

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
July 20, 2019

The sixth meeting of the 2018-19 Pennsylvania District Board of Trustees was held on July 20, 2019 at the Kiwanis District office. The following board members were present: Governor-elect Mike Haven, Immediate Past Governor Judy Raub, Trustees Roger Janes, John Mazurowski, Matt Wise, Ben Osterhout, Mike Coolbaugh, Sarah Zulueta and Executive Director Kevin Thomas; Trustee Alice Arnold arrived later in the meeting. Guests included Division 15 Lt. Governor and Builders Club Chair Tiffany Callaio, Past Trustee Judy Janes, and District Administrative Assistant Michelle March. Governor Phil Weber was not able to attend and accordingly the board chose Governor-elect Mike Haven to preside.

The minutes from the April 13, 2019 and May 13, 2019 board meeting were considered for approval (P1-P5). John Mazurowski moved to accept the minutes as presented, Judy Raub seconded, all approved. The Action Matrix from those board meetings was reviewed; see P6-P7.

Mike Coolbaugh made a motion to accept all items in the consent agenda (P8-P39) as presented except the Immediate Past Governor's and the Executive Director's reports which were considered separately later. The motion was seconded and approved.

The Membership Committee report (P40-P52) was presented by Trustee Matt Wise. Currently, we are only at 53% of our membership goal with only a quarter left in the Kiwanis year. We do not anticipate a net membership growth this year and are down 14.5% from 10/1/2013. Sarah Zulueta discussed Club strengthening. Boost materials have been updated and should be distributed to trustees by August. After hosting Regional boost meetings, the next step is to develop metrics to see what the return in investment is and finding ways to hold to clubs accountable to the goals they set. There is a new Club opening effort being focused in Media/Concordville. The Tiger Team will be coming out on Sept. 19 and in addition to the Media effort they will be working on building membership with the West Chester and Upper Main Line Clubs.

A potential dual membership proposal for senior Circle K members was discussed (See P17). Due to questions regarding the two-year dues waiver already in place, it was determined that more questions need to be asked regarding the effect on dues and how the proposal can be rolled out to Circle K members and Clubs.

With the consent of all board members present, the Foundation Report, which was received after other reports were sent out, was entered into the consent agenda reports.

The Audit Committee report (P52-P53) was approved by proper motion, second and vote.

The Finance Committee report was reviewed (P54-P63). Roger Janes added that he reviewed the checkbook for June and found no aberrations. Ben brought up the discussion on the formal issuance and signing of checks – who should sign checks and for what amount should a second signature be necessary. Recommendations will be submitted to the Board before the next meeting. Kevin also mentioned that the committee will need to have developed a budget before the next Board meeting. The report was approved presented by proper motion, second and vote. Seconded and all approved.

The Circle K budget was discussed (P64-P67). Kevin pointed out that the Circle K District Convention lost \$2,281. However, this will not be able to continue as a free-standing event if attendance continues to decline. Kevin also brought up a conflict regarding room cancellations, for which the Sheraton is holding Circle K accountable. It has been requested that the hotel remove the charges or we will look elsewhere to hold our 2021 Kiwanis District Convention. If the issue continues to be unresolved, Kevin is considering taking the Sheraton Erie to arbitration. A motion was made, seconded and approved to accept the 2019- 20 Circle K budget as presented.

Non-Dues Income:

Kiwanis Kash Raffle was discussed. We are substantially off the mark for what had been budgeted, but expenses are also below what was budgeted. A suggestion was made that a page be added to the District Website so that people can order

tickets online. Michelle will do a follow-up email to the Clubs that have not returned their raffle tickets. The raffle report from Chair Jen Vare was, also, reviewed. See P 67.

Unclaimed Property was updated. Everything has been completed, and there is nothing additional to submit. If we do receive everything that was claimed this time, then some of the money can go to the Foundation as well as one of our Clubs. It was suggested that the District keep 5-10% of the returns as a handling fee.

Phillies Kiwanis Night was discussed; see P68. It was suggested that a date be chosen in 2020 so as to not conflict with Officer training and Conventions. It was suggested that the Lt. Governor/Trustee training be moved to May; discussion will be had with the new Governor-Elect regarding this topic. It was also brought up that Jen Gräb is trying to organize a Kiwanis Pirates game at some point in the upcoming year.

Purse Hooks were reviewed. Sarah Zulueta sold some at International Convention and raised \$100. They will be sold at the upcoming District Convention.

Mike Coolbaugh asked if we had a Fundraising Chair/Committee for the District and, if not, he suggested one should be created. Kevin commented that there was merit in the idea.

The two reports removed from the consent agenda were reviewed. The Executive Director's report was discussed; see P 30 He addressed the concern of some that the minutes were not being published within 30 days, indicating that with the justified exception of the January 2019 minutes no minutes in recent years have exceed the 30 day publication time line. A motion was made, seconded and approved to accept the report.

The Immediate-Past Governor's Report was discussed; see P35-P36. The Key Leader concern will be addressed later in the meeting. The Foundation nominating committee was, also, discussed. There are six Kiwanians who submitted applications for the Foundation Board this year. Jeff Rose will be the new President and Janine Surmick the new Vice-President. Kevin suggested that, sometime after District Convention, the District Executive Officers have a conference call with the new Foundation Executive Officers to clarify and set expectations for the year moving forward. A motion was made, seconded and approved to accept the Immediate-Past Governor's report.

It was reported all active clubs have paid dues for 2018-19.

Clubs not submitting an Election Report were reviewed.

Club Leadership Education was discussed. The revised program will have some focus on leadership development and conflict resolution. The sessions will be open to all Club members.

Don Smith of the Kiwanis Clubs of Annville-Cleona and Palmyra Area has declared his candidacy for Governor-elect in 2019-20. At this time, it looks like there will be no other candidates.

Vacant 2019- 20 Lt. Governor positions were reviewed; see P69-P71. Governor-elect Mike Haven encouraged the Trustees to connect at the Club level to be an encourager for potential leadership. The question of re-divisioning in order to better meet club cultural needs was discussed. It was suggested a committee be formed to look at this possibility.

The topic of Enos Martin's candidacy for Lt. Governor was brought up. He has never been a Club President or Secretary and therefore does not meet the bylaw requirements to serve as a Lt. Governor. Mike Haven, Mike Coolbaugh, and Phil Weber will have a discussion with Enos and ask if he would be willing to take on the tasks of a Lt. Governor only without the title. Suggestions were made to call that position either "Lt. Governor Advocate" or "Divisional Advocate". Discussion was had about possibly holding a special convention to amend the bylaws to allow members that have not served as Club President or Secretary to serve as a Lt. Governor. A motion seconded and approved to accept all 2019-20 Lt Governors as shown on P69-P71 with the exception of Enos Martin.

Redivisioning of Divisions 17, 18 and 19 was discussed. The Clubs of Divisions 17 and 18 had met, and all but one Club was in favor of the proposal. Only one Club responded from the Clubs in Division 19. Upper Perkiomen responded that they don't care what division they are in. Kevin suggested that, according to By-laws, the Board could take action on combining

Divisions 17 and 18 and move the Upper Perkiomen Kiwanis Club to Division 19 effective October 1, 2019. Ben Osterhout formally made a motion to do such, and it was seconded and all approved.

The Foundation Nominee Committee Report was reviewed and discussed. See P72-P80.

The 2019 District Convention was discussed. Kevin Thomas asked that the board formally approve the agenda again, as there had been some changes and updates made; see P83-P87. A motion was made, seconded and approved to accept the agenda as presented.

Registrations were discussed. We are currently off the mark for ads but have picked up a lot over the last few days.

A discussion was had regarding event numbers and expectations.

On sponsorships, between the fundraising from the Williamsport club and incoming sponsorships, we have raised \$9300. Our budget goal was \$9,000

For the 2021 District Convention, we have a contract in hand but will not sign it due to the conflict from the Circle K convention. Once resolved, he will either sign or start looking for other bids in Erie.

The 2022 District Convention was discussed. Information has been received on five potential sites. More follow up will have to be done so the board can make a decision. See P88 – P90.

Key Leader Chair Stef Stamatopoulos' report was discussed; see P91-P101. Financial information was, also reviewed. A motion to accept a contract from Camp Conrad Weiser for the 2020 event was seconded and approved. Discussion was had on what attendance number was needed to break even for the event. It was suggested that Stef be consulted regarding Key Leader price points.

An anti-bullying task force was created prior at the April Board meeting consisting of Matt Wise, Mike Coolbaugh, and Mary Dolan. The report of the committee is P81-P82 & P102-P115. Much appreciation was expressed for Mary's help in defining what bullying is and creating levels of resolution and education. The proposed policy addresses the District's need for something to have in alleged bullying situations, and shows that we take a stand against bullying – whether it be a Kiwanian to another Kiwanian, a Kiwanian to an SLP member, etc. Specific recommendations from the task force were reviewed. Matt Wise made a motion that the Board adopt the District anti-bullying policy and the draft of the Club anti-bullying policy and that it be distributed to the Club officers and their membership, pending approval of Kiwanis International. The motion was seconded and approved.

Proposed changes/additions to the District Policy Code in relation to the District Foundation were considered. See P116. A motion was made to accept the proposed policies. The motion was seconded and approved. The policy will be sent to Kiwanis International for review.

The Action Matrix from the June Board retreat was reviewed. See P118-P119.

Mike Haven brought up his Governor's Project for 2019-20 year. He wants to ask that the Clubs participate in donating towards a Make-A-Wish. The goal would be \$250 per Club. There was some discussion regarding potential conflicts with other Kiwanis projects and programs, with the solution being to move forward without dollar amount targets and the effort being clearly branded as the "Governor's Project".

A concern was raised about club grant application notices from the Foundation not going out yet. Judy provided an update on the four grants that had been approved.

With board concurrence, Ben extended a "thank you" to Judy and Sarah for their service on the board.

With no further business to discuss, a motion to adjourn was made, seconded and approved.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large, stylized initial "K".

Kevin E. Thomas
District Executive Director

PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING
BOARD MEETING MINUTES
April 13, 2019

The fourth meeting of the 2018-19 Pennsylvania District Board of Trustees was held on April 13, 2019. Governor Phil Weber presided. The following board members were present at the meeting: Governor Phil Weber, Governor-elect Mike Haven, Immediate Past Governor Judy Raub, Trustees Roger Janes, John Mazurowski (on speakerphone), Matt Wise, Ben Osterhout, Mike Coolbaugh, Sarah Zulueta and Executive Director Kevin Thomas. Trustee Alice Arnold was in attendance later in the meeting. Guests included Past Governor, Public Relations and Audit Chair Bob Raub, Division 15 Lt. Governor and Builders Club Chair Tiffany Callaio, Past Trustee Judy Janes, and District Administrative Assistant Michelle March.

The minutes from the January 19, 2019 board meeting were considered for approval. See P1-P2 for the minutes as presented. The minutes were approved as presented.

The consent agenda was considered. Prior to the meeting, it was requested that the Immediate Past Governor's and Executive Director's reports be pulled from the consent the agenda for discussion and possible approval later in the meeting. All other items on the consent agenda were approved by proper motion, second and vote. See P3- P23 for the items approved.

Membership and New Club Building was discussed. Trustee and Membership co-chair Matt Wise led the discussion. Extensive discussion took place on membership growth and the proper approach to take on membership growth and establishing new Clubs. See P24- P31.

The Foundation report was emailed to board members for review by Foundation President Kristina Badali; see P32- P33. The board is still waiting on a formal response from the Foundation about the Unclaimed Properties proposal. Executive Director Kevin Thomas recommended, after talking with Kiwanis International By-laws and Policies Chair Diane O'Brien, that a policy be adopted so that any proposed changes to the Foundation by-laws be approved by the District board first. Governor Phil Weber proposed that Kevin create a draft of the new policy to be presented to the board on the next conference call. There was continued discussion regarding the allocation of money collected from defunct Club foundations.

There was a discussion regarding the Foundation Nominating Committee. There are currently 5 vacancies on the upcoming Foundation board. Governor Phil will work with Governor-Elect Mike Haven and Immediate-Past Governor Judy Raub, and the Past Governor's Association to find additional Nominating Committee members. Governor Phil appointed Judy Raub to Chair to Foundation nominating committee in accordance with District policies and procedures which are on P34-P35.

The board reviewed the Finance report, as submitted by Committee Chair Paul Kasoff. It was noted that this report was issued without the review or approval of the Finance Committee, and therefore could not be represented as the "Committee Report," only that of the Chair. There was discussion about Paul Kasoff's request to step down from the position of Committee Chair. Governor Phil Weber proposed to have someone fill the role temporarily until the end of the administrative year. Trustee Roger Janes volunteered to temporarily fill the role of Committee Chair. Trustee Ben Osterhout volunteered to serve on the Finance Committee to keep the number of committee members at 5. Ben moved that the operating budget and account balances be noted as received. The motion was seconded and approved. See P36- P43 for the Finance Committee report, the account balance report and the budget report.

The 2019 Holiday Party was discussed. See P44 for the Holiday Party Financial report. Kevin suggested that a note be sent to Stef Stamatopoulos for her generous donation of the money that was rebated to her from the event hall.

The Kiwanis Kash Raffle was discussed. All Clubs have received their letter and allotted number of tickets either at the Midwinter conference or via mail.

Trustee Sarah Zulueta provided an update on the purse hook fundraiser; see P45 for an update. It was noted that emphasis needs to be made that this is a District fundraiser. Governor Phil Weber mentioned being approached by a Kiwanian with another fundraiser idea. It was decided that all fundraising ideas should be forwarded to either Sarah Zulueta or the District office.

The Kiwanis Day at Citizens Bank Park with the Philadelphia Phillies on June 22nd was discussed. To date, 63 tickets have been sold.

The incident regarding the traffic accident at the Washington Crossing-Yardley Club was discussed. The families of the three injured children have retained counsel, and the District was so notified by their counsel. Any questions posed by the media or other parties should be directed to Public Relations Chair Bob Raub in the form of a written inquiry. A claim has been established with the Kiwanis International Insurance carrier.

A discussion was had regarding the Audit report; see P46. The results from the 2017-18 year have been added to the report. The IRS form 990 has been filed. Audit Chair Bob Raub requested that the board proceed to put out an RFP for audit and Form 990 preparations. Trustee Ben Osterhout moved that the RFP ask for quotes to see what prices would be for an audit and 990 prep, versus a financial review and 990 prep. Motion was seconded and approved.

An update was provided on Clubs that have not paid 2018-19 dues. At the time of the meeting, only Johnstown and Kingston had not paid.

An update was provided on the new District Website, which is now up and operational.

Executive Director Kevin Thomas requested that the board meeting go into Executive Session and asked that all non-board members excuse themselves until the requested Executive Session was completed. The closed discussion focused on incidences of bullying taking place within the District. A committee consisting of Matt Wise, Mike Coolbaugh and Mary Dolan (of the Kiwanis Club of Elizabethtown) was appointed to come up with a District policy on bullying to define what constitutes bullying and what action will follow where cases of bullying are reported.

Immediate-Past Governor Judy Raub's report, which was removed from the consent agenda, was reviewed and discussed by the board. The report was accepted after review and discussion. See P47-P48.

The Executive Director's report, which was removed from the consent agenda, was reviewed by the board. The report was accepted. See P49-P52.

A discussion was had regarding improving training for District Leadership. Mike Haven, Jen Vare, and Sarah Zulueta will put together a program to be discussed by the board at a later date.

The various open District Leadership positions, primarily Lt. Governors, were reviewed. See P53.

A discussion was had regarding re-aligning certain Divisions to better balance Lt. Governor workload; see P54. Governor Phil has discussed this with Trustee Mike Coolbaugh and Lt. Governors Young Chang (Div 18) and Jen Vare (Div 19) [Note there is no Lt. Governor for Div 17]. After checking the District Policies, a motion was made to waive Article 3, Section C, paragraph 2, sub-paragraph 5 (deadline date of March 1) for this proposal. The motion was seconded and approved. Governor Phil Weber and Governor-Elect Mike Haven will work on getting notifications out to the Clubs in Divisions 17, 18 and 19.

An update was provided regarding Lt. Governor training for the 2019 – 20 class. The training will take place at the Genetti Hotel in Williamsport on Saturday June 15th. A discussion was held on whether the invitation to the training should be extended to Lt. Governor-Elects for the 2020 – 21 class, if they are so identified. The Board agreed to make this extension, citing how it is policy to invite co-Lt. Governors. It was suggested that the Trustee training be held the evening before the Lt. Governor training, at the Genetti Hotel on Friday, June 14th, at 6 pm.

A report was provided on the 2019 Midwinter Conference. See P55– P63.

The future of the Midwinter Conference was discussed. The board reviewed the comments and results of the Mid-Winter evaluation surveys and the report of the Committee tasked with proposing the future direction of Mid-Winter. Trustee Ben Osterhout made a motion that the board accept a proposal from the Penn Stater to host the Mid-Winter Conference for 2020; the motion was seconded and approved. A suggestion was made and accepted to change the name from Midwinter Conference to Mid-Year Conference. Executive Director Kevin Thomas made a motion that the Steering Committee study the alternative Gala suggested in their report and come back with a more detailed plan at the September board meeting, which could be used for budgeting and program purposes. Both motions were individually seconded and approved. The report of the steering committee is P65– P66.

Kevin Thomas made a motion that a committee of three Trustees evaluate the Fall Regional meetings in terms of agenda and efficacy of the Governor's visits and deliver the committee's recommendations to the board at the July meeting. Governor Phil Weber, Governor-Elect Mike Haven, Public Relations and Audit Chair Bob Raub, and Trustees Matt Wise, Mike Coolbaugh, and Ben Osterhout volunteered to serve on the committee. Motion was seconded and approved.

The 2019 District Convention in Williamsport was reviewed by Governor-elect and Convention Chair Mike Haven and discussed by the board. Governor Phil Weber set a Board meeting via conference call on Monday, May 13th at 8:30 pm to approve the convention budget and program. See P66–P67.

The 2019 International Convention on Orlando, FL was discussed by the board. Executive Director Kevin Thomas moved that the board endorse Peter Mancuso of the New York District for Kiwanis International Vice President and that that the board endorse Gary Cooper from the Carolinas District for Kiwanis International Trustee. The motion was seconded and approved, with Trustee Ben Osterhout abstaining.

A discussion was had regarding the upcoming by-laws amendments that will be presented at the 2019 Kiwanis International Convention; see P68– P82. A motion was made that the board support Amendment #1 (Non Discrimination) and Shawn Smith's proposed amendment to that proposed amendment to make the amendment language more inclusive. The motion was seconded and approved, with Trustee Ben Osterhout abstaining. A motion was made that the board oppose Amendment #2 (allowing abstentions when voting for multiple vacancies). The motion was seconded and approved, with Trustee Ben Osterhout abstaining. Governor Phil Weber asked for a motion on Amendment #3 (mandating a gap year). No motion was made. Kevin Thomas moved that the board oppose Amendment #4 (setting aside 1 International Trustee position for a Kiwanian under the age of 50). The motion was seconded and approved, with Trustee Ben Osterhout abstaining. Another motion was made to oppose Amendment #5 (Family discount for International dues). The motion was seconded and approved, with Trustee Ben Osterhout abstaining.

The board discussed a District social gathering at the 2019 International Convention; see the report (P83– P84) compiled by Sarah Zulueta. Executive Director Kevin Thomas moved to proceed with the 'happy hour' suggestion, with the provision that it was financially self-supporting and proved no financial risk to the District itself. The motion was seconded and approved.

Kevin submitted a report on Early Childhood Development that showed the current guide distribution. See P85– P90.

There was discussion about becoming an organizational supporter for Strong Start PA. Immediate-Past Governor Judy Raub suggested that the board review the supplied documents and have a discussion at the July board meeting. This suggestion was accepted.

A discussion was held regarding distributing materials for the PA Department of Treasury's Education Savings Account Program. Trustee Alice Arnold moved that the District help distribute materials regarding this program through its networks. Motion was seconded and approved, with Trustee Matt Wise abstaining. See P91– P92 for more information on this program.

Governor Phil Weber asked that any other Foundation discussion be tabled until the next regular meeting.

A discussion was had regarding the American Red Cross: Sound the Alarm program. Since this information is coming through Kiwanis International itself, Executive Director Kevin Thomas moved that the District share this information with the Clubs. The motion was seconded and approved. See P93-P94.

Proposed dates for the 2019-20 Board Meetings were discussed. After consideration, Trustee Ben Osterhout suggested that the proposed April board meeting be moved to the Sunday following the 2020 Midwinter Conference. This suggestion was accepted by the board. Accordingly, the board will meet in these four dates during the 2019-20 year: September 28, 2019; January 18, 2020; March 22, 2020 and July 18, 2020.

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

Respectfully submitted,

Kevin E. Thomas
District Executive Director/Secretary/Treasurer

**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

PA DISTRICT BOARD ACTION ITEM MATRIX

#	DESCRIPTION	DATE ASSN.	BOARD MEMB.	DUE DATE	STATUS
1	Draft policy that any change to Foundation by-laws must first be approved by District Board.	4/13/19	KET	7/20/19	
2	Reach out to IPG and Gov-Elect, and PGA to encourage finding candidates for Foundation Board.	4/13/19	PFW	7/20/19	COMPLETED 4/20
3	Letter to Stef Stam thanking her for donation of refund of reservation fee for Hall rented for Holiday Party.	4/13/19	???	7/20/19	
4	Audit Committee to issue RFP for 2019-20 Audit & 990 filing.	4/13/19	R.Raub	7/20/19	
5	Draft District policy on Bullying (in all forms).	4/13/19	J.Raub	7/20/19	
6	Proposals for improving District Leadership Education.	4/13/19	MH, JV, SZ	---	
7	Issue formal proposal to merge Divisions 17 & 18, reassigning Upper Perk to Div. 19, to clubs in affected divisions for approval.	4/13/19	PFW	7/20/19	Proposal issued. All clubs in Divisions 17 & 18 approved. Very little response from Division 19 clubs.

8	Task Force to evaluate the Mid-Winter 2020 program and branding. Also study alternative Gala proposal by Committee, and come back with robust business plan at September Board meeting.	4/13/19	???	9/X/19	
9	Task force to evaluate Fall Regional Meetings/Governor's Visits.	4/13/19	PW, MH, R.Raub, MW, MC, BO	7/20/19	
10	Board to review material from Strong Start PA for discussion at 7/20 Board Meeting.	4/13/19	???	7/20/19	
11	District to share information on American Red Cross "Sound the Alarm" program with all clubs in District.	4/13/19	???	???	
12	Create District Policy to address bullying/harassment by Kiwanians either peer-to-peer or Kiwanian-to-SLP member.	4/13/19	Matt W.	7/20/19	



Pennsylvania Kiwanis Foundation Report to the Pennsylvania Kiwanis District Board July 18, 2019

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 2019** – Thank you to everyone who helped to encourage applications to be submitted for our scholarship program this year. The following scholarships have been awarded:
 - **Four Year Key Club Scholarship: (\$2,000)**
 - Grace Ison - Riverview High School, attending Ohio Wesleyan University - Phil Broadhead Memorial Scholarship
 - Katherine Kline - Mifflin County High School, attending Coastal Carolina University - Barry J. Halbritter Scholarship
 - Jamie LaPine - Palmyra High School, attending Lebanon Valley College - Myrna Perkins Memorial Scholarship
 - Katy Cummings - Northern York County SD, school TBD - Willi Schaefer Scholarship
 - Maud Mei-Xiao Bulman - Maplewood High School, attending Penn State University
 - Katelyn Feaster - North Penn Liberty High School, attending The College of Wooster
 - **Kiwanian Dependent Scholarship (\$2,000)**
 - Leah Hepner - Selinsgrove HS, attending Slippery Rock University
 - **Circle K Scholarship (\$2,000)**
 - Kara Eckert, Susquehanna University
 - **Don and Myrt Neiman Scholarship (\$3,000)**
 - Sarah Kennedy - Elizabethtown College, attending Rensselaer Polytechnic Institute
 - Mike Shipman - Williamsport/Ithaca University, attending Drexel University
 - Amelia Kanonczyk - Mercyhurst University, attending Mercyhurst University

It is important to note that submission of applications was higher than last year. In addition, a few scholarships were discarded based on incomplete information or applications did not meet criteria of the scholarship. The committee will continue to 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.

- **Foundation Board Member Applications for 2019-20** – Thank you to everyone who helped with seeking candidates for the 2019-20 Foundation Board. The Nominating Committee is currently finishing their review of applications and finalizing the nominations. I would like to encourage both the District and Foundation Boards next year to continue to work together as early as possible in defining and organizing all nomination activities, members, roles, and communications in the process.
- **Club Mailing with Annual Club Appeal** – A general club mailing with Foundation information has been sent to each Pennsylvania Kiwanis Club President and Secretary in June 2019. In addition, a letter was included thanking clubs and members who contributed to the Foundation this year as well as encouraging clubs and members to consider making a donation for the 2018-19 year if they have not already.
- **Basket Room Extravaganza 2019** – The Foundation will again have its annual Basket Room Extravaganza at the annual District Convention. Please contact Janine Surmick (jsurmick@gmail.com) if you or your club will be able to donate a basket this year.
- **Parade of Love 2019** – Each year Pennsylvania Kiwanis Clubs, Kiwanis Members, and Guests participate in the Parade of Love during District Convention. At the event, Pennsylvania Kiwanis Clubs, members, or guests bring gifts for the Pennsylvania Kiwanis Foundation and present their gifts during the session and recognize whom it benefits. Please promote this event to Pennsylvania Kiwanis Clubs and consider an individual gift to the Foundation during the parade.
- **Rose Sale 2019** – Rose sale information will be available on our website in the upcoming weeks – www.pkfonline.org. A “kick-off” will be done at the District Convention to provide more information. We encourage all Kiwanis Clubs and service leadership programs to participate. In addition, Kiwanis Family clubs that sell a minimum of 100 dozen roses are eligible to apply in the Shared Scholarship Program.

- Foundation Recognitions and Awards** - People who give to the Pennsylvania Kiwanis Foundation are understandably proud of their support for the mission of the Pennsylvania District of Kiwanis International. That's why we provide items that show our gratitude and help you show your pride in a way that honors your generosity. The following awards are given to individuals, couples, clubs, or organizations who contribute a monetary donation to Pennsylvania Kiwanis Foundation. Awards may be given to also recognize a group or individual other than the donor. Fellowships and awards may be presented at the Foundation Annual Celebration at District Convention. In addition, Foundation Board members are also available to conduct presentations at events and meetings. For more information, visit the www.pkfonline.org or contact a Foundation Director.

