

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
April 21, 2018**

The fourth meeting of the 2017-18 Pennsylvania District Board of Trustees was held on January 20, 2018. All board members were present with the exception on Immediate Past Governor John Gräb and Region II Trustee John Mazurowski. Kiwanis guests included Audit Chair Paul Kasoff, Past Governor and Public Relations Chair Bob Raub, Past Governor and Education Chair Jennifer Vare and Division 15 Lt. Governor and Builders Club Administrator Tiffany Calliao.

An opening thought was provided by Trustee Matt Wise.

The minutes from the January 20, 2018 board meeting were considered for approval. See the page marked P1 – P3. The minutes were approved as submitted with the inclusion of Law and Regulations Chair Jennifer Crowell’s report which had been received after the meeting’s conclusion. The report had been submitted to board members for review.

The consent agenda was considered. See P4-P43. All items on the consent agenda were approved by proper motion, second and vote. The District Executive Director’s report was removed from the consent agenda so that it could be discussed later in the meeting.

Membership, new club building and The Formula were discussed. See the pages marked P44-P47. Co-chairs Cathy Symanski and Matt Wise urged board members to not focus on the negative but instead try to remain positive and share positive energy. Two new clubs should be organized in the next few weeks. Zone VII “Secret Shopper” idea to assess clubs was discussed.

The District Foundation Nominating Committee was discussed. Governor Judy Raub indicated she is appointing Immediate Past Governor John Gräb to chair the committee and be the District Board’s representative on the committee. (This had been discussed at the January 20, 2018 meeting but had not been official confirmed.)

The Audit Committee report was reviewed and discussed. See P50. Input was provided by Audit Committee Chair Paul Kasoff and the board discussed the report. Approval of the Audit Committee report was tabled due to a question on the 990 filing deadline extension.

Governor Judy Raub invited to Frank Iati and Keith Eldridge from the accounting firm of RLK associates to provide an update on the progress of their work on the audit for 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17. See P51-P69 for their report. Extensive input and discussion occurred between board members, Mr. Iati and Mr. Eldridge.

An update was provided on the District’s 501(c)4 status. See P70-P71. Our application has been received and we are awaiting to learn more.

The Finance Committee report was considered. See P72-P73. The board discussed the recommendations contained in the report; see P74. The District budget recommendations contained in the report were accepted with one modification; \$1,000 was retained in the stipend line item for International Convention. The board took no action on the graduated dues recommendation contained in the report. A chart was provided to the board to review the recommendations of the accounting firm of RKL. See P75-P76. A motion was provided and seconded to provide online bank account access to the District Finance Committee Chair. The motion was amended to provide access to the District Governor as well as the Finance Committee Chair. The amended motion was approved.

Governor Judy Raub announced that she is revamping and appointing a new Finance Committee. The committee will now consist of Paul Kasoff as chair, Judy Raub, Phil Weber, Sarah Zulueta , Kevin Thomas and another member to be determined.

The District Budget and Account Balances reports were reviewed. See P77-P78.

The Kiwanis Kash Raffle was reviewed. See P79-P80. The recommendation to mail raffle tickets, along with a letter, to all clubs was approved by the District Board.

An update was provided on Kiwanis unclaimed property held by the Pennsylvania Department of Treasury. Since the last board meeting, claims have been made for all unclaimed Kiwanis property. The Treasury department has acknowledged receipt of the filings and we are awaiting a determination on our claims.

A financial statement from the District Foundation was reviewed by the District Board. See P83-P84.

A report on the Key Club District Convention was reviewed by the District Board. See P85-P86.

A 2018-19 Key Club District operating budget as approved by the Key Club District Board was reviewed. See P88. After review and consideration, the budget was approved by the Kiwanis District Board.

Clubs not paying dues and/or pending charter revocation were reviewed and applicable information was shared on each club's situation on getting its dues payment situation resolved. See P89 – P90. The highlighted clubs are those pending charter revocation.

A report on Club Leadership Education was reviewed. See P91. Education Chair Jen Vare provided additional information on planned training content.

The District Executive Director's report, which was removed from the consent agenda, was discussed. After discussion, the report was approved. See P36-P39 .

District leadership positions that are filled and vacant were reviewed. See P92. Concern was expressed about the lack of a candidate for the position of Governor-elect for the 2018-19 year.

Governor-elect Phil Weber asked the District Trustees to give consideration to redivisioning possibilities when and where practical and possible.

The proposed agenda for Lt. Governor training was shared with board members and the format for Trustee training was, also, discussed. Trustees will stay for about ½ hour following Lt. Governor training and then additional conference calls/go to meeting sessions will be scheduled.

The evaluations and financial information from the 2018 Midwinter conference was reviewed. See P96-P107.

The 2020 Midwinter Conference was brought up for consideration. After consideration, the board opted to not have a Midwinter Conference in 2020.

A committee consisting of Past Governor Jen Vare, Trustee Matt Wise and Trustee Ben Osterhout will consider possible alternatives to Midwinter and report to the board by May 20, 2018.

May 3, 2018 was the date established for a board conference call to consider a budget and agenda for the 2018 convention. Other items will likely be discussed on that call.

It was announced that the District Caucus at the Kiwanis International Convention will be Friday, June 29, 2018 at 8:00 AM.

The candidates for the position of Kiwanis International Vice-President at the Las Vegas International Convention were considered. The board voted to endorse and recommend to Pennsylvania Kiwanians attending Art Riley from the Capital District.

The candidates for the position of Kiwanis International Trustee at the Las Vegas International Convention were considered. The board voted to endorse and recommend to Pennsylvania Kiwanians attending George Delisle from the New England District and Katrina Baranko from the Georgia District.

The amendments being considered at the Kiwanis International Convention were considered. See P111– P112. The board voted to recommend to Pennsylvania delegates that they support proposed amendments #1 and #2 and vote against or oppose proposed amendment #3.

An update was provided on our Key Leader program. See P113.

The District Office lease was considered. See P114-P116. After consideration, the board approved moving the District office and signing a three year lease for space at 2795 Interstate Drive, Harrisburg PA contingent on final discussions with the landlord of our present location.

An update was provided on our Early Learning Guide distribution. See P117 – P121 .

Dates for 2018-19 District Board meetings were established. The dates will be September 29, 2018, January 19, 2019, April 13, 2019 and July 20, 2019.

Circle K District Governor Rachel McDonald arrived during the meeting and was invited to address the board. She provided an update on the Circle K District's status and activity.

Governor Judy Raub expressed a concern about Past Governors who are no longer Kiwanians and/or members of Kiwanis Clubs in Pennsylvania receiving District information. She did not believe they should be receiving the information. Executive Director Kevin Thomas indicated this has been a long-standing District practice. No action was taken on this matter.

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

Respectfully submitted,



Kevin E. Thomas
District Executive Director/Secretary/Treasurer

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
January 20, 2018**

The third meeting of the 2017-18 Pennsylvania District Board of Trustees was held on January 20, 2018. All board members were present. Kiwanis guests included Audit Chair Paul Kasoff, Past Governor and Public Relations Chair Bob Raub, Circle K Administrator Kelly Shaup, Past Governor and Education Chair Jennifer Vare and Division 15 Lt. Governor and Builders Club Administrator Tiffany Calliao.

An opening thought was provided by Trustee Phyllis Palm.

The minutes from the November 9, 2017 board meeting were considered for approval. See the page marked 3/24. The minutes were approved as submitted.

Membership, new club building and The Formula were discussed. See the pages marked P5 & P6. Additional information and discussion was lead by The Formula Chair Cathy Szymanski who called into the meeting.

The consent agenda was considered. See P7-P41 and 14/24 to 16/24. All items on the consent agenda were approved by proper motion, second and vote.

The Audit Committee report was reviewed and discussed. See P3-P4. Input was provided by Audit Committee Chair Paul Kasoff and the board discussed the report.

The board reviewed District Investment and Accounts Balances Report, the 2016-17 final budget report and the 2017-18 Budget report. They can be seen as P42, P43 and P44 respectively.

Governor Judy Raub invited to Frank Iati and Keith Eldridge from the accounting firm of RLK to provide an update on the progress of their work on the audit for 2012-13, 2013-14, 2014-15 and 2015-16 and their findings so far. See 1-1 through 1-6 for some information shared. They reported that District is incurring deficits. No maleficence has been found. Increased checks were urged including possibly giving additional board members access to online banking information as well as the American Express account. The District Board needs to better address and act on information coming to the board, get more and better financial information and develop a plan to eliminate any deficit. Extensive discussion occurred between board members and Mr. Iati and Mr. Eldridge.

A report was provided on the District Holiday Party. See P45. Thanks were expressed to Judy and Bob Raub for hosting the party and the work and donations of the Raubs, Tracy Smith, Marianne Muraska and Jen Vare.

A discussion on the Kiwanis Kash Raffle was led by Past Governor Jen Vare. Raffle ticket and procedures were discussed including ticket distribution and ticket responsibility. All board members were urged to buy and sell tickets.

Information was provided on other fundraising program and requests. See P46-P48.

The Governor's report was reviewed and discussed. See P49-P53. The report was accepted by the board by motion and vote.

The board discussed the possibility of extending the Executive Director's contract beyond March 31, 2018. After discussion and deliberation, Governor Judy Raub and Governor-elect Phil Weber were authorized to enter into discussions on behalf of the board with Executive Director Kevin Thomas on a new one year contract that is to be approved by the board.

A report from District Webmaster Liz Smolinski on the new District Webpage was considered. See 17/24 to 24/24. After review, the board accepted and approved the report.

A discussion was led by Past Governor Jen Vare on club leadership education. Various ideas and information were shared as well as the merit of live training.

A discussion took place on District leadership positions and filling vacancies. See p55.

A final financial report was reviewed on the 2017 District Convention. See P56.

A review was conducted on the 2018 Midwinter Registration and sponsorships. The need to promote sponsorships and registration was highlighted.

The board approved announcing and presenting the 2016-17 Distinguished Club and member awards at the Midwinter Conference. The Distinguished clubs and members can be seen on P59 and P60.

The District office lease was discussed. See P62. By proper motion and vote, the board approved the action outlined in paragraphs one and two on P62.

A District strategic plan was discussed. Governor Judy Raub has held discussions with a professional facilitator who has helped other non-profits develop a plan and will be following up on what it is he can do for us.

Information was shared on the Kiwanis Early Learning Guide program. See P71-P75.

A change in the implementation model for Key Leader was discussed. See P76-P77. After consideration and with the knowledge that we have financial guarantor to cover any potential loss, the board approved the continuation of a Key Leader program at Camp Conrad Weiser on April 20-22, 2018.

The administrators of the Pennsylvania Kiwanis Facebook page and The Pennsylvania Kiwanis Facebook Forum page were discussed. By proper motion, second and vote, the Governor, Governor-elect, Executive Director, Public Relations Coordinator and Webmaster were approved as the administrators for both pages.

The Kiwanis International Signature Project Contest was discussed. Information will be sent to all clubs urging them to submit entries and telling them in what format the information must be submitted. A committee consisting of Judy Raub, Kathy Durner, Phyllis Palm, Bob Raub and Jen Vare will judge the entries and come up with a single entry to submit to Kiwanis International. That entry as well as other top club entries will be recognized at the Midwinter Conference.

The board authorized Kevin Thomas to solicit a proposal from the Penn Stater Hotel and Conference Center to host our 2020 Midwinter Conference. The one day format will be retained.

A discussion was held on the Past Governors committee and all present agreed that only Pennsylvania District Past Governors who are members in good standing in active clubs of the District may be official members of the committee and vote on any proposals put forward by the committee or given to the committee for its consideration.

A proposal from the accounting firm of RLK to complete the Audit for the 2016-17 year as well as file the appropriate form 990 was considered. See A. The proposal was approved.

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

Respectfully submitted,

Kevin E. Thomas
District Executive Director/Secretary/Treasurer

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Laws, Regulations and Resolutions Committee
Jennifer Crowell, 2017-18 Chair

**Report to the District Board of Trustees
January 20, 2018**

Since the September Board Meeting, I have:

1. Reviewed the minutes of the September Board Meeting and November Conference Call to verify to the best of my ability that the District is operating in compliance with our Bylaws and Policy Code; and
2. Prepared a brief for Governor Judy Raub detailing the relevant District and International policies regarding the endorsement of a candidate for International Office.

With respect to the latter item, it is my strong belief that the District should strictly follow the language in Section VII of our District Policy Code when presenting the question of endorsement for the Office of International Trustee to our membership at District Convention. In regards to the draft resolution presented in the September Board Meeting Minutes; Chapter V Section 10 of Robert's Rules of Order supports the offering of a main motion in the form of a resolution, especially when due to the importance, length, and/or complexity of the motion. That said, great care should be taken to clearly present the motion to endorse a candidate for trustee to the delegation as a resolution of policy, and ensure that there is a clear distinction in the program between the question of endorsement and the courtesy resolutions that will follow.

Yours in service,

A handwritten signature in cursive script that reads 'Jennifer Crowell'.

Jennifer Crowell

Chair, Laws, Regulations and Resolutions Committee
Pennsylvania District, Kiwanis International
117 Wright Ave, Apt E40
Stratford, NJ 08084
Phone: (856) 340-2304
Email: jennifer.crowell@gmail.com

PA DISTRICT 2017 -2018 CONVENTION COMMITTEE EPORT

SUBMITTED BY Keith Smith, Committee Chair

April 17, 2018

As of April 17, 2018, the 2017 -2018 PA District Convention Committee will have met nine (9) times as of the writing of this memo with the 10th meeting scheduled for April 25, 2018.

To date we have the following completed:

- Convention Theme and Logo – “Bridge to Service”
- We unfortunately are down to 7 clubs that are participating at each meeting and have picked up any of the “slack” from the 4 clubs that stopped coming/participating at our meeting. Clubs actively participating: Sheraden, Glenshaw, Pgh. Airport Area, Sewickley, Wilkinsburg, Allegheny North, Baldwin. Clubs not participating or not at any meeting the last three months are: Freeport, Greensburg, Penn Hills & McKeesport/White-Oak.
- We are working with “Visit Pittsburgh” for our advertising and publicity
- We are selling magnets with the convention logo and date for \$10 and we are giving away a monthly prize of and average of \$50/mo. 1st drawings was at the Lancaster convention. To date we have sold 110 magnets for \$1,100.00
- We are selling chances for a handmade afghan approx. size 6’-0” x 7’-0” at \$5/ticket or 3 for \$10. To date we have sold \$180.00
- Gateway Clipper boat has been secured for our Friday night dinner/cruise. We have purchased 150 tickets for this event at a cost a little less than \$42.00/ticket approx.\$6,300.00.This cost includes the dinner cruise, taxes and gratuities. The bus ride will cost about \$10.00/pp more or a total cost of +/- \$52.00 which we plan on using our allotted money to charge a total cost of \$40.00/pp for this event.
- We have secured the West End Overlook which has the most dramatic view into the “Point” where the three rivers meet for Thursday night’s welcome reception. This event will cost abot \$20.00/pp and we again will use some of our allotted money to bring the total cost we will be charging people to \$15/pp.
- We are having a dinner/dance Friday, April 20 as an additional fund raiser which we hope to bring in a minimum, of \$1,500.00 and are also using this event as a selling point for a new club in the “Northside” area of Pittsburgh where this event is being held. At the present time we see no problems with the success of this event.

Continuing/Item to be completed:

- We are finalizing our Friday morning Early Learning Summit and are working in cooperation with Robert Morris University and other local organizations.
- We are about to start selling "Bridges" for our corporate/business sponsorship - \$2,000, \$1,000.00, \$500.00, \$250.00 & \$100 to date we have secured \$2,500 for individuals and have just begin to push the sponsorship's.
- We have secured a \$2,000.00 corporate sponsorship form UPMC Health systems. We are also working on trying to get the same amount form PNC Bank and Robert Morris University which both have shown interest in a corporate sponsorship
- With the numbers as listed above we will surpass our budget goal of \$6,500.00
- We are working on the general forum ideas for Friday and Saturday and are coordinating with Kevin Thomas for the days and times as we have several groups interested in participating
- Kevin is coming into town for our next committee planning meeting on April 25, 2018 and we will be meeting with the hotel to pick out the menu's

I feel our committee is on track to accomplish all our goals and responsibilities in time and on budget to make sure all our PA District Kiwanians will have a great experience at the 2017-2018 PA District Convention in Pittsburgh this summer.

Respectfully yours,

Keith E. Smith, 2107 – 2018 PA District Committee Chair



Kiwanis
PENNSYLVANIA DISTRICT

Laws, Regulations and Resolutions Committee
Jennifer Crowell, 2017-18 Chair

**Report to the District Board of Trustees
April 21, 2018**

Since the January Board Meeting, I have:

1. Reviewed the minutes of the January Board Meeting to verify to the best of my ability that the District is operating in compliance with our Bylaws and Policy Code; and
2. Attended our 2018 Midwinter Conference; and
3. Prepared a list of sections in our Bylaws and Policy Code that are not completely in alignment, along with a list of possible corrective actions, in preparation for a planned meeting with Governor Judy and Governor-Elect Phil; and
4. Identified in the minutes from previous Board Meetings several actions taken by the Board of Trustees that must be incorporated into the District Policy Code, and begun work on determining the particulars of the required updates, as that level of detail about the motions is not currently included. I also plan to review those items with Governor Judy and Governor-Elect Phil at the aforementioned future meeting, as well as make a request to the office for any additional record of the language of the motions, in order to codify the revisions of the document and then submit the updated document to the board for approval.

Yours in service,

A handwritten signature in cursive script that reads "Jennifer Crowell".

Jennifer Crowell
Chair, Laws, Regulations and Resolutions Committee
Pennsylvania District, Kiwanis International
117 Wright Ave, Apt E40
Stratford, NJ 08084
Phone: (856) 340-2304
Email: jennifer.crowell@gmail.com



District Public Relations Coordinator Report to the District Board

April 21, 2018

In preparation for the District Mid-Winter Meeting, I was involved in the review and scoring of the District Signature Project contest entries. Nine clubs submitted ten entries for the District Signature Service Project. One of the projects was ineligible because it had not happened yet.... When the project actually happens, then it can be considered for a future contest. Each club was recognized at the Mid-Winter meeting and the top three entries were announced with the first-place district winner being forwarded to Kiwanis International for consideration in the Kiwanis wide signature project contest.

Our District Newsletter, the Keystone Kiwanian has two editions under its belt this year. Linda Eberly, the Kiwanian Editor assembled two great issues of the newsletter and has distributed them. She has managed to include many stories from clubs in the district and news items that keep our members informed.

As before, I continued to stay involved with the new website effort led by Elizabeth Smolinski, your new webmaster. Liz has been busy working through the transition which is continuing. Keep watch as the website unfolds and is updated.

It is always a treat to see more and more printed publicity about clubs and their activities. Also, I am reassured that our branding efforts are getting some attention when I see how clubs adopt the standard Kiwanis logo found in the Kiwanis International Brand Book or using a custom club logo provided by KI. Conversely, the almost ancient "bird-cage" logos continue to appear in various places such as letterhead, newsletters, club websites and Facebook pages, and flyers and advertisements for Kiwanis activities. District leaders are encouraged to eliminate the "bird cage" from your personal image libraries and to encourage your clubs to do the same and update to the maximum extent possible their logos to the new standard Kiwanis logo...

I have been approached to review and provide some advice regarding a potential embarrassing media story that could involve a Kiwanis member. Fortunately, the story seems to have faded from view and hopefully, it remains forgotten. Please contact me if you or any of your clubs

have concerns about what our response to an event or media coverage should be. Often times, it is best to remain silent to the issue. However, there are times when it is best to get in front of a potential story to prevent erroneous or misleading information from grabbing the headlines.

I am scheduled to attend Kiwanis International training for District Public Relations Coordinators in Las Vegas prior to the International Convention in June.

As always, I remain available to assist clubs with their public presence and to coordinate PR efforts to enhance the Kiwanis public image.

Respectfully submitted,

-signed-

Robert F. Raub, District Public Relations Coordinator

Committee Report to the Board
Young Children Priority One
Board Meeting – 1/20/18

Reporting: Emily Reed, Young Children Priority One Chair

Accomplishments since the Last Board Meeting

Midwinter Convention

1. Attended Midwinter convention
2. Presented two workshops on Young Children Priority One
3. Displayed a table at midwinter to demo Young Children Priority One projects

District Convention

1. Will be presenting Young Children Priority One workshop at convention

Young Children Priority One Committee

1. Have been communicating with Will Blechman and other members of his committee
2. Will be preparing a piece for display at the International Convention
3. Creating a powerpoint of Young Children Priority One projects that occur across the state
4. Powerpoint will feature clubs (an email was sent to each club requesting a “premier project”
5. Powerpoint will be shared between Young Children Priority One chairs across the country as they share idea with us as well

Connections in the Community

1. PA One Book for 2018 has been ordered (thanks to PA Kiwanis Foundation
2. Books will be distributed by Kevin and I at multiple Early Childhood conferences as in the past



PENNSYLVANIA DISTRICT

Circle K Board Report

Dear Pennsylvania Kiwanis Board,

April 16th, 2018

Thank you for your support as we continue to the next 2018-19 Circle K year. We are excited to get this year started as we have many goals we hope to see get accomplish over the next year. The Circle K District Board looks forward to working with you.

- **What's coming up-** The Circle K District Board will be in Harrisburg April 27th-29th for their District Officer Training. We look forward to getting together and establishing our goals for the year. The Board will be trained to further their understanding of Circle K and the Kiwanis Family. Our first official board meeting will be that Sunday, April 29th.
- **What's new-** This year, we have two new ad-hoc committees serving on the district board. One is Membership Development and Education. The purpose of this committee is to help educate the members about Circle K and build a strong foundation for clubs to follow. The second committee is Advisor Relations. This committee will serve to strengthen and increase the relationships between Circle K clubs and their sponsoring Kiwanis Club.
- **District Board vacancies-** After our District Convention, we were left with a few open positions, but we were able to appoint and fill many of these positions. We currently have a few vacancies on the board including Liberty Lieutenant Governor, Service Chair, Advisor Relations Chair, Club Building Chair, and Kiwanis Family Relations Chair. We will continue to promote these positions until they are filled.
- **Club building-** Kings college is in the final stages of chartering. The paperwork is currently pending at the International Office. As of right now, we have interest to build a new club at LCCC, Temple University, University of the Sciences, Dickinson College, Juniata College, and Slippery Rock University. We are also looking to rebuild at Bloomsburg University, Thiel College, Alleghany College, and Lebanon Valley College but do not currently have any contacts for them on campus.

