

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
January 18, 2020

The third meeting of the 2019-20 Pennsylvania District Board of Trustees was held on January 18, 2020 via go-to-meeting/conference call. The following board members were present: Immediate Past Governor Phil Weber, Trustees Roger Janes, Barb Byers, Barb Harer, Matt Wise, Ben Osterhout, Mike Coolbaugh, Lillian Mateja and Executive Director Kevin Thomas. Guests included Builders Club Administrator Tiffany Callaio, Circle K Administrator Kelly Shaup, Lt. Governor & Trustee-elect Ryan Hartman, Past Governor and Audit Committee Chair Don Sanker, Membership Chair Sarah Zulueta, Lt. Governor-elect Conrad Schlesinger and Keith Eldridge & Frank Iati of accounting firm RKL, LLC.

Because of illness to Governor Mike Haven, Immediate Past Governor Phil Weber presided.

The minutes from the November 11, 2019 board meeting were considered for approval (P1-P2). A motion was made, seconded and approved to accept the minutes as presented.

The items on the consent agenda were considered for approval as presented (P3-P34). The motion was made, seconded and approved to accept the items in the consent agenda.

A report was provided on District membership. See P35-P49. Membership Chair Sarah Zulueta provided information and update. Boost workshops were reviewed; some metrics will be set up to measure the results from the boost conferences. The newly chartered Media club is up to 20 members. The Kiwanis Club of Sheraden won the 1st quarter membership contest and the second quarter contest is underway.

The District Financial Statements and Supplemental Information as of September 30, 2019 and as prepared by RKL, LLP were reviewed by the board. See P50-P69. Frank Iati provided comments and thoughts on the report. The District had a significant operating surplus in the 2018-19 year and has made significant progress in reducing its long-term deficit. Mr. Iati reviewed other elements of the report with the board and addressed questions and concerns. After the presentation, Mr. Iati and RKL were thanked for their work. The board then approved, by proper motion, second and vote, to accept the statements as prepared.

The 2019-20 District Budget and Financial information as of December 31, 2019 was reviewed by the Board. See P70-P75. Finance Committee Chair Roger Janes indicated he would be reviewing the recommendations of RKL and would meet/call Kevin Thomas about them.

There has been no change in the unclaimed property status. A call will be in order if more information is not shortly forthcoming.

There will be no make up fundraiser for the Holiday Party fundraiser. Instead, increased emphasis will be placed on the Kiwanis Kash Raffle with the goal of making up the \$1,000 via the raffle that was anticipated from the Holiday party.

The annual Kiwanis day/night the Philadelphia Phillies was discussed. See P76.

The purse hook fundraiser has netted \$269.00 to date.

The Circle K Administrator's report (See P9-P10) was reviewed. Circle K Administrator Kelly Shaup provided comments. To attempt to find opportunities to assist Mr. Shaup and the Circle K program, a special board committee was established consisting of Matt Wise, Mike Coolbaugh, Barb Harer, Barb Byers and Kevin Thomas; Matt Wise will chair the committee. The committee will meet and enter into discussions with Kelly Shaup.

Two recommendations in Executive Director Kevin Thomas' report were reviewed. The first recommendation involved the establishment of a District Board Personal committee. The board approved the establishment a District Personal Committee. Executive Director Kevin Thomas will write up a committee description for the board to consider.

The second recommendation dealt with establishing a District Intern program. Board members Ben Osterhout and Barb Harer will work with Kevin Thomas in establishing an internship description.

An update was provided on the efforts to return the District to good standing with Kiwanis International. See P78-P79.

The District Board considered changes to the District Bylaws as it relates to the requirements to serve as a Lt. Governor. See P80-P83. After review and consideration, the board approved these proposed changes and these changes will be submitted to the Convention Business session for consideration on August 15, 2020.

Lt. Governor & Trustee positions were reviewed. See P84. As part of that discussion, it was decided that at the Midyear Conference the guidebooks would be taken by the Trustees for distribution in each region.

A report was considered on the location/timing of the 2021 Midwinter Conference. See P85. After review and consideration, the board approved pursuing option/recommendation 2.

A report was provided on the 2020 District Convention. See P86-P87. It was decided that the committee would report back to the board with a suggested format for the convention agenda.

Given that Kiwanis International is now allowing clubs to use some of their service account funds as it relates to education efforts at the International Convention, a discussion was held on the District developing a policy on this as it related to District events. Immediate Past Governor Phil Weber will work on developing a potential policy.

The District's Distinguished Kiwanian program was reviewed. The membership committee will consider updates to this program/award.

A committee chaired by Matt Wise will consider updates to the Trustee report form.

It was agreed that Matt Wise and Kevin Thomas would work on an effort to redivision the clubs in Division 14 as it has been several years since the Division has had a Lt. Governor.

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

Respectfully submitted,



Kevin E. Thomas
Executive Director/Secretary/Treasurer

**Pennsylvania District Kiwanis International
Board of Trustees Meeting – Conference Call
November 11, 2019**

The 2019-20 District Board of Trustees held a conference call to conduct District business on November 11, 2019 commencing at approximately 8:50PM. This was the second official meeting of the 2019-20 year.

Governor Mike Haven presided. In addition to Governor Haven, the following board members were on the call: Governor-elect Don Smith, Immediate Past Governor Phil Weber, Trustees Roger Janes, Barbara Byers, Barbara Harer, Matt Wise, Ben Osterhout, Mike Coolbaugh and Lillian Mataja and Executive Director Kevin Thomas. Guests included International Trustee Richard Olmstead, Past Governors Bob Raub, Jen Vare & Judy Raub, Pennsylvania Kiwanis Foundation President Jeff Rose and District Membership Chair Sarah Zulueta.

The minutes from the September 28, 2019 board meeting were submitted for approval. See P1-P5. A motion was made, seconded and approved to accept the minutes as submitted.

The 2020 Midwinter Conference Agenda was submitted for consideration. See P6-P8. After review, a motion was made, seconded and approved to accept the agenda as submitted.

Discussion was held on the need to find a replacement for the Holiday Party since the District Budget is counting on \$1,100 in funding from the party or its replacement. Governor Mike Haven directed/asked the District Trustees to come up with replacement fundraiser for the Holiday Party.

A report on potential amendments to the District Bylaws was considered. See P9. After reviewing and discussing the report, the board did not accept recommendation number 1 of the report which would have established the position of vice-governor and instead directed that we look for methods to improve the existing system. Recommendation number 2 was accepted with the direction that the necessary bylaw amendment(s) be developed and submitted for board approval so that they can be considered by the delegates at the 2020 District Convention.

The District Website was discussed. Presently, the District Website is hosted at no charge by Club Resource, LLC. Kiwanis International is now offering a website hosting service at no charge for districts and clubs. Information on this website service is P10-P16. After review and discussion, the board authorized moving the District Website from Club Resource, LLC to a Kiwanis International Hosted website and directed Executive Director Kevin Thomas and Webmaster Patti Loomis to take the necessary action to make this happen.

The District Not in Good Standing Status was discussed. See P17-P29. Pennsylvania is one of 24 Districts Not in Good Standing as the result of Kiwanis International tightening and more closely enforcing its policies. The Board reviewed information from Kiwanis International and heard updates from Past Governor Bob Raub and Executive Director Kevin Thomas. Plans to address this include having Circle K included in the Kiwanis District Audit for 2018-19, preparing the necessary reports for Key Club and submitting all necessary forms for Key Club.

By proper motion, second and vote, Executive Director Kevin Thomas was authorized to conduct a search for a location for our 2021 Midwinter Conference.

Kiwanians have come forward in Divisions 1, 2 and 13S to serve as co-Lt. Governors or acting Lt. Governors. The board approved all Kiwanians who have come forward to fill these positions. See P30-P32. The appointments are highlighted.

The Board considered the possibility of participating in the United for Early Childhood Education Petition. See P33-P34. By proper motion, second and vote, the Board authorized District participation in the petition and will disseminate the petition to clubs for them to consider participation.

With no further items to discuss, the meeting was adjourned.

Respectfully submitted,

Kevin E. Thomas
Executive Director/Secretary/Treasurer

Hello all,

I hope you all had a wonderful holiday and a happy New Year. The District Board met January 4-5 to discuss divisional issues, dues payments, and to finalize plans for District Convention.

The District Board has been working diligently in their committees. The Kiwanis Family Relations Committee has created a District-wide competition to encourage clubs to connect with other branches of the Kiwanis Family. There competition is based on a point system. Clubs will fill out an online form for each event they complete with a Kiwanis Family branch in attendance. The points will be tallied at the end of the year, and the club with the most points will receive recognition at District Convention. They hope to implement this system in the next Key Club year. The Workshops Committee has created and assigned workshops that will be presented by District Board members at District Convention. The committee has been using a "mentor" system, where one member of the committee oversees the progress on specific workshops. This task is divided up between the entire committee, and has proven to be quite effective. The Convention production committee has finalized work on our District Convention scripts, agenda, and logo. They will be speaking with the keynote speaker, Darnell Weathersby, within the coming weeks. This is only a small glimpse into all of the outstanding work the district board is doing.

Personally, I have completed my mid-year update, which consists of an update on goals established at the beginning of my term as well as reminders. I updated and distributed the KC Cash application, and the executive board plans to review these applications within the coming weeks. I have continuously updated the "LTG Resources" folder to the district google drive, including a "project planning template" that hopefully will help committees and clubs plan projects in the future. I have attended numerous committee meetings, held calls with board members, zone administrators, and our sister districts when necessary. I communicate with our international trustee, international president, vice president, and Bob Orlando monthly. I have sent a newsletter to the District Board each month with a Lieutenant Governor monthly report form along with multiple emails and reminders. I have sent topics to all members who registered for the pen pal program monthly. In addition, I worked to complete pages in the DCON mailing packet, and I plan to make promotional material in the future.

The Pennsylvania Key Club District Board will not be meeting again until District Convention, March 13-15, 2020. Thank you all for your work, and hopefully I will see some of you in March!

Please feel free to reach out to me with any questions or concerns.

Yours in Service,

Michalie Mazurkivich

Email: Michaliem3@gmail.com

Phone: (570)580-1408

Dear Pennsylvania Kiwanis Board,

Good morning, I hope everyone is doing well. This is a brief report of what Circle K has been up to recently. We are excited to be heading back to campus after winter break and starting up our recruitment once again.

In November, the Circle K Board hosted our fall event InterPACK. The event was successful and we as a district were able to donate 77 pairs of socks and 116 toiletries. Alongside that, our members made 100 Caitlyn Smiles bracelets, 251 Caitlyn Smiles key chains, and 64 love lollipops among some other smaller projects. This year we held a new member induction ceremony where all members of Circle K and Kiwanis were able to join together and celebrate our new members. We thank all of our Pennsylvania Kiwanis Family Members who were able to attend. In December and January, the Circle K Board held two meetings where we began planning for our District Convention.

Some of our upcoming events are our Spring Rallies where we train our officers and members as well as participate in some service. Anyone is invited, you can email me at governor@pacirclek.org for more information about your division's rally. In March, we will be holding our District Convention the 27th - 29th at the Toftrees Golf Resort and Conference Center. As always our Kiwanis Family Members are all welcome to attend, we would love to see you all there.

With our District Convention upcoming, we are hopeful to fill all positions for next year's board. If you know of anyone interested or showing potential please encourage them to run for a position at our District Convention. No one is underqualified. We are hoping for dedicated and passionate Circle K members.

Lastly, I would like to thank you all for your continued support of Circle K. Our events could not run smoothly or have nearly as much success without your help and generosity.

Yours in Service, Leadership, and Fellowship,

Emily Stoner

Pennsylvania District Governor 2019-2020

Circle K International

www.pacirclek.org

governor@pacirclek.org

January 3, 2020

Dear Past PA Kiwanis District Governors,

I have tried to write this letter for months, and then life happens. I am determined to get this out to you by the end of the weekend.

As the most current of our Past Governors, I serve as the chair of our committee of past governors and hence, wanted to reach out and chat about our PA District. It seems that while we were Governor's, we were always engaged with our other District leaders, our members in general and with our clubs. We set goals, had conversations and made plans for our future as a District. We had more emails (maybe years ago, we had more phone calls) more conferences, more reports to maintain and read. And then you become a past, a has been. We should be a fountain of support for our current serving leadership within our District. Afterall, we do understand what they go through. We need to reach out to them.

As a past Governor, we receive Board reports/minutes including financials, District and Region happenings, we receive our Trustee's reports along with the LTG and other District chair reports; and if you read them you will see their accomplishments, their struggles and their – oh boy I wish I had some help with this comments. But do we do anything with that information? Are we engaged within our Division or with our home Kiwanis club? Remember, they supported us on our journey to become Governor. We are in fact, a resource, and, if you are able, possibly offer your expertise, your support, your ability to pitch in when we are needed. Participate by attending your Regional and/or Divisional meetings, attending our District Mid-Year event in March, and attending our District convention "Reading 2020" in August.

I ask us all to "Be an encourager to new ideas and not a "we tried it before, but it didn't work" say-er. Be a positive supporter of our Pennsylvania Kiwanis District.

I won't continue to ramble. Hopefully you get the picture.

I wish you all a Healthy, Happy and Blessed 2020.

I wish you all the ability to make positive contributions to our Kiwanis District.

In Kiwanis service,

Judy

Judith Raub, Past Kiwanis District Governor (2017-2018)

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PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Co-Administrators: Barb Byers/Karen Sears

Report Date: December 31, 2019

Report Period Covered: September 4, 2019 - present

Updates since last report:

- Co-Administrators continue to have regular conference calls to discuss plans, clubs, concerns and collaboration. These calls generally occur monthly on the second Wednesday in the evening (9:00 pm)
- ***Congratulations to State College Aktion Club for being 2018-2019 Distinguished Club and to the Erie Aktion Club for being 2018-2019 Honor Club!!!!***
- Regarding the West Hills Aktion Club – (KI charter notification on 5/14/2019):
 - Bob Marko from the Sewickley and Glenshaw Kiwanis Clubs approached me and expressed interest in being the Aktion Club Advisor. This was cleared through Sewickley club and efforts are being made for connection with the Facility to begin service/club activities and plan Charter Celebration.
- There is some expressed interest in Aktion Club among ID providers/Autism providers in the Pittsburgh area. These are being followed up on accordingly. (Need Kiwanis Club growth to support this endeavor)
- As per KI, there is no 2020 TLC scheduled
- Submitted annual PA Kiwanis Foundation Grant request. Grant was amended to lower the amount to \$1,000 and approved. (Although this is lower than the amount requested, this should significantly adversely affect Aktion Club Convention budget as we have been under budget the last 3 years)
- Safe Hiring Solutions clearances renewed for both Administrators

Pending Items

- We continue to want to obtain table banners for each of us for various displays when we are promoting Aktion Club at events. This continues to be explored with consideration of KI's licensing and printing rules and guidelines.
- Development and distribution of an Aktion Club newsletter, District specific email and Facebook page (social media presence)

Upcoming events/Plan of Action:

- Follow up on potential Aktion Club inquiries from conventions and service fairs
- Follow up with the newly established West Hills Aktion Club for advisory and implementation of club activities/Charter Celebration.
- Consideration of development of a Strategic Plan for PA District Aktion Club
- Continued review and updating club contact information; club rosters/dues, etc.
- Note that the 24th Aktion Club District Convention is scheduled for **August 1 at the Laurel Lodge**. Overnight accommodations will be available on 7/31 and 8/1. Planning for the convention will begin in the upcoming months.

Assessment of District Officers:

Respectfully submitted,

Barb Byers

Karen Sears

PA District of Kiwanis International Report

Service Leadership Program: Builders Club
Administrator: Tiffany Callaio
Report Date: **1/12/2020**
Report Period Covered: **October to January**

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

Active Clubs = 62
Suspended Clubs = 0
Inactive Clubs = 11
Membership # [NUMBER] as of [DATE].

Administrator's activities since last report: Communicated with some clubs advisors with questions they had and some Kiwanis clubs about forming a club.

Committee Members: Amy Casagrande and Keith Smith

Comments regarding committee: Still would like to have more committee members from across the state.

Concerns/issues: Losing too many builders club this year to lack of advisors.

