

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
March 21, 2020

The fourth meeting of the 2019-20 Pennsylvania District Board of Trustees was held on March 21, 2020 via a zoom platform/conference call because of the Covid-19 crisis. The following board members were present: Governor Mike Haven, Governor-elect Don Smith, 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 International Trustees Richard Olmstead and Cathy Szymanski, Builders Club Administrator Tiffany Callaio, Lt. Governor & Trustee-elect Ryan Hartman, Past Governor and Audit Committee Chair Don Sanker, Membership Chair Sarah Zulueta, Lt. Governor-elect Conrad Schlesinger, Past Governor Judy Raub, Lt. Governor Penny Meyers and Human & Spiritual Aims Chair Ann Graves.

The minutes from the January 18, 2020 board meeting were considered for approval (P1-P2). A motion was made, seconded and approved to accept the minutes as presented.

The items tentatively approved in the board conference call of February 10, 2020 were given formal approval by proper motion, second and vote. See P3.

The items on the consent agenda were considered for approval as presented (P4-P27) less Immediate Past Governor Phil Weber's report (P22). A motion was made, seconded and approved to accept the items in the consent agenda less the referenced report.

A report was provided on District membership. See P28-P37. Membership Chair Sarah Zulueta provided information and updates based on her report

The District Board discussed ideas and methods by which clubs could be supported during the Covid-19 crisis.

Immediate Past Governor Phil Weber's report (P22) was discussed. Governor Mike Haven and Governor-elect Don Smith will be working to appoint a new chair for the Foundation Nomination Committee as well as a Past Governor Chair for 2020-21.

The 2019-20 District Budget and Financial information as of February 29, 2020 was reviewed by the Board. See P38-P58. An update was provided on activity/progress as it relates to recommendations from our auditors, RKL (P56-P58). An update was provided on the Key Club Convention, Kiwanis Midyear Conference and Circle K Convention all of which had to be cancelled due to Covid-19; see P55. The recommendations on the funds from Midwinter were approved.

The Kiwanis Kash Raffle was discussed. Because the Midyear Conference was cancelled, we were not able to kick off sales. The Committee will be meeting in the weeks ahead to discuss a plan of action in accordance with conditions created by the Covid-19 crisis.

There was no update/change on unclaimed property.

A report was provided on the purse hook fundraiser. See P59.

An update was provided on the District not in good standing status. See P60-P61

A discussion was held on clubs pending charter suspension. See P62.

A discussion was held on open leadership positions for the 2020-21 year. Governor Haven and Governor-elect Don Smith will appoint a task force to study the problem and make possible recommendations.

A report was provided from the committee/task force studying the possible redivisioning of Division 14; see P64-P65. The report was accepted by the board. The Governor and Board will appoint a task force to study District wide redivisioning.

A report from the Circle K Advisory committee was provided and reviewed. See P66-P68.

A report was provided on Key Leader. See P69. At the request of Key Leader Chair Matt Wise, the board approved signing the contract for a 2021 Key Leader event at South Mountain YMCA/Camp Conrad Wiser on April 23-25.

Information on and a report on the 2020 District Convention was provided; see P70-P74. The recommendations on P70 were considered and approved by the board. A date of May 5, 2020 was established for a board call to approve the convention budget and agenda.

Discussion on amendments to the International Bylaws and the candidates for International office was deferred until the call on May 5th with Mike Haven and Kevin Thomas coming up with recommendations to be considered by the board.

Dates were established for the four required official District board meetings in the 2020-21 year. The dates are: October 2, 2020; January 23, 2021; April 17, 2021; July 17, 2021. Other dates will be established if and as needed.

Potential sites for the 2023 District Convention were reviewed. See P75. Site inspections for each property will be scheduled when able.

Discussion was held about a potential joint District Convention with one or several of our neighboring Districts. Governor Mike Haven and Executive Director Kevin Thomas will pursue discussion with neighboring Districts about this.

A recommendation regarding the 2025 District Convention was considered. See P76. The recommendation was approved.

The District Board discussed and reviewed the new Youth Protection policies from Kiwanis International.

A report from the Task Force on District Board reporting was reviewed and considered. See P77. The recommendations in the report were approved.

The board moved to a closed session to discuss a matter related to District personal.

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

Respectfully submitted,

Kevin E. Thomas
Executive Director/Secretary/Treasurer

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
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: Governor Mike Haven, 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.

Governor Mike Haven 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

Board Conference Call – February 10, 2020

The District Board of Trustees held a call on February 10, 2020 to review and give tentative approval to two items. The following board members were on the call: Mike Haven , Barb Byers, Kevin Thomas, Ben Osterhout, Lillian Mataja, Don Smith, Roger Janes, Barb Harer, Matt Wise, Phil Weber and Mike Coolbaugh. Don Sanker, Past Governor and Audit Committee Chair, was, also, on the call.

The first item considered was the District's Form 990 filing for the year ending on 9/30/19. The form was given tentative approval after review and discussion.

Discussion was held on a pending contract to have the 2021 Midyear Conference at the Hershey Lodge and Convention Center in conjunction with the Key Club District Convention on March 20, 2021. The contract was given tentative approval.

Since this was not an official meeting, all actions need approval at the next official board meeting.

Very truly yours,

A handwritten signature in cursive script that reads "Kevin E. Thomas". The signature is written in black ink and is positioned to the right of the text "Very truly yours,".

Kevin E. Thomas
Executive Director/Secretary/Treasurer

Pennsylvania Key Club District Governor's Report

March 9th, 2020

Hello all!

The District Board has been quite busy lately as our 2020 District Convention will be this Friday, March 13th! Convention will be at the Penn Stater Hotel and Convention Center in State College, PA. Our theme this year is Service is Out of this World (space themed). Board members have been meeting frequently to discuss convention plans, workshops, and finalizing details for general sessions. A few exciting workshops we will have this year are LGBTQ+ and You, hosted by Shawn "Spike" Smith, public speaking, Key Club 101, and Youth Serving Youth. Some events planned for the weekend include a Kiwanis Family Relations Session, leadership workshops, and caucusing. This year we had 40 applicants for KC Cash, a District Convention scholarship, and the winners were notified in January.

We have a few proposed bylaw amendments that will be brought up at this year's House of Delegates. The first proposed amendment is for the clarification of the Officers section of our bylaws. The second is to abolish material campaigning when running for District Office. The last is to include community-sponsored Key Clubs in the jurisdiction of our District Bylaws.

The Executive Board members and I have been finalizing the scripts and slideshows for general sessions. I spent the past few weeks making the District Convention program booklet, and creating the transition report for the incoming District Governor.

This has truly been an outstanding year. It is hard to imagine that the 2019-2020 Key Club Administrative year is coming to a close. Thank you so much for this incredible year, and for your constant support of Pennsylvania Key Club. If you have any questions about any of the topics discussed, please reach out to me.

Yours In Service,
Michaliev Mazurkivich
District Governor
Pennsylvania District of Key Club International
Michaliev3@gmail.com | (570)589-1408



PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Co-Administrators: Barb Byers/Karen Sears

Report Date: March 15, 2020

Report Period Covered: January 1, 2020 -present

Updates since last report:

- Co-Administrators have both completed the new Youth Protection online training through Praesidium. (Should be noted that both CO-Administrators also had previously renewed Safe Hiring Solutions clearances)
- Regarding the West Hills Aktion Club – (KI charter notification on 5/14/2019):
 - Bob Marko, representative from McGuire (one of the agencies involved with this Aktion Club) and myself met in the middle of January to reconnect and make plans for implementing this club and planning their charter celebration.
 - Reached out to AVS/Merakey, the other agency
 - We were planning to have initial meeting on 3/27 for these members and to begin plans to lay out meetings/structure and plan the charter celebration. However, in light of COVID-19, this will most likely be postponed.
 - **NOTE:** there may be some perceived logistical meeting barriers with this club given state regulations. I am working with this group to answer myths and meet state regs.
- In reviewing the I list of clubs that are pending dues, there are a total of 8 (2 Inactive = Pottsville and Tunkhannock) and 6 Suspended (Crawford County, Harrisburg, Lansdale, Skills-Nittany, Poconos and Whitemarsh). Outreach is beginning to determine barriers with dues payments for these clubs.
- **COVID-19 barriers:**
 - **It should be noted that representatives from State College Aktion Club were going to assist with the Kiwanis MidYear K-Family Forum and speak at the MidYear luncheon.
 - A brief video for Key Club Convention was made by Barb Byers, as per request, giving overview of Aktion Club.
 - Barb was planning to attend Circle K Convention to speak on behalf of Aktion Club and present a forum on how to effectively work and interact with Aktion Club members.

Upcoming events/Plan of Action:

- Follow up with Aktion Clubs pending dues
- 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.
- Development and distribution of an Aktion Club newsletter, District specific email and Facebook page (social media presence)
- Continue to work with new West Hills Aktion Club for meeting implementation and Charter Celebration planning
- Consideration of development of a Strategic Plan for PA District Aktion Club
- 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 near future, pending the status of COVID-19.

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: **January to March 2020**

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

Active Clubs = 63
Suspended Clubs = 0
Inactive Clubs = 10
Membership # [NUMBER] as of [DATE].

Administrator's activities since last report: Sent out information about Key Leader. Emailed clubs to start to work on how many students are in their club. Met with Wilkes Barre Kiwanis club to talk to them about sponsoring a club at Bear Creek Community Charter School.

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: Key Club

Administrator: Bob Orlando

Report Date: **March 17, 2020**

Report Period Covered: **January 13, 2020 ~ March 17, 2020**

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

Short term goals and objectives focus on our district trainer coming up in April. Also, reporting of convention awards and recognition to clubs. Long range goals and objectives focus on new club building.

Active Clubs = **150**

Suspended Clubs = **12**

Inactive Clubs = **12**

Membership # **10,211** as of **March 17, 2020**

See membership information in Additional Information below

Administrator's activities since last report:

- January 17~18 District Administrator's meeting, Atlanta, GA
- March 12 ~ 13 District Convention, State College, PA

Committee Members:

Cathy Szymanski – Zone 1

John Mazurowski – Zone 2

Ryan Hartman – Zone 3

Howard Cohen – Zone 7

Matt Alexander – Zone 4

Morgan Coolbaugh – Zone 5

Rebecca & Rick Sanker– Zone 6

Comments regarding committee:

As shared in last report, Liz Smolinski is relocating to California this June. She finished out her term as Zone Administrator at the "abrupt" conclusion of District Convention. Howard Cohen is taking over in 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. I made two more changes to the committee. The first is just semantics. Becca Sanker joined the committee last year as Zone 6 Administrator. Rick has been attending all meetings and contributing his talents where the need exists. I am formally recognizing both as co-administrators for zone 6.

When Mike Coolbaugh left the committee to take on responsibilities as Kiwanis Trustee, I did not replace him. Instead I worked with the LTG's in Zone 5 since this is where I live. Over the last few years I do not believe I have been providing the support I should have and as such decided to bring on another person for this position. And, who else but another Coolbaugh? Former Key Club Governor Morgan Coolbaugh as agreed to serve in this position. Her knowledge of this program will certainly be a terrific resource for all of us. I look forward to working with her in this position.

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. As a result of this low amount of interest we are suspending the pursuit of this as a YSY project and will not be promoting this to clubs in the future.

The two weeks prior to the start of district convention were challenging and stressful. I don't believe Kevin Thomas and I have spoken or texted at such a high rate as we did during this time period. I would like to state here that it was a comfort to have him as a sound board and as someone to whom I could seek advise during this period in time. I am proud to call him my friend. We did put into place plans for dealing with potential COVID-19 cases that could have popped up with attendees during the convention. We also generated a document informing attendees how to stay healthy during convention. We were to distribute this to all attendees and even converted this document into poster size signs that were going to be poster around the hotel. We were in constant contact with the hotel to learn about efforts they were taking to assist in sanitizing and cleaning. As we arrived on Thursday, we started to get cancellations in from entire clubs. Just prior to Governor Wolfs Thursday press conference we already had 200+ cancellations. The press conference resulted in the next wave of cancellations. This is when Kevin and I came to the decision to pull the plug.

This cancellation does pose some challenges for us. As I have shared in prior reports, the vast portion of awards and recognitions were completed prior to arriving at State College. We will be posting these winners on all Key Club social media, on our website and through email communications with the clubs. All certificates and awards will be shipped to the clubs that received them. There are four contests that would have been

held / judged at the convention. Oratorical contest, Scrapbook contest, Non-Traditional Scrapbook contest and poster contest. Plans have been made to convert the Oratorical contest and Non-Traditional Scrapbook contest to a video submission. Clubs are being given instructions as to how to make a You Tube video and how to upload it to the Key Club district Google drive. Posters and scrapbooks will be shipped to the district office where local Kiwanis members will be asked to judge these items. We had established a deadline of March 27 for these items to be submitted. However, the closure of schools in Pennsylvania has resulted in this deadline to be pushed back to a date to be determined in the future.

