

**Pennsylvania District Kiwanis International
Board of Trustees Meeting – Conference Call
May 13, 2019**

The 2018-19 District Board of Trustees held a conference call to conduct District business on May 13, 2019 commencing at 8:30PM. This was the fifth official meeting of the 2018-19 year.

Governor Phil Weber presided. In addition to Governor Weber, the following board members were on the call: Governor-elect Mike Haven, Immediate Past Governor Judy Raub, Trustees John Mazurowski, Matt Wise, Ben Osterhout, Mike Coolbaugh and Sarah Zulueta and Executive Director Kevin Thomas. Circle K Governor Emily Stoner, ex-officio board member, was on the call. Guests included International Trustees Greg Beard and Richard Olmstead as well Past Governor, Public Relations Chair and Audit Committee Chair Bob Raub.

The 2019 District Convention Budget was presented for approval. See P1. A motion to adopt the budget was presented by John Mazurowski and seconded by Sarah Zulueta. After discussion, the budget was approved as presented without dissent.

The tentative 2019 Convention Program was presented to the board for discussion. See P2. A motion to adopt the tentative program was made by Judy Raub and seconded by John Mazurowski. After discussion, the tentative program was approved as presented without dissent.

A proposal from the Erie Bayfront & Convention Center, Sheraton Erie and the Courtyard by Marriott to host the 2021 District Convention was considered. A motion was made by Judy Raub and seconded by Ben Osterhout to approve the proposal as presented. After discussion, the proposal was approved without dissent. See P3-P5 for a summary of the proposal.

A report was presented on the Foundation Nominating Committee by chair Judy Raub. Judy reported that she believes there are four applications for open positions, two from Kiwanians presently on the board and two from Kiwanians not presently on the board. However, Judy indicated that requests to have the applications sent to her as well as information on the Foundation Webpage changed have not resulted in the appropriate action being taken. Accordingly, Judy introduced the following motion: The District board directs that the foundation, without delay, make the necessary corrections to its website and that the names of any and all interested applications be forwarded to Judy Raub immediately. Kevin Thomas seconded the motion. The motion was approved without dissent.

The District Finance Committee was discussed and reviewed. Efforts to schedule a meeting of the committee will be prompted.

An update was provided on the proposed redivisioning of Division 17, 18 and 19. To date, all the clubs in Division 18 have approved the merger. In Division 17, 3 of the 6 clubs have approved the plan; 3 have not yet responded. So far, Division 19 has not had any clubs responding.

Greg Beard, Dick Olmstead and Emily Stoner all provided comments.