The District Board and I look forward to working with you this year and we appreciate your continued support of Circle K. Feel free to reach out to me or any other District Board member if you have any questions about Circle K.

Yours in Service, Leadership, and Fellowship,

Rachael McDonald

Pennsylvania District Governor 2018-2019

Circle K International

governor@pacirclek.org

484-889-8664



Pennsylvania Kiwanis Foundation Report to the Pennsylvania Kiwanis District Board
April 20, 2018

Pennsylvania Kiwanis Board,

Our Pennsylvania Kiwanis Foundation board is working hard to strengthen the programs of Kiwanis throughout Pennsylvania and around the world. A few updates to our activities to share:

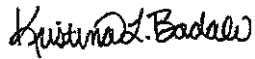
- **Foundation Scholarships** – Thank you to everyone who helped to encourage applications to be submitted for our scholarship program this year. The committee is currently reviewing applications and decisions will be made by June 2018. It is important to note that submission of applications was lower this year. The committee will review marketing and outreach to help increase application for next year. In addition, we encourage every Kiwanian to help in the effort to increase applications in the future.
- **Pennsylvania Kiwanis Foundation Shared Kiwanis Club Scholarship Program** – Pennsylvania Kiwanis Clubs that sold over 100 dozen of roses in the 2017 Annual Rose Sale and applied for the program were notified of their selection and sent instructions with next steps for scholarships to be awarded in June 2018 after appropriate forms and documents are received to the Foundation Treasurer.
- **Mid-Winter Silent Auction** – Thank you to everyone who participated in our Silent Auction at Mid-Winter. We were able to raise over \$800 dollars for the Foundation.
- **Direct Mailings** – Pennsylvania Kiwanis members received individual appeal letters in January 2018. Thank you to everyone who has responded. Please encourage individuals to respond if they have not yet. We are in progress planning a mailing piece to clubs in May 2018.
- **New Club Grants Application** – The revised club grant application form is available at www.pkfonline.org. Clubs should use this form to submit grants to the Foundation and note the new funding cycle.
- **District Convention 2018 Foundation Activities** – As the Foundation starts to plan for its District Convention activities, members will be collaboratively working with the District Convention Planning Committee, Governor-Elect Phil Weber, and the District Office. If there are any questions, concerns, or ideas for the Foundation's activities, please contact me at the information below.
- **Foundation Pliny Awards** – The Foundation has received the new shipment of Pliny Awards for donations made by clubs or individuals over \$1,000. This award is presented to various individual as a "thank you" for their donation or given on behalf of other individuals or a Kiwanis Club to thank them for their Kiwanis service. Foundation members are available to make a presentation at events and presentations may be made at the District Convention. For more information, please contact the District Office or a Foundation member.
- **Foundation Board Member Applications for 2018-19** – The Foundation board has started to seek nominations for 2018-19 Foundation Board Members. All nominated individuals have been requested to complete an application for consideration by the nomination committee. Approved nominees will then be candidates at the 2018 District Convention. Dates and times for activities in this process should be agreed upon by the Pennsylvania Kiwanis Board and Foundation as well as advertised as soon as possible. Interested candidates should contact Past Governor John Grab for an application.
- **Unclaimed Property and Tax Exempt Status** – The Foundation continues to collaborate with the Pennsylvania Kiwanis Board and District Office to claim unclaimed property for clubs that previously had a Foundation. The Foundation also has submitted paper-work to file for tax exempt status. We are awaiting to hear back from the government with our approval and/or next steps.
- **New Art Auction Fundraiser** – The Foundation has approved multiple art auction fundraisers to be done regionally throughout the state to support Foundation activities. The first auction will be held in Pittsburgh at the Western PA School for the Blind on June 2nd starting at 6:30 PM. Proceeds will benefit the Foundation and the School. We will be looking to partner with other organizations/locations as we organize future art auctions. Ticket information will be shared through e-mail and social media. Please encourage individuals to attend!

- **Foundation Intern** – The Foundation has partnered with the University of Pittsburgh - College of Business Administration to have an intern for the summer. Payton Wargo is a junior in the Certificate Program in Leadership and Ethics program. She will be doing various tasks including marketing and fundraising activities.

The Foundation needs the support of all Pennsylvania Kiwanis members. The Foundation cannot continue to provide program support without financial resources. Please encourage clubs and members to make the Pennsylvania Kiwanis Foundation a philanthropic priority.

For more information on Foundation programs, visit www.pkfonline.org. If I can be of any assistance, please do not hesitate to contact me at kbadali@pakiwanis.org.

Respectfully submitted,



Kristina L. Badali
President

Pennsylvania Key Club District Governor Report

Hello all! To begin, I would like to apologize for not being able to attend the meeting, I am currently in Washington D.C. visiting American University and Catholic University. For those of you who do not know, my name is Margaret, "Maggie", Karpinski and I am the Governor of Pennsylvania Key Club for the 2018-2019 year! I am currently a junior at Shikellamy High School, located in Division 8.

I have set many goals for this administrative year, they include: chartering at least 5 new clubs while working to revive the suspended and inactive clubs in our district, ensuring the new PA Key Club website is up to date and easy to work with, increase attendance at our Fall Rally events to at least 70 people per location, have each club contribute 80 hours to Youth Serving Youth, which results in 14,000 hours district wide, and finally, I would like to have at least one new club from each division attend District Convention while maintaining our attendance at 500+ members.

From April 13th to the 15th, the 2018-19 District Board met at Woodland Lodge, located in Grand Valley, Pa, for our Spring Board Trainer. We were fortunate enough to have all 20 Lieutenant Governors, the District Governor, District Secretary Treasurer, District Bulletin Editor, District Administrator, all Zone Administrators, and the District Executive Director with us. The Circle K Governor, Rachael, as well as Circle K District Administrator, Kelly, were also able to be with us for a few hours on Saturday. Throughout the weekend Lieutenant Governors were able to learn more about their duties and responsibilities, communication skills, newsletter writing, public speaking, officer training, divisional and district experiences, and much more. They were also all placed on three committees which will work toward various end of year goals. On Sunday morning the first official board meeting of the 2018-19 year was held. We voted to approve previous board meeting minutes, the 2018-19 District Budget, as well as new Distinguished Club Officer requirements.

I am looking forward to a great year working with the Key Club District Board, as well as all of you. Please do not hesitate to contact me with questions, comments, or concerns at any time. I can be reached via email at: governor@pakeyclub.org or by phone at: (570) 898-3633. I hope you have a wonderful meeting!

Yours in Service,
Margaret Karpinski
Pennsylvania Key Club District Governor



PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Co-Administrators: Barb Byers/Karen Sears

Report Date: April 16, 2018

Report Period Covered: January 2018 - present

Updates since last report:

- Co-Administrators continue to have bi-weekly conference calls to discuss plans, clubs, concerns and collaboration to ensure streamlining and non-duplication of job duties and to also ensure that all job duties are completed.
- Karen attended the Circle K District Convention in Gettysburg.
 - We purchased ½ page program ad on behalf of Aktion Club.
- Karen and Barb both attended Midwinter Conference March 17 and had an exhibit table for Aktion Club.
- Barb attended the Key Club Convention in State College.
 - Aktion Club had a table at the Service Fair at Key Club Convention. 3 State College Aktion Club members and their advisor participated in the Service Fair.
- Article was written for the *Keystone Kiwanian* to promote awareness of Aktion Club and encourage growth.
- The "Dina" movie has won another award: the Peek Award. She will be Keynote Speaker at Kiwanis International Convention as well as participating in TLC in Las Vegas.
 - The DVD of this movie is available for purchase.
- TLC is scheduled during Kiwanis International Convention in Las Vegas. PA have the following people going: Karen Sears, Darlene Anderson, Patrick Hughes, Dina Buno (Abington Aktion Club); Heidi McKenrick, Tim Driscoll and Amy Murphy (Erie Aktion Club). All are registered.
- The initial charter paperwork for Whitemarsh Aktion Club has been submitted to KI. There were some fees discrepancies that are being ironed out. Charter party being planned tentatively for mid May.
- We have put in initial request to Governor Elect Phil for an Aktion Club forum/workshop for District Convention in Pittsburgh.

Pending Items

- We would like to set up Region/Zone Committee for Aktion Club. This has been a goal of ours for a while now. If you know anyone who may want to fill this role, please contact Karen or Barb. People in bold have been confirmed:
 - Region 1 – TBA
 - Region 2 – **Jean Harkins/Bob Marko**
 - Region 3 – TBA
 - Region 4 – TBA
 - Region 5 – TBA
 - Region 6 - Linda Hoover
 - Region 7 – TBA
- We continue to research and investigate signage to be used for Aktion Club at District Convention/Midwinter/events as well as signage and table exhibit set up for each of us for local events/advertising. This remains in process.
- Development and distribution of an Aktion Club newsletter
- Begin planning and organizing for the 22nd Aktion Club District Convention on August 18 at the Laurel Lodge.

Upcoming events/Plan of Action:

- Follow up on clubs that have dues payment pending
- Attendance at TLC in Las Vegas
- Follow up on potential new clubs: 2 potential club interest/ideas in Region 2
 - Possibly one in the Conrad Wisner area (Key Club interest)
- Begin planning for Aktion Club District Convention
- Confirm Workshop/Forum for Kiwanis District Convention in Pittsburgh in August
- Consideration of development of a Strategic Plan for Aktion Club

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: **4/17/18**
Report Period Covered: **January to April**

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

Active Clubs = 64
Suspended Clubs =
Inactive Clubs = 6
Membership # [NUMBER] as of [DATE]. 1358 are reported. Half of the clubs have not reported membership numbers.

Administrator's activities since last report: Emailed advisors on different things for Kiwanis Int. Been in contact with some clubs and sent information about setting up builders club.

Introduced a Builders Club member at the Circle K convention in Gettysburg. Spoke at the Key Club convention about Builders Club.

Sent out information about Key Leader.

Committee Members: Amy Casagrande, Keith Smith

Comments regarding committee: Still would like to have more committee members from across the state but for now we are ok.

Concerns/issues:

Concerns/issues that require District Board action or knowledge

Important Events/Dates with description:

Assessment of District Officers:

Additional information/comments: 1 new club since the last board meeting in Warren, PA

PA District of Kiwanis International Report

Service Leadership Program: **Circle K**
Administrator: **Kelly Shaup**
Report Date: **April 15, 2018**
Report Period Covered: **January – March 2018**

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

Goals for the 2017-2018 Administration year: Final evaluation coming over District Officer Training
Finishing up any outstanding items from last 3 years Strategic plan and creating new one by end of admin year
With full Circle K District Board, we are evaluating the budget and various costs.

Collection of Membership Develop and Education materials from clubs
Establish new club building standards
Revise Faculty and Kiwanis Advisors resources
Evaluate and create a danger/warning signs for clubs based on dues status

2018-2019 Goals in process: finalization by June

Two new Ad hoc committees have been created:

Membership Development and education: Designed to raise general member knowledge
Advisor Relations: Increase interaction with Kiwanis and Faculty advisors, and sponsoring Kiwanis clubs

2017 – 2018 Circle K District Board Goals: (final club reports are still being compiled)

April to March 2018

720 Members	60 Kiwanis Family Relations (KFR) Activities
80 Interclub Events	13,000 Service Hours
100 District Service Projects (DSP)	60 Governor Service Projects (GSP)

Club Information:

Active Clubs = 29 Active
Suspended Clubs = 2
Inactive Clubs = 4
Membership # 638 as of 4/15/17 (+30 incoming: 11 IUP: 19 King's College)
** King's College Charter Paperwork sent in and on the processing list

Administrator's activities since last report: (Major Highlights)

SLP Administrator Conference
Central and West Spring Fling (Club officer training)
NJ Midwinter conference
PACK District Convention
Key Club District Convention
GATC
Central Penn, Misericordia, and St. Vincent Charter Ceremonies
Kiwanis Club of Sheraden Pancake Breakfast
Stop in at Key Club District officer Training Weekend

Committee Members:

Kristina Badali – Covering Snowbelt Zone Advisor (NW) and Administrative Specialist - Technology
Mariza Shavelle – Liberty Zone Advisor (SE)
Shawn Smith – Three Rivers Zone Advisor (SW)
Megan Thomas – Colonial Zone Advisor (Central S)

Comments regarding committee:

I am pleased with the Committee members and the job that they are currently doing. There are still some areas with room to grow. Last year's additions have been able to take on new responsibilities and bring new ideas which have been well received.

Concerns/issues:

As the District Board is now starting to be mostly filled each year, I need Kiwanis Assistance to help mentor these students. I have concerns on filling the spots on the remaining committee spots in order to get the proper coverage. Any people who may be interested should be forwarded to me. Our strongest divisions have Kiwanis advisors that are actively engaged. We need assistance in the Black Diamond (NE), Keystone (NC) and Snowbelt (NW) Regions. Currently, we have them covered, but additional help in these areas would allow us to grow further.

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

Knowledge only:

Club Officer Training:

One of the areas that needs to be updated is our club officer training. We are seeing a need to make sure that the club officers are getting the same information. We will be exploring combining club president's training with District Officer training in some fashion over this year.

Dual Membership:

We will be discussing the possibility to work on an International Circle K By-Laws change to see if we can get CKI members the ability to have a dual membership for the last 6 months of their CKI career. In essence, as of April 1st, most graduating students are involved with 6-8 weeks of service, graduation, and CKIx. Currently, it is in talks and I expect no action at this time (next week's meeting will be the crucial part for this year).

CKI Program in PA:

Now that I am past my first three years as Administrator, I am taking a look at some of the items that make up our program. I have reached out to Governor Judy, Executive Director Kevin, and Gov-Elect Phil to discuss some of the high points about the program and its future.

CKIx:

We need to increase our presence. As the third largest district, we do not send enough representation. As such, I do not feel that our needs are being included upon the decisions that are made. To help with transportation, we have partnered with Key Club tour to provide an alternative method. We had two students receive endorsement for International Office.

Important Events/Dates with description:

District Board Training Weekend (DOT): April 27th-29th :Harrisburg - Kiwanis Office
District Board Meeting April 29th ; Harrisburg – Kiwanis Office :tent start 11:00

CKIx: July 4-8th : Chicago- International Convention

Assessment of District Officers:

The 2017-2018 District Officer group will be hard to replace. They worked hard over the year and reset the standard expectations for the run up to District Convention. As aggravating as their missed deadlines and inconsistent copied communication, they did a great job working to better the district. Many of the graduating officers are looking forward to try and join Kiwanis – Next Gen club in order to stay together and stay in the K-family.

The incoming 2018-2019 Officer Group is young and motivated. We have many past Key Club members making the jump into District Level roles. Currently, they have been taking their first steps and a better assessment will be ready after next weekend.

Current Openings:

Liberty Division LTG (interested Incoming Freshman if still open in Sept)
4 District Chairs: (3 standing Club Building, K-family, Service): 1 Ad hoc (advisor relations)

Respectfully Submitted:

Kelly Shaup



Board of Trustee Report

Date: April 12, 2018

Trustee Name Kathleen Durner Region 1

Lieutenant Governors:

Name: Randy Gorske Division: 1

Name: None, (Kathy Durner) Division: 2

Name: _____ Division: _____

Name: _____ Division: _____

Education

Regional Meeting: Fall Date: August 26, 2017 Spring Date: May 2018

Assessment of Meeting, if occurred:

The August 2017 meeting was held as an informational session and a training for officers. The meeting was designed to be interactive. All participants engaged in the training, sharing their successes and challenges.
An election and education session is being planned for mid-May. Venue and date are being confirmed. It will probably be held in the Meadville area.

Club Leadership Education Planned: Yes Not Yet NA Date: May 2018

Membership Growth: 21 (Divisions 1 & 2)+ pending members

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)

Division 1: Membership increased by **10** members, and at least one pending membership. I am currently setting up an informational meeting in Smethport for April 24, 2018 to Share the Kiwanis opportunity. I found a core group of people that are showing interest.
Division 2: Membership has increased by 11 members, and at least two pending memberships.

Which clubs are being counseled in your Region, by whom?

The Fort LeBouef Club Warren clubs are currently being monitored by the Durners. Fort LeBouef is presently an example of a club that received counseling and is growing at an amazing rate. The club has doubled its membership. The results are an outcome of their decision to make a change and grow. They were recognized by the District for their growth of 66%.

Franklin: Their goal is to have 50 member by September 30, 2018
New Castle: The New Castle club has agreed to counseling. Yeah!!!

Service Projects

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

Bradford: Reading at the YMCA Day Care; Kid Fest at the YMCA (collaborative community project); April 28, 2018. Early Learning Guides are available at the event. Early childhood screening are provided at the event for OT,PT, hearing, mobility, dental, and many other age related services.

Erie: The Erie Club continues to host reading activities at Lincoln Elementary, where they sponsored a library.

Fort LeBouef: Fort Le Bouef held an informative and real life scenario program on the Opioid epidemic. The program showed how to look for drugs in student rooms; where to find help; programs and agencies to help families dealing with opioids; and a presentation that included families affected by opioids, agencies, and law enforcement officers/judges. March 2018.

Edinboro: Reading to children; Dr. Suess Day

Franklin: Franklin club is planning to host a Movies in the Park evening for families to enjoy a movie and spend time together.

Hermitage: May---Armed Services Day, May 19, 2018. The Hermitage Club sponsors a children's venue with age appropriate activities, an obstacle course, and information and Early Learning guides. for parents.

New Wilmington: They have shipped 30,000 shoes to Nike to be recycled for artificial turf and soles for shoes.

Warren: They are working with the local YMCA

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

Clubs with SLP's are inviting the groups to club luncheons and age appropriate projects. They also visit the SLPs to meetings and participate in projects as appropriate. Bradford is working with the Key Club from Custer City Private School to make more trauma dolls.

One of the Warren club's goals is to interclub with each of the clubs in Division 1. They are having a great time renewing old acquaintances. The Warren club alternates visits with their two Key Clubs. The SLPs have been involved in their projects.



Communication

Describe communications with the Formula Team

Phone calls (quarterly)
 Emails as needs, working on Regional Newsletter---I encountered some challenges with production
 Val Rose (Fort LeBouef) from Division 1 has volunteered to put out a monthly newsletter beginning
 May 1. I am most appreciative.
 Letters/flyers at club request

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

Monthly conversations with Randy Gorske. I have noticed that he is really interested in his clubs.
 Randy is an excellent public speaker when speaking from his heart. Randy has many positive
 connections with clubs from both divisions.

I need to work a little more with him on written communications.

Randy is a pleasure to work with.

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

Since it is difficult to visit my clubs during the wonderful northwestern PA winters, I have done some
 emailing. However, I do prefer to chat with them by phone.
 It has been helpful to have Randy Gorske serving Division 1. I continue to search for a Ltg. For
 Division 2. Division 2 clubs are reluctant to volunteer.

Other Information:

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

It is challenging to serve as Ltg. And Trustee.

I am seeing growth and excitement emerging from some of the clubs. I am seeing clubs beginning to
 attend District events. It is happening with the growing clubs. ☺

One of the Warren club's goals is to interclub with each of the clubs in Division 1. They are having a
 great time renewing acquaintances.

We have a Regional Training/Officer Election scheduled for May. Then we have a Regional Picnic
 scheduled for mid- July. Locations and dates: TBA

Bradford: Reading at the YMCA Day Care; Kid Fest at the YMCA (collaborative community project); April 28, 2018

Erie: The Erie Club continues to host reading activities at Lincoln Elementary, where they sponsored a library.

Fort LeBouef: Fort Le Bouef held an informative and real life scenario program on the Opioid epidemic. The program showed how to look for drugs in student rooms; where to find help; programs and agencies to help families dealing with opioids; and a presentation that included families affected by opioids, agencies, and law enforcement officers/judges. March 2018.

Edinboro: Reading to children; Dr. Seuss Day

Franklin: Franklin club is planning to host a Movies in the Park evening for families to enjoy a movie and spend time together.

Hermitage: In March, the club hosted another successful Pancake Day. May---Armed Services Day, May 19, 2018. The Hermitage Club sponsors a children's venue with age appropriate activities, an obstacle course, and information and Early Learning guides for parents. This club is family in the way that they care for each other and work to support the club activities as a unified group.

New Wilmington: They have shipped 30,000 shoes to Nike to be recycled for artificial turf and soles for shoes.

Warren: They are working with the local YMCA. Warren has a large scale AMBA event scheduled for April 28, 2018.

West Middlesex: They just completed a successful Pancake Breakfast



Board of Trustee Report

Date: 4/17/2018_

Trustee Name JOHN MAZUROWSKI Region 2

Lieutenant Governors:

Name: BARBARA BYERS Division: 5

Name: NONE Division: 6

Name: NONE Division: 8

Name: _____ Division: _____

Education

Regional Meeting: YES Fall Date: October 15, 2018 TBD Spring Date: TBD

Assessment of Meeting, if occurred:

(see previous report for summary of October 15, 2017 regional meeting)

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

Membership Growth

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

North Side, Pittsburgh PA (LTG Barbara Byers)
Second organizational meeting held on April 2, 2018.

Which clubs are being counseled in your Region, by whom

Kittanning PA (John Mazurowski)- last visit April 16, 2018, however meeting had been cancelled.

Mars PA (Barbara Byers)- visit attempted by Barb and John 2/6/2018, no meeting at published date / time.
- email contact attempt by Barb Byers on April 9 using new email address.

