

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
July 22, 2023

The seventh meeting of the 2022-23 Pennsylvania District Board of Trustees was held on July 22, 2023. Governor Mike Coolbaugh presided. The meeting was held in person with virtual participation.

Board members participating in person: Governor Mike Coolbaugh, Governor-elect Conrad Schlesinger, Immediate Past Governor Sarah Zulueta, Trustees Shawn Smith, Ryan Hartman and Joe Wilson and Executive Director/Secretary/Treasurer Kevin Thomas. Board Members participating virtually were Trustees Cathy Szymanski, Miranda Burton, Penny Meyers and Tiffany Callaio and ex-officio board member Circle K Governor Emma Shreiner.

The following guests participated virtually: Counselling International Trustee Designate Cathy Tutty and Membership Chair Matt Wise.

The minutes from the May 10, 2023, Board Meeting were considered for approval. The minutes of the meeting were approved as presented. See P1.

The consent agenda was considered; see P2-P34. All items in the consent agenda were approved.

Remarks were provided by Circle K Governor Emma Shreiner and Counselling Trustee-designate Cathy Tutty.

The District Membership Committee Report was reviewed and approved; see P35-P36. Membership Chair Matt Wise led discussion on club coaching challenges and new club building.

The Key Leader report and a contract for the 2024 event were reviewed. See P89-P93. Considerable discussion focused on the \$6,000 fee charged by Kiwanis International for the event. The contract with the South Mountain YMCA was approved.

A proposal from Brown, Schultz, Sheridan & Fritz to conduct an audit for 2022-23 year and prepare appropriate 990 forms for Kiwanis and Key Club was considered. The proposal was approved with the name(s) of those on the Kiwanis side of the arrangement to be determined because of Kevin Thomas' impending retirement. See P 37-P53.

At the April 22, 2023, meeting Executive Director Kevin Thomas was directed to engage BSSF (Lauren Fenner) on the cost of a review vs. an audit and if they would be willing to do a review if that was the direction we wished to pursue in the future. The results of that exchange were shared with the board. See P54 – P57.

The Finance Committee Report and District Financial reports were reviewed, discussed and approved. See P58-P73.

Because of increasing fees, the board approved withdrawing the funds (\$525.00) presently with Ameritas Investments and placing it one of our checking accounts.

A proposed operating budget for the 2023-24 Circle K year was considered and approved by the board. See P76

A proposed operating budget for the 2023-24 Key Club year was considered and approved by the board. See P77.

Consideration was given to the proposed District Dues increase. See P78-P80.

Discussion took place on potential changes and cost increases for 2022-23 and 2023-24 year as the result of the proposed Kiwanis International dues increase not being approved by the required margin.

The Kiwanis Kash Raffle was discussed and an update on sales was provided.

An update on unclaimed property was provided. See P81-P82.

Clubs not paying dues were reviewed. See P83.

The Dollars for Dues program was considered. The board voted to continue the program for 2023-24 with the funding of the program to be determined.

2023-24 District Leadership positions were discussed. See P87.

Brett Cutright of the Kiwanis Club of Conshocken was considered for the position of Circle K Administrator. See P88. By proper motion, second and vote, he was appointed to the position.

2023 Convention Registration and Program Book ad sales were reviewed.

Hotel Attrition Concerns were discussed. There are concerns related to the number of sleeping rooms booked and picked up.

With the discontinuation of 40% discount for merchandise purchased from Kiwanis International by Districts, it makes the sale of Kiwanis International Merchandise items unviable. See P101-P103. After discussion, the board approved the development of our own line of items for sale at the District convention in addition to the merchandise we already have.

It was reported that no response has been received to either of the letters sent to Kiwanis International on concerns the District Board has. See P104 and P105 for a copy of those letters.

The board moved to closed session for the selection of the 2023-24 District Secretary, Treasurer and Meeting Manager.

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
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



Kiwaniis
PENNSYLVANIA DISTRICT

District Committee Chair Report Cover Sheet

Date: 7/13/2023

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). This truly is a great way to continue to support and **involve** yourself in the district and assisting it to sustain and move forward.

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

- PLGA Board meets quarterly (4/5/2023 and 6/14/2023)
- PLGA meets quarterly (4/12/2023 and 7/12/2023. Annual PLGA meeting held at DCON
- Gave grant for Key Leader and to new Danville Club at its charter dinner.
 - The PLGA Board approved grant for new Clearfield club once chartered (Charter celebration scheduled for 7/28/2023), the Millcreek club (charter celebration targeted for October) and the impending Exton club.
- Sponsored a basket at the Spring Fling
- Sponsored the "Check-in" and Sergeant-At-Arms at the Special Convention in Hershey

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

- To support the PA District and district board with sustaining and growing the PA District of Kiwanis
 - PLGA will be facilitating a forum at the MidYear conference—**this did not occur due to forum space constraints. A Continuing Education webinar “Leadership Mythbusters” was held in April.**
 - **Planning to support the upcoming “Special Business Session” with Delegate credentialing and Sgt.at Arms - done**
 - **Planning to support the Spring Fling District Fundraiser – done**
 - **Planning support at DCON:**
 - Program Sponsor Ad
 - Credentialing table
 - Sergeant-At-Arms
 - First Timers Forum (and prizes)
 - Meet the Candidates (sponsor and facilitate the discussion)
- To support District leaders and clubs with leadership succession and guidance as requested
 - **This is an enhanced endeavor that we are launching. More details to come.**
 - **We are working on promoting Leadership testimonials**
- To increase the overall presence/awareness and support of the PLGA throughout the district
 - **Quarterly meetings of PLGA being held. (Noted decreased participation in the Quarterly Zoom meetings—this will be monitored)**
 - **Reviewing lists of past LTG’s and inviting membership**
 - **Maintaining a PLGA Facebook page**
- To provide grant funding to Key Leader, other SLP’s and clubs as requested (through application process)
 - **Grant application deadlines are set for: April 1; August 1 and December 1.**
 - **See above for awarded and approved grants.**

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

Clubs	
Lt. Governors / Divisions	<ul style="list-style-type: none"> • Danville Club Grant
District	<ul style="list-style-type: none"> • Past LTG’s for Quarterly meetings • Governor and Governor-elect to offer support in district endeavors
Kiwanis International	

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

☐ Yes

☒ No



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

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

July 13, 2023
April 1 - present
Aktion Club
Barb Byers

Data = 23 Total Clubs

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

11
0
12
394
(180 members in Active Clubs; 214 listed in Inactive Clubs)

COMMITTEE MEMBERS (if applicable)

Name	Club / Role
N/A	

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

The Quarterly meeting on 7/8 was cancelled. As noted in the previous Board report, attendance at these meetings has been declining. This will be evaluated for the upcoming year.

Aktion Club DCON has been confirmed for **Saturday, August 19 at the Laurel Lodge**. The Theme for this DCON is "All About Animals". Registration is due 7/28/2023. I would like to invite the District Board to this DCON—if you can let me know by 7/28 if you will be joining us, that will be great!

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

Nothing significant

3. List program goals and current status of each.

- Ensure Advisor information/contacts is correct with KI – **my contact list has been updated. This will be monitored closely.**
- Continue Quarterly Virtual meetings – **continuing through 2022-2023.**
- Establish an Aktion Cub Committee – **pending.**



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

- 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. Had initial discussions with potential new Aktion Club in Region 2 (Pittsburgh/Carnegie area)**
- Move 6 clubs from Inactive to Active Status – **ongoing. I am working with the Kiwanis Club of Conshohocken about reinvigorating Whitemarsh Aktion 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*

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



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

	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.



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PENNSYLVANIA DISTRICT

Service Leadership Program Governor Board Report

Report Date:	7/14/23
Report Period Covered:	4/14/23 – 7/14/23
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
Found a District Secretary	- By finding a District Secretary, it allows the District Board to be "full"
Have a District Administrator	- By having a District Administrator, I have a person I can talk any issues out and help me to make my term as governor as good as it can be.

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

Challenges	Actions from Kiwanis District Board
Communication with clubs – Some clubs did not communicate with us at all last year (ex. University of Scranton)	Reach out to sponsoring Kiwanis clubs and try to get updated officer information
Event attendance – InterPACK, DCON	Reach out to sponsoring Kiwanis clubs as soon as information is provided
Financial Shortfall from not passing whole amendment for dues increase	Let the sponsoring Kiwanis clubs know that a dues increase will take effect Oct. 1 (some clubs already know, but not all) and that their clubs may be reaching out for extra support



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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) - 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 - 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
 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	Had an in-depth phone call with Brett Cutright about Circle K and how Circle K moves forward
Lt. Governors	
District / Kiwanis International	

Please attach any additional supporting documentation as you feel necessary.



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PENNSYLVANIA DISTRICT

Service Leadership Program Administrator Board Report

Report Date:	July 17, 2023
Report Period Covered:	Until Now
Service Leadership Program:	Circle K
Administrators (Interim):	Tiffany Callaio & Ryan Hartman

Data

# Active Clubs =	16
# Suspended Clubs =	10
# Inactive Clubs =	1
Total Membership Number =	411

COMMITTEE MEMBERS (if applicable)

Name	Club / Role
New Administrator will determine	

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

We are in the process of transitioning to a new District Administrator.

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

The new District Administrator will be working with the current board to get the year on track.

3. List program goals and current status of each.

Get the new District Administrator started as soon as possible.

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

N/A



District Committee Chair Report Cover Sheet

Date:

7/4/23

Committee: 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.

No real issues currently.

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

1. Received updated Early Learning Guide from state. Next printing will be an updated version.

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

1. Hope to send out email for LFL grants to qualified clubs.
2. Finish Read Across America Book List for 2023-2024
3. More PR for YCPO.
4. Service Example Room For DCON
5. Forum for DCON

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

Clubs	ELG information. LFL Grants
Lt. Governors / Divisions	n/a
District	Governor Mike and Governor Elect Conrad.

Kiwanis International	n/a
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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: **July 13, 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. I 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.

None.

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

- Work with Service Leadership Chairs to ensure all advisors and committee members are background checked and have completed KI training.

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 15, 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 enthusiasm. I feel our clubs and LTGs are not passionate about growing Kiwanis. They talk a good talk say the right things, but just feel it is not there.

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

Millcreek Kiwanis is a success. They are inviting people to join, working on service projects. The Kiwanis Club had some issues but were able to resolve them. I feel they might have stopped being a club but they came to a resolution to keep on going.

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

Hoping to get some better communication in our division. Succession planning

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.

. Clubs in need of coaching are: Conneaut Lake, Edinboro, Meadville,. 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	Nobody seems to want this position. It is tough to do when many clubs feel they need to worry about their own clubs.
District / Kiwanis International	None really that you are not aware of already.



District Trustee Report

Date: July 10th, 2023

Trustee: Miranda Burton

Region: _____

Lieutenant Governors

Name: Barb Chadwick

Division: 11E

Name: Vacant

Division: 10

Name: Vacant

Division: 11W

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

The ongoing need for LTG's in Divisions 10 and 11W. is an issue moving forward for clubs to help strengthen their clubs in both membership and engagement. The ongoing struggle to have below charter clubs improve their membership numbers. Trying to touch base with some of the below charter strength clubs have been close to impossible.

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

The Clearfield Area Club continues to grow in membership and their charter night is scheduled for July 28th, 2023.

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

Increase membership in the division by one member in each club by September 30th, 2023.
Reduce the number of below number charter clubs by half by September 2023.

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 encouraging clubs to take part in the two for two boosts by Kiwanis International. New club opening-looking at opening another club in region 3 -looking into club coach and sponsor.

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

Lt. Governors / Divisions	Communication with Barb Chadwick-LTG Division 11E
Membership Chair/Committee	Communication with DMC-Matt Wise
District / Kiwanis	Communication with District Grp. 14 and Governor-Elect and Kiwanis International

/District Trustee Report

Date: 7/16/23

Trustee: Shawn "Spike" Smith Region: 2

Lieutenant Governors

Name: <u>Wayne Meyer</u>	Division: <u>5</u>
Name: <u>Janine Surmick</u>	Division: <u>8</u>
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.)

Informational

It seems as if the Verona-Rosedale club has folded or is in the process of folding. I've reached out to President Sankar, with no response. After talking to the Glenshaw club, Don has transferred to the Glenshaw club.

The Glenshaw club reached out to myself and LTG Meyer as the club stated they were on the verge of closing. LTG Meyer and myself met with the club to discuss the future of the club. The members stated that the bulk of the work came down to a few members that were simply tired. We suggested reaching out to various churches in the area to set up meetings to do a "recruitment" for new members. Since this meeting, Don Sankar from the Verona-Rosedale club is said to have transferred to Glenshaw and a young lady from the Verona area has reached out to the club seeking help with a playground project in that area.