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

Respectfully submitted,



Kevin E. Thomas

Executive Director/Secretary/Treasurer

2019 Proposed Budget

2019 PROPOSED DISTRICT CONVENTION BUDGET			
ACCOUNT	2019 Proposed Budget	2018 Approved Budget	2018 Actual
REVENUE			
Registration Fees:			
Kiwanians (clubs @ 3 @\$25.00)	\$ 12,150.00	\$ 11,850.00	\$ 11,925.00
Kiwanians (Beyond 3 per club@\$25.00)	\$ 1,000.00	\$ 1,400.00	\$ 1,000.00
Spouses (@\$15.00)	\$ 300.00	\$ 375.00	\$ 285.00
Sponsored Groups (@\$10.00)	\$ 100.00	\$ 110.00	\$ 100.00
Advertising	\$ 6,300.00	\$ 6,500.00	\$ 6,305.00
Friday Evening Activities	\$ -	\$ 6,750.00	\$ 6,777.50
Thursday Opening Party at Little League (125@\$20.00)	\$ 2,500.00	\$ 2,500.00	\$ 2,460.00
Friday Breakfast	\$ -	\$ 2,250.00	\$ 1,532.98
Friday Lunch (150@\$15.00)	\$ 2,250.00	\$ 3,750.00	\$ 3,170.50
Saturday Lunch (150@\$15.00)	\$ 2,250.00	\$ 3,750.00	\$ 3,640.04
Saturday Banquet (200@\$30.00)	\$ 6,000.00	\$ 8,000.00	\$ 7,656.43
Sunday Breakfast (110@\$10.00)	\$ 1,100.00	\$ 1,650.00	\$ 1,717.00
Host Committee Fundraising/sponsorships/exhibitors	\$ 9,000.00	\$ 8,000.00	\$ 12,515.00
Past Lt. Governors	\$ -	\$ 250.00	\$ -
Merchandise/Clothing Sales	\$ 1,300.00	\$ 1,200.00	\$ 1,299.46
TOTAL REVENUE	\$ 44,250.00	\$ 58,335.00	\$ 60,383.91
EXPENSES			
Administrative Secretary	\$ 450.00	\$ 550.00	\$ 435.65
Audio Visual Aids & Equipment	\$ 2,500.00	\$ 3,500.00	\$ 3,423.21
Badges, Ribbons & Registration Materials	\$ 375.00	\$ 400.00	\$ 274.52
Board of Trustees & Lt. Governors (@\$265.00)	\$ 2,700.00	\$ 2,700.00	\$ 1,842.74
Circle-K Governor	\$ 500.00	\$ 550.00	\$ -
Credentials Material	\$ -	\$ -	\$ -
Credit Card Processing Fees	\$ 1,200.00	\$ 1,100.00	\$ 1,028.44
District Governor	\$ 450.00	\$ 550.00	\$ -
District Executive Director	\$ 450.00	\$ 550.00	\$ 305.52
Entertainment/Speakers	\$ 4,500.00	\$ 1,000.00	\$ 700.00
Rentals & Setup fees	\$ 500.00	\$ 1,500.00	\$ -
Frames	\$ 60.00	\$ 60.00	\$ 40.00
International Representative	\$ 450.00	\$ 550.00	\$ 350.52
Key Club Governor	\$ 450.00	\$ 550.00	\$ -
Mailing - Postage	\$ 250.00	\$ -	\$ -
Program (Printing)	\$ 950.00	\$ 1,025.00	\$ 909.75
Thursday - Little League Museum (125 @ \$25.00)	\$ 3,125.00	\$ 2,500.00	\$ 2,016.00
Friday Evening	\$ -	\$ 6,300.00	\$ 7,314.74
Transportation	\$ 1,200.00	\$ 2,500.00	\$ 1,700.00
Friday Breakfast	\$ -	\$ 4,112.50	\$ 3,962.12
Friday Lunch(150@\$21.00)	\$ 3,150.00	\$ 5,527.50	\$ 4,974.86
Saturday Lunch (150@\$21.00)	\$ 3,150.00	\$ 5,527.50	\$ 5,067.00
Saturday Banquet (200 @ \$40.00)	\$ 8,000.00	\$ 9,212.00	\$ 9,252.18
Sunday Breakfast (110@\$15.00)	\$ 1,650.00	\$ 3,619.00	\$ 3,962.12
Hospitality	\$ 3,000.00	\$ 2,500.00	\$ 5,178.04
Van/Truck Rental*	\$ 375.00	\$ -	\$ -
Miscellaneous	\$ 4,815.00	\$ 1,206.65	\$ 1,694.72
TOTAL EXPENSES	\$ 44,250.00	\$ 57,590.15	\$ 54,432.13
Excess/(Deficit) Revenues vs. Expenses	\$ -	\$ 744.85	\$ 5,951.78

*This item was in the miscellaneous expense in 2018

~~2019~~ DCON "Tentative" Program Schedule

From: Michael Haven (mhaven62@yahoo.com)