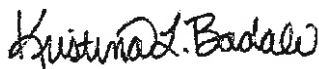
Keystone Award	There's no better way to recognize another person's, club's, or organization's exemplary service to children than by presenting them with a Keystone Award. For a gift of US\$5,000 or more, you can recognize another person or group of people who have made a difference in the lives of children. <i>This recognition includes a commemorative plaque.</i>
Tablet of Honor	For a gift of US\$2,000 or more, you can recognize another person or group of people who have made a difference in the lives of children. <i>This recognition includes a commemorative plaque.</i>
Pliny J. Wilson Fellowship	Named for the first Pennsylvania Kiwanis District Governor, Wilson Fellowships are awarded to donors who give US\$1,000 or more. It's a way of recognizing people who have contributed significantly to Pennsylvania Kiwanis' history of generosity. In fact, clubs and Kiwanians often give in honor of another person or organization—recognizing others' help and commitment. <i>This recognition includes a commemorative medallion, lapel pin, and certificate.</i>
Patron Award	For a gift of US\$500 or more, you can recognize another person or group of people who have made a difference in the lives of children. <i>This recognition includes a commemorative certificate.</i>
Century Award	For a gift of US\$100 or more, you can recognize another person or group of people who have made a difference in the lives of children. <i>This recognition includes a commemorative certificate.</i>

- Pennsylvania Kiwanis Foundation Legacy Society** - The Legacy Society recognizes the thoughtful and generous support of those who included Pennsylvania Kiwanis Foundation in their estate plans. We encourage all Kiwanis leaders to consider being part of the society with a planned gift. For more information, visit the www.pkfonline.org or contact a Foundation Director.
- Bylaws and Policy Review** – The Foundation is currently conducting a review of its bylaws and policy codes. Changes to the bylaws are not expected for this year, but will be explored for next year as appropriate, and submitted to the District for review and approval.
- Strategic Plan** – In order to continue our efforts, the Pennsylvania Kiwanis Foundation Board of Directors is excited to start our journey of planning for the future with a development of a strategic plan for our organization with the Bayer Center for Nonprofit Management at Robert Morris University. Simply put, our strategic plan will be a formalized road map that will describe how our organization will execute our vision and mission into the future. It will provide us direction on where we need to focus and how to be on this journey together. Over the next few weeks, selected individuals and Pennsylvania Kiwanis clubs will receive a survey form from the Foundation by e-mail. Our request is that you participate in the survey by providing your thoughts and opinions to our future. Surveys should be completed within a week of being received and all results will be confidential.

As I end my term as president, I would like to thank everyone for their continue support of the Foundation. 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

July Pennsylvania Key Club Governor's Report

Hello everyone,

I hope everyone has had a wonderful summer so far! The District board was trained in early April and has been serving our District since. Most lieutenant governors have hosted their first Divisional council meeting which included club officer training. This DCM provides attendees with information about our District as well as Key Club international. All DCMs have an emphasis placed on Youth Serving Youth as well as the importance of club communication with their Lieutenant Governors. Lieutenant Governors were able to gather contact information, provide assistance to clubs, and train the 2019-20 club officers. New to this year is a DCM report form that Lieutenant Governors complete following any DCM they host. This allows Lieutenant Governors to reflect on their DCM so they can provide a more educational event for clubs in the future.

Committees have been restructured since the 2018-19 term. Instead of thirteen general committees, the number has been reduced to eight. Each Lieutenant Governor has been placed into two committees and will be assigned into one of four District Convention meetings coming later this July. Each committee meets at least once per month via online conference call and communicates through a group message. They have been working towards initiatives that I have set for them this year as well as their own goals. Our Growth and Sustainment committee has been working to ensure that not only is there club and member growth, but also a retainment of current active members. They have been working to reestablish the DOME award for club growth. This award will be an elite honor for only two clubs each year. One will be for member growth per person and one will be for member growth by percentage, so small and large clubs have an equal opportunity to obtain this award.

The Kiwanis Family Relations Committee has been working to make an educational graphic featuring a Kiwanis Family Branch to include each month in Lieutenant Governor's newsletters. One of the Communication Committee's primary focuses is to tell the importance of communication with Lieutenant Governors to clubs. They're currently working to contact unresponsive clubs in our District in order to establish a reliable contact. This committee also creates our District publication, The Keystonian. This upcoming publication will be released in late July, so keep an eye out! The Executive Committee is currently working on updating our bylaws to reflect the ways we currently work. For example, our bylaws state that award submissions must be mailed to the District

Administrator, but all award submissions are online now. We are also working to add a new policy that prohibits the use of any campaign materials when running for District office.

Personally, I have been working to ensure that all Lieutenant Governors and executive board members have been actively helping their respective clubs and our District. Each month I create a monthly report, so I can stay updated on their work. In addition to sending out monthly updates and multiple emails, I have held progress calls with all Lieutenant Governors at least once, have had several calls with my executive board, and have attended various committee meetings. In late May, I distributed my Governor's Greeting to the entire District. I have filled out all forms required by Key Club International and I have worked closely with my trustee. I recently had the honor of being one of three members of the International Elections Committee, which provided me with a wonderful learning experience that I hope to use to help our District. The District recently attended International Convention in Baltimore, MD, which was a wonderful learning experience for everyone in attendance. Congratulations to our Immediate Past Governor, Margaret Karpinski, for being named Distinguished Governor! The Key Club District Board will be meeting July 27th-28th, and we are ready to continue serving our District as well as our homes, schools, and communities!

I look forward to attending Kiwanis District Convention in August. Until then, feel free to reach out to me with any questions or concerns! Thank you for everything you do.

Email: Michaliem3@gmail.com

Phone: (570)589-1408

Yours in Service,
Michalie Mazurkivich

Dear Pennsylvania Kiwanis Board,

I would first like to introduce myself for those who I have not yet had the chance to meet. My name is Emily Stoner and I am currently a student at the University of Pittsburgh where I am studying Health Information Management. I am glad to be serving as the 2019-2020 Circle K PA District Governor.

In June, we held our District Officer Training Plus, where we were able to train our board members and hold a board meeting. Soon we will be announcing the Governor's Service Project which will be Infant and Childhood Mortality. We were able to get a lot of good ground work completed during this training. At the end of June, we had 4 members plus our International Trustee Devyn King attend CKIx in Orlando. Everyone had a lot of fun and enjoyed being a part of the Kiwanis opening session. Our fall leadership conference has been scheduled for November 8-10 at the Hidden Vally Scout Reservation in Loysville, Pennsylvania. The Pennsylvania Kiwanis Family is welcome to attend all Circle K events and we would love to see you there.

So far, we have welcomed three new members for the positions of Treasurer, Editor and a Governor's Representative for the Snowbelt Division. Although we have been successful in filling some of the vacancies if you know of anyone who would be interested in filling any of the remaining vacancies (District Secretary, Black Diamond Lt. Governor, Liberty Lt. Governor, and Keystone Lt. Governor) please encourage them to reach out to me or the District Board.

Our Lt. Governors are looking into clubs to build and rebuild, so far, the Colonial Lt. Governor Hannah has been successful in starting the process with rebuilding Lebanon Valley College. The other Lt. Governors are still looking into leads for their respective areas.

Lastly, I would like to thank you all for your continued support of Circle K. Our events could not run smoothly or have nearly as much success without your help and generosity. I look forward to meeting as many of you as I can at your District Convention!

Yours in Service, Leadership, and Fellowship,

Emily Stoner

Pennsylvania District Governor 2019-2020

Circle K International

www.pacirclek.org

governor@pacirclek.org

2019 DCON Committee Report
July 9th, 2019

Fellow Board Members,

The 1st Registration packet for DCON 2019 has been submitted to club members via email and a 2nd is to be sent within a few days. A report will be provided @ the upcoming District Board Meeting with details on current registration/ads status. All convention details (venue space, meals, speakers, events) are completed/near completion with exception to logistics for workshop sessions which will be done within the next few days.

Gift Bags/supplies will begin packing over the next 2 Friday's. Fundraising is on par of budget. We are now focusing on Ads for the program to meet budgeted expectations via phone calls/emails to encourage past/potential advertisers to submit (Any/all support in reaching out to clubs in your regions would be greatly appreciated!). Staffing positions are being completed for all needs throughout the weekend.

I'm pleased to report that we've had an average attendance of 15-20 volunteers consistently attend each committee meeting since January. All are eager and ready to serve in any capacity needed throughout the Convention Weekend.

A detailed report with current registration/ads will be provided for review during the District Board Meeting on July 20th.

In Service,
Mike

Michael Haven
2019 DCON Chair
2019/20 Gov-Elect



PA District Kiwanis International Report for:

Sponsored Organization or Program: Aktion Club

Co-Administrators: Barb Byers/Karen Sears

Report Date: July 3, 2019

Report Period Covered: April 9, 2019 - present

Updates since last report:

- Co-Administrators continue to have regular conference calls to discuss plans, clubs, concerns and collaboration. These calls generally occur monthly on the second Wednesday in the evening (9:00 pm)
- Although Aktion Club did not have TLC this year, 2 Aktion Club members (Patrick Hughes and Jenny Halbert) attended ICON and had a great time!
- We received notification from KI on 5/14/2019 that the West Hills Aktion Club is chartered. I have been having some communication issues with the clubs regarding verifying that they received the charter info and beginning to plan the Charter Celebration. I continue to follow up with them
 - This club is being co-sponsored by Airport Area and Sewickley.
 - A grant request was submitted to the PLGA for funds for this new SLP club—they are to review this request at their next meeting.
- Planning for our 23rd Aktion Club Convention is in full swing. We are beginning to get registrations—deadline is mid-July. The theme for this year's Aktion Club Convention is "Stronger Together" and is going to highlight K-Family Relations and community partnerships. The Convention is scheduled for **Saturday, August 17** at the Laurel Lodge. Overnight accommodations are available as needed for Friday and/or Saturday nights.
- Barb received initial interest/inquiry from the Johnstown Kiwanis club that they are interested in starting an Aktion Club. This is being followed up on accordingly.

Pending Items

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

Upcoming events/Plan of Action:

- Follow up on potential Aktion Club inquiries from conventions and service fairs
- Continue to working on reviewing clubs that are pending dues payment and follow up with them accordingly.
- Follow up with the newly established West Hills Aktion Club for technical assistance and planning their Charter Celebration.
- Participation in District Convention
 - Sponsor a program ad
 - Have interest table
 - Participate in any needed workshops/forums
- Plan and have a successful Aktion Club Convention
- Consideration of development of a Strategic Plan for PA District 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: **7/14/19**
Report Period Covered: **April to July**

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

Active Clubs = 64
Suspended Clubs = 0
Inactive Clubs = 12
Membership # [NUMBER] as of [DATE].

Administrator's activities since last report: Attended the Lake Lehman Builder' Club Charter ceremony, where I inducted in the new officers and members.

Committee Members: Amy Casagrande and Keith Smith

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

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

Concerns/issues that require District Board action or knowledge:

Important Events/Dates with description:

Assessment of District Officers:

Additional information/comments:

From: Kelly Shaup <administrator@pacirclek.org>

To: Kevin Thomas <kevin@pakiwanis.org>; Mike Haven <mhaven62@yahoo.com>; Matthew J. Wise <matthew.j.wise@outlook.com>; Cathy Szymanski <cathy@szy.com>; Michael Coolbaugh <sgt283@gmail.com>; Phil Weber <pfweber@gmail.com>

Subject: Quick Update from the Circle K side

Date: Sat, Jun 29, 2019 8:41 am

Hello everyone!

I thought that I would give you a quick heads up on a few items that were passed on the Circle K side of things. All items are subject to Kiwanis board approval. I do not have the exact final wording yet but I was told that the amendments passed (with a few amendments to the amendments). I figure you could use a quick heads up before my formal board report. This way, if you need additional information or have questions - I can get it ready for it!!!

First - Multi-school clubs can be formed upon a process that included approval from the Circle K Board of Trustees. There was pre-HOD discussion about how long the multi-school club can stay together and numbers so I am not sure on what passed there. This should allow for some schools in close proximity to form up.

My opinion is that this is a quick band aid to get a quick burst in membership. There will be issues in meetings, projects, promotions, and identity - let alone distribution of school resources.

Second - Students approved dual membership upon graduation. So student will be allowed to join Kiwanis upon their graduation (if they are not going to another school).

My opinion is that there is a lot to still be worked out but the door is open for a lot of new things. Many CKI students are ready to join early - but are their prospective clubs ready to take them in. Next would be dues payment - I wouldn't like to see the student's loose a full year of dues reduction for 4-5 months. But that is a different battle.

The things that I like about it is that we can keep some of the talent that gets lost during transition. Typically, once the graduating students leave Circle K DCON - they are looking to their future and other things find ways to fill in time that was used for K-family. Now, K-family does not have to be on hold.

This should allow the Kiwanis Membership team to send representatives to the PACK DCON to help start the transitions to a Kiwanis club. Graduating student could join and go to Kiwanis DCON - I feel that you may need to add some sort of gathering for recently graduated senior (maybe a gathering -in the very least a special invitation). It may also help to give a group of recruits to help make those final pushes at the end of the year.

To put this a bit more into reality - Past Governors Miranda and Devyn could be in a Kiwanis club now and making plans to attend their nearby Kiwanis DCON.

Yours in Service, Leadership, and Fellowship,

Kelly D Shaup
District Administrator since 2015
Pennsylvania District
Circle K International
www.pacirclek.org

16 S Old Turnpike Road
Drums, PA 18222
(570) 788-8372

PA District of Kiwanis International Report

Service Leadership Program: Key Club
Administrator: Bob Orlando
Report Date: **July 8, 2019**
Report Period Covered: **April 9, 2019 ~ July 8, 2019**

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

Active Clubs = 159
Suspended Clubs = 6
Inactive Clubs = 12
Membership # **10,785** as of **April 8, 2019**

Administrator's activities since last report:

- April 12 ~14 District Board Trainer, Stroudsburg, PA
- April 2~5 GATC (Governor Administrator Training Conference), San Francisco, CA
- May 31 Hanover Area Officer Induction
- June 27 ~ 28, Kiwanis International Convention, Orlando, FL
- July 3 ~ 7 International Convention Baltimore, MD
-

Committee Members:

Cathy Szymanski – Zone 1
John Mazurowski – Zone 2
Ryan Hartman – Zone 3

Matt Alexander – Zone 4
Rebecca Sanker – Zone 6
Liz Smolinski – Zone 7

Comments regarding committee:

They are all crazy to work with me. But without them, none of what we do would be possible.

Concerns/issues:

For the last three years our Youth Serves Youth (YSY) project has been Early Childhood Learning (ECL). The participation level by clubs is less than what we would like it to be. It is my assessment that this board does not fully understand ECL and therefore does an inadequate job at properly promoting the program. Further education

of our current board needs to be conducted and will be done at the upcoming summer meeting. However, in order to bolster our YSY program, we are currently looking for something different. ECL will still be promoted as an active Key Club program and a way to build K Family relations. Clubs participating in the program will still be acknowledged with awards and recognitions. The district board will be meeting with representatives from ChildFund International. This group has been working with several other Key Club districts. Their program looks very interesting and I believe it will be embraced by our members. Throughout this administrative year we will be identifying 10 to 15 clubs to serve as a pilot program to see how well this is received. If beneficial, we will be introducing it as our YSY for the 2020 – 2021 administrative year.

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

At this past international convention, the delegates past a wide range of amendments to the bylaws. Most concerning, to me at least, is a motion that passed removing the name God from the pledge and replacing it with "world". It is my understanding that the K.I. board needs to approve this change. Our District board may want to discuss to option of formally opposing this change and petition the K.I. board to strike down this change.

Important Events/Dates with description:

July 27 ~ 28 Summer Board Meeting, Harrisburg, PA
September 27 ~ 28, District Administrator Meeting, Minneapolis, MN
October 12 ~ 13, Fall Board Meeting, Harrisburg, PA
October 19, Key Club Fall Rally, Hersheypark, PA
January 4 ~ 5, Winter Board Meeting, Harrisburg, PA
March 12 ~ 15, District Convention, State College, PA

Assessment of District Officers:

The executive board are all former LTG's. They understand their current rolls well and are performing their duties in an adequate manner. There are a few second term LTG's but most of them are first term students. Their training went well and overall their communications between themselves and their clubs is going well.

Additional information/comments:

7/10/2019

TRUSEE REPORT

From: Roger Janes <RMJANES1@hotmail.com>
To: kevin@pakiwanis.org <kevin@pakiwanis.org>
Subject: TRUSEE REPORT
Date: Wed, Jul 10, 2019 6:47 pm

Attended the Kiwanis International Convention at Disney. Attended the Meeting at Williamsport for Leadership.

Working with Bruce Peterson from the Titusville Club for the July 24th. Picnic for Region 1 and 2. In addition to Valerie Rose, who will present the membership methods and progress of the Fort Lebouef Kiwanis Club, I will be addressing the topic of the International and District Convention with a general heading of "Why Go!"

Attended the President's Dinner in Bradford.

I will be doing installations at Greenville, and speaking at Hermitage in July.

Did a club clinic at the Kiwanis Club of New Wilmington, gave them material on the Restaurant Discount Card which they are starting.

Kevin, Last year I installed Clarion, West Middlesex with Kathy, Transfer, and expect to add Titusville this year.

Roger
Get [Outlook for iOS](#)



Board of Trustee Report

Date: Summer 2019

Trustee Name JOHN MAZUROWSKI Region 2

Lieutenant Governors:

Name: Barbara Byers Division: 5

Name: -None- Division: 6

Name: Sarah Hougse Division: 8

Name: _____ Division: _____

Education

Regional Meeting: Fall Date: October 2018 Spring Date: _____

Assessment of Meeting, if occurred:

Club Leadership Education Planned: Yes Not Yet NA Date(s) Division 5 & Division 8 are complete.

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)

Pittsburgh North Side- effort is inactive at this time.

Which clubs are being counseled in your Region, by whom

Kittanning- John Mazurowski.

Service Projects

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

- Significant investment in early childhood education by PNC Bank.

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

Most of the Key Clubs are linked well with their sponsoring clubs. Penn Hills Kiwanis members are joining the Verona-Rosedale club, and this club is now sponsoring the Penn Hills Key Club. We are helping the Kittanning Kiwanis Club; the Armstrong Key Club (former Kittanning Key Club) is doing well.



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

Boost Event held in Sheraden for Division 5.

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

Division 5 and Division 8 Division meetings held during March.

Barb Byers is tentatively conducting a training meeting in July.

Concerned that Division 6 is once again without a Lieutenant Governor- issued a Division 6 report from my own visits / contacts, and have included a list of possible LTG candidates.

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

Communication with clubs is by periodic newsletter. One on one club communication by personal visits and by telephone.

Other Information:

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

Key event this quarter- Shawn Smith of Sheraden / Division 5 put together a Kiwanis booth at the 2019 Pittsburgh PrideFest. The event itself was a great success marked by a list of over 150 potential new Kiwanis members. Barb Byers has distributed the list with possible club connections (according to address). We are in the process of making the connections.



Board of Trustee Report

Date: 7/20/2019

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: June 18, 2019

Assessment of Meeting, if occurred:

The Region 4 CLE meeting was held on June 18. We had some new faces, but still not a lot of attendees. Due to the attendees, we did this in more of a round-table format, which was well-received.

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)

There are currently no new clubs on the horizon in Region 4 until all clubs are appropriately strengthened. This process may result in a new club to replace an older one eventually.

Which clubs are being counseled in your Region, by whom

The following schedule has been identified as a result of the homework provided following the Trustee Retreat in January 2019. Please note: these slightly differ from the originally submitted clubs based on feedback from the LTGs during the Regional Leadership Team meeting of March 30, 2019.
12N: Sullivan County, Mansfield, Jersey Shore.
12s: Northumberland, Selinsgrove, Middleburg, Danville.
14: Hazleton, Conyngham, Berwick.
UPDATE: These clubs are being re-evaluated based on the recent LTG retreat. The Region 4 Leadership team will meet in the coming weeks to finalize plans for this year.

Service Projects

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

Nothing additional to report, but clubs in Region 4 are dedicated to literacy. They regularly promote and distribute the ELGs as well as participate in events and activities with daycares, etc.

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

Nothing additional to report and this is an area of suggested improvement in Trustee communications with SLP leadership.



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

Club Boost Workshop tentatively scheduled for September 2019. Based on conversations with club leaders and Lt. Governors, members are excited to participate in this workshop.

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

We continue to have meetings of the Region 4 Leadership Team and the discussions are very valuable. In addition to the above work on membership strengthening, we have established a bit of a Regional calendar and will work to identify needs of members/clubs to address them at educational events. The LTGs in Divisions 12N and 12S have begun looking at potential replacements which will likely result in identification of a Kiwanian to serve as a LTG-elect or to shadow them throughout the upcoming Kiwanis year.

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

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

Other Information:

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

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

From: Ben Osterhout <benosterhout@pakiwanis.org>
To: Kevin Thomas <ketkiwanis@aol.com>; Phil Weber <phil.div18.kiwanis@gmail.com>
Subject: Trustee Report
Date: Wed, Jul 17, 2019 3:20 pm

In the past few months, we celebrated the charter presentation of the Kiwanis Club of Greater York.

Upcoming events:

- Club Leadership -- July 27
- Member Boost -- August 24
- Region V meeting and trustee election -- TBD

Lt. Governors for 2019-20:

- Division 13N -- Emily Reed and Ryan Hartman
- Division 13S -- Vacant
- Division 16 -- Karen Davis and Mike Ebert

A focus on the newer clubs will be a priority in the coming months as Bob Raub was working with Linglestown and Judy Raub with Southern Lancaster.

--

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

E-mail: benosterhout@pakiwanis.org
Mobile: (570) 885-1752 | Office: (717) 361-3749
www.pakiwanis.org | www.kiwanischildrensfund.org/ | www.pkfonline.org



Board of Trustee Report

Date: 7/14/2019

Trustee Name Mike Coolbaugh Region 6

Lieutenant Governors:

Name: Tiffany Callaio Division: 15

Name: Young Chang Division: 18

Name: _____ Division: _____

Name: _____ Division: _____

Education

Regional Meeting: Fall Date: _____ Spring Date: _____

Assessment of Meeting, if occurred:

N/A

Club Leadership Education Planned: Yes Not Yet NA Date(s) 7/22/2019 & 7/27/2019

Membership Growth

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

We are in the planning stages for a new club in the Bethlehem Area. We are still looking for a current club that is willing to sponsor the new club. Once we have a club to sponsor we will move forward on developing members for the club.

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)

Many of the clubs in the Region have on going programs for early learning which include distribution of Early Learning Guides, Adopt a Day Care and reading to children.

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

Many of the clubs are involved with their Service Leadership Programs through projects and meeting attendance



Board of Trustee Report

Page 2

Communication

Describe communications with the Formula Team

I continue to communicate with the Growth Team via email, texting, and phone calls

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

No change since last report

Describe communications your clubs in the Region complete this quarter.

N/A

Other Information:

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

Seven of the Twenty-four clubs in the region are currently below charter strength

Division 17 does not have a LTG

All of the clubs in Divisions 17 & 18 have voted in favor of merging the divisions together.



Board of Trustee Report

Date: 7/10/2019

Trustee: Sarah Zulueta Region: 7

Lieutenant Governors

Name: <u>Jennifer Vare</u>	Division: <u>19</u>
Name: <u>Bonnie MacDonald</u>	Division: <u>21</u>
Name: <u>Lori Tomczak</u>	Division: <u>22</u>

Education

Regional Meeting: Fall Date: _____ Spring Date: _____

Assessment of Meeting, if occurred:

Region 7 will not have a Spring Regional as it is not required and there will be more emphasis on attending upcoming Leadership Development Education workshop and soon to be scheduled Boost workshops in Sept.

Club Leadership Education Planned: Yes Not Yet NA Date(s): July 17, 2019 and Aug 3, 2019

Membership Growth

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

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

New clubs in Media, Concordville and/or Aston are being actively worked on. Kiwanis Intl Tiger Team will be helping with club opening event Sept 9-13 in the area. Media interest meetings start 7/25.

Club strengthening efforts:

Boost efforts are being worked on for West Chester, Main Line and University City. Also South Philadelphia will need additional help in the next coming months so there will be a targeted focus there.

Which clubs are being counseled in your Region, by whom

Region 7 Membership Team: Sarah Zulueta, Jen Vare, Lori Tomczak, Lillian Mateja, Bonnie MacDonald, Bonnie Houpt, Joe Wilson

Active Coaching:

Division 19 –Collegetown (Sarah/Bonnie Houpt)

Division 21 – Bonnie MacDonald - Council Rock and Hatboro-Horsham.

Division 22 –Main Line (Sarah), Valley Forge (Lillian/Sarah), South Philly (Sarah), University City (Lillian), Chester (Sarah/Lillian) , Main Line (Sarah)



Service Projects

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

None that have been advertised.

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 personal invites, email and facebook invites.

Communication

Describe communications with the Formula Team

Communication have been conference call via email with Regional membership teams. LTG communication are being transition to Region 7 Trustee Designate Lillian Mateja while current Trustee focuses on Membership goals for the Region and administrative tasks to close out the fiscal year.

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

Communication between the Regional team has been through in person meetings, conference calls and emails.

The only LTG that has completed reports is Division 19 Jen Vare. The other LTGs have not submitted reports but have communicated status of clubs verbally.

Division 19 has not responded as a quorum to accepting Upper Perkiomen club into Division.

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

Communication is monthly to all clubs via conference calls, email, programs and other main events. Also communication also goes out via social media (eg Facebook).

Other Information:

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

There is a leadership pipeline issue for Division 19 and 22 and the lack of active leadership. While Lillian takes over as Regional Trustee Oct 1st I will assist her in Division 19 and 22 where there are gaps. Lillian and I have been in constant communication on looking for new Regional teams to support Kiwanis efforts in the Region.

On a personal note, this is will be my last official board meeting in July on this board serving since 2016. It has been a honor to serve this District and hope to continue to support our mission through the District.

Executive Director's Report – July 16, 2019

1. Attached is my schedule for the period April 1, 2019 to June 30, 2019. I will be pleased to answer questions about any activity.
2. The election of Cathy Szymanski was a very good victory for the Pennsylvania District. I was in awe of the number of people who came to the convention just to vote for her. Even more surprising was how many people were very happy that she was elected. I have seen this expressed time and again. This was a very broad-based victory and one we in Pennsylvania can take pride in. We needed this as a District and it is good to have Pennsylvania directly back at the International board room table.
3. I am sharing with you thoughts that I shared with the finance committee. They will be with the Financial reports when they are discussed at the meeting.
4. It would not be my expectation that we will have a membership gain for the 2018-19 year.
5. I am asking that this report be pulled from the consent agenda so that we can discuss the concern about minutes not being published within 30 days of the board meeting.

Please let me know how I might help you. Thanks for all each of you do

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin E. Thomas". The signature is written in a cursive style with a large, stylized 'K' and 'T'.

