

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING**  
**BOARD MEETING MINUTES**  
**September 22, 2018**

The first meeting of the 2018-19 Pennsylvania District Board of Trustees was held on September 22, 2018. The following board members were present at the entire board meeting; Governor Phil Weber, Immediate Past Governor Judy Raub, Trustees Matt Wise, Ben Osterhout, Mike Coolbaugh, Sarah Zulueta and Executive Director Kevin Thomas. The following board members were able to be present for part of the board meeting: Trustees John Mazurowski and Alice Arnold. The following board member called into the meeting: Governor-elect Mike Haven. The following board member was not able to attend: Trustee Roger Janes. Guests included Finance Chair Paul Kasoff, Past Governor, Public Relations and Audit Chair Bob Raub, Circle K Administrator Kelly Shaup, K-Kids Chair and Audit Committee member Lillian Mataja and Past Governor and Education Chair Jen Vare.

The minutes from the July 21, 2018 board meeting were considered for approval. See P1-P3 for the minutes as presented. One correction to the minutes was offered. The popsocket idea discussed in the second paragraph of page 2 was brought up by Trustee Sarah Zulueta, not Governor Judy Raub. With that correction, the minutes were approved. See P4-P6 for the July 21, 2018 Board meeting minutes as approved.

The consent agenda was considered. See P7-P47. All items on the consent agenda were approved by proper motion, second and vote with the exception that follows. It should be noted that the Executive Director's report on P39-P45 was not approved as it was pulled from the consent agenda so that it could be discussed later in the meeting.

A discussion on membership and new club building was led by membership growth co-chair Matt Wise. See the pages marked P48-P59. There was discussion on membership deletions and our dues payment system. The membership blitz in Lancaster and York Counties, which has resulted or will result in two new clubs (Southern Lancaster and Greater York), was reviewed. Smethport in Region 1 is no longer a viable club possibility. The idea of new club in the Williamsport area in Region 4 is on the back burner. The next generation club in Region 7 will be rebranded. Initially, the 2018-19 year will focus on club strengthening. It was announced that Sarah Zulueta will be added as a third membership co-chair and when Cathy Szymanski is elected as a Kiwanis International Trustee, Sarah will become the membership chair. The board showed unanimous consent to this idea. Communication on membership will be driven down to the trustee, lt. governor and club president level. Given the number of online inquires coming from those areas, the need to open effective clubs in the Carbondale and Chester areas was discussed.

Membership development grants were discussed. Kiwanis International has developed a membership grant program; see P57-P59. As well and if approved later in the meeting, the District budget will see increased funding for membership development. To determine how that money will be utilized and to approve any requests submitted to Kiwanis International, a membership development grant committee consisting of Mike Haven, Ben Osterhout and Alice Arnold was established.

The District audit committee report was reviewed in a discussion led by Audit Committee Chair Bob Raub. See P60 – P62. The District Board discussed the possibility of going with a financial review versus an audit to reduce cost but decided to continue with an audit for 2017-18. After reviewing the proposals to do our audit, the proposal by RKL, LLP was accepted by motion, second and unanimous vote. The audit committee report was approved. It should be noted that it was requested, if possible, that requests for proposals for the 2018-19 audit be sent out earlier than they were for 2017-18.

An audit response letter to be sent to the clubs was reviewed; see P63. The board approved the letter by unanimous consent.

The Finance Committee Report was considered in a discussion led by Chair Paul Kasoff; see P64. Mr. Kasoff expressed concern that not enough detail is being provided in the District's Quickbooks account. The board members expressed concern that the committee had not provided an update on progress in achieving action items recommended in the 2016-17 audit report. The board noted the finance committee report as having been received.

Information was provided on the current District budget and the account balances. See P65 –P66. It was requested that a comments section be added to the budget report, particularly when items are over approved budget amounts. The budget report and account balance report were accepted by the board.

MidPenn Bank was approved as the official depository for 2018-19.

A letter of support and funding that is to be submitted to the Board of Directors of the Pennsylvania Kiwanis Foundation was considered and endorsed by the District Board. See P67-P69. The Executive Director will submit the letter along with a Foundation grant application form.

A proposed 2018-19 operating budget was considered; see P70-P75 for the proposed budget along with accompanying commentary/notes. A motion was introduced and seconded to accept the proposed budget. After review and discussion, a motion was introduced, seconded and approved to amend the proposed budget by striking the proposed treasurer's stipend and placing that \$1,000 into the rebuild reserve line item, increasing that line item by \$1,000; the motion was approved. The budget as amended was then approved.

It was noted, with congratulations, that Trustee Ben Osterhout received Circle K International's Distinguished Alumni award at the 2018 Circle K International Convention.

Immediate Past Governor Judy Raub will chair the Holiday Party Committee and will be assisted by Executive Director Kevin Thomas and some Kiwanians to be determined.

The board moved to a closed session to consider the allocation of salary dollars in the adopted 2018-19 budget, a revised executive director's job description and the executive director's contract. A committee consisting of Judy Raub, Mike Coolbaugh and Kevin Thomas has been developing a revised job description. See P76-P79. After board discussion and input, the new proposed job description was sent back to the committee with direction to finalize and return to the board for approval. In light of the pending revisions to the job description, the Board and Executive Director agreed to reopen the Executive Director's contract. The job description committee will review and make proposed revisions to the contract and provided the board with a revised contract for its consideration.

It was decided that November 1, 2018 at 6:00PM would be a conference call for the board to consider a 2019 Midwinter conference agenda, 2019 Midwinter Conference budget, the Executive Director's job description and the Executive Director's contract as well as any other items which might arise.

Governor Phil Weber expressed his appreciation, particularly to Executive Director Kevin Thomas, for the spirit of cooperation being shown in moving the District forward.

Governor Phil Weber announced that he has asked Past Governor John Gräb to chair a transition planning and disaster planning committee.

The committee working on the Kiwanis Family Pin Fundraiser provided a report. See P80-P81. After extensive discussion and input by board members, the committee was instructed to come up with a final design and plan either by the November 1, 2018 Board Conference call if possible or the January 19, 2019 Board meeting if not.

A report was provided on the proposed capital award campaign to replenish the reserve fund. See 82-P84. The board provided input to the committee with instruction to provide an updated report at the January 19, 2019 board meeting.

A report on the Kiwanis Kash Raffle was provided by Chair Jen Vare. See P85-P86. Executive Director Kevin Thomas indicated he is going explore the cost of a transportable, programmable safe to help avoid future confusion and help insure the security of funds as outlined in the report. The board voted to continue the raffle for 2018-19 with Jen Vare serving as chair.

A discussion took place on the development of a new District website. Governor Phil Weber indicated that he would be speaking with District Webmaster Liz Smolinski to expedite getting a new and revised site up and operational.

Past Governor Jen Vare provided the Past Governors report. See P87-P88. The action items in the report were discussed.

Club Leadership Education Chair Jen Vare provided a report. See P89-P94. As part of the discussion that took place, it was indicated that Lt. Governor training would be June 7-8, 2019.

The Executive Director's report was reviewed by the board. See P39-P45.

The 2018 convention financial report and evaluations were reviewed by the District Board. See P95-P112. After review and consideration, the board directed the evaluations be entered into the minutes of the meeting.

The board agreed to the following pattern for future District Conventions. Erie-2021; Scranton/Northeast PA-2022; Gettysburg- 2023. The Executive Director was authorized to begin soliciting proposals from potential host properties in each of those three locations.

The 2020 District Convention was discussed as a joint effort of Region V and VII. Trustee Sarah Zulueta will reach out to Greater Reading-Berks County member Kelly Kinkaid to begin initiating the planning effort for this convention.

For the 2018-19, Divisions 2, 6, 8, 14 and 17 have no Lt. Governor. Discussion took place on efforts to try to fill these vacancies. (It should be noted that since the board meeting, Division 8 has since had a Kiwanian step forward to be Lt. Governor.)

Executive Director Kevin Thomas indicated that qualified candidates have come forward to fill the Region II, VI, VII trustee positions for the period of October 1, 2019 to September 30, 2022. The candidates are Barb Byers of the Kiwanis Club of Sheraden in Region II; Mike Coolbaugh of the Kiwanis Club of Wyoming Area in Region VI; and Lillian Mateja of the Kiwanis Clubs of Upper Main Line and Conshocken in Region VII.

By proper motion, second and vote, the board removed Article I, Section e, provision iii, paragraph 1 and 3 from the District Policy Code. These provisions dealt with a Kiwanian holding more than one club or District position.

The Midwinter Conference Replacement committee has not met due to the inability to find a suitable date. Governor Phil, with board consent, issued instruction to chair Jen Vare that the committee be pared to a reasonable number that would allow it more easily to meet.

Regional meetings were discussed. For the regions holding trustee elections, a reminder was provided that 1/3 of the clubs in the region need to be represented for the election to have a quorum and be an official election.

The District Board members completed, signed and submitted conflict of interest statements.

Immediate Past Governor Judy Raub expressed her appreciation and expressed thanks for the support she received during her year as Governor

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

Respectfully submitted,



Kevin E. Thomas

District Executive Director/Secretary/Treasurer

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

The eighth meeting of the 2017-18 Pennsylvania District Board of Trustees was held on July 21 , 2018. All board members were present. Guests included Finance Chair Paul Kasoff, Past Governor, Public Relations and Audit Chair Bob Raub, Circle K Administrator Kelly Shaup, candidate for Governor-elect Mike Haven, Williamsport Kiwanian Russ Wynn and Division 22 Lt. Governor Lillian Mataja.

An opening thought was provided by Trustee Phyllis Palm.

The minutes from the April 21, 2018, May 2, 2018, June 13, 2018 and July 8, 2018 board meetings were considered for approval. See the pages marked P1 – P13. The minutes for all four meetings were approved as presented.

The consent agenda was considered. See P14-P47. All items on the consent agenda were approved by proper motion, second and vote.

Membership, new club building and The Formula were discussed. See the pages marked P48-P49. Co-chair Matt Wise reviewed the report and then supplemental discussion was held on new club opening efforts. Region I – Smethport may take longer than planned due to resistance to outsiders. Region II – Northside will become a focus after District convention as all workers are on the convention committee. Region III and IV have no definite plans at this time. Region V – Efforts continue on Southern Lancaster County and efforts have been initiated in the suburban York/Dallastown area. Region VII has had some focus and activity on a next generation Kiwanis Club and with the demise of the Chester club, consideration has started for a new club in that area. Region I (Summit) and Region VI (Back Mountain) have completed clubs.

The District audit committee report was reviewed. See P50 – P52. It was announced that Lillian Mataja is being appointed to the committee to replace Paul Kasoff who has been appointed Finance committee chair. The audit report from RKL Associates was, also, considered as part of the report from Audit committee. See P53 – P102. The report from RKL Associates was accepted by proper motion, second and vote. The report of the audit committee was accepted by proper motion, second and vote. It should be noted that a communication plan to share out the audit results is being developed.

The District's non-profit status has been fully restored. It should be noted that presently our non-profit status is independent of that of Kiwanis International. Moving forward a determination will need to be made about whether we should go back under the umbrella of Kiwanis International.

The Finance Committee Report was considered; see P103 – P127. A motion was introduced and seconded to accept the report. A motion was introduced seconded and approved to amend the report to leave the inclusion of Michelle March on Quickbook data entry to the discretion of the Executive Director. The amended report was approved.

Information was provided on the current District budget and the account balances. See P 128–P129.

There was no report on the Kiwanis Kash Raffle but information was provided on what is happening with clubs that received Kiwanis Kash tickets.

Unclaimed Kiwanis property was discussed. To date about \$2,100 has been received with another \$3,000 to \$7,000 pending.

A proposal for a fundraising pin for the District as submitted by Circle K Administrator Kelly Shaup was considered. See P130. A motion was introduced and seconded to accept the proposal. After discussion, the motion was amended to instruct that Kelly Shaup bring a final pin design and fundraising plan to the board for consideration at its meeting on September 22, 2018. The amended motion was approved.

An additional fundraiser that was put forward by Mr. Shaup can be seen as P 131. A committee consisting of Kelly Shaup, Mike Coolbaugh, Phil Weber and Matt Wise was appointed to study and develop this fundraiser further.

Governor Judy Raub discussed a Kiwanis phone popsocket idea that will be developed for the September 22, 2018 board meeting.

A District Board Finance Committee Policy was considered. The proposed policy can be seen as P132–P133. After consideration, the board adopted a final policy which can be seen as P134–P135. The final policy will be added to the District Policy Code.

It was reported that there are no outstanding issues with club dues collections/payments.

Judy Raub reported on the meeting she had with representatives of the Dallas and Back Mountain club regarding the name chosen by the new Back Mountain club. The Dallas club has concerns about the name adversely impacting them. It was indicated to the Dallas club that no change would be taking place with the Back Mountain club name.

Governor Judy, Executive Director Kevin Thomas and Trustee Matt Wise will develop a list of clubs that potentially might consider surrendering their charter and encourage efforts to take proactive steps to keep this from happening.

2018-19 Lt. Governors were reviewed. There are presently vacancies in Divisions 2, 6, 8, 14 and 17. Efforts and plans to fill these vacancies were discussed.

Since some 2018-19 elections were held via email or without a quorum sufficient to meet District Bylaw requirements, the board voted to confirm and appoint all the 2018-19 Lt. Governors where such an election took place or was necessary.

The board considered the resignation of Region I Trustee Kathy Durner. See P136. With regret and thanks for her service, the board accepted her resignation effective October 1, 2018.

A replacement trustee for Region I was considered. Roger Janes of the Kiwanis Club of Meadville has submitted an application to complete the unexpired portion of the term being served by Kathy Durner and Roger meets all requirements for the position. The board appointed Roger Janes to fill the unexpired portion of the term effective on October 1, 2018. The term will expire on September 30, 2020.

A possible replacement for the Midwinter conference was discussed. See P137 – P138 for the report from the committee studying a possible replacement. After considerable discussion that involved our entire array of Kiwanis District and Regional meetings, instruction was issued by the board to the committee to further enhance and develop its report and to give consideration to points/concerns raised in the discussion at this meeting.

The report of the District Convention Committee was discussed. See P139.

The board agreed to move the Past Governors meeting at convention from 3:30 – 5:30 pm on Friday, August 10<sup>th</sup> to 2:30 – 4:30 pm to avoid conflict with the Friday evening river cruise. The Board, also, agreed that the order of election for offices at the convention would be governor-elect, governor and endorsement for Kiwanis International Trustee.

The convention ads and sponsorships were reviewed by the board.

Executive Director Kevin Thomas indicated and explained that there might be some hotel attrition issues based on present levels of reservations.

Because he had to leave the meeting, Governor-elect Phil Weber addressed the board on issues relating to a 2018-19 operating budget based on the outcome of the recently completed audit report. Phil had shared two proposed budgets that would require substantial changes to District operations. Phil indicated to the board that hard choices were ahead.

Executive Director Kevin Thomas indicated he would be offering a third proposed alternative budget.

The Key Leader report and financial information were presented. See P140 – P142. The board urged transparency in all Key Leader reporting. The board approved the report including the date and location for the 2019 event.

No progress was reported on Strategic planning.

Information was shared early childhood development. See P143 – P144.

Closing comments were provided by Governor Judy Raub with a focus on her experience serving as governor.

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

Respectfully submitted,

Kevin E. Thomas  
District Executive Director/Secretary/Treasurer

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

The eighth meeting of the 2017-18 Pennsylvania District Board of Trustees was held on July 21, 2018. All board members were present. Guests included Finance Chair Paul Kasoff, Past Governor, Public Relations and Audit Chair Bob Raub, Circle K Administrator Kelly Shaup, candidate for Governor-elect Mike Haven, Williamsport Kiwanian Russ Wynn and Division 22 Lt. Governor Lillian Mataja.

An opening thought was provided by Trustee Phyllis Palm.

The minutes from the April 21, 2018, May 2, 2018, June 13, 2018 and July 8, 2018 board meetings were considered for approval. See the pages marked P1 – P13. The minutes for all four meetings were approved as presented.

The consent agenda was considered. See P14-P47. All items on the consent agenda were approved by proper motion, second and vote.

Membership, new club building and The Formula were discussed. See the pages marked P48-P49. Co-chair Matt Wise reviewed the report and then supplemental discussion was held on new club opening efforts. Region I – Smethport may take longer than planned due to resistance to outsiders. Region II – Northside will become a focus after District convention as all workers are on the convention committee. Region III and IV have no definite plans at this time. Region V – Efforts continue on Southern Lancaster County and efforts have been initiated in the suburban York/Dallastown area. Region VII has had some focus and activity on a next generation Kiwanis Club and with the demise of the Chester club, consideration has started for a new club in that area. Region I (Summit) and Region VI (Back Mountain) have completed clubs.

The District audit committee report was reviewed. See P50 – P52. It was announced that Lillian Mataja is being appointed to the committee to replace Paul Kasoff who has been appointed Finance committee chair. The audit report from RKL Associates was, also, considered as part of the report from Audit committee. See P53 – P102. The report from RKL Associates was accepted by proper motion, second and vote. The report of the audit committee was accepted by proper motion, second and vote. It should be noted that a communication plan to share out the audit results is being developed.

The District's non-profit status has been fully restored. It should be noted that presently our non-profit status is independent of that of Kiwanis International. Moving forward a determination will need to be made about whether we should go back under the umbrella of Kiwanis International.

The Finance Committee Report was considered; see P103 – P127. A motion was introduced and seconded to accept the report. A motion was introduced seconded and approved to amend the report to leave the inclusion of Michelle March on Quickbook data entry to the discretion of the Executive Director. The amended report was approved.

Information was provided on the current District budget and the account balances. See P 128–P129.

There was no report on the Kiwanis Kash Raffle but information was provided on what is happening with clubs that received Kiwanis Kash tickets.

Unclaimed Kiwanis property was discussed. To date about \$2,100 has been received with another \$3,000 to \$7,000 pending.

A proposal for a fundraising pin for the District as submitted by Circle K Administrator Kelly Shaup was considered. See P130. A motion was introduced and seconded to accept the proposal. After discussion, the motion was amended to instruct that Kelly Shaup bring a final pin design and fundraising plan to the board for consideration at its meeting on September 22, 2018. The amended motion was approved.

An additional fundraiser that was put forward by Mr. Shaup can be seen as P 131. A committee consisting of Kelly Shaup, Mike Coolbaugh, Phil Weber and Matt Wise was appointed to study and develop this fundraiser further.

Trustee Sarah Zulueta discussed a Kiwanis phone popsocket idea that will be developed for the September 22, 2018 board meeting.

A District Board Finance Committee Policy was considered. The proposed policy can be seen as P132–P133. After consideration, the board adopted a final policy which can be seen as P134–P135. The final policy will be added to the District Policy Code.

It was reported that there are no outstanding issues with club dues collections/payments.

Judy Raub reported on the meeting she had with representatives of the Dallas and Back Mountain club regarding the name chosen by the new Back Mountain club. The Dallas club has concerns about the name adversely impacting them. It was indicated to the Dallas club that no change would be taking place with the Back Mountain club name.

Governor Judy, Executive Director Kevin Thomas and Trustee Matt Wise will develop a list of clubs that potentially might consider surrendering their charter and encourage efforts to take proactive steps to keep this from happening.

2018-19 Lt. Governors were reviewed. There are presently vacancies in Divisions 2, 6, 8, 14 and 17. Efforts and plans to fill these vacancies were discussed.

Since some 2018-19 elections were held via email or without a quorum sufficient to meet District Bylaw requirements, the board voted to confirm and appoint all the 2018-19 Lt. Governors where such an election took place or was necessary.

The board considered the resignation of Region I Trustee Kathy Durner. See P136. With regret and thanks for her service, the board accepted her resignation effective October 1, 2018.

A replacement trustee for Region I was considered. Roger Janes of the Kiwanis Club of Meadville has submitted an application to complete the unexpired portion of the term being served by Kathy Durner and Roger meets all requirements for the position. The board appointed Roger Janes to fill the unexpired portion of the term effective on October 1, 2018. The term will expire on September 30, 2020.

A possible replacement for the Midwinter conference was discussed. See P137 – P138 for the report from the committee studying a possible replacement. After considerable discussion that involved our entire array of Kiwanis District and Regional meetings, instruction was issued by the board to the committee to further enhance and develop its report and to give consideration to points/concerns raised in the discussion at this meeting.

The report of the District Convention Committee was discussed. See P139.

The board agreed to move the Past Governors meeting at convention from 3:30 – 5:30 pm on Friday, August 10<sup>th</sup> to 2:30 – 4:30 pm to avoid conflict with the Friday evening river cruise. The Board, also, agreed that the order of election for offices at the convention would be governor-elect, governor and endorsement for Kiwanis International Trustee.

The convention ads and sponsorships were reviewed by the board.

Executive Director Kevin Thomas indicated and explained that there might be some hotel attrition issues based on present levels of reservations.

Because he had to leave the meeting, Governor-elect Phil Weber addressed the board on issues relating to a 2018-19 operating budget based on the outcome of the recently completed audit report. Phil had shared two proposed budgets that would require substantial changes to District operations. Phil indicated to the board that hard choices were ahead.



Executive Director Kevin Thomas indicated he would be offering a third proposed alternative budget.

The Key Leader report and financial information were presented. See P140 – P142. The board urged transparency in all Key Leader reporting. The board approved the report including the date and location for the 2019 event.

No progress was reported on Strategic planning.

Information was shared early childhood development. See P143 – P144.

Closing comments were provided by Governor Judy Raub with a focus on her experience serving as governor.

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

Respectfully submitted,

Kevin E. Thomas  
District Executive Director/Secretary/Treasurer

## Pennsylvania Key Club District Governor Report

Hello All,

I hope this report finds you doing well. The Pennsylvania District of Key Club International has been hard at work for the end of summer and beginning of the school year. Right now, our big focus is our Fall Rally. We currently have a rally planned for November 3, 2018 at HersheyPark! Registration is live and open to everyone, we invite you to register and attend if you are able to. We would love to have you! Registration is due to the district office by October 17th and can be found on [pakeyclub.org](http://pakeyclub.org) under conventions/conferences. The executive board has created and published new Club Officer Training Guidebooks. They can be found on [pakeyclub.org](http://pakeyclub.org) or ISSUU - feel free to share this information with the respective Key Clubs in your area or take a look at them yourself! Key Club International has created new committees called TICs. They are comprised of an International Trustee and his / her respective District Governors. Our TIC emphasis is Kiwanis Family Relations! We chose this because all four of us felt a disconnect between Key Club, Kiwanis, and other branches of the K-Family. Please be sure to reach out to the Key Clubs in your area and invite them to your meetings and service projects, we encourage them to do the same! Our District Convention planning has recently begun and we are working diligently to ensure the success of convention this year! The Pennsylvania Key Club District Convention will take place March 29-31 at the Sheraton at Station Square in Pittsburgh! The theme for convention will be "Surf's Up For Service!". Our next District Board Meeting will be held on October 6-7 in Harrisburg. We are looking forward to a weekend full of committee meetings, convention planning, and a ton of fun! Our International Trustee, K'lana Schnack, will be with us from the Nebraska-Iowa District.

Again, thank you for your hospitality at your District Convention! Please know that I am here as a resource and am always available if you have any questions or concerns. My email is [governor@pakeyclub.org](mailto:governor@pakeyclub.org) and phone number is **(570) 898-3633**. Thank you for your continued support of Pennsylvania Key Club and enjoy your meeting!

Yours in service,  
Margaret Karpinski  
Pennsylvania Key Club District Governor



**Pennsylvania Kiwanis Foundation Report to the Pennsylvania Kiwanis District Board**  
September 22, 2018

Pennsylvania Kiwanis Board,

Our Pennsylvania Kiwanis Foundation Board is working hard to strengthen the programs of Kiwanis throughout Pennsylvania and around the world. I am proud to share with you the 2018-19 Board Members:

President: Kristina Badali  
 Vice-President: Paul Kasoff  
 Secretary: Janine Surmick  
 Treasurer: Rick Arnold

<u>Term Ending 9/30/2019</u>	<u>Term Ending 9/30/2019</u>	<u>Term Ending 9/30/2020</u>
Kristina Badali	Jacquellne Flynn	Janine Surmick
Paul Kasoff	Suzette Meyer	Sonia Gross
Emily Reed	Marci Radcliffe	
Rick Relyea	Jeff Rose	
Margie Smith	Terry Shaffer	
Judy Raub, ex-officio		

Thank you to board members Rick Arnold, Dick Eby, Susan Grab, and John Grab (ex-officio) for their service on the Foundation Board. In addition, thank you to Maureen Gallo, Dale Brackin, and Ben Osterhout for their support with foundation committees.

The 2018-19 Foundation Board will be meeting on Saturday, October 8<sup>th</sup> for its first meeting of the year. Since this report is due to the District before the board meeting, I am unable to share with you any outcomes including our annual budgeting discussion. The following items will be discussed at the board meeting:

- Foundation Goals
- Foundation Bylaws and Policy Codes
- Committee goals and objectives
- Board vacant positions and election process
- Future strategic planning
- Foundation marketing
- Funding for service leadership programs, Foundation Scholarships, District Office support, early learning guides and initiatives, scholarships for students to attend Key Leader events, and Foundation operations

**Other notes:**

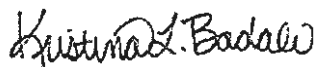
- **Foundation Audit** - The 2016-17 Foundation Audit has been completed. The 990 and BCO returns have been filed timely.
- **Annual Report 2017-18** – The Foundation’s annual report (as of end of July 2018) has been published and is online to download at [www.pkfonline.org](http://www.pkfonline.org). It includes updates to our programs and a financial report.
- **Direct Mailing** – A mailing was by mail to club presidents and secretaries in early-July 2018. We encourage every Kiwanis Club and all Kiwanians to make their 2017-18 donation to the Foundation if they have not done so already. Donations may also be made online also at our website – [www.pkfonline.org](http://www.pkfonline.org).
- **Funding Report Form Request** – Requests for funding are due by October 2<sup>nd</sup>. All funding request forms should be submitted to me by this date to be considered.
- **Annual Rose Sale 2018** – Thank you to all clubs who are participating in the Annual Rose Sale including our service leadership programs. This year the Foundation increased communications of the rose sale during the District Convention as well as by e-mail and social media with District Leadership, club officers, and service leadership (Key Club and Circle K) leaders. We would like to encourage our service leadership programs to continue to increase their communications on supporting advertising for the rose sale as this is one of the funding raising efforts which helps to support funding for their programs. A reminder: Rose sale orders are due to the District Office by Monday, October 1<sup>st</sup> at 5 PM. Orders should be submitted in multiples of 10. Please encourage clubs to submit orders as soon as possible.
- **Bylaws and Policy Review** – The Foundation is currently conducting a review of its bylaws and policy codes. Appropriate changes to the bylaws will be explored for the next Kiwanis year.