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

The 2nd Kiwanis Night at PNC Park is Saturday, July 29th. This year we sold 90 tickets to the event with the bulk of the tickets purchased from both Region 1 and non-Kiwanians. A Membership application will be given to each of the non Kiwanians who attend.

A total of \$225 will be donated to BOTH the District Key Club and Circle K boards which was raised as part of the ticket price this year. Two checks will be sent to Kevin at the district office in the coming days earmarked for both groups. Thank you to every member and club that purchased tickets this year, we expect to have another great afternoon of fellowship!

If it wasn't stated on the last Trustee Report, every club in Region 2 had representation at the Special Convention in April.

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

1. **75% Club Participation in Region Meetings** – Ongoing
2. **Continuation of Division Council Meetings** – No Change.
3. **"We've NEVER done it this way"** - Ongoing
4. **9 of 14 Clubs to submit monthly reports** – 2 clubs in Region 2 have submitted every report this year so far (Sheraden and Freeport). McKeesport/White Oak has submitted all reports through May. Sewickley has submitted all reports through March and Vandergrift has submitted all reports through February.
5. **Clubs to have a net gain of +1 member** – Glenshaw is showing +2 members. Sewickley, Freeport are

- showing a +1 and Scottdale is showing a +5 for the year. Awesome Job Scottdale!
6. **Continue socialization, connection and support –** (Ongoing) We have 90 tickets sold for Kiwanis Night at PNC Park on Saturday, July 29th. Thank you to all the members (especially in Region 1) who purchased tickets for the event!
 7. **Host a regional officer induction ceremony for the 2023-24 year –** After surveying the clubs, it seems that only two of the clubs in Region 2 were in favor of doing a combined induction ceremony this year. Therefore, we will table this event until next year to come up with a more concrete plan.

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.

Glenshaw is really the only club that has reached out asking for help.

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

Lt. Governors / Divisions	Email / Text / calls / inperson meetings with both LTGS
Membership Chair/Committee	N/A
District / Kiwanis International	N/A



District Trustee Report

6/27/2023

Date:

Trustee: Penny Meyers

Region: 4

Lieutenant Governors

Name: Lisa Bangson

Division: 12N

Name: Shirley McPherrin

Division: 12S

Name: Allan Schappert

Division: 14

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.)

Issues are still with succession planning. As of this date, there are no definite replacements for LTG positions in Region 4 for the year 2024-2025. There is also no definite replacement for my position as Trustee for years 2024-2027. I do not plan on staying.

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

There are only 8 out of 20 clubs not doing monthly reports. Some, however, are not every month.

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

1. Membership growth and retention by working closely with LTGs.
2. An in-person governor's visit meeting for 2023-2024.

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 retention and recruitment of current clubs is on the list. I meet quarterly, (but speak monthly) to the 3 LTGs. We have discussed possible new clubs but are afraid it will infringe on current clubs that are close by.

Rumor has it we may lose Jersey Shore(12N), no fault of district leadership. That will leave the great Key Club orphaned, as well as a Builder's Club.

Selinsgrove is on the edge(12S) of folding, again, no fault of district leadership.

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

Lt. Governors / Divisions	Team meetings quarterly. Emails weekly. 12N and 12S communicate regularly
Membership Chair/Committee	Emails, monthly meetings.
District / Kiwanis International	When needed.



District Trustee Report

Date: July 13, 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.)

The main issue facing region 5 are leadership positions. Emily Reed has agreed to stay on as LTG for 13N. She is also willing to send information to 13S and 16. I will also be taking on more of a role in 13S and 16. Additionally, no one has volunteered for the Region 5 Trustee position for 2023-2026. I am willing to stay on through the 2023-24 year or until a replacement is found, whichever comes first.

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

- Monthly Reports:
 - 13N: 6 of the 7 clubs have submitted at least 1 monthly report with Hershey-Hummelstown submitting all but the last 3 months.
 - 13S: 5 of the 7 clubs have submitted at least 1 monthly report with Chambersburg submitting every month.
 - 16: 8 of the 9 clubs are submitting on a consistent basis. Centennial, Lebanon, & Lititz have submitted every month. Norlanco-Rheems only missing June.
- Many clubs in region 5 had successful Blueberry sales.

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

- Identify a new LTG for Divisions 13S and 16.
- Identify a possible candidate(s) for the 2023-26 Trustee term.
- Membership growth and retention.
- In-Person fall meeting. This has not been done in my years as a Trustee due to the COVID-19 pandemic and lack of interest.

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.

- 13N:
 - Net increase of 2 members for 2022-23. Dillsburg leads with +2 members.
 - Critical Need: Linglestown (9 members) and Middletown (4 members). Greater West Shore (14 members), Linglestown (9 members), Middletown (9 members), and Upper Allen (14 members) are below charter strength.
- 13S:
 - Net increase of 4 members for 2022-23. Carlisle leads with +6 members.
 - Critical Need: No clubs are in critical need. Big Spring (13 members) and Shippensburg (11 members) are below charter strength.



District Trustee Report

Date: July 13, 2023

Trustee: Ryan Hartman

Region:

5

Lieutenant Governors

Name: Emily Reed

Division:

13N

Name: Barrie Ann George

Division:

13S

Name: Vacant

Division:

16

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

The main issue facing region 5 are leadership positions. Emily Reed has agreed to stay on as LTG for 13N. She is also willing to send information to 13S and 16. I will also be taking on more of a role in 13S and 16. Additionally, no one has volunteered for the Region 5 Trustee position for 2023-2026. I am willing to stay on through the 2023-24 year or until a replacement is found, whichever comes first.

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

- Monthly Reports:
 - 13N: 6 of the 7 clubs have submitted at least 1 monthly report with Hershey-Hummelstown submitting all but the last 3 months.
 - 13S: 5 of the 7 clubs have submitted at least 1 monthly report with Chambersburg submitting every month.
 - 16: 8 of the 9 clubs are submitting on a consistent basis. Centennial, Lebanon, & Lititz have submitted every month. Norlanco-Rheems only missing June.
- Many clubs in region 5 had successful Blueberry sales.

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

- Identify a new LTG for Divisions 13S and 16.
- Identify a possible candidate(s) for the 2023-26 Trustee term.
- Membership growth and retention.
- In-Person fall meeting. This has not been done in my years as a Trustee due to the COVID-19 pandemic and lack of interest.

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.

- 13N:
 - Net increase of 2 members for 2022-23. Dillsburg leads with +2 members.
 - Critical Need: Linglestown (9 members) and Middletown (4 members). Greater West Shore (14 members), Linglestown (9 members), Middletown (9 members), and Upper Allen (14 members) are below charter strength.
- 13S:
 - Net increase of 4 members for 2022-23. Carlisle leads with +6 members.
 - Critical Need: No clubs are in critical need. Big Spring (13 members) and Shippensburg (11 members) are below charter strength.

- 16:
 - Net increase of 22 members for 2022-23. Lititz leads with +9 members.
 - Critical Need: Annville-Cleona (7 members) and Elizabethtown (14 members) are below charter strength.

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: 7/13/2023

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. Deb held an election, which did not have a quorum, so she will need to be voted on at the board meeting. Bob, from what I understand, did not have an election, so will also need to be voted on at the board meeting.

Division 15 has a +2 with membership growth. Division 17/18 has a +12.

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, but have not heard from him on this subject since the beginning of June, when he said he wanted to get started by June 24th. I completely a community survey on the Taylor area to see about opening up a club in the Riverside School District.

Back Mountain is in need of critical coaching. Their co-presidents are going to PSU Main and nobody has stepped up to become president, even to share it. Their treasurer reached out to me this week to let me know they might be folding because of this. I have given suggestions on how to bring in members, but not sure if they have done anything about this.

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 officers on important district information, such as elections within clubs, Kiwanis Kash, CLE training and July 17 meeting with Past President Jane Erickson. Region 6 Facebook page is always active with all the ongoings 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: 7/12/2023

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. Balanced all bank accounts and provided board with monthly financial statements. Submitted all payroll tax forms and payments due.
Had discussion with BSSF on review vs. Audit. Solicited proposal for 2022-23 audit and 900 form preparation.

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

Finalized and paid all expenses for Circle K and Key Club Convention. Prepared 2023-24 Proposed operating budgets for both groups. Found candidate for Circle K Administrator and began assisting him.

District Convention, Midyear, and other events

Attended Kiwanis International Convention. Heavy focus on activities and issues related to District Convention.

Other District Committee and Special Project Duties

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

Goal Description	Due Date	Status
Focus through August 13 th will be District Convention and then transition activities until final day in office which right now is August 30		

4. Describe communications and activities with Kiwanis International

See comments above.

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

None at this time

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

Date	Location	Purpose
	See attached schedule	

Find calendar events or to do's



Today Day Week Month Year List Actions

Settings

To Do's - List

Print Email

< > April 2023

▼ ketkiwanis

0 To dos.

< > 2023			Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1
JAN FEB MAR			Circle K Convention		7:00 PM 2023 Convention Meeting	7:30 PM Key Club Committee Meeting		Key Club Convention	Key Club Convention
APR MAY JUN									Special Convention
JUL AUG SEP									Spring Fling
OCT NOV DEC			2 Key Club Convention	3 8:00 AM UGI	4 11:30 AM Worship Academy School of Arts	5	6 12:00 PM Harrisburg Club Meeting	7	8
▼ My Calendars									
✓ ketkiwanis									
▼ Holidays									
US Holidays									
▼ Others									
<i>You don't have any other calendars yet.</i>									
			9	10 2:00 PM Key Leader Call 4:00 PM Executive Committee Meeting 7:00 PM Spring Fling	11 5:30 PM District Convention Meeting	12 12:00 PM Harrisburg Club Meeting	13 7:00 PM New Club Building	14	15
			16 8:00 PM E Kiwanis VP Forum	17 7:00 PM Leadership Meeting	18	19 12:00 PM Easton- Bill Walters 7:30 PM Key Club Committee Meeting	20	21	22
			23	24	25	26 4:00 PM District Secretaries Meeting	27	28 6:00 PM Danville Charter Ceremony	29
			30		2 6:00 PM Pittston 100th	3	4 12:00 PM Harrisburg	5	6 2:00 PM Northeast Coalition Meeting

Find calendar events or to do's


[Today](#) [Day](#) [Week](#) **Month** [Year](#) [List](#) [Add](#)
[Settings](#)[To Do's - List](#)

New Event

< > May 2023

✓ ketkiwanis

0 To do's

< > 2023			Sun 30	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6
JAN	FEB	MAR			6:00 PM Pittston 100th		12:00 PM Harrisburg		2:00 PM Northeast Coalition Meeting
APR	MAY	JUN							
JUL	AUG	SEP							
OCT	NOV	DEC	7	8	9	10	11	12	13
					11:00 AM Dawn Grimes Penn Stater	10:00 AM Dentist			
					7:00 PM Convention Planning Meeting	8:00 PM Board Meeting			
			14	15	16	17	18	19	20
				7:00 PM Leadership Meeting	7:00 PM Foundation Bank Account		12:00 PM Harrisburg Club Meeting		
			21	22	23	24	25	26	27
				8:00 PM Membership Meeting	5:30 PM Sunbury	4:00 PM District Secretary Meeting		off	
			28	29	30	31	1	2	3
					off		12:00 PM Williamsport		

My Calendars

✓ ketkiwanis

Holidays

US Holidays

Others

You don't have any other calendars yet

Find calendar events or to do's


[Today](#) [Day](#) [Week](#) **Month** [Year](#) [List](#) [Autosync](#)
[Settings](#)[To Do's - List](#)

New Event

< > June 2023

▼ ketkiwanis

0 To dos.

< > 2023			Sun 28	Mon 29	Tue 30 off	Wed 31	Thu 1 12:00 PM Williamsport	Fri 2	Sat 3
JAN	FEB	MAR							
APR	MAY	JUN							
JUL	AUG	SEP							
OCT	NOV	DEC	4	5	6	7 Early Learning Summit	8	9	10
▼ My Calendars									
▼ Holidays									
US Holidays			11	12	13 4:00 PM Executive Committee Meeting	14	15 5:00 PM Harrisburg Kiwanis	16	17
▼ Others									
You don't have any other calendars yet									
			18	19	20 7:00 PM Convention Committee Meeting	21 International Convention	22	23	24
			25	26	27 5:30 PM Circle K Administrator Meeting 7:00 PM Convention Meeting	28	29 6:00 PM Finance Committee	30	1



Immediate Past Governor's Report

Submitted by: Sarah Zulueta

Date: 7/14/2023

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. Open Exton Area club	WIP	9/30/2023
2. Develop transition plan with committee for new positions to replace the Executive Director by 9/30/2023.	WIP	9/30/2023
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. Completed development of District Office Position Interview rubric, interview questions and set up candidate interviews.
2. Develop contracts for new District positions and transition/training schedule items.
3. District Convention – Forum descriptions for dcon program book.

