

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
May 5, 2020

The fifth official meeting of the 2019-20 Pennsylvania District Board of Trustees was held on May 5, 2020 via a zoom platform/conference call. The following board members were present: Governor Mike Haven, Governor-elect Don Smith, Immediate Past Governor Phil Weber, Trustees Roger Janes, Barb Byers, Barb Harer, Matt Wise, Ben Osterhout, Mike Coolbaugh, Lillian Mateja and Executive Director Kevin Thomas. Guests included International Trustees Richard Olmstead, Cathy Szymanski and David Hurrelbrink, Builders Club Administrator Tiffany Callaio, Lt. Governor & Trustee-elect Ryan Hartman, Membership Chair Sarah Zulueta, Lt. Governor-elect Conrad Schlesinger, Past Governor Jen Vare, Lt. Governors Penny Meyers & Tom Bowes, Foundation President Jeff Rose and Circle K Administrator Kelly Shaup.

The minutes from the March 21, 2020 board meeting were considered for approval (P1-P2). A motion was made, seconded and approved to accept the minutes as presented.

The 2020 District Convention agenda was discussed. Considerable discussion took place involving all board members and guests about many of the aspects of the District Convention. After that discussion, it was decided to defer any action on approving an agenda for the convention as too many uncertainties exist at this time to do so. A survey of the District membership will be done regarding having a convention and safety measures if the convention is held. Various options on setup, cancellation and rescheduling will be explored.

A tentative budget was considered for the convention; see P3. After review, the budget was approved by proper motion, second and vote. The board did recognize that this budget may need to be revisited in the weeks ahead.

Information was discussed/shared about the basket raffle taking place to support the 2020 District Convention. See P4 for information. In the first month of the raffle, nearly a \$1,000 was raised.

Because the Kiwanis International Convention was cancelled, the board deferred candidate endorsement to a later time. No action was taken on the International Bylaw amendments as none will be considered at the International Council Meeting that will elect officers. (Note: The Council Meeting has not been scheduled.)

An update was provided on the District Budget. See P5-P8. Executive Director Kevin Thomas expects that the District will see an operating surplus for the year with the size of that surplus to be determined. Thomas suggested that the Finance Committee meet to discuss this year's budget and begin consideration of a budget for 2020-21.

Potential funding for the District under the Covid-19 Payroll Protection Program was discussed. After initial indications that the District was eligible for a loan/grant under the program, it was determined that we were not eligible for a loan/grant because we are a 501(c)4 organization. There might another program for which we could be eligible but presently it is out of funds and applications are not being accepted. Should it get funded in the future, we will submit an application.

The Kiwanis Kash Raffle was discussed. In light of the discussions and concerns about District Convention, it was agreed to defer any action on the Raffle until after the next meeting of the District Board.

Considering Kiwanis International's decision to waive the Kiwanis International new member fee until September 30, 2020, consideration was given to waiving the District New Member Fee until September 30, 2020. A motion was introduced, seconded and approved to waive the District New Member Fee until September 30, 2020.

Considerable discussion was held about Club Communication and support given present circumstances brought about by the Covid-19 pandemic.

A report was provided by Pennsylvania Kiwanis Foundation President Jeff Rose. See P9.

The next meeting of the District Board was set for June 2, 2020 at 7:30PM.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Kevin E. Thomas". The signature is written in black ink and is positioned above the printed name.

Kevin E. Thomas

Executive Director/Secretary/Treasurer

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

The fourth meeting of the 2019-20 Pennsylvania District Board of Trustees was held on March 21, 2020 via a zoom platform/conference call because of the Covid-19 crisis. The following board members were present: Governor Mike Haven, Governor-elect Don Smith, Immediate Past Governor Phil Weber, Trustees Roger Janes, Barb Byers, Barb Harer, Matt Wise, Ben Osterhout, Mike Coolbaugh, Lillian Mateja and Executive Director Kevin Thomas. Guests included International Trustees Richard Olmstead and Cathy Szymanski, Builders Club Administrator Tiffany Callaio, Lt. Governor & Trustee-elect Ryan Hartman, Past Governor and Audit Committee Chair Don Sanker, Membership Chair Sarah Zulueta, Lt. Governor-elect Conrad Schlesinger, Past Governor Judy Raub, Lt. Governor Penny Meyers and Human & Spiritual Aims Chair Ann Graves.

