

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
April 22, 2023**

The fifth meeting of the 2022-23 Pennsylvania District Board of Trustees was held on April 22, 2023. Governor Mike Coolbaugh presided. The meeting was held virtually via a Zoom platform and started at 9:00am.

All board members were present except for Trustee Tiffany Callaio

Ex-officio board member Key Club Governor Joshua Kim was present. Lt. Governor Deb Crisman was a guest on the meeting
Trustee Cathy Szymanski provided an invocation.

The minutes from the February 13, 2023, Board Meeting were considered for approval. The minutes of the meeting were approved as presented. See P5-P6

The minutes from the Special Convention held on April 1, 2023, were considered for approval. See P7-P16. The minutes of the Special Convention were approved as presented.

The consent agenda was considered; see P17-P60. All items in the consent agenda were approved except for the Key Club Administrator's Report, which was deferred by request until the action portion of the agenda.

Remarks were provided by Key Club Governor Josh Kim.

The District Membership Committee Report was reviewed and approved; see P61-P62. Trustee Cathy Szymanski provided remarks on behalf of the Membership Committee. New Clubs being built were discussed. The membership committee report was approved.

The Audit Committee Report was considered; see P63-P64. The audit committee report was approved as presented

The Kiwanis District IRS Form 990 for the year ending September 30, 2022, was consider. See P65-P91. By proper motion, second and vote, the Kiwanis Form 990 was approved for IRS submission as presented.

The Finance Committee Report and District Financial reports were reviewed, discussed and approved. See P92-P108.

Consideration was given to the recommendation in the Finance Committee report of increasing District dues. After consideration and discussion, a motion was introduced, seconded and unanimously approved to prepare a bylaw amendment which would increase District dues by \$10.00 per member.

The Kiwanis Kash Raffle was discussed. Chair Jess Yurek is preparing the raffle tickets for distribution to those clubs and members that want to buy or sell tickets.

An update on unclaimed property was provided. The claims have been acknowledged and there has been a request for additional information. That information has been provided and we are waiting to learn more.

A Kiwanis Night at the Pittsburgh Pirates will be held on July 29, 2023 vs. Philadelphia. A Kiwanis Night at the Philadelphia Phillies will be held August 5, 2023 vs. Kansas City.

The Spring Fling fundraiser was discussed. See P109-P110. Shawn Smith thanked the Kiwanis Club of Sheraden for their support on the day of the event.

The Key Club Administrator's report was considered. This had been removed from the consent agenda. Governor Mike Coolbaugh asked this be removed to discuss the payment that the Key Club makes for District Services. A discussion on this ensued and while it was indicated that the payment has been reduced, Governor Mike hopes that it can be reduced further and asked the Finance Committee to give this consideration.

Clubs not paying dues were reviewed. See P111.

2023-24 District Leadership positions were discussed. See P112. Extensive discussion focused on finding a candidate for Governor-elect.

The Key Leader report was considered. See P113-P117. Executive Director Kevin Thomas pointed out that the biggest expense this year is the \$6,000 fee paid to Kiwanis International for the program. The Board is asking Key Leader Chair Matt Wise and his committee to discuss this fee and come up with a plan to enter in a discussion with Kiwanis International about reducing this cost based on participation rates. After discussion, the report was approved.

An amendment to the Key Club District Bylaws that was approved at the Key Club District Convention was considered. See P120. After consideration, the amendment was approved.

The Circle K District Convention did not have enough clubs attending to have an official quorum to conduct business. Accordingly, the officer elections, bylaw amendments and other business conducted require Kiwanis Board consideration and approval. See P121-123. After consideration, all actions taken at the Circle K Convention were approved.

The future of the Circle K District Convention was considered. See P124. After consideration, it was decided that Governor Coolbaugh and Governor-elect Schlesinger will appoint a committee to consider the concerns raised.

The 2023 virtual Midyear Conference survey compilation and financial report were reviewed. See P125-P128.

The 2023 District Convention was reviewed. A board meeting date of May 10, 2023 @ 8:00PM was set to approve the program and budget. The Sponsorship form is being developed. The program book ad form is available.

The Kiwanis International Bylaws Modernization Revisions were considered. See 131-P132. A motion was made, seconded and approved to recommend that the Pennsylvania District delegates at the convention support these amendments.

A motion was introduced to discuss the proposed \$30.00 Kiwanis International Dues increase. After discussion, it was moved, seconded and approved to table the discussion until the May 10, 2023, board meeting.

The dates for the four required board meetings were reviewed and established for the 2023-24 year. The dates are September 30, 2023; January 20, 2024, April 20, 2024; and July 20, 2024. The September and April dates will be in person/hybrid while the January and July dates will be virtual only.

It was announced that July 22, 2023, meeting will be an in person/hybrid meeting.

The District Foundation Nominating Committee was discussed. Immediate Past Governor Sarah Zulueta will serve as the District Board's representative for that committee.

Changes to requirements for a District to be in good standing were discussed. See P138-P143. After review and consideration, Executive Director Kevin Thomas was instructed to explore potential changes with our accounting firm Brown, Schultz, Sheridan and Fritz to determine what savings might be possible and how any changes might impact our relationship with them.

The future of the District publication, The Keystone Kiwanian, was discussed. Editor Linda Eberly is stepping down as editor at the close of the 2022-23 year. We have no readily identifiable replacement. We have started a bi-weekly newsletter to all members and other means exist to cover or convey items in the Keystone Kiwanian. By proper motion, second and vote, it was decided that The Keystone Kiwanian will not be published starting with the 2023-24 year.

The District Board voted to combine the K-Kids and Builders Club Administrators into one position.

The District Board reviewed proposed letters to be sent to the Kiwanis International Board on the Affinity Licensing Program and the elimination of a separate administrative and service accounts, See P144-P145. The District Board approved the submission of these letters.

Changes made by Kiwanis International to the Standard Form of District Bylaws were considered. See P146-P148. By proper motion, second and vote, the Board agreed to make these changes and submit them for consideration by the delegates at the District Convention.

The board moved to closed discussion to discuss personnel issues related to the on going transition from an Executive Director.

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
February 13, 2023

The fourth meeting of the 2022-23 Pennsylvania District Board of Trustees was held on February 13, 2023. Governor Mike Coolbaugh presided. The meeting was held virtually via Zoom.

All board members were present except for Trustee Miranda Burton who was unable to attend. Ex-officio board member Pennsylvania Kiwanis Foundation President Jill Martin-Rend was present. Guests included Laws and Regulations Chair Ben Osterhout, Membership and Key Leader Chair Matt Wise and Audit Committee Chair Jim Hanna and Past Governor Bob Raub.

The minutes from the January 21, 2023, Board meeting were considered. See P1-P2. The minutes were approved as presented.

Consideration was given to the amendments to establish District Secretary and District Treasurer positions. The amendments were approved at the January 21, 2023, meeting and then submitted to Kiwanis International for approval. Kiwanis International returned them with required and suggested changes. The revised amendments with Kiwanis International input can be seen as P3-P15. By proper motion, second and vote, the revised proposed bylaw amendments were approved.

Consideration was given to proposed changes in the District Secretary and Treasurer positions. See P16-P20. The proposed changes in the District Secretary position came because of recommendations made by Audit Committee Chair Jim Hanna. The changes in the Treasurer position were the result of changes in the bylaw amendments. The changes were approved as presented by proper motion, second and vote.

Consideration was given to a Memorandum of Understanding for the operation of the 2024 New Jersey-Pennsylvania District Convention. See P21. Executive Director Kevin Thomas indicated that the Doubletree Reading has agreed to reduce the room block and contract minimums by 35% without penalty if New Jersey needs to invoke provision #1 in the MOU. After review, a motion was introduced, seconded and approved to accept the Memorandum as presented.

The 2022-23 audited financial statements and related documents were considered. See P22-P53. A motion was introduced and seconded to accept the statements and related documents as presented. Comments by Executive Director Kevin Thomas and Audit Committee Chair Jim Hanna indicated that these were a good and clean set of statements which presently show the District in a good financial position. After discussion, the statements and related documents were approved as presented.

The District 990 tax form has not yet been received so that the board can review it. An extension has been filed so the District has until August 15, 2023, to file the form. However, the form will be available for our next board meeting for board consideration and then immediate filing thereafter.

The standing rules for the Special Convention on April 1, 2023, were considered. See P56-P57. By proper motion, second and vote, the standing rules were approved.

An update was provided on the Spring Fling. The Committee is still trying to procure a location as one that it thought was available turned out not to be. The committee is meeting February 16, 2023, with hope of finalizing a location.

Discussion took place on the Midyear attendance, the Special Convention, the Spring Fling and how all that impacts the District budget and finances.

An update was provided on the Midyear Conference.

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

Respectfully submitted,

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

Kevin E. Thomas
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL
SPECIAL CONVENTION MINUTES
April 1, 2023

A Special Convention was held on April 1, 2023, in the Empire Rooms of the Hershey Lodge and Convention Center. The purpose of this special convention was to consider amendments to the District bylaws that will allow for the replacement of the retiring Executive Director.

There were 96 delegates and 18 delegates-at-large for a total of 114 voting delegates present. The delegates represented 73 clubs. The required number of clubs present for a quorum was 49 so a quorum was present and action could proceed. A majority would be 58 votes and two-thirds majority 74 votes.

Governor Mike Coolbaugh provided opening remarks. Those remarks are attached.

District Laws and Regulations Chair Ben Osterhout was introduced as the Parliamentarian.

Standing rules for the session were adopted by proper motion, second and vote. They are attached.

Executive Director/Secretary/Treasurer Kevin Thomas provided a report and remarks. That report is attached.

Ben Osterhout presented the proposed bylaw amendments. They are attached. A motion was made and seconded to adopt the proposed amendments. A call was made for discussion but there was no discussion. Accordingly, a vote was taken and the amendments were approved unanimously.

Before adjourning, presentations were provided on Key Leader, Spring Fling, Kiwanis Kash Raffle, 2023 District Convention and the District Foundation Tip Board.

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

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

Governor Mike Coolbaugh's opening remarks

Good afternoon, everyone. It is so nice to see so many members here today for our Special Convention. I would like to take a moment to recognize the Past District Governors in the house today. Please stand, if you can, to be recognized (Pause) Thank you.

Before we move forward with the business of the day, I have an important announcement. It is my pleasure to let you know that the district has opened two new clubs so far this year. The first club is the Kiwanis Club of Danville Area which was officially organized in the beginning of March. The second club is the Kiwanis Club of Clearfield which will be officially organized when the paperwork is submitted to Kiwanis International later this week. I thank everyone who helped with the opening of these clubs. This is only the beginning of the planned club openings for this year.

Our District has had a paid District Secretary or an Executive Director since 1952 when we had approximately 11,000 members. William Watkins held the position from 1952 to 1957, Theodore "Ted" Brookhouser from 1958 to 1981, Bruce Kelly from 1981 to 1986, and then Kevin Thomas from 1986 to present.

When District Executive Director Kevin Thomas notified the District Board of his intent to retire from his position at the end of his current contract. (9/30/2023). The District Board then appointed a special committee to develop a plan on how the district would move forward with or without a paid Executive Director. This committee consisted of the Governor, the Governor-elect, the Immediate Past Governor, and the Executive Director. One of the main factors that this committee discussed was the trend of decreasing membership. Due to the decreasing membership, the committee and later the District Board felt that we couldn't afford to continue with a paid full-time staff.

- The committee developed job descriptions for each position which were later approved by the District Board
- The committee then reviewed the current district bylaws to determine what bylaws needed to be changed to move from the positions of Executive Director, Secretary/Treasurer to three separate positions of Secretary, Treasurer, and a District Meeting Manager.
- The proposed bylaw changes were reviewed by District Laws and Regulations Chair, Ben Osterhout and later forwarded to Kiwanis International for their approval.
- Once we received the approval of Kiwanis International the proposed changes were approved by the District Board of Trustees
- The final board approved bylaw changes are what we will be voting on today.

Standing Rules for the Special Convention

1. The only item of business will be consideration of District Bylaw amendments to establish a District Secretary and District Treasurer position.
2. Only delegates with official delegate badges may offer or speak on motions and vote.
3. Only delegates may be seated in the area designated for delegates.
4. Any amendment shall be written, signed by the maker and seconder and presented to the District Secretary before it is moved.
5. No delegate may speak more than three minutes at a time unless allowed to do so by the orders of the day by a majority vote of the delegates.
6. No delegate may address the assembly a second time on the same question(s) until all delegates who desire to speak on the topic have spoken.
7. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
8. Debate shall alternate between those speaking for and those against a motion.
9. Microphones shall be designated by number. Speakers for the main motion shall use microphone #1. Speakers against the main motion shall use microphone #2. The chair shall recognize microphones in rotating order.
10. A delegate shall not speak for or against a motion and move to close debate on the same recognition.
11. Debate on the proposed amendments to the Bylaws, including all amendments thereto, shall be limited to twenty minutes.
12. A motion to move the previous question will not be in order until fifteen minutes of debate has taken place or all microphones are clear.
13. Any of the above rules may be suspended by a majority vote.
14. The latest Edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International, the Bylaws of the Pennsylvania District of Kiwanis International and these standing rules.

EXECUTIVE DIRECTOR PRESENTATION

Let me begin by thanking each one of you for taking time out on an April Saturday to travel to Hershey for this meeting. I personally am in awe of your commitment to Kiwanis.

On June 20, 2022, I informed the District Board that when my contract as District Executive Director ended on September 30, 2023, that I would not seek nor accept a renewal of that contract and would no longer serve in the position.

Since that time your District Board, particularly the Executive Board consisting of Governor Mike Coolbaugh, Governor-elect Conrad Schlesinger, Immediate Past Governor Sarah Zulueta and myself, have been considering how to proceed as a District as it relates to the Executive Director's position and District staff.

After thorough consideration and review, we have decided to not hire a new executive director and instead will break the position into three pieces. The positions are District Secretary, District Treasurer and District Meeting Manager.

The District Secretary position would handle the day to day inquiries coming in the office, assist clubs and members, coordinate communication, prepare materials and take minutes for all District Board meetings, coordinate all registrations for all Kiwanis family events and provide appropriate registration reports, manage the District office, make and report District Bank Deposits, attend appropriate meetings of Kiwanis International and staff the convention office at District convention. The District Secretary would be a voting member of the District Board.

The District Treasurer position would oversee and handle, under the direction of the District Board, the finances of the Kiwanis District and all related organizations in Pennsylvania except for the Pennsylvania Kiwanis Foundation. This will include such things as maintaining accurate financial records, check disbursement, budget preparation, reporting to the District Board, arranging and planning for the annual audit and 990 preparation and oversight of all expenditures that are approved by the District Board. The District Treasurer would be a voting member of the District Board. It should be noted that a separate Treasurer's position was an internal control recommendation made by our audit firm, Brown Schultz Sheridan and Fritz, as well as our Audit Committee chaired by Jim Hanna of the Kiwanis Club of Main Line.

The District Meeting Manager would oversee or be the general manager for all District Kiwanis, Circle K, Key Club and Aktion club meetings in Pennsylvania. Under the supervision of the District Governor and Board, the position will be responsible for event contracting, budget preparation and expenses control, event logistics and general supervision of event planning. Other than the long-term decline in membership, the operation of these meetings represents the biggest financial risk the District faces and it requires someone with the experience necessary to negotiate favorable contracts, maintain expense control, ensure effective event management and mitigate any potential attrition or other financial risks. The District Meeting Manager would not be a member of the District Board.

This plan offers Kiwanis in Pennsylvania the continuation of services we rely on, individuals focused on specific tasks and potential cost savings of \$11,500 to \$18,500 in the first year.

While the District Board has chosen this route, District Bylaw amendments are necessary to make it happen. Of course, the board cannot amend the bylaws as this responsibility is reserved for the club delegates and that is why we are here today. Normally, amendments would be considered at the annual District Convention in August. However, the District Board felt that we could not wait that long to put this plan in place to ensure that we find qualified individuals and provide adequate transitioning and training. If we waited till the completion of the District convention in August, we would only have about 6 weeks to accomplish all that we need to accomplish and that just isn't enough time.

In keeping with the bylaws, the amendments were sent to all club presidents and secretaries during the week of February 20, 2023. Each of you, also, received them earlier this week via email transmission.

If these amendments are approved, details on position descriptions, salaries and stipends, postings, selection committees and other items necessary will be finalized and the District Board will meet on April 22nd to give final consideration and approval to all plans. Information will be shared and sent out not later than May 1st. A timetable will be released at that time that outlines plans for interviews and selection of candidates.

It should be noted, too, the Meeting Manager position requires no bylaw amendments and will be addressed in District policies. This is because the Meeting Manager would not be a member of the District Board whereas the Kiwanis International requires that both the District Secretary and Treasurer be members of the District Board.

Finally, let me address several points that have been presented to me since our Midyear Conference. First, I have heard that this is being driven by the politics of Kiwanis. There's no doubt that from time to time there are politics in Kiwanis. But that's true for any organization of any size. However in this case and in this situation, there are no Kiwanis politics involved. The entire District Board is unanimous in its support of this plan.

Second, some Kiwanians with good intentions have asked me if I am being forced out? Without equivocation and emphatically, the answer to that is no. The idea to retire was solely mine based on where I saw myself and the organization. There was no effort to force me out.

Third, some have asked do I support this plan? Resoundingly, yes. I have been a prime driver in this process since the start. This is what is in the best interest of the District and its clubs at this point in our history. In strongest terms possible, I urge and ask all of you to vote yes on approving these amendments.

Thanks for your attention.

PROPOSED DISTRICT BYLAW AMENDMENTS

PROPOSED BY: The Pennsylvania District Kiwanis International Board of Trustees

PURPOSE: To replace the District Executive Director position with District Secretary and District Treasurer positions

NOTE: Proposed deletions are ~~struck through~~. Proposed additions are in red.

CURRENT READING: ARTICLE III, SECTION 1a and 1b

Section 1.

- a. The officers of the district shall be the Governor, Governor-elect, Immediate Past Governor, Secretary-Treasurer, and a Lieutenant Governor for each division and a Trustee for each region of the district.
- b. No offices other than those of Secretary and Treasurer may be combined in one person. The Secretary-Treasurer has the title of Executive Director.

PROPOSED CHANGES: ARTICLE III, SECTION 1a and 1b

Section 1.

- a. The officers of the district shall be the Governor, Governor-elect, Immediate Past Governor, ~~Secretary-Treasurer,~~ **Treasurer** and a Lieutenant Governor for each division and a Trustee for each region of the district.
- b. ~~No offices other than those of Secretary and Treasurer may be combined in one person. The Secretary-Treasurer has the title of Executive Director.~~

CURRENT READING: ARTICLE III, SECTION 8

Section 8. The Executive Director (Secretary-Treasurer) has the further duties and responsibilities:

- a. Assist the Governor and District Board in conducting the business of the district.
- b. Keep all records of the district.
- c. Be the executive in charge of the District Office and, subject to the approval of the District Board, select the employees (if any).

- d. Submit to the proper officers, committees, or persons all communications received from Kiwanis International and cooperate with the Governor in forwarding all reports required by Kiwanis International.
- e. Attend and keep the minutes of the meetings of the District Board and the district conventions.
- f. Make a report to the district at its annual convention and such other reports as directed by the Governor or the District Board.
- g. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of district and sponsored organization funds in the manner authorized and prescribed by the District Board.
- h. Make available for inspection by the Governor, the District Board, or any authorized parties, the financial accounts, records, and books of the district and its service leadership programs (if any).
- i. Be a member of the Finance Committee.
- j. Regularly review and advise the District Board on the financial condition of the district and its service leadership programs (if any).

PROPOSED CHANGES: ARTICLE III, SECTION 8:

Section 8. The ~~Executive Director (Secretary-Treasurer)~~ has the further duties and responsibilities:

- a. Assist the Governor and District Board in conducting the business of the district.
- b. ~~Except for financial accounts and records,~~ keep all records of the district.
- c. Be the executive in charge of the District Office and, subject to the approval of the District Board, select the employees (if any).
- d. Submit to the proper officers, committees, or persons all communications received from Kiwanis International and cooperate with the Governor in forwarding all reports required by Kiwanis International.

- e. Attend and keep the minutes of the meetings of the District Board and the district conventions.
- f. Make a report to the district at its annual convention and such other reports as directed by the Governor or the District Board.
- ~~g. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of district and sponsored organization funds in the manner authorized and prescribed by the District Board.~~
- ~~h. Make available for inspection by the Governor, the District Board, or any authorized parties, the financial accounts, records, and books of the district and its service leadership programs (if any).~~
- ~~i. Be a member of the Finance Committee.~~
- ~~j. Regularly review and advise the District Board on the financial condition of the district and its service leadership programs (if any).~~

CURRENT READING: ARTICLE III, SECTION 11

None – no such section

PROPOSED CHANGES: ARTICLE III, SECTION 11:
 (Proposed changes struck through and in red)

Section 11. The Treasurer has the following duties and responsibilities:

- a. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of district and sponsored organization funds in the manner authorized and prescribed by the District Board.
- b. Make available for inspection by the Governor, the District Board, or any authorized parties, the financial accounts, records, and books of the district and its service leadership programs (if any).
- c. Be a member of the Finance Committee.

d. Regularly review and advise the District Board on the financial condition of the district and its service leadership programs (if any).

e. Make a report to the district at its annual convention and such other reports as directed by the Governor or the District Board.

CURRENT READING: ARTICLE IV, SECTION 1:

Section 1. The District Board shall consist of the Governor, Governor-elect, Immediate Past Governor, ~~Executive Director~~, and a trustee for each region. The Circle K District Governor, Key Club District Governor and a representative of the Pennsylvania Kiwanis Foundation Board shall be non-voting, ex officio members of the District Board. ~~Lieutenant~~ Governors shall not be members of the District Board but may participate in discussion without voting privileges.

PROPOSED READING: ARTICLE IV, SECTION 1:

Section 1. The District Board shall consist of the Governor, Governor-elect, Immediate Past Governor, ~~Executive Director~~ ~~Secretary, Treasurer~~ and a trustee for each region. The Circle K District Governor, Key Club District Governor and a representative of the Pennsylvania Kiwanis Foundation Board shall be non-voting, ex officio members of the District Board. Lieutenant Governors shall not be members of the District Board but may participate in discussion without voting privileges.

CURRENT READING: ARTICLE VII, SECTION 2:

Section 2. The Executive Director shall be employed by the district board via contract

PROPOSED READING: ARTICLE VII, SECTION 2

~~**Section 2.** The Executive Director shall be employed by the district board via contract.~~ The Secretary and/or Treasurer who will assume office on October 1 shall be appointed by the Governor-designate, subject to the approval of the District Board-designate.

CURRENT READING: ARTICLE VII, SECTION 3D:

Section 3D. Candidates for all officers with fiduciary responsibility, defined as the Governor, Governor-elect, Immediate Past Governor, District Trustees and Executive Director/Secretary/Treasurer, must have a club in the Pennsylvania District designated as their primary club and may not hold another position with fiduciary responsibility with another District. These requirements, also, apply to holding office. The primary club is determined by the member in accordance with Article VIII, Section 4 of the Kiwanis International Bylaws.

PROPOSED READING: ARTICLE VII, SECTION 3D:

Section 3D. Candidates for all officers with fiduciary responsibility, defined as the Governor, Governor-elect, Immediate Past Governor, District Trustees, ~~and Executive Director/Secretary~~ and Treasurer, must have a club in the Pennsylvania District designated as their primary club and may not hold another position with fiduciary responsibility with another District. These requirements, also, apply to holding office. The primary club is determined by the member in accordance with Article VIII, Section 4 of the Kiwanis International Bylaws.

CURRENT READING, ARTICLE VIII, SECTION 3:

Section 3. In the event of a vacancy in the office of Executive Director, the Governor shall appoint a qualified member of a club of the district to fill the office for the unexpired term, subject to the approval of the District Board.

PROPOSED READING, ARTICLE VIII, SECTION 3:

Section 3. In the event of a vacancy in the office of ~~Executive Director~~ Secretary or Treasurer, the Governor shall appoint a qualified member of a club of the district to fill the office for the unexpired term, subject to the approval of the District Board.