Concerns/issues that require District Board action or knowledge:

Important Events/Dates with description:

Assessment of District Officers:

Additional information/comments:

PA District of Kiwanis International Report

Service Leadership Program: **Circle K**
Administrator: **Kelly Shaup**
Report Date: **January 20, 2020**
Report Period Covered: **September - January**

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

Club Information:

Active Clubs = 33 Active
Suspended Clubs = 0 (2 will be in Feb) # Inactive Clubs = 4
Membership # 388 as of 1/18/2020

Notes:

22 clubs paid or finalized roster
11 clubs not yet completed

6 Clubs expected to come in
Drexel Univ., Indiana Univ. of Penn., Misericordia Univ., Penn College, Univ of Penn, Univ. of Sciences

5 Clubs will most likely not come in
Bloomsburg Univ, Kings College, La Salle University, South Hills, Univ of Pitt – Bradford

Please note that these are clubs still listed on the District roster even if the school closed due to the processes of the charter removal.

Committee Members:

Mariza Shavelle – Liberty Zone Advisor (SE)
Jodie Welser – Three Rivers Zone Advisor (SW) and covering Snowbelt Advisor
Megan Thomas – Colonial Zone Advisor (Central S)

Miranda Moses – Administrative Specialist - Finance
Kristina Badali – Administrative Specialist - Technology
Devyn King – Administrative Specialist - Training

Comments regarding committee:

Overall, I am pleased with the Committee members and the job that they are currently doing. There are still some areas with room to grow. Last year's additions have been able to take on new responsibilities and bring new ideas which have been well received. Need additional people to join as we are being stretched to advise properly.

Concerns/issues:

There is the continuing issue of not having a full committee. This has hurt the communication issue and has stunted some of the development of the student leaders.

Black Diamond Advisor has been vacant since 2015
Keystone Zone Advisor has been vacant since 2015
Snowbelt Zone Advisor has been vacant since 2016

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

Next Year's District Service Project voting has commenced and will be closing next week. As per our governing documents, each year the student's get to select their service focus for next year.

New Club growth is stagnant for the second year as we are having issues finding sponsoring Kiwanis clubs. Many leads are starting to fall apart as we search to find suitable (and even shaky suitable) sponsoring clubs.

Governing Documents Updates:

Policy code change review:

Two policy code changes need to be reviewed by the Kiwanis Board

- 1) Name change of the Governor's Diamond Award - finally received the official wording and need to present it.
- 2) Award changes - the board is reducing the club split from 3 divisions to 2.

By-law change incoming w/ vote a DCON:

Board has recommended a \$5 dues increase in district fees (From \$10 to \$15)

Fundraising:

Two additional fundraising ideas are being discussed:

- 1) Sponsorship package

A discount for pre-paying for the district event to sponsoring Kiwanis clubs.

- 2) Worst looking dorm/apartment room

There is a program where some Kiwanis clubs are doing a cutest pet competition. IN that style, we are thinking of doing one with a prize of a year's worth cleaning supplies.

Pennsylvania District Foundation:

Pennsylvania Kiwanis Foundation Request came in \$1400 short than last year (33%). It also came after all budgets were set for the events of the year. I will not that this is due to the timing of the funding request process and is not new. We adjusted our expenses to meet some of this deficit but there are concerns for District Convention.

During our fundraising processes over the past few years, we have received rejections due to our tax status. We requested a pathway to get those potential donors to the Foundation to explore options. They were not receptive.

Important Events/Dates with description:

District Convention:

Penn State – March 27-29

Toftrees Resort

Assessment of District Officers:

The District Board is new to District level leadership with only one returning member. There are still vacancies on the board that have causing communication issues. We have been able to delegate the roles, but it has created challenges

Respectfully Submitted:

Kelly Shaup

PA District of Kiwanis International Report

Service Leadership Program: Key Club

Administrator: Bob Orlando

Report Date: **September 23, 2019**

Report Period Covered: **September 23, 2019 ~ January 13, 2020**

Administrator's goals, objectives and outcomes in the administrative or programmatic year:

Get to district convention. Just.....get to district convention.

Active Clubs = **164**

Suspended Clubs = **0**

Inactive Clubs = **11**

Membership # **9,962** as of **January 8, 2020**

See membership information in Additional Information below

Administrator's activities since last report:

- September 27 ~28, 2019 District Administrator's meeting, Minneapolis, MN
- October 12 ~ 13, 2019 Key Club Fall Board Meeting, Harrisburg, PA
- January 4 ~ 5, 2020 Key Club Winter Board Meeting, Harrisburg, PA

Committee Members:

Cathy Szymanski – Zone 1

John Mazurowski – Zone 2

Ryan Hartman – Zone 3

Matt Alexander – Zone 4

Rebecca Sanker– Zone 6

Liz Smolinski – Zone 7

Comments regarding committee:

Liz Smolinski has informed us that she will be moving to San Diego, CA this spring. As such, she has submitted her resignation to me effect the last day of District Convention. Howard Cohen has agreed to take over responsibilities for this position. Howard is a retired teacher and has served as Faculty advisor for the Upper Moreland Key Club for over 20 years. He is also an active member of Kiwanis. I have known Howard for quite some time and look forward to working with him on this committee.

Concerns/issues:

As noted in last report, the district board met with representatives from ChildFund International. This group has been working with several other Key Club districts. We allowed this organization to present at the Fall Rally in Hersheypark. It was our plan to have these clubs serve as a pilot program. Should these clubs embrace ChildFund we would be introducing it as our YSY for the 2020 – 2021 administrative year. So far, participation has been well below expectations. At the last board meeting, Lt. Governors reported only 4 clubs taking any action with this project. We will continue to review and monitor activity here throughout district convention.

We held our third annual Fall Rally at Hersheypark on October 19. Participation exceeded last year's total attendance as this event continues to gain popularity. This year we had 130 members attend. There was a good representation of clubs from all over the district. The cost to participate was \$65 which included a full lunch and admission to the park. The admission was the most expensive part of this fee. Attendees participated in workshops and interacted with other clubs from around the district.

The Fall and Winter board meetings had a high amount of focus on the upcoming district convention. The planning for this event is going very well. There are aspects of this production that have been completed where in past years we were still tying up loose ends well into March. While there are a few things that need work, I am very pleased with the progress being made. I am very excited about the awards and recognition phase of this convention. Over the last three years a LOT of work has been put into transitioning awards and recognition over to a digital format. For decades clubs came to convention with paper submissions and teams of Kiwanians spent hours judging. After that, an incredible amount of clerical work needed to be done as we converted the results into winning categories and printed certifications, made last minute changes to scripts and Power Point slides and adjusted the actual general session as needed. This year, all submissions will be done through our website. The deadline for most submissions is February 21. All judging will be done by the Kiwanis committee. Results for all awards and recognition will be completed *prior to* convention. We will arrive at the convention with all certificates printed and all scripts finalized. The only exceptions to this will be poster, scrapbook and oratorical contests. This is a MAJOR change for the better. I cannot overstate this fact. The amount of "behind the scenes" work that is required for this aspect of the convention will be reduced by 80%. And, more importantly, Key Club members that earned recognition will receive it. The "old" process was sprinkled with mistakes and members not receiving the recognition they deserved. A great deal of thanks is due to David Szymanski and past Key Club Governor (2012/13) Tessa Rhinehart for developing software that tackles most of the administrative work necessary to make this successful.

Concerns/issues that require District Board action or knowledge: (Note: include budget where necessary):

In my last report I shared the following:

Historically we have had a challenge with communications. There are clubs that reply to LTG's and participate in district activities. There are also clubs that you hear from now and then. There are also clubs that pay their dues and we hear nothing from them. Our attempts to communicate with them fall on deaf ears. This year we formed a committee to focus on this challenge and have developed a strategy that consists of tracking communications and identifying those clubs that are either ignoring our communication efforts or clubs that we don't have any officer contact information. Once identified, we will start a campaign of contacting the school, sponsoring Kiwanis club, Faculty Advisor, Kiwanis Advisor and if necessary, surrounding Key Clubs in an effort to break down the communication barrier. We view this as key to retaining membership and growing district events like Fall Rally and Convention.

Unfortunately, we were not as successful with this strategy as we intended. We tried to institute these procedures in the middle of an administrative year. That proved not to be the best roll out conditions. Not to make excuses but this task is much bigger than anyone would believe. While there were areas of improvement much needs to be done. I have shared my experience with other District Administrators. While it was not good news, it was a relief to hear that virtually every district is struggling with this same challenge. The feedback I have received provide confidence for the strategy that we developed. A multi-faceted approach to communications is needed. This will be incorporated into the training of all future boards.

Important Events/Dates with description:

January 17 ~ 19, 2020 District Administrator's meeting, Atlanta, GA
March 12 ~ 15, District Convention, State College, PA

Assessment of District Officers:

As we head into the home stretch of the administrative year our executive board members (Gov, Sec/Treas. Editor) are performing strong. Their leadership is helping greatly with large and small things that need to come together for district convention. Overall, the LTG's are doing a great job as well. I am very impressed with this group of young leaders.

The "politics" of District Officers is playing out and there are several individuals planning on running for executive offices. This year's board contained a fair number of underclassmen. There's a good amount of LTG's that are running for a second term. This makes to following year all the better and paves the way for great accomplishments.

Additional information/comments:

I have been asked to serve on a long-range planning committee known as Key Club 2.0. I will be serving a two-year term on a Vision subcommittee. We have been charged with reviewing the current status of Key Club. We will document the strengths, needs and opportunities from the perspective of staff, districts administrators and Kiwanians and develop a list of critical issues that need immediate attention. We will be looking at things such as growth, adoptable clubs, community-based clubs, marketing, staffing, governance, governor and trustee responsibilities, communications and relationship between Key Club and Kiwanis boards. I am excited to participate with this committee knowing that I will have input on how Key Club is structured as we move into the future. Should any Pennsylvania Kiwanian wish to share his/her concerns or ideas, please ask them to reach out to me.

Membership numbers noted above are fluid at this time. There are many clubs that have updated their roster and are either waiting for school districts to generate dues checks, have checks in the mail or are awaiting processing at KI. Key Club LTG's have been very actively reaching out to clubs that have not paid dues. Like past years, this is where we are finding new advisors that are not in the MUC and cannot generate an invoice for dues. Some of these new advisors are not aware that Key Club has a dues structure. (you can tell how active the sponsoring Kiwanis club is in these situations!) Unfortunately, we also find out about clubs that are considering dropping their charter. When we do, we try as well as we can to reverse thinking and help them understand aspects about Key Club they may not have been aware of.

February 1 marks the date that all clubs that have not made payment move to a Suspended status. Those clubs who have not paid dues last administrative year and this year move to an Inactive status. Currently there are 11 clubs that have been on an Inactive status and will be moving to Charter Revoked. There are varying issues with each club. Attempts to keep all noted have been made to no avail. This results in a downturn of 347 members. They are:

- Baldwin High School / Baldwin Kiwanis
- Downingtown STEM Academy / West Chester Kiwanis
- Franklin Regional High School / No Sponsor
- Highlands High School / Freeport Kiwanis
- Lancaster County Christian School / No Sponsor
- Liberty High School / No Sponsor
- Muncy High School / Montoursville Kiwanis
- North Star High School / Johnstown Kiwanis
- NW PA Collegiate Academy / Erie Kiwanis
- West Allegheny High School / No Sponsor
- Whitehall High School / Emmaus Kiwanis



The planning continues for the annual event. As a reminder, the date and location has been selected for April 24-26, 2020, once again at Camp Conrad Weiser. We welcome any participation by District Board or other officers.

Event Promotion

Correspondence has gone out to the clubs in the District to “save-the-date”. Additional information will be going out in the coming weeks that will include, but is not limited to, the event registration link and information. We will also communicate directly with participants from the 2019 event and encourage their continued involvement (either to go through the program again or to be a student facilitator).

To date, we have not received any notification from the Pennsylvania Key Club District Board as to if there will be a Key Leader Ambassador named from Key Club this year.

We will also correspond directly with clubs in the District to obtain donations (thus keeping costs at a minimum). This year, our committee has been developing an “Amazon.com wishlist” which will provide Kiwanians the opportunity to send their donations directly to committee members (or they can bring them to the annual Midyear Conference).

Scholarship and funding requests

As previously reported, a funding request has been submitted to the Pennsylvania Kiwanis Foundation to renew the \$75.00 per student scholarship. These continue to be a crucial piece of our event’s success within Pennsylvania, however the PKF approved only a \$50.00 per student scholarship this year.

Additionally, we have been notified (via information as reported in the last District Board conference call) that funding from the Kiwanis Children’s Fund will be held until there are certain requirements met by the District as they relate to Kiwanis International. We remain hopeful.

These two items only support the need for all of us to do what we can to ensure that we have a full camp by encouraging clubs to support the camp and send students. We are confident that a full camp, regardless of the above two items, will result in our efforts to be one-year solvent (see below).

Long-Term Goal (reiterated from September 2018 report)

As a privately guaranteed event, the long-term goal is to create a reserve that covers one full year of expenses for the PA Key Leader program. As such, any and all surpluses from the event will be used toward future deposits for both the camp location and Kiwanis International program fees. A copy of the 2020 PA Key Leader program budget is attached and remains separate from the PA District Kiwanis general budget.

Respectfully submitted,

Key Leader Team

Key Leader 2020 Budget

This event is privately financially guaranteed

Minimum Attendance (54 Students)

Income		# of Attendees	
Kiwanis Children's Fund			\$ 3,500 **
Student Participant	\$ 175	48	\$ 8,400
PA Foundation Scholarship	\$ 50		\$ 2,400
Student Facilitator	\$ 125	6	\$ 750
PA Foundation Scholarship	\$ 50		\$ 300
Lead Facilitator	\$ -	1	\$ -
Chaperone*	\$ -	14	\$ -
Total Income		69	\$ 15,350

Expense

Camp	\$ 120	69	\$ 8,280
Key Leader Program			\$ 6,000
T-shirts	\$ 7	69	\$ 483
Miscellaneous	\$ 6	69	\$ 414
Total Expense			\$ 15,177

Net Income			\$ 173
-------------------	--	--	---------------

*Cost per student is \$225.00

**Pending District Completion of District Requirements

Maximum Attendance (80 Students)

Income		# of Attendees	
Kiwanis Children's Fund			\$ 3,500 **
Student Participant	\$ 175	70	\$ 12,250
PA Foundation Scholarship	\$ 50		\$ 3,500
Student Facilitator	\$ 125	10	\$ 1,250
PA Foundation Scholarship	\$ 50		\$ 500
Lead Facilitator	\$ -	1	\$ -
Chaperone*	\$ -	20	\$ -
Total Income		101	\$ 21,000

Expense

Camp	\$ 120	101	\$ 12,120
Key Leader Program			\$ 6,000
T-shirts	\$ 7	101	\$ 707
Miscellaneous	\$ 6	101	\$ 606
Total Expense			\$ 19,433

Net Income			\$ 1,567
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*Cost per student is \$225.00

**Pending completion of District Requirements

1/16/2020

Trustee Report Division 1

From: Roger Janes <RMJANES1@hotmail.com>

To: 'kevin@pakiwanis.org' <kevin@pakiwanis.org>

Subject: Trustee Report Division 1

Date: Thu, Jan 16, 2020 11:32 am

Kevin.

Fourth Quarter 2019 Report
Clubs installed and Events:

Oct 1 Edinboro and Bradford

Oct 7 Meadville

Oct 9 Fort LeBouef

Oct 12 Leadership Training- Transfer and Corry attending

Oct 14 Erie Convention Meeting

Oct 15 Hermitage

Oct 24 Titusville

Oct 29 Sharon

Dec 5 Region 1 Membership Meeting

At each club installation, I served as speaker and answered local club questions.

Respectfully submitted,

Roger M. Janes

Trustee Region One

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/Board of Trustee Report

Date: 1/7/2020

Trustee Name Barb Byers Region 2

Lieutenant Governors:

Name: **Jen Grab** Division: 5

Name: Sarah Haugse Division: 8

Name: Sarah Haugse (Acting) Division: 6

Education

Regional Meeting: Fall Date: _____ Spring Date: 5/2/2020

Assessment of Meeting if occurred:

Spring Region 2 meeting scheduled for Saturday, May 2. Location and time to be determined.

Club Leadership Education Planned: X Yes Not Yet NA Date: Division 8--11/2/2019

Membership Growth

Which New Clubs are actively being worked on in your Region?

(Please note date of next meeting and potential organizational meeting date with each club)

The Northside Club planning has been on hiatus, but remains a viable option for Kiwanis. Met with school Principal in North Side—he is interested in partnering with Kiwanis for SLP’s and community. Planning to attend an information night at the school to recruit for Kiwanis (scheduled for the end of January). Will also begin to gather names/contacts to prepare for making appointments.