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

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

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

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

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

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

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

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

There was no update/change on unclaimed property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Kevin E. Thomas". The signature is written in dark ink and is positioned above the typed name and title.

Kevin E. Thomas
Executive Director/Secretary/Treasurer

2020 Proposed Budget (2)

PROPOSED 2020 DISTRICT CONVENTION BUDGET			
8-Apr-20			
ACCOUNT	2020 Proposed Budget	2019 Approved Budget	2019 Actual
REVENUE			
Registration Fees:			
Kiwanians (clubs @ 3 @\$25.00)	\$ 11,925.00	\$ 12,150.00	\$ 12,075.00
Kiwanians (Beyond 3 per club@\$25.00)	\$ 600.00	\$ 1,000.00	\$ 1,358.00
Spouses (@\$15.00)	\$ 150.00	\$ 300.00	\$ 345.00
Sponsored Groups (@\$10.00)	\$ 100.00	\$ 100.00	\$ 120.00
Advertising	\$ 5,000.00	\$ 6,300.00	\$ 5,425.00
Thursday Opening Party at Crowne Courtyard (\$28.00@75)	\$ 2,100.00	\$ 2,500.00	\$ 2,884.00
Friday Morning Breakfast (75@\$20.00)	\$ 1,500.00		
Friday Lunch (100@\$26.00)	\$ 2,600.00	\$ 2,250.00	\$ 2,200.00
Saturday Lunch (100@\$26.00)	\$ 2,600.00	\$ 2,250.00	\$ 2,481.00
Saturday Banquet (125@\$38.00)	\$ 4,750.00	\$ 6,000.00	\$ 5,131.37
Sunday Breakfast (75@\$20.00)	\$ 2,100.00	\$ 1,100.00	\$ 1,391.00
Host Committee Fundraising/sponsorships/exhibitors	\$ 5,000.00	\$ 9,000.00	\$ 9,526.00
Past Lt. Governors	\$ 250.00	\$ -	\$ 500.00
Merchandise/Clothing Sales	\$ 650.00	\$ 1,300.00	\$ 1,166.93
TOTAL REVENUE	\$ 39,325.00	\$ 44,250.00	\$ 44,603.30
EXPENSES			
Administrative Secretary	\$ 400.00	\$ 450.00	\$ 337.38
Audio Visual Aids & Equipment	\$ 3,000.00	\$ 2,500.00	\$ 329.67
Badges, Ribbons & Registration Materials	\$ 300.00	\$ 375.00	\$ 301.64
Board of Trustees & Lt. Governors (@\$265.00)	\$ 2,700.00	\$ 2,700.00	\$ 2,800.79
Circle-K Governor	\$ 400.00	\$ 500.00	\$ 132.09
Credentials Material	\$ 100.00	\$ -	
Credit Card Processing Fees	\$ 1,000.00	\$ 1,200.00	\$ 1,423.17
District Governor	\$ 450.00	\$ 450.00	
District Executive Director	\$ 450.00	\$ 450.00	\$ 439.56
Entertainment/Speakers	\$ 2,500.00	\$ 4,500.00	\$ 4,100.00
Rentals fees	\$ 2,600.00	\$ 500.00	\$ 40.00
Frames	\$ 60.00	\$ 60.00	
International Representative	\$ 400.00	\$ 450.00	\$ 329.67
Key Club Governor	\$ 400.00	\$ 450.00	\$ 396.27
Mailing - Postage	\$ 150.00	\$ 250.00	\$ 125.00
Program (Printing)	\$ 900.00	\$ 950.00	\$ 1,244.00
Thursday Evening(75 @ \$31.59)	\$ 2,369.25	\$ 3,125.00	\$ 3,650.00
Transportation	\$ -	\$ 1,200.00	\$ 1,000.00
Friday Breakfast (75@\$23.47)	\$ 1,760.25		
Friday Lunch(100@\$30.00)	\$ 3,000.00	\$ 3,150.00	\$ 3,169.32
Saturday Lunch (100@\$30.00)	\$ 3,000.00	\$ 3,150.00	\$ 3,949.74
Saturday Banquet (125 @ \$39.00)	\$ 4,875.00	\$ 8,000.00	\$ 7,750.00
Sunday Breakfast (75@\$23.47)	\$ 1,760.25	\$ 1,650.00	\$ 2,325.00
Hospitality	\$ 2,500.00	\$ 3,000.00	\$ 3,351.26
Van/Truck Rental	\$ 350.00	\$ 375.00	\$ 346.19
Merchandise Cost	\$ 500.00		
Miscellaneous*	\$ 3,400.25	\$ 4,815.00	\$ 374.03
TOTAL EXPENSES	\$ 39,325.00	\$ 44,250.00	\$ 37,914.78
Excess/(Deficit) Revenues vs. Expenses	\$ -	\$ -	\$ 6,688.52