From a hotel refund standpoint, the Penn Stater hotel seems to be very incommoding. They have verbally told us that they are not holding us to our room reservations for the weekend. That is huge when it comes to club refunds. We are still waiting to see what the impact of food costs will be. I have informed clubs that they will be getting a refund but at this time, until we get something in writing from the hotel, we cannot give them any dollar estimates. We have incurred costs that we are stuck with. Tee shirts and program booklets have all be printed. We are offering to ship these items to any club that wants them.

Luckily for us, the three executive board positions that were up for election at this convention were uncontested. Each one of these candidates will be appointed to their respective position by the new 2020 – 2021 Key Club board when we meet for the trainer in April. Maybe April.... Maybe May..... Who knows when? Regarding this matter, I will be holding a phone conference with my committee in early April to assess the current situations and determine if a postponement is necessary OR if we need to convert this event to an online training.

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

In my last report I shared the concerns about the challenge with communications our LTG's have. I shared that this is a challenge throughout all Key Club Districts. We will be adjusting our training on communications to incorporate measures some districts have been taking in an effort to improve communications with clubs. LTG's will be advised to use a multi-tiered approach that doesn't begin and end with sending an email. They will be asked to make follow up phone calls, in person visits and some new technology that might be necessary.....writing and mailing a hard copy letter!

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:

At this point in time we are in between district boards. I have not yet been able to meet with the new board members that have just been elected. As of this writing, we have five returning LTG's. All executive officers served as LTG and have board experience. We have 10 new LTG's and we have three divisions that are not filled. We expect to have this filled within the next two weeks.

Additional information/comments:

In my last report I informed you that membership numbers were fluid at that time. There were many clubs that updated their roster and were either waiting for school districts to generate dues checks, have checks in the mail or are awaiting processing at KI. Now most of that has panned out. Our current membership listed above include Active clubs and Suspended club Most of these suspended clubs will ultimately get dues paid and return to an active status. I did not include the membership of inactive clubs.

I have noticed that the revenue from dues has been decreasing over the last few years. That means that our membership numbers are starting to fall. I went into the MUC and downloaded the last nine years of membership reports so I could see what the trend is and which clubs / divisions / zones are most impacted. I ran into some anomalies with the numbers on all of these reports. There seems to be a glitch in the system regarding historical numbers. I have reported my findings to KI and am awaiting reply.



Board of Trustee Report

Date: 3/15/2020

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, targeting United Presbyterian Church of Ingram

Club Leadership Education Planned: Yes Not Yet X NA Date: **will target summer for 2020-2021 officers**

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. Attended a Family Night for general awareness and exposure of Kiwanis and to begin networking. Will plan to continue planning and follow up with Propel school accordingly as well as making/reviewing previous list of potential contacts for this club.

As result of Divisional Club meetings in the Fall, noted that Penn Hills may be interested in rechartering.

Which clubs are being counseled in your Region, by whom

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.

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.

I attended the Circle K Three Rivers Zone Spring Rally in February. I discussed Penny Pitch program and some of the Circle K clubs are interested in participating.

The newly chartered West Hills Aktion Club (KI notification 5/14/2019) – Sewickley will be the sole sponsor and we are working on club meeting and service implementation and plan the Charter Celebration.



Board of Trustee Report

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Communication

Describe communications with the Membership Committee

The Boost Club Strengthening was held 2/15/2020 in Greensburg. All clubs targeted for growth support in each Division (Wilkinsburg, McKeesport-White Oak, Sewickley, Greensburg) attended with the exception of Baldwin. Sheraden also attended and they have offered support in this endeavor. I have sent follow up emails to all these clubs asking their initial thoughts/plans after the Boost—Sewickley is the only club that has responded thus far.

Follow up Membership Committee conference call will be scheduled to review next plans from this Boost Club Strengthening.

With

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

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 advertise them more on social media and inform their LTG's and me in order to share the event and support it as needed/available.

It is difficult to determine the level of engagement that LTG's have been taking with their clubs as I have not seen reports.

Jen Grab assisted 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 need 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 uses the new Facebook Page for Division 8.

Other Information:

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

We will be once again involved with Pittsburgh PRIDEFest the weekend of July 18-19. The issues with the Delta Foundation that were discussed on the previous report were resolved. The PRIDEFest committee is working on a large scale service project for there, possibly some type of quilt where people can write inspirational words on it.

The overall "bigger picture disconnect" remains a concern, as I know it is in other Regions and even districts. I do think the Boost Club Strengthening event helped with this as Wilkinsburg and McKeesport-White Oak talked about a joint venture in a neighboring community. So maybe we are planting that seed.

We are working on reviewing these Trustee Reports to attempt to gather better information, reflection and recommendations/follow up. This continues to be greatly needed. We may also want to consider reviewing and revising the SLP reports and LTG reports.



Board of Trustee Report

Date: 03/19/2020

Trustee: Lillian Mateja Region: 7
 Submitted by: Lillian Mateja Trustee
Lieutenant Governors
 Name: Jennifer Vare Division: 19
 Name: Bonnie MacDonald Division: 21
 Name: VACANT Division: 22

Education

Regional Meeting: Winter Date: February 22, 2020 Spring Date: _____

Assessment of Meeting, if occurred:

Regional meeting was a Kiwanis Town Hall was held on February 22nd, with a program on Boosting from Region 2 Kiwanis Club of Sheraden Keith Smith. Our region was represented by members from 11 clubs within the Region. With guests from Circle K and the Kiwanis Club of Sheraden.

Club Leadership Education Planned: Yes Not Yet Date(s): 9/21/19 and 10/7/2019

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)

Since the last report submitted, our new Kiwanis club of Media Area chartered, under the successful efforts of Sarah Zulueta on October 30, 2019. The organizing of the Kiwanis Club of Aston is being worked on by Sarah Zulueta.
 In Division 22 currently we are working on merging the members of the Valley Forge & Upper Main Line clubs, the South Philadelphia club has decided to continue to strengthen their current membership and recruit new members.

Which clubs are being counseled in your Region, by whom

Active Coaching:
Division 19 – Colleagueville (Sarah/Bonnie Houpt), Pottstown (Sarah / Jen)
Division 21 – Bonnie MacDonald - Council Rock and Hatboro-Horsham.
Division 22 – Main Line (Sarah), Valley Forge (Lillian/Sarah), South Philly (Sarah), University City (Lillian), Chester (Sarah/Lillian), Main Line (Sarah)

Service Projects

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

How are clubs/Service Leadership Programs participating in District/Regional Special Projects?
 ILPs are invited to all Regional events and large project where appropriate via personal invites, email and Facebook invites.

Communication

Describe communications with the Membership Team
 Communication with Membership team has been via conference call, email and text. The membership team is collaborative team that has coordinated Regional boosts and material from afar.



Describe communications w/the Lt. Governors in your Region and strengths, weaknesses and concerns in each Division
Communication between the Regional team has been through in person meetings, conference calls and emails. In the last quarter of 2019 communication has been via email and text. due to scheduling conflicts. At this time, and thanks to the strong commitment from Sarah, I have been able to maintain a mild understanding of what is occurring within our region thru our leadership calls regarding membership.

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

Communication this last quarter has been primarily been via email and social media groups (FB). A final email will be sent out on the eve of the new year to leadership and the Region, with my last segment of "Around the Region".

Other Information:

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

Our region is currently struggling with leadership issues, and of course social distancing. When this pandemic subsides, I hope to get to each club and visit them to discuss their plans for the future. With Sarah's support I believe this Region can once again be a very active, productive and inspiring group of happy Kiwanians. Most importantly, I will be actively pursuing succession plans for our LTG's.



Kiwanis®

PENNSYLVANIA DISTRICT

Phil Weber
Immediate Past District Governor
2019 - 2020
3864 Thomas Drive
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610.462.5337

To: District Board

Jeff Rose, President, Pennsylvania District Foundation

Report of the Immediate Past Governor, March 21, 2020

This report focuses on my efforts to-date as chair of the Foundation Nominations Committee. Per District Bylaws, this is a joint committee of the District and Foundation.

- Per Foundation Bylaws, five board members' terms expire every three years. In 2020, all five of the Directors whose terms expire on September 30th are eligible to stand for re-election to a second three-year term. As of March 14, the statuses of these potential incumbents are:
 - Jeff Rose – agreed to run for a second term
 - Jill Martin-Rend – agreed to run for a second term
 - Jacqueline Flynn – no response
 - Terry Shaffer – declined
 - Suzette Meyer – declined
- Jeff Rose has indicated that a possible resignation from the Foundation Board may be coming.
- Therefore, at least 5 nominees for Foundation Directors will be required for the election at District Convention in order for there to be a contested election.
- On January 20, 2020 I issued an email to both Governor Mike and president Jeff for two committee members from each governing body to serve of the nominating committee. No response to date.

On a personal note, I am finding that the amount of time and effort that I require to be my wife's caretaker as her illness progresses, is leaving less and less time for my contributions to Kiwanis, especially at the District level. I cannot provide what is needed or expected from me as Immediate Past Governor, or as a District leader. Therefore, I must state that I can no longer serve as Chair of this committee, and ask that the District Board appoint a new Chair to finish the work started.

Respectfully Submitted,

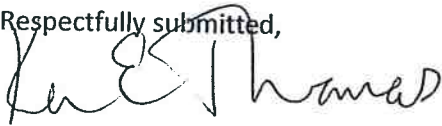
Phil Weber

Executive Director's Report – March 20, 2020

1. Attached is my schedule for the period January 1, 2020 to March 17, 2020. I will be pleased to answer questions about any activity.

Please let me know how I might help you.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin E. Thomas". The signature is written in a cursive style with a large initial "K".

Kevin E. Thomas

District Executive Director/Secretary/Treasurer

Aol Calendar.

ketkiwanis@aol.com
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January 2020

29	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	Board Meeting
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	Media Charter Party

P. 18
 P. 10

26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	Fri 1	Sat
2	3 Groundhog Day	4 10am Mike Haven	5 11am John McHale	6 	7 	8	
9	10 8:15pm Board Meeting...	11 4:30pm Reading Conv...	12 9:45am Kiwanis Meeting 4pm Frank Iati	13 Lincoln's Birthdáy80am Bill Comnsky	14	15 Valentine's Day	
16	17 President's Day	18	19 8pm Midwinter Confer...	20 7pm Redivisioning 8pm Circle K Commtee	21	22	W
23	24	25	26	27 4:30pm Midwinter Call	28	29	

March 2020

1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	

Fellow PA District Board Members,

Overall, it's been an unexpected happening of events since last reporting. Good news is Sara Z and myself conducted Leadership Calls in January following up with progress and needs in regards to Regions/Clubs needing/wanting support in strengthening existing clubs and potential new club area's. It's was refreshing to see some Leader's following through in progress from the initial calls/conversations we had in Oct/Nov. Although, many of the plans and initiatives that were discussed, will need to be altered, postponed until we are past the immediate concerns in all our Communities. I do anticipate we will not only pick up where we left off but potentially be even more eager to work together and have a need to contribute in any way possible to ensure our Organization is more prepared than ever to meet the needs of our Communities.

The Silver Lining already visible to me, is this current situation of life as we know it taking an unfamiliar turn, will actually be instrumental in drawing us a closer, supporting the best way we can and have an even stronger meaning and purpose in being a Kiwanian as we go through upcoming days, weeks, and months.

Due to having an unexpected somewhat debilitating illness that began the 2nd week of January, I have not been able to drive thus, visiting clubs and events was out of the question for me. With that said, I'm seeing signs of improvement and hopeful to fully recover even though not totally expected by the medical professionals. Where there's a will there's a way!!

In Service,
Gov Mike



Kiwanis®

PENNSYLVANIA DISTRICT

Phil Weber
Immediate Past District Governor
2019 - 2020
3864 Thomas Drive
Emmaus, PA 18049
610.462.5337

To: District Board

Jeff Rose, President, Pennsylvania District Foundation

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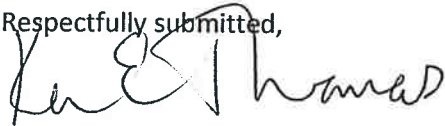
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Kevin E. Thomas

District Executive Director/Secretary/Treasurer

AOL Calendar.

ketkiwanis@aol.com
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January 2020

29	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat
	7:30am Car Inspection			New Year's Day			
5	6	7 9am Don Smith 4:15pm Frank Iati	8 7pm Young Children C...	9	10	11	
12	13	14 6pm 2020 Convention ... 2 More...	15 1pm Kendell Berry	16 Don Smith 2pm Mike Haven	17	18 Board Meeting	
19	20 Martin Luther King Day 9:30am MLK Day of S...	21	22	23 Off	24	25	
26	27	28	29	30	31	1 Media Charter Party	

AOL Calendar.