NOTE: All other specific references to “Executive Director” in the bylaws not shown in this amendment will be revised to state “District Secretary” instead, if the change would not be substantive, have no effect on operations and would only update a title



Kiwanis[®]

PENNSYLVANIA DISTRICT

Service Leadership Program Governor Board Report

| | |
|-----------------------------|-----------------------|
| Report Date: | 4/14/23 |
| Report Period Covered: | 4/1/23 – 4/14/23 |
| Service Leadership Program: | Circle K |
| Governor Name: | Emma Shreiner |
| School Name: | Elizabethtown College |

1. List program successes from your perspective that you would like to share with the Kiwanis District Board.

| Success | District Impact |
|---|---|
| Held District Convention on 3/24 – 3/26 | <ul style="list-style-type: none">- Had 28 CKI members and 11 members of the Kiwanis Committee and the CKI International Trustee- Elected 2023-2024 District Board: Treasurer Patrick Broe from Thiel, Editor Austin Siko from Thiel College, West Lieutenant Governor Rhiannon Mayer- People seemed to be excited- Voted on two amendments: started with \$5 District Dues increase, but was decreased to \$3, Committee Chairs were decreased from 7 to 5 (Information and Technology Committee and Fundraising Committee removed)- Kiwanis Board needs to approve both as we did not have quorum |
| Transition of Emails | <ul style="list-style-type: none">- Old Board was able to transition the New Board into their emails. This was smooth. |
| | |

2. List challenges / concerns, if any, that you are facing during this reporting period as Governor.

| Challenges | Actions from Kiwanis District Board |
|---|--|
| InterPACK attendance – last year we only had 15 attendees | Reach out sponsoring Kiwanis clubs so if officers are not checking their emails, someone does know |



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PENNSYLVANIA DISTRICT

Service Leadership Program Governor Board Report

3. List your Governor goals and objectives as well as status.

| Goal | Status | Expected Complete Date |
|--|-------------|---|
| Increase membership to 300 (Fill the seats that were empty at DCON) <ul style="list-style-type: none">- Ways to Do: Give Club Officers a "tip sheet" on ways that may be effective. | In Progress | 12/1/23 (Date when Rosters are to be submitted) |
| Maintain open communication with Kiwanis | In Progress | DCON 2024 |
| Provide clubs with resources for fundraising and let clubs know when the District Board may be doing a fundraiser <ul style="list-style-type: none">- Fundraising may be helpful around the time of DCON, may help increase attendance | Not Started | DCON 2024 |
| Make myself available to clubs so they feel they can reach out when they have questions. | In Progress | DCON 2024 |

4. List important events/dates for your organization.

District Officer Training – after Governor and Administrator Training Conference
District Officer Training Plus – Summer
Fall Rally – September/October
InterPACK – October/November
Spring Rally – February
District Convention – February/March

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

| | |
|---|---|
| District Administrator and/or Kiwanis Committee | Have had communication with District Administrators on post DCON tasks, such as sending out the survey to get feedback on how they felt DCON went. |
| Lt. Governors | |
| District / Kiwanis International | Past Kiwanis Governor Sarah, Governor Mike, and Governor Elect Conrad attended our DCON. Trustee Shawn Smith attended our DCON, and I followed up with him about his DCON presentation. |

Please attach any additional supporting documentation as you feel necessary.

Hi all! I hope you are enjoying your time at Convention thus far. I am Emma Shreiner and I am running to be your District Governor for the 2023-2024 administrative year. I attend Elizabethtown College and am a junior studying occupational therapy. I am going to start with something that I stand by. Struggle does not define you, but it moves you forward. As your District Governor, I hope to be able to, with the help of my board, to use those struggles that we might have faced and use them to our advantage. As your District Governor, I hope to not carry an "I" mentality, but a "we" as one. Together, we can build back stronger. Just as iron sharpens iron, we can sharpen other people to be the best individuals and leaders we can be. Standing here today before you, I know that there are strong individuals out there that could be here. As District Governor, I hope to fill more of these seats with individuals who have the heart for service. Some of you might know, but others may not. I love baseball. So Pennsylvania District of Circle K, can you help me be the one that makes this next year our home run? Thank you for your consideration.

13th of April 2023

PA Key Club Governor Report

Recently, the Pennsylvania District of Key Club International hosted a successful District Convention, whereby we taught our attendees valuable lessons through our workshops and elected the new Executive Board. I am proud to say that our District has established its first annual Kevin Thomas Award, which recognizes his commitment, passion, and work-ethic to the Pennsylvania Key Club. In transitioning from Convention to now our upcoming Lieutenant Governor Training, I have had great success in communicating with my Executive Board and putting together the material that will be presented there. I have also been in contact with my International Trustee. After a call with her, I learned how to implement the actions of other Districts that have led to major successes, one of them being a way to track the activity of the Lieutenant Governors. I plan on implementing a Google Classroom, whereby the Board can actively check if the Lieutenant Governors are completing the tasks assigned to them and how effectively they are communicating with their clubs.

The Pennsylvania District of Key Club International has made a by-law change. Under Article VI Section 5, which addresses the Lieutenant Governor Election process, the change states that a virtual election can be held if it best serves the interest of all clubs involved. All votes will be cast through a secret ballot, and the results will only be seen by the current Lieutenant Governor and Kiwanis Advisor. Virtual elections must be approved by the District Governor and District Administrator.

New By-law Amendment: "If it best serves the interests of all clubs involved, a virtual election may be held. The platform upon which the meeting is held shall be one that allows audio and visual participation by the current Lieutenant Governor, all candidates, all voting delegates and Kiwanis members selected to oversee the election. The voting is to be executed by secret ballot using an electronic method that allows only the current Lieutenant Governor and Kiwanis Advisor access to all votes collected. The same procedures listed in Section 4 shall apply to a virtual election. Virtual elections must be approved by both the District Governor and the District Administrator."

In preparing for our Lieutenant Governor Training, I have worked with District Administrator Bob Orlando to create the trainer schedule and committee directives. This year, two main goals of mine is to increase the membership of those in Key Club and grow the number of attendees at District Convention. For the board, I hope to instill the values of accountability among each Lieutenant Governor when it comes to them achieving effective two-way communication with their clubs; in doing so, this would greatly facilitate the flow of information between the District and the clubs and hopefully bolster the activity of the club. Perhaps this improved communication can better promote our District Convention, thus increasing attendance.

Moving forward, I envision working with PA Kiwanis at our District Convention. Regarding workshops, I would love to see if we can have speakers from Kiwanis speak to our

convention attendees; perhaps our Lieutenant Governors could even collaborate with a Kiwanis member at a workshop.



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

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

| |
|---------------------|
| April 14, 2023 |
| January 1 - present |
| Aktion Club |
| Barb Byers |

Data = 23 Total Clubs

Active Clubs =
Suspended Clubs =
Inactive Clubs =

| |
|--|
| 11 |
| 0 |
| 12 (6 clubs not on Advisor report, but on Membership report) |
| 394 (8 more total from last report) (179 members in Active Clubs; 215 listed in Inactive Clubs) |

Total Membership Number =

COMMITTEE MEMBERS (if applicable)

| Name | Club / Role |
|------|-------------|
| N/A | |
| | |
| | |

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

I will be specifically targeting Whitemarsh club, which is listed as currently Inactive to reimplement engagement. The Member numbers is reflective of the need for this SLP and the Aktion Club members that desire to do community service—we need to be able to provide the service conduit for them to do so.

Quarterly meetings held on 1/21/2023 and 4/11/2023. There is declining participation on these Quarterly meetings—unclear why this is the case. Will evaluate over the remainder of the year and decide if these quarterly virtual meetings will be revised/discontinued in the next Administration Year.

Aktion Club DCON has been confirmed for **Saturday, August 19 at the Laurel Lodge.**

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

Just continue to be aware of the lingering impact of COVID-19 on the Aktion Club program.



Kiwanis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

3. List program goals and current status of each.

- Ensure Advisor information/contacts is correct with KI – **ongoing and in process. Noted from KI reports some discrepancies with listed Active and lactive clubs. Continue to work to clarify and ensure accuracy.**
- Continue Quarterly Virtual meetings – **continuing through 2022-2023. See below for dates**
- Establish an Aktion Cub Committee – **pending. This will be evaluated further**
- Begin to plan the 27th Aktion Club District Convention- **date scheduled for Saturday, 8/19: Theme = All About Animals.**

(New for 2022 – 2023 Year)

- Build 2 new Aktion Clubs - **pending**
- Move 6 clubs from Inactive to Active Status – **ongoing. Will work with Whitemarsh and sponsoring Kiwanis Club.**

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

Grant request for 2023 Aktion Club DCON submitted was previously approved as requested. Invoice was sent to PKF for payment. Thank you PA Kiwanis Foundation for your ongoing support!

5. List important events/dates and describe

2022-2023 VIRTUAL MEETINGS (via Zoom):

Tuesday, October 18, 2022 7:00 – 8:30 pm - done

Saturday, January 21, 2023 10:30 am – 12:00 - done

Tuesday, April 11, 2023 7:00 – 8:30 pm - done

Saturday, July 8, 2023 10:30 am – 12:00 pm

August 19, 2023 27th Annual Aktion Club DCON: All About Animals



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

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

| | |
|---|--|
| SLP Advisors | Keeping PA Aktion Club FB page—posting ideas for service projects, inspirations and club activity sharing. Ongoing emails Met with Phoenixville Kiwanis – new advisor Emails from State College and Abington Aktion Clubs |
| Lt. Governors/Trustees | |
| District / Kiwanis International | |

Please attach any additional supporting documentation as you feel necessary.



Kiwanis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

| | |
|-----------------------------|-------------------------|
| Report Date: | 4/14/2023 |
| Report Period Covered: | January 2023 to Present |
| Service Leadership Program: | Circle K |
| Administrator: | Jen Vare & Jodie Welser |

Data

| | |
|---------------------------|-----|
| # Active Clubs = | 19 |
| # Suspended Clubs = | 5 |
| # Inactive Clubs = | 4 |
| Total Membership Number = | 266 |

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.

- During the first quarter of 2023, the District Board's primary focus has been on District Convention. The convention went well, but as in the past the attendance numbers were low even though we tried to keep the convention in the center of the state where we usually attract the most students. We believe that the financials will be in the black after the invoices have been received. We recommend that the profit from convention be placed in the general fund to be used in the new fiscal year. Even with the \$3 dues increase, this additional funding will be needed to keep the District in the black.
- Since we did not have quorum at convention, we need the PA District Board's assistance in approving the actions taken at the House of Delegates.
- New club news: Temple University is working on creating a Circle K Club
- Club Reactivation: PSU – Behrend now has members and Jodie has been assisting with getting the club officers and advisor access to the MUC to update their rosters.
- Shippensburg University has resubmitted their payment for District dues again. Hopefully, the third time is a charm. The first attempt was an error on the students'



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

part. This latest issue was due to the fact during a correspondence with university the KI representative provided the incorrect address on where the check should be sent.

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

- As of April 1, the program does not have an administrator. With the new board year starting, it is going to be very difficult for the students to be trained. The Kiwanis Committee has 4 active members: Jodie Welser, Jen Vare, Kristina Badali and Megan Thomas. We are not getting the students that we once had on the Board. They are very green and most do not know what it means to be a Board Member even though they are provided with a job description and expectations before they agree to take office. Many do not even know K-Family or Circle K 101, so we are building from the ground up every April. The active Kiwanis Committee members are doing their best to give the time they can to the program, but the primary goals have been the events to keep the students' interested in the program. However, the District Board needs mentors. There is a great deal of handholding and guiding through every task. Last year, we thought if we provided extensive training and provided tools it would be different. It did make a small difference, but the students were not interested going back and referencing the materials, checklists or emails. Their expectations are to go immediately to the administrators for answers to questions where the answers are at their fingertips. Without an Administrator, District Officer Training dates have not been set. It may be better to try and have this training for a couple hours throughout the months of May-August on Zoom (two Executive Board Members and an LTG live outside of PA). This may work better instead of one intensive weekend that has been done in the past. However, the Board Members may not bond without the in-person training.
- Financials: As stated above, there was an amendment to increase dues by \$3/person. The original amendment was \$5, but the clubs, after a great deal of debate, agreed on \$3. This will help the District, but we wanted to make the Board aware that Circle K International decided this year, that they would not be picking up the cost for Governor/Administrator Training. In the past, the District has been responsible for transportation to and from the event. Everything else was paid for by CKI. A Zoom version was provided, but Jodie has been to 2 trainers via Zoom and they have both been very poor and those on Zoom are more bystanders rather than participants. This year Gov. Emma is attending the Zoom version because the additional costs were not communicated to the Administrators until later in the year, when funds had already been appropriated to events that were already in motion.

3. List program goals and current status of each.

-



Kiwanis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

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

- The Foundation was recognized at DCON and asked for a speaker for K-Family Luncheon

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

| |
|--|
| |
|--|

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

| | |
|---|--|
| SLP Advisors | They are invited to all meetings and DCON |
| Lt. Governors/Trustees | |
| District / Kiwanis International | 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 |

Please attach any additional supporting documentation as you feel necessary.

See below



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

| | |
|-----------------------------|-------------------|
| Report Date: | April 13, 2023 |
| Report Period Covered: | 1/13/23 ~ 4/12/23 |
| Service Leadership Program: | Key Club |
| Administrator: | Bob Orlando |

Data

| | |
|---------------------------|-------|
| # Active Clubs = | 137 |
| # Suspended Clubs = | 9 |
| # Inactive Clubs = | 24 |
| Total Membership Number = | 8,674 |

COMMITTEE MEMBERS (if applicable)

| Name | Club / Role |
|------------------|------------------------------|
| Cathy Szymanski | Zone 1 Administrator |
| John Mazurowski | Zone 2 Administrator |
| Matt Alexander | Zone 4 Administrator |
| Morgan Coolbaugh | Zone 5 Administrator |
| Howard Cohen | Zone 6 Administrator |
| Tessa | Zone 1 Assist. Administrator |
| Kevin Thomas | Short Timer |
| | |

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

Successes: Winter Board Meeting – Virtual but successful.
District Convention, Hershey, PA

Challenges: This would also be District Convention. While we are still waiting on final invoices from the Hershey Lodge, it is anticipated that we will be in the black for the event. However, the challenge seems to be attendance. For two years in a row now, our attendance was below 300. We did some brainstorming with students during a general session as to what was or would be the biggest “draw” to a convention if we were to add or subtract anything from what we do now. We did the same with advisors. Interestingly, we found that the “magic number” in terms of total cost for the weekend seems to be \$150. Most advisors told us that they have seen other gatherings turn for the positive once total costs were reduced to this general price area. This will not be a possibility for our 2024 convention because we are already contracted with the Penn Stater. However, long range planning will be taking this into consideration and the format of the convention may be



Kiwanis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report
altered considerably in an effort to expand participation.

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

Decision to absolve the Key Club District from the annual administrative fee paid to Kiwanis District.

3. List program goals and current status of each.

At the time of writing this report, we are preparing for our annual District Board Trainer. The Kiwanis Committee and I have been working on updates to the training materials to be used this year.

Membership continues to be a goal for us. I am happy to report that we are chartering a new Key Club in Wilkes-Barre at the Holy Redeemer High School. There is another in the works in Nanticoke, PA. In addition to these two, we are working on three more and hope to have these chartered at the start of the new school year. I have set a personal goal of introducing Key Club to 10 charter schools this Key Club administrative year (April 1 thru March 31)



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

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

Promotion at District Convention

5. List important events/dates and describe

- Spring Trainer, April 14 ~ 16, 2023, Halbritter's Lodge
- Summer Board Meeting, July 22/23, 2023, Halbritter's Lodge
- Fall Board Meeting, Nov. 11/12, 2023, Red Lion, Harrisburg
- Winter Board Meeting, March 2/3, 2024, Red Lion, Harrisburg
- PA District Convention, April 5 ~ 7, 2024, Penn Stater, State College
- Spring Trainer, April 19 ~ 21, 2024, Halbritter's Lodge
- Summer Board Meeting, July 27/28, 2024, Halbritter's Lodge
- Fall Board Meeting, Nov. 16/17, 2024, Red Lion Inn, Harrisburg
- Winter Board Meeting, March 1,2, 2025, Red Lion Inn, Harrisburg
- PA District Convention, April 4 ~6 TBD

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

| | |
|----------------------------------|--|
| SLP Advisors | April kicks off a new series of video updates that will be made on a monthly basis to all faculty and Kiwanis advisors |
| Lt. Governors/Trustees | DA report to trustees. Nothing to LTG's |
| District / Kiwanis International | DA Reports to PA Kiwanis District Convention report to KI |



Service Leadership Program Administrator Board Report

Please attach any additional supporting documentation as you feel necessary.

See Membership Spreadsheet Submitted w/ Report



District Committee Chair Report Cover Sheet

Date: 4/15/2023

Committee: District Convention

Chair: Morgan Coolbaugh

Committee Members, if applicable:

| | | |
|----------------|-----------------|--|
| Debbie Crisman | Tiffany Callaio | |
| Tony Picket | | |
| Kate Holod | | |
| Jess Yurek | | |

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.

We held a meeting on April 11th at the Hilton Scranton, we got a tour of all meeting rooms and the overall layout of the hotel. We are reaching out to local businesses to donate any items for our gift bags. We have been researching multiple speakers for our sessions. We are looking into working with the Outreach Center for Community Resources for a service project.

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

Our goals are to finalize our service project with Outreach Center for Community Resources, we plan on doing this by getting more information from them to coordinate the day of event.

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

| | |
|---------------------------|---|
| Clubs | Clubs and District- Publicized our new fundraiser "Coolest Pet" through our Facebook and District Newsletter. |
| Lt. Governors / Divisions | Presentations at the 2023 District Midyear Conference and at the Special Convention |
| 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: 4/3/23

Committee: Leadership Education Chair: Brittany Brown

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 at this time. |
|--------------------|

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

| |
|--|
| <p>Attended monthly Kiwanis International Leadership Development Coordinator meetings – networked with other LDCs on best-practices and how CLE and CE sessions go in their districts.</p> <p>Coordinated two continuing education opportunities - Power Hour: Membership and Young Children Priority One. Both had routine attendance numbers.</p> <p>Assisted in a successful Midyear Education Conference.</p> <p>In my last report, I had a report of 9 respondents for the CE Survey. I'm proud to report that we had 65 responses with extending the survey to the end of January. A copy of each Region's results was sent to the Trustee in late January. If anyone would like a full copy of the report, please contact Brittany.</p> |
|--|

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

| |
|--|
| <ol style="list-style-type: none">1. Administrative:<ol style="list-style-type: none">a. Communicate with district leadership as needed for upcoming trainings - ongoingb. Submit quarterly board report – Q1 and Q2 submittedc. Developed upcoming 22-23 administrative year plan – met with Conrad and Sarah to discuss CLE for 23 – 24 and well as status of CE sessions for the remainder of 22-23.2. Committee Management<ol style="list-style-type: none">a. Work with other district chairs to schedule CE sessions - ongoingb. Utilize district zoom to schedule and facilitate CE sessions - ongoing3. Special Educational Event Support<ol style="list-style-type: none">a. Will continue to work with the Midyear Conference committee to plan education sessions at midyear. – completed feb 23 |
|--|

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

| | |
|---------------------------|---|
| Clubs | Messaging through district bi-monthly newsletter about upcoming CE sessions. |
| Lt. Governors / Divisions | Email with promotion of CE sessions and emailed Trustees to ask about in-person vs virtual CLE sessions |
| District | Post to PA forum, many emails with Gov and Gov-Elect |
| Kiwanis International | Attended monthly Club Leadership Education chair sessions |

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

☐ Yes

☒ No



District Committee Chair Report Cover Sheet

Date: 4/14/2023

Committee: Past LTG Association (PLGA)

Chair: Barb Byers

Committee Members, if applicable:

| (Board) | | |
|-----------------------------|--------------------------|--|
| Judy Raub – Immed Past Pres | Sandy Brackin, Treasurer | |
| Lillian Mateja, Vice-Pres | | |
| Karen Sears, Secretary | | |

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 or concerns

The PLGA Board continues to strongly encourage and desire any District Board Trustee or past LTG who has not joined the PLGA to please consider doing so. The more members the PLGA has, the more we can positively impact and support the District. (Dues are \$20 annually)

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

- PLGA Board meets quarterly (10/9/2022; 1/4/2023; 4/5/2023. Upcoming... 6/14/2023)
- PLGA meets quarterly (met 10/12/2022; 1/18/2023; 4/12/2023. Upcoming 7/12/2023. Annual PLGA meeting held at DCON
- These meetings are on Zoom
- Grants through the PLGA have been written to Key Leader and the newly chartered Kiwanis Club of Danville—see below for details
- Supported the District in the Special Convention with Check-in/Credentialing
- Developed and presented Leadership Mythbusters webinar as part of District Continuing Education. Webinar was on 4/3/2023
- Supported the District Spring Fling with a raffle basket donated

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

| |
|---|
| <ul style="list-style-type: none"> To support the PA District and district board with sustaining and growing the PA District of Kiwanis <ul style="list-style-type: none"> The Leadership Mythbusters forum presented could not be done at MidYear due to scheduling constraints. It was presented on 4/3/2023. Supported the Special Convention with Delegate check-in and Sgt.at Arms Supported the Spring Fling District Fundraiser with raffle basket donation To support District leaders and clubs with leadership succession and guidance as requested <ul style="list-style-type: none"> Leadership Mythbusters webinar supported this goal The PLGA Board met with Governor-Elect Conrad to discuss vacant LTG positions. Offered to make phone calls/contact with potential/prospective LTG candidates. <ul style="list-style-type: none"> Vice-President Lillian Mateja has started this endeavor on Division 22 Also continue to offer technical assistance and support to current and incoming LTG's To increase the overall presence/awareness and support of the PLGA throughout the district <ul style="list-style-type: none"> Quarterly meetings of PLGA being held Continuing to review lists of past LTG's and inviting membership Attendance/Participation in the District Special Convention and Spring Fling Maintaining a PLGA Facebook page To provide grant funding to Key Leader, other SLP's and clubs as requested (through application process) <ul style="list-style-type: none"> Key Leader grant awarded = \$200.00 Newly chartered Kiwanis Club of Danville grant awarded = \$100.00 Plan to award grant to new Kiwanis Club of Clearfield once chartered Grant application deadlines are set for: April 1; August 1 and December 1. |
| <ul style="list-style-type: none"> |

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

| | |
|---------------------------|---|
| Clubs | <ul style="list-style-type: none"> Kiwanis Club of Danville - grant |
| Lt. Governors / Divisions | |
| District | <ul style="list-style-type: none"> Past LTG's for Quarterly meetings Governor and Governor-elect to offer support in district endeavors/leadership succession |
| 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: 04/2023

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.

| |
|----|
| NA |
|----|

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

| |
|---|
| No recent requests for website updates. Tech support for two members. |
|---|

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

| |
|---|
| Participate in professional developments to enhance my WordPress understanding. |
|---|

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

| | |
|---------------------------|--|
| Clubs | |
| Lt. Governors / Divisions | |
| District | |
| Kiwaniis International | |

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

☐ Yes

☐ No



District Committee Chair Report Cover Sheet

Date:

____4/13/2023____

Committee: District YCPO

Chair: Emily Reed

Committee Members, if applicable:

| | | |
|----------------|--|--|
| Penny Meyers | | |
| Janet Crawford | | |
| Bob Marko | | |
| | | |

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.

Helping raise more monies for Governor's Project-Little Free Libraries. How can we help the Governor promote?

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

Reading across Pennsylvania was a success. Lots of pictures and articles were received.

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

1. Draft a list of YCPO chair/committee charges and promote committee.
2. Assist Governor in obtaining monies for Governor's project.
3. Streamline requests and gain control of Early Learning Guides
4. More PR for YCPO projects, hoping for more club's participation.
5. Continue LFL grants to clubs that have not received one.

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

| | |
|---------------------------|--|
| Clubs | Emails promoting projects. |
| Lt. Governors / Divisions | n/a |
| District | Governor Mike and Governor Elect Conrad. |

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 April 2023

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.

No pressing issues. Will continue to monitor and contact people who need to update their Kiwanis International clearances based upon the list from KI.

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

I have been out of commission since the beginning of March. Not much work has been done.

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

1. Work on getting all expired background checks up to date.
2. Work with Service Leadership Administrators on #1.

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 Trustee Report

Date: April 11, 2023

Trustee: Cathy Szymanski

Region: One

Lieutenant Governors

Name: Calvin Morse

Division: One

Name: Terry Shaffer

Division: Two

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.)

Lack of communication. I emailed the LTG's about a month ago. I only heard back from Division one incoming LTG. I have asked Division two LTG if he will be LTG next year, I was told I am asking too soon for him to know. There have been no council meetings in either division.

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

We have a couple of clubs that are showing positive growth. We also have a couple of new SLP clubs. Millcreek Area Kiwanis Club hit a bump due to some personal issues of mine. However; now that my dad is finally home, I am going full force on this club. I am shocked that KI does not create a facebook page until you have a meeting place. Until I am talking to people, this is not easy considering the area this club represents. However; i will get a meeting place set up asap. Transfer club had me do a two for two and the members were very excited and were naming contacts to go out and have join their club.