McKeesport (Keith Smith)- need to get update from Kieth, membership steady.

Service Projects

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

Numerous events.

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

Key Club District Convention
Circle K District Convention
Kiwanis Midwinter Convention
Key Club Trainer in beautiful facility in Grand Valley PA (Division 1)



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

Personal contact with Cathy Szymanski and Matt Wise during Kiwanis events.
Unfortunately missed a Formula call and a New Club call.

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

Division 5 (Barbara Byers)- some strong clubs; we are trying to schedule visits to outlying clubs.
- plus 4 members this quarter.
Division 6 (None)- can make intermittent personal contact with clubs as former LTG for this division.
- plus 3 members offset by loss of 4 members in Penn Hills this quarter.
Division 8 (None)- contact is rare, very concerned about a division without LTG for consecutive years.
- minus 1 member this quarter.

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

Email communication via newsletter January, February, March 2018.
Email communications with each individual club April in connection with Convention Fundraiser and Convention sponsorship.
Visits January and March with Kittanning Club.
Visit March with Vandergrift Club.
Steady contact with 2018 convention committee.

Other Information:

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

Excellent, excellent work by convention organizing committee.
Convention fundraiser to be held on April 20, good attendance from western PA Kiwanians.

Baldwin Club Monte Carlo Night scheduled for April 19.

Continuing efforts to identify Lieutenant Governors for Division 6 and 8.

Trustee Name Phyllis Palm Region 3

Lieutenant Governors:

Name: Alice Arnol Division: 11-E

Name: Rick Kistler Division: 11-W

Name: vacant Division: 10

Name: _____ Division: _____

Regional Meeting: Fall Date: _____ Spring Date: _____ TBD _____

Assessment of Meeting if occurred:

[Empty box for meeting assessment]

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

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)

Held initial meeting re club in Mcalisterville. Juniata Club rejected sponsorship. Juniata to conduct membership drive in that area- Challenged to add 15 new members to their club in place of opening new club. I will meet with Matt Wise and Ann Graves in near future to assess likelihood of club in another region 3 area.

Bellefonte is beginning education with Matt re opening a satellite club. Meeting to be held re this on May 8.

Which clubs are being counseled in your Region, by whom

Initial meeting held with Mount union Club- they are doing a club assessment. Needs follow up- Alice Arnold LTG, P.Palm Johnstown east- meeting 4/3 with Ann Graves. May need further support- will determine at division meeting on April 14

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

May 15 the Mifflin County Academy is holding a young Childs Career evening- Lewistown Kiwanis sponsoring.
Science fair for elementary children -April 14- Lewistown Kiwanis sponsoring.
Nittany Club continues to sell early education kits.
Circle K- South Hills Business school- purchased the book ,MOMO- Lewistown Kiwanis paid for them- will read and gift throughout community April and May

The Key clubs continue to be involved in community activities such as Kid Connection, fund raising for special Olympics, the Aktion clubs participate in Kiwanis activities. I am sure there are many but without LTG reports I am at a loss to say which.



Board of Trustee Report

Page 2

Describe communications with the Formula Team

Met with Matt Wise and Ann Graves to brainstorm prior to presenting idea of new club to Juniata. Ann participated in presentation.

Attended 2 sessions at Mid winter conference given by team.

Participated on Team call 4-10-2018

Many e mails continue to share information- these are shared as appropriate.

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

!!-E- met with A. Arnold prior to Juniata Club presentation- also accompanied her to mount union presentation. E mailed her asking what I may do for her clubs during her surgical leave (4-9 until 6/1). Frequent communications regarding information sent from State Office. I have a real concern re the election of a LTG to replace Her- She has been hesitant to tell me who that may be even though she says she has someone. I reminded her Kevin T needs that info and she replied- I will tell Kevin. Not sure what that means. Division 3 is a strong one and able to function fairly well in most clubs without much input but I am concerned about the lack of visiting. E mail communication and transfer of info is done well.

11-W- visited Phillipsburg Club meeting and then met with Rick Kistler- discussed division and needs. He has visited all clubs two times, however has not submitted his first report due December. Strongly encouraged to do so but don't expect it will happen. While I think Rick knows the clubs and the issues I do think he is content with status Quo. Rick has indicated he will serve another year as LTG. Maybe the next trustee can help him become more motivated to be more involved.

10- Although there is no elected LTG in division 10, Fred Smith has assumed the unofficial role of "leader" and has communicated with all clubs- the impetus being the 100 year celebration of the Johnstown Club. Several names have surfaced re LTG for next year- however I have called each name (actually 3 names) and each has declined. The division meeting on April 14 MAY lend itself to finding someone to elect. However I was greatly pleased to visit with 10 members from clubs in 10 at the mid winter conference and they seemed enthusiastic. Several new members have been added to clubs so perhaps we shall see action in this division.

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

Forwarded emails- sent several updates- talked on phone to clubs in Division 10. Visited Phillipsburg, Juniata, Lewistown, state college clubs. Giving presentation on Kiwanis to Lewistown Club on 4-17. Talked with each member present at mid winter.

Division 10 meeting - 4/14 at Johnstown - 5 clubs present

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

Identifying a site for a new club in region 3 is a priority.

Identifying a candidate for LTG in 10.

Identifying the LTG candidate for 11-E

Unavailabilty of 11-E LTG until June.



Board of Trustee Report

Date: 4/21/2018

Trustee Name Matthew Wise Region 4

Lieutenant Governors:

Name: _____ Division: _____

Name: Penny Meyers Division: 12N

Name: Don Ulrich Division: 12S

Name: position vacant Division: 14

Education

Regional Meeting: Fall Date: November 11, 2018 Spring Date: TBD

Assessment of Meeting, if occurred:

Meeting went very well. There were approximately 32 Kiwanians in attendance, with many experiencing their first regional meeting. Presentations focused on membership and service with several take-aways for attendees. Feedback received was very positive in nature, making sure to ask for more events like this in the future.

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

Membership Growth

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

Div 12N: As a follow-up from the January report, we are still looking at additional Kiwanis presence in the South Williamsport area. A meeting has been scheduled with leadership of the Williamsport Kiwanis Club, Div 12N LTG Penny Meyers, and myself.
Div 12S: As of now, there are not any plans to open new club in this division.
Div 14: We need to get a meeting with District and Regional Leadership to discuss an appropriate plan of action for Div 14 (and the lack of LTG, which I fear has caused significant issues with promoting Kiwanis and furthering development of new leaders. Until then, no new clubs are planned.

Which clubs are being counseled in your Region, by whom

12N: Jersey Shore (Penny Meyers), Muncy (Penny Meyers) Sullivan County (pending), Valley Athens (pending).
12s: Dalmatia (on-radar), Middleburg (on-radar), Milflinburg (Matt Wise/Don Ulrich). 12S LTG has requested information for community canvassing for 9 clubs.
14: Hazleton (TBD), Valley Conyngham (Stef Stamatopoulos). See above regarding a plan for Division 14 - which should result in additional coaching.

Service Projects

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

Several clubs in Region 4 participate in the distribution of the various learning guides provided by Kiwanis. In addition, a common service project for many clubs includes book give-aways and reading to kids. While not specifically an early learning initiative, the PA eKiwanis 2.0 club hosted a successful webinar on the Heroin/Opioid epidemic that is plaguing communities across Pennsylvania. Facts point to this having a direct impact on the need for successful early learning initiatives from our Kiwanis Clubs.

- The Kiwanis Club of Bald Eagle and Nittany Valleys (12N) has made arrangements to provide Kindergarten Here! Come guides to every incoming Kindergarten family in the Keystone Central School District.
- The Kiwanis Club of Mansfield (12N) continues to participate in several early learning/YCPO initiatives.
- The Kiwanis Club of Montoursville (12N) hosted a character breakfast in which young children can interact with their favorite characters from children's literature.
- The PA eKiwanis 2.0 (12N) provides guides to an Early Connections Center and works with the center to distribute to parents in addition to reading at the Center.
- The Kiwanis Club of Buffalo Valley/Lewisburg (12S) supported the Snyder/Union/Mifflin Child Development Center of Lewisburg in planning for the Week of the Young Child (April 16-20). They purchased books for the center.
- The Kiwanis Club of Milton/Warrior Run (12S) has placed a bookshelf for free books in a local laundromat to encourage reading among children while there with their parents.
- The entire division 12S has donated funds to the Evangelical Hospital in Lewisburg for their "Hello Hospital" program that places 1st graders into the hospital to familiarize them with the facility, staff, etc.

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

SLPs are strong in Region 4. I attended the judging for the Key Club convention this year and continue to be impressed by our young leaders and am pleased to report that the 2018-19 Key Club Governor, Maggie Karpinski, of Shikellamy High School (Div 12S), is from Region 4. In addition, we are pleased to welcome a new CKI Club at the Pennsylvania College of Science and Technology (Div 12N). I will say that, for at least in 12S, there is a lot of questioning of why the background checks need to happen at both the state and KI level (i.e. why won't KI accept the state's information). We have been working on this and educating the clubs.



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

Communications are constant. In addition to having quarterly calls, we have regular communication via email regarding clubs and any issues. Team development is still a goal and priority, so is establishing successful lines of communication with the clubs that seem to need assistance. The LTG reports have been helpful in allowing the Region 4 leadership team to strategically address certain areas of needed growth.

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

I communicate regularly with LTGs in Region 4 and we have instituted quarterly leadership team meetings to discuss administrative issues, membership growth and strengthening, upcoming events and projects, etc. These continue to be very helpful to both LTGs and myself. As previously indicated, my largest concern is within Div 14 and it is my intention that for the third quarter, Regional and District leadership convene to discuss a strategic plan for this Division. Division 12S is very strong. While there are a few clubs in need of additional support, there is a great sense of camaraderie within the Division, which is likely its biggest asset. Division 12N has always been very unique, mainly due to geographic locations of the clubs. This is the first year in the last 5 years that we have returned to a single LTG here and I remain interested to see how this compares to years past. At least half of the clubs in 12N would benefit from a focus on strengthening and growth. The LTG and I have been communicating on a plan to visit clubs that we have not been hearing much out of.

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

Communication is via email, social media, and some telephone. Visits will begin in the Spring and third quarter, in addition to the above-mentioned plan for Div 14. CLE will be a primary focus in the 3rd Quarter of the Kiwanis Year. The challenge will be providing something that is pertinent (and of perceived import) for the members who are serving in their 5+ term as a particular officer.

Other Information:

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

The Region 4 Leadership Team has discussed the need for live CLE this Spring. As such, we have determined that we will hold two in the Region: 6/23/2018 in Williamsport/Montoursville (Div 12N) and 9/8/2018 in Bloomsburg. Clubs will be invited to send representatives to either or both. I am currently working with the District CLE chair and the Region 4 Leadership Team to determine the best agenda for most positive outcomes from these events.

The most recent membership reports have Region 4 in a positive membership situation. As of 3/31/2018 Region 4 is at a +18 for the year. While we still have a lot of work to do, this is very good news.

The team has also discussed the added benefits of having regular Division Council meetings. Division 12S does have these, but there has not been one for several years in 12N and 14.

Other goals moving into the future: each Divisional leader in Region 4 is working at completing a Division Action Plan for the next 4 quarters; I am planning on scheduling trustee visits to clubs in Q3; and, in addition to the Div 14 planning, as previously indicated, I am going to reach out to each club in the Div personally and thank them for their service to their community and let them know we are here.

I would like to point out that the PA eKiwanis 2.0 club has embarked on a plan to hold a series of online webinars devoted to educating the public about the Opioid/Heroin epidemic that is plaguing many of our communities across the District. The first, on 4/15, was well attended and well received. Looking forward to another on 5/20.

As a side note - many of the clubs in Region 4 will be participating in the Gelsinger/Janet Weis Children's Hospital Children's Miracle Network telethon on June 1-3, 2018.



Board of Trustee Report

Date: 4/16/18

Trustee: Ben Osterhout Region: 5

Lieutenant Governors

Name: <u>Emily Reed and Susan Gabriel</u>	Division: <u>13N</u>
Name: <u>Rodney Stoops</u>	Division: <u>13S</u>
Name: <u>Susan Warner</u>	Division: <u>16</u>

Education

Regional Meeting: Fall Date: _____ Spring Date: June TBD

Assessment of Meeting, if occurred:

Club Leadership Education Planned: Yes Not Yet NA Date(s): August 18 or 25

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)

Greater York Area – development stage
Southern Lancaster County – Governor Judy working with

Which clubs are being counseled in your Region, by whom

Linglestown Area – Bob Raub

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?



Communication

Describe communications with the Formula Team

Conference calls and e-mails

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

Monthly conference call

Clubs of concern:

Middletown – lack of leadership succession

Big Spring

Norlanco-Rheems – meeting day and time

Strengths:

Centennial Internet Club – 3rd largest membership in district

Dillsburg – interaction with SLPs

New Holland - growth

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

Email updates

Other Information:

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



Board of Trustee Report

Date: 4/17/18

Trustee: Michael Coolbaugh Region: 6

Lieutenant Governors

Name: <u>Tiffany Callaio</u>	Division: <u>15</u>
Name: <u>Tim O'Donnell</u>	Division: <u>17</u>
Name: <u>Young Chang</u>	Division: <u>18</u>

Education

Regional Meeting: Fall Date: _____ Spring Date: _____

Assessment of Meeting, if occurred:

Club Leadership Education Planned: Yes Not Yet NA Date(s): 6/23/2018 and 7/14/2018

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)

Division 15 - Back Mountain club currently have 7 applications paid. Another meeting is scheduled for 4/19/2018

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)

Several of the clubs in the region distribute Early Learning Childhood Development guides to their communities. Many also do weekly readings at Daycares and Elementary Schools.

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

Clubs in the region visit with their Sponsored Leadership Programs on a monthly basis. Most also assist each other on service projects in the schools and communities. Key Club's District Project again this year is Early Learning.



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

I communicate with the Formula through conference calls that are scheduled by the Co-Chairs of the Formula Committee. Also if needed I contact by text or email for information to assist with club openings or strengthening.

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

Communication has improved in Division 18 but I am still having some difficulty communicating with Division 17. Communication with Division 15 continues to be strong as it has been all year.

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

Clubs and Lt. Governors have been advised of the Region 6 Facebook page that they can use to share their projects and ideas with all of the clubs in the Region.

I attended Division Council Meetings in Division 18 and Division 15

Other Information:

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

Division 15 LTG Tiffany Callaio and Division 18 LTG Young Chang have been reelected to serve another year.



Board of Trustee Report

Date: April 13, 2018

Trustee: Sarah Zulueta Region: 7

Lieutenant Governors

Name: <u>Dennis Pennington</u>	Division: <u>19</u>
Name: <u>Bonnie MacDonald</u>	Division: <u>21</u>
Name: <u>Lillian Mateja</u>	Division: <u>22</u>

Education

Regional Meeting: Fall Date: _____ Spring Date: June TBD

Assessment of Meeting, if occurred:

We are looking at having our Region event as a social and have it before a joint event with Region 7 and NJ District clubs at the Trenton Thunder game June 21, 2018. (Game time is 7 pm therefore meeting is a tentative 5:00 pm)

Club Leadership Education Planned: Yes Not Yet NA Date(s): July 28, 2018 9:00 - 12:00 pm

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)

Kiwanis Club of Next Generation, this club is slated to be in Division 19 and in Region 7 but no location will be associated as this club will be a hybrid club with a group(s) meeting in person at one or many locations while connecting to other members using video conferencing technology such as Skype/ Join.me / GotoMeeting. There has been two interest meeting thus far and we have **4 applications and 6 prospects**. The club is attracting SLPs unsure where they will be living after graduation and/or ones that has an unpredictable schedule. Next meeting date is 4/19 and planned organization prior to Intl Convention.

Which clubs are being counseled in your Region, by whom

Division 19 -- Pottstown (Dennis), Upper Bucks (Dennis) and Collegeville (Bonnie/Jen/Sarah).
Division 21 -- Bonnie - Council Rock and Glenside.
Division 22 -- Baltimore Pike (Lillian), Main Line (Sarah), Conshohocken (Liz), Valley Forge (Mariza), South Philly (Sarah), West Chester (Lillian)

Service Projects

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

Main Line – March 13, 2018- Dr Seuss Read Across America Day – Held in Ardmore, PA. In collaboration with author Nahjee Grant, project included providing painted take home Kiwanis sponsored reading library boxes, reading Dr Seuss books to young children and leading planned fun activities and games for children, where they learn through play.
Norriton Circle: There will be many events center to around raising money and awareness for early learning libraries in Norristown with the Montgomery County Intermediate Unit (MCIU). Fundraising efforts for EL include having a bowling night or day, a Barnes and Noble night and big book drives at local supermarkets.
Conshohocken: The club is working on a reading event in September 2018 called Curiosity Day based on the Curious George books, there will be games, crafts and reading activities for children.
Collegeville – April 21, 2018 10 am – 1 pm – Healthy Kids Day - Passing out Early Learning guides to parents that come to the Spring Valley YMCA.

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

SLPs are invited to all Regional events and large project where appropriate via email and facebook invites. Pottstown did a K-Family event in March to honor and recognize their many SLPs.



Communication

Describe communications with the Formula Team

Communication is via quarterly Regional calls and emails. Region 7 does their own Club Coaching quarterly meetings locally to focus on specific local club growth goals by Division/Club.

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

Communication with LTGs have been monthly either via a conference call, in person meeting/event or email. All Divisions completed their Q2 Division council meetings and elected LTGs.

Division 19 – A new LTG has been elected and a new club will be open this year catering to SLPs and busy professionals called “Next Generation”. Areas of concern for this division is the lack of consistent communication among clubs, an unexpected change in leadership at the new Collegeville club and stagnate growth in existing clubs.

Division 21 – The clubs in this area have amazing service and fundraising projects that support several communities and SLP groups. An area for concern is the stagnate growth and lack of NEW leaders stepping up in existing clubs. Many struggling clubs choose not to complete action steps necessary for their clubs to grow, even after several attempts to help. The local Formula team has stressed clubs need to participate in their growth alongside the Formula team counselors, so far clubs have been unwilling to participate. This mentality is not sustainable for this Division.

Division 22 - A new LTG has been elected and growth has been steady. Communication needs to be improved in this Division but this is a tight knit Division where they often interclub with each other which does engage newer and younger members. The newly chartered clubs in the Division are struggling to find signature projects and as the leaders 2 year terms expire, we will be looking to help these new leaders emerge in the Division as a long range succession plan. A few older clubs are finding it difficult to fill leadership roles and provide impactful service.

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

Regional email sent related to Midwinter and event and upcoming Q2 email to be sent soon about Spring/summer events.

Other Information:

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

There is a concern about the lack of turnover for club leaders and member retention in all clubs. We hope that by bringing back fun regional and divisional events that we can bring more “FUN” into Kiwanis for these clubs to grow.

Executive Director's Report – April 21, 2018

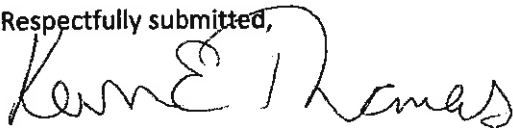
1. We need all board members to promote and support the District Kiwanis Kash Raffle, District Convention Sponsorships and District Convention Program Ads. It is vitally important you do so.
2. We received an inquiry about a potential Circle K Club at Slippery Rock University. While discussions are very preliminary, one of the biggest challenges, if not the biggest, is who will be the Kiwanis sponsor. There used to be several clubs in this area but not any longer. Now there are two left, New Castle and New Wilmington. Both are 20 miles from Slippery Rock. New Castle is non-responsive so they almost certainly can't be counted on to be a sponsor. I am uncertain about New Wilmington but it would not surprise me if they declined (but I hope I am wrong). The idea of opening a new club Kiwanis in Slippery Rock or nearby seems unfeasible as we don't seem to have anyone or any club that can sustain and support a new club. Without an effective Kiwanis sponsor, it will be a challenge to sustain a Circle K club if it gets organized. My point in sharing this in this report that I am very fearful that unless we grow our organization and solve the challenges of opening and sustaining new clubs, we will find ourselves increasingly in this type of situation.
3. Again I am renewing this concern. I don't view the process by which clubs pay dues to be a healthy one for future sustained organizational growth. I'm convinced that it results in unnecessary member deletions and know that it results in "sandbagging" or new members not being added. While I do not profess to solely have the answer, I think a better system might be a flat per club fee. I would suggest that we ought to study this and perhaps come up with a proposal to put forward to Kiwanis International.
4. As to the forthcoming audit report and in response to those who will try to say otherwise, I feel I need to make it very clear that I was and am doing the best job possible with the systems in place, given the expectations of the job, the time I have available and given the limited resources we have. I will take strong exception to those that say otherwise.
5. The District has carried a term life insurance policy on me with a value of \$100,000. The policy is a 10 year level premium policy with my family being a beneficiary for \$75,000 and the District being a beneficiary for \$25,000. The premium was about \$400.00 annually. The ten year level premium period has expired and the policy would renew for \$1,937.81 annually for a second ten year period. I have decided to forgo paying the premium and therefore the policy will not be renewed. I will not be asking for or seeking any type of replacement compensation.

I am, also, including my travel/calendar and schedule for January, February and March.

As always, feel free to write or call any time your need assistance, have questions or concerns.

Thank you for all each of you do for Kiwanis.

Respectfully submitted,



Kevin E. Thomas
Executive Director

	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat
	Holiday	Off		12pm Kiwanis Lunch Me...		Key Club Board	
7	8 car	9	10	11	12 2pm Abby Smith	13 Holiday Party	
14	15	16	17	18 1pm KIF Leadership Call	19	20 Board Meeting	
21	22	23 2pm Contract meeting	24	25	26 11am Bill Comisky	27	
28	29	30	31	1 9:30am Finance Commit...	2 11:30am Board Meeting	3 10am 2019 Convention ...	