February 2020

ketkiwanis@aol.com
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26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	Fri 1	Sat
2	3 Groundhog Day	4 10am Mike Haven	5 11am John McHale	6 [REDACTED]	7 [REDACTED]	8	Media Charter Party
9	10 8:15pm Board Meeting...	11 4:30pm Reading Conv...	12 9:45am Kiwanis Meeting 4pm Frank Iati	13 Lincoln's Birthd... 80am Bill Comnsky	14	15 Valentine's Day	
16	17 President's Day	18	19 8pm Midwinter Confer...	20 [REDACTED] 7pm Redivisioning 8pm Circle K Commtee	21	22	W
23	24	25	26	27 [REDACTED] 4:30pm Midwinter Call	28	29	

Aol Calendar.

March 2020

1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
8	9 Daylight Savings Time Starts	10	11	12 Key Club District Conv... Key Club Convention	13 Key Club District Conv... Key Club Convention	14	
15	16	17	18 St Patrick's Day	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	

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Overall, it's been an unexpected happening of events since last reporting. Good news is Sara Z and myself conducted Leadership Calls in January following up with progress and needs in regards to Regions/Clubs needing/wanting support in strengthening existing clubs and potential new club area's. It's was refreshing to see some Leader's following through in progress from the initial calls/conversations we had in Oct/Nov. Although, many of the plans and initiatives that were discussed, will need to be altered, postponed until we are past the immediate concerns in all our Communities. I do anticipate we will not only pick up where we left off but potentially be even more eager to work together and have a need to contribute in any way possible to ensure our Organization is more prepared than ever to meet the needs of our Communities.

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In Service,
Gov Mike



Kiwaniis[®]

PENNSYLVANIA DISTRICT

Membership Committee Report to the Board March 21, 2020

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

At a glance, our PA membership numbers, as of 3/20/20, shows a total net change of +98 a 3.05% increase with 162 clubs:

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	*Mar-20	Total
PA Total	3211	3279	3290	3302	3312	3311	3309	3.05%
Net Change		68	11	12	10	-1	-2	98
Adds		82	49	27	27	11	11	207
Deletes		150	60	39	37	10	9	305

**As of 3/20/2020, KI shows 11 adds and 9 drops*

Regional Review

The second quarter activities included Regional calls for all Regions except for Region 2, as an in-person Boost Workshop took place on Feb 15, 2020 in Greensburg, PA. These Regional calls were a follow up to the Q1 calls to help support the Regional action plans for clubs identified as high risk and potential to grow. There are follow up visits and calls that have been requested for Governor Mike and Sarah Zulueta, Membership chair to visit certain struggling clubs to help support growth including Jersey Shore and Linglestown. Overall, leaders are having difficulty with coaching clubs that are not responsive and unwillingness to change strategy. Difficult decisions for certain clubs may have to be made in the next coming year.

Overall, as stated in previous reports PA clubs continue to 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.

Boost Workshop Status

A Regional boost for Region 2 was held Feb 15, 2020 in Region 2 in Greensburg, PA with 17 Kiwanians in attendance with 12 first time attendees present. Boost expenses totaled **\$276.67**. Trustee Barb Byers has been following up with attendees and Region 2 clubs, and a Regional call will be scheduled in April.

New Club Openings

There currently no active no new club opening. The potential new club opening of Kiwanis Club of Aston Area is put on hold due to several area closures in Montgomery and Delaware County due to the Covid-19 pandemic. The goal is to open this club by end of fiscal year.

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 Q2 membership contest "Winter Wonderland of Service" was extended until March 22, 2020 due to Midyear conference cancelation and difficulty in obtaining winter items. The drawing will be held on Monday evening March 23rd. There will be 3 winners with total of \$150 prize money to be expensed from the Membership budget.

The Q3 membership contest will be put on hold as it was to be focus on interclubbing but due to mandated social distancing and no travel recommendations this contest will be postponed for now. A web scavenger hunt may take its place. Discussion with membership committee will be held to determine best course of action.

Other Activities

The Membership committee is reviewing the Distinguished Kiwanian Award to revamp requirements and communication for this award. The recommendation will be presented at the next board meeting for next fiscal year starting Oct 1, 2020.

Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg 20	Trend
K23	Pennsylvania																
K2301	Division 1																
K02090	Bradford	PA		45	45	45	46	46	46							2.22	+1
K04613	Cambridge Springs	PA		7	7	7	7	7	7							0.00	
K03089	Conneaut Lake	PA		6	6	6	6	6	6							0.00	
K01165	Corry	PA		10	10	10	10	10	10							0.00	
K16877	East Erie County	PA	CSN	17	18	16	15	17	17							0.00	
K11844	Edinboro	PA		33	33	33	33	33	33							0.00	
K00040	Erie	PA		25	26	27	27	29	29							16.00	+4
K17440	Fort LeBoeuf	PA		29	29	30	32	32	32							10.34	+3
K00701	Meadville	PA		41	41	40	40	41	41							0.00	
K16577	Meadville Golden K	PA		20	20	20	20	20	20							0.00	
K08353	Milcreek-Erie Area	PA		17	17	17	17	17	17							0.00	
K19429	Summit Township	PA		19	20	20	20	21	21							10.53	+2
K0012	Warren	PA		38	38	39	40	40	40							5.26	+2
K0013	West Erie County	PA		15	14	14	14	14	14							-6.67	-1
Division 1 Totals:				322	324	324	327	333	333							3.42	+11
K2305	Division 5																
K04358	Baldwin	PA		4	4	4	4	4	4							0.00	
K02616	Glenshaw	PA		14	14	14	14	14	14							0.00	
K00003	Pittsburgh	PA		14	14	14	14	14	14							0.00	
K18576	Pittsburgh Airport Area, The	PA	CR													0.00	
K01574	Sewickley	PA		17	17	18	18	18	18							5.88	+1
K03643	Sheraden, Pittsburgh	PA		32	38	38	39	39	39							21.88	+7
K03431	Squirrel Hill, Pittsburgh	PA		7	7	7	7	7	7							0.00	
K00797	Washington	PA		8	8	8	8	8	8							0.00	
Division 5 Totals:				96	102	103	104	104	104							8.33	+8
K2306	Division 6																
K05219	Freeport	PA		16	16	16	16	16	16							0.00	
K00744	Kittanning	PA	CR													0.00	
K00526	McKeesport-White Oak	PA		18	17	17	17	16	16							-11.11	-2
K01502	Vandergrift	PA		16	14	14	14	13	13							-18.75	-3

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	
K23	Pennsylvania (Continued)																		
K2306	Division 6 (Continued)																		
K02401	Verona-Rosedale	PA		9	9	9	9	9	9								0.00		
K01702	Wilkinsburg	PA	CSN	3	4	4	4	4	4								33.33	+1	
	Division 6 Totals:			<u>62</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>58</u>	<u>58</u>								<u>-6.45</u>	<u>-4</u>	
K2308	Division 8																		
K00165	Greensburg	PA		16	18	18	18	19	19								18.75	+3	
K00930	Jeannette	PA		7	7	7	7	7	7								0.00		
K12374	Ligonier Valley	PA	CSD	5	5	5	5										0.00	-5	
K04899	Scottdale	PA		15	15	15	15	15	15								0.00		
K00672	Uniontown	PA		13	13	13	14	14	14								7.69	+1	
	Division 8 Totals:			<u>56</u>	<u>58</u>	<u>58</u>	<u>59</u>	<u>55</u>	<u>55</u>								<u>-1.79</u>	<u>-1</u>	
K03661	Homer City	PA		10	10	10	10	10	10								0.00		
K00786	Indiana	PA		32	32	32	32	32	32								0.00		
K00057	Johnstown	PA		11	11	11	11	11	11								0.00		
K05545	Johnstown East Hills	PA		8	8	8	8	8	8								0.00		
K17732	Punxsutawney	PA	CSN	8	8	8	8	8	8								0.00		
K03869	Somerset	PA		8	9	9	12	12	12								50.00	+4	
K07473	Westwood, Johnstown	PA		20	20	21	21	21	21								5.00	+1	
	Division 10 Totals:			<u>97</u>	<u>98</u>	<u>99</u>	<u>102</u>	<u>102</u>	<u>102</u>								<u>5.15</u>	<u>+5</u>	
K2311	Division 11W																		
K00005	Altoona	PA		44	44	44	44	44	44								0.00		
K00521	Du Bois	PA		12	12	13	13	13	13								8.33	+1	
K05383	Eldorado, Altoona	PA		18	18	17	17	17	17								-5.56	-1	
K01118	Phillipsburg	PA	CSN	50	50	50	50	50	50								0.00		
K11511	Tyrone	PA		12	15	15	15	15	15								25.00	+3	
	Division 11W Totals:			<u>136</u>	<u>139</u>	<u>139</u>	<u>139</u>	<u>139</u>	<u>139</u>								<u>2.21</u>	<u>+3</u>	

Club Id	Club Name	Entry/St	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
			19												20	
K23	Pennsylvania (Continued)															
K2312	Division 12N															
K18236	Bald Eagle and Nittany Valleys	PA	39	39	39	39	39	39							0.00	
K11987	Jersey Shore Area	PA	8	8	8	9	9	9							12.50	+1
K18578	Liberty	PA	27	27	26	26	26	26							-3.70	-1
K01483	Lock Haven	PA	46	48	49	49	46	47							2.17	+1
K05677	Mansfield	PA	12	11	11	13	13	13							8.33	+1
K03692	Mill Hall	PA	10	10	10	10	10	9							-10.00	-1
K18323	Montoursville	PA	29	35	35	35	35	35							20.69	+6
K12388	Muncy Area	PA	12	12	12	12	12	12							0.00	
K18331	Pennsylvania Ekiwanis 2.0	PA	7	7	7	7	7	8							14.29	+1
K11634	Sullivan County	PA	14	14	14	11	11	11							-21.43	-3
K11942	Valley (The), Athens	PA	14	14	14	14	15	15							7.14	+1
K00130	Williamsport	PA	74	75	75	75	76	76							2.70	+2
	Division 12N Totals:		292	300	300	300	299	300							2.74	+8
K2313	Division 12S															
K15117	Buffalo Valley A.M.	PA	15	15	16	16	16	16							6.67	+1
K04176	Dalmatia	PA	18	18	18	18	18	18							0.00	
K02094	Danville	PA													0.00	
K10901	Middleburg Area	PA	12	12	12	12	12	12							0.00	
K02109	Mifflinburg	PA	28	28	28	28	28	28							0.00	
K02877	Milton/Warrior Run	PA	33	36	36	36	36	36							9.09	+3
K07332	Northumberland-Point Township	PA	8	8	8	8	8	8							0.00	
K17242	Selinsgrove Area	PA	9	9	9	9	10	10							11.11	+1
K00450	Sunbury	PA	24	27	26	26	26	26							8.33	+2
	Division 12S Totals:		147	153	153	153	154	154							4.76	+7
K2314	Division 13N															
K14286	Dillsburg Area	PA	20	23	23	23	23	23							15.00	+3
K03384	Greater West Shore	PA	17	17	17	17	17	17							0.00	
K19663	Greater York	PA	9	9	9	9	9	9							0.00	
K00048	Harrisburg	PA	35	35	35	35	35	35							0.00	
K07038	Hershey-Hummelstown	PA	21	21	22	22	22	22							4.76	+1