- **Foundation Annual Celebration and District Convention Participation** – The Foundation Annual Celebration was held during the 2018 District Convention. During this time, we provided updates with our programs, presented our annual report, and recognized donors. We received positive ratings from the convention survey on the program while comments were noted to the meal provided. In addition, for the convention, we also presented a workshop, held our annual meeting to elect directors, and purchased a convention ad.
- **Basket Room Extravaganza and Parade of Love** – The Foundation also held its annual Basket Room Extravaganza and Parade of Love at the annual District Convention. Thank you to all clubs and individuals who participated and donated. Together, we raised over \$5,100 to benefit Foundation programs.
- **Grants Process** – The Foundation grantees have continued to respond positively to our refined process and have actively continued to promote the Foundation with their funded activities. Clubs are encouraged to apply for grants according to the timeline schedule posted on [www.pkfonline.org](http://www.pkfonline.org).
- **Awards and Recognitions** – Foundation awards and recognitions are available and provided to show gratitude and help individuals and clubs show pride in a way that honors their generosity. The 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/or 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. More information can be found at [www.pkfonline.org](http://www.pkfonline.org).
- **Legacy Society** - The Legacy Society recognizes the thoughtful and generous support of those who included Pennsylvania Kiwanis Foundation in their estate plans. We are actively encouraging new Legacy Society members. For more information, visit [www.pkfonline.org](http://www.pkfonline.org) or contact a Foundation Director.
- **Foundation Presentations** – Foundation Directors across the state are available to conduct presentation on the Foundation at club meetings and/or events. Please contact us at [info@pkfonline.org](mailto:info@pkfonline.org) for more information.
- **Giving Opportunities:**
  - **The Extraordinary Give** (November 16, 2018) – During this event, every dollar donated to local organizations will be stretched by at least \$500,000 from the Lancaster County Community Foundation, the presenting sponsors Rodgers & Associates and the High Foundation, as well as other community supporters. All donations made through the ExtraGive.org website will receive a pro-rated portion of this “stretch pool.” Our organization’s portion of the “stretch” depends on how much is raised in total donations. Get ready to give! On November 16th, starting at 12AM on November 16th, visit [www.extragive.org/organizations/pennsylvania-kiwanis-foundation](http://www.extragive.org/organizations/pennsylvania-kiwanis-foundation). You will have 24 hours to make your donation, and all giving will end at 11:59 PM on November 16th.
  - **#GivingTuesday** (November 27, 2018) - #GivingTuesday is a global day of giving fueled by the power of social media and collaboration. Celebrated on the Tuesday following Thanksgiving (in the U.S.) and the widely recognized shopping events Black Friday and Cyber Monday, #GivingTuesday kicks off the charitable season, when many focus on their holiday and end-of-year giving. More information will be provided on [www.pkfonline.org](http://www.pkfonline.org) and our social media platforms.
  - **AmazonSmile** (Ongoing) - AmazonSmile is a simple and automatic way for you to support the Foundation every time you shop, at no cost to you. When you shop at [smile.amazon.com](http://smile.amazon.com), you’ll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the bonus that Amazon will donate a portion of the purchase price to the Foundation.
  - **iGive.com** (Ongoing) - By using an [iGive.com](http://iGive.com), links are provided to the store’s website, you shop as you normally would. There are no extra steps, no iGive notifications when making payments. The donations happen behind the scenes, and often the store’s support teams are unaware of the iGive Affiliate Program.

In closing, 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.

If I can be of any assistance, please do not hesitate to contact me at [kbadali@pakiwanis.org](mailto:kbadali@pakiwanis.org).

Respectfully submitted,



Kristina L. Badali, President



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

Laws, Regulations and Resolutions Committee  
Jennifer Crowell, 2018-19 Chair

## **Report to the District Board of Trustees September 22, 2018**

Since the last Board Meeting, I have:

1. Reviewed the minutes of the previous Board Meeting to verify to the best of my ability that the District is operating in compliance with our Bylaws and Policy Code; and
2. Attended our 2018 District Convention and served as Parliamentarian for the business session; and
3. Prepared an updated list of sections in our Bylaws and Policy Code that are not completely in alignment with each other, along with a list of possible corrective actions, in preparation for a discussion with members of the Executive Board; and
4. Begun working on a separate list of lower priority items in the Policy Code that are either outdated or should be re-worded for clarity, examples of which include an official District Color that is inconsistent with the current Kiwanis branding guidelines and references to an "Opening Session" of our District Convention.

I plan to work on the following items before the next official Board Meeting:

1. Re-create a digital copy of the list of items which need to be incorporated into the Policy Code to reflect actions taken by the District Board over the past two years, and submit said list to the District Office to request more detail on the exact wording of the original motions, as my original files were lost to a disk failure; and
2. Meet with members of the Executive Board to review the list of sections of our Bylaws and Policy Code that are not in agreement; and
3. Update the District Policy Code and distribute the revised document to the District Board.

Yours in service,

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

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



## **District Public Relations Coordinator**

### **Report to the District Board**

September 18, 2018

There always seems like the Public Relations Coordinator has something going on. My other activities as Chairman of the District Audit has somewhat slackened. But that's for a different report.

Most recently, I received an email from Kiwanis International Public Relations to assist with requesting removal of a specific image from Facebook and other posts that have been appearing. I have forwarded the email to several District members who routinely monitor various Facebook and other electronic media. This is a case where a specific Kiwanis image was used by KI with appropriate but limited rights for publication. Our well-intended Kiwanis family captured the image and started publishing it in violation of the copyright. Obviously, this has become an issue and illustrates the point that photographs that are being published in newspapers, or newsletters, or on line should be protected by a signed Kiwanis release. I have the template for the Kiwanis release that should be signed by anyone whose image is taken for publication in any Kiwanis press release, electronic posting, or other public media. For minors, and we do take pictures of children, a parent or guardian is to sign this release.

Since my last report, the Catholic Church garnered much attention in Pennsylvania and elsewhere because of the release of the names of those accused of abusive acts with children going back many years. This could become a serious problem for other organizations as well particularly if the list of names released pointed the way to Kiwanis membership of anyone on the list. While I pray for the church and those affected, either victim or perpetrator, I remain concerned for our organization as well. If you become aware of any potential issue that would include a Kiwanis member, please let me know. I can provide Public Relations guidance to clubs and leadership who may be faced with potential issues that may become newsworthy events in the local media.

Being the logo police is frustrating. I continue to stumble across instances where clubs continue to embrace old, out of date images and messages from the long ago retired "bird-cage" logo to even our changed defining statement from "changing the world" to "improving the world" and even the old motto "We Build" has been seen. Unifying the Kiwanis brand worldwide is a strategic goal of Kiwanis International and its our job as members of this global organization to support the strategic plan to include working hard to let go of the old and embrace the new messaging, logos, and image. Trustees are asked to be on the lookout for brand offenses and remind clubs to work for the future by improving our Kiwanis image on member and one club at a time.

The "Tilted K" is not part of our logo. Please don't include it in your club's logo or replace the approved Kiwanis seal logo. The tilted K should be to enhance a publication or posting or poster. It can be used on notepads, business cards, and in other locations where it stands alone and it doesn't become part of or serve as your club logo. Someone told me that the round highway sign was seen installed with a 15 degree left tilt. That's just not right....

I presented another workshop on the Kiwanis image. I included new presentation material that was developed PR Coordinator training at our Kiwanis International Convention In Las Vegas. At the workshop I distributed a new brand book of sorts. The smaller format brand book contains much of the same material presented in a slightly different format. Branding is important, its valuable, and impacting on our future as an organization. Does your club have the right brand "on"?

I look forward to a new Kiwanis year with new club stories to share about how we touch so many lives through Kiwanis service. Please insure that your clubs have identified Public Relations chairs so that we leverage our PR efforts more effectively across the state.

Respectfully submitted,

-signed-

Robert F. Raub, District Public Relations Coordinator



## **PA District Kiwanis International Report for:**

**Sponsored Organization or Program:** Aktion Club

**Co-Administrators:** Barb Byers/Karen Sears

**Report Date:** September 15, 2018

**Report Period Covered:** July 2018 - present

### **Updates since last report:**

- Co-Administrators continue to have bi-weekly conference calls to discuss plans, clubs, concerns and collaboration to ensure streamlining and non-duplication of job duties and to also ensure that all job duties are completed. Moving forward, these conference calls will be decreased to monthly (2<sup>nd</sup> Wednesday of the month).
- TLC Foundation report was completed and submitted.
- At DCON, we presented a workshop about Aktion Club. This was the first workshop presented about Aktion Club in several years and our first as Co-Administrators. All of the attendees for the workshop were interested in potentially starting an Aktion Club and also in creative ways (i.e. partnering with their sponsored Key Club to co-sponsor an Aktion Club and some Division clubs all working together to start one).
  - We had a speaker from the Community Connections Aktion Club speak at the Heroes in Service Luncheon.
  - We had a general information table at DCON
  - We also purchased an ad for the convention program for Aktion Club.
  - We purchased the KI sponsored Aktion Club banner to display at district events.
- The following weekend, August 18, we had our 22<sup>nd</sup> Aktion Club Convention at the Laurel Lodge (once again generously donated by Barry and Marlene Halbritter).
  - We had representatives from 6 clubs in attendance: Abington, Lansdale and Whitemarsh (they stayed overnight Friday and Saturday due to travel distance), Indiana, State College and Lewistown.
    - Whitemarsh advisors attended—they are our newly chartered Aktion Club
    - This was the first year that Lewistown attended! 😊
    - We were joined by Ron and Luida Shearer, previous Aktion Club Administrator. It was wonderful to see them. Governor Judy was also in attendance and helped out tremendously.



- The theme for this year's Convention was Heroes and Superpowers. All attendees shared who their hero was and why as well as what their Superpower is. They stood up and shared what their Superpower is #loudandproud.
- There was a competitive game of cornhole, swimming and Minute to Win It Games and a Photo booth with superhero paraphernalia.
- This year's convention far surpassed last year's attendance and was a great success!
- Keystone Kiwanian article was written for both TLC and Aktion Club Convention.
- Barb continues to work with the Airport Area and Sewickley clubs to co-sponsor an Aktion Club. Their general information and interest picnic is scheduled for 9/21. They have already met with 2 agencies who will be working together to establish the Aktion Club. We will keep the District Board updated on this club's progress.

#### Pending Items

- We still would like to set up Region/Zone Committee for Aktion Club. This has been a goal of ours for a while now. If you know anyone who may want to fill this role, please contact Karen or Barb. People in bold have been confirmed:
  - Region 1 – TBA
  - Region 2 – **Jean Harkins/Bob Marko**
  - Region 3 – TBA
  - Region 4 – TBA
  - Region 5 – TBA
  - Region 6 - *Linda Hoover*
  - Region 7 – TBA
- We continue to want to obtain table banners for each of us for various displays when we are promoting Aktion Club at events.
- Development and distribution of an Aktion Club newsletter

#### Upcoming events/Plan of Action:

- Continue to follow up/monitor on potential new clubs: 1 club with Airport Area/Sewickley co-sponsoring.
- Need to reach out to 2 Aktion Clubs (Bensalem and Tunkhannock) as they are currently in Suspended status, but it is not clear why. Bensalem recently was reactivated last year after almost losing their charter.
  - 2 other clubs on the Inactive-Suspended list from KI are: Royal and Boyertown. We know that the Royal Aktion Club had previously disbanded as the agency that sponsored them no longer had the day support service. Allegheny North Kiwanis club was the sponsoring club and they remain interested in sponsoring an Aktion Club—working on connecting them with an agency to work with. We also believe

that Boyertown Aktion Club is no longer in existence as their sponsoring Kiwanis club disbanded.

- Submission of Contest entries to KI (thus far, we received scrapbook entry from State College (Governor Judy took at Aktion Club Convention and sent it to KI from District Office. I am expecting a Speech Contest form Erie Aktion Club)
- Review and update email distribution list of Aktion Club Advisors to ensure accuracy (been getting some emails bounced back).
- Consideration of development of a Strategic Plan for Aktion Club

**Assessment of District Officers:**

**Respectfully submitted,**

*Barb Byers*

*Karen Sears*

## PA District of Kiwanis International Report

Service Leadership Program: **Circle K**  
Administrator: **Kelly Shaup**  
Report Date: **September 16, 2018**  
Report Period Covered: **July – August 2018**

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

#### **2018-2019 Goals in process:**

Two new Ad hoc committees have been created:

Membership Development and education: **Designed to raise general member knowledge**  
Advisor Relations: Increase interaction with Kiwanis and Faculty advisors, and sponsoring Kiwanis clubs  
(first newsletter sent out: second in process)

Next 3 year strategic plan due by end of year:

New Club Building expectations:

Merge Club and District Officer Training

#### **2018 – 2019 Circle K District Board Goals:**

**April 2018 to March 2019**

700 Members

60 Kiwanis Family Relations (KFR) Activities

60 Interclub Events

12,000 Service Hours

120 District Service Projects (DSP)

\$2500 raised for WASH (CKI's new init. for water in Haiti)

Build/ Retain 5 clubs

75% Club Reporting

#### **Club Information:**

# Active Clubs = 30 Active

# Suspended Clubs = 1

# Inactive Clubs = 4 (still awaiting to see if any drop)

Membership # 660 as of 9/16/18 (+11 incoming: 11 IUP)

#### Committee Members:

Kristina Badali – Covering Snowbelt Zone Advisor (NW) and Administrative Specialist - Technology

Mariza Shavelle – Liberty Zone Advisor (SE)

Shawn Smith – Three Rivers Zone Advisor (SW)

Megan Thomas – Colonial Zone Advisor (Central S)

#### Comments regarding committee:

I am pleased with the Committee members and the job that they are currently doing. There are still some areas with room to grow. Last year's additions have been able to take on new responsibilities and bring new ideas which have been well received. Need additional people to join as we are being stretched to advise a full board.

#### Concerns/issues:

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

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

Knowledge only:

District and Club Officer Training:

We will be exploring combining club president's training with District Officer training in some fashion over this year. Currently, we are planning to host a one day president (or club representative) training in conjunction with District Officer Training. This will result in additional food costs and items. More information will follow.

Dual Membership:

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

Important Events/Dates with description:

Sept- Oct – Fall Rallies:

Each division will be hosting an event for the clubs in their area. Dates will be finalized at PA Kiwanis Convention.

InterPACK:

11/2-11/4: Hidden Valley Scout Camp

Please consider stopping by to see the service and activities planned. Sat Lunch guests are encouraged! The board is working on a capture the flag event for the before dinner activity. As CKI international has adopted the WASH project, we will be featuring a few activities.

Assessment of District Officers:

The incoming 2018-2019 Officer Group is young and motivated. We have many past Key Club members making the jump into District Level roles. As such, they are green but highly motivated. They are having more meetings over the summer than prior boards and are progressing well. However, we are working on overcoming the reliance on social media and the lack of official communication it typically encourages.

We received the resignations of a chair and LTG later than normal. Most CKI boards do not survive intact as commitments may pop up. In this case, one officer was pulled of a wait list to be a resident hall advisor. The other was due to student teaching assignment.

Current Openings:

Black Diamond Division LTG

4 District Chairs: (3standing K-family: Con-Con, Service); 1 Ad hoc (advisor relations)

**Respectfully Submitted:**

**Kelly Shaup**

## PA District of Kiwanis International Report

Service Leadership Program: Builders Club  
Administrator: Tiffany Callaio  
Report Date: **9/17/2018**  
Report Period Covered: **July to September**

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

# Active Clubs = 62  
# Suspended Clubs = 0  
# Inactive Clubs = 10  
Membership # [NUMBER] as of [DATE].

Administrator's activities since last report: Send out emails on fixing my mailing list and KI's spreadsheet. Tried to secure a speaker at this years convention but nobody emailed me back and the Kiwanis advisor had a hard time finding someone too.

Committee Members: Amy Casagrande and Keith Smith

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

Concerns/issues: Making sure the Kiwanis advisors have their background clearances from KI. Losing too many builders club this year to lack of advisors.

Concerns/issues that require District Board action or knowledge:

Important Events/Dates with description:

Assessment of District Officers:

Additional information/comments:

## PA District of Kiwanis International Report

Service Leadership Program: Key Club  
Administrator: Bob Orlando  
Report Date: **September 22, 2018**  
Report Period Covered: **July 2018 ~ September 2018**

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

# Active Clubs = **180**  
# Suspended Clubs = **7**  
# Inactive Clubs = **14**  
Membership # **10,685** as of **September 20, 2018**  
\*Dues collection currently underway. More accurate numbers will be available next report.

Administrator's activities since last report:

- District Board Meeting July 21/22 Harrisburg, PA
- Kiwanis Convention August 9 ~ 12, Pittsburg, PA
- Various on-line committee meetings

Committee Members:

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

**Matt Alexander – Zone 4**  
**Stef Stamatopoulos – Zone 6**  
**Liz Smolinski – Zone 7**

Comments regarding committee:

**A very cohesive group, working well together and enjoying our work with Key Club.**

Concerns/issues:

**None**

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

Kevin Thomas and I reviewed the Key Club budget and agreed to increase the District Office Operation by \$5,000 for a total expenditure of \$15,000.

Fall Rallies that were planned for September were changed due to low registration. This was attributed to the fact that the dead lines were very close to the start of the new school year and clubs did not have enough time to plan. A new date has been chosen for Hershey Park. The committee is still working on a location and date for a rally in the Pittsburg area.

Important Events/Dates with description:

**November 3 Fall Rally Hershey Park, Hershey, PA**  
**October 6 / 7 Fall Board Meeting, Harrisburg, PA**  
**January 5 / 6 Winter Board Meeting, Harrisburg, PA**  
**March 28 thru 31 District Convention, Pittsburgh, PA**

Assessment of District Officers:

We have filled the two open LTG positions reported in July. All officers are working well with each other. The Governor has been very happy with the level of work that has been taking place over the summer months.

Additional information/comments:

# Kiwanis

Pennsylvania District

September 22, 2018

## Key Leader Committee Report to District Board

We have started planning for Key Leader 2019.

The date has been selected for **Key Leader at Camp Conrad Weiser: April 26-28, 2019.**

### Event Promotion

Key Club Governor Maggie Karpinski name Key Leader graduate **Kaylee Moore** as the **2019 Key Leader Ambassador**. In this role, Kaylee will work closely with the Key Leader Committee to promote Key Leader to Key Clubs throughout the District.

One area of focus for event promotion will be to increase PA Key Leader's social media presence. A Facebook page and an Instagram account have been established to provide additional visibility to the event.

### Scholarship Request

A request is being submitted to the District Foundation Board to renew the \$75.00 scholarship for each participant. These scholarships continue to be a crucial piece of Key Leader's success within the District.

### Long-Term Goal

As a privately guaranteed event, the long-term goal is to create a reserve that covers one full year of expenses for the Key Leader Program. As such, any and all surpluses from the event are earmarked for the payment of future deposits for both the camp location and Kiwanis International program fees. A copy of the 2019 Key Leader budget is attached. This event is privately guaranteed and as such does not need to be a part of the 2019 Kiwanis budget consideration.

Respectfully submitted,

*Key Leader Team*



## Key Leader 2019 Budget

\*This event is privately financially guaranteed\*

### Minimum Attendance (54 Students)

Income		# of Attendees	
KI Foundation Support			\$ 3,500
Student Participant	\$ 150	48	\$ 7,200
PA Foundation Scholarship	\$ 75		\$ 3,600
Student Facilitator	\$ 100	6	\$ 600
PA Foundation Scholarship	\$ 75		\$ 450
Lead Facilitator	\$ -	1	\$ -
Chaperone*	\$ -	14	\$ -
<b>Total Income</b>		<b>69</b>	<b>\$ 15,350</b>
<b>Expense</b>			
Camp	\$ 120	69	\$ 8,280
Key Leader Program			\$ 6,000
T-shirts	\$ 7	69	\$ 483
Miscellaneous	\$ 6	69	\$ 414
<b>Total Expense</b>			<b>\$ 14,763</b>
<b>Net Income</b>			<b>\$ 587</b>

### Maximum Attendance (80 Students)

Income		# of Attendees	
KI Foundation Support			\$ 3,500
Student Participant	\$ 150	70	\$ 10,500
PA Foundation Scholarship	\$ 75		\$ 5,250
Student Facilitator	\$ 100	10	\$ 1,000
PA Foundation Scholarship	\$ 75		\$ 750
Lead Facilitator	\$ -	1	\$ -
Chaperone	\$ -	20	\$ -
<b>Total Income</b>		<b>101</b>	<b>\$ 21,000</b>
<b>Expense</b>			
Camp	\$ 120	101	\$ 12,120
Key Leader Program			\$ 6,000
T-shirts	\$ 7	101	\$ 707
Miscellaneous	\$ 6	101	\$ 606
<b>Total Expense</b>			<b>\$ 18,827</b>
<b>Net Income</b>			<b>\$ 2,173</b>



# Board of Trustee Report

Date: 09/15/2018

Trustee Name Kathleen Durner Region 1

### Lieutenant Governors:

Name: Randy Gorske Division: 1

Name: Kathy Durner (acting) Division: 2

Name: \_\_\_\_\_ Division: \_\_\_\_\_

Name: \_\_\_\_\_ Division: \_\_\_\_\_

## Education

Regional Meeting:  Fall Date: August 18, 2018  Spring Date: \_\_\_\_\_

### Assessment of Meeting, if occurred:

The Region 1 1 Officer Training was held on Saturday August 18, 2018 from 9:00 a.m. until noon at the Family and Community Christian Association office. The participants who attended the training felt that the training was beneficial. The participants were engaged in the program; asked questions; and shared information about their clubs. The PowerPoint presentation was a positive addition to the program in that it kept the group focused. The one negative fact is that many clubs don't feel that they need the training since they have held a specific position for several years or they took the training last year.

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) August 18, 2018 (completed)

## 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)

Cathy Szymanski has successfully launched the Summit Club of Erie. Cathy and David Szymanski need to be applauded for their tenacious persistence to bring the Summit Club into reality.

Due to my move progressing faster than I had anticipated, I was unable to get the Kiwanis Club going in Smethport. The interested, potential members were not always able to attend meetings. However, after several meeting, I came to the conclusion that the communities involved thought that surrounding communities might be more receptive to a Kiwanis Club. A secondary concern became the proximity of Smethport to the remainder of the Division 1 runs from 25 miles to about 155 miles. Will there be a Lieutenant Governor willing to travel that distance to support the club?

I really liked the reports from the District Office with addition/deletions to club memberships. It was interesting to note that many of the deletions were due to health issues or death.

Which clubs are being counseled in your Region, by whom Kathy Durner

1. I visited the Franklin club in June to discuss growing their membership roster---specifically women. This will take more than one visit. Their strength is that they are open minded. **My Goal for the club:** bring in three women to start: from Northwest Bank, other banks, industry, etc.
2. As of my September visit with the president, the club had one woman interested in joining, who many bring a friend or two. I hope that their goal comes to fruition as the Franklin Club has a strong commitment to Kiwanis and their community. One of their larger activities is their Fall Festival which will be held on the weekend of September 28, 2018.
3. Clarion has been a club open to encouragement and suggestions. They have a strong BUGS program. They also have a clever approach to inviting potential members to join. At their scholarship dinner, the Kiwanis President offers the parent of each scholarship winner a membership application. Success: one additional new member.
4. The Warren Kiwanis Club is in the process of adding five (5) new Service Leadership Programs to their club. This club is excited. This will bring their SLP to ten groups.

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

None at this time. Many of the clubs read on a regular basis to young children--schools, libraries, day care facilities, YMCA, etc.

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

Warren announced that they are continuing their spaghetti dinner with year with the assistance of their SLPs.

Bradford Key Club actively participated in the "Back to School" rally. The Bradford Kiwanis Club reads at Care for Children and the YMCA Day Care.

Hermitage Kiwanis is planning and preparing to participate in the holiday parade. The club is also working with school administration to increase collaboration with the schools on community projects.

The Erie Key Club is involved with the Annual Thanksgiving dinner, soup kitchen, and supporting the elementary school library.



# Board of Trustee Report

Date: 9/18/2018\_

Trustee Name JOHN MAZUROWSKI Region 2

### Lieutenant Governors:

Name: BARBARA BYERS Division: 5

Name: NONE Division: 6

Name: NONE Division: 8

Name: \_\_\_\_\_ Division: \_\_\_\_\_

## Education

Regional Meeting: YES Fall Date: September 29, 2018 TBD Spring Date: TBD

Assessment of Meeting, if occurred:

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

## Membership Growth

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

North Side, Pittsburgh PA (LTG Barbara Byers)

Which clubs are being counseled in your Region, by whom

Kittanning PA (John Mazurowski)- officers have service programs on date of regional meeting.  
Mars PA (Barbara Byers)- no recent contact.  
McKeesport (John Mazurowski)- new president and secretary / treasurer!

## Service Projects

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

Numerous events.

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

Key Club District Convention  
Kiwanis Convention  
Division 4 Key Club DCM



## Board of Trustee Report

Page 2

### Communication

Describe communications with the Formula Team

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

Division 5 (Barbara Byers)- some strong clubs; we are trying to schedule more visits to outlying clubs.  
Division 6 (None)- slight membership decrease coincident with new fiscal year.  
Division 8 (None)- slight membership decrease coincident with new fiscal year.

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

Email communication via newsletter each month with special reminders about Kiwanis events.  
Personal emails with officers about participation in / attendance at the convention.  
Steady contact with 2018 convention committee.  
Weekly reminders about our Region 2 meeting on September 29.

### Other Information:

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

Excellent, excellent work by convention organizing committee on a great Kiwanis convention in Pittsburgh!  
Continuing efforts to identify Lieutenant Governors for Division 6 and 8.  
Planning our Region 2 meeting on September 29.  
Planning training activities for divisions 5, 6, and 8 this fall.



# Board of Trustee Report

Date: 9/2018

Trustee Name: P. Palm for Alice ARNOLD Region 3

### Lieutenant Governors:

Name: Fred Smith Division: 10

Name: Kevin Fondelier Division: 10

Name: Barbara Harer Division: 11-E

Name: \_\_\_\_\_ Division: 11-W

### Education

Regional Meeting:  Fall Date: Oct 27  Spring Date: \_\_\_\_\_

#### Assessment of Meeting, if occurred:

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) August 25, 2018

5 Clubs Attended - Ann Graves & P. Palm presented. Booklets distributed  
**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)

Bellefonte - HAS chair person to start a young Entrepreneurial Club - Fall 2018. Matt W. advising

Which clubs are being counseled in your Region, by whom

no Active Counseling - efforts made with Mt. Union, West Johnstown and Juniata. Juniata reached out to Cathy S. for assistance in membership drive. Ann G. Matt W. & Phyllis P. to develop plan to assist Juniata

### Service Projects

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

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

With the school year just beginning, the clubs are just forming. 2 members of Action Club from Lewis town attended convention this year. Circle K is meeting at South Hills for state mtg on 10/22.



Communication

Describe communications with the Formula Team

E-mails - Lunch with Matt W. to discuss opportunities in Region.

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

Kevin Thomas, Alice Arnold & P. Palm met with Rick Kistler, Ted Smith in Phillipshurg 7/10/18 - Reviewed upcoming year. P. Palm met with Barb Larew 8/3 - reviewed LTG Role's, clubs periodic phone conversations. / forwarding E-mail

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

newsletters have begun on both 10 and 11-E for next year. Phone contact made with Presidents / Secretaries re Educational session. E-mail to General Chel

Other Information:

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

Concerns & info item:  
Penns Valley Club - has ↓ mtgs to 1 x month - This club is under charter strength and while doing projects, does not have enthusiasm to increase membership.  
State college - has decreased to 2 mtgs month - this has helped grow membership but the age of the members is causing the club to lose members also.  
Division 10, has surprised me with the addition of members in several clubs. I am hoping that the increased focus on the Division continues to make a difference. Ted Smith seems very willing to try.  
Kevin Sondel and Rick Kistler attended LTG training at Dcon. all but 1 LTG (Smith) in Region 3 has formal training - but K. Thomas gave Ted Smith insights at the Phillipshurg mtg.  
Lurietta President Charles Marshall asked Cathy S. for membership growth assistance - it was →



# Board of Trustee Report

## Communication

### Describe communications with the Formula Team

I have been negligent about communicating with the Formula team. I take full responsibility. I am spread a little thin doing Lieutenant Governor and Trustee tasks.

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

I have experienced positive interactions with Randy Gorske. He is willing to get involved in activities and projects. His strength is his personal interaction with individuals and his clubs. Due to his centralized home and work location, Randy is able to visit many of the clubs on a regular basis. He even brings his grandchildren to some of the events

Bringing up Randy's name results in positive comments and a story relating their connection to Randy. Randy's career choice has brought him into contact with many Kiwanians from Division 1 and Division 2.

As with most adults, Randy would benefit from another person proofreading his work.

Randy Gorske would be a good candidate to consider for Region 1 Trustee for the 2020-2023 term.

Roger Janes was elected to complete my term as Region 1 Trustee. I am confident that Roger will do an excellent job. He has a strong background in business and demonstrates a high level of integrity. I feel that Roger will be an asset to the PA District Board.

### Describe communications your clubs in the Region complete this quarter.

Report	Division 1	Division 2
<b>Election Reports</b>	<b>12/14 clubs have submitted reports to date</b>	<b>6/10 clubs have submitted reports to date*</b>
	<b>---several clubs have multiple year positions</b>	<b>---several clubs have multiple year positions</b>
*		<b>I have spoken with the non-compliant clubs, either by phone or in person. PA Kiwanis PA Kiwanis</b>
<b>Monthly reports</b>	<b>100% completed --- 5/14</b>	<b>100% completed --- 3/10</b>
	<b>89% completed --- 5/14</b>	<b>91% completed --- 1/10</b>
	<b>33% completed --- 0/14</b>	<b>82% completed --- 1/10</b>
	<b>0% completed --- 4/14</b>	<b>73% completed --- 2/10</b>
		<b>55% completed --- 1/10</b>
		<b>33% completed --- 1/10</b>
		<b>0% completed --- 2/10</b>

Since some club officers do not use social media, I call and email club presidents and club secretaries. I have spoken with or attempted to speak with any club in Division 2 that has not submitted reports on a consistent basis. The phone calls did not improve the reporting process.

