

**PENNSYLVANIA DISTRICT BOARD OF TRUSTEES MEETING  
BOARD MEETING MINUTES  
September 23, 2017**

The first meeting of the 2017-18 Pennsylvania District Board of Trustees was held on September 23, 2017. All board members were present. Guests included Administration Chair Paul Kasoff, Past Governor and Public Relations Chair Bob Raub, Circle K Administrator Kelly Shaup, Past Governor and Education Chair Jennifer Vare and Past Governor and Formula Chair Cathy Szymanski.

The position of Region IV trustee was discussed. The position has been vacant since the resignation of Bill Henning of the Kiwanis Club of Sullivan County. Matthew J. "Matt" Wise of the Kiwanis Club of Bald Eagle and Nittany Valleys expressed interest and submitted the proper forms necessary to be considered a candidate to fill the position for a term that expires on September 30, 2018. After consideration and by proper motion, second and vote, the board appointed Mr. Wise as Region IV Trustee for the term that expires on September 30, 2018. Since he was present for the meeting, Matt Wise was immediately seated as voting member of the board.

Formula Chair Cathy Szymanski provided an update on New Club Building and Membership. Collegetown Area in Division 19 has been opened. Linglestown Area in Division 13N has had a pre-organizational meeting and is expected to be opened before October 1, 2017. Summit in Division 1 has 15 members and applications but may not be able to organize before October 1<sup>st</sup>. A membership loss is expected for the 2016-17 year. In 2017-18, the plan is to have more club counselling sessions. Region VI is targeting a club to be opened in October. Smethport in Division 1 is targeted for completion by December 31<sup>st</sup>. Club counselling efforts and follow up will be taking place with Johnstown East Hills in Division 10 and Carlisle in Division 13N.

The minutes of the June 24, 2017 meeting were considered for approval. See P7-P9. The minutes of that meeting were approved as presented.

The consent agenda was considered. See P10-P54. All items on the consent agenda were approved by proper motion, second and vote.

The report of the District Audit committee was considered. See P55-P56. After review and discussion, the board approved the request of the Audit Committee to get a quote from RLK to have them restore our non-profit status. The board, also, approved a motion for the Executive Director, under the supervision of the Audit Committee, to begin the process of completing Form 1024 to restore the District's non-profit status.

A letter of inquiry was received from Kiwanis International regarding our non-profit status and audits. The letter is page P56A. The board considered a response to that letter that has been prepared by Kevin Thomas. Several suggestions and changes were provided by board members. Those suggestions and changes were incorporated into the final response which was sent to Kiwanis International. The response sent to Kiwanis International is P56B.

The board reviewed and accepted the account balance report and the 2016-17 Budget report which can be seen as P57 and P58 respectively.

A proposed budget for 2017-18 was considered. See P59. This budget was prepared by Executive Director Kevin Thomas and then reviewed and revised by the District Board Finance Committee (Judy Raub, John Gräb, Phil Weber, John Mazurowski, Kevin Thomas). After board review and consideration, a motion was introduced, seconded and approved (with one abstention and one nay) to restore \$3,000.00 to the line item for Trustee and Lt. Governor attendance at the International Convention. The 2017-18 Budget as amended was then approved and can be seen as P59A.

Mid Penn Bank was approved as the official depository for 2017-18.

John Gräb was approved as the backup signature on the Kiwanis District checking account.

The District Holiday party was discussed. The Holiday party will be January 6, 2018 at the home of Judy and Bob Raub. Tracy Smith, Jen Vare and others will provide support. (Special note: Since it was indicated at the board meeting that the date conflicted with the Key Club District board meeting weekend, the date has been changed to January 13, 2018.)

The District Super Raffle was discussed. See P61 for a report on the 2016-17 raffle. A motion was introduced, seconded and approved to approve a raffle for 2017-18 with a committee to study the raffle conduct and operation. The committee will provide its recommendations at the District Board Conference call which was subsequently scheduled for November 9, 2018 at 8:30 PM. The committee will be chaired by Past Governor Jen Vare. Immediate Past Governor John Gräb will be on the committee and other committee members will be appointed.

Freepremiumhotels.com was discussed. To date, the program has generated \$680.00 in income for District (\$500.00 Midwinter; \$180.00 District Convention). After discussion, it was decided that Kevin Thomas will meet with Glen Van Dyke to discuss the future operation of the program and report back to District Board at the January meeting.

The District Board endorsed the funding memo request sent to the District Foundation board. See P63.

The District website was discussed. See P20C, 20D and P66-70. By proper motion, second and vote, the board voted to accept the recommendation of District Webmaster Liz Smolinski to develop a new District website on Portalbuzz.

2017-18 Leadership and Education Jen Vare discussed her tentative plans for club leadership and education.

Region III and Region IV have elections impending for the selection of a Kiwanian for District Trustee for a term commencing on October 1, 2018 and ending on September 30, 2021. Alice Arnold of the Kiwanis Club of Juniata County has submitted the necessary information to be considered an official candidate in Region III and Matt Wise of the Kiwanis Club of Bald Eagle and Nittany Valleys has done the same for Region IV. The Region III election will take place on October 7, 2017 and the Region IV election will take place on November 11, 2017. Since Matt Wise is the current sitting trustee in Region IV and therefore cannot conduct the election, the District Board designated Governor Judy Raub to chair the election in Region IV.

Discussion took place on vacant District leadership positions and the struggle in filling leadership positions. A committee chaired by Governor-elect Phil Weber will study this issue to determine if there are actions we can take to better and more readily fill our leadership positions.

Past Governor Cathy Szymanski spoke about being a candidate for Kiwanis International Trustee. Cathy's bid as a candidate was not successful at the 2017 convention in Paris. Cathy would like to be a candidate again at the 2019 Kiwanis International Convention and is seeking the board's endorsement. See P80-P81. By proper motion and second, the board endorsed Cathy Szymanski to be a candidate for Kiwanis International Trustee at the 2019 Kiwanis International Convention. 2 board members (Osterhout and Zulueta) abstained from voting on the endorsement motion.

The District board reviewed the 2017 District Convention evaluation compilation and the 2017 District Convention financial report. See P82-P87.

Concerns about the operation of the Foundation luncheon at the District Convention were discussed. After discussion, Governor Judy Raub indicated that she and Executive Director Kevin Thomas will establish a time to meet with Foundation President Kristina Badali and discuss these concerns.

November 9, 2017 at 8:30PM was established as the time for a District Board conference call meeting to discuss and approve a 2018 Midwinter Conference agenda and budget. Other matters will, also, be considered on that call.

Fall Region meetings and Governor's Official Visits were discussed and Governor Judy Raub provided her expectations for those meetings.

The District Board completed conflict of interest statements.

The District Office lease expires on September 30, 2018. See P91. After consideration, the District Board authorized the Executive Director do a search of space and lease costs in the Greater Harrisburg area and report back to the board at its January meeting with a recommendation on a direction to proceed.

The contract of the District Executive Director was considered. See P91. A motion was introduced and seconded to appoint a committee consisting of the Governor, Governor-elect and Immediate Past Governor to consider a contract extension for the executive director. Governor Judy Raub indicated she would like to appoint a committee chaired by her that consists of her, Immediate Past Governor John Gräb, Governor-elect Phil Weber, Trustee Mike Coolbaugh and Past Governors Jen Vare and Mike Frailey. The original motion was amended to include the additional member that Governor Raub wished to include. The motion to amend was seconded and approved by a 6-4 vote. The motion as amended was then considered and approved with 6 in favor, 4 nay and 1 abstention.

A board resolution on Early Childhood Development was considered. See P92. The resolution was approved by the District Board.

A reminder was provided on the need to renew background checks if they were obtained before July 25, 2015. See P93.

The District has been able to claim \$1,250.00 from the Pennsylvania Bureau of Unclaimed property which was owed to the new defunct Kiwanis Club of The Graham Company. Accordingly, an effort will now be undertaken to claim other unclaimed property from defunct Kiwanis Clubs.

It was announced that Tim Searer from the Kiwanis Club of Lewistown has declined the opportunity to fill the position of District Legal Counsel. Board members were asked to be on the lookout for other potential candidates.

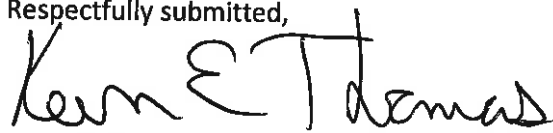
The Kiwanis Club of Sheraden is planning to submit an amendment to the Kiwanis International Bylaws and is seeking District Board endorsement of the planned amendment. See P94-P97. After consideration, no action was taken.

The Keystone Kiwanian Editor was discussed. Brett Cutright has resigned as editor. Governor Raub announced that Linda Eberly of the Kiwanis Club of Norlanco-Rheems has agreed to take on the responsibilities of editor.

A plan as approved by the Key Club District Board to renumber Key Club District divisions was considered. See P99-P100. The plan was approved.

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  
June 24, 2017**

The fourth meeting of the 2016-17 Pennsylvania District Board of Trustees was held on June 24, 2017. All board members were present. (Note: Region IV currently has no trustee.) Guests included Administration Chair Paul Kasoff, Past Governor and Public Relations Chair Bob Raub and Builders Club Administrator and Lt. Governor Tiffany Callaio.

The Formula/New Club Building/Membership was discussed. See P1/1 to p1/4. Matt Wise provided updates and information to the board.

The consent agenda was considered. See p11 to p47. The consent agenda items were approved by proper motion, second and vote. Please note that minutes from the Board of April 29, 2017 and the Executive Director's report were pulled from the consent agenda for consideration in the Discussion and Action portion of the meeting.

The April 29, 2017 Board Meeting Minutes were brought up for approval. Corrections to the April 29, 2017 board meeting were brought up for consideration. The minutes did not reflect that the Audit Committee was, also, asked to explore the situation with 990 filings from 2012 to the present since they could not be found in public records. As well, the minutes reflected that Tiffany Callaio was appointed 2015-16 Lt. Governor of Division 15 when it should have read 2016-17 Lt. Governor of Division 15. With these changes incorporated, the minutes for the April 29, 2017 board meeting were approved.

Point number 5 in the Executive Director's Report was discussed. After consideration, a motion was made, seconded and approved to have the board endorse this concern and express that concern to the Foundation board. Foundation Vice-President Paul Kasoff shared that Foundation also shares and agrees with this concern.

Glen Van Dyke of the Kiwanis Club of Mifflinburg made a presentation to the board regarding freepremiumhotelcards.com. See p53-55. After presentation and consideration, the board agreed to allow Glen to display and present the cards at District Convention and allow convention attendees to pick up the cards with a suggested donation to the District of \$20.00. The program will then be reevaluated at the September 23<sup>rd</sup> board meeting.

Discussion centered on the letter that the Board had approved being sent to Kiwanis International regarding the resignation or removal of Mike Frailey as Chairman of The Formula in the Americas. Before writing and sending the letter, Kevin Thomas had a conversation with Mike Frailey. During the conversation, Mike expressed his appreciation for the board's concern but asked the letter not be sent and the action rescinded. Accordingly, a motion was made and seconded to rescind the action that approved developing and sending the letter. The motion to rescind was approved.

A report was provided on Key Leader. See p56. Based on that report and subsequent discussion, a motion was introduced, seconded and approved that the District would support only one Key Leader Conference at Camp Conrad Weiser on April 20-22, 2018.

Extensive discussion centered on the District audit situation and 990 filings. See p57-p60 for the Audit Committee report. After discussion and report review, a motion was introduced and seconded to accept the Audit committee report and allow them to develop a letter of engagement with RKL to complete the audit work as outlined in the Audit committee report with total expenditures not to exceed \$20,000 and a target date of work by RKL to be complete by September 1, 2017.

Updates were provided on District budget, account balances and the District Super Raffle. See p51-p63.

Clubs that had not paid dues or are pending charter revocation were reviewed. See p64.

Information was provided on clubs not submitting a 2017-18 Club election report.

Vacant Lt. Governor and Trustee positions for 2017-18 were reviewed and possible action to fill these positions discussed. See p 69-71.

Registration totals, ad sales, program and workshops were reviewed for the 2017 District Convention. All board members were urged to register if they have not and to push and promote registrations for the convention.

The 2019 District Convention in Williamsport was discussed. Previously, the board tentatively approved Williamsport as the location pending final contract negotiations. There were some issues regarding sleeping room prices and meeting room rental. Executive Director Kevin Thomas has negotiated an agreement with the Genetti Hotel in Williamsport that has a \$119.00 sleeping room rate, no meeting room rental and with the Genetti paying for the Thursday evening Hlawatha cruise and dinner. Accordingly, the board gave final approval for having the 2019 District Convention at the Genetti Hotel in Williamsport.

Changes in Kiwanis membership areas/district groupings were discussed. This has resulted in Pennsylvania being assigned a new area director, Chris Martz. The board directed that a letter of appreciation be sent to Lanton Lee, the previous Area Director, for his work and service on behalf of Kiwanis in Pennsylvania.

The Laws and Regulations report was provided by Laws and Regulation Chair Matt Wise. See p79-81. The action and recommendation contained in the report was approved by the District Board. Since Matt is stepping down from this position, he was thanked for his service.

A trifold brochure on Young Children Priority One was reviewed. Per board instruction, this piece was developed by District Young Children Priority One Chair Emily Reed. See p82-p83. The board accepted the piece and thanked Emily for her efforts.

With input from the clubs in the affected divisions, the District Board approved the merger of Divisions 4 and 5 with the combined Division being named Division 5.

Fall Region meetings and Governor's Official Visits were discussed. All regions except Region V have selected a date for the fall meeting.

The report of the District Foundation Nominating Committee was reviewed. See p1-1 & p2-2.

The District Strategic Planning Committee has not been able to find a time to meet. A date for a fall meeting will be sought.

No progress was reported on establishing a formal partnership in Pennsylvania with JCI (Jaycees).

The Pennsylvania Kiwanis Facebook group was discussed. It will be known as the Pennsylvania Kiwanis Forum. No politics and religion will be discussed. It will be a closed group with only Kiwanians participating and all participants must be approved for inclusion by one of the administrators. The administrators will be Kevin Thomas, Sarah Zulueta and Jen Vare.

The situation with the Kiwanis unclaimed property was reviewed. The claim submitted by Governor John and supported by Executive Director Kevin has been denied. We have not yet seen the reasons for the denial. With the help of Matt Wise, tentative help has been procured in this matter through State Senator Mike Regan's office.

The Board approved a proposed job or position description for a District Legal Counsel position. See p84. This will be shared with Kiwanian Tim Searer to see if he is willing to fill the position.

Governor John Gräb thanked retiring board members Judy Janes, Ann Moffitt and Jen Vare for their service on the board.

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

Respectfully submitted,

Kevin E. Thomas  
District Executive Director/Secretary/Treasurer

PA Kiwanis Club Monthly Report Status

One	Division	Club	October	November	December	January	February	March	April	May	June	July	August	Sept
23 Clubs	Division 1	Bradford	X											
	Division 1	Cambridge Springs				X								
	Division 1	Conneaut Lake		X										
	Division 1	Corry				X								
	Division 1	East Erie County												
	Division 1	Edinboro	X	X	X	X	X	X	X	X	X	X	X	X
	Division 1	Erle	X	X	X	X	X	X	X	X	X	X	X	X
	Division 1	Fort LeBoeuf	X	X	X	X	X	X	X	X	X	X	X	X
	Division 1	Meadville	X	X	X	X	X	X	X	X	X	X	X	X
	Division 1	Meadville Golden K	X	X	X	X	X	X	X	X	X	X	X	X
	Division 1	Millcreek-Erie Area	X	X	X	X	X	X	X	X	X	X	X	X
	Division 1	Warren	X	X	X	X	X	X	X	X	X	X	X	X
	Division 1	West Erie County	X	X	X	X	X	X	X	X	X	X	X	X
	Division 2	Clarion	X	X	X	X	X	X	X	X	X	X	X	X
	Division 2	Franklin	X	X	X	X	X	X	X	X	X	X	X	X
	Division 2	Greenville	X	X	X	X	X	X	X	X	X	X	X	X
	Division 2	Hermitage	X	X	X	X	X	X	X	X	X	X	X	X
Division 2	New Castle	X	X	X	X	X	X	X	X	X	X	X	X	
Division 2	New Wilmington	X	X	X	X	X	X	X	X	X	X	X	X	
Division 2	Sharon	X	X	X	X	X	X	X	X	X	X	X	X	
Division 2	Titusville	X	X	X	X	X	X	X	X	X	X	X	X	
Division 2	Transfer	X	X	X	X	X	X	X	X	X	X	X	X	
Division 2	West Middlesex	X	X	X	X	X	X	X	X	X	X	X	X	
Division 4	Allegheny North	X	X	X	X	X	X	X	X	X	X	X	X	
Division 4	Glenshaw	X	X	X	X	X	X	X	X	X	X	X	X	
Division 4	Mars	X	X	X	X	X	X	X	X	X	X	X	X	
Division 4	Sewickley	X	X	X	X	X	X	X	X	X	X	X	X	
Division 5	Baldwin	X	X	X	X	X	X	X	X	X	X	X	X	
Division 5	Pittsburgh	X	X	X	X	X	X	X	X	X	X	X	X	
Division 5	Pittsburgh Airport Area, The	X	X	X	X	X	X	X	X	X	X	X	X	
Division 5	Sheraden, Pittsburgh	X	X	X	X	X	X	X	X	X	X	X	X	
Division 5	Squirrel Hill, Pittsburgh	X	X	X	X	X	X	X	X	X	X	X	X	
Division 5	Washington	X	X	X	X	X	X	X	X	X	X	X	X	
Division 6	Freeport	X	X	X	X	X	X	X	X	X	X	X	X	
Division 6	Kitaming	X	X	X	X	X	X	X	X	X	X	X	X	
Division 6	McKeesport-White Oak	X	X	X	X	X	X	X	X	X	X	X	X	
Division 6	Penn Hills	X	X	X	X	X	X	X	X	X	X	X	X	
Division 6	Vandergrift	X	X	X	X	X	X	X	X	X	X	X	X	
Division 6	Verona-Rosedale	X	X	X	X	X	X	X	X	X	X	X	X	
Division 6	Wilkinsburg	X	X	X	X	X	X	X	X	X	X	X	X	
Division 8	Greensburg	X	X	X	X	X	X	X	X	X	X	X	X	
Division 8	Jeannette	X	X	X	X	X	X	X	X	X	X	X	X	
Division 8	Ligonier Valley	X	X	X	X	X	X	X	X	X	X	X	X	
Division 8	Scottsdale	X	X	X	X	X	X	X	X	X	X	X	X	
Division 8	Uniontown	X	X	X	X	X	X	X	X	X	X	X	X	
Division 10	Homer City	X	X	X	X	X	X	X	X	X	X	X	X	
Division 10	Indiana	X	X	X	X	X	X	X	X	X	X	X	X	
Division 10	Johnstown	X	X	X	X	X	X	X	X	X	X	X	X	
Division 10	Johnstown East Hills	X	X	X	X	X	X	X	X	X	X	X	X	
Division 10	Punxsutawney	X	X	X	X	X	X	X	X	X	X	X	X	
Division 10	Somerset	X	X	X	X	X	X	X	X	X	X	X	X	









**PA DISTRICT 2017 -2018 CONVENTION COMMITTEE EPORT**

**SUBMITTED BY Keith Smith, Committee Chair**

**September 20, 2017**

As of September 20, 2017 the 2017 -2018 PA District Convention Committee will have met three (3) meeting with the fourth meeting being tonight September 20, 2017.