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

Opening Kiwanis Club of Millcreek Area. Hoping to get some better communication in our 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.

Millcreek area is going to be the new club. I am only going to mention the clubs that will embrace new Kiwanians and find something for them to volunteer at. Clubs in need of coaching are: Conneaut Lake, Edinboro, Meadville, West Erie County. Many more in division one need help, i just don't feel now is the best time.

Division two: Transfer, Clarion, Franklin, New Wilmington, West Middlesex

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

| | |
|----------------------------------|--|
| Lt. Governors / Divisions | They are not good at all. I have tried, I have nagged and do not really get responses. |
| Membership Chair/Committee | The person that we had doing this is just not doing what they are supposed to do. I am working on someone else, just not sure who we would have do this in our region. |
| District / Kiwanis International | None really that you are not aware of already. |

District Trustee Report

Date: 4/14/23

Trustee: Shawn "Spike" Smith

Region: 2

Lieutenant Governors

Name: Wayne Meyer

Division: 5

Name: Janine Surmick

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.)

None at this time.

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

Region 2 was able to have every club represented by either a member of their club or by a past Lt. Governor, current Lt. Governor or myself.

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

1. **75% Club Participation in Region Meetings** – Ongoing
2. **Continuation of Division Council Meetings** – DCM's will be scheduled for sometime this Spring. TBD
3. **"We've NEVER done it this way"** - Ongoing
4. **9 of 14 Clubs to submit monthly reports** – 4 out of the 14 clubs have continuously submitted monthly reports, McKeesport White-Oak, Sewickley, Sheraden and Freeport. All other clubs have not submitted monthly reports.
5. **Clubs to have a net gain of +1 member** – Sewickley, Freeport and Scottdale are showing a +1 in membership
6. **Continue socialization, connection and support** – (Ongoing) Will be sending out the information for the Kiwanis Night at PNC Park event on Saturday, July 29th in the next week or so. All members in PA are welcome to attend.
7. **Host a regional officer induction ceremony for the 2023-24 year** – No Change

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

The following clubs have a change in membership totals as of 3/31/23:

Division 5

Pittsburgh Club (-2)
Sewickley Club (+1)
Sheraden Club (-1)

Division 8

Freeport (+1)
Scottdale (+1)

The following clubs are currently under 10 members and would be in need of coaching:

Division 5

Baldwin (3)
Pittsburgh (8)
Verona-Rosedale (5)
Washington (7)

Division 8

Jeanette (6)

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

| | |
|----------------------------------|--|
| Lt. Governors / Divisions | Ongoing communication with Wayne and Janine Reached out to all clubs in Region regarding Special Convention and was able to speak with or talk through email. |
| Membership Chair/Committee | N/A |
| District / Kiwanis International | Attended Special Convention and Required Board Meetings |

District Trustee Report

Date: 4/13/23

Trustee: Miranda Burton

Region: 3

Lieutenant Governors

Name: Barb Chadwick

Division: 11E

Name: Vacant

Division: 11W

Name: Vacant

Division: 10

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

The need to fill the vacant seats of Divisions 10 and 11W has been discussed with the Governor and Governor-Elect. Further discussion needs to take place to find replacements for these vacant seats.

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

Division 11W opened a new club in Clearfield Area with 22 members on March 30th, 2023

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

Strengthen membership in the region.
Fill vacant LTG positions.

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.

Membership Growth is continually being worked on within the region. Several clubs, however, have expressed they want to recruit new members and they are not actively asking people to join which is part of building membership. Tyrone, Dubois, Punxsutawney, Huntington, and Mount Union in need of critical coaching.

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

| | |
|----------------------------------|--|
| Lt. Governors / Divisions | Communication with LTG Barb Chadwick via email and phone. |
| Membership Chair/Committee | Communication with Matt Wise |
| District / Kiwanis International | Communication with Governor, P. 44, Governor-Elect, Executive Director and other District Leaders as well as Kiwanis International Staff |



District Trustee Report

4/12/23

Date:

Trustee: Penny Meyers Region: 4

Lieutenant Governors

| | |
|--------------------------------|----------------------|
| Name: <u>Lisa Bangson</u> | Division: <u>12N</u> |
| Name: <u>Shirley McPherrin</u> | Division: <u>12S</u> |
| Name: <u>Allan Schappert</u> | Division: <u>14</u> |

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

Region 4 still 9 clubs under charter. 6 of those clubs are happy with their status quo currently and want no help or coaching. Two clubs that have asked in the past are Sullivan Co. and Mansfield in 12N, which started at one point. The other is Berwick in Division 14. Possible help from the Membership Chair may be needed.

Succession planning is an issue. I have one more year as a Trustee. I have requested a list of past LTG's that could fulfill the position. I have sent an email to all of them. I have reached out to a past LTG who was not on the list, and there may be a chance. LTG succession has also been a struggle. I would ask for a resolution from the District Board, but we are all struggling.

I was not able to have a regional meeting. I had prepared for two separate dates, but registration was low, and the registrants were all District Leaders or Kiwanians who attend all CLE and webinars, so information would be repetitive.

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

Last month I reported 9 clubs out of 23 were not doing monthly reports. After sending an email encouraging leaders to be sure these are done, and listing the reasons why, there are only 4 clubs not doing reports.

I have 3 Lieutenant Governors for the year 2023-2024.

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

1. Monthly reports-5 out of 9 now reporting.
2. Bring clubs up to charter. Possibly with the District Membership's help, promoting the Two-by-Two strategy and using ACE tools.
3. Succession Planning—BIG GOAL. Will meet with LTGs after District Board.
4. Trustee replacement.
5. Begin club education with new Danville club with LTG Shirley.

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.

1. Danville is now open. Will begin education and growth.
2. Bald Eagle and Nittany Valleys has implemented Two for Two and has added 6 new members this year.
3. Williamsport has been recruiting.
4. No other new clubs on the horizon for Region 4.
5. Mill Hall and Jersey Shore in 12N are critical, but refuse. Selinsgrove in 12S is critical, but refuses. Berwick in 14 is critical.

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

| | |
|----------------------------------|------------------------|
| Lt. Governors / Divisions | Emails weekly. |
| Membership Chair/Committee | Monthly meeting/emails |
| District / Kiwanis International | Emails/weekly updates. |



District Trustee Report

Date: 10 April 2023

Trustee: Ryan Hartman Region: 5

Lieutenant Governors

| | |
|--------------------------------|----------------------|
| Name: <u>Emily Reed</u> | Division: <u>13N</u> |
| Name: <u>Barrie Ann George</u> | Division: <u>13S</u> |
| Name: <u>Vacant</u> | Division: <u>16</u> |

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

Two main issues, which are pressing:

1. Find LTGs for Divisions 13S and 16.
2. Find a Trustee Candidate.

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

Unfortunately, I have been out of commission since the beginning of March. I do not have **much** to report.

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

1. Find LTGs for 13S and 16
2. Find a **Trustee** Candidate

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.

None

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

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

District Trustee Report

Date: 4/13/2023

Trustee: Tiffany Callaio

Region: 6

Lieutenant Governors

Name: Debbie Crisman

Division: 15

Name: Bob Moran

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.)

None at this time.

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

Both Deb and Bob have expressed interest to continue on as LTG for the 2023-2024 admin year.
Division 15 LTG election will be on April 26th.

Division 15 has a +9 with membership growth. Division 17/18 has a +14.

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

Find a LTG for both divisions- check

Continue to have a + membership growth for both divisions- ongoing.

Work with clubs that are under charter strength- ongoing.

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.

Bob Moran would like to reorganize the Narazeth club. Have encouraged all clubs to continue to bring in more members.

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

| | |
|----------------------------------|---|
| Lt. Governors / Divisions | Have sent out emails to both LTG asking them to send out information to their divisional officers. Have sent out emails to all members in the region to participate in two for two with Bert West. Region 6 facebook page is always active with all the ongoing of the district. |
| Membership Chair/Committee | Attend the 2 meetings per month that Cathy and Matt have set out. |
| District / Kiwanis International | Attend all district zoom calls for continuing ed sessions and Governor Mike's monthly calls. |

Trustee: Joseph Wilson.

Region 7

LTGs: Bonnie Haupt. Division 19

Dan Spirer. Division 21

Karen Sears. Division 22

List issues that you need to bring to the attention of the Board

None

List successes in your Region

Community service- November Region 7 meeting generated just under \$1,000 of gift cards donated to charity for teenage foster kids.

Fundraising- Jenkintown's 5k Run, Levittown/Bristol's Give-A-Christmas, (2) Little Libraries.

Region 7 Goals:

1. Expand membership by implementing 2 for 2- Region growth +3
2. Go to Hershey and vote for amendments- more than adequately represented.
3. Conduct a Community Analysis in clubs- ongoing.
4. Ensure that service project expenses are included in next year's budget- ongoing
5. Have a club member attend International Convention- ongoing
6. Prepare to open a K-Kids in the fall- ongoing.

Membership Growth and New Club Opening

Membership growth:

Division 19. +7

Division 21. +1

Division 22. -5

Net. +3

New Club opening- Exton- Sarah Zulueta

Clubs in need of coaching- Glenside- will find merger partner.

Communication with Lieutenant Governors- monthly Zoom meeting to discuss current issues.

Executive Director Report

Date: 4/17/2023

1. List any items specifically for board action

Several which will be discussed later in the board meeting

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

Financial/Accounting

Distributed/Paid all invoices due for the District. Finalized audit report and 990 Tax forms. Replied to all follow up inquires from them. Balanced all bank accounts and provided board with monthly financial statements. Submitted all payroll tax forms and payments due.

Administrative

Responded to and dealt with various inquiries and calls. Participated in monthly meetings or calls with fellow District Secretaries and Kiwanis International. Provided Board and Lt. Governors updates as appropriate and necessary. Participated in Leadership Calls and Executive Committee Calls

Service Leadership Programs

Handled all hotel coordination for Key Club and Circle K Conventions. Mitigated potential attrition concerns. Coordinated all necessary arrangements and staffed office at both events. Established locations for 2023-24 & 2024 Key Club Board Training and Meetings.

District Convention, Midyear, and other events

Attended all meetings of Midyear, Spring Fling and District Convention Committee and followed up as necessary from those meetings.

Other District Committee and Special Project Duties

Completed Site Selection

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

| Goal Description | Due Date | Status |
|------------------|----------|--------|
| | | |
| | | |
| | | |

4. Describe communications and activities with Kiwanis International

See comments above. Attended the District Secretaries meeting in Minneapolis on November 5-9, 2022

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

None at this time

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

| Date | Location | Purpose |
|------|-----------------------|---------|
| | See attached schedule | |
| | | |
| | | |

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New Event

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------------|--|---|---|---|---------------------------------|-----------------------------|
| 29 | 30 Franklin D. Roosevelt Day | 1 8pm Midyear | 2 Groundhog Day | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 11am Harrisburg Kiwanis Me 3pm Jim Hanna 4:30pm Signature Project | 10 | 11 |
| 12 Super Bowl Sunday | 13 4pm Executive Committee Lincoln's Birthday 7pm Board Meeting | 14 3pm District Secretary Meeti Valentine's Day | 15 Susan B. Anthony Day | 16 12pm Harrisburg Kiwanis Ca 8pm Spring Fling | 17 | 18 |
| 19 | 20 President's Day 7pm Leadership Meeting | 21 Carnival | 22 10am Harrisburg Meeting Ash Wednesday 8pm Midyear Meeting | 23 4:30pm Kash Raffle Meeting 6pm Past Governors Meetin 8pm Spring Fling | 24 Civil Servants holiday | 25 |
| 26 | 27 off | 28 off | 1 | 2 Texas Independence Day | 3 Liberation and Freedom Day | 4 Civil Servants holiday |

Events

TODAY

All Day Emancipati...

All Day Patriot's Day

7:00pm Leadership...

TUE, APR 18

All Day Tax day

WED, APR 19

| 26 | Sun 27 | Mon 28 | Tue 1 | Wed 2 | Thu 3 | Fri 4 | Sat |
|--|---|------------------------------|---------------------------|--|---|---|---------|
| | off | off | off | Texas Independence Day Off | Liberation and Freedom Day off | Civil Servants holiday | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | | Town Meeting Day Car | | 7pm New Club Building m... 8pm Spring Fling | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| Begin DST | 6pm Executive Committe... | 7pm Convention Meeting | | 8pm Finance Committee ... | Evacuation Day St. Patrick's Day | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 11:30am Kiwanis Internati... | 3pm District Secretary Me... | | 8pm Spring Fling | Circle K Convention | Circle K Convention | |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 | |
| Kuhio Day (Regatta day) Circle K Convention | Seward's day Kuhio Day (Regatta day) | 7pm 2023 Convention Me... | 7:30pm Key Club Commit... | | Cesar Chavez Day Civil Servants holiday Key Club Convention | April Fools' Day Key Club Convention Special Convention | More... |

Immediate Past Governor's Report

Submitted by: Sarah Zulueta

Date: 4/13/2023

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

| Goal | Status | Date Completed (or expected) |
|--|----------------------|------------------------------|
| 1. Work with District Membership Team to work on New Club efforts in the Exton Area by 5/30/23 | WIP | 5/30/2023 |
| 2. Develop transition plan with committee for new positions to replace the Executive Director by 5/1/2023. | WIP | 5/30/2023 |
| 3. To attend all the Foundation Board meetings as a liaison with the District Board. | Completed. (ongoing) | 9/21/2023 |

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

1. Complete Spring fling financial review.
2. Review proposed compensation plans for new District positions and develop timeline for interviewing.

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

- No major issues that have not been addressed or assigned to committee member.

4. Describe communications and activities with **Foundation**.

- Attended the monthly PA Foundation Board meetings on 4/1 in-person in Hershey, PA.
- Provided District updates to the Foundation for Special Convention, new District positions and discussed a check for Danville Club chartering grant.

5. Additional Activities and Special Projects actively working on.

Activities:

- Attended the Circle K Convention 3/29/23 as a presenter for a convention technology workshop and as an faculty advisor. Also presented on the behalf of the PA Kiwanis Foundation at luncheon.
- Attended special convention as delegate and assisted Governor Mike in prep for convention.

Special Projects:

- **New Club Opening – Exton Area** – Formed a local NCO team, developed contact lists, had onsite meetings, service project and interest meetings. Current applications, working to get a canvas date in May with KI.
- **Club Boosting efforts** – Working with Glenside to develop social media campaign and membership event possibly May 23rd in Glenside.
- **KI Club Coaching Training Team** – Co-presented Club Coaching on April 4, 2023 for KI, and the session had 90 Kiwanians logged in.
- **SendInBlue** – Continue to provide review and contributions for the bi-monthly email distributions.

Committee/Meetings:

- **Spring Fling** – This event was held 4/1/23 in Hershey. I assisted the committee with online and onsite raffle basket and 50/50 sales. Also supported the committee for event setup, sales and breakdown.

- **Dollar for Dues** – No further donations and applications this quarter. We will need to **determine** by June if this program is sustainable next year.
- **Finance Committee Meeting** – Continue to be a member of this committee to work on **consistent** financial controls with Finance chair. Attended March 6th meeting to discuss and review financial statements, budget and Service leadership program convention budgets.
- **Monthly Executive Director Meetings** – Continue to participate in Executive meetings every 2nd Monday of the month.
- **2024 District Convention Committee NJ/PA** – Meeting in Feb to move forward with 2024 in **Reading** for joint convention.
- **Midyear Committee** – Completed **advertising** and technical support for the Feb 25th Midyear. **Worked** to coordinate the keynote Speaker Lavar Thomas and help assist with logistics.
- **Technology Committee** – Still pending technology inventory list of the District office including emails from Executive Director.
- **District Membership Committee** – Participate in the bi-monthly District membership meetings on new club opening efforts.

Non-Dues Revenue Updates:

- **Kiwanis Night at the Phillies** –An event for the Phillies in Philadelphia has not yet been determined by Aug 5, Aug 26 and Sept 9th are being looked at by Chair Darleen Callahan.

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

Governor-elect Report

Date: 4/13/2023

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

Attended Kiwanis Internationals Governor-elect training in Indianapolis from October 19-23, 2022

Activities that have been completed or are in progress to prepare for 2023-2024 Governor's Administrative year include:

- Completed the inaugural Kiwanis Amplify program in 2021
- Attended monthly calls and programs required by Kiwanis International.
- Attended monthly calls and committee meetings with various district committees and training opportunities.
- Emailed the Regional Trustees requesting they contact the current LTGs to determine if they are interested in continuing and if not, to consider potential candidates for the LTG position in their respective regions.
- Have met with a combined group of PA and NJ District Leadership to determine location, etc. of a combined PA/NJ District Convention in 2024.
- Participated in updating the Strategic Plan.
- Participate in the JEDI committee.
- Met with the Past LTG's recently.

2. Update the status of the Educational Sessions Planned for the 2023 District Convention

The 2023-2024 Governor's theme will be centered around membership growth with continued emphasis on community service and Service Leadership Programs.

Attended Scranton DCON meetings as scheduled. Visited the Scranton Hilton on 4/11/2023 with the convention committee to tour the facility.

Educational Sessions for the 2023 DCON are in the planning stage.

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

Trustee/ Lt. Governor training is scheduled June 9th and 10th at the Penn Stater.

There are currently vacancies in the following divisions – 2, 10, 11, 13N, 13S, 16 & 22. I have emailed and or called potential candidates for LTG in 10, 11, 13S & 16 – no commitments at this time. Trustee Ryan is working on 13S & 16.

The following District Chair positions are currently vacant for 2023-24 – K-Kids, DCON, Bylaws, Policies and Resolutions, Keystone Kiwanian, Circle K. All other District Chairs are filled. It has been suggested to combine K-Kids and Builders Club under one administrator and to eliminate the Keystone Kiwanian.

Club Leadership Training for the 2023-2024 officers is in the planning stage. The training will likely be presented virtually.

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

DCON 2023 – Attending meetings of the DCON Committee to assist those involved with the committee.

Working on educational forums for DCON in consultation with Gov. Mike.



Governor's Report State of the District

Submitted by: **Michael Coolbaugh**

Date: 4/13/2023

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

Membership

- Open seven (7) 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

New Club - Danville – 17 members
 New Club – Clearfield Area – 22 members
 WIP – Millcreek – 4 Applications
 WIP – Exton Area – 6 Applications
 Planning Stage – Nazareth, Nanticoke Area, Riverside Area, and Ebensburg

WIP

WIP

Service Leadership Programs

- 90% of the service leadership programs be active in their school and communities.
- Have 100% of the service leadership programs be sponsored and have an engaged and active Kiwanis advisor.
- Open two (2) new clubs in Circle K, Key Club, and Builders Club.
- Open five (5) new K-Kids Clubs.

Status

WIP

WIP

WIP

WIP

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

- Continue the Justice, Equity, Diversity, and Inclusion Initiative throughout the district.
- Continue DCON, Midyear and quarterly J.E.D.I awareness opportunities.

Status

Complete

Complete

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.

On going.

Pending

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

| # | Description | Assigned To | Due Date | Status |
|---|---|-------------|-----------|------------------------------------|
| 1 | Proposed bylaw changes for Secretary Treasurer Position | Committee | | Approved by the HOD on 4/1/2023 |
| 2 | Cost analysis/Changes to District Staff | Kevin | | Will be presented to board on 4/22 |
| 3 | Prepare 2023 DCON budget | Kevin | 5/10/2023 | Pending |

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

- Kiwanis Night at the Pirates is scheduled for July 29th – Coordinated by Trustee Shawn Smith
- Kiwanis Night at the Phillies is in the planning stages – stay tuned for more information.

4. Describe communications and activities with Kiwanis International

I have attended the monthly zoom meetings with Area Director Emily Saalfrank and the Governors from North America 1.
 I've attended by monthly meetings with International President Bert West.
 I've attended membership training when available through various presenters from Kiwanis International.
 I attended the 2023 International Governors Conference in Las Vegas with SLP Administrators and Youth Protection Managers.

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

- New Kiwanis Club opened in Danville with 17 members.
- New Kiwanis Club opened in Clearfield with 22 members.
- Attended the 100th Anniversary Celebration of the Kiwanis Club of Plymouth.

6. Additional Activities and Special Projects actively working on.

- **The Little Library Program** – Fundraising has been moving slowly due to not having in person regional meetings in the fall. We received a grant from the Kiwanis Childrens Fund in the amount of \$1714.00
- **District Service Project-Read Across PA** – March 12 – 19, clubs were a success with many reading events during the week.

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

☐ Yes ☒ No



District Committee Chair Report Cover Sheet

Date: 4/22/2023

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.

The new club opening activities have really helped keep us organized. Members at the meetings is, **however**, at times sporadic due to other commitments by our District Leaders. Minutes are sent out to all leadership **immediately** following these calls. We have made a few changes to the way we meet, and are hopeful for more **attendance**.

It is imperative that new club opening be a priority for all leadership in the District. We simply will not be able to sustain our **presence** in Pennsylvania without it.

New Club Opening Updates:

- Danville – Region 4 – OPENED! Celebration scheduled for Friday, 4/28/2023
- Clearfield – Region 3 – OPENED! Thank you to Miranda and her team.
- Millcreek Area – Region 1 – in progress
- Exton Area – Region 7 – in progress
- Charity Club – Region 1 (for now) – in progress

There are other sites on our list to work on:

- Ebensburg – Region 3
- Nazareth – Region 6
- Glenside Update – Region 7

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

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

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

Goal 1: Open 7 new clubs in District (status: ongoing; 2 of 7)
 Goal 2: **Decrease** # of clubs that are under charter strength by 25%. (in progress)
 Goal 3: Increase club membership by a net +2 in 25% of clubs. (in progress)
 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 (missed one).
 Goal 6: Develop a resource page on PA Kiwanis website dedicated to all **resources** available to **Kiwanis Clubs**. (not met)

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

| | |
|---------------------------|--|
| Clubs | Share information where/when requested. |
| Lt. Governors / Divisions | Lt. Governors are invited to participate in the New Club Opening calls. |
| District | Membership Coordinator meets and discusses with Governor, Governor-elect as needed , but has not been as frequent this quarter. |
| 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)

Attachment: Email from Kevin Thomas to the District Leadership dated 4/3/2023

As of March 31, 2023, the District is showing a gain of 77 members at the end of March with membership standing at 2,832.

This report includes the Kiwanis Club of Danville. Danville is the first new Kiwanis Club chartered in the District since early in the 2019-20 year. There charter party is coming up soon and if you would like to attend let me know and we will get you the necessary information. Congratulations to entire Region 4 membership team headed up by Matt Wise and Penny Meyers.

Last week the Kiwanis Club of Clearfield was organized by Trustee Miranda Burton and will be reflected in the April report. In my 37 years in this chair, that new club opening and organization may have been one the quickest, if not the quickest, on record.

We expect to open several more clubs and this is a significant move in the right direction. In the previous 4 years, we were only able to open one new club.

Unfortunately, our membership gain wasn't larger because the Kiwanis Club of Eldorado opted to surrender its charter.

We have 54 clubs showing a gain, 24 reflecting a loss and 56 showing neither a gain or loss.

Also, please note that the clubs marked **CSN** have not paid dues for 2022-23 year.



District Committee Chair Report Cover Sheet

Date: 3/31/ 2023

Committee: Audit Chair: J.R. "Jim" Hanna

Committee Members, if applicable:

| | | |
|----------|--|--|
| Bob Raub | | |
| | | |
| | | |
| | | |

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

The last step with respect to Audit Committee responsibilities pertains to tax filings and Kevin Thomas reports the Form 990-EZ, Short Form Return of Organization Exempt from Income Tax, for the fiscal year ended September 30, 2022, has been prepared by the auditors, Brown Schultz Sheridan & Fritz and has been delivered to the District Offices. Filing of this tax return with the Internal Revenue Service is awaiting a Board vote of approval.

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

| |
|--|
| |
|--|

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

Direct periodic inquiries to the members of the Finance Committee regarding adherence to procedures recently adopted with respect to following best practices for purposes of internal control.

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

| | |
|-------|--|
| Clubs | |
|-------|--|

| | |
|---------------------------|--|
| Lt. Governors / Divisions | |
| District | |
| Kiwanis International | |

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



BROWN SCHULTZ SHERIDAN & FRITZ
CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS ADVISORS

A Professional Corporation

Filing Instructions

Kiwanis International Pennsylvania District

Exempt Organization Tax Return

Taxable Year Ended September 30, 2022

Date Due: August 15, 2023

Remittance: None is required. Your Form 990 for the tax year ended 9/30/22 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-TE, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned to:

Brown Schultz Sheridan & Fritz
210 Grandview Ave
Camp Hill, PA 17011-1706

Important: Your return will not be filed with the IRS until the signed Form 8879-TE has been received by this office.

