

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
May 10, 2023

The sixth meeting of the 2022-23 Pennsylvania District Board of Trustees was held on May 10, 2023. Governor Mike Coolbaugh presided. The meeting was held virtually via Zoom.

All board members were present. Ex-officio board members Pennsylvania Kiwanis Foundation President Jill Martin-Rend and Circle K Governor Emma Shreiner were present. Guests included Lt. Governors Cal Morse & Deb Crisman and Membership Chair & Key Leader Chair Matt Wise. Counselling International Trustee Jackie Sue McFarland was, also, present.

The minutes from the April 22, 2023, Board meeting were considered. See P1-P3. The minutes were approved as presented.

Both Counselling International Trustee Jackie Sue McFarland and Circle K Governor Emma Shreiner made remarks.

The budget for the 2023 District Convention was considered. See P4. The budget was approved as presented.

The District Convention agenda was considered. See P5-P7. The agenda was approved as presented.

A proposed District bylaw amendment to increase District Dues was considered. See P8. The proposed amendment was approved by unanimous vote.

The proposed changes to the new District Meeting Manager position description were considered. See P9-P11. The proposed changes were approved.

The committee to consider the future of the Circle K Convention was discussed; see P12. Governor Mike Coolbaugh has appointed the following to this committee: Shawn Smith, Conrad Schlesinger, Kevin Thomas, Emma Shreiner, Emma Gilardi (pending her acceptance), Jody Welser and Brian Root. Conrad Schlesinger will chair the committee.

Presently, the position of Circle K Administrator is vacant. To provide the program with some direction and continuity it was announced that Trustees Ryan Hartman and Tiffany Callaio will share the responsibilities of administrator on an interim basis.

Candidates for the position of Kiwanis International Vice-President and Trustee were considered by the District Board. The board selected candidates to recommend to the Pennsylvania delegates assembled at the International Convention.

The combining of the K-Kids and Builders Club Administrator was considered. See P17. After consideration, the board voted to rescind the motion made at the April 22nd meeting. Instead, Governor-elect Conrad Schlesinger will appoint one person to fill both positions.

Clubs not paying dues for the 2022-23 year were reviewed and discussed. See P18.

The status of the District Foundation audit and 990 filing were discussed. See P20-P22. Foundation President Jill Martin-Rend spoke and indicated work has been done and to complete the work bank access issues by Foundation Treasurer Dale Brackin need resolved. A meeting is set for May 16th to hopefully find a way to address these issues.

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

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
April 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 considered. 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 style with a large, stylized 'K' and 'T'.

