If the term has more than one year remaining, the district shall notify the clubs in the **affected** division or region that a replacement Lieutenant Governor or Trustee may be elected at a division or regional meeting to be held within sixty (60) days from the date of such vacancy. In the absence of a replacement being elected by the division or region, a qualified member ~~of a club in the same division or region~~ shall be elected by a majority vote of the District Board.

If you have any text in your Art. VII, Sec. 4 about the lt. gov. elections process that refers to candidates being from a club in that division, you would have to delete that as well. I don't recall that any districts have that, but it's worth taking a look!