To: mhaven62@yahoo.com

Date: Friday, April 12, 2019, 10:12 PM EDT

2019 DCON "Tentative" Program Schedule

Thursday 2-4. - Service Project James V Brown Library (SLP's/Kiwanis)
Thursday 5-9pm Little League Outing
Thursday 9-11 Gov Phil Reception
Friday Morning 8-10 (Leadership Mtgs/Workshops)
Friday 10:30 - 1:30 What's Your "WHY" General Session (various speakers/organizations)
Friday 2-4 Service Projects (Food Boxes for kids, Katlyn Smiles)
Friday Evening 5:30-8:30 Murder Mystery Dinner/Community Arts Center (Tentative)
Friday Evening 9-10:30 Meet the Candidates
Saturday 8:30-10:30 Leadership Mtgs/Workshops
Saturday 11-1:30 Cultivating A Real Kiwanis Experience Session (Chris Martz, Membership Team)
Saturday 2-4:30 General Session
Saturday Evening 5:45-6:30 Social Hors d'oeuvres (Ferrington Place)
Saturday Evening 6:30-9:00 Gov's Banquet (Retiring Officers/Awards)
Saturday Evening 9:15-11 Gov's Hospitality Party (Genetti)
Sunday 8:30-10:30 Kick-off Breakfast In-coming Officer Installations, Getting Inspired(National Team Builder/Inspirational Speaker - Jeff Nischwitz)

The Following Presentations will be incorporated throughout the 2 day sessions....

District Foundation - Friday
Early Learning - Friday
Heroes Awards (throughout the sessions Fri/Sat and Sunday Kick-off?)
KI Children's Fund - Friday
International Trustee Opening of General Session
Deceased Members - Opening of General Session

Workshop's

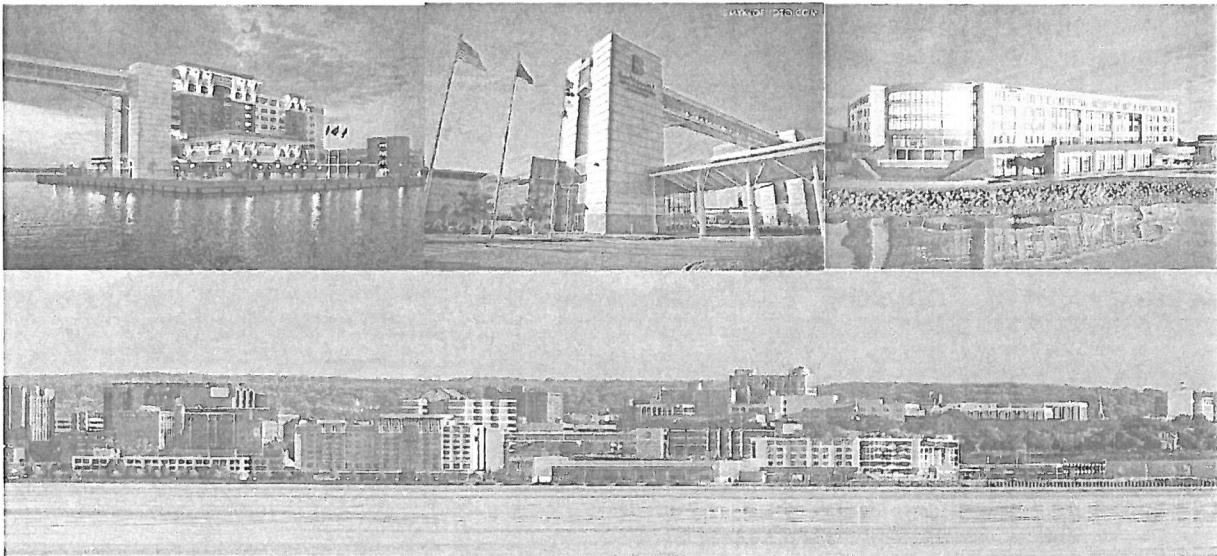
UPMC to present 1-2
LGBQT
Kiwanis Media/Technology
Incoming Club Scty/Pres
Historian-Taber Museum
Historian - Maggie Emery (Mother's Journey/Diary across the pond)



Proposal Specially Prepared For:



We invite you to take a closer look at the Erie's Bayfront Landing in our excitement to host the 2021 Kiwanis District Convention!