Some of the clubs dance to a different drummer. It is interesting to note that that some of the clubs are only interested in taking care of their community. They don't seem to understand the BIG Picture of the District and International needs. We need to appreciate that all of our clubs care deeply about their personal communities and that they are making their communities a priority.



## Other Information:

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

Finding a Lieutenant Governor for Division 2 has been my greatest challenge. I hear a lot of blaming/complaining. One club asked when Bruce Peterson could run for Ltg. again. I did explain to that club that we need to bring in new Ltg. every two/three years to keep the Region fresh with new blood and new ideas. I also explained that terms were limited for specific reasons to give other Kiwanians and clubs an opportunity to share in the privilege of being Lieutenant Governor. The clubs do not understand that it is a privilege to have a Lieutenant Governor, Trustee, or Governor in their club.

**To end on a positive note with membership. . .**

Division 1: 21 new members (net) including the addition of the Summit Club with 17 new members

Division 2: 12 new members from five clubs--Clarion and West Middlesex had the greatest growth



Board of Trustee Report

Date: 9/22/2018

Trustee Name Matthew Wise Region 4

Lieutenant Governors:

Name: Penny Meyers Division: 12N
Name: Don Ulrich Division: 12S
Name: position vacant Division: 14

Education

Regional Meeting: [X] Fall Date: November 11, 2018 [ ] Spring Date: June 23, 2018

Assessment of Meeting, if occurred:

The previously scheduled CLE #2 for September 8, 2018 was canceled due to lack of registrations and participation. Initial survey results from the June 23, 2018 event were positive and the Region 4 team is looking forward to providing an even better option next year.

Club Leadership Education Planned: [X] 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

12N: Jersey Shore (Penny Meyers), Muncy (Penny Meyers) Sullivan County (pending), Valley Athens (pending).
12s: Dalmatia (on-radar), Middleburg (on-radar), Mifflinburg (Matt Wise/Don Ulrich). 12S LTG has requested information for community canvassing for 9 clubs and they continue to be a positive force in the Region.
14: Hazleton (TBD), Valley Conyngham (Stef Stamatopoulos). In addition, Kelly Shaup, as CKI Administrator, has expressed an interest in working with several clubs in Div 14 to discuss the potential for Circle K presence in their communities. We will continue to work with him on this.

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?

Update: See above discussion re: CKI presence in Region 4 (Div 14). In addition to update From 4/2018: The relationship continues to be strong in most areas of the Region. There are a few locations that LTGs have informed me that they are working with a concern. Several clubs sponsored either a HOBY or Key Leader representative. In the coming year, I would like to look at either a region-wide or division-wide service project that brings together our clubs and SLPs. I am open to ideas from other Board members on this initiative.



## Board of Trustee Report

Page 2

### Communication

Describe communications with the Formula Team

Communications are constant and engaging via emails. We are looking forward to working with the Membership Committee moving forward.

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. We have evaluated what we can improve upon moving forward, have pre-scheduled dates for the upcoming meetings (established a Regional calendar), and have each identified three things to accomplish in the first quarter of 2018-19.

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

Communication is via email, social media, and some telephone in addition to catching up and one-off conversations at District Convention.

### Other Information:

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

The most recent membership reports have Region 4 in a positive membership situation. Barring any large-scale deletions, we should remain at a net positive for 2017-18.

The team has also discussed the added benefits of having regular Division Council meetings and we have determined the dates for these to occur in the Spring. Our plan is to have the fall regional meeting/Governors visit with a 1-hr-or-less Division Council meeting at the end of the Agenda.

Personally, I would like to make at least one visit to each club in Region 4 during the coming year. I was not as successful at this in 2017-18 as I wanted to be.

As you already know, PA eKiwanis 2.0 club has embarked on a plan to hold a series of online webinars devoted to educating the public about the Opioid/Heroin epidemic that is plaguing many of our communities across the District. These are well-received and I have asked to be the moderator again for the for the September 23rd event. The topic is "The Science of Addiction." Please join us for this event.



# Board of Trustee Report

Date: 9/18/18

Trustee Name Ben Osterhout Region 5

### Lieutenant Governors:

Name: Emily Reed Division: 13N

Name: Rodney Stoops Division: 13S

Name: Karen Davis Division: 16

Name: \_\_\_\_\_ Division: \_\_\_\_\_

### Education

Regional Meeting:  Fall Date: 10/13/2018  Spring Date: \_\_\_\_\_

Assessment of Meeting, if occurred:

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) 8/18/18

### 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)

Southern Lancaster – Organized on 9/6/18  
Greater York Area – Organization meeting planned for 9/19/18

Which clubs are being counseled in your Region, by whom

Linglestown Area, Bob Raub

### Service Projects

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

Youth protection event – 9/27

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



## Board of Trustee Report

Page 2

### Communication

Describe communications with the Formula Team

Worked closely on blitz effort

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

Describe communications your clubs in the Region complete this quarter.

### Other Information:

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



# Board of Trustee Report

Date: 9/16/2018

Trustee Name Michael Coolbaugh Region VI

### Lieutenant Governors:

Name: Tiffany Callaio Division: 15

Name: Tim O'Donnell Division: 17

Name: Young Change Division: 18

Name: \_\_\_\_\_ Division: \_\_\_\_\_

## Education

Regional Meeting:  Fall Date: 11/17/2018  Spring Date: \_\_\_\_\_

### Assessment of Meeting, if occurred:

Our Fall Meeting will be held at the Lutheran Church of the Holy Spirit on Cedar Crest Boulevard in Emmaus. The primary topic will be a Club Strengthening Summit presented by Trustee Matt Wise

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) October 6th Divisions 17&18

## 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)

None at this time.

The Back Mountain Club celebrated their charter on September 14th with an amazing 38 Charter Members.

Which clubs are being counseled in your Region, by whom

Many of the clubs in the region are below charter strength. These clubs are being counseled by their division counselors. The fact that many clubs are at or below charter strength is the primary reason of the Club Strengthening Summit on November 17

## 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?

All Key Clubs in the district participate in Early Learning Program as part of their Youth Serving Youth program



## Board of Trustee Report

Page 2

### Communication

Describe communications with the Formula Team

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

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

Describe communications your clubs in the Region complete this quarter.

### Other Information:

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

As we all know the biggest problems are membership growth and retention of current members. WE are hoping to address this with our Club Strengthening Summit..



# Board of Trustee Report

Date: Sept 17, 2018

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: November 3, 2018  Spring Date: \_\_\_\_\_

Assessment of Meeting, if occurred:

We will be working on doing a short meeting and service project.

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s): COMPLETED:  
July 18, 2018 6:30 pm – 9:00 pm  
July 28, 2018 9:00 – 12:00 pm

## Membership Growth

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

**Kiwanis Club of Next Generation** – There remain 4 applications but effort is on hold, as strategy has been revamped to focus on existing clubs as well as underserved areas in the Region, but will add ability for participants to use technology.

**Other potential areas** in review for a new club is Chestnut Hill, Chester / Aston and Havertown area.

**Club strengthening efforts:**  
Region 7 membership growth team will be doing Pop Up Open House events around the Region and inviting existing clubs and prospects that are close to invite members to this allows for an informal setting to get to know other members and Kiwanis while being social and not in an intimidating meeting or formal event.

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, Mariza Shavelle, Elizabeth Smolinski, Karen Sears

### Active Coaching:

**Division 19** – Upper Bucks (Sarah) – completed mini-blitz in July additional follow up, Lansdale (Sarah) program given Aug 23<sup>rd</sup> follow up with Pres Ginny on action plan next. Collegeville (Sarah/Bonnie Houpt/Jen)

**Division 21** – Bonnie MacDonald - Council Rock.

**Division 22** – Main Line (Sarah), Valley Forge (Lillian/Sarah), South Philly (Sarah)

Clubs that have been offered coaching, but club leaders have not reached back out to Region 7 team:

**Division 21 – Hatboro-Horsham** – Club is down to 4 members and many offers have been made to Darlene Anderson to assist in their growth but there are other priorities. **Southampton** – Program provided in December but no response back from leadership to move forward with the action plans suggested. **Levittown-Bristol** – Leadership has many competing priorities and they lack service program therefore are not attracting new members. Many of the leaders are returning and it seems to be on the road to burning out. Coaching has been offered and no response back yet.

**Division 22 – West Chester** – Club is down to 4 members, but they are talking about doing a blitz Oct 25<sup>th</sup>, but no meetings or contact has been made. **University City** – Jen Vare has visited and spoke to Secretary Alison but rest of the board has not completed a membership action plan and have not reached out for District/Regional help thus far but are focused on Membership this year as per their board meeting 9/16.





## Board of Trustee Report

Page 2

### Service Projects

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

**Norriton Circle:** They are leading the Regional project for Montgomery Country Intermediate Unit (MCIU) Lending Library project. This is an ongoing project involving members from several clubs.  
**South Philadelphia** – 9/22/18 Reading Corner setup at new location at Eliza Shirley Homeless Shelter; grand opening with Reading event.

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 is via quarterly Regional calls and email with membership committee.

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

During the summer communication with current and new LTGs have been via phone and email primarily. Aug 15, 2018 held a Region 7 LTG training and planning meeting with all incoming LTGs in attendance to provide guidance on roles/responsibilities, expectations, goals and future communication plans.

**Division 19** – This Division is under the new leadership of Past Governor Jen Vare as the incoming LTG and already has seen an increase in communication among clubs, a huge strength. A concern is the new club, Colledgeville Area, with changing leadership a much needed membership needs to be developed and solid service project.

**Division 21** – This Division has many struggling clubs. An area for concern is the stagnate growth and lack of NEW leaders stepping up in existing clubs. It is a struggle to find new officers, LTGs and even to fill Rose Sale coordinator position. The clubs in this Division have many older clubs that provide excellent service and dollars to every community they serve but struggle to garner any new members. The LTG has had health issues over the last six months and communication to clubs lapsed, but after training LTG Bonnie is working on plans to connect with clubs in Sept and Oct.

**Division 22** – The strength of this Division is their close geographic proximity to each other making interclubbing easier and strengthening many friendships.

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?

The stagnate growth in some clubs are a concern for the Region. We hope to start looking at areas for new clubs in the Fall but mainly focus on existing club strengthening through Kiwanis Pop Up Open House events as well as large scale service projects, such as the Guinness World Record Backpack stuffing event that promoted Kiwanis and provide excellent service to children in need.

Executive Director's Report – September 22, 2018

1. Attached is my schedule for the period July 1, 2018 to September 30, 2018. I will be pleased to answer questions about any activity.
2. For everyone's benefit, I am enclosing the administrative reminders memo sent out to club presidents, secretaries and treasurers.
3. Based on where we are with membership and using historical data and with the hope I am wrong, I expect a membership loss for the District in 2017-18. I would estimate the loss to be a minus 50 give or take 25. It will be closer to minus 25 if the new club in York County comes in and closer to minus 75 if not. That will make the loss one of the smallest since 2005-06, the year when we last had a gain. But never-the-less, it will still be a loss. And had we opened 2 to 5 more clubs, we'd be talking about breaking even or even having a gain. Based on many years of historical date, the almost undisputable truth from my seat is that if we do not open 8 to 10 clubs per year we cannot have growth.
4. In looking at the convention evaluations, several things jumped out me. I'm going to discuss four of them here.

First, our convention committee did an outstanding job.

Second, we need to do a better job of organizing and communicating with our forum presenters and insuring those presenters are prepared.

Third, the practice of District Leaders (officers, trustees, Lt. Governors, Chairs and Past Governors) not attending forums when not doing other things related directly to the convention needs to end. There was no good reason for District leaders to be standing or sitting around in the forum areas and not being present in the forums. It sets a poor example. It is disrespectful to those Kiwanians that prepared the forums or special guests who came into present. If you feel you have heard it all that is probably when you need to hear it the most; beyond that, there were plenty of topics at this convention that no one had heard before. If you absolutely cannot go to a workshop then go for a walk, go watch TV in your rooms, go to a quiet corner. But don't stand or sit near forum rooms or in the lobby doing nothing or carrying on conversations. The forums are not just for new members or for "regular" club members. They are for everyone.

Lastly and if we are to heal our divided District, the practice of discussing District business in meeting hallways, the lobby and other places where all Kiwanians are passing and/or standing needs to end. Those conversations should happen largely behind closed doors and if they can't they should be taken to remote and quiet corners. If loud, drunken conversations must happen, they should not happen at public bars. They should happen in closed door, private hospitality rooms.

Please let me know how I might help you.

Respectfully submitted,

Kevin E. Thomas  
District Executive Director/Secretary/Treasurer

# AOL Calendar

## September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 Vacation day 9pm Pennsylvania Distri...	28 Vacation	29 Vacation	30 Vacation 11:45am Harrisburg Hilltop	31 Vacation		
2 Holiday	3 Holiday	4 Dallastown	5 Dallastown	6 Dallastown	7 Dallastown	8 Dallastown
9 5pm Finance Committee...	10 5pm Finance Committee... 5:30pm Young Children ... 9pm KNC Call	11 YCPO Meeting 8am Young Children Co...	12 YCPO 8am Young Children Co...	13 12pm Millworks Restaur...	14 10am Job description co... 6pm Back Mountain Ch...	15 10am Job description co... 6pm Back Mountain Ch...
16 11am Dentist	17 11am Dentist	18 11am Dentist	19 11am Dentist	20 11am Dentist	21 11am Dentist	22 Board Meeting and Alto... 6pm Altoona 100th Anni...
23 6pm Dillsburg	24 6pm Dillsburg	25 6pm Dillsburg	26 6pm Dillsburg	27 11:40am Camp Hill High...	28 11:40am Camp Hill High...	29 11:40am Camp Hill High...
30 7:30pm KNC	1 7:30pm KNC	2 7:30pm KNC	3 7:30pm KNC	4 7:30pm KNC	5 7:30pm KNC	6 Key Club Board Meeting

## August 2018

	Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat
29	Sun 30 8pm KNC						
5	6	7	8 District Convention	9 District Convention	10 District Convention	11 District Convention	
12	13 District Convention	14 Off	15 7:30am Palmyra - Read...	16	17 10:30am Bob Orlandi	18	
19	20	21	22 5:30pm Finance Commit...	23	24 10:30am Budget meeting	25	
26	27 Vacation day	28 Vacation Vacation	29 Vacation	30 Vacation 11:45am Harrisburg Hilton	31 Vacation		

# AOL Calendar

## July 2018

	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat
	Off	off	Holiday	4pm Back Mountain			
8	9	10	11	12	13	14	
		6pm Region III Training ...	7:30am Nittany Kiwanis ...	11:45am Williamsport			
			6:30pm Greater West S...				
			8pm Young Children Fri...				
15	16	17	18	19	20	21	
		5pm Finance Committee...		12pm Kiwanis Lunch Me...		Kiwanis District Board M...	Key Club Board Meeting
22	23	24	25	26	27	28	
Key Club Board Meeting			6pm Convention Commi...				
29	30	31		2	3	4	
	8pm KNC						



# Kiwanis<sup>®</sup>

PENNSYLVANIA DISTRICT

## IMPORTANT KIWANIS ADMINISTRATIVE REMINDERS

TO: Pennsylvania Kiwanis Club Presidents, Secretaries and Treasurers for 2018-19 (or 2017-18 officers if an election report has not been submitted)

FROM: Kevin E. Thomas, District Executive Director

RE: Administrative Reminders

DATE: September 4, 2018

1. Any former member of a Kiwanis Service Leadership Program/Sponsored Youth Organization who joins Kiwanis has International dues waived for two years regardless of age. The new member (or its club on behalf of the member) must pay the Kiwanis International Magazine subscription, the Liability Insurance premium and Local Club Dues. As well, the new member fees are waived for former Service Leadership Programs.
2. Dues, magazine and insurance fees per member for the 2018-19 year:  
International Dues: \$52.00  
Kiwanis Magazine: \$ 8.00  
Insurance: \$17.00 (Note: Since quotes are not final, there is an unlikely possibility that the insurance may be adjusted)  
District Dues: \$35.00  
Total: \$112.00
3. **If you want new members credit to the 2017-18 year, they must be on the club's roster by September 30, 2018.** *If you have any members that will not be continuing as members for whatever reason be advised that you must remove them from your club's roster by October 10th; any deletions that need to be made to your club's roster must be submitted to the Kiwanis International office by that time.* Dues billings for clubs will be based on the club's roster that is in the database at Kiwanis International as of October 10th and clubs will be responsible for payments based on that roster.
4. From the Kiwanis International office in Indianapolis, a reminder to update a club's roster was sent to both 2017-18 club secretary and president, and 2018-19 secretary and president (if provided via an election report). Invoices will be mailed to 2018-19 club secretaries, and can be accessed on the online dashboard by secretaries, presidents, and treasurers.
5. When adding a new member to your club's roster, your club pays Kiwanis International a flat \$50.00 fee and the Pennsylvania District Graduated dues for that new member. What the club pays depends on the time of the year. **Please see the schedule at the end of this message.** All payments for new members get made payable to Kiwanis International get sent to the Kiwanis International office in Indianapolis.
6. Kiwanis Insurance now consists of two elements. The first is a general liability insurance. The other is Directors and Officers Liability. Neither program is optional.
7. **All Kiwanis Clubs and club foundations must file some version of the IRS 990 non-profit tax form.** Most clubs, can file form 990-N, which is available on line only through the IRS website; clubs with higher levels of income will have to file form 990-EZ or 990. For most clubs, the appropriate form must be filed by Feb 15<sup>th</sup>. By law, no club or club foundation is exempt from filing the appropriate 990 form. If a club does not file the appropriate form 990 for 3 consecutive years, it will lose its non profit status. To regain non-profit status, a club will need to complete and file Form 1024 or if it does not, it will need to pay tax on all revenues taken into the club treasury.
8. For clubs that are struggling with their administrative account but have a healthy service account, I'd like to offer the following tip or suggestion. When paying your dues invoice to Kiwanis International, take the entire \$17.00 per member cost of insurance fee from your service account. The insurance is needed because we are out in the community doing service so it can be treated as a project cost just as any other project cost. Bottom line to help an administrative account, take \$95.00 per

member from the administrative account and \$17.00 per member from the service account when paying your dues invoice. Of course if your club administrative account is healthy, you can take all monies for dues, magazine and insurance from that account.

9. All expenses associated with any Service Leadership Program club can come out of the service account of your club. That would include paying for meals if Service Leadership Program members and advisors attend your club meeting. It can, also, include the background checks required by Kiwanis International for Kiwanis advisers to Service Leadership Programs.
10. There is one administrative account myth I want to dispel: You may place a certain percentage (usually the figure thrown about is 10%) of any fundraiser you have in administrative account. **That simply is not true and is not permissible or even legal. You may not place a flat amount of any fundraiser in the administrative account.**
11. If your club is conducting a 50/50, raffle or another game of chance, it is important you comply with the Pennsylvania Small Games of Chance law. Kiwanis clubs are not exempt from the law. Please see the following website for more information: <https://www.psp.pa.gov/LCE/Pages/Small-Games-of-Chance.aspx>
12. Online training is available for club presidents and secretaries. Additionally, there are changes to the club secretary reporting functions and capabilities on the KiwanisOne system so it is important for all secretaries to take the training. Here is a link to the where you can begin the online training: [www.kiwanis.org/kiwanisone/learn/online-training](http://www.kiwanis.org/kiwanisone/learn/online-training)
13. All clubs are reminded to submit a monthly report of their club's activities, meetings and other information. This information is used to understand what it is clubs are doing and determine future programs and activities. Here is a link to the member login area where club secretaries can log in and complete the report: <http://www.kiwanis.org/clubs/member-resources>.
14. Attached is a sample club policy on youth protection and background checks. All clubs should have a policy on youth protection and background checks. All Kiwanis advisers to Kiwanis Service Leadership programs need to complete the required Kiwanis International Background check; here is a link providing more information on that requirement and check.

<http://www.kiwanis.org/clubs/member-resources/training/risk-management/background-checks>

As well, it is strongly suggested that all Kiwanians should submit to background checks for volunteers working with youth in Pennsylvania as required by the Commonwealth of Pennsylvania.

#### Graduated Enrollment Fee Schedule

<u>Month New Member Joins Club</u>		<u>Enrollment Fee</u>
October	\$	85.00
November	\$	85.00
December	\$	80.00
January	\$	80.00
February	\$	75.00
March	\$	75.00
April	\$	70.00
May	\$	70.00
June	\$	65.00
July	\$	65.00
August	\$	60.00
September	\$	60.00

To: Pennsylvania Kiwanis District Board  
From: Phil Weber  
Re: Governor-Designate Report

Date: September 22, 2018

1. My primary focus since the July Board Meeting has been working with the Finance Committee and Membership Committee in preparation for the 2018 – 19 year. I will defer to the respective committee chairs' reports.
2. With respect to the Membership Committee, in anticipation of Cathy Szymanski's election as an International Trustee, I plan to make the following change, subject to Board approval. Sarah Zulueta will join the Committee as co-chair, along with Matt Wise, through the end of her term as Region 7 Trustee, in September, 2019. Upon Cathy's elevation to International Trustee, Sarah would then become Chair of the committee on or before October 1, 2019. This has been discussed and supported by Governor-elect designate Mike Haven.
3. One of the many outcomes of the audit report will be the change (reduction) in the duties and responsibilities of the current Executive Director, which will also require a reduction in his total compensation. I have appointed an *ad hoc* committee of Governor Judy Raub and Region 6 Trustee Mike Coolbaugh to work with Kevin Thomas to develop a new job description for the position, and a proposed compensation package, for the balance of Kevin's current 2018 – 19 contract, which will expire March 31, 2019.
4. Finance Committee changes. With Sarah Zulueta going on the Membership Committee, Roger Janes has agreed to replace her as the Trustee representative.
5. All seven Fall Region meetings/Governor's Visits are set with regards to date, time, and location.
6. I have attended various club meetings and events as possible, to support local Club service or fundraising activities.
7. I participated in the mini-blitz in the Southern Lancaster and York Area club areas. I had the opportunity to spend windshield time with both International President Jim Rochford and International Trustee Gary Levine, gaining insight and mentoring in my forthcoming role as Governor.
8. Trustee Education is off-schedule. I will schedule a web-based session in October.





# Kiwaniis

PENNSYLVANIA DISTRICT

September 2018

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

## Governor's Board Report

Dear fellow board members:

As my journey as Governor comes to its conclusion, it is bittersweet that I write this report, my final Governor report for my 2017-2018 term.

**FINANCE:** The Finance committee continues to meet and work on the tasks identified in the District Audit Report. At the time of this writing, we have held our District convention and Governor-Designate Phil Weber, Audit Chair Bob Raub, Finance Chair Paul Kasoff and I held a "workshop" to share with attendees an overview of the District Audit Report and steps that we will undergo moving forward to assist the District in regaining its financial footing. One of the biggest points was that we didn't get here overnight and there is no magic wand that will fix this. We must work on it one step at a time. Quite frankly, that is what we are doing. We have made some changes in the reporting that the Executive Director provides to us, we have instituted some oversight from the Finance Committee, and we made some changes in our recording practices/processes (these become internal to the District office.) As I mentioned in my last report, we had already trimmed this year's budget the best we could, though we have been very cognizant of our spending and tried to keep that at a minimum for obvious reasons. Governor-Elect Phil and I, along with Kevin Thomas, have worked to recommend a new budget for the new Kiwanis year. Further, some new policies and practices will be coming.

**KIWANIS KASH:** I was very pleased to see the total amount of KASH that was raised for the District. I would agree, with raffle chairperson Jen Vare, that mailing tickets to clubs was a great move; and that having the club's tickets ready at Mid-Winter is an even better idea. We would then only mail tickets to those clubs that are not in attendance. Hind-sight is always 20/20. With that said, the Trustee's may not take as many to sell, but they would still be responsible for selling some agreed upon number of tickets.

**UNCLAIMED PROPERTY:** I recommend that we continue to initiate claims for the unclaimed amounts of money on at least a quarterly basis, as there was a substantial return for the time it took doing this. This will help with our year end deficit reduction.

**MEMBERSHIP:** We have finally organized the Kiwanis Club of Southern Lancaster. This was 2 years in the making, but it is complete. The club was organized with 18 members. It is done and ready to go. This was completed with the making of a "mini-blitz" that was put together (in short order) in this location as well as a second location in the Greater York / Dallastown area. The support from 4 of Eye of the Tiger team members, along with a group of dedicated Pennsylvania District Kiwanis members made possibly 2 new clubs a reality. Our District will be stronger with a total of 4 new clubs able to serve more communities. It is all in the preparation that makes this happen.

Sure, we can do “cold calls”, but it is easier if there are appointments made ahead of time, as that helps with the outcome of a YES. HAVE YOU GOTTEN YOUR ONE YET?

DCON: I was able to help with “stuffing” the convention packets this year. This permitted Michelle and Kevin to take care of other items that needed their attention. I recommend that we add some local Kiwanis help in the District Office as ongoing office support. It was a great convention. I am looking forward to seeing the feedback to review. We all need to remember, in these feedback forms, that we are never going to please all the people all the time, but we must hope to please most of the people some of the time. This year’s Convention Committee did a great job acquiring sponsorship dollars. THANK YOU to all that supported our 2018 Convention.

As I said, this is bittersweet that I write this, my final Governor report. Thank you to Trustees Kathy Durner, John Mazurowski, Phyllis Palm, Matt Wise, Ben Osterhout, Mike Coolbaugh and Sarah Zulueta. We may not have always agreed on everything, but we were able to agree on the important things and work together for the good of our organization.

Thank you to all the District Chairs and Administrators that supported us in any way.

Thank you to Governor-Designate Phil, who was a great sounding board, who shared his vision and expertise to help us with our District finances and other matters.

Thank you to Kevin and Michelle, who answered my phone calls, and my questions. You welcomed me stopping in the office and making some last-minute request and thank you for having Diet Pepsi for me.

I love our District. I love what we do as a Kiwanis organization. I love the relationships I have made along the way.

I am looking forward to transitioning into my new role supporting our District.

Yours in Kiwanis service,

*Judy Raub*

Judith A. Raub, Governor 2017-2018



Michelle March <michelle@pakiwanis.org>

---

## Fw: Membership report to the board

1 message

Tue, Sep 11, 2018 at 8:23 AM

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

Please print

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

**From:** cathy@szy.com  
**Sent:** September 11, 2018 8:21 AM  
**To:** kevin@pakiwanis.org  
**Cc:** matthew.j.wise@outlook.com; phil.div18.kiwanis@gmail.com  
**Subject:** Membership report to the board

As you all know we have three clubs that were completed during the 2017-2018 Kiwanis Year. Although we did not hit the goal of new clubs, all three of these clubs were clubs that have been talked about for a couple of years and finally finished up. A huge thank you to everyone who helped in even the smallest of ways to complete these clubs.

Mike Coolbaugh will talk to the board about Back Mountain, Judy will talk about Southern Lancaster, If Cathy cannot dial in for some reason, Matt has been filled in on Summit Township. Ben O. will give an update to the board on the effort of Dallastown and York area.

The final numbers are not out yet and it is rather hard to determine through this written report what our final numbers will be. Especially considering this report was due in a couple of weeks before the end of the year.

Moving forward into the new year, there is a large need to work on existing clubs. A process was started a couple of years ago working with clubs and the game plan. We are hoping to tweak it, make it better and work with existing clubs to help them see their potential, recognize what they are doing that works and what does not work.

We feel that since there is always a drawback to clubs bringing in new members from August through October 1<sup>st</sup>. Perhaps even starting in July, we will focus on existing club strengthening the first part of the year. This is very vital to the legacy of our district. Then the second half still work with existing clubs but put more emphasis on new clubs.

As with the transition from The Formula Chairs to Membership Coordinators we are going to be "rebranding" our team and our efforts as well. We are looking forward to this and will be working with Governor Phil to establish a plan moving forward. We are working on a new team for growth with specific goals for each team and we will have those defined soon. We recognize not everyone is good at calling on the phone, not everyone is good at working directly with a club. We need to work on what the strengths are and then put a laser focus on each team.