	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat
28				9:30am Finance Commit...	11:30am Board Meeting	10am 2019 Convention ...	
4	5	6	7	8	9	10	
	12pm 12 PM: Kevin & K...	10am GoToMeeting Invt...	7:30pm Foundation call				
	9pm Pennsylvania Distri...	1pm Dan Alderman					
11	12	13	14	15	16	17	
	6:30pm Montoursville	8am Satellite Club	3pm Buffalo Valley		10:30am Kelly Shaup		
		9am John Mazurowski					
		8pm YCPO Call					
18	19	20	21	22	23	24	6pm Harrisburg 100th A...
		10am Finance Committee					
25	26	27	28	1	2	3	
			6:15pm District Conventi...	Circle K Convention	Circle K Convention	Circle K Convention	

	Tue 28	Wed 1	Thu 2	Fri 3	Sat
25		6:15pm District Conventi... Circle K Convention	Circle K Convention	Circle K Convention	Circle K Convention
4	7	8	9	10	5:30pm Allentown 100th...
	6				
	10am Finance Committee 1pm Dan Alderman				
11	13	14	15	16	17
	8:30am Frank Iati			Midwinter	Midwinter
18	20	21	22	23	24
	6pm 2019 District Conv...		Key Club	Key Club	Key Club
25	27	28	29	30	31
Key Club			3:30pm Bob Cannell Fu...		



Kiwanis[®]

PENNSYLVANIA DISTRICT

Phil Weber
Governor Elect
3864 Thomas Drive
Emmaus, PA 18049
Phil@PaKiwanis.org

To: Gov. Judy
Trustees
Kevin Thomas
From: Governor-elect Phil
Re: April Report

- **Conference & Meetings**

- I briefly attended the Circle K DCON, having to leave early due to my family situation.
- I had to miss the Mid-Winter Conference, also due to last-minute family obligations.
- I attended the Key Club DCON, participating in activities as requested, and installing the new District officers.
- I attended the Downtown Allentown Club's 100th Anniversary dinner.
- I plan to attend the Easton Club's 100th Anniversary luncheon tomorrow (4/22), and the Northeast US Leadership Conference in Baltimore on May 5th and 6th.

- **Training and Education**

- I am working with Kevin and Chris Martz on Lt. Governor education, scheduled at Bucknell University on June 8th & 9th.
- I am also working with Kevin on Trustee education. Given the fact that there is only one new Trustee, and in order to reduce any travel and inconvenience, I will hold a less than 1 hour orientation session immediately after the Lt. Governors are excused on June 9th, followed by one or (possibly) two interactive webinars on evening(s) best suited for the Trustees.
- I am developing topics for workshops at the District Convention in August. To the extent possible, I want to have the presenters make it an interactive session, and have the rooms set up 'in the round', rather than 'classroom'.
- I have been in contact with the chair of the 2019 District Convention, Mike Haven, on preliminary thoughts on theme, activities, etc.

Respectfully Submitted

Phil Weber
April 21, 2018



April 2018

Judith A. Raub
PA District Governor
602 Rose Petal Lane
Mount Joy, PA 17552

Governor's District Board Report through April 15, 2018

Dear fellow board members:

This has been a very busy several months as your District Governor.

I will begin with our last Board meeting. We had some great discussion after RKL, our CPA firm, presented their preliminary audit report that provided some eye-opening information about our audit progress. This led to some ongoing communications with the Finance committee and some trustees about some clarification questions raised once we were able to "begin to digest" the documents RKL provided.

We always need to keep in mind that, most of our revenue reflected in our budget numbers comes from our membership dues. This membership number / dues budget has not been met for the past several years. This leads us into a startling deficit.

I also understand that you are probably tired of me talking about membership and new clubs. The reality is we have fallen short on both issues. I know that we are all working on bringing in new or additional members, but we have not been meeting our membership numbers over this past year. Yes, we may meet or come close to meeting our monthly goal but what happens to the months when we didn't meet that number? Those shortfalls must be added into the upcoming months, so they stay in the forefront of our goals and projected end of the year targets.

Our target of new clubs opened in this Kiwanis year is 8, and I am sorry to say that as of today we are at ZERO. How do we change this? What do we do? Clearly what we have been doing isn't working and I am open to suggestions to get the ball rolling. We have a "growth / Formula" team to support us. They try to help, but it really is up to us as District Leaders to make this a priority; however, and more importantly, to make GROWTH a reality. We have approximately five and a half months to do this. I believe in us and I believe we can do this. But that is just it, Kiwanis needs our help. We need to be all in. We all need to be moving in a forward direction toward our goal.

It is not only the budget and our revenue that suffers from the lack of members; it is our Leadership positions which in many cases, remain empty because of our membership numbers. Most leadership positions were easy to fill when we had 7000 plus members. We are currently recycling way too much and that hasn't proven to serve us well in some areas. And in other areas because of the lack of members, which leads to lack of leaders, have gone years without a Lieutenant Governor. It is those clubs that are suffering, those clubs that are losing their District connection, not to mention the Kiwanis International connection. Just look at the Divisions with no LTG's, (Divisions 2, 6, 8, 10, and 14). You may say well that's not bad we are only missing 5 Lieutenant Governor's out of 21 but that is not the point. The point is, we are lacking an information chain, we are lacking the personal relationship that each of these Lieutenant Governors bring to the clubs they support. It puts more work on the Trustees and the District to

make sure all the bases are covered. I don't think we would ever be accused of communicating too much. There is a saying that I am particularly fond of that that is "better to have and not need than to need and not have."

About growth, I, personally, am still working on the Quarryville area, now being called the Kiwanis Club of the Southern Lancaster Area, and we are moving up into the Willow Street and Millersville communities. I continue to meet with our original application members, invite new community members and "advertise" about upcoming happenings. We have had several meetings and community appointments with a few new applications and some new interest and we have been able to tie into the Millersville Circle-K, and, Rebecca, a former Key Club member and the new Circle-K Colonial Division Lieutenant Governor, for her help in working with us to meet and invite prospects. Other than that, there have been no real changes, nor much help from a team of concerned Kiwanians.

Governor-Elect Phil, Chair of the Finance Committee, along with the committee members (John Mazurowski, Kevin Thomas and myself) have been diligently working on finding ways to curb our expenditures. We have been meeting on a regular basis and will have a conversation about some options at our Board meeting on April 21, 2018.

Paul Kasoff, Chair of the Audit committee, along with the committee members (Bob Raub and Keith Smith) have also been overseeing RKL (Auditors) as they move through the 2016-2017 final year of the audit. I was able to attend the last round table meeting with the auditors and the audit committee last week and we are hopeful to have the final draft of their findings at this upcoming board meeting.

Some high notes from this past three months were that I was able to participate in a chartering of a new Builders club in the Montoursville Middle School. It was great to see their enthusiasm, energy and commitment to their club and to listen to the ways they are going to make a difference. Still in January, I attended the Division 21 recognition banquet and my home Division 16 council meeting then onto Misericordia University Circle-K chartering celebration. February was not too different, as far as places to go, people to see.

In February, I participated in 2 Kiwanis club meetings with Palmyra on growth and strengthening and changing things up like their meeting frequency and how someone (other than the President) constantly sideswipes the meeting and takes all conversation off topic and out of control. This is not too inviting or welcoming for new or prospective members and that is something that all clubs need to pay attention too. But I did say that these are the high notes, so I will get myself back on track. I was able to attend the 100th Anniversaries of the Kiwanis Club of Allentown, and the Kiwanis Club of Harrisburg. They were both quite a walk down memory lane for most that were in attendance. Both were nice evenings and Allentown's was well attended. This was also a month of the conference calls. Too many to list but suffice it to say most of them had provided an agenda, were productive and informative. But wait there's more. Still in February there was National Pancake Day. If your club or division participated I hope it was fun and that you were able to share your Kiwanis story and to tell them about your clubs.

March started out with my attendance and participation in the Circle-K DCON in Gettysburg where Governor-Elect Phil and I took the Circle-K board out for a bite to eat and some more bonding time. For me, it's great to spend time with them and learn how they tackle obstacles and opportunities that come upon them. It was my honor to retire and install the board for the 2018-2019 year. We also had our Kiwanis Mid-winter on March 16th and 17th. It was an awesome planning experience and I was fortunate to have met and invited our Keynote speaker Karen Saxe Epply to be with us. She helped carry our theme of "Kiwanis is our Superpower" throughout the day and I thank all the Trustees, Lieutenant Governor's, District Chairs and SLP Administrators who participated by wearing their superpower "Kiwanis Capes". I look forward to reading the evaluations. And we are always open to suggestions on improving things within reason. The following weekend was Key Club convention and you guessed it, back up at the Penn Stater Hotel. It was such fun to spend time with them and to see all the work they put into this past year and the leadership that Governor Grace provided to them. I participated in a few of their sessions and, also was asked to be a judge for the oratorical contest along with Governor-Elect Phil and Trustee Matt Wise. Listening to how

articulate most of them were and thinking, I don't know if I could have done that at their age. There wasn't a Kiwanis club in my local community or any SLP's in the schools I went to "back then."

And now it is April, not spring at all, just April. This has been a somewhat busy time as I have been preparing for our upcoming board meeting, attending the Circle-K transition celebrations of Elizabethtown College and Shippensburg University, and the 100th Anniversary of the Kiwanis Club of Johnstown. All offered reflective celebrations and lists of their accomplishments. I was honored to be invited and to be able to speak at all events as the District Governor. I have sent a few reminders to all Trustees and Lieutenant Governors about April and May being the time for club and division elections as well as the annual meetings, and any updates on elections to be sent to the District office so there is a clear picture of the needs for Governor Phil's year.

I am looking forward to the next several months as my story continues as your District Governor.

Yours in Kiwanis service,

Judy Raub

Judy Raub, Governor 2017-2018

**Pennsylvania Kiwanis
Club Growth and Strengthening
New Club Opening Call – Option #1
April 10, 2018
8:30pm**

Attendance:

- Region 1: Cathy Szymanski, David Szymanski
- Region 2: Barb Byers
- Region 3: Phyllis Palm
- Region 4: Matt Wise
- Region 5: Ben Osterhout, Judy Raub
- Region 6: Mike Coolbaugh, Phil Weber
- Region 7: none** (see addendum on final page)

Region 6 Update – Back Mountain Kiwanis Club – Mike Coolbaugh

- Will cover all the areas of the Lake Lehman School District
- 7 apps, 6 with checks and 1 former sponsored youth.
- Another informational meeting at 6:30pm on 4/19/2018.
- A lot of them are parents of Key Clubbers of the school district. One is Megan Kuffa, who is the Key Club Advisor. They will also want to open a Builder's Club at the same building.
- Mike is working at getting in to meet with the superintendent of schools. Knows him through the Little League.
- With the right people at the table, we should be able to get them in the next month or so...organizational meeting, officers, etc.
- Should be done within Q3.
- Challenge is that it is a rural area – not like they can go through the business area. The largest business community would be more for the Dallas community for their Kiwanis Club. We have met with them and worst case scenario, we will get those interested into the Dallas club.
- Good for now – will not need help until we get into the organizational stage. Cathy reported that Matt, David, and Cathy are always available for the organizational meetings.

Region 5 Update – Greater York Area Club – Ben Osterhout

- Early stages – so far Emily Reed and Dillsburg are going to be one of the sponsors. She is working with Key Clubs in the Dallastown Schools. Hanover Club is going to be another cosponsor because the club falls in the middle of the two divisions. Great idea! Will also work to strengthen the two cosponsoring clubs.
- Emily is using her reading contacts to help with this effort.
- Goal: Q4 of the Kiwanis Year in terms of getting everything together.
- Not a lot that needs to be helped with right now. Need to get the appointments lined up.
- The NCO kit arrived the other day (we think).
- Ben thanked Judy for using the speaker from Mid Winter to get a few people from that area too.

Region 5 Update – SOLANCO – Judy Raub

- Looking at changing name to the Kiwanis Club of the Southern Lancaster Area.
- No estimated time of completion.
- Meetings are scheduled and appointments are ongoing.
- Currently there are 5 applications (regular attending members). 2 people that have given apps and checks, but have not replied to voicemails or emails. 1 application from a realtor without a check. Have had to return three checks on Monday with a note.
- 6 social meetings over the last three months and have been moving the locations around because they have not found an area that works for this.
- The Quarryville area is too much of a closed community, so the core group has moved up into other areas, but they want to proceed.
- Meetings tomorrow with potential members as well as a service project and a discussion about next-steps.
- Approved for a 5-minute presentation at the elementary PTO meeting.
- Judy attended the Shippensburg CKI transition meeting. Joe, President of Kiwanis of Shippensburg, reported that they were meeting at a nursing home. They moved to the library and moved the meetings to 2x per month, with one a board meeting. No meal is involved. During this time, they picked up three new members.

Region 4 Update – South Williamsport/Greater Williamsport Area – Matt Wise

- Matt and Penny have a meeting with the President and President-elect of the Williamsport club in the third week of May to discuss the potential.
- The Williamsport leadership agrees that there is a need for additional Kiwanis presence in the South Williamsport community.
- Will determine if the next step is a new club or a Satellite of the Williamsport club.

Region 3 Update – Phyllis Palm

- Targeted McAlisterville, a rather small community.
- After the assessment was completed, Ann Graves and Phyllis visited Juniata County Kiwanis to see if they would sponsor.
- Alice Arnold, LTG for 11E (incoming Trustee) is not entirely supportive of the effort.
- President of Juniata County Kiwanis called Phyllis and said that they are doing a membership drive of their own and will be working with the East Juniata S.D. key club (in the McAlisterville area).
- Phyllis challenged them – if they don't feel they are willing to sponsor, then bring in 15 new members to their club.
- Matt, Ann, and Phyllis will get together for lunch again and they will do some brainstorming.
- Division meeting on Saturday and perhaps something might come of that. Need to regroup to target a community in 11E.

Region 3 Update – Bellefonte Satellite – Matt Wise

- Matt provided an update that Bellefonte update re: Satellite by June/July and community canvassing.
- After the Mid-Winter conference, they came away very energized to do something and have gathered a core group of supporters.
- They are meeting on May 8th and Matt will present them with the community canvassing “how-to”.

Region 2 Update – Kiwanis Club of Northside – Barb Byers

- Location is right over the bridge from Sheredan, the sponsoring club.
- There have been 2 information sessions so far.
- 1 application (on a payment plan for the dues).
- The economics of the area means that they have to be creative and will make a \$25 per month payment during the organizational phase.
- District fundraiser in Northside (for the District Convention), but will work to recruit for the club.
- Every other Monday will bring general information sessions to drum up interest.
- In the process of looking at the list of people that have been generated. Need to make the calls and reach outs. Barb asked Cathy for some dates.
- Timeframe: June/July 2018 at the earliest, but Barb is targeting June.
- Cathy will check with Chris to see what his availability is in this timeframe (he has offered).
- Mixed vibe from some previous supporters but working through this and hopeful that the work discussed tonight and the info sessions will be helpful to the effort.

Region 1 Update – Smethport – Cathy Szymanski (for Kathy Durner)

- Kiwanis Club of Smethport – new club kit ordered, Cathy spoke to the club and gave an overview to get the new club opened. Meeting with people, but will likely be a slow process. The Bradford Club was hesitant at first, but they seem very ready to go!
- Phil brought up a concern that the closest town is actually in New York state. He called the Gov-elect of NY district and there is a possibility that if they need personnel to assist, there is a close club in NY that is able and willing to help.
- Cathy and Matt will connect Kathy with Phil to continue this discussion.

Region 1 Update – Summit – Cathy Szymanski

- Kiwanis Club of Summit is nearly completed.
- Just need to get the paperwork in. This will happen this quarter.

Final Thoughts:

- Gov-elect Phil: Working to formulate goals for next year, but should not impact the current efforts. Very excited to hear about the support of the existing clubs in addition to the new club efforts. Thanked everyone for their work and efforts to do both.
- Governor Judy: In addition to other comments, feels that we need to be extremely deliberate in our ask and our why we are doing what we do. This will push the needle in the right direction. From experience, Judy said that she has a tendency to court people into membership. It is not a good practice to duplicate this into the club opening activity, although it works for the existing clubs.

Reminder – there is another call on April 24th at 9:00pm if you have updates or want to listen in, etc. Cathy and Matt thanked everyone for their time.

****Addendum: Jen Vare provided the following information via email as neither she nor Sarah could be on the call:**

Roll Call with name of new club-we refer to it as Kiwanis of the Next Generation, but many other names have floated around so we won't know until they organize.

What is the ETA for the new club-we won't rush a good thing, but hopefully before International Convention

How many apps and checks do you have? 4 apps, 0 checks (none of them have check books)

What meetings have been done so far-we have had 2 pre-meetings and 1 info session.

What are the issues-no issues at all at the moment

What are the good things going on- 14 people at the meeting some live, some on call. Trying a different place and platform for the next call.

What can we do to help-We are good to go! No help needed!



District Audit Committee

Report to the District Board

April 16, 2018

The Audit Committee has been requested to provide this report and included attachments directly to the Board so that the materials can be reviewed with a little more time than might be available if waiting for the full Agenda package. There seems little need to now recite the ongoing efforts of the Committee to get to this point

The attachments include RKL's a draft letter with recommendations, draft financial status summary, and a request of even date regarding missing information. The responses to this outstanding list will enable the completion of the Audit and filing of the 2017 IRS form 990, which currently has had one extension filed and is now due to be submitted by May 15, 2018.

THE DISTRICT IS IN MAJOR TROUBLE.

It is imperative that the Board address the recommendations and right the ship! PLEASE spend the necessary time to review the attached and be prepared to ask questions of the Auditors, who will be in attendance on Saturday morning.

If the Committee can address any questions before Saturday, we are available to attempt to do so.

It should be noted that on page 5 of the Letter, we have made a temporary revision to the auditor's language. This was done so that the words "affiliated Districts" are clarified to mean our PA affiliated (SLPs).

It is also noted that the Financial Statement section, Page 9, Note 7 – Commitment, currently unknown amounts due for future rents and equipment, and the audit fees, are NOT included. The obligation will be significantly higher.

Respectfully submitted,

Paul Kasoff, Committee Chair 215-272-3761

Robert F. Raub

Keith Smith

Attachments

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

In planning and performing our audits of the financial statements of Kiwanis International NTL HDQ K23 PA District (District) as of and for the years ended September 30, 2017, 2016, 2015, 2014, and 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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

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

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

Oversight of the Financial Reporting Process

Management is responsible for establishing and maintaining internal controls and for the fair presentation of the financial statements and footnote disclosures in the financial statements, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Management is able to review the statements for accuracy in relation to its internal records. However, the District does not have a system of internal controls that would enable management to conclude the financial statements and related disclosures are complete and presented in accordance with U.S. GAAP. As such, management requested us to prepare a draft of the financial statements, including the related footnote disclosures. The outsourcing of these services is not unusual in Districts 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 lack of segregation of duties especially regarding the disbursement and receipt of cash. The Executive Director performs all accounting functions with very few compensating controls. 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.

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 from the active oversight from the Board of Trustees. We have made some recommendations below that can help with this process. We strongly suggest you consider these recommendations.

General Ledger Reconciliations

Numerous adjusting journal entries were required to reconcile account balances and convert the general ledger to the accrual basis of accounting. We strongly recommend that all balance sheet accounts be reconciled on a timely basis each month. If necessary, these functions can be outsourced. Without proper reconciliations, monthly reporting to the Board of Trustees will likely not be complete and accurate.

Financial Reporting to the Board of Trustees and Finance Committee

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

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

We further recommend that the budget to actual report be prepared from the general ledger and include a reconciliation to net assets presented on the balance sheet. We were not able to reconcile the actual results reported to the general ledger in many cases.

Preparation of Form 990 for District Exempt from Income Tax

As of the date of this letter, the District is attempting to have its tax-exempt status reinstated. The District's failure to file the Form 990 tax returns in a timely manner resulted in the recent revocation. We strongly recommend that a process be established to insure that future filings are made on a timely basis. The preparation of the filings can be outsourced; however, the ultimate responsibility for filing should be clearly established and monitored by written policies. We also recommend that a review be performed of the recent 990 filings to determine if amended filings are required to reflect the adjusting entries made during the audit process.

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

Additional Comments and Observations

Board Governance

As fiduciaries, the Board of Trustees have 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. We have noted that the District has suffered recurring losses from operations in recent years and has a growing deficit in net assets. It is of immediate importance that the Board of Trustees develop an action plan to improve the situation. The plan should include a review of the budget and develop a plan to increase revenues and or reduce expenses and review all current activities and programs of the District.
2. We strongly recommend that the monthly expense reports of the Executive Director be approved by the District Governor or other designated individual. Also, the format of the expense report should be reviewed. Expenses should be detailed by date, time, place, and purpose of the expense so that the expense can be reviewed efficiently. Travel meetings should include individuals or groups in the meeting and a basic description of the purpose. A signed Excel spreadsheet can be used to provide the detail needed. Manual writing is generally difficult to read.
3. We recommend that the District Governor or another designated individual obtain access to the online credit card transactions and review the charges and balances on a monthly basis.
4. We recommend that the District Governor or another designated individual obtain access to the online bank activity and review bank activity on a frequent basis. Since the Executive Director performs all accounting functions, it is important to have oversight over cash functions.
5. We recommend that the District Governor or another designated individual and the Finance Committee review the QuickBooks financial statements on a monthly basis. This review would include the balance sheet, revenues and expenses, and a comparison of budget to actual. The Finance Committee should report their review and recommendations to the Board of Trustees.

QuickBooks Bookkeeping Functions

1. Financial reports including the balance sheet, statement of revenues and expenses, and many other reports can be generated directly from QuickBooks. It is our strong recommendation that these reports be generated from QuickBooks and be distributed to the Board of Trustee and others deemed appropriate.
2. During our audit, we noted that cash was not reconciled to the bank statement since February 2017, which was the date of conversion to QuickBooks. A monthly bank reconciliation is a critical bookkeeping function. We have discussed the QuickBooks reconciliation feature with the Executive Director and strongly advise that the reconciliations be performed immediately.