Kiwanis International
Monthly Membership Comparison

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K23	Pennsylvania (Continued)																
K2314	Division 13N (Continued)																
K19336	Lingletown Area	PA	10	10	10	10	10	10								0.00	
K02096	Middletown	PA	7	7	6	6	6	6								-14.29	-1
K04380	Upper Allen-Cumberland Valley	PA	16	15	15	15	15	15								-6.25	-1
	Division 13N Totals:		<u>135</u>	<u>137</u>	<u>137</u>	<u>137</u>	<u>137</u>	<u>137</u>								<u>1.48</u>	<u>+2</u>
K2315	Division 13S																
K17930	Big Spring	PA	11	11	11	11	11	11								0.00	
K00311	Carlisle	PA	54	55	55	53	55	55								1.85	+1
K02550	Chambersburg	PA	25	22	20	20	20	20								-20.00	-5
K08272	Chambersburg-Downtown	PA	20	20	20	20	20	20								0.00	
K04355	Gettysburg Adams	PA	14	14	14	14	15	15								7.14	+1
K0013	Hanover	PA	26	26	26	26	26	26								0.00	
K0024	Shippensburg	PA	16	16	16	16	16	16								0.00	
	Division 13S Totals:		<u>166</u>	<u>164</u>	<u>162</u>	<u>160</u>	<u>163</u>	<u>163</u>								<u>-1.81</u>	<u>-3</u>
K2316	Division 14																
K01341	Berwick	PA	16	16	16	12	11	11								-31.25	-5
K01032	Bloomsburg	PA	30	30	30	30	30	30								0.00	
K00552	Hazleton	PA	18	18	18	18	18	18								0.00	
K00098	Pottsville	PA	33	34	34	34	34	34								3.03	+1
K09523	Valley (The), Conyngham	PA	17	17	17	17	17	17								0.00	
	Division 14 Totals:		<u>114</u>	<u>115</u>	<u>115</u>	<u>111</u>	<u>110</u>	<u>110</u>								<u>-3.51</u>	<u>-4</u>
K2317	Division 15																
K19307	Back Mountain	PA	25	29	31	32	32	32								28.00	+7
K01133	Carbondale	PA	5	5	5	5	5	5								0.00	
K01672	Dallas	PA	28	27	27	27	27	27								-3.57	-1
K17301	Kingston	PA	8	8	8	8	8	8								0.00	
K18933	Lafin	PA	13	13	13	13	13	13								0.00	
K07651	Montrose Area	PA	23	23	23	23	23	23								0.00	
K05653	Mountaintop	PA	13	16	16	16	16	16								23.08	+3

Kiwanis International
Monthly Membership Comparison

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K23	Pennsylvania (Continued)																
K2317	Division 15 (Continued)																
K00950	Pittston	PA	11	12	12	12	12	12								9.09	+1
K00975	Plymouth	PA	7	8	8	8	8	8								14.29	+1
K00111	Scranton	PA	48	48	48	48	48	48								0.00	
K03759	Swyersville	PA	17	17	18	18	18	18								5.88	+1
K02905	Tunkhannock	PA	38	38	38	40	40	40								5.26	+2
K00129	Wilkes-Barre	PA	27	27	26	26	26	26								-3.70	-1
K14447	Wyoming Area	PA	35	37	40	43	44	45								28.57	+10
	Division 15 Totals:		298	308	313	319	320	321								7.72	+23
K2318	Division 16																
K04149	Annville-Cleona	PA	8	8	9	9	9	9								12.50	+1
K0034	Centennial Internet Club	PA	58	58	59	59	59	59								1.72	+1
K0013	Elizabethtown	PA	25	26	26	26	26	26								4.00	+1
K00101	Greater Reading-Berks County	PA	23	23	23	23	23	23								0.00	
K00398	Lebanon	PA	37	37	37	37	37	38								2.70	+1
K14571	Lititz Area	PA	27	29	29	29	29	29								7.41	+2
K03389	New Holland	PA	58	59	60	60	60	60								3.45	+2
K12868	Norlanco-Rheems	PA	19	19	19	21	21	21								10.53	+2
K16979	Palmyra Area	PA	12	13	13	13	13	13								8.33	+1
K19658	Southern Lancaster	PA														0.00	
	Division 16 Totals:		267	272	275	277	277	278								4.12	+11
K2319	Division 17/18																
K00004	Allentown	PA	27	29	29	29	29	29								7.41	+2
K05241	Allentown Northeast	PA	23	23	23	23	23	23								0.00	
K00034	Easton	PA	40	41	44	44	44	44								10.00	+4
K05762	Easton-Suburban	PA	9	9	9	9	9	9								0.00	
K03769	Emmaus	PA	31	31	31	31	31	31								0.00	
K06915	Nazareth Area	PA	13	13	13	13	13	13								0.00	
K07736	Palmer Township, Palmer	PA	48	48	47	47	48	48								0.00	
K08268	Poconos - Daybreak, Monroe County (The)	PA	28	28	28	28	28	28								0.00	
K00799	Stroudsburg	PA	37	38	38	38	37	36								-2.70	-1

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)																		
K2324	Division 22 (Continued)																		
K19067	South Philadelphia	PA		9	9	9	9	9	9								0.00		
K16041	University City, Philadelphia	PA		7	7	7	7	7	7								0.00		
K03918	Upper Main Line (The), Wayne	PA		6	6	6	6	6	6								0.00		
K19116	Valley Forge	PA	CSN	10	10	10	10	10	10								0.00		
K03452	West Chester	PA		4	4	4	4	4	4								0.00		
	Division 22 Totals:			<u>122</u>	<u>141</u>	<u>141</u>	<u>143</u>	<u>146</u>	<u>146</u>	<u>146</u>							<u>19.67</u>	<u>+24</u>	
K2326	Division 11E																		
K01182	Bellefonte	PA		24	24	24	24	24	24								0.00		
K01259	Huntingdon	PA		12	12	12	12	12	12								0.00		
K14968	Juniata County	PA		15	16	16	16	17	17								13.33	+2	
K17272	Lewistown	PA		46	46	46	46	44	44								-4.35	-2	
K17230	Mount Union Area	PA		9	8	8	8	8	8								-11.11	-1	
K18334	Nittany	PA		7	7	7	7	7	7								0.00		
K17258	Penns Valley Area	PA		9	9	9	9	9	8								-11.11	-1	
K01367	State College	PA		35	35	36	36	36	36								2.86	+1	
	Division 11E Totals:			<u>157</u>	<u>157</u>	<u>158</u>	<u>158</u>	<u>157</u>	<u>156</u>	<u>156</u>							<u>-0.64</u>	<u>-1</u>	
K2329	Division 2																		
K00912	Clarion	PA		22	22	22	22	22	22								0.00		
K00606	Franklin	PA		42	42	42	42	42	41								-2.38	-1	
K00848	Greenville	PA		29	29	28	28	28	28								-3.45	-1	
K04567	Hermitage	PA		18	17	17	17	17	17								-5.56	-1	
K00192	New Castle	PA		11	9	9	9	9	9								-18.18	-2	
K02377	New Wilmington	PA		9	9	9	9	12	12								33.33	+3	
K00673	Sharon	PA		14	14	15	15	15	15								7.14	+1	
K09572	Titusville	PA		13	13	13	13	13	13								0.00		
K02510	Transfer	PA		15	17	17	17	17	17								13.33	+2	
K02625	West Middlesex	PA		23	24	26	26	26	26								13.04	+3	
	Division 2 Totals:			<u>196</u>	<u>196</u>	<u>198</u>	<u>198</u>	<u>201</u>	<u>200</u>	<u>200</u>							<u>2.04</u>	<u>+4</u>	

Kiwanis International
Monthly Membership Comparison

Total Number of Clubs: 166

Pennsylvania Totals:

3211 3279 3290 3302 3312 3311

3.11 +100

ACCOUNT	FA KIWANIS FAMILY ACCOUNT BALANCES - 2/29/20																	
	Amount 3/31/2016	Amount 6/30/2016	Amount 9/30/2016	Amount 12/31/2016	Amount 3/31/2017	Amount 6/30/2017	Amount 9/30/2017	Amount 12/31/2017	Amount 3/31/2018	Amount 6/30/2018	Amount 9/30/2018	Amount 12/31/2018	Amount 3/31/2019	Amount 6/30/2019	Amount 9/30/2019	Amount 12/31/2019	Amount 3/31/2020	AVERAGE
Kiwanis Checking	\$ 80,484.38	\$ 40,407.23	\$ 55,290.51	\$ 60,854.39	\$ 106,333.64	\$ 57,096.71	\$ 54,275.16	\$ 36,745.30	\$ 99,389.16	\$ 47,776.18	\$ 34,196.05	\$ 50,276.57	\$ 103,880.89	\$ 22,847.19	\$ 42,933.26	\$ 73,597.93	\$ 56,452.09	
Kiwanis Reserve	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 559.18	\$ 572.22	\$ 576.08	\$ 576.97	\$ 563.47	
Key Club Checking	\$ 158,170.13	\$ 32,436.00	\$ 2,573.80	\$ 36,666.77	\$ 120,041.00	\$ 47,227.52	\$ 12,735.88	\$ 51,963.56	\$ 146,019.77	\$ 15,308.15	\$ 8,654.99	\$ 18,410.59	\$ 127,584.36	\$ 8,375.38	\$ 25,255.34	\$ 105,237.93	\$ 54,231.59	
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	\$ 33,769.00	\$ 35,789.00	
Jricle-K Checking	\$ 8,540.43	\$ 3,683.33	\$ 1,274.56	\$ 4,904.69	\$ 9,769.08	\$ 1,842.78	\$ 41.68	\$ 4,866.19	\$ 18,198.52	\$ 2,373.52	\$ 843.07	\$ 4,026.31	\$ 6,481.03	\$ 6,993.42	\$ 1,512.75	\$ 3,790.06	\$ 5,916.32	
Jricle-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	\$ 4,204.00	\$ 3,294.00	\$ 3,294.00	
Milton Club	\$ 3,233.42	\$ 3,233.42	\$ 1,364.65	\$ 2,615.15	\$ 2,615.15	\$ 2,615.15	\$ 4,615.15	\$ 2,935.62	\$ 3,136.31	\$ 6,553.52	\$ 5,277.95	\$ 4,781.11	\$ 4,781.11	\$ 4,941.77	\$ 4,355.88	\$ 5,548.12	\$ 3,803.66	
Key Leader																		
Foundation Checking	\$ 36,339.77	\$ 10,682.45	\$ 49,237.00	\$ 56,316.08	\$ 31,115.78	\$ 20,409.49	\$ 22,338.36	\$ 39,645.35	\$ 47,516.38	\$ 54,444.41	\$ 23,059.57	\$ 72,533.70	\$ 46,762.66	\$ 47,234.62	\$ 24,325.51	\$ 23,780.39	\$ 28,919.89	\$ 37,333.02
Foundation Investments	\$ 769,512.73	\$ 778,656.23	\$ 769,732.00	\$ 816,119.85	\$ 853,781.24	\$ 868,917.65	\$ 892,250.00	\$ 906,759.33	\$ 846,907.00	\$ 854,263.00	\$ 877,025.00	\$ 801,396.00	\$ 789,482.00	\$ 816,082.00	\$ 816,082.00	\$ 872,617.00	\$ 827,617.00	\$ 833,953.00
									(as of 2/28/18)							(as of 12/31/19)		
	\$ 1,088,109.04	\$ 905,130.64	\$ 935,504.70	\$ 1,013,489.11	\$ 1,172,388.07	\$ 1,046,641.48	\$ 1,034,788.41	\$ 1,091,446.73	\$ 1,199,699.32	\$ 1,019,250.66	\$ 987,588.21	\$ 999,956.46	\$ 1,119,514.55	\$ 952,300.48	\$ 916,919.74	\$ 1,018,824.52	\$ 1,082,803.32	\$ 1,031,515.34

Kiwanis International Pennsylvania District

BALANCE SHEET

As of February 29, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	74,801.89
105 Cash saving account	564.48
108 - Cash Investments	0.00
Total Bank Accounts	\$75,366.37
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	\$79,332.59
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	\$79,332.59

Kiwanis International Pennsylvania District

BALANCE SHEET As of February 29, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	994.20
Total Accounts Payable	\$994.20
Other Current Liabilities	
200 Bank credit line	9,640.48
201 Accounts payable 9/30/18	-0.01
202 Credit Card Payable	-35,768.96
203 Social Security Payable	348.69
204 FIT Payable	540.00
205 PIT payable	172.80
206 LIT payable	170.79
207 PUT payable	0.00
208 Medicare Payable	81.60
220 Accrued Salaries and Vacation	9,480.00
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	5,548.78
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	1,965.90
Total Other Current Liabilities	\$ -7,819.93
Total Current Liabilities	\$ -6,825.73
Long-Term Liabilities	
800 Key Club Payments Received	36,507.00
801 Circle K Payments Received	2,849.61
802 Pennsylvania Kiwanis Foundation	135.00
804 Key Club American Express Pay	-10,285.88
805 Circle K AMEX Payment	-4,955.47
806 Foundation American Express Payments	0.00
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$24,250.26
Total Liabilities	\$17,424.53