To date we have the following completed/started:

- Convention Theme and Logo – “Bridge to Service”
- We have 11 clubs involved at this time with each club of these clubs being a committee chair. We also have 3 other clubs that “Say” they want to participate but we haven’t seen anyone form these yet at our meetings.
- We are working with “Visit Pittsburgh” for our advertising and publicity
- We are selling magnets with the covention logo and date for \$10 and we are giving away a monthly prize of and average of \$50/mo. 1<sup>st</sup> drawings was at the Lancaster convention. To date we have sold 90 magnets
- We are selling chances for a handmade afghan approx. size 6’-0” x 7’-0” at \$5/ticket or 3 for \$10. To date we have sold ????
- We are about to start selling “Bridges” for our corporate/business sponsorship - \$1000, \$500, \$250, \$100 & \$25. We felt that keeping the cost a little lower we may have more smaller companies/individuals willing to participate.
- We are working on securing a location for the Thursday night reception dinner. Once this is secured we will be able to work on transportation, food, etc.
- We will be working on a Boat Cruise dinner or other dinner possibilities for Friday night. Once we finalize the Thursday reception we will know what direction we want to go with.
- We have several ideas for a group activity for Saturday
- We are working on the general forum ideas for Friday and Saturday

As the previous committee chair for the 2010 – 2011 PA District Convention I feel we are more organized, have more clubs actively involved and are well ahead of where we were at this stage than the 2007 - 2008 convention planning sessions.

Judy Raub and Kevin Thomas will be attending our September 20, 2017 meeting to give us a report of the comments from the Lancaster Convention and also offer any advice our committee may require.

Our committee would also like to commend the 2016 -2017 Convention Committee on what we all felt was a great convention in Lancaster.

Respectfully yours,

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



## **District Public Relations Coordinator Report to the District Board**

**September 23, 2017**

During the past quarter, my activities as District PR Coordinator involved preparing to attend the Kiwanis International Convention in Paris, France. I had been asked by Kiwanis International Communications Director, Amy Wisner to present a workshop on branding. It becomes increasingly obvious to me that our Kiwanis image remains a high priority with the International Board because of the connect between what non-member people think about Kiwanis, how they view our mission, and their desire to join our organization. Trustees and their Lieutenant Governors can help improve our image by discussing the need to maintain the new branding standards when they see older, out of date logos and other images.

I became involved in supporting the District's 100<sup>th</sup> District Convention in Lancaster. After consultation with the executive Director and Emily Reed, the YCPO chair, I began sending news releases announcing the Early Childhood Development Summit at our convention. Immediately the Education Reporter for the Lancaster News Paper picked up the story and ran a fairly long article about the event, to include the fact that it was our 100<sup>th</sup> District convention. The story also ran on the Lancaster newspaper web edition. Several other editions of the weekly papers published by Engle Publications carried Early Childhood Development Summit stories.

About 2 weeks prior to the event, the moderator for the event cancelled her appearance at our convention. I was fortunate to have had a relationship with WGAL's morning news anchor Jere Gish (also the son of Norlanco Rheems Kiwanis member, John Gish). I asked Jere if he would be able to fill in for his associate and he agreed. Relationships with the media pay off and things can work out should best plans fail to materialize.

At district convention, I repeated the branding workshop from the International Convention. This time it was for Pennsylvania Kiwanians. The message remains important since several members I have spoken with don't embrace the importance of consistency in messaging and appearance.

I continued to assist the Formula team in its new club opening activities for two evenings in southern Lancaster County. I recently wrote and released two press releases supporting new club opening events in the Harrisburg area.

Governor designate Judy procured 10 "Kiwaniis is Coming to Town" signs that we had posted around the Doubletree hotel during convention. Many Facebook posts were seen indicating that Kiwanians in attendance enjoyed seeing them. They were liked so much that one of the signs turned up missing and we're hoping it is helping open a new club somewhere. Since convention, four signs were purchased from the stock.

The Club Communications Contest and the Community Communications contest that the board approved last year attracted only a few entries. I assembled a group of 4 judges to review the submitted entries and to score the results using the provided rubrics that were developed for each contest. With only one entry for both contests in the "silver" and one entry in the Club Communications contest in the "white" category, these winners were easy to select. The "blue" club category was interesting since there were three entries in each contest. The Kiwanis Club of Bald Eagle Nittany Valley, Edinboro Kiwanis Club, and the Sheridan Kiwanis Club submitted entries. The communications contests motivated those clubs desiring to submit entries to clean up websites with old images. Final tallies resulted in the Sheridan Club winning first place and Edinboro claiming second place in both contests.

Progress is being made. Some older clubs have requested new "official" club logos to be used in celebration of milestone anniversaries. Most importantly, I am beginning to see evidence that the new branding standards are being used.

I have met with Liz Smolinski, the new District Webmaster and have brought her up to date in Kiwanis International's brand initiatives and the need to use our District's website and Facebook page to further enhance our Kiwanis image. I look forward to working with Liz as she becomes involved with our District's electronic communications tools.

Respectfully submitted,

-signed-

Robert F. Raub, District Public Relations Coordinator



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September 23, 2017

**Overview:**

Unfortunately, things did not go according to plan this year. I was disappointed that I was not able to produce another joint K-Family publication, but I am glad that 15 clubs submitted articles this year. After two years, I have decided it is time for me to step down as Keystone Kiwanian Chair, but I hope you have been pleased with the work I have published to represent the Pennsylvania District.

**2016-2017 Goals:**

1. Publish The KK four times (Nov, Feb, May, and Sep) during the 2016-2017 year.  
 This goal will be 100% complete. The September issue will be published by the end of the month.
2. Publish a joint publication with the Key Club and Circle K District Editors.  
 This goal was not completed.
3. Publish a story and/or photo from a **minimum** of 24 clubs throughout the year. 12 club articles were published in 2015-2016.  
 63% of this goal has been met. 15 clubs have been published so far this year.

Thank you to the following clubs for their contributions to the Keystone Kiwanian this year

- |                                  |                            |
|----------------------------------|----------------------------|
| • Franklin                       | • Scranton                 |
| • Bald Eagle and Nittany Valleys | • Sheraden                 |
| • Pennsylvania eKiwanis          | • Wyoming Area             |
| • Palmer Township                | • Edinboro                 |
| • Norriton Circle                | • Gettysburg – Adams       |
| • Sewickley                      | • Centennial Internet Club |
| • Easton                         | • Erie                     |
| • Phoenixville                   |                            |

*A special thank you to the Bensalem Aktion Club and the Shawnee K-Kids for submitting articles too!*

Brett Cutright  
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**Kiwanis**  
PENNSYLVANIA DISTRICT

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

**Report to the District Board of Trustees  
September 23, 2017**

Since being appointed to serve as chair for the 2017-18 Kiwanis year, I have taken the following actions to prepare to lead the committee:

1. Familiarized myself with the current versions of the Pennsylvania Kiwanis Bylaws and Policy Code, as well as the applicable sections of the Kiwanis International Bylaws and Policies and Procedures;
2. Discussed my role and responsibilities with Governor Judy Raub;
3. Examined the documents, past board reports, and recommendations provided to me by Immediate-Past Chair Matt Wise;
4. Perused the minutes of past board meetings that are available on the District Website;
5. Reviewed the Bylaws and Policies of the Pennsylvania Kiwanis Foundation to better understand the relationship between the two organizations; and
6. Attended the 100<sup>th</sup> District Convention in Lancaster, PA.

Yours in service,

Jennifer Crowell

Chair, Laws, Regulations and Resolutions Committee  
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September 23, 2017

### **Past Governor's Association Report to the District Board**

In accordance with the Pennsylvania District Bylaws, Article V, section 2b the Past Governor's Association met on Friday, August 11, 2017 at the district convention in Lancaster, Pa.

Governor John Gräb, Governor Elect Judy Raub were joined by past governors in attendance: Michael Frailey, Janet Cowan, Willie Shaffer, Susan Gräb, Cathy Szymanski, Bob Raub, Serge Viau (EC&C 2014-2015) and Allen Ure (EC&C 2015-2016). The last two past governors mentioned are members of Pennsylvania's Centennial eKiwanis Club. Governor Paul Kasoff attended as Chairman of the district Audit Committee to report on the audit matter raised as a result of last year's meeting. Other guests included Kevin Thomas, Executive Director, and PA Kiwanis Foundation President Kristina Badali

Kiwanis International Trustee John DeVilbiss attended. He provided general information about the importance of Kiwanis growth and strengthening in the up-coming Kiwanis year. He expressed confidence in our district's ability to meet the challenge of increasing Kiwanis membership with the help of our Formula team and the Kiwanis International President Designator's "Eye of the Tiger" team, a group of experienced club openers and counselors dedicated to support districts' growth efforts.

Governor John Gräb addressed the group providing information about the current district status addressing the need for the financial audit and the board's commitment to complete this task. He mentioned the revocation of our District's not-for-profit 501c4 status by the IRS as well as an overall status of growth and progress toward meeting International President Jane's goals and objectives for the year.

Paul Kasoff, Chairman of the Audit Committee reported on the activities of the committee to date and progress toward complete audits of the past 4 years, 2014, 2015, 2016, and 2017 and tasked by Governor John. He also provided additional information about the situation regarding the revocation of the District's not-for-profit 501c4 status by the IRS.

Governor Elect Judy provided here comments about her goals for the 2017-2018 Kiwanis year and her challenges and goals for the district. She focused he remarks on the need for greater effectiveness in communication within the district and the importance of building relationships as keys to or Kiwanis success in the future.



Governor Elect candidate Phil Weber from the Kiwanis Club of Emmaus was unable to attend. However, he had prepared a statement that was shared with the group. Phil was unable to attend the full convention because of serious illness of his wife Mary Ann. Through his written statement, he indicated that he would be in attendance at the convention on Saturday and would be available for questions at that time.

Executive Director Kevin Thomas provided a brief update on the District Office operation to those in attendance.

PA Kiwanis Foundation President attended the session and provided an update on our foundation and the need for candidates for board trustee positions each year.

Past Governor Cathy Szymanski serving as District Chair for the Formula reviewed our membership goals. Cathy explained the significant need to strengthen Kiwanis by helping existing clubs attract and retain members. She also reviewed the need to establish new clubs in the District.

Immediate Past Governor Jen Vare expressed her wishes for a great Kiwanis year and told us that she is looking forward to chairing this group during the next Kiwanis year.

Respectfully submitted,

-signed-

Robert F. Raub, Chairman

Past District Governor's Association



**Pennsylvania Kiwanis Foundation Report to the Pennsylvania Kiwanis District Board**  
September 22, 2017

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 2017-18 Board Members:

President: Kristina Badali  
Vice-President: Paul Kasoff  
Secretary: Rick Arnold  
Treasurer: Joe Wilson

Term Ending 9/30/2018

Rick Arnold  
Dick Eby  
Susan Grab  
Janine Surmick  
Joe Wilson  
John Grab, ex-officio

Term Ending 9/30/2019

Kristina Badali  
Paul Kasoff  
Emily Reed  
Rick Relyea  
Margie Smith

Term Ending 9/30/2020

Jacqueline Flynn  
Suzette Meyer  
Marci Radcliffe  
Jeff Rose  
Terry Shaffer

Thank you to board members Maureen Gallo, Dale Brackin, Jen Vare, Marty Schaefer, and Bill Frantz for their service on the Foundation Board.

The 2017-18 Foundation board will be meeting on Saturday, October 7<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 considered during the budget discussion:

- District Office Support
- Budgeting for Early Learning Guides and Initiatives
- Scholarships for Circle K and Key Club Members
- Scholarships for students to attend Key Leader events
- Funding for Service Leadership Programs
- Foundation Operations
- Foundation Elections

Other notes:

- **Foundation Audit** - The 2016-17 Foundation Audit has been completed. The 990 and BCO returns have been filed timely. However, we did receive a recent notice from the IRS in error. Our auditor has responded to the letter with appropriate documentation of our completed and timely return.
- **Direct Mailings** - A club mailing was sent electronically by e-mail and by mail to club officers. We encourage every Kiwanis Club to make their 2016-17 donation to the Foundation if they have not done so already. Donations may also be made online now at our website - [www.pkfonline.org](http://www.pkfonline.org).
- **Funding Report Form Request** - Requests for funding are due by September 30<sup>th</sup>. All funding request forms should be submitted to me by this date to be considered.
- **Rose Sale 2017** - Rose sale orders are due to the District Office by Monday, September 25<sup>th</sup> at 5 PM. Please encourage clubs to submit orders as soon as possible.
- **eTapestry Implementation** - The Foundation has made progress in the implementation of the eTapestry software to assist with donations and marketing management. Current clean-up of data is being done by the board to finalize the implementation. This includes the set-up of on-line donations also with our website. Special thanks to Ben Osterhout and Dale Brackin for continuing to assist with this effort.

P20A

- **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.
- **Basket Room Extravaganza** – The Foundation held its annual Basket Room Extravaganza at the annual District Convention. Thank you to Jen Vare for her coordination with this event. We raised over \$2,000 to benefit Foundation programs.
- **Annual Report 2016-17** – The Foundation's annual report (as of end of July 2017) has been published and is online to download at [www.pkfonline.org](http://www.pkfonline.org).
- **Grants Process** – The Foundation grantees have positively responded to our refined process this year and have actively continued to promote the Foundation with their funded activities.

Fundraising is always a big part of the Foundation. While fundraising numbers for some areas were down this year, it is important to note our successes with our investments as well as with maintaining a balanced budget with a surplus for the year. The 2016-17 board made an effort this year to focus on accountability, operations, and financial responsibility. Great strides of processes and procedures have been implemented to help improve our organization. I hope individuals come to understand these and ask questions or provide feedback if they believe they are not efficient or beneficial. Complaining, sending e-mails, and talking behind backs will not solve the issues. Also, to clarify, board members who resigned from the Foundation during the 2016-17 were followed up with an exit interview. To my knowledge, there was only one individual who departed where it was not the case of work commitments, family, or medical issues.

I also understand there is a proposed resolution by the board due to the feedback received from the Foundation Lunch. In reviewing the convention comments, most were observed to be about the type of food and cost, audio, and the election process. Regardless of the outcome of this resolution, the Foundation Board will address the other items of concern. The Foundation tried a different format this year. Feedback will be taken into consideration for next year's event and we encourage if any Kiwanians have opinions or suggestions to discuss them personally with the board. Also please note, we also finished our presentation earlier than planned which allowed convention attendees more time to participate in other activities.

In closing, I would like to personally ask a few things of the Pennsylvania Kiwanis Board. It has come to my attention some Pennsylvania Kiwanis leaders have concerns about the Foundation but have not discussed them with myself or the Board personally. I am aware of these concerns through distributed and final published board reports or through other Kiwanis members. As a professional, I am not accustomed to hearing about a negative experience in this manner. Not only does this upset me personally, but as a Kiwanian it has me questioning the integrity of individuals who say they want to work together to improve our organization's future. As the President of the Foundation, I would have expected any concern be brought to my attention before it was brought to a larger group and even other Kiwanis members. To say the least, I am disappointed that this is how business is being conducted and communicated. I would encourage anyone who has any thoughts to how we improve the Foundation and work together to reach out to me personally as well as set-up time to discuss in person or by a conference call. This is the only way will be able to work together collaboratively and show we support each other's success.

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

For more information on Foundation programs, visit [www.pkfonline.org](http://www.pkfonline.org). If I can be of any assistance, please do not hesitate to contact me at [kbadali@pakiwani.org](mailto:kbadali@pakiwani.org).

Respectfully submitted,

*Kristina L. Badali*

Kristina L. Badali  
President

P20B



**Kiwanis**  
PENNSYLVANIA DISTRICT

## District Webmaster

### Report to the District Board

September 23, 2017

After the District's 100<sup>th</sup> District Convention in Lancaster, I began communication with district leadership about the current website. On July 22nd, Kevin Thomas sent an email with important considerations coming up for Pennsylvania Kiwanis and Pennsylvania Key Club webpages.

The technology and programming behind both platforms is antiquated and they are running on content management systems that are 3 or 4 versions older than the most recent available. Additionally, Google released information about how Chrome will show security warnings for unsecure pages and forms – which affects payment forms for our conventions and other events. Furthermore, Google will be moving towards a mobile-first index meaning the district website should be responsive and mobile friendly or they may not show our website on the search results.

We received three potential action plans:

1. Do Nothing – Certainly not an option with the technology needed to collect registration fees
2. Migrate the Current CMS to the Newer Version of the CMS – This would cost the district over \$8,000 dollars if you were to move everything we currently have to the new Content Management System
3. Develop a New Website – This could happen with either a new platform, like Wordpress, which costs money or a free Portal Buzz website hosted by Kiwanis International

It is my strong recommendation to develop a new website with Portal Buzz because it is free and it follows best practices for a brand. We are a branch of Kiwanis International – so we should live on their site as one. This encourages new members to understand who we, Kiwanians, are as a collective brand and they can easily navigate to our district page. The only pitfall is that may lose club pages as they currently stand, but I am working on a solution to make this something available on the new site.

P20C

I would like to make a big emphasis on the fact that this option is entirely free for the district. It is recommended to form a task group of district leadership and/or active members to assist with the website content migration. I plan to pull the current pages that exist on the website as it is today. I will pare the number of pages down to make it more manageable and best suited for our goals of attracting new members and having resources available to current members.

From there, we can devise a plan to move the current website to this new system as quickly and efficiently as possible. Until then, I will need to board's approval to move forward with Portal Buzz and continue my migration efforts there.

In my absence, please have Bob Raub or Kevin Thomas speak about additional items that the board may have questions on. If they are unable to answer these, I am available via email at [esmol1994@gmail.com](mailto:esmol1994@gmail.com).

Respectfully submitted,

-signed-

Elizabeth M. Smolinski, District Webmaster

September 17, 2017

Dear Pennsylvania Kiwanis Board,

Thank you for your continued support of Pennsylvania Circle K throughout the year. We are now almost halfway through the Circle K term, and have already made several strides. But now that school is back in session, our year is really just now getting started! We look forward to continuing to work closely with the Kiwanis Board to strengthen our Circle K Clubs across the District.

- **What Circle K has been up to** – In July, we sent 4 board members, as well as District Administrator Kelly, to the Circle K International Convention in San Antonio, TX, where we voted on the new Circle K International Board, attended workshops to strengthen our leadership skills, participated in a large-scale Day of Service within the San Antonio community, and met like-minded Circle K members from around the world. Edinboro University received a Growth Enhances Membership Award for their amazing club growth in the 2016-2017 term, and West Chester University received a Single Service Project Award for their annual volleyball tournament fundraiser. Thank you to the Pennsylvania Kiwanis Foundation for helping fund our transportation to the convention! In August, 8 Circle K Board Members attended the Pennsylvania Kiwanis District Convention, where we also held our third official board meeting. Thank you for allowing us attend and for allowing me to speak! Over the past two weekends, we have held 4 Divisional Fall Rallies, with officer training, service, and fellowship at each event. So far, we have had 38 club officers and members attend the Black Diamond Division, Colonial Division, Keystone Division, and Three Rivers Division events.
- **Upcoming events for Pennsylvania Circle K** – In addition to our last 2 Fall Rallies in the Liberty and Snowbelt Divisions, we have our First District Convention Planning Meeting coming up on October 20-22, 2017 in Pittsburgh. Just a few weeks later, on November 3-5, 2017, we will hold our Fall Leadership Conference – InterPACK – at the Hidden Valley Scout Reservation in Loysville. We are currently planning leadership activities and a large-scale service project for the event, but it is bound to be a blast! You all are more than welcome to attend, and we encourage you to visit to see what Circle K is all about!
- **District Board vacancies** – In August, Cody Derhammer stepped up to fill the position of District Treasurer, and subsequently vacate his position as Black Diamond Governor's Representative.



PENNSYLVANIA DISTRICT

However, we quickly filled the position of Black Diamond Lt. Governor when a Circle K Member from the University of Scranton, Giancarlo Ponticello, stepped up to fill it. We are very excited to have both board members flourish in their new roles! We have one final vacancy on the board in the position of Snowbelt Lt. Governor. We are currently seeking out members who may be a good fit for the position.

- **Club Building** – Misericordia University should be finalized by the end of the month with a large new membership. Saint Vincent College and Temple University will also quickly follow, as both clubs are in the final stages of submitting chartering paperwork and fees. Dickinson College is in the process of rebuilding and will hopefully be back up this year. Among a long list of other clubs with interest, Pennsylvania College of Technology and Penn State – Wilkes-Barre, are in the process of building, and are aiming for chartering by Spring, if not earlier. If you know any former Key Clubbers or other potential members of these clubs, please let me know so we may get them in contact with the students leading the chartering process on campus. We are also looking for new members to keep the club at Juniata College active, and searching for contact information for members at Thiel College, Allegheny College, and Lebanon Valley College. Any contacts you may have for any of these clubs would be greatly appreciated in the process of reestablishing communication.