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

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

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

- Attended the monthly PA Foundation Board meetings in May and July.
- Work toward resolving 990 filings for Foundation.
- Work toward obtaining Director candidates for Foundation.

6. Additional Activities and Special Projects actively working on.

Main Activities:

- Focus on opening new club opening activities for Chester County (Exton). Worked with Kendra Morris, KI rep during the week of May 16th.
- Assist in setting up forums with Gov Elect Conrad for DCON 2023.
- Manage the District Office Job Search activities.

Special Projects:

- **New Club Opening – Chester County (Exton Area)** – Worked with KI in to recruit additional members in expanded area of Downingtown. Completed: 9 paid. 1 Kiwanian transfer 3 pending payment. Have officers except VP and Board member and bylaws completed. Participating in local events and starting projects. We are working on additional prospects. The challenge is getting everyone to meet at once during the summer, but we are eager to complete this by Sept 30th.
- **KI Club Coaching Training Team** – Co-presented Club Coaching on June 7, 2023 at 7 am to ASPAC District.
- **SendInBlue** – Continue to provide review and contributions for the bi-monthly email distributions.

Committee/Meetings:

- **Dollar for Dues** – No further donations and applications this quarter. This program needs to be promoted if we are to continue. The Governor should reach out to PR chair for promotion if this program is to continue or redirect this program to the new District Secretary to manage.
- **Finance Committee Meeting** – Continue to be a member of this committee to work on consistent financial controls with Finance chair. Attended the June 29th quarterly Finance committee meeting. Last meeting for the year and for me will be 9/21/23.
- **Monthly Executive Director Meetings** – Continue to participate in Executive meetings every 2nd Monday of the month.
- **2024 District Convention Committee NJ/PA** – Agreed to be part of the committee moving forward. No meeting set. Only 4 from PA and 4 from NJ will be on the committee.
- **Technology Committee** – Reviewing technology inventory list and will be working with committee to transition district emails to new emails for pakiwanis.org and determine the licenses and review of pakiwanis.org.
- **District Membership Committee** – Participate in the bi-monthly District membership meetings on new club opening efforts.
- **2023 District Convention** – Assisting Gov Elect Conrad with setting up DCON Forum schedule and contact with presenters. Working on DCON powerpoint, google drive and communication to speakers. Working to develop two presentations around technology and service.

Non-Dues Revenue Updates:

- **Kiwanis Night at the Phillies** – An event for the Phillies in Philadelphia is set for Aug 5, 2023 and 60 tickets sold. For the clubs it will generate \$276.00 and for the District \$92.00.

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

Governor-elect Report

Date: 6/27/2023

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:

Attending all monthly calls and programs required by Kiwanis International.

Attending monthly calls and committee meetings with various district committees and training opportunities.

Attended both CKI and Key Club Conventions.

I was unable to attend ICON due to a recent health issue.

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.

I have been attending the DCON Planning Committee meetings.

The Educational Sessions for the 2023 DCON and speakers have been scheduled in consultation with Gov. Mike and Immediate Past Gov. Sarah.

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

Trustee / Lt. Governor took place on June 9th and 10th at the Penn Stater. Trustee Cathy Szymanski, Gov. Mike, Membership Coordinator Matt Wise and KI North America 3 Area Director Brad Boyd planned the majority of the training sessions in my absence due to a health issue. I was able to participate in June 10th in a limited capacity.

Brittany McCartney continues to work on the Club Leadership Training for the 2023-2024 officers. The trainings will be presented virtually.

Most of the District Chairs and Administrators have been identified and have accepted their respective positions. Open positions are Audit Chair, By-Laws, Policies and Resolutions.

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

I am not leading, however, I am participating on interview committee for hiring the District Secretary, Treasurer and Meeting Manager positions.

Gov. Mike, Kevin and I recently participated in a meeting with a potential candidate to become the Circle K Administrator.

Governor's Report State of the District

Submitted by: Michael Coolbaugh

Date: 7/13/2023

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
 New Club – Millcreek – 17 members
 WIP – Exton Area Event scheduled for 7/15
 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 Circle K Clubs
- Open two (2) new Key Clubs
- Open two (2) new Builders Clubs
- Open five (5) new K-Kids Clubs.

Status

WIP

WIP

WIP

Opened 3 New Clubs

Opened 3 New Clubs

WIP – 2 New Clubs

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	Cost analysis/Changes to District Staff	Kevin		Approved by Board on 4/22/23
2	2023 DCON Budget	Kevin		Approved by Board on 5/10/2023
3	Advertise New District Positions	Sarah		Complete
4	Conduct interviews of applicants	Committee		In Progress

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 scheduled for August 5th
- Interviews for the new district are **currently** being conducted.
- Service Leadership Programs Charters reactivated to date – Key Club 8, K-Kids 2, **Aktion** Club 1

4. Describe communications and activities with Kiwanis International

- 4/23/23, 5/28/23,6/18/2023 Attended the monthly zoom meetings with Area Director Emily Saalfrank and the Governors from North America 1.
- 4/5/23, 7/12/2023 Attended by monthly meetings with International President Bert West.
- 6/21-24/23 Attended the International Convention in Minneapolis
- Numerous meetings with KI Club opening Manager Kendra Morris and KI Club Opening Specialist Miranda Burton

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

6. Additional Activities and Special Projects actively working on.

- 3/31-4/2/23 Attended the Key Club District Convention in Hershey
- 4/6/2023 Hosted a 2 for 2 membership training presented by IP Bert West
- Attended monthly 2023 District Convention meetings
- 4/28/23 attended the Kiwanis Club of Danville Area's Charter Celebration
- 5/16/23 Participated in the Exton Club Opening Canvassing
- 6/9-10/23 Trustee/Lt. Governor Training in State College

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: 7/22/2023

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.

New Club Opening Updates:

- Danville – Region 4 – OPENED!
- Clearfield – Region 3 – OPENED! Thank you to Miranda and her team.
- Millcreek Area – Region 1 – OPENED!
- Exton Area – Region 7 – in progress
- Charity Club – Region 1 (for now) – on hold

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. The Chair and Co-Chair were at the Lt. Governor training and had successful conversations regarding plans for next year, but this year is not over yet!

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

Goal 1: Open 7 new clubs in District (status: ongoing; 3 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 7/10/2023

June was the best month so far in the 2022-23 year. We had a net gain of 31 members; the new Millcreek Club helped this number a great deal.

At the end of June, District membership stood at 2,882 reflecting a gain of 127 members. We have 62 clubs with a gain, 23 with a loss and 53 with neither a gain or loss. Excluding the new clubs, the clubs with the largest gains are Shenago Valley in Division 2 and Lititz Area in Division 16 each with a gain of 9 members. Williamsport is next with 8 and followed by Carlisle at 6. Several clubs have gains of 5 and 4.

As matter of comparison here is were we stood at end of June for each of the last 5 years.

June 2022: 111
June 2021: 140
June 2020: 115
June 2019: 129
June 2018: 124

So far this year, we have opened three new clubs, Danville Area, Clearfield and Millcreek. Just as a point of information, all three of these clubs were locations where we previously had clubs and been told, essentially, no one wants to join Kiwanis.

The first 10 days of July have been strong for new members. Let's keep it going. Remember, a new member isn't a member till their name appears on the roster of the club as maintained at Kiwanis International.



July 11, 2023

Kevin Thomas, Executive Director
and Board of Directors
Kiwanis International NTL HDQ K23 PA District
and Key Club International H23 PA District
Suite 206 125 North Enola Drive
Enola, PA 17025

Dear Mr. Thomas:

We are pleased to confirm our understanding of the services you have asked our Firm (Brown Schultz Sheridan & Fritz, or BSSF) to perform for Kiwanis International NTL HDQ K23 PA District (Kiwanis) and Key Club International H23 PA District (Key Club) (collectively, the Organization) for the year ended September 30, 2023. Please read this letter carefully because it is important to both our Firm and you that you understand and accept the terms under which we have agreed to perform our services, as well as management's responsibilities under this agreement.

Audit Services

We will audit the consolidated statement of financial position of the Organization as of September 30, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended and the related financial statement disclosures. Our audit will be conducted with the objective of our Firm expressing an opinion on the consolidated financial statements.

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

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

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

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

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

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

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

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

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

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

Responsibilities of Management

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

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

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

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

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

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

Written Report

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

Nonattest Services

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

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

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

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

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

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

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

Tax Services

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

You are confirming that you will furnish us with all the information required for preparing the returns. This includes, but is not limited to, providing us with the information necessary to identify (1) all states and foreign countries in which you "do business" or derive income (directly or indirectly); (2) all states and foreign countries in which employees "reside" (including employees whose foreign or out-of-state residency is temporary) and (3) the extent of business operations in each relevant state and/or country. We will not audit or verify the data you submit, although we may ask you to clarify it, or furnish us with additional data. You should retain all the documents, books and records that form the basis of your income and deductions. The documents may be necessary to prove the accuracy and completeness of the returns to a taxing authority. If you have any questions as to the type of records required, please ask us for advice in that regard.

Please note that the Internal Revenue Service (IRS) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject

to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the 2023 tax year, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

You agree to provide us with complete and accurate information regarding any transactions in crypto assets or transactions using any virtual currencies during the applicable tax year. Please ask us for advice if you have any questions. If you require additional consulting services to evaluate the specific treatment of digital assets or virtual currency and we agree to perform such services, such services will be covered under a separate engagement letter.

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

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

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

In 2018, a Supreme Court Ruling in South Dakota v. Wayfair, Inc. ("Wayfair") significantly impacted businesses that engage in out-of-state sales (i.e., remote sales). Wayfair opened the door for other states to redefine what is deemed to be "sufficient contact" from a physical presence standard, to a much broader standard that looks at a business's economic presence ("economic nexus") in a given state. How this may impact your business depends on the individual states from which you derive sales and whether they have adopted an

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

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

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

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

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

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

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

Federal law has extended the attorney-client privilege to some, but not all, communications between a client and the client's CPA. The privilege applies only to non-criminal tax matters that are before the IRS or brought by or against the U.S. government in a federal court. The communications must be made in connection with tax advice. Communications solely concerning the preparation of a tax return will not be privileged.

In addition, the confidentiality privilege can be inadvertently waived if the contents of any privileged communication are discussed with a third party, such as a lending institution, a friend or a business associate. We recommend that you contact us before releasing any privileged information to a third party. As a corporation, you need to be especially careful about privileged communications. If a communication is made in the presence of a corporate employee who is not authorized to act or speak for the corporation in relation to the communication's subject matter, then the communication will be deemed to be made in the presence of a third party and any privilege will be waived.

If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay any and all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged.

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

Other Matters

Our fees for these services are estimated to be \$16,700. Our invoices for these fees will be rendered each month as work progresses and are due and payable within 30 days. Fees are based on anticipated cooperation from your personnel and their assistance with timely preparation of the requested schedules and responses to our questions. If the requested items are not available on the dates required or are not accurate, we will contact the board. Additional time and costs may be necessary because of these unanticipated delays or additional required work. Examples of situations that may cause our estimated fee to increase include:

- Identifying a significant number of proposed audit adjustments, including adjustments needed to convert to the accrual basis

- Significant changes to the original trial balance provided by your personnel at the beginning of fieldwork
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Revisions to information and schedules provided by your personnel
- Rescheduling our fieldwork
- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation
- Schedule disruption caused by litigation or financial challenges
- Lack of availability of entity personnel during audit fieldwork

Additionally, these fees do not include any additional time that might be required for assisting you with the adoption of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 842, *Leases*. Time spent assisting you with the implementation of this standard will be billed separately. If you choose to utilize the lease software we offer to calculate the asset, liability and expenses related to any material leases, the fee for the use of that software will also be billed separately (approximately \$85 per lease agreement entered). The Organization acknowledges and agrees that we are not required to continue work in the event of the Organization's failure to pay on a timely basis for services rendered as required by this engagement letter. The Organization further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the Organization's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of 1.5% per month (18% per year). In accordance with our Firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full.

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

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

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

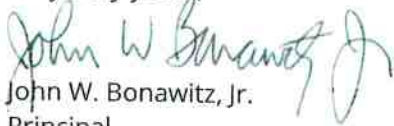
With the exception of a fee dispute, if any other dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

July 11, 2023

By our signatures below, all parties acknowledge and agree that in the event of a fee dispute, we ~~will~~ not be required to go through mediation to attempt to settle the fee dispute and may instead move ~~directly~~ to litigation to resolve such fee dispute.