Kiwanis International Pennsylvania District

BALANCE SHEET As of February 29, 2020

	TOTAL
Equity	
275 Unrestricted net assets	-73,179.00
32000 Restricted Net Assets - Key Leader	34,015.17
Net Income	101,071.89
Total Equity	\$61,908.06
TOTAL LIABILITIES AND EQUITY	\$79,332.59

2020 Report

2020 MIDWINTER BUDGET REPORT

2/29/2020

ACCOUNT DESCRIPTION	2020 Approved Budget	2020 Receipts/Expenses		Variance
REVENUE				
Registrations:				
Registrations (160@\$85.00)	\$ 13,600.00	\$ 6,381.00	47%	\$ (7,219.00)
SLP Registrations (4@\$40.00)	\$ 160.00		0%	\$ (160.00)
Supplies Commission	\$ 700.00	\$ 150.00	21%	\$ (550.00)
Shout Outs	\$ 300.00	\$ 180.00	60%	\$ (120.00)
Sponsorships	\$ 2,100.00	\$ 1,200.00	57%	\$ (900.00)
TOTAL REVENUE	\$ 16,860.00	\$ 7,911.00	47%	\$ (8,949.00)
EXPENSES				
Audio Visual Equipment	\$ 125.00		0%	\$ 125.00
Credit Card Fees***	\$ 1,000.00	\$ 260.95	26%	\$ 739.05
Entertainment & Speakers	\$ 750.00		0%	\$ 750.00
Rental Fees	\$ 1,250.00		0%	\$ 1,250.00
Registration Material	\$ -	\$ 80.00		\$ (80.00)
Guest Meals & Lodging*	\$ 900.00		0%	\$ 900.00
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,500.00		0%	\$ 1,500.00
Lt. Governor & Trustee meeting beverages	\$ 225.00		0%	\$ 225.00
Miscellaneous	\$ 715.00	\$ 212.00	30%	\$ 503.00
Penn Stater Fees (Lunch, Breaks, etc.)(\$63.00@165)	\$ 10,395.00	\$ -	0%	\$ 10,395.00
TOTAL EXPENSES	\$ 16,860.00	\$ 552.95	3%	\$ 16,307.05
Surplus/(Deficit)	\$ -	\$ 7,358.05		

11:44 AM
03/18/20
Accrual Basis

KEY CLUB INTERNATIONAL H23 PA DISTRICT
Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Cash checking aaccount	134,440.42
Total Checking/Savings	<u>134,440.42</u>
Other Current Assets	
115 · Loan receivable - Pa District	10,000.00
Total Other Current Assets	<u>10,000.00</u>
Total Current Assets	<u>144,440.42</u>
Other Assets	
116 · - Loan Receivable PA Circle K	4,500.00
Total Other Assets	<u>4,500.00</u>
TOTAL ASSETS	<u><u>148,940.42</u></u>
LIABILITIES & EQUITY	
Equity	
117 · opening balance equity	29,255.34
276 · Unrestricted net assets	120,041.00
32000 · *Unrestricted Net Assets	21,998.61
Net Income	<u>-22,354.53</u>
Total Equity	<u>148,940.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>148,940.42</u></u>

KEY CLUB INTERNATIONAL H23 PA DISTRICT
Balance Sheet Detail
 As of March 18, 2020

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
ASSETS								
Current Assets								
Checking/Savings								
101 · Cash checking account								
Check	03/03/2020	15571	Steve Niegowski					148,940.42
Check	03/03/2020	15572	Diane Mazurkivich			743 · Decoratio...	-87.68	144,440.42
Check	03/03/2020	15573	Conrad Weiser High...			402 · - Govern...	-538.20	134,440.42
Check	03/03/2020	15574	ASCAP			-SPLIT-	-500.00	134,440.42
Deposit	03/06/2020			Deposit		747 · Music Lic...	-133.00	133,814.54
Check	03/09/2020	15575	Cash			-SPLIT-	5,204.00	133,181.54
Check	03/09/2020	15576	Bill Runkle	VOID: GJE, R...	X	749 · Conv Mis...	-300.00	138,385.54
Check	03/09/2020	15577	Lead One, LLC	VOID: Key Cl...	X	721 · Conv Da...	0.00	138,085.54
General Journal	03/09/2020	7	Bill Runkle	For CHK 155...	X	715 · Keynote ...	0.00	138,085.54
General Journal	03/09/2020	8	Lead One, LLC	For CHK 155...	X	721 · Conv Da...	-400.00	137,685.54
Deposit	03/12/2020			Deposit		715 · Keynote ...	-3,500.00	134,185.54
Deposit	03/12/2020			Deposit		-SPLIT-	2,962.00	137,147.54
General Journal	03/16/2020	7R	Bill Runkle	Reverse of G...	X	300 · Dues	890.50	138,038.04
General Journal	03/16/2020	8R	Lead One, LLC	Reverse of G...	X	721 · Conv Da...	400.00	138,438.04
Check	03/16/2020	15578	Lead One, LLC			715 · Keynote ...	3,500.00	141,938.04
Check	03/16/2020	15579	Lively Graphic Design			715 · Keynote ...	-1,750.00	140,188.04
Check	03/16/2020	15580	The Penn Stater			719 · Conv Gift...	-1,716.00	138,472.04
Check	03/16/2020	15581	Rebecca Sanker			400 · Board m...	-4,105.94	134,366.10
Check	03/16/2020	15582	Pennsylvania Kiwa...		X	401 · Board tra...	0.00	134,366.10
General Journal	03/16/2020	9	Rebecca Sanker	VOID: GJE, R...		-SPLIT-	-731.91	133,634.19
General Journal	03/16/2020	9R	Rebecca Sanker	For CHK 155...	X	401 · Board tra...	-207.13	133,427.06
Check	03/16/2020	15583	Rebecca Sanker	Reverse of G...	X	401 · Board tra...	207.13	133,634.19
Check	03/16/2020	15584	Hot Frog Print Media			401 · Board tra...	-207.13	133,427.06
Check	03/16/2020	15585	Trophies Plus Inc			717 · Program ...	-2,105.00	131,322.06
						427 · Awards	-220.99	131,101.07
Total 101 · Cash checking account								131,101.07
105 · Cash money market account								0.00
Total 105 · Cash money market account								0.00
109 · Cash saving account								0.00
Total 109 · Cash saving account								0.00
Total Checking/Savings								-3,339.35
Accounts Receivable								0.00
Total Accounts Receivable								0.00
Other Current Assets								10,000.00
115 · Loan receivable - Pa District								10,000.00
Total 115 · Loan receivable - Pa District								10,000.00

KEY CLUB INTERNATIONAL H23 PA DISTRICT
Balance Sheet Detail
 As of March 18, 2020

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
12100 · Inventory Asset								0.00
Total 12100 · Inventory Asset								0.00
Total Other Current Assets								10,000.00
Total Current Assets							-3,339.35	141,101.07
Fixed Assets								0.00
146 · Office equipment								0.00
Total 146 · Office equipment								0.00
147 · Accumulated depreciation								0.00
Total 147 · Accumulated depreciation								0.00
Total Fixed Assets								0.00
Other Assets								0.00
116 · - Loan Receivable PA Circle K								4,500.00
Total 116 · - Loan Receivable PA Circle K								4,500.00
Total Other Assets								4,500.00
TOTAL ASSETS								145,601.07
LIABILITIES & EQUITY								
Liabilities								
Current Liabilities								148,940.42
Accounts Payable								0.00
Total Accounts Payable								0.00
Credit Cards								0.00
Total Credit Cards								0.00
Other Current Liabilities								0.00
210 · Payroll Liabilities								0.00
Total 210 · Payroll Liabilities								0.00
Total Other Current Liabilities								0.00
Total Current Liabilities								0.00
Long Term Liabilities								0.00
Total Long Term Liabilities								0.00
Total Liabilities								0.00
Equity								0.00
117 · opening balance equity								148,940.42
Total 117 · opening balance equity								29,255.34
								29,255.34

KEY CLUB INTERNATIONAL H23 PA DISTRICT
 Balance Sheet Detail
 As of March 18, 2020

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
276 · Unrestricted net assets								120,041.00
Total 276 · Unrestricted net assets								120,041.00
32000 · *Unrestricted Net Assets								21,998.61
Total 32000 · *Unrestricted Net Assets								21,998.61
Net Income								-22,354.53
Total Net Income							-3,339.35	-25,693.88
Total Equity								145,601.07
TOTAL LIABILITIES & EQUITY							-3,339.35	145,601.07

KEY CLUB INTERNATIONAL H23 PA DISTRICT Transaction Detail by Account February 2020

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
101 - Cash checking account								
Check	02/05/2020	15567	Pennsylvania Kiwa...		X	-SPLIT-	-2,431.00	-2,431.00
Check	02/05/2020	15570	Surabhi Beriwal		X	744 - Friday ni...	-61.40	-2,492.40
Check	02/05/2020	15569	Ariel Mitkowski		X	742 - Friday aft...	-2,545.25	-2,545.25
Deposit	02/06/2020			Deposit	X	-SPLIT-	23,180.00	20,634.75
Deposit	02/13/2020			Deposit	X	300 - Dues	5,011.50	25,646.25
Deposit	02/13/2020			Deposit	X	-SPLIT-	16,398.80	42,045.05
Deposit	02/20/2020			Deposit	X	-SPLIT-	13,030.00	55,075.05
Deposit	02/27/2020			Deposit	X	-SPLIT-	10,895.00	65,970.05
Deposit	02/27/2020			Interest	X	300 - Dues	591.50	66,561.55
Deposit	02/29/2020			Interest	X	345 - Interest i...	16.22	66,577.77
Total 101 - Cash checking account								
							66,577.77	66,577.77
300 - Dues								
Deposit	02/13/2020			Dues Payment		101 - Cash che...	-5,011.50	-5,011.50
Deposit	02/27/2020			Dues Transfer		101 - Cash che...	-591.50	-5,603.00
Total 300 - Dues								
							-5,603.00	-5,603.00
330 - Foundation contribution								
Deposit	02/27/2020			Foundation C...		101 - Cash che...	-2,000.00	-2,000.00
Total 330 - Foundation contribution								
							-2,000.00	-2,000.00
345 - Interest income								
Deposit	02/29/2020			Interest		101 - Cash che...	-16.22	-16.22
Total 345 - Interest income								
							-16.22	-16.22
350 - Member registration fees								
Deposit	02/06/2020			District Conve...		101 - Cash che...	-10,908.00	-10,908.00
Deposit	02/13/2020			Convention R...		101 - Cash che...	-8,464.00	-19,372.00
Deposit	02/20/2020			Conv Registra...		101 - Cash che...	-5,398.00	-24,770.00
Deposit	02/27/2020			Conventoin R...		101 - Cash che...	-3,686.00	-28,456.00
Total 350 - Member registration fees								
							-28,456.00	-28,456.00
355 - Meals lodging attendees								
Deposit	02/06/2020			Conv Housing...		101 - Cash che...	-12,272.00	-12,272.00
Deposit	02/13/2020			Housing and ...		101 - Cash che...	-7,934.80	-20,206.80
Deposit	02/20/2020			Conv Meals a...		101 - Cash che...	-7,277.00	-27,483.80
Deposit	02/27/2020			Conv Housing...		101 - Cash che...	-4,719.00	-32,202.80
Total 355 - Meals lodging attendees								
							-32,202.80	-32,202.80

KEY CLUB INTERNATIONAL H23 PA DISTRICT
 Transaction Detail by Account
 February 2020

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
357 · Program ads								
Deposit	02/20/2020			Program Boo...		101 · Cash che...	-355.00	-355.00
Deposit	02/27/2020			Program Boo...		101 · Cash che...	-490.00	-845.00
Total 357 · Program ads							-845.00	-845.00
400 · Board meetings								
Check	02/05/2020	15567	Pennnsylvania Kiwa...	January Boar...		101 · Cash che...	2,252.91	2,252.91
Total 400 · Board meetings							2,252.91	2,252.91
701 · Audio visual equipment								
Check	02/05/2020	15567	Pennnsylvania Kiwa...	Audion Visual...		101 · Cash che...	46.60	46.60
Total 701 · Audio visual equipment							46.60	46.60
708 · Postage								
Check	02/05/2020	15567	Pennnsylvania Kiwa...	Convention M...		101 · Cash che...	126.50	126.50
Total 708 · Postage							126.50	126.50
715 · Keynote speaker								
Check	02/05/2020	15567	Pennnsylvania Kiwa...	Amex Charge...		101 · Cash che...	4.99	4.99
Total 715 · Keynote speaker							4.99	4.99
742 · Friday afternoon reception								
Check	02/05/2020	15569	Ariel Mitkowski	Friday Meet a...		101 · Cash che...	52.85	52.85
Total 742 · Friday afternoon reception							52.85	52.85
744 · Friday night program								
Check	02/05/2020	15570	Surabhi Beriwal	Friday Meetin...		101 · Cash che...	61.40	61.40
Total 744 · Friday night program							61.40	61.40
TOTAL							0.00	0.00