HAVE WE GOT A PRIZE FOR YOU! A Basket Full of Sweet Prizes

Courtesy of Hershey Resorts:

- **1 Night Stay Hershey Lodge**
- **Admission for 2 to Hershey Gardens**
- **Admission for 2 to Hershey Story Museum**

Courtesy of Hollywood Casino:

- **\$100 voucher to Final Cut Steak House**
- **1 vouchers to the Epic Buffet**
- **voucher for 1 hr. at the Top Golf Swing Suite (must be over 21)**
- **Swag: Robe, Mug, Ball Cap, Deck of Cards & License Plate**

AND more:

- **Small Yankee Candle, PA Pretzels,**
- **Utz Chips, Hershey Chocolate**
- **Syrup & bags of Hershey Candy**

Chances: \$10 each or 3 for \$25

Paypal, Venmo, Zelle preferred
Cash or Check accepted

****Proceeds benefit PA Kiwanis Reading District Convention****

****Winner will be chosen at random June 9th****

Dauphin Co PA LIC #538

[facebook.com/groups/KiwanisReading2020/](https://www.facebook.com/groups/KiwanisReading2020/)

2019-20 Kiwanis District Budget

2019-20 Budget Report
4/30/2020

	2019-20 Approved Budget		2019-20 Actual		Variance	Notes
	Amount	Total	Amount	Total		
REVENUES						
MEMBERSHIP DUES						
District Dues (Full Year - 3,150 members)	\$ 110,250.00		\$104,375		95% \$ (5,875.00)	
Partial year prorated dues	\$ 7,000.00		\$4,095		59% \$ (2,905.00)	
Sub-Total	\$ 117,250.00		\$108,470		93% \$ (8,780.00)	
SLP & OTHER SUPPORT FOR SERVICES						
Key Club	\$ 15,000.00		\$15,000		100% \$ -	
Circle K	\$ 850.00		\$850		100% \$ -	
Foundation - Office Support and Services	\$ 7,000.00		\$6,000		86% \$ (1,000.00)	Foundation only wanted to spend \$6,000 in this area
Foundation - SLP Administrators	\$ -		\$1,000		#DIV/0! \$ 1,000.00	Foundation was willing to provide this support
Sub-total	\$ 22,850.00		\$22,850		100% \$ -	
MISC. INCOME						
Misc. Income	\$ 2,775.00		\$361		13% \$ (2,414.00)	
Interest	\$ 130.00		\$60		46% \$ (69.59)	
Sub-total	\$ 2,905.00		\$421		15% \$ (2,483.59)	
DISTRICT EVENTS						
Holiday Party or other Fundraising	\$ 1,000.00				0% \$ (1,000.00)	
District Raffle	\$ 15,000.00		\$100		1% \$ (14,900.00)	
Mid-Winter Convention	\$ 16,860.00		\$3,602		21% \$ (13,258.00)	
District Convention	\$ 52,000.00		\$12,845		25% \$ (39,155.00)	
Sub-total	\$ 84,860.00		\$16,547		19% \$ (68,313.00)	
TOTAL REVENUES	\$ 227,855.00		\$148,288		65% \$ (79,576.59)	
EXPENSES						