Part of working with Governor Phil is working on a focus membership training for the Trustees. Between the experience and resources we have and working with other districts on this, we will have a vital training session put together to assist everyone with the goals.

This coming year, the growth team will be changing up the calls again this year too. Even more laser focused keeping the growth strategic plan in front of everyone.

Kiwanis International  
Monthly Membership Comparison

Run Date: 09/04/2018  
Run time: 11:49:35AM

Club Id	Club Name	Entry/St	Sep 17	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 18	% Chg	Trend
<b>K23</b>	<b>Pennsylvania</b>																
<b>K2301</b>	<b>Division 1</b>																
K02090	Bradford	PA	49	49	48	49	49	49	49	49	49	49	49	48	48	-2.04	-1
K04613	Cambridge Springs	PA	9	9	9	9	9	9	9	9	9	9	9	9	9	0.00	
K03089	Conneaut Lake	PA	8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
K01165	Corry	PA	11	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
K16877	East Erie County	PA	15	16	16	16	16	16	16	15	15	16	16	16	16	6.67	+1
K11844	Edinboro	PA	31	32	32	32	32	32	32	32	32	32	32	33	33	6.45	+2
K00040	Erie	PA	33	33	34	34	34	34	34	34	33	33	32	34	34	3.03	+1
K17440	Fort LeBoeuf	PA	18	20	19	22	22	22	22	23	23	23	23	23	23	27.78	+5
K00701	Meadville	PA	43	43	43	43	43	43	43	39	39	38	39	39	39	-9.30	-4
K16577	Meadville Golden K	PA	18	21	21	21	21	21	21	21	23	23	22	20	20	11.11	+2
K08353	Millicreek-Erie Area	PA	17	17	17	17	17	17	17	18	18	18	18	18	18	5.88	+1
K19429	Summit Township	PA	42	42	42	42	43	43	42	42	42	41	40	39	39	0.00	+17
K00812	Warren	PA	15	15	15	15	15	15	15	15	15	15	15	15	15	-7.14	-3
K14943	West Erie County	PA	15	15	15	15	15	15	15	15	15	15	15	15	15	0.00	
<b>Division 1 Totals:</b>			<b>309</b>	<b>316</b>	<b>316</b>	<b>316</b>	<b>320</b>	<b>319</b>	<b>319</b>	<b>315</b>	<b>332</b>	<b>316</b>	<b>329</b>	<b>330</b>	<b>330</b>	<b>6.80</b>	<b>+21</b>
<b>K2305</b>	<b>Division 5</b>																
K17667	Allegheny North	PA	7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	
K04358	Baldwin	PA	5	5	5	5	6	6	6	6	6	6	6	6	6	20.00	+1
K02616	Glenshaw	PA	15	15	15	15	15	15	15	15	15	15	15	15	15	0.00	
K02234	Mars	PA	14	14	14	14	14	14	14	14	14	14	14	14	14	0.00	
K00003	Pittsburgh	PA	15	15	15	15	15	15	15	15	15	15	15	15	15	0.00	
K18576	Pittsburgh Airport Area, The	PA	14	14	14	14	14	14	14	14	14	14	14	14	15	7.14	+1
K01574	Sewickley	PA	13	13	13	13	13	14	14	14	14	14	14	14	14	7.69	+1
K03643	Sheraden, Pittsburgh	PA	30	31	31	31	31	32	32	32	33	33	33	33	33	10.00	+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	
<b>Division 5 Totals:</b>			<b>129</b>	<b>130</b>	<b>130</b>	<b>130</b>	<b>131</b>	<b>133</b>	<b>133</b>	<b>133</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>135</b>	<b>4.65</b>	<b>+6</b>
<b>K2306</b>	<b>Division 6</b>																
K05219	Freeport	PA	20	20	20	20	20	20	22	22	22	22	22	20	20	0.00	
K00744	Kittanning	PA	5	5	5	5	5	5	4	4	4	4	4	4	4	-20.00	-1

Kiwanis International  
Monthly Membership Comparison

Run Date: 09/04/2018  
Run time: 11:49:35AM

Club Id	Club Name	Entry/St	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	% Chg	Trend
K23	Pennsylvania (Continued)																
K2306	Division 6 (Continued)																
K00526	McKeesport-White Oak	PA	20	20	20	19	19	19	19	19	19	19	19	19	19	-5.00	-1
K06034	Penn Hills	PA	14	14	14	14	14	14	10	10	10	10	10	10	10	-28.57	-4
K01502	Vandergrift	PA	15	15	15	15	16	16	16	16	16	16	16	16	16	6.67	+1
K02401	Verona-Rosedale	PA	9	9	9	9	9	9	9	9	9	9	9	9	9	0.00	
K01702	Wilkinsburg	PA	11	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
	<b>Division 6 Totals:</b>		<b>94</b>	<b>94</b>	<b>94</b>	<b>93</b>	<b>93</b>	<b>94</b>	<b>91</b>	<b>91</b>	<b>91</b>	<b>91</b>	<b>91</b>	<b>89</b>	<b>89</b>	<b>-5.32</b>	<b>-5</b>
K2308	Division 8																
K00165	Greensburg	PA	25	25	25	25	24	24	24	24	23	23	23	23	23	-8.00	-2
K00930	Jeannette	PA	12	12	12	11	12	12	12	12	12	12	12	12	12	0.00	
K12374	Ligonier Valley	PA	6	6	6	6	6	6	6	6	6	6	6	6	6	0.00	
K04899	Scottdale	PA	20	20	20	20	20	20	20	20	20	20	20	20	20	0.00	
K00672	Uniontown	PA	10	10	10	10	10	10	10	10	10	10	10	10	10	0.00	
	<b>Division 8 Totals:</b>		<b>73</b>	<b>73</b>	<b>73</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>71</b>	<b>-2.74</b>	<b>-2</b>
K2310	Division 10																
K03661	Homer City	PA	11	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
K00786	Indiana	PA	33	33	33	33	35	35	35	35	35	35	35	36	36	9.09	+3
K00057	Johnstown	PA	18	19	19	19	19	19	19	19	19	19	19	19	19	5.56	+1
K05545	Johnstown East Hills	PA	8	8	8	8	8	8	8	8	8	8	8	8	8	0.00	
K17732	Punxsutawney	PA	6	7	7	7	7	7	7	7	7	7	7	7	7	16.67	+1
K03869	Somerset	PA	14	14	13	13	13	13	12	12	12	12	12	11	11	-21.43	-3
K07473	Westwood, Johnstown	PA	20	20	20	20	20	20	20	20	20	20	20	20	20	0.00	
	<b>Division 10 Totals:</b>		<b>110</b>	<b>112</b>	<b>111</b>	<b>111</b>	<b>113</b>	<b>113</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>1.82</b>	<b>+2</b>
K2311	Division 11W																
K00005	Altoona	PA	42	42	42	45	46	46	47	48	48	48	48	48	48	14.29	+6
K00521	Du Bois	PA	13	13	13	13	13	13	13	13	13	13	13	12	12	-7.69	-1
K05383	Eldorado, Altoona	PA	18	18	17	18	18	18	19	19	19	19	19	19	19	5.56	+1
K01118	Philipsburg	PA	59	59	59	59	56	56	56	56	58	58	58	58	58	-1.69	-1
K11511	Tyrone	PA	15	15	14	14	14	14	14	14	14	14	14	14	14	-6.67	-1

Kiwanis International  
Monthly Membership Comparison

Run Date: 09/04/2018  
Run time: 11:49:35AM

Club Id	Club Name	Entry/St	Sep 17	Oct 17	Nov 17	Dec 17	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep % Chg 18	Trend
K23	Pennsylvania (Continued)		147	147	145	148	141	147	147	149	150	152	152	151	2.72	+4
Division 11W Totals:																
K2312	Division 12N		36	36	36	36	36	37	37	37	37	41	42	42	16.67	+6
K18236	Bald Eagle and Nittany Valleys	PA	12	13	13	13	13	13	13	13	13	13	13	13	8.33	+1
K11987	Jersey Shore Area	PA	27	27	27	27	27	27	27	27	27	27	27	27	0.00	0.00
K18578	Liberty	PA	50	50	50	50	50	50	50	50	50	50	50	50	0.00	0.00
K01483	Lock Haven	PA	14	17	17	17	17	17	17	17	17	17	15	15	7.14	+1
K05677	Mansfield	PA	17	17	17	17	17	17	17	17	16	16	16	11	-35.29	-6
K03692	Mill Hall	PA	31	36	36	36	36	36	36	36	36	36	36	36	16.13	+5
K18323	Montoursville	PA	12	12	12	12	12	12	12	12	12	12	12	12	0.00	0.00
K12388	Muncy Area	PA	9	9	9	9	9	9	9	9	9	9	9	9	0.00	0.00
K18331	Pennsylvania Ekiwanis 2.0	PA	21	21	21	21	13	13	13	13	13	13	13	13	-38.10	-8
K11634	Sullivan County	PA	12	12	12	12	12	12	12	12	12	12	12	12	0.00	0.00
K11942	Valley (The), Athens	PA	75	77	78	79	83	83	81	81	78	78	79	79	5.33	+4
K00130	Williamsport	PA	316	327	328	329	325	326	324	324	320	324	324	319	0.95	+3
Division 12N Totals:																
K2313	Division 12S		13	13	12	12	12	18	18	18	19	19	19	19	46.15	+6
K15117	Buffalo Valley A.M.	PA	22	22	22	22	22	22	21	21	19	19	19	19	-13.64	-3
K04176	Dalmatia	PA	7	7	7	7	7	7	7	7	7	7	7	7	0.00	0.00
K02094	Danville	PA	11	11	11	11	11	11	12	13	14	14	14	15	36.36	+4
K10901	Middleburg Area	PA	31	31	31	31	31	31	31	31	31	31	31	31	0.00	0.00
K02109	Mifflinburg	PA	34	34	34	34	34	34	34	34	34	35	35	35	2.94	+1
K02877	Milton/Warrior Run	PA	10	10	10	10	10	10	10	10	10	10	11	11	10.00	+1
K07332	Northumberland-Point Township	PA	10	10	10	10	10	10	11	11	11	11	11	11	10.00	+1
K17242	Selinsgrove Area	PA	26	25	25	26	26	26	27	27	27	27	27	27	3.85	+1
K00450	Sunbury	PA	164	163	162	163	163	169	171	172	172	173	174	175	6.71	+11
Division 12S Totals:																
K2314	Division 13N		24	24	24	24	24	24	24	27	27	27	27	27	12.50	+3
K14286	Dillsburg Area	PA	22	22	22	22	22	22	22	22	20	20	20	20	-9.09	-2
K03384	Greater West Shore	PA	37	37	36	35	35	35	37	38	38	38	39	39	5.41	+2
K00048	Harrisburg	PA														

Kiwanis International  
Monthly Membership Comparison

Run Date: 09/04/2018  
Run time: 11:49:35AM

Club Id	Club Name	Entry/St	Sep 17	Oct 17	Nov 17	Dec 17	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 18	% Chg	Trend
K23	Pennsylvania (Continued)																
K2314	Division 13N (Continued)																
K07038	Hershey-Hummelstown	PA	24	24	25	25	25	25	25	25	25	25	25	25	25	4.17	+1
K19336	Linglestown Area	PA	15	15	15	15	15	16	17	19	19	19	19	19	19	26.67	+4
K02096	Middletown	PA	7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	
K04380	Upper Allen-Cumberland Valley	PA	20	21	21	21	21	21	21	21	21	21	21	21	21	5.00	+1
K00136	York	PA	6	6												0.00	-6
<b>Division 13N Totals:</b>			<b>155</b>	<b>156</b>	<b>150</b>	<b>150</b>	<b>149</b>	<b>150</b>	<b>153</b>	<b>159</b>	<b>157</b>	<b>157</b>	<b>158</b>	<b>158</b>	<b>158</b>	<b>1.94</b>	<b>+3</b>
K2315	Division 13S																
K17930	Big Spring	PA	11	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
K00311	Carlisle	PA	62	63	64	65	65	65	66	66	66	64	64	64	64	3.23	+2
K02550	Chambersburg	PA	31	31	31	31	31	31	31	31	31	31	31	31	30	-3.23	-1
K08272	Chambersburg-Downtown	PA	21	21	21	21	21	21	21	21	21	21	21	21	21	0.00	
K04355	Gettysburg Adams	PA	16	16	16	16	17	17	17	17	17	17	17	17	17	6.25	+1
K00613	Hanover	PA	36	35	33	32	30	30	30	30	30	30	30	30	30	-16.67	-6
K12124	Shippensburg	PA	16	17	17	17	17	17	18	19	19	19	20	20	20	25.00	+4
<b>Division 13S Totals:</b>			<b>193</b>	<b>194</b>	<b>193</b>	<b>193</b>	<b>192</b>	<b>192</b>	<b>193</b>	<b>195</b>	<b>195</b>	<b>193</b>	<b>194</b>	<b>194</b>	<b>193</b>	<b>0.00</b>	
K2316	Division 14																
K01341	Berwick	PA	9	9	9	9	9	9	9	9	9	8	8	8	8	-11.11	-1
K01032	Bloomsburg	PA	38	41	41	41	39	39	39	40	39	39	39	39	39	2.63	+1
K00552	Hazleton	PA	21	21	21	21	21	21	21	21	21	21	21	20	20	-4.76	-1
K00098	Pottsville	PA	37	37	37	37	37	37	37	37	37	37	37	37	37	0.00	
K09523	Valley (The), Conyngham	PA	18	18	18	18	20	20	20	20	20	20	20	20	20	11.11	+2
<b>Division 14 Totals:</b>			<b>123</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>126</b>	<b>127</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>124</b>	<b>0.81</b>	<b>+1</b>
K2317	Division 15																
K19307	Back Mountain	PA									15	15	15	15	19	0.00	+19
K01133	Carbondale	PA	9	9	9	9	9	5	5	5	5	5	5	5	5	-44.44	-4
K01672	Dallas	PA	18	18	18	18	18	18	18	21	21	21	21	21	21	16.67	+3
K17301	Kingston	PA	9	9	9	9	9	9	9	9	9	9	9	9	9	0.00	
K18933	Lafin	PA	13	13	13	13	13	13	13	13	13	13	13	13	13	0.00	





Kiwanis International  
Monthly Membership Comparison

Run Date: 09/04/2018  
Run time: 11:49:35AM

Club Id	Club Name	Cntry/St	Sts	17												Trend		
				Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep % Chg	
<b>K23 Pennsylvania (Continued)</b>				<b>178</b>	<b>180</b>	<b>183</b>	<b>191</b>	<b>195</b>	<b>198</b>	<b>197</b>	<b>195</b>	<b>197</b>	<b>195</b>	<b>197</b>	<b>195</b>	<b>194</b>	<b>8.99</b>	<b>+16</b>
<b>Division 17 Totals:</b>																		
<b>K2320</b>	<b>Division 18</b>			26	26	27	26	27	27	27	27	27	27	27	28	28	7.69	+2
K00004	Allentown	PA		26	25	25	26	25	24	24	24	24	24	24	24	24	-7.69	-2
K05241	Allentown Northeast	PA		31	32	34	33	33	33	33	35	36	36	38	37	37	19.35	+6
K03769	Emmaus	PA															0.00	
K14579	Southern Lehigh, Center Valley	PA	CR	18	18	14	14	14	14	14	14	14	14	14	14		-22.22	-4
K10376	Upper Perkiomen Valley	PA																
<b>Division 18 Totals:</b>				<b>101</b>	<b>101</b>	<b>100</b>	<b>99</b>	<b>99</b>	<b>98</b>	<b>98</b>	<b>100</b>	<b>101</b>	<b>102</b>	<b>104</b>	<b>103</b>	<b>1.98</b>	<b>+2</b>	
<b>Division 19</b>																		
<b>K2321</b>	<b>Division 19</b>			24	25	25	25	25	25	25	25	25	25	25	25	25	4.17	+1
K01532	Ambler	PA		18	18	21	22	22	23	23	23	23	23	23	23	23	27.78	+5
K19297	Collegeville Area	PA		26	26	26	26	26	26	27	27	27	27	28	27	27	3.85	+1
K01490	Lansdale	PA		16	16	16	16	16	16	16	16	16	16	16	16	16	0.00	
K18921	Norriton Circle	PA		14	15	15	15	15	16	16	16	16	16	17	17	17	21.43	+3
K01083	Pottstown	PA		7	7	7	7	7	7	7	7	7	7	7	7	7	0.00	
K17426	Upper Bucks	PA																
<b>Division 19 Totals:</b>				<b>105</b>	<b>107</b>	<b>110</b>	<b>111</b>	<b>111</b>	<b>113</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>114</b>	<b>116</b>	<b>115</b>	<b>9.52</b>	<b>+10</b>	
<b>Division 21</b>																		
<b>K2323</b>	<b>Division 21</b>			15	14	14	14	14	14	14	14	14	14	14	14	14	-6.67	-1
K15465	Bensalem	PA		19	21	21	22	22	22	22	22	23	23	23	23	23	21.05	+4
K19061	Central Bucks	PA		7	5	5	5	5	5	5	4	5	5	5	5	5	-28.57	-2
K07229	Council Rock	PA		9	13	15	15	16	16	16	16	16	16	15	14	14	55.56	+5
K01619	Glenside	PA		5	5	5	5	5	5	5	5	5	5	5	5	5	0.00	
K17446	Hatboro-Horsham	PA		22	22	21	22	23	23	23	23	23	23	23	23	23	4.55	+1
K03273	Jenkintown	PA		28	28	29	29	29	29	29	29	29	29	29	29	29	3.57	+1
K04181	Levittown-Bristol	PA		27	27	27	27	27	25	25	25	25	25	25	25	25	-7.41	-2
K01468	Old York Road	PA		11	11	11	11	11	11	11	11	11	11	11	11	11	0.00	
K04649	Phil-Mont, Philadelphia	PA		21	22	22	22	22	22	22	22	22	22	22	22	22	4.76	+1
K05710	Southampton	PA		22	27	27	27	25	25	32	31	31	31	33	33	33	50.00	+11
K17952	Washington Crossing-Yardley	PA																
<b>Division 21 Totals:</b>				<b>186</b>	<b>195</b>	<b>197</b>	<b>199</b>	<b>199</b>	<b>197</b>	<b>204</b>	<b>202</b>	<b>204</b>	<b>204</b>	<b>205</b>	<b>204</b>	<b>204</b>	<b>9.68</b>	<b>+18</b>

Kiwanis International  
Monthly Membership Comparison

Run Date: 09/04/2018  
Run time: 11:49:35AM

Club Id	Club Name	Entry/St	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	% Chg	Trend
17																	
K23	Pennsylvania (Continued)																
K2324	Division 22		8	8	8	10	10	10	10	10	10	10	10	10	10	25.00	+2
K03053	Baltimore Pike, Delaware County	PA	6	6	6	6	5	5	5	5						-16.67	-6
K00022	Chester	PA	12	12	12	12	12	12	12	12	12	12	12	12	12	0.00	
K19109	Conshohocken	PA	13	13	13	13	14	14	14	14	14	14	14	14	14	7.69	+1
K01612	Main Line (The)	PA	50	50	51	50	50	48	46	45	45	44	44	44	44	-12.00	-6
K01421	Phoenixville	PA	19	14	14	14	14	15	16	16	16	17	17	17	17	-10.53	-2
K19067	South Philadelphia	PA	12	13	13	13	13	13	13	13	13	13	13	13	13	8.33	+1
K16041	University City, Philadelphia	PA	12	12	12	12	12	12	12	12	12	12	12	12	12	0.00	
K03918	Upper Main Line (The), Wayne	PA	6	12	12	12	12	12	12	13	13	13	13	14	14	133.33	+8
K19116	Valley Forge	PA	5	5	5	5	5	5	5	5	5	5	5	5	5	0.00	
K03452	West Chester	PA	143	145	146	147	147	146	145	145	140	140	140	141	141	-1.40	-2
18																	
Division 22 Totals:																	
K2326	Division 11E		38	38	38	38	32	32	33	32	32	32	32	32	32	-15.79	-6
K01182	Bellefonte	PA	13	13	13	13	13	13	13	13	13	13	13	13	13	0.00	
K01259	Huntingdon	PA	18	18	18	18	18	18	18	18	18	18	18	18	18	0.00	
K14968	Juniata County	PA	46	47	47	46	47	48	48	47	47	47	47	46	46	0.00	
K00772	Lewistown	PA	8	8	8	8	8	8	8	8	9	9	9	7	7	-12.50	-1
K10590	Mount Union Area	PA	9	9	9	9	9	8	8	8	8	8	8	8	8	-11.11	-1
K18334	Nittany	PA	11	11	11	9	9	9	9	9	9	9	9	9	9	-18.18	-2
K17258	Penns Valley Area	PA	38	39	41	41	41	42	44	44	44	44	44	44	44	15.79	+6
K01367	State College	PA	181	183	185	182	177	178	181	179	171	180	180	177	177	-2.21	-4
Division 11E Totals:																	
K2329	Division 2		14	14	14	15	15	15	16	19	19	19	19	19	19	35.71	+5
K00912	Clarion	PA	45	45	45	46	46	46	47	47	47	48	47	46	46	2.22	+1
K00606	Franklin	PA	32	32	34	34	34	32	32	32	31	31	32	32	32	0.00	
K00848	Greenville	PA	13	13	13	14	14	14	14	14	14	15	15	15	15	15.38	+2
K04567	Hermitage	PA	10	10	10	11	11	11	11	11	11	11	11	11	11	10.00	+1
K00192	New Castle	PA	21	22	21	21	21	21	21	21	21	21	21	21	21	0.00	
K02377	New Wilmington	PA	16	16	15	15	15	15	15	15	15	15	15	15	15	-6.25	-1
K00673	Sharon	PA	15	17	17	17	17	17	17	17	17	15	15	15	15	0.00	
K09572	Titusville	PA															

Club Id	Club Name	Entry/St	17	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	18	Sep %	Chg	Trend
K23	Pennsylvania (Continued)																		
K2329	Division 2 (Continued)																		
K02510	Transfer	PA	14	14	15	15	15	15	15	15	15	15	15	15	15	15	7.14	+1	
K02625	West Middlesex	PA	24	23	25	25	27	27	27	27	27	27	28	28	27	27	12.50	+3	
<b>Division 2 Totals:</b>			<b>204</b>	<b>206</b>	<b>209</b>	<b>213</b>	<b>215</b>	<b>215</b>	<b>213</b>	<b>215</b>	<b>218</b>	<b>200</b>	<b>218</b>	<b>218</b>	<b>216</b>	<b>216</b>	<b>5.88</b>	<b>+12</b>	
<b>Total Number of Clubs: 169</b>																			
<b>Pennsylvania Totals:</b>			<b>3495</b>	<b>3548</b>	<b>3555</b>	<b>3577</b>	<b>3571</b>	<b>3571</b>	<b>3589</b>	<b>3601</b>	<b>3614</b>	<b>3602</b>	<b>3619</b>	<b>3636</b>	<b>3623</b>	<b>3623</b>	<b>3.66</b>	<b>+128</b>	

From: Kiwanis Grants <kigrants@kiwanis.org>

To: Kiwanis Grants <kigrants@kiwanis.org>

Subject: Important information about the 2018-19 district matching grant program

Date: Thu, Sep 6, 2018 2:59 pm



## Memorandum

To: 2018-19 District Membership Coordinators; 2018-19 NA District Governors; 2018-19 NA District Secretaries  
From: Membership and Education Department  
Date: September 6, 2018  
Subject: 2018-19 district matching grant program

In an effort to provide support for growth initiatives with a focus on club opening, Kiwanis International has created a district matching grant program.

**All grant applications must be submitted to Kiwanis International a minimum of one month prior to the club opening event.**

### Criteria of a club opening event

- Open new sites to establish Kiwanis in new communities.
- Educate additional Kiwanians on how to open a new club and how to invite people to join Kiwanis.
- Host a club-opening event in a location where at least two sites will be opened.
- Minimum participation requirement of two teams of two club openers per site. (excludes club opening experts and staff)
- Each new club site must have a minimum of one active, committed sponsoring Kiwanis club.
- Each new club site must have a minimum of one active, committed club coach. (we recommend two coaches per site)
- Participants that are committed to inviting new members to join their own home club.
- Appointments should be scheduled with key community members for each new club location: school and governmental officials, business and civic leaders prior to submitting this application.
- **ALL** new club sites will be completed (i.e., all required paperwork and monies are submitted to Kiwanis) within 30 days.

**IMPORTANT:** It is strongly recommended for future development of new clubs within your district that you invite sponsoring club presidents, membership chairs and division lieutenant governors/trustees to participate in the club opening event.

### Who can apply?

- Any district within the Americas and Asia-Pacific are eligible to apply.
- Each district may submit more than one application during the Kiwanis administrative year with a maximum of US\$4,000 per district. However, subsequent grants will not be awarded until the goals of the first grant are accomplished.

### How does it work?

- The proposed club opening event must be initiated and completed within the 2018-19 administrative year (October 1, 2018-September 30, 2019).
- Grant selection will be made based on the quality of the application, measurable objectives, detailed and itemized budget and the support of all district leaders.
- A minimum of 50% district matching funds or in-kind contributions are required.
- Grants will be approved by members of the Kiwanis Membership & Education Grant committee.
- Grants will be reviewed on a monthly basis.

- o The grant committee will review all grant applications received by the first of each month (i.e., Oct. 1, Nov. 1, Dec. 1, etc.).
- o **All grant applications must be submitted to Kiwanis International a minimum of one month prior to the club opening event.** Applications not submitted by the first of each month will not be considered until the following month.
- o Notification of approved grants will be made by the 15th of each month and payment(s) will be made by the end of the month.
- o If the grant is approved, Kiwanis International will distribute the first 50% of the grant amount at the time of approval. The final 50% of the grant will be awarded after the measurable objectives are reached (i.e., clubs opened) and a final budget with total costs and receipts are submitted to Kiwanis International via email within 30 days after the conclusion of the event. All September 2019 events must submit reimbursement prior to September 30.

### Application

- o Complete the grant application located at: [https://Kiwanis.formstack.com/forms/2018\\_19\\_membership\\_district\\_matching\\_grant\\_app](https://Kiwanis.formstack.com/forms/2018_19_membership_district_matching_grant_app).
  - o The application must be approved by the district Board and signed by District Membership Coordinator, District Governor and Governor-elect.
  - o All applications must include a **detailed** event budget. (See sample budget below)
- NOTE:** Include as much detail as possible. Not including enough detail could cause your grant application to not be approved or be delayed as the grant team inquiries about missing details.
- HELPFUL TIP:** You should send a draft of your budget to your Area Director in advance for them to review and make suggestions.

**SAMPLE BUDGET: ALL NUMBERS BELOW REPRESENT FICTITIOUS NUMBERS. PLEASE ADAPT TO FIT YOUR DISTRICT'S SPECIFIC GUIDELINES.**

Club Opening Budget July 1, 2018		Number of participants	Budget cost	Budget total cost	
Hotel Rooms	Sunday	4	\$90.00	\$360.00	Double occupancy
	Monday	8	\$90.00	\$720.00	Double occupancy
	Tuesday	5	\$90.00	\$450.00	Double occupancy
Meals	Monday Breakfast	8	Included	Included	
	Monday Lunch	15	\$10.00	\$150.00	
	Monday Dinner	15	\$25.00	\$375.00	Group dinner arranged by KI
	Tuesday Breakfast	8	Included	Included	
	Tuesday Lunch	15	\$15.00	\$225.00	
	Tuesday Dinner	15	\$25.00	\$375.00	
	Wednesday Breakfast	8	Included	Included	
	Wednesday Lunch	5	\$15.00	\$100.00	
Estimated mileage	12 drivers @ 250 miles each	12 drivers	\$0.545	\$1,635.00	Your district rate
Estimated misc expenses				\$200.00	
				\$4,890.00	
District half of the expenses				\$2,445.00	
Kiwanis half of the expenses				\$2,445.00	

\* All expenses for club opening specialists and club openers selected by Kiwanis will be covered by Kiwanis International  
 \*\* All expenses for local attendees will be covered by the district budget or grant funding

Clubs opened under the grant \_\_\_\_\_

Novim

Farmington Hills

Please email questions to: [KIGrants@kiwanis.org](mailto:KIGrants@kiwanis.org).