Other: Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection****A** For the 2021 calendar year, or tax year beginning **10/01/21** and ending **09/30/22****B** Check if applicable:

- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization**KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT**

Doing business as

K23 PENNSYLVANIA DISTRICT

Number and street (or P.O. box if mail is not delivered to street address)

125 N ENOLA DRIVE, SUITE 206

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

ENOLA PA 17025**D** Employer identification number**23-1480767****E** Telephone number**717-540-9300****G** Gross receipts \$**241,398****F** Name and address of principal officer:**KEVIN THOMAS
125 N ENOLA DRIVE
ENOLA PA 17025****H(a)** Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions.

I Tax-exempt status:☐ 501(c)(3)☒ 501(c) (**4**)

(insert no.)

☐ 4947(a)(1) or☐ 527**J** Website: ▶**WWW.PAKIWANIS.ORG****H(c)** Group exemption number ▶**K** Form of organization:☒ Corporation☐ Trust☐ Association☐ Other ▶**L** Year of formation: **1950****M** State of legal domicile: **PA****Part I Summary**

| | | | |
|------------------------------------|---|------------|--------------|
| Activities & Governance | 1 Briefly describe the organization's mission or most significant activities: KIWANIS EMPOWERS COMMUNITIES TO IMPROVE THE WORLD BY MAKING DIFFERENCES IN THE LIVES OF CHILDREN. | | |
| | 2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets. | | |
| | 3 | 11 | |
| | 4 | 10 | |
| | 5 | 2 | |
| | 6 | 3000 | |
| Revenue | 7a | 0 | |
| | 7b | 0 | |
| | 8 | Prior Year | Current Year |
| | 9 | 15,748 | 13,815 |
| | 10 | 174,000 | 214,252 |
| | 11 | 24 | 29 |
| | 12 | 6,125 | 6,413 |
| | 13 | 195,897 | 234,509 |
| | 14 | 0 | 0 |
| | 15 | 0 | 0 |
| Expenses | 16a | 71,764 | 79,922 |
| | 17 | 0 | 0 |
| | 18 | 101,384 | 144,415 |
| | 19 | 173,148 | 224,337 |
| | 20 | 22,749 | 10,172 |
| | 21 | 52,713 | 63,777 |
| Net Assets or Fund Balances | 22 | 35,575 | 36,467 |
| | 23 | 17,138 | 27,310 |
| | 24 | 17,138 | 27,310 |

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign
Here**

Signature of officer

Date

KEVIN THOMAS**EXECUTIVE DIRECTOR**

Type or print name and title

Paid**Preparer
Use Only**

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if PTIN**JOHN W BONAWITZ****JOHN W BONAWITZ****02/14/23**

self-employed

P00033505

Firm's name ▶

BROWN SCHULTZ SHERIDAN & FRITZ

Firm's EIN ▶

25-1644159

Firm's address ▶

210 GRANDVIEW AVE

Phone no.

717-761-7171

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ NoFor Paperwork Reduction Act Notice, see the separate instructions.
DAA

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:**KIWANIS EMPOWERS COMMUNITIES TO IMPROVE THE WORLD BY MAKING A DIFFERENCE IN THE LIVES OF CHILDREN.****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **80,140** including grants of \$) (Revenue \$ **112,123**)
VARIOUS DISTRICT ACTIVITIES PROMOTING KIWANIS OBJECTIVES, PROVIDE AND ENCOURAGE COMMUNITY SERVICE AT THE LOCAL LEVEL.

4b (Code:) (Expenses \$ **70,875** including grants of \$) (Revenue \$ **71,424**)
MEMBERSHIP CONVENTIONS HELD TO UPDATE MEMBERS ON VARIOUS LOCAL AND WORLDWIDE PROJECTS. TRAINING PROVIDED TO MEMBERS FOR A BENEFIT OF SERVICE & BETTERMENT TO LOCAL COMMUNITIES.

4c (Code:) (Expenses \$ **9,696** including grants of \$) (Revenue \$ **30,705**)
VARIOUS SERVICE LEADERSHIP PROGRAMS FOR YOUTH AND ADULTS WITH DISABILITIES, THROUGH SERVICE TO OTHERS.

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **160,711**

Part IV Checklist of Required Schedules

| | Yes | No |
|--|----------|----------|
| 1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A | | X |
| 2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)? | X | |
| 3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | | X |
| 4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | | |
| 5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III | X | |
| 6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I | | X |
| 7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II | | X |
| 8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III | | X |
| 9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV | | X |
| 10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V | | X |
| 11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable. | | |
| a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI | X | |
| b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII | | X |
| c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII | | X |
| d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX | | X |
| e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X | | X |
| f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X | | X |
| 12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII | | X |
| b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional | X | |
| 13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | | X |
| 14a Did the organization maintain an office, employees, or agents outside of the United States? | | X |
| b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV | | X |
| 15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV | | X |
| 16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV | | X |
| 17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions | | X |
| 18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II | | X |
| 19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III | | X |
| 20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H | | X |
| b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? | | |
| 21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II | | X |

Part IV Checklist of Required Schedules (continued)

| | Yes | No |
|--|----------|----------|
| 22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III | | X |
| 23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J | | X |
| 24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a | | X |
| b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? | | |
| c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? | | |
| d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? | | |
| 25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I | | X |
| b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | | X |
| 26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II | | X |
| 27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III | | X |
| 28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions): | | |
| a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV | | X |
| b A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV | | X |
| c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? If "Yes," complete Schedule L, Part IV | | X |
| 29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M | | X |
| 30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M | | X |
| 31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I | | X |
| 32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II | | X |
| 33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I | | X |
| 34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1 | | X |
| 35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? | | X |
| b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2 | | |
| 36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2 | | |
| 37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI | | X |
| 38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O. | X | |

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

| | Yes | No |
|---|-----|----------|
| 1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable | | |
| b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable | | |
| c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? | | X |

| Part V Statements Regarding Other IRS Filings and Tax Compliance (continued) | | Yes | No |
|--|--|-----|----|
| 2a | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return | 2a | 2 |
| b | If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions. | 2b | X |
| 3a | Did the organization have unrelated business gross income of \$1,000 or more during the year? | 3a | X |
| b | If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O | 3b | |
| 4a | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? | 4a | X |
| b | If "Yes," enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | | |
| 5a | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? | 5a | X |
| b | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? | 5b | X |
| c | If "Yes" to line 5a or 5b, did the organization file Form 8886-T? | 5c | |
| 6a | Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? | 6a | X |
| b | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | 6b | |
| 7 | Organizations that may receive deductible contributions under section 170(c). | | |
| a | Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? | 7a | |
| b | If "Yes," did the organization notify the donor of the value of the goods or services provided? | 7b | |
| c | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? | 7c | |
| d | If "Yes," indicate the number of Forms 8282 filed during the year | 7d | |
| e | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? | 7e | |
| f | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? | 7f | |
| g | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? | 7g | |
| h | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? | 7h | |
| 8 | Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? | 8 | |
| 9 | Sponsoring organizations maintaining donor advised funds. | | |
| a | Did the sponsoring organization make any taxable distributions under section 4966? | 9a | |
| b | Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? | 9b | |
| 10 | Section 501(c)(7) organizations. Enter: | | |
| a | Initiation fees and capital contributions included on Part VIII, line 12 | 10a | |
| b | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities | 10b | |
| 11 | Section 501(c)(12) organizations. Enter: | | |
| a | Gross income from members or shareholders | 11a | |
| b | Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) | 11b | |
| 12a | Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? | 12a | |
| b | If "Yes," enter the amount of tax-exempt interest received or accrued during the year | 12b | |
| 13 | Section 501(c)(29) qualified nonprofit health insurance issuers. | | |
| a | Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O. | 13a | |
| b | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans | 13b | |
| c | Enter the amount of reserves on hand | 13c | |
| 14a | Did the organization receive any payments for indoor tanning services during the tax year? | 14a | X |
| b | If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O | 14b | |
| 15 | Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N. | 15 | X |
| 16 | Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O. | 16 | X |
| 17 | Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069. | 17 | |

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

| | 1a | 11 | 1b | 10 | Yes | No |
|---|----|----|----|----|-----|----|
| 1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O. | | | | | | |
| b Enter the number of voting members included on line 1a, above, who are independent | | | | | | |
| 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | | | | | | X |
| 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? | | | | | | X |
| 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? | | | | | | X |
| 5 Did the organization become aware during the year of a significant diversion of the organization's assets? | | | | | | X |
| 6 Did the organization have members or stockholders? | | | | | X | |
| 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? | | | | | X | |
| b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? | | | | | X | |
| 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: | | | | | | |
| a The governing body? | | | | | X | |
| b Each committee with authority to act on behalf of the governing body? | | | | | X | |
| 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O | | | | | | X |

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

| | Yes | No |
|--|-----|----|
| 10a Did the organization have local chapters, branches, or affiliates? | | X |
| b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? | | |
| 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? | X | |
| b Describe on Schedule O the process, if any, used by the organization to review this Form 990. | | |
| 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 | X | |
| b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? | X | |
| c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done | X | |
| 13 Did the organization have a written whistleblower policy? | | X |
| 14 Did the organization have a written document retention and destruction policy? | | X |
| 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? | | |
| a The organization's CEO, Executive Director, or top management official | X | |
| b Other officers or key employees of the organization | X | |
| If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions. | | |
| 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? | | X |
| b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? | | |

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed **NONE**
- 18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)
- 19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records **▶**

KEVIN E. THOMAS, EXECUTIVE DIRECTOR 125 N ENOLA DRIVE
ENOLA

PA 17025

717-540-9300

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A) Name and title | (B) Average hours per week (list any hours for related organizations below dotted line) | (C) Position (do not check more than one box, unless person is both an officer and a director/trustee) | | | | | | (D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC) | (E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC) | (F) Estimated amount of other compensation from the organization and related organizations |
|------------------------------|--|--|-----------------------|---------|--------------|------------------------------|--------|---|--|---|
| | | Individual trustee or director | Institutional trustee | Officer | Key employee | Highest compensated employee | Former | | | |
| (1) KEVIN THOMAS | 40.00 | | | | | | | | | |
| EXECUTIVE DIRECTOR | 0.00 | X | | X | | | | 52,962 | 0 | 0 |
| (2) SARAH ZULUETA | 30.00 | | | | | | | | | |
| GOVERNOR | 0.00 | X | | X | | | | 0 | 0 | 0 |
| (3) MICHAEL COOLBAUGH | 25.00 | | | | | | | | | |
| GOVERNOR-ELECT | 0.00 | X | | X | | | | 0 | 0 | 0 |
| (4) DONALD SMITH | 15.00 | | | | | | | | | |
| IMMED. PAST GOVERNOR | 0.00 | X | | X | | | | 0 | 0 | 0 |
| (5) THOMAS BOWES | 10.00 | | | | | | | | | |
| REGION I TRUSTEE | 0.00 | X | | | | | | 0 | 0 | 0 |
| (6) BARBARA BYERS | 10.00 | | | | | | | | | |
| REGION II TRUSTEE | 0.00 | X | | | | | | 0 | 0 | 0 |
| (7) MIRANDA BURTON | 10.00 | | | | | | | | | |
| REGION III TRUSTEE | 0.00 | X | | | | | | 0 | 0 | 0 |
| (8) PENNY MEYERS | 10.00 | | | | | | | | | |
| REGION IV TRUSTEE | 0.00 | X | | | | | | 0 | 0 | 0 |
| (9) RYAN HARTMAN | 10.00 | | | | | | | | | |
| REGION V TRUSTEE | 0.00 | X | | | | | | 0 | 0 | 0 |
| (10) TIFFANY CALLAIO | 10.00 | | | | | | | | | |
| REGION VI TRUSTEE | 0.00 | X | | | | | | 0 | 0 | 0 |
| (11) LILLIAN MATAJA | 10.00 | | | | | | | | | |
| REGION VII TRUSTEE | 0.00 | X | | | | | | 0 | 0 | 0 |

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

[illegible]

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 0

| | | Yes | No |
|---|--|-----|----|
| 3 | Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i> | 3 | X |
| 4 | For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> | 4 | X |
| 5 | Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i> | 5 | X |

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A) Name and business address | (B) Description of services | (C) Compensation |
|----------------------------------|--------------------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ P 73

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

| | | | | (A) Total revenue | (B) Related or exempt function revenue | (C) Unrelated business revenue | (D) Revenue excluded from tax under sections 512-514 |
|---|--|---|-----------------|----------------------|--|--------------------------------------|---|
| Contributions, Gifts, Grants and Other Similar Amounts | 1a | Federated campaigns | 1a | | | | |
| | b | Membership dues | 1b | | | | |
| | c | Fundraising events | 1c | | | | |
| | d | Related organizations | 1d | | | | |
| | e | Government grants (contributions) | 1e | 13,815 | | | |
| | f | All other contributions, gifts, grants, and similar amounts not included above | 1f | | | | |
| | g | Noncash contributions included in lines 1a-1f | 1g | \$ | | | |
| | h | Total. Add lines 1a-1f | | 13,815 | | | |
| | Program Service Revenue | 2a | MEMBERSHIP DUES | Business Code | 900099 | 106,390 | 106,390 |
| b | | CONVENTIONS | 900099 | 71,424 | 71,424 | | |
| c | | LEADERSHIP SERVICES | 900099 | 30,705 | 30,705 | | |
| d | | OTHER PROGRAM REVENUE | 900099 | 5,733 | 5,733 | | |
| e | | | | | | | |
| f | | All other program service revenue | | | | | |
| g | | Total. Add lines 2a-2f | | 214,252 | | | |
| Other Revenue | 3 | Investment income (including dividends, interest, and other similar amounts) | | 29 | | | 29 |
| | 4 | Income from investment of tax-exempt bond proceeds | | | | | |
| | 5 | Royalties | | | | | |
| | 6a | Gross rents | (i) Real | (ii) Personal | | | |
| | b | Less: rental expenses | | | | | |
| | c | Rental inc. or (loss) | | | | | |
| | d | Net rental income or (loss) | | | | | |
| | 7a | Gross amount from sales of assets other than inventory | (i) Securities | (ii) Other | | | |
| | b | Less: cost or other basis and sales exps. | | | | | |
| | c | Gain or (loss) | | | | | |
| | d | Net gain or (loss) | | | | | |
| | 8a | Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18 | 8a | 13,302 | | | |
| | b | Less: direct expenses | 8b | 6,889 | | | |
| | c | Net income or (loss) from fundraising events | | 6,413 | | 6,413 | |
| | 9a | Gross income from gaming activities. See Part IV, line 19 | 9a | | | | |
| b | Less: direct expenses | 9b | | | | | |
| c | Net income or (loss) from gaming activities | | | | | | |
| 10a | Gross sales of inventory, less returns and allowances | 10a | | | | | |
| b | Less: cost of goods sold | 10b | | | | | |
| c | Net income or (loss) from sales of inventory | | | | | | |
| Miscellaneous Revenue | 11a | | Business Code | | | | |
| | b | | | | | | |
| | c | | | | | | |
| | d | All other revenue | | | | | |
| | e | Total. Add lines 11a-11d | | | | | |
| | 12 | Total revenue. See instructions | | 234,509 | 214,252 | 0 | 6,442 |

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

| | (A) Total expenses | (B) Program service expenses | (C) Management and general expenses | (D) Fundraising expenses |
|---|-----------------------|------------------------------------|---|--------------------------------|
| 1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 | | | | |
| 2 Grants and other assistance to domestic individuals. See Part IV, line 22 | | | | |
| 3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 | | | | |
| 4 Benefits paid to or for members | | | | |
| 5 Compensation of current officers, directors, trustees, and key employees | 52,962 | 31,247 | 21,715 | |
| 6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) | | | | |
| 7 Other salaries and wages | 20,883 | 12,321 | 8,562 | |
| 8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) | | | | |
| 9 Other employee benefits | 431 | 255 | 176 | |
| 10 Payroll taxes | 5,646 | 3,331 | 2,315 | |
| 11 Fees for services (nonemployees): | | | | |
| a Management | | | | |
| b Legal | | | | |
| c Accounting | 11,626 | | 11,626 | |
| d Lobbying | | | | |
| e Professional fundraising services. See Part IV, line 17 | | | | |
| f Investment management fees | | | | |
| g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.) | | | | |
| 12 Advertising and promotion | | | | |
| 13 Office expenses | 7,575 | 4,981 | 2,593 | 1 |
| 14 Information technology | 583 | 344 | 239 | |
| 15 Royalties | | | | |
| 16 Occupancy | 9,600 | 5,664 | 3,936 | |
| 17 Travel | 2,049 | 2,049 | | |
| 18 Payments of travel or entertainment expenses for any federal, state, or local public officials | | | | |
| 19 Conferences, conventions, and meetings | 71,252 | 70,875 | 377 | |
| 20 Interest | 109 | | 109 | |
| 21 Payments to affiliates | | | | |
| 22 Depreciation, depletion, and amortization | | | | |
| 23 Insurance | 3,976 | | 3,976 | |
| 24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.) | | | | |
| a OTHER EXPENSES | 13,779 | 7,045 | 6,734 | |
| b KEY LEADER EXPENSE | 8,696 | 8,696 | | |
| c CIRCLE K | 6,825 | 6,825 | | |
| d EXECUTIVE DIRECTOR EXPS | 3,092 | 1,825 | 1,267 | |
| e All other expenses | 5,253 | 5,253 | | |
| 25 Total functional expenses. Add lines 1 through 24e | 224,337 | 160,711 | 63,625 | 1 |
| 26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) | | | | |

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

| | | (A) Beginning of year | | (B) End of year |
|---|---|--------------------------|--------|--------------------|
| Assets | 1 Cash—non-interest-bearing | 17,955 | 1 | 39,203 |
| | 2 Savings and temporary cash investments | 577 | 2 | 577 |
| | 3 Pledges and grants receivable, net | | 3 | |
| | 4 Accounts receivable, net | 28,018 | 4 | 20,359 |
| | 5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | 5 | |
| | 6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) | | 6 | |
| | 7 Notes and loans receivable, net | | 7 | |
| | 8 Inventories for sale or use | 1,207 | 8 | 2,838 |
| | 9 Prepaid expenses and deferred charges | 2,706 | 9 | |
| | 10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D | 10a 8,592 | | |
| | b Less: accumulated depreciation | 10b 8,592 | 10c | |
| | 11 Investments—publicly traded securities | | 11 | |
| | 12 Investments—other securities. See Part IV, line 11 | | 12 | |
| | 13 Investments—program-related. See Part IV, line 11 | | 13 | |
| | 14 Intangible assets | | 14 | |
| | 15 Other assets. See Part IV, line 11 | 2,250 | 15 | 800 |
| 16 Total assets. Add lines 1 through 15 (must equal line 33) | 52,713 | 16 | 63,777 | |
| Liabilities | 17 Accounts payable and accrued expenses | 17,239 | 17 | 36,467 |
| | 18 Grants payable | | 18 | |
| | 19 Deferred revenue | 3,915 | 19 | |
| | 20 Tax-exempt bond liabilities | | 20 | |
| | 21 Escrow or custodial account liability. Complete Part IV of Schedule D | | 21 | |
| | 22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons | | 22 | |
| | 23 Secured mortgages and notes payable to unrelated third parties | | 23 | |
| | 24 Unsecured notes and loans payable to unrelated third parties | 13,815 | 24 | |
| | 25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D | 606 | 25 | |
| | 26 Total liabilities. Add lines 17 through 25 | 35,575 | 26 | 36,467 |
| Net Assets or Fund Balances | Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33. | | | |
| | 27 Net assets without donor restrictions | 12,893 | 27 | 22,455 |
| | 28 Net assets with donor restrictions | 4,245 | 28 | 4,855 |
| | Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33. | | | |
| | 29 Capital stock or trust principal, or current funds | | 29 | |
| | 30 Paid-in or capital surplus, or land, building, or equipment fund | | 30 | |
| | 31 Retained earnings, endowment, accumulated income, or other funds | | 31 | |
| | 32 Total net assets or fund balances | 17,138 | 32 | 27,310 |
| 33 Total liabilities and net assets/fund balances | 52,713 | 33 | 63,777 | |

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

| | | | |
|-----------|--|-----------|----------------|
| 1 | Total revenue (must equal Part VIII, column (A), line 12) | 1 | 234,509 |
| 2 | Total expenses (must equal Part IX, column (A), line 25) | 2 | 224,337 |
| 3 | Revenue less expenses. Subtract line 2 from line 1 | 3 | 10,172 |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A)) | 4 | 17,138 |
| 5 | Net unrealized gains (losses) on investments | 5 | |
| 6 | Donated services and use of facilities | 6 | |
| 7 | Investment expenses | 7 | |
| 8 | Prior period adjustments | 8 | |
| 9 | Other changes in net assets or fund balances (explain on Schedule O) | 9 | |
| 10 | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B)) | 10 | 27,310 |

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

| | Yes | No |
|---|-----------|----------|
| 1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O. | | |
| 2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis | 2a | X |
| b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis | 2b | X |
| c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O. | 2c | X |
| 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? | 3a | X |
| b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits | 3b | |

**Schedule B
(Form 990)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

**KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT**

Employer identification number

23-1480767

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(**4**) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☒
- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 $\frac{1}{3}$ % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or **educational purposes**, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, **contributions exclusively** for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the **total contributions** that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2021)

Name of organization

KIWANIS INTERNATIONAL PENNSYLVANIA

Employer identification number
23-1480767**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

| (a) No. | (b) Name, address, and ZIP + 4 | (c) Total contributions | (d) Type of contribution |
|------------|-----------------------------------|----------------------------|--|
| 1 | N/A | \$ 13,815 | Person <input checked="checked" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |
| | | \$ | Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.) |

DRAFT

SCHEDULE C
(Form 990)Department of the Treasury
Internal Revenue Service**Political Campaign and Lobbying Activities**

For Organizations Exempt From Income Tax Under section 501(c) and section 527

▶ **Complete** if the organization is described below.▶ **Attach** to Form 990 or Form 990-EZ.▶ **Go to** www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection****If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then**

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (See separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (See separate instructions), then

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization **KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT**Employer identification number
23-1480767**Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.****1** Provide a description of the organization's direct and indirect political campaign activities in Part IV. See instructions for definition of "political campaign activities."**2** Political campaign activity expenditures. See instructions

▶ \$

3 Volunteer hours for political campaign activities. See instructions**Part I-B Complete if the organization is exempt under section 501(c)(3).****1** Enter the amount of any excise tax incurred by the organization under section 4955

▶ \$

2 Enter the amount of any excise tax incurred by organization managers under section 4955

▶ \$

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year?
☐ Yes ☐ No
☐ Yes ☐ No
4a Was a correction made?**b** If "Yes," describe in Part IV.**Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).****1** Enter the amount directly expended by the filing organization for section 527 exempt function activities

▶ \$

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities

▶ \$

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b

▶ \$

4 Did the filing organization file Form 1120-POL for this year?
☐ Yes ☐ No
5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

| (a) Name | (b) Address | (c) EIN | (d) Amount paid from filing organization's funds. If none, enter -0- | (e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0- |
|----------|-------------|---------|--|---|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |
| (6) | | | | |

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule C (Form 990) 2021

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

- A** Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B** Check ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures

(The term "expenditures" means amounts paid or incurred.)

| | (a) Filing organization's totals | (b) Affiliated group totals | | | | | | | | | | | | |
|---|--|------------------------------------|--------------------|-------------------------------|---|--|---|--|--|---|-------------------|--------------|--|--|
| 1a Total lobbying expenditures to influence public opinion (grassroots lobbying) | | | | | | | | | | | | | | |
| b Total lobbying expenditures to influence a legislative body (direct lobbying) | | | | | | | | | | | | | | |
| c Total lobbying expenditures (add lines 1a and 1b) | | | | | | | | | | | | | | |
| d Other exempt purpose expenditures | | | | | | | | | | | | | | |
| e Total exempt purpose expenditures (add lines 1c and 1d) | | | | | | | | | | | | | | |
| f Lobbying nontaxable amount. Enter the amount from the following table in both columns. | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>If the amount on line 1e, column (a) or (b) is:</th> <th>The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table> | If the amount on line 1e, column (a) or (b) is: | The lobbying nontaxable amount is: | Not over \$500,000 | 20% of the amount on line 1e. | Over \$500,000 but not over \$1,000,000 | \$100,000 plus 15% of the excess over \$500,000. | Over \$1,000,000 but not over \$1,500,000 | \$175,000 plus 10% of the excess over \$1,000,000. | Over \$1,500,000 but not over \$17,000,000 | \$225,000 plus 5% of the excess over \$1,500,000. | Over \$17,000,000 | \$1,000,000. | | |
| If the amount on line 1e, column (a) or (b) is: | The lobbying nontaxable amount is: | | | | | | | | | | | | | |
| Not over \$500,000 | 20% of the amount on line 1e. | | | | | | | | | | | | | |
| Over \$500,000 but not over \$1,000,000 | \$100,000 plus 15% of the excess over \$500,000. | | | | | | | | | | | | | |
| Over \$1,000,000 but not over \$1,500,000 | \$175,000 plus 10% of the excess over \$1,000,000. | | | | | | | | | | | | | |
| Over \$1,500,000 but not over \$17,000,000 | \$225,000 plus 5% of the excess over \$1,500,000. | | | | | | | | | | | | | |
| Over \$17,000,000 | \$1,000,000. | | | | | | | | | | | | | |
| g Grassroots nontaxable amount (enter 25% of line 1f) | | | | | | | | | | | | | | |
| h Subtract line 1g from line 1a. If zero or less, enter -0- | | | | | | | | | | | | | | |
| i Subtract line 1f from line 1c. If zero or less, enter -0- | | | | | | | | | | | | | | |
| j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year? | | | | | | | | | | | | | | |

☐ Yes ☐ No
4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period

| Calendar year (or fiscal year beginning in) | (a) 2018 | (b) 2019 | (c) 2020 | (d) 2021 | (e) Total |
|--|----------|----------|----------|----------|-----------|
| 2a Lobbying nontaxable amount | | | | | |
| b Lobbying ceiling amount (150% of line 2a, column (e)) | | | | | |
| c Total lobbying expenditures | | | | | |
| d Grassroots nontaxable amount | | | | | |
| e Grassroots ceiling amount (150% of line 2d, column (e)) | | | | | |
| f Grassroots lobbying expenditures | | | | | |

Part IV Supplemental Information *(continued)*

DRAFT

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**▶ **Attach to Form 990.**▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

**KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT**

Employer identification number

23-1480767**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

| | (a) Donor advised funds | (b) Funds and other accounts |
|---|-------------------------|------------------------------|
| 1 Total number at end of year | | |
| 2 Aggregate value of contributions to (during year) | | |
| 3 Aggregate value of grants from (during year) | | |
| 4 Aggregate value at end of year | | |
| 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

| | |
|---|---|
| <input type="checkbox"/> Preservation of land for public use (for example, recreation or education) | <input type="checkbox"/> Preservation of a historically important land area |
| <input type="checkbox"/> Protection of natural habitat | <input type="checkbox"/> Preservation of a certified historic structure |
| <input type="checkbox"/> Preservation of open space | |

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

| | Held at the End of the Tax Year |
|--|---------------------------------|
| a Total number of conservation easements | 2a |
| b Total acreage restricted by conservation easements | 2b |
| c Number of conservation easements on a certified historic structure included in (a) | 2c |
| d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register | 2d |

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$

(ii) Assets included in Form 990, Part X ▶ \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ \$

b Assets included in Form 990, Part X ▶ \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange program
 e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?

☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?

☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

c Beginning balance

d Additions during the year

e Distributions during the year

f Ending balance

| | Amount |
|----|--------|
| 1c | |
| 1d | |
| 1e | |
| 1f | |

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?

☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII.

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

| | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance | | | | | |
| b Contributions | | | | | |
| c Net investment earnings, gains, and losses | | | | | |
| d Grants or scholarships | | | | | |
| e Other expenditures for facilities and programs | | | | | |
| f Administrative expenses | | | | | |
| g End of year balance | | | | | |

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ☐ %

b Permanent endowment ☐ %

c Term endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations

(ii) Related organizations

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

| | Yes | No |
|--------|-----|----|
| 3a(i) | | |
| 3a(ii) | | |
| 3b | | |

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|--------------------------|--------------------------------------|---------------------------------|------------------------------|----------------|
| 1a Land | | | | |
| b Buildings | | | | |
| c Leasehold improvements | | | | |
| d Equipment | | | | |
| e Other | | 8,592 | 8,592 | |

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

| (a) Description of security or category (including name of security) | (b) Book value | (c) Method of valuation Cost or end-of-year market value |
|---|----------------|---|
| (1) Financial derivatives | | |
| (2) Closely held equity interests | | |
| (3) Other | | |
| (A) | | |
| (B) | | |
| (C) | | |
| (D) | | |
| (E) | | |
| (F) | | |
| (G) | | |
| (H) | | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) | | |

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

| (a) Description of investment | (b) Book value | (c) Method of valuation Cost or end-of-year market value |
|---|----------------|---|
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) | | |

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

| (a) Description | (b) Book value |
|---|----------------|
| (1) | |
| (2) | |
| (3) | |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) | |

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

| 1. (a) Description of liability | (b) Book value |
|---|----------------|
| (1) Federal income taxes | |
| (2) | |
| (3) | |
| (4) | |
| (5) | |
| (6) | |
| (7) | |
| (8) | |
| (9) | |
| Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) | |

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check ☐ if the text of the footnote has been provided in Part XIII.

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | |
|----------|--|-----------|----------------|
| 1 | Total revenue, gains, and other support per audited financial statements | 1 | 241,398 |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12: | | |
| a | Net unrealized gains (losses) on investments | 2a | |
| b | Donated services and use of facilities | 2b | |
| c | Recoveries of prior year grants | 2c | |
| d | Other (Describe in Part XIII.) | 2d | |
| e | Add lines 2a through 2d | 2e | |
| 3 | Subtract line 2e from line 1 | 3 | 241,398 |
| 4 | Amounts included on Form 990, Part VIII, line 12, but not on line 1: | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | |
| b | Other (Describe in Part XIII.) | 4b | -6,889 |
| c | Add lines 4a and 4b | 4c | -6,889 |
| 5 | Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.) | 5 | 234,509 |

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

| | | | |
|----------|---|-----------|----------------|
| 1 | Total expenses and losses per audited financial statements | 1 | 231,226 |
| 2 | Amounts included on line 1 but not on Form 990, Part IX, line 25: | | |
| a | Donated services and use of facilities | 2a | |
| b | Prior year adjustments | 2b | |
| c | Other losses | 2c | |
| d | Other (Describe in Part XIII.) | 2d | 6,889 |
| e | Add lines 2a through 2d | 2e | 6,889 |
| 3 | Subtract line 2e from line 1 | 3 | 224,337 |
| 4 | Amounts included on Form 990, Part IX, line 25, but not on line 1: | | |
| a | Investment expenses not included on Form 990, Part VIII, line 7b | 4a | |
| b | Other (Describe in Part XIII.) | 4b | |
| c | Add lines 4a and 4b | 4c | |
| 5 | Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.) | 5 | 224,337 |

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART XI, LINE 4B - REVENUE AMOUNTS INCLUDED ON RETURN - OTHER**SPECIAL EVENT EXPENSES**\$ **-6,889****PART XII, LINE 2D - EXPENSE AMOUNTS INCLUDED IN FINANCIALS - OTHER****SPECIAL EVENT EXPENSES**\$ **6,889**

Part XIII Supplemental Information *(continued)*

DRAFT

SCHEDULE O
(Form 990)Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection**Name of the organization **KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT**Employer identification number
23-1480767**FORM 990, PART VI, LINE 6 - CLASSES OF MEMBERS OR STOCKHOLDERS****THE DISTRICTS HAVE CLUBS AND EACH CLUB HAS MEMBERS. ACTIVE MEMBERS ARE
MEMBERS IN GOOD STANDING WITH HIS/HER CLUB.****FORM 990, PART VI, LINE 7A - ELECTION OF MEMBERS AND THEIR RIGHTS****ACTIVE MEMBERS HAVE THE ABILITY TO ELECT MEMBERS OF THE GOVERNING BODY.****FORM 990, PART VI, LINE 7B - DECISIONS SUBJECT TO APPROVAL OF MEMBERS****CHANGES TO THE BYLAWS ARE SUBJECT TO APPROVAL BY THE MEMBERS OF THE
ORGANIZATION. AS WELL, THE MEMBERS ELECT THE OFFICERS OF THE ORGANIZATION.****FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990****THE FORM 990 IS SUBMITTED TO ALL BOARD MEMBERS FOR REVIEW. THE BOARD WILL
HAVE A CALL TO OFFICIALLY APPROVE THE FORM.****FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY****AT THE FIRST MEETING OF EACH ADMINISTRATIVE YEAR, MEMBERS OF THE BOARD AND
THE EXECUTIVE DIRECTOR SIGN CONFLICT OF INTEREST DISCLOSURE FORMS.****FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL****TRUSTEES REVIEW AND APPROVE THE SALARY FOR THE EXECUTIVE DIRECTOR AND
STAFF.****FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS****TRUSTEES REVIEW AND APPROVE THE SALARY FOR THE EXECUTIVE DIRECTOR AND**

Schedule O (Form 990) 2021

Page 2

Name of the organization

KIWANIS INTERNATIONAL PENNSYLVANIA

Employer identification number

23-1480767

STAFF.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION

THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, POLICIES, AND FINANCIAL
STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

DRAFT

32077 Kiwanis International Pennsylvania

23-1480767

FYE: 9/30/2022

Federal Statements

DISTRICT RAFFLE

Gross receipts

| <u>Code</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--------------------|---------------|
| | DISTRICT RAFFLE | \$ 13,302 |
| TOTAL | | \$ 13,302 |

DRAFT



District Committee Chair Report Cover Sheet

Date: 4/11/2023

Committee: Finance

Chair: Conrad
Schlesinger

Committee Members, if applicable:

| | | |
|-----------------------------------|----------------------------|--|
| Gov. Mike Coolbaugh | Jim Hanna (not present) | |
| Emily Trang | Kevin Thomas | |
| Immediate Past Gov. Sarah Zulueta | Ryan Hartman (not present) | |
| Steve Harmonos | | |

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 only – The Finance Committee held its quarterly meeting on March 16 via Zoom. Expenses were reviewed through February 28 – there were no issues.

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

The District ED commented on the anticipated expenses of the Circle K and Key Club Conventions to be held March 24-26 and March 31 – April 1 respectively. Additional comments noted below:

Circle K Financial Review – there was discussion on attrition concerns of this convention. The potential loss of \$1500 was mitigated to \$ 0 with the hotel by changing the convention timeline and losing a few spaces to accommodate another group.

The cash reserve for CK will not be touched as originally projected.

The Key Club convention financial analysis has not occurred; however, Kevin expects no attrition issues based on the higher than expected registration numbers for the convention. No attrition issues are expected based on the food and beverage analysis.

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

The District Board requested the committee meet and discuss a possible dues increase to be presented at the upcoming board meeting on 4/22/2023. The Finance Committee recommend increasing District dues from \$ 35 to \$ 45. District dues have not been raised in 10 years; the committee expects a loss of over 1400 members by September 30, 2023.

The committee also discussed applying a portion of the \$10 increase to the convention fee, however, this consideration was dropped based on the uncertainty of KI's new Engage system. The committee also did not want to cause additional confusion to the District.

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

| | |
|-------|----|
| Clubs | NA |
|-------|----|

| | |
|---------------------------|---|
| Lt. Governors / Divisions | NA |
| District | The committee reviewed recommendations for the compensation of the District Secretary, District Treasurer and District Meeting Manager. This discussion was informational only for the members of the Finance Committee. This will be discussed at the District Board meeting in Executive Session. |
| Kiwanis International | NA |

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

DISTRICT DUES and FEES DISCUSSION

- Last District dues increase took affect on October 1, 2013. Dues went from \$30.00 per person to to \$35.00
- Since October of 2013 until today, prices have increased by 27.92%. \$35.00 is now only worth \$25.23 in today's dollars. Put another way, it now takes \$44.77 to buy what \$35.00 bought in 2013.
- Membership on October 1, 2013 stood at 4,131 members. On October 1, 2022, it stood 2,755. From a dues revenue point of view, that represents a loss of 1,376 members or \$48,160.
- The District collects \$75.00 per club from all clubs for the District Convention. That fee has not changed since October 1, 2002. \$75.00 in 2002 is now worth \$45.00 in today's dollars. It now takes \$105.00 to buy what \$75.00 bought in 2002.
- On October 1, 2002, we had 219 active dues paying clubs. On October 1, 2022, that number was 145 active dues paying clubs. That represents a loss of 74 clubs. From the point of view of the convention fee, we have lost \$5,550.
- Total dues losses and fee losses combined come to \$53,710.
- We have become more proactive with fundraising since 2002 and 2013. In 2002 the only real fundraising we were doing was convention program book advertising which brought in about \$2,000. Last year, convention sponsorships, program book advertising, Kash Raffle and Spring Fling brought in \$25,478 netting out Kash Raffle and Spring Fling expenses. That leaves our net revenue loss at \$30,232.
- Given a declining club and membership base, the trends suggest we have maxed out our ability to fundraise and can likely expect to see a slow decline in that area unless we find an unexpected source of revenue.
- On October 1, 2013, dues revenue and convention fees brought in \$158, 010. On October 1, 2023, that combined amount is \$104,545.
- On October 1, 2013, general budget expenses were \$192,630. On October 1, 2023, that figure was \$135,510. That represents a reduction of \$56,120 or about 29.1%.

Kiwanis International Pennsylvania District

Balance Sheet

As of March 31, 2023

| | TOTAL |
|-----------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 101 Cash checking account | 93,444.20 |
| 101A Circle K Cash on hand | 610.73 |
| 105 Cash saving account | 577.48 |
| 108 - Cash Investments | 0.00 |
| Total Bank Accounts | \$94,632.41 |
| Other Current Assets | |
| 110 Accounts receivable 2 | 648.00 |
| 114 Employee loan | 0.00 |
| 115 Loan receivable - PA Circle K | 0.00 |
| 118 Inventory in Office | 3,943.60 |
| 125 Prepaid expenses | 2,806.22 |
| 126 Prepaid rent | 800.00 |
| Total Other Current Assets | \$8,197.82 |
| Total Current Assets | \$102,830.23 |
| Fixed Assets | |
| 146 Furniture and equipment | 8,591.79 |
| 147 Accumulated depreciation | -8,591.79 |
| Total Fixed Assets | \$0.00 |
| Other Assets | |
| 151 Marketable securities | 0.00 |
| 152 Allowance for market value | 0.00 |
| 278 Net Asset Increase (Decrease) | 0.00 |
| Total Other Assets | \$0.00 |
| TOTAL ASSETS | \$102,830.23 |

Kiwanis International Pennsylvania District

Balance Sheet

As of March 31, 2023

| | TOTAL |
|--|----------------------|
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 Accounts Payable | 29,628.78 |
| Total Accounts Payable | \$29,628.78 |
| Other Current Liabilities | |
| 200 Bank credit line | 0.26 |
| 201 Accunts payable 9/30/18 | -0.01 |
| 202 Credit Card Payable | 891.04 |
| 203 Social Security Payable | 596.49 |
| 204 FIT Payable | 965.00 |
| 205 PIT payable | 295.63 |
| 206 LIT payable | 318.31 |
| 207 PUT payable | 0.00 |
| 208 Medicare Payable | 139.53 |
| 214 Deferred revenues | 13,815.00 |
| 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 | 3,276.07 |
| 231 Due to Region V | 0.00 |
| 233 EP Builders Club | 0.00 |
| 234 Other Liabilities | -0.10 |
| Total Other Current Liabilities | \$30,842.22 |
| Total Current Liabilities | \$60,471.00 |
| Long-Term Liabilities | |
| 201A Loan Payable PA Key Club | -1,500.00 |
| 800 Key Club Payments Received | 15,029.01 |
| 801 Circle K Payments Received | 285.53 |
| 802 Pennsylvania Kiwanis Foundation | -20.00 |
| 804 Key Club American Express Pay | -24,377.76 |
| 805 Circle K AMEX Payment | -46.63 |
| 806 Foundation American Express Payments | -31.16 |
| 808 Centennial Club CC Payments | 0.00 |
| Total Long-Term Liabilities | \$ -10,661.01 |
| Total Liabilities | \$49,809.99 |

Kiwanis International Pennsylvania District

Balance Sheet

As of March 31, 2023

| | TOTAL |
|--|--------------|
| Equity | |
| 275 Unrestricted net assets | -10,220.00 |
| 32000 Restricted Net Assets - Key Leader | 24,072.50 |
| Net Income | 39,167.74 |
| Total Equity | \$53,020.24 |
| TOTAL LIABILITIES AND EQUITY | \$102,830.23 |

2022-23 Budget Report
3/31/2023

2022-23 Approved Budget

2022-23 Actual

| | Amount | | Amount | Total | | Variance |
|---|--------------|---------------|--------------|---------------|---------|----------------|
| REVENUES | | | | | | |
| MEMBERSHIP DUES | | | | | | |
| District Dues | \$ 97,000.00 | | \$ 82,791.00 | | 85% | \$ (14,209.00) |
| Partial year prorated dues | \$ 5,000.00 | | \$ 2,426.55 | | 49% | \$ (2,573.45) |
| Sub-Total | | \$ 102,000.00 | | \$ 85,217.55 | 84% | \$ -16,782 |
| SLP & OTHER SUPPORT FOR SERVICES | | | | | | |
| Key Club | \$ 10,000.00 | | \$ 7,500.00 | | 75% | \$ (2,500.00) |
| Circle K | \$ 500.00 | | \$ 500.00 | | 100% | \$ - |
| Foundation - Office Support and Services | \$ 6,000.00 | | \$ 6,000.00 | | 100% | \$ - |
| Foundation - SLP Administrators | \$ 1,000.00 | | | | 0% | \$ (1,000.00) |
| Sub-total | | \$ 17,500.00 | | \$ 14,000.00 | 80% | \$ (3,500.00) |
| MISC. INCOME | | | | | | |
| Misc. Income | \$ 1,200.00 | | \$ 57.70 | | 5% | \$ (1,142.30) |
| Interest | \$ 10.00 | | \$ 4.02 | | 40% | \$ (5.98) |
| Sub-total | | \$ 1,210.00 | | \$ 61.72 | 5% | \$ (1,148.28) |
| DISTRICT EVENTS | | | | | | |
| Holiday Party or other Fundraising | \$ 3,000.00 | | \$ 877.85 | | 29% | \$ (2,122.15) |
| District Raffle | \$ 13,500.00 | | | | 0% | \$ (13,500.00) |
| MidYear Conference (120 @ \$20.00) | \$ 2,400.00 | | \$ 1,404.45 | | 59% | \$ (995.55) |
| District Convention | \$ 54,000.00 | | \$ 16,900.00 | | 31% | \$ (37,100.00) |
| Sub-total | | \$ 72,900.00 | | \$ 19,182.30 | 26% | \$ (53,717.70) |
| TOTAL REVENUES | | \$ 193,610.00 | | \$ 118,461.57 | 61% | \$ (75,148.43) |
| EXPENSES | | | | | | |
| EMPLOYEE COMPENSATION | | | | | | |
| Salaries | \$ 74,500.00 | | \$ 36,193.31 | | 49% | \$ 38,306.69 |
| Payroll Taxes | \$ 6,500.00 | | \$ 2,912.78 | | 45% | \$ 3,587.22 |
| Employee Benefits | \$ - | | | | #DIV/0! | \$ - |
| Executive Director Expenses | \$ 2,750.00 | | \$ 1,347.80 | | 49% | \$ 1,402.20 |
| Executive Director ICON | \$ 800.00 | | | | 0% | \$ 800.00 |
| Sub-total | | \$ 84,550.00 | | \$ 40,453.89 | 48% | \$ 44,096.11 |
| OFFICE & RELATED EXPENSES | | | | | | |
| Building Lease | \$ 9,888.00 | | \$ 4,944.00 | | 50% | \$ 4,944.00 |
| Moving Related Expenses | \$ - | | | | #DIV/0! | \$ - |
| Postage | \$ 550.00 | | \$ 287.17 | | 52% | \$ 262.83 |
| Telephone & Internet | \$ 2,600.00 | | \$ 1,315.88 | | 51% | \$ 1,284.12 |
| Insurance | \$ 2,300.00 | | \$ 2,580.00 | | 112% | \$ (280.00) |
| Supplies & Printing | \$ 1,100.00 | | \$ 234.63 | | 21% | \$ 865.37 |
| Equipment Maintenance | \$ 525.00 | | \$ 200.51 | | 38% | \$ 324.49 |
| Equipment Leases | \$ 1,650.00 | | \$ 810.00 | | 49% | \$ 840.00 |
| Webpage/Domain Fees | \$ 200.00 | | \$ 202.31 | | 101% | \$ (2.31) |
| District Zoom Subscription | \$ 275.00 | | | | 0% | \$ 275.00 |
| Sub-total | | \$ 19,088.00 | | \$ 10,574.50 | 55% | \$ 8,513.50 |
| LEADERSHIP EXPENSES AND STIPENDS | | | | | | |
| Lt. Gov Expenses | \$ 2,500.00 | | \$ 1,150.00 | | 46% | \$ 1,350.00 |
| Lt. Gov Education | \$ 3,000.00 | | | | 0% | \$ 3,000.00 |
| Trustee Board Meeting Expenses | \$ 500.00 | | \$ 147.00 | | 29% | \$ 353.00 |
| Gov-Elect Expenses | \$ 2,000.00 | | | | 0% | \$ 2,000.00 |
| Gov-Elect ICON | \$ 800.00 | | | | 0% | \$ 800.00 |
| Governor Expenses | \$ 2,000.00 | | | | 0% | \$ 2,000.00 |
| Governor ICON | \$ 800.00 | | | | 0% | \$ 800.00 |

Comments

\$400.00 dues from Foundation

| | | | | | | |
|--|--------------|---------------|--------------|--------------|---------|---------------|
| Keystone Kiwanian Stipend | \$ 800.00 | | \$ 200.00 | | 25% | \$ 600.00 |
| Sub-total | | \$ 12,400.00 | | \$ 1,497.00 | 12% | \$10,903 |
| SLP LEADERSHIP SUPPORT | | | | | | |
| Circle K Administrator | \$ 2,050.00 | | \$ 350.00 | | 17% | \$ 1,700.00 |
| Builders Club Administrator | \$ 150.00 | | | | 0% | \$ 150.00 |
| K-Kids Administrator | \$ 150.00 | | | | 0% | \$ 150.00 |
| Sub Total | | \$ 2,350.00 | | \$ 350.00 | 15% | \$ 2,000.00 |
| MEMBERSHIP GROWTH & DEVELOPMENT | | | | | | |
| Membership Growth & Development | \$ 3,000.00 | | \$ (163.45) | | -5% | \$ 3,163.45 |
| Awards | \$ 1,200.00 | | | | 0% | \$ 1,200.00 |
| J.E.D.I | \$ 400.00 | | | | 0% | \$ 400.00 |
| Leadership Education | \$ 522.00 | | | | 0% | \$ 522.00 |
| Kiwanis Amplify Stipend | \$ 1,000.00 | | | | 0% | \$ 1,000.00 |
| Sub-total | | \$ 6,122.00 | | \$ (163.45) | -3% | \$ 6,285.45 |
| DISTRICT EVENTS | | | | | | |
| Holiday Party or other fundraiser | \$ 1,000.00 | | | | 0% | \$ 1,000.00 |
| Midyear Conference | \$ 1,200.00 | | \$ 750.00 | | 63% | \$ 450.00 |
| District Raffle | \$ 6,900.00 | | \$ 150.00 | | 2% | \$ 6,750.00 |
| District Convention | \$ 48,000.00 | | \$ 1,120.06 | | 2% | \$ 46,879.94 |
| Sub-total | | \$ 57,100.00 | | \$ 2,020.06 | 4% | \$55,080 |
| FINANCIAL | | | | | | |
| Audit | \$ 12,000.00 | | \$ 10,000.00 | | 83% | \$ 2,000.00 |
| Rebuild Reserve Fund | \$ - | | | | #DIV/0! | \$ - |
| Sub-total | | \$ 12,000.00 | | \$ 10,000.00 | 83% | \$ 2,000.00 |
| TOTAL EXPENSES | | \$ 193,610.00 | | \$ 64,732.00 | 33% | \$ 128,878.00 |
| BALANCE | | \$ - | \$ - | \$ 53,729.57 | | |