2019-20 Kiwanis District Budget

EMPLOYEE COMPENSATION										
Salaries	\$ 67,000.00							57%	\$ 28,772.62	
Payroll Taxes	\$ 6,030.00			\$3,227				55%	\$ 2,733.00	
Employee Benefits	\$ 710.00			\$710				100%	\$ -	
Executive Director Expenses	\$ 3,500.00			\$1,102				31%	\$ 2,398.00	
Executive Director ICON	\$ 700.00			\$0				0%	\$ 700.00	
Sub-total		\$ 77,940.00		\$43,336				56%	\$ 34,603.62	
OFFICE & RELATED EXPENSES										
Building Lease	\$ 15,000.00			\$8,750				58%	\$ 6,250.00	
Postage	\$ 700.00			\$198				28%	\$ 502.00	
Telephone & Internet	\$ 2,100.00			\$1,568				75%	\$ 531.66	
Insurance	\$ 1,700.00			\$2,060				121%	\$ (360.00)	Will need to bid insurance costs to lower premiums if possible
Supplies & Printing	\$ 1,200.00			\$204				17%	\$ 996.00	Application of AMEX points
Equipment Maintenance	\$ 900.00			\$163				18%	\$ 737.00	
Equipment Leases	\$ 2,900.00			\$835				29%	\$ 2,065.00	
Sub-total		\$ 24,500.00		\$13,778				56%	\$ 10,721.66	
LEADERSHIP EXPENSES AND STIPENDS										
Lt. Gov Expenses	\$ 3,500.00			\$400				11%	\$ 3,100.00	
Lt. Gov Education	\$ 3,500.00							0%	\$ 3,500.00	
Trustee Board Meeting Expenses	\$ 900.00			\$177				20%	\$ 723.00	
Gov-Elect Expenses	\$ 2,000.00							0%	\$ 2,000.00	
Gov-Elect ICON	\$ 700.00							0%	\$ 700.00	
Governor Expenses	\$ 2,000.00			\$500				25%	\$ 1,500.00	
Governor ICON	\$ 700.00							0%	\$ 700.00	
Keystone Kiwanian Stipend	\$ 1,000.00			\$500				50%	\$ 500.00	
Sub-total		\$ 14,300.00		\$1,177				8%	\$ 13,123.00	
SLP LEADERSHIP SUPPORT										
Circle K Administrator	\$ 2,000.00			\$105				5%	\$ 1,895.00	
Builders Club Administrator	\$ 400.00			\$31				8%	\$ 369.00	
K-Kids Administrator	\$ 400.00							0%	\$ 400.00	
Aktion Club Administrator	\$ -							#DIV/0!	\$ -	
Key Leader Administrator	\$ -							#DIV/0!	\$ -	
Sub Total		\$ 2,800.00		\$136				5%	\$ 2,664.00	