Conversations with the Membership Committee initially analyzed some other potential areas for new club building. Division 5 = North Side; Carnegie and Bridgeville (the latter 2 are result of review of number of potentially interested people from PRIDEfest; Division 6 = Monroeville; Penn Hills; Division 8 – Greene County, California; Irwin and Waynesburg. Research will need done in these areas (except North Side). Potential interest in re-establishing Penn Hills club.

Which clubs are being counseled in your Region, by whom

In Region 2, we have been working diligently to reconnect and engage with all of the clubs. Throughout the month of November, I met in every Division to take a “temperature” of the clubs to prepare for potential Boosting activities. (See the enclosed Division Agendas and forms used)

1. *Division 8 meeting(11/2/2019)* - Only Greensburg attended the meeting.
2. *Division 6 meeting (11/23/2019)* - Freeport, Wilkinsburg, and Verona-Rosedale attended.
3. *Division 5 Meeting (11/9/2019)* - Sheraden, Glenshaw, Sewickley, Washington attended.

Service Projects

Are there any Early Learning events being scheduled in your area? (add Project Description, Sponsoring Club and Dates)

Not that I am aware of.

Early Learning Guides were given out at the Sheraden Pancake Breakfast.

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How are clubs/Service Leadership Programs participating in District/Regional Special Projects?

I have recently implemented a Region wide fundraiser service project for the Governor's project, Make-A-Wish. It is Penny-Pitch for Make-A-Wish. I am encouraging all clubs and SLP's to collect their coins for this cause. I will be collecting throughout this year and giving the money in September for MAW on behalf of Region 2. I am planning to reach out to the local MAW chapter to see if they can come and talk at our Region 2 meeting in May.

The newly chartered West Hills Aktion Club (KI notification 5/14/2019) – after reconsideration, Sewickley will be the sole sponsor (at least for the time being)—Bob Marko offered to be the Kiwanis Advisor. Initial meeting with Facility and Kiwanis Advisors is scheduled for 1/17/2020.



Board of Trustee Report

Page 2

Communication

Describe communications with the Membership Committee

Region 2 Membership Coordinator was established—**Tara Lawry** from the Sewickley club. We may be considering additional people to assist with the Membership endeavor in Region 2.

A conference call was held on 11/24 to discuss the Division meetings that were held in November and to plan for Boosting Activities. 2 clubs per Division were selected for “Boosting”—Division 5 = Sewickley and Baldwin; Division 6 = Wilkinsburg and McKeesport-White Oak and Division 8 = Greensburg and Ligonier. The Washington Club in Division 5 was also discussed and Boosting information for Membership Growth will be sent to them (they have had many opportunities in the past from many LTG's and District Leaders to engage in growth). We also discussed potential areas in each Division for new club building (see above for details).

The Boost Training is scheduled for 2/15/2020 and will be held in Division 8 (targeting Greensburg, waiting confirmation from the venue.) ALL Region 2 Clubs will be invited (and encouraged) to participate in the Boosting event.

Describe communications w/the Lt. Governors in your Region and strengths, weaknesses and concerns in each Division

Both LTG's attended their respective Division meetings and actively participated. Sarah was instrumental in arranging the venues for both Division 6 and 8 meetings.

As indicated throughout this report, Membership growth and strengthening is the primary theme and need in Region 2/ Western PA. There still seems to be an underlying passion in the clubs, especially when they serving their individual communities. There continues to be a bit of a disconnect when it comes to collaboration (i.e. Interclubs, supporting other clubs, Region and District events). This solidified my thoughts about the need to go “Back to Basics” for clubs as many of them did not or do not know basic Kiwanis information (i.e. SLP membership discount when they join Kiwanis). I am working on fun, interactive ways to share and disseminate this information and try to ensure that the clubs share it also.

Strengths in our Region remain the clubs' commitment to serving their communities and the wide variety in which they do so. I would just like to see them report about these events via monthly reports and inform their LTG's and me in order to share the event and support it as needed/available.

Jen Grab has been assisting with planning Mid-Year Conference.

Describe communications your clubs in the Region complete this quarter.

Very few clubs in the Region complete KI Monthly Reports—not sure why this is. My experience as LTG showed that there were clubs that did not submit monthly reports, but this seems to have increased. I plan to follow up with LTG's to see if they have some insight into this. (Maybe need to consider some training at the Region 2 meeting on this...)

I have communicated with the clubs via email and phone throughout coordination of the Division meetings. I also regularly post on the Region 2 Facebook page and am trying to increase usage of social media. Sarah Haugse has implemented a Facebook Page for Division 8.

Other Information:

Are there any concerns with the Region that the District needs to know about?

In my last report, I stated that Shawn Smith applied for Kiwanis to be represented in the Pittsburgh WPXI Holiday parade. We were initially denied this request, but then were able to participate. Shawn Smith from Sheraden and Kristina Badali from Baldwin co-chaired this regional event. We had about 17 participants, including Kiwanians, Circle K members and families. Clubs represented included: Sheraden, Sewickley, Baldwin and Greensburg. We had a truck with the inflatable Kiwanis logo and banners for each SLP. It was televised and we got about 90 seconds of direct promotion about Kiwanis and what we do. This was a successful venture, especially for its inaugural year. I want to commend Shawn and Kristina for their efforts and coordination (which involved contacting KI, who gave some tchachke for us to use). As we were in the parade this year, we will be able to participate every year.

Regarding PRIDEfest, we have decided to remove Kiwanis from this venture at this time due to some public issues that the sponsoring organization have. If this is resolved, we may consider this again as it was a very successful venture.



Kiwaniis®

PENNSYLVANIA DISTRICT

DIVISION 6 MEETING AGENDA – Saturday, 11/23/2019

- Introductions/Trustee Remarks
 - Puzzle Pieces
- Western PA Kiwanis History/Membership Trajectory
- Upcoming events – Club/Division/Region/District
- What If Video...
- Kiwanis International President Daniel Vigneron video
- Membership Experience/Enhancement Questionnaire worksheet – discussion
 - What is your Kiwanis story?
- Elevator speech Development
- What is your Passion?
- What If Exercise...Commitments
- Next Steps/Action Plan development

REGION 2 – BOOST AND GROWTH TIMEFRAME PROJECTION

November 2019 – hold Division meetings. Evaluate responses

December 2019

1. Identify all clubs for Boosting activity. Begin initial planning strategy for Boosting. Reach out to clubs
2. Research and identify 1 new area in each Division for new club opening.
 - a. Target area with orphaned SLP club(s)
 - b. Target area with No Kiwanis presence

January 2020

1. Boost training (held in either Division 6 or 8 area)
 - a. Layout Boosting activity in each Division (one per month... Feb/March/April)
2. Region meeting??

February 2020 – Boost follow up/activity for Division _____

March 2020

1. Mid-Year Conference (March 21, 2020 – Penn Stater, State College PA)
2. Boost follow up/activity for Division _____

April 2020 – Boost follow up/activity for Division _____

May 2020

1. Region 2 meeting – **5/2/2020**
2. Check in on clubs that have Boosted—provide Kudos and troubleshooting
3. New Club Building – Division _____
4. **New Club Officer elections

June 2020

1. New Club Building – Division _____
2. Schedule LDE Trainings for each Division
3. KICON

July 2020

1. Check in on clubs that have Boosted—provide Kudos and troubleshooting
2. New Club Building – Division _____
3. Hold LDE Training(s)

August 2020

1. DCON (August 13-16, READING PA)
2. Check on new clubs building status
3. Hold LDE Training(s) (as needed)

September 2020

1. Check in on all clubs: Boosted, new, officers
2. Offer/Schedule Officer Inductions



Kiwanis[®]

PENNSYLVANIA DISTRICT

DIVISION 5 MEETING AGENDA – Saturday, 11/0/2019

- Introductions/Trustee Remarks
 - Puzzle Pieces
- Western PA Kiwanis History/Membership Trajectory
- Upcoming events – Club/Division/Region/District
- What If Video...
- Kiwanis International President Daniel Vigneron video
- Membership Experience/Enhancement Questionnaire worksheet – discussion
 - What is your Kiwanis story?
- Elevator speech Development
- What is your Passion?
- What If Exercise...Commitments
- Next Steps/Action Plan development



Board of Trustee Report

Date: 1/18/2020

Trustee Name Matthew Wise Region 4

Lieutenant Governors:

Name: _____	Division: _____
Name: <u>Penny Meyers</u>	Division: <u>12N</u>
Name: <u>Don Ulrich</u>	Division: <u>12S</u>
Name: <u>position vacant</u>	Division: <u>14</u>

Education

Regional Meeting: Fall Date: November 9, 2019 Spring Date: June 18, 2019

Assessment of Meeting, if occurred:

The November meeting was well-received and well-attended. With a new format used for this meeting (it was more like a mini-conference), the attendees went away with a lot of new information.

Club Leadership Education Planned: Yes Not Yet NA Date(s) _____

Membership Growth

Which New Clubs are actively being worked on in your Region?

(Please note date of next meeting and potential organizational meeting date with each club)

Div 12N: The Kiwanis Club of BENV is looking to expand service into Renovo Area. This is likely going to be a satellite of the club, but one never knows. There are no other new club sites on the horizon at this time. Meetings will continue on this topic beginning in February 2020.
 Div 12S: Focus on club strengthening.
 Div 14: No sites.

Which clubs are being counseled in your Region, by whom

As a result of our Region 4 Leadership Meeting (11/5/2019) and our call with the Membership Committee (11/19/2019):
 Div 12N: Jersey Shore (Mike Haven and Sarah Zulueta), Sullivan County (Penny Meyers). Valley, Athens and Mansfield would be prime for this and are next on the list.
 Div 12S: LTG Don is working to schedule a mini-boost educational session for Middleburg, Northumberland/Point Township, and Selinsgrove.
 Div 14: This remains difficult without a LTG present, thus without a membership team to provide the focus.

Service Projects

Are there any Early Learning events being scheduled in your area? (add Project Description, Sponsoring Club and Dates)

Nothing additional to report, but clubs in Region 4 are dedicated to literacy. They regularly promote and distribute the ELGs as well as participate in events and activities with daycares, etc. Clubs have been interested in the little libraries in laundromats and other similar locations.

How are clubs/Service Leadership Programs participating in District/Regional Special Projects?

We had a focus on Service Leadership Programs during our Fall Regional Meeting, which was well received.

P.25



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

See above.

Describe communications w/the Lt. Governors in your Region and strengths, weaknesses and concerns in each Division

We continue to have meetings of the Region 4 Leadership Team and the discussions are very valuable. In addition to the above work on membership strengthening, we have established a Regional calendar and will work to identify needs of members/clubs to address them at educational events. Div 12N has an LTG-elect (Conrad Schlesinger from Lock Haven). Div 12S is currently looking to identify someone to serve in the LTG role next year. We should soon have a conversation about redivisioning of the clubs in Div 14, but this will need to be part of a larger conversation since there will be consequences to the size of neighboring divisions.

Describe communications with your clubs in the Region completed this quarter.

Communication is via email, social media, and some telephone in addition to various visits.

Other Information:

Are there any concerns or additional information you want to share about the Region?

On a Trustee level, we need to update these reports. They are outdated and I personally do not feel they are reflective of the strategic leadership needed from those serving in the position. The conversations surrounding this, and other topics, will prove helpful in moving us forward.

From: Ben Osterhout <benosterhout@pakiwanis.org>

To: Kevin Thomas <ketkiwanis@aol.com>

Cc: Barbara Byers <barbara.marie.byers@gmail.com>; Barb Chadick Harer <bharer@southhills.edu>; Smith, Donald <donsmith1022@gmail.com>; Lillian Mateja <lillianrafter@hotmail.com>; Matt Wise <matthew.j.wise@outlook.com>; mhaven62 <mhaven62@gmail.com>; Michael Haven <mhaven62@yahoo.com>; Phil Weber <phil.div18.kiwanis@gmail.com>; Roger Janes <rmjanes1@hotmail.com>; Michael Coolbaugh <sgt283@gmail.com>; Donald J. Sanker <sjd4317@comcast.net>; Ken Nguyen <administrator@pacirclek.org>; Sarah Zulueta <zuluets@gmail.com>

Subject: Re: Board meeting Call in information

Date: Fri, Jan 17, 2020 11:16 am

Sorry for the very delayed report.

Since our last board meeting, Ryan Hartman was elected to serve as Region V trustee beginning October 1, 2020. Ryan is a member of the Kiwanis Clubs of Dillsburg, Greater York, PA eKiwanis, and Upper Allen-Cumberland Valley.

We had a very successful informal Region V gathering in Elizabethtown in November with Governor Mike providing thoughts and wisdom.

The Reading 2020 group is actively working toward a great convention this August led by Kelly Kinkaid and Sarah Zulueta.

4 clubs in Region V were named Distinguished for 2018-19.

Respectfully submitted,

Ben Osterhout
Region V Trustee

--

Benjamin R. Osterhout
Trustee, Kiwanis Children's Fund
Trustee, Pennsylvania Kiwanis Region V

E-mail: benosterhout@pakiwanis.org

Mobile: (570) 885-1752 | Office: (717) 361-3749

www.pakiwanis.org | www.kiwanischildrensfund.org/ | www.pkfonline.org

On Thu, Jan 16, 2020 at 7:28 PM Kevin Thomas <ketkiwanis@aol.com> wrote:

All:

What I meant to highlight below is that meeting will start at **9:00AM not 10:00am.**

So, any time listed on the agenda needs advanced in your mind by 1 hour.

Thank you.

Kevin E. Thomas, District Executive Director
Pennsylvania District Kiwanis International
2793 Old Post Road, Suite 12
Harrisburg PA 17110-3683

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Board of Trustee Report

Date: 1/13/2020

Trustee Name Michael Coolbaugh Region 6

Lieutenant Governors:

Name: Megan Kuffa Division: 15

Name: Enos Martin Division: 17/18

Name: _____ Division: _____

Name: _____ Division: _____

Education

Regional Meeting: Fall Date: 11/2/2019 Spring Date: _____

Assessment of Meeting, if occurred:

The meeting was held at the Eastern Monroe Public Library in Stroudsburg. The Topic of the meeting was the BOOST program. There were 21 members from the region present at the training. Other than the fact that the room was kind of small everything went well. The only problem is that some clubs just don't want to travel to the region meetings.

Club Leadership Education Planned: Yes Not Yet NA Date(s) _____

Membership Growth

Which New Clubs are actively being worked on in your Region?
(Please note date of next meeting and potential organizational meeting date with each club)

None at this time

Which clubs are being counseled in your Region, by whom

Div 15 Back Mountain by Tiffany Callaio and Kelly Shaup

Service Projects

Are there any Early Learning events being scheduled in your area? (add Project Description, Sponsoring Club and Dates)

Many of the clubs across the region continue to do Early Learning projects on a regular basis.

How are clubs/Service Leadership Programs participating in District/Regional Special Projects?

Clubs in the region are encouraged to work with their Service Leadership Programs on Projects and events



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

I have participated in growth calls and have spoke with members of the growth committee about ways to grow membership in the region

Describe communications w/the Lt. Governors in your Region and strengths, weaknesses and concerns in each Division

Division 17/18 LTG Enos Martin who is serving as Acting LTG is doing a great job with communication to his clubs. Enos started a Division Newsletter that he distributes to the clubs. He has clubs sending him info that they want shared with the other clubs in the division.

Division 15 LTG Megan Kuffa has communicated with her clubs via email, text and phone calls.

Both LTGs copy me on their communications that they send to the clubs

Describe communications your clubs in the Region complete this quarter.

Other Information:

Are there any concerns with the Region that the District needs to know about?

Many of the clubs in Division 15 haven't paid their dues for 2019-2020. LTG Megan is working on this problem. I hope to have some answers in time for the District Board meeting.