Kevin E. Thomas

District Executive Director/Secretary/Treasurer

AOL Calendar

June 2019

ketkiwanis@aol.com
Printed: 7/16/2019 5:22:49 PM

Sun 27 Mon 28 Tue 29 Wed 30 Thu 31 Fri 1 Sat

Memorial Day

8:30pm Finance Com...

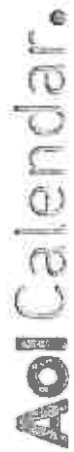
2 3 4 5 6 7 8
12pm Conference Call... 8pm KNC 6pm Greater York off

9 10 11 12 13 14 15
off off off 3pm Kiwanis Young C... off off off

16 17 18 19 20 21 22
Father's Day 6pm Upper Allen 12pm Kiwanis Lunch ...

23 24 25 26 27 28 29
Orlando Travel Orlando Travel Orlando Orlando Orlando

30 1 2 3 4 5 6
Orlando Travel 5:30pm Kiwanis Happ... Independence Day



May 2019

ketkiwanis@aol.com
Printed: 7/16/2019 5:25:03 PM

	Sun 29	Mon 30	Tue 1	Wed 2	Thu 3	Fri 4	Sat
		9am Early Learning In...	12:30pm Sally Garber	11:30am Debra Tingle...			
5	6 off off	7 off	8 off 3pm Kiwanis Young C...	9 off	10 off 6:30pm Wyoming Area...	11 off	
12	13 8:30pm Board Confere...	14	15 6:30pm DCON plannin...	16 Pottsville Kiwanis 100t...	17	18	
19	20	21 10am Gennetti Hotel 8pm KNC	22	23	24	25	
26	27 Memorial Day	28	29	30 8:30pm Finance Com...	31	1	

AOL Calendar

ketkiwanis@aol.com
Printed: 7/16/2019 5:28:12 PM

April 2019

31	Sun	Mon	Tue	3	Wed	4	Thu	5	Fri	6	Sat
Key Club			2:30pm Debra Tingley ...		12pm Kiwanis Lunch ...	6pm Williamsport Gala			2pm KNC Speech pra...		
7	8	9	10	11	12	13					Board Meeting
	6pm Annville Cleona	1pm Kristina Voss - To...	10:30am Matt Wise - S...								
		3pm Peter Sorenson	5:30pm Kiwanis Happ...								
		7pm 2019 Convention ...	7:30pm KNC Call								
14	15	16	17	18	19	20					
off	off	off	Off	Off	off	off					Good Friday
	7pm KNC			12pm Kiwanis Lunch ...							
21	22	23	24	25	26	27					
Easter	Earth Day	2pm 2019 Convention ...		12pm Kiwanis Service ...							
	6pm Anville Cleona	8pm KNC									
28	29	30	1	2	3	4					
		9am Early Learning In...	12:30pm Sally Garber	11:30am Debra Tingle...							



July 15, 2019

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

Immediate-Past Governor's Board Report for July 20, 2019 meeting

Dear fellow board members:

First, I apologize that my report is as late as it is; but I have had a lot of personal items going on these past few months.

At the end of April, I had attended Key Leader at Camp Conrad Weiser. The attendance was less than I had originally thought and that I had been led to believe. I also was very confused that they had no access to the "great room" and that everything they had was in the "dining hall"- what happened, how did that happen; it was very crowded and they didn't seem to have any breakout areas. They weren't in their regular cabins, as there were several other groups on-site that weekend. The best way for me to describe this is that it appeared to be disheveled. I would like to discuss this at the meeting on Saturday as to who is taking this over, are contracts signed, etc.

Bob and I also attended the EC&C District Convention, at the invitation of Serge Viau and Allen Ure. They put on a great show and have a lot of pomp and circumstance; which I really enjoyed. They revel in all aspects of growth, membership, support of each other and support of their leadership, even when they disagree, they were outwardly respectful.

Bob and I decided that it was time to make our decision official that we will be moving to Ohio; but through our membership in the Centennial Internet Club we will remain members in Pennsylvania.

June was like a whirlwind month:

Bob had some health issues of late and on the 4th of June he had valve replacement surgery. Thank God all went remarkably well, and he feels better than he has in a long time. I am so thankful for that.

I attended and facilitated the Greater York Chartering event; it was a great evening but lightly attended by District representatives. It was a bit disappointing and I felt badly for the club members, they had done a lot of work making it a fun celebration, which we had. I think that we need to be supportive of new clubs and their leadership; offer suggestions; offer time; offer them your attendance. It's called a celebration for a reason and we need to remember that moving forward.

The weekend of June 15th I attended the Foundation Board Meeting. Their board meeting still leaves me feeling cold and unwelcomed. But I attend and offer comments, even though I am certain they would rather I didn't. But in all actuality, I am glad that I do not have to attend more of these meeting. They held their elections for their incoming president and vice president, who will take office in October. Jeff Rose is the incoming President and Janine Surmick is the incoming Vice-President. I wish them well and hope that they keep the Foundation on track and that the Foundation learns to work with the District Board and not treat the District Board like the enemy that they make us out to be. My report for the nominations of Foundation Board members will be submitted under separate cover to Governor Phil Weber, President Kristina Badali and District Executive Director Kevin Thomas.

As far as the District Unclaimed requests, I have not been notified, whether we have received any funds for all claims that I have processed. While in attendance at the Foundation Board meeting in June I was repeatedly asked if any funds were collected, and when the Foundation may expect money that we had received in the past as was noted in the memo that Governor Phil had previously sent. I was unable to answer their question.

I attended and was a club delegate at the Kiwanis International Convention in June. Many others will report on this.

Our District Finance Committee has reconvened with some new members and a new chairman. We still haven't moved the needle much. I did some research on payroll services, as one of the items that comes with separation of duties, in my opinion, that one should not write their own paycheck and keep their own time recording etc. What I have found is that, though my previous statement deems correct and logical and ethical, we simply can't afford an outside source for this activity because the places I contacted seemed to be cost prohibitive. We have a conference call meeting scheduled for Tuesday, July 16, 2019 at 7pm

My closing line from my previous reports still hold true, so I will use it again.

I love our District. I love what we do as a Kiwanis organization. I love the relationships I have made along the way; and look forward to continuing my journey.

Yours in Kiwanis service,

Judy Raub

Judith A. Raub, Immediate-Past Governor

7/9/2019

Governor Elect Report

From: Michael Haven <mhaven62@yahoo.com>
To: Kevin Thomas <ketkiwanis@aol.com>
Subject: Governor Elect Report
Date: Tue, Jul 9, 2019 2:51 pm

Governor Elect Report

July 9th, 2019

Fellow Board Members,

Before we know it, 2018/19 we'll be nearing closure and we'll be off and running in 2019/20 year. As we know, Time flies when you have fun! So hopefully, you all can say that!

May I was able to attend 3 District Social Events, BENV Inter-Club, Annual Dutch Apple Event in Lancaster, and Wyoming Area 25 Year Celebration. All events were fun and different in very positive ways including Inspirational, Educational, and Entertaining. Also, attending the mthly DCON Committee Meeting.

June also, proved to be busy including finalizing candidates/changes for upcoming Chair Positions, DCON preparations/meeting, LTG/Trustee Positions/Retreats and last but not least attending 2019 ICON in Orlando and sharing part of the excitement 1st hand with our very own Cathy Szymanski being elected for KI Trustee. In addition various workshops/Gov-Elect Mtg's, I attended a 1 day pre-conference training with Sara Z for Membership Coord. where valuable tidbits/resources was shared to ensure positive momentum towards growth/retention in our organization for the upcoming year and beyond.

The remainder of July will be focused on finishing touches for a Successful DCON in Williamsport!

See you all soon!

Mike

Michael Haven
Gov-Elect 2019/20



Governor's Report

July 20, 2019

Major Activities:

- 4/27 Attended Key Leader, Camp Conrad Weiser
- 5/4 – 5/5 Attended Northeast Region Leadership Conference, Milford CT
- 5/10 Attended Wyoming Valley Club 25th Celebration
- 5/13 Board Conference Call
- 5/15 Attended Easton Club Meeting, honoring (in part) International Trustee Chuck Guggliazo.
- 5/19 Attended Swoyersville Club dedication of community banners recognizing military veterans.
- 6/14-6/15 Trustee and Lt. Governor Training, Williamsport.
- 6/25 – 6/30 Attended ICON – report follows
- 7/11 Attended Allentown Club Dinner – presented certificate from KI recognizing submission of Signature Project

ICON:

- District social event on Wednesday night went well. Low key, attended by about 25 Kiwanians, plus 5 members of the San Diego CA club (coincidence). Thanks to Sarah Zulueta and Russ Wynn who did the legwork of planning and execution.
- Attended Governors' Class meeting on Thursday morning. Had the honor to present to International President Poly Lat the Class Gift of a painting symbolizing mother/child bonds. Also, group donation of about \$9,000 to the Kiwanis Children's Fund in Poly's name.
- District Caucus on Friday morning went well. Note that all candidates and amendment positions adopted by the District were adopted by the house.
 - Peter Mancuso elected International Vice-President.
 - Cathy Szymanski, Gary Cooper, Dave Hurrelbrink elected International Trustees
 - Non-discrimination amendment, with wording changes proposed by Shawn Smith, accepted with wide margin.
 - 'Bullet voting' rejected.
 - Gap Year requirement rejected.
 - Designated International Trustee amendment withdrawn.
 - Family Discount rejected, by about the same margin as last year.
- Interesting to note that the Centennial Internet Club, chartered in the PA District in Division 16, has among its members: Art Reilly, International President-Elect; International Trustees Cathy Szymanski, Gary Cooper, Chuck Guggliazo, George Delisle, and Dan Hurrelbrink.

- Attended workshop on Foundation education re: legal requirements (subtitle: "How To Stay Out Of Jail"). Talked with Kiwanis Children's Fund president about adapting (with very few tweaks) this presentation for District Leadership Education (Lt. Governors, Trustees, Governors-Elect) with his strong support.
- Attended session on Bullying, conducted by representatives from New York District who have been directly affected by suicide of family member as a result of bullying. Heart-rending story, but overall Mary Edwards has done a better job, especially adult peer-to-peer situations.
- Ducked out of the Gaia Concert Saturday night to attend awards and installation program at the CKI International Convention, held at the Contemporary Resort, as did many other District leaders. Wanted to be there to help honor Kelly Shaup, who received the (surprise) Circle of Service award. Meant a lot more to me that hearing an Eagle.

Respectfully Submitted,

Phil Weber

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend	
18																			
K23	Pennsylvania																		
K2301	Division 1			48	48	48	48	51	51	51	51	51	51	51	51	51	6.25	+3	
K02090	Bradford	PA		7	7	7	7	7	7	7	7	7	7	7	7	7	0.00		
K04613	Cambridge Springs	PA		7	6	6	6	6	6	6	6	6	6	6	6	6	-14.29	-1	
K03089	Conneaut Lake	PA		11	11	11	11	11	11	11	11	11	11	11	11	11	0.00		
K01165	Corry	PA		16	16	16	16	16	16	16	16	16	16	16	16	16	0.00		
K16877	East Erie County	PA		33	34	34	34	34	34	34	37	37	38	38	38	38	15.15	+5	
K11844	Edinboro	PA		29	29	29	29	29	30	29	29	29	29	29	29	29	0.00		
K00040	Erie	PA		23	23	28	29	29	29	32	32	32	32	32	32	32	39.13	+9	
K17440	Fort LeBoeuf	PA		38	38	38	38	38	38	41	42	42	42	42	42	42	10.53	+4	
K00701	Meadville	PA		20	20	20	20	20	20	20	20	21	21	21	21	21	5.00	+1	
K16577	Meadville Golden K	PA		18	18	18	18	18	18	18	17	17	17	17	17	17	-5.56	-1	
K08353	Millcreek-Erie Area	PA		21	21	22	22	22	22	22	22	22	22	22	22	22	4.76	+1	
K19429	Summit Township	PA		39	39	39	39	38	38	36	38	38	39	39	39	39	0.00		
K00812	Warren	PA		15	15	15	15	15	15	15	15	15	15	15	15	15	0.00		
K14943	West Erie County	PA																	
Division 1 Totals:				325	325	331	332	334	335	338	343	344	346	346	346	346	6.46	+21	
K2305	Division 5																		
K17667	Allegheny North	PA	CR	7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	-7	
K04358	Baldwin	PA		5	5	6	6	6	6	6	6	6	6	6	6	6	20.00	+1	
K02616	Glenshaw	PA		15	15	15	15	15	15	15	16	16	16	16	16	16	6.67	+1	
K02234	Mars	PA	CR	14	14	14	14	14	14	14	14	14	14	14	14	14	0.00	-14	
K00003	Pittsburgh	PA		15	15	15	15	15	15	15	15	15	15	15	15	15	0.00		
K18576	Pittsburgh Airport Area, The	PA		12	12	12	12	12	12	12	12	12	12	12	12	12	0.00		
K01574	Sewickley	PA		14	14	14	14	14	14	14	14	14	14	14	14	14	21.43	+3	
K03643	Sheraden, Pittsburgh	PA		29	31	31	31	31	31	32	32	32	32	32	32	32	10.34	+3	
K03431	Squirrel Hill, Pittsburgh	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00		
K00797	Washington	PA		8	8	8	8	8	8	8	8	8	8	8	8	8	0.00		
Division 5 Totals:				127	129	130	130	130	116	117	118	118	114	114	114	114	-10.24	-13	
K2306	Division 6																		
K05219	Freeport	PA		20	19	19	19	19	19	19	19	19	19	19	19	19	-5.00	-1	
K00744	Kittanning	PA		4	4	4	4	4	4	4	4	4	4	4	4	4	0.00		

Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend		
																	18	19		
K23	Pennsylvania (Continued)																			
K2306	Division 6 (Continued)																			
K00526	McKeesport-White Oak	PA		18	19	19	19	19	19	19	19	19	19				5.56	+1		
K06034	Penn Hills	PA	CR	10	10	10	10	10									0.00	-10		
K01502	Vandergrift	PA		16	16	16	16	16	16	16	16	16	16				0.00			
K02401	Verona-Rosedale	PA		9	8	8	8	8	8	8	8	8	8				-11.11	-1		
K01702	Wilkinsburg	PA		5	5	5	5	5	5	5	5	5	5				0.00			
Division 6 Totals:				82	81	81	81	81	71	71	71	71	71	71			-13.41	-11		
K2308	Division 8																			
K00165	Greensburg	PA		22	22	18	18	17	17	17	17	17	17				-22.73	-5		
K00930	Jeanette	PA		7	7	7	7	7	7	7	7	7	7				0.00			
K12374	Ligonier Valley	PA		6	6	6	6	6	6	6	6	6	6				0.00			
K04899	Scottdale	PA		17	17	17	17	17	17	17	17	17	17				0.00			
K00672	Uniontown	PA		13	13	13	13	13	13	14	14	14	14				7.69	+1		
Division 8 Totals:				65	65	61	61	61	60	61	61	61	61	61			-6.15	-4		
K2310	Division 10																			
K03661	Homer City	PA		11	10	10	10	10	10	10	10	10	10				-9.09	-1		
K00786	Indiana	PA		35	35	35	33	33	33	33	33	34	34				-2.86	-1		
K00057	Johnstown	PA		19	19	19	19	19	19	19	19	19	18				-5.26	-1		
K05545	Johnstown East Hills	PA		8	8	8	8	8	8	8	8	8	8				0.00			
K17732	Punxsutawney	PA		7	7	7	7	8	8	8	8	8	8				14.29	+1		
K03869	Somerset	PA		9	10	10	10	10	10	10	10	10	10				11.11	+1		
K07473	Westwood, Johnstown	PA		20	20	20	19	19	19	19	19	20	20				0.00			
Division 10 Totals:				109	109	109	108	107	107	107	107	90	108	108			-0.92	-1		
K2311	Division 11W																			
K00005	Altoona	PA		47	47	44	44	44	44	44	44	44	44				-2.13	-1		
K00521	Du Bois	PA		11	11	11	11	11	11	11	11	11	11				0.00			
K05383	Eldorado, Altoona	PA		19	19	18	18	18	18	18	18	18	18				-5.26	-1		
K01118	Phillipsburg	PA		58	58	58	58	58	50	50	50	50	50				-13.79	-8		
K11511	Tyrone	PA		14	14	14	14	14	14	14	14	14	14				0.00			

Kiwanis International
Monthly Membership Comparison

Run Date: 07/01/2019
Run time: 1:47:08PM

Club Id	Club Name	Entry/St	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep % Chg 19	Trend
K23	Pennsylvania (Continued)		149	149	145	145	145	137	137	137	137	139			-6.71	-10
	Division 11W Totals:															
K2312	Division 12N															
K18236	Bald Eagle and Nittany Valleys	PA	36	36	37	39	39	40	40	40	40	39			8.33	+3
K11987	Jersey Shore Area	PA	10	10	12	12	12	12	12	12	10	10			0.00	
K18578	Liberty	PA	25	28	28	28	28	28	28	28	28	28			12.00	+3
K01483	Lock Haven	PA	48	48	48	48	47	47	47	47	52	52			8.33	+4
K05677	Mansfield	PA	13	13	13	15	15	13	13	13	13	13			0.00	
K03692	Mill Hill	PA	10	11	11	11	11	11	11	11	11	11			10.00	+1
K18323	Montoursville	PA	30	31	31	31	31	31	31	31	31	31			3.33	+1
K12388	Muncy Area	PA	12	12	12	12	12	12	12	12	12	12			0.00	
K18331	Pennsylvania Ekiwanis 2.0	PA	9	8	8	8	8	8	8	8	8	8			-11.11	-1
K11634	Sullivan County	PA	12	12	12	10	13	13	13	13	13	13			8.33	+1
K11942	Valley (The), Athens	PA	12	12	17	17	17	17	17	17	17	17			41.67	+5
K00130	Williamsport	PA	75	77	79	78	77	76	79	80	80	84			12.00	+9
	Division 12N Totals:		292	298	308	309	310	310	311	312	315	318			8.90	+26
K2313	Division 12S															
K15117	Buffalo Valley A.M.	PA	18	17	16	16	16	16	16	16	16	16			-11.11	-2
K04176	Dalmatia	PA	18	18	18	18	18	18	18	18	21	21			16.67	+3
K02094	Danville	PA	7	8	8	8	8	8	9	9	9	9			28.57	+2
K10901	Middleburg Area	PA	15	15	15	15	15	15	15	15	15	15			0.00	
K02109	Mifflinburg	PA	27	27	27	30	31	31	31	31	31	31			14.81	+4
K02877	Milton/Warrior Run	PA	35	35	35	35	36	36	36	36	37	37			5.71	+2
K07332	Northumberland-Point Township	PA	11	11	11	11	11	11	11	11	11	11			0.00	
K17242	Selinsgrove Area	PA	10	11	11	11	11	11	11	11	11	11			10.00	+1
K00450	Sunbury	PA	26	25	26	26	26	26	26	26	26	26			0.00	
	Division 12S Totals:		167	167	167	170	172	172	173	173	177	177			5.99	+10
K2314	Division 13N															
K14286	Dillsburg Area	PA	24	26	26	26	26	26	27	26	26	26			8.33	+2
K03384	Greater West Shore	PA	19	20	20	20	20	20	20	20	20	19			0.00	
K19663	Greater York	PA	15	15	17	18	18	19	19	11	12	13			-13.33	-2

Club Id	Club Name	Entry/St	Sts	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep % Chg	Trend
K23	Pennsylvania (Continued)																
K2314	Division 13N (Continued)																
K00048	Harrisburg	PA		35	35	35	35	35	35	35	35	35	34			-2.86	-1
K07038	Hershey-Hummelstown	PA		23	23	23	23	23	23	23	23	23	23			0.00	
K19336	Linglestown Area	PA		11	12	12	12	12	12	12	12	12	12			9.09	+1
K02096	Middletown	PA		7	7	7	7	7	7	7	7	7	7			0.00	
K04380	Upper Allen-Cumberland Valley	PA		16	16	16	16	16	16	16	16	16	16			0.00	
	Division 13N Totals:			150	154	156	157	157	158	159	150	151	150			0.00	
K2315	Division 13S																
K17930	Big Spring	PA		11	11	11	11	11	11	11	12	12	12			9.09	+1
K00311	Carlisle	PA		58	60	60	60	64	66	66	67	67	67			15.52	+9
K02550	Chambersburg	PA		30	30	30	30	27	25	25	25	25	26			-13.33	-4
K08272	Chambersburg-Downtown	PA		20	20	20	20	20	20	20	20	20	20			0.00	
K04355	Gettysburg Adams	PA		14	14	15	15	15	15	16	16	16	16			14.29	+2
K00613	Hanover	PA		28	30	30	30	30	31	31	31	31	31			10.71	+3
K12124	Shippensburg	PA		17	17	17	17	17	17	17	17	17	17			0.00	
	Division 13S Totals:			178	182	183	183	184	185	186	188	188	189			6.18	+11
K2316	Division 14																
K01341	Berwick	PA		10	10	10	10	10	10	10	10	10	10			0.00	
K01032	Bloomsburg	PA		34	34	34	34	34	34	34	34	34	34			0.00	
K00552	Hazleton	PA		20	20	20	20	19	19	19	18	18	18			-10.00	-2
K00098	Pottsville	PA		31	33	33	33	33	33	33	33	33	34			9.68	+3
K09523	Valley (The), Conyngham	PA		17	17	17	17	17	17	17	17	17	17			0.00	
	Division 14 Totals:			112	114	114	114	113	113	113	112	112	113			0.89	+1
K2317	Division 15																
K19307	Back Mountain	PA		38	38	38	38	37	35	35	35	35	35			-7.89	-3
K01133	Carbondale	PA		5	5	5	5	5	5	5	5	5	5			0.00	
K01672	Dallas	PA		21	21	21	21	24	24	24	24	24	24			14.29	+3
K17301	Kingston	PA		8	8	8	8	8	8	8	8	8	8			0.00	
K18933	Lafin	PA		13	13	13	13	13	13	13	13	13	13			0.00	

Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 19	% Chg	Trend
K23	Pennsylvania (Continued)																
K2317	Division 15 (Continued)																
K07651	Montrose Area	PA	22	22	23	23	23	23	23	23	23	23				4.55	+1
K05653	Mountaintop	PA	15	15	15	15	15	15	15	15	15	15				0.00	
K00950	Pittston	PA	14	14	14	14	14	14	14	14	14	14				0.00	
K00975	Plymouth	PA	7	7	7	7	8	8	7	7	7	7				0.00	
K00111	Scranton	PA	50	50	50	52	53	52	52	52	52	52				4.00	+2
K03759	Swoyersville	PA	20	20	20	19	19	17	17	17	17	17				-15.00	-3
K02905	Tunkhannock	PA	46	46	46	46	46	46	47	47	47	47				2.17	+1
K00129	Wilkes-Barre	PA	27	27	27	27	27	27	27	27	27	27				0.00	
K14447	Wyoming Area	PA	38	38	38	38	38	38	38	38	42	42				10.53	+4
	Division 15 Totals:		324	324	325	326	330	325	325	325	329	329				1.54	+5
K2318	Division 16																
K04149	Annville-Cleona	PA	10	10	12	12	11	11	11	10	10	10				0.00	
K18534	Centennial Internet Club	PA	55	58	58	58	58	58	59	59	60	62				12.73	+7
K02913	Elizabethtown	PA	25	25	26	26	26	26	26	29	28	28				12.00	+3
K00101	Greater Reading-Berks County	PA	20	20	20	20	20	20	22	22	24	24				20.00	+4
K00398	Lebanon	PA	37	39	40	40	40	39	39	39	39	39				5.41	+2
K14571	Lititz Area	PA	24	26	26	26	26	29	29	30	30	30				25.00	+6
K03389	New Holland	PA	50	51	52	52	56	60	60	59	60	61				22.00	+11
K12868	Norlanco-Rheems	PA	22	22	22	22	22	22	22	22	22	22				0.00	
K16979	Palmyra Area	PA	10	10	11	11	11	11	11	11	12	12				20.00	+2
K19658	Southern Lancaster	PA	15	15	16	16	19	20	20	20	20	20				33.33	+5
	Division 16 Totals:		268	276	283	283	289	296	299	301	305	308				14.93	+40
K2319	Division 17																
K00034	Easton	PA	44	44	44	44	45	45	45	44	44	45				2.27	+1
K05762	Easton-Suburban	PA	9	9	9	9	9	9	9	9	9	9				0.00	
K06915	Nazareth Area	PA	13	13	13	13	13	13	13	13	13	13				0.00	
K07736	Palmer Township, Palmer	PA	46	46	46	46	46	46	46	49	49	49				6.52	+3
K08268	Poconos - Daybreak, Monroe County (The)	PA	29	29	29	29	27	27	27	26	27	27				-6.90	-2
K00799	Stroudsburg	PA	37	37	37	37	37	37	37	37	37	37				0.00	

Club Id	Club Name	Entry/St	18	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
K23 Pennsylvania (Continued)																		
Division 17 Totals:			178	178	178	178	177	177	177	177	178	179	180				1.12	+2
K2320 Division 18																		
K00004	Allentown	PA	26	26	26	26	29	29	29	29	29	29	29				11.54	+3
K05241	Allentown Northeast	PA	22	22	22	22	22	23	23	23	23	23	23				4.55	+1
K03769	Emmaus	PA	36	36	36	36	36	36	36	36	36	37	37				2.78	+1
K10376	Upper Perkiomen Valley	PA	12	12	12	12	12	12	12	12	12	12	12				0.00	
Division 18 Totals:			96	96	96	96	99	100	100	100	100	101	101				5.21	+5
K2321 Division 19																		
K01532	Ambler	PA	23	25	25	26	27	27	27	27	27	27	27				17.39	+4
K19297	Collegeville Area	PA	13	13	13	13	13	13	13	13	13	13	14				7.69	+1
K01490	Lansdale	PA	21	21	21	21	21	21	21	21	21	21	21				0.00	
K18921	Norriton Circle	PA	13	13	13	12	12	12	12	12	12	12	14				7.69	+1
K01083	Pottstown	PA	17	19	19	19	19	19	19	19	20	20	20				17.65	+3
K17426	Upper Bucks	PA	8	8	8	8	8	8	8	8	8	8	8				0.00	
Division 19 Totals:			95	99	99	99	100	100	100	100	101	101	104				9.47	+9
K2323 Division 21																		
K15465	Bensalem	PA	14	14	14	14	14	14	14	14	14	14	14				0.00	
K19061	Central Bucks	PA	18	18	18	21	21	21	21	20	20	20	20				11.11	+2
K07229	Council Rock	PA	5	5	5	5	5	5	5	5	5	5	5				0.00	
K01619	Glenside	PA	14	18	18	18	18	18	18	18	18	19	19				35.71	+5
K17446	Hatboro-Horsham	PA	4	4	4	4	4	4	4	4	4	4	4				0.00	
K03273	Jenkintown	PA	21	20	21	21	21	21	21	23	23	23	23				9.52	+2
K04181	Levittown-Bristol	PA	25	26	25	25	24	24	24	28	27	27	27				8.00	+2
K01468	Old York Road	PA	23	24	24	24	24	24	24	23	23	23	23				0.00	
K04649	Phil-Mont, Philadelphia	PA	11	11	11	11	11	11	10	10	10	10	10				-9.09	-1
K05710	Southampton	PA	22	22	22	22	22	22	22	22	22	22	22				0.00	
K17952	Washington Crossing-Yardley	PA	32	32	32	32	32	32	33	33	33	34	34				6.25	+2
Division 21 Totals:			189	194	194	197	196	196	196	200	199	201	201				6.35	+12