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

Very truly yours,


John W. Bonawitz, Jr.

Principal


Lauren Fenner
Senior Manager

JWB/LF/bo
Enclosures

ACCEPTED AND AGREED TO:

By: _____

Title: _____

Date: _____

OPT-OUT OF ELECTRONIC RECEIPT OF INCOME TAX RETURNS

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



May 10, 2023

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

Dear Kevin:

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

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

Tax Services

We will prepare the following returns:

- U.S. Form 990 – Return of Organization Exempt from Income Tax for the year ended March 31, 2023

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

You will submit your March 31, 2023 tax information (as detailed above) to us no later than June 30, 2023. If, for some unforeseen reason, your data is not complete at that time, please submit whatever is ready. Be aware that if you submit your data late, ultimately, you may be subjected to late penalties on your March 31, 2023 return because of this delay.

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

Please note that the Internal Revenue Service (IRS) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the year ending March 31, 2023, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

You agree to provide us with complete and accurate information regarding any transactions in crypto assets or transactions using any virtual currencies during the applicable tax year. Please ask us for advice if you have any questions. If you require additional consulting services to evaluate the specific treatment of digital assets or virtual currency and we agree to perform such services, such services will be covered under a separate engagement letter.

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

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

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

you wish disclosure to be made in your return or if you desire us to identify or perform further research with respect to any material tax issues for the purposes of ascertaining whether, in our opinion, there is "substantial authority" for the position proposed to be taken on such issues in your returns.

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

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

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

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

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

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

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

Fees

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

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

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

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

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

Other Matters

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

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

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

Federal law has extended the attorney-client privilege to some, but not all, communications between a client and the client's CPA. The privilege applies only to non-criminal tax matters that are before the IRS or brought by or against the U.S. government in a federal court. The communications must be made in connection with tax advice. Communications solely concerning the preparation of a tax return will not be privileged.

In addition, the confidentiality privilege can be inadvertently waived if the contents of any privileged communication are discussed with a third party, such as a lending institution, a friend or a business associate. We recommend that you contact us before releasing any privileged information to a third party. As a corporation, you need to be especially careful about privileged communications. If a communication is made in the presence of a corporate employee who is not authorized to act or speak for the corporation in relation to the communication's subject matter, then the communication will be deemed to be made in the presence of a third party and any privilege will be waived.

If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay any and all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged.

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

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

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

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting tax returns and other confidential documents. However, as emails can be intercepted and read, disclosed or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

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

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

Kevin Thomas, Executive Director
and Board of Directors

- 7 -

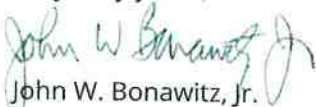
May 10, 2023

have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

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

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

Very truly yours,



John W. Bonawitz, Jr.
Principal



Lauren Fenner
Senior Manager

JWB/LF/bo
Enclosures

READ AND ACCEPTED:

Kevin Thomas, Executive Director
Key Club International H23 PA District

Date

OPT-OUT OF ELECTRONIC RECEIPT OF INCOME TAX RETURNS

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

K:\WPDOCS\EL\03 Month-end\Bonawitz\32078 990 tax eng ltr 3-31-23.docx

From: LaurenFenner@bssf.com,
To: ketkiwanis@aol.com,
Cc: sgt283@gmail.com, zuluets@gmail.com, cdschlesinger@outlook.com, jimrhanna@outlook.com,
Subject: RE: Kiwanis future work
Date: Mon, May 15, 2023 8:55 am

Having the entries done prior to us starting would make things more efficient for us. If we can be more efficient, that may impact the fee. Again, having these done prior to a review being started is critical because we aren't doing the in depth procedures that we do for an audit. So if the balance is the same balance as the prior year, we are either 1) delayed until you adjust the balances or 2) have to do procedures to adjust the balance which would be billed separately from the review fee since it isn't part of the scope of the review.

A review and audit come with different sets of checklists, reports, letters, etc. that we have to prepare. There is some extra work on our end when you flip back and forth because of that but nothing substantial. I just wanted to point out that a review is substantially less in scope than an audit which is why the fee would be less in a review year but increase again in an audit year.

You can wait definitely wait until July to decide! Just keep me posted!

Thanks!

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

LaurenFenner@bssf.com - www.bssf.com

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

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Thursday, May 11, 2023 1:51 PM
To: Lauren Fenner <LaurenFenner@bssf.com>

P. 54

5/15/23, 1:10 PM

RE: Kiwanis future work

Cc: sgt283@gmail.com; zuluets@gmail.com; cdschlesinger@outlook.com; jimrhanna@outlook.com

Subject: Re: Kiwanis future work

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Lauren:

Thanks so very much for this information.

Since all almost all of the adjusting entries are year end and on the Kiwanis side of things, you saying we could still save money but having them done when you arrive to do the audit?

And if we do a review one year and a full audit the next, would that potentially increase costs in the audit year?

Lastly if we waited till July to make this decision does it affect getting an engagement letter from you?

Kevin E. Thomas, District Executive Director
Pennsylvania District Kiwanis International

125 North Enola Drive, Ste. 206

Enola PA 17025

P: 717-540-9300

F: 717-540-1018

E-mail: Kevin@pakiwanis.org

www.pakiwanis.org

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

From: Lauren Fenner <LaurenFenner@bssf.com>

To: Kevin Thomas <ketkiwanis@aol.com>

Cc: sgt283@gmail.com <sgt283@gmail.com>; zuluets@gmail.com <zuluets@gmail.com>;

cdschlesinger@outlook.com <cdschlesinger@outlook.com>; jimrhanna@outlook.com

<jimrhanna@outlook.com>

Sent: Wed, May 10, 2023 6:18 pm

Subject: RE: Kiwanis future work

Kevin,

We could definitely do a review for you. I would estimate the fee for the review and 990 to be between \$8,000 and \$9,000. The audit and 990 fee is probably always going to be around the \$15k mark just because an audit is so much more in depth than a review. The two items that add time to the audit and/or review are the fact that some of the accrual entries aren't made until after we start (i.e. AP, prepaids, etc.) and the fact that Key Club is on a different year end and mostly kept on a cash basis vs. an accrual basis. If the accrual entries were made prior to the audit/review, that would definip .55 take things more efficient on our end. This would

be especially important when a review is done because a review is largely analytics and inquiries. If balance sheet items are not adjusted prior to us starting and we have to do more audit like procedures to determine the balances, that would be extra time and thus extra billings. With Key Club, getting the trial balance and activity on the same year end as Kiwanis is time consuming because we have to combine a few reports from QuickBooks to capture the activity from 10/1 – 9/30. This is due to the fiscal year of Key Club being set up as 3/31 and the way closing entries are automatically posted in QuickBooks. I know you have been working towards changing the year end and structure of Key Club, which I know is a lengthy process.

Thanks!

Lauren Fenner, CPA
Senior Manager
Brown Schultz Sheridan & Fritz (BSSF), CPAs
210 Grandview Avenue, Camp Hill, PA 17011
T: 717.761.7171 F: 717.737.6655
LaurenFenner@bssf.com - www.bssf.com
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If you have received this communication in error, please notify us immediately by replying to this email or by telephone at 717-761-7171 and delete this email.

From: Kevin Thomas <ketkiwanis@aol.com>
Sent: Friday, May 5, 2023 7:07 PM
To: Lauren Fenner <LaurenFenner@bssf.com>
Cc: sgt283@gmail.com; zuluets@gmail.com; cdschlesinger@outlook.com; jimrhanna@outlook.com
Subject: Kiwanis future work

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Lauren:

I hope this finds you well.

We appreciate all the work that the BSSF has done for us over the last three years and we hope that moving forward we can retain the relationship. You have helped improve our financial situation.

We are looking at our budget and costs. Auditing and 990 preparation is our second largest cost.



District Committee Chair Report Cover Sheet

Date: 7/11/2023

Committee: Finance

Chair: Conrad
Schlesinger

Committee Members, if applicable:

Conrad Schlesinger	Governor Mike Coolbaugh	Steve Harmanos
Emily Trang	Kevin Thomas	Sarah Zulueta
Ryan Hartman		

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 –

1. Expenses YTD were reviewed – comparison of actual to budget.
2. Concerns were expressed over DCON registration, ads and sponsorship income.
3. Cost of awards will increase.
4. Sarah will check to see who registered for Amplify and who was reimbursed.
5. We will get a surplus if goals are met for DCON registration and Sponsorships and Ads.

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

Circle K Convention experienced a surplus of \$1702.02. Key Club Convention experienced a surplus of \$4715.19.

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

Following recommendations are to be considered for the 2023-2024 budget, which cannot be finalized until after DCON:

1. Possibly decrease the Key Club contribution from \$10,000 to \$5,000.
2. Possibly eliminate the Circle K contribution of \$500.00.
3. Review Circle K Admin expense budget and look to increase for GATC or CKI attendance in 2024.
4. Ryan Hartman to become the chair of Finance subject to board approval.

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

Clubs	
Lt. Governors / Divisions	
District	
Kiwaniis International	The finance committee will need to anticipate additional KI cuts which will increase expenses for the District such as Area Director registration and hotel. More cuts from KI are expected.

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

☐ Yes

☒ No

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	81,044.02
101A Circle K Cash on hand	-0.27
105 Cash saving account	577.48
108 - Cash Investments	0.00
Total Bank Accounts	\$81,621.23
Other Current Assets	
110 Accounts receivable 2	1,296.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	5,574.60
125 Prepaid expenses	100.22
126 Prepaid rent	800.00
Total Other Current Assets	\$7,770.82
Total Current Assets	\$89,392.05
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
RECL-PPP RECL-PPP	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$89,392.05

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	52,698.78
Total Accounts Payable	\$52,698.78
Other Current Liabilities	
200 Bank credit line	0.26
201 Accounts payable 9/30/18	-0.01
202 Credit Card Payable	1,357.04
203 Social Security Payable	558.85
204 FIT Payable	590.00
205 PIT payable	180.91
206 LIT payable	264.84
207 PUT payable	0.00
208 Medicare Payable	130.32
214 Deferred revenues	-3,915.00
220 Accrued Salaries and Vacation	6,826.00
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	1,661.07
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	-0.10
Total Other Current Liabilities	\$7,654.18
Total Current Liabilities	\$60,352.96
Long-Term Liabilities	
201A Loan Payable PA Key Club	0.00
800 Key Club Payments Received	7,016.74
801 Circle K Payments Received	-0.47
802 Pennsylvania Kiwanis Foundation	0.00
804 Key Club American Express Pay	-12,718.48
805 Circle K AMEX Payment	0.37
806 Foundation American Express Payments	-62.32
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -5,764.16
Total Liabilities	\$54,588.80
Equity	
275 Unrestricted net assets	12,893.00
32000 Restricted Net Assets - Key Leader	-3,414.39

Kiwanis International Pennsylvania District

Balance Sheet

As of June 30, 2023

	TOTAL
Net Income	25,324.64
Total Equity	\$34,803.25
TOTAL LIABILITIES AND EQUITY	\$89,392.05