Executive Director's Report – January 18, 2020

- My schedule for October, November and December is attached. Please let me know if you have any questions.
- I would suggest we should have a standing board personal committee consisting of only board members and established in policies and/or bylaws. It should be a committee of 3 or 4 with 1-2 rotating off every year. It would deal with paid personal as well as issues that might arise with Board members, Chairs, Lt. Governors and Past Governors.
- From about 2008 through 2012 we had a District office intern who was solicited from our Circle K program. I'd suggest that we revive that program with the concept being a District Board Intern. Not only could we develop for them tasks that could assist the office but, also, tasks that might assist the District Board in general such as the recording of and initial development of board meeting minutes. Another task might to work with Michelle on archiving and retiring much of the historical information here in the office.
- We have switched phone and Internet providers in the office, from Comcast to Verizon. In the first year we should save about \$450.00 and in the second year \$750 to \$800 over what we are paying now. As well, we have better Internet, new phones and a new fax machine as part of the deal. I anticipate another change being made shortly that will reduce phone and Internet costs by about another \$375 to \$400 annually.
- The lease on our Lanier copier and printer and scanner is expiring. We will be replacing the Lanier a fully guaranteed refurbished Kyocera machine with all the same capabilities as we have now while reducing our lease payment costs by about \$140.00 a month or about \$1,700 a year.
- In line with the budget, another \$10,000 has been paid on the principle of our line of credit. This leaves an outstanding balance of \$10,000. In two years, we have reduced this debt from \$40,000 to \$10,000.
- A shout out here to the Szymanski Consulting team for helping us resolve the technology challenges associated with changing from one phone/Internet service to another. Cutting edge technology (the new phone and Internet) sometimes does not like old technology (our server)
- Szymanski Consulting will be moving our files off the server to a cloud-based system called one drive. We will then retire the server. This should improve the reliability of our office technology. This change was already in the works prior to the new phone and Internet service and work has already been done on it. It will happen shortly.
- The board should be aware that Szymanski Consulting charges the District no fees for its services.
- In the way of office technology, we will need to upgrade Michelle's computer and get a second laptop for presentation purposes at conferences and conventions.
- I am exploring on site credit card processing options for conventions and conferences with the goal of having something in place for Midwinter. Perhaps we will be able to extend its use to New Club Building efforts.

As always when I can be of assistance, feel free to write or call. Thanks for what each of you do for Kiwanis.

Respectfully submitted,



Kevin E. Thomas
Executive Director

AOL Calendar.

ketkiwanis@aol.com
Printed: 1/13/2020 5:04:55 PM

October 2019

	Sun 30	Mon 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat
29							
6	7 [Redacted]	8 11:30am Carlisle 1:30pm Pam French	9 [Redacted]	10 7pm YCPO [Redacted]	11	12	
13	14 Columbus Day 1pm Washington Cros...	15	16	17 [Redacted]	18	19 Greensburg	
20	21 2pm Jermaine Price	22	23 8pm Midwinter Call	24 [Redacted]	25	26	
27	28 8:30pm Midwinter	29	30 6:30pm Litifiz Public Li...	31 10:30am Rick Manning	1 Halloween	2 [Redacted]	

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AOL Calendar.

ketkiwanis@aol.com
Printed: 1/13/2020 5:09:38 PM

November 2019

27	Sun	28	Mon	29	Tue	30	Wed	31	Thu	1	Fri	2	Sat
		8:30pm Midwinter				6:30pm Littitz Public Li...		10:30am Rick Manning					
3	Indianapolis Daylight Savings Time Ends	4 Indianapolis	5 Indianapolis	6 Indianapolis and office	7 11:45am Harrisburg	8 Region IV	9 Region IV						
10		11 Veteran's Day	12 2pm Kevin Polosky 6pm 2020 Convention ...	13 6pm Kiwanis Young C...	14 2pm Don Smith	15 12pm Chester 100th A...							
17		18	19 Off	20	21 Off	22 Off	23 Off	24 Off	25 Off	26 Off	27 Off	28 Thanksgiv Off	29 Thanksgiv Off
24		25 Off	26 Off	27 Off	28 Off	29 Off	30 Off						

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AOL Calendar.

December 2019

1	2	3	4	5	6	7	8
	Sun off	Mon Off	Tue [Redacted]	Wed 8am Pre-K for PA Lea... 11am Isabelle Grenoble [Redacted] 1 More...	Thu 12	Fri 14	Sat [Redacted]
8	9	10	11 11am Val Tulli 3pm District Foundatio... 7pm Young Children P ... 1 More...	12	13	14	
15	16	17	18 8:30am Frank Iati	19 10:30am Don Smith - ... [Redacted]	20	21	
22	23 First Day of Hanukkah	24	25	26 Christmas Day 11:30am Verizon 11:30am Don Smith	27	28	
29	30 [Redacted]	31 [Redacted]	1 New Year's Day [Redacted]	2	3	4	

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Governor Report January 13, 2020

Fellow Pa District Board Members,

Hard to believe we're a quarter of the way through the 2019/20 Kiwanis Year already. The 1st quarter was busy but productive overall. I attended many events throughout the District's Regions/Divisions. Boost Workshop Sessions, Regional Meetings, New Club Openings, 100th Anniversary Celebrations, Service Events, InterClubs, and Club Meetings to name a few. One of the most rewarding and gratifying is connecting with our member's and by getting to know them on a more personal level.

As you all have heard a few times at least, one of my primary focuses on the District is "Membership Experience". Ensuring we continue to support what's working on a regular basis and also identify area's that we could improve upon by implementing strategies that will carry them through.

We started the 1st couple of months with monthly calls but I quickly learned that we may be more affective in "Identifying" our Clubs needs by holding separate calls with the Membership Coord's and Regional Leaders. This would not have been accomplished as well without the dedication and determination of Sarah Z and the Membership Team. We're nearly completed with the initial calls which I believe were productive and insightful (some really tough but much needed to get a better picture of where we are) on our strengths and also need for improvement. We're preparing for the next most important step which is implementing Strategies/Goals and plans that will meet the needs to show positive results.

This past few day's I attended a Gov's Conference in Dallas Tx with fellow Governor's. Timing is everything....as we all can relate, I needed these past few days for a time of reflection on what I've accomplished, where I need to realign goals/thinking, rejuvenation, and a most enjoyable time with friends. It was a success in all facets.

We have a lot of work ahead of us in the coming weeks/months but I know with the support, passion, and willingness of each other we will accomplish more than we ever dreamed in a short period of time.

In Service,
Gov Mike

Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend		
																			19	20
K23	Pennsylvania																			
K2301	Division 1																			
K02090	Bradford	PA		45	45	45	46										2.22	+1		
K04613	Cambridge Springs	PA		7	7	7	7										0.00			
K03089	Conneaut Lake	PA		6	6	6	6										0.00			
K01165	Corry	PA		10	10	10	10										0.00			
K16877	East Erie County	PA		17	18	16	15										-11.76	-2		
K11844	Edinboro	PA		33	33	33	33										0.00			
K00040	Erie	PA		25	26	27	27										8.00	+2		
K17440	Fort LeBoeuf	PA		29	29	30	32										10.34	+3		
K00701	Meadville	PA		41	41	40	40										-2.44	-1		
K16577	Meadville Golden K	PA		20	20	20	20										0.00			
K08353	Millcreek-Erie Area	PA		17	17	17	17										0.00			
K19429	Summit Township	PA		19	20	20	20										5.26	+1		
K00812	Warren	PA		38	38	39	40										5.26	+2		
K14943	West Erie County	PA		15	14	14	14										-6.67	-1		
Division 1 Totals:				322	324	324	327										1.55	+5		
K2305	Division 5																			
K04358	Baldwin	PA		4	4	4	4										0.00			
K02616	Glenshaw	PA		14	14	14	14										0.00			
K00003	Pittsburgh	PA		14	14	14	14										0.00			
K18576	Pittsburgh Airport Area, The	PA	CR														0.00			
K01574	Sewickley	PA		17	17	18	18										5.88	+1		
K03643	Sheraden, Pittsburgh	PA		32	38	38	39										21.88	+7		
K03431	Squirrel Hill, Pittsburgh	PA		7	7	7	7										0.00			
K00797	Washington	PA		8	8	8	8										0.00			
Division 5 Totals:				96	102	103	104										8.33	+8		
K2306	Division 6																			
K05219	Freeport	PA		16	16	16	16										0.00			
K00744	Kittanning	PA	CR														0.00			
K00526	McKeesport-White Oak	PA		18	17	17	17										-5.56	-1		
K01502	Vandergrift	PA		16	14	14	14										-12.50	-2		

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Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
19																		
K23	Pennsylvania (Continued)																	
K2306	Division 6 (Continued)																	
K02401	Verona-Rosedale	PA		9	9	9	9										0.00	
K01702	Wilkinsburg	PA		3	4	4	4										33.33	+1
Division 6 Totals:				62	60	60	60										-3.23	-2
K2308	Division 8																	
K00165	Greensburg	PA		16	18	18	18										12.50	+2
K00930	Jeannette	PA		7	7	7	7										0.00	
K12374	Ligonier Valley	PA		5	5	5	5										0.00	
K04899	Scottdale	PA		15	15	15	15										0.00	
K00672	Uniontown	PA		13	13	13	14										7.69	+1
Division 8 Totals:				56	58	58	59										5.36	+3
K2310	Division 10																	
K03661	Homer City	PA		10	10	10	10										0.00	
K00786	Indiana	PA		32	32	32	32										0.00	
K00057	Johnstown	PA		11	11	11	11										0.00	
K05545	Johnstown East Hills	PA		8	8	8	8										0.00	
K17732	Punxsutawney	PA		8	8	8	8										0.00	
K03869	Somerset	PA		8	9	9	12										50.00	+4
K07473	Westwood, Johnstown	PA		20	20	21	21										5.00	+1
Division 10 Totals:				97	98	99	102										5.15	+5
K2311	Division 11W																	
K00005	Altoona	PA		44	44	44	44										0.00	
K00521	Du Bois	PA		12	12	13	13										8.33	+1
K05383	Eldorado, Altoona	PA		18	18	17	17										-5.56	-1
K01118	Phillipsburg	PA		50	50	50	50										0.00	
K11511	Tyrone	PA		12	15	15	15										25.00	+3
Division 11W Totals:				136	139	139	139										2.21	+3

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Club Id	Club Name	Cntry/St	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K23	Pennsylvania (Continued)																
K2312	Division 12N																
K18236	Bald Eagle and Nittany Valleys	PA	39	39	39	39										0.00	
K11987	Jersey Shore Area	PA	8	8	8	9										12.50	+1
K18578	Liberty	PA	27	27	26	26										-3.70	-1
K01483	Lock Haven	PA	46	48	49	49										6.52	+3
K05677	Mansfield	PA	12	11	11	13										8.33	+1
K03692	Mill Hall	PA	10	10	10	10										0.00	
K18323	Montoursville	PA	29	35	35	35										20.69	+6
K12388	Muncy Area	PA	12	12	12	12										0.00	
K18331	Pennsylvania Kiwanis 2.0	PA	7	7	7	7										0.00	
K11634	Sullivan County	PA	14	14	14	11										-21.43	-3
K11942	Valley (The), Athens	PA	14	14	14	14										0.00	
K00130	Williamsport	PA	74	75	75	75										1.35	+1
	Division 12N Totals:		292	300	300	300										2.74	+8
K2313	Division 12S																
K15117	Buffalo Valley A.M.	PA	15	15	16	16										6.67	+1
K04176	Dalmatia	PA	18	18	18	18										0.00	
K02094	Danville	PA														0.00	
		CR														0.00	
K10901	Middleburg Area	PA	12	12	12	12										0.00	
K02109	Mifflinburg	PA	28	28	28	28										0.00	
K02877	Milton/Warrior Run	PA	33	36	36	36										9.09	+3
K07332	Northumberland-Point Township	PA	8	8	8	8										0.00	
K17242	Selinsgrove Area	PA	9	9	9	9										0.00	
K00450	Sunbury	PA	24	27	26	26										8.33	+2
	Division 12S Totals:		147	153	153	153										4.08	+6
K2314	Division 13N																
K14286	Dillsburg Area	PA	20	23	23	23										15.00	+3
K03384	Greater West Shore	PA	17	17	17	17										0.00	
K19663	Greater York	PA	9	9	9	9										0.00	
K00048	Harrisburg	PA	35	35	35	35										0.00	
K07038	Hershey-Hummelstown	PA	21	21	22	22										4.76	+1

Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
19																		
K23	Pennsylvania (Continued)																	
K2314	Division 13N (Continued)																	
K19336	Lingletown Area	PA		10	10	10	10											0.00
K02096	Middletown	PA		7	7	6	6											-14.29
K04380	Upper Allen-Cumberland Valley	PA		16	15	15	15											-6.25
	Division 13N Totals:			135	137	137	137											1.48
K2315	Division 13S																	
K17930	Big Spring	PA		11	11	11	11											0.00
K00311	Carlisle	PA		54	55	55	53											-1.85
K02550	Chambersburg	PA		25	22	20	20											-20.00
K08272	Chambersburg-Downtown	PA		20	20	20	20											0.00
K04355	Gettysburg Adams	PA		14	14	14	14											0.00
K00613	Hanover	PA		26	26	26	26											0.00
K12124	Shippensburg	PA		16	16	16	16											0.00
	Division 13S Totals:			166	164	162	160											-3.61
K2316	Division 14																	
K01341	Berwick	PA		16	16	16	12											-25.00
K01032	Bloomsburg	PA		30	30	30	30											0.00
K00552	Hazleton	PA		18	18	18	18											0.00
K00098	Pottsville	PA		33	34	34	34											3.03
K09523	Valley (The), Conyngham	PA		17	17	17	17											0.00
	Division 14 Totals:			114	115	115	111											-2.63
K2317	Division 15																	
K19307	Back Mountain	PA		25	29	31	32											28.00
K01133	Carbondale	PA		5	5	5	5											0.00
K01672	Dallas	PA		28	27	27	27											-3.57
K17301	Kingston	PA		8	8	8	8											0.00
K18933	Lafin	PA		13	13	13	13											0.00
K07651	Montrose Area	PA		23	23	23	23											0.00
K05653	Mountaintop	PA		13	16	16	16											23.08
	Division 15 Totals:			114	115	115	111											-3

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Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend	
				19														20	
K23	Pennsylvania (Continued)																		
K2317	Division 15 (Continued)																		
K00950	Pittston	PA		11	12	12	12										9.09	+1	
K00975	Plymouth	PA		7	8	8	8										14.29	+1	
K00111	Scranton	PA		48	48	48	48										0.00		
K03759	Swoyersville	PA		17	17	18	18										5.88	+1	
K02905	Tunkhannock	PA		38	38	38	40										5.26	+2	
K00129	Wilkes-Barre	PA		27	27	26	26										-3.70	-1	
K14447	Wyoming Area	PA		35	37	40	43										22.86	+8	
	Division 15 Totals:			298	308	313	319										7.05	+21	
K2318	Division 16																		
K04149	Annville-Cleona	PA		8	8	9	9										12.50	+1	
K18534	Centennial Internet Club	PA		58	58	59	59										1.72	+1	
K02913	Elizabethtown	PA		25	26	26	26										4.00	+1	
K00101	Greater Reading-Berks County	PA		23	23	23	23										0.00		
K00398	Lebanon	PA		37	37	37	37										0.00		
K14571	Lifitz Area	PA		27	29	29	29										7.41	+2	
K03389	New Holland	PA		58	59	60	60										3.45	+2	
K12868	Norlanco-Rheems	PA		19	19	19	21										10.53	+2	
K16979	Palmyra Area	PA		12	13	13	13										8.33	+1	
K19658	Southern Lancaster	PA	CR														0.00		
	Division 16 Totals:			267	272	275	277										3.75	+10	
K2319	Division 17/18																		
K00004	Allentown	PA		27	29	29	29										7.41	+2	
K05241	Allentown Northeast	PA		23	23	23	23										0.00		
K00034	Easton	PA		40	41	44	44										10.00	+4	
K05762	Easton-Suburban	PA		9	9	9	9										0.00		
K03769	Emmaus	PA		31	31	31	31										0.00		
K06915	Nazareth Area	PA		13	13	13	13										0.00		
K07736	Palmer Township, Palmer	PA		48	48	47	47										-2.08	-1	
K08268	Poconos - Daybreak, Monroe County (The)	PA		28	28	28	28										0.00		
K00799	Stroudsburg	PA		37	38	38	38										2.70	+1	