Club Id	Club Name	Entry/St	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep % Chg 19	Trend
K23	Pennsylvania (Continued)															
K2324	Division 22															
K03053	Baltimore Pike, Delaware County	PA	9	9	8	8	8	7	7	7	7	7	7	7	-22.22	-2
K00022	Chester	PA					15	15	15	15	15	15	15	15	0.00	+15
K19109	Conshohocken	PA	12	13	13	13	13	13	13	13	13	13	13	13	8.33	+1
K01612	Main Line (The)	PA	12	13	13	13	13	13	13	13	13	13	13	13	8.33	+1
K01421	Phoenixville	PA	41	43	43	43	43	43	43	43	45	45	45	45	9.76	+4
K19067	South Philadelphia	PA	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
K16041	University City, Philadelphia	PA	10	10	9	9	9	9	9	9	9	9	9	9	-10.00	-1
K03918	Upper Main Line (The), Wayne	PA	9	9	9	9	9	9	9	9	9	9	9	9	0.00	
K19116	Valley Forge	PA	11	11	11	11	11	10	10	10	10	10	10	10	-9.09	-1
K03452	West Chester	PA	5	5	5	5	5	5	5	5	5	5	5	5	0.00	
	Division 22 Totals:		120	124	122	122	137	135	135	135	137	137	137	137	14.17	+17
K2326	Division 11E															
K01182	Bellefonte	PA	32	32	24	24	24	24	24	24	24	24	24	24	-25.00	-8
K01259	Huntingdon	PA	13	13	13	13	13	12	12	12	12	12	12	12	-7.69	-1
K14968	Juniata County	PA	16	19	19	19	19	19	19	19	19	19	19	19	18.75	+3
K00772	Lewistown	PA	45	45	45	45	45	45	45	48	48	48	48	48	6.67	+3
K10590	Mount Union Area	PA	8	8	8	8	8	9	9	9	9	9	9	9	12.50	+1
K18334	Nittany	PA	7	7	7	8	8	8	8	8	8	8	8	8	14.29	+1
K17258	Penns Valley Area	PA	9	9	9	9	9	9	9	9	9	9	9	9	0.00	
K01367	State College	PA	40	41	41	41	41	42	42	43	42	42	42	42	5.00	+2
	Division 11E Totals:		170	174	166	167	167	168	168	172	171	171	171	171	0.59	+1
K2329	Division 2															
K00912	Clarion	PA	18	20	22	22	22	22	22	23	23	23	23	23	27.78	+5
K00606	Franklin	PA	45	45	45	44	44	44	44	44	44	44	44	42	-6.67	-3
K00848	Greenville	PA	29	29	29	29	27	29	29	29	28	28	28	28	-3.45	-1
K04567	Hermitage	PA	15	15	16	17	17	20	20	20	20	20	20	20	33.33	+5
K00192	New Castle	PA	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
K02377	New Wilmington	PA	19	19	19	19	17	17	17	17	17	17	17	17	-10.53	-2
K00673	Sharon	PA	15	15	15	15	14	14	14	14	14	14	14	14	-6.67	-1
K09572	Titusville	PA	14	14	14	14	14	14	14	14	14	14	14	14	0.00	

Kiwanis International
 Monthly Membership Comparison

Club Id	Club Name	Entry/St	Sts	Sep 18	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 19	% Chg	Trend
K23	Pennsylvania (Continued)																	
K2329	Division 2 (Continued)																	
K02510	Transfer	PA		13	13	14	14	15	15	15	15	18	18	18			38.46	+5
K02625	West Middlesex	PA		26	26	26	26	26	26	26	26	26	26	26			0.00	
Division 2 Totals:				<u>205</u>	<u>207</u>	<u>211</u>	<u>211</u>	<u>207</u>	<u>212</u>	<u>212</u>	<u>213</u>	<u>215</u>	<u>213</u>			<u>3.90</u>	<u>+8</u>	
Total Number of Clubs:				168														
Pennsylvania Totals:				3401	3445	3459	3469	3496	3473	3489	3496	3503	3530			3.79	+129	

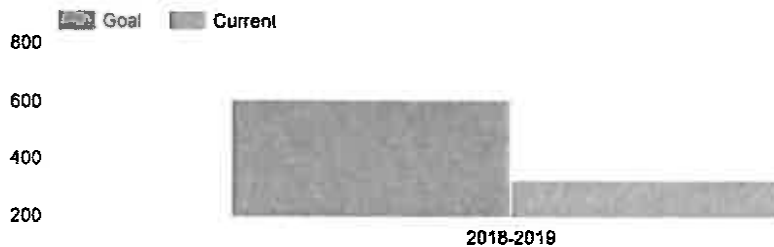


Membership Snapshot

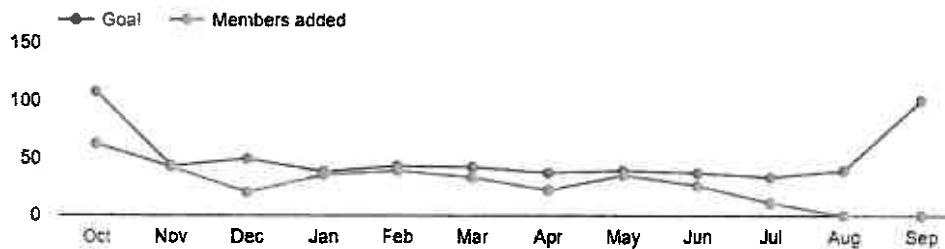
New Member Adds October 1, 2018 to July 16, 2019

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	year total
Membership add goal	107	43	49	38	43	42	37	39	37	33	39	100	607
Actual total	62	42	20	35	39	33	22	35	26	11	0	0	325

Member Add Goal - Total number of members to add in fiscal year 2018-2019



Monthly membership goals and achievements



District Data as of July 16, 2019

		<u>% change</u>
Starting number of clubs	167	
Current number of clubs	165	
This year's starting membership	3,401	
Current membership (10/1/2018 to date)	3,536	-14.4%
Number of new clubs added	0	
Number of clubs deleted	3	
Net change in membership since 10/1/2018	+135	+4.0%
Average number of members per club	21	+5.2%

Region-by-Region Review

We thought it important to provide the board with an update of our Regional activities across the district over the past several months. We know that the Board members are aware of what is happening in your respective Regions, but we thought that sharing the thoughts, ideas, and progress would help spur further conversations.

Region 1: Division One has had a lot of support from some ladies from the Fort LeBoeuf club. Valerie Rose and Yvonne have been taking their show on the road in division one and their ideas are being well received. However; we believe there needs to be more sense of urgency on growing the clubs. We have clubs that have been strong for a long time that are stating they want to grow, however; they are not putting in place action steps to promote their club to entice prospects to join their club. More coaching may be needed.

A new plan is in the works to develop improved boosting strategies for the Region. We will begin working on this with the Fort LeBoeuf club, Val Rose and LTG Randy Gorske. We are hoping it will get a lot of response from the clubs. This is going to take quite a bit of forward thinking on our part.

Summit Kiwanis has some potential new members and they have been invited to projects to further encourage their membership.

There have been challenges in Division Two in terms of communication and committing to a solid growth plan. There does not seem to be much participation but calls are being planned to continue coaching efforts.

Region 2: This Region participated in Pittsburgh's Pride event which provided an opportunity to brand Kiwanis in the LGBTQ community and meet with prospective members while doing a service project at their table. An interest meeting on Saturday July 20th at Fudge Farm in Pittsburgh inviting prospects that signed up to learn more about Kiwanis at Pride. Barb Byers and Shawn Smith are working to strengthen several clubs through their efforts. There was much follow up from the Pride event which will surely garner additional members to surrounding clubs and possibly a new club with a single focus to support the LGBTQ community.

Region Two has put a lot of thought and planning into this event and truly are thinking outside the box. This event has really got many from Region Two motivated about membership.

Barb, Shawn, Marianne and several others have been instrumental in making this all come together.

Region 3: The Nittany Club was encouraged by the Regional Meeting as well as the Mid Year Convention and have discussed their ideas to strengthen membership. Matt is working with the Bellefonte club on how to strengthen their membership.

Cathy has been working with LTG Barb Harer who has been a truly bright star this year in Division 11E. She has some great ideas and her work with the clubs on membership is well respected. I believe she should be on the membership committee for next year.

The Juniata County Club is working hard on membership and with the help and direction of Alice they have some plans in place to grow their membership. LTG Barb Harer was instrumental in an amazing membership night for the Lewistown club and they gained several new members from that evening as well as many prospects.

There is a huge need for the existing clubs to grow in this area and if we could find additional people to help fill the void we could see this area grow.

Region 4: Over the weekend, the Bald Eagles and Nittany Valleys club had a discussion about a potential for either a new club or a satellite in the Renovo Area, we will be revisiting this option with them in the future.

Prior to the start of this year, we had discussed the concern that for the entire Williamsport area, there is only one club option that meets at noon every Thursday. Without any other meeting and service opportunities, it begs the question as to whether or not an additional offering should exist. After District Convention, a conversation with Williamsport club board and members will need to take place about how to move this forward.

Region 5: A new coach for the new club Southern Lancaster and Linglestown will be needed with the Raub's moving to Ohio.. Greater York had a successful charter ceremony on June 7th and coaching for the first year will be handled by Emily Reed and Ryan Hartman, who are charter members of the club. No new club sites are planned for Region 5. Region 5 is having a Boost Workshop on August 24th in Dillsburg.

Region 6: A new club in Bethlehem is on hold due to lack of sponsorship. This effort will be revisited in the Spring 2020. Survey results from the recent Club Boost Workshop were very positive. Matt will work with Trustee Mike Coolbaugh and LTG Tiffany Callaio to follow-up with the clubs on their progress of their commitments made during the boost.

Mike Coolbaugh and Tiffany Callaio reported that the Kiwanis Club of Laflin (Wesley Village) needs to be revamped. They have offered recommendations to the club and waiting to hear back from them on their plan.

Kiwanis Club of Back Mountain is still going strong. They are doing a lot of service and the members are enjoying the service projects. They are planning on holding a one year celebration in September. Mike will keep us all updated on the date for that.

Region 7: A new club opening event for 2 Communities are planned for Media and Concordville in Delaware County. The New Club Opening event is set for September 9th week with KI Tiger team. Facebook pages for both sites are set and the Interest meetings start for Media on 7/25 and the following week for Concordville. The sponsoring clubs will benefit from these club opening events as we plan to strengthen and have appointments for the sponsoring clubs which are Upper Main Line, Main Line and West Chester.

Active coaching is being conducted with South Philadelphia, West Chester and Main Line. Upper Main Line will look to be revamped as they just lost another long time member to death so they are really down to three active members although there are more names on the roster.

Orlando Membership Coordinator Training

Governor Elect Mike Haven, Sarah Zulueta and Valerie Rose attended Membership Coordinator training in Orlando at ICON. It was a rewarding experience and Sarah has developed a generic Boost Book, which is based off West Virginia's efforts, presented at ICON and will be decimated to all District Membership Coordinators through International.



District Audit Committee

Report to the District Board

July 29, 2019

At the last District Board meeting, the Audit Committee received approval to solicit proposals from CPA firms to conduct an annual audit, or possibly a review, for the Kiwanis year 2018-2019. Additionally, the proposal should include the preparation of the IRS for 990 for the same year.

Members of the Board expressed a desire to extend our solicitation to CPA firms outside the immediate Harrisburg or central PA area to possibly take advantage of less expensive professional services rates in these other areas. The Audit Committee chair specifically requested members who were aware of CPA firms capable of doing work for non-profits such as Kiwanis to let the committee know of the name and contact information. A reasonable response date was established and no information was forthcoming regarding these "other firms."

Additionally, the board requested that our solicitation include language to obtain a proposal for a "review" rather than an "audit" as the cost should certainly be less than that for a full audit. The committee consider the "review" question a year ago and did not pursue obtaining proposals for a review, because in the committee members' understand of the review, such an effort would rely on the District's ability to provide good quality financial reports such as a year-end balance sheet, profit and loss statements and other documents that reflect a good understanding of accounting principles. After several years of professional audits provided by RKL, the District has not provided the Board with periodic balance sheets and profit and loss statements as recommended by the auditors. Without the ability to create these financial statements, it is the audit committee's belief that a "review" would fall well short of the financial inspection and recommendations needed by the Board to continue to attempt to make progress toward fiscal responsibility and being able to have proper documentation with which to make sound financial decisions.

However, as directed by the Board, the solicitations that were prepared and sent to 4 CPA firms for their consideration include a proposal to do an annual review rather than a full audit. The proposals should include commentary about the differences between the two approaches and the advisability to conduct one or the other.

Requests for proposals (RFPs) were sent to:

Brown, Smith Sheridan, and Fritz in Harrisburg

GIFT CPAs in Harrisburg

RKL in York, and

Smoker Smith and Associates in Hershey

Proposals were requested to be submitted to the Audit Committee Chair through the District Office by August 21, 2019. This would provide time to review and provide a recommendation to the Board at its September/October meeting.

With the Board's concurrence, the Audit Committee will follow up with the listed firms to insure that any questions are answered or requests for documents are fulfilled so that they can prepare proper responses to our RFP.

The Audit Chair, Bob Raub, will not attend this board meeting because of a conflicting Division Council meeting held at the same time. Any questions can be handled by telephone or email.

Respectfully submitted,

(signed)

Robert F. Raub, Committee Chair
Lillian Mateja
Keith Smith

From: Roger Janes <RMJANES1@hotmail.com>
To: kevin@pakiwanis.org <kevin@pakiwanis.org>
Subject: Finance Committee Minutes/for Board Review
Date: Wed, Jul 17, 2019 12:08 pm

A meeting of the Finance Committee of the Pennsylvania Kiwanis District was held on Tuesday, July 16th, 2019. The meeting was called to order by the Chair. A quorum of members were present.

The following items were discussed

BUSINESS PROCESS IMPROVEMENT

1. Separate the duties and responsibilities of financial related functions from those of the Executive Director, and assign to another individual. [Page 1, ¶ 5]

After discussion, it was agreed by the committee that a formal written policy should be prepared, reviewed and then presented to the board for approval. Following the meeting, Governor Phil provided a first draft of this item for review and later discussion.

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]

A motion was made by Past Governor Judy Raub that "In consideration of the implementation of Quick Books, Monthly Reports, Time Allocations, Access to the Checkbook, and in the creation of a Finance Committee, this item regarding internal controls shall be considered closed." Second by Ben Osterhaut. Discussion followed. Motion Carried.

3. Develop policies and procedures to more rigorously document and account for deposits. [Page 4, ¶ 6]

Based on the items found in the motion for item #2, a motion was made by Kevin Thomas, "To approve the Business Improvement Items pertaining to policies and procedures for documentation and deposits as closed." Second by Ben Osterhaut. Discussion followed. Motion carried.

A review of the financial report was given by Kevin Thomas, Secretary, Treasurer of the Pennsylvania District of Kiwanis International.

There being no additional business on the agenda, the meeting was adjourned.

Respectfully Submitted,

Roger M. Janes
Finance Committee Chair
Trustee Division 1

7/16/2019

Re: Need call in number for 7:00 tonight. finance meeting.

From: Kevin Thomas <ketkiwanis@aol.com>

To: RMJANES1 <RMJANES1@hotmail.com>; jraub919 <jraub919@aol.com>; benosterhout <benosterhout@pakiwanis.org>; phil.div18.kiwanis <phil.div18.kiwanis@gmail.com>; mhaven62 <mhaven62@yahoo.com>; creby <creby@frontiernet.net>

Subject: Re: Need call in number for 7:00 tonight. finance meeting.

Date: Tue, Jul 16, 2019 4:52 pm

Attachments: Financial Reports 063019.pdf (713K), PaKiwanisFamilyAccount Balances.xls (76K), Finance Committee Action Plan 041119.xlsx (87K)

Finance Committee:

You will find the Financial Reports for June 2019.

Largely with the exception of convention, the raffle, some new member fees and little bit of dues revenue, our revenues are largely collected.

I am concerned about convention, particularly in area of attendance and ad sales. However since we have minimal concerns as it relates to attrition, I think we should be alright if we get attendance up and can reach our goal for ad sales or come close to it.

However, the raffle is a bigger concern. We have a large gap between where we are and where we want to be. A recent inquiry I made about a raffle update and promotion activities went unanswered. While we can expect more raffle revenue to come in, I am concerned we will miss our projection considerably as I see things now. Now if there is any upside to that, it is that our expenses will be below projection too. We all need to get involved in this raffle in the way of promotion and sales.

Even with that, it would be my expectation that our revenues and will exceed expenses for the 2018-19 year. But given the uncertainty outlined above, I am not prepared to give you any projection about amounts or margins.

Shortly after the District Convention, the Committee should meet to discuss two points. First, we will need to prepare a budget for 2019-20. Second, we should discuss the best options available to us for managing cash flow till dues revenue starts coming in November.

We will talk with you this evening.

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: Kevin Thomas <ketkiwanis@aol.com>

To: RMJANES1 <RMJANES1@hotmail.com>; jraub919 <jraub919@aol.com>; benosterhout <benosterhout@pakiwanis.org>; phil.div18.kiwanis <phil.div18.kiwanis@gmail.com>; mhaven62 <mhaven62@yahoo.com>; creby <creby@frontiernet.net>

Sent: Tue, Jul 16, 2019 11:26 am

Subject: Re: Need call in number for 7:00 tonight. finance meeting.

Kiwanis International Pennsylvania District

BALANCE SHEET

As of June 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101 Cash checking account	18,309.95
105 Cash saving account	564.48
108 - Cash Investments	0.00
Total Bank Accounts	\$18,874.43
Other Current Assets	
110 Accounts receivable 2	1,255.00
114 Employee loan	0.00
115 Loan receivable - PA Circle K	0.00
118 Inventory in Office	355.80
125 Prepaid expenses	1,890.22
126 Prepaid rent	1,450.00
Total Other Current Assets	\$4,951.02
Total Current Assets	\$23,825.45
Fixed Assets	
146 Furniture and equipment	34,368.79
147 Accumulated depreciation	-34,368.79
Total Fixed Assets	\$0.00
Other Assets	
151 Marketable securities	0.00
152 Allowance for market value	0.00
278 Net Asset Increase (Decrease)	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$23,825.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
200 Bank credit line	19,640.48
201 Accunts payable 9/30/18	-0.01
202 Credit Card Payable	0.30
203 Social Security Payable	350.42
204 FIT Payable	590.00
205 PIT payable	173.01
206 LIT payable	218.71
207 PUT payable	0.00
208 Medicare Payable	81.70
220 Accrued Salaries and Vacation	7,115.00

	TOTAL
225 Loan payable - Key Club	0.00
226 Loan payable - PA Circle K	0.00
230 Due to Action Clubs	4,941.77
231 Due to Region V	0.00
233 EP Builders Club	0.00
234 Other Liabilities	0.00
Total Other Current Liabilities	\$33,111.38
Total Current Liabilities	\$33,111.38
Long-Term Liabilities	
800 Key Club Payments Received	3,500.00
801 Circle K Payments Received	-229.74
802 Pennsylvania Kiwanis Foundation	185.00
804 Key Club American Express Pay	-9,565.03
805 Circle K AMEX Payment	-4,786.47
808 Centennial Club CC Payments	0.00
Total Long-Term Liabilities	\$ -10,896.24
Total Liabilities	\$22,215.14
Equity	
275 Unrestricted net assets	-61,457.61
32000 Restricted Net Assets - Key Leader	-6,620.88
Net Income	69,688.80
Total Equity	\$1,610.31
TOTAL LIABILITIES AND EQUITY	\$23,825.45

DRAFT
2018 - 19 Budget
2018-19 Budget Report
6/30/2019

Line#	Description	2018 - 19 Approved		2018-19 Actual		Variance	Notes
		Amount	Total	Amount	Total		
	REVENUES						
	MEMBERSHIP DUES						
1	District Dues (Full Year)	\$115,500		\$111,752		\$3,748	97%
2	Partial year prorated dues	\$7,500		\$5,230		\$2,270	70%
3	Sub-Total		\$123,000		\$116,982	\$6,018	95%
	SLP & OTHER SUPPORT FOR SERVICES						
4	Key Club	\$15,000		\$15,000		\$0	100%
5	Circle K	\$850		\$850		\$0	100%
6	Foundation	\$6,000		\$6,000		\$0	100%
7	Sub-total		\$21,850		\$21,850	\$0	100%
	MISC. INCOME						
8	Power up	\$100		\$45		\$55	45%
9	Misc. Income	\$2,000		\$1,192		\$808	60%
10	Interest	\$100		\$120		-\$20	120%
11	Shirts	\$0					
12	Sub-total		\$2,200		\$1,312	\$888	60%
	DISTRICT EVENTS						
13	Holiday Party	\$1,100		\$763		\$337	69%
14	District Raffle	\$14,000		\$2,600		\$11,400	19%
15	Mid-Winter Convention	\$15,305		\$16,335		-\$1,030	107%
16	District Convention	\$55,000		\$26,017		\$28,983	47%
17	Sub-total		\$85,405		\$44,952	\$40,453	53%
18	TOTAL REVENUES		\$232,455		\$185,096	\$47,359	80%
	EXPENSES						
	EMPLOYEE COMPENSATION						
Line#	Description						

2019 Report

2019 MIDWINTER BUDGET PROPOSAL				
6/30/2019				
ACCOUNT DESCRIPTION	2019 Approved Budget		2019 Actual Recs/Exp	
REVENUE				
Registrations:				
Registrations (150@\$80.00)	\$	12,000.00	\$	12,872.12 107%
SLP Registrations (5@\$40.00)	\$	200.00	\$	120.00 60%
Supplies Commission**	\$	575.00	\$	1,003.00 174%
Shout Outs*	\$	330.00	\$	320.00 97%
Sponsorships	\$	2,200.00	\$	2,020.00 92%
TOTAL REVENUE	\$	15,305.00	\$	16,335.12 107%
EXPENSES				
Audio Visual Equipment	\$	200.00	\$	37.20 19%
Credit Card Fees***	\$	600.00	\$	1,015.42 169%
Entertainment & Speakers	\$	550.00	\$	647.25 118%
Rental Fees	\$	1,300.00	\$	1,208.00 93%
Registration Material	\$	125.00		0%
Guest Meals & lodging*	\$	900.00	\$	854.55 95%
Trustee & Lt. Governor Stipend (@\$150.00)	\$	1,200.00	\$	1,868.36 156%
Lt. Governor & Trustee meeting beverages	\$	225.00		0%
Miscellaneous	\$	750.00	\$	818.00 109%
Penn Stater Fees (Lunch, Breaks, etc.)(@\$61.00@155)	\$	9,455.00	\$	10,649.00 113%
TOTAL EXPENSES	\$	15,305.00	\$	17,097.78 112%
Surplus/(Deficit)	\$	-	\$	(762.66)
*Includes Pending revenue				
*** Includes pending Stripe fees of \$290.70				

2019 Actual

2019 DISTRICT CONVENTION BUDGET REPORT				
30-Jun-19				
ACCOUNT	2019 Approved Budget	2019 Actual		Variance
REVENUE				
Registration Fees:				
Kiwanians (clubs @ 3 @\$25.00)	\$ 12,150.00	\$ 12,000.00	99%	\$ 150.00
Kiwanians (Beyond 3 per club@\$25.00)	\$ 1,000.00	\$ 275.00	28%	\$ 725.00
Spouses (@\$15.00)	\$ 300.00	\$ 30.00	10%	\$ 270.00
Sponsored Groups (@\$10.00)	\$ 100.00	\$ 40.00	40%	\$ 60.00
Advertising	\$ 6,300.00	\$ 965.00	15%	\$ 5,335.00
Friday Evening Activities	\$ -	\$ 743.00	#DIV/0!	\$ (743.00)
Thursday Opening Party at Little League (125@\$20.00)	\$ 2,500.00	\$ 660.00	26%	\$ 1,840.00
Friday Breakfast	\$ -	\$ -		\$ -
Friday Lunch (150@\$15.00)	\$ 2,250.00	\$ 445.00	20%	\$ 1,805.00
Saturday Lunch (150@\$15.00)	\$ 2,250.00	\$ 511.00	23%	\$ 1,739.00
Saturday Banquet (200@\$30.00)	\$ 6,000.00	\$ 980.72	16%	\$ 5,019.28
Sunday Breakfast (110@\$10.00)	\$ 1,100.00	\$ 290.00	26%	\$ 810.00
Host Committee Fundraising/sponsorships/exhibitors	\$ 9,000.00	\$ 9,526.00	106%	\$ (526.00)
Past Lt. Governors	\$ -	\$ -		\$ -
Merchandise/Clothing Sales	\$ 1,300.00	\$ (448.57)	-35%	\$ 1,748.57
TOTAL REVENUE	\$ 44,250.00	\$ 26,017.15	59%	\$ 18,232.85
EXPENSES				
Administrative Secretary	\$ 450.00	\$ -	0%	\$ 450.00
Audio Visual Aids & Equipment	\$ 2,500.00	\$ -	0%	\$ 2,500.00
Badges, Ribbons & Registration Materials	\$ 375.00	\$ 149.08	40%	\$ 225.92
Board of Trustees & Lt. Governors (@\$265.00)	\$ 2,700.00	\$ -	0%	\$ 2,700.00
Circle-K Governor	\$ 500.00	\$ -	0%	\$ 500.00
Credentials Material	\$ -	\$ -		\$ -
Credit Card Processing Fees	\$ 1,200.00	\$ 58.00	5%	\$ 1,144.00
District Governor	\$ 450.00	\$ -	0%	\$ 450.00
District Executive Director	\$ 450.00	\$ -	0%	\$ 450.00
Entertainment/Speakers	\$ 4,500.00	\$ 2,000.00		\$ 2,500.00
Rentals & Setup fees	\$ 500.00	\$ -	0%	\$ 500.00
Frames	\$ 60.00	\$ -	0%	\$ 60.00
International Representative	\$ 450.00	\$ -	0%	\$ 450.00
Key Club Governor	\$ 450.00	\$ -	0%	\$ 450.00
Mailing - Postage	\$ 250.00	\$ -	0%	\$ 250.00
Program (Printing)	\$ 950.00	\$ -	0%	\$ 950.00
Thursday - Little League Museum (125 @ \$25.00)	\$ 3,125.00	\$ -	0%	\$ 3,125.00
Friday Evening	\$ -	\$ -		\$ -
Transportation	\$ 1,200.00	\$ -	0%	\$ 1,200.00
Friday Breakfast	\$ -	\$ -		\$ -
Friday Lunch(150@\$21.00)	\$ 3,150.00	\$ -	0%	\$ 3,150.00
Saturday Lunch (150@\$21.00)	\$ 3,150.00	\$ -	0%	\$ 3,150.00
Saturday Banquet (200 @ \$40.00)	\$ 8,000.00	\$ 1,500.00	19%	\$ 6,500.00
Sunday Breakfast (110@\$15.00)	\$ 1,650.00	\$ -	0%	\$ 1,650.00
Hospitality	\$ 3,000.00	\$ -	0%	\$ 3,000.00
Van/Truck Rental*	\$ 375.00	\$ -	0%	\$ 375.00
Miscellaneous	\$ 4,815.00	\$ 45.67	1%	\$ 4,769.33
TOTAL EXPENSES	\$ 44,250.00	\$ 3,750.75	8%	\$ 40,499.25
Excess/(Deficit) Revenues vs. Expenses	\$ -	\$ 22,266.40		