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
101 Cash checking account							
06/01/2023	Check	2691	Yes	Executive Image Solutions		101 Cash checking account	-15.54
					Copier Maintenance	431 Equipment maintenance	15.54
06/01/2023	Check	2692	Yes	City Limits Realty		101 Cash checking account	-824.00
					June Office Lease Payment	437 Rent	824.00
06/01/2023	Check	2693	Yes	Crystal Springs		101 Cash checking account	-8.58
					Water	443 Supplies & printing	8.58
06/01/2023	Check	2694	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
06/01/2023	Check	2695	Yes	Michelle March		101 Cash checking account	-526.77
					Salary 49 Hrs @ \$13.75/hr	400 Salaries & wages	680.63
					Social Security	203 Social Security Payable	42.20
					FIT	204 FIT Payable	70.00
					PIT	205 PIT payable	20.90
					LIT	206 LIT payable	10.89
					Medicare	208 Medicare Payable	9.87
06/01/2023	Deposit		Yes			101 Cash checking account	3,265.00
					Key Club Convention Credit Card Processing	800 Key Club Payments Received	3,265.00
06/02/2023	Deposit		Yes			101 Cash checking account	6,500.00
					Zoom Class action settlement	311 Misc revenue	50.00
					Key Leader Registration	32000 Restricted Net Assets - Key Leader	2,250.00
					Program book ads	368 Program ads	200.00
					Key Club Budget Contribution	306 Key Club Budget Contribution	2,500.00
					Key Club AMEX balance	804 Key Club American Express Pay	1,500.00
06/05/2023	Expense		Yes	American Express		101 Cash checking account	-10,017.41
					Key Club Convention and GATC charges	804 Key Club American Express Pay	-8,526.06
					Registration and flight charges for ICON	540 Executive director -int'l convention	379.99
					Postage - Guide Sample	442 Postage	3.42
					Distinguished Officer Awards	571 District contest awards	97.25
					Quickbooks subscription	415 Accounting & legal	989.90
					AOL Service	440 Telephone	40.79
06/06/2023	Deposit		Yes			101 Cash checking account	100.00
					Guide shipping payment	442 Postage	-100.00
06/07/2023	Deposit		Yes			101 Cash checking account	2,000.00
					Payments for Key Club International Convention	800 Key Club Payments Received	2,000.00
06/09/2023	Deposit		Yes			101 Cash checking account	465.00
					Raffle	302 Raffle Revenue	240.00
					Key Leader Reg	32000 Restricted Net Assets - Key Leader	225.00
06/12/2023	Deposit		Yes			101 Cash checking account	163.80
					Conv Thurs Outing	380 Thursday reception	35.00
					Conv Fri Break	379 Friday breakfast	20.00
					Conv Fri Lunch	381 Friday luncheon	27.00
					Conv Sat Lunch	382 Saturday luncheon	27.00
					Conv Banquet	383 Governor's banquet	34.80
					Conv Sun Break	386 Sunday breakfast - D/C	20.00
06/12/2023	Deposit		Yes			101 Cash checking account	457.71
					Thursday Outing	380 Thursday reception	70.00
					Fri Break	379 Friday breakfast	60.00
					Fri Lunch	381 Friday luncheon	81.00
					Sat Lunch	382 Saturday luncheon	81.00
					Banquet	383 Governor's banquet	105.71
					Sun Break	386 Sunday breakfast - D/C	60.00
06/15/2023	Check	2696	Yes	LEAF		101 Cash checking account	-143.10
					Copier Lease	430 Equipment leases	135.00
					Copier Sales Tax	431 Equipment maintenance	8.10
06/15/2023	Check	2697	Yes	Verizon		101 Cash checking account	-193.97
					Telephone and Internet	440 Telephone	193.97

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
06/15/2023	Check	2698	Yes	Crystal Springs		101 Cash checking account	-8.58
					Water	443 Supplies & printing	8.58
06/15/2023	Check	2699	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
06/15/2023	Check	2700	Yes	Michelle March		101 Cash checking account	-587.05
					Salary - 54 hrs @ \$13.75/hr	400 Salaries & wages	749.38
					Social Security	203 Social Security Payable	46.46
					FIT	204 FIT Payable	70.00
					PIT	205 PIT payable	23.01
					LIT	206 LIT payable	11.99
					Medicare	208 Medicare Payable	10.87
06/15/2023	Expense		Yes	United States Treasury		101 Cash checking account	-1,524.58
					Social Security Withholding	203 Social Security Payable	-376.72
					Medicare Withholding	208 Medicare Payable	-88.57
					FIT Withholding	204 FIT Payable	-590.00
					Payroll Taxes	409 Payroll taxes	467.29
06/15/2023	Expense		Yes	Commonwealth of Pennsylvania		101 Cash checking account	-187.53
					PIT Withholding	205 PIT payable	-187.53
06/15/2023	Deposit		Yes			101 Cash checking account	228.00
					Friday Breakfast	379 Friday breakfast	40.00
					Friday Lunch	381 Friday luncheon	54.00
					Sat Lunch	382 Saturday luncheon	54.00
					Gov Banquet	383 Governor's banquet	80.00
06/16/2023	Deposit		Yes			101 Cash checking account	9,604.01
					Raffle	302 Raffle Revenue	980.00
					Key Club Convention Credit Card Fees	780 Convention Credit Card fees	-97.95
					Key Club AMEX Payments	804 Key Club American Express P	8,526.06
06/20/2023	Deposit		Yes			101 Cash checking account	129.81
					Fri Break	379 Friday breakfast	20.00
					Fri Lunch	381 Friday luncheon	27.00
					Sat Lunch	382 Saturday luncheon	27.00
					Gov Banquet	383 Governor's banquet	35.81
					Sun Break	386 Sunday breakfast - D/C	20.00
06/21/2023	Deposit		Yes			101 Cash checking account	262.54
					Thurs Baseball	380 Thursday reception	70.00
					Fri Break	379 Friday breakfast	20.00
					Fri Lunch	381 Friday luncheon	27.00
					Sat Lunch	382 Saturday luncheon	54.00
					Banquet	383 Governor's banquet	71.54
					Sun Break	386 Sunday breakfast - D/C	20.00
06/21/2023	Deposit		Yes			101 Cash checking account	308.17
					Guest Reg	351 Guest registration fees	15.00
					Thurs Baseball	380 Thursday reception	35.00
					Friday Break	379 Friday breakfast	20.00
					Fri Lunch	381 Friday luncheon	54.00
					Sat Lunch	382 Saturday luncheon	54.00
					Banquet	383 Governor's banquet	70.17
					Sunday	386 Sunday breakfast - D/C	60.00
06/21/2023	Deposit		Yes			101 Cash checking account	161.56
					Fri Break	379 Friday breakfast	20.00
					Sat Lunch	382 Saturday luncheon	27.00
					Gov Banquet	383 Governor's banquet	74.56
					Sunday	386 Sunday breakfast - D/C	40.00
06/22/2023	Deposit		Yes			101 Cash checking account	338.00
					Baseball Game	380 Thursday reception	70.00
					Fri Breakfast	379 Friday breakfast	40.00
					Fri Luncheon	381 Friday luncheon	54.00
					Sat Lunch	382 Saturday luncheon	54.00
					Banquet	383 Governor's banquet	80.00
					Sun Breakfast	386 Sunday breakfast - D/C	40.00

Kiwanis International Pennsylvania District

Transaction List with Splits

June 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
06/26/2023	Deposit		Yes		Thursday Baseball	101 Cash checking account	169.00
					Friday Breakfast	380 Thursday reception	35.00
					Friday Lunch	379 Friday breakfast	20.00
					Sat Lunch	381 Friday luncheon	27.00
					Banquet	382 Saturday luncheon	27.00
					Sun Breakfast	383 Governor's banquet	40.00
						386 Sunday breakfast - D/C	20.00
06/28/2023	Deposit		Yes		Convention Guest	101 Cash checking account	274.49
					Fri Breakfast	351 Guest registration fees	15.00
					Fri Lunch	379 Friday breakfast	40.00
					Sat Lunch	381 Friday luncheon	54.00
					Banquet	382 Saturday luncheon	54.00
					Sun Breakfast	383 Governor's banquet	71.49
						386 Sunday breakfast - D/C	40.00
06/29/2023	Deposit		Yes		Banquet	101 Cash checking account	80.00
						383 Governor's banquet	80.00
06/30/2023	Deposit		Yes		Key Club ICON Payments	101 Cash checking account	1,592.00
					Raffle	800 Key Club Payments Received	1,472.00
					Conv Reg Fee	302 Raffle Revenue	20.00
					Thursday Baseball	350 Member registration fees	25.00
					Gov Banquet	380 Thursday reception	35.00
						383 Governor's banquet	40.00
06/30/2023	Deposit		Yes		Raffle	101 Cash checking account	1,240.00
					Program Ads	302 Raffle Revenue	440.00
					Exton New Club Fee	368 Program ads	300.00
					Thurs Baseball	572 Membership development	-100.00
					Fri Breakfast	380 Thursday reception	105.00
					Fri Lunch	379 Friday breakfast	60.00
					Sat Lunch	381 Friday luncheon	54.00
					Banquet	382 Saturday luncheon	81.00
					Sun Breakfast	383 Governor's banquet	80.00
						386 Sunday breakfast - D/C	20.00
06/30/2023	Deposit		Yes		Key Club ICON payments	101 Cash checking account	279.74
						800 Key Club Payments Received	279.74
06/30/2023	Deposit		Yes		Conv Thursday	101 Cash checking account	215.64
					Fri Breakfast	380 Thursday reception	35.00
					Fri Lunch	379 Friday breakfast	20.00
					Sat Lunch	381 Friday luncheon	81.00
					Banquet	382 Saturday luncheon	27.00
					Sun Breakfast	383 Governor's banquet	32.64
						386 Sunday breakfast - D/C	20.00
06/30/2023	Check	SVCCHRG	Yes		Service Charge	101 Cash checking account	-256.49
						780 Convention Credit Card fees	256.49
06/30/2023	Deposit	INTEREST	Yes		Interest Earned	101 Cash checking account	0.40
						345 Interest income	0.40

2022-23 Budget Report
6/30/2023

2022-23 Approved Budget

2022-23 Approved Budget			2022-23 Actual			
	Amount		Amount	Total		Variance
REVENUES						
MEMBERSHIP DUES						
District Dues	\$ 97,000.00		\$ 91,296.00		94%	\$ (5,704.00)
Partial year prorated dues	\$ 5,000.00		\$ 4,211.72		84%	\$ (788.28)
Sub-total		\$ 102,000.00		\$ 95,507.72	94%	\$ 6,492
SLP & OTHER SUPPORT FOR SERVICES						
Key Club	\$ 10,000.00		\$ 10,000.00		100%	\$
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		\$ 16,500.00	94%	\$ (1,000.00)
MISC. INCOME						
Misc. Income	\$ 1,200.00		\$ 107.70		9%	\$ (1,092.30)
Interest	\$ 10.00		\$ 5.25		53%	\$ (4.75)
Sub-total		\$ 1,210.00		\$ 112.95	9%	\$ (1,097.05)
DISTRICT EVENTS						
Holiday Party or other Fundraising	\$ 3,000.00		\$ 3,427.25		114%	\$ 427.25
District Raffle	\$ 13,500.00		\$ 1,880.00		14%	\$ (11,620.00)
MidYear Conference (120 @ \$20.00)	\$ 2,400.00		\$ 1,580.31		66%	\$ (819.69)
District Convention	\$ 54,000.00		\$ 22,509.56		42%	\$ (31,490.44)
Sub-total		\$ 72,900.00		\$ 29,397.12	40%	\$ (43,502.88)
TOTAL REVENUES						
		\$ 193,610.00		\$ 141,517.79	73%	\$ (52,092.21)
EXPENSES						
EMPLOYEE COMPENSATION						
Salaries	\$ 74,500.00		\$ 54,373.97		73%	\$ 20,126.03
Payroll Taxes	\$ 6,500.00		\$ 4,566.91		70%	\$ 1,933.09
Employee Benefits	\$ -				#DIV/0!	\$ -
Executive Director Expenses	\$ 2,750.00		\$ 2,032.79		74%	\$ 717.21
Executive Director ICON	\$ 800.00		\$ 379.99		47%	\$ 420.01
Sub-total		\$ 84,550.00		\$ 61,353.66	73%	\$ 23,196.34
OFFICE & RELATED EXPENSES						
Building Lease	\$ 9,888.00		\$ 7,416.00		75%	\$ 2,472.00
Moving Related Expenses	\$ -				#DIV/0!	\$ -
Postage	\$ 550.00		\$ 458.57		83%	\$ 91.43
Telephone & Internet	\$ 2,600.00		\$ 2,100.34		81%	\$ 499.66
Insurance	\$ 2,300.00		\$ 2,580.00		112%	\$ (280.00)
Supplies & Printing	\$ 1,100.00		\$ 594.33		54%	\$ 505.67
Equipment Maintenance	\$ 525.00		\$ 342.90		65%	\$ 182.10
Equipment Leases	\$ 1,650.00		\$ 1,222.59		74%	\$ 427.41
Webpage/Domain Fees	\$ 200.00		\$ 202.31		101%	\$ (2.31)
District Zoom Subscription	\$ 275.00				0%	\$ 275.00
Sub-total		\$ 19,088.00		\$ 14,917.04	78%	\$ 4,170.96
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		\$ 474.10		24%	\$ 1,525.90
Gov-Elect ICON	\$ 800.00				0%	\$ 800.00
Governor Expenses	\$ 2,000.00		\$ 604.10		30%	\$ 1,395.90
Governor ICON	\$ 800.00				0%	\$ 800.00