**What is the average monetary range to be reimbursed?**

- US\$1,000 to US\$4,000

**How will the funds be managed?**

- Once a grant application is approved, the district is responsible for implementing the club event and paying any vendor(s).
- All reimbursement requests and supporting receipts must be submitted to Kiwanis International via email at: [KIGrants@kiwanis.org](mailto:KIGrants@kiwanis.org) within 30 days after the conclusion of the event. All September 2019 events must submit reimbursement prior to September 30.

cc: Kiwanis Membership & Education Grant Committee  
Jeff Oatess, Chief Operating Office, Kiwanis International  
Tatiana Day, Director, Membership & Education  
Area Directors



## **District Audit Committee Report to the District Board**

September 18, 2018

The District Audit Committee met via conference call on September 3<sup>rd</sup>. Our new committee member, Lillian Mateja, joined Bob Raub and Keith Smith for this meeting. Discussion recapped the events of the past board meeting and matters involving the Requests for Proposal and our recommendation for the next audit and IRS Form 990 preparation.

At the last District Board meeting in July, the District Board accepted the Audit Committee's report along with the results of completed audits for the five-year period: 2012-2013, 2013-2014, 2014 – 2015, 2015 – 2016, and 2016-2017. Also, the report included the completed and filed IRS Form, 990 for the period 20-16 – 2017. Having caught up with audits and IRS Forms 990, the District has the documents to review and consider recommendations made by the audit team from RKL. The District also received just days before the board meeting an IRS letter informing us that our not for profit status was fully restored and retroactive to the day it was rescinded, February 15, 2017.

What lies ahead? During the last 90 days, the audit committee has received communication from three of the four CPA that received a Request for Proposal letter signed by Governor Judy to invite them to provide a proposal for the next audit period due immediately after October 1, 2019. The Audit Committee Chair had reached out to firms that were known to the committee. They were:

Brown, Shultz, Sheridan & Fritz  
Mr. Jeffrey Walker, Senior Audit Manager  
210 Grandview Avenue  
Camp Hill, PA 17011

RKL, LLP  
Mr. Keith Eldredge  
3501 Concord Road, Suite 250  
York, PA 17402

Smoker Smith & Associates  
Mr. Anthon Hanosek  
339 W. Governor Road, Suite 202  
Hershey, PA 17033

Trout Ebersole & Groff, LLP  
Ms. Peggy Stauffer  
1705 Oregon Pike  
Lancaster, PA 17601

Our hope was that we would have 4 responses to evaluate by August 21, 2018. However, because 2 of the firms had requested copies of recent audits and IRS Forms 990, we were unable to supply them until the board accepted them on July 21<sup>st</sup>. Activities of our District Convention further delayed our timeline and the committee reached out to all four CPA firms upon return from convention. We explained that

we would consider any proposal received in a reasonable time to permit evaluation and recommendation to our board by September 22, 2018.

Trout Ebersole, and Groff failed to respond to emails, and our phone calls. Brown, Shultz, Sheridan & Fritz notified us by email that, after consideration and review of the documents that we provided, they had decided to pass on the opportunity to provide a proposal.

RKL, LLC and Smoker Smith & Associates have provided full proposals. These proposal included pricing for a single year audit and IRS Form 990 preparation (October 1, 2017 to September 30, 2018) and pricing for a three-year period including the two following years (2018-2019 and 2019-2020).

During the Audit Committee meeting on September 3, we discussed the two responses received evaluating the contents, recommendations, and pricing.

Smoker Smith proposes a one year engagement including preparation of the IRS Form 990 @ \$16,000. This amount includes \$ 4,500 set up fees to include review of the prior audits and IRS Forms 990. Smoker Smith also provided a three-year proposal priced at \$12,700 per year or three years for \$38,100. This amount included a reduced annual cost as well as a reduced set-up fee spread across the three year term.

RKL, LLP was less expensive than Smoker, Smith Associates. RKL proposes a one year engagement including preparation of the IRS Form 990 @ \$11,360. This includes the audit and preparation of the IRS Form 990. RKL provided a three year engagement with separate pricing for each of the three years. There pricing increased slightly year after year however, the three year engagement would total \$ 35,110.

Full copies of the proposal have been included as attachments to this report. The District Audit Committee recommends to the District Board that a one year engagement be approved to RKL, LLP and the Executive Director to provide RKL with an immediate Notice to Proceed. This is essential to permit sufficient time to complete the audit and IRS Form 990 to meet the filing requirement by February, 2019.

Both responding firms offered timelines that were similar. RKL's proposal clearly indicates that preparation of the IRS Form 990 will be complete in sufficient time to file the return without the need for an extension by February 15, 2019 and final audited financial statements provided to the board available in February prior to the 3<sup>rd</sup> board meeting of the year.

RKL, LLP and the District leadership know each other. They have thoroughly reviewed the district's finances from our 2012 – 2013 year. Their audit will provide for a review of our internal controls and the improvements made over time. There is a benefit to continuing the relationship with RKL, taking advantage of their lesser price and the relationship that we have with this firm. Inasmuch as district finances are uncertain at this time, it is not recommended that a three-year commitment be considered.

Another matter discussed by the committee was a proposal by Governor Designate Phil who asked the committee to consider additional service to the District by monitoring the progress being made by the Finance Committee on the adoption of various improved measures to address the concerns raised during the audit by the auditors and recommended in their final report to the board. The Audit Committee feels that this responsibility exceeds its role as specified in the District Bylaws and that



monitoring progress of any committee rests with the Governor and District Board. In this case, the Finance Committee is comprised of several District Board members who would be in a much better position to monitor their own performance and to report regularly to the District Board. Each recommendation made, would require District Board approval in order to implement the policy or procedure.

In summary, the Committee recommends that the board approve the continuation of using RKL, LLC for District audit and IRS Form 990 preparation services. We further recommend that the board authorize the Audit Committee and District Executive to initiate and execute the engagement contract for the conduct of the 2017-2018 Kiwanis year audit and the preparation of the IRS Form 990 in accordance with their proposal.

Respectfully submitted,

(signed)

Robert F. Raub, Committee Chair

Lillian Mateja

Keith Smith

**Attachments (3)**

RKL, LLC Response to PA District of Kiwanis RFP dated August 17, 2018

Smoke Smith & Associates Reposnse to PA District of Kiwanis RFP dated August 24, 2018

Email from Brown, Shultz, Sheridan, and Fritz CPAs dated September 10, 2018



# Kiwaniis

PENNSYLVANIA DISTRICT

To All Pennsylvania District Kiwanians:

On July 22, 2018, the Board of Trustees accepted the Audit Report for the District for the period 2012 – 2017. At the District Convention in Pittsburgh, the Board Finance and Audit Committees held a review of the results of the audit. A summary of the audit can be found on the District's web site ([www.pakiwanis.org](http://www.pakiwanis.org)).

Briefly, the District is operating at a \$62,000 deficit (through 9/30/2017), due to the long-term loss of membership and the lack of having clear financial pictures over this time period.

This situation did not develop overnight, and the solutions required to restore our financial health will take time and some adjustments to District operations. The Board is currently reviewing all revenue sources and operating expenditures, with the 2018 – 2019 operating budget reflecting this review. The Board has also adopted new policies, as recommended in the audit, to ensure that going forward we do not arrive at this deficit position again.

In the meantime, we want to reassure you that the services you and your club receive from the District office are foremost in the Board's mind, and that the Board will seek to minimize any effects from budget changes. The leadership team will continue to work hard, and will be available to assist you in any way we can to strengthen your Club's membership and its service to your community.

On Behalf of the District Board,

Judy Raub  
Governor  
2017 – 2018

Phil Weber  
Governor  
2018 - 2019



Finance Committee Report to the Board  
09.18.18

The Committee has continued to meet regularly via telephone conference calls with shared access to documentation.

Governor-Designate Phil has recently distributed to the Board the latest proposed Budget for fiscal 2018-19, and it not reiterated herein.

We have attached a number of financial reports garnered from the QuickBooks program, all covering July 1, 2018 through today at 11: 15 AM.

You will note in the same that we still have no recurring payments scheduled, such as rent, leases, etc.

We still do not have the Budget for the current year entered, and no comparisons to date can be drawn.

Our outstanding due payments are also silent, including no reference to the Line of Credit (LOC) amount at somewhere near \$29,000.

The Deposit Detail report still indicates only partial information being recorded.

Both the detailed Balance and Profit & Loss reports speak for themselves.

We do not know the status of training for Michele.

Respectfully submitted.

Paul L. Kasoff, Chair

Attachments

ACCOUNT	PAKIYANIS FAMILY ACCOUNT BALANCES - 8/31/18													
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	AVERAGE	
	8/31/2014	12/31/2014	4/30/2015	8/31/2015	12/31/2015	4/30/2016	8/31/2016	12/31/2016	4/30/2017	8/31/2017	12/31/2017	4/30/2018	8/31/2018	
Arkansas Checking	\$ 28,663.54	\$ 67,376.92	\$ 54,192.07	\$ 52,201.72	\$ 57,991.00	\$ 19,138.43	\$ 11,982.12	\$ 25,074.93	\$ 599.18	\$ 64,836.13	\$ 80,464.38	\$ 40,077.23	\$ 55,290.51	\$ 60,864.39
Arkansas Reserve	\$ 54,192.07	\$ 52,201.72	\$ 57,991.00	\$ 19,138.43	\$ 11,982.12	\$ 25,074.93	\$ 599.18	\$ 64,836.13	\$ 80,464.38	\$ 40,077.23	\$ 55,290.51	\$ 60,864.39	\$ 60,864.39	
Key Club Checking	\$ 4,985.32	\$ 26,297.48	\$ 132,445.00	\$ 15,864.23	\$ 433.73	\$ 26,916.26	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	
Key Club Reserve	\$ 10,000.00	\$ 10,000.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	\$ 31,266.00	
Circle-K Checking	\$ 1,469.88	\$ 6,955.14	\$ 5,823.00	\$ 1,772.76	\$ 507.59	\$ 5,721.13	\$ 8,540.43	\$ 3,663.33	\$ 1,274.88	\$ 4,866.19	\$ 4,866.19	\$ 4,866.19	\$ 4,866.19	
Circle-K Reserve	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Alton Club	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	\$ 3,003.50	
Foundation Checking	\$ 14,990.00	\$ 35,000.00	\$ 46,485.00	\$ 18,694.50	\$ 16,924.85	\$ 21,856.92	\$ 39,359.77	\$ 10,652.45	\$ 46,237.00	\$ 58,316.06	\$ 31,115.76	\$ 20,409.48	\$ 29,338.96	\$ 47,419.36
Foundation Investments	\$ 838,461.00	\$ 822,641.49	\$ 819,781.00	\$ 835,033.52	\$ 762,071.82	\$ 781,994.16	\$ 769,512.73	\$ 772,662.20	\$ 789,782.00	\$ 853,781.24	\$ 869,917.65	\$ 892,250.00	\$ 846,607.00	\$ 854,263.00
	\$ 944,186.95	\$ 1,014,177.38	\$ 1,210,630.53	\$ 977,059.84	\$ 851,469.16	\$ 919,291.32	\$ 1,088,109.04	\$ 995,130.84	\$ 839,504.70	\$ 1,015,489.11	\$ 1,172,883.07	\$ 1,046,847.48	\$ 1,034,788.41	\$ 1,091,448.73
														\$ 1,019,260.96
														\$ 1,026,462.18

<b>2017-18 Budget Report</b>				
<b>31-Aug-18</b>				
<b>ACCT DESCRIPTION</b>	<b>2017-18 Approved Budget</b>		<b>2017-18 Actual Recs/Exps</b>	
District Dues	\$	124,000.00	\$	116,725.00 94%
Prorated New member dues	\$	7,800.00	\$	6,925.00 89%
Interest	\$	130.00	\$	98.37 76%
Key Club Contribution for Services	\$	10,500.00	\$	10,500.00 100%
Foundation Contribution for services	\$	6,000.00	\$	6,000.00 100%
Miscellaneous	\$	2,000.00	\$	4,142.95 207%
Power Up Fundraising program	\$	110.00	\$	71.50 65%
Circle-K Contribution for services	\$	850.00	\$	850.00 100%
Midwinter Conference	\$	15,000.00	\$	15,685.25 105%
District Convention	\$	55,000.00	\$	60,336.16 110%
Holiday Party	\$	1,450.00	\$	1,518.19 105%
District Raffle	\$	14,000.00	\$	14,670.00 105%
Shirts	\$	200.00	\$	- 0%
<b>Total Revenue</b>	\$	<b>237,040.00</b>	\$	<b>237,522.42 100%</b>
Salaries	\$	83,000.00	\$	78,927.75 95%
Payroll Taxes	\$	8,300.00	\$	6,918.01 83%
Member & New Club Development	\$	1,500.00	\$	741.85 49%
Building Lease	\$	18,700.00	\$	16,930.23 91%
Employee Benefits	\$	1,110.00	\$	710.24 64%
Postage	\$	500.00	\$	377.56 76%
Telephone and Internet	\$	3,100.00	\$	3,232.73 104%
Insurance	\$	1,700.00	\$	502.00 30%
Supplies & Printing	\$	1,500.00	\$	637.44 42%
Equipment Maintain.	\$	900.00	\$	844.09 94%
Equipment	\$	3,100.00	\$	2,589.62 84%
Dist. Conv. - 2017-18 Lt. Govs	\$	2,800.00	\$	872.80 31%
Governor's Expenses*	\$	3,000.00	\$	1,898.98 63%
Int. Conv. - Governor*	\$	700.00	\$	700.00 100%
Exec Dir/Sec/Treas Expenses*	\$	5,500.00	\$	5,296.93 96%
Sec/Treas - Int. Conv.	\$	700.00	\$	808.91 116%
Lt. Governor Expense	\$	3,500.00	\$	2,718.50 78%
Trustees Board Meeting Expense	\$	1,100.00	\$	786.95 72%
Int. Conv -Trustee/Lt. Governor****	\$	1,000.00	\$	586.24 59%
Gov.-elect Expenses	\$	1,500.00		0%
Gov-elect	\$	700.00	\$	700.00 100%
Awards	\$	600.00		0%
Keystone Kiwanian Editor	\$	1,000.00	\$	1,000.00 100%
Circle K Adminstrator	\$	1,800.00	\$	2,142.25 119%
Aktion Club Administrator	\$	625.00	\$	231.04 37%
Builders Club Admin.	\$	525.00		0%
K-Kids Admin	\$	525.00		0%
Key Leader	\$	525.00	\$	85.00 16%
Lt. Gov. Education Conference	\$	4,400.00	\$	3,268.49 74%
Interest Expense	\$	2,100.00	\$	2,139.04 102%
Web Page Fees/Maintenance	\$	700.00	\$	1,420.00 203%
Audit	\$	7,000.00	\$	25,624.12 366%
Midwinter	\$	15,000.00	\$	16,385.13 109%
District Convention	\$	49,000.00	\$	15,679.21 32%
Holiday Party	\$	225.00	\$	8.19 4%
Raffle	\$	7,000.00	\$	217.76 3%
Contingent	\$	500.00	\$	117.00 23%
<b>TOTAL EXPENSES</b>	\$	<b>235,435.00</b>	\$	<b>195,098.06 83%</b>
<b>Excess/Deficit</b>	\$	<b>1,605.00</b>	\$	<b>42,424.36</b>

\*Includes Salary for Executive Director and Adminstrative Secretary  
\*\*\*\*\$475.00 stipend per person



**Kiwanis**  
PENNSYLVANIA DISTRICT

Phil Weber  
Governor Designate  
3864 Thomas Drive  
Emmaus, PA 18049  
610.462.5337

To: Kristina Badali, President  
Pennsylvania Kiwanis Foundation

From: Phil Weber  
Governor Designate

Date: September \_\_, 2018

Re: District Funding Requests

I am writing this on behalf of the Finance Committee and the Board of Directors of the Pennsylvania District, for the Foundation's consideration.

We are requesting that the District Foundation renew its contribution of \$6,000.00 to the District operation and general budget. The District office serves as the Foundation headquarters and we supply support services for the foundation; in a separate document, you will find a list of those services. Without the contribution of the Foundation, it would be a challenge to sustain those services. Both the Key Club District and Circle K District make annual contributions to the District for the support and direction they receive. The Circle K District's annual contribution is \$850.00. The Key Club District recently increased its contribution to \$15,000. I would anticipate requesting this money sometime in October although it may be possible to defer it until a later time. Enclosed you will find a list of services provided by the office.

You and I talked at DCON and elsewhere about the possibility of a "loan" from the Foundation to the District to help with our financial situation. Additionally, there have been other side conversations along these lines. On behalf of the Committee, we withdraw any request from the District for a loan. In discussions with Foundation Vice President Paul Kasoff, and in discussions with the Committee, the ability of the Foundation to enter into such a transaction is uncertain, and the District's current line-of-credit arrangements with Mid Penn Bank are such that even if a loan was possible, it is not certain that the terms that would be fair to the Foundation would be of benefit to the District. I do thank you for at least considering the initial proposal.

The District Finance Committee does, however, propose another short-term arrangement that would help the District regain its footing. One set of expenses that the District pays annually are stipends to those Kiwanians serving as District SLP Administrators. The annual amount is currently \$3,475, per the breakdown, below. The District is proposing that for the next three budget years, October 1, 2018 through September 30, 2021, the Foundation pay these stipends in support of our SLPs. Note that these funds would go to the SLP District Accounts, from which any stipend requests filed by the Administrator(s) would be paid.

The current District SLP Advisor Expense Reimbursement budget is as follows:

Circle K Administrator	\$1,800	
Key Club Administrator	\$0	Key Club member dues are sufficient to pay for the Administrator's stipend of \$1,800 without District support.
Builders Club Administrator	\$525	
K-Kids Administrator	\$525	
Aktion Club Administrator(s)	\$625	

Please call me with any questions or thoughts on our request.

### District Office Services for Foundation

- Serve as the official headquarters for the Foundation.
- Receive all foundation contributions and land mail correspondence.
- Deposit all foundation contributions including taking all cash deposits to the bank.
- Record all donations received.
- Send out receipts and other appropriate acknowledgements for donations received.
- Prepare monthly reports as needed and other reports when requested on donations received.
- Prepare and distribute Foundation information for convention including but not limited to the Foundation candidate's biography and election ballots.
- Prepare or help prepare awards for convention and other occasions.
- Maintain award inventories and order award replenishments as needed.
- Distribute to the Foundation president, treasurer and other Foundation officers all official Foundation correspondence and information received.
- House and maintain Foundation archives including historical documents, official board meeting minutes, audits and other relevant information.
- Receive, process, compile and share Foundation rose sale orders.
- Send out/distribute foundation electronic communication to club officers
- Prepare mailings for the Foundation as requested (Note: Copying and postage for those mailings is not included.)
- Handle space logistics for Foundation activities at Midwinter and District Conventions
- Coordinate the printing and distribution of the Early Learning Guides\*
- Ordering, labeling and distribution of the PA One Book\*

\*A District project supported by the foundation



DRAFT  
2018 - 19 Budget

Line#	Description	2017 - 2018 Revised		2018 - 2019 Proposed		Discussion
		Amount	Total	Amount	Total	
	<b>REVENUES</b>					
	<b>MEMBERSHIP DUES</b>					
1	District Dues (Full Year)	\$124,000		\$115,500		This assumes a membership loss consistent with recent trends. The current figure is about 3500, and average losses have been around 200/year. Planning estimate is 3300 @ \$35
2	Partial year prorated dues	\$7,800		\$7,500		Based on past actual numbers
3	Sub-Total		\$131,800		\$123,000	
	<b>SLP &amp; OTHER SUPPORT FOR SERVICES</b>					
4	Key Club	\$10,500		\$15,000		This increase reflects the actual amount of work done by the Executive Director and Administrative Assistant in support of Key Club. This has been reviewed and approved by Bob Orlando, the Key Club Administrator
5	Circle K	\$850		\$850		No change from previous year
6	Foundation	\$6,000		\$6,000		No change from previous year
7	Sub-total		\$17,350		\$21,850	
	<b>MISC. INCOME</b>					
8	Power up	\$110		\$100		Approx. annual income from program
9	Misc. Income	\$2,000		\$2,000		Reflects conservative estimate of income from other sources, based on prior years.
10	Interest	\$180		\$100		Based on current income
11	Shirts	\$200		\$0		Based on forecast sales outside of conventions. Will try sales at Regional meetings.
12	Sub-total		\$2,490		\$2,200	
	<b>DISTRICT EVENTS</b>					
13	Holiday Party	\$1,450		\$1,100		Estimate
14	District Raffle	\$17,160		\$14,000		Forecast based on 5 year average and program trends
15	Mid-Winter Convention	\$15,000		\$15,000		Place holder line items as the actual budgets have yet to be compiled.

DRAFT  
2018-19 BUDGET



DRAFT  
2018 - 19 Budget

19	Trustee Board Meeting Expenses	\$1,100	Based on historical actuals.
20	Lt Gov/Trustee ICON	\$0	Previous Board approval to withdraw
21	Gov-Elect Expenses	\$1,500	Based on normal allocation
22	Gov-Elect ICON	\$700	Based on normal allocation
23	Governor Expenses	\$1,500	Based on Phil's request
24	Governor ICON	\$700	Based on normal allocation
24a	District Treasurer Stipend	\$1,000	NEW - proposed
25	Keystone Kiwanian Stipend	\$1,000	Based on current agreement
25	Sub-total	\$15,000	
Line#	Description	Amount	
<b>SLP LEADERSHIP SUPPORT</b>			
26	Circle K Administrator	\$1,800	Per past budgets
27	Key Club Administrator	\$0	Key Club finances are strong enough to pay the Administrator from member dues (\$1,800)
28	Builders Club Administrator	\$525	
29	K-Kids Administrator	\$525	
30	Aktion Club Administrator	\$625	Slight reduction from prior year
31	Key Leader Administrator	\$525	
32	Sub Total	\$4,000	
<b>MEMBERSHIP GROWTH &amp; DEVELOPMENT</b>			
33	Membership Growth & Development	\$4,000	Major increase in funding
34	Awards	\$600	Based on prior budgets
35	Sub-total	\$4,600	
<b>DISTRICT EVENTS</b>			
36	Holiday Party	\$100	Estimate, pending event budget
37	Mid-Winter Conference - State College	\$15,000	Estimate, pending event budget
38	District Raffle	\$7,200	1/2 receipts + ticket cost
39	District Convention	\$48,500	Estimate, pending event budget
40	Sub-total	\$70,800	
<b>FINANCIAL RESTORATION</b>			

19	Trustee Board Meeting Expenses	\$1,100	
20	Lt Gov/Trustee ICON	\$0	
21	Gov-Elect Expenses	\$1,500	
22	Gov-Elect ICON	\$700	
23	Governor Expenses	\$3,000	
24	Governor ICON	\$700	
24a	District Treasurer Stipend		
25	Keystone Kiwanian Stipend	\$1,000	
25	Sub-total	\$18,700	
Line#	Description	Amount	
<b>SLP LEADERSHIP SUPPORT</b>			
26	Circle K Administrator	\$1,800	
27	Key Club Administrator	\$0	
28	Builders Club Administrator	\$525	
29	K-Kids Administrator	\$535	
30	Aktion Club Administrator	\$650	
31	Key Leader Administrator	\$525	
32	Sub Total	\$4,035	
<b>MEMBERSHIP GROWTH &amp; DEVELOPMENT</b>			
33	Membership Growth & Development	\$1,500	
34	Awards	\$600	
35	Sub-total	\$2,100	
<b>DISTRICT EVENTS</b>			
36	Holiday Party	\$225	
37	Mid-Winter Conference - State College	\$15,000	
38	District Raffle	\$8,580	
39	District Convention	\$49,000	
40	Sub-total	\$72,805	
<b>FINANCIAL RESTORATION</b>			

DRAFT  
2018-19 BUDGET

DRAFT  
2018 - 19 Budget

41	Interest Expense		\$2,100		May be reduced based on timing of partial payment
42	Audit		\$7,000		For 2017/18 Audit + Form 990. May be less depending on RFP results
43	Debt Reduction		\$0		Approx. 1/3 of Line of Credit balance
44	Rebuild Reserve Fund		\$0		NEW - per new Policy
45	Sub-total			\$29,100	
46	TOTAL EXPENSES			\$226,550	
47	BALANCE			\$5,600	Retained Surplus, per Policy
	Revised 9/10/18				

To The District Board of Directors:

On behalf of the Finance Committee, I am issuing the proposed 2018 – 2019 District Operating Budget for your review and comment. This budget will be formally presented for approval at the September 22, 2018 Board meeting.

Because we need this Board meeting to end by 2:30 PM, so that those attending the Altoona 100<sup>th</sup> Anniversary Dinner can safely travel, the Committee asks that you spend time in the intervening days to closely review the proposal. If you have questions of the Committee, please send them to the Committee members (Paul Kasoff, Phil Weber, Mike Haven, Judy Raub, Roger Janes, Sarah Zulueta, Kevin Thomas), with copies to all other Board members.

In anticipation of some questions, I am providing some narrative and explanations.

#### Format

The format of the attached spreadsheet differs from prior years. The Committee grouped like revenues, and like expenses, so that the Board has a better sense of how and where our funds come in, and are spent. Line numbers will help reference specific references to line items.

#### Assumptions

The Finance Committee Policy approved by the Board requires the Committee to use conservative budgeting approaches, that is: underestimate revenues, overestimate expenses, as appropriate. The Policy also requires that the budget explicitly account for funds to reduce any indebtedness, and to provide funds for rebuilding the District's Reserve Account.

#### Conventions

Budget amounts for both revenues and expenses are shown for the Mid-Winter and Annual Conventions. These should be seen as 'placeholders' until specific budgets can be developed for both events, with the necessity that both actual budgets should show planned surpluses.

#### Employee Compensation

The current budget year shows total employee compensation of \$98,610. This includes both the Executive Director and the Administrative Assistant, and includes taxes and reimbursable expenses. All parties agree that this is no longer sustainable. An *ad hoc* Committee (Judy Raub, Mike Coolbaugh, Kevin Thomas) has been created to reduce this figure by identifying what duties and responsibilities can be shed or assigned to volunteers or other Kiwanians, with minimizing impact on our members and clubs. The figure shown for 2018-19 of \$77,900 is a target proposed by Kevin, and is the basis for this *ad hoc* Committee's work.

### Leadership Expenses and Stipends

Line 24a shows a new item: District Treasurer stipend of \$1,000. The Audit report recommended that the District remove much of the financial responsibility from the Executive Director to another position, most likely a Kiwanian willing to act as "District Treasurer" (for lack of a better description at the moment). Although the Board implicitly accepted this recommendation when it accepted the Audit in its entirety, there has been no work done to define this position. This line item was added to reflect the possibility that, due to its potential responsibilities, the Board may wish to give a stipend to the person reflecting the amount of work.

### SLP Leadership Support

In a related effort, the Finance Committee is exploring the possibility that these expenses be covered by the Pennsylvania Kiwanis Foundation. If this effort is successful, approximately \$3,600 of expenses will be reduced. A draft of the request will be reviewed at the Board meeting.

### Membership Growth and Development

The Committee is proposing increasing the budget for our Membership and Club Growth efforts to \$4,000. This would provide funds to cover meals, refreshments, lodging, mileage, advertising and other related expenses to enhance our District's ability to grow.

### Audit

This budget assumes a financial audit for the 2017 - 18 year, and filing of our Form 990. The Audit Committee has sent out an RFP, and the scope and fees for this work will result from this effort.

### Debt Reduction, Reserve Fund, and Balance

The budget provides for a \$10,000 pay-down of our outstanding line of credit of \$29,000. Also, per Policy, we are budgeting \$3,000 towards rebuilding the District's Reserve Funds. Finally, the budget shows a surplus of \$5,600, which will be used to build a cushion in our checking account, to reduce the need for the use of the credit card to carry expenditures in excess of 30 days.

## PENNSYLVANIA DISTRICT KIWANIS INTERNATIONAL EXECUTIVE DIRECTOR – SECRETARY/TREASURER JOB DESCRIPTION

### INTRODUCTION

The District Executive Director occupies a key position which demands that an authoritative knowledge of all Kiwanis operations affecting the District. In general, the District Executive Director does everything possible to assist the Governor in the administrative work of the District. The Executive Director will perform the official duties and responsibilities of the District Secretary and District Treasurer as outlined in the Manual for District Secretaries and as further specified in the District Bylaws.