PA DISTRICT CIRCLE-K INTERNATIONAL

2022-23 Budget Report

3/31/2023

| REVENUE | 2022-23 Approved Budget | 22-23 Actual Recps/Exps | | Variance |
|--|-------------------------|-------------------------|------------|----------------------|
| DUES | \$ 3,500.00 | \$ 2,460.00 | 70% | \$ (1,040.00) |
| Pennsylvania Kiwanis Foundation Contribution* | \$ 3,000.00 | \$ 1,743.62 | 58% | \$ (1,256.38) |
| Beginning Balance | \$1,800 | \$ 1,800.00 | 100% | \$ - |
| Miscellaneous Income | \$ - | \$ 895.00 | | \$ 895.00 |
| INTEREST/DIVIDENDS | \$ - | \$ - | | \$ - |
| TOTAL REVENUE | \$ 8,300.00 | \$ 6,898.62 | 83% | \$ (1,401.38) |
| EXPENDITURES | | | | |
| GOVERNOR | \$ 400.00 | \$ 43.00 | 11% | \$ 357.00 |
| SECRETARY | \$ 300.00 | \$ 21.02 | 7% | \$ 278.98 |
| TREASURER | \$ 300.00 | | 0% | \$ 300.00 |
| EDITOR | \$ 300.00 | \$ 65.00 | 22% | \$ 235.00 |
| SNOWBELT LT. GOVERNOR | \$ 200.00 | \$ 10.00 | 5% | \$ 190.00 |
| CHAIRS | \$ - | | #DIV/0! | \$ - |
| Club Officer Training | \$ - | | #DIV/0! | \$ - |
| DISTRICT OFFICER TRAINING | \$ 1,920.00 | \$ 1,794.00 | 93% | \$ 126.00 |
| GATC Flight and related expenses | \$ 900.00 | \$ 853.00 | 95% | \$ 47.00 |
| INTERNATIONAL CONVENTION GOV & ADM | \$ 1,050.00 | \$ 799.82 | 76% | \$ 250.18 |
| KIWANIS DISTRICT CONVENTION | \$ 455.00 | \$ 203.13 | 45% | \$ 251.87 |
| DISTRICT OFFICE OPERATION | \$ 500.00 | \$ 500.00 | 100% | \$ - |
| FALL RALLY | \$ 450.00 | \$ 249.70 | 55% | \$ 200.30 |
| SPRING FLING | \$ 450.00 | | 0% | \$ 450.00 |
| BOARD SHIRTS | \$ 150.00 | | 0% | \$ 150.00 |
| GIVEAWAYS/GIFTS | \$ 400.00 | | 0% | \$ 400.00 |
| OFFICER PINS | \$ - | \$ 4.50 | #DIV/0! | \$ (4.50) |
| CONTINGENT | \$ 525.00 | \$ 31.16 | 6% | \$ 493.84 |
| TOTAL EXPENSES | \$ 8,300.00 | \$ 4,574.33 | 55% | \$ 3,725.67 |
| BUDGET SURPLUS/(DEFICIT): | \$ - | \$ 2,324.29 | | |
| *Assumes the same Foundation Contribution in 22/23 | | | | |
| InterPACK | | | | |
| Revenue: | \$ 2,471.42 | | | |
| Expense: | \$ 2,471.42 | | | |
| Excess/(Deficit): | -0- | | | |
| District Convention | | | | |
| Revenue: | \$ 6,537.66 | | | |
| Expense: | \$ -0- | | | |
| Excess/Deficit | \$ 6,537.66 | | | |
| Total Surplus/(Deficit) | \$ 8,861.95 | | | |

Kiwanis International Pennsylvania District
Transaction List with Splits
March 2023

Circle K Transactions

| DATE | TRANSACTION TYPE | NUM | POSTING | NAME | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|------------|-----------------------|------|---------|---------------------------|---|--|--|
| 101 | Cash checking account | | | | | | |
| 03/01/2023 | Check | 2646 | Yes | Executive Image Solutions | Copier Maintenance | 101 Cash checking account 431 Equipment maintenance | -35.82 35.82 |
| 03/01/2023 | Check | 2647 | Yes | City Limits Realty | March Office Lease Payment | 101 Cash checking account 437 Rent | -824.00 824.00 |
| 03/01/2023 | Check | 2648 | Yes | Michelle March | Salary - 60 hours @ \$13.75/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 | -653.36 825.00 51.15 70.00 25.33 13.20 11.96 |
| 03/01/2023 | Check | 2649 | 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 58.44 35.67 32.32 |
| 03/01/2023 | Deposit | | Yes | | Circle K Registrations Spring Fling | 101 Cash checking account 350A Circle K Convention Registration 390 Holiday Party | 672.73 504.02 168.71 |
| 03/01/2023 | Deposit | | Yes | | Key Club Convention Registrations | 101 Cash checking account 800 Key Club Payments Received | 4,893.00 4,893.00 |
| 03/02/2023 | Deposit | | Yes | | Circle K Registration | 101 Cash checking account 350A Circle K Convention Registration | 251.86 251.86 |
| 03/03/2023 | Deposit | | Yes | | Circle K Registration | 101 Cash checking account 350A Circle K Convention Registration | 232.44 232.44 |
| 03/04/2023 | Expense | | Yes | American Express | Key Club Convention Charges | 101 Cash checking account 804 Key Club American Express Pay | -9,759.32 -9,759.32 |
| 03/06/2023 | Deposit | | Yes | | Spring Fling | 101 Cash checking account 390 Holiday Party | 33.68 33.68 |
| 03/07/2023 | Deposit | | Yes | | Foundation Contribution to Aktion Club Foundation Contribution to CK Conv Foundation Cont to CK Interpack Foundation General Budget Cont | 101 Cash checking account 230 Due to Aktion Clubs 351A Circle K Convention Foundation Contn 360A Circle K InterPACK Foundation Contribution 320A Circle K Officer Training Foundation Contribution | 10,200.00 2,000.00 1,000.00 1,256.38 1,743.62 |
| | | | | | Foundation Key Leader Cont Conv Program Ads Circle K Program Ads | 32030 Restricted Net Assets - Key Leader 368 Program ads 368A Circle K Program Advertising | 4,000.00 100.00 100.00 |
| 03/07/2023 | Deposit | | Yes | | Spring fling | 101 Cash checking account 390 Holiday Party | 67.36 67.36 |
| 03/08/2023 | Deposit | | Yes | | Key Club Budget Contribution | 101 Cash checking account 306 Key Club Budget Contribution | 7,500.00 7,500.00 |
| 03/08/2023 | Check | 2650 | Yes | UPS Store #2204 | Guide Shipping | 101 Cash checking account 442 Postage | -88.68 88.68 |
| 03/08/2023 | Check | 2651 | Yes | Verizon | Telephone and Internet | 101 Cash checking account 440 Telephone | -228.99 228.99 |
| 03/08/2023 | Check | 2652 | Yes | LEAF | Copier Lease Copier Sales Tax | 101 Cash checking account 430 Equipment leases 431 Equipment maintenance | -143.10 135.00 8.10 |
| 03/08/2023 | Deposit | | Yes | | Spring Fling | 101 Cash checking account 390 Holiday Party | 67.36 67.36 |
| 03/08/2023 | Deposit | | Yes | | Key Club Convention Registration | 101 Cash checking account 800 Key Club Payments Received | 6,354.00 6,354.00 |
| 03/09/2023 | Check | 2653 | Yes | Kiwanis International | | 101 Cash checking account | -1,365.00 |

Kiwanis International Pennsylvania District

Transaction List with Splits

March 2023

| DATE | TRANSACTION TYPE | NUM | POSTING | NAME | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|------------|------------------|------|---------|------------------------------------|---|--|-----------|
| | | | | | Danville New Club Building Fees | 572 Membership development | 1,385.00 |
| 03/09/2023 | Deposit | | Yes | | | 101 Cash checking account | 110.00 |
| | | | | | Key Club Convention Registration | 800 Key Club Payments Received | 110.00 |
| 03/09/2023 | Deposit | | Yes | | | 101 Cash checking account | 2,090.00 |
| | | | | | Key Club Convention Registration | 800 Key Club Payments Received | 2,090.00 |
| 03/09/2023 | Expense | | Yes | Stripe Refund | | 101 Cash checking account | -134.07 |
| | | | | | Refund for Lanton and Margaret Lee Circle K Registrations | 350A Circle K Convention Registration | -134.07 |
| 03/13/2023 | Deposit | | Yes | | | 101 Cash checking account | 218.17 |
| | | | | | Key Leader Registration | 32000 Restricted Net Assets - Key Leader | 218.17 |
| 03/14/2023 | Deposit | | Yes | | | 101 Cash checking account | 33.68 |
| | | | | | Spring fling | 390 Holiday Party | 33.68 |
| 03/15/2023 | Check | 2654 | Yes | Jill Saul | | 101 Cash checking account | -40.00 |
| | | | | | Midyear Refund/Overpayment on Venmo | 315 MW Reg fees | -40.00 |
| 03/15/2023 | Check | 2655 | 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 |
| 03/15/2023 | Check | 2656 | Yes | Michelle March | | 101 Cash checking account | -653.36 |
| | | | | | 60hrs @ \$13.25/hr | 400 Salaries & wages | 825.00 |
| | | | | | Social Security | 203 Social Security Payable | 51.15 |
| | | | | | FIT | 204 FIT Payable | 79.00 |
| | | | | | PIT | 205 PIT payable | 25.33 |
| | | | | | LIT | 206 LIT payable | 13.20 |
| | | | | | Medicare | 208 Medicare Payable | 11.96 |
| 03/15/2023 | Expense | | Yes | United States Treasury | | 101 Cash checking account | -1,538.26 |
| | | | | | Social Security Withholding | 203 Social Security Payable | -384.26 |
| | | | | | Medicare Withholding | 208 Medicare Payable | -69.87 |
| | | | | | FIT Withholding | 204 FIT Payable | -590.00 |
| | | | | | Payroll Tax | 409 Payroll taxes | 474.13 |
| 03/15/2023 | Expense | | Yes | Pennsylvania Department of Revenue | | 101 Cash checking account | -190.27 |
| | | | | | FIT Withholding | 205 PIT payable | -190.27 |
| 03/15/2023 | Deposit | | Yes | | | 101 Cash checking account | 67.67 |
| | | | | | Spring Fling | 390 Holiday Party | 67.67 |
| 03/17/2023 | Deposit | | Yes | | | 101 Cash checking account | 1,470.00 |
| | | | | | Circle K Ad payments | 368A Circle K Program Advertising | 170.00 |
| | | | | | Key Leader Donation | 32000 Restricted Net Assets - Key Leader | 100.00 |
| | | | | | Circle K Conv. Reg | 350A Circle K Convention Registration | 1,200.00 |
| 03/22/2023 | Deposit | | Yes | | | 101 Cash checking account | 135.34 |
| | | | | | Spring Fling | 390 Holiday Party | 135.34 |
| 03/22/2023 | Deposit | | Yes | | | 101 Cash checking account | 1,560.00 |
| | | | | | Circle K Registrations | 350A Circle K Convention Registration | 1,560.00 |
| 03/22/2023 | Deposit | | Yes | | | 101 Cash checking account | 250.00 |
| | | | | | Circle K Convention Ads | 368A Circle K Program Advertising | 50.00 |
| | | | | | Key Leader donation | 32000 Restricted Net Assets - Key Leader | 200.00 |
| 03/24/2023 | Deposit | | Yes | | | 101 Cash checking account | 101.35 |
| | | | | | Spring Fling | 390 Holiday Party | 101.35 |
| 03/29/2023 | Deposit | | Yes | | | 101 Cash checking account | 135.34 |
| | | | | | Spring Fling | 390 Holiday Party | 135.34 |
| 03/30/2023 | Deposit | | Yes | | | 101 Cash checking account | 33.68 |
| | | | | | Spring Fling | 390 Holiday Party | 33.68 |
| 03/30/2023 | Check | 2657 | Yes | Cash | | 101 Cash checking account | -200.00 |

Kiwanis International Pennsylvania District

Transaction List with Splits

March 2023

| DATE | TRANSACTION TYPE | NUM | POSTING | NAME | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|---------------|---------------------|----------|---------|------|--|--|---------|
| | | | | | Start Fund Cash for Holiday Party | 650 - Holiday Party Expense | 200.00 |
| 03/31/2023 | Deposit | | Yes | | | | |
| | | | | | Spring Fling | 101 Cash checking account | 33.68 |
| | | | | | | 390 Holiday Party | 33.68 |
| 03/31/2023 | Check | SVCCHRG | Yes | | Service Charge | 101 Cash checking account | -689.68 |
| | | | | | | 780 Convention Credit Card fees | 689.68 |
| 03/31/2023 | Deposit | INTEREST | Yes | | Interest Earned | 101 Cash checking account | 0.44 |
| | | | | | | 345 Interest income | 0.44 |
| Not Specified | | | | | | | |
| 03/08/2023 | Journal Entry | AJE 75 | Yes | | | 412A Circle K Office/Budget Contribution | 500.00 |
| | | | | | | 307 Circle Budget Contribution | 500.00 |
| 03/08/2023 | Journal Entry | AJE 76 | Yes | | Circle K Registration for administrators | 550 Circle K administrator | 260.00 |
| | | | | | Circle K Registration for administrators | 350A Circle K Convention Registration | 260.00 |

2022-23 Budget Report

| 2022-23 Key Club District Budget Report | | | | | |
|--|-------------------------|---------------------|------------|-----------|-------------------|
| 3/31/2023 | | | | | |
| ACCT DESCRIPTION | 2022-23 Approved Budget | 2022-23 Actual | | | Variance |
| REVENUE | | | | | |
| District Dues | \$ 55,000.00 | \$ 45,570.15 | 83% | \$ | (9,429.85) |
| District Foundation Contribution | \$ 3,500.00 | \$ 2,500.00 | 71% | \$ | (1,000.00) |
| International Convention Fees | | \$ 1,400.00 | | | |
| Interest | \$ 70.00 | \$ 73.84 | 105% | \$ | 3.84 |
| Miscellaneous | | \$ 450.00 | | \$ | 450.00 |
| GATC Stipend | | \$ - | | \$ | - |
| TOTAL REVENUE | \$ 58,570.00 | \$ 49,993.99 | 85% | \$ | (8,576.01) |
| EXPENSES | | | | | |
| Board Travel | \$ 4,500.00 | \$ 1,274.22 | 28% | \$ | 3,225.78 |
| Board/Executive Board Meetings* ** | \$ 19,000.00 | \$ 7,525.46 | 40% | \$ | 11,474.54 |
| Governor's Expense | \$ 500.00 | | 0% | \$ | 500.00 |
| Secretary/Treasurer | \$ 200.00 | | 0% | \$ | 200.00 |
| Editor & Webmaster | \$ 200.00 | | 0% | \$ | 200.00 |
| Lt. Governors | \$ 500.00 | | 0% | \$ | 500.00 |
| Web Page Service | \$ 500.00 | \$ 542.32 | 108% | \$ | (42.32) |
| Printing and Supplies | \$ 500.00 | | 0% | \$ | 500.00 |
| Mailings-Postage | \$ 100.00 | | 0% | \$ | 100.00 |
| Contest Awards/Banner Patches | \$ 900.00 | \$ 5.10 | 1% | \$ | 894.90 |
| Administrators Expenses | \$ 500.00 | | 0% | \$ | 500.00 |
| International Convention | \$ 7,000.00 | \$ 7,959.11 | 114% | \$ | (959.11) |
| District Office Operation | \$ 7,500.00 | \$ 7,500.00 | 100% | \$ | - |
| District Convention Operation Subsidy | \$ 8,000.00 | | 0% | \$ | 8,000.00 |
| Audit/Legal | \$ 5,000.00 | \$ 4,400.00 | 88% | \$ | 600.00 |
| Financial Recovery/Unpaid AMEX balance | \$ 3,370.00 | | 0% | \$ | 3,370.00 |
| Miscellaneous | \$ 300.00 | \$ - | 0% | \$ | 300.00 |
| TOTAL EXPENSES | \$ 58,570.00 | \$ 29,206.21 | 50% | \$ | 29,363.79 |
| General Budget Surplus/(Deficit) | | | | | |
| | \$ - | \$ 20,787.78 | | | |
| District Convention | | | | | |
| Revenue | | \$ 30,090.00 | | | |
| Expenses | | \$ 1,768.79 | | | |
| | | \$ 28,321.21 | | | |
| Total Surplus (Deficit) | | \$ 49,108.99 | | | |
| * 4 in person board gatherings; Apr-3,000; July-1200; November - 3,200 Convention - 11,000 | | | | | |
| Note: \$1,000 paid to Hershey Lodge for Deposit on 2023 Convention | | | | | |
| ** Includes \$582.89 for Zoom Subscription | | | | | |
| Note: Key Club had an unpaid balance to Kiwanis of \$28,018 on 4/1/22. \$13,400 of unpaid balance has been repaid. Presently the unpaid balance is \$14,618 | | | | | |

KEY CLUB INTERNATIONAL H23 PA DISTRICT Transaction List by Date March 2023

| Type | Date | Num | Name | Memo | Account | Clr | Split | Amount |
|---------------|------------|-------|------------------------|----------|------------------------|-----|----------------------|-----------|
| Mar 23 | | | | | | | | |
| Deposit | 03/07/2023 | 15700 | Pennsylvania Kiwa... | Deposit | 101 · Cash checking... | X | -SPLIT- | 11,442.00 |
| Check | 03/07/2023 | 15701 | Trophies Plus Inc | | 101 · Cash checking... | X | 420 · District of... | -7,500.00 |
| Check | 03/07/2023 | 15702 | Brown Schultz Sheri... | | 101 · Cash checking... | X | 427 · Awards | -320.04 |
| Check | 03/09/2023 | | | | 101 · Cash checking... | X | 421 · Accounting | -3,100.00 |
| Deposit | 03/16/2023 | | | Deposit | 101 · Cash checking... | X | -SPLIT- | 845.00 |
| Deposit | 03/17/2023 | 15703 | Teamwork Graphics... | Deposit | 101 · Cash checking... | X | -SPLIT- | 4,559.00 |
| Check | 03/23/2023 | | | Interest | 101 · Cash checking... | X | 719 · Conv Gift... | -1,448.75 |
| Deposit | 03/31/2023 | | | | 101 · Cash checking... | X | -SPLIT- | 5,892.90 |
| | | | | | | | 345 · Interest i... | 14.30 |
| Mar 23 | | | | | | | | |

Kiwanis International Pennsylvania District

101 Cash checking account, Period Ending 03/31/2023

RECONCILIATION REPORT

Reconciled on: 04/14/2023

Reconciled by: kevin@pakiwanis.org

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

Summary

USD

| | |
|---|------------|
| Statement beginning balance | 77,626.93 |
| Service charge | -689.68 |
| Interest earned | 0.44 |
| Checks and payments cleared (15) | -18,658.29 |
| Deposits and other credits cleared (25) | 37,494.80 |
| Statement ending balance | 95,774.20 |
| Uncleared transactions as of 03/31/2023 | -2,330.00 |
| Register balance as of 03/31/2023 | 93,444.20 |
| Cleared transactions after 03/31/2023 | 0.00 |
| Uncleared transactions after 03/31/2023 | -1,343.10 |
| Register balance as of 04/14/2023 | 92,101.10 |

Details

Checks and payments cleared (15)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|-----------------------------|--------------|
| 02/24/2023 | Expense | | Lavar Thomas | -750.00 |
| 03/01/2023 | Check | 2647 | City Limits Realty | -824.00 |
| 03/01/2023 | Check | 2649 | Kevin E. Thomas | -1,729.53 |
| 03/01/2023 | Check | 2648 | Michelle March | -653.36 |
| 03/01/2023 | Check | 2646 | Executive Image Solutions | -35.82 |
| 03/04/2023 | Expense | | American Express | -9,759.32 |
| 03/08/2023 | Check | 2650 | UPS Store #2204 | -88.68 |
| 03/08/2023 | Check | 2651 | Verizon | -228.99 |
| 03/08/2023 | Check | 2652 | LEAF | -143.10 |
| 03/09/2023 | Expense | | Stripe Refund | -134.07 |
| 03/15/2023 | Check | 2655 | Kevin E. Thomas | -1,729.53 |
| 03/15/2023 | Check | 2656 | Michelle March | -653.36 |
| 03/15/2023 | Expense | | United States Treasury | -1,538.26 |
| 03/15/2023 | Expense | | Pennsylvania Department ... | -190.27 |
| 03/30/2023 | Check | 2657 | Cash | -200.00 |
| Total | | | | -18,658.29 |

Deposits and other credits cleared (25)

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|-------|--------------|
| 02/27/2023 | Deposit | | | 57.36 |
| 02/28/2023 | Deposit | | | 926.10 |
| 03/01/2023 | Deposit | | | 672.73 |
| 03/01/2023 | Deposit | | | 4,893.00 |
| 03/02/2023 | Deposit | | | 251.86 |
| 03/03/2023 | Deposit | | | 232.44 |
| 03/06/2023 | Deposit | | | 33.68 |
| 03/07/2023 | Deposit | | | 67.36 |
| 03/07/2023 | Deposit | | | 10,200.00 |
| 03/08/2023 | Deposit | | | 7,500.00 |

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|-------|--------------|
| 03/08/2023 | Deposit | | | 67.36 |
| 03/08/2023 | Deposit | | | 6,354.00 |
| 03/09/2023 | Deposit | | | 110.00 |
| 03/09/2023 | Deposit | | | 2,090.00 |
| 03/13/2023 | Deposit | | | 218.17 |
| 03/14/2023 | Deposit | | | 33.68 |
| 03/15/2023 | Deposit | | | 67.67 |
| 03/17/2023 | Deposit | | | 1,470.00 |
| 03/22/2023 | Deposit | | | 250.00 |
| 03/22/2023 | Deposit | | | 135.34 |
| 03/22/2023 | Deposit | | | 1,560.00 |
| 03/24/2023 | Deposit | | | 101.35 |
| 03/29/2023 | Deposit | | | 135.34 |
| 03/30/2023 | Deposit | | | 33.68 |
| 03/31/2023 | Deposit | | | 33.68 |
| Total | | | | 37,494.80 |

Additional Information

Uncleared checks and payments as of 03/31/2023

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|-------|---------|-------------------------------|--------------|
| 02/08/2022 | Check | 2384 | Halle Gattie | -20.00 |
| 10/17/2022 | Check | 2586 | Kiwanis Club of Central Bu... | -112.00 |
| 01/04/2023 | Check | 2615 | Austin Siko | -43.00 |
| 02/01/2023 | Check | 2636 | Lavar Thomas | -750.00 |
| 03/09/2023 | Check | 2653 | kiwanis International | -1,365.00 |
| 03/15/2023 | Check | 2654 | Jill Saul | -40.00 |
| Total | | | | -2,330.00 |

Uncleared checks and payments after 03/31/2023

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|-----------------------------|--------------|
| 04/01/2023 | Check | | Hershey American Legion | -300.00 |
| 04/03/2023 | Check | 2659 | Kiwanis | -20.00 |
| 04/03/2023 | Check | 2660 | Verizon | -195.93 |
| 04/03/2023 | Check | 2664 | Michelle March | -840.24 |
| 04/03/2023 | Check | 2663 | Kevin E. Thomas | -1,729.53 |
| 04/03/2023 | Check | 2662 | Executive Image Solutions | -16.36 |
| 04/03/2023 | Check | 2661 | Trophies Plus, Inc | -255.99 |
| 04/04/2023 | Check | 2666 | City Limits Realty | -824.00 |
| 04/04/2023 | Check | 2665 | SWB RailRiders | -235.25 |
| 04/04/2023 | Expense | | American Express | -10,504.76 |
| 04/14/2023 | Expense | | Commonwealth of Pennsylv... | -220.47 |
| 04/15/2023 | Check | 2668 | Michelle March | -532.79 |
| 04/15/2023 | Expense | | United States Treasury | -1,524.58 |
| 04/15/2023 | Check | 2667 | Kevin E. Thomas | -1,729.53 |
| Total | | | | -18,929.43 |

Uncleared deposits and other credits after 03/31/2023

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|-------|--------------|
| 04/05/2023 | Deposit | | | 285.53 |

| DATE | TYPE | REF NO. | PAYEE | AMOUNT (USD) |
|------------|---------|---------|-------|--------------|
| 04/06/2023 | Deposit | | | 452.79 |
| 04/07/2023 | Deposit | | | 2,245.00 |
| 04/10/2023 | Deposit | | | 1,727.66 |
| 04/10/2023 | Deposit | | | 585.91 |
| 04/11/2023 | Deposit | | | 32.90 |
| 04/12/2023 | Deposit | | | 312.72 |
| 04/13/2023 | Deposit | | | 8.22 |
| 04/14/2023 | Deposit | | | 30.43 |
| 04/14/2023 | Deposit | | | 11,415.17 |
| 04/14/2023 | Deposit | | | 450.00 |
| 04/14/2023 | Deposit | | | 40.00 |
| Total | | | | 17,586.33 |

2023 Spring Fling Committee Final Report
Submitted by Shawn "Spike" Smith, Region 2 Trustee
4/13/23

Executive Summary:

The Spring Fling was a fundraising event held on Saturday, April 1, 2023 at the American Legion Post 386 in Hershey, PA. The planning committee for this event was comprised of Executive Director, Kevin Thomas, Governor Mike Coolbaugh, Immediate Past Governor, Sarah Zulueta, Region 7 Trustee, Cathy Szymanski, Region 2 Trustee, Shawn "Spike" Smith, and chaired by Region 7 Trustee, Joe Wilson.