2019-20 Kiwanis District Budget

MEMBERSHIP GROWTH & DEVELOPMENT													
Membership Growth & Development Awards	\$ 4,000.00		\$1,902					48% \$ 2,098.24					
	\$ 1,000.00		\$81					8% \$ 919.00					
Sub-total		\$ 5,000.00					\$1,983	40% \$ 3,017.24					
DISTRICT EVENTS													
Holiday Party or other fundraiser	\$ 100.00							0% \$ 100.00					
Mid-Winter Conference - State College	\$ 16,860.00		\$824					5% \$ 16,036.00					
District Raffle	\$ 7,800.00		\$240					3% \$ 7,560.29					
District Convention	\$ 46,000.00		\$325					1% \$ 45,674.81					
Sub-total		\$ 70,760.00					\$1,389	2% \$ 69,371.10					
FINANCIAL RESTORATION													
Interest Expense	\$ 2,200.00		\$1,102					50% \$ 1,098.00					
Audit	\$ 12,500.00		\$11,360					91% \$ 1,140.00					
Debt Reduction	\$ 10,000.00		\$10,000					100% \$ -					
Rebuild Reserve Fund	\$ 3,000.00							0% \$ 3,000.00					
Sub-total		\$ 27,700.00					\$22,462	81% \$ 5,238.00					
TOTAL EXPENSES		\$ 223,000.00					\$84,261	38% \$ 138,738.62					
BALANCE		\$ 4,865.00					\$64,027						

2020 Report

2020 MIDWINTER BUDGET REPORT				
4/30/2020				
ACCOUNT DESCRIPTION	2020 Approved Budget	2020 Receipts/Expenses		Variance
REVENUE				
Registrations:				
Registrations (160@\$85.00)	\$ 13,600.00	\$ 1,785.00	13%	\$ (11,815.00)
SLP Registrations (4@\$40.00)	\$ 160.00		0%	\$ (160.00)
Supplies Commission	\$ 700.00	\$ (383.00)	-55%	\$ (1,083.00)
Shout Outs	\$ 300.00	\$ 300.00	100%	\$ -
Sponsorships	\$ 2,100.00	\$ 1,900.00	90%	\$ (200.00)
TOTAL REVENUE	\$ 16,860.00	\$ 3,602.00	21%	\$ (13,258.00)
EXPENSES				
Audio Visual Equipment	\$ 125.00		0%	\$ 125.00
Credit Card Fees***	\$ 1,000.00	\$ 532.00	53%	\$ 468.00
Entertainment & Speakers	\$ 750.00		0%	\$ 750.00
Rental Fees	\$ 1,250.00		0%	\$ 1,250.00
Registration Material	\$ -	\$ 80.00		\$ (80.00)
Guest Meals & lodging*	\$ 900.00		0%	\$ 900.00
Trustee & Lt. Governor Stipend (@\$150.00)	\$ 1,500.00		0%	\$ 1,500.00
Lt. Governor & Trustee meeting beverages	\$ 225.00		0%	\$ 225.00
Miscellaneous	\$ 715.00	\$ 212.00	30%	\$ 503.00
Penn Stater Fees (Lunch, Breaks, etc.)(63.00@165)	\$ 10,395.00	\$ -	0%	\$ 10,395.00
TOTAL EXPENSES	\$ 16,860.00	\$ 824.00	5%	\$ 16,036.00
Surplus/(Deficit)	\$ -	\$ 2,778.00		



Report to the District Board .
May 5th

The Foundation Board met on April 19th via Zoom video/call. The following are highlights of our meeting.

- Due to this unsettling time of the Coronavirus pandemic, our investments took a hit early on. They have recovered somewhat, but are not back to where we were. The finance and investment team is working on balancing our funds to withstand the fluctuations in the market. The team approved a revised spending policy which was adopted by the Foundation Board. The finance team also recommended the suspension of the grant program for the rest of the year. This is primarily due to the cancellation of many and we do not know contributions will look like.
- There was some discussion on fundraising. in the past we have offered matching scholarships with the rose sale. Not many of the clubs that qualify for the matching scholarship even apply so we thought we might switch things up. We are thinking along the lines of matching funds for Early Learning projects.
- The annual appeal letters were mailed. The club appeal letter is prepared and currently on hold until early May.
- The scholarships deadline has been pushed back until May 1, 2020. Another question came up regarding grants that had already been awarded. The Foundation Board agreed to allow the clubs to hold the funds they have received until such time the event can be held.

Just a note 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 jrose@pkfonline.org, or jroselvip@gmail.com

A handwritten signature in black ink that reads 'Jeff Rose'. The signature is written in a cursive style.

Jeff Rose
President