### DUTIES:

- 1) Maintain financial and accounting records of the District ~~and prepare reports as required.~~
- 2) Keep a record of all receipts and disbursements made in the manner authorized by the Board of Trustees.
- 3) Sign all checks for approved expenditures.
- 4) Keep all records of the District, the minutes of the convention and the minutes of all meetings of the Board of Trustees. The Executive Director shall not prepare the minutes of the board meetings.
- 5) Collect all funds due the District and shall deposit same in the District depository.
- 6) Submit to the proper officials and committees all communications received from Kiwanis International.
- 7) Cooperate with the Governor in forwarding and collecting all official reports required by Kiwanis International.
- 8) Make a report to the annual convention, all official board meetings and at such time as the Governor and Board of Trustees shall require.
- 9) ~~Travel by the Executive Director will include official District functions, including the International Convention, the International Council, the District Convention, the Organizational and Mid-Winter Conferences and the official visit of the International President or his designated representative. From time to time the Executive Director may also travel to special Divisional and Club events and provide programs at Divisional and Club events. Travel will be limited to District convention planning and District Convention, the Midwinter Conference, Kiwanis District Board Meetings, Key Club Board meetings, Key Club and Circle K Conventions and the Kiwanis International Convention.~~
- 10) Manage the District Office, including but not limited to:
  - a. Employment of staff;
  - b. Discipline of staff as necessary;
  - c. Maintenance of facilities and equipment;
  - d. Responsible for proper insurance coverage, bond protection, etc;
  - e. Insure the policies of the Kiwanis District are followed, whether written or implied;
  - f. Keeper and protector of the Official Seal of the District.
- 11) Serve as Financial Counselor to the Key Club District and Circle K District under the direction of the District Administrators. This shall include making all disbursements, depositing receipts, establishing budgets and establishing financial policy. This shall include negotiating and reviewing all contracts for both organizations.
- 12) The Executive Director shall be responsible for making recommendations for District Convention sites to the Board of Trustees and shall also be responsible for the general management of the convention as well as contract negotiation. The Executive Director will not be responsible the direct production of a convention program book and script.

- 13) The Executive Director shall be responsible for the overall management, site selection and contract negotiation for the Mid-Winter Conference, subject to District Board review and approval.
- ~~14) The Executive Director shall be responsible for the overall management and contract negotiation of all other Kiwanis District official functions and training conferences.~~ The Executive Director shall be responsible for the contract negotiation of all other Kiwanis District events. The Executive Director shall not be responsible for the management or implementation of those events.
- 15) The Executive Director shall be responsible in association with the respective Administrators for the general management, site selection and contract negotiations of the Key Club and Circle K District Conventions.
- 16) The Executive Director shall oversee the compilation and distribution of mailings and electronic communication for the Kiwanis, Key Club and Circle K Districts.
- 17) The Executive Director shall strive to keep the District Board informed on all matters affecting them as well as the clubs in the Pennsylvania District.
- ~~18) Other than financial guidance and convention services, the Executive Director shall not be expected to provide services to either Key Club or Circle K only by arrangements made with the respective District Administrators.~~
- ~~19) The Executive Director shall not be the Editor of the Keystone Kiwanian. The selection of a publisher should be made by the Board of Trustees upon the recommendation of the editor. The Executive Director will be involved in the distribution of the Keystone Kiwanian.~~
- 20) The Pennsylvania Kiwanis Foundation should not be the responsibility of the Executive Director except that he/she shall oversee the deposit of Foundation receipts and the acknowledgment of the contributions. ~~The Executive Director will, also, be involved in preparing materials for the Foundation convention activities and provide general guidance for those events.~~
- 21) The Executive Director ~~will~~ shall provide support and direction for District New Club Building activities as planned and implemented by the District Governor and Board of Trustees. The Executive Director shall not be required or expected to be on site for new club recruiting or organization.
- ~~22) Under the direction of the District Board of Trustees, the Executive Director shall seek to develop service initiatives focused on young children that will raise the visibility of Kiwanis in Pennsylvania in a significant and meaningful manner.~~ The Executive Director will supervise and participate where needed in those activities related to the Kiwanis District's involvement in early childhood development.
- ~~23) As determined and approved by the District Board of Trustees, other duties may be assigned to the Executive Director.~~
23. The Executive Director shall not be expected to work more than 32 hours in any one week and when circumstances require that more time than that be committed in any one week, compensatory time off shall be provided to be taken at the discretion of the Executive Director.



## Pennsylvania District of Kiwanis International

### Executive Director

### Compensation Plan

Title: Executive Director  
Reports to: District Governor and District Board  
Category: Exempt  
Status: Full Time

This contract is effective April 1, 2018 through March 31, 2019, between Kevin E. Thomas and the District Board of the Pennsylvania District of Kiwanis International (the parties), for the position of Executive Director. This contract is renewable for a 12-month term upon agreement of the District Board and Kevin E. Thomas with notification in writing 90 days in advance of March 31<sup>st</sup>. If notification is not received, this contract automatically renews for one 12-month term. Either party to this agreement may cancel this contract for any reason with 30 days written notice. **For purposes of this agreement, no action can be taken by the Pennsylvania District of Kiwanis International unless approved by the District Board of Trustees at a duly called meeting.**

#### Annual Salary

The Executive Director shall receive an annual salary of \$64,000.00, to be paid at a twice monthly rate of \$2,700.

#### Holidays

The Pennsylvania District provides seven (7) paid holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- Floating Holiday

#### Vacation Policy and Benefits

In addition to the seven (7) paid Kiwanis holidays, the Executive Director will be eligible for paid time off (PTO) accrued at twenty 20 hours monthly. A maximum of 80 hours may be carried over into the next successive Kiwanis Administrative Year, not to exceed 160 hours. Use of PTO must be approved in advance or as soon as practical on the first day of absence of work. The District Governor is the approval authority for the use of PTO.

#### Work Schedule

The official work schedule requires the District Office to be available minimally from 9:00 AM to 5:00 PM during a normal Monday through Friday work-week. Should the Executive Director be required to work evening hours or into the weekend, flexibility in the work schedule is permitted. Any "compensatory" time off should be scheduled and used within 30 days.

**Medical and Wellness**

- The Executive Director will use accrued PTO to cover hours off for work missed due to illness. The Executive Director will be credited with a bank of 320 PTO hours at the beginning of this contract to be used only in case of extended illness to help bridge the waiting period for long-term disability coverage provided below. If more than four (4) days at one time, a certificate from a medical professional may be required upon return to work. For prolonged illnesses, the employee will be placed on long-term disability.
- The Pennsylvania District shall secure long-term disability coverage with a 90-day waiting period for disability.
- The Pennsylvania District will not provide medical insurance coverage for the Executive Director.
- Life insurance is offered at \$125,000, with \$100,000 to the beneficiaries of Kevin E. Thomas, and \$25,000 to the Pennsylvania District of Kiwanis International.

**Expense Reimbursement**

The Pennsylvania District shall provide reimbursement for all approved travel and other expenses incurred by the Executive Director in accordance with current District Expense Policy. The Executive Director will be reimbursed on a monthly basis for all business related expenses as approved by the District Governor.

\_\_\_\_\_  
 Judith A. Raub  
 2017 – 2018 Governor  
 Pennsylvania District  
 Kiwanis International

\_\_\_\_\_  
 Philip F. Weber, Jr  
 2018 – 2019 Governor  
 Pennsylvania District  
 Kiwanis International

\_\_\_\_\_  
 Kevin E. Thomas  
 Executive Director  
 Pennsylvania District  
 Kiwanis International

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Date Signed

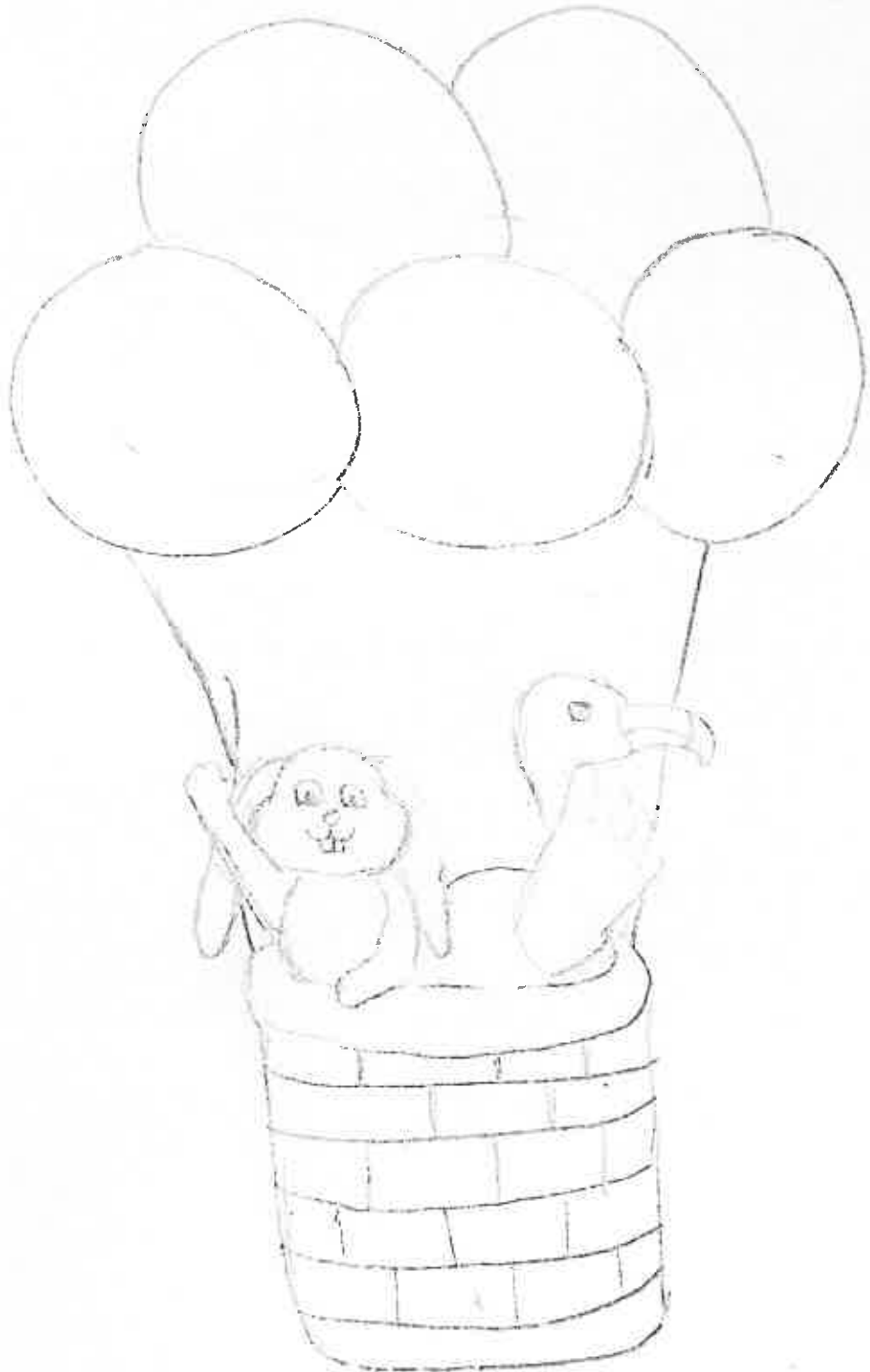
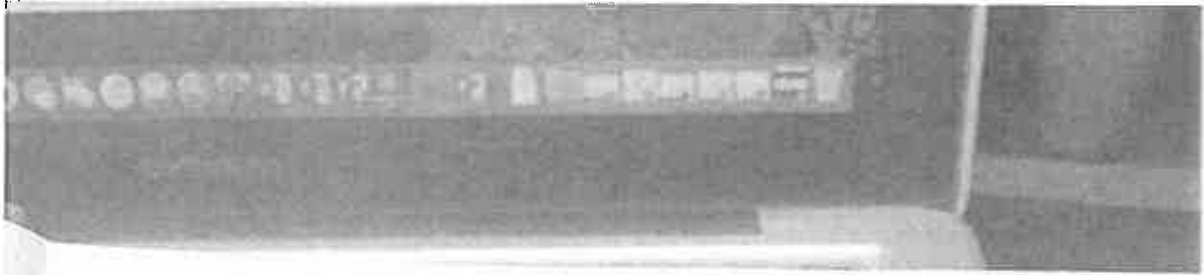
Date: 9/16/2018  
To: PA Kiwanis Board of Trustees  
Re: PA K-Family Pin

The proposal is to have a Pennsylvania K-family Pin to help create some additional revenue across the PA Kiwanis Family. We haven't had a particular pin that hasn't crossed over the various branches in some time. The idea is to create a pin that can be sold to all Kiwanis and K-family members within the district.

Currently our vendors for pins and awards can do custom orders. Trophies Plus (Award vendor) has a 1" pin for \$1.00 each for a batch of 3000+ (\$1.35 for 1000-1999; \$1.20 for 2000-2999). AYM Depot (Governor Pins) has 1" custom pins (soft enamel) \$1.59 each for a batch 2500-4999 (\$1.62 for 1000-2499).

Rough Design:

Looking at a hot air balloon with each balloon having the logo from each branch with the two iconic mascots – Pinky and Leroy riding the balloon.



Report: Cmt for the Capital Award Campaign  
Date: September 2018  
To: PA Kiwanis Board of Trustees  
Re: Reserve Fundraising Campaign: 3 Tenets Awards

**Concept for Approval:**

Start a campaign to have a plaque and pin for Kiwanis members to purchase to place funds into our reserve and eliminate the current debt. Much like the awards the current membership know from the Kiwanis Children's Fund, there could be an award available to Kiwanis members to help the district.

With the membership slowly sinking and the results of the audit showing debt that needs to be resolved, it is important to have something to help raise funds to assist us out of this situation. Creating a way for the membership to assist and be recognized would be beneficial to remedy the situation.

**Specifics:**

Create three awards based on the Kiwanis Family three tenets: Service, Leadership, and Fellowship. Each award will cost \$500 and include a pin and a plaque. Each pin will have the same design with the tenet listed on it with different color choices : Service (Blue), Leadership (Red), and Fellowship (Green).

With this, a person can purchase up to the three tenets. Instead of a tiered level approach, we can keep the price the same on all of them.

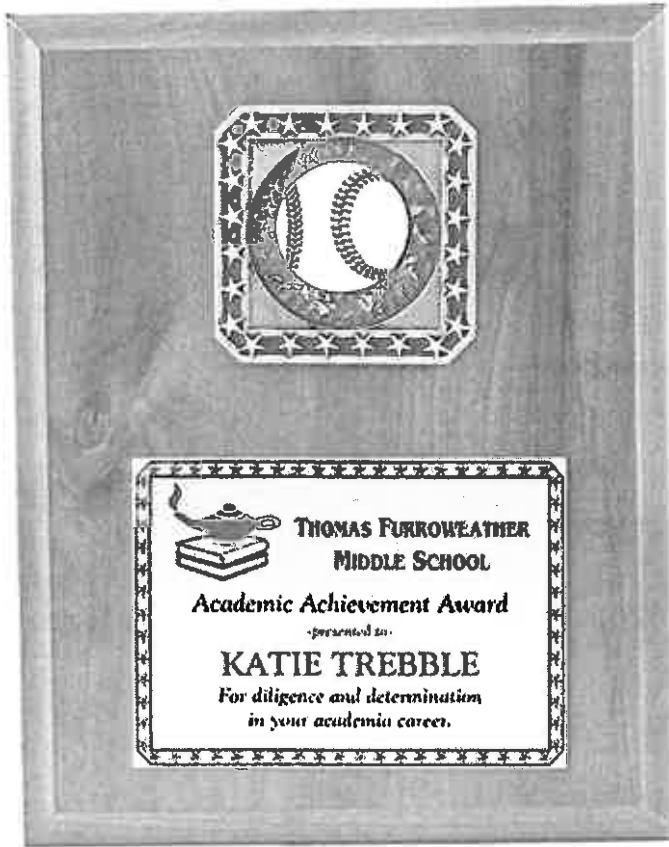
**Hardware:**

New Diamond Series Plaque for quantities of 100+ (have an initial set up of \$15.00) can cost \$12.70 (7"x9"), or \$8.30 (5"x7"). At lower quantities, the 7"x9" would be \$14.65 (quantities of 12-49) or \$13.80 (50-99). The 5"x7" has \$10.25 (12-49) and \$9.40 (50-99).

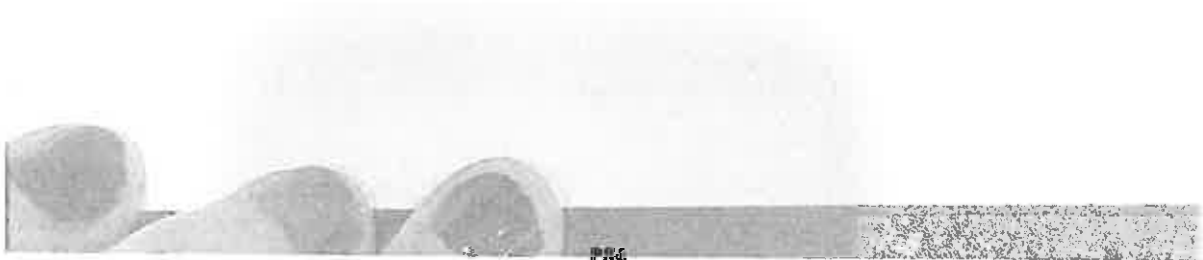
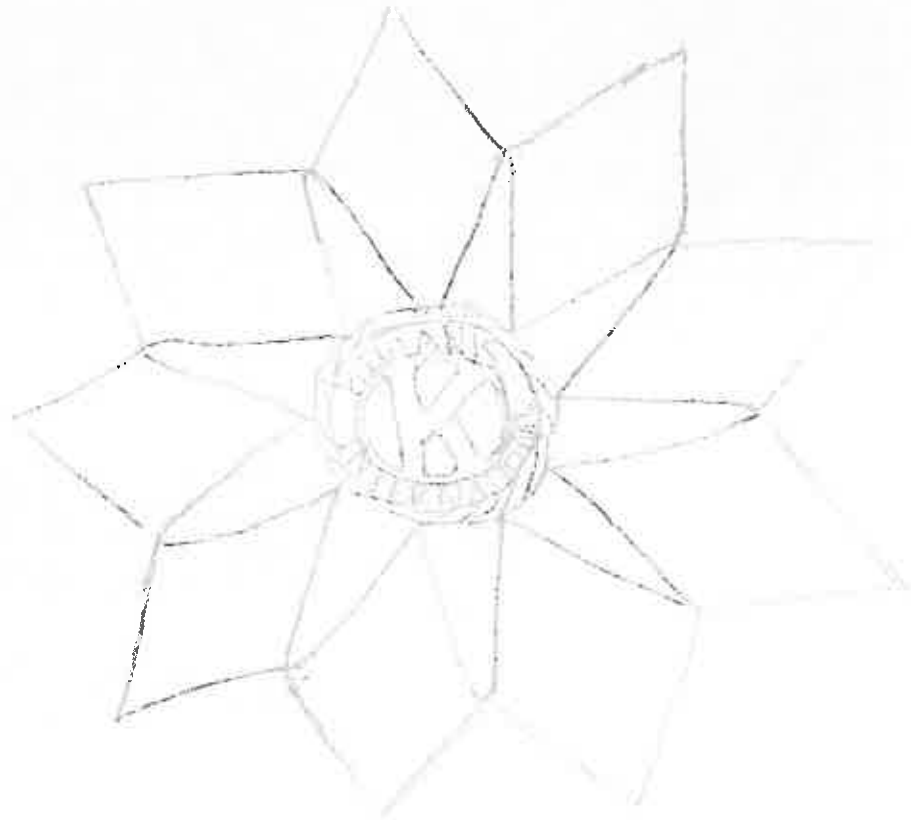
1" Color Enamel pins can be designed \$1.80 for 300-499 (\$2.40 for 200-299: \$3.00 for 100-199).

**Options to consider:**

If we are to have the SLP programs participate, do we want to offer a discount if bought and given to an SLP member? Or do we want a portion to be earmarked for that program?



## New Diamond Series Plaques



**Report for the Board**  
**Kiwanis Ka\$h Raffle**  
**September 22, 2018**  
 submitted by Jen Vare

- The move to Kiwanis Ka\$h Raffle was a sound decision last year by the Board as we turned back to profits from 3 years

- History of our Raffle:

Year	District total before expenses	Prizes		Total brought in
2014	\$9,400	1st	\$5,640	\$18,800
		2nd	\$1,128	
		3rd	\$564	
2015	\$8,250	1st	\$4,950	\$16,500
		2nd	\$990	
		3rd	\$495	
2016	\$7,200	1st	\$4,320	\$14,400
		2nd	\$864	
		3rd	\$432	
2017	\$5,400	1st	\$3,240	\$10,800
		2nd	\$648	
		3rd	\$324	

- This year:

Year	District total before expenses	Prizes		Total brought in
2018	\$8,580	1st	\$6,006	\$17,160
		2nd	\$1,716	
		3rd	\$858	

- Expenses for 2018 as outlined by Executive Director Kevin:
  - The License fees were \$150.00 (\$125 for the regular license and \$25.00 for the special license)
  - \$67.76 for tickets
  - \$92.23 for postage/ mailing
- Our total profit to the District is **\$8270.01**



### Observations:

- The mailing was profitable as clubs that never would have purchased did.
- Lowering the price of the tickets was well received and encouraged repeat purchases.

### Recommendations:

#### • **Sales and Marketing:**

- I believe next year if we are to run the same raffle again we should have envelopes ready for pick up at Midwinter which will reduce the postage costs.
- I also think that more clubs will participate if they are given them earlier in the year (right after Midwinter) with more turnaround time. Summer months are not always club meeting months so maybe we will have even more sales with them in hand sooner.
- 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.
- Utilizing social media, such as Facebook to boost sales n Division, Region, Club and personal pages are encouraged. Last year we sold many tickets because of Facebook! Sell to non-Kiwanis members or non-PA Kiwanis members who like to take a chance

#### • **Funds Management Procedures:**

- An incident on 9/7-9/10 revealed there was checks not cashed and significant dollars missing related to the District Raffle. The money was recently recovered in a box/bag found by Executive Director. All money was accounted for in the end. This incident shows that a solid procedure for sales, money drop off and overall checks and balances are required to be in place prior to the next District Raffle.
- Current Process:
  - In the past at Midwinter and Conventions I would always seal the envelope write raffle on it and hand it to Robin/Michelle or Kevin throughout the weekend, but always directly in the convention office (except for possibly during the Convention dinner)
- Recommendation:
  - Create and document a new procedure for how to keep track of money turned in and when; it will consist of sign off sheets for volunteers at the table as well as Raffle Chair and the District office.
  - The District Office must determine 1 secure location for all money, credit card slips and checks for the future at such events. Moneys should not be intermingled with District office sales or registration to decrease any confusion.

## Report to the Pennsylvania Kiwanis District Board

### Past Governors' Association

The Annual Meeting was held Friday, August 10, 2018 from 2:30-4:30 PM as allotted in the Convention program and then reconvened Saturday, August 11, 2018 at 7:00 AM

- Before the meeting it was decided and voted on via email that this would go back to a closed door meeting, with guest speakers coming at their appointed time to present their topic
- Only Past Governors who served in PA would be welcome to vote on any topics that needed a vote, but all Past Governors from any district would be welcome to attend any portion of the meeting

PA Past Governors in attendance: Barry Halbritter, Don Sanker, Tom Shott, Mary Edwards, Susan Grab, Cathy Szymanski, Bob Raub, Jen Vare, John Grab, & Mike Frailey

Non PA Past Governors in attendance: Allen Ure, Eastern Canada & the Caribbean

Guest Speakers consisted of:

- Governor Judy Raub
- Candidates for Governor Elect
  - Don Smith
  - Mike Haven
- Candidates for International Trustee
  - Cathy Szymanski
- Executive Director Kevin Thomas
- PA Kiwanis Foundation President Kristina Badali & Vice President Paul Kasoff
- Governor Elect Phil Weber
- International Trustee Greg Beard
- Formula Chair Cathy Szymanski
- Audit Chair Bob Raub
- Finance Chair Paul Kasoff

### Friday Action Items

- The Past Governors' Association endorsed Cathy Szymanski as a candidate for International Trustee

The Past Governor's meeting reconvened **Saturday, August 11, 2018** at 7:00 AM to further discuss concerns brought up by the Governor, Governor Elect and Executive Director Kevin Thomas.

PA Past Governors in attendance: Barry Halbritter, Don Sanker, Tom Shott, Mary Edwards, Cathy Szymanski, Bob Raub, Jen Vare, & John Grab

Non PA Past Governors in attendance: Allen Ure, Eastern Canada & the Caribbean

Those in attendance at the request of the Past Governors: Governor Judy Raub, Governor Elect Phil Weber, Finance Chair Paul Kasoff & International Trustee Greg Beard

### **Saturday Action Items**

- The Past Governors' Association recommends that a Kiwanis member, not on the board begin to act as recording secretary at all District Board meetings.
- The Past Governors' Association is sharing with the District Board our deep concern with the findings of the District Audit as well as the reports and remarks from the District leadership.

Eligible members present at the reconvened The Past Governors' Association meeting moved and unanimously voted to strongly encourage the 2018-2019 District Board to:

1. adopt the recommendations from the hired Audit Firm RKL and begin implementing the recommendations as soon as possible
2. review all duties of the Executive Director, reconcile what is being done with the job description and discuss the findings with the Executive Director
3. reinstate performance reviews of the Executive Director on an annual basis

Approved by attendees at the meeting

Submitted By Jennifer Vare, Chair

for the District Board meeting September 22, 2018

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

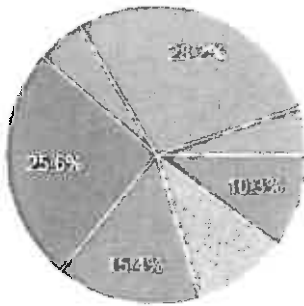
Board Meeting 9/22/2018

1. We need to make certain educators can offer education and facilitate discussions that are positive and motivating.
  - a. Educator list remains:
    - i. **Region 1-Roger Janes**
    - ii. **Region 2-Barb Byers & John Mazurowski**
    - iii. **Region 3-Ann Graves & Phyllis Palm**
    - iv. **Region 4- Matt Wise & Penny Meyers**
    - v. **Region 5-Bob Raub & John Grab**
    - vi. **Region 6-Kelly Shaup, Mike Coolbaugh & Tiffany Callaio**
    - vii. **Region 7-Joe Wilson & Sarah Zulueta**
  - b. I would still like to add more people to the team, please let me know who should be added from your area or even a different region; 2 people asked to apply, but have not done so yet
  - c. I submitted an ad for the next Keystone Kiwanian to look for more educators
2. Too often I have heard that materials sit in trunks of cars, offices or in other bags of Kiwanis materials, and are not given to the leaders who need them. This year all paper materials were sent via KI to 1 person in each region. I have heard from some regions about how they will distribute the rest, but not everyone.
3. Kiwanis trainings:
  - a. LTG/Trustee June 8-9<sup>th</sup>
  - b. Region 1 August 18<sup>th</sup> 10 attendees
  - c. Region 3 August 25<sup>th</sup> 8 attendees (plus 2 Key Clubbers)
  - d. Region 4 June 23<sup>rd</sup> 18 attendees
  - e. Region 5 July 7<sup>th</sup> & August 18<sup>th</sup> 32 attendees
  - f. Region 6 July 14<sup>th</sup> 14 attendees
  - g. Region 7 July 18<sup>th</sup> & July 28<sup>th</sup> 34 attendees
  - h. 193 online participants: some people have taken multiple & also took an in class training
4. Concerns:
  - a. Region 2 was the only region to not offer any training
  - b. Region 4 had to cancel 1 due to lack of participants
  - c. Region 6 was to offer additional training in other divisions, but to my knowledge did not schedule one
5. Monthly messages and checklist reminders will begin being sent to Presidents and Secretaries in October. Feedback was positive 2017-18. If there are ever items you want me to include please just send me a message.
6. I would still like to work on changing the classroom training and also begin to develop new training methods for new clubs.
7. This year I developed an online follow up survey. Information from that is included next.