The event, which was held from 6pm-10pm had an attendance of 41 Kiwanians from around the state and was to be held in conjunction with the special convention held earlier in the day at the Hershey Lodge, to encourage convention attendees to stay in Hershey after it was finished and to help boost attendance. In all, 44 people were in attendance. The goal of the Spring Fling was to raise \$3,000 for the district, as set in the district budget for the 2022-23 Kiwanis year.

Fundraising Summary:

BASKET RAFFLE

Clubs and individuals were encouraged to donate a themed basket to raffle at Spring Fling and a total of 16 baskets were donated from clubs and individuals around the state. A huge THANK YOU to all who donated a basket. Tickets for the baskets were sold online, in person at the end of the Special Convention, and at the Spring Fling Event. In total, \$873 was raised through the basket raffle.

SPECIAL GAMES

There were two special games played throughout the evening, Heads or Tails and a card pull which raised \$73 and \$77 respectively.

50/50

A 50/50 Raffle was held with tickets being sold online, at the end of Special Convention and at the SP fundraiser. Terry Cole from the Harrisburg Club won \$315 and donated \$285 back to the district.

Financial Summary

| <u>Income*</u> | Amount | Total Sold |
|----------------|-------------|------------|
| Registration | \$ 1,435.00 | 41 |
| Door sales | \$ 105.00 | 3 |
| Heads or Tails | \$ 73.00 | |
| Card Pull | \$ 77.00 | |
| Donations | \$ 435.00 | |
| Raffles | \$ 873.00 | |
| 50/50 | \$ 345.00 | |

| | | |
|------------------------|--------------------|-------------------------|
| Subtotal | \$ 3,343.00 | |
| <u>Expenses</u> | | |
| American Legion | \$ 300.00 | Pizza and salad |
| Sams (Shawn) | \$ 52.80 | Food purchased by Shawn |
| Credit Card Fees | \$ 29.04 | |
| Paypal Fees | \$ 3.62 | |
| Venmo Fees | \$ - | |
| Subtotal | \$ 385.46 | |
| Total Profit | \$ 2,957.54 | |

*In-Kind donations are not noted here

The 2022-23 Spring Fling Committee would like to thank everyone who donated their time, effort and money to make the event a success. A special thank you to the staff at the American Legion for hosting us and being so accommodating. Another special thank you to the members of the Kiwanis Club of Sheraden for helping prep the food the day of the event.

For future Spring Fling events, the committee recommends that local Kiwanians in the area that a Spring Fling will be held be asked to participate in the planning/execution of the event to help alleviate the transportation of food/equipment from around the state, assist with site selection and distribution of work load.

Conclusion

While the 2022-23 Spring Fling did not hit the target goal of \$3000, the event was a success, attendees did have a good time, there was plenty of food and fun to go around and almost the goal amount was raised for the district.

CLUBS NOT PAYING DUES FOR 2023-24 YEAR

Division 5 – Verona Rosedale*

Division 10 – Punxsutawney*

Division 12S – Selinsgrove Area

Division 15 – Dallas

Division 22 – Baltimore Pike, Delaware County

Division 22 – Media Area

- Foundation Board Member in club

2023-24 District Officers & Lt. Governors

4/18/2023

Lt. Governors:

Division 1 – Val Rose, Ft. LeBouef

Division 5 – Wayne Meyer, Sheraden

Division 8 – Janine Surmick, Greensburg

Division 11E: Barbara Chadick, State College

Division 12N: Lisa Bangson, Lock Haven

Division 12S: Shirley McPherrin, Milton-Warrior Run

Division 14: Allan Schappert, Bloomsburg

Division 15 – Debbie Crisman, Montrose Area

Division 17 – Bob Moran, Palmer Township

Division 19 – Ross Mickelsavage, Pottstown

Division 21 – Anne Lotz, Jenkintown

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 – No known candidates

Region VI – Tiffany Callaio, Wyoming Area

Region VII – Joe Wilson, Southampton

Governor-elect:

No known candidates



District Committee Chair Report Cover Sheet

Date: 4/22/2023

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.

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.

By the time of this meeting, we will be on Day 2 of our weekend event. At the writing of this report, we have 25 students registered. A complete report and financial picture will be shared with the board at the next meeting.

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

Despite the decrease in funding from the PA Kiwanis Foundation, we were able to obtain additional support from generous Kiwanians and clubs who provided donations and scholarships for the weekend. We've also worked well with the new contact at the camp and are looking forward to a small, but successful event!

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

1. Have 60+ students register and attend the 2023 event. (not met)
2. Work more closely with schools and clubs to promote event. (medium success, obtained 2 new schools this year).
3. Develop working partnership with previous-year attendees to establish at least 5-6 student facilitators and include them in on discussions early-on. (met)
4. Review operations and make adjustments where needed. (met)

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

| | |
|---------------------------|--|
| Clubs | Emails and notices to all Key Club Advisors. |
| Lt. Governors / Divisions | Emails and notices to all District Leadership. |

| | |
|-----------------------|--|
| District | Emails and notices to all District Leadership. |
| Kiwanis International | Working with our contacts at KI for materials, lead facilitators, etc. |

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

| Last Name | Preferred Name | Email | High School/Club | # Registered | Payment Received? | Payment Amount |
|--------------------|----------------|-------------------------------|-------------------------------|--------------|-------------------|----------------|
| Arroyo | Alanis | arroyoalanis46@gmail.com | Reading | 1 | No | \$225.00 |
| Arroyo | Arianna | ariannaarroyo587@gmail.com | Reading | 1 | No | \$225.00 |
| Del Rosario Pucheu | Albelys | albelysdr@icloud.com | Reading | 1 | No | \$225.00 |
| Tavarez | Melanie | estellaestell30@icloud.com | Reading | 1 | No | \$225.00 |
| Perez | Mia | miastar2054@gmail.com | Reading | 1 | No | \$225.00 |
| Kasa | Lily | lily.kasa24@gmail.com | Wyoming Area Secondary Center | 1 | Yes | \$225.00 |
| Mullisky | Michael | michael.mullisky@gmail.com | Crestwood | 1 | Yes | \$225.00 |
| Sullivan | Quiarra | quiarrasullivan@gmail.com | Reading | 1 | No | \$225.00 |
| Elliott | Elyssa | elyssaelliott@gmail.com | Reading | 1 | No | \$225.00 |
| Alvarado | Nicole | nicolealvarado@gmail.com | Reading | 1 | No | \$225.00 |
| Portillo Poblete | Irene | irenemaldeli@gmail.com | Reading | 1 | No | \$225.00 |
| Armstrong | Dasani | dasaniarmstrong7305@gmail.com | Reading | 1 | No | \$225.00 |
| Casaquiao | Raine | lorrainecasquiao@gmail.com | Reach Cyber Charter School | 1 | No | \$225.00 |
| Rosado | Angelina | 320786@student.readingsd.org | Reading | 1 | No | \$225.00 |
| Parrilla | Dynasty | parrilladynasty@gmail.com | Reading | 1 | No | \$225.00 |
| Lisa | Taylor | tmlisa25@gmail.com | Conrad Weiser | 1 | No | \$225.00 |
| Gaalswyk | Katie | kgaalswyk@icloud.com | Manheim Township | 1 | Yes | \$225.00 |
| Greevy | Charley | charleygreevy@gmail.com | Williamsport Area | 1 | Yes | \$225.00 |
| Reddinger | Kahli | reddingerkhali@gmail.com | Punxsutawney | 1 | No | \$225.00 |
| Christ | Gryffin | keira11608@gmail.com | Windsor Central (New York) | 1 | No | \$225.00 |
| Burns | Bre | breburns2026@shipk12.org | Shippensburg Area | 1 | Yes | \$225.00 |
| danner | Kal'El | kaleldanner@gmail.com | Conrad Weiser | 1 | Yes | \$225.00 |
| Wisniewski | Brayden | braydenwis05@gmail.com | Avonworth | 1 | Yes | \$225.00 |
| Leibman | Natalie | nleibman.2025@wyomingarea.org | Wyoming Area | 1 | Yes | \$225.00 |
| Savage | Jada | mariajade1805@gmail.com | Conrad Weiser | 1 | No | \$225.00 |
| Barton | Jayce | abarton126@gmail.com | Windsor Central (New York) | 1 | No | \$225.00 |
| TOTAL: | | | | 26 | | |

Key Leader Payments, Expenses and Financial Results

4/18/2023

Beginning Balance

\$ 6,801.94

| First Name | Last Name | Gross Amount | Fee | Net Amount | Date | payment method | Comments |
|---------------------------------|--------------|--------------|---------|-------------|-----------|----------------|--------------|
| ackie | Kasa | \$ 225.00 | \$ 6.83 | \$ 218.17 | 2/27/2023 | Stripe | |
| Pennsylvania Kiwanis Foundation | | \$ 4,000.00 | | \$ 4,000.00 | 3/6/2023 | Check | |
| ed and Shirley | McPherrin | \$ 100.00 | | \$ 100.00 | 3/13/2023 | Check | Donation |
| Michael | Mullisky | \$ 225.00 | \$ 6.83 | \$ 218.17 | 3/13/2023 | Stripe | |
| ast Lt. Governors Association | | \$ 200.00 | | \$ 200.00 | 3/20/2023 | Check | |
| Barbara | Byers | \$ 40.00 | | \$ 40.00 | 4/2/2023 | Venmo | Donation |
| Valerie | Rose | \$ 225.00 | | \$ 225.00 | 4/1/2023 | Venmo | Donation |
| Wlicia D | Sides-Greevy | \$ 225.00 | \$ 6.83 | \$ 218.17 | 4/5/2023 | Stripe | |
| isa | Bangson | \$ 225.00 | | \$ 225.00 | 4/6/2023 | Check | Donation |
| everly | Kubala | \$ 225.00 | \$ 6.83 | \$ 218.17 | 4/6/2023 | Stripe | |
| racie | Ramose | \$ 225.00 | \$ 6.83 | \$ 218.17 | 4/6/2023 | Stripe | |
| Division 16 | | \$ 100.00 | | \$ 100.00 | 4/6/2023 | Check | Donation |
| Richard | Eby | \$ 25.00 | | \$ 25.00 | 4/6/2023 | Check | |
| orraine | Casquio | \$ 225.00 | \$ 6.73 | \$ 218.27 | 4/10/2023 | Paypal | |
| rayden | Wisniewski | \$ 225.00 | | \$ 225.00 | 4/10/2023 | Venmo | |
| mith Contraction Management | | \$ 225.00 | | \$ 225.00 | 4/10/2023 | Check | Donation |
| athy | Szymanski | \$ 100.00 | | \$ 100.00 | 4/10/2023 | Venmo | Donation |
| | | \$ 225.00 | \$ 6.73 | \$ 218.27 | 4/12/2023 | Stripe | Registration |
| | | \$ 225.00 | | \$ 225.00 | 4/13/2023 | Check | Registration |
| | | \$ 225.00 | | \$ 225.00 | 4/18/2023 | Check | Donation |

otals \$ 7,490.00 \$ 47.61 \$ 7,442.39

let Total Registration & Grants less fees

otal Expenses \$ 7,442.39

xcess/(Deficit) Revenues vs Expenses*

Includes beginning balance

\$ 12,233.27

NOTES:

. Revenue does not include \$3,825.00 in registration fees

. Expenses do not include a \$6,000 program fee to Kiwanis International

. Expenses do not include a final payment to camp for approximately \$2,400

Based on Known Revenues and Expenses is anticipated the 2023 event will be in an approximate break even position

Key Leader Expenses

4/4/2023

| <u>First Name</u> | <u>Last Name</u> | <u>Amount</u> | <u>Date</u> | <u>Comments</u> |
|---------------------|------------------|---------------|-------------|---------------------------|
| American Express | | \$ 635.13 | 12/4/2022 | DocuSign Program |
| American Express | | \$ 307.54 | 1/4/2023 | DocuSign Program |
| South Mountain YMCA | | \$ 1,680.00 | 1/4/2023 | Camp Deposit/Expense |
| American Express | | \$ (114.98) | 4/4/2023 | Refund for DocuSign Users |
| American Express | | \$ (496.63) | 4/4/2023 | Refund for DocuSign Users |

Totals

\$ 2,011.06

Amendment to Key Club District Bylaws

The Pennsylvania District of Key Club International has made a by-law change. Under Article VI Section 5, which addresses the Lieutenant Governor Election process, the change states that a virtual election can be held if it best serves the interest of all clubs involved. All votes will be cast through a secret ballot, and the results will only be seen by the current Lieutenant Governor and Kiwanis Advisor. Virtual elections must be approved by the District Governor and District Administrator.

New By-law Amendment: "If it best serves the interests of all clubs involved, a virtual election may be held. The platform upon which this meeting is held shall be one that allows audio and visual participation by the current Lieutenant Governor, all candidates, all voting delegates and Kiwanis members selected to oversee the election. The voting is to be executed by secret ballot using an electronic method that allows only the current Lieutenant Governor and Kiwanis Advisor access to all votes collected. The same procedures listed in Section 4 shall apply to a virtual election. Virtual elections must be approved by both the District Governor and the District Administrator. "



Kiwanis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

During the 61st Annual PA Circle K House of Delegates quorum was not met . We are asking that the PA Kiwanis District Board approve the following officers:

- Emma Shreiner from Elizabethtown College for the position of District Governor
- Patrick Broe from Thiel College for the position of District Treasurer
- Austin Siko from Thiel College for the position of District Editor

Two amendments to the By-Laws were also voted upon. We are asking that the PA Kiwanis District Board approve them as well. They are as follows:

Submitted by: Pennsylvania Circle K District Board 2022-2023

Purpose: This would align the bylaws with what is currently practiced.

Amend Circle K District Board bylaw provisions as follows:

Article VII: Committees

Section 1. The titles and duties of District standing committees shall be as follows:

- a) The K-Family Relations Committee shall work to improve the relationship between all Kiwanis and Kiwanis-sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.
- b) The Laws and Regulations Committee shall maintain these Bylaws in conformity with the Governing Documents of Circle K International and shall make recommendations to the Board of Officers for proposed amendments. It shall be responsible for the interpretation of these bylaws for action by the Board of Officers, and for all matters affecting Circle K on the District

Version updated and approved 1/15/2022



Kiwanis®

PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

level. It shall also review all club bylaws submitted for District approval, make revisions and approval recommendations to the Board of Officers, and forwarding approved bylaws to the International Office for final approval by the International Board of Representatives. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.

- c) The Service Committee shall be responsible for the implementation of the District Service Project and the promotion of the Circle K International Service Initiative to all clubs within the District. The committee shall encourage club participation in Theme and Emphasis Week, Circle K Week, and International Service Week. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.
- ~~d) The Information Technology Committee shall be in charge of maintaining the District website. It shall be responsible for overseeing the electronic infrastructure of the District's online voting system as well as the district's e mail reflectors. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.~~
- ~~e) The Fundraising Committee shall be in charge of all fundraising efforts made through the District, including, but not limited to, promoting booster ticket sales for Pennsylvania District Convention, promoting clubs to apply for PACK Cash Grants, and promoting any District Fundraisers as deemed by the District Governor. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.~~
- g) The Conferences and Conventions Committee shall be in charge of planning and promoting district-wide events, with extensive focus on InterPACK and the annual District Convention. This committee will also fulfill any other duties that the District Governor assigns as he/she sees fit.



Kiwanis®
PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Submitted by: Pennsylvania Circle K District Board 2022-2023

Purpose: This would assist in covering increased District expense due to inflation. 2023

Amend Circle K District Board bylaw provisions as follows:

Article X: Revenue

Section 1. Each member club shall pay to the District for every active member annual dues of ~~ten~~ thirteen dollars ~~(\$10.00)~~ (\$13.00). The amount of the District dues shall be determined by a two-thirds (2/3) vote of all delegates at the District Convention. In no case shall the District dues exceed ~~ten~~ thirteen dollars ~~(\$10.00)~~ (\$13.00) per year.

FUTURE OF CIRCLE K CONVENTION

Since 2010, attendance has declined at our Circle K Convention every year in which an in-person convention was held. The most recent convention at the Doubletree Hotel in Lancaster was the ~~smallest~~ convention which I have participated in. I have been present in some capacity at every Circle District Convention since 1980.

This has made hotel attrition issues challenging and difficult. We had to pay attrition charges or incur substantial unbudgeted charges in 2011 and 2019. Circle K conventions struggle to break even ~~most~~ years. By good fortune and opportunity, we were able to avoid attrition in 2023.

All this has been exacerbated by the pandemic and what that did to Circle K membership. Circle K membership for 2022-23 will be the lowest in at least 50 years, possibly longer.

Further, attendance and club participation has declined to the point that Circle K could not seat a quorum of clubs for its business session for the 2023 Convention.

Contractually, it is becoming difficult to generate hotel interest because of the dwindling numbers we have for rooms and meals. It is likely if we lower our anticipated numbers further, we will be hard pressed to find any hotels interested in hosting us that can hold our convention as we presently operate.

Fiduciarily and barring a substantial increase in clubs and members and/or getting a substantial increase in Foundation or other funding, it would not be responsible to continue to operate the convention (and, perhaps, even the entire Circle K program) in the manner we have always operated it.

Accordingly, I am recommending that this board establish a committee to consider, at a minimum, the future formats and locations of the Circle K District Convention and other Circle K in person events. This committee should consist of members of this board, Circle K Administrator(s) both past and present and current Circle K board members. Even though we presently do not have a Circle K Administrator, I think this committee should begin functioning as soon as possible with the new administrator brought in when appointed.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Kevin E Thomas". The signature is written in a cursive, flowing style.

Executive Director/Secretary/Treasurer



2023 Midyear Evaluation Review

(as of 3/5/23)

Total Responses: 31

Overall Average Score for Midyear: 4.54

Session Average Rating

The average rating for each session was calculated based on the attendance for the session. If the attendee did not attend the session, that was not counted in the session average calculation. The below was sorted by the highest ranked sessions:

Session Average

| | |
|---|------|
| YPCO: Kids Gardening Projects Presented by Emily Reed (Breakout Forums Round 2) | 4.90 |
| What can Two for Two do for you? Presented by Emily Saalfrank and Matt Wise (Breakout Forums Round 2) | 4.83 |
| Kiwanis DIDYAKNOWS Presented by Barb Byers (Breakout Forums Round 1) | 4.75 |
| DCON Scranton Presentation (Closing Session) | 4.74 |
| How to Re-ignite Your Members Presented by Emily Saalfrank (Breakout Forums Round 3) | 4.73 |
| Remarks by Executive Director (Closing Session) | 4.66 |
| Successful Partnerships with Other Service Clubs Presented by Multiple Presenters (Breakout Forums Round 3) | 4.60 |
| Signature Project Winner Presentation (Closing Session) | 4.57 |
| Membership ReDefined Presented by Kendra Morris (Breakout Forums Round 1) | 4.53 |
| Why our best DEI efforts get in the way? Presented by Dr. Angelica Perez-Johnston (Breakout Forums Round 2) | 4.50 |
| Remarks by Key Club Governor (Opening Session) | 4.46 |
| Remarks by Kiwanis International Trustee (Opening Session) | 4.44 |
| Remarks by PA District Governor (Closing Session) | 4.44 |
| Keynote Speaker- Lavar T. Thomas (Opening Session) | 4.43 |
| How to be an Effective Advisor Presented by Lisa Pyron (Breakout Forums Round 1) | 4.40 |
| Remarks by PA District Governor (Opening Session) | 4.36 |
| Remarks by Circle K Governor (Opening Session) | 4.36 |
| Remarks by Kiwanis International President (Opening Session) | 4.27 |
| Youth Protection Presented by Ryan Hartman and Mike Coolbaugh (Breakout Forums Round 3) | 4.25 |



Midyear Format Results

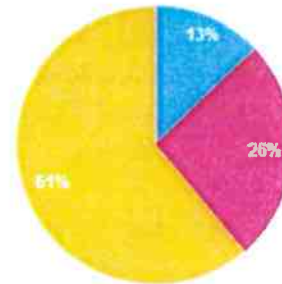
When the attendee was asked their Midyear format preference, 61% preferred a virtual format.

Midyear Format

| | |
|---------------------------|-----------|
| In-person | 4 |
| No Preference | 8 |
| Virtual (Online via Zoom) | 19 |
| Grand Total | 31 |

MIDYEAR FORMAT PREFERENCE

■ In-person ■ No Preference ■ Virtual (Online via Zoom)



Survey Comments

I enjoyed the virtual event, but also miss going in person and seeing folks face to face. Also, with the virtual event, things seem rushed.

I like the Midyear Conference being virtual. It is so fast paced this way. There are no long down times between the breakout forums and the opening and closing sessions that tend to drag out the conference. Great job to all the presenters, leaders, and coordinators for this year's Midyear Conference.

Lots of helpful info!

Nice job. I like that we can get quality speakers and sit at home and watch them. Always love new projects to try in our own clubs.

Thank you as always for your hard work in putting together a positive and beneficial event. I wish more people would take advantage.

Thank you for presenting an effective and efficient MY Conference. Well-done.

Thank you for taking the time to put this together for our District. Good to see some new faces on the event this year. Well done, overall! If I had two criticisms, they would be: 1)The program could have been broken down a little more so that we knew in advance which session, and what time, without looking too hard on the last few pages, but the online screen made this helpful. 2)I didn't think the key note speaker was applicable. He did a great thing, but it was not the type of message I was expecting, given the promotion for it.

The educational forums did not add to my Kiwanis knowledge. People new to Kiwanis, might have found them more suited to their current involvement. You need to have tracts for new Kiwanians and for seasoned ones. Use of technology. Use of social media and what really works. The form used to submit entries for the Signature Project needs to be updated.

The forums I attended were well attended, informative and included a fair amount of discussion.

The zoom presentation has been a great addition! It does help keep costs low and has been very convenient for me. One of the only downsides is the lack of fellowship that is associated with the in-person event. perhaps there is a way to have a social time during a break for people to reconnect. If there are future in person events- would it be possible to record sessions so members could utilize the material at a later date.



This was a helpful and informative conference. I found Emily Saalfrank to be an exceptional speaker and motivator.

Tremendous job by each presenter.

Unfortunately, I missed the opening remarks. The breakouts were great except for the youth protection. It is a waste of time for me when a forum consists of someone reading a powerpoint to me. I can do that on my own. That's why I did not find the presentation by our governor to be worthwhile at all. I also feel that he doesn't like to get questions. He is not very welcoming.

When showing the Signature Project winners, it would be helpful to name the project again once you name the winner. I couldn't remember which project was the winner since it wasn't on the screen anymore after naming the winner. Good job with all of it!

Conclusion:

Overall, the Midyear Conference was a success and was well received based on positive feedback and high ratings. Improvement areas include Signature Project process and presentation, Speaker presentations styles, and better notice of forum descriptions and schedule.

From: zuluets@gmail.com,

To: Brittanylmccartney@gmail.com, sgt283@comcast.net, cdschlesinger@outlook.com,
kevin@pakiwanis.org, barbara.marie.byers@gmail.com, shawn@smithcm1.com, tcallaio@outlook.com,

Subject: Midyear Evaluations as of 3/5/23

Date: Sun, Mar 5, 2023 4:00 pm

Attachments: 2023 Midyear Evaluation Review.pdf (244K)

Here is the review of the Midyear Evaluation as of 3/5. We have not had any evals via snail mail or email since 2/28. So figured it was safe to do an analysis of results to wrap this up.

Kevin - Feel free to share with the board in the next board meeting packet along. Financially I believe the estimates Mike, Conrad and I discussed looks like we netted \$500.