Again, I would like to thank you all for your continued support of Circle K. The District Board and I are so grateful of all your encouragement and generosity. Please feel free to contact me or any board member if you have any questions about Circle K. We have a lot of exciting things coming up in the mighty Pennsylvania District and we hope you will join us!

Yours in Service, Leadership, and Fellowship,

Pennsylvania District Governor 2016-2018

Circle K International

[governor@pacirclek.org](mailto:governor@pacirclek.org)



Good Afternoon Everyone!

Pennsylvania Key Club has been hard at work for the summer and start of the school year. The District has planned and organized the first Fall Rally. It will be held at Hershey Park on October 21st. Registration is out and any age is welcome! It would be awesome if some Kiwanis members would attend along with the key clubs. Registration is due October 4th. The morning will be activities and presentations followed by lunch together and then the rest of the day at the park. Another update from the board is that we have voted to make divisional number changes. Currently the numbers range from ½ to 22 with multiple skips or combinations of divisions. This is very confusing and therefore one of the committees created a new list of numbers that are in order from 1 to 20. I have attached a copy for reference. I would like to encourage you all to vote in favor of this change to go into effect for the 2018-2019 Key Club year. We have also updated the club officer information report and monthly report. They were very outdated and the new versions are available on our website. The board has also added an executive assistant position. Kaitlyn Mcginley, a former LTG, recently was appointed. She will assist with DCON planning and help with any administrative issues. There was a vote at the summer board meeting to add a Key Leader Ambassador to help promote this event and help with the planning. Mickey Fiorenza will serve as the Key Leader Ambassador for the current administrative year. DCON committees have begun to plan our convention for March 23rd, to 25th, at the Penn Stater Hotel! The Service Committee has also begun to plan a District Wide book drive for the holiday season. If there are any questions about any of this information please let me know! Have a great meeting!





## PA District Kiwanis International Report for:

**Sponsored Organization or Program:** Aktion Club

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

**Report Date:** September 18 2017

**Report Period Covered:** June 25, 2017 - present

***\*\*Note that updates for this report are bolded/italicized***

### **Administrator's goals, objectives and outcomes for the administrative or program year:**

- **Continue to become familiar with Aktion Club needs and supports – *completed basic familiarity. This will be ongoing, but more focused on individual club needs***
- **Enhance email communication between Aktion Clubs and Administration – *completed. This will also be ongoing target task to ensure that email distribution list is most accurate and current.***
  - Enhance idea sharing and potential collaboration
  - Increase networking and Interclubs
  - Solidify Region Committee members for Aktion Clubs – *remains in process*
- **Develop a newsletter for Aktion Club – timeframes of publication *To Be Determined – try and target after Aktion Club PA District Convention***
  - Will request news articles from clubs/advisors
  - Show off projects/Information sharing
  - Contest updates and winners
  - Will be used to share KI information/updates/expectations as well
- **Coordinate participation/attendance at Eastern Training Leadership Conference (TLC) sponsored by KI – 2 sites and dates: Michigan and Florida - *completed***
  - *Note:* PA District Aktion Club requested and was approved \$1,000.00 in grant funds from the PA Kiwanis Foundation for TLC attendance.
  - 7 PA Aktion Club members/staff attended the TLC at the Michindoh Conference Center in Hillsdale, Michigan the weekend of September 15-17: 3 members from the Aktion Club of Erie, 2 staff, Barb and Karen. See below for further information/report on this event.
- **Coordinate District Convention event for 2017 – *in process***
  - **confirmed for October 14, 2017 at the Laurel Lodge.**
  - **We want to recognize Barry and Marlene Halbritter for allowing Aktion Club the opportunity once again to use the Laurel Lodge facility.**
  - **See below for further information on status of Convention Planning.**

**Administrators' activities/information updates since last report:**

- Continuing to become familiar with Aktion Club information, contacts and KI reporting expectations.
- Continued correspondence with potential new club in Tioga County— *no further responses from them at this time. Will reach out again to determine feasibility/interest*
- Updating/reviewing active club roster and reviewing contact information to ensure that it is current and accurate – continues/ongoing
  - Note: ALL current active clubs have dues paid and are in Good Standing
  - **Clubs need to work on Quarterly/Annual Reporting expectation from KI**
- 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.
- **Whitemarsh Aktion Club did not have Charter Night on May 11. Targeting November 2 pending paperwork submission.**
- **Both Co-Administrators attended District Convention in Lancaster.**
  - **1/4 page ad was purchased for Aktion Club**
  - **Sponsored table for Aktion Club. Obtained names of people interested learning more about Aktion Club. Sold a few t-shirts.**
  - **Aktion Club in Region 5 was approached regarding Hero In Service speech. Aktion Club member from this club gave speech and a few other members attended the luncheon as well. (Their sponsoring Kiwanis Club paid for their lunches)**
- **Both Co-Administrators attended Aktion Club TLC September 15-17 at the Michindoh Conference Center in Hillsdale, Michigan. PA was one of 3 districts represented (Michigan and New York were the others.) 3 members from the Aktion Club of Erie and 2 staff also attended. They had a wonderful time and learned a lot.**
- **Aktion Club PA District Convention planning: in full swing!**
  - **Coordinated Aktion Club registration/payment to go through the District Office**
  - **Sent out Call to Convention email blast (developed registration forms, roster forms and updated Award forms/applications) – deadline due 8/24 for registration and award nominations**
    - **Thus far, we have 4-5 clubs coming with about 20 Aktion Club members plus staff**
  - **Keynote Speaker coordination – was confirmed, but now he cannot attend due to scheduling conflict.**
  - **Drafted schedule itinerary**
  - **Beginning to plan forums/workshops and activities**
  - **Spoke with caterer and selected the menu; need to coordinate the final count deadline and confirmation with her**
- **Kiwanis International contests: 2 contest submissions were received: State College for Scrapbook and Erie for Speech. (Both will receive 1<sup>st</sup> Place for District) Both were reviewed and submitted/will be submitted to KI before 9/30/2017 deadline for contest entry.**

**Committee Members (list by Region or Zone) – Below names in Bold have been confirmed. This will continue to be worked on to solidify the committee.**

- Region 1 – TBA
- Region 2 – Jean Harkins/Bob Marko
- Region 3 – TBA
- Region 4 – Resigned, looking for replacement
- Region 5 – TBA
- Region 6 - Linda Hoover
- Region 7 – TBA

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

- Investigating Aktion Club sign for the District to use at events (have funds in Aktion Club account to cover this.) – have Vendor for this; needs to be ordered. (Projected amount is \$100-\$300) - *pending*
- We are also working on developing display information for each of us to have at more local/regional events – *in process*

**Important Events/Dates with description:**

- Release of “Dina” – the documentary of one of our Aktion Club members that was submitted and won 1<sup>st</sup> Place in the Sundance Film Festival – Red Carpet/Invitation only event on 10/9 and release in select theatres on 10-13.
- Aktion Club Convention – October 14 - Laurel Lodge – Altoona PA

**Assessment of District Officers:**

Respectfully submitted,

*Barb Byers*

*Karen Sears*

## PA District of Kiwanis International Report

Service Leadership Program: Builders Club  
Administrator: Tiffany Callaio  
Report Date: **9/18/2017**  
Report Period Covered: **July to September**

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

# Active Clubs = 66

# Suspended Clubs = 0

# Inactive Clubs = 16

Membership # [NUMBER] as of [DATE]. Spreadsheet has not been updated yet with the new school year. I will send out emails to clubs soon to input their numbers

Administrator's activities since last report: Slow this summer with kids not in session, but have been in contact with a few clubs about starting new Builders Clubs and also helping out clubs with taking over the clubs.

Committee Members: Amy Casagrande and Keith Smith

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

Concerns/issues: Need to have more Kiwanis clubs active with the Builders Clubs. I am finding more and more clubs are just assigning a member to be the Kiwanis advisor but not really doing much for the builders club or keeping them informed of activities.

The online reporting system has training for faculty and Kiwanis advisors but nobody really takes the time to do it. Only 20-25 minutes.

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

Important Events/Dates with description:

Assessment of District Officers:

Additional information/comments:

A few clubs are in the works to charter. I am hoping they are completed soon.

## PA District of Kiwanis International Report

Service Leadership Program: **Circle K**  
Administrator: **Kelly Shaup**  
Report Date: **September 18, 2017**  
Report Period Covered: **June 2017 – September 2017**

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

#### **Goals for the 2017-2018 Administration year:**

Finishing up any outstanding items from last 3 years Strategic plan and creating new one by end of admin year  
We are looking to have more competitive races at Convention (3 last year)  
Looking to continue into next year with same amount of board members (no less than 2 openings)  
With full Circle K District Board, we are evaluating the budget and various costs.

#### **Leftover items:**

Collection of Membership Develop and Education materials from clubs  
Received a packet of information from the mid 90's with many old items  
Establish new club building standards  
Currently with the PA Circle K Club Building District Committee  
Revise Faculty and Kiwanis Advisors resources  
In process  
Evaluate and create a danger/warning signs for clubs based on dues status  
Currently in review with Circle K District Treasurer and Club Building District Committee

#### **2017 – 2018 Circle K District Board Goals:**

720 Members	<b>April to March</b>
80 Interclub Events	60 Kiwanis Family Relations (KFR) Activities
100 District Service Projects (DSP)	13,000 Service Hours
	60 Governor Service Projects (GSP)

#### **Club Information:**

# Active Clubs = 25 Active  
# Suspended Clubs = 4  
# Inactive Clubs = 4  
Membership # 665 as of 9/18/17

\*\* We have two schools that should charter within the next month - one expected prior to Sept 30<sup>th</sup>.

#### Administrator's activities since last report:

Major Highlights:  
Circle K DOT+ training weekend  
PA Kiwanis LTG training (partial)  
CKJx Convention – San Antonio, Texas  
PA Kiwanis District Convention  
CKI Fall Rallies (Blk Dmd: Keystone, Three Rivers, Colonial)

#### 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. We do have a lead to fill the Keystone Division (Central North area).

#### Concerns/issues:

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) 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:

CKIx: We need a larger presence from the students at this event. As a top 5 district in membership, we are not having the amount of delegates to properly represent us. This year, we drove out to minimize costs. A big thank you to the District Officer and PA Foundation for their assistance in planning and funding.

International Presence: We have been working to get a stronger presence within the International level. My concern is that many decisions are being made by districts that are smaller than PA with different issues. Governor Devyn was selected to serve on an international committee. I hope that this will build over for the next year.

Officer Turnover: It has been a tradition that we lose a few officers over the summer due to various different reasons. This year, the District Treasurer and LTG- Liberty stepped down due to academic or health issues that came up. Both positions were quickly filled to the point that we are still looking to fill the last spot.

Budget: As previously stated in a past report, we have a challenge with a full board. In the past and having missing board members, we had a few areas that the board could use to cover any unexpected expenses. We are watching our budget closely and expect to meet with Kevin Thomas in the future to review it. We did not have any new clubs or additional membership over this summer.

Fundraising and Sponsorships: We have two new items to report. Wegman's have donated a gift card to the district board and we have finalized our Scrip program. We should hear about any additional sponsorships in the next few weeks. We hope that this will assist us in non-dues revenue.

New Club Building: We are working hard to follow up on all the leads that the board has been given. We expect St Vincent and Misericordia University to charter in the next few weeks. If the number of interested students sign up, both clubs will charter with more than 50+ members.

Important Events/Dates with description:

District Fall Rallies:	Liberty Division	Oct 7 <sup>th</sup>
	Snowbelt Division	TBD
District Board Convention Planning Weekend:		Oct. 21-22 Pittsburgh, PA

InterPACK: November 3-5: Hidden Valley Scout Reservation – Loysville, PA  
Fall Conference: Camping retreat with service, fellowship, and leadership development  
Major district wide event for the fall semester

Assessment of District Officers:

This year's board is really close and are working well together. I would like to see some more call outs for help and would like to see more hands doing certain tasks. Currently, there are a few officers that take on a little too much, but will learn to delegate more over the year. But these are minor items.

There are still some communication challenges that occur from time to time. I have some nervousness around promoting events as they are not following traditional ways. If the rallies are anything to measure against, we should be fine. The fall rallies have also allowed for a few coachable moments on how to assess the audience. The fall rallies have been very successful so far.

Current Openings:  
LTG Snowbelt

Respectfully Submitted:  
Kelly Shaup

**Proposed 2017-18 InterPACK Budget**

Foundation		\$ 1,500.00
Sponsorships		\$ -
Registration	55	\$35.00 \$1,925.00
	18	\$25.00 \$450.00
	10	\$25.00 \$250.00
<b>Total Revenue</b>		<b>\$4,125.00</b>
Camp		\$1,650.00
Food	83	\$16.00 \$1,328.00
Tshirts	83	\$6.50 \$539.50
In House Service	83	\$4.00 \$332.00
Donations/Supplies		\$200.00
<b>Total Expenses</b>		<b>\$4,049.50</b>
<b>Net</b>		<b>\$ 75.50</b>

**InterPACK 2016 Budget**

Foundation		\$ 1,500.00
Sponsorships		\$ -
Registration	60	\$ 40.00 \$ 2,400.00
	10	\$ -
	16	\$ 30.00 \$ 480.00
<b>Total Revenue</b>		<b>\$ 4,380.00</b>
Camp		\$ 1,300.00
Food	85	\$ 25.00 \$ 2,125.00
Tshirts	85	\$ 5.00 \$ 425.00
In House Service	85	\$ 5.00 \$ 425.00
Donations/Supplies		\$ 100.00
<b>Total Expenses</b>		<b>\$ 4,375.00</b>
<b>Net</b>		<b>\$ 5.00</b>



PA District of Kiwanis International Report

Service Leadership Program: **KEY CLUB**

Administrator: **BOB ORLANDO**

Report Date: **September 23, 2017**

Report Period Covered: **April 25, 2017 ~ September 23, 2017**

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

- **Improved communications with clubs. This has been a constant challenge for the district for several years now. I will be working with the committee to develop a plan to increase the amount of communications between club officers and LTG's as well as between Zone Admins and Faculty Advisors. This not only ensures proper administration of the program but also has a direct effect on dues collection.**
- **Development of new advisor kit unique to PA District.**
- **Increase the communications between Kiwanis Advisors and committee.**

# Active Clubs = 161

# Suspended Clubs = 3

# Inactive Clubs = 17

Membership # **11,470 as of September 22, 2017**

# Clubs with Dues Paid = 161

# Clubs without Dues Paid = 20

Administrator's activities since last report:

**GATC Conference April 27 ~ 30, Chicago, IL**

**Kiwanis LTG Training Conference June 9, 2017 ~ Bucknell University**

**Key Club International Convention July 5 ~ 11, San Antonio, TX**

**Key Club District Board Meeting July 22 ~ 23, Harrisburg, PA**

**Kiwanis District Convention August 10 ~ 12, Lancaster, PA**

Committee Members:

**Cathy Szymanski – Zone 1**

**John Mazurowski – Zone 2**

**Ryan Hartman – Zone 3**

**Matt Alexander – Zone 4**

**Mike Coolbaugh – Zone 5**

**Stef Stamatopoulos / Liz Smolinski – Zone 6**

Comments regarding committee:

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

Concerns/issues:

**This committee is so awesome I'm afraid we're going to overwhelm all other committees in the District.**

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

**Unlike the challenges we faced at the District Convention, the International Convention Tour when without a hitch. Great thanks and appreciation goes out to Zone Administrator Ryan Hartman for taking over the entire planning process for this year's trip. He did a great job!**

**We are in the process of creating a new website. The cost of this site should stay around \$6,000.00. After a review of our current year budget, we should be able to pay for this out of operating funds for the year. The new website will be designed for heavy usage by clubs throughout the district. It will be hosted by a TechRiver and a good deal of the content will be written and posted by a select committee of Key Club District Board members. Updates will be provide in future reports.**

Important Events/Dates with description:

**Fall Meeting  
October 27 & 28, 2017  
Harrisburg, PA**

**Winter Meeting  
January 6 & 7, 2018  
Harrisburg, PA**

**District Convention  
March 22, 23, 24, 25 2018  
State College, PA**

Assessment of District Officers:

**Year to date we have been experiencing a very productive Key Club year. This year we have been focusing on improving ways in which we communicate with clubs. LTG's are using a mix of standard PDF newsletters along with short video newsletters. They feel the average club officer is more likely to view a video than download and read a newsletter. There is also a strong focus on moving a lot of**

the information we share with clubs over to social media. The same message they send will be shared simultaneously on a variety of different social media platforms. Since students today rely very heavily on phones as their main connection to the net, these social media messages are believed to carry the greatest opportunity for effective communications with the clubs.

Additional information/comments:

I would like to take this opportunity to apologize for not submitting a report for the June meeting. The due date for this report came as I was on a three week business trip in Asia. While I should have pre-pared this report prior to departing, my work schedule was not co-operating with my Kiwanis schedule. I have to find a way to eliminate this pesky work schedule to concentrate more on Kiwanis!

# Kiwanis

Pennsylvania District

September 23, 2017

## **Key Leader Committee Report to District Board**

We have started planning for Key Leader 2018.

The date has been selected for **Key Leader at Camp Conrad Weiser: April 20-22, 2018.**

### **Event Promotion**

Key Club Governor Grace Ison name Key Leader graduate **Mickey Fiorenza** as the **2018 Key Leader Ambassador**. In this role, Mickey will work closely with the Key Leader Committee to promote Key Leader to Key Clubs throughout the District.

### **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.

Respectfully submitted,

*Key Leader Team*



# Board of Trustee Report

Date: 09/17/2017

Trustee Name Kathleen Durner Region 1

### Lieutenant Governors:

Name: Randy Gorske Division: 1

Name: In search of an Ltg. Division: 2

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

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

## Education

Regional Meeting:  Fall Date: October 20, 2017  Spring Date: \_\_\_\_\_

### Assessment of Meeting if occurred:

Governor's Dinner is scheduled for Friday, October 20, 2017 at the Inyo County Club, Conness Lake, PA. Invitations have been sent out. Responses are coming in. A follow-up invitation will go out this week as a reminder.

Officer Leadership Training, August 19, 2017 in Meadville, PA.

Attendance: There were 13/23 clubs scheduled to attend the Officer Training. In reality, 12/23 clubs from Region 1 actually attended the training. A brief survey was sent out with the invitation for the training. The survey asked for the top five areas of interest that would most benefit their individual clubs. The areas of greatest interest were membership retention, submitting reports (education), Service leadership Programs, communications, fundraising, and goal setting.

The areas were addressed through discussion, direct instruction, and on-line instruction. Actually, the on-line instruction paved the way for excellent group discussions. The outcome was an overall feeling from the group that the time spent was productive, insightful, and worthwhile. We did have access to one person by phone, who was an excellent resource.

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) August 19, 2017

## 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)

Smethport/McKean County  
I am in the process of looking at the demographics.  
I have had contact with a lawyer, school principal, bank manager, social service administrator

Which clubs are being counseled in your Region, by whom

Fort LeBouef—Kathy Durner  
Warren—Randy Durner

## Service Projects

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

Bradford—Kid Fest: last Saturday in April 2017  
Care for Children—Early Learning Guides go in newborn kits and pre-K backpacks—ongoing  
Edinboro—Ongoing projects through literacy  
Erie—Early Learning projects at several sites in Erie  
Fort LeBouef—Distribution of Early Learning guides through several venues.  
Meadville—Early Learning projects are ongoing.  
Warren—Early learning collaboration with the YMCA.

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

All clubs who have SLPs are working cooperatively on specific club projects. Key Clubs and Circle K clubs are working within their organizations on their YSY projects. I do not see entire Kiwanis Family working within the region on specific projects. However, I do see and hear about Kiwanis Family groups working together on their community projects with success. Region 1 has difficulty with a centralize project due to the distance between clubs.



## Communication

### Describe communications with the Formula Team

I am not doing a satisfactory job communicating with the Formula Team. I take full responsibility for my actions. I am comfortable coaching a club on bringing in members; recognizing members, and strengthening their club. However, I am uncomfortable starting a club. I am working on changing my mindset. The December 2017 deadline will be difficult to achieve. However, a March 2018 deadline is achievable.