Education

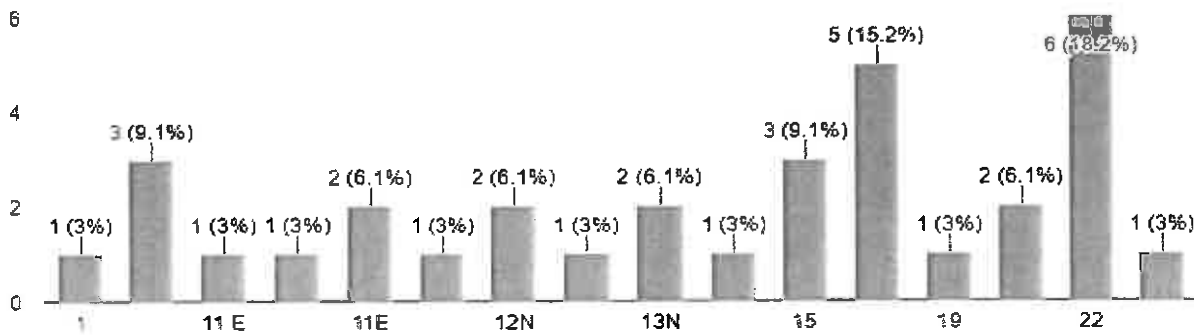
## Your Region

30 Responses

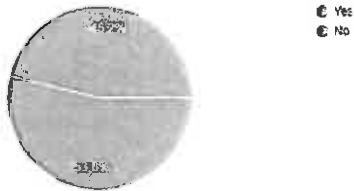


## Your Division

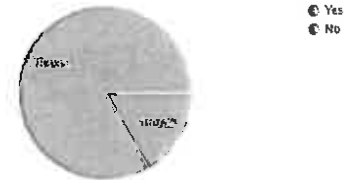
33 Responses



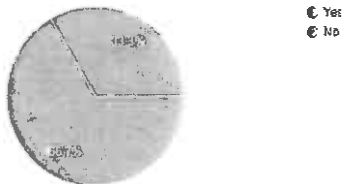
Did you take your online training before attending?



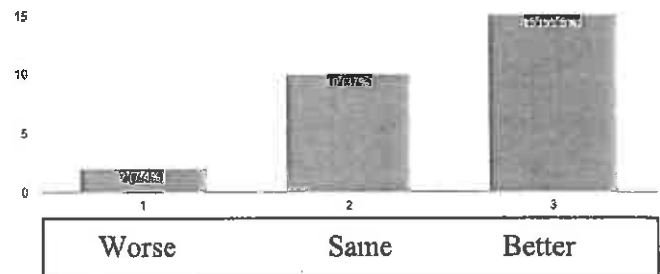
Did you take your online training after attending?



Have you participated in live CLE sessions prior to this year?



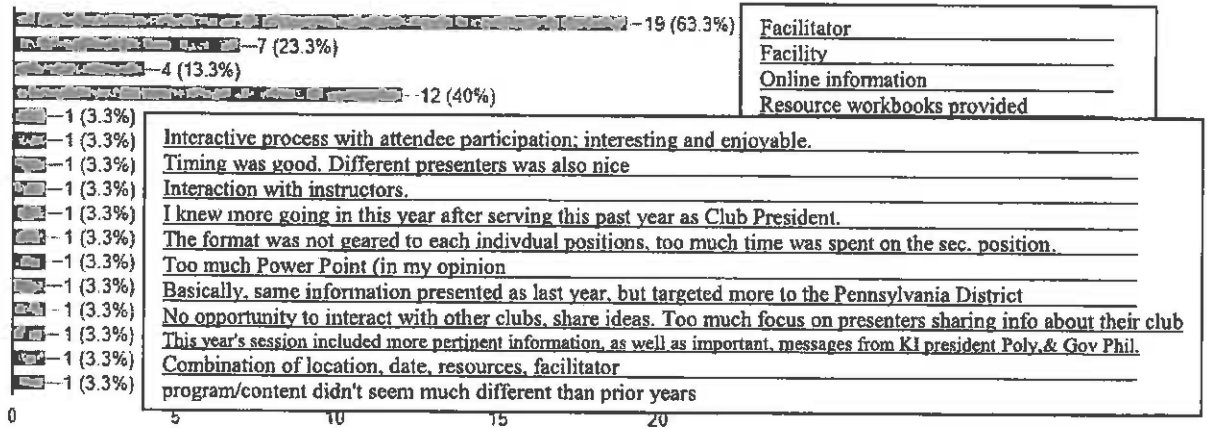
If yes, was this session better, worse or the same as previous years?



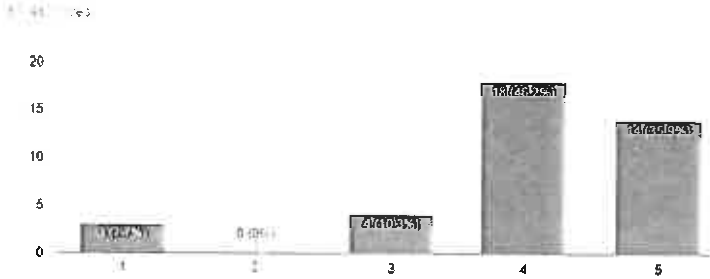
Education

What made you choose the above answer? Check all that apply

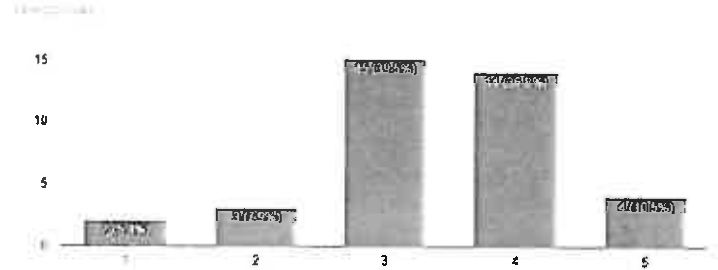
8/14/2017



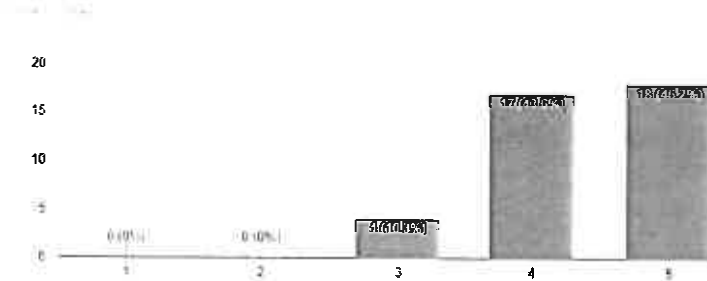
Rate the timing of the notice for the CLE session



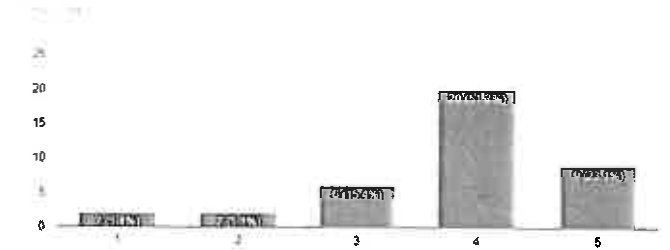
Parliamentary Procedure



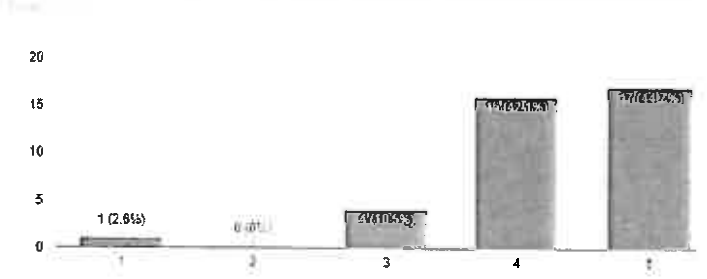
Rate the facility used



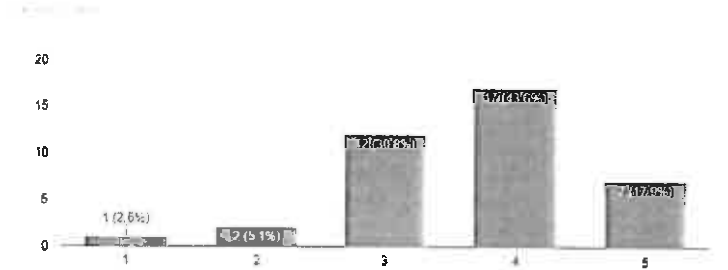
Goal Setting



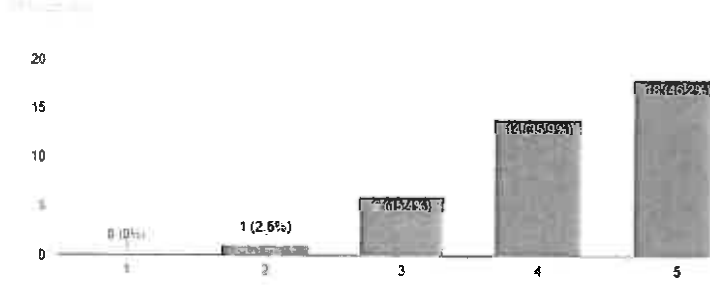
Rate the flow/sharing of information between facilitators and participants



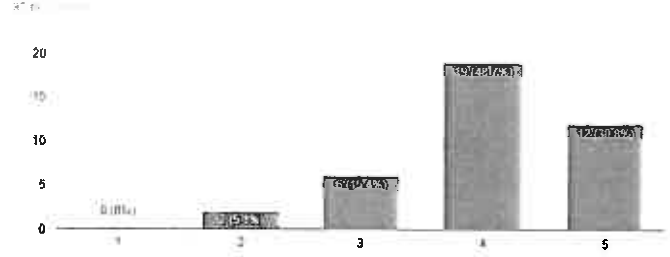
Bylaws



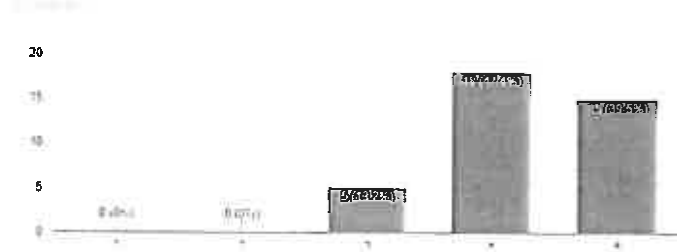
Rate the time you spent at CLE as to its worth



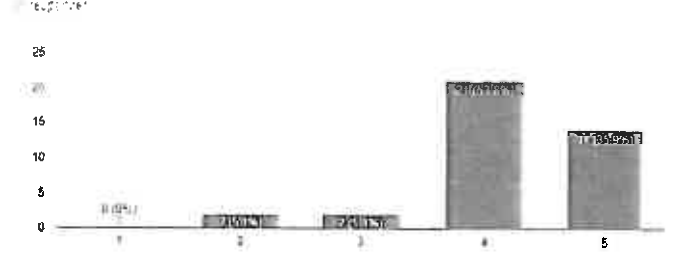
Youth Protection



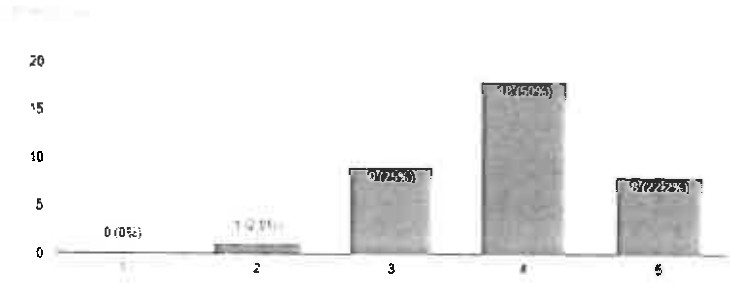
District Information-where do you fit in?



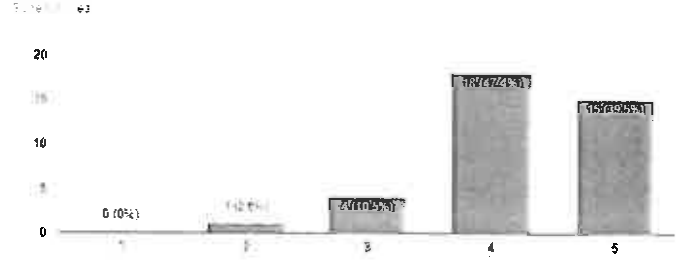
President duties



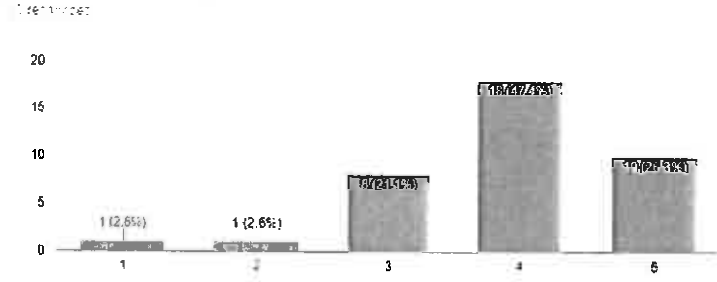
Kiwanis Children's Fund



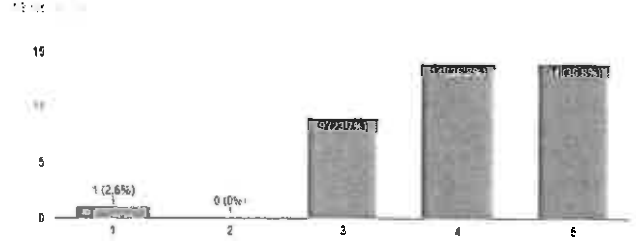
Secretary duties



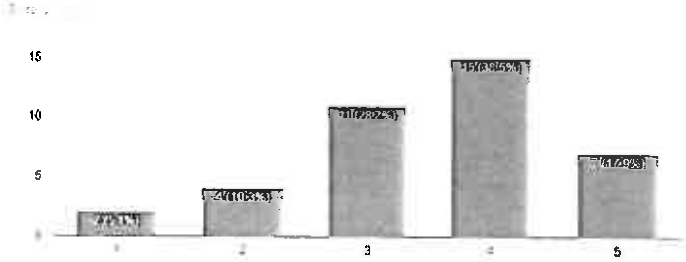
PA Kiwanis Foundation



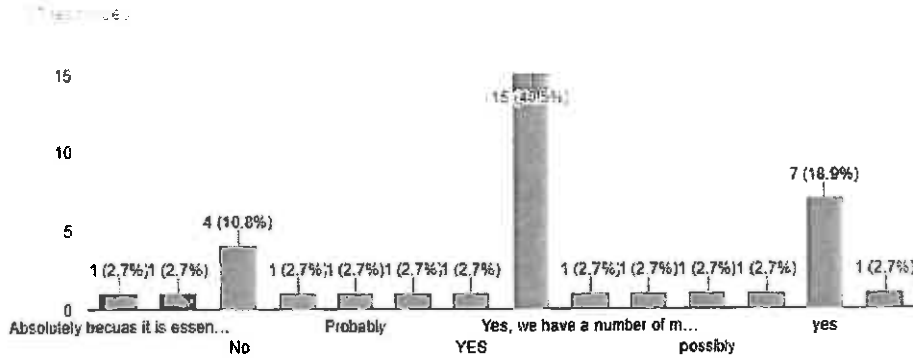
Treasurer duties



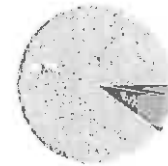
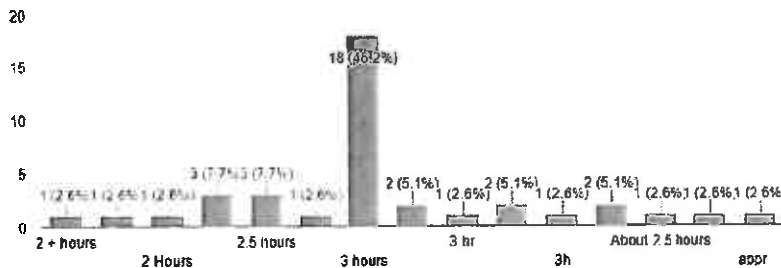
Conflict Resolution



### Would you go to a session on re-engaging the member if offered?

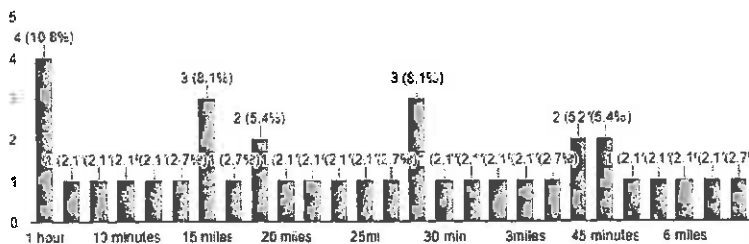


### Overall length of the meeting was:

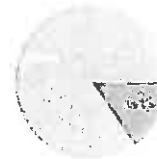


● too short  
● too long  
● just right

### Approximately how far did you have to travel for your session?



### Overall the distance you traveled was:



● too short  
● too long  
● just right

### What topic(s) should we have spent more time on?

- Dutes of the office (Kiwans Leadership expectation of leaders
- Treasurer duties and to encourage all attendees to take the online for all offices. It's a great overview and learning tool.
- What is happening PA
- Conflict resolution and bylaws
- Projects used by other clubs, fundraising
- in lieu of time, and first meeting, this was informative on all aspects
- I can't think of any in particular
- How to maximize expectations of Kiwanis International with smaller club of very committed individuals with jobs, family and other organizations they are involved with.
- goal setting as an officer team,
- the importance of inter clubs
- balance was good
- Too much of an overview
- suggest a round table discussion for each officer group to problem solve
- individual positions in the clubs
- Recruiting
- Club sharing, goals, sharing with young fresh members not the same old same old. Need innovation, out of the box, inspiring n informational approach
- Ethical dilemmas was good and promoted engagement
- Youth protection training
- Treasurers duties and reports Online available products. Protection
- Increasing membership, set goals for membership
- Program knowledge sharing between clubs
- it went well and flowed smoothly

Education



## What topic(s) should we have spent less time on?

- Topics covered elsewhere i.e. youth protection, conflict resolution, foundations
- Duties of each office
- How to use the portal. Its pretty user friendly so it wasn't necessary.
- Nothing
- Again, good balance. Can't think of any
- Not sure there was one.
- basic knowledge, kiwanis structure anything already covered in online training . youth protection scenarios which can be moved to online only
- Foundation
- all topics had merit
- secretaries position
- Same old same old canned material
- Not sure
- Goal setting
- How you fit in
- bylaws
- international causes

## Additional comments, suggestions, questions:

- none (2)
- Need to make it shorter to permit discussion, keep it real simple and relevant
- I liked it being consistent. All trainers are using the same tools
- Since each Officer should know their duties, should only hit highlights
- Change the portal so that there is a separate dashboard for the treasurer. There is too much responsibility and mail given to the secretary. More should go to the President
- Nice place, plenty of food, great interaction between leader and participants
- As for timing of the training. The make up session was well publicized, however for the initial session the notice was very late especially with a holiday during the week. Many already had plans made for the weekend.
- need to get encouragement out to more members to attend, not just current leaders.
- It would be good to have more interaction among attendees sharing successes and problem areas for discussion, particularly for first-time officers. The repeat officers pretty much have things under control
- I love my fellow Kiwanis and what we stand for, but it has been a bigger commitment than anticipated, so can sometimes feel overwhelmed.
- my main "complaint" is that the training is too basic for returning officers. might be better to have an advanced session with more discussion and working session rather than presentation style. would also be better to change trainer to "force" clubs to send officer teams and then lead them through goal setting and officer tasks. train club teams rather than individual officer roles
- Read above
- Good presenter
- I don't think any secretaries were present.
- August training was short and sweet/-much appreciated. Mr Grab can go on but Bob Raub kept him in check. Sara didn't seem completely prepared. A big plus is that district, region, division, and club were explained. That would have been good info as an incoming president.
- No thanks at this time on facilitating, but would be interested in more ideas for membership successes, especially for smaller/medium clubs that remain very active and often stretching their members to the limit.

## 2018 District Kiwanis Convention Evaluations

	Total Respondents	Average Score
Housing Accommodations	94	4.19
Welcome Picnic at Pittsburgh's West End Overlook	77	4.74
Early Childhood Development Summit Breakfast	65	4.25
Kiwanis Heroes & SLP Luncheon	82	4.28
Gateway Clipper Dinner and Cruise	86	4.47
Foundation Luncheon	79	4.15
Governor's Banquet	92	4.46
Farewell Breakfast	66	4.38
Lt. Governor Make-Up Training	3	4.67
Welcome Picnic Program	67	4.87
Community Service Room Thursday	41	4.54
Reception Hosted by Governor Judy and Bob Raub	58	4.10
Early Learning Breakfast Summit Program	57	4.19
2016-17, 2017-18 Lt. Governors Meeting	22	3.45
Heroes in Service and SLP Luncheon Program	74	4.32
Community Service Room Friday	32	4.63
Orientation for First Time Attendees	10	3.90
Using Service To Grow Membership	25	4.04
Youth Protection Updates from Kiwanis International	16	4.13
PA- Hear Your Call to AKTION!	13	4.46
Governor's Projects	10	4.00
Key Leader	5	4.80
Your Local Library and Kiwanis Involvement	23	4.43
Being Able to Protect Yourself Like Batman... Retaining Your Members	12	4.42
Kids Need Kiwanis	5	4.40
Small Projects	27	3.67
Your Digital Presence	12	4.00
Builders Club and K-Kids	8	4.38
LBGTQ and You: Working with LBGTQ Youth in our SLPs	23	4.87
Past Governors Meeting	11	4.00
Gateway Clipper Cruise Tour	84	4.64
Meet the Candidates	76	4.24
A 45-year-old Walks Into a Kiwanis Club...	18	4.67
Audit Report and District Response	30	3.70
Bullying? NOT in Our Club!	5	4.80
Pennsylvania Kiwanis Foundation	10	4.60
Signature Projects	10	4.90
Talk Saves Lives	8	4.75
Making Meetings Fun and Inviting	15	4.47
What Can the Children's Fund Do for YOU?	14	4.71
Improving Your Kiwanis Image	15	3.20
The Opioid Crisis and a Kiwanis Response	9	4.67
Key Club and Circle K	11	4.36
Early Childhood Learning and Public Television	13	4.92
Foundation Luncheon Program	71	4.15
Past Lt. Governor's Meeting	21	3.76
Community Service Room Saturday	21	4.62
Business General Session	90	4.36
Governor's Banquet and Installation Program	91	4.56
Governor's Banquet Hospitality Reception Hosted by Phil Weber	77	4.06
Farewell Breakfast Program	70	4.77
<b>Total Evaluations</b>	<b>106</b>	
<b>Composite Score</b>		<b>4.35</b>

## What topics/forums would you like to see MORE of next year?

What directions our International board is taking and plans for future

What's the hot topic in the world and how can Kiwanis join in. Example, we just heard that KI is chartering 2 clubs in California that will be LGBTQ how does our District get into the forefront?

Our speaker Al Condeluci talked about networking and helping others with disabilities how can we jump in?

Different service projects that take us into the community

More service focused

How to grow diversity in membership.

Strategies for dealing with different member personality types in constructive ways.

Merging Service and Social together

I think we need to continue to think out of the box an offer forums on topics that address the current topics that are part of the 21st century and are of interest as to what is happening in our society and how they impact our clubs.

This was done at this convention with the Opioid awareness, Talk Saves Lives, Bullying and the LGBTQ Session. We cannot continue to have a blind eye to these issues they are having a strong impact on our society and the children we serve. I am not saying to eliminate the Kiwanis oriented forums, because we can never have enough Kiwanis Education. However we need to educate those Kiwanians who tend to turn their backs on current trends and social issues.

workshops for officers

The selection of various programs were nice, our club was happy that we could all participate in various programs and report back to one another

Fundraising opportunities

Some of the same topics that I was unable to attend (other choice).

Good balance of topics, perhaps focus on improving quality

More inclusive, more diversity. How to engage new and older members.

Bullying was a great program. Too bad it only was attended by 3! Continue to include forums on retention. Always include an early childhood forum. This year's was excellent!

Hands-on service, easy fund-raising

Might be nice to have assigned time for the Regions to get together - they need a social time to allow for the divisions and clubs to bond a bit more. Maybe as an additional round of workshops

"Taste of the Regions" - may want to supplement the governor or governor elects reception with a focus on the regions. Have each region bring an appetizer (with hotel approval) so that they can mingle a bit more.

more forums on inclusion - lgbtq

More active service-based activities and opportunities

More about attracting new members and younger members. Kiwanis membership is shrinking and I think it's because the members are aging out. I'd like to see a workshop dedicated to attracting millennial members, a workshop for transitioning Key Club members to Circle K members and Circle K members to Kiwanis members, and also a workshop for established

Fund raising ideas less lecturing and a more intense session on PR and social media. It is pretentious that our age means we are not familiar with what needs and should be done. Just because someone is a past GOV does not mean they can present a topic.

Start a new club- step by step

## What topics/forums would you like to see LESS of next year?

---

Less of need to grow membership - this is being done to death!!

Early learning seminars same old same old

Could some of the forums been combine with others such as SLPs all in one forum.

Early Childhood Breakfast - let that be an after-breakfast option. How about a keynote speaker?

opening new clubs

I would have liked a more advanced Digital Presence, Improving Your Kiwanis Image once again we were lectured and insulted. A lot of work was put into this program, however; he gets stuck on the negative. I understand branding but I am not going to throw away all of the items my club has purchased over the years. When we run out then we will replace. Our club will be in the same financial distress that the district is in if we just throw things away and tell our members they can't wear the Kiwanis shirts to events anymore because they are outdated. The food and conference was again were great, we took a lot away from the sessions and sharing information.

Perhaps offer three 35/40 min mini sessions on Friday. A few condensed topics?

See above

Don't just do service projects for their own sake. Needs to be a purpose. Convention may not be the best time to do a lot of service....too limited time wise. Training in doing service would be more beneficial.

I would have liked to have seen the foundation people take meet the candidates more seriously. Truly an embarrassment that the one young lady was not at all taken being on the board seriously.

Please, enough with the YCPO breakfasts already, same thing different people lecturing at breakfast each year.

Less of the same old speakers

## Additional Comments:

---

The audit session was good. However, Bob Raub did not have current information from the District Board.

Governor's Banquet - Great! Welcome Picnic Program - Excellent! Great entertainment. Reception Hosted by Governor Judy and Bob Raub - Well done. Meet the Candidates - not enough seating. Good Program. Pennsylvania Kiwanis Foundation Workshop - Good discussion. Kristina Badali great leader & speaker. The Opioid Crisis and a Kiwanis Response - Excellent speakers on vital topic. Foundation Luncheon Program - Well done-very informative. Business General Session - very well run. Gov's Banquet and Installation Program - Also very well run. Gov's Banquet Hospitality Reception Hosted by Governor-Designate Phil Weber - Great socializing, and fun. Hotel: Room AC too cold-not adjustable. Slow-flushing toilet. Too long distances among meeting rooms, lobby and elevators. Too much walking. Clipper Dinner and Cruise: Way too overcrowded. Long lines and time to get meal. Otherwise a good conference. Thanks to all who organized and ran it.

In the past (some years ago) there were afternoon events for the non-Kiwanians attending convention. A Friday or Saturday afternoon trip to center city Pittsburgh would have been nice.

The food on Thursday night was awesome. Kudos to the committee for homemade food & treats. Early Learning breakfast should be changed, we know the facts & we know the needs especially those of us who come every year. SLP speakers used to be very motivational & moving, something was lost in translation this year. I appreciated the honesty of the Audit & Finance committee, I am truly disappointed that this has gone on for so many years and remained hidden when we have paid staff working in an office. Board members sitting in the room seemed quick to interrupt the speakers if they felt a word or sentence was incorrect, I truly hope that they are just as quick at cutting major expenses that do not hurt the members and the children in our SLP programs. Governors Banquet was good, but why don't we acknowledge people leaving the board or chair positions who have offered years of service? Great key messages from Judy and Phil.