Overall Paid Registrations = 87

Total Income (87 x \$20) = 1,740

Expenses:

- Lavar Thomas Keynote = \$ 750
- Governor Project Donation (\$5 x 87) = \$435
- Zoom License Increase Monthly = \$55

Total Expenses: \$1,240

Total Proceeds: \$500

Kevin please confirm with Mike,

Thanks,

Sarah Zulueta

Kiwanis International Pennsylvania Immediate Past District Governor

Kiwanis Club of the Main Line, President

Kiwanis Club of University City (Philadelphia), Treasurer

Email: zuluets@gmail.com

Cell: 215-279-0199



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Kiwanis International Bylaws Modernization Revision Summary of Key Changes

The purpose of the Kiwanis International Bylaws Modernization Revision is to adopt a comprehensive update of the bylaws. (This was last conducted 30 years ago.) Most of the changes are not significant. They do not change the way Kiwanis operates. Rather, they update the text to be clearer or to reflect current practice or they move the text to a new location or place it in a new order. Those types of changes are not mentioned in this document. Shown below are revisions that reflect an actual change of practice in some way.

The complete Modernization Revision document can be found at: <https://www.kiwanis.org/docs/default-source/training/governance/kiwanis-international/bylaws-modernization>

Club Appeal of Disciplinary Action (Article VII, Section 2)

An appeal process from a club that has had its charter suspended or revoked will be submitted to the Kiwanis International Board rather than the Kiwanis International convention.

Elimination of Interim Status (Article VIII, Section 5)

Interim status for members will be eliminated. (This is an at-large type membership that allows members who leave one club but plan to join another club within a year to maintain association with Kiwanis International by payment of a fee. It has legal challenges associated with it and has not been used since its creation in 2000.)

District Governor's Duties (Article IX, Section 8)

The governor's duties have been reworded, with no change of meaning or implementation.

Kiwanis International Officers' Duties (Article XII)

The stated duties of Kiwanis International officers have been clarified. The executive director will now be specifically responsible for ensuring that the organization complies with all governmental reporting requirements for finances, taxation, employment and any other areas of operation (as the position currently does).

Kiwanis International Board Voting Details (Article XIII, Section 4)

The process used by the Kiwanis International Board to conduct business without meeting in person has been simplified and is still in compliance with applicable law.

Kiwanis International Board Responsibilities (Article XIII, Section 6 and new Section 8)

Wording has been added to state specifically that the Kiwanis International Board has fiduciary responsibility for the organization and is accountable to the membership for the organization's performance. The Board has already been fulfilling these roles, even though they were not stated.

K.I. Council (Article XIV)

- Council meetings may only be called by the Kiwanis International Board, not by the Executive Committee.
- The way Council may conduct business has been adjusted for occasions on which a physical meeting is

not held.

- Council may amend the Kiwanis International Bylaws in nonsubstantive ways under particular conditions, subject to later rescission by the Kiwanis International House of Delegates. This corresponds with Council's existing power regarding the bylaws.

K.I. Convention (Article XV and Article XVII, new Section 3)

- The determination process for the time and place of conventions has been clarified.
- A provision was added about setting and changing the agenda for special conventions.
- The wording regarding registration fees has been clarified to reflect long-standing practice.
- An option has been added for resolutions presented fewer than 90 days in advance to be considered under specific conditions. This agrees with a similar provision for district conventions.

Announcement of Candidacy for Kiwanis International Offices (Article XVIII, new Section 2a)

Candidates for Kiwanis International Board offices must announce their candidacies no later than the Kiwanis International convention's opening session, rather than the "the first business session."

Vacancy or Incapacity of International President (Art. XIX, Sec. 1 and new Sec. 8)

- The options for filling a vacancy in the Kiwanis International presidency was expanded to include the option of selecting a past Kiwanis International president.
- Until the vacancy is filled, the immediate past president would automatically serve as acting president.
- If the immediate past president is unable or unwilling to serve as acting president, the Kiwanis International Board would select a past president to fill that role.
- If the Kiwanis International president is incapacitated and unable to discharge the duties of office, a two-thirds confirmation vote by the board would be required before the office can be declared vacant.

Kiwanis International Board's Authority Regarding an Incomplete Election (Art. XIX, new Sec. 7)

If the election of a Kiwanis International Board office cannot be completed for any reason, the board may fill the office as a vacancy. This agrees with a similar provision for district boards regarding district officers.

Kiwanis International Committees (Article XX, new Section 1)

- Standing committees on Membership and Governance will be required. (These committees are already appointed every year.)
- The mandatory composition of some committees was adjusted.
- The Past Presidents Committee may hold additional meetings at the expense of its members.

Kiwanis Administrative Year (Article XXIII, new Section 1)

The definition of the administrative year (vs. fiscal year) will now be clearly stated, rather than implied.

Best Practices for Accounting and Finances (Article XXIII, new Section 3)

A provision now states that the organization will adhere to professional practices related to finance and accounting (as it has been doing).

Vote Requirement to Amend the Kiwanis International Bylaws (Article XXVII, new Sections 1, 6, and 7)

Currently, parts of the Kiwanis International bylaws require a majority vote to amend, while other parts require a two-thirds vote. A two-thirds vote would now be required to amend *any* portion of the Kiwanis International Bylaws. (This is the same vote required to amend the district bylaws or club bylaws.)



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To: All Kiwanis District Governors, Governors-elect, Immediate Past Governors, and Secretaries

From: Kiwanis International

Date: March 27, 2023

Subject: District in Good Standing Status

In 2016, the Kiwanis International Board adopted new guidelines for districts. These provided that districts must document basic tenants of oversight, including good governance, good financial management, sound operations, and a small amount of growth. These rules were adjusted slightly in 2018 and a ramification was added wherein districts that are not in good standing are not eligible to receive grants or distinguished award recognition. In January 2023 the Kiwanis International Board temporarily adjusted the procedure so that, for current fiscal year 2022-23 and previous fiscal years, districts, district foundations, and Key Club and Circle K districts are not required to submit audited financial reports or third-party review reports, but are instead required to provide financial reports certified by the district, district foundation, or Key Club or Circle K district that the reports are accurate and in compliance with laws and regulations of local jurisdiction.

As we have several districts that are currently designated as “not in good standing” under the rules defined by the Kiwanis International Board of Trustees, we thought it would be helpful to provide some additional explanation about what the organization requires of its districts. A list of the requirements and a summary for each follow.

Club growth

The organization wants every district to be working on opening and chartering new clubs every year. The current criteria requires only that at least one new club be opened within the past three administrative years OR an increase in paid membership during the previous administrative year.

Financial management

The organization expects every district, as an affiliate of Kiwanis International, to demonstrate good stewardship in managing the financial resources that comes from member dues, fees, and other revenues sources. Every district should provide financial reports certified by the district of its income and expenses for the previous year and provide a copy of that to Kiwanis International. The district must also provide the same report for its district foundation (if it has one) and for any Key Club or CKI district the Kiwanis district may have.

Governmental Reporting

Kiwanis also requires its districts to provide a copy of any tax or financial reports it files with its state, province, or national government entities. For U.S. districts, this refers to the annual 990 tax filings with the IRS. Other districts may have other governmental reporting requirements.

District bylaws

The rules require the district to have adopted the Standard Form for District Bylaws and be compliant with all aspects of the Kiwanis International Bylaws and Policies. Any variations must be approved by the Kiwanis International Board.

District Convention Reporting

Kiwanis also requires its districts to provide two specific reports about its annual convention. These reports include the district's election results, ensuring that the essential officer positions of governor, governor-elect, secretary and treasurer are filled each year. These reports also require a copy of the district convention minutes and a copy of any district bylaw amendments the district may have adopted. Bylaw amendments are then subject to Kiwanis International Board approval.

Criminal History Background Checks

The organization requires criminal history background checks be completed for leaders serving in the roles of governor, governor-elect, vice-governor, and any district administrators or district committee members working directly with Kiwanis' Service Leadership Programs in the district.

The Procedures that enumerate these requirements are attached for your reference.

Kiwanis International checks compliance by each district at the end of each year and at each Kiwanis International Board meeting. If a district has not shown compliance with any requirements by September 30, it is considered to be *not* in good standing status at that time. If the district becomes compliant later, the district will be changed to *good standing* status at that time. The only criteria that cannot be remedied after September 30 is an increase in paid membership during the previous administrative year.

If you have a question regarding any of these specific requirements, our staff team can assist you. Please feel free to reach out to any of them:

- Membership growth – Chris Martz (cmartz@kiwanis.org)
- Financial reporting – Angela Conner (aconner@kiwanis.org)
- Governmental reporting – Jeff Oatess (joatess@kiwanis.org)
- District Bylaws – Diana O'Brien (dobrien@kiwanis.org)
- District Convention Reporting – Diana O'Brien (dobrien@kiwanis.org)
- Criminal history background checks – Melissa McMann (mmcmann@kiwanis.org)
- Europe-specific questions – Jan Boen (jboen@kiwanis.org)
- Latin American-specific questions – Jhojan Restrepo (jrestrepo@kiwanis.org)

These requirements are in place to ensure Kiwanis International sets high standards in these areas, as our members and donors are deserving of a well-run organization. We also know that in many Kiwanis nations, governments continue to increase the levels of reporting on financial and other matters, and failure to properly report can cause a district to lose its tax-exempt status. Ultimately, we want to protect all levels of our organization around the world.

Thank you for your efforts to comply with these expectations.

Jeff Oatess, COO

Cc: K.I. Board
KI-E Board
ASPAC Board
Various KI Staff

K. I. PROCEDURE ON DISTRICT IN GOOD STANDING STATUS

204 - DISTRICT STATUS

204.1 - Minimum Requirements for Good Standing

A district shall be deemed to be in good standing when the following conditions are met:
(4/16)

- A. The district has adopted the Standard Form for District Bylaws, modified only as approved by the Kiwanis International Board, and the district is compliant with all aspects of the Kiwanis International Bylaws and policies. (4/16)
- B. The district is actively engaged in introducing Kiwanis clubs into new communities each year. (4/16)
- C. The district's finances are responsibly managed, including adequate collection of dues and fees, budgetary and fiscal management by the district's board, and annual reporting to pertinent governmental entities and Kiwanis International. (10/18)
- D. The district is current with all requirements of annual reporting to Kiwanis International including report of the district's annual convention, report of the annual financial audit*, copy of all annual and other governmental tax filings, and the most recent copy of the district's bylaws and policies. (10/18)
- E. The district has complied with Kiwanis International policies on criminal history background checks for all required district positions. (10/18)
- F. The district and its clubs are actively engaged in community service projects and programs that support youth and children. (4/16)
- G. The district fills the offices of Governor, Governor-elect, Vice-Governor (if any), Secretary, and Treasurer with proper elections or proper appointments to fill vacancies in accordance with their bylaws. (10/18)

**The annual audit/third party review requirement is temporarily suspended for 2022-23 and past fiscal years. Instead, the district shall provide financial reports certified by the district as being accurate and in compliance with local laws.*

204.2 – District Not in Good Standing (10/19)

If a district does not meet the minimum requirements for good standing, the Executive Director shall notify the Board of Trustees and the district that the district is not in good standing. The district shall then have thirty (30) days to correct any matters of noncompliance or to present an acceptable plan to correct such issues within a reasonable period of time. The district shall be considered not in good standing during such interim period. (10/18)

Any district deemed to not be in good standing shall not be eligible for the following:

- A. Funding through any Kiwanis International grant programs or other means of financial support
 - B. Funding through any Kiwanis Children's Fund grant programs
 - C. Ability to receive awards or recognition via Kiwanis International distinguished programs or other recognition programs or contests.
- (10/18) (10/19)

Financial and Tax Reporting Criteria for Districts in Good Standing

All Kiwanis districts are required to send to Kiwanis International a financial statement examination and government filings (tax returns) for the Kiwanis District, Circle K District, Key Club District AND District Foundations in order to be considered "In Good Standing". The criteria is noted below:*

Procedure 231 - District Financial Reporting Criteria

- If district gross revenue is less than US\$100,000, Kiwanis requires a review by a third party (a non-board member) with a letter and accompanying financial statements.*
- If district gross revenue is less than US\$200,000 or total assets are less than US\$500,000, Kiwanis requires a CPA** Compilation or CPA Review.*
- If district gross revenue is less than US\$500,000 or total assets are less than US\$1,250,000, Kiwanis requires a CPA Review or CPA Audit.*
- If district gross revenue is greater than or equal to US\$500,000 or total assets are greater than or equal to US\$1,250,000, Kiwanis requires a CPA Audit.*

Tax Criteria (Internal Revenue Service requirements – US Districts only)

- *Form 990-N = Gross receipts less than or equal to US\$50,000*
- *Form 990-EZ = Gross receipts less than US\$200,000 or Total assets less than US\$500,000*
- *Form 990 = Gross receipts greater than or equal to US\$200,000 or Total Assets greater than or equal to US\$500,000*

Audit/Financial Reporting Criteria (All Districts)

- If District gross receipts < \$100,000 USD: Kiwanis requires a review by 3rd Party (non-board member) with letter and accompany financial statements*
- If District gross receipts <\$200,000 USD and Total Assets < \$500,000 USD: Kiwanis requires CPA Compilation or CPA Review*
- If District gross receipts <\$500,000 USD or Total Assets < \$1,250,000 USD: Kiwanis requires CPA Review or CPA Audit*
- If District ≥ \$500,000 USD or Total Assets ≥ \$1,250,000 USD: Kiwanis requires a CPA Audit*

**The annual audit/third party review requirement is temporarily suspended for 2022-23 and past fiscal years. Instead, the district shall provide financial reports certified by the district as being accurate and in compliance with local laws.*

***CPA = Certified Public Accountant*

Government Reporting (All districts)

Copies of all annual tax files and other governmental reporting. For U.S. districts this is the annual 990 tax filings as noted below. Other districts may have other governmental reporting requirements.

Criteria for Government Tax Returns (Internal Revenue Service requirements – US Districts only)

- *Form 990-N = Gross receipts less than or equal to US\$50,000*
- *Form 990-EZ = Gross receipts less than US\$200,000 or Total assets less than US\$500,000*
- *Form 990 = Gross receipts greater than or equal to US\$200,000 or Total Assets greater than or equal to US\$500,000*

From: joatess@kiwanis.org,

Subject: District in Good Standing Criteria Detail

Date: Mon, Mar 27, 2023 4:22 pm

Attachments: Districts in Good Standing Criteria Communication.pdf (256K),
Circle K District certification of financial statements template.docx (65K),
District certification of financial statements template.docx (65K),
District Foundation certification of financial statements template.docx (65K),
District Key Club certification of financial statements template.docx (65K),

Dear Kiwanis Leader,

As a follow-up to the communication sent January 30, 2023, please find the updated criteria for District in Good Standing and required financial attestation/certification forms.

One of the key requirements of the current procedures states that districts are required to remain current with all requirements of annual reporting to government entities and Kiwanis International including annual financial audits and governmental tax filings. Because of staffing shortages and consolidation globally within the accounting sector, Districts have found it increasingly difficult to find accountants who will audit their books and cost prohibitive when they do. As a result, the Kiwanis International Board made an adjustment of the criteria so that, for current fiscal year 2022-23 and previous fiscal years, districts, district foundations, and Key Club and Circle K districts are not required to submit audited financial reports but rather may provide unaudited financial reports and a certificate stating that the financial statements are accurate and that all required governmental reporting (i.e., tax returns, etc.) have been completed.

As a reminder, Districts must be In Good Standing under the changes in order to be considered for 2021-22 distinguished district status and to be eligible for financial grants from the Kiwanis Children's Fund and Kiwanis International.

Please don't hesitate to contact me with any questions.

Jeff Oatess • Chief Operating Officer

Kiwanis International

Worldwide: +1-317-217-6181 • USA and Canada: 800-KIWANIS

www.kiwanis.org • joatess@kiwanis.org





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PENNSYLVANIA DISTRICT

April 20, 2023

Kiwanis International Board of Trustees
3636 Woodview Trace
Indianapolis IN 46268

International Board Members:

This letter is being sent to you on behalf and at the direction of the Board of Trustees of the Pennsylvania District.

Over the course of the last year, the Pennsylvania District tried to setup an "online store" to sell a few items of clothing with a Pennsylvania Kiwanis approved logo on them. Primarily, this was being done to generate pride and identity among Pennsylvania members and to generate a bit much-needed new revenue for a very tight District budget.

The difficulties encountered in working with your designated provider Affinity, which included design issues and sales tax issues, made it not worth our time to do so. Additionally, the lack of focused support from Kiwanis International staff exacerbated the difficulties.

Kiwanis International should reassess the continued use of Affinity. It is not a customer-oriented organization from our point of view. It does not seem to care a great deal about the needs of our Kiwanis clubs and members. This is not only based on our situation here but as well on repeated concerns expressed by vendors, clubs and members. It is not focused on the concerns and needs of our members and clubs in our opinion. To the best of our knowledge, neither Kiwanis International nor Affinity has reached out proactively to Clubs, District Leadership or vendors to discuss the relationship and issues that have arisen.

Given we are certainly in an era where we need our clubs and members more than they need us, we need to eliminate potential causes of dissatisfaction and frustration. A member driven and focused approach needs to be taken to logo control and not one centered on the needs of Affinity, Kiwanis International and the Kiwanis International Staff.

Thanks for allowing us to share our concern with you. We would be open to having a conversation about our challenges and would be glad to help work towards finding a solution which protects the interests of Kiwanis International while meeting the needs of its Districts and Clubs.

Very truly yours,

Kevin E. Thomas
District Executive Director/Secretary/Treasurer



Kiwanis[®]

PENNSYLVANIA DISTRICT

April 20, 2023

Kiwanis International Board of Trustees
3636 Woodview Trace
Indianapolis IN 46268

International Board Members:

This letter is being sent to you on behalf and at the direction of the Board of Trustees of the Pennsylvania District.

The Board of Trustees of the Pennsylvania District wants to express its concerns on the recent decision by Kiwanis International to eliminate the requirement for separate service and administrative funds and to allow clubs to spend whatever funds they have, regardless of the source, as it sees fit.

For most all of its history as nearly as we can determine, the distinction of an administrative fund and a service, which has gone by various names, has existed. It could be said, with pride, that the members pay for the expenses to run the organization and all money raised from the community goes back into the community and causes that support children. Now it is no longer accurate to make that statement as that may no longer be the case. In the long term, this will damage the good name and reputation of Kiwanis.

There have always been a few exceptions to this including the fully understandable payment of insurance fees from service funds. More recently and not quite as clear is the allowance to pay for some convention costs from service funds due to the educational element of those events. However, to go from a handful exceptions to the complete elimination of maintaining separate funds seems unwise at best.

We can easily see a scenario where monies raised from the community will now go to pay for members meals, member dues and many other administrative costs related to club operation. In fact, it is not a stretch to suggest that once this new situation gets widely known that we will have clubs spending much more money raised from the community on administrative expense than on causes that benefit children and the community.

As we understand it, the defense of this decision is that Kiwanis International has recently learned that it is not an IRS requirement to have two separate funds. However, it is, also, almost certainly true that a club will find itself in trouble if the IRS audits that club and only finds that 10% to 20% of the money being raised from the community is going to support the community. At a minimum, it will damage the good name of Kiwanis. Likely, that is not where the damage will stop.

At least from the perspective of the Pennsylvania District and the clubs in it, this was not a change that was needed, sought and nor necessary. In our assessment, this was a bad decision. We urge Kiwanis International to reassess and reverse this decision.

Of course, we are open to discussion on this and thank you for the opportunity to express our concern to you.

Very truly yours,

Kevin E. Thomas
District Executive Director/Secretary/Treasurer

P145



MEMORANDUM

To: District Secretaries (all districts)
From: Diana O'Brien, Governance Specialist
Date: February 7, 2023
Subject: Revisions to the Standard Form for District Bylaws

Introduction

The Kiwanis International Board recently asked the Governance Committee to address an issue in the Standard Form for District Bylaws that has sometimes caused confusion and concern among districts: the matter of nominations from the floor for governor-elect and governor. This has been resolved by providing that the governor-elect will be the sole candidate for governor (and, if the district has a vice-governor, that person will be the sole candidate for governor-elect). Nominations from the floor are only proper if the sole candidate was not previously elected by the district house of delegates (such as when an officer had died or resigned and the vacancy was filled by the district board) or if the sole candidate is no longer qualified to hold office.

The Standard Form was also updated to incorporate changes in operations since the last version was issued in 2014.

- Added the fact that Lt. Governors may now come from outside the division they lead (Article 3)
- Removed references to Governors as officers of Kiwanis International (Article 3)
- Added the fact that districts must also appoint not just district chairs but also 'key positions' and SLP Administrators (Article 5)
- Reduced the quorum for district Trustee elections and Lt. Governor elections from majority to 1/3 of the clubs in the region or division. (Article 7)
- Adjusted the language regarding sole candidates for Lt. Governor versus nominations from the floor. (The matter is irrelevant for district Trustees, since districts do not have Trustees-elect.) (Article 7)
- Made the change to prorated dues for districts whose dues are billed and collected by K.I. (An option for nonproration is still permitted for districts outside of North America.) (Article 10)
- Added the option for districts to waive dues for two years for SLP alumni (Article 10)
- Emphasized the definition of "club" (meaning club in good standing) and "member" (meaning member in good standing), per the existing language in Article I. (Throughout)
- Made minor language updates with no change in meaning. (Throughout)
- Changed the article numbering from Roman numerals (II, III, IV) to Arabic numerals (2, 3, 4)

The complete revised Standard Form is shown in Exhibit A, with a key to the format and color-coding.

The process

The Standard Form for District Bylaws is designed to reflect the basic requirements K.I. has for Kiwanis district operations. Therefore, when changes are made to the Standard Form, districts must adopt them. Districts may not reject those changes. But how the process works depends on how your bylaws read in Article 13, Section 3.

If Section 3 reads this way: "If the Kiwanis International Bylaws are amended in such a way that necessitates revisions to the Standard Form for District Bylaws, *the district House of Delegates shall amend the district bylaws at the next annual convention to reflect such revisions,*" then follow this process.

- Step 1: The district bylaws and policies chair or district secretary should draft amendments, copying relevant changes from Exhibit A, then share that draft with Kiwanis International to verify accuracy. (Necessary changes are shown in Exhibit A with yellow shading for easy identification.)
- Step 2: The district board reviews the draft and formally proposes the necessary amendments to the district bylaws.
- Step 3: The amendments are distributed to clubs in accordance with the normal 30-day advance notice period.
- Step 4: Delegates adopt the amendments at the convention. A 2/3 vote is required.
- Note: Districts are encouraged to adopt these amendments at your 2023 convention, if time permits. They must be adopted no later than the 2024 convention.

If Section 3 reads this way. "If the Kiwanis International Bylaws are amended in such a way that necessitates revisions to the Standard Form for District Bylaws, *the District Board shall amend the district bylaws at the next regularly scheduled board meeting to reflect such revisions and shall inform clubs and members,*" then follow this process.

- Step 1: (Same as above).
- Step 2: The district board reviews all relevant amendments and formally adopts them into the district bylaws via motion. The motion requires a majority vote.
- Step 3: Clubs are notified that the amendments have been made in accordance with the bylaws.
- Note: Three revisions are **options**: Article 10, Section #, Section 2, and Section 4. If the district does not already use those options but now wishes to, they would have to be presented to and adopted by the district house of delegates via the regular amendment process. The district board alone cannot adopt those options.
- Note: Districts following this process are encouraged to adopt these amendments by September 30, 2023. However, if more time is needed, they can be adopted next year.

A note about the new asterisks

Article 1 – Definitions already stated:

Section 1. Wherever these terms appear throughout these bylaws, "**club**" means a club in good standing as defined from time to time by Kiwanis International and "**active member**" means a member in good standing with his/her club. However, provisions regarding sending notice to clubs about meetings, amendments, and resolutions and provisions regarding payment of club financial obligations shall apply to **all** chartered clubs, whether in good standing or not in good standing.

However, it has become evident that many districts are forgetting these definitions when they read and apply other bylaw provisions. To try to make districts more aware that these definitions apply throughout the bylaws, asterisks have been added which directly tie all applicable references to "club"

and “active member” back to Article I. (All words that need to have asterisks added are shown in Exhibit A with green shading, for easy identification).

Questions?

Exhibit A is provided to show districts the changes *and* to allow you to cut and paste relevant revisions, simplifying the process. If the district has questions or would like assistance, contact Governance Specialist Diana O’Brien: dobrien@kiwanis.org or governance@kiwanis.org.

cc: District Governors and Governors-elect
District Administrative Secretaries
Kiwanis International Board members (as district counselors)
Staff Leadership Team and Area Directors