April 30th, 2018

Thank you for considering the Erie Bayfront! We would be honored to host the Kiwanis 2021 District Convention. Your meeting attendees will appreciate the area's very first waterfront hotel located near State Street in the heart of Erie's Bayfront Marina District. Our stylish hotel offers

sweeping views of Lake Erie's Presque Isle Bay and an array of updated amenities designed with your comfort in mind. Our central location is ideal for business, weekend getaways, or for discovering the historical and cultural natural wonders of northern Pennsylvania.

We are thrilled to tell you how our beautiful meeting facilities, reasonable room rates, accessible location to downtown attractions, and focus on customer service can only make for a guaranteed excellent event! It is with great enthusiasm that we submit the following proposal.

Guest Rooms at the Sheraton and Courtyard Erie Bayfront 2021

Dates	Pattern	Rooms	Rate
08/11- 08/15	Mon-Sun	313	\$135

Concessions

Hotel will offer the following value added concessions:

- Hotel to provide a 1 per 40 comp policy
- Hotel to provide 4 upgrades (Club Level)
- 1 Presidential Suite at Group Rate
- Complimentary Parking at either hotel for up to 5 guests
- Flat \$135 rate (Single- Quad)
- BCC to offer complimentary meeting space based on \$45,000

Courtyard and Sheraton Guest Rooms and Features

Full of charm and ambiance, our 390 non-smoking guest rooms provide everything you need for an inviting and relaxing stay. Enjoy waterscape and city/marina views, The Sweet Sleeper™ Bed, flat screen TV, wired and wireless High Speed Internet Access, an oversized work station, soft leather chairs, and much more.



- Indoor Pool, Whirlpool, Fitness Center powered by Core Performance, High-Speed Internet Access, Complimentary business center, Sundry Shop, Casual waterfront dining at the Shoreline Bar and Grille, and the Award Winning Bayfront Grille. Both featuring outdoor seating with beautiful views of the Lake.

	Item: Description	Qty.	Charge	Total
Room	West Ballroom:	1	\$0.00	\$0.00
Equipment	Screen:	1	\$25.00	\$25.00
	Sound Patch: Each	1	\$10.00	\$10.00
	Lectern: with Microphone	1	\$25.00	\$25.00
	Risers: 4' x 8' Section, Smooth Surface 8 x 8 Surface	2	\$16.00	\$32.00
Food and Beverage	Custom Breakfast Selection: ESTIMATE ONLY - FINAL MENU AND PRICING TO BE DETERMINED	125	\$15.99	\$1,998.75

Kiwanis International Convention - Board Meeting

Start Date	End Date	Setup	Exp/Guar/Set	Room
Sun. Aug. 15, 2021 10:00 AM	Sun. Aug. 15, 2021 2:00 PM	Boardroom	15/15/15	Board Room 150
*				
Item: Description	Qty.	Charge	Total	
Room	Board Room 150:	1	\$0.00	\$0.00

Summary of Costs

Category	Charges	Discount	Srv Chrg	PA Sales	Grand Total
Room	\$5,900.00	\$3,450.00	\$0.00	\$0.00	\$2,450.00
Bar Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$2,203.00	\$0.00	\$0.00	\$132.18	\$2,335.18
Food and Beverage	\$20,903.45	\$0.00	\$4,598.77	\$1,181.62	\$26,683.82
Staffing	\$252.00	\$0.00	\$0.00	\$0.00	\$252.00
Grand Totals	\$29,258.45	\$3,450.00	\$4,598.77	\$1,313.80	\$31,721.00

Summary of Deposits

Date	Description	Amount
	Grand Total:	

* Contract Based on \$45K Food and Beverage Spend
 Complimentary Room Rental Based on \$45K Food and Beverage Spend
 All Audio Visual Services Charged Separately