Additional Comments and Observations (continued)

QuickBooks Bookkeeping Functions (continued)

3. We recommend that credit card charges be recorded in QuickBooks in the month the charge is incurred. A liability should be charged for the credit card balance. Payments against the credit card should be posted against this account. The balance should be reconciled to the monthly statement.
4. We recommend that consideration be given to training the Administrative Assistant in basic QuickBooks functions such as basic data entry. This will not only save the Executive Director time, but will also provide cross-training and some segregation of duties.
5. We recommend consideration of some outsourcing of accounting functions to either a knowledgeable volunteer or to a paid accountant. The outsourcing of these functions can be limited to reconciling accounts and preparing financial reports. Several hours per month may be enough to be very effective. Having someone with basic accounting knowledge will help improve the accuracy of financial reporting and keep the records up-to-date.
6. We recommend using the QuickBooks online feature. This feature provides online access to files. This not only allows designated users access to information remotely, it also provides a secure, backup function in the event of a disaster.
7. QuickBooks also has payroll and accounts payable features that are currently not utilized. These features may be helpful and should be considered to help improve accounting. We can help you implement these functions.
8. We recommend that better documentation be maintained of deposit details. We recommend using QuickBooks to document the details of each deposit, including source, date, amount, and general ledger account. This can be printed and attached to the deposit slip to maintain both physical and electronic documentation. Deposit slips should include details of the deposit including source and reasons for the deposit.

General Issues

1. During our audit, we noted that the bank account of the Aktion Club was closed and consolidated with the District checking account. This transaction should be approved by the Board of Trustees. We strongly recommend that the District review its policy regarding the transfer of funds between affiliates. We further recommend that the financial activities of these other entities be monitored including preparation of detailed financial reports and the oversight of an active and engaged board.
2. During our audit, we noted a deposit on February 2, 2017 totaling \$4,715 for credit card deposits collected on behalf of the Key Club. We noted that these deposits were not remitted back to the Key Club. A liability has been established to reflect this on the financial statements.

Additional Comments and Observations (continued)

General Issues (continued)

3. Upon conversion to QuickBooks on March 1, 2017, separate clearing accounts were established by the Executive Director to better track this type of clearing activity. We strongly recommend that these accounts be closely monitored to verify that activity is properly clearing and that funds are transferred as appropriate on a timely basis.
4. During our 2015 audit, we noted that the annual District Key Club cash contribution was not received for the fiscal year ending September 30, 2015. The budget included a revenue of \$9,000 for this line item.
5. During our audits of the four years ended September 30, 2016, we noted significant general ledger activity in miscellaneous expense account numbers 422 and 529. We noted that these accounts included numerous transactions including transactions with the Key Club that were not reconciled. Over these years, we noted a net outflow from these accounts, which likely represents support provided to the Key Club.

These outflows have been presented on the financial statements as support provided to affiliated clubs.

As described above, effective March 1, 2017 separate clearing accounts have been established to track activity from affiliated Districts. It will be important to monitor these balances.

6. We noted that certain bills were paid after the due date and incurred late charges. To the extent possible, we recommend that invoices are paid timely to minimize these charges.
7. We noted that payments designated as medical expenses prior to January 1, 2017 were paid directly to employees. These payments were not part of a group plan and did not go through payroll, thus they may have been subject to payroll taxes. The Board of Trustees should be aware of this exposure.

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

April ____, 2018
York, Pennsylvania

Kiwanis International NTL HDQ K23 PA District

Financial Statements and
Supplementary Information
September 30, 2017 and 2016

Kiwanis International NTL HDQ K 23 PA District

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September 30, 2017 and 2016

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Independent Auditor's Report

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

Report on the Financial Statements

We have audited the accompanying financial statements of the Kiwanis International NTL HDQ K23 PA District (District), which comprise the statement of financial position as of September 30, 2017 and 2016, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Kiwanis International NTL HDQ K23 PA District as of September 30, 2017 and 2016, and the changes in its unrestricted net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter Regarding Going Concern

The accompanying financial statements have been prepared assuming that the District will continue as a going concern. As discussed in Note 8 to the financial statements, the District has suffered recurring decreases in net assets and has a deficit in net assets that raise substantial doubt about its ability to continue as a going concern. Management's evaluation of the events and conditions and management's plans regarding these matters are also described in Note 8. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to this matter.

Other Matter

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

April __, 2018
York, Pennsylvania

Kiwanis International NTL HDQ K23 PA District

Statement of Financial Position

	September 30,	
	2017	2016
Assets		
Current Assets		
Cash	\$ 9,952	\$ 33,435
Cash - money market	560	559
Accounts receivable	286	4,605
Due from Key Club	??	10,000
Due from Circle K	??	-
Inventory	865	865
Prepaid expenses	1,721	2,433
Total Current Assets	13,384	51,897
Security Deposit	1,450	1,450
Total Assets	\$ 14,834	\$ 53,347
Liabilities and Deficit in Unrestricted Net Assets		
Current Liabilities		
Accounts payable	\$ 30,919	\$ 60,083
Line of credit	29,640	39,640
Accrued payroll and payroll taxes	7,300	5,435
Due to Aktion Club	5,642	38
Due to Key Club for credit card processing	4,199	-
Total Current Liabilities	77,700	105,196
Deficit in Unrestricted Net Assets	(62,866)	(51,849)
Total Liabilities and Deficit in Net Assets	\$ 14,834	\$ 53,347

See accompanying notes.

Kiwanis International NTL HDQ K23 PA District**Statement of Activities**

	Years Ended September 30,	
	2017	2016
Revenues		
Dues	\$ 129,135	\$ 134,831
Conventions and events	68,182	63,725
Early learning initiatives	19,370	-
Contribution for services from related parties	16,850	16,375
Other revenue	15,302	18,540
Interest income	156	171
Total Revenues	248,995	233,642
Management and General Expenses	260,012	240,711
Decrease in Unrestricted Net Assets	(11,017)	(7,069)
Deficit in Unrestricted Net Assets at Beginning of Year	(51,849)	(44,780)
Deficit in Unrestricted Net Assets at End of Year	\$ (62,866)	\$ (51,849)

See accompanying notes.

Kiwanis International NTL HDQ K23 PA District

Statement of Cash Flows

	Years Ended September 30,	
	2017	2016
Cash Flows from Operating Activities		
Change in unrestricted net assets	\$ (11,017)	\$ (7,069)
Adjustments to reconcile change in unrestricted net assets to net cash provided by (used in) operating activities		
Reinvested interest income	(1)	-
(Increase) decrease in assets		
Accounts receivable	4,319	(4,605)
Inventory	-	1,478
Prepaid expenses	712	(2,433)
Increase (decrease) in liabilities		
Accounts payable	(29,164)	44,107
Accrued expenses	1,865	97
Net Cash Provided by (Used in) Operating Activities	<u>(33,286)</u>	<u>31,575</u>
Cash Flows Provided by (Used in) Investing Activities		
(Increase) decrease in due from Key Club	<u>10,000</u>	<u>(10,000)</u>
Cash Flows from Financing Activities		
Increase in due from Aktion Club	5,604	-
Increase in due to Key Club	4,199	-
Change in line of credit	<u>(10,000)</u>	<u>(30)</u>
Net Cash Used in Financing Activities	<u>(197)</u>	<u>(30)</u>
Net Increase (Decrease) in Cash	(23,483)	21,545
Cash at Beginning of Year	<u>33,435</u>	<u>11,890</u>
Cash at End of Year	<u><u>\$ 9,952</u></u>	<u><u>\$ 33,435</u></u>
Supplementary Cash Flows Information		
Interest paid	<u><u>\$ 1,959</u></u>	<u><u>\$ 3,239</u></u>

See accompanying notes.

Kiwanis International NTL HDQ K 23 PA District

Notes to Financial Statements
September 30, 2017 and 2016

Note 1 - Nature of Activities

The Kiwanis International NTL HDQ K23 PA District (District) is a nonprofit corporation organized under the laws of the Commonwealth of Pennsylvania for the purpose of promoting Kiwanis objectives and providing support to local Kiwanis clubs throughout Pennsylvania.

Note 2 - Summary of Significant Accounting Policies

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

Use of Estimates

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

Basis of Presentation

The District utilizes the accrual method of accounting and follows the Not-for-Profit Entities topic of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC), which requires the District to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Accordingly, net assets of the District and changes therein are classified as unrestricted net assets since there are no donor-imposed stipulations.

Accounts Receivable

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

Property and Equipment

The District capitalizes all expenditures for property and equipment in excess of \$500. Purchased property and equipment are recorded at cost. Depreciation expense is calculated using primarily the straight-line method over the estimated useful lives of the respective assets. All assets were fully depreciated as of September 30, 2017 and 2016.

Note 2 - Summary of Significant Accounting Policies (continued)

Long-Lived Assets

Long-lived assets are reviewed for impairment whenever events or circumstances indicate that the carrying amount of the assets may not be recoverable. An asset is considered to be impaired when the undiscounted estimated net cash flows to be generated by the assets are less than the carrying amount. The impairment recognized is the amount by which the carrying amount exceeds the fair value of the impaired asset. Fair value estimates are based on assumptions concerning the amount and timing of the estimated future cash flows and the discounted rates reflecting varying degrees of perceived risk. The management of the District concluded that no impairment adjustments were required for the years ended September 30, 2017 and 2016.

Advertising

Advertising is expensed as incurred.

Functional Allocation of Expenses

The costs of providing the various programs, fundraising, and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Donated Materials and Services

Donated materials and services are reflected as contributions in the accompanying financial statements at their estimated values at the date of receipt. Donated services of a specialized skill that would be purchased in the absence of the donation are recorded at an estimated market rate for the services rendered.

No amounts have been reflected in the financial statements for general donated services; however, a substantial number of volunteers have donated significant amounts of their time to the District's programs.

Income Taxes

The District intends to be exempt from Federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and a similar section in the Pennsylvania Revenue Code; however, the exemption has been revoked during the year ended September 30, 2017 for failure to timely file appropriate tax returns. The District is currently in the process of completing appropriate filings to reinstate its exempt status. Therefore, there is no provision for income taxes.

Accounting principles generally accepted in the United State of America require management to evaluate tax positions taken by the District, including whether the entity is exempt from income taxes. Management evaluated the tax positions taken and concluded that the District had taken no uncertain tax positions that require recognition or disclosure in the financial statements. Therefore, no provision or liability for income taxes has been included in the financial statements. With few exceptions, the District is no longer subject to income tax examinations by the U.S. Federal, state, or local tax authorities for years before 2014.

Kiwanis International NTL HDQ K 23 PA District

Notes to Financial Statements

September 30, 2017 and 2016

Note 2 - Summary of Significant Accounting Policies (continued)

Recent Accounting Pronouncements

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

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in *Topic 840, Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statement of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statement of activities. The guidance is effective for fiscal years beginning after December 15, 2019.

In August 2016, the FASB issued ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. The amendments in this ASU make certain improvements that address many, but not all, of the identified issues about the current financial reporting for not-for-profit entities. The standard improves current requirements related to net asset classifications, liquidity assessment, expense reporting consistency, and methods used to present cash flow from operations. This guidance is effective for fiscal years beginning after December 15, 2017.

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

Note 3 - Equipment

Equipment consists of the following at September 30:

	2017	2016
Equipment	\$ 34,369	\$ 34,369
Accumulated depreciation	(34,369)	(34,369)
	<u>\$ -</u>	<u>\$ -</u>

Note 4 - Line of Credit

The District has an authorized \$40,000 line of credit with Mid Penn Bank. Interest is payable monthly at the bank's prime rate (5.32% and 4.56% as of September 30, 2017 and 2016, respectively). Borrowings under the line of credit are collateralized by all assets of the District. The line of credit is subject to an annual review by the bank.

Kiwanis International NTL HDQ K 23 PA District

Notes to Financial Statements
September 30, 2017 and 2016

Note 5 - Retirement Plan

The District contributed to an employee established Individual Retirement Plan Account. During the years ended September 30, 2017 and 2016, the District contributed \$-0- and \$5,500, respectively. The retirement contribution was terminated in conjunction with a new employment contract with the Executive Director.

Note 6 - Related Party Transactions

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

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

	2017	2016
Due from Key Club	\$??	\$ 10,000
Due from Circle K	??	-
Due to Aktion Club	5,642	38
Due to Key Club for credit card processing	4,199	-
Contribution for services	16,920	16,375

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

Note 7 - Commitment

The District has entered into operating leases expiring September 30, 2018 for office space. The lease requires payments of \$1,500 per month.

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

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

2018	\$ 21,651
2019	3,651
2020	913
	<u>26,218</u>
	\$ 26,218

Total rental expenses amounted to \$21,119 and \$20,824 for the years ended September 30, 2017 and 2016, respectively.

Kiwanis International NTL HDQ K 23 PA District

**Notes to Financial Statements
September 30, 2017 and 2016**

Note 8 - Going Concern

As shown on the accompanying financial statements, the District has a deficit in unrestricted net assets of \$62,866 as of September 30, 2017 and has incurred consecutive decreases in net assets in recent years including \$11,017 and \$7,069 during the years ended September 30, 2017 and 2016, respectively. Those factors create uncertainty about the District's ability to continue as a going concern.

Management has evaluated these conditions and determined that the District's ability to continue as a going concern is dependent on**INSERT MANAGEMENT PLANS HERE**

Note 9 - Subsequent Events

The District has evaluated subsequent events for recognition and disclosure through April __, 2018, which is the date the financial statements were available to be issued. No material events subsequent to September 30, 2017 were noted.

Kiwanis International NTL HDQ K23 PA District

Schedule of Management and General Expenses

	Years Ended September 30,	
	2017	2016
Salaries and wages	\$ 92,537	\$ 79,536
Payroll taxes	7,905	6,497
Member and new club development	700	970
Building rent	18,294	18,000
Employee benefits	1,107	8,086
Postage	918	1,333
Telephone and internet	3,255	2,862
Insurance	1,926	1,725
Retirement contribution	-	5,500
Supplies and printing	1,184	2,908
Equipment maintenance	783	874
Equipment rent	2,825	2,825
District convention - lieutenant governor	2,283	2,893
Governor's expenses	4,291	2,049
International convention - governor	700	-
Executive director expenses	10,371	8,432
International convention - secretary treasurer	503	762
Lieutenant governor expenses	4,148	1,985
Trustee board meeting expense	1,500	456
International convention - trustees	2,732	3,690
Governor elect expenses	1,902	-
Awards	848	272
Keystone Kiwanian editor	1,000	1,000
Circle K administrator	2,039	1,306
Aktion Club administrator	231	85
Builders Club administrator	425	285
K-Kids administrator	-	748
Key leader	185	85
Lieutenant governor education conference	4,278	4,234
Interest	1,959	3,239
Web page fees and maintenance	1,035	1,035
District convention	49,338	46,628
Midwinter convention	14,647	18,467
Raffles	4,411	7,385
Key Club and Circle K support	1,002	1,857
Early Learning Initiatives	18,750	-
Miscellaneous	-	2,702
	<u>\$ 260,012</u>	<u>\$ 240,711</u>

Kiwanis PA District
Open Items

- 1 Analysis and conclusion on Account 422
 - a. Determination of balance not clearing
 - b. Amounts, in any due from Key Club and Circle A
 - c. Review payments received from Key Club (A/C 228)

- 2 Board Minutes - January 2018 meeting

- 2 Quickbooks Action Items
 - a. Cash reconciliations for months after September 2017
 - b. After completion of cash reconciliations, notify RKL for reversing entries
 - c. Set-up accounting for Credit card payable - start 3/31/18
 - d. Review of balances at 3/31/18

- 3 990 Tax Filing
 - a. Listing of Board of Trustees and estimated hours devoted to District activities
 - b. Copies of correspondence with IRS

- 4 Inventory listing as of September 30, 2017

- 5 Details of American Express Charge 4/4/17 \$809.60
 - a. Does this relate to Key Club?
 - b. Has this been paid back

- 6 Quilt and Pin Sales

8/18/17 revenue of \$425.00. Date deposited to Quickbooks?

- 7 March 7, 2017 Credit card fees \$1,239.41

This charge was coded to A/C 617 (Mid Winter Convention)
Verify that is correct and that it not for Key Club



Department of the Treasury
Internal Revenue Service
P.O. BOX 2508
CINCINNATI OH 45201

In reply refer to: 9999999999
Feb. 05, 2018 LTR 3367C S0
23-1480767 000000 00

00021681
BODC: TE

KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT
2793 OLD POST RD STE 12
HARRISBURG PA 17110



026076

Employer identification number: 23-1480767
Tax form: 1024
Document locator number: 17053-012-31000-8
For assistance, call: 1-877-829-5500

Dear Applicant,

We received your application for exemption from federal income tax and your user fee payment.

During the initial review process, applications for exemption are separated into two groups:

1. Those that can be processed based on information submitted
2. Those that require additional information to be processed

If your application falls in the first group you'll receive a determination letter within approximately 90 days from the date of this notice stating that you re exempt from federal income tax.

If your application falls in the second group, you'll be contacted when your application has been assigned to an Exempt Organizations specialist for review. You can expect to be contacted within approximately 180 days from the date of this notice. After 180 days, if you haven't been notified your application was assigned to a specialist, you can contact Customer Account Services Monday through Friday at the toll-free number shown above to check on its status. The individual calling on your behalf will need the following information:

- * Your name
- * Your employer identification number (EIN)
- * The document locator number listed above and assigned to your request
- * A proper power of attorney submitted with your exemption application, unless the individual calling is an officer or director and legally authorized to represent you

The IRS doesn't issue "tax-exempt numbers" or "tax-exempt certificates" for state or local sales or income taxes. If you need exemption from these taxes, contact your state or local tax offices.

Most organizations are required to file an annual information return

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Feb. 05, 2018 LTR 3367C S0
23-1480767 000000 00
00021682

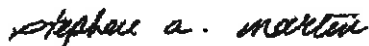
KIWANIS INTERNATIONAL PENNSYLVANIA
DISTRICT
2793 OLD POST RD STE 12
HARRISBURG PA 17110

(Form 990, Form 990-EZ, or Form 990-PF) or electronic notice (Form 990-N, the e-Postcard) while their applications for exemption or miscellaneous determination requests are pending. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked. Visit www.irs.gov and type "annual exempt organization return: who must file" in the search box for information on the types of organizations that are required to file annual returns or notices.

To receive the Exempt Organizations' EO Update, an electronic newsletter with information for tax-exempt organizations and tax practitioners, go to www.irs.gov/charities and click on "Free e-Newsletter."

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

Sincerely yours,



Stephen A. Martin
Director, EO Rulings & Agreements



Kiwaniis

PENNSYLVANIA DISTRICT

April 18, 2018

To: Governor Judy Raub
Immediate Past Governor John Gräb
Trustees
District Executive/Treasurer Kevin Thomas

From: Governor-Elect Phil Weber, Finance Committee Chair

Re: Interim Report

This is the interim report from the Finance Committee (Governor Judy, Trustee John Mazurowski, Executive Director Kevin Thomas, myself). We are issuing this report in advance of the April 21st Board meeting to enable discussion prior to its formal presentation and necessary procedures.

There are two key elements to this report: a proposed revised operating budget for the balance of the current 2017 – 2018 fiscal year, and a proposed change to the District By-laws.

Operating Budget

Per the Committee's charge, we have sought ways to improve the financial outlook for the current year. Although there have been some line items targeted, the reductions are not enough to offset the increases due to the audit. A copy of the proposed revised budget is included in this packet.

The Committee looked at both revenues and expenditures. Neither the Committee nor Board can mandate revenue increases in the current year. We can and should, both as individuals and as a Board, encourage our members to support those activities that will result in increased revenues: Convention attendance, sponsorships and advertising, District raffle.

The Board can mandate expenditure reductions, and the Committee has identified a handful of expenses than can be reduced in the current year.

- o Reducing our postage by reducing USPS mailings, increasing our reliance on electronic communications with our members and leadership. (\$500 savings)

- Reducing the Executive Director's reimbursable expenses for travel. This will mean that Kevin will not be able to travel as extensively as has been the norm over the past years. (\$1700 savings)
- Potentially eliminating the partial reimbursement for attendance at the International Convention in Las Vegas for District Trustees and Lt. Governors. Trustee Ben Osterhout will be attending as a Trustee of the Kiwanis Children's Fund, and his travel expenses are covered by the Fund. He has graciously waived any reimbursement from the District. (up to \$3,000 savings)
- Reducing the Contingency from \$1105 to \$555. (\$550 savings)

Offsetting these savings is the line item for the costs of the Audit. Including the work done through 9/2016, plus the additional work for the 2016 - 17 fiscal year, the District will pay RKL a total of \$25,000. These fees will be paid over time, and the balance due RKL will be carried as an account payable on the balance sheet.

Going Forward

The Committee has also looked, and continues to look, at means to increase revenue in future years, **without raising District dues**. One opportunity jumped out. We currently offer a graduated dues schedule, reducing the amount for new members and clubs based on when in the Kiwanis year they join or are chartered (See Article X, Sections 5 & 6). Kevin cannot cite any evidence, either documented or hearsay, that has demonstrated any new membership benefits from this structure. All Committee members agreed that this structure makes dues collection for new members more cumbersome.

Therefore, the Committee is recommending to the Board a change to the By-laws to eliminate the graduated dues structure. Should the Board ultimately agree to this change, it will be presented to the House of Delegates for approval at the August 2018 District convention. This will likely generate about \$2500 - \$3000 in additional revenue.

Looking forward, it is likely that those changes necessary to achieve the elimination of debt over the next few years will be the result of multiple small changes to revenue and expenses. We do not anticipate any single operating budget line item to resolve our problem.