Comments

\$400.00 due from Foundation

Keystone Kiwanian Stipend	\$ 800.00		\$ 400.00		50%	\$ 400.00
Sub-total		\$ 12,400.00		\$ 2,775.20	22%	\$9,625
SLP LEADERSHIP SUPPORT						
Circle K Administrator	\$ 2,050.00		\$ 1,382.30		67%	\$ 667.70
Builders Club Administrator	\$ 150.00		\$ 31.16		21%	\$ 118.84
K-Kids Administrator	\$ 150.00				0%	\$ 150.00
Sub Total		\$ 2,350.00		\$ 1,413.46	60%	\$ 936.54
MEMBERSHIP GROWTH & DEVELOPMENT						
Membership Growth & Development	\$ 3,000.00		\$ (168.95)		-6%	\$ 3,168.95
Awards	\$ 1,200.00		\$ 97.52		8%	\$ 1,102.48
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		\$ (71.43)	-1%	\$ 6,193.43
DISTRICT EVENTS						
Holiday Party or other fundraiser	\$ 1,000.00		\$ 362.66		36%	\$ 637.34
Midyear Conference	\$ 1,200.00		\$ 803.00		67%	\$ 397.00
District Raffle	\$ 6,900.00		\$ 243.34		4%	\$ 6,656.66
District Convention	\$ 48,000.00		\$ 1,769.89		4%	\$ 46,230.11
Sub-total		\$ 57,100.00		\$ 3,178.89	6%	\$53,921
FINANCIAL						
Audit	\$ 12,000.00		\$ 12,969.90		108%	\$ (969.90)
Rebuild Reserve Fund	\$ -				#DIV/0!	\$ -
Sub-total		\$ 12,000.00		\$ 12,969.90	108%	\$ (969.90)
TOTAL EXPENSES						
		\$ 193,610.00		\$ 96,536.72	50%	\$ 97,073.28
BALANCE						
		\$ -	\$ -	\$ 44,981.07		

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

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount
Jun 23								
Deposit	06/08/2023			Deposit	101 · Cash checking...	X	370 · Internatio...	800.00
Check	06/15/2023	15715	Pennsylvania Kiwa...		101 · Cash checking...	X	-SPLT-	-8,624.01
Deposit	06/20/2023			Deposit	101 · Cash checking...	X	305 · GATC R...	500.00
Deposit	06/30/2023			Interest	101 · Cash checking...	X	345 · Interest i...	5.11
Jun 23								

2023-24 Budget Report

2023-24 Key Club District Budget Report					
6/30/2023					
ACCT DESCRIPTION	2023-24 Proposed Budget		2022-23 Actual		Variance
REVENUE					
District Dues	\$	57,500.00			0% \$ (57,500.00)
District Foundation Contribution	\$	2,500.00			0% \$ (2,500.00)
International Convention Fees	\$	-	\$ 800.00	#DIV/0!	\$ 800.00
Interest	\$	70.00	\$ 19.50	28%	\$ (50.50)
Miscellaneous	\$	-		#DIV/0!	\$ -
GATC Stipend	\$	500.00	\$ 500.00	100%	\$ -
TOTAL REVENUE	\$	60,570.00	\$ 1,319.50	2%	\$ (59,250.50)
EXPENSES					
Board Travel	\$	4,000.00	\$ 71.86	2%	\$ 3,928.14
Board Meetings*	\$	20,500.00	\$ 752.41	4%	\$ 19,747.59
Governor's Expense	\$	500.00		0%	\$ 500.00
Secretary/Treasurer	\$	200.00		0%	\$ 200.00
Editor & Webmaster	\$	200.00		0%	\$ 200.00
Lt. Governors	\$	400.00		0%	\$ 400.00
Web Page Service	\$	600.00		0%	\$ 600.00
Zoom Subscription	\$	175.00		0%	\$ 175.00
Printing and Supplies	\$	400.00		0%	\$ 400.00
Contest Awards/Banner Patches	\$	800.00		0%	\$ 800.00
Administrators Expenses	\$	500.00		0%	\$ 500.00
GATC Travel	\$	940.00	\$ 939.50	100%	\$ 0.50
International Convention	\$	10,500.00		0%	\$ 10,500.00
District Operation	\$	5,000.00		0%	\$ 5,000.00
District Convention Operation Subsidy	\$	10,000.00		0%	\$ 10,000.00
Audit/Legal	\$	5,500.00		0%	\$ 5,500.00
Miscellaneous	\$	355.00		0%	\$ 355.00
TOTAL EXPENSES	\$	60,570.00	\$ 1,763.77	3%	\$ 58,806.23
General Budget Surplus/(Deficit)	\$	-	\$ (444.27)		
* \$ in person board gatherings; Apr-750; July-750;November - 3,300 March 3,300; Convention - 12,000					
NOTE: Key Club has an unpaid AMEX balance to Kiwanis of \$14,156.48					

Kiwanis International Pennsylvania District

101 Cash checking account, Period Ending 06/30/2023

RECONCILIATION REPORT

Reconciled on: 07/12/2023

Reconciled by: kevin@pakiwanis.org

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

Summary

USD

Statement beginning balance	73,677.17
Service charge	-256.49
Interest earned	0.40
Checks and payments cleared (14)	-17,516.17
Deposits and other credits cleared (20)	27,754.47
Statement ending balance	83,659.38
Uncleared transactions as of 06/30/2023	-2,615.36
Register balance as of 06/30/2023	81,044.02
Cleared transactions after 06/30/2023	0.00
Uncleared transactions after 06/30/2023	491.02
Register balance as of 07/12/2023	81,535.04

Details

Checks and payments cleared (14)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/03/2023	Check	2659	Kiwanis	-20.00
06/01/2023	Check	2694	Kevin E. Thomas	-1,729.53
06/01/2023	Check	2693	Crystal Springs	-8.58
06/01/2023	Check	2692	City Limits Realty	-824.00
06/01/2023	Check	2691	Executive Image Solutions	-15.54
06/01/2023	Check	2695	Michelle March	-526.77
06/05/2023	Expense		American Express	-10,017.41
06/15/2023	Check	2697	Verizon	-193.97
06/15/2023	Check	2698	Crystal Springs	-8.58
06/15/2023	Check	2699	Kevin E. Thomas	-1,729.53
06/15/2023	Check	2700	Michelle March	-587.05
06/15/2023	Expense		Commonwealth of Pennsylv...	-187.53
06/15/2023	Expense		United States Treasury	-1,524.58
06/15/2023	Check	2696	LEAF	-143.10
Total				-17,516.17

Deposits and other credits cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2023	Deposit			3,265.00
06/02/2023	Deposit			6,500.00
06/06/2023	Deposit			100.00
06/07/2023	Deposit			2,000.00
06/09/2023	Deposit			465.00
06/12/2023	Deposit			163.80
06/12/2023	Deposit			457.71
06/15/2023	Deposit			228.00
06/16/2023	Deposit			9,604.01
06/20/2023	Deposit			129.81
06/21/2023	Deposit			262.54

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/21/2023	Deposit			308.17
06/21/2023	Deposit			161.56
06/22/2023	Deposit			338.00
06/26/2023	Deposit			169.00
06/28/2023	Deposit			274.49
06/30/2023	Deposit			1,240.00
06/30/2023	Deposit			279.74
06/30/2023	Deposit			215.64
06/30/2023	Deposit			1,592.00
Total				27,754.47

Additional Information

Uncleared checks and payments as of 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/08/2022	Check	2384	Halle Gattie	-20.00
09/30/2022	Journal	AJE 85		-1,087.00
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
04/24/2023	Check	2673	Shawn Smith	-30.00
05/15/2023	Check	2688	Michelle March	-653.36
Total				-2,695.36

Uncleared deposits and other credits as of 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/29/2023	Deposit			80.00
Total				80.00

Uncleared checks and payments after 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2023	Check	2707	Eberly Designs	-200.00
07/01/2023	Check	2709	Michelle March	-701.58
07/01/2023	Check	2708	Kevin E. Thomas	-1,729.53
07/01/2023	Check	2706	The Penn Stater Conferen...	-1,825.68
07/01/2023	Check	2705	Executive Image Solutions	-8.68
07/01/2023	Check	2704	JanWay	-1,033.39
07/01/2023	Check	2703	Joseph Wilson	-95.00
07/01/2023	Check	2702	Penny Meyers	-100.00
07/01/2023	Check	2701	City Limits Realty	-824.00
07/04/2023	Expense		American Express	-377.48
Total				-6,895.34

Uncleared deposits and other credits after 06/30/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2023	Deposit			327.89
07/05/2023	Deposit			730.92
07/06/2023	Deposit			188.07

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/07/2023	Deposit			397.51
07/10/2023	Deposit			598.20
07/11/2023	Deposit			385.85
07/12/2023	Deposit			1,119.76
07/12/2023	Deposit			784.00
07/12/2023	Deposit			380.00
07/12/2023	Deposit			2,474.16
Total				7,386.36

PA KIWANIS FAMILY ACCOUNT BALANCES -													
ACCOUNT	Amount 9/30/2020	Amount 12/31/2020	Amount 3/31/2021	Amount 6/30/2021	Amount 8/31/2021	Amount 12/31/2021	Amount 3/31/2022	Amount 6/30/2022	Amount 9/30/2022	Amount 12/31/2022	Amount 6/30/2023	AVERAGE	
Kiwanis Checking	\$ 23,069.18	\$ 33,079.70	\$ 84,453.20	\$ 64,183.89	\$ 77,736.00	\$ 75,403.54	\$ 79,397.22	\$ 74,144.00	\$ 37,049.95	\$ 53,205.88	\$ 81,044.02	\$ 62,069.69	
Kiwanis Reserve	\$ 577.15	\$ 577.18	\$ 577.20	\$ 577.22	\$ 577.24	\$ 577.26	\$ 577.30	\$ 577.32	\$ 571.36	\$ 571.36	\$ 525.00	\$ 571.42	
Key Club Checking	\$ 41,900.40	\$ 47,252.87	\$ 38,249.56	\$ 11,376.34	\$ 2,974.00	\$ 36,112.11	\$ 71,679.77	\$ 22,539.18	\$ 6,864.84	\$ 17,494.95	\$ 15,114.96	\$ 28,323.54	
Key Club Reserve	\$ 33,769.00	\$ 33,769.00	\$ 14,500.00	\$ 14,500.00	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,703.80	
Circle-K Reserve	\$ 3,294.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,588.00	\$ 4,588.00	\$ 4,588.00	\$ 1,895.33	
Aktion Club	\$ 5,548.12	\$ 5,548.12	\$ 5,548.00	\$ 3,348.12	\$ 3,398.00	\$ 3,398.00	\$ 3,398.12	\$ 3,071.87	\$ 4,703.85	\$ 5,003.85	\$ 4,896.35	\$ 4,351.13	
Key Leader	\$ 5,549.02	\$ 5,549.02	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 5,548.12	\$ 6,157.17	\$ 6,801.94	\$ 6,801.94	\$ 6,166.81	\$ 7,788.82	\$ 6,091.56	
Foundation Cash	\$ 43,528.63	\$ 70,766.13	\$ 57,833.00	\$ 64,993.00	\$ 43,066.00	\$ 50,160.00	\$ 60,311.00	\$ 66,056.23	\$ 55,857.02	\$ 43,954.02	\$ 32,760.60	\$ 53,571.42	
Foundation Investments	\$ 809,826.00	\$ 887,562.00	\$ 938,748.00	\$ 971,532.00	\$ 964,492.00	\$ 982,513.00	\$ 949,985.00	\$ 838,148.58	\$ 786,010.00	\$ 852,670.81	\$ 878,464.73	\$ 896,359.28	
					(as of 9/30/21)	(as of 11/31/21)			(estimated)		(2/28/23)		
	\$ 967,061.50	\$ 1,084,104.02	\$ 1,145,457.08	\$ 1,136,058.89	\$ 1,108,291.36	\$ 1,153,712.03	\$ 1,171,505.58	\$ 1,011,339.12	\$ 902,446.96	\$ 983,655.68	\$ 1,025,182.48	\$ 1,062,619.50	