*This item was in the miscellaneous expense in 2018

PA KWANIS FAMILY ACCOUNT BALANCES - 6/30/18

ACCOUNT	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	AVERAGE
	6/30/2015	12/31/2015	6/30/2016	12/31/2016	6/30/2017	12/31/2017	6/30/2018	12/31/2018	6/30/2019	12/31/2019	6/30/2020	12/31/2020	6/30/2021	12/31/2021	6/30/2021
Miriam's Checking	\$ 18,135.43	\$ 64,839.13	\$ 40,407.23	\$ 55,200.21	\$ 60,834.39	\$ 98,275.16	\$ 38,745.30	\$ 98,369.18	\$ 47,776.18	\$ 34,196.08	\$ 50,778.57	\$ 22,847.19	\$ 55,844.86		
Miriam's Reserve	\$ 51,085.12	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18	\$ 599.18
Key Club Checking	\$ 15,084.23	\$ 29,018.38	\$ 32,438.00	\$ 2,573.80	\$ 36,096.77	\$ 12,735.88	\$ 51,943.58	\$ 146,019.77	\$ 15,308.15	\$ 8,654.98	\$ 17,584.36	\$ 8,375.38	\$ 48,972.01		
Key Club Reserve	\$ 31,268.00	\$ 31,268.00	\$ 31,268.00	\$ 31,268.00	\$ 31,268.00	\$ 43,768.00	\$ 43,768.00	\$ 33,768.00	\$ 33,768.00	\$ 33,768.00	\$ 33,768.00	\$ 33,768.00	\$ 33,768.00	\$ 33,768.00	\$ 33,768.00
Circle-K Checking	\$ 1,722.76	\$ 5,721.13	\$ 3,853.33	\$ 1,274.56	\$ 894.49	\$ 1,862.78	\$ 41.68	\$ 16,198.82	\$ 2,370.82	\$ 843.07	\$ 4,026.31	\$ 8,491.42	\$ 35,092.53		
Circle-K Reserve	\$ 3,305.23	\$ 3,233.42	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00	\$ 4,204.00
Alton Club															
Key Leader															
Foundation Checking	\$ 18,804.50	\$ 21,866.82	\$ 10,682.45	\$ 49,237.00	\$ 56,318.08	\$ 31,115.78	\$ 20,408.49	\$ 22,338.36	\$ 47,518.38	\$ 54,464.11	\$ 23,080.57	\$ 72,533.70	\$ 46,402.85	\$ 47,334.62	\$ 36,176.58
Foundation Investments	\$ 835,033.57	\$ 762,071.82	\$ 778,656.23	\$ 788,732.00	\$ 616,119.65	\$ 868,917.65	\$ 802,250.00	\$ 908,754.33	\$ 848,807.00	\$ 854,263.00	\$ 817,026.00	\$ 801,308.00	\$ 788,492.00	\$ 788,492.00	\$ 823,140.27
	\$ 977,060.54	\$ 851,489.16	\$ 919,391.32	\$ 1,088,109.04	\$ 935,504.70	\$ 1,172,388.07	\$ 1,048,641.46	\$ 1,189,686.32	\$ 1,019,290.85	\$ 987,888.21	\$ 989,888.21	\$ 989,888.21	\$ 1,119,514.55	\$ 925,700.48	\$ 1,015,482.74

**PA DISTRICT CIRCLE-K INTERNATIONAL
2019-20 Budget Proposal**

REVENUE	2019-20 Proposed Budget	2018-19 Approved Budget	2018-19 Actual Rec/Exp
BEGINNING BALANCE	\$ 750.00	\$ 1,000.00	\$ 1,000.00
DUES 2019-20	\$ 5,000.00	\$ 5,600.00	\$ 4,900.00
Dues 2018-19 Spring/Summer	\$ 550.00	\$ 500.00	\$ 690.00
Cards, Ribbons and other general budget fundraising	\$ 225.00	\$ 400.00	\$ 223.33
Pennsylvania Kiwanis Foundation Contribution	\$ 1,000.00	\$ 1,250.00	\$ 1,000.00
Sponsorships	\$ 150.00	\$ 275.00	\$ 150.00
Miscellaneous Income	\$ -	\$ -	\$ 177.23
INTEREST/DIVIDENDS	\$ 13.00	\$ 12.00	\$ 16.68
TOTAL REVENUE	\$ 7,688.00	\$ 9,037.00	\$ 8,157.24
EXPENDITURES			
GOVERNOR	\$ 825.00	\$ 800.00	\$ 867.95
SECRETARY	\$ 350.00	\$ 325.00	\$ 403.55
TREASURER	\$ 350.00	\$ 325.00	\$ 214.47
EDITOR	\$ 350.00	\$ 325.00	\$ 229.98
LT GOVERNOR - BLACK DIAMOND	\$ 350.00	\$ 325.00	\$ 269.06
LT GOVERNOR - COLONIAL	\$ 350.00	\$ 325.00	\$ 37.00
LT GOVERNOR - KEYSTONE	\$ 350.00	\$ 325.00	\$ 245.46
LT GOVERNOR - LIBERTY	\$ 350.00	\$ 325.00	\$ 60.81
LT GOVERNOR - SNOWBELT	\$ 350.00	\$ 325.00	\$ 359.91
LT GOVERNOR - THREE RIVERS	\$ 350.00	\$ 325.00	\$ 294.93
CHAIR - New Club	\$ 175.00	\$ 150.00	\$ 35.00
CHAIR - SERVICE	\$ 175.00	\$ 150.00	
CHAIR - Conferences and Convention	\$ 175.00	\$ 150.00	\$ 197.46
CHAIR - LAWS & REGULATIONS	\$ 175.00	\$ 150.00	\$ 229.98
CHAIR - Membership Development & Education	\$ 175.00	\$ 150.00	
CHAIR - Sarah Fineberg & Miranda Moses - Kiwanis DCON	\$ -	\$ -	\$ 200.00
Club Officer Training	\$ -	\$ 300.00	
DISTRICT OFFICER TRAINING	\$ 1,200.00	\$ 2,400.00	\$ 2,036.87
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ 500.00	\$ 1,000.00	\$ 134.06
DISTRICT OFFICE OPERATION	\$ 850.00	\$ 850.00	\$ 850.00
CONTINGENT	\$ 288.00	\$ 12.00	\$ 134.90
TOTAL EXPENSES	\$ 7,688.00	\$ 9,037.00	\$ 6,801.39
BUDGET SURPLUS/(DEFICIT):	\$ -	\$ -	\$ 1,355.85
PACK Cash		\$ 2,656.10	
Wash Project		\$ 230.00	

2019 Circle K Convention Budget Report

5/31/2019

	2019 Approved Budget		2019 Actual Receipts/Exps	
REVENUE				
Registration Fees	\$	10,000.00	\$	6,460.04 65%
Program Ads *	\$	1,700.00	\$	1,575.00 93%
Grants and other Fundraising	\$	2,000.00	\$	150.00 8%
District Foundation Contribution	\$	1,000.00	\$	1,000.00 100%
Merchandise	\$	-	\$	19.00
Total	\$	14,700.00	\$	9,204.04 63%
EXPENSES				
Awards Certificates & Plaques	\$	450.00	\$	53.47 12%
Contest Judges Coffee/Teas	\$	200.00	\$	69.83 35%
Audio Visual/Rental/Setup Fees	\$	1,200.00	\$	452.62 38%
Program	\$	450.00	\$	401.00 89%
Pins (Retiring Board)	\$	100.00	\$	111.09 111%
Meeting Room Rental/General Rental	\$	350.00		0%
Name Badges	\$	100.00		0%
Entertainment/Speakers	\$	500.00	\$	254.10 51%
Presidents Banquet (100@ \$31.74)	\$	3,174.00	\$	2,081.09 66%
Saturday Lunch (100@ \$26.65)	\$	2,665.00	\$	2,117.26 79%
Sunday Breakfast (100@ \$22.83)	\$	2,283.00	\$	1,596.26 70%
T-shirts (100@\$6.50)	\$	650.00	\$	656.20 101%
Service Room	\$	150.00	\$	147.67 98%
Early Bird Incentive	\$	100.00	\$	120.13 120%
Stripe/Credit Card Fees	\$	125.00		0%
Alumni Reception	\$	225.00	\$	213.38 95%
Convention Planning meeting	\$	400.00	\$	639.30 160%
WASH Donation (@\$2.00/person)	\$	200.00		0%
Eiminate Donation (@\$1.00/person)	\$	100.00		0%
Breaks & Supplemental Food - Attrition			\$	2,424.80
Miscellaneous**	\$	1,278.00	\$	147.14 12%
Total	\$	14,700.00	\$	11,485.34 78%
Surplus (Deficit)	\$	-	\$	(2,281.30)
* Includes \$425.00 in pending revenue				
**Does not include \$1819.30 in disputed charges from so called no shows. I expect this dispute to be resolved favorably but need to bring this to your attention in the event it is not				

PA DISTRICT CIRCLE-K INTERNATIONAL

2018-19 Budget Report

Final

REVENUE	2018-19 Approved Budget	2018-19 Actual Rec/Exp	
BEGINNING BALANCE	\$ 1,000.00	\$ 1,000.00	100%
DUES 2018-19	\$ 5,600.00	\$ 4,900.00	88%
Dues 2017-18 Spring/Summer	\$ 500.00	\$ 690.00	138%
Cards, Ribbons and other general budget fundraising	\$ 400.00	\$ 223.33	56%
Pennsylvania Kiwanis Foundation Contribution	\$ 1,250.00	\$ 1,000.00	80%
Sponsorships	\$ 275.00	\$ 150.00	55%
Miscellaneous Income	\$ -	\$ 177.23	
INTEREST/DIVIDENDS	\$ 12.00	\$ 16.68	139%
TOTAL REVENUE	\$ 9,037.00	\$ 8,157.24	90%
EXPENDITURES			
GOVERNOR	\$ 800.00	\$ 867.95	108%
SECRETARY	\$ 325.00	\$ 403.55	124%
TREASURER	\$ 325.00	\$ 214.47	66%
EDITOR	\$ 325.00	\$ 229.98	71%
LT GOVERNOR - BLACK DIAMOND	\$ 325.00	\$ 269.06	83%
LT GOVERNOR - COLONIAL	\$ 325.00	\$ 37.00	11%
LT GOVERNOR - KEYSTONE	\$ 325.00	\$ 245.46	76%
LT GOVERNOR - LIBERTY	\$ 325.00	\$ 60.81	19%
LT GOVERNOR - SNOWBELT	\$ 325.00	\$ 359.91	111%
LT GOVERNOR - THREE RIVERS	\$ 325.00	\$ 449.86	138%
CHAIR - New Club	\$ 150.00	\$ 35.00	23%
CHAIR - SERVICE	\$ 150.00	\$ -	0%
CHAIR - Conferences and Convention	\$ 150.00	\$ 197.46	132%
CHAIR - LAWS & REGULATIONS	\$ 150.00	\$ 229.98	153%
CHAIR - Membership Development & Education	\$ 150.00	\$ -	0%
CHAIR - Sarah Fineberg & Miranda Moses - Kiwanis DCON	\$ -	\$ 200.00	#DIV/0!
Club Officer Training	\$ 300.00	\$ -	0%
DISTRICT OFFICER TRAINING	\$ 2,400.00	\$ 2,036.87	85%
DISTRICT BOARD DCON/ICON/KIWANIS DCON/INTERPACK	\$ 1,000.00	\$ 134.06	13%
DISTRICT OFFICE OPERATION	\$ 850.00	\$ 850.00	100%
CONTINGENT	\$ 12.00	\$ 134.90	1124%
TOTAL EXPENSES	\$ 9,037.00	\$ 6,956.32	77%
BUDGET SURPLUS/(DEFICIT):	\$ -	\$ 1,200.92	
PACK Cash	\$ 2,656.10		
Wash Project	\$ 230.00		
InterPACK	Revenue:	\$ 3,134.53	
	Expense:	\$ 2,860.29	
		\$ 274.24	
District Convention	Revenue:	\$ 9,204.04	
	Expense:*	\$ 11,485.34	
		\$ (2,281.30)	
*Does not include \$1819.30 in disputed charges from so called no shows. I expect this dispute to be resolved favorably but this needs noted in case it is not			
Ribbons	Revenue:	\$ 399.00	
	Expense:	\$ 175.77	
	Surplus/(Deficit)	\$ 223.23	
Cards for Causes			
Total Surplus/Deficit from all operations		\$ (806.14)	

Report for the Board
Super Raffle
July 19, 2019 submitted by Jen Vare

- This year:

Total		\$ 3,880.00
-------	--	-------------

Winner 1	35%	\$1,358.00
Winner 2	10%	\$388.00
Winner 3	5%	\$194.00
District	50%	\$1,940.00

- Last year on 7/27/2018, I had sent out the following information:
 - Our top prize is \$3045
 - 2nd prize is \$870
 - 3rd prize is \$435
 - & the District is making \$4350

- As you can read, we are financially much further behind, I believe there are a few reasons for this:
 - At Midwinter we had envelopes for clubs to pick up, so less people pulled their \$20 bills out at Midwinter.
 - No reminders have gone out to the clubs that tickets & money are due back
 - I know that I personally have taken a large step back in the promoting of this fundraiser due to the negative comments from some board members that have been shared with me. Why would I want to raise money for an organization that I used to be so passionate about when there are board members speaking like this?

- Can this tide be turned?
 - A letter needs to go out to the clubs reminding them to sell & buy.
 - 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.
 - This all needs to be published on Facebook and then it needs to be shared. If you see a ticket for sale post share it with a word or two of your own. In previous years we sold many tickets because of Facebook. Sell to non-Kiwanis members or non PA Kiwanis members who like to take a chance.

Earl L Wolf

2001 Hamilton St. #518 Philadelphia PA 19130-4219

2793 Old Post Rd #12
Harrisburg Pa 17110

July 13, 2019

Dear Kevin,

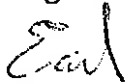
Enclosed is a check made payable to me from the Phillies for \$2013.00. I have endorsed it over to PA Dist. Kiwanis. The breakdown per club is as follows:

Abington Aktion Club	\$262.00
Bensalem Club	\$750.00
Central Bucks	\$96.00
Jenkintown	\$48.00
Main Line	\$126.00
Middleburg	\$24.00
Southampton	\$108.00
South Phila.	\$144.00
Upper Main Line	\$24.00
Washington Crossing	\$54.00
PA District	\$377.00

We had a nice increase in tickets sales of 15%. The use of the website for sales had it bumps but once they understand the process it went well. If the Phillies get there pitching fixed by next year we might do even better.

Once I get the schedule for next year I will look at June and see what dates are available. Meanwhile, Thanks again for your help in promoting this year's game. After the convention and you get time please forward the checks directly to the listed clubs.

Regards



Earl L Wolf

PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL 2019-2020 LT. GOVERNORS, TRUSTEES, & DISTRICT OFFICERS

Governor

Mike Haven
208 Fairmont Drive
Watsontown, PA 17777
(570) 772-7561 (C)
mhaven62@yahoo.com
(Williamsport)

Immediate Past Governor

Phil Weber
3864 Thomas Dr.
Emmaus, PA 18049
(610) 967-2424 (H)
(610) 462-5337 (C)
phil.div18.kiwanis@gmail.com
(Emmaus)
(Centennial Internet)

Governor Elect

Executive Director

Kevin E. Thomas
2793 Old Post Rd, Ste. 12
Harrisburg, PA 17110
(717) 540-9300 (B)
(717) 505-1286 (C)
(717) 540-1018 (F)
kevin@pakiwanis.org
(Greater West Shore)
(Harrisburg)

REGION I:

Trustee

Roger Janes
15393 W. Grandview Ave.
Meadville PA 16335
(814) 337-5111
rmjanes1@hotmail.com
(Meadville)
Term: 2018-2020

Division 1

Division 2

REGION II:

Trustee

Barb Byers
3045 Zephyr Avenue
Pittsburgh, PA 15204
(412) 337-9656 (C)
(412) 253-1584 (B)
barbara.marie.byers@gmail.com
(Sheraden, Pittsburgh)
Term: 2019-2022

Division 5

Jen Gräb
1133 Bellaire Ave.
Pittsburgh, PA 15226
(C)
jgrab@gmail.com
(Sheraden, Pittsburgh)

Division 6

Division 8

Sarah Haugse
104 Sherwood Circle
Connellsville, PA 15425
(317) 707-3485 (H)
bassclarinet007@yahoo.com
(Greensburg)

REGION III:

Trustee

Alice Arnold
1891 Industrial Park Road
Mifflintown, PA 17059
(717) 436-9474 (H)
aarnold@co.mifflin.pa.us
(Juniata County)
Term: 2018-2021

Division 10

Kevin Fondelier
116 Sann Street
Johnstown PA 15904
(814) 233-1484 (C)
kettyf@comcast.net
(Johnstown)

Division 11E

Barbara Harer
7180 Brush Valley Road
Rebersburg, PA 16872
(814) 571-3926 (C)
(717) 248-8140 (B)
bharer@southhills.edu
(Lewistown)

Division 11W

Rick Kistler
54 Summit Lane
Osceola Mills, PA 16666
(814) 339-7940 (B)
(814) 290-3136 (C)
crk498@comcast.net
(Philipsburg)

REGION IV:

Trustee

Matt Wise
600 W. Walnut Street
Lock Haven, PA 17745
(570) 660-2540 (C)
matthew.j.wise@outlook.com
(Bald Eagle and Nittany Valleys)
Term: 2018-2021

Division 12N

Penny M. Meyers
104 Hill Street
Mill Hall, PA 17751
(570) 660-1477 (H)
pmmeyers@outlook.com
(Bald Eagle and Nittany
Valleys)

Division 12S

Don Ulrich
320 W Pine Street
Selinsgrove, PA 17870
(570) 274-6529 (H)
deu45@windstream.net
(Mifflinburg)
(Selinsgrove)

Division 14

REGION V:

Trustee

Ben Osterhout
1357 Willow Creek Drive
Mount Joy, PA 17552
(570) 885-1752 (H)
benosterhout@pakiwanis.org
(Norlanco-Rheems)
(Elizabethtown)
Term: 2017-2020

Division 13N

Emily Reed
127 Stoney Run Road
Dillsburg, PA 17019
(717) 991-6400 (H)
Flyingjcesticks@gmail.com
(Dillsburg)
(Greater York)

Division 13S

Ryan Hartman
2169 Canterbury Drive
Mechanicsburg, PA 17055
(717) 802-2770 (H)
rhartman14@gmail.com
(Dillsburg)
(Greater York)
(Pennsylvania eKiwanis 2.0)
(Upper Allen-Cumberland Valley)

Division 16

Karen Davis
208 Goshawk Road
Lititz, PA 17543
(717) 575-5967 (C)
kldabc@aol.com
(Lititz Area)

Mike Ebert
162 Hospital Road
Wernersville, PA 19565
(610) 678-7963 (H)
ebert162@aol.com
(Greater Reading-Berks)

REGION VI:

Trustee

Michael Coolbaugh
1030 Exeter Avenue
Exeter, PA 18643
(570) 654-4199 (H)
(570) 237-1080 (C)
sgt283@gmail.com
(Wyoming Area)
Term: 2019-2022

Division 15

Megan Kuffa
153 Philadelphia Ave.
West Pittston, PA 18643
(570) 947-1809 (B)
Meganlilainekuffa@gmail.com
(Back Mountain)

Division 17/18

Enos Martin
5570 Daisy Lane
Coopersburg, PA 18036
(610) 282-8983 (H)
(610) 774-4164 (B)
US4Martins@yahoo.com
(Allentown)

REGION VII:

Trustee

Lillian Mateja
504 Stead St.
Conshohocken, PA 19428
(484) 432-8538 (H)
lillianrafter@hotmail.com
(Upper Main Line, Wayne)
(Conshohocken)
Term: 2019-2022

Division 19

Division 21

Division 22

Bonnie MacDonald
531 S. Warminster Road
Hatboro, PA 19040
(215) 957-0861 (H)
(215) 275-4067 (B)
bonnie.macdonald3@gmail.com
(Old York Road)

KIWANIS INTERNATIONAL AREA DIRECTOR

ADMINISTRATIVE ASSISTANT

Michelle March
Kiwaniis District Office
2793 Old Post Road, Ste.12
Harrisburg, PA 17110
(717) 540-9300 (B)
michelle@pakiwanis.org



Kiwaniis[®]
PENNSYLVANIA DISTRICT

Judith A. Raub
Immediate Past Governor 2018-2019
602 Rose Petal Lane
Mount Joy, PA 17552



June 15, 2019

Phil Weber, Governor
Pennsylvania District of Kiwanis
2793 Old Post Road, Suite 12
Harrisburg, PA 17110

Dear Governor Phil:

As Chairman of the Pennsylvania Kiwanis Foundation Nominating Committee, I am pleased to submit our report to you as required by the Pennsylvania District of Kiwanis By-Laws. The committee comprised of myself, Paul Kasoff, Janine Surnick, Terry Shaffer and Jen Vare. We met via email and a few phone calls to discuss nomination candidates to be considered for election at the 2019 House of Delegates to be held at the District Convention in Williamsport.

Our nominees are:

NAME	CLUB	REGION	DIVISION	
Jennifer S. Grab	Sheraden; Hershey-Hummelstown	2 & 5	5 & 13N	
Emily Reed	Dillsburg; Greater York	5	13N	*
Richard Relyea	Mifflinburg	4	12S	*
Brian Root	Greensburg	2	8	
Donald Sanker	Verona Rosedale	2	6	**
Robert D. Smith	Emmaus	6	18	
* - candidates currently serving on the board				
** - candidate is currently the financial advisor to the board				

All nominees have all expressed interest in being nominated and have supplied the Board application form. All individuals considered have been contacted by someone from the committee. I have included with this letter copies of the application forms that have been received for your information and use. Should you have any questions, please feel free to contact me.

Yours in service,

A handwritten signature in cursive script that reads 'Judy'.

Judith A. Raub
Immediate Past Governor 2018-2019
Pennsylvania District
Kiwanis International

cc: Kristina Badali, President, PKF
Kevin Thomas, Executive Director



Pennsylvania Kiwanis Foundation Director Application

Please provide the following information. Note: All fields are required.

Date	4/16/2019
------	-----------

Name (First and Last)	Jennifer S. Gráb		
Kiwanis Club	Sheraden/Hershey-Hummelstown		
Division	5/13 North	Region	2/5

Address	1133 Bellaire Avenue
City	Pittsburgh
State	PA
Zip Code	15226
E-mail	JSGGrab@gmail.com
Phone Number	717-645-0157 (cell phone)

Professional Background Details	<p>I attended Duquesne University School of Law, and graduated in 2015. I am currently a non-practicing attorney in the state of Pennsylvania. While at Duquesne, I took non-profit law, which gave me a greater understanding of 501 non-profits and their requirements. For the past four years, I have led the longest running LGBTQ+ sports league in the City of Pittsburgh. After taking the position of commissioner, I cut our expenses by 30%, while increasing our events and membership, and created a surplus of over \$25,000. I sit on the board of Women for the Future of Pittsburgh, a political PAC. Formed in 2017, WTF, funds progressive women candidates running for office. Since 2017, we have raised over \$40,000 to donate to over 25 candidates. From 2012-2018, I was a board member of the South Pittsburgh Development Corporation, (an all-volunteer non-profit organization working together for the betterment of the neighborhood of Brookline in the City of Pittsburgh, Pennsylvania), serving as its Vice-President from 2014-2018. Finally, I am a member of Allegheny Elks Lodge #339.</p>
---------------------------------	--

Please provide a brief response to the following questions. All answers should be a minimum of 150 words.

Describe your past Kiwanis Family Experience and how it will aid you as a Director on the Foundation Board. If you do not have past Kiwanis Family Experience, describe how your background will allow you to do the same.

It is surprising to people, but this is my 16th year in Kiwanis. I joined the Hershey Hummelstown Kiwanis Club in 2003 and when I decided to stay in Pittsburgh after college, I joined the Sheraden Kiwanis Club. While a member of the Sheraden Kiwanis Club, I participated on 2 District Convention Host Committees, held the title of International Convention Chair for the Pennsylvania District, and have presented several forums at Pennsylvania District Conventions. As a member of the Sheraden Kiwanis Club, I have chaired our annual Easter Egg Hunt, annual rose sale, sat on our Board of Directors, was named the 2011-2012 Sheraden Kiwanian of the Year, and currently serve as President. I have attended countless Mid-Winter conventions, District Conventions, and International conventions.

Through my attendance at various Kiwanis Family events, I have developed an understanding of Kiwanis, and how the Foundation works. I have attended countless Foundation forums and luncheons at Kiwanis conventions, both District and International. Both of my parents served terms as Governors of Kiwanis, and both have served on the Foundation Board. Through them, I know what is expected of me to serve as a Foundation Director and the expectations I have for myself to ensure that I am contributing to the Foundation.

Why are you capable of holding a position on the Foundation Board? Why should you be elected (or appointed)?