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

**Division 1**  
I am very pleased with the new Lieutenant Governor, Randy Gorske. He has reached out to all of his clubs. He has successfully scheduled 10/13 club installations. We have discussed ways to interact with the less involved clubs. Randy has a good grasp of treating each club as an individual. Randy has the mobility to just drop in at an occasional club meeting, due to where he lives. This may be his solution to connecting with the less responsive clubs.

**Division 2**  
Since there is no Lieutenant Governor, Judy and Roger Janes are assisting me. To date, Bruce Peterson has two installations scheduled (Franklin and Greenville). Judy Janes will be installing Titusville. I will be installing New Wilmington, Hamitage, and Clarion. Governor Judy Reub will be installing the Transfer Club. New Castle has not responded. Sharon and West Middlesex are on two-year terms and did not need an installation. However, I do plan to visit each club within Division 2 by the end of January 2018.

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

In July, I made it a point to connect with each Division 2 club who attended the Regional Picnic. I introduced myself and mentioned the Regional Training and the Governor's Dinner.

I sent emails to each club president and secretary in the region announcing the Regional Educational Training in August. I also sent emails to each club president and secretary announcing The Governor's Dinner on October 20, 2017.

I contacted all Division 2 clubs who did not have a scheduled installation. Two of the clubs were running on two-year terms. I have not had success connecting with the New Castle Club. I will continue attempting to contact the New Castle Club.

I continue to have good communications with the Division 1 Clubs. However, I did step back a little to allow Randy Gorske the opportunity to develop a relationship with his clubs.

## Other Information:

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

I may have offended Bruce Peterson by telling him that he could only install clubs through September 30, 2017.



# Board of Trustee Report

Date: Fall 2017

Trustee Name JOHN MAZUROWSKI Region 2

### Lieutenant Governors:

Name: Barbara Byerly Division: 6

Name: -None- Division: 4-5

Name: -None- Division: 8

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

## Education

Regional Meeting:  Fall Date: October 15, 2016  Spring Date: May 6, 2017

### Assessment of Meeting if occurred:

The most recent meeting was held at King's Restaurant in Sarver, PA. It featured a Formula Workshop run by Matt Wise. Governor John Grab and Susan also attended. We had a turnout of 30. Also a presentation on Aktion Club, and a presentation by U Pit Athletics on the ticket discount program.

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) Division 6

## 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)

Fox Chapel- contact data collected, Dale Brackin is assisting with an app to track contacts.  
(SLP) Highlands Key Club- will attend service club booth on September 21.

Which clubs are being counseled in your Region, by whom

Kittanning, John Mazurowski.  
McKeesport-White Oak, John Mazurowski and Keith Smith

## Service Projects

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

No events scheduled at present. Clubs are distributing learning guides.

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

Most of the Key Clubs are linked well with their sponsoring clubs with the exception of Franklin regional (orphaned from Murrysville). Aktion Club is aligned with the Sheraden club. We do see Circle K at the district level but have not interacted in an event; this would be welcome.



## Board of Trustee Report

Page 2

### Communication

Describe communications with the Formula Team

Trustee John is a Formula Team member and a club counselor. Former Trustee Keith Smith is a club counselor. We held a Formula workshop at our last regional meeting. We need club openers and more club counselors.

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

We have one (1) LTG in our region which has divisions 4-5, 6, and 8, with 27 clubs in all. Our LTG Barbara Byers is doing very well and may have an identified successor. With ongoing and consistent effort, we have not been able to identify LTGs in divisions 6 and 8 for a few years.

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

Communication with clubs is by periodic newsletter. One on one club communication by personal visits and by telephone. Two officer installations are scheduled so far.

### Other Information:

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

Due to lack of LTG representation in divisions 6 and 8, many of the clubs have grown agnostic about communicating with the division, region or district. These communications are a necessary part of Kiwanis, but could also carry legal consequences with reference to IRS Form 990 and PA Background Checks / Mandatory Reporting.

We realize the value, and appreciate the leadership, of our LTGs. The pleasure and distinction of serving as a Kiwanis LTG would be attractive for someone who wants to learn and grow in our organization.





# Board of Trustee Report

Date: 9-17-2017

Trustee Name Phyllis Palm Region 3

**Lieutenant Governors:**

Name: Kevin Fondelier Division: 10

Name: Janie Welshans Division: 11-E

Name: Roger Cartright Division: 11-W

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

Regional Meeting:  Fall Date: October 7, 2017  Spring Date: \_\_\_\_\_

**Assessment of Meeting, if occurred:**

Agenda- Cathy Szymanski- Club strengthening, Pa Foundation, Governor Judy Raub, Divisional meetings, Election of trustee-

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

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

none at present

Which clubs are being counseled in your Region, by whom

Initial contact with Mt Union- J.Welshans and P. Palm to assist with Club Assessment. Mt Union to attend Fall meeting for club strengthening. Johnstown East Hills, Kevin Thomas and P Palm to recontact.

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

Additional learning Guides distributed by Success by Six of United Way in two county area. Back to school events held in several clubs- giving school supplies and back packs including kindergarten and pre-school classes. Lewistown Kiwanis paid for and had installed a sink in the pre-school room Day care at Burnham UM church to assist the program with meeting the STARS requirements for handwashing. Nittany Club has a project for selling wooden ornaments to raise money for early Education projects.

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

MNT- Clubs are continuing to fulfill Pledges.



## Board of Trustee Report

Page 2

### Describe communications with the Formula Team

Frequent E mails: Attended sessions at District Convention in Lancaster: Attended Club Counselor session Saturday Sept 16 at Boalsburg

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

Face to face discussions frequently with 11-E. Met with LTG's (2) at district convention-discussed issues, send frequent E mails with updates an dimportant info. Telephone conversations- usually monthly.

Concerns with divisions- 11-E- Mt Union- struggling with low membership but continuing to do all projects; State College- aging members; Penns Valley- isolated and like it 11-W Phillipsburg leadership issue with follow through on items needing attention- will be changing-lack of follow through with Clearfield club when they combined- only added 7 of the potential 14 members, Altoona pretty much doing their own thing- poor attendance at District convention: 10- zero leadership in LTG- internal issues continue in division- LTG made no visits of clubs this year. No attendance at district convention. No success with finding LTG for next year. I have started communicating directly with clubs.

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

Several E mails directly to Presidents and secretaries. Communication with attendees at District convention, Several calls to clubs in division 10 re LTG candidates. Attended several projects put on by clubs.

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

Depending on where you are located in Region Three, with 20 clubs spread over the distance the region covers- hundreds of miles, it requires extensive travel to visit clubs as the trustee. Even for clubs to attend each others meetings and events requires travel/ I believe this may account for some poor attendance. last year we had only 23 members attend Fall meeting. I am concerned that this will be repeated again this year.



# Board of Trustee Report

Date: 9/18/17

Trustee Name Ben Osterhout Region 5

### Lieutenant Governors:

Name: <u>Susan Gabriel</u>	Division: <u>13N</u>
Name: <u>Emily Reed</u>	Division: <u>13N</u>
Name: <u>Susan Werner</u>	Division: <u>16</u>
Name: <u>VACANT</u>	Division: <u>13S</u>

### Education

Regional Meeting:  Fall Date: Friday, November 17  Spring Date: \_\_\_\_\_

#### Assessment of Meeting, if occurred:

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

### Membership Growth

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

Quarryville, Linglestown

Which clubs are being counseled in your Region, by whom

TBD

### Service Projects

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

TBD

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

TBD



## Board of Trustee Report

Page 2

### Communication

Describe communications with the Formula Team

TBD

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

TBD

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

Just getting started. More communication to come.

### Other Information:

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



# Board of Trustee Report

Date: 9/18/2017

Trustee Name Michael Coolbaugh Region 6

### Lieutenant Governors:

Name: Tiffany Callaio Division: 15

Name: Tim O'Donnell Division: 17

Name: Jeff Rose Division: 18

Name: Young Chang Division: 18

## Education

Regional Meeting:  Fall Date: 11/4/2017  Spring Date: \_\_\_\_\_

### Assessment of Meeting, if occurred:

N/A

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) July 8/11, 2017

## 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)

The Back Mountain Club in Division 15. We had two informational meeting over the last month and a half. Presently nothing has been scheduled. Have three applications with checks. We are expecting more within the next two weeks.

Which clubs are being counseled in your Region, by whom

The Plymouth and Dallas clubs in Division 15 are currently being counseled by Bob Orlando and Tiffany Callaio. Walt Howell continues to offer counseling to the clubs in Division 17.

## Service Projects

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

The Wyoming Area club in Div. 15 is participating in a local Trunk or Treat event where they will distribute books to young children.

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

The Service Leadership Programs are doing the District Projects as set forth by the committee



## Board of Trustee Report

Page 2

### Communication

Describe communications with the Formula Team

I am in constant communication with the Formula Chair and Co-Chair via email, texting and phone calls pertaining to new club sites or opening of new clubs in the region.

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

I am in continues communication with the Division 15 LTG. Communication with Division 17 and 18 is sporadic. I hope to improve communication with them in the near future.

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

I am just getting started with my communications to the clubs in the region as we start our new administrative year.

### Other Information:

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



# Board of Trustee Report

Date: 9/10/2017

Trustee Name Sarah Zulueta Region 7

### Lieutenant Governors:

Name: Dennis Pennington Division: 19

Name: Bonnie MacDonald Division: 21

Name: Lillian Mateja Division: 22

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

## Education

Regional Meeting:  Fall Date: October 28, 2017  Spring Date: \_\_\_\_\_

### Assessment of Meeting, if occurred:

The Fall Region 7 conference will be held at Perkiomen Valley High School (Div 19) to support the new club and provide opportunities for Key and Builders Club kids to be invited and speak at event. This will be our official Governors visit from Gov Judy Raub. Presentations will be providing education in the areas of the PA Kiwanis Foundation, Service Leadership Program, Ins/Outs of Social Media campaigns, The how to incorporate a club, Bringing More members with better service and a Kiwanis One Day project.

Club Leadership Education Planned:  Yes  Not Yet  NA Date(s) 7/18/17, 7/29/17, 9/21/17

## 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)

No active new clubs in Region 7. Aug 22, 2017 we organized Collegeville Area with 16 members and growing. As of 9/12/17 there were 3 more additional members interested. Charter Ceremony expected to be 11/17/2017 in Collegeville and we hope the PA District comes to support this new club.

Which clubs are being counseled in your Region, by whom

Clubs being active counseled: Div 19 - Pottstown (Dennis) and Upper Bucks (Bonnie Houpt). Div 21 - Glenside and Phil-Mont (Bonnie M). Division 22 - Baltimore Pike (Lillian) and Main Line (Sarah). Identifying more club counselors and re-organizing their assigned clubs. Club Counselor refresher training is being scheduled with PA Formula team. Date is TBD. Focus for Region 7 will be to strengthen existing clubs.

## Service Projects

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

Baltimore Pike has delivered Early learning guides to local elementary school Aug 28 and Aug 30.

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

Circle K is strong in Region 7 and participate often with Kiwanis at Regional, Divisional and club events and projects. We hope to invite them to our upcoming Regional Service Project - Rise Against Hunger and get more of a presence with the PV High School Key Club and PV Middle School East Builders Club. We are trying to establish a connection at Chester High School Key Club as Chester Club has folded and left a foundation and abandon key club. We just re-chartered Temple University Circle K with the help of Liberty Division LTG Rachel MacDonald and Advisor Mariza Shavelle. Phil-mont will take on the sponsorship of Temple University.



# Board of Trustee Report

## Communication

Describe communications with the Formula Team

Email communication has occurred with the District Formula team keeping them up to date on the Collegeville Area new club opening milestone and events.

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

Region 7 LTG meet monthly with Trustees via conference call each month, on the 4th Monday of the month. Focus of each meeting is identifying specific LTG tasks for that month as we move through the Kiwanis FY calendar, identify clubs in trouble and continuous discussion over milestones to hit for next month (eg. Aug - contact all Presidents to set up Officer inductions).

Division 19 - Dennis has really stepped up his leadership this summer after LTG training and actively communicates to all his clubs. He has set up consolidated DMelton 19 Officer Induction ceremony and turned it into a Div 19 social. Inter-clubbing is a great weakness of Div 19 which he wants to address with this celebration. Upper Bucks has schedule a mini-blitz in the near future to get above charter strength.

Division 21 - Bonnie M. and Joe Wilson has been working as a team this past summer. Joe has done a great job transitioning Bonnie to take over as LTG Oct 1st. She has visited all clubs as her task was in July/Aug and has identified weakness that we will hope to address moving forward. A weakness in this division is the perceived lack of passion about Kiwanis, Bonnie hopes to rejuvenate this in Div 21 through some interclubbing and mini-blitz.

Division 22 - Lillian has actively been visiting all clubs in Division 22 more than once to build her strong relationships with these clubs. The weakness in this division are most clubs are below charter strength and unwilling to assist in their own growth, these clubs seem to be dependent on the Formula team, especially West Chester, Upper Main Line, Main Line and Baltimore Pike. Actively Main Line and Baltimore Pike is being worked on via counseling.

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

Region 7 received communication from Trustee in July as a quarterly blast to each Division promoting Club Leadership education dates and District Convention in Lancaster. Both had good turn out for Region 7. Communication was sent to Division 19 for Divisional inductions and celebrations. The Fall Oct 1st annual Trustee newsletter will be going out on Oct 1st.

## Other Information:

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

The region has done much club opening activities and our focus will be on strengthening existing clubs to get clubs less than charter strength above that. If a community is presented to need a new club and active primary contact is identified, the Region7 Formula team will then review the plan to open a new club but that will not be the main focus for the next year.

We are working on more socials for the Region to interact. The first every Regional Quizzo event will be held Oct 3rd in Conshy. We are excited to provide more social opportunities for the Kiwanians.



## Executive Director's Report – September 23, 2017

Here are some thoughts and ideas I want to offer as we transition from one Kiwanis year to the next.

1. Attached please find my schedule for July, August and September. Please let me know if you have any questions or concerns.
2. As I am writing this near mid-September, clubs are starting the annual process of “cleaning up” their rosters so I am seeing member deletions. There is a myriad of reasons for deletions, some certainly necessary and others I often wonder about. Among those in latter class are members that are deleted for attendance. Of all the reasons I see, attendance is the most frustrating and least legitimate reason I can find. Surely, there is a way to save those members who are not attending meetings as much as is desired by the club or someone in the club. And why exactly is it we are throwing out of Kiwanis dues paying members that might not come to meetings as much or as often as some of us think they should? Oh, I can hear it now. Among the reactions will be this: How can they be a Kiwanian if they are not coming to meetings? We only want active, participating members. And, of course, there are several more just like that one. But know this: There are many members that can't attend meetings for a host of reasons but contribute at our projects and fundraisers. Most new members joining today don't join for our meetings but to support our projects and activities. And some members who never attend a meeting make meaningful contributions to Kiwanis. But, finally, even if a member does nothing but pay dues isn't that a contribution?
3. We really started our focus and work with early childhood learning and development in the 2010-11 year. In six years, here is some of what we have accomplished in this area of work.
  - A. Over 70 educational programs of various formats and types have been conducted at Kiwanis meetings, events and conventions. The most recent of these was the very excellent Early Childhood Development Summit we had at our District convention in Lancaster.
  - B. On an annual basis, read to over 22,000 children in daycares, preschools and schools.
  - C. Partnered with over 15 Early Intervention/Home visitation programs such as the Nurse Family Partnership.
  - D. Distributed over 17,000 quality children's books.
  - E. Distributed over 201,000 of the Early Childhood Learning guides (Everyday I Learn through Play, Learning is Everywhere and Kindergarten Here I Come). This includes, this past spring, providing every family in the Philadelphia City Head Start program a copy of Kindergarten Here I Come.
  - F. In 2017, provided 7,500 foster families with children in the third grade or younger a copy of the 2017 PA One Book, Daniel Finds a Poem.
  - G. Became a strategic partner with the Pennsylvania Early Learning Investment Commission
  - H. Became an advocate for quality early childhood programs. This included becoming a supporting organization for the Pre K for PA campaign, sending letters to state elected officials, holding an event at the Pennsylvania Capitol building and visiting state senators and legislators.
  - I. Saw clubs across Pennsylvania adopt and partner with day cares and preschools. This included providing scholarships for families to afford quality facilities, scholarships for staff to advance their education, support for facilities improvements, providing early learning guides and providing age appropriate books.

- J. Saw several clubs partner with groups and organizations to open playgrounds which are accessible to all young children.
  - K. Through this area of work, attracted literally hundreds of new members to Kiwanis and was a key focal point to the opening of several new Kiwanis clubs.
4. We all profess to want new members. When we get them, we often ask them to quickly take leadership positions. But then when they assume those positions, we often challenge the new ideas and new methods that new people bring us. Perhaps it is because we don't like being moved beyond our comfort zone. Perhaps, we think we are only offering constructive criticism. Perhaps, we think we know better (and perhaps we do). Whatever the reason, we are quick to be critical of younger members and leaders. We need to stop that practice. We need to respect new ideas. And if we do feel advice or direction is needed, we need to be mindful on how we offer that advice. Our words and actions have driven newer members and leaders away from the organization. We need to offer ideas and words that make new members and leaders think of the possibilities rather than what is wrong. Enthusiasm and support create energy and action. Negativity and criticism close doors and possibilities. Kindness and connectivity create access, build relationships and create opportunity. Care and concern create warmth and friendship.
5. We always need to celebrate our achievements and accomplishments. Here's one. In 1986, we had 120 Key Clubs with about 5,500 members, 22 Circle K clubs with about 400 members, only a handful of Builders Clubs and no K-Kids or Aktion clubs. Today, we have 29 Circle K Clubs with 750 members, 160 Key Clubs with 11,254 members, 22 Aktion clubs with 454 members, 61 Builders Club and 60 K-Kids Clubs. And we have established a youth leadership program, Key Leader. And most importantly, we increased the service being done in the schools and communities where these clubs are located.
6. I continue to have concern about the direction and focus of the District Foundation. In my opinion, there is too much emphasis on things that make no real difference and too much micromanagement and not enough focus on the micromanagement big picture and fund raising. The continued departure and resignation of board members give credence to this. But certainly so does the following. Compared to the same point in time in the previous three years, giving to the Foundation is down from \$19,000 to \$50,000. The programs and activities supported by the Foundation, which the entire Kiwanis family in Pennsylvania depends on, cannot long sustain themselves if fundraising does not pick back up and continues to decline at the pace it has in the last year.

Thanks for all the each of you do as a Kiwanis and member.

Respectfully submitted,



Kevin E. Thomas  
Executive Director/Secretary/Treasurer



# Aol Calendar

August 2017

ketkiwanis  
Printed: 9/17/2017 4:49:45 PM

Sat

Fri 5

Thu 4

Wed 3

Tue 2

Mon 1

Sun 31

1am Johnstown  
8:30pm Website Call  
8pm Formula Call

30

1am Johnstown

Sun 31

8pm Formula Call

Mon 1

Tue 2

Wed 3

Thu 4

Fri 5

Sat

6

7

8

9

10

11

12

District Convention  
District Convention  
District Convention

13

14

15

16

17

18

19

District Convention  
10am Keith Elridge  
off

20

21

22

23

24

25

26

off  
6pm Mifflinburg  
6:30pm Lancaster Con...  
off

27

28

29

30

31

1

2

off  
7pm Budget conferenc...  
Linglesstown  
6:30pm Norlanco Stea...  
7:30pm Web page call  
Keystone Kiwanian De...  
off

## September 2017

Sat

Fri 2

Thu 1

Wed 31

Tue 30

Mon 29

Sun 28

27

off  
Lingiestown  
7pm Budget conferenc...  
6:30pm Norlanco Stea... 7:30pm Web page call  
Keystone Kiwanian De... off

9

8

7

6

5

4

3

1pm Webpage call

off

off

16

15

14

13

12

11

10

Young children Priority... Club Counselling Event  
Young Children Priorit...  
Young Children Priorit...  
Young Youth Serving Yo...  
8:15pm KNC Call

23

22

21

20

19

18

17

Board Meeting

6:30pm 2018 conventi...