Club Id	Club Name	Entry/St	19	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend	
K23	Pennsylvania (Continued)																		
Division 17/18 Totals:			<u>256</u>	<u>260</u>	<u>262</u>	<u>262</u>	<u>262</u>										<u>2.34</u>	<u>+6</u>	
K2321	Division 19																		
K01532	Ambler	PA	27	27	22	22	22											-18.52	-5
K19297	Collegeville Area	PA	9	12	12	12	12											33.33	+3
K01490	Lansdale	PA	17	17	17	17	17											0.00	
K18921	Norriton Circle	PA	13	12	12	12	12											-7.69	-1
K01083	Pottstown	PA	18	19	20	20	20											11.11	+2
K17426	Upper Bucks	PA	3	3	3	3	3											0.00	
K10376	Upper Perkiomen Valley	PA	12	11	11	11	11											-8.33	-1
Division 19 Totals:			<u>99</u>	<u>101</u>	<u>97</u>	<u>97</u>	<u>97</u>											<u>-2.02</u>	<u>-2</u>
K2323	Division 21																		
K15465	Bensalem	PA	14	13	13	13	13											-7.14	-1
K19061	Central Bucks	PA	20	20	20	20	20											0.00	
K07229	Council Rock	PA	4	4	4	4	4											0.00	
K01619	Glenside	PA	17	18	18	18	18											5.88	+1
K17446	Hatboro-Horsham	PA	4	4	4	4	4											0.00	
K03273	Jenkintown	PA	22	23	23	23	23											4.55	+1
K04181	Levittown-Bristol	PA	26	26	28	28	28											7.69	+2
K01468	Old York Road	PA	22	22	22	22	22											0.00	
K04649	Phil-Mont, Philadelphia	PA	10	10	10	10	10											0.00	
K05710	Southampton	PA	20	20	20	20	20											0.00	
K17952	Washington Crossing-Yardley	PA	34	34	34	34	34											0.00	
Division 21 Totals:			<u>193</u>	<u>194</u>	<u>196</u>	<u>196</u>	<u>196</u>											<u>1.55</u>	<u>+3</u>
K2324	Division 22																		
K03053	Baltimore Pike, Delaware County	PA	7	7	7	7	7											0.00	
K00022	Chester	PA	15	17	17	17	17											13.33	+2
K19109	Conshohocken	PA	13	13	13	13	13											0.00	
K01612	Main Line (The)	PA	10	12	12	12	12											20.00	+2
K20205	Media Area	PA		15	15	15	17											0.00	+17
K01421	Phoenixville	PA	41	41	41	41	41											0.00	

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Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend		
				19																
K23	Pennsylvania (Continued)																			
K2324	Division 22 (Continued)																			
K19067	South Philadelphia	PA		9	9	9	9												0.00	
K16041	University City, Philadelphia	PA		7	7	7	7												0.00	
K03918	Upper Main Line (The), Wayne	PA		6	6	6	6												0.00	
K19116	Valley Forge	PA		10	10	10	10												0.00	
K03452	West Chester	PA		4	4	4	4												0.00	
Division 22 Totals:				122	141	141	143												17.21	+21
K2326	Division 11E																			
K01182	Bellefonte	PA		24	24	24	24												0.00	
K01259	Huntingdon	PA		12	12	12	12												0.00	
K14968	Juniata County	PA		15	16	16	16												6.67	+1
K00772	Lewistown	PA		46	46	46	46												0.00	
K10590	Mount Union Area	PA		9	8	8	8												-11.11	-1
K18334	Nittany	PA		7	7	7	7												0.00	
K17258	Penns Valley Area	PA		9	9	9	9												0.00	
K01367	State College	PA		35	35	36	36												2.86	+1
Division 11E Totals:				157	157	158	158												0.64	+1
K2329	Division 2																			
K00912	Clarion	PA		22	22	22	22												0.00	
K00606	Franklin	PA		42	42	42	42												0.00	
K00848	Greenville	PA		29	29	28	28												-3.45	-1
K04567	Hermitage	PA		18	17	17	17												-5.56	-1
K00192	New Castle	PA		11	9	9	9												-18.18	-2
K02377	New Wilmington	PA		9	9	9	9												0.00	
K00673	Sharon	PA		14	14	15	15												7.14	+1
K09572	Titusville	PA		13	13	13	13												0.00	
K02510	Transfer	PA		15	17	17	17												13.33	+2
K02625	West Middlesex	PA		23	24	26	26												13.04	+3
Division 2 Totals:				196	196	198	198												1.02	+2

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Total Number of Clubs: 166

Pennsylvania Totals:

3211 3279 3290 3302

2.83 +91

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	2014-15	2015-16	2016-17	2017-18	2018-19	% + or -
	9/30/2015	9/30/2016	9/30/2017	9/30/2018	9/30/2019	since '05
ALABAMA	3,371	3,289	3,131	3,081	2,991	-11.27%
CAL-NEV-HA	12,483	11,915	11,578	11,466	11,109	-11.01%
CAPITAL	4,871	4,605	4,363	4,376	4,161	-14.58%
CAROLINAS	6,058	5,920	5,665	5,537	5,272	-12.97%
FLORIDA	7,236	6,962	6,814	6,750	6,572	-9.18%
GEORGIA	5,927	5,851	5,585	5,548	5,312	-10.38%
IL - E IOWA	6,840	6,593	6,364	6,350	5,889	-13.90%
INDIANA	5,746	5,486	5,105	5,008	4,791	-16.62%
KANSAS	1,888	1,834	1,795	1,811	1,713	-9.27%
KY - TN	4,468	4,540	4,497	4,424	4,170	-6.67%
LA-MS-W TENN	4,409	4,150	4,085	4,110	4,080	-7.46%
MICHIGAN	4,448	4,300	4,246	4,130	3,996	-10.16%
MINN-DAK	4,197	4,004	3,797	3,651	3,439	-18.06%
MO-ARK	4,864	4,644	4,534	4,642	4,499	-7.50%
MONTANA	1,117	1,091	1,078	1,047	1,026	-8.15%
NEB - IOWA	5,614	5,334	5,126	5,014	4,670	-16.82%
NEW ENGLAND & BERMUDA	3,975	3,942	3,817	3,738	3,474	-12.60%
NEW JERSEY	1,639	1,590	1,474	1,417	1,365	-16.72%
NEW YORK	6,885	6,594	6,467	6,570	6,376	-7.39%
OHIO	7,234	7,035	6,776	6,716	6,529	-9.75%
E C & C	6,878	6,623	6,607	6,859	6,854	-0.35%
PACIFIC NW	7,617	7,348	6,960	6,972	6,655	-12.63%
PENNSYLVANIA	3,769	3,710	3,495	3,401	3,211	-14.80%
ROCKY MTN	2,613	2,535	2,423	2,517	2,585	-1.07%
SOUTHWEST	2,535	2,355	2,267	2,239	2,234	-11.87%
TX - OK	7,426	7,070	6,700	6,530	6,138	-17.34%
UTAH-IDAHO	1,253	1,162	1,106	1,041	994	-20.67%
WESTERN CANADA (PD)	973	959	883	841	787	-19.12%
WEST VIRGINIA (PD)	842	724	684	723	683	-18.88%
WIS-UPPER MI	4,406	4,219	4,092	3,880	3,675	-16.59%
NORTH AMERICA	141,582	136,384	131,514	130,389	125,250	-11.54%
WORLDWIDE	198,902	193,842	189,972	191,439	188,954	-5.00%



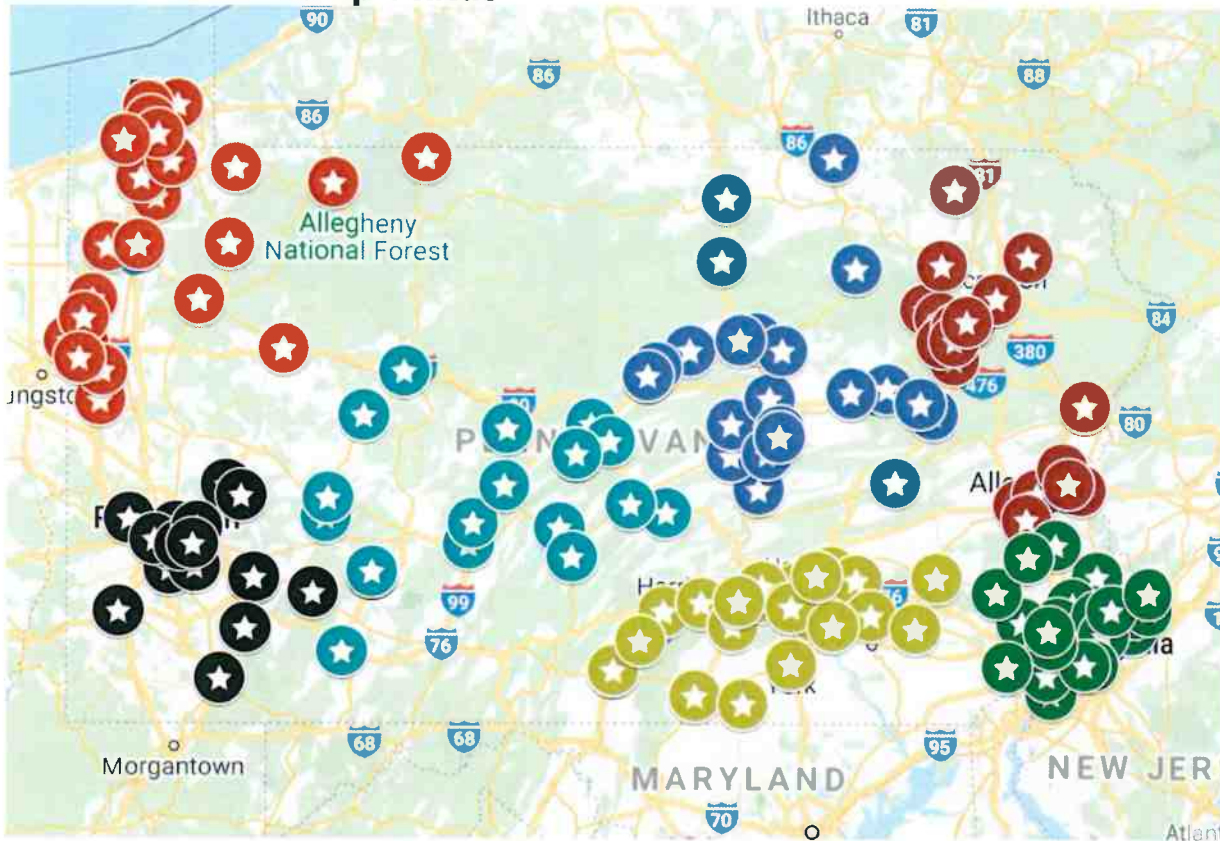
Submitted by Sarah Zulueta, District Membership Chair 2019-2020

Membership Committee

The follow is the Membership Committee that support current Reigonal leadership teams:

- Region 1 – Valerie Rose, Fort LeBeouf
- Region 2 – Tara Lawry, Sewickly
- Region 3 – Joy Ashley, Nittany
- Region 4 – Matt Wise, BENV
- Region 5 – Ben Osterhout, Elizabethtown / Norlanco-Rheems
- Region 6 – Tiffany Callaio, Wyoming

District Membership Status



A map was developed to show the clubs by geographic location in Pennsylvania. In January 2020, Kiwanis International recommended that each District utilizing mapping tools to map existing clubs, and overlay Country Seat maps, Key Club locations and heat maps that show city populations to identify new club sites.

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Full analysis has not been completed in Pennsylvania but existing clubs have been mapped and that can be found at

<https://drive.google.com/open?id=1nFCT4JmJQkhYZLuM9nk2vOlcpw-eQ72a&usp=sharing>

Existing Key Clubs have been mapped by Key Club:

https://drive.google.com/open?id=1C_KAxV0L1VOmalXk_qgEGiOovKc&usp=sharing

At a glance, our PA membership numbers shows a total net change of +89 (as of 1/17/2020):

Membership Numbers	*as of 1/17				
	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20
PA Total	3211	3279	3290	3302	3300
Total Clubs		165	166	166	166
Net Change		68	11	12	-2

**As of 1/17/2020, KI shows 18 adds and 20 drops*

September 23, 2019 (last report) had total membership at 3,438 with 165 clubs with a net growth of +37. As of January 17, 2019, total member is 3,300 with 166 clubs with a net growth of +89.

Regional Review

All Regions except Region 5 had completed a Membership Strategy Discussion call with Membership Chair Sarah Zulueta and Governor Mike Haven by Dec 2019. These calls were used to create an action plan for each Region to identify clubs to help coach and strengthen and identify any new club opportunities. There were common strengths, weaknesses, opportunities and threats identified across PA based on these calls.

Overall, PA clubs face aging membership, club's unwillingness to change strategy due to stagnate leadership and outdated service programs that have low impact to the community. A common theme also reported were some struggling clubs located in depressed areas were having trouble recruiting members due to economics in the area. The combination of these challenges contributes to not engaging current membership or attract new membership.

Additional data highlight these club challenges through our membership drop numbers reported. As of October 2019, significant number of members were deleted from club rosters due to "Lack of Interest" and/or "Attendance" which can be inferred that the clubs are not offering a positive or meaningful member experience that could retain members.

The next Regional calls will be schedule in the next couple weeks to follow up on actions steps that were set forth in the first Regional calls. Sarah to send out

Doodle links to Regional leaders and will ask that leaders promptly complete those surveys.

Boost Workshop Status

Boost workshops were completed in all Regions as of November 2019. Expenses totaled \$1,157.66 that include facility rentals, food, and boost books. **110 members** were trained from *Sept - Nov 2019*. Positive feedback on all Boosts were received via surveys. The next Regional Boost will be held Feb 15, 2020 in Region 2 in Greensburg. All Boost attendees will be followed up with a club scorecard to obtain metrics on the success for the Boost Workshops.

New Club Openings

The **Kiwanis Club of Media Area** was officially organized October 30, 2019 and will charter on February 1, 2020 with 20 members. New members are still being added until charter luncheon. They are dynamic group that completed their first big service project, PJ and Winter Collections, and already have been written about in local paper Town Talk and Delco Times newspaper, which garnered advertisement to gain at least 2 members.

The **Kiwanis Club of Aston Area** has currently 12 applications but not all payment has been received, even after numerous attempts for payment. They did perform their first service project in coordinating a Food Drive for Neighbors Helping Neighbors, a local food pantry. A new membership strategy has been agreed upon and planned with the current members to expand their recruitment area to nearby Brookhaven and Parkside towns as Delco School District serves the children in those local towns as well as Aston. January is being used as a planning month and February will be new interest meetings. The goal is to open this club by April 2020.

There have been no other active new club opening sites identified in other Regions to date. There are possibilities identified but not yet formalized plans.

Membership Contests

The Q1 membership contest #FallForKiwanis was used to engage current members in a FUN way while branding Kiwanis in their community and learning where to obtain certain Kiwanis items (eg Applications, Pins etc). It received positive feedback and included clubs that historically we do not often hear from on a District level. Close to 20 clubs participated and the winner of the Q1 membership contest winner was the **Kiwanis Club of Sheraden**. They have received \$100 winning prize for their club admin fund.

The Q2 membership contest "Winter Wonderland of Service" is expected to be a bigger hit and focusing on the impact of Kiwanis service during our winter months! #KiwanisServesKids will be winter themed with clubs vying for Snowflake points! We will be introducing clearer instructions, and a new tiered winning level to encourage more members to participate even if they cannot achieve all posts for

various reasons (eg Do not have a Service Leadership Program) through social media. There will be qualifying 3 Tier winning levels offering \$100, \$30 and \$20 admin fund prize money to encourage various levels of participation to encourage more clubs to participate. See attached **Q2 Contest Rules and Form for review**. The contest will start Monday 1/20/20 and winner is to be announced at Midyear to provide more excitement. This will be posted on the PA Kiwanis website and will be sent out by District office to President and Secretaries of all clubs.

The Q3 membership contest will focus on interclubbing. The concept and rules are still being developed but will be announced at Midyear. Throughout all Regional Conferences and discussions, many members mentioned how they missed interclub contests and interclubs in general. We would like to bring back that spirit and fun with our members once again. Stay tune as the membership committee develops that next contest.

Each membership contest has and will continue to include the requirement of adding a new member as one of the top tier "gets" to be eligible for the \$100 admin fund prize. We feel we want encourage engagement, growth and fun while achieving our membership goals. We want to reward and motivate our members in a fun way through these contests!



The PA Kiwanis 2nd Quarter Membership contest starts **January 20, 2020 and ending March 15, 2020**. The contest will focus on a **Winter Wonderland of Service Projects** that impact your club and community. We want clubs to highlight a club's service projects with service leadership programs or a local school, partner organizations or show off that unique signature service project!

Rules:

- All photos should have been **taken from service projects or events that starting January 1, 2020** unless otherwise noted.
- Photos can be posted on Facebook, Instagram, Twitter or emailed to membership@pakiwanis.org. Email is acceptable for those who do NOT have social media!
- All photos should be posted to club's or personal social media pages for Kiwanis brand awareness **AND** share to the PA Kiwanis Forum FACEBOOK page (if on FB) with the hashtag **#KiwanisServesKids**. **Hashtag is important to find photos correctly.**
- **BONUS ITEMS** –
 - Can be used to replace 1 other post that is missing **EXCEPT** as noted OR
 - If **all 8 posts AND all 3 bonus posts** are posted, your club gets **1 additional entry** in the drawing for completing all 8 AND 3 BONUS posts. (2 chances to win for the club)

- **Tiered Winning Levels**
 - **Tier 1 - Blizzard Level – Eligible for \$100 Admin Fund drawing**
 - Complete between 6 to 8 posts (any)
 - **Tier 2 - Snowball Level – Eligible for \$30 Admin Fund drawing**
 - Complete at least 5 posts (any)
 - **Tier 3 – Flurries Level – Eligible for \$20 Admin Fund drawing**
 - Complete at least 4 posts (any)

- A club can only be eligible for ONE Tiered Winning Level. An entry will be entered in Tier level closest to completed post requirement. (eg. Club completes 7 posts will be entered in Tier 1 NOT ALSO Tier 2)
- All posts should be completed by **Sunday 3/15/2020 at 11:59 pm**.