I am capable of holding a position on the Foundation Board because of my extensive Kiwanis experience. Specifically, my experience with one of the foundation's main fundraisers, the rose sale. For the last few years, I have co-chaired the Kiwanis Club of Sheraden's rose sale. Each year, we have increased our sales, and the past few years, when the roses have been delivered we have had a massive social media presence. Through this experience I have a deeper understanding of the Foundation's rose sale, which another Kiwanian may not have.

At the most recent Kiwanis convention in Las Vegas, I tagged along with current Pennsylvania Foundation President, Kristina Badali to the Kiwanis Children's Fund presentation. This experience gave me several ideas that can be adapted for use by the Pennsylvania Foundation. Those ideas include: focusing on the individual stories of clubs who receive grants, how best to highlight the work the Foundation does to assist clubs to increase the mission or scope of specific projects they lack the funds for, and how important it is to have a diverse board.

If you ask any Kiwanian if they have a love of service, most if, not all will enthusiastically say yes. As a Foundation Board member, I would hope to use the Foundation as a catalyst to increase that love of service so what we may continue to increase our service to the children in Pennsylvania. This is why I should be elected to the Pennsylvania Foundation Board of Directors.

Please list any innovative ideas you would like to bring to the position.

- Instead of forums, I would like to see the Foundation commit to hosting socials at major district events, to talk to club members, and club leadership in non-formal settings about the foundation and what the foundation can offer clubs.
- Use social media to focus on the individual stories of clubs who receive grants, scholarship recipients, and stories from the clubs who sell the most roses.
- Reach out to clubs that do not participate in the Rose Sale and ask why? Is it a lack of members, is it a lack of understanding? The Rose Sale is a major fundraiser and we need to increase its scope.
- Celebrate the foundation's upcoming 40th anniversary with a signature event.
- Provide Kiwanis Clubs easy social media plans to use around their rose sale to increase impressions with their social media
- The Development of a quarterly e-mail newsletter outside of the Keystone Kiwanian, advertising the Foundation, highlighting its efforts, and updating the Kiwanis membership on what the foundation has accomplished.
- This isn't really innovative, but I would like to see the Foundation develop a social media plan to tout our successful club grants, top rose sale clubs, really just an expanded social media presence specifically on Facebook.



Pennsylvania Kiwanis Foundation Director Application

Please provide the following information. Note: All fields are required.

Date	Saturday, March 23, 2019		
Name (First and Last)	Emily Reed		
Kiwanis Club	Kiwanis Club of Dillsburg, Kiwanis Club of Greater York		
Division	13 N	Region	
Address	127 Stoney Run Road		
City	Dillsburg		
State	PA		
Zip Code	17019		
E-mail	flyingicesticks@gmail.com		
Phone Number	717 991 6400		
Professional Background Details	Classroom teacher for 5 years Literacy Specialist in Northern York County School District for 20 years Professional Development presenter for the district and other districts BS in Education, Elementary & Early Childhood Master's degree in Reading, Master's degree in Writing Certification as Principal and Reading Specialist		

Please provide a brief response to the following questions. All answers should be a minimum of 150 words.

Describe your past Kiwanis Family Experience and how it will aid you as a Director on the Foundation Board. If you do not have past Kiwanis Family Experience, describe how your background will allow you to do the same.
<p>I have served many leadership roles in Pennsylvania Kiwanis District: Club President, Club Secretary, Club Chair of Young Children Priority One, Division 13 N Lt Governor, District Chair (Young Children Priority One), Conference Committee. My insight into all of these roles will assist me in acting as Director of the Foundation board and acting in the interest of all types of members of the district.</p>

Why are you capable of holding a position on the Foundation Board? Why should you be elected (or appointed)?
<p>While serving on the Foundation board for the past three years, I feel that I have made positive changes and impacts on the board so far, particularly in the area of grants and scholarships. My background in writing and receiving multiple grants would allow me to assist the Pennsylvania Kiwanis Foundation in receiving additional needed funds.</p>

Please list any innovative ideas you would like to bring to the position.
<p>I would like to continue to update Pennsylvania Kiwanis Foundation procedures and paperwork. I would like to enhance the understanding and knowledge of Pennsylvania Kiwanis Foundation members in the area of Early Learning and Young Children Priority One services. I would like to make the face of Pennsylvania Kiwanis Foundation something that people want to be a part of, from membership to donation.</p>



Pennsylvania Kiwanis Foundation Director Application

Please provide the following information. Note: All fields are required.

Date	May 10, 2019		
Name (First and Last)	Richard Relyea		
Kiwanis Club	Mifflinburg		
Division	12 South	Region	Four
Address	141 Green Street		
City	Mifflinburg		
State	PA		
Zip Code	17844-1319		
E-mail	rjrelyea40@gmail.com		
Phone Number	570-966-1690; cell: 570-716-6975		HOME 570-966-4872
Professional Background Details	<p>Retired lawyer. Conducted civil and criminal trials and appeals in state and Federal courts. As US Army civilian medical lawyer in U.S. and Germany, handled medical malpractice claims, medical quality assurance, medical professional disciplinary proceedings, privacy of medical information, and bioethics. Member: PA Bar Association Health Care Law Committee and Evangelical Community Hospital Bioethics and Patient Safety Committees. Substantial public speaking, including medical-legal subjects and classes. Certified Lay Speaker, United Methodist Church. Retired Air National Guard JAG (legal) officer.</p>		

Please provide a brief response to the following questions. All answers should be a minimum of 150 words.

Describe your past Kiwanis Family Experience and how it will aid you as a Director on the Foundation Board. If you do not have past Kiwanis Family Experience, describe how your background will allow you to do the same.

President and Board member, Mifflinburg Kiwanis. Division 12 South Lieutenant Governor (2 terms), Region Four Trustee, and now Foundation Board Director. Attended three Kiwanis International Conventions. Received Zeller (4 times) and Pliny J. Wilson awards. Regularly attend club meetings, inter-clubs, and District Mid-Winter and Summer Conventions.

These experiences over the last twelve years since I joined have expanded my knowledge of Kiwanis, and have increased my enthusiasm to continue such experiences, including Foundation Board membership.

Why are you capable of holding a position on the Foundation Board? Why should you be elected (or appointed)?

In three years on the Foundation Board, I have demonstrated willingness and ability to participate in the meetings. I understand the financial and child-oriented aspects of the Board's functions, and memberships on and participation in committees, including Scholarships and Grants. As a lawyer, I on occasion offer opinions on Board legal issues. I fully support the Board's mission and goals, and would be honored to serve another term.

Please list any innovative ideas you would like to bring to the position.

Encourage more applications for scholarships. If successful, expand that committee.
 Encourage donations to the Foundation. Advertise 501(c)(3) status that allows tax-deductible donations.
 Present Foundation information at regional conferences, and at division inter-clubs as feasible.
 Explain benefits of Board membership to prospective applicants.



Pennsylvania Kiwanis Foundation Director Application

Please provide the following information. Note: All fields are required.

Date	6/26/2019		
Name (First and Last)	Brian Root		
Kiwanis Club	Greensburg		
Division	8	Region	2
Address	150 Finoli Drive		
City	Greensburg		
State	PA		
Zip Code	15601		
E-mail	b.k.root@gmail.com		
Phone Number	724-372-0150		

Professional Background Details	<p>Currently the Assistant Director of Housing & Residence Life at University of Pittsburgh at Greensburg, 2010-Present. Bachelor's Degree in English Writing ('04) from University of Pittsburgh at Greensburg. Master's Degree in Student Affairs in Higher Education ('06) from Indiana University of PA. I have worked professionally in higher education for nearly 15 years.</p> <p>Past recipient of University of Pittsburgh Chancellor's Award for Service to the Community; the Pitt-Greensburg President's Distinguished Award for Staff; and the Pitt-Greensburg Student Organization Advisor of the Year. I have also been recognized as an outstanding alumnus by both of my alma maters, Pitt-Greensburg and IUP.</p> <p>Active in many local nonprofit groups, including:</p> <ul style="list-style-type: none"> -Big Brothers Big Sisters – big brother -Central Westmoreland Habitat for Humanity – former board member -Relay for Life – current event coordinator -Animal Friends of Westmoreland – current volunteer -Juvenile Diabetes Research Foundation – current walk logistics co-chair
--	---

Please provide a brief response to the following questions. All answers should be a minimum of 150 words.

<p>Describe your past Kiwanis Family Experience and how it will aid you as a Director on the Foundation Board. If you do not have past Kiwanis Family Experience, describe how your background will allow you to do the same.</p> <p>My Kiwanis roots run deep and go back 23 years to when I was only 14 years old. I was a 4-year Key Club member at Reynolds High School (2 as president); 3-year Circle K member at Pitt-Greensburg (2 as president); and have been a Kiwanian for 13 years (2 as president). I lead with this information, because I think my personal experience growing up as part of our service leadership programs helps me understand a lot about our organization. It's one thing to talk about our service leadership programs, but it's another to be able to speak from experience. My love for Kiwanis runs deep.</p> <p>Today, I am the club and Kiwanis advisor to the Circle K Club at Pitt-Greensburg, where I work, and to the Circle K Club at St. Vincent College in nearby Latrobe. I have spent a great deal of time over the past decade working closely with college students who are passionate about service, whether it be through Circle K or in other capacities.</p> <p>I have experience serving a stint as a Lt. Governor; and I have volunteered at Key Leader events. I have helped charter a new Circle K Club. As a matter of fact, I reactivated the charter of my own Circle K Club during my sophomore year of college. I have been to conventions, both district and international. In high school, I was the recipient of a Kiwanis scholarship. Since then, I have played a role in presenting thousands of dollars in scholarships to local high school graduates.</p>

I have driven vans full of Circle K members across the state for district functions. I have slept in rustic bunkhouses alongside them. I have led Kiwanis recruitment events and initiated an annual K-Family picnic with my own Kiwanis club. I take great pride in some of the service projects that I have introduced in my club, some resulting in valuable partnerships with local organizations such as the Salvation Army.

I am a member of a Kiwanis Club that faces many membership challenges. This club will soon celebrate its Centennial anniversary, and that means a lot to me. There is a lot of history behind my club and behind Kiwanis. I respect the history and tradition of Kiwanis; but I am willing to challenge it so that it is here for those to enjoy in another 100 years.

This broad array of experiences will help me serve the Foundation well.

Why are you capable of holding a position on the Foundation Board? Why should you be elected (or appointed)?

First and foremost, I care a lot about Kiwanis and all of its service leadership programs. I have spent the better part of 20 years of my young-ish life around nonprofit agencies and Kiwanis programs. I am looking for a new way to give back to the Kiwanis organization in Pennsylvania – something bigger than my own club, which I am still as passionate as ever about.

Secondly, I understand what it takes to be part of board such as this. I have served on numerous boards before, including the Central Westmoreland Habitat for Humanity board of directors and my very own Pitt-Greensburg Alumni Association board of directors. I have past experience working with statewide organizations, as well as playing a role in large-scale fundraising events, conferences, and conventions.

I am a creative, open-minded, passionate, and loyal individual, and I think that kind of thinking and that kind of person is great for the Foundation Board.

Please list any innovative ideas you would like to bring to the position.

In my own club, I see the lack of awareness that the average Kiwanian has about the Foundation. They don't know what it is or what it does, and they simply think it is an extension of the PA Kiwanis District. As a result, they are reluctant to support the Foundation. Like many nonprofit agencies in the world, it seems like the PA Kiwanis Foundation Board could benefit from a public relations revival of sorts. We need to toot our horn more and help the clubs and members understand what we bring to the table.

I am not necessarily applying for a board position with a ton of ideas in my back pocket, but I am known as an idea person. My colleagues and students often come to me when they are looking to flush out an idea or come up with something new and innovative.



Pennsylvania Kiwanis Foundation Director Application

Please provide the following information. Note: All fields are required.

Date	04-01-2019		
Name (First and Last)	DONALD SANKER		
Kiwanis Club	VERONA ROLEDALE		
Division	6	Region	
Address	780 LONG ROAD		
City	PITTSBURGH		
State	PA		
Zip Code	15235		
E-mail	SID 4317 @ COMCAST.NET		
Phone Number	OFF 412-201-7811 C-412-303-1011 R-412-781-1218		
Professional Background Details	FINANCIAL planner - INVESTMENT ADVISOR 40+ years		

Please provide a brief response to the following questions. All answers should be a minimum of 150 words.

Describe your past Kiwanis Family Experience and how it will aid you as a Director on the Foundation Board. If you do not have past Kiwanis Family Experience, describe how your background will allow you to do the same.

MY 14 YRS AS FINANCIAL ADVISOR TO THE PKF BOARD PROVIDES ME WITH A GOOD BACKGROUND TO SERVE THE BOARD AS A DIRECTOR. ADDITIONALLY I SERVED TIME ON THE BOARD PRIOR TO BECOMING THE FINANCIAL ADVISOR.

Why are you capable of holding a position on the Foundation Board? Why should you be elected (or appointed)?

MY PREVIOUS SERVICE TO THE BOARD.

Please list any innovative ideas you would like to bring to the position.

ENDOW ALL NAMED SCHOLARSHIPS.
ATTEMPT TO HAVE A PRELIMINARY BUDGET COMPLETED BY AUG 31ST.



Pennsylvania Kiwanis Foundation Director Application

Please provide the following information. Note: All fields are required.

Date	May 4, 2019		
Name (First and Last)	Robert D. Smith		
Kiwanis Club	Kiwanis Club of Emmaus-Pennsylvania-Current President		
Division	18	Region 6	
Address	1593 Country Club Road		
City	Wescosville		
State	Pennsylvania		
Zip Code	18106		
E-mail	bdsmith@ptd.net		
Phone Number	484 515-0160		

Professional Background Details	Retired in 2017 after 43 years in Healthcare Administration-Leadership. I retired as the Director of Food & Nutrition at Einstein Medical Center, Philadelphia working for Aramark Healthcare. I am a Certified Dietary Manager, CDM and a 40year member to ANFP Association. I worked in both long- term care and acute care hospitals in facilities from 100 to 1100 beds managing over 200 FTE's and \$12MM budgets. I am a Certified Assisted Living Administrator in both PA and NJ. I was a Serv Safe Instructor via the national Restaurant Assoc. from 2010 to 2016 and an Adjunct Instructor for Northampton Community College for the Health Service Div. from 2011 to 2018. I currently work for Elior/Cura Hospitality Inc. as a per diem regional support manager managing special projects in my local area.
---------------------------------	--

Please provide a brief response to the following questions. All answers should be a minimum of 150 words.

Describe your past Kiwanis Family Experience and how it will aid you as a Director on the Foundation Board. If you do not have past Kiwanis Family Experience, describe how your background will allow you to do the same.	I come from a large family where both of my parents made time for volunteering in our local community. I have been a member of Kiwanis for nearly 10 years in both the Bethlehem LVIP and the Emmaus Cub. I have served in numerous leadership roles on special service projects and have a member of the board for past 6 years as President Elect twice, and now President of the Emmaus Club which has remarkable growth and active participation in over 16 service projects annually. I have been an active member our Emmaus Kiwanis Foundation Board actively participation raising funds to strengthen our financial structure. I am a good communicator & leader with previous success at mentoring & motivating my fellow Kiwanis members. I am proud our Kiwanis Club has been recognized as an outstanding club by Kiwanis International.
--	---

Why are you capable of holding a position on the Foundation Board? Why should you be elected (or appointed)?	I am committed to the Kiwanis Mission and goals and believe I have a personal responsibility to contribute to the welfare of my local community focused on improving service to the children of Emmaus creating and supporting efforts to promote a healthy community that cares about the welfare of every child. I have been an active member of the Emmaus Kiwanis Foundation Board participation in efforts to build a strong financial base to carry out our mission.
--	--

Please list any innovative ideas you would like to bring to the position.	Increase use of social media to attract new members to join the Kiwanis mission Increase and promote Kiwanis in our local new paper and web page to demonstrate how Kiwanis members give back to our community via volunteer service. Joint projects with other service organization in our local community to provide strong support for items like our local schools which have over 2000 children who need subsidized meals and together we are forming a support program for the summer months. Partner with local organizations Large i.e., St Luke's Hospital and Lehigh Valley Hospital, Air Products, Lutron to increase support for local children who are in need.
---	--

District Convention Schedule 2019
(Schedule and locations subject to change, if necessary)

Thursday, August 8, 2019

- 2:00 p.m. – 6:00 p.m. **Convention & Credentials Registration – Genetti Lobby**
- 12:00 p.m. – 5:00 p.m. **Convention Office & Store – Lycoming Room**
- 12:00 p.m. – 5:00 p.m. **Theme Baskets & Displays – Garden Room**
- 2:00 p.m. – 4:00 p.m. **Community Service Project – James V. Brown Library (off site, transportation on your own)**
- Emily Reed to Coordinate
- 6:00 p.m. – 8:30 p.m. **Welcome Picnic at Little League World Series Museum - Buses depart from Main Entrance of the Genetti Hotel at 5:30pm and the last bus will depart at 5:45pm. Please note there will be walking involved at the museum and stadium and limited shuttle service will be available. Dinner will begin at 7:00pm. Also, please note: Parking at the Museum will not be available. Buses will depart the museum at 8:30pm.**
- 9:00 – 11:00 p.m. **Hospitality Reception hosted by Governor Phil Weber - Terrace Room**
- Buses will begin departing to other hotels at 10:30pm.

Friday, August 19, 2019

Transportation Note – If you are NOT staying at the Genetti: Due to parking limitations, we will run shuttle service from all other hotels to the Genetti beginning at 7:30am and will have shuttles stationed at various times throughout the day in the event a need arises to return to your hotel. A separate transportation schedule is included in the registration packet.

- 8:00 a.m. – 5:00 p.m. **Convention & Credentials Registration – Genetti Lobby**
- 8:00 a.m. – 5:00 p.m. **Convention Office & Store – Lycoming Room**
- 8:00 a.m. – 5:00 p.m. **Theme Baskets & Displays – Garden Room**
- 8:00 a.m. – 9:30 a.m. **Current and incoming Lt. Governors/Trustees/District Chairs Meeting – Terrace Room**
- 8:00 a.m. – 9:30 a.m. **Incoming Presidents/Secretaries Meeting – Washington Room**
- 8:30 a.m. – 9:30 a.m. **Orientation for First Time Attendees – Jefferson Room**
- 9:45 a.m. – 10:30 a.m. **Breakout Workshops – First Round**
- Technology (need title) – Sarah Zulueta – Jefferson Room
 - LGBTQ and Kiwanis – Shawn Smith – Washington Room
 - Service Partners (Make-a-Wish, ACES, CASA) – Terrace Room
- 11:00 a.m. – 12:30 p.m. **All-Attendee General Session 1 – Terrace Room**
- 12:45 p.m. – 1:30 p.m. **Buffet Lunch (no program) – Grand Ballroom**
- 1:30 p.m. – 3:15 p.m. **All-Attendee General Session 2 – Grand Ballroom**
- 3:30 p.m. – 4:30 p.m. **Service Projects**
- Caitlin’s Smiles – Jefferson and Washington Rooms
 - Lycoming County Food Pantry – Terrace Room
- 4:30 p.m. **Dinner on your own**

7:30 p.m. – 9:30 p.m. **Williamsport Entertainment Special Feature – The Community Arts Center**
The Midtown Men, the original cast of the Broadway Musical *Jersey Boys* will showcase this optional show. A special thank you to River Valley Transit for providing this opportunity to share in this experience. This facility is located just next to the Genetti Hotel.

9:45 p.m. – 11:00 p.m. **Meet the Candidates Hospitality Night – Terrace Room**
Bus service will begin at 9:45pm and will loop to our partner hotels until 11:15pm.

Saturday, August 10, 2019

Transportation Note – if you are NOT staying at the Genetti: Due to parking limitations, we will run shuttle service from all other hotels to the Genetti beginning at 7:30am and will have shuttles stationed at various times throughout the day in the event a need arises to return to your hotel. A separate transportation schedule is included in the registration packet.

8:00 a.m. – 2:30 p.m. **Convention & Credentials Registration – Genetti Lobby**

8:00 a.m. – 4:30 p.m. **Office and Store – Lycoming Room**

8:00 a.m. – 4:30 p.m. **Theme Baskets & Exhibits – Garden Room**

~~8:00 a.m. – 12:00 p.m. American Red Cross Blood Drive – Bloodmobile, Genetti Parking Lot~~

8:30 a.m. – 10:30 a.m. **Past Governor's Association Meeting - CoVation Center (walking distance & parking)**

8:00 a.m. – 9:30 a.m. **Past Lt. Governor's Association Meeting – Washington Room**

8:00 a.m. – 9:30 a.m. **Incoming Presidents/Secretaries/Lt. Governors meeting with Membership Committee – Terrace Room**

9:45 a.m. – 10:30 a.m. **Breakout Workshops – Second Round**

- Technology (need title) – Sarah Zulueta – Jefferson Room
- LGBTQ and Kiwanis – Shawn Smith – Washington Room
- "My Mother's Journal", an Immigrant's story, 1927 – Maggie Emery – Terrace Room

10:45 a.m. – 12:15 p.m. **All-Attendee General Session 3 – Terrace Room**

12:30 p.m. – 1:30 p.m. **Buffet Lunch with Club, Member, and Foundation Awards – Grand Ballroom**

Transportation Note – if you are NOT attending the business session and would like to return to one of our partner hotels, there will be a shuttle available.

2:00 p.m. – 4:30 p.m. **Business General Session – Terrace Room**

Call to Order
Pledge of Allegiance & National Anthem
Legion of Honor
Memorial Tribute of Deceased Kiwanians
2020 Kiwanis International Convention
Remarks – *Kiwanis International Trustee*
Credentials Committee Report – *Past Lt. Governor's Association*
Report of District Executive Director/Secretary/Treasurer – *Kevin Thomas*
Proposed Resolutions & Proposed Bylaw Amendments – *Jennifer Crowell, Laws & Regulations Chair*
Pennsylvania Kiwanis Foundation Annual Meeting – *Kristina Badali, President*
2020 Pennsylvania Kiwanis Convention
Election of 2019-20 District Governor-elect
Election of 2019-20 District Governor
Flexibility here to add something if needed....anything that would take 5-10 minutes.

Transportation Note – shuttle service to our partner hotels will run a loop to include the Genetti and Farrington Place (several blocks away from the Genetti) from 4:45pm until 6:15pm.

5:45 p.m – 6:30 p.m. **Governor’s Reception – Farrington Place**
Buses will depart from the Genetti Lobby at 4:45pm. Both the Governor’s Reception and the Governor’s Banquet will be held at an offsite location not far from the Genetti.

6:30 p.m. – 9:00 p.m. **Governor’s Banquet and Recognitions – Farrington Place**
Introductions of 2019-20 Officers, Lt. Governors and Past Governors
Invocation
Dinner
Special Presentations
 Kiwani Hero in Service Award
 If anyone wishes to present a Wilson or Hixson, etc. this is the time
Remarks – Key Club Governor Michalie Mazurkivich
Remarks – Governor Philip Weber
Remarks – Governor-elect Mike Haven
Invitation to Kick Off Breakfast – Jeff Nischwitz
Theme Basket Auction Report

Transportation Note – buses will begin service to the Genetti and our Partner Hotels beginning at 8:45pm and will run until 11:15pm.

9:30 p.m. – 11:00 p.m. **Incoming Governor’s Celebration and Entertainment – Terrace Room**

Sunday, August 11, 2018

Transportation Note – if you are NOT staying at the Genetti: Due to parking limitations, we will run shuttle service from all other hotels to the Genetti beginning at 7:45am and will have shuttles and will run a loop back to our Partner Hotels from 10:30am until 11:15am.

8:30 a.m. – 10:30 a.m. **Kickoff Breakfast – Grand Ballroom**
Introduction of 2019-20 Governor, Mike Haven
Invocation
Breakfast
Induction of 2019-20 District Trustees, Lt. Governors, and Chairs
Remarks – Mike Haven, 2018-19 Governor
Closing Motivational Address – Jeff Nischwitz
Benediction

Key Leader Payments, Expenses and Financial Results

7/17/2019

\$ 3,753.27

Beginning balance from 2017-18

First Name	Last Name	Gross Amount	Fee	Net Amount	Date	payment method	Comments
Alyson	Wood	\$ 150.00	\$ 4.65	\$ 145.35	1/30/2019	Stripe	
Carolyn	Aben	\$ 150.00	\$ 4.65	\$ 145.35	1/30/2019	Stripe	
Kiwanis Club of Freeport		\$ 250.00		\$ 250.00	2/1/2019		2946 For Cat Pasucci & Madison Ravotti
Charles & Emilia	Gugliuzza	\$ 300.00		\$ 300.00	2/7/2019		11910
Bill	Walters	\$ 300.00	\$ 7.50	\$ 292.50	2/7/2019	Credit card	
Scott & Heather	Steinbrink	\$ 150.00		\$ 150.00	2/13/2019		For Amelia Steinbrink
Christopher	White	\$ 450.00	\$ 13.95	\$ 436.05	3/1/2019	Stripe	
Kiwanis Children's Fund		\$ 3,985.00		\$ 3,985.00		check	15% Grant
Donna	McCarty	\$ 600.00	\$ 18.60	\$ 581.40	3/19/2019	Stripe	
Christopher	White	\$ 300.00	\$ 9.30	\$ 290.70	3/20/2019	Stripe	
Tina	Hazard	\$ 150.00	\$ 4.65	\$ 145.35	3/27/2019	Stripe	
Linda J. & James I	Faye	\$ 150.00		\$ 150.00	3/28/2019	check	for Kaleigh Koss
Kaitlyn	Downey	\$ 100.00	\$ 3.20	\$ 96.80	3/29/2019		
Ellen	Margaret	\$ 150.00	\$ 4.65	\$ 145.35	4/5/2019	Stripe	
Cesar	Robles	\$ 300.00	\$ 9.30	\$ 290.70	4/8/2019	Stripe	
Andy	Chen	\$ 150.00	\$ 4.65	\$ 145.35	4/8/2019	Stripe	
Abigail G.	Barton	\$ 150.00	\$ 4.65	\$ 145.35	4/10/2019	Stripe	
Kiwanis Club of Norianco-Rheems		\$ 450.00		\$ 450.00	4/10/2019	check	Laffey, Padilla, Martin
Michael	Murphy	\$ 150.00		\$ 150.00	4/22/2019	check	Sorcha Murphy
Kiwanis Club of Plymouth		\$ 450.00		\$ 450.00	4/22/2019	check	Klavonski, Molitoris, Roche
Matthew	Reich	\$ 150.00		\$ 150.00	4/24/2019	check	Sierra Reich
Amber	Gorsky	\$ 150.00	\$ 3.75	\$ 146.25	4/24/2019	Credit card	Seth Strouse
South Western School District		\$ 1,250.00		\$ 1,250.00	4/29/2019	check	All students & advisors
Bald Eagle and Nittany Valleys		\$ 300.00		\$ 300.00	5/1/2019	check	Probert and Burrows
Pennsylvania Kiwanis Foundation		\$ 4,500.00		\$ 4,500.00	5/13/2019	check	Scholarships
Kiwanis Club of Elizabethtown		\$ 150.00		\$ 150.00	5/13/2019	check	Handshew
Bradford Area School District		\$ 125.00		\$ 125.00	5/20/2019	check	
East Stroudsburg Area School District		\$ 400.00		\$ 400.00	5/20/2019	check	
John	Subulski	\$ 150.00		\$ 150.00	5/28/2019	check	Bradford
Pamela	Baldwin	\$ 150.00		\$ 150.00	5/28/2019	check	Bradford
Kiwanis Club of Wyoming Area		\$ 200.00		\$ 200.00	5/28/2019	check	Casey & Kasa
Kiwanis Club of New Holland		\$ 300.00		\$ 300.00	5/28/2019	check	Gallagher & Messner
Kiwanis Club of Allentown Northeast		\$ 600.00		\$ 600.00	7/1/2019	check	
Kiwanis Club of Greater Reading-Berks County		\$ 900.00		\$ 900.00	7/11/2019	Credit card	Pending receipt
Totals		\$ 18,160.00	\$ 93.50	\$ 18,066.50			
Net Total Registration & Grants less fees		\$ 18,066.50					
Total Expenses		\$ 17,220.00					
Excess/(Deficit) Revenues vs Expenses		\$ 4,599.77					

Key Leader Expenses

7/17/2019

<u>First Name</u>	<u>Last Name</u>	<u>Amount</u>	<u>Date</u>	<u>Comments</u>
William	Walters	\$ 150.00	4/1/2019	Refund
Kiwanis International		\$ 2,000.00	4/1/2019	Program Fees
Kiwanis Club of Norlanco Rheems		\$ 150.00	5/1/2019	Refund
South Mountain YMCA		\$ 10,920.00	5/15/2019	Camp Costs
Kiwanis International		\$ 4,000.00	7/17/2018	Program Fees; payment pending
Totals		\$ 17,220.00		

7/20/2019

Pocono Manor

From: John MchALE <jmchale81@yahoo.com>
To: ketkiwanis <ketkiwanis@aol.com>
Subject: Pocono Manor
Date: Fri, Jul 19, 2019 5:33 pm

Kevin, Pocono Manor has given new and different rates of \$139 per single per night ,and \$149 double occupancy per night ... for guest rooms ...plus applicable taxes.