12pm Gettysburg Play...  
4:30pm Discuss Brain ...

30

29

28

27

26

25

24

Off

off

6pm Dillsburg installation

To: Gov. Judy Raub  
Executive Director Kevin Thomas  
PA District Trustees  
Youth Protection Chair Designate Dave Smith

From: Phil Weber, Governor Elect

Re: Report for 9/23/17 Board meeting

1. In my previous role as Youth Protection Chair, I conducted a Youth Protection session on Saturday, August 12<sup>th</sup> during the District Convention in Lancaster. Only 4 Kiwanians attended this session. Kiwanis International Youth Protection Guidelines require that the District offer a session on this topic at every convention or conference. A suggestion going forward is that, unless there are significant changes to International Guidelines, the District could consider combining the sessions on Liability/Risk Management and Youth Protection.

2. Also in this role, I had an email sent to all District elected and appointed positions that are covered by the District's and District Foundation's respective Youth Protection Policy, notifying them that all PA State background clearances (criminal and youth services) issued before July, 2015, have expired, and that they must resubmit. The law in effect prior to July, 2015 had the clearances valid for only two years. Act 15, effective July 25, 2015, did not grandfather prior clearances. Thus, by the end of July 2017, any clearances obtained under the old law expired. The bright side is that these renewed clearances are now free, and valid for five years (through 2022).

3. Effective October 1, 2017, Dave Smith of the Dillsburg Club will assume the role of District Youth Protection Manager.

4. I have registered for Governor Elect training, to be held at Kiwanis International offices from November 1<sup>st</sup> through 4<sup>th</sup>, 2017. All travel, lodging and meal costs are borne by International.

Respectfully Submitted,



September 7<sup>th</sup>, 2017



**Kiwanis**  
SERVING THE COMMUNITY

September 2017

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

**Governor-Designate District Board Report through September 2017**

Dear fellow board members:

This period covers from June 24<sup>th</sup> until September 23, 2017.

First and foremost, we lost 2 very important Kiwanians since our last board meeting. Expected or not they both touched me in ways I wasn't quite prepare for, but then again, they were part of my family. First was Bill Cater – whom I had gotten to know on various levels, his humor, his passion, his support when I asked for some “polish” with my Governor’s pin. His passing was sudden, not expected, and to say I wasn't quite ready for that would be an understatement. But it wasn't about me – it was how do I support his wife, Debbie. They were 2 peas in a pod. Packed and ready to go to Paris – what can I do for their family. She asked if Bob and I would be able to take some of the Paris pins that Bill had made specifically for this convention. I was honored to be asked. So, off to Paris were Bill's pins and Bill's spirit – because you don't have his pins without him in some fashion. We did what we could with special help from Jim Janosik from Ohio. It was a bittersweet experience to be part of this.

When we left PA for our Paris trip we also knew that Ethan McBeth was not doing well and while we were still away Ethan passed from this world to his peaceful, without pain world. Still a bit raw from Bill's passing – this was almost more than I could stand. Ethan was always my silent supporter, my background cheer leader. We didn't start out seeing eye to eye – but his history gave me insight as to why things in our Division were (sometimes) the way they were. Ethan was always ready to pitch in and never asked what's in it for me. He will be missed.

We are left with 2 widows – both Debbie and Doris are stronger that strong – but as their Kiwanis family we need to always remember to reach out to them, with a card, with a phone call, with an invitation. They are part of our family.

After we left our June board meeting, Bob and I attended the York Kiwanis Club's 100<sup>th</sup> anniversary celebration at the York Relevoution Stadium – it wasn't what I would have thought a 100<sup>th</sup> celebration should have been – but this worked (I guess) for them. This is a club that we need to keep an eye on, low membership numbers, inconsistent meetings, etc. Let's see what we can do as a board to not let his club go away after celebrating their 100 years of Kiwanis service.

We have had some changes in our KI leadership early on in this reporting period. As I reported in my last, Chris Martz is now our Area Director but now Eric Paul, from New York, is our Eye of the Tiger lead.

## PA DISTRICT LEADERSHIP

I have continued to make phone calls and send emails to our club presidents and trustees (if available) to see how they are making out with the 2017-2018 Lt. Governor elections. We still have some “vacancies”, but quite honestly it wasn’t for lack of trying.

July 23<sup>rd</sup> – Kevin and I held our Trustee’s training at the District office. We covered Governor visits, growth, forms, calendars and how my Governor visits should look – again, talked about goals to include growth, strengthening, enhancing communications, relationships.

Monthly conference calls have been scheduled between the Trustee’s and myself – the 2<sup>nd</sup> Thursday’s of each month at 8:30 pm.

**REGION 1** – Trustee Kathy Durner; Division 1 – Randy Gorske; **Division 2 – OPEN**

**REGION 2** – Trustee John Mazurowski; Division 4 and 5 – Barb Byers; **Division 6 – OPEN; Division 8 – OPEN**

**REGION 3** – Trustee Phyllis Palm; **Division 10 – OPEN**; Division 11E – Alice Arnold; Division 11W – Rick Kistler

**REGION 4** – **WE have a candidate – Matt Wise – who will present himself at our Board Meeting this month**; Division 12N – Penny Meyers; Division 12S – Don Ulrich; **Division 14 – OPEN**

**REGION 5** – Trustee Ben Osterhout; Division 13N – Susan Gabriel; **Division 13S – OPEN**; Division 16 – Susan Werner

**On Wed. 8.23 I held a LTG training with Susan Gabriel and Emily Reed – they will serve as Co-LTG’s**

**REGION 6** – Trustee Mike Coolbaugh; Division 15 – Tiffany Callaio; Division 17 – Tim O’Donnell;  
Division 18 – Young Chang

**REGION 7** – Trustee Sarah Zulueta; Division 19 – Dennis Pennington; Division 21 – Bonnie MacDonald;  
Division 22 – Lillian Mateja

## GROWTH

Personally, for me, nothing new to report. Still working on Quarryville area. But no real changes on that front.

**Newly Chartered – Kiwanis club of Collegeville Area on August 22<sup>nd</sup>. A BIG shout out to Sarah and Jen – congratulations to you both and welcome to the new members and the community.**

On September 14<sup>th</sup>, Sally Garber had asked Bob and I to attend an informational session for the new Kiwanis Club of Linglestown Area, which is being sponsored by the Kiwanis Club of Hershey-Hummelstown. Not all were in attendance but they conducted an “pre-organizational meeting and hopes conclude this on the 28<sup>th</sup>.”

## INTERNATIONAL CONVENTION

Bob and I attended the International Convention in Paris. It was a “low-key” convention, though I had to attend a ton of meetings and presentations with our International President Jim Rochford, Eye of the Tiger team members and my class of Governors that made the trip. Jim’s message did not change – our “laser focus” as to be on growth and strengthening to support the communities in which we live, to continue to support our Service Leadership Programs because they are the best thing we do “bar none”. Cathy’s run for International Trustee did not have a successful outcome.



## DISTRICT CONVENTION

Ben and I, along with our committee had worked on our convention. We felt we offered a bit of something for everyone: from the opening welcome picnic, to the Friday Early learning breakfast – which was great, to workshops, to the dinner train ride or options on your own. Our “stuff the bus” project, continued throughout the weekend and was a huge success. The Foundation luncheon was long and drawn out – but it is what it is – hopefully changes will be made. **House of Delegates election report:** the election took place on Saturday, August during our 100<sup>th</sup> District Convention. We welcomed our Governor-Elect for the 2017-2018 Kiwanis Year, Phil Weber and Foundation Board of Directors: Jacqueline Flynn from the Kiwanis Club of Poconos-Daybreak; Suzette Meyer from the Kiwanis Club of Williamsport; Marcie Radcliffe from the Kiwanis Club of Sharon; Jeff Rose from the Kiwanis Club of Allentown-Northeast; Terry Shaffer from the Kiwanis Club of Sharon. I believe, the Foundation has had another resignation from their board and the elections held were not for vacated seats but for end of term seats. The vacated seats will be filled as a matter of Foundation business. There were no by-law amendments to be voted on at this convention. It was a relatively quick and quiet House of Delegates. The Governor’s dinner was my high point. To look around and see all my families – blood family, my work family and my many Kiwanis families. It was a very special time. Sunday’s Farewell breakfast, the only thing I can say about this is WOW! I was just sorry that more Kiwanians were not in attendance. I am hopeful you will feel the comments and survey results in this board package are the same.

\* \*

Governor-Elect Phil and I have begun to hold monthly conference call to discuss Growth, Finances, region meetings and the 2018 Convention, and other topics as questions arise. These calls have been a great communication tool and has kept the lines of communication and mutual support open. I look forward to working with him in this coming year and beyond.

**Our Finance Committee** – (Kevin Thomas, Gov. John Grab, Trustee John Mazurowski, Governor-Elect Phil Weber and myself) meet via an online “GoToMeeting” on August 29<sup>th</sup>. The sole purpose of this meeting was to review and prepare a proposed budget for our first official board meeting. Looking at this information and knowing we have a heavy year of financial need ahead of us, to include but not limited to, our audit, IRS Form 990 filings and our not-for-profit status. We worked through this budget line by line and cut expenses where we could. The proposed budget will be a discussion item at our board meeting. My hope is that the board accepts the committee’s proposal and approves our 2017-2018 budget prior to the start of our Kiwanis year – October 1, 2017.

\* \*

I have still been busy attending various inter-club socials to include the Steak out with Mifflinburg’s-Divisions 12 South; attending the Palmyra mini-golf tournament which included making a stop to Tom and Dolores Shott’s house to pay them a visit. Feeling under the weather I was not able to attend my own club’s steak out – which I heard was very successful.

On September 16<sup>th</sup>, I attended and participated in a Formula Counseling/Coaching workshop that Cathy and Matt held in Boalsburg. It was not well attended which was a bit disappointing, but it was well conducted, with an agenda, handouts and group activities. One of the better Formula workshops I have attended. Thank you to those that attended and to Cathy and Matt for a job well done.

\* \*

Region meetings have all been scheduled and are on the district calendar. I am working with the Trustees to help formulate their agenda and where I will fit into their program. The biggest difference this year is that my Governor's project is about growth. Opening new clubs, strengthening existing clubs and supporting our communities.

After convention, Kevin Thomas, John Gräb and I received a letter of resignation from Brett Cutright, Editor of the Keystone Kiwanian – this has been accepted and I have a proposal of a candidate for approval at our upcoming board meeting.

Growth and strengthening remains our number one focus. Because don't forget – Kiwanis starts with an ask and continues with building relationships and serving the children in our communities.

I am looking forward to the next several months as my story will continue as District Governor.

Yours in Kiwanis service,

*Judy Raub*

Judy Raub, Governor-Elect 2016-2017, Governor 2017-2018



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

September 18, 2017

The Audit Committee met on June 26<sup>th</sup> to discuss the results of the last District Board Meeting. Bob reported that he reached out to Keith Eldredge from RKL to let him know that our board had authorized the committee to take initial steps in engaging RKL to conduct the audits for the periods of: 2012-2013 (FY2012); 2013-2014 (FY2013); 2014-2015 (FY2014); 2015-2016 (FY2015). Bob shared with Keith from RKL that because of the failure to file IRS Forms 990 for three consecutive years fell on our Kiwanis member who voluntarily provided CPA services; our intent was to continue to work with Mike Czerwonka to determine how he intends to complete the missing 990s and to work the process of gaining a retroactive restoration and ultimately fix our nonprofit status problem.

On June 29<sup>th</sup>, Paul and Bob met with Keith Eldredge of RKL and discussed the next steps. After recapping the proposed scope of work as audits for the four years mentioned above and specifically excluding the then current IRS Forms 990 situation and non-profit problem. Keith said he would prepare engagement letters to be signed by the district authorizing RKL to perform the work. Paul and I suggested that these engagement letters should be delivered to Kevin for signature. He would be the proper person to contractually commit the district. Keith, from RKL, explained that the pricing will be reviewed and recalculated based on the total body of work that the district is interested in having RKL perform. As anticipated the, previous "menu" of prices was based on individual tasks that would be somewhat duplicative if more than a single year was audited, etc. The current year (2016-2017) audit and subsequent filing of IRS Form 990 is specifically currently excluded from the authorization to perform work for the district.

Keith described a process that would commence upon the return of the signed engagement letters. Kevin would be contacted by RKL and arrangements would be made to visit the office to begin data collection. The engagement letters were received in the District office, signed and returned to RKL on July 18, 2017. The pricing for the audits was adjusted by RKL after discussion with the committee to an amount not to exceed \$17,000 to cover the four-year period mentioned above.

Because of the Paris Convention and of the preparation work associated with District Convention, Keith Eldredge of RKL and Kevin did not meet until August 14, 2017. The Audit Committee has been told that preliminary discussions took place and some documentation was released to RKL to begin the preparation for the conduct of the audit. Additional information was requested by RKL on September 10 when Keith again visited the district office. The committee has been told that RKL has assigned two

full-time employees to being the detailed tasks of reviewing documentation beginning on September 18<sup>th</sup>. We expect a verbal update from RKL prior to our board meeting.

The problems associated with the non-filing of IRS Forms 990 continued over the past 90 days. Paul Kasoff has continued to maintain contact with Mike Czerwonka. Specifically, Paul has requested that Mike provide the district with completed IRS Forms 990 for the 3 delinquent years and present his plan for restoration of the non-profit 501c4 status.

As previously reported, the district office received copies of the returns for FY 14 and FY 15 just prior to the last board meeting. Since then, there have been close to weekly emails and/or telephone calls to Mike Czerwonka's office inquiring about the status of the missing third year and for Mike's plan for reinstatement. At last, on September 6, 2017, the committee received a copy of the third and final IRS Form 990 from Mike. The FY 13 return as well as the other two years returns were provided to RKL since the audits being performed cover the commissioned audit period. We learned on 9/15/17 via email that Mike "submitted" per instructions from an IRS person with the Charitable Organization section, the three IRS Forms 990 to the IRS on September 14. For the moment, we are assuming this was done via mail. We still do not know if the IRS is likely to accept said filings and if there will be any penalties assessed and if/when our 501c4 status will be restored.

Within the past two weeks, the committee learned that the District has received communication from Kiwanis International had the IRS had informed them that our 501c4 status was revoked by the IRS on February 15, 2017. In that communication, Kiwanis International referred to the fact that audits had not been received "for recent years." We are aware that Kevin has responded to Kiwanis International indicating that a detailed response would be provided after our September board meeting. It will be up to the Board to determine how it will respond to KI, and by whom.

Governor Judy has requested the three members of the Audit Committee to remain in their positions for the 2017-2018 administrative year. The committee members have agreed. We will continue to monitor progress on the audit and we anxiously await closure to the not-for-profit 501c4 status restoration. However, we recommend the board approve that a formal quote from RKL be requested for them to handle the restoration of the IRS not-for profit 501c4 status absent any plan from Mike Czerwonka. We look forward to working with the 2017-2018 Finance Committee and the conclusion of these past audits.

Respectfully submitted,

Paul Kasoff, Committee Chair

Robert F. Raub,

Keith Smith



# Kiwaniis®

Kiwaniis International  
3636 Woodview Trace  
Indianapolis, IN 46268 USA  
www.kiwaniis.org

September 12, 2017

John H. Gräb, Governor  
Pennsylvania District

Kevin E. Thomas, Executive Director  
Pennsylvania District

Gentlemen:

We have become aware that the Internal Revenue Service has revoked the not-for-profit 501 (c) 4 status for the Pennsylvania district, effective February 15, 2017. As the district was previously included under the group exemption held by Kiwanis International for its US clubs and districts, this matter is important in that the district no longer receives the not-for-profit benefits under that exemption.

Additionally, our files do not show copies of any audited financial statements received from the district for recent years.

These matters concern us, and we request a response from the district as soon as practical.

Best regards,

Stan D. Soderstrom  
Executive Director

cc: Judith Ann Raub, Governor-designate, Pennsylvania District  
Jennifer A Vare, Immediate Past Governor, Pennsylvania District  
Jane M. Erickson, President  
James M. Rochford, President-designate  
John E. DeVilbiss, Trustee and Board Counselor to Pennsylvania District  
Robert Broderick, Chief Financial Officer  
Jeff Oatess, Chief Operating Officer

PS6A



# Kiwanis

PENNSYLVANIA DISTRICT

September 25, 2017

Mr. Stan Soderstrom, Executive Director  
Kiwanis International

Dear Stan:

This is in response to your letter of September 12, 2017.

For about 25 years, the Pennsylvania District used the services of the accounting firm of Fitzpatrick and Czerwonka, CPA's to perform District audits and file the appropriate 990 reporting forms. Kiwanian Michael Czerwonka was the primary contact with the firm and provided all services free of charge. This saved the District tens of thousands of dollars over the course of time and until 2013-14 timely filings did occur.

At that time, Mr. Czerwonka failed to complete his duties and inadequate follow-up and supervision was provided. This resulted in audits not being completed and 990 forms not being filed.

As you will see from the enclosed minutes that previously were submitted to Kiwanis International, the 2016-17 District Board has been dealing with this situation. Here are the actions taken to date.

1. Governor John Gräb formed an audit committee to address the situation and make recommendations to the District Board. The board approved this committee.
2. The Board has received reports and recommendations from the committee. Those reports are enclosed. All recommendations the committee has made to the board to date have been approved.
3. The firm of RKL associates has been contracted to complete the audits for the 2012-13, 2013-14, 2014-15 and 2015-16 year. The contract for those audits is enclosed. Their work has commenced and we can expect their report in the weeks ahead.
4. We anticipate that the auditor's report will include recommendations to the board on policies and procedures to prevent such lapses in the future. The board will consider and act on any such recommendations when presented.
5. The tax returns for 2013-14, 2014-15 and 2015-16 years have been completed and are enclosed. They were completed by Mr. Czerwonka and he tells us he has filed them but we have not yet received the confirmation of receipt from the IRS. Enclosed is the most recent email on this matter.
6. As you will see from the enclosed e-mail. Mr. Czerwonka tells us he is working to get our non-profit tax status restored. However to assure that isn't our only track to restore our non-profit status, the District Board approved the following two actions. In conjunction with the audit committee and since we have tax returns in hand, the executive director will initiate the completion of IRS Form 1024. A quote will, also, be obtained for board consideration from the firm of RLK associates for having them take the necessary action to restore our non-profit status.

Should there be additional questions, please let us know.