Respectfully Submitted,
Phil Weber

PROPOSED REVISED 2017 - 18 BUDGET				
ACCT DESCRIPTION	APPROVED	3/31/18 ACT	PROP. REV.	CHANGE
District Dues	\$124,000.00	\$113,262.00	\$124,000.00	\$0.00
Prorated New Member Dues	\$7,800.00	\$4,520.00	\$7,800.00	\$0.00
Interest	\$130.00	\$55.44	\$130.00	\$0.00
Key Club Contribution for Services	\$10,500.00	\$0.00	\$10,500.00	\$0.00
Foundation Contribution for Services	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00
Miscellaneous	\$2,000.00	\$1,223.22	\$2,000.00	\$0.00
Power-Up Fundraising Program	\$110.00	\$49.00	\$110.00	\$0.00
Circle K Contribution for Services	\$850.00	\$0.00	\$850.00	\$0.00
Midwinter Conference	\$15,000.00	\$15,677.87	\$15,000.00	\$0.00
District Convention	\$55,000.00	\$15,277.87	\$55,000.00	\$0.00
Holiday Party	\$1,450.00	\$1,518.19	\$1,450.00	\$0.00
District Raffle	\$14,000.00	\$1,320.00	\$14,000.00	\$0.00
Shirts	\$200.00	\$0.00	\$200.00	\$0.00
TOTAL REVENUE	\$237,040.00	\$158,903.59	\$237,040.00	\$0.00
Salaries	\$83,000.00	\$42,579.00	\$83,000.00	
Payroll Tax	\$8,300.00	\$3,417.03	\$8,300.00	
Member & New Club Development	\$1,500.00	\$741.73	\$1,500.00	
Building Lease	\$18,700.00	\$9,218.38	\$18,700.00	
Employee Benefits	\$1,110.00	\$710.24	\$1,110.00	
Postage	\$1,000.00	\$321.42	\$500.00	-\$500.00
Telephone & Internet	\$3,100.00	\$1,863.25	\$3,100.00	
Insurance	\$1,700.00	\$1,723.00	\$1,700.00	
Supplies & Printing	\$1,500.00	\$760.80	\$1,500.00	
Equipment Maintenance	\$900.00	\$663.14	\$900.00	
Equipment	\$3,100.00	\$1,412.52	\$3,100.00	
Dist. Conv. 2017-18 Lt. Govs	\$2,800.00	\$3,098.32	\$2,800.00	
Governor's Expense	\$3,000.00	\$434.00	\$3,000.00	
Intl. Conv. Governor	\$700.00	\$0.00	\$700.00	
Exec Dir/Secy/Treas Expenses	\$7,000.00	\$3,985.42	\$5,300.00	-\$1,700.00
Exec Dir/Secy/Treas Intl. Convention	\$700.00	\$700.00	\$700.00	
Lt. Gov. Expenses	\$3,500.00	\$2,728.50	\$3,500.00	
Trustee Bord Meeting Exp.	\$1,100.00	\$646.71	\$1,100.00	
Intl Conv Trustees/Lt Govs	\$3,000.00	\$0.00	\$0.00	-\$3,000.00
Gov-Elect. Expenses	\$1,500.00	\$0.00	\$1,500.00	
Intl. Conv. Gov-Elect	\$700.00	\$0.00	\$700.00	
Awards	\$600.00	\$0.00	\$600.00	
Keystone Kiwanian Editor	\$1,000.00	\$750.00	\$1,000.00	
Circle K Administrator	\$1,800.00	\$1,085.44	\$1,800.00	
Aktion Club Administrator	\$625.00	\$231.04	\$625.00	
Builders Club Administrator	\$525.00	\$0.00	\$525.00	
K-Kids Administrator	\$535.00	\$0.00	\$525.00	
Key Leader	\$525.00	\$0.00	\$525.00	
2018-19 Lt. Gov. Conference	\$4,400.00	\$0.00	\$4,400.00	
Interest Expense	\$2,100.00	\$1,152.41	\$2,100.00	
Web Page Fees/Maintenance	\$700.00	\$845.34	\$700.00	
Audit	\$7,000.00	\$14,024.12	\$25,000.00	\$10,975.88
Midwinter Conference	\$15,000.00	\$15,662.39	\$15,000.00	
District Convention	\$49,000.00	\$788.06	\$49,000.00	
Holiday Party	\$225.00	\$8.19	\$225.00	
District Raffle	\$7,000.00	\$217.76	\$7,000.00	
Contingency	\$1,105.00	\$0.00	\$500.00	-\$605.00
TOTAL EXPENSES	\$240,050.00	\$109,768.21	\$252,235.00	\$5,170.88
EXCESS/DEFICIT	-\$3,010.00	\$49,135.38	-\$15,195.00	-\$5,170.88

PA DISTRICT AUDIT RECOMMENDATIONS AND ACTIONS

Item #	Recommendation & Reference(s)	Assigned To	Due Date	Proposed Actions	Status <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2017 JFY - BEHIND </div>
1	Separate the duties and responsibilities of all financial related functions from those of the Executive Director, and assign to another individual. [Page 1, ¶ 5]				
2	Develop policies and procedures that create a system of internal controls that will enable the Board and the Finance Committee to conclude that the financial statements and related disclosures are complete and presented in accordance with accepted practices. [Page 2, ¶ 3.4; Page 3, ¶ 6]				
3	Develop a policy and procedure to ensure that annual IRS Form 990's are filed in a timely manner. [Page 2, ¶ 7]				
4	Develop a firm action plan, including dates, to eliminate the deficit by increasing revenues and reducing expenses. [Page 3, ¶ 2]				
5	Revise the Executive Director's Monthly Expense Report format and approval procedure to ensure review and approval by the Governor and/or their designated individual. [Page 3, ¶ 3]				
6	Provide online access to all bank and credit accounts to the Governor or their designated individual. [Page 3, ¶ 4.5]				
7	Adopt QuickBooks, including QuickBooks online, as the sole software tool to record transactions and producing reports for Board review and acceptance. Include training as required. [Page 3, ¶ 3, Page 4, ¶ 2]				
8	Reconcile all outstanding cash transactions. [Page 3, 8]				
9	Resolve February 2, 2017 Transaction, as noted in report [Page 4, ¶ 8]				

PA DISTRICT AUDIT RECOMMENDATIONS AND ACTIONS

10	Develop policies and procedures to more rigorously document and account for deposits. [Page 4, ¶ 6]				
11	Review and modify, as required, policies and procedures regarding internal transactions with SLP accounts. [Page 4, ¶ 7, Page 5, ¶ 1]				
12	Develop training and education for Trustees regarding their fiduciary duties. [Page 4, ¶ 7]				
13	Resolve 2014 - 15 Key Club contribution issue. [Page 5, ¶ 2]				
14	Reconcile open issues in FY 2015 - 16 transactions in accounts 422 and 529. [Page 5, ¶ 3]				
15	Develop policies and procedures regarding payment of invoices prior to their due dates, to eliminate late fees. [Page 5, ¶ 6]				
16	Work with RKL to get a final determination of the tax treatment of medical expenses prior to Jan 1, 2017, and estimates of the financial exposure to the District and the employee. [Page X, ¶ Y]				
17	Review and change, as required, the charter of the Board Finance Committee, so that its role is clearly defined in light of these Audit Recommendations.				
18	Review all Proposed Actions herein with the District Bylaw Chair to determine which Bylaw changes must be approved by the House of Delegates at the August, 2018 District Convention.				

2017-18 Budget Report				
31-Mar-18				
ACCT DESCRIPTION	2017-18 Approved Budget		2017-18 Actual Recs/Exps	
District Dues	\$	124,000.00	\$	113,262.00 91%
Prorated New member dues	\$	7,800.00	\$	4,520.00 58%
Interest	\$	130.00	\$	55.44 43%
Key Club Contribution for Services	\$	10,500.00		0%
Foundation Contribution for services	\$	6,000.00	\$	6,000.00 100%
Miscellaneous	\$	2,000.00	\$	1,223.22 61%
Power Up Fundraising program	\$	110.00	\$	49.00 45%
Circle-K Contribution for services	\$	850.00		0%
Midwinter Conference	\$	15,000.00	\$	15,839.87 106%
District Convention	\$	55,000.00	\$	15,277.87 28%
Holiday Party	\$	1,450.00	\$	1,518.19 105%
District Raffle	\$	14,000.00	\$	1,320.00 9%
Shirts	\$	200.00	\$	- 0%
Total Revenue	\$	237,040.00	\$	159,065.59 67%
Salaries	\$	83,000.00	\$	42,579.00 51%
Payroll Taxes	\$	8,300.00	\$	3,417.03 41%
Member & New Club Development	\$	1,500.00	\$	741.73 49%
Building Lease	\$	18,700.00	\$	9,218.38 49%
Employee Benefits	\$	1,110.00	\$	710.24 64%
Postage	\$	1,000.00	\$	321.42 32%
Telephone and Internet	\$	3,100.00	\$	1,863.25 60%
Insurance	\$	1,700.00	\$	1,723.00 101%
Supplies & Printing	\$	1,500.00	\$	760.80 51%
Equipment Maintain.	\$	900.00	\$	663.14 74%
Equipment	\$	3,100.00	\$	1,412.52 46%
Dist. Conv. - 2017-18 Lt. Govs	\$	2,800.00	\$	3,098.32 111%
Governor's Expenses	\$	3,000.00	\$	434.00 14%
Int. Conv. - Governor	\$	700.00		0%
Exec Dir/Sec/Treas Expenses	\$	7,000.00	\$	3,985.42 57%
Sec/Treas - Int. Conv.	\$	700.00	\$	700.00 100%
Lt. Governor Expense	\$	3,500.00	\$	2,728.50 78%
Trustees Board Meeting Expense	\$	1,100.00	\$	646.71 59%
Int. Conv -Trustee/Lt. Governor****	\$	3,000.00		0%
Gov.-elect Expenses	\$	1,500.00		0%
Gov-elect	\$	700.00		0%
Awards	\$	600.00		0%
Keystone Kiwanian Editor	\$	1,000.00	\$	750.00 75%
Circle K Administrator	\$	1,800.00	\$	1,085.44 60%
Aktion Club Administrator	\$	625.00	\$	231.04 37%
Builders Club Admin.	\$	525.00		0%
K-Kids Admin	\$	525.00		0%
Key Leader	\$	525.00		0%
Lt. Gov. Education Conference	\$	4,400.00		0%
Interest Expense	\$	2,100.00	\$	1,152.41 55%
Web Page Fees/Maintenance	\$	700.00	\$	845.34 121%
Audit	\$	7,000.00	\$	14,024.12 200%
Midwinter	\$	15,000.00	\$	15,667.41 104%
District Convention	\$	49,000.00	\$	788.06 2%
Holiday Party	\$	225.00	\$	8.19 4%
Raffle	\$	7,000.00	\$	217.76 3%
Contingent	\$	1,105.00	\$	- 0%
TOTAL EXPENSES	\$	240,040.00	\$	109,773.23 46%
Excess/Deficit	\$	(3,000.00)	\$	49,292.36
*Includes Salary for Executive Director and Administrative Secretary				
****\$475.00 stipend per person				

Report for the Board

Super Raffle

April 21 2018, submitted by Jen Vare

- Sales reports from previous years:
 - 7/2017 42 tickets \$4200 (no April report that I can find)
 - 4/2016 26 tickets \$2600
 - 4/2015 48 tickets \$4800
 - 4/2014 64 tickets \$6400
- While people seemed to really like the idea of them being \$20 we are financially much further behind:
 - 4/2018 91 tickets \$1820
- I firmly believe that we should mail the tickets out to each club, and have included a sample letter that could be sent with the tickets, basically encouraging ticket sales, but not making it sound mandatory. Each mailing would also contain the flyer
- Discussions via email with Kevin & Judy were had:

Jen: "I think if we sent 5 per club that would be beneficial!

The cost of postage would come out of our net profit just like the cost of the tickets & license does.

For \$110 worth of postage I think we will see a nice return on the investment. If 1 club buys all 5 that would cover almost all of the cost of the postage... This was the finances Kevin mentioned previously when the idea first came up..."

Kevin: "I'd have to actually weigh the raffle tickets but here's the rule in general. Depending on the type of paper used, one ounce is the equivalent of five to six pieces of paper and an envelope.

To add five tickets and a letter to an existing mailing would result in an increased cost of 23 cents per piece. That would increase the mailing postage cost by about \$37 if sent only to club secretaries and \$51.00 if sent to the entire District leadership team. If a separate mailing were done and on the assumption it is kept to one ounce, it would cost about \$79.00 in postage if sent to club secretaries only and about 110.00 if the entire District leadership is included.

All of this is logistically doable.

We did not keep records on the Circle K raffles when they were done. Here is what my memory tells me. Every Kiwanis club was sent a book of 20 tickets. The tickets were \$2.00 each. The clubs were asked to support Circle K by buying tickets. About half responded by buying the tickets with a few even asking for more. A few (less than 5%) sent them back saying thanks but no thanks. The rest never responded."

Judy: "Jen, I am ok with mailing them out and I think we could be able to afford sending a letter, and 10 tickets (I don't think that would be too much to ask of each club.) I would be able to assist in this process to get it done before too long. When would you be thinking about doing this? Also, I would like to make sure we have an email to go out giving the club leadership a heads up, so they keep an eye out for them.

Kevin: "I favor sending tickets to clubs. But may I suggest that what we send to each club will depend on the size of the club. A 10 member club getting ten tickets seems like a lot to me. But that should be nothing for a Williamsport or Carlisle. I'd suggest those clubs get, perhaps, 20 or 25. I'd suggest a sliding scale with the smallest clubs getting at least 5 tickets and then going up from there to 20 or 25 tickets. That might incur a little more postage but the larger clubs should be able to do more.

- I personally think that this is the only way we will be able to make as much money as we have with the super raffle in the past.
- We need to get an active link on the website to order tickets using a credit card, and make sure it is front and center.
- If you use Facebook and see the ticket for sale post please share it with a word or two of your own. Last year we sold many tickets because of Facebook! Sell to non-Kiwanis members or non PA Kiwanis members who like to take a chance

Dear Kiwanian-

Happy Spring! We are looking forward to seeing all of your reports & social media posts about all of the service you are doing within your communities as the weather gets warmer.

Every year, your elected District Board formulates a budget for the Kiwanis year and looks for ways to increase revenue without increasing dues. In the Kiwanis 2013-2014 year we began selling Super Raffle tickets which helped raise over \$30,000 in its 4 years of existence. The raffle committee listened to the membership; whom often stated that the cost of the ticket was too high.

This year we changed the Super Raffle to a Kiwanis Kash Raffle with each ticket costing only \$20. There will be 3 prizes drawn at District Convention: 35%, 10% and 5% of the income. 50% will stay within the District to help support the office operations, Service Leadership Program support, leadership training, plus much more.

We are sending you X tickets today in hopes that you, your club members and/or your friends and family would be willing to support the Pennsylvania District of Kiwanis by purchasing one of these tickets. If you are able to sell them we would greatly appreciate you returning the stubs with payment no later than August 1st to the District Office. If you are not able to sell them and are willing to return the tickets you may do so by giving them to your LTG, Trustee or mailing them back to us.

By selling these X tickets you will be greatly supporting Pennsylvania District of Kiwanis International and all of our ongoing efforts on your behalf.

Thank you for all that you do for your community, our children and the world.

In Kiwanis Service,

Judith Raub
Governor

Jennifer Vare
Raffle Committee Chair

**Pennsylvania Kiwanis Foundation - Statement of Cash Receipts & Disbursements
Five Months ended 28 February 2018**

	Annual Budget	Actual Totals	TEMPORARILY RESTRICTED			PERMANENTLY RESTRICTED		
			Unrestricted Fund	Early Childhood Learning Fnd	Scholarship Fund	Board Education Fund	Scholarship Endowment Fund	Neiman Scholarship Fund
Fund Balances 1 October 2017		892,590	616,582	0	75,326	0	110,743	89,939
		100.0%	69.08%	0.00%	8.44%	0.00%	12.41%	10.08%
Receipts:								
Rose Sale Receipts	60,456	60,511						
Rose Sale Expense	48,000	46,964						
Rose Sale net proceeds	12,456	13,547						
Contributions - Annual Club Gift	13,000	5,176	3,726	1,450	0	0	0	0
Contributions-Individual Appeal Mailing	8,000	4,685	3,510	1,100	75			
Contributions - Convention Activities	6,000	0	0					
Contributions - Governor's Gift	2,000	1,815	0	1,815	0			
Contributions - Wilson/named awards	3,000	1,166	0	1,166	0			
Contributions - Major Gifts & Other	5,000	12,992	8,610		2,961	1,421		
Contributions - Lanc Co Extraord Give	1,000	2,453	2,453					
Online contributions, net of fees	0	44	44					
Other Miscellaneous Income	4,000	0	0					
Interest, Dividends & Realized gains	19,500	35,765	24,706	0	3,018	0	4,437	3,604
Total Net Receipts	73,956	77,643	56,596	5,531	6,054	1,421	4,437	3,604
Disbursements:								
Scholarship Expense	36,100	0						
Rose Sale Scholarship Expense	4,000	500			500			
Early Learning Initiative	42,500	33,920	28,389	5,531				
Grants & Outreach	25,000	3,918	3,918					
Circle K Leadership Training	4,250	4,250	4,250					
Key Club Training	5,000	0	0					
Key Leader Program	6,000	0	0					
Aktion Club	3,500	0	0					
Other Program Expense	0	0	0					
Total Program Expense	87%	126,350	82%	36,557	5,531	500	0	0
Non-program Expenses:								
Audit & Registration Fees	2,100	2,250	2,250					
District Contracted Services	6,000	0	0					
Board Education Expense	0	0				0		
Office & Website Expense	2,200	110	110					
Fundraising Expense	3,000	5,127	5,127					
Marketing & Public Relations	600	270	270					
Investment Management Fees	5,000	1,688	1,688					
Insurance & Bond Expense	750	0	0					
Total Non-Program Expense	13%	19,650	18%	9,445		0		
Total Disbursements	100%	146,000	100%	46,002	5,531	500	0	0
Budgeted (Deficit) / Actual Surplus to date		(72,044)		10,594	0	5,554	4,437	3,604
Unrealized Securities Gains/(Loss)		(13,922)		(9,617)	0	(1,175)	(1,727)	(1,403)
Balance 31 December 2017		904,278		617,559	0	79,705	113,453	92,140

Balance % of total

**Pennsylvania Kiwanis Foundation
Statements of Financial Position**

	<u>28 February 2018</u>	<u>30 September 2017</u>
<u>Assets</u>		
Cash in Mid Penn Bank	44,344	8,564
Cash in First National Bank	1,000	1,543
Cash in Ameritas Investment Portfolio	<u>12,027</u>	<u>12,448</u>
Total Cash	57,371	22,555
Fixed income securities (Fixed Income Policy target = 35%)	234,612	216,667
Equity securities (Equities Policy target = 65%)	595,945	637,849
Non-marketable equity securities (Policy allowed up to 5%)	16,350	15,519
Total Investment Securities	<u>846,907</u>	<u>870,035</u>
Total Assets	<u>904,278</u>	<u>892,590</u>
<u>Fund Balances</u>		
Unrestricted	617,559	616,582
Temporarily Restricted	81,126	75,326
Permanently Restricted	<u>205,593</u>	<u>200,682</u>
Total Fund Balance	<u>904,278</u>	<u>892,590</u>
	0	0

Notes to the Financial Statements

- a) This financial report is prepared on the Modified Cash Basis of accounting which includes unrealized gains and losses in fund balances.
- b) The Foundation is obligated for payment in the current and future years in the amount of \$26,000 for multi-year scholarships awarded to recipients in prior years.
- c) Interest, Dividends and Investment Portfolio gains or losses are allocated among the various funds in proportion to the annual beginning balance in each fund.
- d) The Pennsylvania Kiwanis Foundation is a party to an agreement with the Geisinger Health System Foundation in connection with the Kiwanis Children's Heart Program Endowment Fund held by Geisinger. Such endowment is not included in the fund balance of the Pennsylvania Kiwanis Foundation. The balance of the Endowment Fund totaled \$283,867 at 30 June 2017.