Once all items are posted, please confirm by checking off each item on contest form along with date posted and email to membership@pakiwanis.org by **3/15/2020 at 11:59 pm** to be eligible to be entered into the PA District Fall raffle based on Tier Winning Level.



Club Name: _____
 Submitted by: _____
 Date Emailed: _____

Show off your Kiwanis Service this Winter by posting on Social Media or via email:

1. A photo at a club or board meeting with a guest speaker representing an organization your club will or has partnered with on a service project. **Date posted:** _____
 BONUS: If the guest speaker is from a Service Leadership Program, local school or Kiwanis Partner.
Date posted: _____
2. A photo of a club service project that supports reading and literacy for children while *Kiwanis is properly being branded*. (eg Laundromat Reading Corner with Kiwanis signage with donated books, Reading to kids with Kiwanis shirt on etc..) **Date posted:** _____
3. A photo with at least 2 or more members at a service project that support keeping kids warm and safe during the winter months. (includes coat, clothing, toy or food drives, no-sew blanket making etc) *NOTE: If project occurred in December 2019 it is allowed BUT cannot be the same as #6.* **Date posted:** _____
 BONUS: If the service project is with Service Leadership Program, local school, business, fire or police department. **Date posted:** _____
4. A photo of a new member completing an application into your club with a "Snowman" or wintery item in photo. (Be creative) **Date posted:** _____ **(Cannot be replaced with BONUS ITEM)**
5. A creative photo with your club at a service project wearing Kiwanis gear while holding a Club Banner (or Club sign) with "Snowman" or by a warm fire! **Date posted:** _____
 BONUS: If you have a new member (joined as of 10/1/2019) in the photo involved in the service project. **Date posted:** _____
6. A photo of you or club members supporting kids during a Holiday service project! *NOTE: If project occurred in December 2019 it is allowed BUT cannot be same as #3.* **Date posted:** _____
7. A photo of club members participating in a fun winter activity. **Date posted:** _____
8. A photo of club member(s) wearing Kiwanis gear **AND** drinking Hot Cocoa at a Service Project or Event. **Date posted:** _____

Once all items are posted, please confirm by checking off each item on contest form along with date posted and email to membership@pakiwanis.org by 3/15/2020 at 11:59 pm to be eligible to be entered into the PA District Fall raffle based on Tier Winning Level.

Kiwanis International NTL HDQ K23 PA District

**Financial Statements and
Supplementary Information**

September 30, 2019

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Independent Auditor's Report

To the Board of Trustees
Kiwanis International NTL HDQ K23 PA District
Harrisburg, Pennsylvania

Report on the Financial Statements

We have audited the accompanying financial statements of the Kiwanis International NTL HDQ K23 PA District, which comprise the statement of financial position as of September 30, 2019, and the related statements of activities, changes in excess (deficit) in net assets, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. 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 financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Qualified Opinion

In our opinion, except for the effects on the financial statements of not allocating the functional expenses as described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the Kiwanis International NTL HDQ K23 PA District as of September 30, 2019, and the changes in its unrestricted net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Qualified Opinion

As discussed in Note 4, the District incurred costs in connection with program services, general and administrative expenses, and fundraising. Such amounts have not been set forth separately in the accompanying financial statements or related notes as required by accounting principles generally accepted in the United States of America.

Emphasis of Matter Regarding Going Concern

The accompanying financial statements have been prepared assuming that the District will continue as a going concern. As discussed in Note 11 to the financial statements, the District has suffered recurring decreases in net assets and has a deficit in net assets that raise substantial doubt about its ability to continue as a going concern. Management's evaluation of the events and conditions and management's plans regarding these matters are also described in Note 11. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to this matter.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

January __, 2020
York, Pennsylvania

Statement of Financial Position

September 30, 2019

	<u>2019</u>
Assets	
Current Assets	
Cash	\$ 11,011
Cash - money market	564
Accounts receivable	300
Due from Key Club	11,557
Inventory	662
Prepaid expenses	<u>1,554</u>
Total Current Assets	25,648
Security Deposit	<u>1,450</u>
Total Assets	<u>\$ 27,098</u>
Liabilities and Deficit in Net Assets	
Current Liabilities	
Accounts payable	\$ 6,557
Credit card payable	25,927
Line of credit	19,640
Accrued expenses	12,854
Due to other affiliates	<u>1,335</u>
Total Current Liabilities	<u>66,313</u>
Net Assets	
Without donor restrictions	(42,029)
With donor restrictions	<u>2,814</u>
Deficit in Net Assets	<u>(39,215)</u>
Total Liabilities and Deficit in Net Assets	<u>\$ 27,098</u>

Statement of Activities

Year ended September 30, 2019

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenues			
Dues	\$ 124,725	\$ -	\$ 124,725
Conventions and events	73,064	-	73,064
Revenue for services provided to related parties	28,475	-	28,475
Key Leader program revenue and contributions	17,921	446	18,367
District Raffle	16,968	-	16,968
Other revenue	4,824	-	4,824
Other events	3,168	-	3,168
Interest income	152	-	152
Total Revenues	269,297	446	269,743
Expenses	243,496	-	243,496
Changes in Net Assets	\$ 25,801	\$ 446	\$ 26,247

Statement of Changes in Excess (Deficit) in Net Assets

Year ended September 30, 2019

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
(Deficit) in Net Assets at Beginning of Year (As Previously Stated)	\$ (73,179)	\$ 2,368	\$ (70,811)
Restatement	<u>5,349</u>	<u>-</u>	<u>5,349</u>
(Deficit) in Net Assets at Beginning of Year (As Restated)	(67,830)	2,368	(65,462)
Changes in net assets	<u>25,801</u>	<u>446</u>	<u>26,247</u>
(Deficit) in Net Assets at End of Year	<u>\$ (42,029)</u>	<u>\$ 2,814</u>	<u>\$ (39,215)</u>

Statement of Cash Flows

Year Ended September 30, 2019

Cash Flows from Operating Activities

Change in deficit in net assets	\$ 26,247
Adjustments to reconcile change in deficit in net assets to net cash provided by operating activities	
(Increase) decrease in assets	
Accounts receivable	1,055
Inventory	(306)
Prepaid expenses	336
Increase (decrease) in liabilities	
Accounts payable	2,865
Accrued expenses	4,130
	<u>34,327</u>
Net Cash Provided by Operating Activities	<u>34,327</u>

Cash Flows From Investing Activities

Increase in due from Key Club	<u>(6,695)</u>
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Net Cash Used in Financing Activities	<u>(6,695)</u>
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Cash Flows from Financing Activities

Increase in due to other affiliates	365
Change in credit card payable	(31,411)
Change in line of credit	<u>(10,000)</u>

Net Cash Used in Financing Activities	<u>(41,046)</u>
--	------------------------

Decrease in Cash	(13,414)
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Cash at Beginning of Year	<u>24,425</u>
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Cash at End of Year	<u>\$ 11,011</u>
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Supplementary Cash Flows Information

Interest paid	<u>\$ 2,875</u>
---------------	------------------------

Note 1 - Nature of Activities

The Kiwanis International NTL HDQ K23 PA District (the District) is a nonprofit corporation organized under the laws of the Commonwealth of Pennsylvania for the purpose of promoting Kiwanis objectives and providing support to local Kiwanis clubs throughout Pennsylvania. The District derives substantially all of its revenues from Pennsylvania-based Kiwanis clubs and their members.

Note 2 - Summary of Significant Accounting Policies

A summary of the significant accounting policies consistently applied in the preparation of the accompanying financial statements follows.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the disclosure of contingent assets and liabilities, if any, at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

The District utilizes the accrual method of accounting and follows the *Not-for-Profit Entities* Topic of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC), which requires the District to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and, net assets with donor restrictions, and permanently restricted net assets. Accordingly, net assets of the District and changes therein are classified and reported as follows:

Net assets without donor restrictions - Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restrictions - Net assets subject to donor-imposed stipulations that are restricted for a specified purpose or passage of time or are restricted in perpetuity. Net assets with donor restrictions are available solely for the District's Key Leader Program.

Accounts Receivable

Accounts receivable are stated at outstanding balances. The District considers accounts receivable to be fully collectible. If collection becomes doubtful, an allowance for doubtful accounts will be established, or the accounts will be charged to income when that determination is made by management. Unpaid balances remaining after the stated payment terms are considered past due. Recoveries of previously charged off accounts are recorded when received.

Note 2 - Summary of Significant Accounting Policies (continued)

Inventory

The District values inventory using the lower of cost (first-in, first-out) method or net realizable value.

Property and Equipment

The District capitalizes all expenditures for property and equipment in excess of \$500. Purchased property and equipment is recorded at cost. Depreciation expense is calculated using primarily the straight-line method over the estimated useful lives of the respective assets. All assets were fully depreciated as of September 30, 2019.

Long-Lived Assets

Long-lived assets are reviewed for impairment whenever events or circumstances indicate that the carrying amount of the assets may not be recoverable. An asset is considered to be impaired when the undiscounted estimated net cash flows to be generated by the assets are less than the carrying amount. The impairment recognized is the amount by which the carrying amount exceeds the fair value of the impaired asset. Fair value estimates are based on assumptions concerning the amount and timing of the estimated future cash flows and the discounted rates reflecting varying degrees of perceived risk. The management of the District concluded that no impairment adjustments were required for the years ended September 30, 2019.

Advertising

Advertising is expensed as incurred.

Contributed Services

A substantial number of unpaid volunteers have made significant contributions of their time to present the District's program. These services do not meet the criteria for recognition as contributed services and are not reflected in the accompanying financial statements.

Income Taxes

The District is exempt from Federal and state income taxes under Section 501(c)(4) of the Internal Revenue Code and a similar section in the Pennsylvania Revenue Code; therefore, there is no provision for income taxes.

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the District, including whether the entity is exempt from income taxes. Management evaluated the tax positions taken and concluded that the District had taken no uncertain tax positions that require recognition or disclosure in the financial statements. Therefore, no provision or liability for income taxes has been included in the financial statements. Since the District filed tax returns in 2018 for years ended between 2013 and 2017, these years are open to examination. The District is no longer subject to income tax examinations by the U.S. Federal, state, or local tax authorities for years before September 30, 2013.

Notes to Financial Statements
September 30, 2019

Note 2 - Summary of Significant Accounting Policies (continued)

Change in Accounting Principle

In August 2016, the FASB issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*, which simplifies and improves how a not-for-profit organization classifies its net assets, as well as the information it presents in financial statements and notes about liquidity, financial performance, and cash flows. Among other changes, the ASU replaces the three current classes of net assets with two new classes, "net assets with donor restrictions" and "net assets without donor restrictions", and expands disclosures about the nature and amount of any donor restrictions. This guidance is effective for annual periods beginning after December 15, 2017. The District implemented this standard during the year ended September 30, 2019.

Recent Accounting Pronouncements

In May 2014, FASB issued ASU 2014-09, *Revenue from Contracts with Customers*, and subsequently amended in ASU 2015-14, which provides a robust framework for addressing revenue recognition issues and, upon its effective date, replaces almost all existing revenue recognition guidance. This guidance is effective for annual reporting periods beginning after December 15, 2018.

In June 2018, the FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, which clarifies and improves the scope and the accounting guidance for contributions. The update provides a more robust framework to determine when a transaction should be accounted for as a contribution under Subtopic 958-605 or as an exchange transaction accounted for under other guidance. For contributions received, this guidance is effective for annual periods beginning after December 15, 2018, or annual periods beginning after June 15, 2018 for public business entities. For contributions made, this guidance is effective for the annual period beginning after December 15, 2019, or annual periods beginning after December 15, 2018 for public business entities.

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in *Topic 840, Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statement of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statement of activities. The guidance is effective for fiscal years beginning after December 15, 2020.

The District is currently evaluating the impact of the pending adoption of the new standards on the financial statements.

Notes to Financial Statements

September 30, 2019

Note 3 - Liquidity and Availability

Financial assets available for general expenditures, that is, without donor restrictions or other designations limiting their use, within one year of the statement of financial position, comprise the following as of September 30, 2019:

Financial Assets	
Cash	\$ 11,011
Cash - money market	564
Accounts receivable	<u>300</u>
Total Financial Assets	<u>11,875</u>
Amounts Not Available to be Used for General Expenditures Within One Year	
Cash subject to donor restrictions	<u>(2,814)</u>
Financial Assets Available to be Used for General Expenditures Within One Year	<u><u>\$ 9,061</u></u>

As part of the District's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations become due. The District has a line of credit available to meet short-term needs (see Note 7).

Note 4 - Functional Expenses

During the year ended September 30, 2019, the District incurred expenses for program services, general and administrative expenses, and fundraising. Accounting principles generally accepted in the United States of America require that these expenses be set forth separately; however, the District has not allocated its costs in this fashion and, therefore, this information is not presently available.

Note 5 - Concentration of Credit Risk

The District maintains its cash accounts with one financial institution. At times during the years ended September 30, 2019, the District's cash balances may have exceeded the federally insured limit of \$250,000.

Notes to Financial Statements
September 30, 2019

Note 6 - Equipment

Equipment consists of the following at September 30:

	<u>2019</u>	<u>2018</u>
Equipment	\$ 34,369	\$ 34,369
Accumulated depreciation	<u>(34,369)</u>	<u>(34,369)</u>
	<u>\$ -</u>	<u>\$ -</u>

Note 7 - Line of Credit

The District has an authorized \$40,000 line of credit with Mid Penn Bank. Interest is payable monthly at the bank's prime rate (6.34% as of September 30, 2019). Borrowings under the line of credit are collateralized by all assets of the District. The line of credit is subject to an annual review by the bank.

Note 8 - Related Party Transactions

The District had, and may be expected to have in the future, transactions in the ordinary course of business with board members and organizations with which they are associated on substantially the same terms as those prevailing at the time for comparable transactions with others.

The District has the following balances and transactions with affiliated organizations as of and for the years ended September 30:

	<u>2019</u>	<u>2018</u>
Due from Key Club	\$ 11,557	\$ 4,862
Due to Kiwanis Foundation for credit card processing	1,335	970
Revenue for services provided	28,475	17,350

Amounts due to and due from affiliated organizations are noninterest bearing and are uncollateralized.

Note 9 - Commitment

The District has entered into operating leases expiring September 30, 2021 for office space. The lease requires payments of \$1,250 per month.

The District also leases a copier. The lease expires December 2019. The lease requires payments of \$304 per month.

Notes to Financial Statements
September 30, 2019

Note 9 - Commitment (continued)

Future minimum lease payments, assuming no change in the current terms, consist of the following for the remaining two years ending September 30:

2020	\$ 15,912
2021	<u>15,000</u>
	<u>\$ 30,912</u>

Total rental expenses amounted to \$18,317 for the year ended September 30, 2019.

Note 10 - Net Assets with Donor Restrictions

The Organization's net assets with donor restrictions are restricted for the following purposes or periods as of September 30, 2019:

Subject to Expenditures for a Specific Purpose	
Key Leader Program	<u>\$ 2,814</u>

Note 11 - Going Concern

As shown on the accompanying financial statements, the District has a deficit in unrestricted net assets of \$39,213 as of September 30, 2019. This factor creates uncertainty about the District's ability to continue as a going concern.

Management has evaluated these conditions and determined that the District's ability to continue as a going concern is dependent on the District's Board of Trustees' continuing initiative with the implemented expense reductions.

Note 12 - Restatement

The District reduced the deficit in net assets by \$5,349 as of September 30, 2018. The reduction in the deficit in net assets resulted from the District including the Circle K and Aktion Club program activity with the District.

Note 13 - Subsequent Events

The District has evaluated subsequent events for recognition and disclosure through January __, 2020. This date is the date the financial statements were available to be issued. No material events subsequent to September 30, 2019 were noted.