Very truly yours,

John Gräb  
2016-17 Governor

Very truly yours,

Judith Raub  
2017-18 Governor

Very truly yours,

Kevin E. Thomas  
Executive Director

P56B

ACCOUNT	PA KWANIS FAMILY ACCOUNT BALANCES - 8/31/17																	
	Amount 8/1/2013	Amount 12/31/2013	Amount 3/31/2014	Amount 6/30/2014	Amount 9/30/2014	Amount 12/31/2014	Amount 3/31/2015	Amount 6/30/2015	Amount 9/30/2015	Amount 12/31/2015	Amount 3/31/2016	Amount 6/30/2016	Amount 9/30/2016	Amount 12/31/2016	Amount 3/31/2017	Amount 6/30/2017	Amount 9/30/2017	AVERAGE
Kwanis Checking	\$ 13,075.31	\$ 50,285.88	\$ 52,619.00	\$ 36,485.00	\$ 26,883.54	\$ 57,376.62	\$ 97,789.00	\$ 19,135.43	\$ 11,953.82	\$ 64,836.13	\$ 80,484.38	\$ 40,407.23	\$ 95,290.51	\$ 60,834.39	\$ 108,533.64	\$ 67,095.71	\$ 54,275.19	\$ 52,304.75
Kwanis Reserve	\$ 84,897.21	\$ 50,772.06	\$ 59,244.00	\$ 53,485.00	\$ 54,982.57	\$ 82,201.22	\$ 62,631.00	\$ 61,885.12	\$ 25,084.93	\$ 453.73	\$ 158,170.13	\$ 32,438.00	\$ 2,873.80	\$ 36,895.77	\$ 569.18	\$ 599.18	\$ 596.18	\$ 28,371.82
Key Club Checking	\$ 1,214.15	\$ 34,487.30	\$ 132,147.00	\$ 15,000.00	\$ 4,685.32	\$ 26,297.48	\$ 31,289.00	\$ 15,864.23	\$ 453.73	\$ 29,915.98	\$ 158,170.13	\$ 32,438.00	\$ 2,873.80	\$ 36,895.77	\$ 120,041.00	\$ 47,227.52	\$ 43,769.00	\$ 47,240.69
Key Club Reserve	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 31,289.00	\$ 31,289.00	\$ 31,289.00	\$ 31,289.00	\$ 31,289.00	\$ 31,289.00	\$ 31,289.00	\$ 31,289.00	\$ 43,769.00	\$ 43,769.00	\$ 43,769.00	\$ 25,888.18
Circle-K Checking	\$ 5,465.77	\$ 7,010.05	\$ 12,786.00	\$ 1,823.00	\$ 1,450.99	\$ 6,365.14	\$ 5,623.00	\$ 1,772.78	\$ 807.59	\$ 5,721.13	\$ 6,540.43	\$ 3,853.33	\$ 1,274.56	\$ 4,904.69	\$ 9,789.08	\$ 1,842.75	\$ 41.68	\$ 4,833.70
Circle-K Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,483.78
Albion Club Checking	\$ 3,229.54	\$ 3,287.14	\$ 3,287.14	\$ 3,287.00	\$ 3,003.83	\$ 3,305.53	\$ 3,305.53	\$ 3,305.53	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 3,233.42	\$ 2,615.15	\$ 2,615.15	\$ 2,615.15	\$ 3,109.07
Foundation Checking	\$ 21,024.00	\$ 44,216.35	\$ 46,833.00	\$ 45,145.00	\$ 14,980.00	\$ 36,000.00	\$ 49,485.00	\$ 18,694.30	\$ 16,824.85	\$ 21,856.92	\$ 38,339.77	\$ 10,682.45	\$ 49,237.00	\$ 59,316.08	\$ 31,115.78	\$ 20,407.40	\$ 22,358.30	\$ 31,835.40
Foundation Investments	\$ 733,894.00	\$ 772,426.21	\$ 789,618.06	\$ 816,337.00	\$ 829,481.00	\$ 822,641.48	\$ 836,761.00	\$ 835,033.67	\$ 782,071.82	\$ 781,994.18	\$ 769,512.73	\$ 779,699.23	\$ 788,732.00	\$ 816,119.85	\$ 855,781.24	\$ 868,917.85	\$ 861,771.15	\$ 805,755.85
	\$ 873,000.98	\$ 971,895.08	\$ 1,099,334.20	\$ 984,300.00	\$ 944,186.05	\$ 1,014,177.38	\$ 1,210,820.53	\$ 977,050.84	\$ 851,499.18	\$ 919,391.32	\$ 1,086,706.04	\$ 905,130.64	\$ 935,504.70	\$ 1,013,488.11	\$ 1,172,369.07	\$ 1,046,641.48	\$ 1,004,306.58	\$ 1,000,890.19

2016-17 Budget Report				
19-Sep-17				
ACCT DESCRIPTION	2016-17 Approved Budget (Rev)		2016-17 Actual Recs/Exps	
District Dues	\$	127,000.00	\$	123,545.00 97%
Prorated New member dues	\$	7,800.00	\$	6,300.00 81%
Interest	\$	150.00	\$	113.38 76%
Key Club Contribution for Services	\$	10,000.00	\$	10,000.00 100%
Foundation Contribution for services	\$	6,000.00	\$	6,000.00 100%
Miscellaneous	\$	1,500.00	\$	2,517.00 168%
Power Up Fundraising program	\$	150.00	\$	95.50 64%
Circle-K Contribution for services	\$	850.00	\$	850.00 100%
Midwinter Conference	\$	19,262.50	\$	14,869.00 77%
District Convention	\$	48,000.00	\$	55,228.50 115%
Holiday Party	\$	1,465.00	\$	1,465.00 100%
District Raffle	\$	15,000.00	\$	11,300.00 75%
Shirts	\$	250.00	-\$	232.91 -93%
Web Page Advertising	\$	1,000.00		0%
<b>Total Revenue</b>	\$	<b>238,427.50</b>	\$	<b>232,050.47 97%</b>
Salaries	\$	81,500.00	\$	84,068.57 103%
Payroll Taxes	\$	6,923.00	\$	8,397.61 121%
Member & New Club Development	\$	1,500.00	\$	245.29 16%
Building Lease	\$	18,300.00	\$	18,294.36 100%
Employee Benefits	\$	1,110.00	\$	1,507.33 136%
Postage	\$	1,000.00	\$	896.53 90%
Telephone and Internet	\$	3,100.00	\$	3,331.14 107%
Insurance	\$	1,800.00	\$	846.00 47%
Retirement Contribution	\$	3,500.00	\$	3,500.00 100%
Supplies & Printing	\$	1,500.00	\$	1,307.36 87%
Equipment Maintain.	\$	1,000.00	\$	766.06 77%
Equipment	\$	3,100.00	\$	2,589.62 84%
Dist. Conv. - 2015-16 Lt. Govs	\$	3,000.00	\$	2,642.41 88%
Governor's Expenses	\$	6,000.00	\$	435.00 7%
Int. Conv. - Governor	\$	700.00		0%
Exec Dir/Sec/Treas Expenses	\$	8,000.00	\$	8,000.00 100%
Sec/Treas - Int. Conv.	\$	700.00	\$	503.38 72%
Lt. Governor Expense	\$	3,350.00	\$	3,263.83 97%
Trustees Board Meeting Expense	\$	1,000.00	\$	1,220.00 122%
Int. Conv -Trustee/Lt. Governor****	\$	3,000.00	\$	2,731.55 91%
Gov.-elect Expenses	\$	3,000.00	\$	1,576.76 53%
Gov-elect	\$	700.00	\$	700.00 100%
Awards	\$	500.00	\$	570.43 114%
Keystone Kiwanian Editor	\$	1,000.00	\$	1,000.00 100%
Circle K Administrator	\$	1,800.00	\$	1,614.42 90%
Aktion Club Administrator	\$	625.00	\$	85.40 14%
Builders Club Admin.	\$	525.00	\$	225.00 43%
K-Kids Admin	\$	525.00		0%
Key Leader	\$	525.00	\$	85.00 16%
Lt. Gov. Education Conference	\$	4,100.00	\$	4,278.07 104%
Interest Expense	\$	2,000.00	\$	2,041.36 102%
Web Page Fees/Maintenance	\$	1,400.00	\$	805.00 58%
Midwinter	\$	19,262.50	\$	14,014.03 73%
District Convention	\$	44,000.00	\$	46,907.67 107%
Holiday Party	\$	208.00		0%
Raffle	\$	7,725.00	\$	174.73 2%
Contingent	\$	449.00	\$	130.00 29%
<b>TOTAL EXPENSES</b>	\$	<b>238,427.50</b>	\$	<b>218,753.91 92%</b>
<b>Excess/Deficit</b>	\$	<b>-</b>	\$	<b>13,296.56</b>
*Includes Salary for Executive Director and Administrative Secretary				
****\$475.00 stipend per person				



**2017-18 Proposed Budget**

<u>ACCT DESCRIPTION</u>	<u>2017-18 Proposed Budget</u>	<u>2016-17 Approved Budget (Rev)</u>	<u>2016-17 Actual Recs/Exps</u>
District Dues	\$ 124,000.00	\$ 127,000.00	\$ 122,445.00
Prorated New member dues	\$ 7,800.00	\$ 7,800.00	\$ 6,300.00
Interest	\$ 130.00	\$ 150.00	\$ 113.38
Key Club Contribution for Services	\$ 10,500.00	\$ 10,000.00	\$ 10,000.00
Foundation Contribution for services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Miscellaneous	\$ 2,000.00	\$ 1,500.00	\$ 1,369.00
Power Up Fundraising program	\$ 110.00	\$ 150.00	\$ 95.50
Circle-K Contribution for services	\$ 850.00	\$ 850.00	\$ 850.00
Midwinter Conference	\$ 15,000.00	\$ 19,262.50	\$ 14,869.00
District Convention	\$ 55,000.00	\$ 48,000.00	\$ 55,078.39
Holiday Party	\$ 1,450.00	\$ 1,465.00	\$ 1,465.00
District Raffle	\$ 14,000.00	\$ 15,000.00	\$ 11,300.00
Shirts	\$ 200.00	\$ 250.00	\$ 232.91
Web Page Advertising	\$ -	\$ 1,000.00	
<b>Total Revenue</b>	<b>\$ 237,040.00</b>	<b>\$ 238,427.50</b>	<b>\$ 229,652.36</b>
Salaries	\$ 83,000.00	\$ 81,500.00	\$ 77,137.20
Payroll Taxes	\$ 8,300.00	\$ 6,923.00	\$ 7,809.97
Member & New Club Development	\$ 1,500.00	\$ 1,500.00	\$ 245.29
Building Lease	\$ 18,700.00	\$ 18,300.00	\$ 16,769.83
Employee Benefits	\$ 1,110.00	\$ 1,110.00	\$ 1,507.33
Postage	\$ 1,000.00	\$ 1,000.00	\$ 896.53
Telephone and Internet	\$ 3,100.00	\$ 3,100.00	\$ 3,088.11
Insurance	\$ 1,700.00	\$ 1,800.00	\$ 846.00
Retirement Contribution	\$ -	\$ 3,500.00	\$ 3,500.00
Supplies & Printing	\$ 1,500.00	\$ 1,500.00	\$ 1,307.36
Equipment Maintain.	\$ 900.00	\$ 1,000.00	\$ 766.06
Equipment	\$ 3,100.00	\$ 3,100.00	\$ 2,589.62
Dist. Conv. - 2017-18 Lt. Govs	\$ 2,800.00	\$ 3,000.00	\$ 2,642.41
Governor's Expenses	\$ 3,000.00	\$ 6,000.00	\$ 435.00
Int. Conv. - Governor	\$ 700.00	\$ 700.00	
Exec Dir/Sec/Treas Expenses	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00
Sec/Treas - Int. Conv.	\$ 700.00	\$ 700.00	\$ 503.38
Lt. Governor Expense	\$ 3,500.00	\$ 3,350.00	\$ 3,263.83
Trustees Board Meeting Expense	\$ 1,100.00	\$ 1,000.00	\$ 1,020.65
Int. Conv -Trustee/Lt. Governor****	\$ -	\$ 3,000.00	\$ 2,731.55
Gov.-elect Expenses	\$ 1,500.00	\$ 3,000.00	\$ 1,576.76
Gov-elect	\$ 700.00	\$ 700.00	
Awards	\$ 600.00	\$ 500.00	\$ 570.43
Keystone Kiwanian Editor	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Circle K Administrator	\$ 1,800.00	\$ 1,800.00	\$ 1,265.00
Aktion Club Administrator	\$ 625.00	\$ 625.00	\$ 85.40
Builders Club Admin.	\$ 525.00	\$ 525.00	\$ 125.00
K-Kids Admin	\$ 525.00	\$ 525.00	
Key Leader	\$ 525.00	\$ 525.00	\$ 85.00
Lt. Gov. Education Conference	\$ 4,400.00	\$ 4,100.00	\$ 4,278.07
Interest Expense	\$ 2,100.00	\$ 2,000.00	\$ 2,041.36
Web Page Fees/Maintenance	\$ 700.00	\$ 1,400.00	\$ 805.00
Audit	\$ 7,000.00		
Midwinter	\$ 15,000.00	\$ 19,262.50	\$ 14,014.03
District Convention	\$ 49,000.00	\$ 44,000.00	\$ 46,319.59
Holiday Party	\$ 225.00	\$ 208.00	
Raffle	\$ 7,000.00	\$ 7,725.00	\$ 174.73
Contingent	\$ 1,105.00	\$ 449.00	\$ 130.00
<b>TOTAL EXPENSES</b>	<b>\$ 237,040.00</b>	<b>\$ 238,427.50</b>	<b>\$ 207,530.49</b>
<b>Excess/Deficit</b>	<b>\$ -</b>		<b>\$ 22,121.87</b>
*Includes Salary for Executive Director and Adminstrative Secretary			
****\$475.00 stipend per person			

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\*Includes Salary for Executive Director and Administrative Secretary

\*\*\*\*\$475.00 stipend per person

P59A

Report for the Board  
Super Raffle Update Year 4  
September 23, 2017, submitted by Jen Vare

- Year to year comparisons
  - 2014: 188 tickets sold for a total of \$18,800, Profit \$9400\*
  - 2015: 165 tickets sold for a total of \$16,500, Profit \$8250\*
  - 2016: 144 tickets sold for a total of \$14,400, Profit \$7200\*
  - 2017: 108 tickets sold for a total of \$10,800, Profit \$5400\*
    - \*Note these profits are without actual ticket production cost and the license fee
- Tickets have cost about \$55 maximum each year of the raffle using Admit One Products; that includes, printing, tax and shipping
- The license fee is \$125 annually and can be used for any District game of chance throughout the year
- Every year we kicked off officially at Midwinter, sometimes selling a few tickets before Midwinter via Facebook alerts, etc
- Every year we have encouraged leaders to sell tickets, the amount of tickets sold by leaders has typically been about the same
- In year 2 we added a link on the website to order tickets using a credit card and continued that in year 3
- In year 4 we offered a buy/sell 10 get 1 free that was not taken advantage of
- An email blast with a flyer goes out to each club officer and the flyer is sent in the Midwinter packet and District Convention packet
- Promotional pieces are sent via Facebook tagging as many members as possible
- When orders come to the District Office they are opened, scanned and sent to me. I fill in tickets, send an email with a picture of the ticket and offer to mail them the stub if interested.
- Most people were fine with the picture which saves us money by not mailing every stub



# Kiwaniis<sup>®</sup>

PENNSYLVANIA DISTRICT

TO: Pennsylvania Kiwanis Foundation Board of Directors

FROM: Kevin E. Thomas, District Executive Director

RE: 2017-18 Foundation funding requests

DATE: September 19, 2017

As you prepare a budget for the 2017-18 year, I would like to ask your consideration be given to funding the following items. **All of these funding requests have been unanimously endorsed by the District Board of Trustees.**

1. We are requesting, on behalf of the Kiwanis District Board, 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 Key Club District's annual contribution is \$10,500.00 and the Circle K District's annual contribution is \$850.00. 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.
2. We are asking the foundation continue its support of the Early Childhood Development guides and if possible consider a funding increase. Our work with Early Childhood Development has become a signature project of Kiwanis in Pennsylvania and the guides are a very important piece of that work; without them, our efforts would be significantly diminished. We presently have distributed 206,628 guides since August, 2011; attached with this request you will find information on the guide distribution. Presently, we have an inventory of 4,500 split as follows: 0 Kindergarten Here I Come (4-5 Years) and 4, Everyday I Learn Through Play (0-2 years); 500 Learning is Everywhere (2-4 years); we have a backlog of orders for Kindergarten Here I Come. **I am asking the Foundation budget at least \$31,000 to allow for the printing of at least 40,000 guides and if possible, increase funding to \$34,000 to allow the printing of 45,000 guides.** I would ask that the board allow Emily Reed and I to work out the quantity printed but if pressed here would be ratios I'd say that we would want to print: 40% Learning is Everywhere, 45% Kindergarten Here I Come and 15% Everyday I Learn Through Play. I would anticipate that we would need to go to print in October.

I know that there has been an expression that these guides are not getting to where they should be. Perhaps that was the case early on in the program on a limited basis. However based on conversations and letters I have received (which I have shared) I am confident that they are getting to the most at risk children and we are working with agencies that can identify those children clearly and quickly.

Enclosed you will find information on the program as well as the price quote from the printer.

3. We are asking the Foundation renew its support of the PA One Book project for 2018. I would request that the funding level be at least \$7,000 and to a maximum of \$18,500 if possible. These funding levels would allow us to do what we did in 2017 in part or in whole or somewhere in between. Enclosed you will find more information on the program. As you might recall, we had a private funder give us \$12,000 in 2017 to support this program; barring an unexpected development, we will not have that in 2018. If you have any questions or concerns, please feel free to contact me.

**From:** Elizabeth Smolinski <esmol1994@gmail.com>  
**To:** jraub919 <jraub919@aol.com>  
**Cc:** Kevin Thomas <ketkiwanis@aol.com>; GRABJH <GRABJH@aol.com>; Kiwanis <phil.div18.kiwanis@gmail.com>  
**Subject:** Re: Follow up from call  
**Date:** Mon, Sep 11, 2017 11:23 am

---

Hey Kevin (and all),

Tom and Portal Buzz came back with how to change the template - so that should be good.

Outside of this, I'm fine with moving forward. As for next steps on my end, I'll compare the current pages and draft a hierarchy for the new site. Since I am swamped with moving to a new home this week, I will expect to have this done by 9/20.

We can then set up a meeting and run through this.

Let me know if that works!

Thanks,  
Liz

On Fri, Sep 8, 2017 at 6:15 PM, jraub919 <jraub919@aol.com> wrote:

I'm sorry I wasn't able to make this call. It's a start of our new school year and I was slammed, to say the least. By the notes, it seems to have been productive. Thank you Liz and Kevin for taking the lead on this.  
Judy

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Kevin Thomas <ketkiwanis@aol.com>  
**Date:** 9/8/17 2:49 PM (GMT-05:00)  
**To:** esmol1994@gmail.com  
**Cc:** GRABJH@aol.com, jraub919@aol.com, phil.div18.kiwanis@gmail.com  
**Subject:** Re: Follow up from call

Responses below.

Kevin E. Thomas, District Executive Director  
Pennsylvania District Kiwanis International  
2793 Old Post Road, Suite 12  
Harrisburg PA 17110-3683  
P: 717-540-9300  
F: 717-540-1018  
E-mail: Kevin@pakiwanis.org  
www.pakiwanis.org

-----Original Message-----

**From:** Elizabeth Smolinski <esmol1994@gmail.com>  
**To:** Kevin Thomas <ketkiwanis@aol.com>  
**Cc:** GRABJH <GRABJH@aol.com>; jraub919 <jraub919@aol.com>; phil.div18.kiwanis <phil.div18.kiwanis@gmail.com>

Sent: Fri, Sep 8, 2017 2:34 pm  
Subject: Re: Follow up from call

I think it has essentially everything we need. I was a little disappointed with the lack of template flexibility. I hope Tom can shed some light on this, but if have to make do - we can.

**Well I wonder about that too. I know that all most all District sites are hosted through Kiwanis International and portalbuzz but there isn't complete uniformity. Perhaps you can look at a few and maybe then we can talk to a couple of other districts about what they do.**

From a pay pal/event registration stand point, did it cover everything you needed?

**For now. I am not really tied to Paypal. If there is a better service, fine. My biggest concern is to be able to do online registration, seamlessly accept payment and easily get those payments to our account**

From here, I'd love to identify a few people who could help migrate the content. I'll need to know if we have any analytics on the current site to decide what stays and goes.

**Well certainly we can utilize Michelle for some of this. She has some web design knowledge. If you want help identifying some volunteers, let me know. I will get Newline to give us the analytics they have**

Additionally, I want to make sure we can get the domain nameservers from Newline and that they can implement 301 redirects.

**Okay. This should not be a problem. The actual domain name ([pakiwanis.org](http://pakiwanis.org)) is registered with GoDaddy.**

Let me know and thanks for setting up the call.

On Fri, Sep 8, 2017 at 2:24 PM Kevin Thomas <[ketkiwanis@aol.com](mailto:ketkiwanis@aol.com)> wrote:  
Liz:

Just a follow up from the call.

Reaction? Thoughts?

Were you satisfied with what you saw and on how to proceed?

What do you need from me and the District office?

Anything we missed?

Thanks for your efforts on behalf of Kiwanis.