Kevin E. Thomas
Executive Director/Secretary/Treasurer

2023 Proposed Budget

2023 DISTRICT CONVENTION BUDGET PROPOSAL		
<u>ACCOUNT</u>	<u>2023 Proposed Budget</u>	<u>2022 actual</u>
REVENUE		
Registration Fees:		
Kiwanians (clubs @ 3 @\$25.00)	\$ 10,400.00	\$ 10,975.00
Kiwanians (Beyond 3 per club@\$25.00)	\$ 1,000.00	\$ 1,058.00
Spouses (@\$15.00)	\$ 230.00	\$ 280.00
Sponsored Groups (@\$10.00)	\$ 20.00	\$ 20.00
Advertising	\$ 6,500.00	\$ 6,395.00
Friday Evening	\$ -	\$ 4,371.00
Thursday Opening Party/event (100@\$35.00)	\$ 3,500.00	\$ 2,573.00
Friday Breakfast (100@\$20.00)	\$ 2,000.00	\$ 1,634.95
Friday Lunch (115@\$27.00)	\$ 3,105.00	\$ 3,175.00
Saturday Lunch (140@\$27.00)	\$ 3,780.00	\$ 3,676.00
Saturday Banquet (130@\$40.00)	\$ 5,200.00	\$ 6,027.74
Sunday Breakfast (100@\$20.00)	\$ 2,000.00	\$ 1,865.39
Host Committee Fundraising/sponsorships/exhibitors	\$ 10,000.00	\$ 11,188.48
Past Lt. Governors	\$ 250.00	\$ 250.00
Merchandise/Clothing Sales	\$ 700.00	\$ 634.70
TOTAL REVENUE	\$ 48,685.00	\$ 54,124.26
EXPENSES		
Administrative Secretary	\$ 800.00	\$ 918.46
Audio Visual Aids & Equipment	\$ 4,000.00	\$ 2,545.65
Badges, Ribbons & Registration Materials	\$ 200.00	\$ 48.97
Board of Trustees & Lt. Governors (@\$285.00)	\$ 3,200.00	\$ 3,242.10
Circle-K Governor	\$ 475.00	\$ 457.65
Credentials Material	\$ -	
Credit Card Processing Fees	\$ 1,650.00	\$ 1,570.54
District Governor	\$ 475.00	
District Governor-elect	\$ 475.00	\$ 450.00
District Executive Director	\$ 475.00	\$ 457.65
Entertainment/Speakers	\$ 1,500.00	
Rentals & Setup fees	\$ 1,000.00	\$ 5,300.00
Frames	\$ 100.00	
International Representative	\$ 475.00	\$ 529.71
Key Club Governor	\$ 475.00	\$ 782.91
Mailing - Postage	\$ 100.00	\$ 96.96
Program (Printing)	\$ 1,500.00	\$ 1,448.00
Thursday Evening Activity(100 @ \$39.00)	\$ 3,900.00	\$ 3,358.00
Friday Evening	\$ -	\$ 4,548.72
Friday Breakfast (100@\$20.52)	\$ 2,052.00	\$ 2,271.28
Friday Lunch(115@\$32.07)	\$ 3,688.05	\$ 3,656.73
Saturday Lunch (140@\$32.07)	\$ 4,489.80	\$ 5,529.77
Saturday Banquet (130 @ \$50.02)	\$ 6,502.60	\$ 9,363.79
Sunday Breakfast (100@\$20.52)	\$ 2,052.00	\$ 2,156.85
Special Food Preperation Fee (gluten free, vegan, etc)	\$ 160.00	
Transportation	\$ 1,500.00	
Hospitality	\$ 2,000.00	\$ 1,994.42
Van/Truck Rental	\$ 500.00	\$ 578.52
Miscellaneous	\$ 4,940.55	\$ 2,544.00
TOTAL EXPENSES	\$ 48,685.00	\$ 53,850.68
Excess/(Deficit) Revenues vs. Expenses	\$ -	\$ 273.58

District Convention Schedule 2023
Hilton Scranton Scranton, PA
(Schedule and locations subject to change, if necessary)

Thursday, August 10, 2023

2:00 p.m. – 6:00 p.m. **Convention & Credentials Registration – TBD**

12:00 p.m. – 5:00 p.m. **Convention Office & Store – TBD**

12:00 p.m. – 5:00 p.m. **Theme Baskets & Displays – TBD**

2:00 p.m. – 4:00 p.m. **Large Scale Multi Service Event - (Ronald McDonald House of Scranton) TBD**

6:00 p.m. – TBD **Welcome Event –PNC Field – Scranton/Wilkes-Barre Railriders - Minor League Baseball**

Friday, August 11, 2023

8:00 a.m. – 5:00 p.m. **Convention & Credentials Registration – TBD**

8:00 a.m. – 5:00 p.m. **Convention Office & Store – TBD**

8:00 a.m. – 5:00 p.m. **Theme Baskets & Displays – TBD**

8:00 a.m. – 8:45 a.m. **Current and Incoming Lt. Governors, Trustees, District Chairs Meeting – TBD**

8:00 a.m. – 8:45 a.m. **Orientation for First Time Attendees – TBD**

9:00 a.m. - 10:00 a.m. **Opening Session with Governor Mike Coolbaugh– TBD**
Buffet Breakfast
Speaker- Mayor of Scranton – PA250-USA Executive Director, Cassandra Coleman

10:15 a.m. – 11:00 a.m. **General Session #1: (Membership) TBD**

11:15 a.m. – 12:45 p.m. **Sit Down Lunch & Learn: All group session – TBD**
Special Presentations
Kiwans Hero in Service Awards
Other Recognitions
Speaker: TBD