Respectfully Submitted

ReLoke Arnold
Treasurer

Key Club Convention Registration

Club	# Registered	Date Received
District Board	26	
Kiwanis Committee	8	
Stroudsburg	26	08-Mar-17
Guests	14	17-Jan-18
Manheim Township High School	16	06-Feb-18
Warren Area High School	10	12-Feb-18
Daniel Boone High School	95	16-Feb-18
SciTech Campus (Harrisburg)	5	20-Feb-18
Susquehanna Township High School	5	20-Feb-18
Shikellamy High School	17	20-Feb-18
South Western High School	5	20-Feb-18
Conrad Wesier High School	3	20-Feb-18
Punxsutawney High School	42	20-Feb-18
Perkiomen Valley High School	2	20-Feb-18
Lake Lehman High School	15	20-Feb-18
Bradford High School	17	20-Feb-18
Reynolds High School	8	20-Feb-18
Red Land High School	5	21-Feb-18
Midd West high School	5	21-Feb-18
Wyoming Area High School	25	21-Feb-18
Linden Hall School for Girls	7	21-Feb-18
Middletown Area High School	8	21-Feb-18
Maplewood Jr./Sr High School	5	21-Feb-18
Meadville Area Senior High	11	21-Feb-18
Bellefonte Area High School	7	22-Feb-18
Hanover Area High School	15	22-Feb-18
Abington Senior High School	18	22-Feb-18
Montoursville Area High School	8	23-Feb-18
South Williamsport High School	9	23-Feb-18
East Stroudsburg South High School	9	24-Feb-18
Pittston Area High School	15	26-Feb-18
Upper Moreland High School	4	27-Feb-18
Riverview Jr/Sr High School	30	28-Feb-18
North Allegheny High Schools	16	01-Mar-18
Parkland High School	1	01-Mar-18
William Tennent High School	5	05-Mar-18
Williamsport Area High School	7	05-Mar-18
Conestoga High School	1	06-Mar-18
North Penn High School	1	08-Mar-18
State College Area High School	7	13-Mar-18

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Key Club Convention Budget

**PENNSYLVANIA KEY CLUB
2018 Convention Budget Report
4/12/2018**

	2018 Proposed Budget		2018 Actual Receipts/Expenses	
REVENUE				
Registration Fees (425@\$102.00; 375@\$15.00)	\$	48,975.00	\$	57,750.00
Program Ad Sales	\$	2,350.00	\$	2,550.00
District Foundation Contribution	\$	5,000.00	\$	5,000.00
General Budget Subsidy	\$	5,000.00	\$	5,000.00
Attendees Meal & Lodging	\$	94,000.00	\$	92,858.00
Total Revenue	\$	155,325.00	\$	163,158.00
EXPENSES				
ASCAP	\$	135.00	\$	128.00
Audio Visual Equipment	\$	3,000.00	\$	4,465.30
Ballots/Printing	\$	600.00		
Board Appreciation Awards	\$	200.00		
Contest Judges (Refreshments)	\$	-		
Copying	\$	-		
Credit Card Processing Fees	\$	800.00	\$	1,088.00
Interpretation Services	\$	4,750.00	\$	5,446.68
D.J.	\$	400.00	\$	350.00
Registration T-Shirts/Gift	\$	1,000.00	\$	768.74
Guests (Meals & Lodging)	\$	800.00	\$	945.66
Keynote Speaker	\$	4,500.00	\$	5,178.66
Friday Meet & Greet	\$	450.00	\$	955.42
Friday Meet & Serve	\$	850.00	\$	500.00
Registration Material	\$	450.00	\$	360.00
Parents Reception	\$	600.00	\$	390.60
Past Officers Pin	\$	225.00	\$	50.80
Postage	\$	150.00		
Program	\$	1,800.00	\$	2,040.00
Radios	\$	50.00		
Ribbons	\$	150.00		
Security	\$	750.00	\$	1,083.10
Rental Fees	\$	1,000.00	\$	2,901.92
Speakers Gifts	\$	300.00		
Supplies (Tape, Paper, Frames, etc)	\$	100.00		
Saturday Morning Break or Sundae Bar	\$	-		
Decorations	\$	125.00		
Penn Stater Day Meeting Package	\$	48,025.00	\$	56,500.00
Miscellaneous	\$	2,115.00	\$	869.50
Hotel Attendees Meals & Lodging	\$	82,000.00	\$	78,431.00
Total Expenses	\$	155,325.00	\$	162,453.38
Excess (Deficit) Revs vs Exps.	\$	-	\$	704.62
Quad - \$262.00 per person				
Triple - \$282.00 per person				
Double - \$332.00 per person				
Single - \$457.00				

2018-19 Proposed Budget

2018-19 Key Club District Budget Proposal			
ACCT DESCRIPTION	2018-19 Proposed Budget	2017-18 Approved Budget	2017-18 Actual Recs/Exps
REVENUE			
District Dues	\$ 71,000.00	\$ 71,500.00	\$ 70,087.00
Interest	\$ 110.00	\$ 100.00	\$ 131.81
GATC Stipend	\$ -	\$ 400.00	\$ -
TOTAL REVENUE	\$ 71,110.00	\$ 72,000.00	\$ 70,218.81
EXPENSES			
Board Travel	\$ 3,500.00	\$ 3,750.00	\$ 3,235.74
Board/Executive Board Meetings	\$ 23,000.00	\$ 21,000.00	\$ 30,073.86
Governor's Expense	\$ 500.00	\$ 650.00	\$ 386.40
Secretary/Treasurer	\$ 150.00	\$ 200.00	
Editor & Webmaster	\$ 150.00	\$ 200.00	
Lt. Governors	\$ 550.00	\$ 650.00	\$ 44.75
Kiwanis Committee	\$ -	\$ 100.00	
Web Page Service	\$ 600.00	\$ 800.00	\$ 6,840.00
Printing and Supplies	\$ 900.00	\$ 800.00	\$ 842.10
Mailings-Postage	\$ 300.00	\$ 400.00	\$ 294.00
Training	\$ 500.00	\$ 500.00	
Governor-International	\$ 1,300.00	\$ 1,400.00	\$ 1,400.00
Lt. Governors & District officers International ***	\$ 15,000.00	\$ 16,200.00	\$ 16,200.00
KCI-Lodging	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Adults - International	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Immediate Past Governor-Int.	\$ 800.00	\$ 900.00	\$ 900.00
Contest Awards/Banner Patches	\$ 850.00	\$ 1,000.00	\$ 481.20
Administrators Expenses	\$ 600.00	\$ 1,000.00	\$ 354.00
GATC/Key Club Spring Conference	\$ 400.00	\$ 500.00	
District Office Operation	\$ 10,500.00	\$ 10,000.00	\$ 10,000.00
District Convention Operation Subsidy	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Audit/Legal	\$ 1,000.00	\$ 1,000.00	
Miscellaneous	\$ 810.00	\$ 1,250.00	\$ 536.22
TOTAL EXPENSES	\$ 71,110.00	\$ 72,000.00	\$ 81,288.27
*** 18 @ \$900.00			
General Budget Surplus/(Deficit)		\$ -	\$ (11,069.46)
PAKC CASH			\$ 702.10
International Convention*		Revenue	\$ 12,885.00
		Expenses	\$ 8,946.38
		Surplus/(Deficit)	\$ 3,938.62
District Convention		Revenue	\$ 163,158.00
		Expenses	\$ 162,453.38
		Surplus/(Deficit)	\$ 704.62
Total Surplus/(Deficit)			\$ (6,426.22)
* Includes money & expenses from fall rally			

Club ID	St	Club Name	Inv Date	Billed Mbrs	International			District			Total	
					Grp	STS	Dues	New Member	Dues	New Member		Other
K23	Pennsylvania											
K2301	Division 1											
K00701	PA	Meadville	10/20/2017	0	0.00	50.00	0.00	0.00	20.00	0.00	0.00	70.00
K08353	PA	Millcreek-Erie Area	10/20/2017	0	0.00	50.00	0.00	0.00	20.00	0.00	0.00	70.00
K2306	Division 6											
K05219	PA	Freeport	10/20/2017	0	0.00	100.00	0.00	0.00	50.00	0.00	0.00	150.00
K01502	PA	Vandergrift	10/20/2017	0	0.00	50.00	0.00	0.00	25.00	0.00	0.00	75.00
K2310	Division 10											
K00786	PA	Indiana	10/20/2017	0	0.00	50.00	0.00	0.00	35.00	0.00	0.00	85.00
K03869	PA	Somerset	10/20/2017	13	77.00	0.00	35.00	0.00	0.00	0.00	0.00	112.00
K2311	Division 11W											
K00005	PA	Altoona	10/20/2017	0	0.00	50.00	0.00	0.00	20.00	0.00	0.00	70.00
K2312	Division 12N											
K18236	PA	Bald Eagle and Nittany Valle	10/20/2017	0	0.00	50.00	0.00	0.00	25.00	0.00	0.00	75.00
K2313	Division 12S											
K15117	PA	Buffalo Valley A.M.	10/20/2017	0	0.00	50.00	0.00	0.00	25.00	0.00	0.00	75.00
K10901	PA	Middleburg Area	10/20/2017	0	0.00	50.00	0.00	0.00	20.00	0.00	0.00	70.00
K17242	PA	Selinsgrove Area	10/20/2017	10	149.00	50.00	50.00	50.00	25.00	0.00	0.00	274.00
K2314	Division 13N											
K14286	PA	Dillsburg Area	10/20/2017	0	0.00	100.00	0.00	0.00	40.00	0.00	0.00	140.00
K00048	PA	Harrisburg	10/20/2017	0	0.00	100.00	0.00	0.00	50.00	0.00	0.00	150.00
K19336	PA	Linglestown Area	10/20/2017	0	0.00	150.00	0.00	0.00	70.00	0.00	0.00	220.00
K2315	Division 13S											
K17930	PA	Big Spring	10/20/2017	11	0.00	0.00	0.00	0.00	0.00	75.00	0.00	75.00
K12124	PA	Shippensburg	10/20/2017	0	0.00	100.00	0.00	0.00	45.00	0.00	0.00	145.00
K2317	Division 15											
K17301	PA	Kingson	10/20/2017	9	693.00	0.00	315.00	0.00	0.00	75.00	0.00	1,083.00
K05653	PA	Mountaintop	10/20/2017	0	0.00	100.00	0.00	0.00	50.00	0.00	0.00	150.00
K00950	PA	Pittston	10/20/2017	0	0.00	50.00	0.00	0.00	25.00	0.00	0.00	75.00
K03759	PA	Swoyersville	10/20/2017	0	0.00	150.00	0.00	0.00	60.00	0.00	0.00	210.00
K19082	PA	TriBoro	10/20/2017	16	1,232.00	0.00	560.00	0.00	0.00	75.00	0.00	1,867.00
K2318	Division 16											
K00398	PA	Lebanon	10/20/2017	0	0.00	100.00	0.00	0.00	40.00	0.00	0.00	140.00
K03389	PA	New Holland	10/20/2017	0	0.00	200.00	0.00	0.00	110.00	0.00	0.00	310.00
K12868	PA	Norlanco-Rheems	10/20/2017	0	0.00	100.00	0.00	0.00	50.00	0.00	0.00	150.00

District Board Committee Report
Leadership Development Coordinator
Submitted by: Jennifer Vare

Board Meeting 4/21/2018

- Monthly messages and checklist reminders have been sent to Presidents and Secretaries each month and will continue throughout the year. Feedback has been very positive.
- Doing the monthly emails led to me helping Michelle March clean up the officer email list

Last report update:

1. As a district we need to offer the same program across the district to all membership. We can't have 1 Region offering nothing and others offering wonderful programs.
2. We need to discuss how we make sure that our membership is getting the same materials and are being offered a program that is effective and something that people want to attend
3. We need to review who our Educators are and make certain that they are able to offer education and facilitate discussions that are positive and motivating.
 - a. **Emails were sent to all trustees asking for who should be on the education teams and not renewed. Only a few sent back answers**
 - b. **We can't get people retrained or new people trained if the leadership team is not offering feedback**
4. Set up a time to meet or discuss with Governor Phil his needs for trustee and/or LTG education.
 - a. **Talked via phone call once and plan to review and speak about agenda and plans again in the weeks ahead**
5. Establish an Education committee by adding a team to help facilitate monthly or quarterly education newsletters and/or new "live" materials
 - a. **Requests have gone out, as of right now we have 4 people stating they will help:**
 - i. **Penny Meyers**
 - ii. **Marianne Muraska**
 - iii. **Sarah Zulueta**
 - iv. **Ann Moffitt**
6. Determine when and how Kiwanis International will be sending materials and determine how they will be distributed. Too often I have heard that these materials sit in trunks of cars, offices or in other bags of Kiwanis materials, and are not given to the leaders who need them.
 - a. **That information has been made available to me and I will be contacting regional trainers to set up delivery**

New Information

- Trustees please plan to send me your dates for training and trainers ASAP if you have not done so already.
- I will have documents together for you all about live training ideas, tips, etc in the next few weeks
- Please contact me with any questions or concerns.

District Leadership Positions

(4/18/18)

2018-19 Positions

Governor-elect: No declared candidate(s). No inquiries fielded in the District Office.

Trustees: All positions filled

Lt. Governors:

Division 1 – Randy Gorske*

Division 11W – Rick Kistler*

Division 11E – Barbara Harer*

Division 12N – Penny Meyers*

Division 12S – Don Ulrich*

Division 13N – Emily Reed*

Division 15 – Tiffany Calliao

Division 16 – Karen Davis

Division 18 – Young Chang

Division 19 – Jen Vare

Division 21 – Bonnie MacDonald

Division 22 – Lori Tomczak

***Agreed to serve but no reported Division election or Division election not yet held**

2018 Midwinter Conference Report

3/15/2018

Division	Attendance Goal	Actual Attendance	
Guests	0	11	
1	14	14	100.00%
2	10	1	10.00%
5	9	12	133.33%
6	5	3	60.00%
8	5		0.00%
10	8	9	112.50%
11E	10	18	180.00%
11W	9	2	22.22%
12N	14	9	64.29%
12S	8	4	50.00%
13N	8	9	112.50%
13S	8	6	75.00%
14	7		0.00%
15	14	14	100.00%
16	11	14	127.27%
17	7	4	57.14%
18	6	9	150.00%
19	6	8	133.33%
21	9	5	55.56%
22	<u>7</u>	<u>11</u>	157.14%
Totals:	175	163	93.14%

2018 Report

2018 MIDWINTER BUDGET REPORT		
4/17/2018		
ACCOUNT DESCRIPTION	2018 Approved Budget	2018 Actual Recs/Exp
REVENUE		
Registrations:		
Registrations	\$ 13,650.00	\$ 11,839.87
SLP Registrations	\$ 195.00	\$ 269.00
Supplies Commission	\$ 400.00	\$ 571.00
Shout Outs	\$ 300.00	\$ 350.00
Sponsorships	\$ 2,100.00	\$ 2,810.00
TOTAL REVENUE	\$ 16,645.00	\$ 15,839.87
EXPENSES		
Audio Visual Equipment	\$ 300.00	\$ 74.40
Credit Card Fees	\$ 700.00	\$ 474.63
Entertainment & Speakers	\$ 1,200.00	\$ 979.66
Rental Fees	\$ 500.00	\$ 837.00
Registration Material	\$ 150.00	\$ 100.00
Guest Meals & lodging	\$ 900.00	\$ 841.69
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,100.00	\$ 743.22
Miscellaneous	\$ 1,120.00	\$ 1,032.81
Penn Stater Fees (Lunch, Breaks, etc.)(\$.61.00@175)	\$ 10,675.00	\$ 10,584.00
TOTAL EXPENSES	\$ 16,645.00	\$ 15,667.41
Surplus/(Deficit)	\$ -	\$ 172.46
Miscellaneous includes \$578.42 for meeting room rentals, \$210.00 for beverages; \$143.22 for meeting room rental; \$99.19 for Michelle March travel		

2018 Midwinter Sponsors

4/4/2018

<u>Name</u>	<u>Amount</u>	<u>Date</u>	<u>Paid</u>
Phil Weber, Governor-elect	\$100.00	12/13/2017	Yes
Kevin Thomas, District Executive Director	\$100.00	1/2/2018	Yes
Sheraden Kiwanis Club	\$100.00	1/16/2018	Yes
Bradford Kiwanis Club	\$100.00	1/22/2018	Yes
State College Kiwanis Club	\$100.00	1/22/2018	Yes
Wyoming Area Kiwanis Club	\$100.00	1/25/2018	yes
Phyllis Palm, Region 3 Trustee	\$100.00	1/25/2018	Yes
OSA Global Procurement, Inc./Bob Orlando	\$100.00	1/26/2018	Yes
Region 4 Leadership Team	\$100.00	2/1/2018	Yes
Donald Sanker	\$100.00	2/3/2018	yes
Past Governor Barry Halbritter and Marlene	\$100.00	2/5/2018	Yes
Judith Raub	\$100.00	2/5/2018	Yes
Pennsylvania Kiwanis Foundation	\$100.00	2/5/2018	Yes
Kathy & Randy Durner	\$100.00	2/9/2018	Yes
Rick Relyea, Mifflinburg Kiwanis	\$100.00	2/14/2018	Yes
Kiwanis Club of Mountaintop	\$100.00	2/14/2018	Yes
Kiwanis Club of New Holland	\$100.00	2/15/2018	Yes
Kiwanis Club of Elizabethtown	\$100.00	2/20/2018	Yes
Kiwanis Club of Williamsport	\$100.00	2/20/2018	Yes
Division 18	\$100.00	2/22/2018	Yes
Kiwanis Club of Emmaus	\$100.00	2/25/2018	Yes
Kiwanis Club of Levittown-Bristol	\$100.00	2/26/2018	Yes
Kiwanis Partnerships/Don Smith	\$100.00	2/27/2018	Yes
Bruce Jenkins	\$100.00	3/5/2018	Yes
Cathy and David Szymanski	\$100.00	3/8/2018	Yes
Total	\$ 2,500.00		

2018 Kiwanis Midwinter Conference Evaluations

	Total Respondents	Average Score
Housing Accommodations	49	4.795918367
Saturday Morning Coffee Break Station	78	4.576923077
Saturday Conference Luncheon	78	4.756410256
Saturday Afternoon Snack and Beverage Station	68	4.676470588
Friday Night Lt. Governors and Trustees Meeting	24	4.125
Opening Session and Kickoff	82	4.634146341
Creating an Amazing Club Experience (blue dots)	29	4.413793103
What Are These Guides, Anyway...	12	4.75
Preparing a Community Canvas	32	4.46875
Effectively Sponsoring a Key Club and Circle K Club	18	4.333333333
Midwinter Luncheon Program	71	4.676056338
Creating an Amazing Club Experience (red dots)	28	4.821428571
Keeping Your Members Engaged: Enhancing the Member Experience	29	4.482758621
The Opiod Crisis and Substance Abuse	14	4.285714286
Youth Protection: Proper Supervision of Youth and Background Checks	9	4.777777778
How Do <u>YOU</u> Explain Kiwanis?	19	4.736842105
Leadership and Succession Planning	25	3.88
K-Kids: Our Youngest Kiwanians and How Valuable They Are	9	4.777777778
The Opiod Crisis and Substance Abuse	8	4.5
Living in Human and Spiritual Values	11	4.727272727
Closing Session	58	4.586206897
Total Evaluations	84	4.581026371

Lt. Governor and Trustee Meeting - very good to make more community getting to know each other. / Opening Session - very uplifting / Opioid Crisis - needs more focus on what we can do. / Closing Session - very uplifting. / Good variance of forum topics.

Everything was very good, thanks again! I loved the speaker and had a great time; it was one of the best I've ever attended!
(Jim Snyder)

Karen was excellent! I really enjoyed hearing from other Kiwanis Clubs' successes. I really appreciated that we actually had some time between sessions. My thanks to Michelle and Kevin for all the seen and unseen duties they did before, during, and after the conference. - Dennis Bouchard

Morning Coffee Break Station - could have gotten the food out earlier by 30-45 mins

It was confusing as to where the coffee break and lunch break stations were set up for our group. I went to get some snacks in the afternoon to the area we had set up last year, and another organization (the teachers' conference?) was all crowded in there. I found out later that there had been *another* station set up in front of Dean's hall that was meant for our group, but there were hardly any people at that one. It was really unclear, and it would help if there was a sign either as you enter the area or next to the table saying "reserved for Kiwanis Conference". The lunch buffet was really good though! Corn beef was tasty! I also really appreciated the signs letting us know which dishes were vegan, dairy free, soy free, etc.! Also, I really want a superhero cape as well! :P

What topics/forums would you like to see more of next year?: Forums on presenting/producing a quality signature project. The average club doesn't always understand Partner organizations. I am willing to help with this session. / Morning Coffee Break - the scones were dry / Preparing a Community Canvass - the guidelines were most helpful. I am close to following the guidelines. / Midwinter Luncheon - the chocolate cake was delish! / Creating an Amazing Club Experience (red dot) - Awesome, I needed this session for me! / Awesome, Matt and Cathy reinforced info. / Thank you for your time and energy to put on a classy conference. :)

Was my first year in attendance I enjoyed everything so much. Great information provided, great accomodations. Very pleased and time well spent.

What topics/forums would you like to see more of next year?: Social Media -> for Summer Convention / Distiguated Club Criteria -> Emphasis is on new club opening -> what about the clubs that stay open, retain members. Too much reliance on opening new clubs...

Opening Session - Superb speaker. / Preparinga Community Canvas - Great team. / Opioid Crisis and Substance Abuse - Great Info.

What topics/forums would you like to see more of next year?: Change things up a bit. Seems to be the same subjects over and over / St. Patrick's Day - bad day for convention! / Spike - great presentation!

What topics/forums would you like to see more of next year?: Succession Planning from a positive point of view /
What topics/forums would you like to see less of next year?: None - all are great topics

What topics/forums would you like to see more of next year?: More discussion with members by members - activity, idea and project, exchange / Opening Session - Acoustics only fair. Not very motivational, too inward directed. / Effectively Sponsoring a Key Club and Circle K Club - interesting and important topic- very useful. Need to move the projector back to make writing visible. / Keeping Your Members Engaged - This session should be longer with more audience "workshops" / How do YOU Explain Kiwanis? - Good session.

All forums were very interesting and informative / Place to hang coats

What topics/forums would you like to see more of next year?: Early Learning, Service Project ideas / **What topics/forums would you like to see less of next year?:** There were great choices - keep it up / Leadership and Sucession Planning - more discussion w/ members / Good programs! We need PA superhero capes!! :)

What topics/forums would you like to see less of next year?: Ones that have been repeated yearly-need some new topics! / Excellent Planning, good flow-nice relaxed atmosphere

What topics/forums would you like to see more of next year?: K-Kids / Have the free breakfast a little earlier.

Music during lunch was much too loud. It was difficult to converse.

What topics/forums would you like to see more of next year?: Fundraising, Service Projects, how to create a project

What topics/forums would you like to see more of next year?: Fundraising, sharing of service projects

What topics/forums would you like to see more of next year?: Membership and Growth, Maintenance of Clubs / **What topics/forums would you like to see less of next year?:** Finishing by 4 / Morning Coffee Break - needed to be 10-15 mins earlier

What topics/forums would you like to see more of next year?: anything that supports identifying capable LTGs! / **What topics/forums would you like to see less of next year?:** none

What topics/forums would you like to see more of next year?: how to develop special service projects!

What topics/forums would you like to see more of next year?: Science of Early Childhood Education, Bringing schools together w/ child care to better serve families / **What topics/forums would you like to see less of next year?:** not sure / Opioid forum very informative - thank you!

What topics/forums would you like to see more of next year?: How to make your Kiwanis Club get more members; Aktion Club speaker; how to get a good service project for new members and how to get them to join Kiwanis / Great Midwinter Conference; Aktion Club Speaker; Promote Aktion Club Conference; Great speaker on Kiwanis superpower

What topics/forums would you like to see more of next year?: Club experience, success stories - time to talk w/ other clubs to see what is working / **What topics/forums would you like to see less of next year?:** none / Excellent Conference - Great job! Thank you!