Kevin E. Thomas, District Executive Director  
Pennsylvania District Kiwanis International  
2793 Old Post Road, Suite 12  
Harrisburg PA 17110-3683  
P: 717-540-9300  
F: 717-540-1018  
E-mail: [Kevin@pakiwanis.org](mailto:Kevin@pakiwanis.org)  
[www.pakiwanis.org](http://www.pakiwanis.org)

Elizabeth Smolinski  
Zone 6 Administrator  
PA District Key Club  
[esmol1994@gmail.com](mailto:esmol1994@gmail.com)  
610-417-6197

--  
Elizabeth Smolinski

-----Original Message-----

From: ketkiwanis <ketkiwanis@aol.com>

To: jraub919 <jraub919@aol.com>; 'Elizabeth Smolinski' <esmol1994@gmail.com>; zK23 John Gräb <grabjh@aol.com>; phil.div18.kiwanis <phil.div18.kiwanis@gmail.com>; Bob Orlando (boborlando67@gmail.com) <boborlando67@gmail.com>; pagovernor1718 <pagovernor1718@gmail.com>; editor <editor@pakeyclub.org>; 'Cathy Szymanski' <cathy@szy.com>; administrator <administrator@pacirclek.org>; Devyn King <governor@pacirclek.org>

Cc: Dale Brackin <DBrackin@fangorn.com>

Sent: Sat, Jul 22, 2017 10:21 am

Subject: Fwd: Important pakeyclub.org and pakiwanis.org Changes

There are some important considerations coming up for Pennsylvania Kiwanis and Pennsylvania Key Club webpages. I guess this affects Pennsylvania Circle K as well since their webpage is hosted within the Kiwanis District webpage or so that is my understanding.

Please review the message below.

Here is the essence of what we are coming up against with both websites. The technology and programming behind both platforms is getting too old. Both pages were designed about 6 to 7 years ago and they simply are running on a content management system that is 3 or 4 versions older than the most recent version. This is sort of like still using a windows XP or vista computer today. It may work but for how long who knows?

I spoke with Owen Roth from Tungsten/Newline today. Here is what would be our options if we were to stay with Tungsten/Newline for both pages.

1. Do nothing. This option involves no cost other than the current monthly fees we pay for the space we use (\$115.00 for Kiwanis; \$30.00 for Kiwanis). However increasingly both sites will see issues that can't be resolved and the sites will become increasingly less secure to hackers. For Key Club, this may work for the near to intermediate term. For Kiwanis, only for the short term; the challenge for Kiwanis is this: Because the site is running on old, less secure technology, PayPal will not let us continue to process transactions beyond December 31, 2017 unless we change or move to a platform that meets their security requirements. Beyond that and for Kiwanis, I think we are already seeing problems that are arising that can't be resolved. As well and for Key Club if we want to start accepting convention registrations on line with payment, we can't stay where we are.

2. For both sites, migrate or directly move the existing files over from the old platform to a the new platform with no significant redesign of either site. The cost for Key Club to do this would be \$4,050.00 and for Kiwanis the cost would be \$8,025.00. The reason Kiwanis is considerably more is the club information piece on that Kiwanis Website; that is a unique design piece that most sites they host do not have. If we were to jettison the club information (not keep it), the cost would likely be similar to Kiwanis.

3. Develop new websites for both Kiwanis and Key Club. Owen could not give me a price for that as we would have to have a meeting/discussion with him on what it is we wanted for both sites. However, he did indicate to me that he felt that if Kiwanis wanted to retain the club functionality and information a redesign is probably a better option cost wise than a a direct file transfer as outlined in number 2 above. Here's my educated guess. For both Kiwanis and Key Club, a complete redesign will be in the \$6,000 to \$7,000 range depending on what we wanted in the way of functionality.

Here is one other twist. Owen told me that all the pricing (including any quote we might get for redeisgns) is discounted for us as long time customers and non-profits. That will last only until December 31, 2017. After that we go to regular pricing, which is considerably more. I guess they don't want us to drag our feet.

For those that might be interested and would have to do the heavy lifting here in the way of site redesign, Owen indicated that he could arrange for a live demo of the new platform that would include back operation information.

You all need some history and additional information.

The Kiwanis site was first designed and hosted by Tungsten/newline in 2006. The initial design and setup cost about \$7,000. That cost was paid for by some very generous Kiwanians. The Key Club site was hosted and designed by Tungsten/Newline in 2009 cost about \$5,000.00. That cost was paid in part by Key Club and in part by generous Kiwanians. The Kiwanis site was redesigned in 2010. That cost was about \$6,500 as I recollect and was paid for by generous Kiwanians.

The monthly fees for the space we use (\$115.00 for Kiwanis; \$30.00 for Key Club) have remained the same since inception. Key Club gets a big discount because of Kiwanis. If Kiwanis were to leave and Key Club stay, you can bet Key Club's monthly hosting fee will probably co up to the Kiwanis level. I don't believe there would be much change if the reverse happened.

The current Kiwanis site allows for advertisers. We incorporated this feature on the idea that we could make money through advertisers. This worked for a while. However it is no longer working and in the long term, I don't think it is viable as we simply don't generate enough traffic to make advertising attractive on our site.

The Kiwanis District is only one of three Districts in the Kiwanis International North American universe that is not hosted and designed by Kiwanis International. Kiwanis International, with District input, designs the site and hosts it. There is no cost for design or hosting (or at least at last discussion there wasn't). However, there are limitations. For example, Club information and functionality would not be possible. On line registration for events is apparently possible. Given that in our current operational atmosphere that I/we presently have no sponsors willing to step forward to cover redesign costs and no budget flexibility to do so, this might be our only option.

For Key Club, Key Club International does not offer District design and hosting options. So for Key Club a redesign and the cost associated with a redesign will need to happen as I see it. The good news is that barring an unexpected development, Key Club has the budgeted flexibility to pay for a complete redesign even with out sponsors.

I have included Dale Brackin in this communication. He has done background work on the Kiwanis site in its present format His insight might valuable in this impressive.

Kevin E. Thomas, District Executive Director  
Pennsylvania District Kiwanis International  
2793 Old Post Road, Suite 12  
Harrisburg PA 17110-3683  
P: [717-540-9300](tel:717-540-9300)  
F: [717-540-1018](tel:717-540-1018)  
E-mail: [Kevin@pakiwanis.org](mailto:Kevin@pakiwanis.org)  
[www.pakiwanis.org](http://www.pakiwanis.org)

-----Original Message-----

From: Jess Echement <[jess@atomic74.com](mailto:jess@atomic74.com)>  
To: Ketkiwanis <[Ketkiwanis@aol.com](mailto:Ketkiwanis@aol.com)>  
Sent: Thu, Jul 13, 2017 10:21 am  
Subject: Important [pakeyclub.org](http://pakeyclub.org) and [pakiwanis.org](http://pakiwanis.org) Changes

Hi Kevin,



We hope everything's going well! We at Tungsten Creative Group want to make you aware of some important changes concerning your websites.

Our primary goal as your website provider is to equip you with reliable website platforms that support you and your organizations through the ever-changing online landscape. Being entrusted with your websites is an obligation that we take very seriously. Part of this obligation is keeping you informed when we see necessary changes coming.

Currently, your websites are running on a website content management system (CMS) that relies on aging technology which will soon become obsolete. The technology has simply reached the end of its lifecycle. Because of this, we become limited in our ability to correct issues that may occur, leaving us unable to fix them.

To be preemptive regarding this change, **we are recommending to you that we upgrade your websites to our fully supportable Craft CMS.** This is the CMS we now use to build new websites. This is an improved, flexible, reliable CMS we will be supporting for the foreseeable future.

We would like to schedule a call to review different pricing options. We are free to talk next **Wednesday, July 19th** or **Thursday, July 20th**. Please let us know which better fits your schedule.

If you have questions, please look over our [Move to Craft FAQs](#).

We look forward to making sure your website continues to be the best it can be!

...

jess echement  
tungsten creative group  
510 w 7th st.  
erie, pa 16502

# Committee to Elect Cathy Szymanski

Kiwanis International Trustee

---



September 18, 2017

Dear District Board:

A huge thank you to everyone who supported my run for Kiwanis International Trustee in Paris. It was a huge opportunity, not just for myself, but for the district as well. We did not achieve our goal, however; we are not done.

After discussions with past Kiwanis International Presidents, Past Kiwanis International Trustees, and Kiwanis members, all agree that I should run again. I have given this a lot of thought and discussed it with my family, team and friends. The response has been overwhelming, when do we begin and what can we do to help?

My first step was to ask my club if they will endorse me again, and they unanimously did so. My next step is to ask you as the Pennsylvania District Kiwanis Board to endorse me as a candidate to run as Kiwanis International Trustee in Orlando Florida.

I know that I am a great candidate for the board because of my experience not just in Kiwanis but in business as well. As we know Kiwanis International has a lot of tough decisions to make over the next few years, and I know that if elected, I can bring humility, honesty and business experience to the board to help guide them towards the growth that is needed.

I humbly ask the board to endorse me to run as Kiwanis International Trustee in Orlando Florida, June 27-30, 2019.

Yours in Kiwanis Service and Leadership,

Cathy Szymanski

---

Pennsylvania District Office  
2793 Old Post Road, Ste. 12  
Harrisburg PA 17110-3683



[www.kiwanisneedscathy.com](http://www.kiwanisneedscathy.com)



[matthew.j.wise@outlook.com](mailto:matthew.j.wise@outlook.com)



570.660.2540

### **RESOLUTION OF ENDORSEMENT**

**Whereas, Cathy Szymanski has been a member of the Kiwanis Club of Erie since 1999 and provided important leadership to club in many capacities including Distinguished Club President;**

**Whereas, Cathy Szymanski has been an active and contributing member of several Kiwanis clubs including Millcreek-Erie Area, Fort LeBouef and Pennsylvania e-Kiwanis where she presently serves as club secretary;**

**Whereas, Cathy Szymanski has been active in many capacities in the Pennsylvania District including Distinguished Lt. Governor of Division 1, Trustee of Region 1, an active member of the Kiwanis District Committee on Key Club, Distinguished Governor in 2011-12 and Chair of the The Formula campaign;**

**Whereas, Cathy Szymanski and her husband David have made many unrecognized contributions to Kiwanis in Pennsylvania;**

**Whereas, Cathy Szymanski is a recognized leader across Kiwanis International and would bring an underrepresented, fresh, unique and important leadership perspective to Kiwanis International;**

**Whereas, Cathy Szymanski has been unanimously endorsed for the position of Kiwanis International Trustee by the Board of Trustees of the Pennsylvania District of Kiwanis International;**

**Now, Therefore, be it resolved that the Pennsylvania District of Kiwanis International, meeting in Convention at Pittsburgh, Commonwealth of Pennsylvania, on this 11<sup>th</sup> day of August, 2018, endorses Cathy Szymanski as a candidate for the position of Kiwanis International Trustee at the 2019 Kiwanis International Convention on July 27-30, 2019 in Orlando, Florida.**

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**Judith Raub, Governor**

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**Kevin E. Thomas, Executive Director**

**Adopted August 11, 2018 at the 101<sup>st</sup> Annual Convention**

## 2017 District Kiwanis Convention Evaluations

	Total Respondents	Average Score
Housing Accommodations	38	4.74
Welcome Picnic at Lancaster Central Park	35	4.57
Early Childhood Development Summit Breakfast	32	4.47
Kiwanis Heroes & SLP Luncheon	40	4.30
Train Ride and Dinner aboard the Strasburg Railroad	20	4.40
Foundation Luncheon	41	3.85
Governor's Banquet	40	4.48
Farewell Breakfast	19	4.58
Lt. Governor Make-Up Training	0	-
Welcome Picnic at Lancaster Central Park	35	4.63
Reception Hosted by Governor John and Susan Gräb	26	4.69
Early Childhood Development Breakfast Summit	33	4.67
2016-17, 2017-18 Lt. Governors Meeting	10	4.00
Heroes in Service and SLP Luncheon	34	4.38
Orientation for First Time Attendees	7	4.29
Creating a Vibrant Membership Experience	15	4.53
Growing Healthy Kids and Stronger Communities	8	4.63
Branding, Public Relations, and Image	11	4.27
The Kiwanis Children's Fund	11	4.36
Caitlin's Smiles	7	4.43
Ready, Set, Grow!	5	4.20
Do-It-Yourself Insurance	5	4.00
Administrative Reminders and Updates	14	4.14
Bottles, Blankets, Hearts and Hats	10	4.80
Growing Healthy Kids and Stronger Communities	10	4.70
Substance Abuse and the Donegal Substance Abuse Alliance	9	4.00
Past Governors Meeting	4	3.25
Train Ride and Dinner aboard the Strasburg Railroad	19	4.68
Meet the Candidates	17	4.00
Cold Calls Without Cold Feet	15	4.53
Pennsylvania Kiwanis Foundation	9	4.56
It's Your Turn	4	4.00
Inside Key Leader: Know Thyself	7	4.71
Reading Aloud is More Than Fun!	9	4.89
Inside Key Leader: Leadership is a Risky Business	6	4.17
Educating Young Learners Using Play Materials	5	4.20
Get out of YOUR Comfort ZONE and into the Adventure ZONE	15	4.60
Attract and Retain Members with a Strong Digital Presence	16	4.31
Camp Koala	3	4.00
Foundation Luncheon	53	3.74
Past Lt. Governor's Meeting	7	4.14
Business General Session	51	4.47
Governor's Banquet and Installation	42	4.50
Governor's Banquet Hospitality Reception Hosted by Judy Raub	31	4.71
Farewell Breakfast	27	4.78
<b>Total Evaluations</b>	<b>59</b>	

Composite Score 2017  
2016  
2015

4.37  
4.06  
4.23

It was great to be back at a Kiwanis Convention. I always leave more energized.

Foundation Luncheon was completely overpriced (\$27 for cold cuts)! Suggestion: A coffee station for early participants with regular and decaf options.

Aug. is the wrong month to hold the convention as evident with the attendance this year. Final family vacations are the problem. A \$27 sandwich lunch was not appreciated. You can do better.

Hope the workshop visual aids can be made available on PA Kiwanis website. Overall another good DCON. Thanks to all who contributed. Dr Denenberg was wonderful

Best hotel - beds so comfortable - loved convenience of meals & meeting locations. Foundation Luncheon - costly for lunchmeat. Business General Session - well run, nice to have a quick and easy one. The convention seemed to fly by quickly. We went to Sight and Sound Friday night - wonderful experience since we have nothing like this nearby.

Attract and Retain Members with a Strong Digital Presence - Need a more advanced forum for people that are already active on Face Book. Foundation Luncheon - disorganized.

This was my first convention. From the time I walked in the door, the registration people were helpful and friendly - to the rest of the time - very informative. Thank you.

To re-use badge holders, place delegate sticker on name card rather than on plastic sleeve (Michelle's note: I DO reuse delegate badges when possible. Putting the sticker on the name card can cover up too much of the Club's name.) Too many tables were not "manned" - empty too often. Hard to have staffed by "outsiders" but no one to talk & discuss with about ideas.

Foundation Luncheon - not prepared, didn't look at scripts prior to. Gov John Gräb's use of books for recognition SUBERB and should continue - far better than certificates, etc. Business Meeting was one of the best ever been to. Hero Award recipients speaking - should be a presentation like old days.

Foundation Luncheon was difficult to hear so it did not become meaningful to me.

Dennis Denenberg was a great speaker! Excellent choice. Learned lots at the First Timers, but pace was a little slow. Dissatisfied that so many Foundation candidates didn't attend convention. I realize that we want to recognize donors to Foundation, but presentation of certificates drags on and on. Couldn't we just ask those in the lower \$ levels to just stand and be recognized and come up for their certificates after?

Housing - I had to report a plugged tub drain twice. Governor's Banquet - very nice occasion. Train ride - much fun. PA Kiwanis Foundation - poor attendance at a great forum. Business General Session - well run. Very good convention. Thanks to all who organized and ran it. Everyone kept to schedules, and all meetings and forums went well. Good Job!

It is a shame that all of the candidates were not present @ meet the candidates. The only excused absence in my mind was the Gov-Elect candidate Phil Weber.

Well done!

Great convention in a wonderful setting!

Need to check sound system early to be sure it is heard in large, open areas. Overall good convention with much needed topics addressed.

The lunches were overpriced for the food that was served. Orientation should be about what to expect at the convention - not about Kiwanis' mission. Everyone here already knows that info as it's the clubs' duties to disseminate this. Digital Presence should have been divided into beginner and advanced sessions so members can benefit the most from it.

Foundation Luncheon was dull. Sunday Speaker was Awesome! All speakers at Friday lunch were great! Great execution by planning committee. Doubletree staff outstanding!

Hopefully there's a large scale service project and early childhood learning project in next year's convention

I wish there had been workshops Saturday afternoon. Also too much time between Saturday afternoon activities and dinner. Lovely setting, enjoyed the day. Learned from the workshops. Books during business session was a nice touch.

Gov. John's creativity for speakers' gifts was great!

Welcome Picnic - Chicken tasted like Lighter Fluid / Good job!

Reception by John and Susan Gräb - room was big / Doubletree was laid out well for small meetings and large meetings

Farewell Breakfast - Best Ever! There is too much repetition of praising our leaders. There should be more focus on how to engage young people and hear from kids and young adults who are the future of Kiwanis. The governor's banquet was sooo boring when that should have been the highlight of the convention. We need more speakers like Shawn from Pittsburgh who have genuine passion for Kiwanis.

Another great PA Kiwanis District Convention!!!! Can't wait for Las Vegas and Pittsburgh!!

Hotel accommodations and meeting rooms were excellent.

The early date in August was very nice and made it convenient to attend. The Early Childhood Development was well done and had great information. The sessions were well done. I learned a lot from the Bottles, Blankets, Hearts and Hats workshop for ideas for service. It was great to get ideas and suggestions for membership from the vibrant membership. I got to share my key leader experience & learn some new information from it as well. It was a great convention and I gained really great information from the workshops.

Welcome Picnic - Chicken tasted like charcoal fighter!

Well done convention. Absence of Foundation Board trustee candidates was very poor.

Excellent venue - well located, easy access. The food service and staff especially were excellent! May want to consider special vans for persons w/ physical challenges and their escorts in the future. Disappointing turnout at the Key Leader forums - need to promote more! I sense older Kiwanians do not see lot of value in SLPs and leadership. Forgot to call my wife's name as LTG. An exceptional Farewell Breakfast - Dr. Denenberg was a great close-out speaker to inspire us as heroes! The drug abuse session was excellent and timely and fits into role of community needs for Kiwanians to assist with since the epidemic affects every community in the state. The convention committee did a great job! We put together an exceptional basket but people do not seem to be actively bidding as high as in the past. That is disappointing.

Dr. Denenberg was one of the best speakers that I have heard. Thank you! There were several sessions that I wanted to attend but was unable to attend due to time constraints. Several sessions were poorly attended. Unfortunately Kiwanians missed out on great information.

Great speaker at Farewell Breakfast.

Housing - Room smelled a little funny but staff are 5+. Meet the Candidates - Candidates were mostly missing. Past Lt. Gov's Meeting - Awesome snacks. Hotel staff were friendly, helpful, and went above and beyond to help w/ questions. Candidates need to make more effort to attend "Meet the Candidates" and attend convention.

Foundation lunch was not good or healthy - Sandwiches??

Parade of Love needs more PR! Need to offer a digital means of attending - allow clubs to help sponsor such change (like TED Talk - by make it forums available). PA District Kiwanis should make more of an attempt to tie convention to more eco friendly idea. Helping members to carpool, etc. Kevin's address was significant! It needs to be sent to all members via written means (newsletter, etc). Continue to grow membership connections to faith based organizations (a prime way to start attentive object #1).

Alternate chairs so that people do not have to sit directly behind each other

Foundation Luncheon - too drawn out. Denny Denneburg was excellent! Did not get in on workshops due to taking care of water damage issues at home. I kinda commuted. Kevin and Michell, thanks for all the work that you do before, during, and after the convention. It would not happen without you two! - Dennis Bouchard

A very well run convention at a place with excellent facilities

This was an excellent convention - wonderful hotel, delicious food at each function I attended, and a good variety of forums. Having the space in the courtyard for the various organizations to display their materials was a real advantage. The various meeting rooms, registration, district office, basket room, and courtyard for the meals were easily accessible. Plus the food at the picnic, especially the ice cream, were all yummy! I would've liked to have seen a display of the school supplies that were collected. I'm sure there were a lot. Thanks to all who were involved in planning the 100th PA District Convention!