2019-20 budget report

2019-20 Budget Report				
2/29/2020				
ACCT DESCRIPTION	2019-20 Proposed Budget		Actual Receipts/Expenses	
REVENUE				
District Dues	\$	71,500.00	\$	63,437.00 89%
Interest	\$	100.00	\$	97.06 97%
GATC Stipend	\$	400.00	\$	400.00 100%
TOTAL REVENUE	\$	72,000.00	\$	63,934.06 89%
EXPENSES				
Board Travel	\$	4,000.00	\$	2,860.00 72%
Board/Executive Board Meetings	\$	23,000.00	\$	8,949.55 39%
Governor's Expense	\$	500.00	\$	538.20 108%
Secretary/Treasurer	\$	150.00		0%
Editor & Webmaster	\$	150.00		0%
Lt. Governors	\$	400.00	\$	129.69 32%
Web Page Service	\$	500.00	\$	480.00 96%
Printing and Supplies	\$	700.00		0%
Mailings-Postage	\$	250.00		0%
Training	\$	-		
Governor-International	\$	1,300.00		0%
Lt. Governors & District officers International	\$	12,000.00	\$	5,039.24 42%
KCI-Lodging	\$	1,200.00		0%
Adults - International	\$	3,500.00		0%
Immediate Past Governor-Int.	\$	800.00		0%
Contest Awards/Banner Patches	\$	750.00	\$	250.00 33%
Administrators Expenses	\$	500.00	\$	170.00 34%
GATC/Key Club Spring Conference	\$	400.00	\$	794.00 199%
District Office Operation	\$	15,000.00	\$	15,000.00 100%
District Convention Operation Subsidy	\$	5,000.00		0%
Audit/Legal	\$	1,500.00		0%
Miscellaneous	\$	400.00	\$	- 0%
TOTAL EXPENSES	\$	72,000.00	\$	34,210.68 48%
General Budget Surplus/(Deficit)				
			\$	29,723.38
PAKC CASH				
			\$	549.00
International Convention				
	Revenue		\$	6,570.00
	Expense		\$	5,311.72
	Surplus/(Deficit)		\$	1,258.28
District Convention				
	Revenue		\$	108,649.35
	Expense		\$	3,580.53
	Surplus/(Deficit)		\$	105,068.82
Fall Rally				
	Revenue		\$	2,365.00
	Expense		\$	200.00
	Surplus/(Deficit)		\$	2,165.00
Total Surplus/(Deficit)				
			\$	138,215.48

PA DISTRICT CIRCLE-K INTERNATIONAL

2019-20 Budget Report

2/29/2020

REVENUE	Approved Budget	Actual Receipts/Expenses	
BEGINNING BALANCE	\$ 750.00	\$ 750.00	100%
DUES 2019-20	\$ 5,000.00	\$ 4,460.00	89%
Dues 2018-19 Spring/Summer	\$ 550.00	\$ 170.00	31%
Cards, Ribbons and other general budget fundraising	\$ 225.00		0%
Pennsylvania Kiwanis Foundation Contribution	\$ 1,000.00		0%
Sponsorships	\$ 150.00	\$ 150.00	100%
Miscellaneous Income	\$ -		#DIV/0!
INTEREST/DIVIDENDS	\$ 13.00	\$ 10.87	84%
TOTAL REVENUE	\$ 7,688.00	\$ 5,540.87	72%
EXPENDITURES			
GOVERNOR	\$ 825.00	\$ 286.72	
SECRETARY	\$ 350.00		
TREASURER	\$ 350.00	\$ 52.55	
EDITOR	\$ 350.00		
LT GOVERNOR - BLACK DIAMOND	\$ 350.00		
LT GOVERNOR - COLONIAL	\$ 350.00	\$ 250.72	
LT GOVERNOR - KEYSTONE	\$ 350.00		
LT GOVERNOR - LIBERTY	\$ 350.00		
LT GOVERNOR - SNOWBELT	\$ 350.00	\$ 123.11	
LT GOVERNOR - THREE RIVERS	\$ 350.00	\$ 35.00	
CHAIR - New Club	\$ 175.00		
CHAIR - SERVICE	\$ 175.00		
CHAIR - Conferences and Convention	\$ 175.00		
CHAIR - LAWS & REGULATIONS	\$ 175.00		
CHAIR - Membership Development & Education	\$ 175.00		
CHAIR - Sarah Fineberg & Miranda Moses - Kiwanis DCON	\$ -		
Club Officer Training	\$ -		
DISTRICT OFFICER TRAINING	\$ 1,200.00	\$ 749.39	
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ 500.00	\$ 467.26	
DISTRICT OFFICE OPERATION	\$ 850.00	\$ 850.00	
CONTINGENT	\$ 288.00	\$ -	
TOTAL EXPENSES	\$ 7,688.00	\$ 2,814.75	
BUDGET SURPLUS/(DEFICIT):	\$ -	\$ 2,726.12	
PACK Cash	\$ 2,656.10		
Wash Project	\$230.00		
Interpack	Revenue	\$ 2,798.89	
	Expenses	\$ 2,819.18	
	Surplus/(Deficit)	\$ (20.29)	
District Convention	Revenue	\$ 1,055.00	
	Expense	\$ 50.00	
	Surplus/(Deficit)	\$ 1,005.00	
Total Surplus/(Deficit)	P. 53	\$ 2,705.83	

From: ketkiwanis@aol.com,

To: administrator@pacirclek.org,

Subject: Budget update

Date: Wed, Mar 18, 2020 1:02 pm

Attachments: Circle_K_Budget.xls (544K)

Kelly:

In the attached file you will find a budget update.

A couple of comments. The District Convention revenue line item only reflects, as of 2/29, the Foundation contribution and one ad.

Since the Foundation labeled their contribution as program services and not specifically earmarked for convention, we will not have to return that and can apply it to the General budget line item which did not get funded.

On the assumption that the folks who paid for ads let us keep money, we will end the year the in black. Solidly. But that would not have been the case had we had to move ahead with convention.

Kevin E. Thomas, District Executive Director
Pennsylvania District Kiwanis International
2793 Old Post Road, Suite 12
Harrisburg PA 17110-3683
P: 717-540-9300
F: 717-540-1018
E-mail: Kevin@pakiwanis.org
www.pakiwanis.org

**EFFECTS OF CORONA VIRUS CANCELLATIONS ON KEY CLUB CONVENTION, KIWANIS MIDYEAR, CIRCLE
K DISTRICT CONVENTION AND KEY LEADER**

KEY CLUB DISTRICT CONVENTION: The Penn Stater allowed us to cancel all hotel rooms without penalty. We are awaiting confirmation on whether we will get assessed any penalty on food. With the late cancellation of this event, there were some costs which could not be reversed. These include program book printing, t-shirts, whova convention app, down payment and airline ticket for Keynote speaker, name badge material, awards and materials for decorations; these costs are approximately \$8,600. We have offered all clubs the opportunity to receive their t-shirts and program books. My estimate is that we will be able to refund 93%-95% of all attendee's registration fees if we are not assessed any food charges. If food charges are assessed, we will have to take that into consideration. I expect in the end that Key Club Convention will show a slight loss. Please review Administrator Bob Orlando's report for governance and other issues related to convention cancellation.

CIRCLE K DISTRICT CONVENTION: We were able to cancel the Circle K Convention at the Toftrees Resort without penalty. The already incurred, non-recoverable costs are minimal. On the assumption that most who purchased a program ad and sponsorships will say "keep the money", the costs incurred will be easily covered and the convention will be in the black. We will be able to refund all registration fees in full. Administrator Kelly Shaup is faced with many the same issues as is Bob Orlando.

KEY LEADER: Camp Conrad Weiser will not refund our deposit of \$1,560.00. They will allow us to apply it to a 2021 event. We will be able to refund fully all fees collected.

KIWANIS MIDYEAR CONFERENCE: The Penn Stater allowed us to cancel without any penalty. Our incurred, non-recoverable costs are minimal. With those that have already told us to keep their registration fee (14 Kiwanians; \$1,230.00 in revenue), those costs are covered and we will be in the black. As well and beyond that, several sponsors have already said keep the money. For those who's registration fee will be refunded, we will be able to refund 100% of the fee paid.

Accordingly, I feel we should take the following action if no board members object.

1. Thank those that told us to keep their registration fee with a highlight on our webpage and with a thank you page in the District Convention program
2. With their permission of course, take each sponsor's money that allows us to keep their funds and convert it to program ads in the District Convention program book. This will give us a start of \$1,900 in program book ad sales.

Respectfully submitted,


Kevin Thomas

Oversight of the Financial Reporting Process

This document was prepared at the request of Roger Janes

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. GAPP. As such, management requested us to provide 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 within 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 that you consider these recommendations.

Michelle enters all bills to be paid. She will be taking reconciliation with the April statements. With only two employees, the division of responsibilities is limited.

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 payable 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.

Most of these adjustments related to credit card balances being carried in the September to December time frame. When we reach the point that we are carrying no balance on the credit card, much of this will be a moot point. Until then, we will work with RKL to better record the entries they desire in a timelier basis.

Financial Reporting to the Board of Trustees and Finance Committee

We strongly recommend that the Board of Trustees and the Financial Committee receive robust monthly financial reporting. This reporting, at a minimum, should include a balance sheet, statement of revenue 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 always include a balance sheet and statement of revenues and expenses generated from QuickBooks. These reports will provide critical information to the Board of Trustees and Financial Committee that will provide them with the tools needed to meet their fiduciary responsibilities.

Presently, monthly reports are provided. These are all generated from Quickbooks except for the budget report. That report is prepared from the Quickbooks general ledger. If additional reports are desired by the board, we will try to accommodate.

Following are descriptions of other identified deficiencies in internal control that we have 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 had developed an action plan to improve the District's financial position. The District's accumulated deficit has declined significantly as a result of these actions. We recommend the continued focus on reducing the District's accumulated deficit.

No comment here except that presently I expect to see the 2019-20 to generate a surplus. The size of that surplus will be impacted by District Convention results and Kiwanis Kash raffle results. Presently and because Midyear was canceled, we are behind for the Kash raffle. I expect the Corona Virus pandemic to adversely impact our convention.

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 District's bank accounts and credit card activity be monitored on a regular basis.

Expense are submitted on a quarterly basis and approved by the Governor.

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 distributed to the Board of Trustees and others deemed appropriate.

No comment here other than those offered above.

2. During our audit we noted 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.

I do not believe that some of the functions, such as event registration information, can be handled by Quickbooks. However and as time permits, we will explore this with RKL. Other items have a higher priority. Please see points one and two below as much of the concern expressed here will be resolved when those points are completed.

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.

It is and we do. This being done but will talk with Frank Iati to make sure we are on the same page.

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 function related to basic data entry and bank reconciliations. This will not only save the Executive Director time, but will provide cross-training and some segregation of duties.

See response above on lack of segregation of duties.

General Issues

1. We strongly recommend that Circle K, Aktion Club, and Key Leader Programs all utilize QuickBooks for all financial transactions. These can be set up as separate departments within the District's QuickBooks 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.

We will be working, with assistance from RKL, to establish each of these entities as separate departments within Kiwanis records on Quickbooks. Please note the Aktion club and Key Leader are presently handled as separate accounts in Quickbooks. Circle K was included in our 2018-19 audit. The establishment of separate departments must be completed by September 30, 2020.

2. We further recommend that the financial activities of other entities such as 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.

We have completed the conversion of Key Club records to Quickbooks.

3. Upon conversion to QuickBooks on March 1, 2017, separate clearing accounts were established to track use of the District's credit card and credit card processing capability for Key Club and others. We strongly recommend that these accounts be closely monitored to verify that the activity is properly clearing and that funds are transferred as appropriate and on a timely basis so that balances do not linger.

For cash flow reasons there were balances carried forward. Moving forward we will try not to do that if it makes cash flow sense.



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PENNSYLVANIA DISTRICT

Purse Hook District Fundraiser Summary as of 3/20/2020

Total Purchased	150
Total Sold to Date	79
Inventory Left	71
Total Income	\$ 790.00
Total Expenses	\$ 440.50
Total Profit	\$ 349.50

A check for current profit of \$349.50 has been requested to be sent to the District office by the Region 7 Treasury custodian Marty Schaeffer.