1:00 p.m. – 1:45 p.m. **Breakout Forum Session Round 1**

<u>Forum #</u>	<u>Forum Name</u>	<u>Room</u>
1A		
1B		
1C		

2:00 p.m. – 2:45 pm **Breakout Forum Session Round 2**

<u>Forum #</u>	<u>Forum Name</u>	<u>Room</u>
2A		
2B		
2C		

3:00 pm – 3:45 pm **General Session #2 – SLPs TBD**

4:00 pm – 5:00 pm **Meet the Candidates Happy Hour – TBD**

5:15 pm – 6:00 pm **Pennsylvania Foundation Committee Meeting**

Saturday, August 12, 2021

8:00 a.m. – 2:30 p.m. **Convention & Credentials Registration – TBD**

8:00 a.m. – 4:30 p.m. **Office and Store – TBD**

8:00 a.m. – 4:30 p.m. **Theme Baskets & Exhibits – TBD**

8:00 a.m. – 9:00 a.m. **Past Lt. Governor's Association Meeting – TBD**

9:00 a.m. – 10:30 a.m. **Past Governor's Association Meeting - TBD**

8:45 a.m. – 9:30 a.m. **Breakout Forum Session Round 3**

<u>Forum #</u>	<u>Forum Name</u>	<u>Room</u>
3A		
3B		
3C		

9:45 a.m. – 10:30 a.m. **Breakout Forum Session Round 4**

<u>Forum #</u>	<u>Forum Name</u>	<u>Room</u>
4A		
4B		
4C		

10:45 a.m. – 11:45 p.m. **All-Attendee General Session 3: TBD**

12:00 p.m. – 1:30 p.m. **Lunch: Foundation Awards – TBD**

Awards at this luncheon will feature recognition of the Community Communications Award, Club Communications Award, Prayer Breakfast/Spiritual Event Recognition, as well as the annual Pennsylvania Kiwanis Foundation Awards.

2:00 p.m. – 4:30 p.m.

Business General Session – TBD Presided by Governor Mike Coolbaugh

Call to Order

Pledge of Allegiance & National Anthem

Invocation –

Legion of Honor

Memorial Tribute of Deceased Kiwanians

Remarks –Joshua Kim, *Key Club Governor*

Remarks –Emma Shreiner, *Circle K Governor*

Remarks –, *Kiwanis International Trustee District Counselor*

Robert Connelly Award (if any)

Credentials Committee Report – *Past Lt. Governors Association*

Report of District Executive Director/Secretary/Treasurer – *Kevin Thomas*

Proposed Resolutions & Proposed Bylaw Amendments – *Ben Osterhout, Laws & Regulations Chair*

Pennsylvania Kiwanis Foundation Annual Meeting – *Jill Martin Rend, President*

2024 Kiwanis District Convention

Election of 2023-24 District Governor-elect

Election of 2023-24 District Governor

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

6:30 p.m. – 10:00 p.m. **Governor’s Banquet and Salute to our Executive Director** - TBD
Introductions of 2022-23 District Officers, Lt. Governors and Past Governors
Acknowledge Outgoing Trustee, LTG and District Chairs – Governor Mike
Invocation – Rev. Wayne Meyers
Dinner
Remarks – Governor Mike Coolbaugh
Introduction of the Master of Ceremony
Salute to Executive Director Kevin Thomas
Theme Basket Auction Report
Kiwanis Kash Raffle Drawing

Sunday, August 13, 2023

8:30 a.m. – 10:00 a.m. **Kickoff Breakfast** – *TBD*
Introduction of 2023-2024 Governor,
Invocation -
Breakfast
Induction of 2023-2024 Governor-designate, Governor-Elect designate,
District Trustees, Lt. Governors, and Chairs
Remarks –, Governor-designate
Keynote Address –, Motivational Speaker
Closing

PROPOSED DISTRICT BYLAW AMENDMENT

ARTICLE X, SECTION 1

CURRENT READING:

PROPOSED BY: The Pennsylvania District Kiwanis International Board of Trustees

PURPOSE: To increase District Dues from \$35.00 per member to \$45.00 per member effective October 1, 2023

CURRENT READING: ARTICLE X, SECTION 1

Section 1. Each club shall pay dues to the district of \$35 per annum for each active club member, with the exception of district life members. Dues shall be based on each club's annual membership report to Kiwanis International as of September 30 of each year and shall be due annually on October 1 and payable by November 30.