The Train Ride on the Strasburg Railroad was an excellent off-site choice for a meal and socialization with fellow Kiwanians. Liked of the idea of presenting books to be signed by speakers and then to be donated to early childhood development and learning centers. Sunday Morning Speaker was phenomenal, great choice. Blood drive may have been below exceptions due to reminders at meals, etc.

Too much focus on recruiting membership: not much on substance or projects: didn't hear about club's various signature projects:

1)The prices for food for what was served deters me from getting meals in future: expensive cold cuts, expensive hot dogs & hamburgers and expensive meatloaf & Chicken pot pie. 2)The leadership meeting: Gov John had no direction or motivation, Judy was well prepared 3)Heroes in Service: need better IT, consider using our Service Leadership students, Governor should be prepared to highlight the actual Heroes 4)Foundation Luncheon too many names read, and too much time waiting for people to walk up, very boring. Parade of Love should be advertised and promoted. 5)Closing breakfast speaker was fabulous hopefully he can be used again. 6)over all the convention committee did a nice job!!



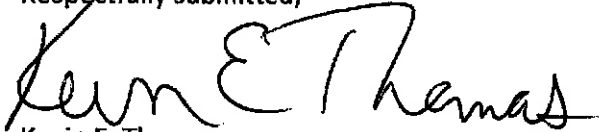
2017 Actual

2017 DISTRICT CONVENTION BUDGET REPORT		
19-Sep-17		
ACCOUNT	2017 Approved Budget	2017 Actual Rev./Exp.
<b>REVENUE</b>		
Registration Fees:		
Kiwanians (clubs @ 3 @\$25.00)*	\$ 12,500.00	\$ 12,075.00
Kiwanians (Beyond 3 per club@\$20.00)	\$ 1,500.00	\$ 1,120.00
Spouses (@\$15.00)	\$ 400.00	\$ 300.00
Sponsored Groups (@\$10.00)	\$ 100.00	\$ 120.00
Advertising *	\$ 6,500.00	\$ 6,395.00
Strasburg Railroad Dinner (74@\$55.00)	\$ 4,070.00	\$ 4,070.00
Thursday Opening Party (80 @ @\$22.00; 70@\$25.00/person)	\$ 3,510.00	\$ 2,818.80
Friday Early Learning Breakfast (80@\$12.00; 70@\$15.00)	\$ 2,010.00	\$ 1,310.86
Friday Lunch (80@\$24.00; 70@\$27.00)	\$ 3,810.00	\$ 3,871.41
Saturday Foundation Luncheon (80@24.00; 70@\$27.00)	\$ 3,810.00	\$ 3,216.41
Saturday Banquet (80@\$33.00; 145@\$36.00)	\$ 7,860.00	\$ 7,580.19
Sunday Breakfast (80@\$16.00; 45@\$19.00)	\$ 2,135.00	\$ 2,115.94
Host Committee Fundraising/sponsorships/exhibitors***	\$ 6,500.00	\$ 9,090.00
Merchandise/Clothing Sales	\$ 1,200.00	\$ 1,144.89
<b>TOTAL REVENUE</b>	<b>\$ 55,905.00</b>	<b>\$ 55,228.50</b>
<b>EXPENSES</b>		
Administrative Secretary	\$ 500.00	\$ 465.64
Audio Visual Aids & Equipment	\$ 4,000.00	\$ 704.90
Badges, Ribbons & Registration Materials	\$ 375.00	\$ 453.13
Board of Trustees & Lt. Governors (@\$265.00)	\$ 2,600.00	\$ 2,604.34
Circle-K Governor	\$ 450.00	\$ 529.17
Credentials Material	\$ 100.00	\$ -
Credit Card Processing Fees	\$ 1,100.00	\$ 1,041.23
District Governor	\$ 500.00	\$ -
District Executive Director	\$ 500.00	\$ 27.50
Entertainment/Speakers	\$ 1,500.00	\$ 250.00
Rentals & Setup fees	\$ 1,000.00	\$ 1,290.00
Frames	\$ 75.00	\$ 57.24
Gift - International Representative	\$ 150.00	\$ -
International Representative	\$ 500.00	\$ 496.17
Key Club Governor	\$ 450.00	\$ 496.17
Mailing - Postage	\$ 200.00	\$ -
Program (Printing)	\$ 1,050.00	\$ 960.07
Thursday - Picnic (150@\$26.00)	\$ 3,900.00	\$ 3,832.07
Strasburg Railroad (76@\$48.32)	\$ 3,672.32	\$ 3,672.32
Transportation	\$ -	\$ -
Friday Early Learning Breakfast(150@\$15.47)	\$ 2,320.50	\$ 1,870.44
Friday Luncheon (150@\$27.97)	\$ 4,195.50	\$ 4,432.76
Saturday Foundation Lunch (150@\$27.97)	\$ 4,195.50	\$ 3,904.05
Saturday Banquet (225 @ \$37.15)	\$ 8,358.75	\$ 8,106.30
Sunday Breakfast (125@\$20.34)	\$ 2,542.50	\$ 2,500.43
Hospitality	\$ 2,750.00	\$ 3,760.66
Rounding Subsidy	\$ 80.00	\$ -
Housing subsidy	\$ 7,000.00	\$ 5,005.00
Miscellaneous	\$ 1,839.93	\$ 448.08
<b>TOTAL EXPENSES</b>	<b>\$ 55,905.00</b>	<b>\$ 46,907.67</b>
<b>Excess/(Deficit) Revenues vs. Expenses</b>	<b>\$ -</b>	<b>\$ 8,320.83</b>
* Includes anticipated revenue to be received		
*** Does not include in kind sponsorships of \$1,500.00		

**District Executive Director's Contract and District Office Lease/Contract**

1. The District Executive Director's Contract expires on March 31, 2018. It would be suggested that this matter needs settled well before March 31<sup>st</sup> and that if board wishes to consider extending the contract of the current Executive Director that a committee consisting of the Governor, Governor-elect and Immediate Past Governor meet with the Executive Director at the earliest opportunity to begin discussions about that possibility.
2. The District office lease expires on September 30, 2018. However, the effective date of decision is June 30, 2018 as we must give notice of our intent to stay or leave by that time. Should we not do so by then, the lease would revert to a month to month lease with an automatic 5% lease cost increase and we would be responsible for October, 2018 even if we intend to leave the present location. It is suggested that the Executive Director do a search of space and lease costs in the Greater Harrisburg area and report back to the board at its January meeting with a recommendation on a direction to proceed.

Respectfully submitted,

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

Kevin E. Thomas  
District Executive Director

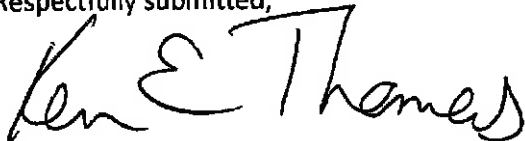
### Early Childhood Development Resolution

We really started our focus and work with early childhood learning and development in the 2010-11 year. In six years, here is some of what we have accomplished in this area of work.

- A. Over 70 educational programs of various formats and types have been conducted at Kiwanis meetings, events and conventions. The most recent of these was the very excellent Early Childhood Development Summit we had at our District convention in Lancaster.
- B. On an annual basis, read to over 22,000 children in daycares, preschools and schools.
- C. Partnered with over 15 Early Intervention/Home visitation programs such as the Nurse Family Partnership.
- D. Distributed over 17,000 quality children's books.
- E. Distributed over 201,000 of the Early Childhood Learning guides (Everyday I Learn through Play, Learning is Everywhere and Kindergarten Here I Come). This includes, this past spring, providing every family in the Philadelphia City Head Start program a copy of Kindergarten Here I Come.
- F. In 2017, provided 7,500 foster families with children in the third grade or younger a copy of the 2017 PA One Book, Daniel Finds a Poem.
- G. Became a strategic partner with the Pennsylvania Early Learning Investment Commission
- H. Became an advocate for quality early childhood programs. This included becoming a supporting organization for the Pre K for PA campaign, sending letters to state elected officials, holding an event at the Pennsylvania Capitol building and visiting state senators and legislators.
- I. Saw clubs across Pennsylvania adopt and partner with day cares and preschools. This included providing scholarships for families to afford quality facilities, scholarships for staff to advance their education, support for facilities improvements, providing early learning guides and providing age appropriate books.
- J. Saw several clubs partner with groups and organizations to open playgrounds which are accessible to all young children.
- K. Through this area of work, attracted literally hundreds of new members to Kiwanis and was a key focal point to the opening of several new Kiwanis clubs.

Accordingly and as a matter of affirmation, it is requested that the District Board affirm that Early Childhood Development, in all current aspects, remains a project of the Pennsylvania District of Kiwanis International which is supported by the Pennsylvania Kiwanis Foundation.

Respectfully submitted,



Kevin E. Thomas,  
District Executive Director

To: All District and Foundation Officers, Trustees, Committee Chairs, Lt. Governors, and others affected by the District and Foundation Policies on Youth Protection

**If either your PA State Police Criminal Background Check or PA Childline Youth Clearance check were issued before July 25, 2015, you need to renew your clearances.**

Those of us who were “early adopters” in obtaining our required clearances from the State did so under the law then in effect, which stated:

- The clearances were good for only two years, and
- We had to pay for them.

Act 15 of 2015 changed, among other things, these two sections:

- They are now free for volunteers, and
- The clearances obtained on or after July 25, 2015 are good for 5 years.

However, the law did not “grandfather” those of us diligent souls. As a result, our criminal and child abuse clearances have expired and need to be renewed. But these will be good until 2022. And they’re free.

Your Criminal Background check from the PA State Police can be easily requested on-line at [www.epatch.state.pa.us](http://www.epatch.state.pa.us). The instructions are very simple. Some hints:

- The organization is Kiwanis.
- The telephone number is 717-540-9300 [District office #].
- You will receive an email with the certificate. I suggest exporting the email to PDF and saving it on your computer. You can then print out copies as required for your local club (if needed) or elsewhere. Please e-mail a copy to Kevin for District files.

The process for Childline is a bit more complex. The address is [www.dhs.pa.gov](http://www.dhs.pa.gov). I had to create a new password, for which I had to go to [www.compass.state.pa.us](http://www.compass.state.pa.us). At some point in the process you may be asked to verify yourself using one of three methods. The only option that worked for me was the ‘Security Code’. They will e-mail you a 6 digit code to your e-mail address on file, to be used on the login screen. Some other hints:

- With luck, they still have all of your personal information. I updated the ages of my spouse and children. Other than that, all was good. If you have moved since your previous clearance, or any other details have changed, please be sure to edit your info.
- *On the e-signature page, be sure to answer **NO** to the question about having received a free check within the past 57 months.* Remember: the last one we received, we had to pay for.
- When asked, there is no ‘code’ issued by the District, nor is one required.
- You will receive both an electronic and paper certificate in about 2 weeks. Again, please e-mail a copy to Kevin.

Thanks to Bob Raub for picking up on this. And thank you for your diligence and service to our Youth.

From your outgoing Youth Protection Manager,  
**Phil Weber**

From: jraub919 <jraub919@aol.com>  
To: Kevin Thomas <kevin@pakiwanis.org>  
Subject: Fwd: KI Amendment Proposal from the Sheraden Club  
Date: Thu, Aug 3, 2017 7:54 pm  
Attachments: 07 06 17.docx (232K), Sheraden Club Proposal to 2018 Kiwanis International House of Delegates.docx (270K)

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Ok. I dont mean to be dumb, but what am I to do with this?  
It fell way to the bottom of my email and I just noticed it.  
Thank you in advance for your help.  
Judy

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----  
From: Andrea Cuda <[chemistandrea@hotmail.com](mailto:chemistandrea@hotmail.com)>  
Date: 7/7/17 12:45 PM (GMT-05:00)  
To: [jraub919@aol.com](mailto:jraub919@aol.com)  
Cc: [mmuraska@comcast.net](mailto:mmuraska@comcast.net)  
Subject: KI Amendment Proposal from the Sheraden Club

Hi Judy,

I hope that all is well with you. I'm sure that you are getting ready and excited for your trip to France! I am so jealous!

I wanted to send an email to update you regarding an amendment that our club is proposing to the 2018 Kiwanis International House of Delegates. This was voted on last night in our regular meeting (see attached agenda) by a majority.

What stemmed from our concern for the \$50 fee charged to new members, we would like to propose an amendment to **Article XXII Revenue, Section 9a** in the KI Bylaws. This amendment would provide a provision granting the membership the opportunity to ratify any additional revenue streams that the KI Board wishes to impose via the International Policy Code. (See page 2 of the attached.)

A few comments on our amendment "Should the Board of Trustees raise revenue on clubs or club members, this will not be considered permanent until ratified by the International House of Delegates of the following International Convention of the following administrative year:"

- Grants members the opportunity to confirm all fees imposed while allowing time for the Board to raise funds temporarily should there be a budgetary need
- Continues to provide the International Board the ability to raise revenues not specifically called out in the Policy Code should the occasion arise
- Offers the ability to ensure that Kiwanis International is operating responsibly

The potential for Sheraden's proposal to pass would definitely be greater if we have the support of the Pennsylvania District. While it definitely would've been ideal to gain the endorsement of the entire district at this year's 2017 House of Delegates in Lancaster, we know that that isn't an option at this point due to the passing of the deadline to submit proposals. With that being said, I'd like to discuss this amendment with you and/or your designate/s to determine final verbiage of both the amendment as well as the notes introducing the amendment. I'd also like to ask for your support and would like to know if you believe for it would be impactful to review and discuss this with your incoming District

Board. The deadline for KI to receive proposals is October 31st. Please let us know your thoughts and what direction (if any) you'd like to take.

Thank you for your time, consideration, and support,

Andrea Cuda

724-433-4487

[chemistandrea@hotmail.com](mailto:chemistandrea@hotmail.com)

**Sheraden Club Proposal to 2018 Kiwanis International House of Delegates  
\*Sheraden to present to the 2017 PA District Board for Endorsement**

**Kiwanis International Bylaws: Article XXII Revenue, Section 9a**

Section 4. Each member club may be assessed by the district with which it is affiliated, for each member, a sum established by the district. These dues shall be based upon each club's annual membership report. (6/2012)

Section 5. Each member of a club shall pay to that club such membership induction fee and annual membership dues as are fixed by the bylaws of said club. (6/2012)

Section 6. Each member club shall pay dues and/or other costs as set forth in the federation bylaws to the federation with which it is affiliated for each member. (6/2012)

Section 7. The word "dollar(s)" shall mean "United States dollar(s) or the equivalent thereof." (7/1988)

Section 8. Revenue from sources other than those defined in this Article may be raised as provided in these Bylaws. (7/1988)

**Section 9.**

a. The Board of Trustees may raise revenue from sources in addition to those specifically authorized in these Bylaws; however, the Board may not levy assessments upon clubs or club members, or commit Kiwanis assets for business purposes, except as provided herein. (6/1992)

b. Any revenue-raising activity is expressly prohibited which does not conform to ethical and sound business practices; is inconsistent with the Objects, Policies, or Procedures of Kiwanis; or impugns the good name of Kiwanis. (6/1992)

c. Any activity authorized by this section shall not involve the release or use of the Kiwanis International Directory or mailing list including names, addresses, or telephone numbers of the members of clubs, for entering into third-party agreements unless such release or use is expressly authorized by the prior consent of a majority of the delegates at an annual International convention. (7/1998)

d. Any member belonging to a club of Kiwanis International may request their name, address, fax number, and telephone number be withheld from any list to be given or sold to any third party. (7/1998)

**ARTICLE XXIII FINANCE AND ACCOUNTING**

Section 1. The fiscal year of Kiwanis International shall commence October 1 and terminate the following September 30. (6/1989)

Section 2. The Board of Trustees shall install and maintain an efficient accounting system for Kiwanis International. (6/1989)

Section 3. Not later than October 1 of each fiscal year, the Board of Trustees shall adopt a budget for the fiscal year. The budget shall specify the estimated revenues and sources thereof, and the purpose and amount of expenses or appropriations.

Section 4. Disbursements in any year shall not exceed the gross amount of the annual budget.

Section 5. The Board of Trustees shall designate the depositories of all funds of Kiwanis International. (10/1985)

Section 6. The Board of Trustees shall have power to authorize officers and employees to execute and countersign vouchers and checks and to perform such other acts to carry out the purposes and objects of this Article. (6/1989)

Section 7. The Board of Trustees shall provide for the annual audit of the books of accounts of Kiwanis International by certified public accountants, or in its discretion, an audit at more frequent periods. For audit purposes, the Executive Director shall submit all books, records, and vouchers. (6/2012)

Section 8. In an official publication of Kiwanis International, annually, within six (6) months after the close of the Kiwanis fiscal year, the Board of Trustees shall publish the balance sheet and the statement of the receipts and expenditures of Kiwanis International for the previous fiscal year, together with the auditor's certification, and the financial statements for Key Club International and Circle K International. A glossary with detailed information regarding expenditures is to be published therewith. (6/2004)

Insert: "Should the Board of Trustees raise revenue on clubs or club members, this will not be considered permanent until ratified by the International House of Delegates of the following International Convention of the following administrative year."

## Reference

### Kiwanis International Policy Code: Club Membership, Section 342.2

#### CLUB MEMBERSHIP

##### 340 – INVITATION TO CLUB MEMBERSHIP (1/13)

Admission to Kiwanis club membership shall be by personal invitation only. Kiwanis clubs shall not solicit new members through newspaper ads, general mailings to the public, or other such forms of nonselective advertising. (6/91) (1/13)

##### 341 – REFUNDS OR PRORATING OF DUES, MAGAZINE SUBSCRIPTION, AND INSURANCE (1/13)

Clubs do not receive a refund from Kiwanis for dues, magazine subscription fees, or insurance costs paid for members who are dropped from club membership, and clubs are not charged dues, magazine subscription fees, or insurance costs for new members. (10/90) (1/13)

(See also Procedure 234 - District Assistance in the Collection of Kiwanis International Dues.)

##### 342 - NEW CLUB MEMBERS (1/13)

###### 342.1 - Preinduction Education Meeting

After election to membership and before the induction of a new member, the new member should attend a pre-induction education meeting, at which members of the club membership committee should discuss the history, Objects, and objectives of Kiwanis; club service projects and fund-raising activities; and the responsibilities, costs, and benefits of club membership. The member should be made aware of the benefits of regular attendance, participation in the activities of the club, and visiting other Kiwanis and sponsored programs clubs. When practical, the spouse of the prospective member should be invited to attend this meeting. (6/91) (1/92)

###### 342.2 –Enrollment Fee (4/13)

An enrollment fee shall be charged for each new club member to defray administrative costs, in the amount of \$50 for Tier A clubs in North America and \$42 for Tier A clubs outside of North America. However, clubs outside of North America below Tier A shall pay charter member fees of \$25 for Tier B clubs and \$15 for Tier C clubs. (10/90) (4/13)

The new member enrollment fee is waived for: charter members of new Kiwanis clubs; Kiwanis club members who, within a six-month period, join another Kiwanis club; and former Key Club or Circle K club members. The fee is not waived when a member who has been deleted is then re-added by the same club, except when annual dues have been paid for that member for the period in which the member rejoins. (10/90) (4/14)

*Proviso: Effective January 1, 2016 for new clubs organized on or between January 1-September 30, payment of the member enrollment fees for members who join the club after chartering but by September 30 of the same administrative year shall also be considered payment of dues, subscription fees, and insurance for all members of the club for the following administrative year. This proviso shall apply for clubs formed on or between*



To Take Effect 2018-2019

Article IV Divisions

Section 1.

The territory of this district shall be divided into divisions, each of which shall be determined by the Key Club District Board of Trustees, pending approval from the Kiwanis District Board of Trustees. The Key Club District Board of Trustees is defined as the current Governor, Secretary/Treasurer, Bulletin Editor and Lieutenant Governors of the Pennsylvania District of Key Club International.

Current Name	Renamed
1	1
3	2
4/5	3
6	4
8/10	5
11	6
12N	7
12S	8
13N	9
13S	10
15N	11
15S	12
16N	13
16S	14
17/18N	15
18S	16
19N	17
19C	18
21	19

22	20
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