Is there a way to move honoring of deceased Kiwanis members to middle of event or in another way. As to not put sadness into the end of convention. The end should be pumping people up.

The convention committee did a great job!!

Overall excellent conference and the host committee did an amazing job! The only complaint was the distance between workshops to the registration, basket room and ballrooms, it was too far to go back and forth for people who have a hard time walking and getting to things on time.

Wonderful Speaker, Al! Excellent Baskets! Great job on Kiwanis Kash! In tower 3, elevator 5 was not operational on Thursday. (became operational on Saturday) While it is important to stay on schedule, it would have been nice to have let the Governor-Elect candidates have enough time to complete their presentations at the business meeting. However, it did reflect on how well they planned their remarks. As a seminar presenter, I was never notified about that assignment in advance of the convention, as was another presenter in the same seminar. I saw it on the agenda the day before the convention. Fortunately I was able to retrieve the pertinent material before the seminar. It seemed inconsiderate to me!

Overall a great convention! Kudos to the Sheraden Club! Great speaker on Sunday!

The hotel room had a bad odor all weekend.

I gave a 4 to the meet the candidates forum because I felt some of the questions were redundant and Particularly in the Governor Elect race, I am not sure the candidates had enough exposure to accurately respond to the budget questions with which they were faced. And I understand the moderators didn't want to have anyone feel that their question was not read.

I actually preferred the "move around from table to table" process last year. It seemed the candidates were more relaxed and if they were not stellar speakers in front of large groups, their responses were a little more at ease and not so pressured.

What happens now that all the seats on the Foundation Board are not filled?

Also, I appreciate the work and following the process that was used to properly nominate Kathy Szymanski as International Trustee this year. I shared my comments with her and support her nomination.

Excellent convention. It must have been great planning, but I don't ever remember a convention where the meetings at meals, etc. moved so quickly and finished well before times listed. Candidates for office and those doing the nominations and seconding either have not been told about how much time they have or they are ignoring it. Had a problem last year also.

Buffet meals should have signs telling the ingredients due to individual allergies.

Kiwanians should be careful when making derogatory comments about other Kiwanians when in earshot of third parties. If this is necessary to be done, try to do it privately.

Foundation program was better organized than the previous year.

What happened to signing books to be given to pre-schools?

My club heard that next year there will be less sessions and more service projects. I know I can speak for my club that we do service for our clubs, miss service projects to come to the convention. We understand the concept, however; we are not going to spend all this money to come do service. That does not give us the training/education that we take back to our clubs. At lunch when we mentioned this to a trustee this trustee knew nothing about this plan and said not that they had heard. Our club had a great time and have a lot of work to do.

Elevator 5, Tower 3 was not working on 8/9/18. Our hotel room was not serviced during our stay. Disappointing. Staff was very accommodating. It is not to have a closer venue.

Signature Projects Program - presenters were excellent. Preparation: presenters should be notified in advanced. 2 of 3 speakers were not notified in advance. Speakers knew their projects and were able to talk about their project with confidence though.

Farewell Breakfast Program - Al Condaluci was outstanding! (Would give it a 10 if that were possible.)

The convention was extremely well done! The food was great all weekend long from the Overlook which was outstanding to all of the meals at the hotel! Well done!

No 3 meals per day. Too much food.

Great Convention!

All meeting rooms were TOO cold, especially the larger rooms. Breakfast - water glasses on table - please!

AI is wonderful!

Sunday speaker outstanding

I was really happy to see forums on current topics such as suicide, opiate abuse, and relating to people who identify with the LGBTQ communities. As difficult and divided that these topics can be, it's nice to see them being discussed in a way that encourages awareness and empathy. These are topics that our youth struggle with every day, and they need us to be more educated and aware in order to stand alongside them and serve them better.

I was able to find something to eat at every meal save Saturday's Foundation luncheon. The hotel called and told me later (after I filled out their survey) that I should have spoken with the staff as they had specially prepared meals set aside for those of us with food allergies. There was no communication of that at ANY of the meals, nor were the dishes signed as to let us know what was gluten-free, vegetarian, dairy-free, etc. I strongly suggested to Debbie, the Staff Manager, that they should follow the Penn Stater's example and sign their dishes. I will say that the hotdogs were very good, as were the cabbage rolls on Thursday night. The pork chops on the cruise made me sick (only thing on the buffet I was told was safe for me to eat, besides the salad), but I took some medicine and got plenty of rest and was good to go the next day. Maybe one day there will be a dessert on the buffet that I can enjoy as well. ;) Our diabetic and gluten-free folks were also left with very few options. It seems that the hotel really dropped the ball when it came to accommodating food restrictions.

My hotel room was clean and well-appointed, and the bed was super comfy. Unfortunately the AC was terribly loud, and I could hear a lot of noise from folks in the hall. I had a tough time sleeping Friday night, even with a dose of Benadryl in my system.

I really enjoyed the music at the Welcome Picnic, and the Dinner Cruise. It was neat seeing the city, dancing a bit, and then taking pictures of the rainbow at the end of the trip. Rain didn't put a damper on our fun! :)

Great Program! Great Keynote speaker!

Early Childhood Learning and Public Television - Mr. Isler should have been a Keynote speaker.

I'm not sure I would attend another convention at this hotel. food was ok, not great. Rooms, and the hotel in general, are old and dated. It was very difficult to control the temp in the hotel room and conference rooms were freezing.

Great Job! I like all the new topics.



Food was a little too rich for me. More veggies would have been great. Foundation Lunch - 3 pasta dishes plus pasta fagioli soup + sauce in chicken. Also very little for gluten-free.

Air conditioning was too cold!

Great convention

No room microwave!??

Welcome Picnic - No gluten-free cookies

Heroes and SLP Luncheon - Hamburgers overcooked!

Foundation Luncheon - Too much pasta! No veggies?

Community Service room - Hard to find!

Meet the Candidates - a bit long

All of the meeting rooms were freezing - I had to go outside to warm up. What hotel doesn't have microwaves in their rooms? Usually there are enough food options that allow for gluten-free diets, but the menu for most all meals was lacking.

Lots of great workshops & forums - good diversity of subjects addressing current culture, as well as relevant to KI. Highlight was the cruise tour.

workshops - more how, less cheerleading

Hotel: too spread out.

Overall, a really good convention. Workshop selections were, for the most part, new & fresh, giving us LOTS of good ideas to take back to our clubs. Thanks for all the hard work that went into this event!

Dr. Condeluci was fabulous!

Hotel was great, but I did hear some of the older folks say that it was quite a trek from tower 3 to the ballroom area, so just something to keep in mind perhaps.

Overall, a good job by the planning committee.

Workshop presenters should make an effort to include icebreakers, especially for first time attendees. First time attendees should be given an opportunity to introduce themselves.

During luncheons - a protocol should be established where specially invited guests and distinguished persons are acknowledged.

There should be a dance/dance floor after the banquet.

The registration form asked about dietary restrictions, but these did not seem to be catered for at the breakfast.

Hotel needs docking stations available

All food excellent and not typical of banquet food!

Need coffee/tea/water available in common area during all times of the day.

Gateway Clipper Cruise wonderful even with all the rain.

Your Digital Presence - new ways to up youthful membership

First Time Orientation - wonderful and informative. Would suggest to have a First Time Packet, i.e. what leaders do and chain of command.

Bill Isler should have been a larger focus (main speaker) - "Pittsburgh is Mr. Roger's Neighborhood"

Gained valuable knowledge to grow and maintain membership

Convention flamed the fire in my heart for service!

I noticed that the PG & PLG meetings overlapped with the workshops. They should not conflict with workshops.

No protocol at every session and meals. International Trustee not introduced until Business Session. Head table not introduced.

Would be nice to have dancing music at the Gala (Governor's Banquet?).

Organizing committee did a great job with the planning and execution of convention.

Dietary restrictions were asked on registration forms, however the catering staff did NOT have alternatives, i.e. all pork at breakfast - no options

Some of the meeting rooms were small. Many rooms were too cold to sit in for an hour.

Kiwanis store should have more selection of smaller sizes.

Well done!

Coffee or beverages available during conference

Closing Keynote speaker - excellent!! :)

GREAT Conference

A few suggestions - too much sitting in long meetings back to back on Saturday, then sitting for a long time again at the Gov. Banquet.

Idea for Saturday:

\*8:15 - 10:30 am: Foundation Breakfast (kicks off Saturday, gives a formal opening to Convention, intros key folks)

\*10:45 - 11:45 am: 1st set of workshops

\*12:00 - 1:30 pm: Networking Lunch

\*1:45 - 2:45 pm: 2nd set of workshops

\*2:30 - 4:00 pm: General Business Session

\*5:30 pm: New Member Reception

\*6:30 pm: Governor's Banquet

Regarding meals...more consideration to diabetic concerns. Never had a problem before and didn't indicate the need for special diet consideration. This convention was pretty starch heavy.

Would have liked to have coffee/tea each day. Not enough discussion with a few presenters as they didn't know they were presenting in advance.

Welcome Picnic - great view and food! Gateway Clipper Cruise was fun. Key Club/Circle K workshop - Kelly Shaup and Devyn King did good job for Circle K but Key Club was a no-show, literally. No Int'l Trustee, no Administrator and the one Key Club member barely said a word. Had I attended as a Kiwanis Key Club advisor, I would have been disappointed. Speakers Greg Beard and Al Condeluci were both outstanding!

Convention needs to be exciting, uplifting. If we don't leave convention ready to change the world and fired up about it, we have missed the mark!

A truly well planned convention! Do try to keep the distances down especially for those who are handicapped!

Committee did a great job! Thank you!

I hate to bring this up, I really do. However; I cannot sit back and watch this happen. I was appalled to see Paul taking over the audit report or whatever this was. It was very fortunate to have board members in the room to set him straight on a couple of things. It was clear he has no financial background. With all the accountants in Kiwanis why on earth was he chosen to do this. As a matter of fact why are we as a district always choosing the same people and not searching for new Kiwanians to help out especially for this subject. While speaking on this subject, it did not do any of us any good to have past gov. sitting in the bar talking about our financing and how it is all Kevins fault. As a somewhat new Kiwanian I was fortunate that nobody knew who I was. The very loud drunk conversations I heard were embarrassing for these drunk Kiwanians. They were very vicious people who spoke poorly of Kevin and a few other people on the board. Also; I heard that money is paid to your leaders that come to the convention? Why are they not sitting in the forums that were put on. Instead they stood outside complaining about the disturbing details about the audit. We witnessed the board members as well as Paul and his group talking in different places about this unimaginable situation that Kiwanis is going through. The convention was wonderful and I plan on making sure more from my club come next year. It will be closer and there was so much to take in. Thank you to the people in Pittsburgh who made this an incredible experience.

Form was not available online on 8/14/18

The Registration Table was located in a good area. The Basket Room was large and provided room for people to view the baskets. The Early Learning Childhood Summit provided information for the people who attended. The Local Library Program was great. Ingrid provided many ideas for working with young children. We were able to showcase our Kiwanis Learning Guides. The Picnic and Boat Ride on the 3 rivers were great. The social time after the Boat Ride and Governor's Dinner were great. That also includes the Candidates Forum.

Bill Isler was such a good speaker, it's too bad he wasn't scheduled for a better time. There were only 10 people there. His videos on Mr. Rogers and his insight were great. Everyone was in tears. I think that the Audit Report forum would have been better in/to have in a more general session. This is an issue that everyone should have heard not just those that could fit in the room for the 1 session that was held. I also think that in a forum setting (the way it was held) it should have been the last forum slot of either Friday or Saturday. Holding it during round 3 caused numerous people not to go to any round 4 workshops. I also disliked that those presenting kept making it seem like this was predominantly the fault of one individual (the one full-time paid person for the district) when that is not the case. This issue is the fault of every board member for the past 8+ years. Outside of this forum, I thought the convention was great especially the welcome picnic and dinner cruise.

This form was not the best - I could not un-check responses when I realized they were not in the right space. The convention overall was wonderful.

all in all I thought it went well. I would have liked to see more attendees especially from the clubs nearby. I didn't like that it is the same old/same old with regard to formalities of introductions - I like how Key Club does it and really makes a big deal about announcing LTG's etc. we seem to do a lot of copy and paste with not a lot of time to review same.

I would also suggest a "WALK THROUGH" prior to anything scripted so we all know what we are doing, where things are placed, and who gets/does what.

yes, we have a script with directions but i am a visual and it sinks in more when i can do a run through. it would come off smoother in the long run - paying attention to details is what we all have to do a better job at.

The Governor's dinner was set a bit tight to the front - there wasn't room to have all stand between the stage and the first row of tables.

I thought overall the food was good, fresh and plentiful. I did hear comments about "i can't eat that" "i can't eat this" i think we need to do a better job in advertising special dietary needs can be catered to - but we have to know; then once we know all their meal tickets need to be changed or added to so that not only do they have something to hand to the ticket takers but they then have an additional card to hand to the wait staff because they can and have prepared something for specific restrictions. For the following host committees make sure that you have enough people throughout for questions, ticket takers etc. as we seemed to be scrambling a bit for those at times. for the farewell breakfast - I think that the "sitting Governor" should read the names of the deceased, as they were lost during their term. I also asked that a listing be used - like a power point or slide show (you don't need pictures but if we had them that would be ok - not an excel list that you couldn't read and that the names would just be scrolling through breakfast (i have a proto type of what i was asking for and what i offered to do) and then turned off once that portion of the morning was completed.

Thank you to the Dillsburg K-Kids for sharing their centerpieces with us - because boy did they get used.

I would also encourage more "formal" picture taking - have the photographer (who ever it is) have a list of photos that should be - ie the LTG's, Trustees, all Governors present, District chairs, but make that known ahead of time - put it somewhere in the program. they make great memory pieces.

thank you.

This Convention was amazing!

Really enjoyed myself. Jack Miller was very pleased to receive his Hero recognition. (Bob Bagans)

I went to the Small Projects workshop with Phil Weber and he was completely unprepared. He instead talked about cutting workshops and getting out into the community to do service at next year's convention. I think instead of cutting the workshops, some of them should be turned into discussion sessions where clubs can meet and exchange ideas on certain topics. Also if someone is hosting a workshop, they should have a presentation or some kind of plan or else they're just wasting everyone's time.

I would love the opportunity to discuss the Tower Garden and maybe incorporating them with our SLPs, Kiwanis Clubs, etc. Kiwanis Clubs that might want to sponsor a Tower Garden for communities that would be interested in having them. I would welcome the opportunity to speak with Gov Phil and District Convention committee about this. I would absolutely present if the opportunity presented itself. [www.ltomczak.towergarden.com](http://www.ltomczak.towergarden.com)

Over all this was a very impressive convention. The overall spirit seemed to diminish with some of the board members and non-board members in the bar as well as outside rooms discussing the findings of the audit. One such Gov (not even from our district) stood around non stop complaining. Not even sure why she came to the convention. Her husband appeared to be very ill and following her around. She complained about how things used to be better. How things never should have gotten to where they are. She also mentioned she would have fired the executive director and others listening to her agreed.

We were very disappointed that Matt did his sessions by himself. He did a fine job, his session was nice, but we all have come to enjoy the presentations of him and Past Gov. Kathy.

I thought quite a while before responding about the audit but felt i needed to say something.

this was an exceptional convention and i can't wait to go back to Pittsburgh.

2018 Actual

2018 DISTRICT CONVENTION BUDGET			
19-Sep-18			
ACCOUNT	2018 Approved Budget		2018 Actual
<b>REVENUE</b>			
Registration Fees:			
Kiwanians (clubs @ 3 @\$25.00)	\$	11,850.00	\$ 11,925.00
Kiwanians (Beyond 3 per club@\$20.00)	\$	1,400.00	\$ 1,000.00
Spouses (@\$15.00)	\$	375.00	\$ 285.00
Sponsored Groups (@\$10.00)*	\$	110.00	\$ 100.00
Advertising **	\$	6,500.00	\$ 6,305.00
River Boat Dinner Cruise (150@\$45.00)	\$	6,750.00	\$ 6,777.50
Thursday Opening Party (125@\$20.00)***	\$	2,500.00	\$ 2,460.00
Friday Early Learning Breakfast (150@\$15)	\$	2,250.00	\$ 1,532.98
Friday Lunch (150@\$25.00)****	\$	3,750.00	\$ 3,170.50
Saturday Foundation Luncheon (150@\$25.00)****	\$	3,750.00	\$ 3,640.04
Saturday Banquet (200@\$40.00)*****	\$	8,000.00	\$ 7,656.43
Sunday Breakfast (110@\$15.00)	\$	1,650.00	\$ 1,717.00
Host Committee Fundraising/sponsorships/exhibitors	\$	8,000.00	\$ 12,515.00
Past Lt. Governors	\$	250.00	\$ -
Merchandise/Clothing Sales	\$	1,200.00	\$ 1,299.46
<b>TOTAL REVENUE</b>	\$	<b>58,335.00</b>	\$ <b>60,383.91</b>
<b>EXPENSES</b>			
Administrative Secretary	\$	550.00	\$ 435.65
Audio Visual Aids & Equipment	\$	3,500.00	\$ 3,423.21
Badges, Ribbons & Registration Materials	\$	400.00	\$ 274.52
Board of Trustees & Lt. Governors (@\$265.00)	\$	2,700.00	\$ 1,842.74
Circle-K Governor	\$	550.00	\$ -
Credentials Material	\$	-	\$ -
Credit Card Processing Fees	\$	1,100.00	\$ 1,028.44
District Governor	\$	550.00	\$ -
District Executive Director	\$	550.00	\$ 305.52
Entertainment/Speakers	\$	1,000.00	\$ 700.00
Rentals & Setup fees	\$	1,500.00	\$ -
Frames	\$	60.00	\$ 40.00
Gift - International Representative	\$	-	\$ -
International Representative	\$	550.00	\$ 350.52
Key Club Governor	\$	550.00	\$ -
Mailing - Postage	\$	-	\$ -
Program (Printing)	\$	1,025.00	\$ 909.75
Thursday - Picnic (125 @ \$20.00)	\$	2,500.00	\$ 2,016.00
Friday Dinner Cruise (150@\$42.00)	\$	6,300.00	\$ 7,314.74
Transportation	\$	2,500.00	\$ 1,700.00
Friday Early Learning Breakfast(150@32.90)	\$	4,112.50	\$ 3,962.12
Friday Luncheon (150@\$36.85)	\$	5,527.50	\$ 4,974.86
Saturday Foundation Lunch (150@\$36.85)	\$	5,527.50	\$ 5,067.00
Saturday Banquet (200 @ \$46.06)	\$	9,212.00	\$ 9,252.18
Sunday Breakfast (110@\$32.90)	\$	3,619.00	\$ 3,962.12
Hospitality*****	\$	2,500.00	\$ 5,178.04
Rounding Subsidy	\$	-	\$ -
Housing subsidy	\$	-	\$ -
Miscellaneous	\$	1,206.65	\$ 1,694.72
<b>TOTAL EXPENSES</b>	\$	<b>57,590.15</b>	\$ <b>54,432.13</b>
<b>Excess/(Deficit) Revenues vs. Expenses</b>	\$	<b>744.85</b>	\$ <b>5,951.78</b>
* Includes \$30.00 of pending revenue			
**Includes \$660.00 of pending revenue			
***includes \$60.00 of pending revenue			
****includes \$75.00 of pending revenue			
*****includes \$120.00 of pending revenue			
*****includes \$1,089.73 in pending revenue			

2018 CONVENTION PROGRAM AD SALES					
8/21/2018					
NAME	DATE RECD	Amount	Paid	COMMENTS	
<b>SPONSOR ADS</b>					
Smith Construction - half page	7/26/2018				
UPMC - half page	7/31/2018				
<b>COVERS</b>					
Back Cover - Phil Weber	1/16/2018	\$ 300.00	Yes		
Inside Front Cover - Keith Smith	6/5/2018	\$ 200.00	Yes		
Kevin Thomas - Inside Back Cover	2/28/2018	\$ 200.00	Yes		
<b>FULL PAGE</b>					
Keith Smith	6/5/2018	\$ 100.00	Yes		
Sheraden Kiwanis Club	6/18/2018	\$ 100.00	Yes		
Elizabethtown Kiwanis Club	6/19/2018	\$ 100.00	Yes		
Cathy and David Szymanski	6/19/2018	\$ 100.00	Yes		
Erie Kiwanis Club	6/25/2018	\$ 100.00	yes		
Bob Orlando	6/25/2018	\$ 100.00	No		
Easton Kiwanis Club	7/2/2018	\$ 100.00	Yes		
Marianne Muraska	7/5/2018	\$ 100.00	Yes		
Lititz Kiwanis Club	7/5/2018	\$ 100.00	Yes		
Barry and Marlene Halbritter	7/6/2018	\$ 100.00	Yes		
Fred and Carol Schwartz Ad	7/9/2018	\$ 100.00	Yes		
State College Kiwanis Club	7/10/2018	\$ 100.00	yes		
Ft. LeBoeuf Kiwanis Club	7/12/2018	\$ 100.00	Yes		
Pennsylvania Kiwanis Foundation	7/16/2018	\$ 100.00	Yes		
The Embalmers' Supply Company	7/16/2018	\$ 100.00	Yes		Paper Only
Don Smith for Governor-elect	7/17/2018	\$ 100.00	Yes		
Partnerships/Don Smith	7/17/2018	\$ 100.00	Yes		
Kiwanis Children's Fund	7/18/2018	\$ 100.00	Yes		
Region 5	7/18/2018	\$ 100.00	Yes		
Norlanco-Rheems	7/18/2018	\$ 100.00	Yes		
Division 16	7/18/2018	\$ 100.00	Yes		
Williamsport Kiwanis Club	7/18/2018	\$ 100.00	Yes		
Don Sanker	7/18/2018	\$ 100.00	Yes		
Hershey-Hummelstown Kiwanis Club	7/19/2018	\$ 100.00	Yes		
Past Lt. Governor's Association	7/20/2018	\$ 100.00	Yes		
Back Mountain Kiwanis Club	7/20/2018	\$ 100.00	Yes		
Wyoming Area Kiwanis Club	7/20/2018	\$ 100.00	No		
Tiffany Calliao	7/20/2018	\$ 100.00	Yes		
Kathy Durner	7/20/2018	\$ 100.00	Yes		
Mike Haven for Governor-elect	7/20/2018	\$ 100.00	No		
Bob Raub	7/20/2018	\$ 100.00	Yes		
Bradford Kiwanis Club	7/20/2018	\$ 100.00	Yes		
Division 22/Lillian Mataja	7/20/2018	\$ 100.00	Yes		
Lillian Mataja/Jen Vare	7/20/2018	\$ 100.00	No		\$50.00 paid
Centennial Ekiwanis Kiwanis Club	7/20/2018	\$ 100.00	Yes		
Susan Werner - Division 16	7/22/2018	\$ 100.00	Yes		
Judy Raub - Lt. Governor	7/23/2018	\$ 100.00	Yes		
Judy Raub - Governor elect	7/23/2018	\$ 100.00	yes		
Judy Raub - Chairs	7/23/2018	\$ 100.00	Yes		



Judy Raub - Clubs	7/23/2018	\$	100.00	No	
Emmaus Kiwanis Club	7/23/2018	\$	100.00	Yes	
Key Leader Ad	7/25/2018	\$	100.00	Yes	
Thank you - Stef Stam	7/25/2018	\$	100.00	Yes	
Sheraden Kiwanis Club	7/25/2018	\$	100.00	Yes	
Region 1 Thank you	7/28/2017	\$	100.00	No	
Szymanski Ad	7/29/2017	\$	100.00	Yes	
<b>HALF PAGE</b>					
John Mazurowski	6/14/2018	\$	55.00	Yes	
Meadville Golden K Kiwanis Club	6/18/2018	\$	55.00	Yes	
Bald Eagle and Nittany Valleys Kiwanis Club	7/13/2018	\$	55.00	Yes	
Region IV	7/13/2018	\$	55.00	Yes	
Division 18	7/14/2018	\$	55.00	Yes	
Anonymous	7/18/2018	\$	55.00	yes	
Randy Gorske	7/18/2018	\$	55.00	yes	
Dillsburg Kiwanis Club	7/19/2018	\$	55.00	Yes	
Kathy Dumer	7/20/2018	\$	55.00	Yes	
Greater West Shore Kiwanis Club	7/20/2018	\$	55.00	No	
Sarah Zulueta - Region 7	7/21/2018	\$	55.00	Yes	
Allentown Kiwanis Club	7/22/2018	\$	55.00	Yes	
Young Children Priority One - Emily Reed	7/24/2018	\$	55.00	Yes	
Division 13N - Emily Reed	7/24/2018	\$	55.00	Yes	
John McHale	7/24/2018	\$	55.00	No	
<b>QUARTER PAGE</b>					
Aktion Club/Barb Byers & Karen Sears	7/2/2018	\$	45.00	Yes	
Barbara Byers - 2 quarter page ads	7/22/2018	\$	90.00	Yes	
Edinboro Kiwanis Club - Dengel	7/23/2018	\$	45.00	Yes	
<b>Total</b>		\$	6,305.00		

2018 Convention Sponsorships  
7/27/2018

<u>Name</u>	<u>Sponsorship Type</u>	<u>Amount</u>	<u>Paid</u>	<u>Date Received</u>	<u>Comments</u>
Sheraden United Methodist Church	West End Bridge	\$ 100.00	Yes	11/29/2017	
Jennifer, Susan and John	Hot Metal Bridge Deck	\$ 500.00	Yes	2/5/2018	
Kiwanis Club of Baldwin	Veterans Bridge Deck	\$ 250.00	Yes	2/9/2018	
Kiwanis Club of Glenshaw	Veterans Bridge Deck	\$ 250.00	Yes	2/16/2018	
Kiwanis Club of Greensburg	Veterans Bridge Deck	\$ 250.00	Yes	3/12/2018	
Christ Community Church of McKees Rock	West End Bridge	\$ 100.00	Yes	2/28/2018	
	West End Bridge	\$ 100.00	Yes	3/18/2018	Cash given at Midwinter
Kiwanis Club of Sheraden	Hot Metal Bridge Deck	\$ 500.00	Yes	4/7/2018	
Kiwanis Club of Allegheny North	West End Bridge	\$ 100.00	Yes	4/24/2018	
West End Pulaski Society Lodge 1052	Veterans Bridge Deck	\$ 250.00	Yes	4/26/2018	
Schepner-McDermott Funeral Home	West End Bridge	\$ 100.00	Yes	4/26/2018	
Host Committee Fundraising		\$ 3,465.00	Yes	4/26/2018	
Region VII	West End Bridge	\$ 100.00	Yes	5/21/2018	
Frank Zemen	West End Bridge	\$ 100.00	Yes	5/21/2018	
Kiwanis Club of Wilkinsburg	West End Bridge	\$ 100.00	Yes	5/29/2018	
Kiwanis Club of Elizabethtown	Veterans Bridge Deck	\$ 250.00	Yes	6/19/2018	
UPMC	Fort Pitt Bridge	\$ 2,000.00	Yes	7/2/2018	
Smith Construction Management, LLC	Fort Pitt Bridge	\$ 2,000.00	Yes	7/6/2018	
Clean Care Linens	West End Bridge	\$ 100.00	Yes	7/11/2018	
The Silk and Stewart Development Group	Fort Duquesne Bridge	\$ 1,000.00	Yes	7/11/2018	
Wolbert Auto Body, Inc	West End Bridge	\$ 100.00	Yes	7/11/2018	
Dan Taylor Interiors, Inc	West End Bridge	\$ 100.00	Yes	7/11/2018	
Davis-Fetch Corp.	West End Bridge	\$ 100.00	Yes	7/11/2018	
Freeport Kiwanis Club	West End Bridge	\$ 100.00	Yes	7/16/2018	
Distinct Coatings Painting and Wallcoverings	West End Bridge	\$ 100.00	Yes	7/16/2018	
Consolidated Displays, Inc	West End Bridge	\$ 100.00	Yes	7/16/2018	
Pittsburgh Airport Area Kiwanis Club	West End Bridge	\$ 100.00	Yes	7/16/2018	
K. Backus	West End Bridge	\$ 100.00	yes	7/16/2018	No matching form
Phyllis Palm	West End Bridge	\$ 100.00	yes	7/20/2018	
<b>Total of cash donations</b>		<b>\$12,515.00</b>			

In kind donations

Total in kind Donations

\$ -

Total cash and in kind donations

\$12,515.00