PA DISTRICT CIRCLE-K INTERNATIONAL					
2023-24 Budget Proposal					
REVENUE	2023-24 Proposed Budget	2022-23 Approved Budget	22-23 Actual Recps/Exps		Variance
DUES	\$ 3,000.00	\$ 3,500.00	\$ 2,500.00	71%	\$ (1,000.00)
Pennsylvania Kiwanis Foundation Contribution*	\$ 1,500.00	\$ 3,000.00	\$ 1,743.62	58%	\$ (1,256.38)
Beginning Balance	\$ 2,600.00	\$ 1,800	\$ 1,800.00	100%	\$ -
Miscellaneous Income	\$ 500.00	\$ -	\$ 895.00		\$ 895.00
TOTAL REVENUE	\$ 7,600.00	\$ 8,300.00	\$ 6,938.62	84%	\$ (1,361.38)
EXPENDITURES					
GOVERNOR	\$ 400.00	\$ 400.00	\$ 43.00	11%	\$ 357.00
SECRETARY	\$ 300.00	\$ 300.00	\$ 21.02	7%	\$ 278.98
TREASURER	\$ 300.00	\$ 300.00		0%	\$ 300.00
EDITOR	\$ 300.00	\$ 300.00	\$ 65.00	22%	\$ 235.00
LT. GOVERNORS	\$ 200.00	\$ 200.00	\$ 10.00	5%	\$ 190.00
CHAIRS	\$ -	\$ -		#DIV/0!	\$ -
Club Officer Training	\$ 500.00	\$ -		#DIV/0!	\$ -
DISTRICT OFFICER TRAINING	\$ 1,800.00	\$ 1,920.00	\$ 1,794.00	93%	\$ 126.00
GATC Flight and related expenses	\$ -	\$ 900.00	\$ 853.00	95%	\$ 47.00
INTERNATIONAL CONVENTION GOVERNOR	\$ 1,000.00	\$ 1,050.00	\$ 799.82	76%	\$ 250.18
KIWANIS DISTRICT CONVENTION	\$ 250.00	\$ 455.00	\$ 203.13	45%	\$ 251.87
DISTRICT OPERATION	\$ 500.00	\$ 500.00	\$ 500.00	100%	\$ -
FALL RALLY	\$ 300.00	\$ 450.00	\$ 249.70	55%	\$ 200.30
SPRING FLING	\$ 400.00	\$ 450.00		0%	\$ 450.00
BOARD SHIRTS	\$ -	\$ 150.00		0%	\$ 150.00
GIVEAWAYS/GIFTS	\$ -	\$ 400.00		0%	\$ 400.00
OFFICER PINS	\$ 50.00	\$ -	\$ 4.50	#DIV/0!	\$ (4.50)
CONTINGENT	\$ 1,300.00	\$ 525.00	\$ 31.16	6%	\$ 493.84
TOTAL EXPENSES	\$ 7,600.00	\$ 8,300.00	\$ 4,574.33	55%	\$ 3,725.67
BUDGET SURPLUS/(DEFICIT):	\$ -	\$ -	\$ 2,364.29		
*Assumes the same Foundation Contribution as in 22/23					
InterPACK					
Revenue:					
Expense:					
Excess/(Deficit):	-0-				
District Convention					
Revenue:					
Expense:	\$				
Excess/Deficit	\$				
Total Surplus/(Deficit)	\$				

2023-24 Proposed Budget

2023-24 Key Club District Budget Proposal						
ACCT DESCRIPTION	2023-24 Proposed Budget	2022-23 Approved Budget	2022-23 Actual			Variance
REVENUE						
District Dues	\$ 57,500.00	\$ 55,000.00	\$ 56,335.50	102%	\$	1,335.50
District Foundation Contribution	\$ 2,500.00	\$ 3,500.00	\$ 2,500.00	71%	\$	(1,000.00)
International Convention Fees	\$ -	\$ -	\$ 1,400.00			
Interest	\$ 70.00	\$ 70.00	\$ 73.84	105%	\$	3.84
Miscellaneous	\$ -	\$ -	\$ 450.00		\$	450.00
GATC Stipend	\$ 500.00	\$ -	\$ -		\$	-
TOTAL REVENUE	\$ 60,570.00	\$ 58,570.00	\$ 60,759.34	104%	\$	2,189.34
EXPENSES						
Board Travel	\$ 4,000.00	\$ 4,500.00	\$ 2,418.34	54%	\$	2,081.66
Board Meetings*	\$ 20,500.00	\$ 19,000.00	\$ 19,559.04	103%	\$	(559.04)
Governor's Expense	\$ 500.00	\$ 500.00	\$ 344.10	69%	\$	155.90
Secretary/Treasurer	\$ 200.00	\$ 200.00	\$ -	0%	\$	200.00
Editor & Webmaster	\$ 200.00	\$ 200.00	\$ -	0%	\$	200.00
Lt. Governors	\$ 400.00	\$ 500.00	\$ -	0%	\$	500.00
Web Page Service	\$ 600.00	\$ 500.00	\$ 542.32	108%	\$	(42.32)
Zoom Subscription	\$ 175.00	\$ -	\$ -			
Printing and Supplies	\$ 400.00	\$ 500.00	\$ -	0%	\$	500.00
Mailings-Postage	\$ -	\$ 100.00	\$ -	0%	\$	100.00
Contest Awards/Banner Patches	\$ 800.00	\$ 900.00	\$ 374.14	42%	\$	525.86
Administrators Expenses	\$ 500.00	\$ 500.00	\$ -	0%	\$	500.00
International Convention	\$ 10,500.00	\$ 7,000.00	\$ 7,959.11	114%	\$	(959.11)
GATC Travel	\$ 940.00	\$ -	\$ -			
District Operation	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	100%	\$	-
District Convention Operation Subsidy	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	100%	\$	-
Audit/Legal	\$ 5,500.00	\$ 5,000.00	\$ 4,400.00	88%	\$	600.00
Financial Recovery/Unpaid AMEX balance	\$ -	\$ 3,370.00	\$ -	0%	\$	3,370.00
Miscellaneous	\$ 355.00	\$ 300.00	\$ -	0%	\$	300.00
TOTAL EXPENSES	\$ 60,570.00	\$ 58,570.00	\$ 51,097.05	87%	\$	7,472.95
General Budget Surplus/(Deficit)	\$ -	\$ 9,662.29	\$ 9,662.29			
* 5 in person board gatherings; Apr-750; July-750; November - 3,300 March 3,300; Convention - 12,000						
NOTE: Key Club has an unpaid AMEX balance to Kiwanis of \$14,156.48						

DISTRICT DUES and FEES DISCUSSION

- The last District dues increase took effect on October 1, 2013. Dues went from \$30.00 per person to \$35.00
- Since October 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 before even considering inflation.
- 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%.
- The Key Club District pays for some of the services it receives from the District. The pandemic caused disruption to the Key Club program from which it has not recovered completely and will not likely do so for at least two to three more years. Accordingly, we need to reduce or eliminate what Key Club pays for services, which is presently \$10,000. This proposed increase would allow us to do so.
- Our Circle K program did not fare well during the pandemic shutdown. Membership and active clubs in Circle K fell by over 40%, has not recovered post pandemic and faces no immediate or

near-term prospect for recovery. The program needs additional resources than presently it can generate on its own. This proposed increase would allow us to do so.

■ The top eight reasons people leave Kiwanis are, in this order:

1. lack of attendance or participation
2. lack of time
3. lack of interest
4. death
5. moving
6. Health
7. non-payment of dues and cost

Of 867 deletions since October 2020, cost was the reason for only 11 of those deletions or 1.3%. Even if one combines both cost and non-payment of dues together, they represent 66 of 867 deletions or 7.6% and are still behind reason number 6, which is health with 72 deletions. So, it is more than fair to say that while dues may be a factor for some people in joining and staying in Kiwanis, it is clearly not the most important factor for the very vast majority of people.

■ The District is asking for an additional \$10.00 per year per member. This works out to about 20 cents per week. District dues will be raised to \$45.00 per member. This works out to about 87 cents per week. The District and International dues (including the magazine but excluding insurance) would be \$105.00 per year, which works out to about \$2.00 per week.

	Current	Proposed Increase	Difference
Annual PA Dues	\$35.00	\$45.00	\$10.00
Cost Per Week	\$.67	\$.87	\$.20

■ “Why do we pay dues to volunteer?” a question often mentioned. Paying dues in organizations like Kiwanis serves several essential purposes and provides various tangible and non-tangible benefits to its members. Here are some of the reasons why dues are necessary and the components of value that Kiwanis offers:

- **Covering organizational expenses:** Dues are used to cover the day-to-day expenses of running the organization. This ensures that the money raised by clubs from the community can be directed entirely towards the causes they support. Unlike some other organizations that may use funds raised for administrative expenses, Kiwanis ensures a transparent and direct allocation of funds for community service.
- **Support materials and systems:** Kiwanis International offers valuable support materials and systems to its local clubs in the way of free education, webinars, website, and administrative support. These resources facilitate better organization and more effective community

service initiatives. However, local clubs must actively utilize these resources to benefit from them fully.

- **Networking experience:** Membership in Kiwanis provides a networking experience, allowing individuals to connect with like-minded individuals who are passionate about community service and making a positive impact in their communities, which often leads to lifelong friendships that might not have otherwise been possible.
- **Sense of belonging:** Being a part of Kiwanis gives members a sense of belonging to a community of individuals who share common values and goals.
- **Liability insurance:** Kiwanis offers liability insurance to protect members while they are engaged in service activities, giving them peace of mind while contributing to the community.
- **Personal development:** Membership in Kiwanis provides opportunities to learn and develop leadership, communication, and interpersonal skills that can be applied in various aspects of life, both personally and professionally providing members with a sense of fulfillment and purpose.
- **A product that enriches lives:** Kiwanis is not just a membership; it is a product that enriches individuals' lives and makes them feel good about themselves and their impact on the world. This unique value proposition can be compelling for prospective members.

UNCLAIMED PROPERTY REPORT

July 18, 2023

Since the April 22, 2023, Board Meeting, we have heard from the Bureau of Unclaimed Property. On June 19, 2023, we heard from them regarding claims that were submitted to them in January 2023.

After a couple of email exchanges, I was told that we would need to submit a letter from Mike Coolbaugh indicating I was authorized to submit the claims that were submitted. That letter was submitted on June 28, 2023, and a copy is included with this report.

The indication to me was that once that letter was submitted, our claim would be approved but we have heard nothing more. However, that was only June 28th.

The cash portion of the claims comes to \$3,370.00. As well, there are \$185.00 in Kmart gift cards. While at first those would appear to have no actual value, Kmart still operates an online store; not sure, what of value can be purchased there but we might be able to use them in some way there.

I'd be glad answer any questions.



Kiwanis[®]

PENNSYLVANIA DISTRICT

June 28, 2023

Bureau of Unclaimed Property
Attn: Lisa Mesko
Pennsylvania Treasury
P.O. Box 1837
Harrisburg PA 17105-1837

Dear Ms. Mesko:

On behalf the Pennsylvania District of Kiwanis International and as Governor and Board Chair of the Pennsylvania District of Kiwanis International, Kevin Thomas, as our Executive Director, is authorized, by its board of directors, to submit claims for unclaimed property from Kiwanis Clubs that have ceased operation and surrendered their charter.

The Pennsylvania District of Kiwanis International is the governing body of all Kiwanis clubs, related organizations and related activities in Pennsylvania. All the Kiwanis entities on the claim forms submitted by Mr. Thomas were member clubs or subsidiaries of the Pennsylvania District of Kiwanis International until they chose to cease operations. When they ceased operation, all of these clubs were instructed, in accordance to our bylaws, to disburse all money to the Kiwanis organization or a community group(s) of its choosing. Upon discovering the money or items in these claims, it is our belief that did not fully occur.

We are making claims on behalf of Kiwanis for the money due these Kiwanis entities. It is our belief that it belongs to the Kiwanis organization since these Clubs are no longer operating as entities in the organization and did not disburse or designate those monies when they ceased operation.

As a matter of information and on several previous occasions, we have made claims for unclaimed property from clubs that have ceased operation and surrendered their charters to us and each time we awarded the property.

The official headquarters of the organization is 125 North Enola Drive, Ste 206; Enola PA 17025. The phone number is 717-540-9300 and my email is kevin@pakiwanis.org;

The EIN Number of the Pennsylvania District of Kiwanis International is 23-1480767.

Please feel free to contact me with any questions or concerns or if you need more information or clarification.

Very truly yours,

Michael Coolbaugh, Governor and Board Chair
Pennsylvania District Kiwanis International

CLUBS SCHEDULED FOR CHARTER REVOCATION FOR NON-PAYMENT OF DUES

VERONA-ROSEDALE -- DIVISION 5

BALTIMORE PIKE -- DIVISION 22

MEDIA -- DIVISION 22 NOTE: CLUB IS WORKING ON PAYING DUES

2023-24 District Officers & Lt. Governors

7/18/2023

Lt. Governors:

Division 1 – Val Rose, Ft. LeBoeuf

Division 2 – Terry Shaffer, Shenago Valley

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 13N: Emily Reed, Dillsburg Area

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: Cathy Szymanski, Erie

Region II – Shawn Smith, Sheraden

Region III – Miranda Burton, Philipsburg

Region IV – Penny Meyers, Bald Eagle and Nittany Valleys

Region V – Ryan Hartman, Dillsburg Area

Region VI – Tiffany Callaio, Wyoming Area

Region VII – Joe Wilson, Southampton

Governor-elect:

Tom Harp, Allentown

CIRCLE K DISTRICT ADMINISTRATOR

Brett Cutright was or is a former Key Club, Circle K, and Kiwanis member. He served as a Key Club Lt. Governor and Circle K member served as District Governor. While a Kiwanian the first time, he edited/laid out the District Convention program books for several years starting in 2013.