Expense Breakdown incurred by Region 7:

- *Upfront cost incurred by Region 7:*
\$2.39 per unit x 150 = \$358.50
\$55 setup fee
\$27 shipping fee
\$440.50 = Total Expenses

Total Unit Cost: \$2.94

Selling at \$10 a unit

Expenses have already been paid back to Region 7 account.

Summary:

A 150 units were purchased, and to date we have sold 79 with the help of leaders in various areas and the help of social media and promotion. Remaining 71 will be sold through the District office and remaining leaders that have the hooks in their possession.

Leaders to date that have unsold inventory include:

Jen Vare – 15 – Region 7

Kevin Thomas – 28 – District Office

Jeff Rose – 10 – Region 6 - pending 5 sold but no money turned in

Sarah Zulueta – 18 – Region 7

Thanks,

Sarah Zulueta

Purse Hook Fundraising Chair

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,

Kevin E. Thomas
District Executive Director

CLUBS NOT PAYING 2019-20 DISTRICT DUES AND PENDING CHARTER SUSPENSION

Division 6 – Wlikinsburg

Division 11W – Philipsburg

Division 14 – Hazleton

Division 15 – Kingston

Division 21 – Central Bucks

Division 21 – Council Rock

Division 22 – Valley Forge

CLUBS PENDING CHARTER SUSPENSION STATUS DUE TO NON-PAYMENT OF FEES OR SUMS OWED

Division 1 – East Erie County (\$160.00 for new member fees)

Division 12N – Mansfield (\$160.00 for new member fees)

Division 19 – Norriton Circle (\$515.00 for balance owed on 2019-20 dues payment)

Division 21 – Levittown Bristol (\$160.00 for new member fees)

**Pennsylvania District Kiwanis International
Division 14 Redivisioning Task Force
Report of Findings and Recommendations**

Task force members: Matt Wise, Mike Coolbaugh, Ben Osterhout, Kevin Thomas, Don Ulrich, Megan Kuffa, Mike Ebert, and Tiffany Callaio

Issue to address: Division 14 has been without a Lieutenant Governor for 4+ years and currently does not have any potential candidates to serve in that capacity moving forward. With only five clubs remaining in the Division, and being spread out in very unique and different cultural and geographical areas, it was determined at the meeting of the Pennsylvania District Board on 1/18/2020 that this task force address the issue of moving clubs within Division 14 to surrounding divisions.

The task force met via web conference at 7:00pm on Thursday, February 20, 2020 with the purpose of reviewing and discussing two potential options for Redivisioning the clubs in Division 14. They are as follows:

- Scenario 1:
 - Hazleton, Valley Conyngham, and Berwick to Division 15
 - Bloomsburg to Division 12S
 - Pottsville to Division 16
- Scenario 2:
 - Hazleton and Valley Conyngham to Division 15
 - Bloomsburg and Berwick to Division 12S
 - Pottsville to Division 16

Findings:

Conversation ensued discussing the pros and cons of moving the clubs as described above.

While adding additional clubs to Division 15 certainly makes sense, given the history of leadership succession within the division, it will give the division a total of 17 clubs. The furthest of the clubs would be over an hour (one way) travel time and would make the division equally as large as neighboring Division 12N. One possible solution here would be to divide the new Division 15 into two: 15N and 15S. Another would be to encourage the use of co-Lieutenant Governors in this division.

Adding clubs to Division 12S should not cause too much issue, there is a concern that an incoming Lieutenant Governor has not yet been identified. While this would add one or two clubs, the division also lost a club last year and will be hopefully working to replace that sooner rather than later.

In looking at the current boundaries and comparing them to the proposed scenarios, it is evident that the new scenarios make more sense from a cultural and geographical approach. They also more closely mimic the boundaries developed in school district athletic conferences.

Moving Pottsville to the stronger Division 16 would also be greater benefit given the past and continuing successes in that division. There would be, however, a concern regarding the distance required to travel from one end of the division to the other, after adding Division 16. An alternative thought could be to create a division that encompasses the clubs in Berks and Lebanon counties, as well as Pottsville. A concern here is that Division 16 has benefited from working together on many things and to split them up might have unintended negative consequences.

As a result of this conversation, it was determined that this move has high potential to domino into other divisions and regions.

Additional statements of fact:

- In the time it took to discuss assistance to just one division, it was determined that the actions would impact at least five divisions.
- The current regional boundaries are based on data from 2004.
- The last time redivisioning was performed on a District-wide level was done in the mid-1990s when the District peaked with a total of 249 clubs. To compare, the District now has 145 clubs and there have not been substantial changes to the boundaries on a District-wide level.
- Since 1990 and 2004, the equity that was once developed in number of clubs, etc. has become unbalanced.

Recommendations:

It was decided that the task force recommend to the Pennsylvania District Board of Trustees that it appoint a new task force with the responsibility of creating new boundaries for all divisions and regions within the District.

Additionally, the task force recommends that these boundaries take into consideration not only the ability to identify leaders and ease of travel throughout the divisions, but also the cultural relationships of communities contained within both the new divisions and regions.

**Pennsylvania District Kiwanis International
District Board Circle K Advisory Committee
Report to the District Board
March 21, 2020**

Advisory Committee Members: Matt Wise, Mike Coolbaugh, Barb Byers, Barb Harer, Kevin Thomas, and Kelly Shaup.

Purpose of Committee: At its meeting on January 18, 2020, the Pennsylvania Kiwanis District Board appointed this committee to engage with the District's Circle K Administrator Kelly Shaup to hear about issues and challenges facing the program and working to identify and address the greatest needs.

Notes, Facts, and Identified issues

The first call of this committee was held via web conference on February 20, 2020 at 8:00pm with the sole purpose of obtaining a clearer understanding to the issues facing Circle K, both in Pennsylvania and on an International level. What follows is a list of concerns as presented.

Items of General Concern

- The state of Circle K in Pennsylvania has been on a slow decline and there seems to be more problems than there are solutions.
- Within the past week, there have been 4 orphaned Circle K clubs in PA.
- Pennsylvania is ranked 5th overall in terms of membership in Circle K International.
- There are currently 22 active clubs...at the March/April 2019 time frame, this number was 32.

The largest concern revolves around the need for successful Club and District Officer training, which is usually done in April. The timing of this is tough because it is one month after the Circle K District Convention. It is hard to incorporate this training into DCON due to time constraints, etc.

- Many Districts have merged Club and District Officer training events.
- The original intent was for sponsoring Kiwanis Clubs to provide this training to the club leaders.
- There is currently no funding at the CK District level to do so.
- A majority of the CK District Board are freshmen. By the time they feel comfortable in their role and have the required knowledge, they are nearing the end of their term.

There are a lot of clubs under 10 members in the Pennsylvania District.

- This is a downward trend.
- As a result of not having successful officer training, the CK officers are not reaching the clubs in the proper way – by providing opportunities and resources.
- This has also resulted in a disconnect between the clubs and the District.
- Which also results in decreased attendance at DCON.

Lack of Funding

- The student board is pushing for a dues increase, but a quorum is required in order to have the vote at the DCON (see point above re: decreased attendance at DCON).
- Collectively, the Pennsylvania District and Pennsylvania District Foundation provide enough funding to average \$150 per club (comparatively speaking, this same number equals \$350 in Florida).
- For the 2019-20 year, the PKF provided \$2800 and the Pennsylvania District provided \$2000 in funding support (compared to 2018-19, those figures were \$4200 and \$1800 respectively).
- The funding is able to cover INTERPACK and CK DCON, especially as it relates to prepayment. This allows registration to remain open for a longer period of time.
- This also leads to underrepresentation at the Circle K International Convention (CKIx). Comparatively speaking this results in smaller districts obtaining leadership roles.
- An inability to send students to SPARK, CKI's version of Key Leader, also leads to a lack of developed and prepared leaders.
- While the District funds are able to assist, they often result in the District Administrator paying out-of-pocket expenses so that there is an adult traveling with the students to out-of-state functions (i.e. CKIx, a primary responsibility of the Administrator so as students are not without an adult presence).

(In)Consistency at the Kiwanis International level

- In the last four to five years, Kiwanis International has not had the same Circle K Administrator/Director for more than one year at a time, with the exception of this year.
- Compared with the change-over in International Trustee counseling assignments, there is a lot of inconsistency in programming, guidance, and advice.

Conversion of Key Club to Circle K leadership

- This is a relatively low conversion rate.
- Key Club leaders go from a convention with hundreds of people to one with less than 100 total. This results in a "fall from grace" type reaction.
- Circle K is run very differently than Key Club.
- Students have a lot more to deal with in their personal lives during this phase of life.

Expectations of the Kiwanis District Board

- Kelly asked for clarification of what the District's expectations are of the CK Committee.
- This is hard to quantify as we are still trying to understand the situation we are currently in.
- This committee has advised that we need to know what the CK Committee needs so that we can address the concern in that regard.

Items of Most Immediate Concern:

- Club Officer Training in Spring
- Identify a way to more actively engage the sponsoring Kiwanis Clubs and Advisors

Next Steps:

As a result of our second committee meeting on March 5, 2020, the committee has developed a list of guiding questions to ask various stakeholders across Kiwanis International. Those identified are as follows (each member was assigned approximately three others to contact):

- Emily Sharp, Kiwanis International, Northeast Area Director
- Dick Olmstead, Kiwanis International, Trustee/Pennsylvania Counselor
- Jeff Harris, Kiwanis International, Circle K Director
- Jon Hethcox, Carolinas District, Governor
- Cathy Szymanski, Kiwanis International, Trustee
- Katrina Baranko, Kiwanis International, Trustee
- Brent Leslie, Georgia District, Circle K Administrator
- Lanton Lee, Ohio District, Executive Director
- Nancy Esposito, New Jersey District, Circle K Administrator
- Devyn King, Former PA Circle K Governor
- Miranda Moses, Former PA Circle K Governor
- Jess Tressa, Former PA Circle K Lt. Governor

The committee developed the following list of guiding questions to ask the individuals:

- Introduction: explain the purpose of our Task Force/Advisory Committee
- What is the typical involvement of Kiwanis Clubs and the Advisor?
- Have you seen issues with Circle K and what has been done to address them?
- What are some success stories with CKI Alumni involvement (non-success stories too)?
- Best practices for student leadership development.
- How to get greater student participation in leadership roles.
- Describe the relationship between the Key Club District and the Circle K District (admins and board).
- Describe the relationship between the Kiwanis District Board and the Circle K District Board and/or committee and/or administrator.
- Who else should we talk to?

UPDATE: While some of these individuals have been contacted, others have not. The goal was to interact in person with several of these at the (then) upcoming District-wide functions. Since those functions were cancelled, we will direct our efforts electronically. We understand that the impact of the current COVID-19 public health crisis *may* slow down our work, it will also give us time to work with all stakeholders and develop a solid set of recommendations and action steps.



Planning Initiatives in light of Coronavirus (COVID-19) public health crisis

As a result of the Coronavirus (COVID-19) public health crisis, it became necessary to cancel the 2020 Key Leader weekend scheduled for April 24-26, 2020 at Camp Conrad Weiser.

Following recommendations from the Centers for Disease Control, the Commonwealth of Pennsylvania and in the spirit of public health we felt that this decision was the only option.

For students and chaperones who have pre-registered and paid the requisite fee, the Pennsylvania District will begin issuing refunds to you at the earliest possible opportunity. If you have not yet paid, your registration will be cancelled and you will not be invoiced.

What's next?

As a result of the cancellation, we have entered negotiations with the South Mountain YMCA Camp and have requested that our previously paid deposit of \$1560 be carried forward to a 2021 event. After several emails, the Camp is agreeable to this. Attached to this report is a draft contract for 2021.

Why not postpone until Fall 2021?

Mainly, two reasons: 1) the unknown of the impacts of COVID-19 and the length of a threat to public health and, 2) past history. While the first option is self-explanatory, the second is a little more convoluted.

In the past, we have not been able to fill a fall event. The timing of the students returning to school and getting enrolled does not work in our favor. When previous committees explored having a fall event (most recently in 2016), there was a lot of resistance to offering a fall event. Kiwanians cited fall related sports and extra-curricular activities as reasons they would not be able to find students to send to camp. Additionally, moving to the fall would put two Key Leader events into one fiscal year, which means Kiwanis Clubs would be asked to provide scholarships to both – which increases the risk of both camps not hitting minimum attendance requirements.

Be assured, the committee is committed to planning a robust event for the next group of students.

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. The budget remains separate from that of the Pennsylvania District.