What topics/forums would you like to see MORE of next year?: Shared success stories on our efforts with early childhood literacy.

What topics/forums would you like to see MORE of next year?: In Canada they had several clubs talking about what and how they do fund raisers , some real interesting ideas

Alcohol in the hospitality room is uncalled for. As Kiwanians we should not need that to get to know one another. Our club found it insulting how Kiwanians dont' know how to control the alcohol intake and found it ok to be drunk in the halls and bragging about the drinking they do around our young kids. We also thought there was a policy in place for no alcohol in the "hospitality" room. Talking to a few others they felt they remembered the same thing.

What topics/forums would you like to see MORE of next year?: I enjoyed the Midwinter conference. Motivational speakers with ideas for club activities are always helpful! / **What topics/forums would you like to see LESS of next year?:** Nothing I can think of..... / Key Club and Circle K speakers were marvelous!

What topics/forums would you like to see MORE of next year?: More on Key Clubs, activities, the running of Key Club, how to explain Key Club / I was able to put what I learned into action. About to start a Key Club

What topics/forums would you like to see MORE of next year?: outside child specialists attitudes for child needs and thoughts about effectiveness of Kiwanis /have some of our community partners come and respond to us and suggest better and more ways to impact needs / **What topics/forums would you like to see LESS of next year?:** need more dynamic speaker, she was ok but a bit light when you have such a short period of time to get energized. I can provide dynamic speaker or panel on protecting children from abuse and neglect, right up our mission and very important especially due to the opioid epidemic, also the impact having on grandparents doing parenting / Kiwanis is great! more people should know about us!

What topics/forums would you like to see MORE of next year?: How to get more members active in division activities and events.

What topics/forums would you like to see MORE of next year?: Early Childhood/Early Learning and/or succession planning / **What topics/forums would you like to see LESS of next year?:** There is usually a wide variety of options and there are new ones at each conference / We should consider using the superhero capes for a service project and/or use as a fundraiser.

Still having tech issues but overall a great day

What topics/forums would you like to see MORE of next year?: Service, K-Family / Keynote speaker had no useful content or actionable ideas and got redundant very quickly. Opioid speakers were great and engaging.

What topics/forums would you like to see LESS of next year?: I liked the mix of topics / The afternoon sessions should start by 1:30 so people from out-of-town don't have to waste a half-hour or perhaps skip the wrap-up session. The outside resource person, lady whose name I forget, was very good.

Please do all you can to maintain participant input. Some forums were informational only and limited time was available for interaction.

What topics/forums would you like to see MORE of next year?: Engaging partners, how to do the community analysis, having outside speakers come like this year. / **What topics/forums would you like to see LESS of next year?:** Less Panel discussion and more interactive sessions. / IT projection during programs was a problem. We should always have Kiwanis logo not a blue screen. If anything turn it off when people are speaking. It is distracting.

What topics/forums would you like to see MORE of next year?: More on putting energy in our meetings. How does key club sponsor a builders club. / **What topics/forums would you like to see LESS of next year?:** FORMULA

What topics/forums would you like to see MORE of next year?: Membership and succession. / **What topics/forums would you like to see LESS of next year?:** Geriatrics.

What topics/forums would you like to see MORE of next year?: More open forums and workshops / Preparing a Community Canvas / **What topics/forums would you like to see LESS of next year?:** Opioid substance Abuse / I wasn't sure what to make of "Living Human and Spiritual Values Today". I would have liked to have participated in the Succession Planning forum.

What topics/forums would you like to see MORE of next year?: Increasing awareness and education on how to use Social Media in promoting club activities; How to Navigate the KI website; Signature Projects

Too much down time between sessions...especially after lunch. The afternoon sessions could have started earlier.

What topics/forums would you like to see MORE of next year?: How to obtain new members.

What topics/forums would you like to see MORE of next year? Forums that are for new and vice or -elect officers - facilitators could provide guidance, tips, information, etc., along with the opportunities for sharing success stories, examples, possible sharing for problem-solving ideas, etc. in group discussion. Forums that are for SLP leaders, advisers, liaisons - guidance, information, etc., and the opportunities to share ideas, etc., in group discussions. / This year's mid-winter conference was very well done at all levels - organized, well-communicated, very reasonably priced, good forums, very good key speaker, nice location site. I am very glad that I was able to attend and look forward to the Pittsburgh convention, as well as next year's events. Kudos !

What topics/forums would you like to see MORE of next year?: Service & fundraising ideas for small clubs / Someone with IT experience should run the computer at all large sessions. The Pittsburgh presentation was great, hope they can keep that energy up throughout the District Convention. Midwinter should not be St. Patrick's day weekend as many people have family or traditional items they do on St. Patrick's day/weekend.

What topics/forums would you like to see MORE of next year?: Would like to see forums about starting different service projects and how to attract younger members / **What topics/forums would you like to see LESS of next year?:** The same speakers regurgitating the same information under different forum titles. / The keynote speaker was a good choice. The food at the luncheon was delicious (and plenty of it). Would LOVE to see newer presentations/presenters at the forums to give a different perspective of the district (although I realize the same people attend all these events). I would love to see a forum run by the guy who did the Pittsburgh presentation, absolutely hilarious, inventive and not your typical convention presentation.

What topics/forums would you like to see MORE of next year?: I don't know if you can top this years wonderful conference.
/ What topics/forums would you like to see LESS of next year?: Can't think of any. / This conference was terrific, wonderful & knowledgeable presenters, great topics. Really appreciated all that went into making this a great conference.

I believe Karen Saxe Eppley was over used. The method that Cathy and Matt used for the "Keeping your members engaged" was excellent and more sessions could use that format. Bob Raub session was great in the presentation method of sitting around in a circle and his comments, reaching out to people for answers and allowing questions. He was making a presentation, but it wasn't a lecture in this format and that made for an enjoyable session. I commented in the evaluations of last year the John Grab presenting books to speakers and other recognitions was outstanding and should be continued. It was money spent that was helping youth. Every one of my placques, except for 3 and certificates have be tossed as who wants them but if they had been books, they could be still in circulation and helping children. My last - yeah! - the coffee break did have food items with it. In days of yore I believe it came out earlier than 9 AM and if not should be considered, for the future especially for those that traveled in the AM to get there. For the price it would be a nice touch, plus if earlier you would not be rushed to get something and get done eating and head off to the opening. If it started when registration opened, it would not be rushed and folks could relax with the cup of coffee or tea. Governor Judy and team - great job!

2018 Report

2018 MIDWINTER BUDGET REPORT			
4/17/2018			
ACCOUNT DESCRIPTION	2018 Approved Budget		2018 Actual Recs/Exp
REVENUE			
Registrations:			
Registrations	\$	13,650.00	\$ 11,839.87
SLP Registrations	\$	195.00	\$ 269.00
Supplies Commission	\$	400.00	\$ 657.24
Shout Outs	\$	300.00	\$ 350.00
Sponsorships	\$	2,100.00	\$ 2,810.00
TOTAL REVENUE	\$	16,645.00	\$ 15,926.11
EXPENSES			
Audio Visual Equipment	\$	300.00	\$ 74.40
Credit Card Fees	\$	700.00	\$ 474.63
Entertainment & Speakers	\$	1,200.00	\$ 979.66
Rental Fees	\$	500.00	\$ 837.00
Registration Material	\$	150.00	\$ 100.00
Guest Meals & lodging	\$	900.00	\$ 841.69
Trustee & Lt. Governor Stipend (@\$150.00)	\$	1,100.00	\$ 743.22
Miscellaneous	\$	1,120.00	\$ 1,032.81
Penn Stater Fees (Lunch, Breaks, etc.)(@\$61.00@175)	\$	10,675.00	\$ 10,584.00
TOTAL EXPENSES	\$	16,645.00	\$ 15,667.41
Surplus/(Deficit)	\$	-	\$ 258.70
Miscellaneous Includes \$578.42 for meeting room rentals, \$210.00 for beverages; \$143.22 for meeting room rental; \$99.19 for Michelle March travel			



REGISTER

ATTEND

EXPERIENCE

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- [Schedule](#)
- [Elections](#)
- Proposed amendments and resolutions
- [Education](#)
- [Entertainers and speakers](#)

AMENDMENT AND RESOLUTION PROPOSALS

Don't just have an opinion. Put it into action. Important amendments and resolutions are submitted for votes at the convention every year. As a convention delegate, you'll be a part of the discussion.

The following amendments and resolution proposals will be discussed and voted on by the delegates present at the convention.

[Review the full text of the amendment and resolution proposals.](#)

Read a summary of proposals:

Amendment: To clarify that district board endorsement of candidates for the Kiwanis International Board requires pre-approval by the Kiwanis International Board.
Proposed by the Kiwanis International Board.

Amendment: To require that Kiwanis International trustee candidates complete their terms as immediate past governor

prior to formally announcing candidacy to Kiwanis International.

Proposed by the Kiwanis International Board.

Amendment: To adopt a new family-membership status that allows a 50 percent dues discount for qualifying members.

Proposed by the Pacific Northwest District, USA.

Administrative Resolution: To revise funding of the Kiwanis International convention by reducing the registration fee and establishing an annual convention assessment for each member; to segregate convention income and expenses in a separate account; to have selected convention functions livestreamed and archived online.

Proposed by the Kiwanis Club of Victoria, British Columbia, Canada.

If this resolution is adopted in Las Vegas, the Kiwanis International Board would be required to propose the necessary bylaw amendments for consideration by delegates at the 2019 convention, and these concepts would not be implemented unless adopted then.

If you plan to represent your club as a delegate in 2018, it's easy to prepare. Download the [certificate of election of club delegates and alternates](#).

If your club wishes to propose an amendment to the Kiwanis International Bylaws or a resolution to be considered by the House of Delegates, [consult the guidelines](#) for making a proposal.

Kiwanis

Pennsylvania District

April 16, 2018

Key Leader Committee Report to District Board

Key Leader 2018

Since the last board meeting, our focus has been on promoting the Key Leader program being held on April 20-22, 2018 at Camp Conrad Weiser. In addition to the efforts previously reported, the event was promoted at Key Club District Convention and Kiwanis Midwinter.

We are excited to share that as of March 30, registration was filled (80 participants) with a wait list. Additionally, we have 14 adult chaperones attending the event. The students registered include Key Clubbers, Builders Club members, and other high school students. In total, 27 different high schools will be represented (six of the schools are attending for the first time).

Again, we wanted to say thank you. Thank you to the Kiwanis Clubs that are sponsoring students to attend the program. Thank you to the PA Kiwanis Foundation for providing scholarships for the participants. Thank you to those that worked to promote the program and identified future student leaders that will benefit from attending. Thank you to those who have registered to chaperone and to those who secured snacks, beverages, and other supplies for the weekend. Without everyone's support and commitment, this event would not be possible. Thank you!

We are looking forward to hosting an amazing Key Leader later this month. But most importantly, we are excited to see 80 students graduate from the program prepared to make a positive impact within their communities and the world.

Respectfully submitted,



Stef Stamatopoulos
District Chair, Key Leader
Pennsylvania District of Kiwanis International



Michelle March <michelle@pakiwanis.org>

Fw: draft report

1 message

ketkiwanis@aol.com <ketkiwanis@aol.com>
To: Michelle March <michelle@pakiwanis.org>

Wed, Apr 18, 2018 at 3:56 PM

Sent from my BlackBerry Smartphone on the Verizon 4G LTE Network

From: ketkiwanis@aol.com
Sent: April 17, 2018 10:46 AM
To: phil.div18.kiwanis@gmail.com; johnmazurowski@yahoo.com
Cc: jraub919@aol.com
Subject: Re: draft report

We have not had janitorial services here. Emptying trash, vacuuming and dusting are handled by Michelle and myself within the office. The common areas are the landlord's responsibility.

So should we move, we will continue to follow that practice.

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

—Original Message—

From: Kiwanis <phil.div18.kiwanis@gmail.com>
To: johnmazurowski <johnmazurowski@yahoo.com>
Cc: ketkiwanis <ketkiwanis@aol.com>; jraub919 <jraub919@aol.com>
Sent: Mon, Apr 16, 2018 8:18 pm
Subject: Re: draft report

Good work.

I assume there is a janitorial service we can contract with? If so, what would be the monthly cost?

With wireless connectivity for computers, printers, etc., and (I assume) VOIP phone service through the internet provider, that should be no problem.

Lack of a meeting room may provide us some opportunities to do some minor rotation of Board meetings, both Kiwanis and our SLPs. Not that I would suggest Philly or Erie, but locations mid-state.

Phil

On Apr 16, 2018, at 5:46 PM, john mazurowski <johnmazurowski@yahoo.com> wrote:

Best of luck!
John Maz.

Sent from Yahoo Mail on Android

On Mon, Apr 16, 2018 at 16:56, Kevin Thomas
<ketkiwanis@aol.com> wrote:

This is something I wanted to share on our call but then it alluded me to bringing it up.

I have over the last few weeks conducted an office search and located an office location about 2 miles from here (nearer to Interstate 81) with 920 square feet of space. I put in an offer on that space at \$13,000 annually with the conditions that the building owner apply fresh paint, professionally clean the carpets and replace some marked or stained ceiling tiles. They have accepted that offer and remitted to us a contract for review. The proposed lease would include all utilities and maintenance except for janitorial. We will have to install our own phone and internet and pay for those services just as we did and do at our present location. The biggest downside to this new location would be lack of a meeting room to host our board meetings as well as any other meetings. The biggest upside, of course, would be a savings on lease payments of about \$5,500 annually and the initial term of the lease is only 3 years as opposed to the usual 5 year term on an initial lease. We would have the right to renew for two more 3 years terms if desired

I have written our current landlord and advised him of the situation and have asked them to consider lowering our lease cost for the present space to about \$14,000 annually. I hope to have his response by week's end.

Let me know if you have any questions.

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

—Original Message—

From: Phil Weber <phil.div18.kiwanis@gmail.com>
To: Kevin Thomas <Kevin@pakiwanis.org>; Judy Raub <jraub919@aol.com>; John mazurowski <johnmazurowski@yahoo.com>
Sent: Mon, Apr 16, 2018 2:47 pm
Subject: draft report



Michelle March <michelle@pakiwanis.org>

Fw: Office Lease

1 message

ketkiwanis@aol.com <ketkiwanis@aol.com>
To: Michelle March <michelle@pakiwanis.org>

Wed, Apr 18, 2018 at 3:55 PM

Sent from my BlackBerry Smartphone on the Verizon 4G LTE Network

From: ketkiwanis@aol.com
Sent: April 16, 2018 5:51 PM
To: BEvans@evanseng.com
Subject: Office Lease

Brian:

First, thank to you and Lisa for working with us so well in the past, meeting our maintenance requests and giving us considerations that have helped us financially. The relationship we have had as your tenants has been appreciated.

As our lease here at 2793 Old Post Road expires in less than six months, our board is considering its alternatives with the goal, as always, of reducing costs whenever possible.

We have found potential space that would be \$13,000 annually. I am going to be totally honest with you that the space is only about 950 square feet.

What my board wants to know is if you'd be able to lower the initial lease cost on a new 3 year lease to \$14,000 on the space we currently occupy?

If you can, I believe they'd approve a new three year lease with Blue Mountain Properties so that we do not have to move.

Brian, I can understand if you feel you cannot do this and will have no hard feelings. The nearly 11 years we have spent here have been good ones.

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

COUNTY	GUIDES DISTRIBUTED	Participating Clubs	Total Distributed	Clubs Not Participating
Adams	3175	Allegheny North	1500	Berwick
Allegheny	14050	Allentown	375	Buffalo Valley
Armstrong	1800	Allentown Northeast	9250	Carbondale
Berks	2400	Allentown-Salisbury	150	Central Bucks
Blair	1375	Altoona	175	Centennial Internet
Bradford	800	Ambler	100	Council Rock
Bucks	6200	Annville Cleona	1050	Easton-Suburban
Butler	250	Bald Eagle Nittany Valleys	4550	Eldorado, Altoona
Cambria	1800	Baldwin	550	Homer City
Carbon	14950	Baltimore Pike	450	Jeannette
Centre	9125	Bellefonte	350	Kennett Square
Chester	4275	Bellfonte H.S. Key Club	300	Kingston
Clarion	4650	Bensalem	425	Liberty
Clearfield	4975	Big Spring	300	Lock Haven
Clinton	4700	Blairsville	150	Middleburg Area
Columbia	925	Bloomsburg	925	Montoursville
Crawford	4550	Boyetown	450	Nazareth Area
Cumberland	3675	Bradford	3650	New Castle
Dauphin	11628	Cambridge Springs	150	New Wilmington
Delaware	1125	Carlisle	700	Palmer Township
Elk	200	Chambersburg	475	Penns Valley
Erie	11050	Chester	300	Pittsburgh
Fayette	150	Circle K District	300	Pittsburgh Airport
Forest	425	Clarion	4650	Pittston
Franklin	475	Clearfield	525	Sharon
Herkimer County, NY	600	Conneaut Lake	200	Squirrel Hill
Huntingdon	625	Conshohocken	300	Towanda-Wysox
Indiana	600	Corry	400	Upper Perkiomen Valley
Jefferson	500	Cumberland County	600	Vandergrift
Juniata	1850	Dallas	300	Verona-Rosedale
Lackawana	1800	Dalmatia	225	Washington
Lancaster	6050	Danville	1300	West Shore
Lebanon	6600	Danville H. S. Key Club	100	Yardley Washington Crossing

COUNTY	GUIDES DISTRIBUTED	Participating Clubs	Total Distributed	Clubs Not Participating
Lehigh	11850	Dillsburg Area	18575	Valley Forge
Lehigh/Northampton	2625	District Office	600	Triboro
Luzerne	4600	Doylestown	600	Wesley Village, Laffin
Lycoming	2750	DuBois	4450	
McKean	4250	East Erie County	3275	
Mercer	2025	East Norriton	300	
Mifflin	4600	East Shore	2775	
Monroe	3425	Easton	22900	
Montgomery	11425	Edinboro	3425	
Montour	1400	Elizabethtown	1850	
Northampton	7250	Elk County	200	
Northumberland	2075	Emmaus	1100	
Perry	400	Erie	1675	
Philadelphia	5350	Fort LeBoeuf	675	
Schuylkill	4550	Franklin	500	
Snyder	400	Freeport	1050	
Somerset	400	Gettysburg Adams	3175	
Sullivan	525	Glenshaw	5950	
Susquehanna	600	Glenside	4350	
Tioga	825	Greater Reading-Berks	1600	
Union	825	Greensburg	400	
Venango	650	Greenville	150	
Warren	4550	Hanover	525	
Warren/Forest	575	Harrisburg	1653	
Westmoreland	1425	Hatboro-Horsham	500	
Wyoming	400	Hazleton	225	
York	20150	Hermitage	825	
Promotion/Event Driven	1675	Hershey-Hummelstown	1925	
Various	1150	Huntingdon	250	
Total by County:	230078	Indiana	450	
		Jenkintown	250	
		Jersey Shore	200	
		Johnstown	1350	

COUNTY	GUIDES DISTRIBUTED	Participating Clubs	Total Distributed	Clubs Not Participating
		Johnstown East Hills	75	
		Juniata County	1850	
		King of Prussia	150	
		Kittanning	450	
		Lancaster	450	
		Lansdale	2450	
		Lebanon	3525	
		Lehigh Valley	2775	
		Levittown-Bristol	1600	
		Lewisburg	150	
		Lewistown	4600	
		Ligonier Valley	150	
		Linglestown	300	
		Lititz Area	550	
		Main Line	150	
		Mansfield	600	
		Mars	250	
		McKeesport	75	
		Meadville	3100	
		Meadville Golden K	1000	
		Middletown	2725	
		Mifflinburg	675	
		Mill Hall	150	
		Millcreek Area	1050	
		Milton-Warrior Run	900	
		Montrose Area	600	
		Mount Union	375	
		Muncy	200	
		Murrysville	150	
		New Holland	1850	
		Nittany	400	
		Norlanco-Rheems	1050	
		Norriton Circle	925	

COUNTY	GUIDES DISTRIBUTED	Participating Clubs	Total Distributed	Clubs Not Participating
		Northumberland-Pt. Twsp.	200	
		Oakland	150	
		Oil City	150	
		Old Forge, NY	600	
		Old York Road	975	
		PA e-Kiwanis	1075	
		Palmyra	1925	
		Parkland	300	
		Penn Hills	2550	
		Pennridge	300	
		Phil Mont	200	
		Philipsburg	3100	
		Phoenixville	1850	
		Plymouth	75	
		Poconos Daybreak	350	
		Pottstown	925	
		Pottsville	4550	
		Promotion/Event Driven Events	1675	
		Punxsutawney	500	
		Red Land	3450	
		Scottdale	875	
		Scranton	1800	
		Selinsgrove	400	
		Sewickley	950	
		Shamokin	150	
		Sheraden	1000	
		Shippensburg	1050	
		Somerset	400	
		Southampton	825	
		South Philadelphia	3400	
		Southern Lehigh	825	
		State College	3900	
		Stroudsburg	1275	

COUNTY	GUIDES DISTRIBUTED	Participating Clubs	Total Distributed	Clubs Not Participating
		Stroudsburg Key Club	700	
		Sullivan County	525	
		Sunbury	600	
		Swoyersville	700	
		Titusville	300	
		Towanda-Wysox	200	
		Transfer	450	
		Tunkhannock	400	
		Tyrone	1200	
		Uniontown	150	
		University City	1325	
		Upper Allen	525	
		Upper Bucks	2875	
		Upper Main Line	225	
		Valley Athens	500	
		Valley Conygham	650	
		Warren	5500	
		Wellsboro	225	
		West Chester	2825	
		West End, Monroe County	100	
		West Erie County	150	
		West Middlesex	600	
		Westwood Johnstown	375	
		Wilkes-Barre	1125	
		Wilkesburg	1275	
		Williamsport	2350	
		WITF Ready Set Kindergarten	150	
		Wyoming Area	1525	
		York	600	
		Other	1950	
		Total by Club:	230078	