Also \$1200 for meeting space... up to 6 meeting rooms...

In My previous messages to you today , I omitted the dates for your consideration in 2022 ...Wednesday, August 10 to Sunday the 14th....to all hotels I mentioned, these dates were available.

Best regards to you ...call me tomorrow if you need any answers in regard to 2022 best wishes, John

Sent from my iPhone

From: John MchALE <jmchale81@yahoo.com>
To: ketkiwanis <ketkiwanis@aol.com>
Subject: 2022 search
Date: Fri, Jul 19, 2019 11:47 am

Kevin , the following indicates the hotels I have contacted (aside from the Hilton Scranton)for your consideration in 2022.

You had requested that I search for the Poconos and Scranton.

The Radisson Lackawanna in Scrantoncurrent proposed rate \$179 per night per room.... meeting space is sufficient for your needs ,however ,the meeting rooms are scattered and are located on different floors.

Located in Wilkes Barre I had contacted Woodlands ...the room rate is 159 per night ,however ,the meeting space is limited -they have only three breakout rooms .

Pocono Manor ...you met there many years ago and the Hotel was refurbished 4/5 years ago ,I.e. meeting space and guestrooms . I am waiting for a new guestroom rate and ,hopefully today , I will get a better rate than \$206 per room per night!!!!

I also negated The following due to their higher rate structure...
Kalahari and Split Rock And Camelback.

I expect to speak to Pocono Manor today ,hopefully ,with a suitable competitive room rateI will let you know ...best regards ,JohnPS do you know who the Phillies are playing tonight? I expect the Phils to win three in a row!

Sent from my iPhone



MEETING AGREEMENT

Client Name: Kevin Thomas
Title: District Executive Director
Company Name: Pennsylvania District Kiwanis International
Address: 2793 Old Post Road Suite 12
City, State, Zip: Harrisburg, PA 17110
Event Name: Pennsylvania District Kiwanis International
Phone: 717-540-9300
E-Mail: ketkiwanis@aol.com

Property Name: Hilton Scranton & Conference Center
Address: 100 Adams Avenue Scranton, PA 18503-1826
Sales Manager: Dee Desai
Title: Sales Manager
Phone: 570-558-7377
Fax: 570-343-8415
E-mail: Darshan.Desai2@hilton.com

A satisfied customer is our goal. We believe that if you feel like we delivered the service and product we promised, it is likely you will return and you will tell others about your positive experience.

This contract between **Pennsylvania District Kiwanis International** ("You," "Your" or "Group") and the **Hilton Scranton & Conference Center** ("We," "Us" or "Hotel") is intended to be helpful to us both and result in your satisfaction with our performance. We are pleased to offer the following for your event:

Additional A/V equipment and services can be provided at our published rates. Group will be bringing in their own AV and renting additional equipment at published rates.

Based on our understanding of your present needs, we have reserved the following packages and conference facilities. Please review this detailed information to assure that it accurately reflects your requirements:

SLEEPING ROOMS

2022	Wed 08/10	Thur 08/11	Fri 08/12	Sat 08/13
Run of House	10	70	130	130

Room Rate: \$139.00 Room rates are quoted exclusive of taxes and fees. Prevailing state and local tax rates will apply, which are currently 6% state tax and 7% occupancy tax.

*Sleeping Room only rates will also be extended to your conference attendees before and after the dates listed, based on availability. 10% Commission of all picked up guestroom revenue will be paid to John McHale within 90 days after the payment by the association for the convention.

Parking: Prevailing City of Scranton parking rates in the *Medallion or Casey Garage* will apply, which is currently \$9.95 per car per night. Day guests are discounted to \$4.00 per car per day.

Personalized On-line Group Web Page: Upon request an internet link for reservations can be provided to your attendees for reservations. Please contact your sales representative to make arrangements.

Complimentary Policies: The Hilton provides one complimentary room per 50 paid, on a cumulative basis, by your group. Complimentary wireless internet is available for all guests in each guest room and in our public areas. Sleeping room only rates will also be extended to your conference attendees 3 days before and 3 days after the dates listed, based on availability. A suite will be provided to the group complimentary for the use of a hospitality room, each night of the conference. Four (4) additional rooms will be upgraded at the discounted sleeping room rate. *Maximum Two comp nights will be held for John McHale*.

Exhibitor Tables: 5 foot tables will be used for exhibits. Ten (10) complimentary tables will be offered to the group with the remaining tables at \$10 per table per day.

Key Leader Committee Report to District Board

**PA Key Leader 2019 was outstanding event with 59 students graduating from the program!
Thank you all for your continued support of Key Leader!**



Key Leader Student Registrations	2019	Range (5yr lookback)
Total Students Registered	82	80 – 92
Pre-Event Cancellations	-10	12 – 20
No-Shows*	-12	0 – 10
Emergency Early Departure**	-1	0 – 2
Key Leader Graduates	59	

*Above normal number of no-shows. Weather may have played a role. Severe weather (torrential rain with tornado warnings) was experienced during registration time on Friday.

**Student arrived at camp but received a call for a second-round job interview. Parent picked up student on Saturday.

Key Leader Student Experience

The overall student evaluation score for PA Key Leader 2019 was 4.8 of 5!

The survey asked: **What did you like about this weekend?** Participants had some **pretty fantastic** things to say...

- I liked how everything was balanced out. I had fun but learned as well. I enjoyed every second of it.
- Meeting aspiring leaders like myself.
- This camp and experience really made me self-reflect on how I speak to people and how I treat myself.
- Getting out of comfort zone.
- How I was able to take a step back and see the world from a different standpoint.
- Everyone's attitude! How professionalism and how put together everything is - went very smoothly.
- Everything.

Just this handful of comments captures the essence of the weekend: Students have the opportunity to meet other aspiring leaders, to reflect on what respect means to them, and to see the world from a different viewpoint.

The survey also asks: **What would you do differently next year?** While some used it as an opportunity to highlight possible improvements to the program (which we will take into consideration for next year), many used it to identify personal behaviors they would adjust for next year. It really speaks to the mindset of our graduates. Responses included. . .

- Have a more open mind and take risks.
- Talk more but what I did was a big step.
- Next year I will try to have more Key Leader moments.
- Bring more people from my school.

These graduates used this question as an opportunity to evaluate what they “bring to the table” as participants and leaders. **How awesome?** This is the impact the Key Leader program is having!

PA Key Leader 2020 – April 24-26

Contract

We have received the contract from South Mountain YMCA Camp, the property managers of Camp Conrad Weiser. The dates presently reserved are April 24-26, 2020. Our angel donor is willing to provide the financial guarantee for this year. We would ask that the District Board please approve the contract so that we may publish the dates and start promoting Key Leader 2020.

Registration Software

We will be examining new registration software for 2020. We have reached out to other Districts to determine if there is a software that simplifies the registration/payment process as well as the other logistical elements such as assigning students to cabins and neighborhoods (small groups). The system that the District currently uses for other District events, PortalBuzz, will also be included in this consideration.

District Chair

We continue to work to identify a District Chair. At this time, Stef Stamatopoulos is willing and able to continue to serve in this capacity with the support of her committee for regional speaking engagements, etc. Most of the communications are completed via phone/email which she has completed from New York for the last three years.

Respectfully Submitted,

The Key Leader Team



Key Leader Board Report Addendum

A copy of the Immediate Past Governor's report was received from the District Secretary on July 16th to allow for response to concerns regarding the Key Leader program. (cc:ed Governor and Governor-Elect)

In response to that report, we would like to share the additional information:

Suggested Overstated Registrations

There is no benefit to the program to overstate registrations. It would result in us turning down students that are interested in attending. It would also put our angel donor at greater financial risk. When registration numbers are shared, they are accurate.

Event Space – Meeting Room

The camp reserves the right to place groups in different facilities to meet the demands of the groups on property. While we plan on returning to the larger event space, The Wigwam, in 2020, the smaller hall did not make this year's Key Leader experience any less impactful on our graduates. As the report reflects, 42 attendees were first time attendees and would have no knowledge of the additional space.

As a general note, there are always other groups on property at the time of Key Leader. Over the years, these groups have ranged from outdoor adventure clubs to church youth groups to live action role players. Many years, the camp's annual bike race also takes place on the same weekend. The District Chair met with the camp staff and the leader of the other group on property to ensure that both groups were respectful of each other's assigned space. These guidelines are also reviewed with our students during our welcome message, prior to breaks, and before we return to cabins for curfew.

Event Space – Cabins

As previously mentioned, the camp reserves the right to place groups in different facilities to meet the demands of the groups on property. On property, there are four different villages, each containing 6 cabins. We are assigned to two villages – one for males, one for females. The villages are all within walking distance of the meeting rooms. They are all accessible by vehicle and fully ADA compliant. We commonly are assigned the two villages on the east of the mountain, this year we were assigned to the west of the mountain (meeting rooms are at the top of the mountain). However, the cabins themselves are identical – 14 bunk beds, thermostat-controlled electric heat, and plenty of outlets for cellphone charging. Prior to this year, 2014 would have been the most recent year that we used the cabins on the west side of the mountain.

“Disheveled” Appearance

Per the structure of professionally-designed, National Association of Secondary School Principals (NASSP) gold-seal sanctioned Key Leader curriculum, 30 team-drawn posters are hung on the walls. These posters represent each neighborhood's team identity, their vision of the perfect Key Leader, and an action plan for a service project. These neighborhoods are an essential element of the Key Leader learning experience. They are led by a student who has graduated from the Key Leader program and allow each attendee to have a voice and make meaningful contributions in a peer setting.

Each student also hangs decorated lunch bag as a mailbox where they can receive notes of encouragement from other attendees. The walls are busy, but with elements designed to give attendees a strong feeling of belonging and inclusiveness.

With 59 students in one space for over twelve hours, the room is full of hoodies, reusable water bottles, workbooks, and markers. Neighborhoods are required to maintain the space and at no time did the lead facilitator, the camp staff, or the Key Leader committee allow the space to become unsafe.

We have dedicated adult volunteers that ensure that our snacks and beverages are well-organized and properly handled. We also have adult volunteers that manage materials and supplies. It's a busy learning environment with a lot to accomplish in less than 48 hours.

Event Contract

When the District Chair reached out to the camp to provide the final attendee count in April 2019, it was determined that there had been an error with the 2019 contract. This year represented the first year that the contract should have gone directly to the District versus to Kiwanis International. Two requests for this contract were made by the District Chair in 2018, one in April and a second in August. However, the contract was never sent by the camp. The camp took full ownership of this error. In fact, the Director couldn't believe that he had missed it. As he is a member of the Kiwanis Club of Greater Reading Berks County, he had been discussing sending students to Key Leader for months. The club had six students from two different schools attend this year.

In looking for ways to ensure that this does not occur moving forward, the District Chair took full ownership of having not clearly notified the District office to anticipate receipt of this document. Given that the District had never received a copy of the contract during the last 14 years of the program, it was not a document that was noted as not received.

The South Mountain YMCA staff worked diligently with us to ensure that all of our needs for meeting space, cabins, meals, and ropes course were met. As you have seen in the original report, the 2019 contract has been received.

Communications

The Key Leader committee would ask that if any Board members or Kiwanians have concerns regarding the program, that those concerns be brought to the immediate attention of the District Chair and Governor. Waiting nearly 90 days and submitting a report to the board containing these concerns without any notification of the District Chair undermines the sense of team and open communication that this year's District Board has worked so hard to foster.

Thank you for allowing us to address these concerns.

Respectfully Submitted,
The Key Leader Team



SUMMARY OF PARTICIPANT EVALUATIONS

Date: April 26-28, 2019
Location: Camp Conrad Weiser, Wernersville, PA
Lead Facilitator: Tracey Devereaux
Student Facilitator(s): Gracey, Sydney, Emily, Maddie, Cat, Kaitlyn, Cecelia, Maya, Brooke, Sarah

Demographics

Number of Evaluations gathered: 59 student evaluations

Demographic information available for 56 participants

General Demographic Information:

Gender:

Males: 10 (18%)
 Females: 46 (82%)

Age (years):

Average age: 15.5
 Range: 14 to 18
 Median: 15

Grade in School:

Average grade: 10.0
 Range: 8 to 12
 Median: 10

Ethnicity:

American Indian or Alaska Native: 1 (2%)
 Black or African American: 0 (0%)
 Asian: 6 (11%)
 Native Hawaiian or Pacific Islander: 0 (0%)
 White: 39 (70%)
 Hispanic or Latino: 8 (14%)
 Multiethnic: 2 (4%)

Information about Participation in Activities:

Participation in Activities:

Students participating in at least 1 activity: 51 (91%)
 Average number of activities: 3.3
 Range of number of activities: 1 to 15

Involvement in Specific Activities:

Activity	Number of participating students	Number of students in a leadership role
Athletics	33 (59%)	17 (30%)
Student Government	10 (18%)	8 (14%)
Service Club	29 (52%)	18 (32%)
Music/Arts	25 (45%)	7 (13%)
Honor Society	16 (29%)	5 (9%)
Other	16 (29%)	10 (18%)

Key Leader Events Attended:

1 Event: 47 (84%)
2 Events: 5 (9%)
3 Events: 2 (4%)
4 Events: 1 (2%)
More than 4 Events: 0 (0%)

Other Leadership Events Attended:

No Other Events: 27 (48%)
1 Other Event: 14 (25%)
2 Other Events: 5 (9%)
3 Other Events: 3 (5%)
4 Other Events: 1 (2%)
More than 4 Other Events: 0 (0%)

Key Club Membership:

Key Club Members: 47 (84%)
Years of involvement:
1 year: 20 (36%)
2 years: 11 (20%)
3 years: 4 (7%)
4 years: 2 (4%)
Nonmembers: 9 (16%)

Information about This Key Leader Event:

Registration type:

Participants: 41 (73%)
Student Facilitators: 8 (14%)

Attendance with:

Friends: 19 (34%)
School Group: 30 (54%)
Other: 8 (14%)

Reasons Given For Attending This Key Leader Event:

Reasons Given	Number of Students (Percentage)
Interest in service leadership ideas	26 (46%)
Heard about the event from a friend	5 (9%)
Heard about the event from school	22 (39%)
Heard about the event in my community	2 (4%)
Heard about the event from a family friend	3 (5%)
Parent is involved in Kiwanis	4 (7%)
I am a Key Club member	42 (75%)

Summary of Camp Evaluations

Number of Evaluations gathered: 59

5 = Excellent 4 = Good 3 = Adequate 2 = Fair 1 = Needs to Improve
 N/A = Not Applicable or No Answer given

	Avg	5	4	3	2	1	N/A
Registration Process	4.2	23	21	10	2	0	3
Check-in	4.3	28	23	6	1	0	1
Camp Accommodations	4.4	27	28	3	0	0	1
Meals	4.6	37	19	2	1	0	0
Binder	4.6	36	19	3	0	0	1
Lead Facilitator	4.9	54	5	0	0	0	0
Student Facilitator	4.9	49	5	1	0	0	4
Neighborhood Meetings	4.7	44	12	3	0	0	0
Initiatives OR Low ropes course	4.6	36	19	3	0	0	1
Overall Evaluation	4.8	47	11	1	0	0	0

What did you like about this weekend?

- I enjoyed the neighborhoods because you got to focus on meeting a small group of new people and it wasn't overwhelming.
- Meeting new people.
- Meeting new people.
- I liked meeting new people and learning about being a Key Leader.
- I loved going outside and learning lessons through interactive activity.
- I liked how everything was balanced out. I had fun but learned as well. I enjoyed every second of it.
- I made friends.
- Ropes course.
- Everything.
- Everything.
- I got to get out of my comfort zone.
- This camp and experience really made me self-reflect on how I speak to people and how I treat myself.
- The lead facilitator gave an interesting perspective as a prison teacher.
- I liked when we talked to different people about our/their experiences.
- Everything.
- Meeting new people and coming out of my comfort zone.
- My neighborhood.
- How to relate to others through stories.
- I liked meeting new people and learning important lessons that I will remember.
- The ropes course and talking to everyone.
- I enjoy the freedom given to us but also the curriculum throughout - you gain so much information.
- Meeting new people.
- Meeting new people, the handshakes.
- The amount of information I learned.

- Reconnecting with friends, the ropes course, group activities, leisure time.
- Seeing all my friends again. And learning more to add on since last year.
- I love the support and kindness always!!
- Meeting new people was really fun.
- Tracey was an amazing facilitator.
- Meeting so many new faces.
- Everything.
- Learning new skills and meeting new and old friends.
- I like the neighborhood activities.
- Ropes course, communicating with others.
- Ropes course, free time.
- I like the breaks they gave us.
- I learned a lot, had freedom, and met new people.
- That I met so many great people.
- Getting out of comfort zone.
- Meeting aspiring leaders like myself.
- I loved my friends I made. Also the free time and getting to bond with them was amazing.
- The lead facilitator, Tracey.
- I got to try new things and meet new people and hang out with my friends from club.
- How I was able to take a step back and see the world from a different standpoint.
- I got to meet new friends.
- No mean people, clean, happy, pure recreational fun.
- Meeting new people. Rope course. Talking to new people. Rooming with new people.
- I really enjoyed the whole experience of everything. I had a great time!
- Everyone's attitude! How professionalism and how put together everything is - went very smoothly.
- I liked staying in the cabins.
- I liked being able to meet new people.
- The larpers.
- I liked the people here and the ropes courses.
- Low ropes course, bon fire (could be bigger), stories and videos during lessons.
- How enthusiastic everyone was.
- I liked meeting new people and learning about leadership.
- I liked learning things in an inviting and happy environment.
- The people and learning.
- How close everyone got as well as the speaker.

What would you do differently next year?

- I would bring an umbrella and an extra blanket to sleep with.
- Bring more people from my school.
- Nothing.
- Fill out my participation book more.
- Go to sleep earlier.

- I don't think much should change, but I would like more outdoor activities. Maybe we could play tug of war or something along the lines of that.
- Warmer clothes.
- More hands-on activities.
- Bring warmer clothes.
- Probably be more of a social butterfly.
- Next year I will try to have more Key Leader moments.
- I think I would bring a friend with me.
- Come earlier.
- Talk even more and participate more.
- New lesson plans.
- More time to write and work together.
- Have a more open mind and take risks.
- Bring my friends.
- Next year I will network more - I enjoy meeting new people every year.
- I would bring a thicker blanket.
- Pack according to the weather.
- Pack according to the weather.
- Focus less on menial things, enjoy the moment.
- Have Key in the Wigwam!
- Change up the videos!
- Meet more people.
- Definitely plan ahead with my things.
- Nothing that can be controlled (weather).
- Nothing!
- Don't leave us hanging when telling a good story.
- More activities.
- Time of classes and more free time. Classes were really long.
- Have free time every day.
- More meal options for people with dietary restrictions (i.e., allergies, lactose intolerant, etc.)
- Have more fun activities like the rope course.
- More interacting events (no main groups).
- Nothing.
- I would try to talk to more people. There were a lot of people I wanted to talk to but didn't.
- Have more of a time schedule.
- Not pack so much and bring good blankets.
- I would talk to more people.
- Make the curfew longer.
- Talk more but what I did was a big step.
- Plan more. Bring more clothes. Talk more.
- I would personally pack allergy meds and some febreze for the room.
- Nothing!
- Pack accordingly.

- Be more comfortable with my surroundings.
- Write more Key Leader grams.
- Talk to more people.
- Bigger bon fire, no reenacting campers during event.
- Find a way to have slightly more social time (extend curfew).
- I would have the lessons shorter and a little more free time.
- I would maybe be more interactive, get up and participate more type activities for the participants.
- Talk to even more people.
- Bigger bonfire.

Do you have any other general comments or suggestions?

- Have more team building activities like the low ropes course. Zip-lining?
- I wish there were more physical activities and much shorter seminars. Next time seminar mix with group activity.
- Yes, I just had so much fun and I will definitely come back next year.
- Night light.
- LARPer kept things interesting.
- This was great.
- Do more hands-on activities - events, team-building, and situational learning, instead of teaching us all at once.
- One suggestion would be to send the forums over email a little earlier.
- I think that although interesting and inspiring, some of Tracey's talks would've been better with more breaks or things that involve standing up.
- Last longer!
- I had a great time!
- Great experience.
- Every year the camp is a blast!
- I wish this event was more well-known. I had to go to my old sponsor and had to ask him, despite my school having a Key Club.
- All around great experience! Thank you for running the event!
- I had a great time.
- I wish they gave us just a little more time on the ropes course and I wish we were in the Wigwam again.
- An amazing weekend.
- I'll be back next year.
- The LARPing was fun to see. Haha!!
- Thank you for this opportunity!
- Make it longer than just 3 days.
- Thank you for your dedication.
- No, it was great!
- This is amazing!
- To make Key Leader an entire week and not only a weekend because I don't feel like I got to connect with everyone.

- The male bathroom toilet is very wobbly.
- People said it was great and life-changing. I didn't believe till now.
- Possibly tell kids on the packing list to bring allergy meds.
- I love this camp.
- We should go outside and walk around more.
- It was very fun. I wish we went outside more.
- It was an amazing weekend and I can't wait to come back next year!
- A later curfew.

**Anti-Bullying/Anti-Harassment Task Force
Report to District Board
7/20/2019**

Task Force Members: Matt Wise, chair; Mike Coolbaugh, Mary Dolan.

The task force has met four times to discuss the policy development and additional recommendations. Below you will find an overview of our discussion to-date.

Discussion and findings:

- If there is no policy, then we, as a District, will not have anything to reference in dealing with bullying behavior – both adult-to-adult and adult-to-youth.
- It is important that we adopt a policy that takes a bold stand against bullying behavior as it will only benefit the club climate and environment and, therefore, the member experience.
- We are seeing an influx of a new generation of young people who have been educated on bullying. They expect organizations to have a strong stance against this behavior as well as a procedure dealing with it.
- We know first hand of incidents where members have resigned their membership due to bullying behavior.
- Kiwanis International, at the 2019 International Convention in Orlando, Florida, has adopted a “Safe Kids Resolution” reassuring us that “Kiwanis International stands against violence, neglect, and abuse directed towards children.”
- Any policy that is developed would have to be for District Officers, Chairs, Administrators, and staff.
- Kiwanian-to-Kiwanian presents a different issue than Kiwanian-to-youth bullying, therefore it is imperative that any of the consequences be tied back to existing Kiwanis International policy.
- The idea of keeping this under the Conduct Unbecoming policy and doing more education around this is important. When something like this (adult-to-youth) comes to the District Board, then you can point to the policy which points to the “discipline”.
- Adults don’t often see their behavior as bullying (i.e. I’m just assertive, etc.). On the level that is not elevated to the point that is at the Pennsylvania Crimes Code, adult-to-adult bullying is very toxic to any organization.
- This is why it is important that we educate members that we should treat each other with respect, civility, etc. The best thing to do is to turn to Gary Naime’s work on workplace bullying. There is a difference in bullying/harassment and conflict. The issue is that you cannot address it the same as in the workplace (no HR, etc.).
- The Centers for Disease Control (CDC) has a broader definition of bullying. The PA Crime Code has a definition of Harassment that does not necessarily sound like bullying. At a certain point, the behavior crosses the line from “mean” to actual harassment. From a Law Enforcement background this would have to be on a case-by-case basis as to what actually happened, since generally harassment is a summary offense.

Recommendations:

- The District needs to address Kiwanian-to-youth inappropriate as well as Kiwanian-to-Kiwanian inappropriate behavior.
- The District should adopt an anti-bullying policy (draft attached).

- The District should recommend a similar policy for clubs to adopt as part of their governance package (draft attached).
- The District should develop education on appropriate behavior - conduct that is becoming a Kiwanian (i.e. Pro-social interaction, healthy relationships, communication, respectful behavior, inclusivity, and other soft skills). Several ways to approach this is through Club Leadership Education, Leadership Retreats, Handouts, Workshops, and Webinars for members. The message should be spun in a positive way that illustrates the District's commitment to supporting a positive club culture, climate, and interactions among each other, our youth, and our partners.
- Develop a process at the District level in which the adopted policy(ies) are openly discussed between the District Board and the Sponsored Leadership Program Administrators.
- Identify any exposed risk of such policy adoption through consult of pro bono legal counsel.