Respectfully submitted,

Key Leader Team

EXECUTIVE DIRECTOR 2020 DISTRICT CONVENTION RECOMMENDATIONS

Considering our inability to fundraise at the Midyear conference and in light of the ongoing Corona Virus Pandemic the effects of which will certainly stretch into the summer and August, I am making the following recommendations and requests.

1. That we set our fundraising/sponsorship goal off \$5,000 (down from \$11,000).
2. We set our program book ad sales to no more than \$5,000 (down from \$6,000)
3. All expense areas be carefully scrutinized and held to a minimum and where appropriate with a question toward necessity as it relates to a successful convention. If at all possible no area exceed 2019 Convention spending levels except for meal prices.
4. Under Force majeure contract provisions, the District Board authorize me to enter into discussions with the Crown Plaza Reading to lower our room block and meal guarantee revenues. The goal would be to lower the room block by 50% (from 320 room nights to 160 room nights) and lower food guarantees from \$21,000 to 11,000. Nothing would be done to negate our right to cancel the event out right under Force Majeure provisions if circumstances require that decision.

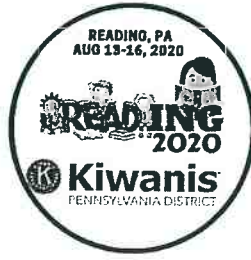
Respectfully submitted,

Kevin Thomas



Kiwanis[®]

PENNSYLVANIA DISTRICT



Kiwanis District Convention 2020 Reading, PA Program Ad Sales Form

THREE SIZES AVAILABLE:

Support the Kiwanis District Convention through advertising in the program book! The ads a great way to:

- Promote your business to visitors
- Support your sponsored youth
- Support a family member
- Recognize a member or officer
- Celebrate club's achievements and milestones
- Thank your supporters

Electronic submissions of ads are strongly encouraged along with high resolution images (PDF preferred, accepted .jpeg and .png). If you are submitting a paper copy, make sure it is of a high quality as it will scanned.

Send ads and payments to:

Kevin@pakiwanis.org
PA Kiwanis District Office
2793 Old Post Road, Suite 12
Harrisburg, PA 17110
Fax: 717-540-1018

Checks should be made payable to "PA KIWANIS".

Questions can be directed to:
Kevin Thomas, Executive Director
Kevin@pakiwanis.org
Phone: 717-540-9300

ADS ARE DUE by
July 24, 2020

Full Page Ad – \$100
 Inside Covers – \$200 (ONLY two spots available)
 Back Cover – \$300 (ONLY one spot available)

Half Page Ad – \$55
Actual Dimensions – 3.75" (H) X 4.75" (W)

Quarter Page Ad
 – \$45
Actual Dimensions – 3.75"(H) X 2.25" (W)



Complete below form to purchase an Ad to support the Reading 2020 District Convention!

Name of Business or Purchaser _____

Address:

Street: _____

City _____ State _____ ZIP _____

Phone: _____

Email: _____

Ad Size: FULL PAGE HALF PAGE QUARTER PAGE

Amount Enclosed: \$ _____

Exact Ad Wording:

Forms, Payment and Ads with images are all due by JULY 24, 2020



Kiwaniis[®]

PENNSYLVANIA DISTRICT



Dear Community Business Partner,

The 103rd Pennsylvania Kiwanis District Convention will be held **August 13-16, 2020 at the Crowne Plaza, Reading, PA**. Kiwanis' mission statement is to improve the world one child and one community at a time. The purpose of our annual convention is to bring together Kiwanis members from all areas of Pennsylvania to exchange ideas, participate in service opportunities in the host city, as well as develop leaders and goals for the upcoming year. **The convention typically has 300-400 Kiwanis members attending.**

Kiwanis members are all volunteers who pay for their own convention registration, lodging, food and entertainment. Each year the Kiwanis host city raises funds to help offset some of the costs for the convention. This year we are offering businesses such as yours the opportunity to sponsor the convention. **Your sponsorship is a great way to entice members visiting Reading to learn more about your business, it is also an amazing way to say thank you to countless volunteers; while also getting the promotions and opportunities promised to you.**

Kiwanis members around the world dedicate their time and expertise to serve and raise funds primarily for children. While in town the PA Kiwanis members will be encouraged to bring books for the children of Reading as well as much needed school supplies. We know how important reading is for children of all ages and what better town to promote "Reading" than Reading, PA.

We hope that you will consider one of our sponsorship opportunities. If none of these options seem right for you, please reach out as we are willing to work within your larger or smaller budget to put together the package that fits your company best. **For more information or questions please contact Kelly Kinkaid (610)914-4517 or Sarah Zulueta (215)279-0199.**

We look forward to having you as one of our Reading sponsors.

Sincerely,

Kelly Lee Kinkaid *Sarah Zulueta*

Kelly Kinkaid & Sarah Zulueta
PA Kiwanis Convention
Committee Chair

Sponsorship Levels

2020 District Convention

August 13-16, 2020 • Reading, PA



The Very Hungry Caterpillar - \$5,000

- check presentation photo submitted to local media
- full page ad in printed program
- banner recognition at all main events
- appreciation mention at Governor's Banquet, 2 minute podium time
- recognition plaque
- recognition at registration table
- four tickets to a special Convention meal*
- advertisement in three issues of the Keystone Kiwanian, one year on website
- table display for company at convention

The Giving Tree - \$2,500

- check presentation photo submitted to local media
- half page ad in printed program
- banner recognition at all main events
- appreciation mention at Governor's Banquet
- recognition at registration table
- two tickets to a special Convention meal*
- table display for company at convention

Where the Wild Things Are - \$1,000

- quarter page ad in printed program
- banner recognition at all main events
- appreciation mention at Governor's Banquet
- recognition at registration table
- two tickets to a special Convention meal*
- table display for company at convention

Green Eggs & Ham - \$500

- quarter page ad in printed program
- banner recognition at all main events
- appreciation mention at Governor's Banquet
- recognition at registration table
- two tickets to a special Convention meal*

If You Give a Mouse a Cookie - \$250

- quarter page ad in printed program
- appreciation mention at Governor's Banquet
- recognition at registration table

*Choose One: Thursday Welcome Picnic; Friday Breakfast; Friday Luncheon; Saturday Foundation Lunch; Saturday Governors Banquet; Sunday Farewell Breakfast

Sponsorship Form

YES! I want to help lead all KIWANIANS to reading more in Reading during the annual District Convention.
Here's my sponsorship.

- _____ The Very Hungry Caterpillar - \$5,000
_____ The Giving Tree - \$2,500
_____ Where the Wild Things Are - \$1,000
_____ Green Eggs & Ham - \$500
_____ If You Give a Mouse a Cookie - \$250

Name as it should appear : _____

Contact person: _____

Address: _____

Phone: _____

Email: _____

Please supply your high resolution logo and ad as digital pdf files or jpg images. Email digital logo and ad to: kevin@pakiwanis.org

• Full page: 7.75x4.75 • Half page: 3.75x4.75 • Quarter page: 3.75 x 2.25

Please return your sponsorship form, with payment, to:
PA Kiwanis District Office, 2793 Old Post Road, Suite 12, Harrisburg, PA 17110 Check payable to: PA KIWANIS

QUESTIONS? Contact: kevin@pakiwanis.org or 717.540-9300

From: John MchALE <jmchale81@yahoo.com>

To: ketkiwanis <ketkiwanis@aol.com>

Subject: 2023 proposals

Date: Tue, Feb 4, 2020 12:43 pm

Good morning Kevin, I look forward to visiting you tomorrow (Wednesday), at 11 AM to discuss potential sites for 2023 for your annual state convention.

Please find three proposals enclosed for your consideration:

Holiday Inn Grantville the director of sales Kathy Taylor has indicated that the hotel will be completely renovated by 2023 -Kathys number is 717-469-1554 extension 502....

Dates for consideration : Wednesday, August 9 to Sunday, August 13, 2023.

Room rates: \$129 single or double occupancy , per night, plus tax.

One complimentary room for every 40 guest rooms.

Guestrooms being held :10 rooms Wednesday ,Thursday 65 guest rooms, Friday and Saturday each 110 guestrooms .(70% attrition for guest rooms= 206 rooms).

Meeting room rental =\$3000(three - thousand dollars), for the duration +20% service free ,complimentary exhibit tables.

Food and beverage minimum \$20,000.

Initial group deposit \$500.

Wyndham Gettysburg Hotel.... the contact is Susan Curtain, sales director, her number is 717-339-0020. Extension 6033.

Dates Wednesday, August 9 to Sunday 13th 2023.

Rates per guest room \$129 single or double ,triple or quad occupancy ,per night ,+11% tax. 20 % attrition for Guestrooms =from 295 total rooms with attrition =236 minimum guestrooms.

One complimentary room for every 45 guestrooms.

No meeting room rental for table tops for any Kiwanis district exhibit - other tables \$25 each for the duration of convention.

Food and beverage minimum \$17,000.

Initial group deposit \$250.

Eisenhower Hotel,contact is Gail Chablis, her phone number 717-334-8121 . Gail has indicated the hotel will become A comfort inn hotel ,June , 2020.

Dates :August 9-13 2023.(originally in advertently changed from August 8 to 12.

Guest room rates \$139 per room ,per night +11% tax

Guestrooms: 15 rooms Wednesday ,Thursday 70 guest rooms, Friday and Saturday 120 guest rooms.... there's no attrition for guestrooms.

One complimentary room for every 40 guest rooms.

Meeting rooms cost \$1750 (seventeen hundred fifty dollars), for the duration of the convention.

Food and beverage minimum to be determined.

Kevin ,I will bring copies of the three proposals for our meeting tomorrow ,in the meantime if you have any questions, today ,please let me know ,best regards John

2025 District Convention

The 2025 International Convention will be in Pittsburgh. Pennsylvania is the host District.

In 2015 and again this year in 2020, the Indiana District hosts the International Convention in Indianapolis.

In both of those years, Indiana has or will, in an effort to avoid two large events close together and maximize attendance at the International Convention, held/hold their District Convention at the same time and location as the International Convention. All they have done is conduct a business session/house of delegates to conduct elections, consider District bylaw amendments and take care of any other District business.

This makes great sense to me. In addition to rationale provided above, it allows us to promote ever more strongly the great offerings of the International Convention that we could not match on a District level.

Accordingly, I am recommending we do not have an independent District Convention for 2025 and that we so notify Kiwanis International and ask them to work with us in finding the space necessary to do a District business session during the International Convention.

Respectfully,



Kevin Thomas

**Pennsylvania District Kiwanis International
District Report Revision Task Force
Report to the District Board
March 21, 2020**

Task Force Members: Matt Wise, Barb Byers, Phil Weber

Purpose/Issue to Address: At its meeting on January 18, 2020, the Pennsylvania Kiwanis District Board appointed this task force to review the current Trustee reports.

Discussion:

It was determined that the current reports that are given to the District Board – this should be read as ALL reports – are in need of updating as they are either outdated, asking questions that are no longer pertinent, vague, redundant, or a combination of any and all of these things. It is also important to note that some positions are required to report on items in a much more detailed manner than others. The purpose of this comment is not to standardize all reports, but simply to look at all of them equally.

Prior to reviewing individual reports, and since the charge to the committee was to review the Trustee report only, the task force identified guiding questions that we should be considering during the subsequent review of the reports. Those questions are as follows:

- Why does this report exist?
- What is the pertinent information to be contained within the report?
- What does the recipient and/or the Board do with the report?
- What information does the Board want/need to see on this report? Is it there?
- Does the report identify both 1) things to celebrate and 2) barriers to effectiveness?
- Does/should the report call for recommendations? Both operational, relating to the position, or a matter to be addressed at the District level?
- Does this include information that is just simply regurgitated from an online database?

In addition, it was noted that the inclusion of many of these items in a Consent Agenda allows the Board to be stagnant in our active engagement with those who author the reports. If we are asking people to spend time on a report, we should respect the time they put into by making sure they are accurately reviewed. We understand that by doing this, it is assumed that we are exchanging information, but not all review these reports in their entirety – generally because there are not discussions about them by the very nature of the consent agenda.

Next Steps:

1. We would request that the Board approve a change in scope of work for this task force to include complete revision of the reports of the following: SLP Administrators, District Chairs, Lieutenant Governors, Trustees, Governor-elect, Immediate Past Governor, and Governor.
2. Based on direction from the Board on the above item, our committee would then begin having conversations with the stakeholders involved (see above list). Our guiding questions, above, as well as some other pertinent questions that are relevant based on the stakeholder in questions, would be used for the conversations – to include how the reports can be best utilized in both hierarchical directions.