PROPOSED CHANGES: ARTICLE X, SECTION 1:

(Proposed changes in Red)

Section 1. Each club shall pay dues to the district of ~~\$35~~ \$45 per annum for each active club member, with the exception of district life members. Dues shall be based on each club's annual membership report to Kiwanis International as of September 30 of each year and shall be due annually on October 1 and payable by November 30.



Title: *District Meeting Manager*
Reports to: *District Governor and District Board*
Category: *Non-Exempt*
Status: *Part Time*

Introduction

The District Meeting Manager is responsible for overseeing the planning and execution of events for the PA Kiwanis District and all Pennsylvania Service Leadership programs. The position will work with a volunteer District Convention team and on-site professionals to coordinate everything from contracts, guest accommodations to event schedules, entertainment, and catering. This position is not responsible for the programming at the events.

The District Meeting Manager must be able to manage multiple tasks at once while managing volunteer team, venue personnel and any staff effectively. They may also need to deal directly with vendors or speakers on a regular basis to ensure that all parties involved are satisfied with the service being provided.

The District Meeting Manager shall be appointed annually by the Governor with the approval of the Board of Trustees. This is a stipend or contract position as approved annually by the Board of Trustees. The position is not a member of the Board of Trustees.

Experience Seeking:

- Bachelor's degree in Business Management, Hospitality Management or related field. (Is Preferred)
- The Certified Meeting Professional (CMP) certification is a plus.
- Minimum of 2 years professional work experience in event management
- Management experience of external event staff, volunteers, and guests.
- Experience with Microsoft Office suite, e-mail, and collaboration tools including Canva and Adobe Acrobat is a plus.
- Strong leadership skills.
- Exceptional customer relationship skills.
- Highly organized with the ability to meet multiple concurrent deadlines with multiple stakeholders.
- High level of initiative.
- Creative problem-solving skills, detail oriented, works independently and organized
- Excellent communication skills, both verbal and written.
- Flexibility in schedule.
- Ability to travel for site inspections and meeting execution.



Key Annual Pennsylvania District Events (General Timeframe)

- PA Kiwanis District Convention (August)
- PA Kiwanis Midyear Conference (February / March), if in person
- PA Key Club Convention (Late March / Early April)
- PA Key Leader ~~Convention~~ Weekend (Late April) (Contracting and budgeting only)
- PA Circle K Fall Interpack (November) (*Contracting and budgeting only*)
- PA Circle K Convention (Late March / Early April)
- PA Aktion Club Convention (August) (*Contracting and budgeting only*)
- Trustee and Lt. Governor Annual Training (June/July) (*Contracting and budgeting only*)

Duties

- 1) Manage the general logistics of all Key District events, including District Key Club and Circle K quarterly meetings, as reviewed and approved by the Board of Trustees, except for those listed as contract only.
- 2) Responsible for making recommendations, sending Request for Proposals to venues.
- 3) Fiduciary responsibilities including the following for all District approved events:
 - Handling contract negotiations for all venues and present to board for approval and District Secretary for signature.
 - Ability to identify risk and define mitigation measures for all contracts to avoid any exposure to the District
 - Overseeing the development of event budgets and financial projections for annual events in coordination with the District Treasurer
 - Coordinate and ~~management~~ manage payments to all vendors including printing vendor for the PA Kiwanis District Convention program book, which is developed by the host committee.
- 4) Manage and assist in developing the scripts for key general sessions at the PA Kiwanis District Convention with approval of the volunteer convention committee.
- 5) Required to be on-site at annual ~~Conventions~~ conventions for the Key convention ~~entirely~~ listed, except for PA Circle K Interpack, Key Club Convention, Key Leader Weekend, Aktion Club Convention, Trustee & Lt. Governor Annual Training.
- 6) Prepare and deliver summary reports that include final budget numbers no more than 30 days after event has completed to the Governor and the District Board.
- 7) Coordinating with the facilities staff to ensure that the setup for each event meets the requirements of the event and adheres to contractual requirements.
- 8) Provide high quality customer service to attendees.
- 9) Ensure that all activities take place on schedule for the Key events where attendance is required to ensure the ~~so that the~~ event runs smoothly.



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PENNSYLVANIA DISTRICT

- 10) Maintain relationships with vendors who provide services for the event such as catering and entertainment.