Schedule of Revenues

Year ended September 30, 2019

	<u>PA District</u>	<u>Circle K</u>	<u>Aktion Club</u>	<u>Total</u>
Revenues				
Dues	\$ 119,815	\$ 4,910	\$ -	\$ 124,725
Conventions and events	63,311	7,901	1,852	73,064
Revenue for services provided to related parties	25,325	1,150	2,000	28,475
Key Leader program revenue and contributions	18,367	-	-	18,367
District Raffle	16,968	-	-	16,968
Other revenue	3,968	856	-	4,824
Other events	-	3,168	-	3,168
Interest income	139	13	-	152
	<u>139</u>	<u>13</u>	<u>-</u>	<u>152</u>
Total Revenues	\$ 247,893	\$ 17,998	\$ 3,852	\$ 269,743

Kiwanis International NTL HDQ K23 PA District

Draft 01/10/2020

Schedule of Expenses

Year ended September 30, 2019

	<u>PA District</u>	<u>Circle K</u>	<u>Aktion Club</u>	<u>Total</u>
Salaries and wages	\$ 72,423	\$ -	\$ -	\$ 72,423
Annual convention	41,332	13,517	3,085	57,934
Midwinter convention	17,594	-	-	17,594
Key leader program expenses	17,412	-	-	17,412
Building rent	15,000	-	-	15,000
Professional fees	11,978	-	-	11,978
District raffles	8,797	-	-	8,797
Payroll taxes	6,221	-	-	6,221
Executive director expenses	3,805	418	-	4,223
Equipment lease	3,317	-	-	3,317
Lieutenant governor's training	2,831	560	-	3,391
Telephone and internet	3,126	-	-	3,126
Interest	2,875	-	-	2,875
Membership growth and development	2,273	-	-	2,273
Other events	-	1,978	-	1,978
Insurance	1,953	-	-	1,953
Supplies and printing	1,222	245	-	1,467
Lieutenant governor expenses	799	1,016	-	1,815
Keystone Kiwanian editor	1,000	-	-	1,000
Awards	918	-	-	918
District board international convention	364	-	-	364
Equipment maintenance	786	-	-	786
Employee benefits	710	-	-	710
Executive director international convention	700	-	-	700
Governor-elect international convention	954	-	-	954
Web page fees and maintenance	688	-	-	688
Postage	673	-	-	673
Governor's travel	130	630	-	760
Trustee board meeting expense	591	-	-	591
Governor international convention	-	467	-	467
Circle K administrator	675	-	-	675
Miscellaneous expense	-	300	-	300
Aktion Club administrator	133	-	-	133
	<u>\$ 221,280</u>	<u>\$ 19,131</u>	<u>\$ 3,085</u>	<u>\$ 243,496</u>

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To the Board of Trustees
Kiwanis International NTL HDQ K23 PA District
Harrisburg, Pennsylvania

In planning and performing our audit of the financial statements of Kiwanis International NTL HDQ K23 PA District (District) as of and for the year ended September 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the District's internal control to be material weaknesses:

Oversight of the Financial Reporting Process

Management is responsible for establishing and maintaining internal controls and for the fair presentation of the financial statements and footnote disclosures in the financial statements, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Management is able to review the statements for accuracy in relation to its internal records. However, the District does not have a system of internal controls that would enable management to conclude the financial statements and related disclosures are complete and presented in accordance with U.S. GAAP. As such, management requested us to prepare a draft of the financial statements, including the related footnote disclosures. The outsourcing of these services is not unusual in organizations of your size and is a result of management's cost benefit decision to rely on our accounting expertise rather than incurring this internal resource cost.

Lack of Segregation of Duties

We noted a general lack of segregation of duties over accounting functions. The Executive Director performs most accounting functions. A reliable system of internal control necessitates an adequate segregation of duties so that no one individual handles a transaction from its inception to its conclusion without oversight. Although not unusual with an organization of your size, compensating controls can help mitigate the issue.

Internal controls are critical as a means to ensure complete and accurate financial reporting as well as to provide a measure of safety against theft or fraud. Given these constraints, compensating controls can be achieved with active oversight from the Board of Trustees. We have made some recommendations below that can help with this process. We strongly suggest you consider these recommendations.

Adjusting Journal Entries

Numerous adjusting journal entries were required to convert the general ledger to the accrual basis of accounting. Although improvements have been made to reduce the number of entries required, we strongly recommend that this process continue with the utilization of Quickbooks features. For example, credit card transactions and accounts payables invoices should be entered as incurred or when invoice is received through the accounts payable features. Without proper cut-off of transactions, reports generated from Quickbooks will not be completely accurate.

Financial Reporting to the Board of Trustees and Finance Committee

We strongly recommend that the Board of Trustees and Finance Committee receive robust monthly financial reporting. This reporting, at a minimum, should include a balance sheet, statement of revenues and expenses, and budget to actual analysis. These reports should be generated from QuickBooks.

The current reporting is limited to a quarterly budget to actual report that does not include always include a balance sheet, statement of revenues and expenses generated from Quickbooks. These reports will provide critical information to the Board of Trustees and Finance Committee that will provide them with the tools needed to meet their fiduciary responsibilities.

Following are descriptions of other identified deficiencies in internal control that we determined did not constitute significant deficiencies or material weaknesses:

Board Governance

As fiduciaries, the Board of Trustees has a legal responsibility for the management and oversight of the District's financial matters including establishing a system of internal controls. In addition to the above, the following are additional recommendations:

1. The Board of Trustees has developed an action plan to improve the Districts financial position. The Districts accumulated deficit has declined significantly as a result of these actions. We recommend the continued focus on reducing the Districts accumulated deficit.

Board Governance (continued)

2. We strongly recommend that the monthly expense reports of the Executive Director be approved by the District Governor or other designated individual. We also recommend that the Districts bank accounts and credit card activity be monitored on a regular basis.

QuickBooks Bookkeeping Functions

1. Financial reports including the balance sheet, statement of revenues and expenses, and many other reports can be generated directly from QuickBooks. It is our strong recommendation that these reports be generated from QuickBooks and be distributed to the Board of Trustee and others deemed appropriate.
2. During our audit, we noted that Excel spreadsheets were maintained in addition to QuickBooks. For example, an Excel spreadsheet is maintained to track the activity and balance of the Key Leader Program. QuickBooks can be used to track this information. The QuickBooks report can be transferred to Excel and custom reports and presentations can be made. We would be happy to assist you with this process.
3. We recommend that credit card charges be recorded in QuickBooks in the month the charge is incurred. A liability should be charged for the credit card balance. Payments against the credit card should be posted against this account. The balance should be reconciled to the monthly statement.
4. In December 2018, the Administrative Assistant was given access to QuickBooks and started the process of entering payables. We recommend that this process continue to allow the Administrative Assistant to perform more QuickBooks functions relating to basic data entry and bank reconciliations. This will not only save the Executive Director time, but will also provide cross-training and some segregation of duties.

General Issues

1. We strongly recommend that Circle K, Action Club, Key Leader Programs all utilize Quickbooks for all financial transactions. These can be set up as separate departments within the District's Quick Books file. Also budget to actual reports should be prepared from Quickbooks. During our audit, for example we noted some convention related expenses totaling \$1,169 should have been charged to the District but were paid by Circle K. A budget to actual analysis would have likely caught this issue.
2. We further recommend that the financial activities of other entities such as the Key Club be monitored including preparation of detailed financial reports and the oversight of an active and engaged board. We recommend that QuickBooks be used and that 990 filings be filed on a timely basis.
3. Upon conversion to QuickBooks on March 1, 2017, separate clearing accounts were established to track use of the Districts credit card and credit card processing capability for Key Club and others. We strongly recommend that these accounts be closely monitored to verify that activity is properly clearing and that funds are transferred as appropriate and on a timely basis so that balances do not linger.

This communication is intended solely for the information and use of the Board of Trustees, management, and others within the District and is not intended to be, and should not be, used by anyone other than these specified parties.

January 18, 2020
York, Pennsylvania

Kiwanis International Pennsylvania District

BALANCE SHEET As of January 8, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	41,452.72
105 Cash saving account	564.48
108 - Cash Investments	0.00
Total Bank Accounts	\$42,017.20
Other Current Assets	
110 Accounts receivable 2	300.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	662.00
125 Prepaid expenses	1,554.22
126 Prepaid rent	1,450.00
Total Other Current Assets	\$3,966.22
Total Current Assets	\$45,983.42
Fixed Assets	
146 Furniture and equipment	34,368.79
147 Accumulated depreciation	-34,368.79
Total Fixed Assets	\$0.00
Other Assets	
151 Marketable securities	0.00
152 Allowance for market value	0.00
278 Net Asset Increase (Decrease)	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$45,983.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,554.22
Total Accounts Payable	\$1,554.22
Other Current Liabilities	
200 Bank credit line	9,640.48
201 Accunts payable 9/30/18	5,002.33
202 Credit Card Payable	-9,614.82
203 Social Security Payable	430.28
204 FIT Payable	740.00
205 PIT payable	213.20
206 LIT payable	290.66
207 PUT payable	0.00
208 Medicare Payable	100.68
220 Accrued Salaries and Vacation	9,480.00

	TOTAL
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	4,346.11
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	1,965.90
Total Other Current Liabilities	\$22,594.82
Total Current Liabilities	\$24,149.04
Long-Term Liabilities	
800 Key Club Payments Received	14,940.00
801 Circle K Payments Received	-64.44
802 Pennsylvania Kiwanis Foundation	135.00
804 Key Club American Express Pay	-21,435.28
805 Circle K AMEX Payment	-3,136.17
806 Foundation American Express Payments	158.89
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -9,402.00
Total Liabilities	\$14,747.04
Equity	
275 Unrestricted net assets	-73,179.00
32000 Restricted Net Assets - Key Leader	28,531.23
Net Income	75,884.15
Total Equity	\$31,236.38
TOTAL LIABILITIES AND EQUITY	\$45,983.42

2019-20 Kiwanis District Budget

2019-20 Budget Report
12/31/2019

	2019-20 Approved Budget		2019-20 Actual		Variance	Notes
	Amount	Total	Amount	Total		
REVENUES						
MEMBERSHIP DUES						
District Dues (Full Year - 3,150 members)	\$ 110,250.00		\$79,619		\$ (30,630.87)	72%
Partial year prorated dues	\$ 7,000.00		\$1,295		\$ (5,705.00)	19%
Sub-Total		\$ 117,250.00		\$80,914	\$ (36,335.87)	69%
SLP & OTHER SUPPORT FOR SERVICES						
Key Club	\$ 15,000.00		\$15,000		\$ -	100%
Circle K	\$ 850.00		\$850		\$ -	100%
Foundation - Office Support and Services	\$ 7,000.00		\$6,000		\$ (1,000.00)	86%
Foundation - SLP Administrators	\$ -		\$1,000		\$ 1,000.00	#DIV/0!
Sub-total		\$ 22,850.00		\$22,850	\$ -	100%
MISC. INCOME						
Misc. Income	\$ 2,775.00		\$11		\$ (2,764.00)	0%
Interest	\$ 130.00		\$17		\$ (113.00)	13%
Sub-total		\$ 2,905.00		\$28	\$ (2,877.00)	1%
DISTRICT EVENTS						
Holiday Party or other Fundraising	\$ 1,000.00				\$ (1,000.00)	0%
District Raffle	\$ 15,000.00				\$ (15,000.00)	0%
Mid-Winter Convention	\$ 16,860.00		\$878		\$ (15,982.00)	5%
District Convention	\$ 52,000.00		\$7,948		\$ (44,052.00)	15%
Sub-total		\$ 84,860.00		\$8,826	\$ (76,034.00)	10%
TOTAL REVENUES		\$ 227,865.00		\$112,618	\$ (115,246.87)	49%
EXPENSES						

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2019-20 Kiwanis District Budget

EMPLOYEE COMPENSATION										
Salaries	\$ 67,000.00			\$16,252				24%	\$ 50,748.00	
Payroll Taxes	\$ 6,030.00			\$1,317				22%	\$ 4,713.00	
Employee Benefits	\$ 710.00			\$710				100%	\$ -	
Executive Director Expenses	\$ 3,500.00			\$979				28%	\$ 2,521.00	
Executive Director ICON	\$ 700.00							0%	\$ 700.00	
Sub-total						\$ 77,940.00		25%	\$ 58,682.00	
OFFICE & RELATED EXPENSES										
Building Lease	\$ 15,000.00			\$3,750				25%	\$ 11,250.00	
Postage	\$ 700.00			-\$60				-9%	\$ 760.25	
Telephone & Internet	\$ 2,100.00			\$743				35%	\$ 1,356.75	
Insurance	\$ 1,700.00			\$1,746				103%	\$ (46.00)	Expect refund for workers compensation
Supplies & Printing	\$ 1,200.00			\$235				20%	\$ 964.63	
Equipment Maintenance	\$ 900.00			\$17				2%	\$ 882.78	
Equipment Leases	\$ 2,900.00			\$287				10%	\$ 2,613.00	
Sub-total						\$ 24,500.00		27%	\$ 17,781.41	
LEADERSHIP EXPENSES AND STIPENDS										
Lt. Gov Expenses	\$ 3,500.00							0%	\$ 3,500.00	
Lt. Gov Education	\$ 3,500.00							0%	\$ 3,500.00	
Trustee Board Meeting Expenses	\$ 900.00			\$177				20%	\$ 723.00	
Gov-Elect Expenses	\$ 2,000.00							0%	\$ 2,000.00	
Gov-Elect ICON	\$ 700.00							0%	\$ 700.00	
Governor Expenses	\$ 2,000.00							0%	\$ 2,000.00	
Governor ICON	\$ 700.00							0%	\$ 700.00	
Keystone Kiwanian Stipend	\$ 1,000.00			\$250				25%	\$ 750.00	
Sub-total						\$ 14,300.00		3%	\$ 13,873.00	
SLP LEADERSHIP SUPPORT										
Circle K Administrator	\$ 2,000.00			\$105				5%	\$ 1,895.00	
Builders Club Administrator	\$ 400.00							0%	\$ 400.00	
K-Kids Administrator	\$ 400.00							0%	\$ 400.00	
Aktion Club Administrator	\$ -							#DIV/0!	\$ -	
Key Leader Administrator	\$ -							#DIV/0!	\$ -	
Sub Total						\$ 2,800.00		4%	\$ 2,695.00	

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2019-20 Kiwanis District Budget

MEMBERSHIP GROWTH & DEVELOPMENT													
Membership Growth & Development	\$ 4,000.00		\$1,525						38%	\$ 2,475.00			
Awards	\$ 1,000.00								0%	\$ 1,000.00			
Sub-total		\$ 5,000.00	\$1,525						31%	\$ 3,475.00			
DISTRICT EVENTS													
Holiday Party or other fundraiser	\$ 100.00								0%	\$ 100.00			
Mid-Winter Conference - State College	\$ 16,860.00		\$248						1%	\$ 16,612.04			
District Raffle	\$ 7,800.00								0%	\$ 7,800.00			
District Convention	\$ 46,000.00		\$325						1%	\$ 45,674.81			
Sub-total		\$ 70,760.00	\$573						1%	\$ 70,186.85			
FINANCIAL RESTORATION													
Interest Expense	\$ 2,200.00		\$877						40%	\$ 1,322.77			
Audit	\$ 12,500.00								0%	\$ 12,500.00			
Debt Reduction	\$ 10,000.00		\$10,000						100%	\$ -			
Rebuild Reserve Fund	\$ 3,000.00								0%	\$ 3,000.00			
Sub-total		\$ 27,700.00	\$10,877						39%	\$ 16,822.77			
TOTAL EXPENSES		\$ 223,000.00	\$39,484						18%	\$ 183,516.03			
BALANCE		\$ 4,865.00	\$73,134										

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PA KWANIS FAMILY ACCOUNT BALANCES - 12/31/19