He has expressed interest in being Circle K Administrator. At the time, he expressed interest he was not a Kiwanis member but has since joined the Kiwanis Club of Conshohocken and has registered for the District Convention.

He has already begun developing plans and working with the Circle K District Board.



District Committee Chair Report Cover Sheet

Date: 7/22/2023

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.

We had another successful Key Leader weekend for 2023. We had 26 students this year, down from 33 in 2022.

Financially, we ended the year in the positive, largely due to the donations of very generous Kiwanians and Kiwanis Clubs in Pennsylvania.

Income (less cc fees): \$12,192.00

Expenses: 11,205.51

Income less Expenses: \$986.49

Attached, you will find a contract for a proposed 2024 event. We are aware that this Board would like us to ask Kiwanis International if there are chances of the cost decreasing and/or consider an opportunity to do this program on our own. We will do as directed this fall, however I would like to take a moment to share some additional information for your consideration.

First, given the most recent developments at Kiwanis International regarding the failure of the dues increase, I highly doubt there will be any recourse from them. In fact, I would not be surprised if they either choose to raise the cost to an unrealistic amount or eliminate the program.

The Pennsylvania Key Leader program has continually operated with a positive financial balance at the end of each year. Having said that, however, and as this last year has pointed out, we have been at capacity regarding the ability of our committee to successfully operate during the camp itself. Certainly, we were fine with the chaperone-to-student ratio, but when instances occur that require us to mitigate risks and adhere to risk management standards (i.e. transporting a student to the hospital, power outages, etc.), our volunteer capacity is taxed.

In those situations, the committee is able to focus on the administration of the program and deal with mitigating the risks at hand, as they arose, and not have to worry about an impact to curriculum because it was being implemented by the lead facilitator. Likewise, the facilitator did not have to worry about risk management and mitigation and was able to focus solely on curriculum.

Surely, there are things we can do to address this in the future, but not without making sure some significant changes are put into place. The committee met during a debrief session and discussed the Board's wish. We are already working on a preliminary structure to allow for additional sponsorship opportunities for the program and hope to have this ready to roll out this fall.

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

We had a successful program for 2023 and are planning great things for 2024.

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

1. Finalize new plan for donations/giving for the 2024 event.

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

Clubs	N/A – except for thank you cards where appropriate.
Lt. Governors / Divisions	N/A – except for thank you cards where appropriate.
District	Appropriate thank yous and notification regarding the power outage and trip to hospital with student.
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

July 07, 2023



South Mountain YMCA Camps

201 Cushion Peak Rd.
Reinholds, PA 17569
Tax ID: 23-2239399

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

Booking Contract: Key Leaders 2024

Organization: PA District Kiwanis International

Address: 125 North Enola Drive

City/State/Zip: Enola, PA 17025

Country: USA

Primary Contact: Matthew Wise

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

Booking Type Overnight Retreat

Contact Phone: 570-660-2540 (Cell)

Dates

Arrival Date: Apr 12, 2024

Arrival Time: 5:00 PM

Departure Date: Apr 14, 2024

Departure Time: 11:00 AM

Guests

Expected number: 35

Actual Number:

Reservations

Resources

Meeting Space/Auditorium

Name	From	To	Notes
Bynden Wood Upstairs	Apr 12 5:00 PM	Apr 14 11:00 AM	
Bynden Wood Downstairs	Apr 12 5:00 PM	Apr 14 11:00 AM	

Activities

Name	From	To	Notes
Challenge 1	Apr 13 1:00 PM	Apr 13 5:00 PM	
Low Ropes	Apr 13 1:00 PM	Apr 13 5:00 PM	

Meals and Requests

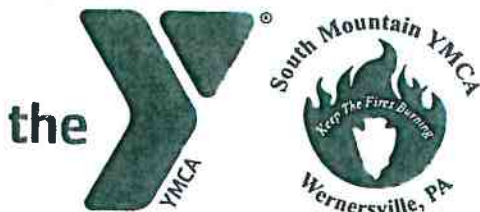
Meal Date	Meal Type	Meal Name	Location	Number of Guests
Apr 12, 2024 6:00 PM	Dinner	Dinner	Dining Hall	80
Apr 13, 2024 8:00 AM	Breakfast	Breakfast	Dining Hall	80
Apr 13, 2024 12:00 PM	Lunch	Lunch	Dining Hall	80
Apr 13, 2024 6:00 PM	Dinner	Dinner	Dining Hall	80

Financial Information

Charges

Date	Description	Quantity	Rate	Units	Total
Apr 12, 2024	2 Night Retreat - Lodging, Meals, Programming and Program Space	1	\$155.00	35	\$5,425.00

July 07, 2023



South Mountain YMCA Camps

201 Cushion Peak Rd.

Reinholds, PA 17569

Tax ID: 23-2239399

Phone: 610-670-2267

Fax: 610-670-5010

ycamps@smymca.org

www.smymca.org

Booking Contract: Key Leaders 2024

Total Fees: \$ 5,425.00

Total Payments: \$ 0.00

Postdated Payments: \$ 0.00

Amount Due: \$ 5,425.00

Please remit the non-refundable deposit of \$800, sign and return this form to confirm your reservation.

TERMS:

1. A non-refundable deposit must accompany this agreement and will be credited toward your total fee. **The date listed above is not reserved until both the deposit and agreement are received.** If not received, the South Mountain YMCA Camps has the right to reschedule the facilities.
- a. If South Mountain YMCA Camps is unable to offer scheduled programming or booked amenities (i.e. dining services or lodging) due to a natural disaster, epidemic or pandemic, government regulations, or other similar occurrences beyond the reasonable control of camp, then groups will have the option to transfer deposits to a future booking or receive a full refund.
- b. If South Mountain YMCA Camps is open and operating, but the group must cancel their scheduled trip due to a natural disaster, epidemic or pandemic, government regulations, or other similar occurrences beyond the reasonable control of the group, then deposits can be transferred to a future booking.
2. This contract is based on your estimated number of participants. The actual number of program participants must be communicated to South Mountain YMCA Camps ten (10) days prior to arrival. **Failure to communicate adjusted numbers of participants may result in your group being charged for the original contracted "Total Fee" including any additional**
3. The balance due must be received by South Mountain YMCA Camps within thirty (30) days of camp stay. A charge of 1.5% per month (18% per year) will be added to the unpaid balance beyond thirty days until paid in full.
4. While the staff is available to assist your group, it is understood that your leadership accepts responsibility for the behavior and supervision of those in your group. **Groups are responsible for their own first aid and first aid supplies.** Please see "Group Expectations Guide" for emergency contacts and directions to nearest medical facilities.
5. The South Mountain YMCA Camps require that all visitor groups provide training to chaperones in avoiding one-on-one interactions with children when out of the sight of others. This includes the avoidance of unsupervised one-on-one interactions between campers.
6. South Mountain YMCA Camps takes pride in its appearance and the maintenance of its facilities. It is expected that all users will exercise common sense and respect the property. Your group will be charged for any damages incurred to South Mountain YMCA Camps' property.
7. It is agreed that the group and all its participants will defend, indemnify, and hold the South Mountain YMCA Camps and its management harmless, all at the group's expense, with regard to any claims or liability resulting from the group's use of the South Mountain YMCA Camps premises and facilities.
8. **The South Mountain YMCA Camps requires proof that your insurance policy lists us as an additional insured. The general liability coverage must be a minimum of \$1,000,000.00.** The certificate of insurance must include "South Mountain YMCA is Named Additional Insured on the General Liability Policy. Coverage is Primary and Non-Contributory. A Waiver of Subrogation Applies". Additionally, any groups who will have employees on site (i.e. company picnics, school teachers, youth pastors, corporate retreats etc.), Must include Workers Compensation carrier name, policy number, policy start/end date with liability coverage to be a minimum of \$500,000.
9. The South Mountain YMCA Camps is an alcohol, tobacco and drug free facility. In addition, weapons, pets and personal sports equipment are not allowed on camp property. For Special Events please view our Alcohol Policy.

July 07, 2023



South Mountain YMCA Camps

201 Cushion Peak Rd.

Reinholds, PA 17569

Tax ID: 23-2239399

Phone: 610-670-2267

Fax: 610-670-5010

ycamps@smymca.org

www.smymca.org

Booking Contract: Key Leaders 2024

10. For the security of our campers, **all adults (18+) must bring a valid state ID or driver's license** to register with our LobbyGuard visitor management system.

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

Signed: _____

Date: _____

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

Re: Discontinuation of district retail discounts

From: Kevin Thomas (ketkiwanis@aol.com)

To: zuluets@gmail.com

Cc: tcallaio@outlook.com; cdschlesinger@outlook.com; sgt283@gmail.com; cathy@szy.com; jwilsonkireg7@gmail.com; shawn@smithcm1.com; rhartman14@gmail.com; mirandaburton49@yahoo.com; pmmeyers@outlook.com; michelle@pakiwanis.org

Date: Monday, July 17, 2023 at 02:10 PM EDT

Moving forward this might be an option and something the board might want to talk about.

But since we are really even sure what we want to sell, if Chad wants to sell it and most importantly, since we need Kiwanis International (read that as Affinity) approval on the design of any items we want to sell, I can't see time available between now and August 10th to get it done for the convention.

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

On Monday, July 17, 2023 at 02:01:55 PM EDT, Sarah Zulueta <zuluets@gmail.com> wrote:

Can we not utilize a local vendor for anything new that is "licensed"? (eg Chad Reed and I think there was someone else on the list)

Not sure what merch we want to sell.

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

On Mon, Jul 17, 2023 at 12:38 PM Kevin Thomas <ketkiwanis@aol.com> wrote:

Board Members:

I wanted to share this with you as it is the second in the consequences of the Kiwanis International dues increase not being approved.

This one affects our ability to have a store at convention. As you will see below, Kiwanis International has eliminated the 40% discount for merchandise we would order from Kiwanis International to sell at District Convention. Kiwanis International, also, covered all shipping costs so I am sure we'd now have to pay that as well. In effect, this eliminates our ability to make any money on the sale of this merchandise.

In fact given the shipping at best it would now be a money losing proposition to order this merchandise and sell it at convention. It is all pre-priced so we can't change the price. (And if we could change the price, we'd have to mark it up beyond what one would pay to get it on line.) At best, we'd be offering a money losing service.

Now we still have District shirts to sell at convention. As well, we have some Kiwanis International inventory left over from previous conventions that we can sell; however, what is left tends to be the less popular sizes, colors, designs, etc.

We will not make as much money as was anticipated for the convention budget when it comes to merchandise sales. This further compounds are revenue problems for convention as at this time I anticipate that we will miss our targets for ad sales and sponsorships unless we start seeing much more activity in those two areas.

If enough board members feel we should go ahead and order merchandise anyway so we can offer this as a service to our members attending the convention, we can discuss this on Saturday. But strictly as business decision and given our potential pending revenue shortfalls, it is my opinion we should not do this.

Let me know if I can answer any questions or address any concerns.

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

----- Forwarded Message -----

From: Bryce Kinder <bkinder@kiwanis.org>

Sent: Monday, July 17, 2023 at 10:09:47 AM EDT

Subject: Discontinuation of district retail discounts

Dear District Secretaries:

Thank you for your continued commitment to help support your districts to complete the mission of Kiwanis in your communities.

As you know, more than 60% of our delegates voted in favor of the proposed dues increase at this year's international convention, but this amendment failed to get the two-thirds vote required to pass. As a result, Kiwanis International leaders and staff have begun working to develop an operating budget for the 2023-24 year based on projected revenue, expenses, and necessary reductions in spending.

Based on the realities of these factors, it is necessary for the Kiwanis Family Store to discontinue the retail discounts that have been provided to districts in the past, both seasonally (in the case of the district convention 40% discount) and year-round (the 15% discount off orders over \$100). Discontinuation of these discounts will become effective today, July 17, 2023.

While we will no longer be able to offer these discounts, we're still committed to supporting your districts in their retail needs in whatever way possible during this transition time. Please let us know what questions or concerns you may have.

Bryce Kinder

Member Experience (MX)

Technology Engineer
Kiwanis International

3636 Woodview Trace, Indianapolis, IN 46268 USA

U.S. & Canada: 1-800-KIWANIS, ext. 113

Worldwide: +1-317-217-6113

bkinder@kiwanis.org

[kiwanis.org](https://www.kiwanis.org) | #KidsNeedKiwanis



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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