- 11) Manage all food, beverage, setups and audiovisual needs for the event, including ordering supplies and other approved materials that are required for a successful event.

Board Meeting of 4/22: 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.

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,



Executive Director/Secretary/Treasurer

K Kids and Builders Club Administrators

At our meeting on April 22nd, the following motion was passed.

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

That action commits us to combining those positions into one person. However, this will or would require a bylaw amendment as the District bylaws break these out as separate positions.

ARTICLE V. COMMITTEES

Section 1. The titles, structure, and duties of district standing committees shall be those defined by the Kiwanis International Board of Trustees in policies as well as listed below:

- a. Circle K Clubs
- b. Key Clubs
- c. Kiwanis Kids programs
- d. Key Leader
- e. Audit
- f. Laws, Regulations and Resolutions
- g. Builders Clubs
- h. Aktion Clubs
- i. Past District Governors
- j. District Foundation Nominating
- k. Finance

The Bylaw amendment would, also, require approval of Kiwanis International in addition to our delegates at the convention.

As an alternative, the board could:

1. Rescind the above motion passed on 4/22
2. Pass the following motion: "The Builders Club and K-Kids Administrator positions may be filled by one Kiwanian."

CLUBS NOT PAYING DUES FOR 2023-24 YEAR

Division 5 – Verona Rosedale*

Division 12S – Selinsgrove Area

Division 22 – Baltimore Pike, Delaware County

Division 22 – Media Area

- Foundation Board Member in club

From: ketkiwanis@aol.com,

To: grosss@stifel.com,

Cc: sgt283@gmail.com, cdschlesinger@outlook.com, zuluets@gmail.com, jill.martin-rend@bc3.edu, dbrackin@fangorn.com,

Subject: Re: [EXTERNAL] Foundation Audit and 990 for the year ending September 30, 2022

Date: Mon, May 8, 2023 3:42 pm

Attachments:

Okay Sonia.

I will look to hear from Jill.

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

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

From: Gross, Sonia <grosss@stifel.com>

To: Kevin Thomas <ketkiwanis@aol.com>

Sent: Mon, May 8, 2023 2:04 pm

Subject: RE: [EXTERNAL] Foundation Audit and 990 for the year ending September 30, 2022

None!! Unfortunately, no work has been done to date to get this together.
Jill will be reaching out to you to see if we can schedule a call for the 4 of us to discuss Dale's access to the bank accounts, and preparation for tax filing.

Thank you,

Sonia A. Gross

Financial Advisor

(717) 279-3512 direct | (717) 279-3510 main | (866) 898-2152 toll-free

(717) 306-6584 fax | grosss@stifel.com

600 Isabel Drive, Suite 4 | Lebanon, Pennsylvania 17042

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From: Kevin Thomas <ketkiwanis@aol.com>

Sent: Monday, May 8, 2023 1:09 PM

P. 20

To: Gross, Sonia (Lebanon) <grosss@stifel.com>

Subject: Re: [EXTERNAL] Foundation Audit and 990 for the year ending September 30, 2022

Hi Sonia:

Thanks for this. No one had gotten back to me.

Any update from last night?

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

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

From: Gross, Sonia <grosss@stifel.com>

To: Kevin Thomas <ketkiwanis@aol.com>

Sent: Sun, May 7, 2023 7:24 pm

Subject: Re: [EXTERNAL] Foundation Audit and 990 for the year ending September 30, 2022

Kevin,

I'm not sure if anyone else replied, but we filed for an extension for filing. We have until August, but I'm not sure how prepared Dale is or if he's begun work on compiling the information. We have a board meeting this evening and I will ask him and Jill.

Sonia

From: "Kevin Thomas" <ketkiwanis@aol.com>

Date: Friday, May 5, 2023 at 5:11:20 PM

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Subject: [EXTERNAL] Foundation Audit and 990 for the year ending September 30, 2022

Jill, Dale and Sonia:

Hoping this finds each of you well.

What is the status of the Foundation's audit and 990 filing for the year ending on September 30, 2022?

Kiwanis International requires that the District submit those documents to them for the District to remain in good standing so understandably, I am following up so we can get them submitted to Kiwanis International.

Thanks for any information you can provide and let me know if I can do anything.

Kevin E. Thomas, District Executive Director
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