Alternative Resources:

- PA Department of Education, Office for Safe Schools, Bullying Prevention Resources: <http://www.education.pa.gov/K-12/Safe%20Schools/Pages/Bullying-Prevention.aspx>
- KI Policy on Conduct Unbecoming a Kiwanian.
- KI Policy re: process for Conduct Unbecoming a Kiwanian.
- KI Safe Kids Resolution: https://www.kiwanis.org/docs/default-source/default-document-library/amendments-booklet.pdf?sfvrsn=861a25ef_0#page=8

Pennsylvania District
Kiwanis International
Anti-Bullying Policy
As of 7/17/2019

The Pennsylvania District of Kiwanis International is committed to supporting an environment of respect for others where initiatives and projects to help improve children's lives can be created and implemented.

We do not tolerate bullying at any district sanctioned event, board meetings or club events. We will promote an atmosphere that exemplifies behavior that is becoming of a Kiwanian. Members involved with Sponsored Leadership Programs are expected to treat youth in the same manner the adult members are expected to treat one another.

Any member who feels they are a target of bullying behavior or any member witnessing bullying should report the concerns to the Governor or designated person or committee.

Definitions of Bullying

1. Whereas, a person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action is when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. (Dan Olweus, Researcher, University of Bergen, Norway)

2. Whereas, according to the Center for Disease Control (2018), bullying is defined as "any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm."

3. Whereas, other examples of bullying (adult-to-adult, adult-to-youth, youth-to-adult and youth-to-youth) include but are not limited to:

- Cyberbullying: Posting unkind words or pictures via the Internet including social media, email, text messaging or any other form of electronic communication.
- Humiliating a person publicly by pointing out mistakes, characteristics, etc.
- Intimidating a person by using their position of power or knowledge.
- Purposely excluding a member from a meeting or event without their knowledge.
- Spreading rumors or gossiping about a member.

Procedures:

A written report of the incident or incidents should be submitted to the Governor or designated person or a designated person, or committee for review. The Governor, designated person, or committee should meet with the alleged perpetrator to understand their position on the report and

willingness/interest in rectifying the situation. It is very important to note that mediation or other restorative practice approach should **only** be utilized if the target of the bullying behavior would like to utilize such method. The alleged perpetrator has the right to submit a written rebuttal to the original report. The Governor, designated person, or committee is not in a position to decide upon guilt or innocence. The goal is to move the members to an agreed solution.

Consequences:

If the behavior does not cease after the intervention, the district will proceed under the defined process for “conduct unbecoming a member of the Kiwanis family” for next steps. If behavior is believed to be criminal in nature, the appropriate authorities will be notified.

Kiwanis Club _____

Anti-Bullying Policy

The _____ club name _____ is committed to supporting a club environment of respect for others where initiatives and projects to help improve children's lives can be created and implemented.

We do not tolerate bullying at any club meetings, board meetings or club events. We will promote an atmosphere that exemplifies behavior that is becoming of a Kiwanian. Members involved with Sponsored Youth Leadership Programs are expected to treat youth in the same manner the adult members are expected to treat one another.

Any member who feels they are a target of bullying behavior or any member witnessing bullying should report the concerns to the President or designated person or committee.

Definitions of Bullying

1. Whereas, a person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action is when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. (Dan Olweus, Researcher, University of Bergen, Norway)

2. Whereas, according to the Center for Disease Control (2018), bullying is defined as "any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm."

3. Whereas, other examples of bullying (adult-to-adult, adult-to-youth, youth-to-adult and youth-to-youth) include but are not limited to:

- Cyberbullying: Posting unkind words or pictures via the Internet including social media, email, text messaging or any other form of electronic communication.
- Humiliating a person publicly by pointing out mistakes, characteristics, etc.
- Intimidating a person by using their position of power or knowledge.
- Purposely excluding a member from a meeting or event without their knowledge.
- Spreading rumors or gossiping about a member.

Procedures:

A written report of the incident or incidents should be submitted to the President, designated person, or committee as well for review. The President, designated person, or committee should meet with the alleged perpetrator to understand their position on the report and willingness/interest in rectifying the situation. The President, designated person, or committee should also notify the Pennsylvania District Executive Director and/or Governor at the beginning of this process. It is very important to note that mediation or other restorative practice approach should **only** be utilized if the target of the bullying

behavior would like to utilize such method. The alleged perpetrator has the right to submit a written rebuttal to the original report. The President, designated person, or committee is not in a position to decide upon guilt or innocence. The goal is to move the members to an agreed solution.

Consequences:

If the behavior does not cease after the intervention, the district will proceed under the defined process for "conduct unbecoming a member of the Kiwanis family" for next steps. If behavior is believed to be criminal in nature, the appropriate authorities will be notified.

- e. Fund not only insured losses, but also those losses not covered by standard insurance by building a "reserve" fund over time. (2/95)

11. Definition of 'Conduct Unbecoming'

A. Conduct Unbecoming a Member of the Kiwanis Family (4/13)

"Conduct unbecoming a member of the Kiwanis family" is defined as any conduct that: (4/12)

- Is incompatible with the best interests of the public or of members of the Kiwanis family; or (4/12)
- Tends to harm the standing of Kiwanis in the local or global community. (4/12)

Note: For conduct unbecoming purposes, the Kiwanis family is defined in the Kiwanis International Bylaws as members of Kiwanis clubs, Aktion Clubs, Circle K clubs, and Key Clubs. (4/12)

B. Conduct Unbecoming a Kiwanis International Officer (4/13)

In addition to the basic definition of 'conduct unbecoming a member of the Kiwanis family' as shown above, the definition is expanded for Kiwanis International officers (Kiwanis International Board Members and District Governors) to further include any of the following offenses committed while serving in office: (4/12) (4/13)

1. Engaging in profanity or making derogatory statements or engaging in offensive behavior based on race, color, gender, age, disability, economic status, religion, or national origin. (4/12)
2. Engaging in unwanted touching at any time. (6/99)
3. Creating a hostile atmosphere. (6/99)
4. Being convicted of any felony or misdemeanor involving moral turpitude. (4/12)

12. Club Member Accused of 'Conduct Unbecoming'

- a. If an allegation of 'conduct unbecoming a member of the Kiwanis family' is made against a member of a Kiwanis club, the member's club shall follow the process generally described below, as further defined in Kiwanis International procedure. If the member belongs to more than one club, the club associated with the 'conduct unbecoming' shall act. (10/12) (4/13)
- b. The president of the club (or immediate past president, if the president is accused) shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by the club and shall appoint a special investigator who will conduct an investigation and produce a report summarizing the findings. The Board shall consider the investigation report and determine whether to hold a hearing on the matter. The President shall notify the accused member of the investigation results and whether the Board intends to pursue the allegation(s). If a hearing is held, the Board shall then meet and report its decision whether the accused member did or did not engage in 'conduct unbecoming' and, based on that decision, the appropriate disciplinary action, if any, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. All disciplinary actions shall be documented in club records. (10/12) (4/13)
- c. If the accused member is also a district officer or a Kiwanis International officer and the 'conduct unbecoming' appears to have been committed in his/her capacity as an officer, or if it is impossible to determine in what capacity the 'conduct unbecoming' was committed, the matter

CLUB PROCESS FOR 'CONDUCT UNBECOMING'

Kiwanis International Policies, which are determined by the Kiwanis International Board, define 'conduct unbecoming' as follows. Be aware that clubs (or districts) do *not* have the option to adjust this definition in any way.

Conduct Unbecoming a Member of the Kiwanis Family (4/13)

"Conduct unbecoming a member of the Kiwanis family" is defined as any conduct that: (4/12)

- Is incompatible with the best interests of the public or of members of the Kiwanis family; or (4/12)
- Tends to harm the standing of Kiwanis in the local or global community. (4/12)

Note: For conduct unbecoming purposes, the Kiwanis family is defined in the Kiwanis International Bylaws as members of Kiwanis clubs, Aktion Clubs, Circle K clubs, and Key Clubs. (4/12)

344 – CLUB MEMBER ACCUSED OF 'CONDUCT UNBECOMING'

344.1 - Allegation and Investigation (4/13)

- A. Allegation:** If any club member observes or has knowledge of* behavior by another club member that he or she believes constitutes 'conduct unbecoming a member of the Kiwanis family,' as defined in Kiwanis International policy, the member shall report such allegation in writing (hereinafter referred to as the "Allegation Report") immediately to the president of the Kiwanis club to which the accused member belongs. (10/12) (4/13)

However, if the president is the subject of the allegation, then, throughout the entire 'conduct unbecoming' process, whenever it is stated that the president shall normally act, the immediate past president shall act instead. (10/12) (4/13)

The allegation report shall include as much detail as possible regarding the time, place, persons, actions, etc. (10/12) (4/13)

*Note: "Has knowledge of" may include a nonmember making a club member aware of behavior or actions by another Kiwanian, in which case, such allegation shall be submitted via the club member who has been made aware of it. (10/12) (4/13)

- B. Capacity:** If the accused member is also a district officer or a Kiwanis International officer and the 'conduct unbecoming' appears to have been committed in his/her capacity as an officer, or if it is impossible to determine in what capacity the 'conduct unbecoming' was committed, the matter shall first be submitted to the Kiwanis International President or the district governor, in that order, as appropriate, who shall determine the capacity and either begin an investigation at the International or District level or refer it back to the club level to investigate and decide. If the President or governor alone is unable to clearly determine the capacity of the allegation, he/she may

consult up to two fellow officers as deemed necessary. (4/13)

- C. Allegation Process:** Upon receipt of an Allegation Report, the president shall follow the steps outlined in this procedure. (10/12) (4/13)
- D. Investigator:** Also within seven (7) days of receiving the Allegation Report, the president shall appoint a special investigator, which may be a single individual or a committee (hereinafter referred to as "the Investigator"). The Investigator shall be composed of disinterested club members (that is, those without bias on the allegations or for/against the accused member personally) and shall not include any members of the club board of directors. In the event the president believes no club member has the necessary skills or lack of bias to adequately investigate the subject matter, the president may select a non-club member or non-Kiwanian as the Investigator. If the Investigator charges a fee for his/her services or if the investigation itself involves some costs (such as fees for requesting records, etc.), then such fees/costs must be approved by the board. The Investigator will represent the club throughout the entire investigation, determination, and discipline process, and appeal if any. (10/12) (4/13)
- E. Investigation Process and Initial Notice:** Within fourteen (14) days after being appointed, the Investigator shall endeavor to gather enough information to determine if the allegation is substantive enough to warrant investigation. If so determined, the president or designee shall send written notice to the accused member of the allegation, a copy of the process to be followed, and the possible outcomes, and the investigation shall continue more fully, including a reasonable attempt to interview the accused member and other relevant persons. (10/12)
- F. Investigation Reports:** The Investigator shall provide a progress report to the president within thirty (30) days of appointment. A final written report of the Investigator's findings (hereinafter referred to as 'the Investigation Report') shall be made by the Investigator, signed by all persons who comprise the Investigator, and submitted to the president within 30 days after the initial progress report (no later than sixty (60) days after the appointment of the Investigator), unless there are extenuating circumstances. The Investigation Report shall include an outline of the investigation as well as (1) whether the investigation finds in favor of the accused; or (2) whether the Investigator finds the matter can be resolved without a hearing; or (3) a recommendation of the charges and related specifications to be made against the accused member. (10/12) (4/13)
- G. Charges and Specifications:** A charge sets forth the general offense the accused member is alleged to have committed. A specification states specifically what the accused member is alleged to have done which, if true, constitutes an instance supporting the charge. Charges and specifications must be carefully worded to make no broader allegation than intended or can be supported. An accused member must be found 'guilty' of at least one specification in order to be found 'guilty' of the related charge, and an accused member must be found 'guilty' of at least one charge before a penalty can be imposed. (If necessary, refer to Robert Rules, Section 63 – Investigation and Trial, for more information and examples of charges and specifications.) (10/12)

344.2 - Disclosure and Confidentiality

- A. **During Investigation:** During the investigation, the president shall not disclose any information regarding the investigation to the public or to any other member of the club, including the club board, until the investigation process is complete, except that, the president may report to the board only that an allegation has been received and an investigation is being conducted, without disclosing the name of the accused member or any details of the investigation. (10/12) (4/13)
- B. **After Investigation:** Once the investigation is complete, the president may disclose information regarding the investigation only to the board for a hearing on the matter (and to any club staff who has a need to know), but not to the public or to any other member of the club. (10/12) (4/13)
- C. **If Appealed:** In the event the final determination by the board is appealed to the club membership, then information can be disclosed to those members who attend the appeal meeting, subject to the obligation of those club members to keep the information confidential. (10/12)
- D. **General:** All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. The person presiding over each step should remind all participants of the need to maintain confidentiality. (10/12)

344.3 - Criminal Wrongdoing

If at any time during the investigation, the Investigator discovers criminal wrongdoing or what appears to be criminal wrongdoing, it must be reported immediately to the president, who is then obligated to report the matter to the proper authorities. If the president does not act, then the Investigator is obligated to report the matter to the proper authorities. In any case, the process regarding conduct unbecoming shall proceed to conclusion. (10/12)

344.4 – Resignation

An accused member may resign at any time during the conduct unbecoming process, and the club may or may not accept the resignation; however, after investigation, charges and specifications are made against the accused member, then the club is obligated to continue the hearing, determination, and discipline processes through to completion. (10/12) (4/13)

344.5 – Board Hearing

- A. **Referral to Board:** After receiving the Investigation Report, the President shall refer it to the club board to determine whether to proceed with a hearing. A special board meeting for this purpose shall be held within seven (7) days after the matter is referred to the board, and shall be conducted in executive session (i.e., closed to non-board members). (10/12) (4/13)
- B. **Notice of Hearing:** Within seven (7) days after the special board meeting, the president or designee shall send notice to the accused member of the investigation results, including charges and specifications, and whether the board intends to pursue the allegation(s) and proceed with a hearing. If a hearing is to be held, the accused member

shall have the option to say nothing or to admit or deny the allegation(s). If denied, the hearing shall determine if the allegation(s) are true. If admitted, the hearing shall determine the resulting discipline. A date for a hearing shall be set in consultation with the accused member, to be held as soon as reasonably possible but no later than thirty (30) days after the accused member receives notice of the allegation. The date shall be set when at least a quorum (which is a majority) of the board members can be present. (10/12)

- C. Temporary Suspension:** If the board intends to proceed with a hearing, the accused member may be temporarily suspended from club membership, pending the outcome of the proceedings. (10/12)
- D. Hearing:** A special meeting of the board, with at least a quorum present, shall be held to conduct a hearing. The only persons allowed to attend the hearing are club board members, the accused member, the Investigator, and any representatives or counsel for the accused or the club (and any club staff as needed). Witnesses are permitted only during their own testimony. The president shall preside; however, if the president is the subject of the allegation or wishes to decline, the board shall determine who presides. If a board member is the subject of the allegation, he/she shall continue to be counted as a board member in determining the number needed for quorum, but will not be allowed to be present during deliberations or to vote at any point in the process. (10/12) (4/13)

At the hearing, the Investigator shall present evidence on behalf of the club, and the accused member shall have the opportunity to present evidence in his/her defense. If the Investigator is a committee, any member of the committee may represent the club at the hearing. The Investigator or the accused member may present evidence through testimony of witnesses. Witnesses shall not be required to swear-in. Either side may question the other or any witnesses. The accused member may testify in his/her behalf, either in person or in written form without being present. The accused member also shall have the right of representation at the hearing by the person of his/her choice and/or by legal counsel, at the member's own expense. Legal counsel may be engaged by the club board to provide advice to the board; however, the role of such legal counsel is entirely separate from the role of the Investigator. Counsel for the club or the accused may be a non-Kiwanian. (10/12) (4/13)

If it is determined that additional time is needed to present evidence not available at the initial hearing, the board may adjourn the hearing and reconvene it later. (10/12)

If the accused member fails to appear for the hearing, it shall proceed without him/her. (10/12)

- E. Hearing Record:** A written record of the hearing (hereinafter referred to as "the Hearing Record") shall be made. The hearing also may be recorded for transcription purposes. The Hearing Record shall include:
- Date, time, and location of the hearing;
 - Names of all persons present or participating;
 - Nature of allegation(s), including charges and specifications;
 - Evidence, including testimony of witnesses;
 - A summary of the essential content of all discussions;

- Any findings determined during the proceedings;
- Any motions made or votes taken.

The Hearing Record shall be reviewed and adopted by the board in an executive session at the next special meeting of the board on the subject (see next step) and retained by the club secretary. (10/12)

344.6 –Determination and Discipline (4/13)

A. Determination: Within seven (7) days of conclusion of the hearing – or within no later than thirty (30) days, if extenuating circumstances exist – the board shall hold another special meeting in executive session (attendance limited to board members) to consider the charges and specifications against the accused member. Each of the specifications, and then the charge, is read, opened to debate, and voted on separately, although the several votes can be collected on a single written ballot. If the accused is found guilty of one or more of the specifications but not of the charge, a lesser charge may be moved and voted on. In each case, a majority vote* is necessary. If the accused is a member of the Board, he/she shall not have a vote on the matter. (10/12) (4/13)

B. Discipline: If the accused member is determined to have engaged in conduct unbecoming as alleged by at least one of the charges, then, by separate majority vote*, the board shall determine the appropriate disciplinary action, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. (4/13)

If the discipline is removal from club membership, a two-thirds (2/3) vote* is required, per the Standard Form for Club Bylaws. For all other discipline, a majority vote* is required. If the accused member is a member of the board, he/she shall not have a vote on the matter. (10/12)

*Each of these votes refers to those board members present and eligible to vote. (10/12)

Note: If the discipline is determined to be suspension, and if the member was previously suspended, then the time the accused member has already been temporarily suspended may be credited toward the discipline. (10/12)

C. Board Report: Within seven (7) days of conclusion of the special meeting, the board shall produce a written report of its findings, conclusions, and decision(s) (hereinafter referred to as “the Board Report”), which shall become part of the club record on the matter. The board report shall include a copy of the Hearing Record, as reviewed and adopted by the board. A copy of the Board Report shall be provided immediately to the accused member and the investigator. The club membership shall be informed of the board’s decision(s) on the matter, but other details from the Board Report shall remain confidential unless needed during a subsequent appeal of the board’s decision(s) to the membership. (10/12) (4/13)

344.7 – Due Diligence (4/13)

As stated in the Kiwanis International bylaws: “A club shall discipline any member whose conduct is determined to be ‘conduct unbecoming a member of the Kiwanis family,’ or else the club shall be considered out of compliance with acceptable standards of Kiwanis

International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws.” (10/12)

Therefore, if an accused member is determined to have engaged in ‘conduct unbecoming,’ some form of discipline must be given for the club to have properly completed due diligence on the matter. (10/12)

344.8 – Reinstatement of membership (4/13)

If the charges against the accused member are not substantiated by the hearing or, if substantiated, then after discipline has been completed by the accused member (other than removal from membership), the accused may be reinstated to membership in the club. (10/12) (4/13)

344.9 – Appeal

A. Request for appeal: Within thirty (30) days of the Board Report being provided to the accused member and the investigator, either party has the right to appeal the board’s decision(s) to the club membership. Such appeal must be made in writing to the president (or secretary, if the president is accused) and must state the specific reason(s) for the appeal. Either party may appeal either the board’s finding that ‘conduct unbecoming’ did or did not occur or the resulting disciplinary action. (10/12)

An appeal may **not** be used to “re-try” the allegations against the accused member, and and no new facts that were reasonably accessible at the time of the hearing will be allowed. An appeal will be allowed only if some part of the process or facts used to determine the board’s decision(s), the Hearing Record, or the board’s report is alleged to be faulty, incorrect, insufficient, or otherwise erroneous, or if the decision of the Board was contrary to the overwhelming weight of the evidence. (10/12) (4/13)

B. Appeal Process: If a written notice of appeal is received by the club president (or secretary, if the president is accused), the board shall call a special appeal meeting of the club membership to consider the appeal within thirty (30) days, provided at least fourteen (14) days advance notice of the meeting is given to the club membership. Any person who is not a current club member in good standing shall be excluded from the meeting. The accused member, investigator, and counsel for either side shall be excluded from the meeting, even if they are club members. All materials and information provided to the club membership shall remain confidential among those attending. At least a quorum of the membership (which is one-third) must be present at the appeal meeting. The president shall preside; however, if the president is the subject of the allegation or wishes to decline, the board shall determine who presides. The materials to be considered for the appeal shall be the Hearing Record, the Board Report, and the appellant’s basis for appeal. Members may ask only questions that are relevant to the appeal, and relevancy shall be determined by the presiding officer at the appeal. (10/12) (4/13)

C. Permitted Motions: Only two separate and specific types of motions may be made during the appeal meeting by a club member in attendance, as follows: (4/13)

1. Regarding the board’s original determination of ‘conduct unbecoming’: move **either** to uphold the original decision; **or** they may move to overturn the original decision. Other motions are out of order.

2. Regarding the resulting disciplinary action, if any was given and if any is still in order: move **either** to uphold the board's original discipline; or they may move to overturn the board's original discipline and change it to some other disciplinary measure(s) which must be specified as part of the motion. Other motions are out of order.

Any motion shall require a majority vote of those present and eligible to vote to adopt. (10/12)

- D. **Final Authority:** The decision of the club membership on the matter shall be final. (10/12)
- E. **Appeal Record:** A written record of the appeal meeting of the club membership (hereinafter referred to as the "the Appeal Record") shall be made, similar to that for the Hearing Record, and shall be reviewed and approved by the club board and retained by the club secretary. (10/12)

344.10 – Official Records, Notification, and Separate Disciplinary Action

- A. **Official Records:** The club shall retain all official records on the matter in a confidential file, as long as required by applicable law. Official records are: the Allegation Report, Investigation Report, Hearing Record, Board Report, and Appeal Record if any. (10/12) (4/13)
- B. **Notification of Kiwanis International:** A copy of all official records shall be sent to the Executive Director of Kiwanis International within thirty (30) days of the conclusion of all proceedings to retain in a confidential file. This provides documentation that the club completed due diligence regarding the allegation, as well as a safeguard against club records being lost or destroyed at a later date. (10/12) (4/13)

If the member was disciplined by the club in any way for 'conduct unbecoming' and if he/she is also a Kiwanis International officer, Kiwanis International may take separate disciplinary action against the member as it deems appropriate. (4/13)

- C. **Notification of District:** If an accused member is removed from the club for 'conduct unbecoming', the club shall so notify the district governor. (10/12) (4/13)

If the member was disciplined by the club in any way for 'conduct unbecoming' and if he/she is also a district officer, Kiwanis International shall send a copy of the official records on the matter to the district governor, and the district may take separate disciplinary action against the member as it deems appropriate. (4/13)

- D. **Notification of Other Clubs:** If the member was disciplined by the club in any way for 'conduct unbecoming' and he/she also belongs to another Kiwanis club(s), Kiwanis International shall send a copy of the official records on the matter to the president(s) of the member's other club(s) and each club may take separate disciplinary action against the member as it deems appropriate. (4/13)

344.11 – Parliamentary Authority

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for all procedural matters related to investigation, determination, discipline, and appeal (if any) for 'conduct unbecoming' which may not be specifically covered in Kiwanis governing documents, including but not limited to this procedure. (In the 11th edition of Roberts Rules, see Section 63 – Investigation and Trial). In the event of any inconsistency between Kiwanis governing documents and Roberts Rules, the Kiwanis provisions shall prevail.
(10/12)

Proposed Resolution
Safe Kids

Submitted by: Kiwanis International Board

Purpose: This resolution puts into writing something all Kiwanians believe: All children deserve to be safe. This resolution requires no action by Kiwanis International, clubs, or districts, but exemplifies to the world Kiwanis' unwavering mission of serving the children of the world.

Effective date: October 1, 2019

Vote required to adopt: Majority

Financial Impact: None

RESOLUTION

WHEREAS, The Kiwanis motto is Serving the Children of the World; and

WHEREAS, The Kiwanis defining statement includes the phrase, "improving the world one child and one community at a time"; and

WHEREAS, The Fifth Object of Kiwanis is: "To provide, through Kiwanis clubs a practical means...to build better communities"; and

WHEREAS, The Sixth Object of Kiwanis is: "To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill";

THEREFORE BE IT RESOLVED, that Kiwanis International stands against violence, neglect, and abuse directed towards children.

Proposed District Policy Code Amendment

XVIII. Pennsylvania Kiwanis Foundation

- b. Any proposed amendments to the bylaws of the Pennsylvania Kiwanis Foundation must be approved by the Kiwanis International Board of Trustees and the Pennsylvania District Kiwanis International Board of Trustees prior to those changes taking effect. This provision in no way waves the requirements set forth in Article VI of the Pennsylvania Kiwanis Foundation Bylaws.**

- c. All proposed changes and additions to the standing policies of the Pennsylvania Kiwanis Foundation must be approved by the Pennsylvania District Kiwanis International before those policies take effect.**

- d. The Pennsylvania Kiwanis Foundation Board of Directors shall supply a quarterly financial report to the Pennsylvania District Kiwanis International Board of Trustees.**

DISTRICT TRUSTEE DISCUSSION/ACTION ITEMS FROM 6/14/19

#	DESCRIPTION	Assigned	Due Date	Status/Comments
1	Develop proposals to improve communications between LTGS/Trustees and clubs to ensure critical messages are received and disseminated.			
2	Amend bylaws to allow Kiwanians who have not held club presidency or secretary to be eligible for LTG.			Proposal would be to eliminate Pre-req as Club President or Sec'y; rather, having served as club officer or director.
3	Revise LTG reporting format, information and frequency so that the Trustee and Governor are more attuned to club issues.			
4	Develop proposal to assign Trustees to act as mentors/councilors to Committee chairs			
5	Enforce District Bylaws and Policies regarding issuing Board minutes and Action Item Reports	Gov. Phil		Bylaw Article IV, §9 mandates minutes to be distributed 30 days after Board meeting. Policy II, Protocol, §d(ii) mandates an action item follow-up report "immediately following" board meeting.
6	Develop a actionable list of measures the Board can institute with the objective of shortening Board meetings to 3 hours.			
7	All Trustees attending ICON should talk with leaders of other Districts to learn of their approaches to solutions for Board meetings,	All officers, Trustees		
8	Create a Vision for the Future for the District by which action items can be measured against.			
9	Propose a "standardized" welcoming package for new members that can be tailored by each club, to ensure that key messages regarding Kiwanis are delivered.	Sarah Z.		

10	Develop a proposed job description for the role of Trustee under current by-laws and policies	Lillian M.		
11	Develop long-term Board Structure reflecting duties and responsibilities for officers and trustees, including potential new officer(s), eliminating or separating some current positions	Phil W.		
12	Develop proposals to remove as many disconnects between the Board and District membership as identified and possible.			
13	Develop additional recognition programs for members based on service – different from "Hero in Service"			Need to tie members closer to District. Every Club could choose to have one of their members honored at DCON for their service to their club that year. Difficult to establish standard process throughout District.