ACCOUNT	Amount 12/31/2015	Amount 3/31/2016	Amount 6/30/2016	Amount 12/31/2016	Amount 3/31/2017	Amount 5/31/2017	Amount 8/31/2017	Amount 12/31/2017	Amount 3/31/2018	Amount 6/30/2018	Amount 12/31/2018	Amount 3/31/2019	Amount 6/30/2019	Amount 8/31/2019	Amount 12/31/2019	AVERAGE
Kwanis Checking	\$ 64,839.13	\$ 80,484.38	\$ 40,407.23	\$ 55,290.51	\$ 559.18	\$ 559.18	\$ 54,275.16	\$ 36,745.30	\$ 98,386.16	\$ 47,775.18	\$ 50,276.57	\$ 103,880.69	\$ 22,847.19	\$ 27,131.17	\$ 42,933.26	\$ 57,937.45
Kwanis Reserve	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 569.70	\$ 572.22	\$ 573.80	\$ 576.08	\$ 562.42
Key Club Checking	\$ 29,918.36	\$ 158,170.13	\$ 32,436.00	\$ 2,573.80	\$ 36,666.77	\$ 120,041.00	\$ 47,227.52	\$ 12,735.88	\$ 146,019.77	\$ 15,308.15	\$ 18,410.59	\$ 127,584.36	\$ 8,375.38	\$ 1,275.86	\$ 20,255.34	\$ 48,801.03
Key Club Reserve	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 31,269.00	\$ 43,769.00	\$ 43,769.00	\$ 43,769.00	\$ 43,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 33,769.00	\$ 35,387.82
Circle-K Checking	\$ 5,721.13	\$ 8,540.43	\$ 3,683.33	\$ 1,274.56	\$ 1,842.78	\$ 4,904.69	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 5,109.56
Circle-K Reserve	\$ -	\$ -	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 3,602.35
Aklon Club	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 1,364.65	\$ 2,935.52	\$ 2,615.15	\$ 4,615.15	\$ 6,553.52	\$ 3,136.31	\$ 5,277.35	\$ 4,781.11	\$ 4,781.11	\$ 4,941.77	\$ 4,955.88	\$ 5,548.12	\$ 3,768.02
Key Leader													\$ 7,260.88	\$ 4,599.77	\$ 3,241.27	\$ 5,940.33
Foundation Checking	\$ 21,856.92	\$ 36,339.77	\$ 10,682.45	\$ 49,237.00	\$ 22,338.36	\$ 20,409.49	\$ 22,338.36	\$ 39,645.35	\$ 47,516.38	\$ 54,444.41	\$ 72,535.70	\$ 46,762.86	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 36,917.50
Foundation Investments	\$ 701,994.18	\$ 709,512.73	\$ 778,856.23	\$ 789,732.00	\$ 868,917.65	\$ 863,781.24	\$ 868,917.65	\$ 906,758.33	\$ 846,907.00	\$ 854,263.00	\$ 801,396.00	\$ 799,452.00	\$ 816,082.00	\$ 816,082.00	\$ 872,739.00	\$ 850,100.01
					(as of 2/28/18)				(as of 2/28/18)					(as of 6/30/19)	(as of 11/30/19)	(as of 11/30/19)
	\$ 919,391.32	\$ 1,088,109.04	\$ 905,130.84	\$ 935,504.70	\$ 1,013,489.11	\$ 1,172,399.07	\$ 1,045,641.48	\$ 1,091,446.73	\$ 1,199,699.32	\$ 1,019,250.96	\$ 989,956.46	\$ 1,119,514.55	\$ 952,300.48	\$ 916,919.74	\$ 1,016,946.52	\$ 1,024,507.59

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PENNSYLVANIA DISTRICT

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District Not In Good Standing Update

As you should be aware, the Pennsylvania District has been declared a District not in Good Standing by the Kiwanis International Board. Please see the letter from Kiwanis International that follows. Pennsylvania was one of 24 Districts declared as not in good standing.

The following action has been completed.

The Circle K financial records have been reviewed and audited under the Kiwanis District audit and will be reported as part of that audit report. Their financial information will be included in our 990 filing. We will be able to provide these statements to Kiwanis International. Based on the information provided by Kiwanis International and based on the conversations I have had with them, this should satisfy their requirements in relation to Circle.

Moving forward, Circle K will be setup as to operate under our Quickbooks accounting system and their funds will flow through the current Kiwanis checking account. They will still maintain a separate budget and their funds will not be used for any purpose other than Circle K activities.

For Key Club, Don Smith and I have been working to convert their records from the old Unilink system to Quickbooks. This should be done by next week. This conversion will allow us to provide Kiwanis International with complete but unaudited financial statements.

To meet their requirements, we will need to do three things.

1. Get our Key Club Financial Statements and records audited or reviewed. My suggestion is we take the audit route and that we enter into discussions with RKL to get this done.
2. File outstanding form 990's. Key Club has in the past filed form 990EZ. As soon as we have the Quickbooks conversion completed, I have a Kiwanian ready to help me complete the form 990EZ. This Kiwanian is experienced in filing form 990's.
3. File Form 1024 with the IRS to restore Key Club to good standing as a 501(c)4 organization. I successfully completed this process with Kiwanis and should be able to do so again.

It would be my goal to have this completed or in the process of completion by April 15th.

As an aside and as a point for consideration once this process is complete and we have met the conditions of Kiwanis International, it will be my recommendation that we move Key Club activities under our EIN number and accounting system. This will allow us to produce one financial statement and one 990 for all Kiwanis entities in Pennsylvania except for the Pennsylvania Kiwanis Foundation which must maintain separate records, reporting and filings since it is a 501(c)3 entity.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin E. Thomas". The signature is written in a cursive, somewhat stylized font.

Kevin E. Thomas
District Executive Director



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PENNSYLVANIA DISTRICT

Lt. Governor Requirement Review Taskforce Report
Originally submitted 9/27/2019
Updated 1/17/2020

Taskforce Team: Sarah Zulueta, Tiffany Callaio and Jennifer Crowell

Problem Statement:

There are several Lt. Governor positions vacant in many divisions. There is a clear leadership succession issue. The current requirement reads in current Pennsylvania Bylaws Article 3 Section 2b:

Each Lieutenant Governor and Lieutenant Governor-elect shall: be a member of a club in the division from which he or she is elected; shall be, or have been, a club president or shall have served as club secretary for at least two (2) years; and shall be active in the affairs of his or her club and his or her division.

By limiting the pool of Lt. Governors to only club President and Secretaries, other qualified leaders do not have an opportunity to become Lt. Governor. There may be varied reasons why a potential candidate is unable to serve as President or Secretary of a club but would make excellent Lt. Governors.

Discussion:

Other District's Lt. Governor requirements were evaluated for this proposal. Some Districts had no officer requirements most notable Ohio and Rocky Mountain, while a majority of Districts only required being a Club President. The Georgia District had similar requirements as Pennsylvania, requiring LTGs to have been a Club President or Secretary. Georgia also has seen a declined in the Lt. Governor pool of candidates.

Proposal:

To increase the pool of candidates for the role of Lt. Governor the requirements were evaluated as stated in the current bylaws. This taskforce proposes that in addition to President and Secretary that the Club Treasurer be eligible for the role of Lt. Governor. We also recommend the removal of two (2) years for Secretary and simply all eligible Presidents, Secretary and Treasurers have completed their term. In some clubs terms range from 1 to 2 years.

We put forth the following change to the Bylaws Article 3 Section 2b for consideration:

Each Lieutenant Governor and Lieutenant Governor-elect shall: be a member of a club in the division from which he or she is elected; ~~shall be, or have been,~~ shall have served as a club president, club secretary or club treasurer for at least two (2) years; for one (1) full term according to their respective club's bylaws and shall be active in the affairs of his or her club and his or her division.

This ensures that no one is elected to the role of Lieutenant Governor until they have completed 1 full term of their position and not during the middle of their term.

Taskforce Report Amended based on request from November 2019 Board meeting as below the request to show changes in the governing document. An excerpt of the entire Article III. Section 2 has been shown as current and proposed.

Current Standard Form for District Bylaws – Pennsylvania District – August 13, 2016

ARTICLE III. OFFICERS

...

Section 2.

- a. Each officer shall be an active member in good standing in a club of the district.
- b. Each Lieutenant Governor and Lieutenant Governor-elect shall: be a member of a club in the division from which he or she is elected; shall be, or have been, a club president or shall have served as club secretary for at least two (2) years; and shall be active in the affairs of his or her club and his or her division.
- c. Each Trustee shall: be a member of a club in the region from which he or she is elected; have been a member of one or more Kiwanis Clubs for at least (5) years; have been a Lt. Governor; and be active in the affairs of his or her club, division and region.
- d. The Governor and Governor-elect shall: have served as a Lieutenant Governor of a division in the Pennsylvania District; have been an active member of one or more Kiwanis Clubs in the Pennsylvania District for at least six (6) years; and shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International.

Proposed Standard Form for District Bylaws – Pennsylvania District – updated 1/17/2020

ARTICLE III. OFFICERS

...

Section 2.

- a. Each officer shall be an active member in good standing in a club of the district.
- b. ***Each Lieutenant Governor and Lieutenant Governor-elect shall: be a member of a club in the division from which he or she is elected; shall be, or have been, shall have served as a club president, club secretary or club treasurer for at least two (2) years; for one (1) full term according to their respective club's bylaws and shall be active in the affairs of his or her club and his or her division.***
- c. Each Trustee shall: be a member of a club in the region from which he or she is elected; have been a member of one or more Kiwanis Clubs for at least (5) years; have been a Lt. Governor; and be active in the affairs of his or her club, division and region.
- d. The Governor and Governor-elect shall: have served as a Lieutenant Governor of a division in the Pennsylvania District; have been an active member of one or more Kiwanis Clubs in the Pennsylvania District for at least six (6) years; and shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International.

MOTION: That the Board of Trustees of the Pennsylvania District of Kiwanis International approve, and recommend to the House of Delegates at the 2020 District Convention the adoption of, the following by-law change:

that Article 3, Section 2(b) of the by-laws which currently reads:

“Each Lieutenant Governor-elect shall be a member of a club in the division from which he or she is elected; shall be, or have been, a club president or shall have served as club secretary for at least two (2) years; and shall be active in the affairs of his or her club and his or her division”,

be amended to read as follows:

“Each Lieutenant Governor-elect shall be a member of a club in the division from which they are elected; shall be, or have served a full term as, a club president, vice-president, secretary, or treasurer; and shall be active in the affairs of their club and their division”.

DISCUSSION:

- The proposed by-law revision makes the following changes:
 - It uses the words “they” and “their”, to reflect the current accepted usage of these terms in lieu of the term “he or she”.
 - It adds the club officer positions of vice-president and treasurer to the list of qualifying club offices a Lt. Governor-elect needs to hold or have held.
 - It requires that the candidate has served a full term in the club office.
 - It removes the two-year minimum service as a club secretary.
- The reasons for these proposed changes are:
 - The District needs to expand the pool of candidates qualified to serve as Lt. Governors. This expansion allows those who may not have served as their club president, but have the interest and skills needed to succeed as a Lt. Governor, as evidenced by their serving in another club officer role. By requiring at least a full term in the qualifying office, it demonstrates knowledge and commitment.
 - The Pennsylvania District is not alone in having a shortage of potential Lt. Governor candidates, and Kiwanis International is recommending districts adopt this change to address the issue.
 - The two-year minimum of serving as club secretary serves no real purpose.

The attached sheet compares the current by-law Article and Section side-by-side with the detailed deletions and insertions, and the final wording.

Respectfully Submitted

/s/Phil Weber
Immediate Past Governor

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CURRENT WORDING

Each Lieutenant Governor-elect shall be a member of a club in the division from which he or she is elected; shall be, or have been, a club president or shall have served as club secretary for at least two (2) years; and shall be active in the affairs of his or her club and his or her division.

CHANGES

Each Lieutenant Governor-elect shall be a member of a club in the division from which ~~he or she is~~ **they are** elected; shall be, or ~~have been~~ **have** served a **full term as**, a club president, ~~vice-president~~, ~~or shall have served as~~ club secretary for ~~at least two (2)~~ **years, or treasurer**; and shall be active in the affairs of ~~his or her~~ **their** club and ~~his or her~~ **their** division.

PROPOSED WORDING

Each Lieutenant Governor-elect shall be a member of a club in the division from which they are elected; shall be, or have served a full term as, a club president, vice-president, secretary, or treasurer; and shall be active in the affairs of their club and their division.

Lt. Governor and Trustee Vacancies for 2019-20 and 2020-21

2019-20 Lt. Governor Positions Vacant: Divisions 11E, 14 and 22

2020-21 Lt. Governor Positions Vacant: All position vacant **Except** for Divisions 12N (Conrad Schlesinger), 15 (Cathy Coolbaugh) and 21 (Dan Spier)

2020-21 Trustee Positions Vacant: Region 1 (Note: Regions 2, 3, 4, 6 and 7 have one or two years remaining in their term. Region 5 was filled with the election of Ryan Hartman.)

2020-21 Governor-elect: No announced/declared candidates.

What is being done and what needs to be done to fill vacancies?

Lt. Governor Training

June 13, 2020, 9:00 am to 5:00 pm, Bucknell University

Club Leadership Guidebooks

Please see the attached memo. The guidebooks will be coming to the District office. The question we need to discuss and determine is how is it we most effectively distribute the guides to our clubs?

Club Leadership Training

1. Jen Vare has indicated she will not be serving as Leadership Education Chair. Who will be or is a potential replacement?
2. When will be conducting live club leadership education sessions?

2021 Midyear Report

1. A proposal has been received from the Penn Stater. It is very similar to previous proposals. Room rate \$139.00 plus tax; that is the same rate we are receiving for 2020. The day meeting package is \$66.00, \$3.00 more than 2020. This is for a one-day Midyear Conference, March 27, 2021. The proposal follows this report.
2. I wanted to gauge the board's reaction to this idea. A one-day Midyear Conference in conjunction with the Key Club District Convention. We would run our own program perhaps joining the Key Club for lunch. The room rate would be \$139.00. There would be no day meeting package cost but there would be other costs we would have that are covered by the day meeting package such as increased AV costs, lunch costs, break costs, etc. This would all be subject to space availability; I have not checked on space considerations with the hotel. The hotel would be the Hershey Lodge and Convention Center and the date March 20, 2021. We would need to, also, make sure our Kiwanis Committee on Key Club is alright with this.
3. The suggestion has been made to me that we do a weekend long Midyear Conference. While we could go anywhere with that, I reached out to the two properties where we last held weekend Midyears, Bedford Springs (2013) and Nemaquin (2016). For those not familiar with them, these are relatively high-end resort properties, especially Nemaquin. The last two times we went this direction, our attendance was 20 to 30 people less than the typical one-day Midyear. In the discussions I had with them, it appears we might get room rates in the \$150 to \$160 range, perhaps less. But we would have to move to January in the case of Bedford Springs and late February for Nemaquin. As well, food prices, particularly at Nemaquin, are above what it is we typically pay. And at Bedford Springs, we would be very space limited in the way of meeting rooms. I did not yet solicit written proposals.

The Board will need to consider these options and provide direction on what direction would be the best pursue.

Respectfully submitted,



Kevin Thomas

Executive Director



Reading 2020 District
Convention Committee Report
January 17, 2020

The Reading 2020 District Convention Committee had met in November 2019 and will continue to meet every 2nd Tuesday of the month from Jan – Aug 2020 until convention in Reading, PA 6:30 pm – 8:00 pm. This convention is a collaboration between Region 5, 6 and 7 clubs based on the close proximity Reading is to all three Regions. The committee continues to meet at various restaurants and venues to get familiar with local businesses. Last meeting was held Tuesday January 14, 2020.

Sub Committees:

Publicity and Convention Promotion (Led by Sarah Zulueta and Jeff Rose)

- More Facebook promotion will start in January 2020 with the different images already planned highlighting different Reading landmarks and attractions.
- Midyear promotion is being discussed and will request a table from District for advertising/promotion.

Finance and Fundraising (Led by Jen Vare)

- Bookmark sales have increased and raffle drawings have and will continue to occur each meeting and shown on Facebook. We will continue to sell bookmarks at Midyear.
- Major priority is to get donor and sponsor letters to targeted businesses. Letters have been approved.
- A draft budget was discussed in November meeting, but no final budget has been approved and ready for approval by the Board.
- April 18, 2020 will be a fundraising event call the Poker Run/Stroll that will be similar to a bar crawl with multiple popular restuarants/bars on Penn Street area. Details still in progress.

Tours Committee (Led by Kirs Kinkaid)

- Discussion on activity for the Friday night have been discussed with either a dinner at Goggleworks or Brewery Tours.

Service Project Committee (Led by Sue Werner)

- Emily Reed has agreed to do a similar service project as in Williamsport with a local library in Reading considering our theme is "READING" to Kids. More details to follow.

Host Club Welcome Reception (Led by Sue Werner)

- The Welcome reception will be hosted in large patio area available to Kiwanis on Friday evening with rain plans to be in Banquet room. Theme is being developed to showcase Reading.

The above are the current active sub-committees and much work still need to be ironed out but the committee's priority in the next month is finance and fundraising to draft a budget all fundraisers that should be promoted.

Report submitted by:



Sarah Zulueta

Reading 2020 Committee Co-Chair